

# MASTER AGREEMENT

Between

HURON EDUCATION ASSOCIATION  
MEA/NEA

and

HURON SCHOOL DISTRICT  
New Boston, Michigan

July 1, 2025 to June 30, 2027

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## **ARTICLE 1 AGREEMENT**

This Agreement is entered into and between the Huron Board of Education, hereinafter called the "Employer" and the Huron Education Association/MEA/NEA, hereinafter called the "Association".

## **ARTICLE 2 RECOGNITION**

- A. The Employer hereby recognizes the Association as the sole and exclusive bargaining representative for all professional personnel certified of the Huron School District, whether under contract, on leave, or on a per diem, hourly, or class rate basis, excluding substitutes, dual enrollment teachers, and parochial specials teachers in the K-12 program. Such representation shall cover all personnel assigned to newly created professional positions unless the parties agree in advance that such positions are principally supervisory and administrative.
- B. Such representation shall exclude superintendent, adult education staff, principals, assistant principals, Chief Academic Officer, Chief Operations Officer, Special Education Administrative Staff, Director of Technology, Athletic Director, and any staff not included in recognition section 2(C) and 2(D) and the titles of any other positions which are "supervisory" within the meaning of PERA. The terms "Teacher" and "bargaining unit member" include both certified and non-certified employees within the recognized bargaining unit set forth above.
- C. Certificate shall include a provisional, continuing, professional education, temporary vocational authorization, full vocational authorization, occupation and professional certificate with occupational education certificate. It shall include those individuals employed pursuant to Section 1233 (b) of the School Code of 1976, being Section 380.1233 (b) of the Michigan Compiled Laws and those individuals employed pursuant to an annual vocational authorization or other temporary approval as defined in the State Board of Education administrative rules.
- D. The bargaining unit shall include those teachers employed by the School District who are now assigned to the consortium program, the Downriver Career Technical Consortium which includes these school districts: Airport, Flat Rock, Gibraltar, Grosse Ile, Huron, Riverview, Southgate, Trenton, Woodhaven, and any other districts brought into the Consortium at a future date. These members will have full rights, just as members working within Huron buildings.
- E. The Employer agrees not to negotiate with or recognize any teachers' organization or union other than the HEA/MEA/NEA for the duration of this Agreement.

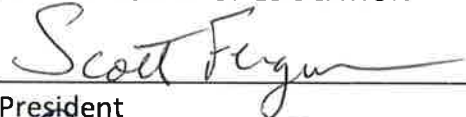
**ARTICLE 3  
EXTENT OF AGREEMENT**


- A. This agreement shall constitute the full and complete commitment between both parties. This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.
- B. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provision or applications shall continue in full force and effect.
- C. The Agreement shall be posted on the website and twenty (20) copies provided to the HEA President for their use within thirty (30) days of ratification.

**ARTICLE 4  
DURATION OF AGREEMENT**

- A. This Agreement shall become effective July 1, 2025 and shall remain in effect until midnight on June 30, 2027. The 80/20 cost-share of health insurance is for the duration of this agreement.
- B. The Association or the Board will notify the other of their intent to open negotiations for a new contract by January 15, 2027. Any notice required hereunder shall be sufficient if mailed to the Board in care of the Superintendent of Schools or to the Association in care of the President of the Association.
- C. IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives in the month, day and year first written below.

HURON BOARD OF EDUCATION

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Superintendent

HEA/MEA/NEA

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Chief Negotiator

  
\_\_\_\_\_  
Date

**ARTICLE 5**  
**MAINTENANCE OF STANDARDS**

- A. The duties of any member or the responsibilities of any positions in the bargaining unit will not be transferred to a person not a member of the bargaining unit without prior negotiation with the Association.
- B. The Board agrees to refrain from employing members as permanent substitutes, long-term substitutes, teaching consultants and teaching coordinators or in any other capacity or with any other title where to do so would constitute an attempt to, or have the effect of, removing or excluding a permanent full-time or permanent part-time bargaining unit position or work, teaching vacancy, or similar position giving rise to tenure rights, from the bargaining unit or otherwise from coverage under the collective bargaining Agreement, or which would result in the continued layoff of regular teachers in the School District, or which would result in the reduction of salary, fringe benefits or the denial of the right to collectively associate and bargain on the part of the person assuming said position or formerly occupying said position.

**ARTICLE 6**  
**CONTINUITY OF OPERATIONS**

- A. Both parties recognize the desirability of continued and uninterrupted operation of the instruction program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any strike against the Employer (as said term is defined by the Public Employment Relations Act).
- B. Nothing in this Article shall require the Employer to keep schools open in the event of severe inclement weather or when otherwise prevented by an emergency closure.

**ARTICLE 7**  
**PAYROLL DEDUCTION**

- A. The Employer will make payroll deductions, upon written authorization from a member, for annuities, credit unions, savings bonds, and/or any other plan or program currently in effect and new programs to be agreed upon by the Board and Association. Said authorization designating deductions shall be delivered to the payroll office on or before September 15. If, during the year, changes in the deductions become necessary, said changes shall be authorized in writing and presented to the Business Office.

- B. Contractual salaries will be divided by 26 or 27 to determine the gross biweekly amount. The Association will be notified by June 1 if 27 pays are necessary for the following school year. All members will be paid by electronic deposit only, to a financial institution that accepts electronic deposits. All members will provide to the Business Office with the financial organization's name and required routing information to receive their payroll. This will be paid to the employee biweekly, less FICA, federal and state income tax, and any other deductions selected by the employee.
- C. Employees may choose to pay their Union membership dues by payroll deduction if allowed by law. The Union will notify the District of the amount to be deducted for each employee along with the authorization form in Appendix D from each employee opting for payroll deduction by September 1 each year. The dues will be deducted from the second pay of the month over ten (10) months (1/10 per pay) beginning in September. The District will remit the collected fees from the payroll deductions to the Union within ten (10) days of collection along with a report indicating the amounts attributable to each employee.
- D. All checks, including e-checks, will clearly indicate the reasons for all deductions.

## **ARTICLE 8**

### **PROFESSIONAL GRIEVANCE PROCEDURE**

- A. A grievance shall be an alleged violation, misapplication, or misinterpretation of the expressed terms and conditions of this contract.
- B. The Association shall designate their representatives to handle grievances when requested by the grievant. The Employer hereby designates the principal of each building to act as its representative at Level One as hereinafter described.
- C. The term "days" as used herein shall mean days in which school is in session, or during summer break, it means weekdays excluding Saturday and Sundays.
- D. Written grievances as required herein shall contain the following:
  - 1. It shall be signed by the grievant(s).
  - 2. It shall contain a synopsis of the facts giving rise to the alleged violation:
  - 3. It shall cite the Section or Subsection of this contract alleged to have been violated.
  - 4. It shall contain the date of the alleged violation(s).
  - 5. It shall specify the relief requested.
- E. Any written grievance not substantially in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

LEVEL ONE - INFORMAL. A member of the Association, believing themselves wronged by an alleged violation of this contract shall within ten (10) workdays of its alleged occurrence (or reasonable knowledge of same) verbally discuss the grievance with the building principal or appropriate supervisor in an attempt to resolve same. When a grievance affects more than one building, or the building administrator does not have the authority to resolve the grievance, the grievance shall move directly to Level Three.

LEVEL TWO - PRINCIPAL/SUPERVISOR. If no resolution is obtained within five (5) workdays of the discussion, the Association may reduce the grievance to writing and submit to the building principal or appropriate supervisor within ten (10) workdays of said discussion. Within five (5) workdays of receipt of the written grievance, the building principal or supervisor shall arrange and hold a meeting with the grievant and the designated local Association representative to discuss the grievance. Within five (5) workdays of the meeting, the building principal or supervisor shall render their decision in writing, transmitting a copy of the same to the Association. If the written decision does not satisfy the grievance or no answer is obtained, the grievance may be transmitted to Level Three.

LEVEL THREE - SUPERINTENDENT. If the written decision at Level Two does not satisfy the grievance or no answer is obtained, the grievance may be transmitted to the Superintendent or their designee within five (5) workdays after the decision at Level Two. Within ten (10) workdays of receipt of the grievance, the Superintendent or their designated agent shall arrange and hold a meeting with the grievant and the designated local Association representative to discuss the grievance. Within ten (10) workdays of the discussion, the Superintendent or their designated agent shall render their decision in writing, transmitting a copy of the same to the Association, the Grievance Chairperson of the Association and the principal of the building in which the grievance originated.

LEVEL FOUR - ARBITRATION.

1. Within thirty (30) calendar days upon receipt of the Superintendent's decision, the Association may submit the matter to the American Arbitration Association in the event the decision is unsatisfactory to the Association.
2. The arbitrator shall be selected in accordance with the rules, regulations and methods recommended by the American Arbitration Association.
3. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Employer and the Association; subject to the right of the Board or the Association to judicial review.
4. Powers of the arbitrator are subject to the following limitations:
  - a. They shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
  - b. They shall have no power to establish or to change any existing salary schedule.
  - c. They shall have no power to change any practice, policy or rule of the Board, nor substitute their judgment for that of the Employer as to the reasonableness of any such practice, policy, rule or any action taken by the Board, except where such practice, policy, rule or action is in conflict with this agreement.

- d. They shall have no power to interpret state or federal law, except as specifically mentioned in this Agreement.
    - e. They shall not hear any grievance barred from the scope of the grievance procedure.
  - 5. After a case in which the arbitrator is empowered to rule hereunder has been referred to them, it may not be withdrawn by either party except by mutual consent.
  - 6. If either party disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall first rule on the arbitrability of the grievance.
  - 7. The cost of the arbitrator shall be borne equally by the parties except each party shall assume its own cost for the representation.
  - 8. All arbitration hearings will be conducted at the employer's central office unless the parties mutually agree otherwise.
- F. Should the Association fail to institute a grievance within the time limits specified or fail to appeal a decision within the limits specified, the grievance will not be processed.
- G. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or nonoccurrence of the event upon which the grievance is based. However, in no event shall the settlement be earlier than seventy-five (75) days prior to the date on which the grievance is filed.
- H. Matters in which a petition for review or appeal have been filed with the Michigan Tenure Commission pursuant to the Michigan Teachers' Tenure Act are not arbitrable. The rights afforded under the act are a teacher's sole and exclusive remedy once a petition/appeal has been filed and neither the teacher nor the Association may file or process a grievance which arises under the same circumstances, transaction or action.

## ARTICLE 9 SCHOOL CALENDAR

- A. The parties agree that all aspects of the school calendar, excluding the first day of school, are negotiable including the length of the school year, and further agree that the school calendar shall be set forth in Appendix C. Any deviation shall be by mutual written consent.
- B. New employees may be required to report for one day of orientation. Second year members will report one day early for classroom preparations and meetings with building principals.
- C. Members shall have one week after the last student day in which to complete their end-of-the-year duties, but it is preferred that the report cards be completed first.
- D. There will be a minimum of 180 student days (including any PD days counted as instructional days) with a minimum of 1098 hours of instruction. Per diem compensation



shall be based on the number of teacher workdays specified in the calendar per contract year. If the State of Michigan changes the required number of instructional days or hours such that it impacts the negotiated calendar, the Huron Board of Education and the Huron Education Association agree to bargain over the impact.

- E. Each semester/trimester shall end with two half-days for students. The afternoon portion of each half day is an on-site or off-site records time for members. The last day of school will be half day for students and a half day for teacher records and check-out.

F. Rescheduled Instructional Days

1. It is understood and agreed that the school calendar as specified in the collective bargaining agreement has been constructed to maximize student contact time and achievement. However, the parties recognize that due to conditions not within the control of school authorities, such as, but not limited to, severe storms, fires, epidemics, or health conditions as defined by City, County or State health authorities, there may be days of emergency closure when pupil instruction is scheduled but not provided. If emergency closures result in insufficient day(s) of pupil instruction, the required days will be rescheduled and provided on a day(s) contiguous with the end of the school year unless otherwise mutually agreed between the District and the Association.
2. It is understood and agreed that rescheduling days may vary from one level or one building to another depending on the number of instructional days/hours provided for each level or building. It may occur that elementary schools will be rescheduled when the middle and high schools are not. However, all levels and buildings shall be required to meet the minimum contractual days and hour requirements.
3. On such days when pupil instruction is not provided, members will not be required to work. Members will be notified by text, phone, or automated calling system. Members will be required to work on the rescheduled days(s) as if it were a regularly scheduled workday(s).
4. On the rescheduled workday(s), the School District will not pay nor will members receive any additional compensation, insurance benefits or fringe benefits under Contract.

**ARTICLE 10**  
**NEGOTIATION PROCEDURES**

- A. Representatives of the Employer and Association's bargaining committees will meet as the need arises for the purpose of reviewing the administration of the contract and resolving potential problems. If either party desires to meet, a mutually agreeable meeting date will be selected within one week.
- B. The party requesting the meeting is to submit to the other, on or before Friday prior to the meeting, an agenda covering what they wish to discuss.

- C. Should a meeting result in a mutually acceptable amendment to the Agreement, then the amendment shall be subject to ratification by the Employer and the Association provided that the bargaining committee shall be empowered to effect temporary accommodations to resolve special problems.
- D. The parties will use their best efforts to conduct negotiations during hours when school is not in session. When negotiations are conducted during regular hours, release time shall be provided for the Association's negotiating committee.
- E. Neither party in any negotiations shall have any control over the selection of negotiating or bargaining representatives of the other party. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions during negotiations.
- F. There shall be six signed copies of any final agreement. One copy shall be retained by the Employer, four by the Association and one by the Superintendent.

#### **ARTICLE 11 VACANCIES AND TRANSFERS**

- A. A vacancy shall occur whenever a bargaining unit member vacates a unit position as the result of resignation, dismissal or transfer and the Board determines to fill it. Newly created bargaining unit positions and any leave of absence by a Teacher for the entire school year shall also be considered vacancies if the Board determines to fill them. Any vacancy that occurs after the beginning of the school year shall be considered temporary and may be filled temporarily for that school year only. If the position is to continue beyond the initial year, it shall be posted according to procedures below.
- B. When any bargaining unit vacancies occur, the Board shall inform the Association, provide electronic notice to employees via email, and post the vacancy on the applicant tracking platform.
- C. Vacancies shall be posted for seven (7) calendar days before being filled unless the superintendent and the Association President mutually agree to a necessary shorter posting period due to unique challenges with a certain position. The Board agrees to consider certification, distinguishing factors of qualification as defined in Article 33E, and length of service to the school system for any transfer requests and internal applications prior to hiring an outside applicant. If an internal candidate is not selected, the administration will make a personal contact (phone call or in person, preferably in person) to discuss the basis for the non-selection.

- D. TRANSFERS. Generally, teachers will continue in the same assignment from year to year, however, the District shall have the right to assign teachers according to the schedule or for other reasons not arbitrary or capricious. If a transfer is needed, the administration will ask for volunteers to be considered for transfer. If there are no volunteers, the District will select the teacher to be transferred with consideration of certification, distinguishing factors of qualification as defined in Article 33E, and length of service to the school system. Before a final decision, the superintendent will discuss the transfer with the HEA President or designee. The administration will make a personal contact (phone call or in person, preferably in person) to the teacher to discuss the basis for the transfer.

A member desiring to transfer shall request such in the assignment committee survey generally by March 15 each year. The survey results will be provided to the Principals and the local Association President. The application shall set forth the reasons, if any, for transfer, school, grade, position sought, and the applicant's certification. Such requests shall be renewed annually by the member to retain active consideration.

- E. It is desirable that employees have an assignment by no later than the end of the school year. However, changes in financial conditions, course demands because of student course selection process, termination of staff, or student population may require that the present staff assignments be changed to adjust to new situations.

F. Definition of Terms

1. NTPP (Non-Teaching Professional Personnel) - Personnel working in positions that do not require a teaching certificate under the Michigan Teacher Tenure Act (Counselor, Psychologist, School Social Worker, Speech/Occupational Therapist).
2. School Year - As defined by the school calendar.
3. Days - Days (on or off site) when members are required to be in attendance.
4. Normal Duty Day - May not exceed (7) hours thirty (30) minutes.
5. Teacher, bargaining unit member, staff members - certified and non-certified employees within the recognized bargaining unit.
6. Parochial Specials - Hired by the district to work at local parochial schools (ex.: art, gym, music, library and technology); this does not include teachers who spend part of their day at the parochial school and part in Huron buildings.
7. Transfer - A transfer is when a teacher's duty station is changed from one building to another, changing to a new grade at elementary level, when assigned to a different position requiring travel between buildings (other than between the High School and Renton JHS), or a teacher's assignment is changed from general education to special education, or changed to or from classroom and ancillary, guidance counselor, or specials.

**ARTICLE 12**  
**SENIORITY**

- A. Beginning with 2025-26 school year, members hired into the bargaining unit shall be placed on the seniority list on their first day of work in the bargaining unit in the regular school calendar from their most recent date of hire.
- B. A seniority list shall be maintained by the district with members ranked in order of seniority. The seniority list shall be emailed to each bargaining unit member by October 15 each year. Any proposed corrections shall be brought to the attention of the administration for review by November 15 each year. After mutual agreement, the list shall be final.
- C. If there is a tie on the seniority list, the tie shall be broken according to the last four digits of the social security number, with the person having the highest number having the greatest seniority and proceeding in a similar manner until all persons with the tie are assigned a seniority position.
- D. All seniority shall be lost when a teacher retires, resigns, or is discharged. Seniority shall be frozen if the teacher transfers to a non-bargaining unit position in the District for two (2) years or less. If they return to the bargaining unit within the two years, they shall be entitled to such rights as they may have had under this Agreement at the point that they left the unit.
- E. Seniority shall continue to accrue during periods of layoff of up to two (2) years, unpaid leaves of less than one (1) school year, and the full duration of a qualified military duty leave. Time on layoff or unpaid leave does not count as service time for longevity.

**ARTICLE 13**  
**ASSOCIATION RIGHTS**

- A. The local Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings, provided that when special custodial service is required, the Employer may make a reasonable charge therefore. No charge shall be made for use of School rooms. The local Association shall provide the Board with dates and places of regularly scheduled meetings by September 15.
- B. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

- C. The local Association shall have the right to use school facilities and equipment, including computers, copy machines, other duplicating equipment, and audiovisual equipment at reasonable times when such equipment is not otherwise in use. The local Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- D. The Association shall have the right to post notices of activities and matters of Association concern on office bulletin boards, at least one of which shall be provided in each building. The Association may use the district mail service and member mailboxes for appropriate and reasonable communication to HEA members.
- E. It is understood that at no time shall students be involved in the dissemination of such literature, and such material shall not be made readily accessible to them.
- F. The Employer agrees to furnish to the Association in response to reasonable request all available information concerning the financial resources of the district, including but not limited to:
  - 1. Annual financial reports and audits.
  - 2. Register of certificated personnel.
  - 3. Tentative budgetary requirements and allocations
  - 4. Agenda, expanded resumes and minutes of all Board meetings.
  - 5. Treasurer's reports, census and membership data.
  - 6. Names and addresses of all members, salaries paid thereto and educational background.
  - 7. Contracts held with other employee groups in the district and
  - 8. Such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the members and students, together with information which may be necessary for the Association to process any grievance or complaint.
- G. The Employer shall provide to the Association President via email a list of bargaining unit members employed by the Employer, including their name, hire date, assignment, work email address, mailing address, personal telephone number, base wages (step and lane), employee identification number, Personal Identification Code (PIC), and their full or part-time status.
- H. The Board shall place on the agenda of each regular Board meeting any matters brought to its attention by the Association so long as those matters are made known to the superintendent's office five (5) days prior to the said regular meeting.

**ARTICLE 14**  
**SUBSTITUTE TEACHERS**

- A. The use of regular members as substitute teachers is disruptive to students and the educational process, and it shall be avoided whenever possible. Member regular attendance has a significant effect on student achievement and behavior. In the event regular members covered by this agreement are used as substitutes on an emergency and voluntary basis during their preparation period, they shall be compensated at \$10.00 per fifteen minute increment \$40 per hour). Administration will make every effort to secure volunteers for subbing and rotate subbing among available staff. Anyone taking a double class or a co-teaching class alone (with administrative approval and only due to all subs being unavailable) shall be paid \$10.00 per quarter hour for that work.
- B. The Board agrees to refrain from employing members as permanent substitutes, long term substitutes, teaching consultants, and teaching coordinators or in any other capacity or with any other title where to do so would constitute an attempt to, or have the effect of, removing or excluding a permanent full time or permanent part time bargaining unit position or work, giving rise to tenure rights, from the bargaining unit or otherwise from coverage under the collective bargaining agreement, or which would result in the continued layoff of regular members in the school district, or which would result in the reduction of salary, fringe benefits or the denial of the right to collectively associate and bargain on the part of the person assuming said position or formerly occupying said position, as long as the position(s) are not experimental, dual enrollment, online related, or parochial shared-time.
- C. Members who substitute for a building administrator will be paid an additional stipend of \$40 for the day.
- D. Specials teachers may be required to substitute for another teacher during their regular assignment up to seven (7) hours per school year without additional compensation. Members who substitute for another teacher in addition to the above during their regular assignment (except for 12<sup>th</sup> grade classes at end of year) will be paid an additional stipend of \$25 per hour.

**ARTICLE 15**  
**RIGHTS OF THE BOARD**

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and/or the United States, including but not limited to the following: The management and control of school properties, facilities, grades, and course of instruction, athletic and recreation programs, method of instruction, materials used for instruction and the selection, direction, transfer, promotion or demotion, discipline or dismissal of all personnel. The exercise of these powers, rights, authority, duties and responsibilities by the Board, and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the specific and express terms of this Agreement.

**ARTICLE 16**  
**PROFESSIONAL DEVELOPMENT**

- A. Professional development is a continuum of growth and learning activities that enhances professional skills and expertise for all educational employees, and which empowers the employees as they prepare students to be productive and adaptive citizens in an ever-changing world.
- B. It is the teacher's professional responsibility to understand and keep accurate records of all required professional development hours. Accurate personnel records must be kept, entered, and recorded for all hours outside of the district-provided professional development. For district-provided professional development, the district will upload hours to MOECS.
- C. Professional development is an essential element of school improvement. Each building shall have a Professional Development Committee composed of building administrators, department heads/grade level leaders, and school improvement representatives.
- D. The PD Committee shall meet to plan professional development and oversee the implementation of the plan for the professional development for the building in conjunction with District oversight. In planning, the committee shall consider the needs of the various teaching levels and disciplines and evaluate the effectiveness of the programs. If, after no fewer than three (3) committee meetings, no consensus is reached within the PD committee, building level administration will have discretion to plan and organize building level professional development in conjunction with district oversight and direction.
- E. For coordinating District level Professional Development, building administrators and one teacher representative from each building PD committee will meet with the superintendent to provide input for district professional development initiatives. In planning, the committee shall consider the needs of the various teaching levels and disciplines and evaluate the effectiveness of the programs.
- F. All professional development training/activities which are required of the staff as a whole should occur during the contract day. The District shall provide a minimum of thirty (30) hours of professional development training/activities. If PD is offered virtually, teachers may complete the PD on-site or off-site as determined by central office administration.
- G. If professional development training is scheduled outside of the regular school calendar time, it is voluntary and each participating member will be compensated at a rate of \$40/hour as preapproved.

- H. Leave time and expenses may be granted to members to attend professional development opportunities other than local building or district activities, including, but not limited to, professional development programs of the State Board of Education, post-secondary institutions, at RESA and other school districts.
- I. The Employer may grant a member leave from their responsibilities and provide a substitute teacher for the member to serve on the State Board of Education Committee, Commissions, Task Forces, Advisory Groups, etc. Such leave time will not impact other leaves provided for under the terms of this contract.

## **ARTICLE 17**

### **MEMBER RIGHTS**

- A. The Employer hereby agrees that every bargaining unit member shall have the right to freely join, organize, participate in, support or assist the Association in engaging in lawful concerted activities for the purpose of collective negotiations or bargaining with the Employer with respect to rates of pay, wages, hours or other conditions of employment and for other mutual aid and protection purposes as provided for in the Michigan Public Employment Relations Act MCL 423.201 *et seq.* The Employer agrees that it will not interfere with, restrain, discourage, or coerce any member in the employment or exercise of any rights conferred or guaranteed by PERA or any other laws of the State of Michigan or by the Michigan or United States Constitution. The Employer further agrees that it will not discriminate against any member with respect to rates of pay, wages, hours of employment or other conditions of employment by reason of their membership in the Association, by reason of their participation in any lawful concerted activities of the Association for the purpose of collective negotiation or bargaining or for other mutual aid and protection purposes provided for in Act 379, or by reason of institution of any grievance, complaint or proceedings provided for in this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Each member will have the right to review the contents of their own personnel file. Confidential credentials are exempt from review by the employee. A representative of the Association may, at the member's request, accompany the member in such review. The review will be made in the presence of the administrator responsible for the safekeeping of such file. The personnel file may include certificates, degree verifications, transcripts, evaluations, reprimands, requests for leave, commendations, substantiated complaints, notice to member, provided it is noted that it is going in the file, and factual information for district operations.
- C. The personnel file will be in the central administration office and will constitute the only official documentation of an employee in the district. No materials, including but not limited to, evaluations, commendations, or complaints, shall be placed in a member's personnel file unless the member has had an opportunity to read the material. The employee shall acknowledge that they have read such materials by affixing their signature



on the actual copy to be filed, with the understanding that such signature shall indicate their awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material. If it is determined by administration that material in a personnel file is in error or inappropriate, it will be corrected or removed.

- D. All members covered under the Agreement, who participate in the production of tapes, publications, or other produced educational material, shall retain rights should they be copyrighted or sold by the district, provided such work was produced after normal school hours.
- E. All members have the right to union representation, where appropriate and requested.

## **ARTICLE 18**

### **STUDENT DISCIPLINE AND EMPLOYEE PROTECTION**

- A. The employer recognizes its responsibility to give all reasonable support and assistance to employees with respect to the maintenance of control and discipline. Whenever it requires the attention of special counselors, social workers, law enforcement personnel, physicians, or other professional persons; or whenever it appears that a particular student in the class will impede the education of the balance of the class because of disruptions caused by said student, the Employer will take necessary steps to aid the member in their responsibilities to such pupil.
- B. An employee may exclude a pupil from class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. The duration of the exclusion will be for the remainder of the class period at the secondary level. At the elementary level, an exclusion will be for one hour or until a conference is held between the principal and the member, providing adequate supervision is available.
- C. An Employee may, at all times, use such appropriate and reasonable force as is necessary to protect themselves, a fellow employee or administrator, or a student from attack, physical abuse or injury.
- D. Any case of assault upon a member shall be promptly reported to the Employer or its designated representative. The student will be removed from the member's classroom until the incident can be investigated and a reentry plan is implemented, including input from the member. If requested, the Employer will provide legal counsel to advise the employee of their rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the employee in connection with handling of the incident of law enforcement and judicial authorities.

- E. Time lost due to an employee injury in connection with any workplace incident or accident as a result of acting within the scope of their authority shall not be charged against the employee. The Employer shall pay the difference between the amount received from Workers' Compensation and the member's daily rate of pay for a period of 120 days, or to the end of the school year, whichever is longer. Thereafter, the employee may use their accumulated sick leave.
- F. The Employer, in conjunction with the Association, shall promulgate rules and regulations setting forth the procedures to be utilized in disciplining, suspending, or expelling students for misbehavior. Such rules and regulations shall be distributed or made available by the Employer to students, employees and parents at the commencement of each school year.
- G. Members will immediately report any personal property damage which occurs on school property and within the scope of member's duties. The district will consider any reimbursement appropriate on a case-by-case basis.

## **ARTICLE 19**

### **INSTRUCTIONAL MATERIALS**

- A. The Employer recognizes that adequate numbers of appropriate texts, library reference facilities, maps and globes, laboratory equipment, audiovisual equipment, art supplies athletic equipment, current periodicals, standard tests and questionnaires and similar materials are the tools of the teaching profession. The Employer further recognizes that specialized programs require special materials in order to be effective. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools, and the Employer will undertake promptly to implement all joint decisions thereon made by its representative and the Association. The employer agrees at all times to keep the schools reasonably equipped and maintained to the best of its financial ability.
- B. Instructional materials used in the school district shall reflect the dignity and worth of all human beings.
  - 1. All materials adopted by the School District shall reflect the multi-ethnic nature of our society and sensitivity to prejudice or stereotype.
  - 2. In evaluating instructional materials, the Employer and curriculum committee shall include the following criteria:
    - a. Does the material provide opportunities for full, fair and accurate treatment of minorities and women?
    - b. Does the material portray minorities and women in positions of leadership and roles of dignity?

- c. Are fully integrated human groupings and settings reflecting equal status portrayed?
  - d. Are illustrations of minorities ethically authentic?
  - e. Does the material reflect the contributions and achievements of minorities and women in Art, Science, History, Literature, and all life and culture?
- C. The Employer 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 Employer shall provide a member reference library in each school in the district and include therein all texts which are reasonably requested by the employees of that school, to the best of its financial ability.
- D. Whenever possible, there shall be a functioning, staffed library in each school to supplement and complement the required curriculum.

## **ARTICLE 20** **SCHOOL EQUIPMENT**

- A. The Employer shall continue to provide:
  - 1. A separate desk for each employee in the district.
  - 2. Locked space for each employee to store coats, personal articles and instructional materials.
  - 3. Chalkboard or whiteboard space in every classroom, where appropriate.
  - 4. A copy, exclusively for each employee's use, of all required texts used in each of the courses they are to teach.
  - 5. The Employer agrees to make available in each school adequate typing, duplicating facilities and a copying machine to aid teachers in the preparation of instructional material.

## **ARTICLE 21** **TEACHING FACILITIES**

- A. The Employer will not require an employee to maintain, instruct, or supervise students in a classroom facility which is constructed or equipped in violation of any standards set forth in any bulletin published by the Superintendent of Public Instruction statute, rule or regulation, nor will the Employer require a teacher to maintain, instruct, or supervise students in a classroom facility that does not meet the applicable standards of the Michigan Occupational Safety and Health Administration. No teacher will be required to work, maintain or supervise students in areas deemed to be unsafe or unhealthy.
- B. At all times, the Employer shall provide in each building the equipment necessary to ensure proper first aid treatment for the teachers and students.

- C. The employer will provide, in each school, a room appropriately furnished and ventilated for use as a faculty lounge and will provide lavatory facilities exclusively for faculty use. In addition, the teachers' lounge will be furnished with a refrigerator and microwave oven for teacher use. The Employer agrees to maintain the appliances in good working order.
- D. Each employees' lounge will be furnished with tables, chairs, curtains where applicable, and at least one couch.
- E. The Employer will assign designated free parking facilities to teachers as close to their teaching stations as existing facilities permit.
- F. Telephone facilities shall be made available to employees for their reasonable use to confer with parents of the children in their class.

## ARTICLE 22 TEACHING HOURS

- A. In pursuit of their professional teaching responsibilities, the employer agrees that there is a need for research, planning, and communicating/meeting with parents, material gathering, consultation with various specialists, development of reports, meeting preparation, and professional development, and other activities.
- B. Member attendance and participation in school and community events is encouraged.
- C. The members' normal onsite duty day shall not exceed seven (7) hours thirty (30) minutes continuous time during the school year, with the understanding that:
  1. Fridays or days preceding holidays or vacations, members may leave (5) minutes after the student day ends.
  2. Employees may be required to attend one (1) professional meeting (building meeting, institute, or system-wide staff meeting) per week for not more than one (1) hour duration beyond the members' normal work day, except that in the case of an unforeseen emergency one additional meeting of not more than one (1) hour duration may be required during a given week. If the business of the meeting is accomplished in less than an hour, the meeting may be adjourned by administration prior to the full hour. The District will not schedule a staff meeting during the weeks of Labor Day, P/T Conferences, Halloween, November Election, Thanksgiving, MLK Day, Teacher Appreciation Week, Memorial Day, the last week of school, one additional day for elementary buildings determined by building administration, and another additional day for elementary buildings determined by building administration if P/T conferences are during an exempted week above.

3. All employees will attend the professional development meetings when they are conducted during the normal school day. This includes the one (1) hour professional meeting for that week.
  4. All employees may be assigned supervisory responsibilities and duties during their scheduled school day, as long as the required planning and lunch breaks are provided.
- D. Secondary Schools. The normal daily teaching assignment in the junior and senior high schools will not exceed five (5) periods and one (1) unassigned preparation period of not less than one teaching period in length. There may be a variation of the above teaching assignment when the following conditions have been met:
1. The building staff and administration shall develop a proposal.
  2. The building's membership shall submit the proposal to the HEA representative council. Upon the HEA representative council's review and approval, it shall grant a written waiver of the language in C, above.
  3. At least seventy-five (75%) of the building's membership shall vote approval of the proposal.
  4. The proposal shall be submitted for review and final approval of the superintendent and Board of Education. Approved proposals may also be evaluated for initial intent, cost effectiveness and continued or rescinded by the Board of Education, if necessary.
  5. Positive Pathways Position: The normal teacher workday shall be worked, including a thirty-five (35) minute lunch. Thirty (30) minutes of preparation time shall be provided each day to allow the employee time for planning, research, communicating with parents, development of reports, and other activities at the discretion of the employee unless they are requested by an administrator to meet with them during that time. Such requests shall be made in advance and the meeting shall be of no more than ten (10) minutes in duration, unless extended by mutual agreement.
- E. Elementary Schools
1. Student-teacher contact time in the elementary schools shall include all times a member has effective control of the students during the regularly scheduled school day.
  2. There shall be one (1) unassigned preparation period of not less than one (1) "special teaching period" of 45 minutes in length per day. All time during which a teacher's students are in attendance in a special class may be used by the teacher as preparation time.
  3. Members shall have one (1) additional fifteen-minute preparation time each day. Students shall have at least one (1) fifteen-minute recess each day. Recess and supervisory duties shall be established between building administrators and members. The number of members used for recess duty shall be determined by principals based on the number of classes scheduled at that recess.
  4. Specials teachers will have the equivalent of sixty (60) minutes preparation time in no more than two sections of at least 15 minutes.

- F. Preparation time is for professional responsibilities at the discretion of the employee unless they are requested by an administrator to meet with them during that time. Such requests shall be made in advance and the meeting shall be of no more than ten (10) minutes in duration, unless extended by mutual agreement. Prior to the first half day, the building administrator will provide staff with a written rotating A/B schedule for the half days that will generally equalize morning and afternoon preps. If the schedule needs to be adjusted, staff will be notified three (3) days in advance. Any missed prep time due to half days, field trips, etc., will not be compensated.
- G. All employees shall be entitled to a duty-free lunch period of thirty-five (35) minutes in length.
- H. No secondary teacher shall be assigned more than three (3) preparations per trimester whenever possible. If a secondary teacher is assigned more than one (1) preparation during the same class period, they should be paid an additional \$200 per trimester.
- I. To relieve employees of clerical, cafeteria, patrol, and bus duty, the employer agrees to engage aides to the best of its financial ability.
- J. Parent-Teacher conferences: Each building principal and staff shall establish the procedure and hours for said conferences. If the procedure and hours cannot be agreed upon, it shall be the duty of the Superintendent to review the staff proposal and the principal's proposal. After a complete review of the same, it shall be their responsibility to establish the procedure and hours.  
Secondary Level: One (1) afternoon and one (1) evening parent teacher conference after the midpoint of the first term of the school year and one (1) evening parent teacher conference after the midpoint of the second term.  
Elementary Level: One (1) afternoon and two (2) evening parent teacher conferences after the first progress report of the school year.
- K. Each member of the teaching staff is required to attend Parent-Teacher Conferences, except when excused by the principal.
- L. Junior High/Senior High Teachers may be assigned to restroom/hall duty during the five (5) minutes passing time. Teachers may also be assigned supervisory duties and responsibilities when students are no longer in attendance during the day, classes have been dismissed due to testing, field trips, or graduation, as long as the teacher's preparation and lunch time requirements are met. The District will accommodate any teacher who has a health disability.
- M. Zero Hour/Sixth/Seventh Hour Class  
1. A Zero Hour/Sixth/Seventh Hour Class is a high school class taught during the school year for students needing credit provided by that class in order to graduate with their class.

2. It is different from a “fifth (1/5) or sixth (1/6) teaching period assignment” as defined in the Teachers’ Master Contract, Article 28, Section D; it is taught before or after the regularly scheduled classes of the normal school day.
  3. It shall be posted in advance of its actually being taught with the understanding that teachers shall not be assigned outside the scope of their teaching certificate. No teacher shall be assigned to teach both a Zero Hour Class and a sixth (6<sup>th</sup>) or seventh (7<sup>th</sup>) teaching period during the same trimester.
  4. A teacher accepting a Zero/Sixth/Seventh Hour Class assignment shall receive additional compensation equal to one sixth (1/6<sup>th</sup>) of their contracted pay.
  5. Educational programs such as Credit Recovery, online classes, study tables, Ready-Set-Go! Summer camps are exempt if run outside of instructional hours and the school calendar, online, or experimental in nature.
- N. Any member such as a counselor or psychologist who is requested by the administration to perform their regular work duties on any days before or after the school work year will be paid their per diem rate for each day as preapproved. This is not for professional development, training, or orientations.
- O. Members providing homebound services as approved by administration shall be paid \$45 per hour for a homebound student for the hours of homebound instruction as preapproved. Mileage reimbursement will also be provided.

## **ARTICLE 23**

### **CLASS SIZE AND TEACHING CONDITIONS**

- A. The parties recognize that optimum school facilities for both student and employee are desirable to ensure the high quality of education that is the goal of both the union and the employer. It is also acknowledged that the primary duty and responsibility of the teacher is to teach.
- B. Because pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that the class size should be lowered whenever possible to meet the following maximum standards but in no event shall it exceed the following maximum standards except in traditional large group instruction or experimental classes and where the administration meets with the Association and the affected employee(s) to explore all avenues of alleviating the excessive class size. If a secondary teacher is assigned more than one (1) preparation during the same class period, the total number of students in the combined class period shall adhere to the same class size limits as a single prep class.

#### Elementary Schools:

Academic/Specials classes:

|              |    |
|--------------|----|
| Young Fives  | 22 |
| Kindergarten | 27 |
| Grades 1-3   | 28 |
| Grades 4-5   | 30 |

Specials classes shall consist of one classroom unit per session plus any appropriately mainstreamed students. In specials classes using lab stations or equipment, the number of students assigned to the class will not exceed the number of stations or amount of equipment available.

Secondary Schools:

|                                      |             |                           |
|--------------------------------------|-------------|---------------------------|
| Academic Classes                     | Grade 6     | 30                        |
| Academic Classes                     | Grades 7-12 | 35                        |
| Art Classes                          | Grades 7-12 | 30                        |
| Industrial Arts                      | Grades 6-8  | 25                        |
| Industrial Arts                      | Grades 9-12 | 25                        |
| Vocational Classes                   | Grades 9-12 | Maximum State Requirement |
| Physical Education                   | Grades 7-12 | 45/70                     |
| If One Class in Gym (One Teacher)    |             | 45                        |
| If Two Classes in Gym (Two Teachers) |             | 70                        |

- C. Should it be necessary to increase the maximum class size as stated in Section A above, the teacher will be compensated an additional .02% (two hundredths of a percent) of the Master's Maximum salary per additional student on a daily basis until such time that the class size is lowered to the maximum size. The number of overload students in any elementary grade level or secondary course shall not collectively on average exceed two (2). Compensation for co-taught classes with overloads will be shared between the two teachers. We agree that under no circumstances shall the daily compensation be over 1.0 FTE.
- D. The administration will ask for volunteers to take a student overload beyond the number of two. In the event there are no volunteers, the administration may assign the overload student(s) in excess of two (2). In no event will a teacher have more than two (2) overload students in excess of the maximum class size for more than two (2) weeks.
- E. All monies due to a bargaining unit member because of an overload shall be paid at the end of each semester/trimester. Emergency Closure, professional development, teacher workdays will not be counted toward overages.
- F. For each co-taught course being shared by a team, one half-day of release time per trimester shall be provided for the special education teacher and general education teacher to work together on planning, accommodations, and other matters as needed.



## **ARTICLE 24**

### **CUMULATIVE LEAVE DAYS**

- A. At the beginning of each school year, each employee shall be credited thirteen (13) days of leave: eleven (11) days of sick leave and two (2) days of personal business leave. If a new employee starts the work year after September 30, the leave days will be prorated. The unused portion of sick leave shall accumulate from year to year to a maximum of 240. Personal business days may accumulate to a maximum of six (6) days. Accumulated personal business days beyond six (6) shall be transferred to the member's sick leave accumulation at the end of the school year.
- B. These leave days may be taken by a member for the following reasons:
1. Personal illness or disability.
  2. \*Illness in the immediate family (immediate family includes spouse, domestic partner, children, parents, in-laws, grandparents, grandchildren, siblings and members of the employee's household): up to ten (10) days per year (except under FMLA).
  3. Religious holiday: up to three (3) days per year.
  4. \*Death in the immediate family: Additional days beyond the five (5) non-cumulative leave days may be granted.
  5. \*Death of relative other than immediate family: Additional days beyond the three (3) non-cumulative leave days may be granted.
  6. \*Death of someone who was so close as to be considered family: Additional days beyond the one (1) non-cumulative leave day may be granted.
  7. Personal business: Two (2) days for those activities which cannot be scheduled for non-school hours and which are considered necessary for the maintenance of a teacher's nonprofessional life and not intended for vacation or recreational purposes. Teachers must state in general terms the reason for requesting personal days on the form provided by the Employer forty-eight (48) hours in advance except in an emergency and are encouraged to apply for personal business days as soon as the day and personal business are known. Use of more than two (2) consecutive personal business days must be approved by the employer in advance of the intended absence. Personal business days may be used for illness only after a member has depleted their annual allotment of sick leave days and accumulated sick leave days.
- \*Additional days may be granted through the agreement of the employee and the Superintendent.
- C. Notification of expected absence shall be submitted via the district online system at least one hour before the employee normally reports for work. For a religious holiday or personal business day, twenty-four (24) hours advance notice shall be given whenever possible. A personal business day may not be used on the day before or after a school recess unless reasons for the necessity of taking this day are given to the Superintendent and permission is granted seven (7) days in advance of the intended absence.

- D. Any employee who is not able to return to duty on the day following two (2) weeks of illness or disability shall, upon returning, present a certificate of ability to resume duties signed by a physician authorization to practice medicine, such certificate to be filed with the Superintendent upon return to duty. The employee may be required at Board expense to submit to an additional certificate signed by a physician designated by the Board.
- E. All employees shall have one (1) leave day assigned to a central sick leave bank when the total number of days in the sick leave bank fall below five hundred (500) days. An employee may be approved to draw from this bank in accordance with the local Association Sick Bank Regulations when their own cumulative leave will become exhausted. The Association Sick Bank Committee Chairperson shall notify the Business Office when an employee has applied to use the Sick Bank. Unpaid days for that employee shall be paused for two weeks so that the Committee can determine if the employee is approved to draw from the sick leave bank. The Chairperson will notify the business office of final determination and the business office will adjust the use of sick days accordingly.
- F. Employees have the option of transferring sick days from their personal accumulation to other district employees who have been diagnosed terminally ill or whose spouse or child has been diagnosed as terminally ill and have exhausted their own personal sick days and any days they are eligible to receive from the sick bank. In no event will the number of days donated by one individual exceed seventy (70) or in combination with other days exceed one-school year.
- G. No leave shall be charged to an employee's allowance except for absence which occurs on days when teachers are on duty.
- H. If an employee terminates their employment prior to the end of the school year, deductions shall be made from the final salary check for leave used in excess of earned and accumulated days.

## **ARTICLE 25**

### **NON-CUMULATIVE LEAVE DAYS**

- A. Bereavement Leave:
  - 1. Leave up to five (5) days (within a reasonable period) not chargeable to sick leave is allowed for each death in the immediate family. Additional days may be granted through the mutual agreement of the employee and the superintendent, with said days to be subtracted from cumulative leave. The immediate family is defined as spouse, domestic partner, children, parents, in-laws, grandparents, grandchildren, siblings and members of the employee's household. Upon return from absence, documentation shall be provided to the employer.

2. Leave up to three (3) days (within a reasonable period) not chargeable to sick leave is allowed for each death of relative other than immediate family. Additional days may be granted through the mutual agreement of the Superintendent and employee, said days to be subtracted from accumulative leave. In some cases where the employee is of necessity charged with carrying out the arrangements for the funeral and accompanying legal matters, additional days may be granted through the mutual agreement of the member and the Superintendent. Upon return from absence, documentation shall be provided to the employer.
  3. Leave of one (1) day not chargeable to sick leave for the funeral or memorial service is allowed for the death of someone who was so close as to be considered family.
- B. Jury Duty: Leave will be allowed for an employee serving on a jury. The school will pay the employee the difference between the amount received for serving on a jury and the normal daily rate.
- C. Court Appearances: Leave will be allowed to make court appearance when the member is required by the Board to appear as a Witness in court proceedings connected with school business, or when subpoenaed to attend court proceedings on matters not connected with school business. The school district will pay the employee the difference between the amount received for such appearances and the normal daily rate.
- D. Visitations, Conferences and Conventions: The employee may visit other schools, attend education conferences or conventions under direct approval of the Administration with expenses to be preapproved.
- E. Local Association Days: The local Association will be granted thirty (30) days for use for Association business. The HEA President shall administer the use of said days.

## **ARTICLE 26**

### **UNPAID LEAVE OF ABSENCE**

- A. An unpaid leave of absence of up to two (2) years may be granted to an employee for the purpose of:
1. Participating in exchange teaching programs in other school districts, states, territories, or countries.
  2. Participating in foreign or military teaching programs.
  3. Furthering professional responsibilities or education
  4. Maternity, paternity or adoption
  5. Illness or disability
  6. Personal responsibility

Such leave may be extended at the discretion of the Employer, Additionally, the employer agrees to follow the rules of FMLA. Employees that are on an approved FMLA may not have their approved leaves extended by Emergency Closure days.

- B. An employee desiring a leave of absence shall make a written application to the Superintendent, including a statement of their intention to return to the school district.
- C. An employee shall have the right to continue their insurance benefits on a self-pay basis during the period of the approved leave provided the payments are kept current.
- D. By March 15 of the last year of their leave, the member shall notify the employer in writing of their intent to return to the school district.
- E. Any member who has submitted notification of intent to return from an approved leave shall have rights to any open position based upon their certification and qualifications under Article 11. An employee returning after such leave shall re-enter the salary schedule at the step immediately following their step before they went on leave in a position as assigned by the Board.
- F. An employee shall not accumulate additional sick days or personal business days, during an unpaid leave of absence.
- G. The parties agree that teacher attendance is important to maintaining an excellent learning environment. Although there are times when it is necessary for teachers to be absent from work, requesting unpaid days of absence unrelated to illness should not be a normal event. Any unpaid days of absence must be expressly approved by the administration.

## **ARTICLE 27**

### **SABBATICAL LEAVE**

- A. Sabbatical leave may be granted for one year or one semester to a member within seven (7) years of employment in the Huron School District. The Employer may grant one year's leave at two-thirds (2/3) yearly pay, or one leave per semester at two-thirds (2/3) semester pay. Before an employee is granted such leave, the following conditions must be met.
  - 1. Candidates must apply to the Employer in writing by April 15 and must submit a planned program of study.
  - 2. If a Sabbatical is granted, the employer will select a candidate by the third Monday of May.
- B. At the conclusion of the leave, the recipient must return to the employment of the school district for a period of three (3) years or forfeit the prorated funds and benefits for the portion of the three years not completed.

- C. The employer shall continue the employee's fringe benefits during the Sabbatical leave. Upon return, the employee shall:
  - 1. Be restored at the discretion of the Board.
  - 2. Be placed in the same position on the salary schedule as they would have been had they taught in the district during the sabbatical leave.
  - 3. Not accumulate leave time.
  - 4. Shall accumulate seniority.

## **ARTICLE 28**

### **PROFESSIONAL COMPENSATION**

- A. Newly employed members may be granted credit on the salary schedule for experience gained in any other accredited schools.
- B. Members employed under an annual vocational certification may be granted credit at the employer's option for appropriate work experience.
- C. Employees required in the course of their work to drive personal automobiles from one school building to another shall receive mileage reimbursement equal to the IRS rate per mile. The same reimbursement shall be given for the use of personal cars for field trips, special meetings, or any other authorized school business of the district, and must be submitted to the business office on a monthly basis. Whenever feasible members going to the same destination should carpool.
- D. If a section of class is scheduled to be taught in addition to the normal teacher workload, the district will notify teachers in that area of certification. Secondary teachers accepting a fifth (5<sup>th</sup>) and sixth (6<sup>th</sup>) teaching period shall receive additional compensation equal to 1/5 or 1/6 of their contracted salary. Elementary teachers who are assigned to a split-level class (e.g, 3rd and 4th grades in one classroom) shall be paid an additional \$1000 for the school year.
- E. Advanced degrees submitted before the first day of school in each year will be recognized for full lane advancement during that school year if it has been agreed to grant lanes that year. Advanced degrees submitted on the second Monday following the December break or May 1st will be advanced a lane, prorated.
- F. Any Educational Specialist degree earned after August 30, 1997 must be in the area of the members certification to qualify for additional compensation. Current employees with an Ed. Specialist degree are grandfathered. No employee can move to EDSP lane after May 5, 2021. MA 19 lane is changed to MA 30 lane. Employees hired prior to May 5, 2021 are grandfathered and need the 19 credits to move to that lane. Employees hired May 5, 2021 or after will need 30 credits to move to MA 30 lane.

- G. Certificate/Licensure Reimbursement: Bargaining unit members will be reimbursed for their licensure and/or certificate needed to perform their current position. Reimbursement will be made to members in the pay period after their receipt is submitted and all receipts must be submitted no later than June 30.
- H. Curriculum Work - \$40/hour stipend pay for Training and After School Curriculum Work or Professional Development work as preapproved.
- I. Upon retirement or death with ten (10) years in the district, or resignation with twenty (20) years of service in the district, or upon reaching retirement age, a member will receive one quarter (1/4) of per diem rate of 120 cumulative leave days; or, one (1/8) of per diem rate between 101 to 119 cumulative leave days; or, fifty (50) percent of the current substitute pay for each unused cumulative leave days between zero (0) and (100) one hundred days.
- J. Any member with twelve (12) or more years of service in the District at the end of the 1998-1999 school year who chose not to take the ERIP shall have their retirement incentive (46% of the 1998-1999 MA Maximum salary) "frozen" in whole dollars, payable upon their resignation from the District or upon their death. Members who have ten and eleven years of teaching experience in the District shall be eligible for a retirement incentive in the amount of 10/12ths and 11/12ths of the 46% of the 1998-1999 MA maximum salary, respectively. It shall be payable upon their resignation or upon their death.
- K. By mutual agreement of the parties, an ERI may be instituted at another time during the life of this contract.
- L. No employee shall be assigned to supervise a student teacher unless the employee consents to such supervision.
- M. To advance a step on the salary grid or be granted a year of service for longevity, a teacher must have been employed and in paid status 2/3 of the days of a school year to move one step for the following year or 2/3 of the days of a half year to move a half step for the following year.
- N. The parties agree that all employees electing retirement or otherwise resigning from the district and meeting the eligibility requirements under Article 28, sections I and J, of the Master Agreement will receive employer contributions under the following conditions.
  - 1. The execution of this agreement is consistent with the section 401(a)/403(b) plan established by the school district with agreement of the HEA and shall be referred to as "401(a)/403(b) Huron School Special Pay Plan" as amended in the 2003-2006 agreement. The plan is available for review in the district business office.
  - 2. Employees shall not have the option to receive cash.

3. By June 15 each year, each eligible member retiring or resigning shall submit to the Huron School District business office the "Special Pay Plan Enrollment Form."
4. The employer will make appropriate payment into each employee's 401(a)/403(b) Huron school Special Pay Plan no later than July 31, of the year in which the employee resigns or retires.
5. These payments to employees by the district will constitute employer contributions under 401(a)/403(b) of the Internal Revenue Code (IRC).
6. In the event of the retiree's death or death of an eligible member otherwise resigning, any balance not yet paid is to be paid to their designated beneficiary.
7. There are no costs to either the participant or to the district as outlined in the Special Pay Plan document.

## ARTICLE 29 INSURANCE PROTECTION

With the cooperation of MESSA, the School District will be the policy holder for all health, vision, dental and life insurances. Current plans that are offered until December 31, 2025 (premiums and taxes are subject to 80/20 share):

A. Health/Medical Insurance:

MESSA ABC PLAN 1 \$1650/\$3300 WITH ABC Rx

| The District will contribute to each member's HSA account as follows: |   |
|---|---|
| Single  | \$1450 annually (subject to 80/20 premium share \$1160 district/\$290 employee): \$970 (\$775 district/\$195 employee) on January 1 each year and \$480 (\$384 district/\$96 employee) on September 1 each year.    |
| Two Person Full Family  | \$2900 annually (subject to 80/20 premium share \$2320 district/\$580 employee): \$1940 (\$1550 district/\$390 employee) on January 1 each year and \$960 (\$768 district/\$192 employee) on September 1 each year. |

Or

MESSA ABC PLAN 2 \$2000/\$4000 3-TIER Rx with 20% COINSURANCE

| The District will contribute to each member's HSA account as follows: |  |
|---|--|
| Single  | \$1800 annually (subject to 80/20 premium share \$1440 district/\$360 employee): \$1200 (\$960.00 district/\$240.00 employee) on January 1 each year and \$600 (\$480.00 district/\$120.00 employee) on September 1 each year. |
| Two Person Full Family  | \$3600 annually (subject to 80/20 premium share \$2880 district/\$720 employee): \$2400 (\$1920 district/\$480 employee) on January 1 each year and \$1200 (\$960 district/\$240 employee) on September 1 each year.           |

Effective January 1, 2026 (premiums and taxes are subject to 80/20 share):

A. Health/Medical Insurance - The district will provide the following plans:

MESSA ABC PLAN 2 \$2000/\$4000 with 3-Tier Rx HSA

MESSA ABC PLAN 2 \$2000/\$4000 with 5-Tier Rx HSA

MESSA ABC PLAN 2 \$2000/\$4000 with 5-Tier Rx HSA with 20% Coinsurance

The district will contribute \$3000/\$1500 to each member HSA to the following schedule:

| PLAN            | COVERAGE          | EMPLOYER<br>CONTRIBUTION<br>TO MEMBER HSA | Employer<br>Contribution<br>January | Employer<br>Contribution<br>September |
|-----------------|-------------------|---|-------------------------------------|---------------------------------------|
| All ABC 2 Plans | Single Subscriber | \$1500                                    | \$1000                              | \$500                                 |
| All ABC 2 Plans | 2 Person          | \$3000                                    | \$2000                              | \$1000                                |
| All ABC 2 Plans | Full Family       | \$3000                                    | \$2000                              | \$1000                                |

If an employee is hired, resigns or leaves midyear, the deductible amount paid by the district will be prorated. If the contribution is more than the proration amount, the employee will need to reimburse the district or the amount owed will be subtracted from the final pay.

The parties agree to discuss any new medical plans that become available. If the IRS minimum HSA-Qualifying deductible amounts increase, the District shall contribute 75% of the new deductible amount to the member's HSA account.

Members may also make additional contributions to their individual Health Saving Accounts according to IRS regulations. The employee will continue to pay 20% of all insurance premiums including taxes through June 30, 2027. All premiums will be made in 24 payments throughout the contract year with payments made on the first two pays of the month. Any elective health rider added or continued will be 100% responsibility of the member.

The following benefits are offered for all members:

Dental: 100/80/80/80. Annual max \$1500 Ortho lifetime \$4000

Vision: MESSA VSP 3G

Life/AD & D: MESSA \$70,000/\$70,000

**B. Cash in lieu of Health Benefits**

Cash in lieu of health benefits to be \$150 per month single, \$300 per month 2-person/couple, \$450 per month full family. Dental and vision plans with \$75,000 of life insurance that will be payable to the member's beneficiary. Employee contribution will be 20% of the total cost of all insurances.

**C. Cafeteria Plan**

The employer shall formally adopt a qualified plan document which complies with section 125 of the Internal Revenue Code that includes the following:

1. Cash Option Plan
2. Health Savings Account
3. Dependent Care Reimbursement
4. Tax Deferred Annuity
5. Limited Flexible Spending Account

A bargaining unit member electing any of the above shall enter into a salary reduction agreement. Unexpended funds shall annually be contributed to the HEA Scholarship Fund.

**D. All costs relating to the implementation and administration of benefits under this program shall be borne by the employer.**



## **ARTICLE 30**

### **MENTOR**

- A. Each bargaining unit member in their first three (3) years of experience or any member in their first year at Huron shall be assigned a mentor by the administration with the approval of the mentor. The mentor shall be a member. The mentor shall be available to provide professional support, instruction, and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources, and information in a non-threatening collegial fashion.
- B. A teacher shall be assigned in the following manner:
  - 1. The mentor shall be a tenured member with (3) years of experience in the Huron School District.
  - 2. Participation as a mentor shall be voluntary.
  - 3. The assignment as the mentor shall be finalized as soon as possible after the mentee begins work duties.
  - 4. Every effort will be made to match the mentor and mentees who work in the same building and have the same area of certification.
  - 5. Mentee shall be assigned to one (1) mentor at a time. A mentor may work with more than one mentee each year.
  - 6. The mentor teacher assignment shall be for one (1) year subject to review by the mentor teacher and the mentee after three (3) months. The appointment may be renewed in succeeding years.
- C. Because the purpose of the mentor/mentee match is to acclimate the bargaining unit member and to provide necessary assistance toward the end of quality instruction, the Board and the Association agree the relationship shall be confidential. Neither the mentor teacher nor the mentee shall be permitted to participate in any matter related to the other. Further, the mentor teacher shall not be called as a witness in any grievance or administrative hearing involving the mentee nor shall the mentee be called as a witness in any grievance or administrative hearing involving the mentor teacher.
- D. When possible, the mentor teacher and the mentee shall be assigned common preparation time.
- E. Mentor teachers shall receive a stipend of \$400 per year for each mentee they are assigned to.
- F. For mentees in their first three (3) years of experience, mentor and mentee teachers shall each be granted one day or two half days of release time, to meet together, per year for the purpose of work related to the mentee, the scheduling of which shall be with approval of the administration.
- G. The District will furnish the Association with a list of the mentors and mentees.

**ARTICLE 31**  
**JOB SHARING**

- A. Job sharing will be defined as two members sharing the responsibilities for one full-time position.
- B. Prior to submitting their request, members shall present a proposal to the superintendent or designee for approval by March 15; the proposal shall specify the following:
  - 1. Division of the workday or workweek at the elementary level; at the junior high and senior high levels, the number of classes each shall teach and the specific periods.
  - 2. The division of one set of benefits.
  - 3. How the members will share planning and other responsibilities for the position.
  - 4. Which staff meetings the member and principal have determined will require the member's attendance.
- C. Members shall submit their request for job sharing to the building principal and superintendent who shall determine whether to grant same. Approval shall be on an annual basis.
- D. Members may not file for unemployment benefits while working in a job share staff assignment.
- E. A full year's seniority shall be accrued for each year worked.
- F. The salary shall be pro-rated to reflect the fraction of the position shared. Each member's placement on the salary schedule will be the same as they would be entitled to if employed on a full-time basis.
- G. The district shall pay for one set of benefits (health, dental, vision, life) to be divided by the two members. The pro-ration of benefits may be the same as is the pro-ration of salary, or they may select any other division of fringe benefits as they may agree upon. The division of benefits shall be specified in the members' proposal.
- H. Paid leave days will be pro-rated to reflect the fraction of the position shared.
- I. Both members will attend parent-teacher conferences. Attendance at building level meetings will be discussed by the members and the principal and will be at the discretion of the principal. The members should address this matter in their proposal to the superintendent. Members shall be available for a prorated amount of time that may be required for meetings or conferences with students, parents, administrators, etc.
- J. When a shared member substitutes for a partner who is absent and on a paid or unpaid leave days listed in this Master Agreement, they will be paid a pro-rated amount of the district's substitute teacher's pay rate. Members may also cover each other's classes as they may from time to time agree to do so, but it shall be without pay provided in Article 14, Substitute Teachers, where a teacher, during their planning period, fills in for an absent teacher.

- K. If one of the two members sharing a position vacates their share of the position the remaining member shall return to full-time responsibility, with commensurate pay, benefits, etc. If the job share plan was approved and is proceeding, if both members desire to return to full-time the following year, they shall notify the District by March 15 and shall be eligible for placement in open positions under Article 11.
- L. Members may purchase any portion of the benefits not paid for by the district under this Article at the district's cost, through payroll deduction.

**ARTICLE 32**  
**PART-TIME POSITIONS**

- A. Prior to submitting a request, a member requesting a part-time position shall present a proposal to the superintendent and building principal, for approval by March 15; the proposal shall specify the following:
  - 1. The number of classes requested.
  - 2. Which staff meetings the member and principal have determined will require the member's attendance.
- B. Members shall submit their request for a part-time position to the superintendent, building principal, and Association, which shall determine whether to grant same. Approval shall be on an annual basis.
- C. Members may not file for unemployment benefits while working in a part-time assignment.
- D. The salary shall be pro-rated to reflect the fraction of the position shared. The member's placement on the salary schedule will be the same as they would be entitled to if employed on a full-time basis.
- E. Paid leave days will be pro-rated to reflect the fraction of the position worked.
- F. Members will attend parent-teacher conferences. Attendance at building level meetings will be discussed by the teacher and the principal and will be at the discretion of the principal. The member should address this matter in their proposal to the Superintendent.
- G. The members shall be available for a pro-rated amount of time that may be required for meetings or conferences with students, parents, administrators, etc.
- H. For any portion of benefits not paid for by the district under this Article, members may purchase them at the district's cost, through payroll deduction.

- I. If a part-time position is not less than a half-time position the member will earn one full year of seniority. If the part-time position is less than one-half time the member will earn pro-rated seniority.
- J. The building administrator will determine which classes will comprise any part-time position.
- K. The member's written requests to return to a full-time position must be received not later than March 15.

### **ARTICLE 33 LAYOFF AND RECALL**

It is understood by the parties that determining teacher staffing level and any reduction of staff is within the sole discretion of the Board. The procedures set forth in this article shall be used in any reduction of staff, laying off and recalling teachers.

- A. The district retains the right to determine the teaching schedule each year. If any current teaching positions are eliminated, the teachers in positions being eliminated are considered displaced. A displaced teacher shall be transferred into a vacant position within their area of certification prior to any teacher being laid off.
- B. If layoffs are necessary, teachers in that area of certification will be laid off in inverse order of seniority provided all other factors distinguishing those teachers from each other are equal as stated in section E below.
- C. At least ten (10) calendar days prior to layoff notices being given to teachers, the District shall meet with the Association to discuss a contemplated reduction in personnel with the potential staff affected and rationale. Teachers being laid off shall be notified in writing no less than thirty (30) calendar days prior to the effective date of layoff.
- D. Certification shall be defined as holding the required certificates, endorsements, licenses, and/or approvals required by law to serve in the position assigned.
- E. Distinguishing factors of qualification shall be defined as holding appropriate certification for the position, severity of a teacher's disciplinary record, relevant special training (in accordance with MCL 380.1248), verified abuse of sick or personal leave, and the most recent year-end evaluation rating.
- F. The certification and qualifications of a teacher to be laid off shall be the certification and accumulated qualifications on file with the Board at the time the layoff notification to the Association occurs. The certification and qualifications of a teacher to be recalled from layoff shall be the certification and qualifications on file with the Board at the time the notice of recall from layoff. It is the teacher's responsibility to notify the Board, in writing, of any inaccuracies in Board records and/or any changes to their certificates, as they occur.

- G. The Board shall give written notice of layoff or recall by sending a registered or certified letter to the teacher at their last known address. The teacher's address as it appears on the Board's records shall be conclusive when used in connection with layoff, recall, or other notice to the teacher. It shall be the responsibility of the teacher to notify the Board of any change in address.
- H. Teachers have a right to recall for two (2) years from the effective date of layoff provided they did not receive an overall rating of less than effective for their most recent year-end evaluation rating. They will be recalled in each area of certification in seniority order (highest senior teacher first) provided all other factors distinguishing those teachers from each other are equal as stated in section E above.
- I. If the teacher fails to report to work within ten (10) calendar days of the date of the recall notice of a position for which the teacher is adequately certified and qualified, the teacher shall be deemed a voluntary separation and shall forfeit any further right of recall. If the teacher needs additional time to report to work, the teacher must contact the Superintendent to work out the start date at the discretion of the Superintendent.
- J. The Board's obligation to pay salary, fringe benefits and all other benefits under this collective bargaining agreement is suspended for the duration of any layoff. All insurance benefits will continue in effect until the end of the month of the effective date of layoff. Thereafter, upon carrier approval, a laid off teacher may continue insurance coverage under COBRA at no expense to the employer.

#### **ARTICLE 34 EVALUATION**

- A. The District shall follow the provisions of the Revised School Code, MCL 380.1249, as amended, and evaluation procedures in Appendix E regarding evaluation of teachers. The Charlotte Danielson Evaluation Model shall be the performance evaluation tool unless the parties mutually agree to a different tool. Student growth and assessment data, including local assessment data, intermediate assessment data, state assessment data will be used to calculate 20% of the evaluation, and 80% of the evaluation will be based on objective criteria as determined by the evaluation tool. The grievance procedure may only be utilized if the evaluation procedures are not followed and the teacher receives a final rating of less than effective on their year-end evaluation rating. Any changes to the evaluation procedures in Appendix E must be mutually agreed upon between the HEA and the District.
- B. At the beginning of each school year, each NTPP to be evaluated will be furnished with a copy of the evaluation tool to be used by the administrator and NTPP to establish evaluation criteria as agreed upon by the Employer and the Association.

**ARTICLE 35**  
**TEACHER DISCIPLINE**

**DISCIPLINE PROCEDURES FOR TEACHERS SUBJECT TO THE MICHIGAN TENURE ACT**

- A. Teachers may only be discharged, demoted, or otherwise disciplined for a reason that meets the standard of Article IV Section 1 of the Michigan Teacher Tenure Act. Discipline for the purpose of this Agreement includes warnings, reprimands, and suspensions up to fifteen (15) days. The District shall follow the Investigation Procedures in Appendix G when investigating any alleged misconduct that may lead to discipline of a bargaining unit member. The grievance procedure may only be utilized if any such discipline results in loss of pay. For discipline of up to two (2) days loss of pay, the grievance procedure may be only utilized up to Level 3. For any discipline that results in loss of pay of three (3) days or more, the full grievance procedure may be utilized.
- B. Disciplinary action that includes suspensions over fifteen (15) days or discharge shall occur in accordance with the statutory requirements under the Michigan Tenure Act.
- C. A program of progressive discipline shall be followed for each unrelated incident:
  - 1. Verbal reprimand
  - 2. Written reprimand
  - 3. Suspension without pay up to three (3) days
  - 4. Further discipline/suspensions up to and including discharge
- D. The District shall generally apply discipline in a progressive manner but may impose discipline consistent with the seriousness of the teacher's conduct, as determined by the District's investigation. Additionally, nothing in this Article limits the District's right to take other appropriate action, such as placing a teacher on administrative leave during an investigation or issuing a counseling memorandum, which is considered instructional, not disciplinary.
- E. Any teacher shall, upon request, be entitled to Association representation during investigative interviews that could lead to disciplinary action against the teacher or any meeting that the teacher is being reprimanded, warned, or disciplined for any infraction or delinquency or inadequacy in professional performance.
- F. Any actionable complaint made against a teacher by any parent, student, or other person shall be called to the attention of the teacher within ten (10) school days of becoming known. No materials resulting from any complaint or discipline will be placed in a teacher's personnel file unless the teacher has had an opportunity to review the material.

**DISCIPLINE PROCEDURES FOR NON-TEACHER PROFESSIONAL PERSONNEL**

- G. The Employer hereby agrees that no NTPP shall be reprimanded, disciplined, discharged, or reduced in compensation without just cause. All reprimands must be clearly identified as such. An NTPP shall be entitled to have present a representative of the Association when

they are being reprimanded or disciplined for any infraction of discipline or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the NTPP until such representative of the Association is present, provided the representative of the Association can be available within two (2) days. If the Association's representative cannot be available within two (2) days, the Association and the NTPP waive the right to have an Association representative present at the time of the reprimand or discipline.

- H. The Employer agrees to follow a policy of progressive discipline which minimally includes verbal warning, written warning, reprimand, and suspension with pay, suspension without pay, with discharge as a final and last resort, except when there has been a serious offense. The level of action taken against a teacher shall be appropriate to the behavior which precipitates said action.
- I. An administrator, upon receipt of any complaint from a parent, teacher, student, or employee about an NTPP, shall meet with and inform the NTPP of said complaint. No further action shall be taken until the complaint has been reduced to writing. The written complaint shall include the date the objectionable action occurred, the date of submission of complaint, and the nature of the complaint. The complaint may be investigated for up to ten (10) workdays. No action shall be taken against the NTPP, nor shall anything pertaining to the matter be included in the NTPP's file, unless the complaint has been substantiated to the Employer's satisfaction.
- J. If discipline of an NTPP (excluding placement on an additional year of probation) is to be considered because of inadequacies observed in the NTPP's professional work with students, such attention must minimally be preceded by:
  - 1. Repeated observations of the inadequacies by more than one administrator through the observation process described elsewhere in the Agreement.
  - 2. Clear direction where the employee must improve and the consequences of failure to do so.
  - 3. Adequate opportunity for the employee to make improvements.
  - 4. All NTPP staff members will serve a five full year probationary period.
- K. Any reprimands or derogatory material shall be removed from the file after four (4) years of date of inclusion provided it is not required by state law to be kept in the file. Upon the agreement of the member, building administrator, and superintendent, papers may be removed from a file. If there is no agreement, then the member may follow the grievance procedure.

**SCHEDULE A  
SALARY SCHEDULE  
2025-26**

| STEP | BA       | BA+18    | MA        | MA+30     | NTPP      | EDSP      |
|------|----------|----------|-----------|-----------|-----------|-----------|
| 1    | \$48,917 | \$49,533 | \$53,185  | \$54,033  | \$55,844  | \$57,127  |
| 2    | \$51,073 | \$51,685 | \$56,269  | \$57,118  | \$59,083  | \$60,979  |
| 3    | \$53,670 | \$54,275 | \$59,130  | \$59,978  | \$62,087  | \$64,078  |
| 4    | \$55,935 | \$56,531 | \$63,393  | \$64,240  | \$66,562  | \$68,699  |
| 5    | \$58,965 | \$59,562 | \$66,960  | \$67,808  | \$70,309  | \$72,566  |
| 6    | \$61,988 | \$62,584 | \$70,521  | \$71,368  | \$74,047  | \$76,423  |
| 7    | \$65,017 | \$65,612 | \$74,080  | \$74,928  | \$77,785  | \$80,280  |
| 8    | \$68,041 | \$68,637 | \$77,638  | \$78,486  | \$81,520  | \$84,138  |
| 9    | \$71,061 | \$71,659 | \$81,202  | \$82,050  | \$85,263  | \$87,997  |
| 10   | \$73,442 | \$74,032 | \$83,977  | \$84,825  | \$88,176  | \$91,936  |
| 11   | \$76,174 | \$76,763 | \$87,156  | \$88,004  | \$91,514  | \$95,874  |
| 12   | \$78,419 | \$79,020 | \$89,948  | \$90,796  | \$94,446  | \$97,979  |
| 13   | \$81,156 | \$81,778 | \$93,087  | \$93,935  | \$97,741  | \$102,395 |
| 14   | \$87,676 | \$88,326 | \$100,142 | \$101,010 | \$105,149 | \$109,866 |

**HALF STEP SALARY SCHEDULE  
2025-26**

Half steps are calculated by adding the step above and the step below and dividing by two

| STEP | BA       | BA+18    | MA       | MA+30    | NTPP      | EDSP      |
|------|----------|----------|----------|----------|-----------|-----------|
| 1.5  | \$49,995 | \$50,609 | \$54,727 | \$55,575 | \$57,464  | \$59,053  |
| 2.5  | \$52,372 | \$52,980 | \$57,700 | \$58,548 | \$60,585  | \$62,529  |
| 3.5  | \$54,802 | \$55,403 | \$61,262 | \$62,109 | \$64,324  | \$66,389  |
| 4.5  | \$57,450 | \$58,047 | \$65,177 | \$66,024 | \$68,435  | \$70,633  |
| 5.5  | \$60,477 | \$61,073 | \$68,741 | \$69,588 | \$72,178  | \$74,494  |
| 6.5  | \$63,503 | \$64,098 | \$72,300 | \$73,148 | \$75,916  | \$78,351  |
| 7.5  | \$66,529 | \$67,125 | \$75,859 | \$76,707 | \$79,653  | \$82,209  |
| 8.5  | \$69,551 | \$70,148 | \$79,420 | \$80,268 | \$83,392  | \$86,068  |
| 9.5  | \$72,251 | \$72,845 | \$82,589 | \$83,438 | \$86,719  | \$89,967  |
| 10.5 | \$74,808 | \$75,397 | \$85,567 | \$86,414 | \$89,845  | \$93,905  |
| 11.5 | \$77,297 | \$77,891 | \$88,552 | \$89,400 | \$92,980  | \$96,926  |
| 12.5 | \$79,787 | \$80,399 | \$91,517 | \$92,365 | \$96,093  | \$100,187 |
| 13.5 | \$84,416 | \$85,052 | \$96,614 | \$97,473 | \$101,445 | \$106,131 |

1. NTPP lane is for NTPP staff (counselors, psychologists, SSW, Speech/Occupational Therapists) who must hold all licensing, degrees and credentials required to work in a school and must be currently working in an NTPP position that requires those degrees and credentials.
2. RETENTION: For 2025-26, Act 18 bargaining unit members with certification who are still employed by Huron as an Act 18 employee as of the last day of school in June 2026 will receive a \$5000 off schedule pensionable stipend for ongoing work in the second pay of June. The stipend will be prorated for certified Act 18 employees based upon their FTE and length of service (182 day work calendar).



LONGEVITY:

|  |                              |
|--|------------------------------|
| Longevity amount is added to the member's current step after the given years of service. |                              |
| After 20 years of service to Huron Schools   | \$2000                       |
| After 25 years of service to Huron Schools   | \$3500 (\$1500+prior \$2000) |

Financial Summary for 2025-26

1. For 2025-26, 4.5% increase all steps and lanes 1-13. 5% increase on step 14 all lanes
2. Act 18 stipend \$5000 as listed in the language above

**SCHEDULE A  
SALARY SCHEDULE  
2026-27**

| STEP | BA       | BA+18    | MA        | MA+30     | NTPP      | EDSP      |
|------|----------|----------|-----------|-----------|-----------|-----------|
| 1    | \$50,630 | \$51,267 | \$55,047  | \$55,924  | \$57,798  | \$59,126  |
| 2    | \$52,861 | \$53,494 | \$58,238  | \$59,117  | \$61,151  | \$63,113  |
| 3    | \$55,549 | \$56,175 | \$61,200  | \$62,077  | \$64,260  | \$66,321  |
| 4    | \$57,892 | \$58,510 | \$65,612  | \$66,489  | \$68,892  | \$71,104  |
| 5    | \$61,029 | \$61,647 | \$69,304  | \$70,181  | \$72,769  | \$75,106  |
| 6    | \$64,158 | \$64,774 | \$72,989  | \$73,866  | \$76,638  | \$79,098  |
| 7    | \$67,292 | \$67,909 | \$76,673  | \$77,550  | \$80,507  | \$83,090  |
| 8    | \$70,422 | \$71,039 | \$80,356  | \$81,233  | \$84,374  | \$87,083  |
| 9    | \$73,548 | \$74,167 | \$84,044  | \$84,922  | \$88,247  | \$91,077  |
| 10   | \$76,012 | \$76,623 | \$86,916  | \$87,794  | \$91,262  | \$95,154  |
| 11   | \$78,840 | \$79,449 | \$90,207  | \$91,084  | \$94,717  | \$99,229  |
| 12   | \$81,164 | \$81,785 | \$93,097  | \$93,974  | \$97,752  | \$101,408 |
| 13   | \$83,996 | \$84,640 | \$96,345  | \$97,223  | \$101,162 | \$105,979 |
| 14   | \$90,745 | \$91,417 | \$103,647 | \$104,545 | \$108,829 | \$113,711 |

**HALF STEP SALARY SCHEDULE  
2026-27**

Half steps are calculated by adding the step above and the step below and dividing by two

| STEP | BA       | BA+18    | MA       | MA+30     | NTPP      | EDSP      |
|------|----------|----------|----------|-----------|-----------|-----------|
| 1.5  | \$51,745 | \$52,380 | \$56,643 | \$57,520  | \$59,475  | \$61,120  |
| 2.5  | \$54,205 | \$54,834 | \$59,719 | \$60,597  | \$62,705  | \$64,717  |
| 3.5  | \$56,720 | \$57,342 | \$63,406 | \$64,283  | \$66,576  | \$68,712  |
| 4.5  | \$59,461 | \$60,078 | \$67,458 | \$68,335  | \$70,831  | \$73,105  |
| 5.5  | \$62,593 | \$63,210 | \$71,147 | \$72,024  | \$74,704  | \$77,102  |
| 6.5  | \$65,725 | \$66,342 | \$74,831 | \$75,708  | \$78,573  | \$81,094  |
| 7.5  | \$68,857 | \$69,474 | \$78,514 | \$79,391  | \$82,440  | \$85,086  |
| 8.5  | \$71,985 | \$72,603 | \$82,200 | \$83,077  | \$86,310  | \$89,080  |
| 9.5  | \$74,780 | \$75,395 | \$85,480 | \$86,358  | \$89,755  | \$93,115  |
| 10.5 | \$77,426 | \$78,036 | \$88,562 | \$89,439  | \$92,989  | \$97,191  |
| 11.5 | \$80,002 | \$80,617 | \$91,652 | \$92,529  | \$96,234  | \$100,319 |
| 12.5 | \$82,580 | \$83,213 | \$94,721 | \$95,598  | \$99,457  | \$103,694 |
| 13.5 | \$87,370 | \$88,029 | \$99,996 | \$100,884 | \$104,996 | \$109,845 |

1. NTPP lane is for NTPP staff (counselors, psychologists, SSW, Speech/Occupational Therapists) who must hold all licensing, degrees and credentials required to work in a school and must be currently working in an NTPP position that requires those degrees and credentials.
2. RETENTION: For 2026-27, Act 18 bargaining unit members with certification who are still employed by Huron as an Act 18 employee as of the last day of school in June 2027 will receive a \$5000 off schedule pensionable stipend for ongoing work in the second pay of June. The stipend will be prorated for certified Act 18 employees based upon their FTE and length of service (182 day work calendar).

**LONGEVITY:**

|  |                              |
|--|------------------------------|
| Longevity amount is added to the member's current step after the given years of service. |                              |
| After 20 years of service to Huron Schools   | \$2000                       |
| After 25 years of service to Huron Schools   | \$3500 (\$1500+prior \$2000) |

**Financial Summary for 2026-27**

1. 3.5% increase all steps and lanes for 2026-27
2. Act 18 stipend \$5000 as listed in the language above

**SCHEDULE B**  
**EXTRA-CURRICULAR PAY SCALES**

Stipend for coaching is the percentage listed multiplied times the current BA Step 1 teacher salary.

Any member of the bargaining unit may apply for any extracurricular vacancy and shall be granted an interview. When notification of vacancy is received by the administration, they shall notify the Association Union President or their designee and post such vacancies on office bulletin boards in each building for a period of seven (7) days. If all predetermined qualifications are equal, the bargaining unit members shall be given preference over all other applicants. Once filled, a position will not be posted again until such time as the employee resigns, is dismissed or is unable to carry out the duties and responsibilities of the position.

| TIER LEVEL 1 - COACHING - VARSITY LEVEL     |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|
| Football, Girls Basketball, Boys Basketball | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|   | 11%    | 12%    | 13%    | 14%    | 15%    |

| TIER LEVEL 2 - COACHING - VARSITY LEVEL  |        |        |        |        |        |
|--|--------|--------|--------|--------|--------|
| Volleyball, Swimming, Hockey, Wrestling, Boys Soccer, Girls Soccer, Bowling (Boys and Girls Combined), Baseball, Softball, Tennis, Cross Country, Boys and Girls Golf, Boys and Girls Track, Competitive Cheer | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|  | 10%    | 11%    | 12%    | 13%    | 14%    |

**ABOVE SCALES** - After step 5, the salary would increase one (1) percent every three (3) years.

**PERFORMANCE BASE PAY** - At the end of each season, the Athletic Director will evaluate each Head Coach using a rubric. Coaches that do not meet the criteria established in the rubric for them will not be advanced to the next step. If meeting the criteria, steps will be granted for 2025-27.

| TIER LEVEL 3   |      |
|--|------|
| Sideline Cheerleading  | 8%   |
| Equestrian   | 3%   |
| JV Coaches - Football, Soccer, Basketball, Cheerleading, Wrestling, Volleyball, Baseball, Softball, Bowling  | 6%   |
| Freshman Coaches   | 5.5% |
| Junior High Coaches, High School Strength and Conditioning Coach (per season)  | 4.5% |
| Assistant Coaches - Varsity Football (4), JV Football (2), Freshman Football (2), Varsity Wrestling (2), Varsity Boys Basketball (1), Varsity Girls Basketball (1), Varsity Hockey (1), Varsity Girls Track (1), Varsity Boys Track (1), Boys Golf (1), Girls Golf (1), Varsity Cross Country (1), Varsity Girls Swim (1), Varsity Volleyball (1), Varsity Boys Soccer (1), Varsity Girls Soccer (1), Softball (1), Baseball (1), Competitive Cheer (1). | 6%   |
| Junior High Assistant Coaches - Football (one for each team if needed), Cross Country, Wrestling   | 4.5% |

SPONSOR PAY - STIPEND IS THE PERCENTAGE LISTED MULTIPLIED TIMES THE CURRENT BA STEP 1 TEACHER SALARY

| HIGH SCHOOL LEVEL   |              |
|---|--------------|
| Band  | 7.00%        |
| Robotics (2) (each)   | 7.00%        |
| Quiz Bowl   | 2.80%        |
| Student Council   | 2.80%        |
| DECA Sponsor  | 2.80%        |
| Senior Class  | 2.25%        |
| Junior Class  | 1.75%        |
| Sophomore Class   | 1.55%        |
| Freshman Class  | 1.20%        |
| Link Crew   | 2.00%        |
| Plays (each play)   | 2.00%        |
| Math Team   | 1.40%        |
| Yearbook  | 1.40%        |
| <b>School Store</b>   | <b>1.40%</b> |
| Esports   | 1.40%        |
| Honor Society   | 1.20%        |
| Special Ed Liaison  | 1.20%        |
| School Improvement (shared among team members)  | 2.35%        |
| School Improvement Chair  | 2.35%        |
| Department Chair  | 2.35%        |
| Administration may approve up to fifteen (15) club sponsorships to be paid 1% stipend each year according to administrative guidelines. |              |

| JUNIOR HIGH LEVEL   |       |
|---|-------|
| WEB Team  | 2.00% |
| NJHS  | 1.20% |
| Yearbook  | 1.00% |
| Student Council   | 2.50% |
| Band  | 3.00% |
| Play  | 1.20% |
| Talent Show   | 0.50% |
| Special Ed Liaison  | 1.20% |
| School Improvement (shared among team members)  | 2.35% |
| School Improvement Chair  | 2.35% |
| Department Chair  | 2.35% |
| Administration may approve up to ten (10) club sponsorships to be paid 1% stipend each year according to administrative guidelines. |       |

| ELEMENTARY LEVEL   |       |
|--|-------|
| Leader in Me - Miller (each) (4)   | 1.00% |
| Grade Level Leaders (each) YK-5 (12), Specials (2), Sp. Ed (2)   | 2.35% |
| School Improvement (shared among team members)   | 2.35% |
| School Improvement Chair   | 2.35% |
| Special Ed Liaison (4) (Miller, Brown, Ferguson, Parochial)  | 1.20% |
| Administration may approve up to ten (10) club sponsorships to be paid 1% stipend each year according to administrative guidelines for all three elementary schools total. |       |

## APPENDIX C 2025-26 CALENDAR

|           |       |              |   |
|-----------|-------|--------------|---|
| AUG       | 25    | Monday       | First day for Probationary Teachers (First/Second Year)       |
|           | 26/27 | Tues/Wed     | Professional Development Days (includes one hour TWT)         |
|           | 27    | Wednesday    | Open House for Miller and Brown                               |
|           | 28    | Flex Day     | Flex Day – Report to Building Optional/Flex                   |
|           | 29    | Friday       | Labor Day Break   |
| SEPTEMBER | 1     | Monday       | Labor Day   |
|           | 2     | Tuesday      | First Day of School-Half Day (Renton/HHS Open House 9/3, 9/4) |
| OCTOBER   | 10    | Friday       | Trimester 1 Progress Reporting                                |
|           | 15/16 | Wed/Thurs    | 1/2 Day Grades 6-12 Conferences                               |
|           | 31    | Friday       | 1/2 Day for Students – Staff PD ½ Day                         |
| NOVEMBER  | 4     | Tuesday      | NO SCHOOL for students – Professional Dev. (DPPD Day)         |
|           | 5/6   | Wed/Thurs    | 1/2 Day Grades K-5 Conferences                                |
|           | 20/21 | Thurs/Fri    | End Tri 1 - 1/2 Day Exams, ½ Staff Work Day – On/Off Site     |
|           | 26-28 | W/Th/F       | NO SCHOOL for students or staff – Thanksgiving Break          |
| DECEMBER  | 22    | Monday       | NO SCHOOL for students or staff – Holiday Break Begins        |
| JANUARY   | 5     | Monday       | School Resumes  |
|           | 19    | Monday       | NO SCHOOL for Students - Staff DPPD (MLK Day)                 |
|           | 23    | Friday       | 2nd Trimester Progress Reporting                              |
|           | 28/29 | Wed/Thurs    | Renton Conferences & HHS Conferences                          |
| FEBRUARY  | 13-17 | Fri/M/Tues   | Mid-Winter Break – No School For Students and Staff           |
| MARCH     | 12/13 | Thurs/Friday | End Tri 2 – ½ Day Exams, ½ Staff Work Day – On/Off Site       |
|           | 30    | Monday       | Spring Break Begins (Monday, March 30 – Monday, April 6)      |
| APRIL     | 7     | Tuesday      | School Resumes  |
| MAY       | 1     | Friday       | 3 <sup>rd</sup> Trimester Progress Reporting                  |
|           | 8     | Friday       | 1/2 Day for Students – Staff PD ½ Day – Prom                  |
|           | 25    | Monday       | NO SCHOOL for students or staff – Memorial Day                |
| JUNE      | 9/10  | Tues/Wed     | End Tri 3 – ½ Day Exams, ½ Staff Work Day – On/Off Site       |

Total Student Days: 180      Full Days of School: 169 (3 DPPD days counted as instruction)  
Half Days of School: 11 (2 Sec only/2 Elem only)

Staff Work Days: 182 (180 school days, one DPPD and one flex day before school)

Trimester 1: 58 Student Days      Trimester 2: 63 Student Days      Trimester 3: 56 Student Days

## 2026-27 CALENDAR

|           |       |               |   |
|-----------|-------|---------------|---|
| AUG       | 31    | Monday        | First day for Probationary Teachers (First/Second Year)       |
| SEPTEMBER | 1/2   | Tues/Wed      | Professional Development Days (includes one hour TWT)         |
|           | 2     | Wednesday     | Open House for Miller and Brown                               |
|           | 3     | Flex Day      | Flex Day – Report to Building Optional/Flex                   |
|           | 4-7   | Friday-Monday | Labor Day Break   |
|           | 8     | Tuesday       | First Day of School-Half Day (Renton/HHS Open House 9/9,9/10) |
| OCTOBER   | 16    | Friday        | Trimester 1 Progress Reporting                                |
|           | 21/22 | Wed/Thurs     | 1/2 Day Grades 6-12 Conferences                               |
|           | 30    | Friday        | 1/2 Day for Students – Staff PD ½ Day                         |
| NOVEMBER  | 3     | Tuesday       | NO SCHOOL for students – Professional Dev. (DPPD Day)         |
|           | 4/5   | Wed/Thurs     | 1/2 Day Grades K-5 Conferences                                |
|           | 25-27 | W/Th/F        | NO SCHOOL for students or staff – Thanksgiving Break          |
| DECEMBER  | 3/4   | Thurs/Fri     | End Tri 1 - 1/2 Day Exams, ½ Staff Work Day – On/Off Site     |
|           | 21    | Monday        | NO SCHOOL for students or staff – Holiday Break Begins        |
| JANUARY   | 4     | Monday        | School Resumes  |
|           | 18    | Monday        | NO SCHOOL for Students - Staff DPPD (MLK Day)                 |
|           | 29    | Friday        | 2nd Trimester Progress Reporting                              |
| FEBRUARY  | 3/4   | Wed/Thurs     | Renton Conferences & HHS Conferences                          |
|           | 12-16 | Fri/M/Tues    | Mid-Winter Break – No School For Students and Staff           |
| MARCH     | 18/19 | Thurs/Friday  | End Tri 2 – ½ Day Exams, ½ Staff Work Day – On/Off Site       |
|           | 26    | Friday        | Spring Break Begins (Friday, March 26 – Friday, April 2)      |
| APRIL     | 5     | Monday        | School Resumes  |
| MAY       | 7     | Friday        | 3 <sup>rd</sup> Trimester Progress Reporting                  |
|           | 14    | Friday        | 1/2 Day for Students – Staff PD ½ Day – Prom                  |
|           | 31    | Monday        | NO SCHOOL for students or staff – Memorial Day                |
| JUNE      | 15-16 | Tues/Wed      | End Tri 3 – ½ Day Exams, ½ Staff Work Day – On/Off Site       |

Total Student Days: 180      Full Days of School: 169 (3 DPPD days counted as instruction)  
Half Days of School: 11 (2 Sec only/2 Elem only)

Staff Work Days: 182 (180 school days, one DPPD and one flex day before school)

Trimester 1: 60 Student Days      Trimester 2: 61 Student Days      Trimester 3: 56 Student Days

**APPENDIX D**  
**HURON SCHOOL DISTRICT – MICHIGAN EDUCATION ASSOCIATION**  
**AUTHORIZATION AGREEMENT FOR PAYROLL MEA DUES DEDUCTION**

I hereby authorize the Michigan Education Association and Huron School District to coordinate payroll dues deduction for union dues. This authorization will also allow the Michigan Education Association and Huron School District to adjust entries to correct errors. It is agreed that these withdrawals and deposits and adjustments will be made electronically and under the Rules of the National Automated Clearing House Association.

Employee Name \_\_\_\_\_  
Employee ID (District) \_\_\_\_\_  
Local Association \_\_\_\_\_  
Member MEA ID \_\_\_\_\_

Total Dues for Year \_\_\_\_\_  
Amount to be Deducted Per Pay = \_\_\_\_\_ over 10 pays (1/10 per pay)

By my signature, I indicate that I have read, understand, and agree to the terms of this Agreement. I acknowledge that I have not been subject to any duress, intimidation, threats, or coercion in the execution of this Agreement.

This authorization represents an ongoing commitment and shall remain in full force and effect from month-to-month and year-to-year until I provide written notice of cancellation in writing to both the Michigan Education Association and Huron School District a minimum fourteen (14) days prior to the pay date.

It is also my understanding the amount deducted may vary month-to-month and year-to-year, dependent upon factors including - but not limited to - errors, salary/wages earned, and hours worked.

I understand Huron School District may withhold different amounts after the Michigan Education Association provides the District with notice of any changed amounts delineated on this authorization form.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_



**HURON SCHOOL DISTRICT  
MICHIGAN EDUCATION ASSOCIATION UNION DUES  
PAYROLL DUES DEDUCTION – CHANGE FORM**

Employee Name \_\_\_\_\_

Employee ID (District) \_\_\_\_\_

Local Association \_\_\_\_\_

Member MEA ID \_\_\_\_\_

**NEW Authorization:**

Total Dues Amount \_\_\_\_\_

Amount Per Pay \_\_\_\_\_

First Payroll Date for Deduction \_\_\_\_\_

**END Authorization:**

Last Payroll Date for Deduction \_\_\_\_\_

Current Amount \_\_\_\_\_

Adjustments (if applicable): \_\_\_\_\_

**CHANGE in Authorization Amount:**

Current Amount \_\_\_\_\_

New Amount \_\_\_\_\_

Effective Date \_\_\_\_\_

Explanation (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted By \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX E**  
**HURON SCHOOL DISTRICT**  
**TEACHER EVALUATION PROCEDURES**

The District shall follow the provisions of the Revised School Code, MCL 380.1249, as amended, and evaluation procedures in Appendix E regarding evaluation of teachers. The Charlotte Danielson Evaluation Model shall be the performance evaluation tool unless the parties mutually agree to a different tool. Student growth and assessment data, including local assessment data, intermediate assessment data, state assessment data will be used to calculate 20% of the evaluation, and 80% of the evaluation will be based on objective criteria as determined by the evaluation tool. The grievance procedure may only be utilized if the evaluation procedures are not followed and the teacher receives a final rating of less than effective on their year-end evaluation rating. Any changes to the evaluation procedures in Appendix E must be mutually agreed upon between the HEA and the District.

**BIENNIAL EVALUATIONS**

Any teacher who has received at least an effective rating on three consecutive year-end evaluations will be evaluated biennially.

- The biennial rotation will begin in the 2024-25 school year. The principal of each building will determine the group of teachers who will be evaluated in the 2024-25 school year, with the remaining group being evaluated in the 2025-26 school year.
- Any teacher on an Individualized Development Plan (IDP) will be evaluated annually.
- In certain verifiable circumstances, a teacher who is not scheduled for an evaluation may be observed at the discretion of the Administrator, which may lead to an IDP.
- During the “off-year”, teachers will not be required to do a self-assessment, goals, or have documented observations. The final rating for that school year will be an effective rating from their previous year.

**TEACHER TRAINING**

All new teachers to the district will receive training on the evaluation process and tool during their new teacher orientation. All teachers scheduled for evaluation will be provided refreshers on the evaluation process and tool that fall.

**TEACHER EVALUATION PROCESS:**

**A. Self-Assessment and Goal Setting:**

The teacher will complete a self-assessment of each evaluation rubric element in the evaluation platform. Members who are probationary or on an IDP shall propose three (3) goals (other members propose two (2) goals) aligned to the evaluation rubric and submit both to the administrator performing the evaluation by the second Friday in September. By the first Friday in October, the teacher will meet with the administrator to discuss the submitted self-evaluation and proposed goals. The goals will be aligned to the evaluation tool, specific to the teacher’s instructional needs, and aimed at improving performance, instruction, and student achievement. The administrator will review the proposed goals and will either approve the submission or deny the submission, with a request for further collaboration. If the administrator and teacher cannot agree, the superintendent will review and determine the goals.

**B. Individualized Development Plans:**

Any probationary teacher or any teacher who has been rated less than effective in their year-end evaluation will be provided with an Individualized Development Plan (IDP) developed by the administrator in consultation with the individual teacher that includes specific performance goals and training and is designed to assist the teacher to improve the teacher's effectiveness. IDPs will be developed by the first Friday in October, or within four (4) weeks of being hired, or within four (4) weeks of notification of being placed on an IDP plan.

**C. Observations and Teacher Provided Documents:**

A classroom observation must include a review of the teacher's lesson plan, the state curriculum standard and the learning targets being used in the lesson, and a review of the pupil engagement in the lesson. The administrator will provide 48 hours' notice prior to a scheduled observation. The lesson plan, state curriculum standard, and learning targets must be provided by the teacher to the administrator, at least 24 hours in advance for a scheduled observation, and upon request **following** an unscheduled observation.

Classroom observations as part of the year-end evaluation must be not less than 15 minutes but normally will be between 20 and 40 minutes. There must be at least two classroom observations of a tenured teacher, and three classroom observations of probationary teachers and any tenured teachers with an IDP in each school year that the teacher is evaluated. At least one observation will be scheduled at the discretion of the administrator conducting the observation. Generally, half of the observations will take place in the first half of the year and the other half in the second half of the year, however all observations leading to a year-end evaluation will take place at least forty (40) calendar days apart.

**D. Post-Observation Meeting and Feedback:**

The administrator will provide feedback on the observation via the evaluation platform within ten (10) calendar days of the observation. The lesson plan, state curriculum standard and the learning targets being used in the lesson, and a review of pupil engagement in the lesson must be discussed during a post-observation meeting between the school administrator conducting the observation and the teacher within twenty (20) calendar days of the observation. The administrator will provide the final feedback within thirty (30) calendar days of the original observation.

**E. Mid-Year Progress Reporting:**

The performance evaluation system must include a midyear progress report, supported by two (2) observations, for a teacher who is in the first year of the probationary period or who received a rating of needing support or developing in the teacher's most recent year-end evaluation. The midyear progress report must be used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist a teacher to improve. The midyear progress report must include the performance goals outlined in section A above. At the midyear progress report meeting, the school administrator shall develop, in consultation and mutual agreement with the teacher (determined by the administrator if agreement cannot be reached) a written improvement plan that includes these goals, training, and is designed to assist the teacher to improve the teacher's rating. The midyear progress report must not take the place of a year-end evaluation.

**F. Use of Student Growth, Assessment Data, and Artifacts:**

The District will use State Assessment Data (M-Step ELA and Math, PSAT, and SAT) on a three (3) year trend basis to calculate Five Percent (5%) of total evaluation. State Data will be represented as a building level score that will apply to all teachers within the building.

Teachers will choose two (2) local assessment measures from the Intermediate Assessment Data, such as Star Computer Adaptive Testing/Star Early Literacy Test, Core Phonics, Star CBM and/or Local Assessment Measures, such as Pre and Post Test data, Student Learning Objective (SLO) data, and IEP goals. The local assessment measures will comprise 15% of the total evaluation.

Student growth data calculations and artifacts (Domains 1, 4, and goals) will be presented by the teacher to the administrator prior to the year-end evaluation meeting. The Data Sources and Calculation Criteria are outlined in the Evaluation Data Use Document (Appendix F).

**Exemption of Student Data:** Teachers wishing to exempt a student based on chronic absenteeism will nominate a student for exemption during the submission of the student growth data. Students may be considered eligible for exemption from inclusion in the data if they miss one sixth (1/6) of the scheduled school days or more during the trimester course or school year, or for other circumstances warranting exemption of data approved by the administrator. If one student is exempted for absenteeism, all students meeting this criteria must also be exempted from inclusion in the student growth data.

**G. Written Year End Evaluation and Rating Guidelines:**

The performance evaluation system must assign a rating to each teacher of effective, developing, or needing support based on the teacher's year-end evaluation. A written evaluation, and feedback concerning the evaluation, must be provided in writing to the teacher being evaluated by the start of the last full week of school. The administrator performing the performance evaluation or designee will meet with the teacher being evaluated by the end of that last full week of school, in order to discuss the written evaluation and feedback, including the teacher's performance rating. Teacher absences will not be included in the final evaluation.

**H. Final Rating**

**Evaluation Scoring Areas and Percentages**

|        | Domain 1 | Domain 2 | Domain 3 | Domain 4 | Goals | State Data | Local Data | Total |
|--------|----------|----------|----------|----------|-------|------------|------------|-------|
| Weight | 15%      | 20%      | 20%      | 15%      | 10%   | 5%         | 15%        | 100%  |

**Evaluation Rating Ranges:**

| SCORE     | RATING        |
|-----------|---------------|
| 1.00-1.99 | Needs Support |
| 2.00-2.99 | Developing    |
| 3.00-4.00 | Effective     |

## APPENDIX F

### EVALUATION DATA USE PROCEDURES

This document outlines the use of the following assessments and growth measures which will be used to determine student growth as part of the teacher evaluation process. Twenty percent (20%) of the year-end evaluation must be based on student growth and assessment data or student learning objectives metrics. This document has been designed to comply with the implementation of Huron policies 1420 and 3220 and the corresponding Administrative Guidelines related to teacher and administrator evaluation. The following data sources and growth targets will be used to measure student growth, and scores will be applied to individual teachers and administrators based on these numerical ranges.

The District will use State Assessment Data (M-Step ELA and Math, PSAT, and SAT) on a three (3) year trend basis to calculate Five Percent (5%) of total evaluation. State Data will be represented as a building level score that will apply to all teachers within the building.

Teachers will choose two (2) local assessment measures from the Intermediate Assessment Data, such as Star Computer Adaptive Testing/Star Early Literacy Test, Core Phonics, Star CBM and/or Local Assessment Measures, such as Pre and Post Test data, Student Learning Objective (SLO) data, and IEP goals. The local assessment measures will comprise 15% of the total evaluation. At the goal setting meeting, the teacher and administrator will mutually agree on the assessment measures, determined by the administrator if agreement cannot be reached.

Student growth data calculations and artifacts (Domains 1, 4, and goals) will be presented by the teacher to the administrator prior to the year-end evaluation meeting.

#### **Pretest Post-test Data - Aligned to Grade Level Priority Standards**

All Pretest and Posttest Assessments must be linked to grade level and/or course Priority Standards, and all data should represent student growth toward meeting or exceeding proficiency in the priority standards. Teachers will need to show student growth by using the following formula to calculate the student growth target. Formula will be  $(100 - \text{pretest score})/2.25$ . This will calculate the Growth Target. The growth target will then be added to the pre-test score to give you "Expected Score". Teachers will then compare the "Expected score" to the post-test score. If the pretest score is higher than or equal to the expected score it will be considered a yes. Number of students with yes will then be divided by the number of total students and multiplied by hundred to calculate the percentage. Teachers will be provided a tool to help calculate.

|   |  |  |   |
|---|--|--|---|
| 100-88% of students met the growth target | 87-75% of students met the growth target | 74-60% of students met the growth target | 59% and below of students met the growth target |
| 4 points                                  | 3 points                                 | 2 points                                 | 1 point   |

#### **Student Learning Objectives - Aligned to Grade Level Priority Standards**

Our student learning objectives are measures of growth pertaining to student learning outcomes, as determined through assessment of grade level priority standards. Each SLO is assessed, focusing on one or two standards. The number of the students that met the goal will be divided by the number of students in the classroom and multiplied by a hundred to calculate the percentage.

|   |  |  |   |
|---|--|--|---|
| 100-88% of students met the growth target | 87-75% of students met the growth target | 74-60% of students met the growth target | 59% and below of students met the growth target |
| 4 points                                  | 3 points                                 | 2 points                                 | 1 point   |

#### **STAR Computer Adaptive Test/Star Early Literacy Scores in ELA and Math**

STAR scoring is based on whether or not individual students “MEET or EXCEED PROJECTED GROWTH PERCENTILE” targets, according to projected growth targets set for each student.

|   |  |  |   |
|---|--|--|---|
| 100-88% of students met the growth target | 87-75% of students met the growth target | 74-60% of students met the growth target | 59% and below of students met the growth target |
| 4 points                                  | 3 points                                 | 2 points                                 | 1 point   |

#### **STAR CBM**

STAR CBM student growth will be measured based on whether or not individual students “MEET or EXCEED PROJECTED GROWTH” targets, according to projected growth targets set for each student.

|   |  |  |   |
|---|--|--|---|
| 100-88% of students met the growth target | 87-75% of students met the growth target | 74-60% of students met the growth target | 59% and below of students met the growth target |
| 4 points                                  | 3 points                                 | 2 points                                 | 1 point   |

#### **IEP Goals**

Student growth will be measured based on meeting or exceeding growth target, based on the child’s IEP plan.

|   |  |  |   |
|---|--|--|---|
| 100-88% of students met the growth target | 87-75% of students met the growth target | 74-60% of students met the growth target | 59% and below of students met the growth target |
| 4 points                                  | 3 points                                 | 2 points                                 | 1 point   |

#### **M-Step, PSAT, and SAT**

|   |  |  |   |
|---|--|--|---|
| 100-88% of students met the growth target | 87-75% of students met the growth target | 74-60% of students met the growth target | 59% and below of students met the growth target |
| 4 points                                  | 3 points                                 | 2 points                                 | 1 point   |

**Evaluation Grade Level Data**

| <b>Teacher</b> | <b>State Assessment</b>          | <b>Multiple Growth Measures</b>  |
|----------------|----------------------------------|--|
| Kindergarten   | M-Step (Math & Reading)          | STAR CBM, STAR CAT/Early Literacy (Math & ELA), Core Phonics, Pre & Post- tests, SLO |
| First          | M-Step (Math & Reading)          | STAR CBM, STAR CAT/Early Literacy (Math & ELA), Pre & Post- tests, SLO               |
| Second         | M-Step (Math & Reading)          | STAR CBM, STAR CAT/Early Literacy (Math & ELA), Pre & Post- tests, SLO               |
| Third          | M-Step (Math & Reading)          | STAR CBM, STAR CAT/Early Literacy (Math & ELA), Pre & Post- tests, SLO               |
| Fourth         | M-Step (Math & Reading)          | STAR CBM, STAR CAT/Early Literacy (Math & ELA), Pre & Post- tests, SLO               |
| Fifth          | M-Step (Math & Reading)          | STAR CBM, STAR CAT/Early Literacy (Math & ELA), Pre & Post- tests, SLO               |
| Sixth          | M-Step (Math & Reading) and PSAT | STAR CAT (Math & ELA), Pre & Post- tests, SLO  |
| Seventh        | M-Step (Math & Reading) and PSAT | STAR CAT (Math & ELA), Pre & Post- tests, SLO  |
| Eighth         | M-Step (Math & Reading) and PSAT | STAR CAT (Math & ELA), Pre & Post- tests, SLO  |
| Ninth          | SAT Scores                       | STAR CAT (Math & ELA), Pre & Post- tests, SLO  |
| Tenth          | SAT Scores                       | STAR CAT (Math & ELA), Pre & Post- tests, SLO  |
| Eleventh       | SAT Scores                       | STAR CAT (Math & ELA), Pre & Post- tests, SLO  |
| Twelveth       | SAT Scores                       | STAR CAT (Math & ELA), Pre & Post- tests, SLO  |

|  |   |  |
|--|---|--|
| Special Education Resource and Co-Taught | M-Step (Math & Reading) and/or PSAT or SAT  | IEP Goals, (2 goals/4 Objectives, STAR CAT (Math & ELA), Pre & Post-tests, SLO |
| Special Education Center Based           | M-Step (Math & Reading), PSAT, SAT, and/or MiAccess or equivalent when applicable | IEP Goals, (2 goals/4 Objectives, STAR CAT (Math & ELA), Pre & Post-tests, SLO |

**Exemption of Student Data:** Teachers wishing to exempt a student based on chronic absenteeism will nominate a student for exemption during the submission of the student growth data. Students may be considered eligible for exemption from inclusion in the data if they miss on sixth 1/6 of the scheduled school days or more during the trimester course or school year. If one student is exempted under these circumstances, all students meeting this criteria must also be exempted from inclusion in the student growth data.

#### Evaluation Scoring Areas and Percentages

|        | Domain 1 | Domain 2 | Domain 3 | Domain 4 | Goals | State Data | Local Data | Total |
|--------|----------|----------|----------|----------|-------|------------|------------|-------|
| Weight | 15%      | 20%      | 20%      | 15%      | 10%   | 5%         | 15%        | 100%  |

#### Evaluation Rating Ranges:

| SCORE     | RATING        |
|-----------|---------------|
| 1.00-1.99 | Needs Support |
| 2.00-2.99 | Developing    |
| 3.00-4.00 | Effective     |



## **APPENDIX G**

### **INVESTIGATION PROCEDURES**

An investigation begins when a complaint (verbally or in writing) is received or if a potential violation of misconduct or violation of Board Policy has been observed. If the employee admits to behavior under investigation during the investigatory interview, the investigation is presumed to have been completed in good faith and therefore, the steps listed below may not be necessary in the investigation.

If the issue pertains to the health or safety of an individual, immediate action should be taken to stop the behavior and provide supportive measures to the affected party. If the issue pertains to potential criminal activity, the School Resource Officer should be contacted immediately. The superintendent should be notified immediately as well and they will notify the Union President or designee as soon as feasible.

#### **INVESTIGATION PROCEDURES**

1. The Administrator shall contact Superintendent immediately if the issue may require consideration of placing the employee on paid, non-disciplinary administrative leave while the investigation is occurring. The Union President or designee will be notified by the Superintendent.
2. The employee shall be notified of any complaint or allegation in writing within ten (10) calendar days of receipt of the complaint or allegation if an investigation is commencing.
3. The administrator shall acquire and secure physical evidence as soon as possible. (Physical evidence includes documents, emails, printed screen shots of social media messages, video footage, audio recordings, stolen items, etc.)
4. The administrator shall review Board policies and the Master Agreement for detailed information regarding standards for conduct and guidance regarding discipline.
5. The administrator shall review the respondent's personnel file for any relevant information, prior disciplinary actions, or counseling memoranda.
6. The administrator shall request in writing that the complainant participate in the investigation process including providing a written statement, providing any relevant information, and participating in the interview process if needed. If the complainant limits their participation in the investigation, the administration may still take appropriate action based upon the available information.
7. The administrator shall prepare for interviews as follows:
  - a. Develop a list of individuals that should be interviewed.
  - b. Before the interview, questions should be drafted to ask each person including asking if there are other people who may have relevant information regarding the investigation that should be interviewed.
  - c. Designate a notetaker to attend and take notes at the interviews. This person should not be a member of the same bargaining unit classification.
  - d. Consider the order of the interviews. It may be appropriate to start with the complainant and then interview the respondent toward the end.
  - e. Remind the respondent of their option to bring a union representative to the investigative meeting.
  - f. Inform the individual and union president or designee of the source of allegations if appropriate.

8. The administrator shall conduct the Interviews as follows:
  - a. Remain objective
  - b. Obtain facts relevant to the situation
  - c. Remind participants of the expectation of confidentiality regarding the interviews and outcomes.
  - d. Remind interviewees that they are expected to tell the truth
  - e. Utilize Garrity Assurance if needed
  - f. Retain notes from all interviews
9. The administrator shall develop recommended action:
  - a. Review the information obtained. Consider if the investigation substantiates the claims alleged in the complaint.
  - b. If the investigation substantiates the claims in the allegation, consider if disciplinary action is warranted ensuring it is proportionate to the violation.
  - c. Draft the disciplinary document addressed to the respondent which speaks to the investigations findings and next steps.
10. The administrator shall conclude the investigation as follows:
  - a. Schedule a final meeting with the respondent and union representative, if applicable. Issue discipline, if applicable. Send the signed copy of discipline to Superintendent for placement in the employee's personnel file.
  - b. Follow up with the complainant regarding the claim. Share only that the investigation substantiated the claim(s) or not. Explain that the district moved forward with appropriate outcomes for the person(s) involved. Do not share details regarding discipline.
  - c. Keep copies of all information that was gathered in the investigation in a separate file.