GODWIN HEIGHTS PUBLIC SCHOOLS

GHEA Master Agreement



2024- 2026

GODWIN HEIGHTS PUBLIC SCHOOLS

Teacher Master Agreement

TABLE OF CONTENTS

AGREEMENT		1
WITNESSETH		1
ARTICLE I RECOGNITION		
Section 1-A	Bargaining Unit Description	1
1-B	"Teacher" defined	1
1-C	"Board" Defined	1
1-D	Board and Creation of Rival Union	1
ARTICLE II CONTRACT MAINTENANCE COMMITTEE		2
ARTICLE III ASSOCIATION RIGHTS		
Section 3-A	Teacher Rights to Association Organization	2
3-B	Association Rights to Mediation	2
3-C	Teachers Rights to School Buildings	2
3-D	Teachers Rights to Facilities & Equipment	2
3-E	Teachers Bulletin Boards & Mail Service	2
3-F	Teachers Rights to Obtain School Report & Information	3
3-G	Civil Rights	3
3-H	Permission to Leave Assigned Building	3
ARTICLE IV TEACHER RIGHTS		
Section 4-A	Rights to view personnel file	3
4-B	Association Representative	4
4-C	Discipline	4
4-D	Discipline Fair Notice	4
4-E	Progressive Discipline	4
4-F	Committee Membership	4
ARTICLE V BOARD RIGHTS		
Section 5-A	Rights	4
5-B	Copyright	5
5-C	Board Rights	5
5-D	Board Rights continued	5

ARTICLE VI MEMBERSHIP FEE AND PAYROLL DEDUCTION

Section	6-A	Bargaining Unit Staff List	6
	6-B	Payroll Deductions	6
	6-C	Payroll Schedule	6
	6-D	Joint Liability of Error & Loss	7
	6-E	Association Dues	7

ARTICLE VII TEACHING HOURS

Section	7-A	Starting- leaving Time (Changing Time)	8
	7-B	Teaching Load Per Week	9
	7-C	Assigning Supervisory Time	9
	7-D	Specialist Schedules & Hours	9
	7-E	Noon Hour Duty	9
	7-F	Substitute Pay for Teachers	10
	7-G	Release Time- Negotiations, Arbitration, etc.	10
	7-H	Leaving Classroom Unattended	10
	7-I	After School & Evening Events	10
	7-J	Teachers Involved in Scheduling Process	11

ARTICLE VIII TEACHING CONDITIONS

Section	8-A	Quality of Education Goal & Responsibility	12
	8-B	Pupil Teacher Ratio- Class Size	12
	8-C	Keep Building Equipped and Maintained	13
	8-D	Printing Facilities for Teacher Use	13
	8-E	Vending Machines – Teacher Lounge	13
	8-F	Teacher Parking	14
	8-G	Unsafe or Hazardous Working Conditions	14
	8-H	Class Scheduling	14
	8-I	Teacher Participation in Curriculum Development	14
	8-J	Adjusted Schedule for Service on Committee	14
	8-K	Committee Selection Process	14

ARTICLE VIX PROFESSIONAL ASSIGNMENTS

Section	9-A	Assigned to Major or Minor Field	14
	9-B	Notification of Assignments	15
	9-C	Involuntary Reduction In Schedule	15
	9-D	Keeping Records and Reports	15
	9-E	Supplemental Assignments	15
	9-F	Student Teachers	15

ARTICLE X VACANCIES, PROMOTIONS and TRANSFERS

Section	10-A	Definition of Vacancy	15
	10-B	Posting Vacancies & New Positions	15

10-C Definition of Transfer 16
10-D Involuntary Transfers 16
10-E Union Right to Make Application 16

ARTICLE XI PAID LEAVE DAYS

Section 11-A Number of Accumulative Paid Leave Days 16
1. Use of paid leave days 17
2. Application for paid leave days 18
11-B Non-Accumulative Paid Leave 19
1. Conferences 19
2. Jury Duty, etc. 19
3. Union Leave Days 19
11-C Additional Sick Leave Days 20

ARTICLE XII SABBATICAL LEAVE

Section 12-A Terms of Sabbatical Leave 20
12-B Agreement Statement 22

ARTICLE XIII UNPAID LEAVE of ABSENCE

Section 13-A Educational Leave 23
13-B Child Care Leave 23
13-C Medical Leave 24
13-D Service Leave 25
13-E Other Leave 25
13-F Involuntary Leave- Medical Exam 25
13-G Tenure Status and Leave 25

ARTICLE XIV ACADEMIC FREEDOM

Section 14-A Statement of Purpose 25
13-B Improper Use of Academic Freedom 26

ARTICLE XV TEACHER EVALUATION

Section 15-A Administrative Responsibility 26
15-B Negotiate Performance System 26
15-C Process 26
15-D Rights of Tenure Teachers 27
15-E Provided Eval Training 28
15-F Monitoring 28

ARTICLE XVI PROFESSIONAL BEHAVIOR

Section 16-A Compliance to Rules & Regulations 28
16-B Violation & Progressive Correction 28

ARTICLE XVII PROFESSIONAL IMPROVEMENT

Section 17-A Tuition Reimbursement Allocation 28
17-B Application for Classification Change 29
17-C Semester Classification Change 29

ARTICLE XVIII MAINTENANCE of STANDARDS

Section 18-A Contract Priority over Other Regulations 29
18-B Right to Negotiation without Interference 29
18-C Teaching Responsibility & Negotiations 29

ARTICLE XIX ANNEXATION and CONSOLIDATION of DISTRICTS

Section 19-A Contract Status when Districts Merge 30
19-B Employment when Districts Merge 30

ARTICLE XX REDUCTION in PERSONNEL

Section 20-A Reduction Procedures 30
20-B Recall Procedures 30
20-C Exercise of Seniority 30
20-D Teacher Contracts During Leave 31
20-E Leave to Reduce Lay-Off 31
20-F COBRA rights during Lay-off 31
20-G Refusal of Recall 31
20-H Layoff and Recall Procedures 31

ARTICLE XXI CONTINUITY OF OPERATIONS

Section 21-A Terms of Agreement 32
21-B Unfair Labor Practice 32
21-C No Strike Clause 32
21-D School Closing – Weather Conditions 32
21-E Cancellation of Classes 32

ARTICLE XXII SCHOOL CALENDAR

Section 22-A Teacher Work Days 33
22-B Teacher Recommended Calendar 33

ARTICLE XXIII PROFESSIONAL COMPENSATION

Section 23-A Salary Schedule 34
23-B Probationary Contracts 34
23-C Outside Teaching Credit 34
23-D Supplemental Assignments 34
23-E Mileage Allowance 34

ARTICLE XXIV INSURANCE PROTECTION

Section 24-A Group Health Insurance 34

	24-B	Optional Plan	35
	24-C	Non Medical Insurance Plans	35
	24-D	Payment in Lieu of Coverage	35
	24-E	Life Insurance	35
	24-F	Liability Insurance	35
	24-G	Premium Payments & Termination	35
	24-H	Vision Insurance	36
	24-I	Coverage for Prorated Contracts	36
	24-J	Cafeteria Election Form	36

ARTICLE XXV STUDENT DISCIPLINE and TEACHER PROTECTION

Section	25-A	Discipline Procedures	36
	25-B	Use of Force in Discipline	36
	25-C	Student Exclusion from Class	36
	25-D	Assault Upon a Teacher	37
	25-E	Time Loss Due to Assault	37
	25-F	Reimbursement for Damages	37
	25-G	Parental Complaint	37
	25-H	Teacher Care of School Property	38

ARTICLE XXVI GRIEVANCE PROCEDURE

Section	26-A	Tenure Act and Grievances	38
	26-B	Who May File Grievances	38
	26-C	Informal 1st Step of Grievance	38
	26-D	1st Formal Step	38
	26-E	Time Limits	38
	26-F	Principal's Response	38
	26-G	2nd Formal Step	38
	26-H	Superintendent's Response	39
	26-I	Class Action Grievance	39
	26-J	3rd Formal Step (Board)	39
	26-K	4th Formal Step (Arbitration)	39
	26-L	Cost of Arbitration	39
	26-M	Reinstatement & Reimbursement	39
	26-N	Grievance & Expiration of Contract	39
	26-O	Days Defined	40

ARTICLE XXVII NEGOTIATION PROCEDURES

Section	27-A	Starting Date	40
	27-B	Official Contract Copies	40
	27-C	Release Time for Negotiations	40

ARTICLE XXVIII EMPLOYMENT QUALIFICATIONS

Section	28-A	Certification & Credentials on File	40
	28-B	Teaching Certificate	40
	28-C	TB Exam	40
	28-D	Physical Exam	40

ARTICLE XXIX SENIORITY of PERSONNEL

Section	29-A	Seniority Defined	41
	29-B	Prepare Seniority List	41
	29-C	Seniority List Due Date to the Association	41
	29-D	Loss of Seniority	41

ARTICLE XXX MISCELLANEOUS PROVISIONS

Section	30-A	Amending Contract Terms	41
	30-B	Individual Contract & Master Agreement	41
	30-C	Master Agreement & Law	42
	30-D	Printing Contract Copies	42
	30-E	Issuance of Contract	42
	30-F	Issuance of Supplemental Contracts	42
	30-G	Local Meetings	42

ARTICLE XXX DURATION of AGREEMENT 43

Addendum – School Nurse 44
Addendum – Adult Education & Alternative Ed. Teachers 45
Appendix A – Authorization Intent Form 47
Appendix B – Grievance Form 48
Appendix C – Staff Absence Form 51
Appendix D - Representation Waiver Form 52
Appendix E – Supplemental B-2 & B-3 Interview Form 53
Appendix F – Letter of Understanding – Insurance & Privatization 55
Salary Schedule Index 56-59
Schedule B-2 (Supplementals) 60-61
Schedule B-3 62-63

GODWIN HEIGHTS PUBLIC SCHOOLS

AGREEMENT

THIS AGREEMENT entered into this 1st day of September 1, 2024, by and between the Godwin Heights Board of Education, 15 - 36th Street SW, Wyoming, Michigan, (hereinafter called the "Board") and the Kent County Education Association (KCEA/MEA) (hereinafter called the "Association") representing those employees as defined in Article I-A.

WITNESSETH

WHEREAS, the Board of Education and the Godwin Heights teachers recognize and declare that providing a quality education for children of Godwin Heights is their mutual aim; and

WHEREAS, the parties have, by their agents through negotiations in good faith, reached agreement and desire to execute this contract covering such agreement.

ARTICLE I
Recognition

1-A The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all certified employees under contract with the Board who are on approved leave or employed in the regular school year day program in the following positions:

All tenure eligible staff members and non-tenure eligible staff including; certified classroom teachers, adult education teachers, alternative education teachers, early childhood special education**,** teacher consultants, pre-school teachers, librarians, guidance counselors, school psychologists, school nurses, social workers, speech therapists, occupational therapists, art, music, physical education, reading teachers, teachers employed on a contractual basis for substituting or performing other professional bargaining unit related functions and other certified special education personnel, under contract with the Board of Education in regular K-12 daytime education programs. Excluding: supervisory and administrative personnel serving half time or more in this capacity, summer school teachers and substitute teachers, aides, office and clerical personnel, maintenance and custodial personnel, and all other employees of the Board or of any other employer.

1-B The term “Teacher”, when used hereinafter in this agreement, shall refer to all Godwin Heights employees represented by the Association in the bargaining unit as defined in 1-A, and reference to male teachers shall include female teachers. Distinctions between “tenure eligible” and “non-tenure eligible” will be noted where appropriate.

1-C The term “Board” shall include its officers and agents.

1-D The Board agrees that neither the Board nor its agents shall contribute to the creation or growth of a rival teacher organization.

ARTICLE II
Contract Maintenance Committee

2-A Recognizing the importance of cooperative problem solving in the maintenance of the Master Agreement, the Association and Administration will meet on a bi-monthly basis to discuss and resolve issues or concerns relating to the agreement, working conditions, or other concerns relating to the education of Godwin Heights' students. In accordance with this article, the Superintendent and Director of Business and Employee Services will meet with the Association's President and Chief Negotiator. When needed, an additional representative will be requested by either party to help resolve a specific issue.

ARTICLE III
Association Rights

3-A Pursuant to Michigan's Public Employment Relations Act, the Board hereby agrees that every member of this bargaining unit shall have the right to organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of the law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against conditions of employment by reason of his membership in the Association, his participation in any activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

3-B The Board recognizes that the Association has the right to invoke the assistance of the Michigan Employment Relations Commission or a mediator from such agency, and further, the Board, subject to its right of appeal, agrees to be bound by any lawful order or award of such agency.

3-C The Teachers and their representatives shall have the right to use school buildings at all reasonable hours for meetings. No charge shall be made for the use of school rooms before the commencement neither of the school day nor until 10:30 p.m. Arrangements shall be made with the administrator in charge of scheduling use of buildings. Failure to make proper arrangements shall result in the loss of building use by the Teachers and their representatives.

3-D Representatives of the GHEA shall have the privilege, with permission from their immediate Administrator to use school facilities and equipment, including computers, copy machines, fax machines, and audio-visual equipment at reasonable times, when such equipment is not otherwise in use, provided material is not detrimental to the Board and Association relationship and all expendable materials are furnished by the teachers. The GHEA shall be responsible for any and all damages to school facilities and equipment due to negligence or misuse by the Representatives.

3-E Teachers shall have the right to post notices of activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in the teachers'

lounge in each building. Teachers may use the district e-mail and internal mail service and teacher mailboxes for communication to other Association employees.

3-F The Board, through the Superintendent's office, agrees to furnish the local Tenure Eligible staff member's Representative of the Association, in response to reasonable request, public budgetary reports and such other similar prepared information as will assist the Association in developing accurate, informed and constructive programs on behalf of the teachers, together with such available and legally non-confidential information which may be necessary for the Teachers to process any grievance or complaint.

3-G The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status.

3-H The Board recognizes the desirability and right of a teacher to request from the building principal permission to leave his/her assigned building during the teacher's normal school day. The principal has the right to grant or deny such request.

ARTICLE IV
Teacher Rights

4-A Each teacher shall have the right upon written request to review the contents of his/her personnel or personal file. A representative of the Association may, at the teacher's request, accompany the teacher in his/her review. This review shall be made in the presence of the Superintendent or his/her designee, responsible for the safekeeping of such file. Each teacher's personnel file shall contain the following minimum items of information:

- All teacher evaluation reports, both formal and informal reports that are communicated to the teacher
- Copies of annual contracts
- Teacher certificate(s)
- Letters of commendation
- A transcript of academic record
- Tenure recommendations
- Record of voluntary extra-curricular school activities.

4-B A teacher, when being warned, reprimanded or disciplined for any infraction of rules or regulations governing discipline or delinquency in performance, shall be entitled to meet with the Administration and to have the Association representative present when such a meeting is requested. If an employee is offered representation and declines, they are given a waiver for that right and may revoke that waiver and insist on representation at any time. Refer to Appendix D.

4-C No non tenure eligible bargaining unit member shall be disciplined, reprimanded, reduced in compensation or deprived of any professional advantage without just cause. No bargaining unit member shall be discharged or demoted for reasons that are arbitrary and capricious. This standard signifies that a disciplinary decision must be supported by results of a fair and objective investigation and any resulting discipline must have a rational

relationship to the bargaining unit member's conduct and be based on the principles of progressive discipline and avoid disparate treatment. Other than discharge or demotion as described in Public Act 103 of 2011, no bargaining unit member shall be disciplined, reprimanded, or reduced in compensation or deprived any professional advantage for reasons that are arbitrary and capricious.

4-D No bargaining unit employee shall be disciplined without fair notice, due process, substantive evidence, equitable treatment, and progressive discipline.

For discipline that involves the discharge or demotion of a tenured teacher or the non-renewal of a probationary teacher, the mandates, standards and procedures of the Michigan Teachers' Tenure Act, MCL 38.71, et seq., shall apply.

4-E Progressive Discipline: A program of progressive discipline shall be followed.

1. Verbal warning
2. Written warning
3. Written reprimand
4. Suspension
5. Discharge

No suspension shall adversely affect any other rights or benefits under this Agreement. The parties recognize that the severity of an offense may provide just cause for the acceleration of the above progression of discipline. In such situations, the Administration will inform the Association of the appropriate level of discipline.

4-F Committee Membership: The district shall indemnify and otherwise hold harmless any bargaining unit employee serving as a participant on District, state, or federally mandated committees. At District expense, the bargaining unit employee(s) shall be provided with legal counsel in the event of litigation arising because of participation on such committees.

ARTICLE V
Board Rights

5-A The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself without limitation, all powers, rights, authority, duties and responsibilities conferred upon and rested in it by the laws and the Constitution of the State of Michigan, and of the United States, including but without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its properties and facilities.

2. The right to hire all employees and, subject to the provisions of the law, to determine their qualifications, to evaluate their work and to establish the conditions of their continued employment, to discharge, demote or otherwise discipline employees for reasonable and just cause and to promote and transfer

employees as long as all such actions confirm with the Tenure Act and other applicable acts, and the terms of this Agreement.

3. To establish grades and courses of instruction including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.

4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching aids.

5. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-teaching school activities, and terms and conditions of employment.

5-B Copyright

1. Any materials prepared by the teacher during the workday shall become the property of the Board for use in the school system. Any materials prepared outside of the workday by the teacher related to his job responsibility shall become the property of the creator with the Board retaining usage rights by reimbursing the creator for his/her cost.

2. No syndication or sale of this material may be made without the express release of the creator and the Board.

3. The Board shall be exempt from the above requirements when the materials are developed by a committee for which there is no one creator.

5-C The Association recognizes that the Board has the right to invoke the assistance of the Michigan Employment Relations Commission, or a mediator from such agency, and further, the Association subject to its right to appeal, agrees to be bound by any lawful order or award of such agency.

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

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School Laws or any other national, state, county, district or local laws or regulations as they pertain to education.

ARTICLE VI
Membership Fee and Payroll Deduction

6-A Between August 1-5 of each year, Designated Association Representatives will be given, via e-mail and attached excel document, a complete listing of bargaining unit staff that includes the following:

1. First and Last Name
2. Start date of employment
3. FTE, step, lane placement as well as annual salary.
4. Building/position/room number assigned
5. School email address and Personal email address
6. Home/mailing address and phone (cell) number

Designated Association Representatives shall be given, via e-mail and attached excel document, the same information detailed in pay for Section A above within five (5) business days of any new hires of bargaining unit members that occur throughout the year.

Termination of employment by any bargaining unit member shall be reported to the Designated Association Representatives, including the termination date, via e-mail no later than five (5) business days after the member's last day of employment.

Notification of any bargaining unit member placed on layoff or leave of absence (paid or unpaid) shall be reported to the Designated Association Representatives via e-mail no later than five (5) business days after the first day of leave.

Any requests for non-disclosure of personal information not covered by PERA will be honored by the district.

6-B The Board shall make payroll deductions upon written authorization from teachers for annuities, extended insurance benefits, credit union, and direct deposit to personal accounts approved by the Board.

MEA Financial Services shall be allowed to offer products and services, including 403(b) programs, to Godwin Heights Education Association employees upon execution of a signed service agreement.

6-C The teacher's annual salary shall be spread over the entire year in twenty four (24) equal payments or, upon written request, over the school year.

1. F.I.C.A., State, and Federal withholding tax are required deductions and will automatically be taken from the gross earnings each payday.

2. Deductions shall be made to cover the cost of optional benefits provided in the Board's sponsored insurance plan, which are not provided for or paid by the Board.

3. If a staff member leaves the District during the contract year, the contract is pro-rated and the balance due is paid on the next regular payroll after termination of employment.

4. Salary payments which are spread over July and August and which are earned salary on the prior year's contract will be paid twice monthly during said months. The employee has the option of drawing these earnings in a lump sum. If a lump sum is desired, it is required that the employee notifies the business office, in writing at the time of contract signing.

6-D Both the Board and the Association agree to assume joint liability for any errors or losses in the administration of this Article unless it is shown that the Board was negligent in the care and handling of the monies involved.

6-E This Article shall become effective on August 1, 2024, after the Association notifies the Employer of its intent to implement payroll deduction of Association dues.

A. Any bargaining unit employee may voluntarily become a member of the Association. A member of the Association or an employee who has applied for membership may sign and deliver to the Employer a signed form authorizing the payroll deduction of dues. Said authorization if received in a hard copy signed form or an electronically signed form provided by the Association shall be accepted and processed by the Employer.

   The Employer shall process payroll deduction forms received from members within 15 (fifteen) days of receipt. Such authorizations shall continue in effect from year-to-year unless revoked in writing by the member under procedures administered by the Association.

   Pursuant to such authorization, the Employer shall deduct one-twentieth (1/20th) of such dues from the regular salary check of the bargaining unit member twice each month for ten (10) months, beginning in the first paycheck in September and ending in June of each year.

   If the payroll deduction amounts change within the course of any school year, the Association shall provide to the Employer a payroll change form for any affected member to apply within 15 (fifteen) days of receipt to any remaining pays per the deduction schedule defined above.

B. Upon receipt of authorized payroll deductions for Association dues, the Employer shall transmit these payments to the Michigan Education Association via provided ACH within 10 days of when the payroll deductions took place.

   Accompanying the distribution of payments will be a report indicating the specific categorical amounts attributable to each employee with the employee’s name, employee ID number (if applicable), payroll ID number (if different than employee ID). The Association will provide a spreadsheet for the ease of reporting this

information. This Association-specific report shall be provided via email to the Association within the 10-day requirement as a spreadsheet.

C. In the event of any legal action against the Employer brought in a court or administrative agency because it complied with this Article, the Association agrees to indemnify, defend, and hold Employer harmless from such action, at its own expense and through its own counsel, provided:

1. The Employer gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires and
2. The Employer cooperates with the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels and
3. The Association shall have complete authority to compromise and settle all claims which it defends under this section.

ARTICLE VII
Teaching Hours

7-A A Standard teacher work day shall be 7 ½ hours. The work day shall not begin before 7:00 a.m. and not exceed 3:45 p.m. Student instructional day to be no more than 7 hours and 10 minutes.

Each teacher shall be provided with at least a 35 minute, duty free, lunch period. Teachers shall be available at his/her assigned place of duty a sufficient period of time prior to and after the close of the pupil's school day as determined by the building administrator as long as it does not exceed the seven and one half hour (7 ½) day. Teachers shall receive their standard schedule by the opening day. Exceptions may be granted by the building administrator. The Board may adjust the starting and closing time of the school day when in their opinion it is necessary for the safety of students, provided the total hours of the day are not increased. Pre-school teachers may have a daily schedule of teaching hours that differ from teachers of K-12, but the total number of hours per year shall not exceed those of K-12 teachers.

On Fridays, partial days, and days before holidays, staff members will be allowed to leave when their respective building is cleared of students unless there is a mutually agreed upon planned professional development not to exceed normal students' end times.

In addition to the standard work day, building administrators may require teachers to attend no more than 9 mandatory staff and/or collaboration meetings per year. It is the intent of the parties that from time to time teachers may also voluntarily attend emergency staff meetings that extend the teacher work day.

It is the intent of the parties that from time to time meetings extending the teacher day may be mutually agreed upon to enhance district educational opportunities for Godwin Heights' students.

7-B The normal weekly teaching load for fulltime elementary and secondary classroom teachers will not exceed twenty-nine and one half (29.5) hours of student instruction and a minimum of five and one tenth (5.1) hours of individual planning time within the above defined limits of a teacher work day. Any planning time in excess of 5.1 hours shall not be used to PLC+ meetings outside of the agreed upon calendar. Required travel time shall not be considered as individual planning time, nor shall any time periods of less than fifteen (15) minutes. All professional development time counted as pupil instruction according to Section 101 (11) of the State School Aid Act will be counted as student instruction, but will not be counted as instructional time for the purpose of determining the teacher weekly instructional hours. Teachers, such as reading consultants, counselors, media personnel and other specialists having the duties other than classroom teachers shall be assigned the necessary preparation time deemed appropriate by their immediate supervisor or building principal at the teacher's request. Assignment to a supervised study period or other supervised student activities shall be considered as student instruction for the purpose of this Article.

Part time teachers shall be assigned a pro-rata work week of student instruction and planning time as outlined in this Article for fulltime staff members.

Each year these hours of instruction will be reviewed with the GHEA and Board prior to the start of the school year. In the event that adjustments need to be made for compliance with the minimum number of hours, the parties agree to make said adjustments to meet the minimum requirements. Adjustments will not result in any additional remuneration as long as adjustments can be achieved within the current seven and one half (7.5) hour time frame and teacher planning time equals five and one tenth (5.1) hours per week. If needed adjustments should result in exceeding the seven and one half (7.5) hour workday or less than five and one tenth (5.1) hours per week of planning time, the parties will negotiate its effects.

7-C Teachers with weekly loads of less than twenty-nine and one half (29.5) hours of student instruction may be assigned to supervisory duties with the defined school day not to exceed a total of twenty-nine and one half (29.5) hours of student instruction per week. (This section shall not be applicable to teachers of pre-school).

7-D Teachers, such as reading consultants, counselors, media personnel and other specialists having duties other than normal classroom teaching as a major portion of their assignment, may be assigned a work day that differs from that of a classroom teacher. However, the total hours per week (including attendance at meetings, as described in 7-A) will be the same as those of a classroom teacher. These teachers shall adhere to the workday hours required for their assignment as determined by the Administration prior to their accepting the position. (This section shall not be applicable to teachers of pre-school).

7-E Wherever it is possible, the administration will secure either teachers or qualified lay persons on a paid basis for handling noon hour duty. However, if it is impossible for the Administration to find qualified lay people or teachers willing to assume noon hour duty on a paid basis, teachers will be assigned and those staff members deprived of normal lunch period shall be remunerated at the pro-rata 1/180 the amount of the lunch hour supplemental rate set forth in Schedule B-3.

7-F Teachers required to substitute during their preparation period or elementary teachers who lose planning time, shall be compensated at the rate found in schedule B-3 or may elect compensatory time in lieu of pay for time substituting under this section. Credit towards compensatory time will be afforded on a pro rata basis of the teacher's instructional day.

Compensatory time credit will be limited to a maximum of two days per year. Any teacher receiving compensatory time under this section will be allowed to carry over a maximum of two days for usage in the next school year.

1. Teachers with less than a full class load and those teachers whose preparation period can be moved to a different time in the day, can be assigned to substitute with no additional compensation.

2. If a teacher substitutes for more than ten (10) consecutive school days, the rate of pay shall be adjusted to one-sixth (1/6) their daily rate of pay for the eleventh (11th) school day and each successive day thereafter.

3. Building administrators will attempt to obtain substitutes from a list of teachers who volunteer for such service prior to assigning teachers to substitute.

4. Each building shall be limited each day to two (2) teachers on leave for every twenty-five (25) teachers or major fraction thereof. Administrative units of less than twenty-five (25) teachers or major fraction thereof shall be limited to two (2) persons on leave each day. Exceptions to exceed this policy may be made upon approval of the Superintendent of Schools.

   Such leave shall not be granted for the first working day preceding or following vacation period (exceptions: graduation exercises for immediate family; honor convocation honoring teacher; and/or military departure of son or daughter.)

5. The teacher must notify the building principal at least 48 hours prior to the anticipated compensatory day.

7-G A teacher engaged during the school day with any representative of the Board or Administration while participating in any scheduled grievance meeting, including arbitration and fact finding, shall be released from regular duties without loss of salary or days deducted from sick leave.

7-H Teachers are not to leave a classroom of students unattended at any time except for an extreme emergency and then only when arrangements have been made with the office or a nearby teacher to check their classroom.

7-I Teachers recognize a responsibility to their student and the performance of duties that involve the expenditure of time beyond the teacher's normal day, and their professional time is a value to the district. Therefore, teachers shall attend evening events that extend the day when necessary for the full performance of their duties. These evening events shall be limited to a maximum of four (4) required per school year as listed below.

Required events may include but are not limited to:

- Parent-Teacher Conferences
- Graduation
- Open House
- Family Engagement events such as Title I Events, Elementary Music Concert, Kindergarten Registration, ML Nights, STEM Night, Literacy Night.
- Extracurricular Events, such as athletic events, Band Competition, School Play, Art Show, Food Truck or a night approved by admin.

Bargaining unit members may be asked to attend events related to their responsibilities beyond the four required. If so, they will be paid the rate for curriculum work listed in schedule B-3.

Evening parent-teacher conferences shall not be required beyond three (3) hours in length. Other evening events shall be limited to two and one-half (2-1/2) hours.

1. The following provisions will be made for the two (2)night parent-teacher conferences:
   a. School shall be dismissed at 2:00 p.m. on the day of the scheduled night conferences. Teachers may elect to use this preparation in their building or away from school.
   b. Teachers will be provided two (2) half-days of adjusted schedule for night parent-teacher conferences. These half days (one in fall and one in spring) shall preferably be scheduled before a vacation.
   c. Elementary teachers will be dismissed following their last scheduled conference.

2. Teachers shall be notified of the tentative dates for parent-teacher conference meetings within thirty (30) days after the beginning of the school year.

(This section shall not be applicable to teachers of pre-school).

7-J In scheduling of elementary special classes such as Art, Music, or P.E., Technology, special teachers will be involved in the scheduling process with the intent to:

1. Create schedules that will provide approximately 25 minutes individual planning per day, minimum of four times per week, for regular elementary classroom teachers within the student instructional day. Any day without a 25 minute individual planning period, a 15-minute duty-free recess will be provided within the student instructional day. In addition, all elementary teachers will receive 25 minutes of individual planning at the beginning of the school day. A 15-minute duty-free recess will count toward individual planning time. Specials teachers will receive the balance of their per-week individual planning time, as agreed upon between the building principal and teacher. Non full time teachers will have their individual planning time pro-rated to be commensurate with the percentage of a full time teacher.

2. When buildings are in a K-5 or K-6 format, schedules will be developed that include passing or set up time for elementary special teachers when changing grade levels.

3. Substitute teachers not necessarily certified in a special area will be obtained whenever possible to substitute in art, music, and physical education. Detailed lesson plans will be devised to facilitate the instruction of students in these areas.

4. In the event a substitute teacher cannot be obtained for a given day, lost special area instructional time will be made up by hiring a substitute teacher on a subsequent day within one week.

(This section shall not be applicable to teachers of pre-school).

ARTICLE VIII
Teaching Conditions

8-A The parties recognize that optimum school facilities for both student and teacher are desirable to ensure the high quality of education that is the goal of both the teachers and the Board. It is also acknowledged that the primary duty and responsibility of the classroom teacher is to teach and that the organization of the school and the school day should be directed toward ensuring that the energy of the teacher is primarily utilized to this end.

8-B Because the pupil-teacher ratio is an important aspect of an effective education program, the parties agree that class size be adjusted to meet the following criteria:

		Goal	Maximum
Early Elementary	K-2	19	24
Later Elementary	3-5	25	28
Middle School	6-8	25	31
High School	9-12	25	31
Physical Education	K-5	19	28
	6-12	35	41

1. The above class sizes shall apply only to academic classes including those in person and through distance learning, except music and band. Computer classes are not to exceed the number of work stations. The goal in scheduling lab classes is not to exceed the number of student stations available in the classroom.

2. Whenever the above class size maximums are exceeded 6 weeks following the start of the school year and thereafter, the Board shall provide, with teacher's consent, half time instructional aide. If an aide is elected the teacher shall receive overload compensation until the aide is secured. If an aide cannot be secured the teacher shall continue to receive overload compensation. The Board may choose to adjust class size in lieu of providing instructional aide or overload compensation.

a. Class Overage (when not provided an instructional aide)
    1. Reimbursement of overloads above the maximum will begin 6 (six) weeks after the overload occurs.

    2. The Reimbursement will follow the schedule below per rostered student per class hour/day:

        Elementary: = $7.00 per student per day

        Secondary: = $4.12 per student per hour

3. In scheduling special education students, class size and class composition will be considered in making these decisions. When grouping students for special education inclusion, it is understood that special education staff will be in the classroom assisting the regular classroom teacher in the preparation and delivery of instruction for these special education students. When inclusion is taking place, the class size shall not exceed the maximum for the given level. Whenever a special education teacher's caseload exceeds the Kent ISD Special Education Plan, the Board shall rectify the caseload overage within 6 weeks.

4. A certified teacher required to assist an online student in a virtual setting during their prep hour will receive $20 per student, per course, each semester with no more than 10 students per semester.

5. It is understood that a teacher shall not be considered a health care provider for students. However, staff members shall be responsible to implement reasonable accommodations for students as determined by their 504 plan or IEP. The Board recognizes the importance of safety and compliance and to that end, will seek to provide teachers the necessary training as it relates to compliance with disability related issues.

8-C The Board agrees at all times to keep the school reasonably equipped and maintained.

8-D The Board agrees to make available to each school computers with Internet access, copy machines, and supplies to aid teacher in the preparation of instructional materials.

8-E The building teachers may request of the building administrator to have beverage and/or food dispensing vending machines installed in the teachers' lounges.

1. If arrangements for installation and operation are handled by the building teachers, all handling, expenses and profits shall rest with the building teachers. The school business office will be available for handling the funds.

2. If arrangements for installation and operation are handled by the building administrator, all handling, expenses and profits shall rest with the administration.

8-F Off-street parking facilities shall be provided and properly maintained. Special parking arrangements shall be made through the building principal in the event of a physical disability/handicap.

8-G Teachers shall not be required to work under what in the judgment of the administration are unsafe of hazardous conditions or to perform tasks which endanger their health, safety or well-being.

8-H Scheduling classes is the responsibility of the building principals. The administrator will meet with staff prior to the end of the school year to receive inputs prior to formulating grade/class assignments for the following year.

8-I The Board recognizes that curriculum development is an essential part of sound educational practices and a responsibility of professional staff members. In view of this, the participation of appropriate professional staff members in curriculum development and evaluation of educational programs and materials is encouraged.

8-J Teachers who serve on the Building and/or District School Improvement Team shall be paid for their time at the hourly rate for curriculum work stated in Schedule B-3 per committee.

The committees listed below shall include teachers who volunteer to be committee members. Committee members are expected to attend meetings. The committees shall be held during the teacher work day when possible. If outside of the teacher work day, the time will be compensated at the hourly rate for curriculum work stated in Schedule B-3.

- Phonics
- Math
- Writing
- STEM
- MTSS
- Library
- Tier III / TAG

Special education monthly staff meetings are required and will be compensated at the hourly rate for curriculum work stated in Schedule B-3.

8-K Teachers serving on Building and District School Improvement Teams shall be elected by their respective building staffs in annual elections run by the Association no later than the end of the first student week of school.

ARTICLE IX
Professional Assignments

9-A Teachers shall be assigned to teaching assignments within the scope of their teaching certificates, and where applicable, meet the highly qualified guidelines of the Michigan Department of Education and the ESEA/NCLB Act of 2001.

A teacher, who does not meet the highly qualified guidelines of the Michigan Department of Education and the ESEA/NCLB Act of 2001 for positions that are available,

may be assigned to a position that does not require the teacher to meet the highly qualified guidelines of the Michigan Department of Education and the ESEA/NCLB Act of 2001.

9-B All teachers shall be given written notice of their tentative assignment for the forthcoming year not later than the fifteenth (15th) day of May. In the event that changes in such schedule are necessary, teachers affected shall be notified. Changes in teachers' schedules should not be made, unless necessary, later than the first (1st) day of August preceding the commencement of the school year.

9-C Assignments representing an involuntary reduction in any teacher's schedule will be based on the provisions of Article XX.

9-D In fulfilling their teaching assignment, teachers shall be required to prepare and keep records of students' progress, seating charts, lesson plans and other records such as attendance, test scores, conference reports, health records as determined by the building principal.

9-E Supplemental assignment vacancies shall be filled on a basis of qualifications. When filling supplemental assignments an interview team will make a candidate recommendation to the Superintendent. The Association will be afforded equal representation on the interview team. Appendix E shall be utilized for all B-2 and B-3 supplemental interviews.

In the event a supplemental in B-3 does not require specific training, it will not be necessary to conduct an interview. The position will be awarded by: 1) seniority in the supplemental within the district, and 2) service years in the district. For B-3 supplementals that require specific training, the selection process identified for B-2 supplementals will be utilized.

When supplemental positions are eliminated, reductions will be based on the inverse order of: 1) seniority in the sport/supplemental within the district, and 2) service years in the district.

9-F Supervisory teachers of student teachers shall be tenured teachers and voluntarily accept the assignment. Exceptions shall be made, by joint agreement only, between the Superintendent and Association President.

ARTICLE X
Vacancies, Promotions and Transfers

10-A Definition of "Vacancy":

A vacancy shall be defined for purposes of this Agreement as a position within the bargaining unit presently unfilled, including newly created positions, as well as such positions currently filled but anticipated to be open in the future for a period of thirty (30) or more school days.

10-B Whenever a vacancy for a position arises, including vacancies in supervisory positions, the Superintendent shall promptly notify the Local President and shall promptly post notice of the same to school emails for not less than seven (7) calendar days.

Bargaining unit employees may apply for such positions by submitting an online application. All non-tenure eligible vacancies shall be filled on the basis of certification, seniority and qualifications of the applicant. In filling vacancies for all positions, the Board agrees to accept and review all Association member applications received within the posting period prior to considering applicants from other sources.

When a member of the present teaching staff has applied for one of these positions and has been denied that position, the Superintendent or designee shall notify the applicant and upon request give the reasons for such denial.

10-C Definition of "Transfer":

A "transfer" shall be defined as either a voluntary or involuntary change in (1) a bargaining unit employee's position or assignment to another position or assignment within the bargaining unit, (2) building assignment, (3) grade level(s) included in an assignment in preK-5, (4) subject area(s) included in an assignment, (5) a non-classroom assignment such as librarian, guidance counselor, itinerant personnel, etc., or (6) Special Education assignment such as learning disability, emotionally impaired, etc. Transfer awarding of vacancies shall be first governed by the language as stated previously in this article. Other transfers will be governed as described below.

10-D The Board will give consideration to teachers requesting transfers. Requests by teachers for transfer to a different class, building, or position shall be made in writing by the first day of March, one copy shall be filed with the Superintendent and one copy with the building principal. Each application shall set forth the reason for transfer, the school, grade and position sought, and the applicant's qualifications. Such requests not granted shall be renewed in writing each year to assure active consideration by the Board.

10-E In making involuntary assignment(s) for bargaining unit members, not related to program or staffing reductions, prior to the decision to transfer, written input from the involved parties shall be sought. In the event there are no volunteers, seniority shall be considered to the extent that the assignment does not conflict with the instructional requirements and best interest of the school system. Assignments for bargaining unit members positions shall be in accordance with criteria set forth in Board Policy and corresponding administrative guidelines. Pre-school teachers refer to 20-A (1).

ARTICLE XI
Paid Leave Days

11-A At the beginning of each school year the Board shall credit to each teacher, fourteen (14) paid leave days to be used for illness, injury, bereavement and personal business. Severance of the employee prior to having earned all of the days granted at the beginning of the school year shall result in an adjustment of days accumulated on a prorated basis. No adjustment will be made for employees who exhaust all accumulated leave days and are subsequently forced to take a medical leave of absence. The unused portion of these leave days granted at the beginning of each school year shall accumulate from year to year without limitation.

1. Uses of paid leave days are as follows:

   a. Personal illness or injury which renders the teacher temporarily disabled.

   b. Illness and death in the immediate family shall be allowed without loss of salary up to five (5) working days for each occurrence within the category enumerated below:

      (1) Death or bereavement in the employee's immediate family. Additional days may be granted upon request to the Superintendent.
      (2) Emergency illness in the employee's immediate family.
      (3) Immediate family is defined as spouse, child, parent, brother, sister, grandparents, grandchildren, and those who stand instead (refers to household member or a substitute parent).
      (4) It is understood that seven (7) additional bereavement days will be granted upon request to the Superintendent. It is further understood extensive travel or extenuating circumstances may necessitate the granting of additional days.

   c. Funeral attendance of one (1) day per funeral and a maximum of four (4) days each school year.

   d. Personal business up to four (4) leave days each school year, will be allowed for transaction of personal business or for the handling of matters of a personal nature which cannot be attended to on weekends, outside normal school hours or during vacation period under the following conditions.

      (1) Each building shall be limited each day to two teachers on leave for every twenty-five (25) teachers or major fraction thereof. Administrative units of less than twenty-five (25) teachers or major fraction thereof shall be limited to two persons on leave each day. Exceptions to exceed this policy may be made upon approval of the Superintendent of Schools.
      (2) Such leave shall not be granted for the first working day preceding or following a vacation period (exceptions: graduation exercises for immediate family; honor convocation honoring teacher; and/or military departure of a son or a daughter).
      (3) Such leave shall be deducted from accumulative paid leave days and shall be granted only when sufficient leave days have been accumulated to cover the leave.
      (4) Except when used for emergencies as described below, this leave is for personal reasons. Therefore, notification to the building principal forty-eight (48) hours prior to the anticipated leave date is all that is necessary in requesting such leave.
      (5) Up to (1) personal leave day may be used for emergencies, which shall be granted to an employee for any unforeseen circumstances that

require the immediate attention of the employee and cannot be held in abeyance until after the scheduled work time. Employees taking emergency leave need not provide the forty-eight (48) hours' notice, but must notify the building principal as soon as possible of the emergency and need for leave.

(6) Abuse of personal business days shall be cause for disciplinary action including loss of pay.

e. A teacher will be paid the teacher per diem rate for one unused personal business day, provided the teacher has not used more than five (5) paid leave days for the year, as defined in Section 11-A.

f. Extended disability for a period in excess of ten (10) school days.

(1) In the event of a disability the teacher shall notify the Superintendent. This notice shall be accompanied by a statement from the attending physician specifying the disability and its probable duration.

(2) An employee on disability leave is to report back to work on the date the employee's physician states he/she is able to return to work. Leave may be extended without pay by mutual agreement.

(3) An employee on disability must submit a written, signed statement from his attending physician stating that the employee is capable of returning and performing the full duties of his/her assignment before he/she returns to work.

(4) Failure to report to work on the date the disability ends without notification and approval shall be considered as voluntary termination of employment.

(5) The Board shall have the right to request additional information and/or the opinion of another physician of its choice, at the Board's expense, whenever the length of disability is in question.

2. Application of paid leave days is as follows:

a. In all cases when teachers find it necessary to be absent from work they shall notify the appropriate administrative office no later than one hour prior to their reporting time, on the day of the absence and state the reason for such absence. The Board shall inform the teachers at the beginning of each school year the number to be used and shall provide twenty-four (24) hour answering service for this purpose. Teachers will be responsible, immediately upon return to work, to turn in to the building principal a completed absence form stating the reason for their absence.

b. The Board of Education reserves the right to require a physician's statement upon return after an absence of three (3) consecutive school days because of illness or injury. Abuse of paid leave days for purposes other than those stated shall be cause for disciplinary action up to and including loss of pay.

c. Absence due to injury, incurred in the course of the teacher's employment for which the teacher receives benefits under the Michigan Worker's Compensation Act, shall not be charged against the teacher's paid leave days during the Worker's Compensation waiting period for wage reimbursement. Thereafter, the Board shall pay to such teachers the difference between his/her salary and worker's compensation and only that portion shall be deducted from the teacher's paid leave days. In the event the teacher receives retroactive benefits under the Michigan Worker's Compensation Act for the said waiting period, the teacher shall remit the wage compensation for those days to the school district.

d. Cumulative paid leave days shall terminate at the severance of employment. Teachers with ten (10) years or more service in the system shall receive as severance pay for every unused accumulated day as follows:

1 - 25 day	$55.00 per day
26 - 50 days	$60.00 per day
51 - 100 days	$65.00 per day
101+days	$80.00 per day

11-B The Board will provide additional non-accumulative paid leave days for the following:

1. Monies are budgeted in each school for attendance by staff at professional conferences. Visitation to other conferences must be applied for and approved by the building principal. Such days shall be used for the purpose of (1) visitation to view other instructional techniques or programs, (2) conferences, workshops, or seminars.

   The teacher shall file a written report to the building principal within one week of his/her attendance at such visitations, conferences, workshops, or seminars.

2. A teacher subpoenaed for jury duty or to give testimony before any judicial or administrative tribunal shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation. Such a teacher shall not be charged with loss or personal sickness leave, or professional or personal leave allowance. Teacher shall submit to their building administrator any and all documentation regarding such subpoena prior to their date of absence.

3. Leave of absence with pay not to exceed cumulative total of five (5) days per school year shall be given to the Teachers upon application thereof for Association purposes. An additional three (3) days will be granted with the Association paying the per diem substitute teacher rate. Application must be made with the Superintendent via the principal at least five (5) working days in advance of the anticipated absence except in cases of emergency. These days are provided for training of Association officers. The Local President shall name those teachers who are eligible to attend such meetings.

11-C Any teacher whose personal illness extends beyond the teachers accumulated sick leave days may be granted additional sick leave days by the Sick Leave Bank Committee. The committee shall be composed of three Godwin Heights teachers designated by the Association. Upon receipt of a formal written request by a teacher, the committee shall meet within five (5) days to review the request. The following general guidelines shall apply to all requests for days from the sick bank:

1. A teacher must exhaust all his/her personal sick leave accumulation. The Sick Leave Bank Committee may grant additional sick leave to teacher dependent upon demonstrated need.
2. Days shall not be granted retroactively.
3. No days will be granted where the teacher is receiving Worker's Compensation.
4. The maximum number of days an individual shall receive from the Bank shall not exceed 65 days per occurrence. However, it is understood that an individual must go on the LTD Plan upon completion of the required waiting period.
5. The decision of the committee shall be final and is not subject to the grievance procedure.
6. When the existing days are depleted, the Association will replenish the sick leave bank by making contributions.
7. The teacher may be required to present a physician's statement of illness or injury at the request of the Sick Leave Bank Committee.
8. Absence in excess of accumulated sick leave and not granted by the Sick Leave Bank Committee will be deducted at the rate of 1/181 of the teacher's scheduled pay for each day absent.
9. Teachers with less than ten (10) years of service in the district shall be limited to contributing three (3) sick days per year of service.
10. In cases of emergency, the Sick Leave Bank Committee will be permitted to allow a teacher with less than ten (10) years of service to donate more than three (3) days per year of service.
11. When necessary, the Board agrees to loan days to the bank. Days loaned shall be repaid by the Association within a period of one (1) year.

The Committee and the Association agree to indemnify and hold harmless the Board, including individual Board members and its agents, against any and all claims, demands, lists, suits, or other forms of liability that may arise out of or by reason of action taken by the Committee with respect to Article XI, Section C.

ARTICLE XII
Sabbatical Leave

12-A Teachers who have been employed for seven (7) consecutive years by the Board, may, in the sole discretion and judgment of the Board, be granted a sabbatical leave for one (1) school year under the following conditions:

1. Request for such leave shall be submitted, in writing to the Superintendent on or before May 1, of the school year for which the leave is sought.

2. Unless otherwise expressly stated in this Article, any benefits provided under the Master Agreement shall not be continued and/or accrued to the person on leave.

3. During said sabbatical leave, the teacher shall be considered to be in the employ of the Board to the extent that he/she shall be paid one-half (1/2) the annual salary rate he/she was scheduled to receive for the leave year.

4. If for any reason the leave is not used for its intended purpose, the recipient shall report to the Superintendent prior to the next pay period for employment or forfeit all other leave pay for the year.

5. A teacher returning from sabbatical leave shall be restored to his/her former position or a position of like nature and with same paid leave accumulation he/she had at the end of his/her last contract year.

6. A teacher returning from sabbatical leave shall advance on the salary schedule the same as he/she would have advanced had he/she been on staff of the District.

7. A teacher receiving sabbatical leave shall return to the school system for at least three (3) years following said sabbatical leave.

8. A teacher on leave may elect to retain all insurance coverage and payroll deduction privileges at the teacher's expense.

9. Each teacher shall sign the following agreement prior to receiving a sabbatical leave.

12-B Sabbatical Leave Agreement Form

AGREEMENT

I, _____, do hereby promise to repay the monies paid me by Godwin Heights Public Schools during my sabbatical leave if for any reason I do not fulfill my obligation to return to the Godwin Heights Public Schools for a period of at least three (3) academic years following said sabbatical leave. I agree that payment shall be made by me on the basis of 3 and one-half (3½%) percent of my total sabbatical leave salary for each month of the unexpired portion of the three (3) years required service following the expiration of sabbatical leave, but not to exceed the total amount received in sabbatical leave salary.

_____ _____

Date Applicant's Signature

_____ _____

Date Notary's Signature

Acknowledged: _____

Superintendent

ARTICLE XIII
Unpaid Leave of Absence

13-A An educational leave of absence without pay shall be granted to a teacher who has completed two (2) or more full years with Godwin Heights Public Schools. The leave will be for a school year based on the following conditions:

1. Reasons:
   a. Study related to the teacher's licensed field.
   b. Study to meet eligibility requirements for an educational license other than that held by the teacher.
   c. Study, research or special teaching assignment the Board deems to be advantageous to the school system.

2. A teacher on such leave shall not be under contract nor subject to the terms of this Master Agreement except for the expressed terms of Section A of this Article.

3. A teacher on such leave shall notify the Board of his/her intent to return, in writing, on or before March fifteen (03/15) of the leave year or forfeit his/her right to re-employment.

4. Upon notification of intent to return, the teacher shall be re-employed for the following school year with the same paid leave accumulation he/she had at the end of his/her last contract year.

13-B Following two (2) full years of service, an unpaid child care leave of absence shall be granted to teachers upon written request under the following conditions:

1. Only teachers who have completed two (2) full years with the school system are eligible to apply for such leave.

2. Written application for such leave must be submitted to the Superintendent at least sixty (60) days prior to the beginning date of the leave.

3. The maximum length of this leave shall be for the duration of the semester for which the leave is granted and the following semester.

4. A teacher re-employed after such leave shall be reinstated with the same paid leave accumulation he/she had just prior to the date of leave.

5. A teacher placed on such leave prior to completing a full semester shall, when reinstated, be placed at the same increment step, and a teacher placed on such leave after completing a full semester shall, when reinstated, advance one (1) step on the salary schedule.

6. Insurance paid by the Board shall terminate thirty (30) days after the beginning date of the leave with the exception of those covered under the Family and Medical Leave Act.

7. Teachers on leave may, prior to the date their insurance terminates, arrange with the business office to pay their own insurance premiums for whatever portion of the insurance coverage they desire that is allowable by the insurance agency or company.

8. Teachers completing such leave shall be reinstated to a position for which they are certified and qualified subject to normal reduction in force. Pre-school teachers refer to 20-A (1).

9. Reinstatement to a position shall be made by certified letter, the teacher being responsible for keeping their current resident address on file in the Superintendent's office. Once notified, the teacher must reply and accept the position within seven (7) days or thereafter lose his/her rights to employment reinstatement.

13-C A medical leave of absence without pay and benefits shall be granted upon written request to those teachers who are unable to teach due to personal illness or injury and have exhausted their paid leave days.

1. The maximum length of this leave shall be for the duration of the semester for which the leave is granted and the following semester.

2. At the Board's discretion, such leave may be extended if applied for in writing and approved by the Board.

3. Upon use of sick days, a teacher with two (2) full years of service will automatically be placed on unpaid leave and shall retain employment rights. Said teacher must apply for leave as soon as they are able and accompany such request with a physician's statement of the anticipated date of return to work.

4. If, during the school year, any teacher (with the exception of those covered under the Family and Medical Leave Act) on an unpaid status is absent more than thirty (30) consecutive work days, insurance benefits will be discontinued and employment rights of teachers with less than two (2) full years of service may be terminated by the judgment of the Board of Education.

5. Prior to returning to work the teacher must, upon request, furnish the Superintendent with a written, signed statement from his/her attending physician stating that the teacher is capable of returning and performing the full duties of his/her assignment.

6. Failure to report to work on the reinstatement date agreed to after recovery without notification and approval shall be considered as voluntary termination of employment.
7. A teacher placed on such leave prior to completing a full semester shall, when reinstated, be placed at the same increment step, and a teacher placed on such leave after completing a full semester shall, when reinstated, be advanced one (1) step on the salary schedule.

13-D The Board will provide service leave for teachers accepted in the Peace Corps, Vista, elected to the state (MEA), national (NEA) or county (KCEA) Association presidency or military service under the following conditions:

1. Peace Corps, Vista, Association Presidency (MEA/NEA/KCEA).
   a. Leave shall be a maximum of two (2) years.
   b. Only teachers with tenure status in the school system shall be eligible for such leave.
   c. Only teachers on MEA, NEA, and KCEA leave shall be eligible for any Board sponsored benefit program at the teachers' expense.
   d. Teachers on such leave shall accrue no seniority for leave time.
   e. Teachers on such leave will be eligible for the first position available for which they are certified.

2. A military leave of absence shall be granted to teachers engaged in military duty in any branch of the Armed Forces of the United States, voluntarily or involuntarily, including National Guard and Reserve duty. All leave shall be according to Chapter 43, of Part III, of Title 38, U.S. Code governing such leave.

13-E Other leave without pay and benefits may be requested of the Board. The Board reserves the right to approve or deny such requests and to stipulate all the conditions for such leave. Any teacher on such leave shall not forfeit his/her accumulated paid leave days.

13-F The Board of Education may grant to a teacher, without request from said teacher, a sick leave of absence without pay and benefits because of physical or mental disability for a period not to exceed one (1) year. Any tenure eligible teacher placed on such unrequested sick leave shall receive his/her accumulated paid leave days until they have been exhausted. Prior to placing a teacher on such leave, the Board shall have the right to require that a teacher be examined by a qualified doctor, selected by the Board, to secure competent medical evidence of the physical and/or mental condition of the teacher, provided that the cost of such examination shall be paid for by the Board.

1. A teacher placed on such leave shall be reinstated at the same increment step he/she would have been placed on the year of the leave.

13-G No leave of absence or paid leave, granted by the Board shall terminate the acquired continuing tenure status of a teacher.

ARTICLE XIV
Academic Freedom

14-A The parties seek to educate people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights and to instill appreciation of the values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial

restraints upon free inquiry and learning and in which academic freedom for employees and students is encourage, except that:

1. The employee must be acting within accepted and/or adopted curriculum and courses of study.

2. The employee must exercise responsibility and must realize that teaching places responsibility upon the employee to carefully consider the maturity level of the student and the circumstances that surround the teaching/learning relationship.

14-B Any teacher accused of the improper use of academic freedom may be dismissed only after proof of the alleged impropriety has been provided. Any allegations found to be untrue shall be completely removed from the teacher's record and any changes that may have been made in that teacher's status shall be immediately restored.

ARTICLE XV
Teacher Evaluation

15-A The evaluation of the performance of each tenure and non-tenure eligible teacher in this school system is the responsibility of the Administration. Input from the teachers will be sought regarding the evaluation process for tenure and non-tenure eligible teachers. The evaluation process shall be rigorous, transparent, and fair in accordance with applicable law. The evaluation system shall include:

1. Specific performance goals identified by the teacher to improve their effectiveness in the upcoming school year.
2. An evaluation of the teacher's job performance with timely and constructive feedback.
3. Clear approaches to measuring student growth with relevant data on student growth.
4. Multiple rating categories required by the state that take into account student growth and assessment data or student learning objective metrics are negotiated with the Association by October 1.

    a. The teacher, at their discretion, shall be allowed to eliminate data attributable to students who have excessive absences (25% of the school days per semester at secondary, 25% of the school days per year at elementary). Teachers shall provide this electronic list by the end-of-year checkout with their building administrator.

15-B. If administration or the Association wishes to change the negotiated performance evaluation system, it must be agreed upon by both parties.

15-C. Process:

1. Classroom observations that are intended to assist in the year-end performance evaluation for teachers will be conducted as follows:

a. The teacher shall be notified no later than September 30 of each year who the administrator will be that conducts their year-end evaluation.
b. The classroom observations used in the year-end evaluation must include a review of the teacher's lesson plan for the day of the observation and the state curriculum standard being used in the lesson.
c. The observation shall be no less than fifteen (15) consecutive minutes.
d. There shall be at least 2 classroom observations of a teacher in each school year the teacher is evaluated. The first observation shall occur no later than the last day of the first semester of each school year.

2. Beginning July 1, 2024, the annual performance evaluation system will assign a year-end rating of "effective", "developing" or "needing support".

    a. A meeting with the observing administrator and the teacher shall occur no later than the last day of school of each year.

3. Teachers who work less than 60 days in any school year shall not be provided an evaluation for that year. If there are extenuating circumstances, the teacher, the association, and the school district will meet to discuss whether or not that teacher will be evaluated. Said teachers shall receive the same rating they received in the prior year for the current year if it was conducted by the district.

4. If a tenured teacher has been rated "highly effective" (prior to July 1, 2024) or "effective", they may or may not be formally observed. If the subsequent year-end rating is not "effective" on an evaluation, the teacher shall be evaluated annually until receiving an "effective" rating.

5. In addition to the above procedures, teachers who are evaluated with an IDP (received a "minimally effective", "ineffective" prior to July 1, 2024, or "needing support", or "developing" rating thereafter, and/or 1st year teachers) shall be provided the following:

    a. Specific performance goals that will be used to assist in improving effectiveness for the next school year developed with consultation with the teacher.
    b. Support provided by the district to assist the teacher in meeting the goals of the IDP.
    c. A mid-year evaluation meeting supported with at least two (2) classroom observations shall be conducted no later than February 1.

6. All teachers shall have the right to submit a rebuttal to their evaluation which will be included in their personnel file and attached to the year-end evaluation.

15-D. Rights of Tenured Teachers:

A tenured teacher who is rated as "needing support" shall have the following due process rights to challenge said rating:

1. The teacher may request a review meeting of the evaluation and the rating to the district's superintendent. Such a request must be made in writing within 30 calendar days after the teacher is informed of the rating and a meeting with the superintendent shall be held no later than five (5) days after receipt of the request for review. A written response to the review meeting with any modifications of the year-end performance rating shall be provided to the teacher within thirty (30) calendar days after the meeting.

15-E. Godwin Heights Public Schools shall provide training to teachers on the current evaluation system in order for teachers to understand the evaluation tool and how it is used by the district. All new teachers will complete the on demand training. Additionally, any teacher in the first three years of employment in the district may register and complete a designated training at the district's expense.

15-F All monitoring or observations, including the use of closed circuit television, audio systems, and similar devices when used for teacher evaluation, shall be conducted openly with the full knowledge of the teacher.

ARTICLE XVI
Professional Behavior

16-A Teachers are expected to comply with rules, regulations, and directions from time to time adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety or wellbeing or is personally demeaning.

16-B The teachers recognize that abuses of paid leave, chronic tardiness or absences, willful deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building.

ARTICLE XVII
Professional Improvement

17-A. The district will allocate $40,000 annually for each school year under this contract for tuition reimbursement for coursework designed to enhance a member's professional practice in education (SM1= $20,000 and SM2= $20,000). To be eligible the currently employed teacher must have two full years of service with Godwin Heights Public Schools. Reimbursement is for graduate level courses only.

All requests for reimbursement must have prior approval from the Superintendent or his/her designee to be eligible for payment. The Superintendent or designee will approve teacher courses for tuition reimbursement before the teacher takes the class.

Unused tuition reimbursement does not roll over to the following school year.

C.E.U.s, SCECHs, and district-provided professional development will not qualify for tuition reimbursement nor will it count for hours on the wage scale.

When such tuition has been paid by the Federal government, charitable foundations, or similar institutions, tuition will not be paid by the Board.

To receive tuition reimbursement, evidence of successful completion of the approved courses must be presented. Forms for this purpose will be available from central office. Each individual requesting tuition reimbursement shall be responsible for reporting any reimbursement from another source. Failure or refusal to provide information relating to tuition reimbursement from other sources shall be cause for discipline up to and including termination.

17-B All teachers, who have completed a pre-approved appropriate degree program or pre-approved courses, and by doing so qualify for a new salary classification at the start of school in September, shall make appropriate application (form provided by the Board) prior to October One (1) of each year and shall provide all transcripts of proof prior to their being placed on a new classification rate. Once said proof is received, new classification rates shall be made retroactive to the beginning of the school year.

17-C If a teacher is eligible for a new salary classification by the beginning of the second semester, that teacher shall be placed at the new classification and paid in accordance with the same procedures as in Article 17-B, except February Fifteen (15) shall be the deadline date for submitting application.

ARTICLE XVIII
Maintenance of Standards

18-A This Agreement shall supersede any rules, regulations or practice of the Board and/or the Association which may be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contract executed for the contract year and thereafter during the term of this Agreement. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement.

18-B The administration shall not interfere with, restrain or coerce any teacher in the exercise of his/her right to organize, form, join or assist in labor organization, to engage in lawful concerted activities for the purpose of collective negotiation or bargaining or other mutual aid and protection, or to negotiate or bargain collectively with their employer and representative of their own choice. Nor shall the duties or responsibilities of any teacher so engaged be increased or altered for reasons of serving on the negotiation team.

18-C Teachers agree that members negotiating for the Association will be expected to perform the normal duties connected with their assignment and will not be excluded from needful administrative adjustments in personnel assignments and reductions necessary in the operation of the school system.

ARTICLE XIX
Annexation and Consolidation of Districts

19-A To the full extent permitted by law, this Agreement shall be binding upon the Board and its successor personnel and upon any school district into which or with which this district shall be merged or combined.

19-B In the event this district shall be combined with one or more districts, the board will use its best efforts to assure the continued employment of its members in such a consolidated district.

ARTICLE XX
Reduction in Personnel

20-A LAY OFF: When conditions make necessary a reduction in the number of bargaining unit members employed by the Board or an involuntary reduction in any bargaining unit member's schedule, such lay off shall be as outlined below in the Godwin system in the following categories:

1. Teachers of pre-school, who are not tenured, shall be granted seniority, layoff, and recall rights only within the pre-school unit. They shall not be subject to the seniority layoff and recall rights of other Early Childhood Special Education – Adult and Alternative Education teaching staff.
2. K-12 Teachers, Counselors, Instructional Specialists
3. OTHER SPECIALISTS
-- School Nurses
-- School Psychologist
-- Speech Pathologists

20-B Recall shall be by inverse seniority of laid off employees capable of performing the work available in accordance with the Exercise of Seniority criteria outlined below. Pre-school teachers refer to 20-A (1).

1. The recall list shall be maintained by the Board.

2. Recall shall be made by certified letter, the teacher being responsible for keeping his/her current resident address on file in the Superintendent's office. Once recalled, the teacher must reply within seven (7) calendar days or thereafter loses his/her right to recall.

20-C Exercise of Lay off: Laid off employees, at the time of lay off, may exercise their seniority in accordance with the following criteria:

1. Current certification
2. Educational training
3. Seniority
4. Teachers with the lowest effectiveness ratings based on averaging the numerical ratings of the two most recent summative evaluations

5. Pre-school teachers refer to 20-A (1)

The certification and qualifications of an employee to be laid off shall be the certification and accumulated qualification on file with the Board at the time the layoff occurs. The certification and qualification of an employee 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 is sent. It is the employee's responsibility to notify the Board, in writing, of any inaccuracies in Board records and/or any changes as they occur.

20-D When lay off is necessary during the school year, individual annual bargaining unit member contracts can be canceled by the Board with forty-five (45) calendar days notification. The Association will be notified of the contemplated reduction in personnel prior to the layoff notices being distributed to the teachers.

20-E During a period of impending layoffs, the Board agrees to consider all requests for voluntary unpaid leaves of absence from teachers requesting such leave to facilitate fewer layoffs. If, in the judgment of the administration, a laid off person can fill the position of the person requesting the leave without impairing the program, such leaves will be granted.

1. The maximum length of such leave shall be for one (1) school year.
2. Teachers granted such leave shall be reinstated to a position for which they are certified and have training, experience, interests, and abilities subject to normal reduction in force.
3. Teachers shall be reinstated with the same paid leave accumulation they had just prior to the date of leave.
4. Reinstatement to a position shall be made by certified letter; the teacher being responsible for keeping his/her current address on file in the Superintendent's office. Once notified, the teacher must reply within seven (7) days or therefore lose his/her rights to employment reinstatement.

20-F Teachers laid off shall have insurance benefits continued and paid by the Board in accordance with the provisions in Article XXIV until the end of the month of the effective date of the layoff. After that, a laid-off teacher may continue their insurance benefits in accordance with the Carrier's layoff/benefit continuation policy, inclusive of paying the subscriber group rate premium for the Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

20-G A teacher refusing an offer of recall to a position for which the teacher is adequately certified and most qualified per Article XXIX and which is equivalent to the one from which they were laid off shall be deemed a voluntary quit and shall result in forfeiture of the further right of recall. Should the teacher refuse that option, they shall be deemed to have voluntarily quit as set forth above.

20-H Definitions:

1. Certification – Adequately certified shall be defined as holding the required certificates, endorsements, licenses, and/or approvals required by law to serve in the position assigned. Further, it is the teacher's responsibility to file such certificates,

endorsements, licenses, with the Board. The certification status of a teacher on file with the district shall be considered conclusive for all purposes under this Agreement.

The teacher shall provide written notice to the Board and Association of any change to their certificates, endorsements, or licenses after the original filing of same with the district. This shall include notice of any additional endorsements, certificates, or renewals, as well as expirations, revocations, and any limitations thereon.

2. Qualification – Teachers shall be considered qualified for positions for which they possess the appropriate adequate certification.

ARTICLE XXI
Continuity of Operations

21-A This Agreement shall supersede any rules, regulations or practice of the Board and/or the Association which may be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contract executed for the contract year and thereafter during the term of this Agreement. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement.

21-B The Board agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice as defined by Section Ten (10) of the Public Employment Relations Act. In all cases where the Teachers feel an unfair labor practice has been committed, the Association may file with the Michigan Employment Relations Commission.

21-C The Association and each teacher agrees that during the life of this Agreement they will not encourage, participate in or cause any interruption in the educational program of the district. Nor will they directly or indirectly engage in or assist in a strike (i.e. The concerted failure to report for duty or willful absence of a teacher from his/her position, or stoppage of work or abstinence, in whole or in part, from the full, faithful and proper performance of the teacher's duties of employment) against the Godwin Heights Public Schools.

21-D In the event that weather conditions warrant the closing of school early or canceling school for the day, the Board agrees to notify the local radio and television stations as soon as possible on such mornings that school shall be canceled for students and teachers shall not be required to report for duty.

21-E Teachers need not report to work on scheduled work days that are canceled because of conditions not within the control of school authorities such as severe storms, fires, epidemics, mechanical failure, or health conditions as defined by the city, county or state. Days of instruction and instructional work time will be added to the end of the school year, to comply with the current attendance law.

Days lost that exceed the minimal requirement of the current attendance law will be rescheduled without additional compensation of staff, but the number of teacher work days will not exceed the number of state mandated student days plus two and a half (2 ½).

ARTICLE XXII
School Calendar

22-A The Parties agree to meet annually to negotiate calendar.

1. Each year a minimum of two (2) half days shall be designated as records days. Teachers may opt to not attend one of these half days.

2. Each year up to two (2) days may be designated as in-service days by the building principal. Teachers may submit to their building principal's in-service programs for consideration. In-service days shall be segments of half days or full days. New Teacher Orientation shall include one hour for the GHEA only to meet with new bargaining unit members.

3. Professional Development – These required meetings will be board directed and must follow Public Act 1526 & 1527 guidelines, as well as the following stipulations:

a. Teachers will participate in no more than nine (9) hours of professional development and/or mandatory staff meetings annually outside of their contractual time. The sessions shall be in no more than 60 minute increments and shall not exceed 1 occasion per month.

b. Teacher input for professional development topics/activities will be considered.

c. If the professional development is held afterschool, the meeting shall commence within 15 minutes of the teacher end time.

d. A yearly schedule of days for the designated professional development meetings will be provided to teachers before Labor Day. Changes to the schedule may occur, if agreed upon by teachers and the building principal.

e. Cancellation of school on a scheduled professional development meeting day will result in rescheduling the professional development meeting only to avoid a loss in state aid.

f. Professional development activities may result in some additional outside work, but not as an administrative assignment.

4. The calendar for pre-school teachers may vary from that of K-12 teachers, but shall not exceed one hundred seventy-two and one half (172.5) days. The administration and pre-school teachers shall establish the yearly calendar for the pre-school program not later than May 15.

22-B The Teachers' Executive Board may study and submit recommendations to the administration concerning the school calendar including the half days of adjusted schedule because of night parent-teacher conferences. Recommendations must be submitted prior to April First (1st) for each ensuing year. Each teacher shall be given a copy of the newly adopted calendar prior to the end of the current school year.

ARTICLE XXIII
Professional Compensation

23-A The basic salaries of teachers covered by this Agreement are set forth in Schedule B-1, which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the length of this Agreement.

23-B Teachers who have their probation periods expire prior to the end of a school year shall be issued contracts dated to terminate on the final date of their probation. Teachers receiving tenure will receive a statement of employment for the remainder of the school year. Teachers not successful in obtaining tenure will have their employment terminated at the end of their contract term. The probationary period for pre-school teachers shall be a period of four (4) years for those teachers not eligible for tenure.

23-C Teachers new to the District may be given credit for up to five (5) years of outside teaching experience in any school district in the State of Michigan or other teaching experience in a school district accredited by a recognized accrediting agency. The Board may give additional years credit not to exceed the full number of years for related experience.

23-D Teachers involved in extra duty assignments set forth in Schedule B-2, and B-3, which are attached to and incorporated in this Agreement, shall be compensated in accordance with the provisions of this Agreement.

23-E Teachers required in the course of their work to drive personal automobiles from one school building to another shall receive a car allowance at the I.R.S. rate per mile.

ARTICLE XXIV
Insurance Protection

24-A Beginning January 1, 2020, the employer shall pay up to the maximum 2020 hard cap towards the total cost of the MESSA medial plans available to members inclusive of medical premium and Health Equity (HEQ) Health Savings Account (HSA) funding described below for each medical benefit plan coverage year.

These annual employer-paid amounts shall adjust at the beginning of each medical benefit plan coverage year, to the maximum payment permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act.

Employees who enroll in a Choices or MESSA ABC plan shall have all of the employer hard cap contribution paid towards the MESSA medical plan premium.

The employee's premium contribution will be payroll deducted, in equal amounts in each employee's paycheck through a qualified Section 125 Plan and, as such, will not be subject to withholding. The employer's "qualified Section 125 Plan" shall include any accounts administered through HEQ.

Employee's may contribute, through payroll deduction and electronic transfer, additional money toward their HEQ HSA up to the maximum amounts allowed by federal law.

24-B For the medical benefit coverage year, the employees shall have the following MESSA medical plans available in the MESSA plans:

1. MESSA Choices 0% Co-Ins, $500/$1,000
2. MESSA Choices 20% Co-Ins, $1000/$2,000
3. MESSA ABC 1 HSA, $1650/$3300
4. MESSA Balance + HSA 20% Co-Ins, $1650/$3300

The parties understand that in the event the minimum deductible necessary for a medical plan to comply with HAS eligibility is increased beyond the current deductible level in MESSA ABC Plan 1, the deductible will automatically adjust to meet the federal minimum requirement.

For teachers electing not to participate in the Board sponsored hospital, medical, surgical program, the Board shall provide and pay premiums for plans listed in 24-C.

24-C All other non-medical MESSA benefits described below shall be fully employer paid and provided to all employees in the bargaining unit.

Non-medical PAK Benefits:

1. MESSA Life Insurance ($50,000)
2. MESSA LTD (90 CDMF 66 2/3% Max 4,000 Family)
3. MESSA/Delta Dental Plan (100/100/90 $3,000 annual max 3,000 Ortho, AO)
4. MESSA/Vision Service Plan (MESSA Vision Preferred)

24-D Payment in lieu of receiving MESSA medical insurance me be received in cash, applied to Board approved annuity programs and/or to optional benefits provided the MESSA insurance program. The payment shall be $450 per month for 12 months.

24-E The Board shall provide a total of $50,000 term life insurance with accidental death benefits to each teacher.

24-F The Board shall provide, to the teachers, Public Liability and Accident coverage in an amount of not less than $100,000 for each accident that may occur in the course of the teacher's school sponsored duties.

24-G The Board shall make payment of insurance premiums up to the cap amounts for each employee to provide insurance coverage for the full twelve (12) month period commencing September 1st and ending August 31st for all teachers completing a full contract year. When necessary, premiums on behalf of the teacher shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

1. The amount of the premium paid by the Board shall be discontinued thirty (30) days after the day a teacher is placed on unpaid leave status during a contract year, with the exception of those covered under the Family and Medical Leave Act.

2. The amount of the premium paid by the Board shall be discontinued thirty (30) days after termination of employment for those teachers leaving the system prior to the end of the school year. Contingent on the employee authorization of deduction of his/her contribution of the premium form their last paycheck.

24-H The Board shall provide MESSA Vision Preferred for teachers and eligible dependents.

24-I Medical, dental, life, and vision insurance coverage will be provided on a prorated basis for teachers with less than a one hundred percent (100%) contract.

24-J Teachers are required to fill out and return the Cafeteria Election Form(s) on an annual basis. Any teacher failing to return the completed form within sixty (60) days of issuance will be subject to suspension without pay. Prior to the implementation of the suspension, a second notice will be sent to the teacher at least four (4) weeks prior to the sixty (60) day deadline. In addition, the Association President will be informed of the delinquency at the time the second notice is issued.

ARTICLE XXV
Student Discipline and Teacher Protection

25-A The Board recognizes its responsibility to continue to give administrative backing and support to its teachers, although each teacher bears the primary responsibility for maintaining proper control and discipline of students during the same time period students are assigned to him/her.

The teachers recognize that all disciplinary actions and methods invoked by the team shall be reasonable and just, and in accordance with the established Board policy. It shall be the responsibility of the teacher to report to his/her principal the name of any student, who, in the opinion of the teacher, needs particular assistance from skilled personnel. The teacher shall, upon request, be advised by the principal of the disposition of the teacher's report that a particular student needs such assistance.

25-B A teacher may use such force as it is necessary to protect himself/herself from attack or to prevent injury to another, in accordance with state law and Board policy.

25-C A teacher may temporarily exclude a pupil from class for the remainder of the class period (in elementary classes until the principal or his/her designee returns the pupil to the class) when the grossness of the offense, the persistence of misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable.

In such cases, the student shall be sent immediately to his/her principal's office, and the teacher shall furnish the principal, as promptly as his/her teaching obligations will allow, full particulars of the incident in writing.

25-D Employer shall provide safety training on techniques and equipment expected to be used in the classroom to prevent student and staff injury within one year of hire date. If a bargaining unit member, acting in the line of duty, is assaulted, the incident shall be immediately reported to the School Board or its representative. The School Board shall provide legal assistance to the bargaining unit member in connection with handling of the incident. Such assistance shall include the provision of legal counsel.

In case of an assault by a student or students on a bargaining unit member, while the bargaining unit member is acting in the line of duty and while the student is under the school's jurisdiction, causing damage to the bargaining unit member's clothing and/or glasses, the School Board shall make an equitable financial settlement for such loss with the bargaining unit member involved. Such damage shall be reported immediately to the building Administrator of the building in which such damage occurred.

In cases of an assault resulting in an injury inflicted by a student(s) on a bargaining unit member while the bargaining unit member is acting in the line of duty and the student is under the jurisdiction of the school and when the bargaining unit member is found not to have provoked the incident, the time lost, if any, by the bargaining unit member shall not be charged against the bargaining unit member's accumulated leave day(s) and the bargaining unit member shall continue to be paid by the School Board. When workers' compensation is paid, the School Board shall pay the difference between that sum and the bargaining unit member's regular salary. During the above period of such disability, said bargaining unit member shall be entitled to full applicable privileges included in this agreement.

25-E Time lost by a teacher in connection with such assault or such criminal or civil action by reason of disciplinary measures imposed by the teacher upon a student, shall not be charged against said teacher unless he/she is adjudged guilty by a court of competent jurisdiction.

25-F The Board shall reimburse teachers for any malicious damage or destruction by students of personal property of teachers while in the performance of their regular assigned duties if such property is necessary and required to perform such duties and is not covered by insurance. Such damages are to be reported to the building principal and Director of Business/Employee Services for disposition. For the purpose of this Article, personal property shall not include money. The Board may require proof of cash value at the time of loss or repair charges prior to making payment.

25-G Any complaints, significant in the judgment of the administration, directed toward a teacher by a parent or other persons in the community, shall be promptly called to the teacher's attention by the building principal, and disposition of the complaint shall become part of the teacher's record. Any substantiated complaint shall remain part of the teacher's record permanently. If a complaint is not substantiated two (2) years following the disposition of said complaint, the teacher may request in writing the removal of the complaint from their record.

These unsubstantiated complaints will be removed unless there are additional complaints during this time period.

25-H Teachers shall exercise reasonable care with respect to Board property, but shall not be individually liable, except in the case of gross negligence or gross neglect of duty, for any damage or loss of such property.

ARTICLE XXVI
Grievance Procedure

26-A If a teacher has a complaint regarding any condition of employment covered by the Michigan Teacher Tenure Act, such complaint or grievance shall be dealt with exclusively through the provisions of said act and the established procedures thereof.

26-B Any teacher, group of teachers or the Local, believing that there has been a violation, misinterpretation and/or misapplication of this Agreement relating to wages, hours, and other terms and conditions of employment, may file a written grievance with the Local and/or the Superintendent as a representative of the Board.

26-C In the event a teacher believes there is a basis for a grievance, he/she shall first discuss the alleged grievance with his/her building principal. The teacher shall be entitled to have a Local representative present during such discussion. In the event the teacher chooses to have a Local representative present, the principal shall be entitled to have a member of the administrative staff present.

Step 1:

26-D If, after informal discussion with the building principal, the grievance still exists, the grievant may file a formal written grievance using the appropriate grievance form (Appendix B). Such formal grievance is to be signed by the grievant and/or a representative of the Local and copies shall be delivered to the Principal and Superintendent within fifteen (15) days after the occurrence of last circumstances upon which said grievance is based.

26-E If the grievant fails to use the appropriate grievance form (Appendix B) or fails to comply with the time limitations set forth in this article, he/she shall forego all rights to use the formal grievance procedure to further his/her alleged grievance.

26-F Within ten (10) school days of the receipt of the grievance the principal, or his/her designee, shall meet with the grievant and/or local representative in an effort to resolve the alleged grievance. Within this time period, the principal shall indicate his/her disposition, in writing, and furnish a copy thereof to the grievant and Superintendent.

Step 2:

26-G If the grievant is not satisfied with the disposition of the grievance by the Principal or his/her designee or if no disposition has been made within ten (10) days of receipt of the grievance, the grievance shall be transmitted to the Superintendent within twenty (20) school days after initiating formal grievance procedures.

26-H Within five (5) school days of receipt of the grievance, the Superintendent, or his/her designee, shall meet with the local representatives in an effort to resolve the grievance. The Superintendent, or his/her designee, shall indicate his/her disposition to the grievance in writing within five (5) school days of such meeting, and shall furnish a copy thereof to the Local President.

26-I If a grievance involves a group or class of teachers under more than one (1) administrator or supervisor, it shall be initiated at the second step of the grievance procedure.

Step 3:

26-J If a grievant is not satisfied with the disposition of the grievance by the Superintendent or his/her designee, or if no disposition has been made within five (5) school days of such meeting, the grievance shall be transmitted to the Board within five (5) school days of the Superintendent's disposition, by filing a written copy thereof with the Secretary or other designee of the Board. The Board, no later than its next regular meeting or two (2) calendar weeks, whichever occurs earliest, may hold a hearing on the grievance, review such grievance in executive session, or give other consideration as it shall deem appropriate. Disposition of the grievance, in writing, by the Board shall be made no later than five (5) school days thereafter. A copy of such disposition shall be furnished to the Local President.

Step 4:

26-K If the Local is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the Local shall have thirty (30) school days from Board's disposition (or deadline for disposition, if applicable) to submit to arbitration before an impartial arbitrator. If the parties cannot agree within five (5) school days as to the arbitrator, he/she shall be selected by the grieving party from the American Arbitration Association or the Michigan Employment Relations Commission, in accord with its rules, which shall likewise govern the arbitration proceeding.

The Board and the Local shall not be permitted to assert in such arbitration proceeding any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and the parties shall retain all legal rights to enforce or appeal the arbitrator's award.

26-L The cost of arbitration under this article shall be paid in full by the Board if the arbitrator rules the Board in violation of this Agreement. The costs shall be paid in full by the Association if the arbitrator rules the Board not to be in violation of this Agreement.

26-M If any teacher for whom a grievance is sustained shall have been found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to him/her.

26-N Notwithstanding the expiration of the Agreement, any claim or grievance arising thereunder prior to expiration shall be processed through the grievance procedure until resolved.

26-O All days referred to in this article will mean school days, Monday through Friday, excluding legal holidays and scheduled breaks during the school year, such as Winter break and Spring Break Days during summer recess shall be treated as school days.

ARTICLE XXVII
Negotiation Procedures

27-A Between May 1st and May 15th, or earlier by mutual agreement, the parties shall initiate negotiations for the purpose of entering into a successor agreement for the forthcoming year. Each party shall submit to the other a list of its official representatives or its professional negotiation committee.

27-B There shall be three (3) signed copies of the Master Agreement for the purposes of record. One retained by the Board, one by the Local President, and one by the Superintendent.

27-C Released time may be provided by mutual agreement for the Tenure Eligible Staff Members Negotiating Committee to permit the parties to meet during regular school hours for the purpose of reaching a successor agreement as rapidly as possible.

ARTICLE XXVIII
Employment Qualifications

28-A Certification materials including college credentials, valid teaching certificate, and official transcript of records must be filed with the Superintendent of Schools by all new teachers not later than October 15, of the initial year of employment. Failure to comply may result in termination of employment unless the requirement is temporarily waived by the Superintendent for individual teachers requesting such waiver.

28-B All teachers shall have on file with the Superintendent of Schools a valid up to date Michigan Teacher Certificate in order to retain their employment status with the School District. In addition, pre-school teachers shall be required to have a valid ZA endorsement as specified by State grant.

28-C New teachers shall have evidence of freedom from tuberculosis (x-ray or skin test) on file with the Superintendent of Schools prior to fifteen (15) days after the beginning of their employment.

Regular teachers shall have evidence of tuberculin tests on file in the Superintendent's office prior to fifteen (15) days after the beginning of school in the year that such test is required. The Board shall reimburse the cost of the TB test up to a maximum of the current rate established by the Kent County Health Department upon proof of payment by the teacher.

If after warning, the teacher fails to comply with this qualification within ten (10) days it may result in suspension form employment without pay.

28-D All new teachers shall be required to pass a physical examination prior to becoming a regular employee of the School District. Each new employee shall have on file with the

Superintendent of Schools a complete health form within thirty (30) days of their initial employment date.

1. The Board shall specify the examiner and assume the cost of the examination.

2. If the health forms are not in by the due date, it may result in suspension from employment without pay.

ARTICLE XXIX
Seniority of Personnel

29-A Seniority in the Godwin Heights Public Schools System for all professionally certified teaching personnel shall be determined by the number of consecutive years of service in teaching from their first date of hire. Seniority earned by administrators while teaching in Godwin Heights Public Schools shall be retained based on teaching experience only. Pre-school teachers refer to 20-A (1).

1.Leaves of absence granted in accordance with the provision of the Master Agreement shall not constitute an interruption in continuous service.

2. All bargaining unit employees shall be ranked on the list in the order of their date and time of acceptance of the offer of employment, as defined above.

29-B. By every September 30, the employer shall prepare a seniority list.

29-C. The seniority list shall be emailed to the Association President by October 1 of each school year. Challenges or revisions to the list must be filed by November 1 of that same year; otherwise, the seniority list will be considered final for that school year. Should there be disagreement by November 1 of the school year, the district and the Association shall meet to verify the determination of the final seniority list.

29-D. All seniority is lost when employment is severed. However, until recall rights expire or are otherwise terminated by the employee, seniority is retained (frozen) if severance of employment is due to layoff.

ARTICLE XXX
Miscellaneous Provisions

30-A This Agreement shall constitute the full and completed commitment between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties, in writing, and signed amendments of this Agreement.

30-B Any individual contract between the Board and an individual teacher, heretofore and hereafter executed, shall be subject to and consistent with the terms and conditions of this agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement during the duration, shall be controlling.

30-C If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

30-D Copies of this agreement will be provided on the District Network System for each Association member, with printed copies to the Association President, Association Chief Negotiator, and others as determined by the Association President and Association Chief Negotiator.

30-E The Board agrees to withhold the issuance of annual contracts each year until negotiations have been completed concerning teachers' salaries, hours, and all other terms and conditions of employment.

30-F Individual annual and additional assignment contracts, consistent with the terms of this Agreement, may be issued at any time during the school year.

30-G It is agreed by the parties that the first Thursday of each month shall be reserved for Local meetings after school hours.

ARTICLE XXX

This Agreement shall be effective from September 1, 2024, and shall continue in effect until August 31, 2026. The Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated unless extended in writing by the parties.

Godwin Heights
Board of Education

By: _____
It's President

By: _____
It's Seeretary

By: _____
It's Chief Negotiator

Godwin Heights
Education Association

By: _____
Its President

By: _____
Its Secretary

By: Maureen McCallister
Its Chief Negotiator

By: _____
Its KCEA President

Dated this 09/01/2024

ADDENDUM TO ACCOMMODATE SCHOOL NURSES

Addendum to the Master Agreement
Godwin Heights Board of Education
Kent County Education Association (KCEA/MEA)

For the purpose of this agreement, it is recognized by the parties that school nurses do not require teacher tenure under the Michigan Teacher's Tenure Act (PA 379). Hence the terms "probationary and tenure" are not legally applicable. However, the parties agree to recognize that nurses shall be treated as probationary until they have been employed by the district for two (2) years after which they shall be treated as regular employee in this agreement.

All rights and privileges to this agreement shall be extended to school nurses and the term "Teacher" as defined in Article I-B, shall refer to nurses unless specifically excluded or altered as follows:

Article I-A Recognition

The nurses shall be added to the bargaining unit and the position shall be deleted from exclusion.

Article XII Unpaid Leave of Absence

Nurses shall not be eligible for the educational leave of absence stipulated in Article 12-A or the service leaves stipulated in Article 12-D-1.

Article XIX-A Reduction in Personnel

The parties agree to add a fourth category, (4) OTHER SPECIALISTS, which includes school nurses, social workers, and school psychologist.

Article XXII-A Professional Compensation

The nurse's salary schedule shall be established at 80% of the teacher B.A. schedule.

Article XXII-B

This total clause (Article 22-B) is not applicable to school nurses.

Article XXII-C

Nurses shall be given credit only for their employment service as nurses with the Godwin Heights Public Schools system.

ADDENDUM TO ACCOMMODATE ADULT EDUCATION AND ALTERNATIVE EDUCATION TEACHERS

For the purpose of this Agreement it is the recognized understanding between the Godwin Heights Education Association (GHEA) and the Godwin Heights Board of Education (Board) that all rights and privileges to this Agreement shall be extended to Adult Education and Alternative Education Teachers unless specifically excluded or altered as follows:

Article I-A Recognition

The Adult Education and Alternative Education Teachers shall be added to the bargaining unit.

Article VI-B Teaching Hours

Alternative and Adult Education Teachers shall receive one (1) hour of preparation time for every seven (7) hours of instruction.

Article VI-C Teaching Hours

Alternative and Adult Education teachers are not applicable to this section 6-C.

Article VI-E Teaching Hours

This section is not applicable to Alternative and Adult Education teachers.

Article VI-F Teaching Hours

Section 6-F, 4 is not applicable to Alternative and Adult Education teachers.

Article VI-I

This section is not applicable to Alternative and Adult Education teachers.

Article VI-J Teaching Hours

This section is not applicable to Alternative and Adult Education teachers.

Article VIII-B Professional Assignments:

This section is not applicable to Alternative and Adult Education teachers.

Article IX-A Vacancies, Promotions and Transfers

For the purpose of this article, it is understood that the contract language is only applicable within the Alternative Education and Adult Education Teachers group and is separate in application to K-12 teachers.

The above conditions of Article IX do not preclude Alternative Education and Adult Education Teachers from applying and being considered for K-12 teaching assignments.

Article IX-C Vacancies, Promotions and Transfers

For the purpose of this article, it is understood that the contract language is only applicable within the Alternative Education and Adult Education Teachers group and is separate in application to K-12 teachers.

The above conditions of Article IX do not preclude Alternative Education and Adult Education Teachers from applying and being considered for K-12 teaching assignments.

Article XXII-A Professional Compensation

The wage schedule for Alternative and Adult Education teachers is set forth in schedule B-1 of the "Addendum to accommodate Adult Education and Alternative Education Teachers".

Article XXIII-I Insurance Protection

For Alternative and Adult Education teachers, a 100% contract is based on 1110 work hours. Any teacher working less than 1110 hours shall receive medical, dental, vision, life and LTD coverage on a pro rata basis.

Article XXVIII-A Seniority of Personnel:

Seniority for Alternative and Adult Education teachers shall be limited to the applicable employees of the “Addendum to Accommodate Adult Education and Alternative Education Teachers". For those teachers formerly employed by Southkent Community Education as of June 1, 1996, the order of established seniority for Godwin Heights Public Schools will be based on prior ranking within Southkent Community Education as of June 30, 1996.

APPENDIX A

AUTHORIZATION INTENT FORM

I understand, as a condition of my employment in Godwin Heights Public Schools, that Article VI of the Teacher Master Agreement requires that I either (1) authorize the deduction of Association membership dues and assessments or (2) authorize the deduction of a service fee up to the equal amount of the annual Association dues, and that such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any given year.

Therefore, I select the following alternative as my intent upon receipt of the appropriate form:

( ) I will sign and authorize the payroll deduction of the Association membership dues and assessments (including NEA and MEA) thereby becoming a member of the Association.

( ) I will sign and authorize the payroll deduction of the service fee up to the equal amount of the annual Association dues, thereby waiving my right to join the Association.

I understand the above shall become full authorization to the Employer to deduct the amount required by my selection should I fail to sign and authorize the required form(s) at such time designated by the Association and the current Teacher Master Agreement. (Deduction shall be equally divided between the first pay period of each month, beginning in September and ending in June of each year.)

APPENDIX B

G R I E V A N C E F O R M

Copies to: 1. Superintendent
2. Principal
3. Grievant

School District _____
Building _____
Date Occurred _____

STEP 1

1. Name of Grievant _____
2. Statement of Grievance _____

_____

3. Relief Sought _____

_____

_____

Date _____ Signature _____

4. Disposition by Principal _____

_____

_____

Date _____ Signature _____

5. Position of Grievant and/or Association _____

_____

_____

Date _____ Signature _____

G R I E V A N C E F O R M (page 2)

STEP II

1. Name of Grievant _____

2. Statement of Grievance _____

_____

_____

3. Relief Sought _____

_____

_____

Date _____ Signature _____

4. Date Received _____

5. Disposition by Superintendent _____

_____

_____

Date _____ Signature _____

6. Position of Grievant and/or Association _____

_____

_____

_____

Date _____ Signature _____

G R I E V A N C E FORM (page 3)

STEP III

1. Name of Grievant _____

2. Statement of Grievance _____

_____

_____

3. Relief Sought _____

_____

_____

Date _____ Signature _____

4. Disposition by Board _____

_____

_____

Date _____ Signature _____

5. Position of Grievant and/or Association _____

_____

_____

_____

Date _____ Signature _____

APPENDIX C

STAFF ABSENCE FORM

This form is to be completed and submitted to the appropriate administrator or supervisor at least one day prior to an anticipated absence of one-half day or more. This includes charged vacation days. In the case of emergency illness, the secretary to the administrator should be notified by telephone and the absence form should be completed following the return to the school district.

NAME _____

DATE(S) _____

Reason for absence: Illness _____ Funeral _____ Bereavement _____

Illness in Family _____ Vacation _____ Other _____ Explain _____

_____

NOTICE TO THE SCHOOL OF YOUR ABSENCE:

Date of Notice _____ Time _____ a.m. p.m.

To Whom _____

APPENDIX D

REPRESENTATION WAIVER FORM

In relationship to Section 4-B of the Master Agreement, I recognize that I have the right to inform the GHEA and have representation from said Association. I hereby waive that right and do not wish the GHEA informed at the present time. However, I may at any time in the future rescind this waiver and request representation.

Signed: _____

Date: _____

APPENDIX E

Godwin Heights Public Schools

Supplemental B-2 and B-3 Interview Form

Candidate's Name: _____

Position: _____

Interview Committee:

1. _____ 2. _____

3. _____ 4. _____

Step I. Qualifications

Knowledge: Knowledge shall be determined by candidates demonstrated understanding of sport/supplement:

Comments: _____
_____
_____
_____

Rank Score of Candidate _____

Experience: Experience includes consideration of previous supplemental assignment in area of position interviewing for and other supplementals.

Comments: _____
_____
_____
_____

Rank Score of Candidate _____

Personal Skills: Communications (verbal and written) leadership and organizational abilities represent personal skills.

Comments: _____

_____

_____

_____

Rank Score of Candidate _____

Previous Evaluations: Evaluations of previous supplementals in like position and other supplementals shall be utilized.

Comments: _____

_____

_____

_____

Rank Score of Candidate _____

Candidate's Qualifications Rank Score _____

APPENDIX F

Letter of Understanding

Re: Privatizations

The parties acknowledge that the District may subcontract support services. Nothing in this Agreement will preclude the District from bidding such support services. However, the District will bargain with the Association concerning the effects of subcontracting instructional support services.

In the event the District elects to subcontract services that were previously performed by a GHEA member, the District will inform the GHEA President prior to subcontracting the service.

GODWIN HEIGHTS PUBLIC SCHOOLS

2023-24 BASE WAGE		$ 47,802			
% OF INCREASE		4.500%			
2024-25 BASE WAGE		$ 49,953			
K-12 Salary Schedule Index:					
STEP	**BA**	**MA**	**MA+10**	**MA+20**	**MA+30**
1	1.0000	1.0975	1.1124	1.1271	1.1804
2	1.0332	1.1361	1.1569	1.1778	1.2296
3	1.0817	1.1852	1.2068	1.2284	1.2808
4	1.1345	1.2416	1.2633	1.2844	1.3366
5	1.1873	1.3018	1.3216	1.3414	1.3947
6	1.2398	1.3710	1.3791	1.4009	1.4527
7	1.2957	1.4360	1.4390	1.4617	1.5150
8	1.3567	1.4960	1.5137	1.5304	1.6010
9	1.4179	1.5825	1.6015	1.6250	1.6712
10	1.4828	1.6526	1.6696	1.6900	1.7477
11	1.5503	1.7213	1.7377	1.7600	1.8242
12	1.6067	1.7764	1.7975	1.8206	1.8718
16	1.6197	1.8234	1.8408	1.8629	1.9172
21	1.6711	1.8622	1.8918	1.9212	1.9708
25	1.7704	1.9413	1.9514	1.9615	2.0464

GODWIN HEIGHTS PUBLIC SCHOOLS

2024-25

K-12 Salary Schedule:

STEP	BA	MA	MA+10	MA+20	MA+30
1	$49,953	$54,824	$55,568	$56,302	$58,965
2	$51,612	$56,752	$57,791	$58,835	$61,422
3	$54,034	$59,204	$60,283	$61,362	$63,980
4	$56,672	$62,022	$63,106	$64,160	$66,767
5	$59,309	$65,029	$66,018	$67,007	$69,670
6	$61,932	$68,486	$68,890	$69,979	$72,567
7	$64,724	$71,733	$71,882	$73,016	$75,679
8	$67,771	$74,730	$75,614	$76,448	$79,975
9	$70,828	$79,051	$80,000	$81,174	$83,482
10	$74,070	$82,552	$83,402	$84,421	$87,303
11	$77,442	$85,984	$86,803	$87,917	$91,124
12	$80,260	$88,737	$89,791	$90,945	$93,502
16	$80,909	$91,084	$91,954	$93,058	$95,770
21	$83,477	$93,023	$94,501	$95,970	$98,448
25	$88,437	$96,974	$97,478	$97,983	$102,224

*This refers to hours earned after July 1, 1963, and graduate hours earned after possessing a Master's Degree.

The Doctorate salary schedule shall be computed by adding $700.00 to each step of the MA+30 schedule, including longevity steps.

GODWIN HEIGHTS PUBLIC SCHOOLS

2024-25 BASE WAGE	$ 49,953
% OF INCREASE	4.000%
2025-26 BASE WAGE	$ 51,951

K-12 Salary Schedule Index:

STEP	BA	MA	MA+10	MA+20	MA+30
1	1.0000	1.0975	1.1124	1.1271	1.1804
2	1.0332	1.1361	1.1569	1.1778	1.2296
3	1.0817	1.1852	1.2068	1.2284	1.2808
4	1.1345	1.2416	1.2633	1.2844	1.3366
5	1.1873	1.3018	1.3216	1.3414	1.3947
6	1.2398	1.3710	1.3791	1.4009	1.4527
7	1.2957	1.4360	1.4390	1.4617	1.5150
8	1.3567	1.4960	1.5137	1.5304	1.6010
9	1.4179	1.5825	1.6015	1.6250	1.6712
10	1.4828	1.6526	1.6696	1.6900	1.7477
11	1.5503	1.7213	1.7377	1.7600	1.8242
12	1.6067	1.7764	1.7975	1.8206	1.8718
16	1.6197	1.8234	1.8408	1.8629	1.9172
21	1.6711	1.8622	1.8918	1.9212	1.9708
25	1.7704	1.9413	1.9514	1.9615	2.0464

GODWIN HEIGHTS PUBLIC SCHOOLS

2025-26

K-12 Salary Schedule:

STEP	BA	MA	MA+10	MA+20	MA+30
1	$51,951	$57,016	$57,790	$58,554	$61,323
2	$53,676	$59,022	$60,102	$61,188	$63,879
3	$56,196	$61,572	$62,695	$63,817	$66,539
4	$58,939	$64,503	$65,630	$66,726	$69,438
5	$61,682	$67,630	$68,659	$69,687	$72,456
6	$64,409	$71,225	$71,646	$72,778	$75,469
7	$67,313	$74,602	$74,758	$75,937	$78,706
8	$70,482	$77,719	$78,638	$79,506	$83,174
9	$73,661	$82,213	$83,200	$84,421	$86,821
10	$77,033	$85,854	$86,738	$87,797	$90,795
11	$80,540	$89,423	$90,275	$91,434	$94,769
12	$83,470	$92,286	$93,382	$94,582	$97,242
16	$84,145	$94,728	$95,632	$96,780	$99,601
21	$86,816	$96,743	$98,281	$99,808	$102,385
25	$91,974	$100,853	$101,377	$101,902	$106,313

*This refers to hours earned after July 1, 1963, and graduate hours earned after possessing a Master's Degree.

The Doctorate salary schedule shall be computed by adding $700.00 to each step of the MA+30 schedule, including longevity steps.

GODWIN HEIGHTS PUBLIC SCHOOLS
SCHEDULE B-2

Additional Assignment Contract Salary Schedule (Athletic)

Position:	**Yr. 1**	**Yr. 2**	**Yr. 3**	**Yr. 4**	**Yr. 5**
Senior High Boys:					
Varsity Football	16.5	17.0	17.5	18.0	18.5
Asst. Varsity Football	9.5	10.0	10.5	11.0	11.5
Junior Varsity Football	9.5	10.0	10.5	11.0	11.5
Asst. Junior Varsity Football	9.0	9.5	10.0	10.5	11.0
9th Grade Football	9.0	9.5	10.0	10.5	11.0
Asst. 9th Grade Football	8.5	9.0	9.5	10.0	10.5
Varsity Track	11.5	12.0	12.5	13.0	13.5
Asst. Track	8.0	8.5	9.0	9.5	10.0
Varsity Basketball	16.5	17.0	17.5	18.0	18.5
Junior Varsity Basketball	9.5	10.0	10.5	11.0	11.5
9th Grade Basketball	9.0	9.5	10.0	10.5	11.0
Varsity Baseball	11.5	12.0	12.5	13.0	13.5
Asst. Varsity Baseball	8.0	8.5	9.0	9.5	10.0
Junior Varsity Baseball	8.0	8.5	9.0	9.5	10.0
9th Grade Baseball	6.5	7.0	7.5	8.0	8.5
Wrestling	13.5	14.0	14.5	15.0	15.5
Junior Varsity Wrestling	8.5	9.0	9.5	10.0	10.5
Varsity Soccer	10.5	11.0	11.5	12.0	12.5
Junior Varsity Soccer	6.0	6.5	7.0	7.5	8.0
Senior High Girls:					
Varsity Basketball	16.5	17.0	17.5	18.0	18.5
Junior Varsity Basketball	9.5	10.0	10.5	11.0	11.5
9th Grade Basketball	9.0	9.5	10.0	10.5	11.0
Varsity Volleyball	13.5	14.0	14.5	15.0	15.5
Junior Varsity Volleyball	8.5	9.0	9.5	10.0	10.5
Freshman Volleyball	7.5	8.0	8.5	9.0	9.5
Varsity Softball	11.5	12.0	12.5	13.0	13.5
Asst. Varsity Softball	8.0	8.5	9.0	9.5	10.0
Junior Varsity Softball	8.0	8.5	9.0	9.5	10.0
9th Grade Softball	6.5	7.0	7.5	8.0	8.5
Varsity Track	11.5	12.0	12.5	13.0	13.5

Position:	**Yr. 1**	**Yr. 2**	**Yr. 3**	**Yr. 4**	**Yr. 5**
Senior High Girls:					
Asst. Varsity Track	8.0	8.5	9.0	9.5	10.5
Varsity Cheerleading	9.0	9.5	10.0	10.5	11.0
Junior Varsity Cheerleading	8.0	8.5	9.0	9.5	10.0
Varsity Soccer	10.5	11.0	11.5	12.0	12.5
Junior Varsity Soccer	6.0	6.5	7.0	7.5	8.0
Senior High Girls & Boys:					
Cross Country	9.0	9.5	10.0	10.5	11.0
Asst. Cross Country	7.0	7.5	8.0	8.5	9.0
Varsity Soccer	10.5	11.0	11.5	12.0	12.5
Junior Varsity Soccer	6.0	6.5	7.0	7.5	8.0
Bowling	6.0	6.5	7.0	7.5	8.0
Middle School Boys:					
7th & 8th Grade Football	7.0	7.5	8.0	8.5	9.0
7th & 8th Grade Baseball	5.5	6.0	6.5	7.0	7.5
8th Grade Basketball	7.0	7.5	8.0	8.5	9.0
7th Grade Basketball	7.0	7.5	8.0	8.5	9.0
7th & 8th Grade Track	5.5	6.0	6.5	7.0	7.5
7th & 8th Grade Wrestling	7.0	7.5	8.0	8.5	9.0
Middle School Girls:					
8th Grade Basketball	7.0	7.5	8.0	8.5	9.0
7th Grade Basketball	7.0	7.5	8.0	8.5	9.0
8th Grade Volleyball	7.0	7.5	8.0	8.5	9.0
7th Grade Volleyball	7.0	7.5	8.0	8.5	9.0
7th & 8th Grade Track	5.5	6.0	6.5	7.0	7.5
Softball	5.5	6.0	6.5	7.0	7.5
Cheerleading	4.0	4.0	4.5	4.5	5.0
Boys & Girls Cross Country	5.5	6.0	6.5	7.0	7.5
7th & 8th Grades Girls Soccer	5.5	6.0	6.5	7.0	7.5
7th & 8th Grades Boys Soccer	5.5	6.0	6.5	7.0	7.5
Miscellaneous:					
Age Group Swim	6.0	6.5	7.0	7.5	8.0
Asst. Age Group Swim	4.0	4.5	5.0	5.5	6.0

A. A teacher shall receive full credit for previous active coaching in other school systems at the level in the sport he/she coaches when employed by the Board.

B. Upon the recommendation of the Athletic Director, an assistant coach may be authorized by the Board based upon the needs and requirements of the sport.

C. Each coach will be placed on the B-2 schedule, in accordance with his/her experience as a coach in that sport.

D. All supplemental percentages are applied to the salary for the first step of the B.A. Degree for the applicable contract year.

SCHEDULE B-3
SENIOR HIGH SCHOOL

POSITION	Percent of Base
Yearbook	8.2%
Band Director	13.5%
Freshman Advisor	2.6%
Sophomore Advisor	2.6%
Junior Advisor	4.5%
Senior Advisor	6.0%
National Honor Society	2.2%
Pep Club	3.5%
All School-Play/Music Production (exclude Variety Show)	6.0%
Student Council	10.0%
Vocal Music	7.0%
Forensics	5.0%
Science Olympiad	3.0%
Drama Club	4.0%
Language Club	3.0%
G-Club	5.0%
Technology Club	5.0%

	2024-25	2025-26
Lunch Supervision 6-12	$3,561/yr.	$3,704/yr

MIDDLE SCHOOL

Band Director	8.5%
Student Council	4.5%
School Play	1.0%
Honors Club	2.0%
Science Olympiad	3.0%
Technology Club	3.0%
Activity Club	3.0%

	2024-25	2025-26
Vocal Music	$700/yr.	$728/yr

ELEMENTARY SCHOOL

POSITION	Percent of Base
Safety Patrol	5.0%
Student Council	4.5%
Odyssey of Mind	2.0%

	2024-25	2025-26
Elementary Honors Club	$36.22/hr	$37.67/hr
Science Camp	$240/night	$250/night

	2024-25	2025-26
Vocal Music	$700/yr	$728/yr
Lunch Room Detention Supervisor	$2,635/yr.	$2,741/yr

MISCELLANEOUS

	2024-25	2025-26
Guidance Counselor Summer Work*	$36.22/hr.	$37.67/hr
Game Manager	$26.94/hr.	$28.02/hr
Substitute Rate	$36.22/hr.	$37.67/hr
Curriculum Work	$32.09/hr.	$33.38/hr
PBIS		

Supplemental Contracts will be paid in two payments.

1. For Supplemental of less than one semester in length:
    a) The first one-half will be paid the first payroll after half the season is over.
    b) The second one-half will be paid the first payroll after completing the season.
    1. For full year Supplemental:
    a) The first one-half will be paid the last payroll date in December.
    b) The second one-half will be paid on the last payroll prior to the end of the school year.

Supplemental assignments listed in Schedule B-2 and B-3 shall just be offered to qualified bargaining unit members before being offered to other personnel outside the unit **in accordance with section XII, E and Appendix E**.

*Guidance Counselor Summer Work refers to the additional one week of counseling services provided the week before school starts each year. This is applicable for Middle School and High School Counselors.