CONTRACTUAL AGREEMENT

BETWEEN

THE GRANDVILLE BOARD OF EDUCATION

AND

THE KENT COUNTY EDUCATIONAL ASSOCIATION/MEA/NEA

2025-26 AND 2026-27

GRANDVILLE PUBLIC SCHOOLS
3839 PRAIRIE SW
GRANDVILLE, MICHIGAN 49418

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A G R E E M E N T

This agreement entered into this 1st day of September 1, 2025 by and between the Board of Education of the Grandville Public Schools, hereinafter called the "Board", and the Kent County Education Association, affiliated with the MEA and NEA, hereinafter called the "Association".

W I T N E S S E T H

The Board and the Association recognize that their primary responsibility is to the children of the district.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I
RECOGNITION

1.1 The Board recognizes the Association as the exclusive bargaining representative, as provided in Act 379, Public Act of 1965, for all certified classroom teachers, including special education, teacher consultants, speech and language pathologists, counselors, media specialists, instructional specialists**,** music and physical education teachers and reading teachers/consultants, art coordinator, teaching principals who spend more than half of their time engaged in teaching activities, and the following non-certified professional education employees; school psychologists, school nurses, social workers, occupational therapists and at-risk student support specialist. Excluded from the bargaining unit are all other employees. The term "teacher" or "employee", when used in the Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as defined, and references to male teachers shall include female teachers and vice versa, except as otherwise clearly indicated by the context.

1.2 The Board agrees not to negotiate with any teacher's organization other than the Association with respect to persons in the unit defined in Paragraph 1.1 above for the duration of the Agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this agreement, provided that the Association has been given opportunity to be present at such adjustment.

1.3 In the event that legislation stricken from the Master Agreement is repealed or overturned, those items will be reconstructed through the use of existing board policy and mutually agreed upon administrative guidelines (where applicable)

In the event that no board policy exists covering the removed subjects, previous contract language will be reinstated from the previous agreement into the existing agreement. This language provides that all reconstructed/reinstated changes must be collaboratively agreed upon by the GEA and the administration.

ARTICLE II
TEACHER RIGHTS AND RESPONSIBILITIES

2.1 The Board and the Association agree to abide by the Teacher Tenure Act, as amended and to all applicable laws and statutes pertaining to teacher's rights and responsibilities. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

2.1.1 All certified teachers shall serve a probationary period in accordance with the Teacher Tenure Act, as amended.

2.2 Non-certified staff in this agreement are defined as association members who are not subject to Michigan Teachers Tenure Act including but not limited to: Counselors, speech pathologists, psychologists, SSW, OT, PT, nurse, BCBA, SEL Coach.

2.3 The Board agrees to furnish to the Association, in response to reasonable request submitted in writing, such public information as may be necessary for the Association to prepare proposals for bargaining or which may be necessary for the Association to process any grievance or complaint.

2.4 Religious and Political Discrimination: Certified and Non-certified employees shall be entitled to full rights of citizenship and no religious or political activities of any employee or lack thereof shall be grounds of any discipline or discrimination with respect to the employment of the employee. However, the GEA recognizes that it is the employee's responsibility to fulfill his/her employment obligations.

The provisions of the Agreement shall be applied without regard to race, creed, age, religion, color, national origin, sex, marital status, height, weight, handicap or any other reason prohibited by state or federal law.

2.5 A teacher will have the right to review the contents of all records of the School district pertaining to said teacher, originating after the initial employment and to have a representative of the Association accompany him/her in such review.

If a Freedom of Information Act (FOIA) request is made for any information on any teacher in the district, the Board or administrator representing the Board shall notify the affected employee(s) immediately. The Board shall release to the employee(s) names of all those requesting information under FOIA. The Board shall further allow the employee(s) and the Association to review said documents or files prior to their release, and exclude from release all materials that are untimely or are excluded under state and federal laws.

2.6 Any member of the bargaining unit who is not covered by the Michigan Teacher Tenure Act (psychologist, nurse, occupational therapist, speech and language pathologist, SEL Coach, BCBA, and social worker) shall for purposes of this Article be considered as on probation for the first four (4) years of employment and shall be on a continuing contract thereafter, go on the seniority list, and be entitled to benefits accorded to tenure teachers under this Agreement.

2.7 If material to be placed in the teacher's file is determined to be in factual error, the material will be corrected or expunged from the file, whichever is appropriate.

2.8 A teacher's assigned grade to a student can only be modified if all the following are met:

1. The teacher is informed of the specific reasons and concurs in the grade change.

   Or

2. The majority of a review panel consisting of three teachers (selected by the Association), one Board member and the Superintendent (or his/her designee) approves the grade change. If the decision of the panel is adverse to the teacher, then the teacher may appeal to the Board of Education. The decision of the Board, regarding such an appeal, is final. (NOTE: Only the teacher may appeal to the Board.)

2.9 All instructional materials, methods, lesson plans, or other creative or copyrightable work, written, composed, created, or devised by a bargaining unit member during their employment, on the members own time without the use of district resources or support, shall remain the property of the teacher.

All such projects undertaken by the teacher with the support and resources of the district shall be the shared property of the teacher and the district.

2.10 Employees of the Grandville Public Schools are prohibited from the possession, use, or distribution of illicit drugs on school premises or as any part of its activities.

Employees of Grandville Public Schools are also prohibited from use or distribution of alcohol on school premises or during activities involving students.

The Board agrees not to perform or require random or periodic drug or alcohol testing.

2.11 Certification and Annual Contracts

All certified teaching staff must maintain current and valid certification required for their assigned position(s), in accordance with applicable state laws and regulations.

Teachers are responsible for initiating and completing all necessary steps for certification renewal in a timely manner, such that there is no lapse in certification status during any active employment period.

The District shall issue at least two written reminders to teachers to renew certification:

1. One Winter reminder
2. One Spring reminder

Teachers must submit written documentation of successful certification renewal to the District's Human Resources Office prior to the expiration date of their current certification.

If a teacher fails to provide timely written proof of certification renewal as outlined above, the District shall notify the teacher in writing. If, after such notice, the teacher still does not submit proof of certification renewal prior to the certification expiration date, the District reserves the right to post the teacher's position as an open vacancy for the following school year or take any action necessary to ensure compliance with state regulations.

2.11.1 Annual Contract Issuance and Return

The District shall issue annual employment contracts to teachers by October 1st of each school year.

Teachers must sign and return their annual contract to the District no later than November 30th of the same school year.

The District shall issue written reminders to teachers who have not submitted their signed contracts:

If a teacher fails to return a signed contract by November 30th, the District reserves the right to post the teacher's position as an available vacancy for the current school year.

Prior to posting the position, the District may, at its discretion, choose to:

1. Provide a final written grace period notice to allow the teacher to return the signed contract;
2. Initiate a meeting with the teacher to determine if extenuating circumstances contributed to the delay, and offer support as appropriate;
3. Offer a conditional extension for the return of the contract, provided the teacher communicates in writing the intent to remain employed and completes all necessary forms within the new deadline.

Nothing in this section shall prevent the District from posting the position if such delay jeopardizes compliance with state deadlines, staffing timelines, or other regulatory requirements.

ARTICLE III
PROFESSIONAL COMPENSATION

3.1 The basic salary of bargaining unit members shall be as set forth in Schedule A. Salary thus specified shall be in effect without deviation during the designed period. Compensatory time off in place of compensation in Section 3.6 shall not be considered a deviation if agreed to by the teacher and the Association is informed of the agreement.

3.2 The salary schedules are based on a normal teaching load for full-time teachers and shall be the compensation for all regular teaching and related services performed during the term of the Agreement. It covers extra services performed outside the established school year, which duties, if desired by the Board, shall be requested on a voluntary basis and paid for at a rate set forth in Schedules B and C. It covers extra assignments such as coaching, class sponsorship, etc., which shall be paid for at a rate set forth in Schedules B and C without deviation unless the teacher agrees and the Association is informed within ten (10) days.

3.3 New teacher or teachers with less than one semester in the Grandville School system may be required to report for orientation days before the regular opening of school. Teachers who are being transferred from one level to another (elementary, middle school or senior high school) may, at the request of the building principal, be required to attend a one-day orientation.

3.4 The following legal holidays shall be observed and all schools closed: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day. Schools will be closed for a minimum of 7 days for Christmas vacation and a minimum of 2 days for spring vacation.

3.5 A teacher engaged during the school day in negotiating on behalf of the Association with any representative of the Board or participating in any professional grievance negotiations, including arbitration, shall be released from regular duties when such meeting is scheduled by mutual agreement during the school day.

3.6 For those teachers working beyond the normal school year, compensation for the extra days shall be equal to their daily rate. Opportunities for paid, voluntary summer committee work will be posted within the relevant building, or district-wide as appropriate, with a copy provided to the GEA. The compensation rate, the task, and the anticipated time commitment shall be included in the posting.

3.7 Teachers who teach six (6) class periods in the high school or seven (7) class periods in the middle school instead of the normal five (5) or six (6) class periods, hourly rate shall be computed by the formula 1/5 or 1/6 times the annual salary, divided by the number of scheduled student contact days. This payment shall be made for each day the class is assigned to the teacher.

3.8 All teachers who volunteer and/or are called upon to volunteer to work under the following conditions will be paid 100% of the Schedule C Substitute Teaching rate:

a. their conference period
b. their prep time
c. before the regular school day
d. after the regular school day
e. during vacation time (summer, Christmas, spring, etc.), or

ARTICLE IV
TEACHING HOURS

4.1 While school hours may differ in the various schools, the normal teaching day is 8:00 to 3:35. These hours may be adjusted to equivalent times of up to one hour earlier or later in the middle school or

senior high and up to 30 minutes earlier or later in the elementary schools. In the event there is a deviation from the standard or normal teaching day, assignments will be made on a voluntary basis whenever possible. On the day before a holiday, a teacher shall be free to leave ten (10) minutes after students are dismissed.

In emergency situations, such as severe space shortages or extreme financial conditions, these hours may be changed. The Association will be notified prior to any emergency change in the normal teaching day.

4.2 While the above paragraph provides for a normal teaching day, the Association recognizes that each teacher's professional responsibilities to students and the District will require him/her to devote additional time outside the teaching day or week to such matters as preparing lesson plans, materials and projects, grading papers, attending required staff meetings and school functions, meeting parents, preparing reports, and other work relating to his/her teaching function. It is agreed that such matters are an integral part of each teacher's duties and will be performed in a conscientious, professional manner.

4.2.1 Elementary: Unless excused by the building or program administrator, elementary staff employees shall attend two professional development meetings per month as part of their duties. Staff will attend one staff meeting and one additional Department/Course Level/Grade Level meeting. Except under unusual circumstances, Monday shall be considered staff meeting days. The Department/Course Level/Grade Level meeting day and time will be determined by majority vote of building staff and the administrator. Professional development (curriculum) and staff meetings shall last approximately one hour in length.

Secondary: Unless excused by the building or program administrator, bargaining unit employees shall attend two professional development meetings per month as part of their duties. Except under unusual circumstances, Monday shall be considered staff or curriculum meeting day. By mutual agreement of the building staff and principal, staff and curriculum meetings may be scheduled in the morning or on another day.

4.2.2 There are 183 teacher work days (One day before school starts and parent teacher conferences) and 180 student days, including half days of professional development non-instructional time. Up to 3 hours of flexible PD may be used to complete district required compliance trainings to accommodate the half day of professional development on the last day of school in December and the last day of the school year, which is being used as a records day by the majority of the District.

Staff must complete their 3 hours of required compliance training no later than May 31 of the current school year. Any staff who has not fulfilled the 3 hours of required compliance training by April 1 of the current school year shall receive written notice from their building/department supervisor advising them of their obligation to complete the 3 hours of required compliance training. Failure to meet the flexible PD requirements by May 31 may lead to disciplinary action. The compliance training modules are self-paced, online training that are available on July 1 of each year.

Staff who complete the required compliance training prior to last school day in December may leave school 20 minutes after the end of the student school day on that day and the last day of the school year. Staff who complete the required compliance training after Winter break and prior to the last day of school shall be permitted to leave school 20 minutes after the end of the student school day on the last day of school.

4.3 All teachers shall be entitled to a duty-free, uninterrupted lunch period, which shall not be less than thirty (30) minutes. Elementary classroom teachers shall be relieved of all recess duty supervision. Elementary lunch and recess shall be scheduled with a minimum 40-minute block. Each grade level shall receive 100 minutes minimum per week of common planning time. Recess and planning schedules will

allow for 20-minute minimum grade level planning blocks to use as planning, collaboration with other staff, and other professional activities.

4.3.1 It is expected that each elementary teacher will be responsible to get their students to the lunchroom before beginning their duty-free time.

4.3.2 In the elementary schools, the principal shall secure an individual or individuals for noon lunch supervision duty.

4.3.3 Teachers will be in their classrooms a minimum of ten (10) minutes before the beginning school. The teacher work day will be seven (7) hours and thirty-five (35) minutes (which) includes a thirty (30) minute duty free lunch) with the actual schedule being determined on a building basis**.**

4.3.4 Elementary Planning Time - For the life of this Agreement, elementary planning time shall be no less than 290 minutes weekly.

4.3.5 All elementary specials teacher planning time for weekly totals can only be counted in a minimum of 30 consecutive minute blocks per day for four (4) days each week and a 20-minute consecutive block for one (1) day each week.

1. An effort will be made to ensure elementary specials teachers have five (5) minutes of transition time between grade level changes within their daily schedule.

2. When a specials teacher loses planning time due to travel from one building to another, including due to weather, the teacher will be compensated at the teacher sub rate (Schedule C) for lost time.

4.3.6 Elementary specials schedules will be developed in collaboration with the GEA and the district.

4.4 When all schools are closed to students due to inclement weather or Acts of God, staff will not be required to report in person or perform any remote work unless specific conditions apply.

In the event that the district foresees exceeding the number of allowable emergency closure days as permitted by the state, administration will meet with the association to discuss the possibilities and methods of making up required instructional time. Any solution will require mutual agreement between the Association and the District.

Additionally, staff may be required to participate in virtual meetings necessary to meet legal obligations, including but not limited to meetings required under the Individuals with Disabilities Education Act (IDEA) or other applicable laws.

The current Board policy of keeping schools open when feasible shall remain in effect. School closures will be announced through media channels.

4.4.1 Cancellations or delays that fall within the allowable "Act of God" hours, as defined by state law, shall not require teachers to report in person or perform remote work. Teachers will suffer no loss of salary for these closures or delays.

4.5 Parent Teacher Conferences

The district and the teacher association recognize the importance of maintaining meaningful communication between parents/guardians and teachers regarding student progress. It is the mutual goal to ensure that parent-teacher conferences are effective, equitable, and fair for all teachers across grade levels.

The parties agree that conference times should be adjusted to reflect the differences in student loads across various grade levels. The following conference times are designed to ensure fairness and equity in the total amount of time spent per teacher across grade levels:

Kindergarten through 4th Grade: Each teacher in kindergarten through 4th grade will have 15 minutes per conference. This allocation ensures that teachers have sufficient time for meaningful communication with parents while maintaining fairness across grade levels.

5th through 6th Grade: Teachers in grades 5th and 6th will have 6 minutes per conference, and all teachers at these grade levels will be required to be made available for parents for the entirety of the conference period. This ensures that all parents have the opportunity to meet with teachers during the designated conference time.

7th through 12th Grade: Teachers in grades 7th through 12th will have 5 minutes per conference. This allocation maintains consistency with the time expectations for upper-grade conferences while ensuring equitable distribution of time across grade levels.

4.5.1 Teacher Availability for Conferences:

To promote comprehensive communication about student progress, all of a student's teachers will be made available for parents/guardians during designated conference times. This ensures that parents have the opportunity to meet with each of their child's teachers, regardless of subject or grade level.

4.5.2 Conference Scheduling:

The district and teacher association agree that parent-teacher conferences will be scheduled as follows:

Fall Conferences: Two (2) scheduled conference days in the fall will be designated for all grade levels. The maximum number of minutes for conferences during the fall will be 6 hours per teacher, ensuring that time is distributed equitably across grade levels.

Spring Conferences: Two (2) scheduled conference days in the spring will be designated for all grade levels. The maximum number of minutes for conferences during the spring will be 6 hours per teacher, ensuring that time is distributed equitably across grade levels.

4.5.3 Teacher Availability: Teachers will be required to stay for the entire conference period, regardless of whether they have a parent scheduled for each time slot. This ensures that teachers are available to meet with all parents who may need to discuss their child's progress, even if some time slots are not filled. Additionally, all teachers responsible for a student’s instruction will be accessible for parents/guardians during the conference period to facilitate a complete discussion of student progress.

4.5.4 Parent Sign-Up:
Teachers will be provided with the list of scheduled parent conference times before the conferences begin. This will allow teachers to plan accordingly and ensure that all conference times are honored as scheduled.

4.5.5 Flexibility for Special Circumstances: The district recognizes that certain students may require additional time for discussions beyond the standard conference time. This includes, but is not limited to, students who require an interpreter, or other circumstances that are mutually agreed upon between the teacher and administration for a student needing additional conference time. Teachers may request, and where

feasible, schedule additional time slots for such circumstances, subject to the availability of time during the conference period.

4.5.6 Scheduling of Conferences: The specific dates of conferences will be determined by administration. This schedule will allow for adequate breaks between sessions, considering the length of the school day and the need for teachers to engage with all parents.

4.5.7 Communication with Parents: Teachers will be provided with adequate time before conferences to notify parents/guardians of their assigned conference times and provide any necessary instructions for scheduling or rescheduling appointments. Parents will also receive information on how to access all of their child's teachers during conferences to ensure a comprehensive discussion of student progress.

ARTICLE V
TEACHING LOADS AND ASSIGNMENTS

5.1 The present normal weekly teaching load in the middle school and senior high school of twenty-five (25) teaching periods and five (5) unassigned preparation periods will be continued as long as a six-period day is maintained. No departure from these norms, except in case of emergency, shall be authorized without prior consultation with the Association (to be resolved by mutual agreement between the Board and the Association)

5.2 The normal weekly teaching load in the middle school, in the case of a seven (7) period teaching day, insofar as practical, will be as follows:

1. For those who teach a majority of core subjects:
    a. Twenty-five (25) teaching periods
    b. Five (5) Elective or Team Meeting Time
    c. Five (5) planning/prep periods
2. For those who teach a majority of non-core subjects, such as art, music, tech. ed., computers, physical education and life skills/health.
    a. Thirty (30) teaching periods
    b. Five (5) planning/prep periods
3. In the event a deviation from the above standards is necessary, the building principal and the teacher involved will meet together in order to reach a mutually acceptable solution.

5.3 Teachers will be notified of their tentative assignments, including building placements for itinerant and specials teachers, no later than June 15.

5.4 Current Middle School Teaching Loads – Team Teaching

All Teachers shall be expected to teach:

1. Twenty-five (25) teaching period
2. Five (5) periods of MAP, supervision or additional duties.

(i.e. shared teaching which is co-teaching (two (2) teachers assigned to teach the same class).

3. Five (5) conference periods

The expectation is that the teams will meet for team planning when not assigned to direct MAP, supervision, or other teaching responsibilities. If MAP is discontinued, the middle school will return to the former junior high six-period schedule.

5.5 Any middle school teacher teaching a course for high school credit who administers a final exam will receive ½ day of release time at the end of each semester or trimester.

ARTICLE VI
TEACHING CONDITIONS

6.1 The Board will attempt to maintain the following enrollments, insofar as practical, after the first five (5) student days of the school year in grades K-8 and after the first five (5) of each semester in grades 9-12. Activity classes in grades K-6 including science lab, art and tech. ed. will have a limit of thirty (30) students. Physical education and music classes in grades K-6 will have a limit of thirty-five (35) students. Activity class in grades 7-8 will follow high school limits.

Grade/Class	Maximum Class Size	
6.1.1	Young Fives	21
6.1.2	Kindergarten	24
6.1.3	1-3	26 (Multiage maximum 50)
6.1.4	4-6	28
6.1.5	K-3 split	21
	4-6 split	24
6.1.6	Specials Elementary Homeroom	
6.1.7	7-8	150/5-period day **or** 30/class period
		ELA and Math 8 28
6.1.8	9-12	Social Studies 150/5 period day or 30/class period
		Business Courses
		Math
		Foreign Language
		Art
		Biology
		Acting
		Yearbook
		Debate
		Health
		Technical Drawing, I ,II & III
		Architectural Drawing, 3D Architectural Drawing
		Computer Applications
		All other AP Classes
		Chemistry
		Physics
		Honors American Studies I & II

ELA	140/5 period day or 28/class period
Industrial Arts- Shop Courses	
Forensics	
Audio Visual Broadcasting	
AV Production I & II	
Foods & Nutrition	
Journalism	
Speech	
Exploring Technology	
Physical Education	200/5-period day or 40 per class period
Reading/Writing 9, 10 & 11	A maximum of 21 students per class
Senior Writing	A maximum of 21 students per class
Success Lab	A maximum of 30 students per class

Any new classes not covered in this Section will be determined by mutual agreement.

6.1.9 Special Education- As per statutorily established caseloads and/or class size limits

(It is understood that the Board may apply to the State for deviations from the established case load/class size limits but that any additional students above the statutory limits shall result in additional compensation as established below.)

6.1.10 The above maximums shall not be exceeded if it would exceed the reasonable physical limits of the classroom, lab facility or number of work stations available and equipped for students.

6.1.11 In the event the Board finds it necessary for the number of students in any class to exceed the -above figures for more than five (5) consecutive school days, the teacher involved shall be paid $10.50 per day for each student over such figures in grade K-6; $2.10per class period for each student over such figures in grades 7-12. Such amounts shall be paid at the end of each semester or trimester.

Where the overload in a K-6 assignment is for less than a full day, it shall be prorated on the following basis:

greater than 2 hours 40 minutes = day rate ($10.50)
less than or equal to 2 hours and 40 minutes = hourly rate ($2.10)

Teachers must meet the deadlines set forth from the administration office to receive overload pay. Any teacher who submits after the deadline will not receive their overload pay for that semester/trimester.

Any grade 7 through 12 co-taught class will have a cap of one-third (1/3) of the total students as special education students. Overloads in a co-taught class will be paid the number of students beyond the class maximum to the teacher with the overloaded portion of the roster.

Where the overload of a speech-language pathologist exceeds a caseload of 60 for more than five (5) consecutive days, the therapist involved shall be paid $4.50 for each contact with overload students and six (6) times the “hourly substitute during conference hour rate” for each overload evaluation completed.

If overload is offered to psychologists, it will be at $400 per evaluation. The opportunity for overload will be offered on an equal basis at the time it is offered.

Students who are mainstreamed in general education classes for “socialization” only do not qualify a teacher for overload pay. Examples of “socialization” activities include, but are not limited to: calendar, show and tell, parties, and story time. Students who are mainstreamed for content areas, including LINKS students and students with disabilities, continue to qualify a teacher for overload pay.

The building principal and grade level teachers at K-4 may submit a proposal to the Superintendent to utilize a paraprofessional in lieu of overload pay. An effort will be made to include the teacher in the interview and hiring process for the paraprofessional. In the case of the para being unavailable/absent then the classroom teacher will be provided overload pay for the day/time period.

If paraprofessional services are provided for at least one-half (1/2) of the instructional day, the teacher will not be eligible for overload pay. If the paraprofessional is assigned for less than one-half (1/2) of the instructional day, overload pay will be prorated for the period of time that the paraprofessional is not assigned to the classroom.

Teachers experiencing an overload based on the above numbers will be notified by human resources to submit an overload form for each semester/trimester. When notified by the teacher, the district will automatically calculate the overload payment.

While the overall class size for multi-age classrooms will adhere to a 25:1 student-teacher ratio, the individual grade levels within a multi-age classroom shall not exceed the maximum class size as outlined in this contract for that specific grade level. For example, a multi-age classroom containing both 2nd and 3rd graders cannot exceed the maximum of 26 students for second grade or 26 students for 3rd grade, even though the total class size may follow the 25:1 ratio.

6.1.12 In the event an elementary specials teacher accepts an additional elementary homeroom class into a single specials section, the bargaining unit member will receive the Schedule C – Teaching as a sub during conference hour rate, in addition to their normal compensation.

6.1.13 In the event that a teacher is asked to teach two separate classes during the same hour, they will receive a $1000 stipend for each semester where they are scheduled for two preps in the same section. In addition, they will be compensated $250.00 for each student enrolled in the smaller section up to 20% of the affected member's salary. In order to qualify for this overload payment, the teacher must show evidence of teaching two separate classes without paraprofessional or instructional coach support. Additionally, teachers will not qualify for this overload payment for independent study students or for students who simply check in for attendance. (Calculation Salary $75,000 x 0.20 = $15,000/30 students = $500/2 semesters = $250 per student per semester)

The district and department chairs shall notify teachers at least twice each year of this clause.

6.2 If schedules are not made to allow special education teachers and/or resource room teachers their preparation or release time, said teacher shall be paid at the rate of six-fifth (6/5) times their annual salary as if they had an extra class as in section 3.7.

6.3 Board will attempt to equalize class loads as much as possible, by assigning students to the appropriate school. In attempting to equalize class loads, on a given grade level, principals will confer with the teachers involved to reach a satisfactory resolution.

6.4 Where a bargaining unit member is required to provide services to a student in the student's home, the Employer shall immediately take whatever steps are possible to allow the bargaining unit member to provide such services in an alternate location outside of the home. If the bargaining unit member cannot provide services to the student outside the student's home, the member may consent to continue to provide services within the student's home provided that the Employer agrees to allow another District employee to accompany the bargaining unit member to the home. In the event that none of the above options or others considered by the parties satisfy the bargaining unit member the Employer shall have such services provided by another person who is not a member of the bargaining unit.

6.5 Itinerant Staff Coverage, Compensation, and Special Education Administrative Time

For the purposes of this section, employees are identified as non-certified (Counselors, speech pathologists, psychologists, SSW, OT, PT, nurse, BCBA, SEL Coach) and special education teachers.

6.5.1 When an itinerant employee is on an extended leave exceeding ten (10) contract days, the district shall make every effort to provide coverage ~~is provided~~ for the absent employee's caseload. If members of the itinerant staff are assigned additional responsibilities from an absent itinerant employee's caseload, they shall receive additional compensation. The expectations for coverage shall be predetermined and communicated to the covering employee before they assume additional responsibilities. Compensation

shall be equal to the hourly substitute during conference hour rate for the additional time spent covering the absent employee's caseload.

6.5.2 Employees asked to cover an absent itinerant's caseload shall receive written notification of the expected duration, responsibilities, and compensation before assuming additional duties. Employees shall have the right to decline additional caseload responsibilities beyond their contracted duties without penalty. The Director of Student Services and the remaining department staff shall collaborate to equitably distribute the workload resulting from the absence of a colleague within the same department. Together, they will develop a reasonable and practical plan to support students and manage the caseload, including a defined exit plan for transitioning responsibilities when the coverage period ends. This temporary plan shall not extend beyond the current school year.

6.5.3 In recognition of the additional administrative responsibilities placed on Special Education Instructors and Itinerants (ie: Case Manager responsibilities, including but not limited to Medicaid billing, Personal Care Service logging and supervision, logging monthly student goal progress, and documenting supplementary aids), the District agrees to provide designated administrative time. Special Education Instructors shall be granted one half-day (equivalent to one-half of their contracted workday) at the beginning or end of each month to complete required documentation, including Case Manager responsibilities, Medicaid billing, logging student goal progress, and other necessary compliance tasks. The specific scheduling of this time shall be coordinated between the instructor and building administration to minimize disruption to student services while ensuring completion of required paperwork. Should Medicaid billing become an obsolete practice based on financial cuts to the federal budget, this special education administrative time will no longer be available.

This administrative time shall not be counted as personal leave, sick leave, or preparation time but shall be considered part of the instructor's professional responsibilities. During this time, Special Education Instructors shall not be assigned teaching duties, student supervision, or other non-administrative tasks.

The District shall make every effort to provide adequate substitute coverage or alternative instructional arrangements to allow Special Education Instructors to utilize this time without negatively impacting student instruction.

ARTICLE VII
VACANCIES AND PROMOTIONS

7.1 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.

Any vacancy that occurs after the beginning of the school year shall be posted as a Temporary Vacancy and remain posted until filled. If the position is to continue beyond the initial school year, it shall be posted and filled in accordance with the provisions for filling vacancies outlined below.

7.1.1 Notification (Posting) of Vacancies and Application:

Vacancies occurring within the bargaining unit, including newly created positions, shall be provided via e-mail to each bargaining unit employee with a copy of such posting to the Association. Positions as described above shall be posted at least seven (7) school days prior to being filled. Bargaining unit employees may apply for such positions by submitting an email of interest to the personnel office. Said positions shall be filled in accordance with the procedure outlined in ~~Section C~~ 7.1.2 below.

Summer Months: During the summer months when regular school is not in session, the Employer will provide via email to all bargaining unit employees who provide one, all vacancies as above described and shall also forward, at the same time, copies of said vacancies to all bargaining unit employees known by the Employer to be certified for the position (if certification is required) and the Association.

Positions so posted shall remain posted at least ten (10) calendar days prior to being filled. Application may be made in the same manner as described above. Likewise, these positions shall be filled on the same basis.

Temporary Hire: Positions vacated or created within ten (10) days of the first staff report day for bargaining unit employees that cannot be filled in accordance with C below shall be "temporary hires." After the first report day, the posting would be considered a "temporary hire" posting. Temporary hire postings will be reposted for the following school year during the first spring posting of positions for the next school year. After the first report day, the posting needs to remain posted for an additional three (3) days. All successfully placed temporary hires will be notified that they will be displaced at the conclusion of the current school year and will be offered a position according to Article 7.1.2.

7.1.2 Awarding of Vacancies:

Internal qualified applicants shall be offered the position prior to considering external applicants. Internal applicants will be offered based on the criteria outlined in this Section.

The most qualified shall be offered in the following order:

1. Determined Effectiveness Rating (Year End Rating): the candidate is in the top half of the numerical scoring in their evaluation score, based on an average of the three (3) previous years. There will be six distinct groups: top half of Effective, bottom half of Effective; top half of Developing, bottom half of Developing; top half of Needing Support, bottom half of Needing Support. Except for displaced employees, any teacher rated "needs support" on their year-end evaluation may not request a transfer unless it is an approved portion of their development plan.
2. The teacher's number of years teaching in the grade level or subject area within the district. Partial year teaching in a grade level or subject area shall be credited with a fractional percentage of that year taught, rounded to the nearest $1/10^{th}$.
3. Grade level credit for teaching in grades Pre-K through 6 shall count towards any "elementary vacancy."
4. Subject level credit shall be defined as any position relevant to the subject included in the vacancy (e.g.: Math, Science, English, Social Studies, etc.)
5. Seniority

The most qualified and adequately certified internal applicant shall be offered the position.

A teacher who is assigned classes in multiple subject areas for any given year shall be credited with one (1) year of teaching experience in each of those subject areas during each of those years (or fractional credit as outlined above for partial year experience).

7.1.3 Applicants awarded the position must have at least seventy-five percent (75%) of their year-end evaluations rated as "highly effective" or "effective". In the event no internal applicant meets this criterion, then this requirement shall not apply, and the most experienced internal applicant shall be awarded the position.

7.1.4 In the event two (2) or more applicants are tied for the qualification determinations outlined above, the position will be offered to the most senior applicant.

7.1.5 Displaced employees will be offered positions for the next year using the above procedure (Article 7.1) before allowing transfers (Article 7.2) to be awarded and layoffs (Article 10.9) to be effectuated. Displaced employees will be determined by the following process in each building:

a. Based on enrollment and budget, the positions continuing for the following school year will be identified.
b. Those positions that will not continue will indicate the number of displacements that may be required.

c. Announced retirements and resignations within the building will be subtracted from the required displacements.
d. Once the number of displacements required is one (1) or greater, the building administrator and building association representatives will ask for volunteers to be displaced.
e. If volunteers are inadequate to meet the need for displacement, Article 10.9 2 a 1-5 criteria shall be used to select displaced employees.
f. If there are unfilled positions within the building, the building administrator and building association representatives shall meet to determine if any movement within the building has been requested. If more than one effective teacher has requested to change positions to the same position in the building, the criteria in Article 7.1.2.

7.2 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-6 (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 in Article 7 pertaining to vacancies. Other transfers will be governed by this Section.

7.2.1 Voluntary Transfers: A request for a transfer may be made at any time in writing to the Personnel Office with a copy to the Association. The request shall specify the school, grade, and subject/position sought. Subject to possessing adequate certification, a request for voluntary transfer shall be granted unless the granting of same is inconsistent with the contract language pertaining to the filling of vacancies. The Employer shall acknowledge receipt of the request for transfer within five (5) working days. No bargaining unit employee shall be discriminated against because of a request to transfer. Vacancies caused by a voluntary transfer shall be posted unless that vacated position is eliminated.

7.2.2 Involuntary Transfers: Involuntary transfers may be affected only for reasonable and just cause. Emergency situations notwithstanding, thirty (30) days' notice of the intention to transfer specifying the reasons for the same and the specific position to be transferred to shall be provided to the affected bargaining unit employee and the Association. Cause for involuntary transfer includes only cause involving the individual's performance or as part of a necessary reduction of force, as determined pursuant to this Agreement to maintain the most senior (if a tiebreaker) qualified staff possible district-wide consistent with the requirements of this Agreement. The specifics of the use of involuntary transfers as part of staff reduction shall be outlined in the Layoff & Recall Article of this Agreement.

No bargaining unit employee shall be involuntarily transferred to implement a school improvement plan developed pursuant to any enacted State or Federal Laws unless required by that statute.

In the case of an involuntary transfer due to emergency circumstances, the displaced educator shall be given the first right of refusal to return to their original assignment once the emergency is passed.

7.3 Requests for part-time and job-share assignments should be submitted by March 1 for each year.

ARTICLE VIII
SENIORITY LIST

8.1 Not later than March 1 of each school year, the Administration shall prepare a seniority list of all teachers in the District. Seniority shall be determined by the length of unbroken service within the bargaining unit and shall be computed from the teacher's most recent beginning of employment. The seniority list shall be in rank order of the teacher's first date of work as set forth in the preceding section.

8.2 In the event one of several teachers has the same seniority date, a drawing will be held during the first month of employment to determine the relative placement of those teachers on the seniority list. Notification of said drawing will be given to the Association and the affected teachers, and the drawing will occur at a convenient place, date, and time. The seniority list will be provided to the Association and be posted in all buildings by March 15 of each school year.

8.3 Seniority shall continue to accumulate for bargaining unit members during sabbatical, military, FMLA, and sick leave as well as periods of layoff. During all other authorized leaves of absence, seniority shall be frozen as of the date the leave commences and shall not begin to accumulate again until the employee has returned to active service.

8.4 Seniority for all purposes under this Agreement shall be defined as length of unbroken service within the bargaining unit. All bargaining unit seniority is lost when employment is severed by resignation, retirement, and/or by discharge for cause. For a bargaining unit member who is employed in a supervisory/administrative, non-bargaining position, previously accumulated seniority within the bargaining unit is retained for a period of three (3) years or the total years of service within the bargaining unit whichever is smaller but no additional seniority will accumulate during any period when a former bargaining unit member is employed outside the bargaining unit.

For the administrator that remains out of the bargaining unit for a period longer than that stated above, he/she shall be entitled to return to a bargaining unit position at the beginning of any school year provided, however, that the administrator is certified and qualified for a position in accordance with Michigan laws and regulations.

ARTICLE IX
LEAVE PAY

9.1 At the beginning of each school year, each bargaining unit member shall be credited with ten (10) Days of leave, the unused portion of which shall accumulate from year-to-year with a 180-day limit. The leave days may be used by a bargaining unit member for the following reasons:

1. the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. for the employee's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the employee;
3. if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
4. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
5. for closure of the employee's place of business by order of a public official due to a public health emergency, for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.
6. Paternity leave

Family member" is defined as:

1. biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the eligible employee stands in loco parentis;
2. biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an eligible employee or an eligible employee's spouse (under the laws of any state) or domestic partner or a person who stood in loco parentis when the eligible employee was a minor child;
3. an individual to whom the eligible employee is legally married under the laws of any state or a domestic partner;
4. grandparent, grandchild, and biological, foster, or adopted sibling;
5. an individual related by blood; or
6. an individual whose close association with the eligible employee is the equivalent of a family relationship.

Absence from duty, not accumulative and not chargeable to the above ten (10) sick leave days shall be granted for the following reasons without deduction from salary:

Each Funeral	Up to 2 days per year
Each Death in Immediate Family	**3** days
Bereavement	2 days/year maximum

1. Immediate Family is defined above or significant others approved by the Superintendent or designee.

2. Funerals for current staff and/or students shall be considered district release time.

9.1.1 Teacher wishing special consideration for absence not allowed herein may file a written request with the Superintendent for Board consideration of their special cases.

9.1.2 For absences not covered in this section, a daily salary rate, to be determined in the following manner, shall be deducted for each day of absence. Fractional day or hour absences will be deducted on a pro-rata basis.

$$\frac{\text{Contracted Annual Teaching Salary}}{\text{Teacher Duty Contract Days}} = \text{Daily Rate}$$

9.1.3 Absences required by pregnancy or-childbirth shall be treated in accordance with the sick leave provisions of this Agreement.

9.1.4 Personal Leave

1. At the beginning of each school year, each bargaining unit member shall be credited with four (4) days to be used for personal business without loss of salary. A personal leave day may be used for any purpose at the discretion of the bargaining unit member except that such days shall not be used for the purpose of extending a holiday, scheduled break, to render employment to others, or to engage in union or Association activities. Scheduled break is defined as any break bargained in the Master Agreement.

   A bargaining unit member planning to use a personal leave day shall notify his/her principal at least five (5) days in advance, except in cases of emergency, by completing the Notification/Request for Leave Form. The use of personal leave days may be restricted by a lack of availability of substitutes. Use of back-to-back personal leave day is permissible if approved in advance by the employee's immediate supervisor.

2. At the conclusion of the school year, any unused personal leave days will be automatically rolled into the employee's accumulated sick leave days.

3. A teacher who has used two or fewer sick leave days, per Article IX, during the previous school year, will be entitled to one (1) additional (bonus) personal leave day to be used during the following school year. Extra (bonus) day is available to use to extend a holiday or break pending sub coverage.

9.1.5 Any teacher who is absent because of an injury or disease compensable under the Michigan Workers' Disability Compensation Act shall receive from the Board the difference between the disability benefits provided by the Workers' Disability Compensation Act and the leave from duty benefits herein provided. To the extent that the Board makes payment to a teacher for that portion of his/her salary not reimbursed under the Workers' Disability Act, said partial payments shall be charged pro-rata against the teacher's accumulated leave from duty days.

9.1.6 Jury Duty

Any bargaining unit member called for jury duty during school shall be paid his/her full salary for such time, if at least a one (1) day notice is provided the Board. The teacher will remit to the school any money paid for his/her jury service (excluding mileage).

9.1.7 Sick Bank

1. The purpose of the sick bank is to provide compensable leave coverage to bargaining unit members who are absent due to extended disability because of personal illness or injury. Bargaining members may use up to twenty-three (23) working days from personal sick days or sick bank (if awarded). Purpose of the sick bank is to allow adequate time for bargaining members to possibly qualify for Long Term Disability. Exceptions may be made by the Superintendent or designee.

2. Such bank shall be administered by the executive board of the Association, and any decision thereof are not subject to the grievance procedure.

3. The Board shall maintain the record for the use of said days from the sick leave bank. The Association shall submit to the Board or its agents' proof of such authorizations and notice of such approved deductions from the sick leave bank.

4. To continue the sick leave bank, the following shall happen:

    a. Unused bank days from school year to school year shall be carried over.

    b. Teachers who have exceeded 180 days of sick leave may donate their additional days to the sick bank prior to the July 1 accrual roll over each year. Days above 180 that are not donated to the sick bank will be removed from the employee's sick leave before awarding sick leave for the following school year.

    c. In the event sick days are depleted, members will be petitioned to donate up to two (2) days to bring the bank back up to 50 days. If enough days are not donated to meet the minimum days needed, then members with at least 41 days will be required to donate one day. This will be done as a lottery, conducted jointly by the administration and a representative from the GEA, until the bank is brought back to a whole. Members who donate days when petitioned would be exempt from this drawing.

    d. Individuals awarded sick bank days shall provide 4 days of their personal sick time as repayment for using the sick bank days. This payment will take place at the beginning of

each school year for 4 years. If the member would like to pay back sooner they may do so if desired. The association will provide a repayment schedule to the Board or its agents.

In the event the individual is unable to return to work, this repayment requirement would be waived. Should the individual leave the district prior to this 4-year period, repayment of the days would come from the remaining sick days upon end of employment.

9.1.8 The Board shall provide, without cost, to each eligible bargaining unit member, Long Term Disability Insurance. Benefits shall be paid at 70% of the employee's salary to a maximum of $5,500 per month and shall begin after the later of 1) exhaustion of the bargaining unit member's accumulated sick leave or 2) expiration of sixty (60) calendar days of disability accumulated in any twelve (12) consecutive months. (Only the last three days of the waiting period need be consecutive and for the same condition.)

ARTICLE X
LEAVES OF ABSENCE

10.1 Any teacher whose personal illness extends beyond six (6) weeks shall be granted a leave of absence without pay for such time as is necessary for adequate recovery from such illness up to the balance of that school year. Such leave may be renewed, if necessary, for complete recovery from such illness, for a period not to exceed one (1) school year. It is understood that such teacher will continue to receive sick leave and/or LTD benefits in accordance with Article IX. If the employee is eligible for a leave under the FMLA and total absence is more than sixty (60) school days, insurance benefits will be discontinued at the end of the teacher's total accumulated paid leave days or sixty (60) school days, whichever is greater. If the employee is not eligible for FMLA leave, and the total absence is for fifty (50) school days or more, insurance benefits with be discontinued at the end of the teacher's total accumulated leave days or fifty (50) school days, whichever is greater. The teachers will be allowed to continue their insurance policies (such as health, life, and dental) during this leave of absence provided they reimburse the school district for the entire monthly cost of such policy in advance, and provided this is allowed by the insurance carrier. In the event the insurance carrier will not allow the teacher to continue in the group for the entire leave, the teacher will be allowed as long a period as possible as authorized by the insurance carrier.

Upon return from leave, the bargaining unit members shall be returned to a position equivalent in pay, benefits, hours other terms and conditions of employment outlined in the master agreement.

If such absence is for a period of time of one (1) semester or more during a given school year, it is understood that upon written notice by July 1 of that year such tenured teacher will be returned to teaching position at the beginning of the ensuing school. If such an absence extends into the next school year, it is understood that upon written notice of thirty (30) days or more, such tenured teacher will be returned to a teaching position no later than the beginning of the second semester. The Board may require a doctor's certificate and/or other evidence of illness or injury to substantiate the request for leave and/or fitness to return from such leave. Credit for a full step advance shall be given only if the absence is for less than sixty (60) school days or the teacher's accumulated leave, or if it is the result of a compensable injury. Expenses involved in obtaining evidence will be the responsibility of the employee.

10.1.1 Family and Medical Leave Act

The leave provisions of this Agreement shall comply with the requirements of the Federal Family and Medical Leave Act language. All such leave shall run concurrently with, and not in addition to, any other applicable leave granted in this Agreement. Contact the Human Resources Department for information on current FMLA regulations.

10.2 Election of Type of Leave

All leave provisions under this article shall minimally be consistent with the provisions of the Family and Medical Leave Act (FMLA). Any affected employee shall make an election of options at least sixty (60) days in advance of the first day of absence, if possible. The affected employee shall have the option of:

1. use of paid sick leave for the period in which the employee is physically unable to work due to the disabling condition, and return to active employment at the send of such period; or

2. use of paid sick leave for the period in which the employee is physically unable to work due to the disabling condition, and use of unpaid leave for child care for the remainder of the 12-week FMLA leave; or

3. if the affected employee has tenure and at least three (3) years of service in the district, use of paid sick leave for the period in which the employee is physically unable to work due to the disabling condition, and use of unpaid child care leave under Section 10.2.3 for the remainder of the leave.

It is understood that any unpaid leave under this section that exceeds the twelve (12) week FMLA limit will result in a pro-rated step placement on the salary schedule upon return to work.

10.2.2 Paid Sick Leave

1. If the teacher elects to use paid sick leave, the expected departure and return dates shall be tentatively established in advance by agreement between the teacher and the principal. Such dates may, however, be adjusted later to the extent necessary to accommodate unanticipated changes in ability to work due to a disabling health condition. The Board may require a doctor's certificate and/or other satisfactory evidence of fitness to continue and/or return to work.

2. As soon as reasonably possible and/or practical, the teacher shall provide the Human Resources Office with a statement from the physician specifying the date the teacher is able to resume full employment in their position without danger to the teacher's health and without impairment of the teacher's ability to perform employment duties.

3. The Board reserves the right (after its physician has consulted with the teacher's physician and so recommends), at its option and expense, to have the teacher examined by a physician mutually agreed upon by the teacher and the Board with respect to establishing the proper beginning and/or ending date of the leave (or, if the Board and the teacher cannot agree, a physician mutually agreed upon by the Board's physician and the teacher's physician).

   The teacher shall be available for such examination and will cooperate in furnishing the necessary information in connection therewith.

4. Additionally, if the teacher does not return to work when physically able to do so without being approved for an extension of leave, the teacher will be deemed to have terminated employment with the district. Otherwise, if the total absence is for less than sixty (60) school days or total accumulated sick leave days, whichever is greater, credit will be given for a full step advance and hospitalization and life insurance benefits will be continued.

5. If such absence is for a period of time of one (1) semester or more during a given school year, it is understood that upon written notice by July 1 of that year such tenure teacher will be returned to a teaching position at the beginning of the ensuing school year. If such an absence extends into the next school year, it is understood that upon written notice of thirty (30) days or more, such tenure teacher will be returned to a teaching position no later than the beginning of the second semester.

10.2.3 Child Care Leave (See also Section 10.1.1)

1. Child care leave of up to three semesters is available upon the birth or adoption of a teacher's child within one year of birth or placement.

2. The use of paid sick leave after the established beginning date of child care leave will not be allowed. If a teacher becomes unable to work because of illness, prior to the established date of the unpaid child care leave, such leave may be used until recovery from such illness.

3. The child care leave shall be for a maximum period of three (3) full semesters plus the balance of the semester in which the teacher began such leave, at which time the teacher shall be entitled to return, provided that notice of desire to return is given by the April 1st preceding the date of desired return.

4. Upon return from a Child Care Leave, a teacher must be re-employed and teach for the Grandville Public Schools for at least one (1) consecutive calendar year before again becoming eligible for such a leave.

10.2.4 A teacher on child care leave under Section 10.2.3 above will continue their health insurance policy for a period of one (1) year provided the teacher reimburses the School District for the entire cost of such policy on a monthly basis, and provided this is allowed by the insurance carrier. In the event the insurance carrier will not allow the teacher to continue in the group plan for the entire year, the teacher will be allowed as long a period as possible as authorized by the insurance carrier.

10.2.5 Maternity/Adoptive Leave

1. District will provide six (6) days of paid leave for maternity/adoptive leave. The first six days of maternity/adoptive leave will not be deducted from the employee's sick or personal leave.

2. District will return additional sick leave used during maternity/adoptive leave at the rate of 2 days per year for each occurrence, until sick leave used during maternity/adoptive leave is fully returned or the employee resigns/retires from the school system.

3. Employees that have arranged and been notified that adoption of a child has been secured, may use up to twenty-four (24) days paid sick leave, provided they have accumulated sick leave, within six (6) weeks of the adoption date. It is implied that a leave for adoption should be one parent only and the employee shall provide the Superintendent or his/her designee with proper documentation from the appropriate authorities, when possible, at least six (6) weeks' notice should be given in writing of the intent to take an adoption leave and submitted to the Superintendent or his designee.

10.3 If a teacher is absent from work because of scarlet fever or chicken pox, reasonably shown to be attributable to a source in the school, such teacher shall be allowed up to five (5) days to recover from such illness without loss of pay or deduction from accumulated sick leave.

The Board will provide shots for mumps and measles immunization to any teacher, if desired.

10.4 A one-year leave of absence without pay may be granted to tenured teachers with three (3) or more years of service in this system, and not unreasonably withheld, upon application prior to April 1 (provided the Superintendent will have been notified of possible request for leave within a reasonable timeframe) for the following purposes:

1. Study related to the teacher's present or future certification field.

2. Study or research, resulting in university credit, involving probable advantage to the school system or special teaching assignment involving probable advantage to the school system.

If the leave is granted because of a special teaching assignment under sub-section 2, above, the regular salary increment occurring during such period shall be allowed.

A teacher on leave shall be advised by the Superintendent of job conditions prior to April 1 and shall accept or reject a contract by May 1.

10.5 Military leave of absence shall be granted to any teacher who is inducted or enlisted for military duty in any branch of the armed forces of the United States and credit for up to two (2) steps, or more if law requires, on schedule shall be granted. The teacher should keep the Board informed as to his/her availability and current address.

10.6 The Board shall have the prerogative to extend leaves or to grant leaves for reasons not covered in the Master Agreement upon request of the teacher when such leaves would be in the interest of the school system. The Board will consider the teacher's attendance history when determining whether the request will be approved.

10.7 Unless otherwise expressly noted, any benefits provided under this Agreement (including seniority) shall not be continued and/or not accrue to persons on leave. Benefits shall be set aside and frozen during such leave and shall be reinstated upon the return of the teacher. If the reasons for the leave are misrepresented or if the leave is not used for its intended purpose (unless due to conditions beyond the control of the recipient) the leave shall be considered null and void.

10.8 Teachers may use up to two (2) days per year, noncumulative and without compensation, for such purposes as vacation, travel, recreation, and/or other similar types of reasons or activities. Such days must be arranged for in advance with the building principal. No more than 5% of the classroom teachers will be scheduled for such absences unless adequate arrangements for substitute teachers can be made.

10.9 Reduction in Personnel/Layoff and Recall

A**.** It is understood by the parties that a reduction in staff may be required in the event of a financial emergency, a significant reduction in student enrollment, or a significant reduction in funding. To promote an orderly reduction in personnel when the educational program, curriculum, and staff are curtailed, the following procedures will be used:

1. Non-certified, then probationary certified teachers will be laid off first, provided there are adequately certified and qualified teachers to replace them as allowed by law.

2. If reduction is still necessary, then tenured teachers will be laid off based on the following process (see below), providing that such teachers who are retained are adequately certified for the positions they are to fill. If more qualified teacher(s) are not available to staff programs to be continued, then the teacher(s) with the next highest qualification may be retained to fill those positions.

   a. The most qualified shall be determined in the following order:

      1. Determined Effectiveness: the candidate is in the top half of the numerical scoring in their evaluation score. There will be six distinct groups: top half of Effective, bottom half of Effective; top half of Developing, bottom half of Developing; top half of Needing Support, bottom half of Needing Support. Except for displaced employees, any teacher rated "needs support" on their year end evaluation may not request a transfer unless it is an approved portion of their development plan. OR "as determined in 7.1.C.1)

2. Seniority

B. After a reduction of teachers as outlined above, if there are teaching positions that are created and/or vacant, laid-off teachers who are adequately certified and qualified for the position(s) will be given the first opportunity to fill such positions. The notification shall be given to all laid-off teachers, and the vacancy or vacancies shall be filled by the most adequately qualified.

C. The Association will be notified of the contemplated reduction in personnel at least ten (10) days before the layoff notices are distributed to the teachers. Teachers being laid off shall receive a 60-calendar day notice in writing before the effective date of layoff for layoffs during the summer months and no less than one (1) full semester/trimester for layoffs during the school year.

D. The Board shall give written notice of layoff or recall from layoff by sending a registered letter or certified letter to the teacher at their last known address. It shall be the responsibility of the teacher to notify the Board of any change in address.

E. 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.

F. 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 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. As used herein, "qualified" means meeting the minimum qualifications set forth in the relevant initial job posting.

G. A teacher refusing an offer of recall to a position for which the teacher is adequately certified and most qualified and which is equivalent to the one from which he/she was laid off shall be deemed a voluntary quit and shall result in being placed at the bottom of the recall list. The only exemption from this shall be if the teacher is under contract with a different Michigan School District at the time of recall. In such cases, the teacher shall have the ability to finish the term of their contract before reporting for duty at the District of Recall. Should the teacher refuse that option, he/she shall be deemed to have voluntarily quit as set forth above.

H. Teachers laid off shall have insurance benefits continued and paid by the Board in accordance with the provisions in *Article 12.1* until the end of the following month of the notice of 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).

10.9.1 When the Board has issued notices of layoff to become effective in any given school year, the Board shall grant all tenured teacher requests for voluntary leaves of absence for that year provided that such requests are received at least thirty (30) days prior to the commencement of the school year in which the leave is to begin and that such leave will result in the employment of a teacher on layoff or in receipt of a notice of layoff. Return from such voluntary leaves shall be according to the provision of Section 10.6 of this Article.

ARTICLE XI
SABBATICAL LEAVES

11.1 Sabbatical leaves of absence may be granted by the Board in accordance with the provisions of this Article. If a teacher who meets the provisions below believes he or she has been unreasonably denied a sabbatical leave, he/she may then follow the professional grievance procedures outlined in Article XV.

11.2 Qualifications

1. The applicant has been employed in the Grandville School District for at least seven (7) consecutive years. Absence from service for a period of not more than one (1) year under a leave of absence without pay, granted by the Board for professional improvement, restoration of health shall not be deemed a break in continuity of service required by this section.

2. The applicant has not been granted a sabbatical leave of absence from the Grandville School District during the seven (7) consecutive years of service immediately preceding current application.

3. The applicant signs an agreement on terms satisfactory to the Board and the Association guaranteeing to return to service with the Grandville School District immediately upon termination of the sabbatical leave and continue in such service for a period of two (2) years or to refund any compensation received from the Grandville School District while on sabbatical leave except as the Board shall, by special action waive such obligation.

11.3 Application

1. Applications shall be filed with the Superintendent by February 15 for leave beginning the following September.

2. An applicant for sabbatical leave of absence shall file with the application form an outlined program for the period requested for sabbatical leave. This plan shall be indicated on an attached statement and shall include details for study resulting in university credit in an approved college, university, or technical school related to teacher's present teaching field and, also, why such leave would be of benefit and advantage to the school district. The Board shall have the prerogative to grant a sabbatical leave of absence for reasons not covered above, upon the request of a teacher, when such leave would be in the best interest of the school district.

3. A sabbatical leave shall be granted for a period of one (1) school year.

11.4 Salary Protection

1. A teacher on sabbatical leave will be paid one-half of the BA base salary, and the Board will pay one half the cost of his/her fringe benefits.

2. A teacher granted such leave shall advance on the salary schedule the same number of steps he/she would have advanced had they been on the staff in the District.

11.5 Status While on Sabbatical Leave

1. A teacher shall be entitled to participate in the existing insurance program which is provided by the Board. However, it shall be the employee's responsibility to ensure that he/she reimburses the school district each month, in advance, for one-half of the monthly cost of such policy.

2. A teacher shall be responsible for notifying the payroll department of the District as to the bank account their wages should be deposited into during their period of sabbatical leave.

3. A teacher on sabbatical leave is considered in the employ of the Board of Education during said leave and has a contract with the Board for the duration of the leave.

ARTICLE XII
INSURANCE PROTECTION

12.1 Insurance Coverage

Health Insurance - Effective upon the ratification of this agreement, the Board shall pay the maximum hard cap annual amounts designated by the State Treasurer in compliance with Section 3 of the Publicly Funded Health Insurance Contribution Act for the 2019 plan year. The hard cap amounts apply toward the total cost of the medical plan cost each year. These paid benefits will be adjusted annually during open enrollment which will go into effect January 1st of each plan year.

For the duration of the agreement, the District shall contribute the maximum allowable contribution permitted by PA 152 of 2011, as amended in 2019, "Hard Cap" published by the Michigan Department of Treasury toward medical insurance coverage in this agreement. Increased cap amounts shall be effective January 1 of each year.

Employees will pay any additional cost greater than the District's hard cap limit through payroll deduction. Any amount that is below the hard cap will be contributed to the employee's HSA on a monthly basis. Provisions necessary for pre-tax contributions to the employee's HSA account will be administered through insurance plan preferred provider.

For the high deductible/HSA medical plan, the district will advance to teachers up to 100% of their in-network deductible in to an HSA. An equivalent dollar amount will be repaid to the district through twenty-four (24) equal payroll deductions. If a teacher is terminated from employment from the district before the end of the school year, the teacher will refund the district the unearned portion of the deductible advancement.

Non-Medical

Employees shall be provided ancillary benefits (non-medical insurance) at employer expense for the life of this agreement. The employer cap on ancillary line increases at 4% per calendar year. See chart below for rates.

For 25/26 and 26/27, the employer shall cover up to 100% of the cost of dental, vision, life, and LTD, subject to the following caps:

2025 Monthly Caps (all lines)	
Single	$96.73
Double	$154.11
Family	$267.72

12.1.a. Option Group

Bargaining unit members will have the option to waive medical insurance.

The Board will provide to each employee who elects not to receive medical insurance 90% of the state cap for single subscriber rate cash in lieu of insurance for the duration of this agreement. If the state CPI cap does not increase, employees will remain at their current cash in lieu amount. Bargaining unit members electing this option remain eligible for dental, vision, life insurance and long-term disability as defined in 12.1 above.

Dental, Long-Term Disability, Vision, and Life Insurance Plan

Dental	100/90 (Class I and II at $2,500)
Vision	
Negotiated Life	$35,000 AD&D
Long-term Disability	70%, $5,500 maximum, 60 calendar days - modified fill, freeze on offsets, alcoholism/drug addiction and mental/nervous same as any other illness, COLA

12.1.1 Long Term Disability

Upon approval from the insurance underwriter, the school district will provide Long Term Disability insurance beginning with the 60th day or until the exhaustion of the employee's own personal sick days, whichever comes later, to all full-time members of the bargaining unit for the duration of this agreement with a $5,500.00 monthly maximum.

12.2 The Board will continue to allow deductions for tax-free annuities through the designated TPA based on rules established by the Internal Revenue Service.

12.3 Teachers working less than full time will pay a pro-rata share of the Board's costs for benefits in the ratio which their work load bears to a full work load for that position.

ARTICLE XIII
PROTECTION OF TEACHERS

13.1 The Board recognizes that it and its administrative staff must give needed support to its teachers in order that they can maintain the classroom control and discipline which is necessary for effective teaching and will continue to do so.

13.2 Any case of assault or credible threat of physical harm against a member by a student shall be promptly reported to the building principal. The district shall ensure that such reports are investigated thoroughly and that members are kept informed of outcomes relevant to their safety and well-being.

1. An employee may use reasonable force to protect himself/herself from attack or prevent injury to any individual. "Assault" shall be defined as intentionally causing or attempting to cause physical harm through force or violence.

2. If and when a removal of a student from the classroom occurs due to a behavioral or medical episode that presents a safety risk or significant educational disruption, a district plan is in place to check on the safety/well being of the staff involved.

    a. District Behavior/Medical Response Plan is in place including to check on the safety/well being of the staff involved keeping in mind dignity and respect of all parties to ensure restorative practices are completed.
        1. A member of the Behavior/Medical Response Team or designated substitute per building plan will check in with the teacher and mutually agree to their (staff) and/or the students return to instruction.

2. Per board policy 5206, the staff member(s) involved can request to have a student team meeting within a reasonable amount of time as mutually agreed upon by all parties involved

3. The teacher may request to be excused from duties for the remainder of the day without loss of sick or personal leave during the investigation of an alleged assault or threat. Additional time off may be granted by the administration as warranted by the circumstances.

4. The district shall follow applicable student discipline protocols, including consideration of the seven factors defined by the Michigan Department of Education. Suspension or expulsion may be pursued consistent with Board policy.

5. At any point in this process, the teacher may enact a "snap suspension" per the Michigan School Code and Board policy.

13.3 Time necessarily lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher when the action of the teacher is upheld.

13.4 The Board will reimburse teachers for any loss, damage, or destruction of the teacher's clothing or personal property not covered by insurance caused by a student while teacher is on duty. Such reimbursement shall be limited to $700 per occurrence.

13.5 Any complaints by a parent or student directed toward a bargaining unit member will be promptly called to the employee's attention and, whenever possible, the identity of the complaint will be indicated. If the complaint is to become part of the employee's personnel file, the identity of the complaint will be revealed. The employee has a right to attach a written statement of his/her own concerning the complaint. The statement will accompany the complaint in the personnel file.

13.6 While teachers are expected to exercise reasonable care with respect to the safety of pupils and property, they shall not be individually liable for damage to school property caused by a student.

ARTICLE XIV
TEACHER EVALUATION

14.1 Beginning with the 2024-25 school year the negotiated performance evaluation system shall include a rigorous, transparent, and fair performance evaluation system that includes no more than:

1. an evaluation of the teacher's job performance with timely and constructive feedback, using the Marzano Teacher Evaluation Model and the Marzano Focused Teacher Evaluation Model (2017).
2. clear approaches to measuring student growth with relevant data on student growth.
3. multiple rating categories that take into account student growth and assessment data that have been negotiated with the Association.
4. the use of student growth and assessment data as 20% of the year-end evaluation determination.
    a. The student growth and assessment data shall consist of measurable, long-term academic goals set for all students that utilize available data as determined annually by the grade-level/department level teachers.
    b. The teacher shall be allowed, after collaboration with the administrator, to eliminate data attributable to students who have excessive absences, are partial year transfers into/out of the teacher's classroom, or who have other anomalous circumstances that warrant eliminating that data.
    c. That data used in this section must be attributable to the actual teaching responsibilities of the individual teacher.

5. a negotiated year-end evaluation form that utilizes other objective criteria for 80% of the year-end evaluation determination.

14.2 Process: The negotiated Performance Evaluation system, "Post-observation Feedback Form", "Year-End Evaluation Reporting Form", and "Individual Development Plan (IDP) Form" in this Agreement are located within the iObservation Evaluation Tool.

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. If no notification is provided by September 30 of each year, that teacher shall not be evaluated. There will be a list sent by the evaluator to the evaluated teachers.
    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. Unless identified as a deficiency in performance within an existing IDP, teacher's will only be required to submit lesson plans to an administrator for the day(s) they are being observed to comply with the provisions of this Section.
    c. The observation must include a review of pupil engagement in the lesson that is observed.
    d. In order to ensure 1.b and 1.c above, the observation shall be no less than thirty (30) consecutive minutes.
    e. There shall be notice of each planned observation date given to the teacher at least ten (10) school days prior to the observation. Upon such notice, the teacher will provide information relative to 1.b and 1.c before the classroom observation occurs. The administrator can ask for a date less than the ten days' notice however the teacher has the option to decline.
    f. In the case of an administrator having to reschedule a formal/scheduled observation more than two (2) times, the teacher will be given the option of an informal walkthrough observation in place of a formal/scheduled observation.
    g. Feedback on both 1.b and 1.c will be discussed during the post-observation meeting between the administrator conducting the observation and the teacher. The post-observation meeting shall be held no later than ten (10) calendar days after the observation occurred. At the post-observation meeting, the teacher will be provided written feedback on that observation within the iObservation evaluation tool.
    h. There shall be at least 2 classroom observations of a teacher in each school year the teacher is evaluated that are conducted at least 60 days apart. The first observation shall occur no later than the first week of December of each school year and the second observation by the first week of May aside from exceptions that include teachers hired after the first of the year, unplanned medical leaves, etc.
    i. There may be unscheduled observations at administrative discretion but there shall be no unscheduled formal observations.

2. Beginning July 1, 2024, the annual performance evaluation system will assign a year-end rating of "effective", "developing" or "needing support".
    a. The year-end evaluation determination and form shall be delivered at a meeting with the observing administrator and the teacher prior to the last week of the school year unless a later date is agreed upon between the teacher and administrator. In the event there is no year-end evaluation as described above, the teacher shall be deemed "effective" per the year-end evaluation determination.

3. Teachers who work less than 60 days in any school year, or who have an accumulated leave of absence from work during the school year amounting to a total of thirty (30) days or more, or who have their evaluation results vacated through the grievance procedure, or are otherwise not evaluated due to extenuating circumstances the district deems applicable for exempting a teacher from the annual evaluation process as agreed upon by the Association, shall not be provided an evaluation for that year. 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" or "effective" for three (3) consecutive year-end evaluations, they shall be evaluated every other year thereafter. If the subsequent year-end rating is not "effective" on an evaluation following the third year, the teacher shall be evaluated annually until receiving an "effective" rating for an additional three (3) consecutive years.

5. In addition to the above procedures (Sections B. 1-4), 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 and agreement by the teacher.
    b. training to be provided by the district to assist the teacher in meeting the goals of the IDP.
    c. a mid-year progress report, supported with at least two (2) classroom observations conducted consistent with Section B.1 above and completed no later than February 1, that is used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist in any needed additional improvement that is aligned with the existing IDP.
    d. A Mentor teacher that is informed of the conditions and requirements of the IDP in order to assist the mentee in the described performance goals of the IDP.
6. Any non-compliance with the evaluation process as described above shall be subject to the grievance process.
7. 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.

14.3 Rights of Tenured Teachers:

1. A tenured teacher who is rated as "needing support" shall have the following due process rights to challenge said rating:
    a. The teacher may request a review meeting of the evaluation and the rating to the district's assistant superintendent/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 assistant superintendent/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.
    b. If the written response does not resolve the matter, the teacher or the Association may request mediation through the Michigan Employment Relations Commission and provide a copy of that request to the administration.
        i. The request must be submitted in writing within thirty (30) calendar days after the teacher receives the written response from the superintendent.

ii. Within fifteen (15) calendar days of receipt of the request for mediation, the district shall provide a written response to the teacher and the association confirming the mediation will be scheduled as appropriate.

2. A tenured teacher who receives two (2) consecutive ratings of "needing support" may demand to use the grievance procedure as outlined in Article XV.5

14.4 Training on evaluation system, tools, and reporting forms:

1. Within the first four (4) weeks of each school year, the district shall provide, during contractually scheduled Professional Development time, training to all teachers new (or those who request a refresher) to the evaluation system, reporting forms and other important components of the year-end evaluation process and how each reporting form is used during the process.
2. Each administrator who is assigned to evaluate teachers shall have demonstrated expertise in the systems and tools used by the district which shall include a "rater reliability" training every three (3) years as approved by the MDE and an invitation will be extended to an Association representative that minimally includes all of the following:
    a. A clear and consistent set of evaluation criteria that all evaluators can use when assessing teacher performance consistent with the evaluation system and forms.
    b. Clear expectations for what evaluators should look for when assessing teacher performance, including key behaviors and practices that are associated with effective teaching as included in the negotiated evaluation system and tools.
    c. Training on the evaluation process itself, including how to conduct classroom observations, collect data, and analyze results.
    d. Calibration exercises that help evaluators practice using the evaluation criteria and establish consistency in the evaluator's evaluations.
    e. Ongoing support for evaluators, including feedback from administrators and Association designated teachers to help them improve their skills and ensure they are consistently applying the evaluation criteria.

ARTICLE XV
DISCIPLINE/REASONABLE

15.1 Any discipline, or adverse evaluation of a bargaining unit employee's performance, shall be subject to the grievance procedure, hereinafter set forth, including arbitration. The specific grounds for disciplinary action will be presented in writing to the bargaining unit employee and the Association no later than the time discipline is imposed.

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. This paragraph does not limit any reasonable rights attributable to the failure to properly comply with the annual evaluation requirements and provisions of this Agreement that are not governed by the Michigan Teachers' Tenure Act.

15.2 Progressive Discipline: A program of progressive discipline shall be followed. The following progression of discipline for each unrelated incident shall be followed prior to the imposition of any other economic discipline on any employee of the bargaining unit:

1. Oral warning, then
2. Building level written warning, then
3. District level written reprimand, then
4. One-day suspension with or without pay, then
5. Three days suspension with or without pay, then

6. Up to a 14 day suspension without pay, then
7. 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.

15.3 Association Representation: The employer shall offer association representation to the bargaining unit employee in any case where an allegation has been made against the employee by a parent, student, or colleague that is the subject of the meeting or if the administration suspects the employee may have committed some offense. The association representative shall be informed of the subject matter of any meeting a bargaining unit employee is required to attend in advance of the meeting and shall be permitted to meet privately with the employee in advance of such a required meeting. The employee shall be entitled to the specific representative of their choice, but if that person is not immediately available, the meeting will not be unreasonably delayed. The administrator shall offer the employee union representation and it will be documented at the onset of the progressive discipline procedure. If an employee is offered representation and declines, the association president will be notified. At any time the employee may insist on representation.

15.4 Personnel File: A bargaining unit employee will have the right to review the contents of all records of the Employer pertaining to said bargaining unit employee originating after initial employment and to have a representative of the Association accompany them in such review. Other examination of a bargaining unit employee's file shall be limited to qualified supervisory personnel, except that an Association representative may review such files when necessary for contract administration purposes or to provide the bargaining unit employee representation in other administrative or legal proceedings. Each file shall contain a record indicating who has reviewed it, the date reviewed, and the reason for such review.

Progressive Discipline notwithstanding… No “oral warnings” shall be contained in the Personnel File. Any such warning deemed a “verbal warning” shall be communicated to the individual, and there shall be no written record of such in the employee’s Personnel File.

All discipline or complaints, as defined in Section F, that is four (4) years or older shall be expunged from the personnel file except as limited by any existing laws upon employee request.

15.5 Complaints: No material, including but not limited to student, parental, or school personnel complaints originating after initial employment, will be placed in a bargaining unit employee's personnel file unless the bargaining unit employee has had an opportunity to review the material if placed in file. Complaints against the bargaining unit employee shall be put in writing with names of the complainants, administrative action taken, and remedy clearly stated. The bargaining unit employee may submit a written notation or reply regarding any material, including complaints, and the same shall be attached to the file copy of the material in question. When material is to be placed in a bargaining unit employee's file, the affected employee shall review, and sign said material. Such signature shall be understood to indicate awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material. If the bargaining unit employee believes the material placed in the file is determined to be inappropriate or in error, the material will be corrected or expunged from the file, whichever is appropriate. All recommendations, written or oral, shall be based solely on the contents of the bargaining unit employee's personnel file.

Complaints that are not substantiated or do not result in progressive disciplinary action beyond a written warning shall not be considered in the teachers evaluation process. Once the employee reaches a district level written reprimand it may be included in the evaluation.

15.6 Committee Membership: The district shall indemnify and otherwise hold harmless any bargaining unit employee serving as a participant on District or District appointed committees. At District expense, the bargaining unit employee(s) shall be provided with legal counsel in the event of complaints and/or litigation arising because of participation on such committees. (DIT, DSIT, dept. chair, vertical team, etc.)

15.7 All bargaining unit employees shall be treated fairly and equitably.

ARTICLE XVI
PROFESSIONAL GRIEVANCE PROCEDURE

16.1 A grievance is a claim based upon a belief by a teacher, a group of teachers, or the Association that there has been a violation, misinterpretation or misapplication of any provision of the Agreement, any law relating to wages, hours or conditions of employment (except a statute specifically establishing a procedure for redress), or rule, order or regulation of the Board relating to wages, hours, terms or conditions of employment. Prohibited subjects of bargaining are not subject to the grievance procedure.

16.2 A grievance may be filed by an employee who has been aggrieved or by the Association on behalf of a teacher or group of teachers. In the event the involved employee does not wish to pursue the matter, the Association will not proceed with the grievance. This desire on the teacher's part to drop the grievance shall in no way be construed as a precedent in future cases that the Association may pursue.

16.3 All such grievances shall be initiated within the time set out in the Article.

16.4 The Association may file a grievance with the Superintendent when rights given to it by Article XX have been violated. The Kent County Education Association designates the Grandville Education President or his/her designated representative as the local agent responsible for processing grievances.

16.5 Procedure

A. The Building Conflict Resolution Team and/or the grievant shall discuss such matter with the principal of the building involved within fifteen (15) days (not including Saturdays, Sundays, and legal holidays) after the event occurs.

B. In the event such discussion does not resolve the matter satisfactorily, the grievant involved or Association may within fifteen (15) days (not including Saturdays, Sundays, and legal holidays) thereafter, file a written grievance with the principal of the building.

C. Within fifteen (15) days (not including Saturdays, Sundays, or legal holidays) after receipt of the written grievance, a meeting shall be held in an effort to resolve the grievance with the grievant or, if more than one teacher is so involved, (if the teachers and Association so desire) with a representative of the Association acting on behalf of such teachers who have filed grievances. Such meeting shall be held with the principal of the building.

D. In the event such discussion does not resolve the matter satisfactorily, the grievant involved or Association may within fifteen (15) days (not including Saturdays, Sundays, and legal holidays) thereafter, file a written grievance with the Assistant Superintendent for Human Resources or his/her designated representative.

E. Within fifteen (15) days (not including Saturdays, Sundays, or legal holidays) after receipt of the written grievance, a meeting shall be held in an effort to resolve the grievance with the grievant or, if more than one teacher is so involved, (if the teachers and Association so desire) with a

representative of the Association acting on behalf of such teachers who have filed grievances. Such meeting shall be held with the Assistant Superintendent for Human Resources.

F. The Assistant Superintendent for Human Resources or his/her designated representative will make a final decision within fifteen (15) days of the meeting submitting to the Association his/her reasons for approval or disapproval in writing.

G. If such decision is not satisfactory, the grievance may be submitted by the grievant involved or Association may within fifteen (15) days (not including Saturdays, Sundays, and legal holidays) thereafter, appeal the grievance to the Superintendent.

H. Within fifteen (15) days (not including Saturdays, Sundays, or legal holidays) after receipt of the written grievance, a meeting shall be held in an effort to resolve the grievance with the grievant or, if more than one teacher is so involved, (if the teachers and Association so desire) with a representative of the Association acting on behalf of such teachers who have filed grievances. Such meeting shall be held with the Superintendent.

I. The Superintendent will make a final decision within fifteen (15) days of the meeting submitting to the Association his/her reasons for approval or disapproval in writing.

J. If such decision is not satisfactory, the grievance may be submitted by the Association to arbitration through American Arbitration Association by written notice given within fifteen (15) days (not including Saturdays, Sundays, or legal holidays) after receipt of the decision.

16.6 Grievances involving the following are not arbitrable:

1. questions of law,
2. the termination of or denial of tenure to or the failure to re-employ a probationary teacher,
3. the failure to make or renew any extra-duty extracurricular assignment.

16.7 An impartial arbitrator shall be promptly selected by the parties through the American Arbitration Association to decide the matter. The power of the arbitrator shall be limited to the interpretation or application of the express terms of this Agreement, and the arbitrator shall have no power to alter, add or to subtract from the terms of this Agreement as written. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

16.8 By mutual agreement of the Board and the Association, the grievance may be submitted to expedited arbitration.

16.9 The fees and expenses of the arbitrator shall be shared equally by the Board and the Association; however, each party shall be responsible for the expenses of any witnesses (including teachers or administrators) it might call or any of its own participants.

16.10 No grievance shall be processed unless initiated and carried to the next step within the time provided herein or as extended by mutual agreement.

16.11 If any tenured teacher shall be found to have been unjustly discharged, the arbitrator will have authority to reinstate him/her with full reimbursement for all compensation lost.

16.12 All grievances shall include the following:

1. Facts of the case
2. A reference to the specific provision in the contract which has been violated

3. Signature of the employee, employees involved or the Association President
4. A request for a specific remedy.

ARTICLE XVII
NEGOTIATION PROCEDURES

17.1 It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties shall be subject to professional negotiations between them from time to time during the period of this Agreement upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters. It is, however, understood that no change in the Agreement may be required with respect to matters specifically covered herein or with respect to essentially economic matters without the mutual consent of both parties. It is further understood that if the Association feels an excessive number of staff meetings are being held, the matter shall be discussed with the Board's Personnel Committee to be resolved by mutual agreement.

17.2 In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other and each may select its representatives from within or without the School District. No final agreement on any new or successor contract shall be executed without ratification by the Board and the Association in accordance with their respective rules. The parties, however, agree that their representatives will have power to make and consider proposals and to make concessions in the course of bargaining, subject only to such ultimate ratification.

ARTICLE XVIII
PAYROLL DEDUCTIONS

18.1 This Article shall become effective on August 1 of the year the Association notifies the Employer of its intent to implement payroll deduction of Association dues.

18.2 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 Association Membership chair a signed form authorizing the payroll deduction of dues. The Association membership chair shall transmit to the Employer designee the appropriate information to begin deductions. Such authorizations shall continue in effect from year to year unless revoked in writing by the member under procedures administered by the Association. Signed forms shall be made available to the Employer for inspection upon request.

The Employer shall process payroll deduction data received from the membership chair at least three (3) days before the bi-monthly payroll processing deadline for each pay date. Except for the initial payroll deduction data received from the membership chair which will occur five (5) days before.

Pursuant to such authorization, the Employer shall deduct one-nineteenth (1/19th) of such dues from the bargaining unit employee's regular salary check each payroll period for ten (10) months, beginning with the second paycheck in September and ending in June of each year.

If the payroll deduction amounts change during any school year, the Association shall provide to the Employer payroll deduction amendment data for any affected member to apply when data is received at least three (3) days prior to the bi-monthly payroll processing deadline to any remaining pay per the deduction schedule defined above.

18.3 Upon receipt of authorized payroll deductions for Association dues, the Employer shall transmit these

payments to the Michigan Education Association via provided AC within ten (10) days of when the payroll deductions took place.

Accompanying the distribution of payments will be a report indicating the specific categorical (dues) 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 an Excel template to easily report this information. This Association-specific report shall be provided via email to the Association within the 10-day requirement as an Excel file attachment.

18.4 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 defend such action, at its own expense and through its own counsel, provided:

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

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

ARTICLE XIX
BOARD AND ADMINISTRATION RIGHTS

19.1 It is recognized that Michigan Law makes the Board legally responsible for the operation of the Grandville School System in all respects. In meeting such responsibilities, the Board acts through its administrative staff. Such responsibilities include, without being limited to, the establishment of educational policies, the construction or acquisition and the maintenance of school buildings and equipment, the hiring, transfer, assignment, supervision, promotion and termination of staff members, and the establishment and revision of rules pertaining to the work and conduct of staff members. Michigan law gives the Board authority necessary to discharge all of its responsibilities. However, the Board recognizes the Association as a stakeholder and, as practical, will seek the Association's input and collaboration in areas affecting working conditions, employment policies, and professional development. The Board and administrative staff shall be free to exercise all such rights and authority to the extent permitted by law, provided, however, that no actions shall violate any of the expressed terms of this Agreement.

ARTICLE XX
NO INTERRUPTION OF EDUCATION

20.1 Consistent with the declared purpose of providing a quality education for the children of Grandville, the Association and each teacher agree that during the life of this Agreement they will not encourage, cause or participate in any interruption or disturbance of the continuous, normal education of such children, and that any difference of opinion which may arise will not be permitted to affect in any way the continuous, normal educational process.

ARTICLE XXI
MISCELLANEOUS PROVISIONS

21.1 Teachers shall be informed of Red Rover's web address to allow the teacher to go online to request a substitute as soon as their unavailability is known and, in any event, before 6:30 a.m. to report unavailability for work.

21.2 A reasonable attempt will be made to provide a substitute teacher when a physical education, music, science lab, life skills, or art teacher is absent in one of the elementary schools. An elementary teacher who is required to substitute in these special areas, or for any other teacher absent on official school business shall be paid for the actual time involved teaching as such a substitute according to the hourly rate specified in Schedule C, Teaching as a substitute. The elementary teacher involved shall make a reasonable attempt to teach in these special areas during the regular scheduled time, if practical.

It is understood that any non-student time that may become available to a regular classroom teacher, when all of his/her students are under the supervision of a special teacher, will be devoted to such matters as preparing lesson plans, materials and projects, grading papers, meeting and/or conferences with administrators, special teachers, or parents, and other work relating to his teaching function. It is agreed such matters will be performed in a conscientious, professional manner.

21.3 Travel from the first building or job assignment of each day to the last building or job assignment of each day shall be compensated in accordance with the maximum allowed IRS rates unless use of school transportation is provided.

21.4 A permanent curriculum committee shall be established to study and propose revised or unified courses of study for any areas of learning in grades kindergarten through twelve.

The Board and the Association, recognizing the need for coordinated efforts to develop appropriate learner expectations for each grade level, to align curricula with the Michigan Curriculum Framework, and to be consistent with the District's vision, mission and organization goals hereby establish a District School Improvement Committee. See Addendum II.

The purpose of the District School Improvement Committee is to coordinate the efforts of content revision teams for all curricular areas. This committee will be composed of teacher representatives from the early elementary, later elementary, middle school, and senior high school levels and administrative representatives from the elementary, middle school, and senior high school levels. There will also be at least one representative from the central office staff. This committee, the Superintendent of Schools, or the Board of Education may appoint sub-committees as they deem necessary. Sub-committee findings and reports will be channeled through the above committee.

This committee will function as an advisory body to the Grandville Board of Education, and the Board will retain the legal responsibility to make decisions relative to the curriculum.

The chairman of the committee will be the Assistant Superintendent for Curriculum and Instruction.

21.5 In addition to state, federal, court mandated, Section 125 Plans and medical health insurance deductions, the District will process Grandville Education Foundation, United Way, and deductions for any bank or credit union that participates with the Automated Clearing House (ACH).

21.6 The Board reserves the right to decide, annually, which department or areas shall have a chair or co-chair; however, in those departments or areas in which there are five or more full-time equated positions, a teacher shall be mutually selected by the Administration and teachers in the department to serve as the head of that department or area. When departments or areas include middle school and

senior high levels, co-chairs will be selected from each level if there are ten or more full-time equated positions in the department. All department heads will be reviewed annually.

Department Chairs will serve a three-year term. At the end of the 3rd year, the teachers and administration will mutually select a new department chair based on the following criteria.

1. Experience: Minimum of 3 years in the department and must be tenured.
2. Interested applicant must apply in writing to department administrator by May 1.
3. Administration will review the applications and then meet with the candidates to discuss the duties and expectations of the position.
4. A department vote will occur within two weeks of formal interest deadline. Qualified voters must have at least 3 of 5 classes in the Social Studies department for the entire current year. Simple majority vote determines department head. In case of a tie, applicants will submit a one paragraph statement addressed to all qualified voting members of the department declaring why the applicant makes the best candidate, and a new vote will occur within one week.
5. In the case of an interim position, the same process will occur (ie: deadline for applicants declared by administration, formal declaration of intent by applicants by deadline, experience qualifications apply, vote within two weeks of deadline).
6. With no formal applicants at the end of a three-year period, the current department head will retain position by acclimation for the next three years.
7. Pay: As contract stipulates in schedule C. Interim situations would be pro-rated.

For purposes of this Article, the following departments or areas shall exist for the duration of the Contract:

Social Studies	Special Education
Science	Media Center
English	Foreign Language
Math	Fine Arts
Practical Arts	Guidance
Business Education	

In the event financial reductions must be made, the Board may, as part of an overall program of budget cuts, determine not to have department heads for that year.

The duties of the department heads shall include, in addition to the special assignments by the Administration, the following:

1. Must serve on the permanent curriculum committee or else on an appropriate sub-committee and attend meetings regularly.

2. Must meet and confer with all teachers in his/her department at the beginning of the school year in order to set realistic and worthwhile educational goals for his/her department.
   a. A list of such goals will be submitted in writing to the building principal for his/her approval prior to November 1. Additions, deletions, or adjustments may be made by the principal.

   b. Periodically the department chair shall review these goals with the teachers in his/her department and seek ways to ensure that all teachers are striving toward these goals.

   c. Meet regularly with the building principal to confer on departmental progress toward these goals.

   d. Submit a written report to the principal at the end of the year denoting the attainment (or to what degree) of the goals set in the beginning of the year.

c. Furnish cooperation, continuity, and articulation among the middle and senior high levels (elementary, if applicable).

3. Furnish leadership and teaching example to other members of the department.

4. Furnish information and materials for improvement of the specific area.

5. Assist in the orientation of new teachers in the department.

6. Hold department meetings.

7. Confer with individual teachers on problems that affect their teaching.

8. Keep administration informed on program and needs of department.

9. Cooperate with the administration and staff in areas on experimentation, curriculum improvement, needed supplies and materials including new teaching aids and texts, and any other activities pertinent to and of help to the department.

10. Furnish publicity information regarding department to principals with recommendation for media of publication.

21.7 If a middle school or senior high teacher shall teach or substitute on written request of the principal, during his or her conference period as set forth in this Agreement, that teacher shall be compensated as per Salary Schedule C, Extracurricular Pay Non-Athletic.

In order to facilitate the lack of regular substitutes for covering a class assignment when the assigned staff member is unavailable, a teacher with a planning period during that time period may substitute for the staff member. This might also include coverage for a teacher who has to attend an IEP or another parent meeting. A teacher may not sub for more than one planning period per day. A teacher shall not be required to substitute teach for another staff member during their planning period. At all three levels, one period of subbing will be equal to one hour of time, with the exception of schools on a block schedule, where one period of subbing for a block equals two hours of time, paid at the Schedule C Substitute Teaching rate.

21.8 This Agreement or any Agreement entered into by the parties covering the same year as the individual teacher contracts shall supersede any rules, regulations or practices of the Board or terms of any individual teacher's contracts to the extent they are contrary to or inconsistent with its terms. All future individual teacher contracts shall be subject to the terms of the Agreement.

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

21.10 Bargaining unit members with a minimum of fifteen (15) years of service who submit their letter of retirement/resignation by the following dates, informing the Board of their intent to retire/resign from the district at the end of the school year, will be eligible for the following payments:

- By September 15 – Eligible for a payment of $150 per year of service
- By December 15 – Eligible for a payment of $125 per year of service
- By March 15 – Eligible for a payment of $100 per year of service

ARTICLE XXII
ASSOCIATION RIGHTS

22.1 The Association shall have the right to use school buildings at all reasonable hours for meetings of teachers employed by the Board, provided advance arrangements are made with the administration and provided that when special custodial service is required, the Board may make a reasonable charge therefore. No charge shall be made for use of school rooms between the hours of 6:30 a.m. and 6:00 p.m.

22.2 Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

22.3 The Association shall have the right to use school facilities and equipment, at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use and shall be responsible for any damage which may be caused thereby.

22.4 The Association shall have the right to post notices of activities in matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. Each notice shall identify the sponsoring organization. The Association may use the District's teacher boxes for communication to teachers, provided it distributes the materials. A copy of each notice and each mass distribution shall be given to the Administration at the time of posting or distribution.

22.5 The Board agrees to furnish to the Association in response to reasonable request submitted in writing such public information as may be necessary for the Association to prepare proposals for bargaining, or which may be necessary for the Association to process any app or complaint.

22.6 The Board agrees not to negotiate with any teacher's organization other than the Association with respect to persons in the unit covered by this Agreement for the duration thereof.

22.7 A total of ten (10) days per school year shall be allowed the Association upon application for Association business such as attendance at MEA and NEA meetings, conferences, and conventions, in-service meetings and conferences for GEA officers, etc. It is understood, however, that such days shall not be used for organizing, encouraging or participating in activities such as demonstrations, picketing, the interruption or disturbance of the continuous normal education of children in other school districts, and/or to aid or abet any other school district on strike as defined under PA 336 (PERA). Application must be made to the Assistant Superintendent for Human Resources via the building principal. Advance notice of five (5) days or more shall be given to the building principal except in cases of emergency; in such case, the request shall be submitted to the principal as soon as possible. The School District will pay for the salary of the regular teacher, and the Association will pay for the salary of the substitute.

Any of the ten (10) annual days which are not used may be carried over to the next year and be added to the ten (10) days granted that year, provided that at no time shall the total of unused days carried over from prior years plus the current year's ten (10) annual days exceed fifteen (15) days.

22.8 The GEA President shall be released from his/her regular duties without loss of pay or benefits for three-tenths (.3) of his/her assignment per school year. Released time shall be for the purpose of participating in mutually agreed upon meetings that cannot otherwise be scheduled outside of the work day and for other Association business. The Association agrees to reimburse the District at 50% of the cost incurred for the said release time. The District will attempt to schedule its monthly administrator meetings outside of the instructional day when the GEA President is invited to attend.

ARTICLE XXIII
JOB SHARE

23.1 Job Sharing is defined as two tenured bargaining unit members sharing one full-time position. The Grandville Job Sharing provisions are based on current practice regarding part time teachers. There are some additional issues unique to the Job-Sharing concept. Implementation of a Job-Sharing program must be cost neutral for the District.

A. Purpose:

The Job-Sharing concept is meant as an accommodation for teachers who want part time employment, however, the arrangement must never jeopardize the education of students. It must be an arrangement which has a clear advantage to the education of the students as well as serving the needs of staff. A Job Share teacher is not allowed to work the remaining day(s) elsewhere. It is meant for those teachers who want part time. Coaching in Grandville would be an acceptable additional employment.

B. Application:

Tenure teachers interested in Job Sharing should submit a request to the Human Resources Office by March 1. They may request to be matched with a partner or may suggest their own partner who must be a tenure teacher already on staff. If partners submit a request together, they must give rationale as to why their plan and partnership is good for student learning. They should also include the specific work schedule and the additional responsibilities. (If a teacher is seeking a partner, a description of the type of teaching and working style of a desirable partner should be submitted.) A meeting with the building principal, Assistant Superintendent of HR and the Job Share partners will be scheduled to discuss the plan. The Director of Special Education will be included if it involves a special education program.

C. Duration

Once a team for Job Sharing is established through mutual consent of administration and the Job-Sharing teachers, the teachers are reduced to part time employment and are not guaranteed full time in the future. Should either party want out, an opening would have to be available in which the teacher is certified and qualified to teach

The administration reserves the right to end any Job Share arrangement at the close of the school year. The Job Share teachers would be reassigned to available positions. Only the part time FTE would be guaranteed.

D. Responsibility

All responsibilities required of full-time teachers will be expected of both Job Share teachers (i.e., attendance at P/T conferences, in-services, staff mtgs., IEP's, dept. mtgs., Open House, etc.) To be cost neutral, extra compensation will not be given. Job Share partners must check with their building principals to discuss what meetings will be necessary for both to attend. Every effort will be made to minimize dual participation when not needed.

D. Compensation/Benefits/Scheduling

Compensation, Benefits, and Scheduling will be calculated based on the teacher's FTE.

ARTICLE XXIV
DURATION OF AGREEMENT

24.1 This Agreement shall become effective on September 1, 2025 unless otherwise specified in this Agreement and continue in effect until August 31, 2027. Upon written notice given between February 1, 2027, and June 1, 2027 this Agreement may be renegotiated for future years.

24.2 The contract year, for purposes of this Agreement, shall be deemed to be the period between September 1 and August 31.

Neither party will be obligated to enter into bargaining regarding language until the expiration of the current two-year agreement and/or until collective bargaining begins for the subsequent contract beginning with the 2027 - 2028 school year. A wage reopener has been established for the 2026-2027 school year.

An emergency manager appointed under the Local Financial Stability and Choice Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Financial Stability and Choice Act and School District Fiscal Accountability Act, 2012 Public Act 36.

GRANDVILLE EA/KENT COUNTY EDUCATION ASSOCIATION	GRANDVILLE BOARD OF EDUCATION
By_____ Local Unit President	By_____ Board of Education President
By_____ Local Unit Representative	By_____ Board of Education Secretary
By_____ Local Unit Representative	By_____ Grandville Public Schools Chief Negotiator

Dated this _____ day of _____ , 2025

SUPPLEMENTARY PROVISION TO SALARY SCHEDULE

A. For longevity purposes, the step on which the teacher was placed when the salary steps were originally adopted will be the determining factor.

B Teachers to be employed by the Grandville Public Schools with previous teaching experience may, at the Board's discretion, be given up to seven (7) years credit and placed at the appropriate step (or fraction step) on the salary schedule. The Superintendent may credit up to three (3) additional years of teaching experience in cases where the work experience, in his judgment, is related to the teaching position, providing that the Association and the Board shall be informed of such hiring.

C. Years of prior service in an annexed school shall count as half service in the Grandville system and shall be in addition to the seven (7) years of service elsewhere. (If it is to the teacher's benefit to count service in an annexed school as service elsewhere, this will be permitted.)

D. A fractional year of service in the system shall place a teacher at an appropriate sum between two steps on the salary schedule. When part-time teachers have taught part days every day or at least 50 percent of a full contract for the entire year, the teacher shall move up the salary schedule one step in the same manner as full-time teachers.

E. For those newly employed after date of this contract, allowances for full-time military service of one-half step for one full year or one step for two or more full years of military service may be allowed by the Board on recommendation of the Superintendent.

F. Teachers shall receive their contractual salary in 24 equal payments. Payments will be made on the 8th day of the month and 23rd day of the month. In the event those payment dates fall on a Saturday, Sunday or holiday, payment will be made on the prior business day.

Teachers holding positions that are paid under Schedule B and/or Schedule C shall be paid semi-monthly as a part of their regular pay (Supplemental salary/number of pay periods during the season or event).

G. Psychologists, social workers and speech and language pathologists who have earned a MA degree will be placed on the appropriate MA+30 step on the salary schedule based on their years of experience. Their hours will be the normal teacher working hours of the building(s) to which they are assigned. A part-time psychologist or social worker requested to work on a day they are not scheduled shall be paid at their regular rate or allowed compensatory time off. They are eligible for the same fringe benefits as other members of the bargaining group.

H. Bargaining unit members with a minimum of fifteen (15) years of service with the district will receive a sick leave severance bonus payment paid upon separation of service as follows;

- 1st through 100th day = $40/day
- 101st through 180th = $50/day (180 day maximum)

The sick leave severance bonus total will be capped at a maximum payout of $8,000.

I. Effective 2014-15 school year, bargaining unit members may only exit column 4 of the 2012-13 Schedule A. In other words, no bargaining unit members may enter the MA+15 column of Schedule A effective the 2014-15 school year. Bargaining unit members already in that “lane” of compensation (column 4) shall be held harmless and may remain in that column. Bargaining unit members in column 4 – the MA+15 lane – may exit, but there will be no new entries into that column.

J. In the event a substitute teacher is not available and a teacher instructs their class and a second class, the bargaining unit member will receive the Schedule C – Teaching as a sub during conference hour rate,

in addition to their normal compensation.

K. Bargaining unit members in grades kindergarten through 2nd grade (including self-contained classroom teachers) will receive up to three (3) hours of compensation at the teacher hourly sub rate for assessment/records work, per semester, payable in June and January. The building principal will provide the Human Resources Department with a list of kindergarten through 2nd grade (including self-contained classroom teachers) teachers eligible for the payment.

L. Teachers in the Young Fives program will receive a parent/teacher conference stipend of 30.49/hour for a full roster of additional students beyond half time.

M. To comply with current state statute PA 451, teachers shall receive a yearly merit payment of $100 off schedule for current school year upon earning an effective performance evaluation. The merit payment will be discontinued if legislation changes.

EDUCATION CREDIT AND PAYMENT

A. Movement to column 3 (MA) shall occur when the teacher earns a Master's degree or after having earned a Bachelor degree plus thirty (30) semester hours, of graduate, undergraduate, or continuing education credits (CEU) at the ratio of three (3) CEU's to one semester credit hour and/or State Continuing Education Clock Hours at the ratio of twenty-five (25) SCECHs to one semester credit hour, any course(s) that applies to or would enhance the teacher's assignment and is approved in advance by the Superintendent or his/her designee. Appropriate transcripts must be furnished by the teacher and the teacher must have one or more years of experience in this system and regular certification in the grades or subjects taught.

1. Movement to the MA+30 column shall occur when, after having earned a Master's degree, a teacher earns 30 additional hours of graduate credit that applies to the teacher's assignment or any graduate education course that applies to the teacher's assignment and was approved by the Superintendent or his/her designee. Appropriate transcripts must be furnished by the teacher and the teacher must have one or more years of experience in this system and regular certification in the grades or subjects taught.

2. An administrative change in the teacher's assignment shall not adversely affect the teacher's placement in column 4 and 5 of the 2012-13 Schedule A.

3. Certified Continuing Education Units (CEU's) related to the teacher's assignment or the teaching profession may be substituted for semester hours as outlined in A.1. above at the rate of three (3) CEU's for every one (1) semester hour of credit. The criteria for acceptance of CEU credits for movement to columns 4 and 5 are the same criteria as that used for longevity movement.

4. State Continuing Education Clock Hours (SCECH's) related to the teacher's assignment or the teaching profession may be substituted for semester hours as outlined in A.1. above at the rate of twenty -five (25) SCECH's for every one (1) semester hour of credit.

B. The same provision regarding institutions where such credit may be earned applies as is applied by the State of Michigan with respect to certification credit, except by special advance approval of the Superintendent.

C. Tuition Reimbursement

1. The District will provide tuition reimbursement for coursework required to complete an advanced degree in a program designed to enhance a member's professional practice in education.

2. The program must be offered through an accredited college or university as approved by the Superintendent or his/her designee. All graduate level programs must be approved by the Superintendent or his/her designee. Documentation of program acceptance by the college or university is required prior to reimbursement. Members may not begin a program that qualifies for reimbursement until they have completed one full year of employment at Grandville Public Schools.

3. All requests for reimbursement must have prior approval from the Superintendent or his/her designee to be eligible for payment.

4. Reimbursement will occur after the member has successfully received a grade/credit for the course. Evidence of successful completion must be in the form of a grade report or transcript.

5. The annual reimbursement amount will be capped at $50,000. The district will reimburse for completed coursework in the second pay period of January and July as detailed below.

a) Classes completed from July 1 – December 31 will be paid in the second pay in January. If the total amount to reimburse is less than $25,000, the courses will be reimbursed in full and additional money will be carried over to the January 1 – June 30 window. If the total amount to reimburse is greater than $25,000, the district will divide the total credits earned by $25,000, calculate the ratio of cost per credit and payout per credit, and pay each employee based on the overall ratio per credit cost and total out of pocket for the employee.

b) Classes completed from January 1 – June 30 will be paid in the second pay in July. If the total amount to reimburse is less than $25,000, the courses will be reimbursed in full and additional money will be returned to the general fund. If the total amount to reimburse is greater than $25,000, the district will divide the total credits earned $25,000, calculate the ratio of cost per credit and payout per credit, and pay each employee based on the overall ratio per credit cost and total out of pocket for the employee

2025-26 SCHEDULE A

Step	BA	BA+30/MA	MA+15	MA+30
1	$ 50,904	$ 55,270	$ 55,746	$ 58,003
2	$ 52,365	$ 57,089	$ 57,478	$ 59,705
3	$ 53,837	$ 58,893	$ 59,310	$ 61,624
4	$ 55,318	$ 60,702	$ 61,147	$ 63,549
5	$ 56,810	$ 62,519	$ 62,993	$ 65,482
6	$ 58,313	$ 64,344	$ 64,846	$ 67,422
7	$ 59,849	$ 66,222	$ 66,730	$ 69,371
8	$ 61,498	$ 68,110	$ 68,749	$ 71,585
9	$ 63,159	$ 69,946	$ 71,148	$ 74,619
10	$ 65,432	$ 73,160	$ 74,405	$ 78,023
11	$ 68,758	$ 76,758	$ 77,833	$ 81,393
12	$ 71,427	$ 80,403	$ 81,228	$ 84,649
13	$ 72,953	$ 83,729	$ 84,672	$ 88,321
14	$ 73,217	$ 86,023	$ 86,923	$ 90,600
15	$ 73,480	$ 86,582	$ 87,672	$ 91,562
16	$ 73,744	$ 87,140	$ 88,421	$ 92,525
17	$ 74,007	$ 87,699	$ 89,171	$ 93,487
18	$ 74,272	$ 88,279	$ 89,950	$ 94,488
19	$ 75,156	$ 88,838	$ 90,460	$ 94,967
20	$ 76,351	$ 89,397	$ 90,980	$ 95,466
21	$ 77,249	$ 90,381	$ 91,709	$ 95,964
22	$ 78,154	$ 91,831	$ 92,665	$ 96,461
23	$ 79,268	$ 93,458	$ 93,896	$ 97,339
24	$ 80,187	$ 94,896	$ 95,306	$ 98,768
25	$ 81,417	$ 96,651	$ 97,049	$ 100,553
26	$ 82,350	$ 98,116	$ 98,521	$ 102,080
27	$ 83,292	$ 99,639	$ 100,156	$ 103,877
28	$ 84,241	$ 102,392	$ 103,000	$ 106,903
29	$ 85,119	$ 103,599	$ 104,205	$ 108,146
30	$ 86,007	$ 104,817	$ 105,421	$ 109,397

- A wage reopener has been established for 2026-2027 per this agreement.

SCHEDULE B 2025-26

SPORT/POSITION	1	2	3	4	5
FOOTBALL					
Head Coach	6366	6761	7163	7561	7957
Assistant (4)	4190	4457	4716	4980	5241
JV Head Coach	4190	4457	4716	4980	5241
JV Assistant	3964	4210	4453	4707	4955
9th Grade Head Coach	3879	4122	4368	4609	4850
9th Grade Assistant	3696	3928	4158	4387	4617
BASKETBALL					
Head Coach	6366	6761	7163	7561	7957
Assistant	4022	4277	4529	4775	5026
JV Head Coach	4022	4277	4529	4775	5026
9th Grade	3842	4081	4322	4560	4798
HOCKEY					
Head Coach	5385	5717	6054	6379	6715
Assistant (2)	3386	3596	3815	4022	4235
SWIMMING					
Head Coach	5322	5657	5989	6318	6652
JV Head Coach /Assistant	3386	3596	3815	4022	4235
Diving Coach	3386	3596	3815	4022	4235
SOFTBALL, BASEBALL					
Head Coach	5034	5121	5423	5720	6023
Assistant	3595	3823	4070	4270	4496
JV Head Coach	3595	3823	4070	4270	4496
9th Grade	3089	3285	3362	3667	3865
TRACK					
Head Coach	5034	5121	5423	5720	6023
Assistant (2)	3595	3823	4070	4270	4496
GOLF/TENNIS/WATER POLO/INDOOR TRACK/CROSS COUNTRY					
Head Coach	3815	4055	4291	4532	4769
JV Head Coach/Assistant	2820	2994	3169	3343	3525
SOCCER					
Head Coach	3815	4055	4291	4532	4769
Assistant	1909	2025	2146	2264	2385
JV Head Coach	2820	2994	3169	3343	3525
9th Grade	2126	2256	2393	2527	2660
COMPETITIVE CHEER					
Varsity	5650	5879	6223	6570	6919
Assistant	2768	2938	3111	3285	3459
JV Head Coach	3691	3922	4158	4387	4617
Freshman	2955	3140	3329	3509	3691
FALL FOOTBALL SIDELINE CHEER					
Varsity	3815	4055	4291	4532	4769
Assistant	1909	2025	2146	2264	2385
JV Head Coach	2820	2994	3169	3343	3525
Freshman	2126	2256	2393	2527	2660
WINTER BASKETBALL SIDELINE CHEER					
Varsity	2590	2678	2769	2857	2946

JV Head Coach	2006	2067	2133	2190	2247
Freshman	1944	2000	2059	2113	2171
WRESTLING					
Head Coach	5650	5879	6223	6570	6919
Assistant	3691	3922	4158	4387	4617
JV Head Coach	3691	3922	4158	4387	4617
VOLLEYBALL					
Head Coach	5322	5658	5989	6318	6652
Assistant	3386	3596	3815	4022	4235
JV Head Coach	3386	3596	3815	4022	4235
9th Grade	2928	3110	3292	3477	3656
BOWLING/DANCE					
Head Coach	2820	2994	3169	3242	3525
JV Head Coach/Assistant	2182	2265	2358	2447	2540
RUGBY/POWERLIFTING/FIELD HOCKEY/FLAG FOOTBALL					
Head Coach	3815	4055	4291	4532	4769
LACROSSE					
Head Coach	3815	4055	4291	4532	4769
Assistant	2820	2994	3169	3343	3525
JV Head Coach	2820	2994	3169	3343	3525

MIDDLE SCHOOL COACHING					
Head Coach Average	2611	2772	2938	3111	3261
Assistant Coach Average	1906	2074	2234	2319	2440

Middle School Coaching Roles

- Basketball and Volleyball (2 Coaches each grade)
- Track (2 Head Coaches and 2 Assistants)
- Wrestling and Swimming (1 Head Coach and 1 Assistant)
- Soccer (1 Coach each grade)
- Cross Country, Tennis, and Competitive Cheer (2 Head Coaches)
- Dance (1 head coach)

- A wage reopener has been established for 2026-2027 per this agreement

SCHEDULE C 2025-26

	1	2	3	4	5
CLASS SPONSORSHIP					
9th Grade	862	918	967	1024	1075
10th Grade	862	918	967	1024	1075
11th Grade	1430	1521	1612	1702	1796
12th Grade	1566	1662	1760	1859	1953
INSTRUMENTAL MUSIC					
High School (including band camp)	6525	6936	7342	7748	8157
High School Assistant	4133	4379	4637	4895	5155
Middle School	3188	3461	3720	4003	4273
Middle School Assistant	2099	2254	2413	2566	2732
String Instruments	2239	2380	2518	2661	2797
String Instruments Assistant	1492	1587	1677	1772	1865
High School Jazz Band (2)					1153
Middle School Jazz Band	735	797	856	918	980
Flag Corp.					834
VOCAL MUSIC					
High School	2262	2407	2549	2689	2830
Middle School	1462	1550	1637	1727	1823
Elementary	981	1030	1081	1135	1191
NEWSPAPER - High School					
High School w/o class	2007	2135	2259	2385	2510
High School 1 Class/1 Semester	1510	1608	1701	1796	1877
High School 1 Class/2 Semesters	1013	1075	1141	1203	1267
YEARBOOK					
High School w/o class	2859	3039	3216	3392	3578
High School 1Class/1 Semester	2149	2286	2417	2552	2688
High School 1 Class/2 Semesters	1439	1517	1620	1711	1806
Middle School	688	737	778	829	920
SCIENCE OLYMPIAD					
High School - Head w/o class	2296	2418	2544	2670	2793
High School Assts (2)	1144	1207	1273	1334	1399
Middle School - Head w/o class	2296	2418	2544	2670	2793
Middle School Assts (2)	1144	1207	1273	1334	1399
INTRAMURALS					
Per semester	671	715	754	799	836
STUDENT COUNCIL					
High School	2087	2192	2299	2406	3774
Middle School	1807	1913	2018	2126	2238
Elementary (Per building)					330
ELEMENTARY SAFETY PATROL					
Per building					661
ELEMENTARY ART SHOW/VICTORY DAY					
Per Show					500
5TH/6TH GRADE CAMP					
Per overnight stay					132

PLAYS (MAXIMUM 3)					
High School					2791
High School Tech Asst.					1045
Middle School Director					2791
MUSICAL					
High School					2791
High School Assistant					1045
High School Tech Asst.					1045
FIRST ROBOTICS					
High School w/o class	2298	2420	2545	2668	2793
High School w/class	1122	1207	1273	1334	1399
VIDEO PRODUCTION					
High School					1399
DEPARTMENT HEAD - High School					2005
DEPARTMENT HEAD MS & SST CHAIR K-6					1584
VERTICAL TEAM CHAIR					790
NOON LUNCH/GYM					23.25/hr
SUMMER SCHOOL					32.12/hr
TEACHING AS SUB DURING CONF HOUR = MA30 Step 1 Hourly Rate					45.28/hr
BUILDING LEADERSHIP COMMITTEE					35.54hr
MS/HS CLUB SPONSORSHIP – See Below					

- $720 - Monthly Club Meetings (Full Year) or Bi-Monthly Club Meetings (1/2 Year)
- $1440 – Bi-Monthly Club Meetings (Full Year)
- $500 – Additional Compensation for Community Service Tracking, Event Planning, Attendance

- A wage reopener has been established for 2026-2027 per this agreement

GRIEVANCE REPORT FORM
GRANDVILLE EDUCATION ASSOCIATION

Grievance # _____

Grandville Public Schools/Kent County Education Association

Name of Grievant Building Assignment Date Filed

Level I (Building Conflict Resolution Team/Supervisor)

A. Date cause of grievance occurred
_____

B. Specific article/law/rule/regulation violated
_____
_

C. Statement of grievance:
_____
_____
_____
_____
_____
_____
_____

D. Remedy requested:
_____
_____
_____
_____
_____
_____

_____
Signature of Grievant Date

_____
Signature of Association Representative Date

E. Date of initial meeting with supervisor:
_____

F. Disposition (Supervisor)
_____
_____

_____
_____

_____
Signature of Supervisor Date

G. Disposition of Grievant

_____
_____
_____
_____

_____
Signature of Grievant Date

_____
Signature of Association Representative Date

Level II

A. Date of Meeting with the Assistant Superintendent-Human Resources _____-
_____

B. Disposition (management):

_____
_____
_____
_____
_____
_____

_____
Signature of Assistant Superintendent – Human Resources Date

C. Disposition of Grievant

_____
_____
_____

_____
Signature of Grievant Date

_____
Signature of Association Representative Date

D. Date Received by Association Grievance Committee:

_____

E. Disposition of Association Grievance Committee

_____
_____
_____

_____
_____
_____

_____
Signature of Association Representative Date

Level III

A. Date of Meeting with the Superintendent
_____

B. Disposition (management):
_____
_____
_____
_____

_____
Signature of Superintendent Date

C. Disposition of Grievant
_____
_____
_____
_____

_____
Signature of Grievant Date

_____
Signature of Association Representative Date

C. Date Received by Association Grievance Committee:

_____

E. Disposition of Association Grievance Committee
_____
_____
_____
_____

_____
Signature of Association Representative Date

Level IV
Binding Arbitration

A. Date Appealed to Arbitration_____

BOARD OF EDUCATION
DISTRICT ADMINISTRATION
APPROVAL
ADDENDUM II
District School Improvement
District School Improvement Team
-Articulates mandates, plans, and initiatives
-The body of which all curriculum proposals flow through
-Completes district improvement plan and self-evaluation
Building School Improvement
Building School Improvement
Sets building goals, completes plan
-Conduit between building and district SIP
-Conduit between building SIP and vertical teams
-Conduit between building SIP and G.L.s/Dept.'s
THE WORK
1. What do we expect students to know and be able to do?
2. How will we know that they have learned it?
3. How will we respond when they have not learned it?
4. How will we respond when they already know and are able to do it?
Grade Level or Department Teams
Grade Level /Department Teams
-Where the work of the 4 essential questions resides
-Provide feedback to vertical representatives
-Focus on collaboration within the grade level
-Focus on a common understanding and sharing of strategies
Vertical Curriculum Teams
Vertical Teams
-Articulation of curriculum in grade level and among grade levels
-Facilitate "the work" of the grade levels
-Conduit between vertical teams and grade levels
-Representative for proposals to district SIP
THE CURRICULUM PROCESS
GRANDVILLE PUBLIC SCHOOLS

GEA Letter of Agreement 9/30/2025 – Schedule C Addition

Addition to Schedule C roles. During negotiations, the District and the Association agreed to Schedule C adjustments through an open dialogue intended to adequately compensate staff who lead activities outside of their regular teaching roles. After reviewing the club sponsorships within Oakestown Intermediate, it is clear that the staff there need to be included as part of Schedule C.

House Leaders will be added to the table as a stand-alone item. Staff in these roles were compensated in alignment with the Middle School Department Chair in the 2024-2025 school year. Going forward, the District and GEA agree that the work of House Leader most directly aligns with the 12th Grade Class Sponsorship work load. As such, each house will be allocated the same amount as the 12 Grade Class Sponsorship role.

Oakestown clubs, approved in advance by the building administration, will be paid a flat rate of $720 for a year and $360 for a half year. This will be revisited in future negotiations.

Grandville Public Schools
John Philo, Assistant Superintendent of Human Resources

Grandville Education Association
Troy Ungrey, President


3/4 oz