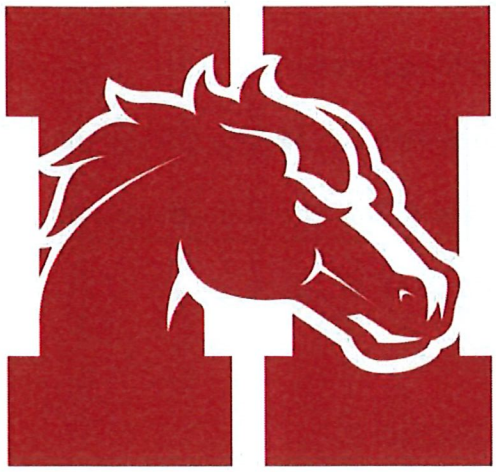

MASTER AGREEMENT

between

HOLLY AREA SCHOOLS BOARD OF EDUCATION

and

THE HOLLY EDUCATION ASSOCIATION MEA/NEA

2025-26

2026-27

2027-28

Expires: June 30, 2028

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This Agreement is entered into this September 8, 2025, by and between the Board of Education of the Holly Area Schools, Holly, Michigan, hereinafter called the "Board" and the Holly Education Association, MEA/NEA, hereinafter called the "Association."

ARTICLE I
RECOGNITION

A. The Board hereby recognizes the Association as the exclusive bargaining representative for all certified teachers, including Broncho Virtual Teachers/Mentors, under contract, including non-tenure track staff, such as school guidance counselors, school social worker(s), school speech and language pathologists and school psychologists, but excluding the superintendent of schools, the assistant superintendents, director of instructional programs, administrative assistant(s), principals, assistant principals, special education director, athletic director, substitute teachers, community education teachers, adult education teachers, operational support specialist or any acting administrator from outside the bargaining unit. In the event that a bargaining unit member is selected as an acting administrator, the member will remain in the bargaining unit for a period of time not to exceed 90 school days, without prior consultation with the Association. Bargaining unit members selected as administrative interns will remain in the bargaining unit. Salary, benefits, and seniority shall continue uninterrupted.

B. The Board agrees not to negotiate with any teacher or teacher organization other than the Association for the duration of this Agreement.

C. The term "teacher", when used herein, shall refer to employees included in the unit for bargaining. The terms "tenured" and "non-tenured" track may be used herein to refer to groups of teachers, if needed.

ARTICLE II

ASSOCIATION MEMBERSHIP

A. The Board and the Association agree that every member of the recognized bargaining unit shall have the right freely to join or leave the Association.

B. This Article shall become effective on August 1st of the school year the Association notifies the Superintendent in writing of its intent to implement payroll deduction of Association dues. The District shall not under any circumstance collect Political Action Committee ("PAC") contributions.

C. A member of the Association or an employee who has applied for membership may deliver to the employer a signed form authorizing the payroll deduction of dues. Said authorization if received in a hard copy signed form or an electronically signed form provided by the Association shall be accepted and processed by the Employer. The Employer shall process payroll deduction forms received from members according to the standards and practices of the District.

1. To be eligible for dues deduction for the school year, current teachers must submit a payroll deduction form by September 10th.
2. Any teacher who is working their first year at Holly Area Schools and is starting on or after the first teacher reporting day shall be eligible for payroll dues deduction with two weeks written notice.
3. Such authorizations shall continue in effect from year-to-year unless revoked in writing by the member. Members requesting cancellation of dues deduction may do so at any time by providing written notice to the Superintendent or designee. Superintendent or designee will notify the Association President of such payroll deduction suspension.
4. Cancellation of dues deduction does not terminate membership in the Association.

D. Pursuant to such authorization, deductions will be made in equal amounts from the pay checks of the bargaining unit employee. Such deductions will begin in the first pay check in September, or the second pay check after authorization has been given, and ending in the second pay check of June each year. Upon receipt of authorized payroll deductions for Association dues, the Employer shall transmit these payments to the Michigan Education Association according to the standards and practices of the District.

E. Accompanying the distribution of payments will be a report indicating the specific dues amounts attributable to each employee with the employee's name, and employee ID.

F. In the event that the District has a complaint or claim against it regarding dues deduction, the Association agrees to indemnify and save the Board, its agents, and each individual school board member, harmless against all costs, claims, demands, suits, or other forms of liability that may arise out of or by reason of action by the Board for the purpose of complying with the agreement to deduct membership dues set forth above. Further, the District shall be held harmless for the assessment and collection of union dues and the imposition of any penalties related to an employee's non-payment of union dues. The District will cooperate with the Association's legal counsel in the defense of any claim.

ARTICLE III
ASSOCIATION AND TEACHER RIGHTS AND RESPONSIBILITIES

A. The Association shall have the use of buildings for meetings. Such meetings must be pre arranged with the administration by completing a building use request form unless the meeting is held in an Association member's classroom and no other use is prescheduled.

B. Thirty (30) days per year for Association business shall be allowed with not more than three (3) consecutive days being used by any one individual per occurrence. Notice of leave must be submitted to the building principal via the absence reporting system.

Regularly scheduled release time for the Association President will be arranged in consultation with the building principal. For any days used past the allotted 30 the Association will reimburse the employer the full cost of the substitute teacher. Such time shall not be used for picketing, and/or support of activities connected with a strike or other illegal activities. Additional days may be added during contract negotiations at the discretion of the Superintendent.

In the event an officer of the Association or representative is required by the Board or the administration to leave their teaching station during the normal school day, the administration will provide a substitute and this time will not be charged against the Association business days. The definition of a substitute will be determined by the Board.

C. Representatives of the Association may use any communication technology for Association business during the school day as long as such usage does not interfere with teaching or normal school operations. There is no expectation of privacy with such communications.

D. The Board will furnish the Association reasonable requests for public information.

E. The Association may request to be placed on the Board Agenda through the superintendent of schools. Grievances will follow the grievance procedure as outlined elsewhere in this contract, and that the Association must first utilize the proper channels of communication before matters may be properly brought before the Board.

F. One (1) bulletin board shall be furnished per school for use of the Association. The Association will control the use of these boards. Reasonable judgment will be used in the selection of materials to be posted.

G. Teachers will not be prevented from wearing insignia or other identification of membership in the Association on school premises. Good and reasonable judgment shall be considered by the Association.

H. Teachers can work in their school buildings after school and during vacations on matters relating to their job responsibilities. Teachers shall follow district and building policy regarding the use of facilities.

I. Building policy will govern the use of telephones for personal and school business.

J. Insofar as it does not affect the performance of a teacher or the operation of the school, the private and personal life of any teacher is not within the appropriate concern of the Board.

K. It is the responsibility of all teachers to provide quality education. This requires careful daily preparation and self-improvement.

L. All teachers shall have lesson plans prepared in advance for the guidance of substitute

teachers according to building policy.

M. Teachers are expected to exercise the same concern and control over all students regardless of the fact that they may or may not be directly under their classroom supervision.

N. Teachers will attend the following meetings unless they are excused with prior approval by their Principal/Supervisor.

1. Graduation, senior high school teachers only

2. Open houses, K-8 teachers only

3. Principals will schedule no more than 24 staff meetings per year. Each meeting will generally not exceed 45 minutes. Some of the meetings may be virtual and others will be in-person. Attendance is required at the meetings

4. Parent-teacher conferences

O. The District will provide reasonable break time for an employee to express milk for her nursing child up to one year after the child's birth. The district will provide a place for employees to express milk, other than a bathroom, that is shielded from view and free from intrusion by coworkers and the public. At least five (5) workdays prior to needing such break time, the employee will propose to her principal/supervisor a written plan for such break time including when it should occur with every effort being made to schedule it during non-instructional time. In the rare event that such break time needs to occur during the instructional time, the employee's proposed plan will include a suggestion for the person(s) who would cover the teaching assignment so that milk can be expressed.

ARTICLE IV
CERTIFICATION AND PROFESSIONAL DEVELOPMENT

A. It is the sole responsibility of the association member to maintain current professional credentials including, but not limited to, state certification, endorsements, and highly qualified status. Renewal documentation must be submitted to the district prior to expiration.

B. Annual Professional Development Requirements

1. All certified personnel and professionals shall be required by state law to complete their annual professional development (30 hours) for any given school year by June 30.

2. All parties recognize the importance and power of professional collaboration. As such, association members are expected to attend all district and building level professional development days during the instructional year. Probationary

teachers shall, and other teachers may, attend the summer academy. Individuals shall submit to their principal/supervisor a Doctor's note for use of sick time or medical appointment on a professional development day except that in the event that an individual misses professional development hours/days due to personal illness or illness of a family member but there was no related Doctor's visit, the individual shall provide their principal/supervisor a personal written note or email explaining that the individual or a family member was ill. Principals/supervisors and/or Central Office Administrator may approve an absence on a professional development day for extenuating circumstances not pertaining to illness. If the District does not meet the minimum teacher attendance requirement as determined by MDE, a date(s) will be added to the calendar year.

3. For those professionals with less than a full-time position, the required thirty (30) hours of annual professional development shall remain.

4. In the event that an association member is unable to complete the required 30 hours of professional development by June 30 of the current school year, an equivalent amount of per diem pay will be deducted from the employee's first pay in August of the same calendar year.

C. Approved Professional Development Activities

1. All district or building sponsored professional development will meet the 30-hour annual requirement.

2. Non-district sponsored professional development may meet the district and state (Appendix B) requirements but require prior approval from the building administrator or the Assistant Superintendent of Curriculum & Instruction.

3. Graduate coursework may not be used to fulfill the 30-hour annual requirement

D. Probationary Requirements

1. For one (1), two (2), and three (3) year probationary teachers, two days of attendance is required at the district teacher academy prior to the first day of school. These two (2) days count toward the 90 hours required of probationary teachers. Additional days of attendance, if offered, may count toward the 30 hours' annual requirement.

2. Newly hired certified professionals who have achieved tenure in another Michigan school district prior to employment with Holly Areas Schools, shall only be required to obtain the thirty (30) annual professional development hours. Further, the two-day academy, which occurs prior to the first teacher day of the school year, shall be mandatory and attendance will not count toward the thirty (30) annual requirements for the first year of probation only.

ARTICLE V
PROFESSIONAL COMPENSATION

A. The basic salaries of teachers are set forth in Schedule A attached. Such salary schedule shall remain in effect during the life of this Agreement. Salary and leave days will be prorated based on the portion of the year worked.

B. Broncho Virtual Teachers/Mentors will have the first opportunity to serve as a summer school Virtual Teacher/Mentor. Additional calendars of summer school are compensated at the Schedule C rate.

C. This section only applies to "on staff coaches", that is those holding positions within this bargaining unit. Extra-curricular salaries will be as set forth in Schedule B attached.

1. Extra-curricular positions are voluntary and appointments are made annually by the superintendent and are not to be construed to provide tenure in a position as a result of annual appointments.

2. The procedure of evaluation and letter of appointment for all athletic extra-curricular activities to be offered shall be as follows:

   a. The Board-designated administrative supervisor will evaluate all coaches. The coaches will receive these evaluations at a conference scheduled after the end of the season or the end of the year, whichever comes first. The coach may attach a letter stating objections to the evaluation within three (3) days after receiving the evaluation.

   b. Letters of appointment for each activity, with job descriptions attached, will be offered to those employees to be re-hired five (5) weeks after the end of the season or the end of the year, whichever comes first. Letters of appointment will state salary, weeks of employment, and payment options, including options to minimize federal and state tax payments.

   c. In the event that the Superintendent does not reappoint a coach, that coach shall receive a letter stating specific reasons. This letter shall be given at the same time that letters of appointment are distributed. Letters of appointment/non-appointment will be offered after:

      1) A written evaluation is made by the Board designated administrative supervisor.

      2) A conference is held between the Board designated administrator and the coach.

      3) The evaluation is offered for signature and dated by the

coach. A copy of the evaluation will be furnished on request to the coach responsible for the activity.

3. Letters of appointment must be returned to the superintendent not later than two (2) weeks after the letter is issued. Letters of appointment returned unsigned will be considered as a rejection of such appointment.

4. New or open extra-curricular positions and pay for them will be posted by the Association after being notified by the superintendent. Candidates for the position from the Association with the most experience and best qualifications will be given preference.

5. If an appointment is refused and the superintendent can find no qualified replacement within or outside the bargaining unit, the Association may be asked to submit recommendations to ensure that the program or activity will be offered to students.

6. The procedure for appointment for all non-athletic extra-curricular activities shall be as follows:

   a. The building administrator will conduct an annual review of all non-athletic extra-curricular activities.

   b. Requests for extra duty contracts, including position, payment amount, and duties, will be provided to the employee prior to the start of the extra duty.

7. The Board of Education maintains the right to establish and cancel all extra-curricular activities or positions.

8. The procedure for a teacher establishing new extra-curricular activities shall be as follows. At the request of a teacher the Association will assist in this process.

   a. A description of the activity and a list of goals and/or objectives shall be submitted to the teacher's building principal and the Association.

   b. A job description shall be written in accordance with the format for same.

   c. The principal shall submit the request for the new activity for approval by the superintendent and the Board of Education. New activities may be initiated through this process by a teacher.

   d. If the activity receives Board approval, the opening for the coach or sponsor will be posted and a salary set by the administrator for the first year of the activity. The coach or sponsor will submit a written evaluation to the administration at the end of the first season or year, whichever comes first.

The principal shall also evaluate all new activities and recommend to the superintendent the continuation or discontinuation of the new activity. If the Board determines that the activity is to be continued, the salary will be negotiated as part of the Master Agreement.

9. Extra-curricular files, including evaluations, etc. shall be kept separately from a teacher's personnel file, and the teacher(s) shall promptly receive a copy of any material placed in such file. Teachers can review their own file in the presence of an administrator or a person designated by the administration. The teacher may request a representative of the Association to be present at such review. Confidential credentials shall be excluded from review.

D. Experience Credit.

1. Experience credit and regular increments, up to one (1) year, shall be given for leaves of absence without pay that may be granted upon written application by the Board of Education for:

   A. educational improvement

   B. study, research or special training assignment

   C. health or illness

2. Administrators who are transferred to a teaching position will be allowed credit on the salary schedule for Holly administrative experience in addition to teaching experience in accordance with this section. They will be paid according to the teacher's salary schedule.

   NOTE: Seniority and salary schedule credit may not be identical and are not to be interpreted or applied in the same fashion; see Article XXIV E.

3. Regular increments will be added to each teacher's contract for each full year of teaching in the Holly Area Schools as reflected in Schedule A pursuant to PA54 of 2011. Schedule advancement will not occur if the individual is rated "Needing Support" in their prior school year year-end evaluation.

4. Teachers with public school teaching experience may be granted up to four (4) years of experience. If the superintendent deems the position difficult to fill, the superintendent may grant additional experience. Such postings will offer additional experience credit.

5. Any teacher who has taught on a half-day (1/2) schedule or more shall be given a full year's credit for that year of teaching experience. If the teacher remains in a half-time or greater position, the salary shall be computed in

the following fashion: If the teacher has taught five (5) years in a half-time position, the teacher will be placed on the fifth step of the forthcoming school year and will receive one-half (1/2) of that figure. If said teacher would become a full-time teacher, the teacher would receive the full amount stipulated by the particular step. If a classroom teacher teaches less than half-time (1/2), placement on the salary schedule will be determined in the following manner: Two (2) years of less than half-time (1/2) teaching experience will earn one (1) step on the salary schedule.

E. Salary Deductions

When it becomes necessary to deduct from a teacher's salary because of absence or tardiness, the amount to be deducted shall be on a per diem or prorated hourly basis.

Per Diem rate shall be computed by dividing the contract amount by the number of teacher days. The hourly rate shall be the daily rate divided by seven and one-half (7 1/2) hours.

F. All teachers shall have 100% of their wages paid through direct deposit at a financial institution of their choice.

Teaching salaries will be paid in twenty-four (24) equal installments on the 10th and the 25th of each month. The schedule of pay dates for the year shall be published to teachers by the start of each school year. Paydays that would occur on a bank holiday or weekend will be paid on the weekday immediately preceding the scheduled payday.

G. In the event of a verified overpayment of wages or benefits under the terms of this agreement, the district may payroll deduct the overpayment as a condition of this contract pursuant to the authority set forth in MCL 408.477.

H. Teachers required to substitute during their normal preparation or conference time will be reimbursed according to Schedule C.

I. Compensation for curriculum development outside the contract day or school year shall:

1. Be compensated as set forth on Schedule C;

2. Be voluntary;

3. Be approved by the Executive Director of Education Services, including:

   a. Project goals and tasks

   b. Project budget

J. To be eligible for the lane advancement on the salary schedule (BA+18, MA, or MA+30), the bargaining unit member must complete graduate level courses (at least 500 level) in a planned education program designed towards an advanced degree in an education related field. Teachers who submit approved coursework from an accrediting college or university will be placed for advancement after submitting proof of credits earned. Evidence must be submitted within two (2) weeks after the start of the school year or by January 30th.

The district agrees to make a **one-time exception** for eligible bargaining unit members who were enrolled in continuing education professional development course/hours taken through Andrew's University and/or Drake University prior to August 1, 2022 and completed by December 30, 2022 to substitute for "semester hours beyond the Master's Degree" and be eligible of the Schedule A lane change to MA+30.

These are one-time exceptions. The exceptions allowed in this agreement for lane changes are non-precedent setting and cannot be used as evidence of a district past practice or policy.

K. The District values continuous learning allowing employees to develop into master teachers. One measurement of master teaching is earning the National Board Certification for the field of teaching. National Board Standards are developed by committees of outstanding educators who are broadly representative of accomplished professionals in their field. These Standards include the Five Core Propositions that set forth the profession's vision for accomplished teaching. Any bargaining unit member currently in the MA salary schedule lane who successfully completes the certification process for National Board Certification shall move to the MA+30 salary schedule lane.

The Bargaining Unit member must maintain the National Board Certification to continue in the MA+30 salary schedule lane. Bargaining Unit Members assigned as social workers, school psychologists, or speech and language pathologists who hold National Certification in their respective fields (C-SSWS – school social worker; NCSP – school psychologists; ASHA – Speech/Language pathologists;), shall also apply to this advancement.

Speech pathologists, school psychologists, social workers and School Counselors whose licensure and certification includes graduate programs that consist of sixty (60) or more credits will be placed on the MA+30 lane of the pay schedule.

- If the above member's program did not require 60 graduate credits, they may take additional graduate courses (preapproved in writing by the superintendent or designee) tied to their certification area to reach 60 credits. Once they have completed at least 60 graduate credits and submitted official transcripts to human resources, they will be placed on the MA+30 lane of the pay schedule.
- If the above members completed additional applicable graduate credits are tied to their certification area prior to this Agreement, they will be automatically granted approval.

L. Attendance Incentive Stipend. Bargaining Unit members who do not use any sick or personal leave days (not to include Bereavement Leave or Jury Duty) in a Trimester period will receive a payment of $125.00 for that Trimester period. Any Bargaining Unit member with zero "0" leave days for the entire school year would receive an additional $125, which would be $500 for the entire year with no absences. The stipend will be paid no later than June 30th of each year.

ARTICLE VI
TEACHING HOURS

A. The teaching year will be equitable in teaching hours for all full-time teachers as reflected in the calendar. The teaching day shall be defined as the number of continuous hours a teacher is required to work within the district. No teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of a pupil's regular school day. Except in an emergency when additional supervision may be needed, teachers shall be permitted to leave fifteen (15) minutes after the end of the student day. Teachers are encouraged to remain for a sufficient period after the close of the teaching day to attend to those matters which properly require attention at that time including consultation with parents when scheduled directly with the teacher. On a delayed start or early release in-service day, teachers will work their regular teaching day.

Broncho Virtual Teachers/Mentors follow the same district teacher calendar as HEA in-person Teachers. Virtual Teachers/Mentors will be required to report in-person to work each day. The teaching year will be equitable in teaching hours for all full-time teachers as reflected in the calendar. The teaching day shall be defined as the number of continuous hours a teacher is required to work within the district. No teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of a pupil's regular school day. The start and end time of the virtual day is determined by the scheduling supervisor and is subject to change based on student registration and enrollment.

B. Except under emergency conditions and when teachers have other assignments, all teachers will have a duty free uninterrupted lunch period for a minimum of thirty (30) continuous minutes.

C. All teachers will be provided time for preparation during their work day. A preparation period shall be used for the Teacher's professional preparation of their duties , for example including but not limited to preparation of instructional materials, correction of papers and tests, meeting with administrators, parents, students and teachers which are instructional in nature. When it is necessary for administrators to schedule parent meetings, teachers will be consulted concerning their availability. Administrative use of preparation time shall be limited to no more than 20% of assigned preparation time on a daily or weekly basis.

1. In the event that a Teacher is directed by administration or designee to substitute on their preparation period, they will be paid for the period according to Schedule C.

D. Every attempt will be made by administration to provide preparation time to teachers in 25 minute blocks of time. If building(s) student schedules are modified for economic or educational reasons, total preparation time for teachers shall remain the same or comparable to their present weekly prep time (275 minutes). In order to implement an innovative building instructional program/project approved by the School Improvement Team and the building administrator, teachers involved in this program/project may choose to alter the 275 minutes of planning time per week, as long as each teacher receives an average of at least 275 minutes per week over a two-week period.

E. A teacher may voluntarily accept in their schedule a teaching assignment in place of his/her daily preparation time at a rate of $150 per student per trimester. It is understood that:

1. All voluntary teaching assignments will take place in front of students during the school day.

2. Teaching assignments in lieu of preparation time are strictly voluntary.

3. Building administration will notify teachers of possible teaching during preparation period opportunities prior to completing the master schedule building process.

4. Teachers will notify building administration if interested in accepting a teaching assignment in lieu of preparation time in a timely manner.

5. This process will be reviewed annually through the term of this agreement.

F. Recess, dismissal and lunch duties will be assigned equitably to all professional staff. Recess and lunch duties are not supervisory and will be on an on-call basis. When teachers choose to provide recess to students, other than any available recess supervised by noon-recess assistants, they will assume full responsibility for the supervision of students. This may include a cooperative shared responsibility among several teachers approved by the building administrator.

G. High School Teachers who are instructing an independent study or established course that does not fit within a student's schedule concurrently with the Teacher's regularly scheduled course or preparation period will be additionally compensated at a rate of $130 per accommodated student per trimester. High School Teachers who are supervising online learning during preparation period or while instructing a scheduled class with a different curriculum concurrently will be compensated at a rate of $65 per student per trimester. This compensation does not apply to combined curriculum courses as determined by the superintendent or designee, after consultation with the Contract Maintenance Committee.

Elementary and high school teachers who are teaching a split class will receive a stipend of $250 per trimester.

H. In the spirit of collaboration no time may be added to the teacher work day without prior discussion between administration and the association.

First year teachers to the district will be compensated according to Schedule C for their participation in up to six (6) hours scheduled workshop sessions to be held after school during the school calendar year.

ARTICLE VII
TEACHING CONDITIONS

A. The Board and administration will make every effort to limit class sizes as follows:

Young 5's	16 student average per day
Grades K – 2	26 students average per day
Grades 3 – 5	30 students average per day
Grades 6 –12	30 students average per period per day

This is exclusive of special classes that can customarily handle more than the above, i.e., high school gym, vocal music, instrumental music, etc.

B. Class sizes for K-12 (non-virtual classes) will be determined at the end of the sixth (6) week of each trimester. If class sizes exceed the class size limits, the affected teacher will be compensated as follows:

Young 5's-5	$150/trimester per student over the limit
6-12	$50/trimester per student over the limit

C. The building administrator will forward to the business office a list of classroom teachers eligible for Class Size compensation, along with the number of students above the limit.

D. Within any K-8 building, a grade level or a team may choose to flexibly schedule students and exceed class size limits. Article VI.C. would not be applicable if the majority of teachers and the building administrator involved agreed to such a variance. Copies of the written agreement would be forwarded to the HEA President and the Superintendent.

E. The Board will strive to limit the number of students in Specials (Young 5's-5) and Science, Industrial and Practical Arts (6-12) by the number of teaching stations available.

F. The Board will annually establish a budget for teaching supplies. Building Administrators

will provide each teacher and department with an annual budget.

G. Teachers who have been assigned mainstreamed special education students will receive a complete list of special needs students and their disability areas within the first week of the school year. Subsequently, each trimester teachers will receive an updated tracker form, if necessary, from the caseload teacher for each special education student in their classrooms.

H. The School Improvement Team will provide input to the building administrator in developing an emergency substitute plan.

I. Teachers required to relocate to a new classroom within the same building shall be compensated for four (4) hours at the Schedule C Curriculum Rate of pay. An additional four (4) hours of Schedule C Curriculum Rate of pay will be granted for those teachers requiring relocation to another building in the District. District will move supplies between buildings. This compensation does not apply to a teacher request that is granted for a move to a new classroom.

J. Compensation days or substitute teacher coverage will be scheduled with the approval of the building administrator.

ARTICLE VIII
PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

A. Administrative Interns

Bargaining unit members selected as Administrative interns shall:

1. Perform no evaluative tasks regarding bargaining unit members.

2. Maintain appropriate confidentiality of information/data concerning employee medical information and student FERPA protected information.

3. Refer complaints of a serious nature (which could result in disciplinary action against a bargaining unit member) to an appropriate administrator.

4. Serve in a specific internship for a period not to exceed three (3) trimesters.

5. Be compensated at their daily rate, if they work additional days beyond their regular teaching schedule.

B. Mentor Teachers

1. Participation will be voluntary.

2. An attempt will be made to match the mentor and probationary teacher in such areas as building, grade level and/or instructional areas.

3. Mentors may receive training in preparation for their responsibilities. Such training will be at district expense.

ARTICLE IX
WORKERS' COMPENSATION

It is the teacher's responsibility to immediately report injuries to a building administrator or designee who will provide the appropriate forms for proper filing with the worker's compensation insurance carrier. Worker's Compensation leave runs concurrently with eligible FMLA leave.

If less than eight (8) days are missed, the Board will pay the teacher's daily wage without loss of leave. Beyond the eighth (8th) day a teacher may elect to use accumulated sick days to make up the difference between the teacher's daily rate of pay, and the amount paid under Michigan Workers' Compensation. At no time will the total daily rate received (the combination from workers' compensation and the district) exceed the teacher's daily rate.

ARTICLE X
PAID LEAVES

A. All teachers will receive twelve (12) full paid leave days at the beginning of the school year. Teachers scheduled to teach less than a full day will be provided prorated leave days. Teachers will accumulate unused leave days from year to year. Unused leave days will be posted on teachers' pay notification.

B. Teachers will turn in requests for leave days in advance as indicated below. Every attempt will be made to provide a written disposition to leave requests prior to the date the leave is to occur.

Leave days may be used and deducted from accumulated leave for the following reasons:

1. Personal illness

2. Funeral of non-relative, minimum one-half (1/2) day per occurrence, with a maximum of two (2) days per year, unless written preapproval is obtained from the superintendent or designee.

3. Medical or dental reasons, including those of a close family member, where the teacher's presence is required and cannot be scheduled on a day other than a teacher's work day providing a written request specifying the general reason is

received three (3) school days in advance by the principal, except in emergencies, when a shorter notice will be acceptable.

4. ESTA purposes, up to a maximum of 72 hours per year, concurrent with other applicable leaves.

5. Serious illness in the immediate family.

   a. Immediate family member is defined as husband, wife, sister, brother, mother, father, son, daughter, grandparent, grandchild, and in-laws of the same relationship.

   b. A maximum of five (5) days per year will be allowed per occurrence.

   c. Extensions beyond the five (5) days may be granted at the superintendent's discretion.

6. Religious Observances:

   a. A maximum of three (3) days per year may be used for religious holidays which occur on a scheduled work day.

   b. Written application to immediate supervisor is received no less than seven (7) days in advance.

   c. Date of receipt of written request by the superintendent will determine priority.

   d. No more than three percent (3%) of the total teaching staff will be excused on a given day.

7. Anticipated Prolonged Disability

   Any teacher that can anticipate a prolonged disability (such as scheduled surgery, other confinement to home or hospital including maternity) will notify the building principal in writing as soon as possible. The notification will contain the projected dates of confinement. It is understood that use of sick leave will be only for the duration of the actual incapacity and the Board reserves the right of periodic written verification of disability and/or consultation with or from a physician. In case of childbirth notification will be at least thirty (30) calendar days in advance of the projected period of confinement, absent extenuating circumstances. A teacher must teach until actually disabled as verified by a

physician and return as soon as recovered.

8. Personal Business Day

   a. A personal business day shall be defined to include important, personal activities which cannot be scheduled outside of regular school hours.

   b. The teacher will deliver a written request to the building principal at least three (3) days in advance.

   c. Teachers may use three (3) personal business days per year but may not use personal business days preceding or following a holiday/break.
   .

   d. Three (3) personal days may be used consecutively.

   e. Personal days may not be combined with unpaid days.

   f. Personal days shall not be used the first (5) days or last (5) days of school for students.

   g. Personal days shall not be used on any district in-service day.

   h. Not more than three (3%) percent of the total teaching staff will be excused on a given day and the date the request is received by the superintendent will determine priority.

   i. The superintendent may grant exceptions due to special circumstances, at the superintendent's sole discretion.

C. Leaves with pay not to be charged against the teacher's accumulation of leave time:

1. Maternity/Paternity Leave
   a. Bargaining unit member who gives birth, whose spouse gives birth, or who adopts a child of one year of age or less shall be entitled, upon two weeks' notice and request, to maternity leave of four (4) weeks, or paternity leave of two (2) weeks, not to be charged to their sick days, provided that:
      1. The leave is taken in one sequential period and not on an intermittent basis.
      2. If more than one (1) bargaining unit member is eligible for this paid leave per a birth or adoption, paid paternity is limited to five (5) days.
      3. The leave is concurrent with FMLA leave, and FMLA for this purpose must also be taken in one sequential period.
      4. Any additional leave beyond this four-week paid maternity or two week paid paternity period must meet the FMLA notice requirements for maternity/paternity leave purposes, and counts against the member's

sick leave and eligible FMLA leave period. If the member has no available sick leave, the leave beyond the four-week paid maternity or two week paid paternity period shall be unpaid until eligible FMLA leave is exhausted.

5. This leave must be taken within twelve (12) months of birth or adoption of the child, and paternity leave does not need to begin at the time of birth.
6. To be eligible, the bargaining unit member must have worked for the District for at least one (1) year.

2. Bereavement Leave

   a. A maximum of five (5) days in each instance in the case of death of husband, wife, sister, brother, mother, father, son, daughter, aunt, uncle, grandparent or grandchild, or mother-in-law or father-in-law.

   b. In the case of necessary extension of leaves for bereavement or terminal illness due to weather or travel emergency, the teacher will be reimbursed the difference between regular daily rate and a substitute's daily rate.

3. Selective Service Physical Examination

4. School Cancellation

In the event school is closed for students due to inclement weather or other emergency causes, bargaining unit members shall not be required to report for in-person duty for the first six (6) school cancellation days. District and Building administration reserve the right to require virtual teacher attendance at a previously scheduled IEP or 504 meeting that will take place on any canceled school day.

Beginning with the seventh (7) school cancellation day, the District reserves the right to schedule a virtual learning day.

The district agrees to apply to the State of Michigan for the three (3) additional forgiveness days. If the district receives approval for the three (3) days from the State of Michigan, any of the three (3) previously added days to the calendar would no longer be required. A communication would be sent to parents and staff providing this update.

In the event that the District cancels school beyond the required days/hours of pupil instruction for state aid purposes, the days/hours shall be rescheduled in accordance with the school District/Building calendar(s). Teachers shall not receive additional compensation for the rescheduled days/hours of instruction.
If, due to a statutory change or modification, the District is not required to make up days/hours of student instruction without a loss of state funding, teachers shall not

be required to make up days/hours of school at the end of the school year and shall not lose pay or paid leave.

The district agrees to meet with the HEA contract maintenance team following any future MDE or Legislative rule changes that could impact the language in this section. The meeting would be an opportunity to review and make possible considerations as a result of future MDE or Legislative rule changes.

5. Legal or professional reasons where the teacher's presence is required and it cannot be scheduled on a day other than a teacher's workday.

   a. Teachers will deliver a written request specifying the general reason three (3) days in advance to the principal.

   b. Teachers will have two (2) days per year non accumulative.

   c. Not more than three (3%) percent of the total teaching staff will be excused on a given day and the date the request is received by the superintendent will determine priority.

D. Jury Duty

A leave of absence will be granted a teacher called for jury service, provided that the Board will only be obligated to pay an amount equal to the difference between the teacher's salary as computed on a daily basis as set forth in this contract and the daily jury fee paid by the court excluding mileage reimbursement.

E. Court Appearance

A teacher required by subpoena to appear in court to give testimony, as a witness will receive full pay provided such appearance is not brought against the Board by the Association or teacher. A teacher may not receive more than the per diem rate, including any pay received as a witness excluding mileage reimbursement.

ARTICLE XI
UNPAID LEAVES

A. Leaves of absence without pay that may be granted by the Superintendent:

1. Educational improvement.

2. Study, research, or special teaching assignment.

3. A leave to serve in, or campaign for, local, state or national public office for up to two (2) years.

4. Personal reasons satisfactory to the Board.

B. Three (3) leave days per teacher's contractual year will be granted by the Superintendent at the teacher's discretion, provided:

1. That the leave days will not be taken immediately prior to or after a school holiday.

2. That the teacher's immediate supervisor will have one (1) day's prior notification.

3. The total number of requests will not exceed three (3%) percent of the total teaching staff for any given day.

C. A childcare leave or adoptive leave of up to a maximum of three (3) trimesters will be granted to a teacher upon written request to the superintendent's office. Leave will be limited to instances where there is a newborn infant, a new adoption, or where a child is seriously ill. The teacher must make application at least thirty (30) calendar days prior to the first day of the leave. In the event of "extenuating circumstances" the thirty (30) day application may be waived. Return from a child care or adoptive leave will be at the beginning of the trimester following the expiration date of the leave. Child Care or adoptive leave extensions of granted leaves will be at the sole discretion of the Board.

D. Family Medical Leave Act

1. The leave year is calculated on a rolling backward basis, except military caregiving leave which must be calculated rolling forward by law.

2. The Board may require medical verification of the employee's illness or that the family member's serious illness requires employee's presence and is consistent with the federal Family and Medical Leave Act. A second and third medical opinion may be required at the Board's discretion and expense, consistent with FMLA regulations.

3. The Board and the teacher agree to cooperate in scheduling return from leave pursuant to the federal Family and Medical Leave Act at a time which minimized disruption to the continuity of educational programming and service delivery.

(1) If a teacher begins leave more than three (3) weeks before the end of a trimester, the Board may require that leave be taken until the conclusion of the trimester if the leave is to last at least two (2) weeks and the teacher would return to work during the two (2) week period immediately before the conclusion of the trimester.

(2) If a teacher begins leave during the three (3) week period before the end of

a trimester, the Board may require that leave be taken until the end of the trimester if the leave will last more than two (2) weeks and if the employee would return to work during the two (2) week period immediately before the end of the trimester.

(3) If a teacher begins leave during the three (3) week period before the end of a trimester and the leave will last more than five (5) working days, the Board may require the employee to take leave until the end of the trimester.

(4) The board may grant up to one (1) school year of leave renewable at the discretion of the Board.

(5) Teachers may make written application for extension of the leave subject to the provision of the initial request.

3. The Board of Education will continue premium payments for health care benefits up to four (4) months for a teacher who has been granted leave for his/her own illness, to care for a seriously ill family member or for the birth or adoption of a child pursuant to the federal Family and Medical Leave Act. If the teacher fails to return from leave at its expiration (except in the event of the continuance, onset or recurrence of a serious health condition of the teacher or other circumstances beyond the teacher's control) the Board shall have the right to recover all premium payments made during the unpaid leave interval. These amounts may permissibly be deducted from any wage or other payments due the teacher, with any deficiency to be remitted by the teacher to the Board within ninety (90) days of demand.

4. The employee shall have the option of first using accrued paid leave as provided in Section B of Article X. The remainder of any leave time beyond paid leave will be unpaid.

5. A teacher may make written application to the superintendent for reinstatement prior to expiration of the leave. However, the Board of Education reserves the reasonable right to approve accelerated termination of leave on the basis of each individual case. The Board of Education action would not be grievable.

6. For eligible leaves involving qualifying serious health conditions and military leaves, FMLA may be used intermittently per the law.

E. The per diem deduction for all days used in Article XI will be determined as set forth in Article V - Section E.

ARTICLE XII
PERSONNEL FILE

A. With one (1) business day notice, Teachers may review their own personnel file in the presence of an administrator or person designated by the administrator. The teacher may request a representative of the Association to be present at such review.

B. Teachers shall receive copies of any material placed in their personnel file. Teachers may submit a written response within thirty (30) days of receipt of the document regarding any material including complaints, and the same shall be attached to the file copy of the material in question, and the response shall be signed and dated. If teachers are asked to sign material in their file, such signature shall be understood to indicate their awareness of the material, but in no instance, shall said signature be interpreted to mean agreement with the content of the material.

ARTICLE XIII
TEACHER PROTECTION

A. Since a teacher's authority and effectiveness in the classroom is undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibilities to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom.

B. A student handbook, addressing student behavior, will be made available to all teachers no later than the first week of each school year.

C. A teacher may send any pupil to the office for disciplinary reasons. In such cases, the teacher will furnish the principal full particulars of the incident as promptly as teaching obligations will allow. The pupil will not be returned to the class until after a private consultation/telephone call between the teacher and the principal or designee. Teachers will use building-designated discipline process.

D. Any case of a student assault upon a teacher shall be promptly reported to the immediate supervisor by the teacher or designee. The Board, in its sole discretion, will provide all reasonable assistance to the teacher in connection with investigating and handling of the incident by law enforcement and/or judicial authorities. When a teacher is found to be without fault in a matter involving student assault and has a comp claim under Michigan Worker's Compensation, it will be treated as any other claim under Article IX of this Agreement.

E. Under the Freedom of Information Act (FOIA), when a teacher's personnel file is requested, the teacher will be notified by the District within 5 calendar days of the request.

ARTICLE XIV
RETIREMENT

All public-school employees are members of the Michigan Public School Employees Retirement System and are eligible for retirement benefits after the guidelines of the Act are met.

ARTICLE XV
REIMBURSEMENT FOR ADVANCED WORK

For reimbursements for advanced work leading to a master's degree and twenty (20) hours beyond.

A. Teachers will be reimbursed $100.00 per semester hour:

1. For work from the thirteenth (13th) approved semester hour beyond the bachelor's degree, and through the completion of an initial master's degree.

2. After the completion of the masters' degree, up to twenty (20) semester hours.

B. Reimbursement for graduate courses must be submitted to the superintendent prior at the beginning of the semester. Courses that are not part of a degree program in education or related to their certification will require approval by the superintendent.

C. Term hours shall be considered under this Article as being equivalent to two-thirds (2/3) of a semester hour.

D. Request for tuition reimbursement must be submitted within 45 days of the semester accompanied by grade report.

E. The National Board assessment is grouped into four components. Teachers will be reimbursed $100 per component area. Requests for reimbursement of the $100 towards each component's fee must be submitted within 45 days of successful completion of the National Board Certification Component area.

ARTICLE XVI
GRIEVANCE PROCEDURE

A. Definitions

1. Grievance: A claim that there has been a violation, misinterpretation or misapplication of any express provisions of this Agreement.

2. Grievant: A term used to specify a teacher, a group of teachers, or the Association as the grieving party.

3. Days: The term "days" when used in this Article shall mean school days, during the school year and business days during the summer recess.

4. The Board : This term may mean the Board of Education or representative(s) of the Board designated to handle grievances at any step of this procedure.

5. The Association: This term is used hereinafter to specify the Holly Education Association MEA/NEA.

B. Items Excluded From Grievance Procedure

1. Evaluations and any other prohibited subjects of bargaining.

2. Termination of services or failure to re-employ any probationary employee.

3 Any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, as specified in the Teachers' Tenure Act (Act 4 of Public Acts, Extra Edition of 1937 of Michigan as amended).

4. The termination of service or failure to reemploy any teachers to a position on the extra-curricular schedule, except that contracts shall be paid in full and services cannot be terminated prior to completion of the activity except for cause. If a teacher is terminated for cause prior to completion of the activity, that teacher will be paid on a prorated basis for services performed.

C. Procedure

1. Level One - Informal - A grievant must take the matter up verbally with the principal or request that the Association discuss the grievance with the teacher's principal within ten (10) days following the act or condition which is the basis of the grievance or first knowledge thereof. The principal will attempt to resolve the grievance within five (5) days of Level One discussion.

   Upon written request of the individual teacher and/or the Association a grievance affecting teachers on a system-wide basis may, at the discretion of the superintendent, be processed initially at Level Three.

2. Level Two - Written - If the grievance is not resolved at Level One, the teacher and/or the Association will reduce the grievance to writing and present it to the principal within five (5) days of the Level One meeting. To be considered proper, the grievance when reduced to writing, must specify the specific provisions(s) of the Agreement that are alleged to have been violated, misinterpreted, or misapplied, and the relief sought.

a. Within five (5) days of receipt of the written grievance the principal will arrange a conference with the view of satisfactorily resolving the grievance. If the grievant does not appear at such conference said grievance shall be considered settled.

b. Within five (5) days after such conference the principal will answer such grievance in writing. If the grievance is not appealed from the written answer within five (5) days after receipt of such answer, the principal's decision will be final.

c. If the principal does not arrange a conference as provided in Section a., or answer said grievance as provided in Section b., the grievance may be appealed to the next level.

3. Level Three

a. If the grievant does not accept the principal's written answer, the grievance may be appealed to the superintendent within five (5) days from the date of the principal's written decision.

b. Within five (5) days of the receipt of the written appeal the superintendent will arrange a conference with a view of satisfactorily resolving the grievance. If the grievant does not appear at such a conference said grievance will be considered settled.

c. Within five (5) days after such conference the superintendent will answer such grievance in writing. If the grievance is not appealed from the written answer within five (5) days from receipt of such answer, the superintendent's decision will be final.

d. If the superintendent does not arrange a conference as provided in Section b., or answer said grievance as provided in Section c., the grievance may proceed to Level Four.

4. Level Four

a. If a grievant is not satisfied with the disposition of the grievance by the superintendent, the grievance may be transmitted to MERC for non-binding mediation by filing a written copy thereof MERC within five (5) days of the superintendent's written answer.

b. The parties shall promptly schedule the mediation. Any resolution at this step must be reduced to writing.

5. Level Five

a. If no resolution is reached at mediation, the grievance may be transmitted

to the Board of Education by filing a written copy thereof with the Secretary or other designee of the Board within five (5) days of the conclusion of mediation.

b. The Board, no later than its next regular meeting or two (2) calendar weeks, whichever shall be the most convenient to the Board, will hold a hearing on the grievance. The Board will be given all information from both parties prior to the grievance meeting. The hearing will be public or private at the option of the Grievant as law permits.

c. Disposition shall be furnished to the Grievant and the Association no later than five (5) days after the next regularly scheduled Board meeting.

6. Level Six

a. If the grievance is not settled at Level Five, the Association may, within ten (10) days after the mediation meeting request that the grievance be submitted to arbitration. The request for submission to arbitration will be made by written notice delivered to the Board at the Board of Education Office.

b. Within five (5) days after the date of a written request for arbitration, a committee of the Board, or its designated representative, and the Association will make every reasonable effort to agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon an arbitrator within the five (5) day period herein provided, the Association may, within ten (10) days after the date of the written request for arbitration, request the American Arbitration Association to submit a list of qualified arbitrators. The arbitrator will then be selected according to the rules of the American Arbitration Association and the hearing will be conducted under the rules of said Association.

c. The arbitrator will hear the grievance in dispute and will render a decision in writing and will set forth the findings and conclusions with respect to the issue submitted to arbitration. 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.

d. The arbitrator will have no authority except to pass on alleged violations of any express provision of this Agreement and to determine disputes involving the application or interpretation of any express provision of this Agreement.

e. The arbitrator will have no power of or authority to add to, subtract from or modify any of the terms of this Agreement, and will not substitute judgment for that of the Board where the Board is given discretion by the terms of this

Agreement. The arbitrator will not render any decision which would require or permit an action in violation of the Michigan School Laws.

f. The arbitrator's fees and expenses shall be shared equally by the Board and the Association. The expenses and compensation of any witness or participant in the arbitration shall be paid by the party calling such witness or requesting such participant.

g. During the arbitration proceedings, introduction of evidence and issues not previously disclosed during the defined steps of the grievance procedure will be prohibited by both parties unless by mutual consent.

h. If there has been no monetary loss, the arbitrator cannot award monetary damages.

i. If the Board contests the ability of a grievance to go to arbitration, the arbitrator must first rule on this point prior to hearing the grievance.

j. The arbitrator must deal only with the grievance that is being presented.

7. Miscellaneous

a. Nothing contained herein shall be construed to prevent any grievant from processing a grievance and attempting to arrive at a solution without intervention of the Association, if the solution is not inconsistent with the terms of the Master Agreement and the Association has been given the opportunity to be present at the meeting where solutions are discussed. Individuals may not arbitrate grievances.

b. Grievance procedures will be adhered to during hours that do not conflict with normal teaching duties, unless time adjustments are mutually agreed upon by both parties.

c. If a grievance is filed on or after May 15, the procedure of this Article can be altered by mutual written agreement to culminate the grievance prior to the end of June.

d. Notwithstanding the expiration of this Agreement, any grievance arising during the term of the Agreement may be processed through the grievance procedure, as long as the time limits set forth above are complied with.

e. The Association and the Board hereby agree to construe the arbitration clause to enable the parties to utilize expedited arbitration under AAA auspices by mutual agreement.

f. The Association and every member of the bargaining unit covered by this agreement have a right to be represented at any and all levels of the grievance procedure.

g. The Board shall have the right to process a grievance with the Association. The Board shall file a grievance in writing directly with the Association president, within ten (10) days following the act or condition which is the basis of the grievance or first knowledge thereof. The Association president will arrange a conference within five (5) days of the receipt of the written grievance, and file a written answer to the Board within three (3) days after the conference is held. If the answer is unsatisfactory to the Board the grievance may be submitted to the HEA/MEA/NEA Executive Committee in a manner consistent with Level Four. If the answer is unsatisfactory the Board may appeal to Level Five b.

h. Time limits must be strictly adhered to unless mutually extended. A grievance not processed to the next level shall be considered withdrawn.

i. Anyone involved in grievance processing can be assured that such involvement will not prejudice their standing with the Board or the Association.

ARTICLE XVII
STRIKE PROHIBITION

The Association and its members will not directly or indirectly engage in or encourage strike action of any type during the life of this Agreement. Violations of this Article may result in disciplinary action up to and including discharge according to the provision of Public Act 379, as amended.

ARTICLE XVIII
SUPERSEDENCE OF POLICY

This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher's contract heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

ARTICLE XIX
EMPLOYEE BENEFITS

A. Health. The Board will provide up to full family health care coverage for eligible employees. Teachers who teach a full school year will receive 12 months of insurance coverage. Those teaching less than a full teaching year will receive prorated coverage.

For the 2025-2026 school year, a teacher will have health benefits from Simply Blue (20%, 0%) and Blue Care Network (20%, 0%) which are subsidiaries of Blue Cross Blue Shield of Michigan. The District will bid insurance consistent with state law prior to the expiration of the 2025-2026 school year.

The medical benefit plan coverage year shall run from July 1 through June 30 of each contract year unless otherwise agreed to by both parties. Starting July 1, 2025, the District shall contribute the following toward health insurance premiums:

- $7,718.26 per year for single subscriber
- $16,141.28 per year for 2 person subscribers
- $21,049.85 per year for full family subscribers.

Starting July 1, 2026, the District shall contribute the following towards health insurance premiums:

- $7,942.09 per year for single subscriber
- $16,609.38 per year for 2 person subscribers
- $21,660.30 per year for full family subscribers.

In the contract year starting July 1, 2027, these contributions will increase to the maximum amount allowed by the state mandated hard cap amounts in accordance with PA 152 of 2011. If PA 152 does not exist, then the hard cap amounts will be increase by the increase in health insurance premium costs, up to 4%.

Any remainder of the cap not contributed for health insurance (i.e., remainder between the health insurance premium cost and the hard cap) will be placed in a bargaining unit member's HSA account in equal installments over the payroll year.

For the duration of this agreement, a teacher will have health benefits from Simply Blue and Blue Care Network which are subsidiaries of Blue Cross Blue Shield of Michigan.

No employee shall have double health insurance coverage. Married couples within the district will be eligible for cash-in-lieu of health insurance payment if they receive health insurance through a spouse's Holly Area Schools plan that meets the affordability and coverage requirements in the Affordable Care Act.

Those teachers who do not elect health care coverage may elect to receive the following cash option or tax sheltered annuity pursuant to our 125 Plan (XXI K). This payment will be made in twenty (20) equal installments beginning with the first pay in September and ending with the last pay in June. To qualify the teacher must first submit evidence or affirmatively acknowledge that they otherwise have insurance meeting coverage and affordability requirements of the Affordable Care Act.

Number of Participants	Cash Option Amount
0 – 22	$2,000
23 – 37	$4,000
38 +	$6,000

B. Employee Contribution To Health Premiums

Beginning July 1, 2026, if the insurance policy chosen is eligible for HSA contributions, the District agrees to allow teachers to choose monthly deductions from their paycheck to be transferred to their HSA accounts for immediate use. The District will contribute up to the actual plan costs, unless they exceed contribution limits allowed by law. For those plans that are less than the employer's statutory contribution limit, the difference will be deposited to the employee's HSA account in equal pay period installments.

[THE REMAINDER OF SECTION B IS APPLICABLE FOR THE 2025-2026 SCHOOL YEAR, AND EXPIRES JUNE 30, 2026]

The district will contribute up to the actual plan costs, unless they exceed the State Hard Cap. The district will share the employee contribution rates by May 1st of each year.

District contributions to the HSA payment will be made as follows:

- 1/3 on the first pay in September
- 1/3 on the first pay in December
- 1/3 on the first pay in March

Staff that choose a plan with monthly premiums that exceed the district's health insurance contribution will be responsible for their own HSA contribution. Additional funding of HSA will be available during Open Enrollment in HR Connection.

C. Term Life $50,000 (AD&D) - In term group life insurance, part of which will be any coverage under the employee's health insurance policy.

D. Dental – District-funded with a third-party administrator with a yearly maximum of $1,500 for Class I and Class II Benefits.

1. For those persons who have no other coverage.
   - 80% Class I Benefits
   - 80% Class II Benefits
   - 80% Class III Benefits
     Lifetime maximum of $1,500.00

The above will include internal and external coordination of benefits.

2. For those persons who have other coverage or for those teaching less than full time.
   - 50% Class I Benefits
   - 50% Class II Benefits
   - 50% Class III Benefits
     Lifetime maximum of $750.00
     The above includes internal and external coordination of benefits.

E. The Board will provide the following Long Term Disability insurance coverage for each eligible employee.
   - 60% benefit percentage.
   - Maximum monthly benefit $4,500
   - 120 calendar days modified fill waiting period.
   - Maternity coverage included.

F. Vision Insurance – District funded with a third-party administrator. The Board will provide vision coverage including internal and external coordination of benefits for all employees and their eligible dependents.

G The Board of Education limits the number of companies who sell tax sheltered annuities to fifteen (15). For a company to qualify, it would need to deliver to the Administration Offices a number of valid payroll deduction cards equal to ten (10) employees.

H. Employees may choose to purchase the following through the district and premiums will be payroll deducted:
   - Short term disability
   - Term life insurance

I. To be eligible for any insurance benefits provided above, the employee shall be responsible for being properly enrolled on forms provided by the Board and/or applicable insurance company.

J. Pay for unused leave days upon retirement (under MPSERS). Teachers will be paid for all unused accumulated leave days as follows:

Unused Leave Days	Retirement Declared By March 1st	Retirement Declared After March 1st
150 days or more	$65.00 per day	$40.00 per day
100 to 149 days	$50.00 per day	$30.00 per day
Up to 99 days	$35.00 per day	$20.00 per day

K. The Board shall implement and maintain a qualified document which complies with Section 125 of the Internal Revenue Code.

L. The District will provide an Employee Assistance Plan through Ulliance for the benefit of

all our HEA bargaining unit members; this benefit will be provided at no cost to the individual employee.

These services include the following:

- Financial credit and debt management
- Short-term focused counseling
- Coaching in developing and achieving self-improvement goals
- A 30-minute consultation per issue with an Attorney (some limitations)
- Crisis support with unlimited on-site group support following a workplace critical incident.

M. Employees with a child(ren)/stepchild(ren) joining an athletic sport will not be charged the District's "Pay to Participate" fee.

N. Teachers who are resigning from their teaching position and notify the District by June 30th will continue their Benefits through August 31st of that year. Benefits would end on June 30th for teachers retiring as part of Office of Retirement Services and benefits beginning in July.

O. Benefits for retiring teachers will end at the conclusion of the last month in which they work. However, if a member meets the qualifications for a summer birthday provision as outlined by the ORS, upon confirmation, those benefits shall be through the month of their summer birthday, but no longer than the month of August.

ARTICLE XX
HEALTH EXAMINATIONS

A. The Board may exercise the prerogative of requiring any staff member to have health and/or psychiatric exams. The Board will notify the Association of all Board required exams. The Board shall pay cost of all examinations required by the Board.

B. In the event of a work related exposure incident involving possible blood borne pathogens, the Board will pay for all shots, and/or testing, and test results for the teacher through the district provider.

ARTICLE XXI
MILEAGE ALLOWANCE

Mileage allowance for "authorized trips" by bargaining unit members will be established at the applicable IRS rate.

The following trips are considered "authorized trips":

- Approved conferences, workshops and training outside the district's respective work location.
- ISD meetings from their respective work location.

- Any trip in which the district requires you to travel from your initial work location to a second or third work location.

The following are excluded as "authorized trips"

- Trips from home to an assignment work location in the District.

The mileage reimbursement request form must be submitted within two weeks following the trip.

ARTICLE XXII
TEACHER ILLNESS AND SUBSTITUTES

A. The administration will designate a person or persons to hire substitutes.

1. Teachers are to report illness to the designated service on the following schedule.
   Secondary teachers no later than 5:30 a.m.
   Elementary teachers no later than 6:30 a.m.

2. Teachers who know in advance that a substitute will be required for specific day(s) are encouraged to call the designated service.

B. Teachers who become ill after classes are in session are to report their illness immediately to the building principal's office, where arrangements will be made for a substitute. If the teacher is unable to remain in the classroom until a substitute arrives, it will be necessary to assign another teacher to the room or make other emergency arrangements.

C. Absence Verification

1. If an employee is absent three (3) or more consecutive days, the Board may request verification of illness. Verification shall mean a written statement from a physician or other licensed practitioner that supports the unit employee's inability to report for work. Verification should not contain private medical information, except as provided under FMLA.

2. If administration feel that the unit employee is abusing the use of leave days, an employee may be asked to provide verification according to the following circumstances:

   If the employee has a pattern of absences, the Board shall provide written notification of suspected abuse, including documentation, and the employee may be asked to submit verification of the current and/or future illnesses which follow the same/similar pattern.

D. The Board will hire substitutes for instructional assistants when the teacher responsible

for the absent assistants requires a substitute and provided further that an assistant qualified by the administration is available.

E. Substitutes for special teachers, i.e., art, music, special education, physical education, will be hired when the teacher is absent or released by the building administrator to prepare for or hold such special events as an art show, field day, or musical presentation, etc.

F. In the event of a substitute shortage, teachers on their conference period must be pulled before team teachers.

G. In the event of a substitute shortage and students are split between classrooms, those teachers will share compensation in the amount equal to daily substitute pay.

ARTICLE XXIII
SENIORITY/PLACEMENT/REDUCTION & RECALL

A. Administrators will retain such seniority time as they have accumulated, as HEA members, while teaching in the Holly Area Schools, provided that their employment is continuous.

B. The Board will consider any requests for shared time teaching. Each request will be considered on an individual basis. Benefits under shared time teaching shall be as follows:

1. Health insurance benefits will be prorated based on the portion of the year that is to be worked. All other insurance benefits will be as provided in the Master Agreement.

2. Salary and leave days will be prorated based on the portion of the year worked.

3. Full seniority will be granted for one-half time or more teaching.

C. Teachers may continue insurance benefits on a self-pay basis during layoff if company policy permits.

D. Recall Procedures

1. Teachers will retain sick leave that accumulated prior to layoff for use when they are recalled.

2. The Association will receive copies of recall notices.

3. Teachers will retain salary schedule placement accumulated as of the effective date of layoff.

E. Seniority

Seniority is defined as length of unbroken service within the bargaining unit and shall be computed from the employee's first day of work.

1. The Board will prepare a seniority list. All teachers shall be ranked on the list in order of the date and time that the signed contract is received in the office of the Superintendent.

2. All seniority is lost when employment is severed by resignation, retirement, and non-renewal or termination.

3. Seniority shall be credited at the end of the school year as of the last teacher workday.

4. Persons on layoff will not lose seniority during the layoff but will not accumulate additional seniority during the layoff period.

5. The seniority list will be revised to reflect any changes in seniority position on the list that occurred during the work year then ended. This revision will include former administrator's seniority for the prior year of teaching according to Article XXIII(A) Seniority. It is understood that this adjustment will not result in any disruption of a group of teachers with the same seniority and that the former administrator will be considered the least senior in the group.

6. A teacher who did not accumulate seniority for any period of time during the year will be placed with the appropriate group of other teachers on the seniority list and will be considered the most senior person in the resultant group.

7. A seniority list will be emailed to all teachers by October 1st of each school year. Objections to the seniority list shall be filed with the administration within thirty days thereafter, the list shall be final.

8. Copies of the revised seniority list will be posted in each building. Objections to the seniority list shall be submitted to the HEA President and the Superintendent within ten (10) days, thereafter the list shall be final and conclusive.

9. Full seniority will be granted for one-half time or more teaching. Teachers who teach less than one-half time will receive prorated seniority credit.

10. Requests for voluntary leave will be considered by the Board. Seniority for voluntary leaves that are granted shall equal one-half year per full year's leave, when the leave is granted due to layoff.

F. ***Placement of Teachers, including TORs.*** The Superintendent or designee decides placement decisions, when a vacancy exists, and when a posting is made. Consistent with Revised School Code Section 1248, teacher placement decisions will be made by the Superintendent or designee in their discretion based on the following factors:

1. Staffing the curriculum with the most effective and qualified Teachers to instruct the applicable courses and grade levels.
2. Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, is determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations.
3. Teacher placement decisions must be made based on effectiveness criteria established by Revised School Code Section 1249.
4. Teachers must be fully qualified for all aspects of their assignments, as determined by the Board. Teacher placement decisions shall be based on non-arbitrary or capricious reasons, including but not limited to:
    i. Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
    ii. Credentials needed for District, school, or program accreditation;
    iii. District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
    iv. Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
    v. Length of service in grade level(s) or subject area(s);
    vi. Recency of relevant and comparable teaching assignments;
    vii. Previous effectiveness ratings;
    viii. Length of service.
5. Any certified bargaining unit member may submit a written request to be considered for a posted position for which he/she is certified and qualified. The request must be submitted to the building principal and Human Resources Director within the established posting period and should include a statement of interest. Qualified internal candidates who submit a written request will be given consideration and may be invited to participate in the interview process, consistent with the district's hiring procedures. Upon request, internal applicants who were not selected for the position may schedule a follow-up debrief within one week of the official announcement of filling the vacancy with the hiring administrator or designee.
6. In the event that the District determines it necessary to transfer a teacher involuntarily, the District will meet with the affected teacher and reasons for the involuntary transfer will be provided.
7. If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition

to the Superintendent's office.

8. Teachers must provide the District with current information and documentation supporting their certification and qualifications.
9. The Superintendent or designee will provide written notice of reduction in force or recall decisions to each affected teacher and the Association.

G. Teacher Reduction and Recall.

1. Acting within the approved budget, the Superintendent is responsible for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing staff or that a reduction in staff is necessary due to program, curricular, or other operational considerations, the Superintendent will recommend to the Board the positions to be reduced.
2. Reduction and recall decisions must be made based, in part, on the teacher effectiveness criteria established in Revised School Code Section 1249 and this Article.
3. Layoff and recall decisions may include the following:
    1) When determining layoff, the District will consider each situation individually and will ensure that the procedure places individuals in assignments in which they are certified and qualified to teach. Teacher's certification, authorization, or approval status will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and based on documentation filed with the Superintendent's office.
        a. A classroom teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
        b. If a Classroom Teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
    2) Qualifications shall be determined by the following criteria in the following order:
        a. Individual's area of certification.
        b. A rating of less than "effective" in two of the five previous end of year evaluations.
        c. Grade Level and/or Content Area relevant experience. Elementary grade level credit will apply to all grades taught Pre-K through grade 5. Secondary grade level credit will apply to all subjects taught in grades 6 through 12.
        d. Level and type of degree attained.
        e. Teachers who in the past five years have completed relevant training aligned with current district goals and strategic plan including the completion of district-approved professional

development programs, obtained additional certifications, or specialized instructional strategies aligned with the state's curriculum standards.

3) If one or more teachers are tied after applying section (a) certification, then the evaluation ratings shall be compared as noted in section (b). If one or more teachers remain tied after applying section (b), then section (c) grade level and/or content area relevant experience shall be applied. If one or more teacher remain tied after applying section (c), then section (d) level and type of degree attained shall be applied. If one or more teachers remain tied after applying section d, then section (e) relevant training will be applied. If one or more teachers are tied after applying section (e), then length of service shall be used as the tiebreaker.
4) An employee may notify the employer of their desire to volunteer for leave without a guarantee of position upon return. This voluntary leave shall be accepted at the discretion of the employer.

4. The Board of Education has the sole discretion to determine: 1) whether a vacancy exists and 2) the certification area, qualifications, and position in which the vacancy exists.
5. Classroom Teachers must provide the District with current information and documentation supporting the Classroom Teacher's certification and qualifications.
    1) Reduction and recall decisions will be based on the classroom teacher's certification and qualifications in the District's records at the time of the decision.
    2) A laid off teacher must maintain current contact information with the Superintendent's office.
    3) Failure to maintain current contact information may negatively affect the teacher's recall.
6. Teacher of record reduction and recall decisions are made by formal Board action in accordance with the procedures set forth in this section.
7. The Superintendent or designee will provide written notice of reduction in force or recall recommendations to the Association President at least fourteen (14) days prior to making the recommendation to the Board.
    1) Within ten (10) days of the disclosure of the recommended reductions or recalls, the Association shall respond in writing with their alternative order of layoff or recall if they disagree with the Superintendent's recommendations.
    2) In the event of a layoff during the school year, teachers will be provided with a 30 calendar day notification prior to the effective date of lay off.
8. Classroom Teacher Recall Process
    1) A Classroom teacher is eligible for recall under this Article for 24 months from the date the District implemented the reduction in force.
    2) The Superintendent will first identify the grade level(s), academic level(s) or department(s) with a teaching vacancy.
9. Superintendent shall fill a vacancy by following (F) & (G) of this article:

1) If more than one (1) laid-off teacher is certified and qualified for recall to a vacant teaching assignment, the recall of teachers shall be in the reverse order of lay-off: i.e., those laid off last will be recalled first, provided, however, that a teacher in order to be recalled, shall be certified and qualified as herein set forth to teach the specific area for which she/he is recalled.
2) If no teacher in layoff meets the certification and qualification requirements for the position as noted in this appendix, a vacancy will be posted for consideration of all applicants.

10. Notice of recall shall be sent by certified mail to the employee's last known address on file with the Human Resources Department, in addition to an email to the teacher's professional account and home account if provided by the HEA President. A copy of the email shall be sent to the HEA President.
11. Failure to accept an available position for which the employee is certified, state approved, licensed, and/or endorsed, or failure to notify the District of unavailability, will forfeit all rights to recall and continued employment; and the Board may terminate its obligation to that employee. Notice of acceptance of assignment or notice of unavailability by the employee must be received by the District within ten (10) days of receipt of notice of recall or return.
12. A laid-off teacher who is recalled and does not accept recall by the time specified in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.

H. ***Grievance Procedure, Arbitration Exclusion Except for Layoff/Recall.*** An alleged violation of the seniority or placement sections of this Article are subject to the grievance process, but cannot be appealed to Arbitration. Additionally, probationary teachers may not grieve seniority or placement decisions.

Concerning layoff and recall decisions, if the Association responds to the administration's recommended list by submitting in writing an alternative order list, and the Board does not accept that alternative order list, the parties within ten (10) days may agree to mediation with a MERC mediator and either party may schedule expedited arbitration. These decisions otherwise are not subject to the grievance procedure.

ARTICLE XXIV

TEACHER EVALUATION

A. A teacher, including all TORs, will be evaluated pursuant to the 5D+ performance evaluation system. The parties will reach consensus by September 1 of each school year about how the evaluation tool rubrics will be defined into three fields. The District will measure student growth as 20% of the evaluation. The use of student growth and assessment date (such as iReady, student growth goals, or Mean SGP for ELA, Mathematics, or Science) or student learning objective metrics (SLO's) as of this 20% will be determined pursuant to the following process:

- By September 30th each school year, the teacher will forward to their respective principals/evaluators the recommended metric for establishing the student growth component of the evaluation.

- By October 15th, principals reserve the right to schedule a meeting to discuss the student growth component if the metric is deemed to not be measurable and reflective of long-term academic goals. As a result, it may be rejected and the teacher requested to submit an alternative metric.

B. The evaluation handbook explaining the methodology for determining teacher effectiveness will be available to all bargaining unit members. The District will not substantively change the handbook during the school year.

C. Student growth data from specific students with extreme circumstances that prohibit an accurate measure of growth will not be included in the teacher's recommended metric of student growth component if written consent is provided by the teacher's principal/evaluator.

D. If a tenured teacher has been rated "effective" or "highly effective" (before July 1, 2024) or "effective" (after July 1, 2024), for three (3) consecutive year-end evaluations, they shall be evaluated triennially. If the subsequent year-end rating is not "effective" on the evaluation the following year, or the teacher is placed on an IDP, the teacher shall be evaluated annually until receiving an "effective" rating for an additional three (3) consecutive years.

- Teachers meeting the criteria allowing triennial evaluations shall be divided (by building) into three (3) groups and randomly divided using a random number generator. The first group will be evaluated in the first year, the second group will be evaluated in the second year, and the third group will be evaluated in the third year.

- Teachers meeting this criteria who have been assigned to teach a new subject or grade level will be evaluated during the first year of the new assignment. If they are rated "effective" they will be returned to the three-year cycle the following year.

E. Except as required by law, Probationary Teachers cannot challenge any aspect of the evaluation process, including observations, the IDP, the mid-year performance review or their assigned rating. Tenured teachers may grieve an alleged violation of this Article up to mediation, but may not arbitrate unless required by law.

ARTICLE XXV
DISCIPLINE OF TEACHERS

A. For tenured teachers consistent with the Teacher's Tenure Act, discipline may only be issued for non-arbitrary or capricious reasons, and the parties subscribe to the concept of progressive discipline as required by law. The district reserves the right to apply discipline consistent with the severity of the infraction.

B. "Discipline" may include, but is not limited to written warning, written reprimand, suspension with or without pay, discharge, financial penalty in accordance with Michigan

law, and nonrenewal of probationary employees, including those under the Michigan Teachers' Tenure Act. The specific reasons for any discipline shall be provided to the teacher in writing and shall be placed in the teacher's personnel file.

C. All discipline will be in writing and placed in an individual's personnel file, and the teacher will be forwarded a copy. The teacher may attach a rebuttal statement limited to five (5) sheets of 8½ by 11 inch paper. Non-disciplinary directives shall not be placed in a personnel file.

D. Employees shall have full Weingarten Rights.

E. An alleged violation of this Article is not subject to arbitration in the grievance process. Additionally, probationary teachers may not grieve any aspect of this Article.

ARTICLE XXVI
CONTRACT MAINTENANCE

A. Any costs relating to negotiations or interpretation of this contract that are mutually beneficial to both parties shall be shared equally, provided that each instance will receive joint approval before incurrence of cost.

B. The Contract Maintenance committee (CMC) is established to enhance communication about district goals and initiatives as well as to collaboratively solve problems related to contract interpretation and implementation. The membership shall be established prior to the first meeting of each school year with three (3) members selected by the association and three (3) members selected by the administration. CMC shall meet once per trimester and once during summer recess on a schedule mutually determined by the parties. Meetings will be held during non-instructional time unless otherwise mutually agreed by the parties. Proposed agenda time's will be shared among the parties at least three work days prior to each meeting, and the administration will develop agenda based on those proposed items.

ARTICLE XXVII
BOARD RIGHTS

A. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred and vested in it by the laws and constitution of the State of Michigan, and of the United States including, but not limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its properties and facilities and the activities of its employees during working hours. To enter into an intergovernmental agreement to collaborate, consolidate or jointly perform functions or services. The Board will notify the Association in writing of impact, if any, on bargaining unit members, and the Association may bargain impact if it chooses.

2. To hire all employees and, subject to the provisions of law, to determine the continued employment or dismissal or discipline.

3. To determine the work schedules, the hours of the working day and the duties, responsibilities and assignments of all employees represented by the Association.

4. To adopt reasonable rules and regulations.

B. The Association Agrees that teachers will work the minimum number of days and hours required by the state to receive the full per pupil state aid. If additional days or hours need to be added to meet a change in state law or rule, the parties agree to negotiate changes to the previously agreed upon district calendar to receive such funding. Any such change to state law or rule that exempts closed contracts will not require any changes.

C. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement which are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

ARTICLE XXVIII
SICK BANK

All Association members will be eligible for up to twenty (20) days leave from a sick bank. These days provide for the possibility of extended protection for individual members who have exhausted all other personal sick leave time and are unable to perform their professional responsibilities because of personal illness or disability.

A bargaining unit member must be employed by the District a full school year to be eligible to use the sick bank. Requests must be made in writing to the manager of human resources or designee. The manager of human resources will verify eligibility that the absence is due to a "serious health condition" for themselves as defined by the FMLA and convene a sick bank committee to determine eligibility and appropriateness of the request. The decision of the committee will not be subject to the grievance procedure and neither the Association nor the District shall be held liable for denial made by the committee.

The use of these days will be governed by a committee of four (4) members, two (2) appointed by the Association and two (2) appointed by the Board. The members of this committee shall remain anonymous and will only be by themselves and the Superintendent or designee. If a two (2) to two (2) vote should occur, members of the committee will meet to discuss the member's request for days. If a resolution is unable to be secured at this meeting, the superintendent may make the final decision regarding the use of the day by the member.

These days will be repaid at the rate of two (2) per year, or more-at the employee's discretion. If the employee voluntarily severs district employment, the employee will reimburse the outstanding balance of days owed to the district, calculated at their per diem rate of the contract year in which the days were borrowed.

ARTICLE XXIX
SAVINGS CLAUSE

If the provisions of this Agreement or any application of the Agreement to any member of the recognized unit shall be found contrary to law, then such provisions or applications shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XXX
COMPLETE AGREEMENT

This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.

ARTICLE XXXI
MASTER AGREEMENT REOPENING

Upon written notice to either party sixty (60) days on or before the expiration of the Agreement, negotiations shall be reopened for the following school year.

ARTICLE XXXII
DISCRIMINATION PROHIBITED

The parties shall not discriminate or retaliate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of any reason protected by law, including but not limited to race, color, religion, national origin, age, sex, height, weight, sexual orientation, or marital status pursuant to 1976 P.A. 453, Section 209. The parties shall also comply with the provisions of the Michigan Persons with Disabilities Act, 1976 P.A. 220, and the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 394, which states that no employee or client or otherwise qualified disabled individual shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program receiving Federal financial assistance.

ARTICLE XXXIII
DURATION OF AGREEMENT

This Agreement shall be in effect upon ratification by the parties on September 8, 2025 and shall continue in effect until June 30, 2028.

If an emergency financial manager is appointed by the state under the Fiscal Accountability Act, the emergency manager may reject, modify, or terminate the collective bargaining agreement in his/her sole discretion. This authority is a prohibited subject of bargaining under the Public Employment Relations Act (PERA).

IN WITNESS, WHEREOF the parties have executed this Agreement by their authorized representatives this day and year first mentioned above.

BOARD OF EDUCATION
HOLLY AREA SCHOOLS

President - Leigh Jackson

Secretary – Lisa Oaks

HOLLY EDUCATION ASSOCIATION
BARGAINING TEAM

HEA President – Matt Parker

HEA Negotiator

HEA Negotiator

HEA Negotiator

HEA Negotiator

HEA Negotiator

SCHEDULE A - 2025-26

Step	BA	BA+ 18	MA	MA+ 30
1	$45,000	$46,500	$48,000	$50,000
2	$46,500	$48,000	$49,500	$52,500
3	$48,500	$50,500	$52,500	$55,500
4	$50,500	$52,500	$56,000	$59,500
5	$53,000	$55,000	$59,250	$64,000
6	$55,000	$57,250	$62,500	$67,000
7	$57,000	$60,000	$66,000	$70,500
8	$59,000	$63,500	$70,000	$73,500
9	$61,000	$65,500	$73,500	$76,000
10	$64,000	$67,500	$75,000	$79,000
11	$67,000	$69,500	$77,000	$81,500
12	$70,000	$72,000	$79,000	$83,000
13	$73,000	$75,000	$82,000	$85,000
14	$76,000	$78,000	$85,750	$88,250

SCHEDULE A - 2026-27

Step	BA	BA+ 18	MA	MA+ 30
1	$46,238	$47,779	$49,320	$51,375
2	$47,779	$49,320	$50,861	$53,944
3	$49,834	$51,889	$53,944	$57,026
4	$51,889	$53,944	$57,540	$61,136
5	$54,458	$56,513	$60,879	$65,760
6	$56,513	$58,824	$64,219	$68,843
7	$58,568	$61,650	$67,815	$72,439
8	$60,623	$65,246	$71,925	$75,521
9	$62,678	$67,301	$75,521	$78,090
10	$65,760	$69,356	$77,063	$81,173
11	$68,843	$71,411	$79,118	$83,741
12	$71,925	$73,980	$81,173	$85,283
13	$75,008	$77,063	$84,255	$87,338
14	$78,090	$80,145	$88,108	$90,677

SCHEDULE A – 2027-28

Step	BA	BA+ 18	MA	MA+ 30
1	$47,509	$49,093	$50,676	$52,788
2	$49,093	$50,676	$52,260	$55,427
3	$51,204	$53,316	$55,247	$58,594
4	$53,316	$55,427	$59,122	$62,817
5	$55,955	$58,067	$62,554	$67,568
6	$58,067	$60,442	$65,985	$70,736
7	$60,178	$63,345	$69,680	$74,431
8	$62,290	$67,041	$73,903	$77,598
9	$64,401	$69,152	$77,598	$80,237
10	$67,568	$71,264	$79,182	$83,405
11	$70,736	$73,375	$81,293	$86,044
12	$73,903	$76,014	$83,405	$87,628
13	$77,070	$79,182	$86,572	$89,739
14	$80,237	$82,349	$90,531	$93,170

LONGEVITY – Regardless of Step – Year of Service to HAS

20 – 24 Years	$500
25 – 29 Years	$650
30+ Years	$850

Longevity will be calculated for continuous years of service to the Holly Area School district through the current school year and shall be paid annually, in a lump sum, on the last pay of June.

3 Year salary schedule (2025-26 through 2027-28) with step increases each year, if minimum fund balance level exceeds 8.50%

The parties agree that if during the time period of this contract the audited fund balance ever falls to or below 8.50% that reductions in Schedule A, or other education association costs will be negotiated and will be enacted to maintain a 8.50% fund balance. HEA concessions will be limited to the HEA percentage of the district's wage and benefit expenses. (Example: If HEA wages and benefits equal 50% of the district's total wages and benefits, and the district is $100,000 short of maintaining a 8.50% fund balance, the HEA concession will be limited to $50,000)
The 8.5% minimum fund balance level will sunset at the end of the 2025 – 2028 master agreement and return to the 7.0% fund balance level. Upon sunset, both parties agree 7.0% will be the starting point for future negotations.

Extra Curricular Activities
Schedule B

SCHEDULE B	H. COACH	ASST	V. ASST. **	7-8 GRADE
FOOTBALL (7)				
STEP 1	$ 6,300	$ 4,500	$ 2,000	$ 2,800
STEP 2	$ 6,600	$ 4,750	$ 2,300	$ 3,200
STEP 3	$ 7,000	$ 5,000	$ 2,600	$ 3,600
	H. COACH	ASST	V. ASST. **	7-8 GRADE
BASKETBALL (2). ^				
STEP 1	$ 6,300	$ 4,500	$ 2,000	$ 2,800
STEP 2	$ 6,600	$ 4,750	$ 2,300	$ 3,200
STEP 3	$ 7,000	$ 5,000	$ 2,600	$ 3,600
	H. COACH	ASST	V. ASST. **	7-8 GRADE
WRESTLING (1)				
STEP 1	$ 5,500	$ 4,000	$ -	$ 2,600
STEP 2	$ 5,750	$ 4,250	$ -	$ 2,900
STEP 3	$ 6,000	$ 4,500	$ -	$ 3,300
	H. COACH	ASST	V. ASST. **	7-8 GRADE
VOLLEYBALL (2)				
STEP 1	$ 5,500	$ 4,000	$ -	$ 2,600
STEP 2	$ 5,750	$ 4,250	$ -	$ 2,900
STEP 3	$ 6,000	$ 4,500	$ -	$ 3,300
	H. COACH	ASST	V. ASST. **	7-8 GRADE
SWIMMING (2). ^				
STEP 1	$ 5,500	$ 4,000	$ -	$ 2,600
STEP 2	$ 5,750	$ 4,250	$ -	$ 2,900
STEP 3	$ 6,000	$ 4,500	$ -	$ 3,300
	H. COACH	ASST	V. ASST. **	7-8 GRADE
TRACK (3). ^				
STEP 1	$ 4,750	$ 3,500	$ -	$ 2,400
STEP 2	$ 5,000	$ 3,750	$ -	$ 2,700
STEP 3	$ 5,250	$ 4,000	$ -	$ 3,000
	H. COACH	ASST	V. ASST. **	7-8 GRADE
BASEBALL (2)				
STEP 1	$ 4,750	$ 3,500	$ 1,600	
STEP 2	$ 5,000	$ 3,750	$ 1,800	
STEP 3	$ 5,250	$ 4,000	$ 2,000	
	H. COACH	ASST	V. ASST. **	7-8 GRADE

SOFTBALL (2)				
STEP 1	$ 4,750	$ 3,500	$ 1,600	
STEP 2	$ 5,000	$ 3,750	$ 1,800	
STEP 3	$ 5,250	$ 4,000	$ 2,000	

	H. COACH	ASST	V. ASST. **	7-8 GRADE
SOCCER (1). ^				
STEP 1	$ 4,750	$ 3,500	$ 1,600	
STEP 2	$ 5,000	$ 3,750	$ 1,800	
STEP 3	$ 5,250	$ 4,000	$ 2,000	

	H. COACH	ASST	V. ASST. **	7-8 GRADE
TENNIS (1). ^				
STEP 1	$ 4,000	$ 2,200		
STEP 2	$ 4,250	$ 2,450		
STEP 3	$ 4,500	$ 2,700		

	H. COACH	ASST	V. ASST. **	7-8 GRADE
X - COUNTRY (1). ^				
STEP 1	$ 4,000	$ 2,200		$ 1,400
STEP 2	$ 4,250	$ 2,450		$ 1,700
STEP 3	$ 4,500	$ 2,700		$ 2,000

	H. COACH	ASST	V. ASST. **	7-8 GRADE
GOLF (1) ^				
STEP 1	$ 4,000	$ 2,200		
STEP 2	$ 4,250	$ 2,450		
STEP 3	$ 4,500	$ 2,700		

	H. COACH	ASST	V. ASST. **	7-8 GRADE
SKIING ^				
STEP 1	$ 2,500			
STEP 2	$ 3,000			
STEP 3	$ 3,500			

	H. COACH	ASST	V. ASST. **	7-8 GRADE
BOWLING ^				
STEP 1	$ 2,300	$ 1,250		
STEP 2	$ 2,600	$ 1,500		
STEP 3	$ 2,900	$ 1,750		

	H. COACH	ASST	V. ASST. **	7-8 GRADE
SIDELINE CHEER (1)				
STEP 1	$ 2,400	$ 1,600		$ 1,200
STEP 2	$ 2,700	$ 1,800		$ 1,450
STEP 3	$ 3,000	$ 2,000		$ 1,700
	H. COACH	ASST	V. ASST. **	7-8 GRADE
COMP CHEER (1)				
STEP 1	$ 2,800	$ 1,600		
STEP 2	$ 3,100	$ 1,900		
STEP 3	$ 3,400	$ 2,200		
	H. COACH	ASST	V. ASST. **	7-8 GRADE
HS DANCE				
STEP 1	$ 2,700			
STEP 2	$ 2,950			
STEP 3	$ 3,200			

** Position is only available when a JV or Freshmen program does not field a team
^ Signifies a boys and girls program is present

Schedule B Co-Curricular

Band-Marching	$	3,000	Band Camp	$	1,500
Band-Marching Asst	$	2,000	Band Camp Assistant	$	1,000
Band - Jazz p/Tri	$	750	Band - Pep Band HS	$	3,000
Band Musical	$	1,250	Band/Choir Concerts	$	300
			Per Concert-Not to Exceed 4 Concerts p/person		
Class Sponsor - HS	$	1,500	Class Sponsor - MS	$	1,000
Vocal - HS	$	3,000			
Musical - HS	$	3,000	Musical Assistant - HS	$	1,500
Play/Full Length - HS	$	3,000	Play Assistant Ful Length	$	1,500
Play/One Act	$	1,250			
NHS - HS (Not More Than 4)	$	1,500	Jr. National Honor Society - MS	$	1,000
Clubs HS (8)	$	1,500	Clubs MS (6)	$	1,000
Newspaper HS	$	2,000	Newspaper MS	$	2,000
Academic Comps HS	$	1,500	Academic Comps MS	$	1,000
Leadership HS	$	3,000	MS LIM	$	2,500
Leadership HS Event	$	1,000	Elementary LIM	$	1,750
HHS Design	$	2,250	Elementary Safety	$	1,000
Theatre/Auditorium	$	5,000	Theatre/Auditorium Asst.	$	1,500
Yearbook HS	$	3,000	Yearbook MS	$	2,000
			Yearbook EL	$	1,500
Peer to Peer Event	$	750	School Store	$	1,500
Peer to Peer Mentor (2 people/building)	$	750	Career Technical Student Organizations - FCCLA, DECA, MITES	$	1,500
HS Unified	$	1,000			
HS eSports	$	3,000	MS eSports	$	3,000
Elementary Discretionary	$	150	Secondary Discretionary	$	80
Robotics	**Grant Funded**				

A discretionary assistance fund will be available for stipends to be paid for occasional use of assistants for extra and co-curricular activities in each building. The coach or sponsor of the activity applies to the building principal for the funds. The stipend is determined by the building principal.
The building amount will be calculated by taking the number of basic education teachers in the building multiplied by $150 per teacher for grades Young 5's - 5 and $80 per teacher for grades 6-12.

Schedule C
Other Instructional Activities

Teacher pay for substitute teaching		$38 per class **period**
Curriculum Writing		$38 per hour
Summer School		$38 per hour
Counselor Hourly Rate beyond scheduled school year		$50 per hour
Counselor Evening Event		$300 per event
Department Advisor Stipend		$1,500 per year
Data Advisor Stipend		$1,500 per year
Technology Advisor Stipend		$1,500 per year
Chairperson of a district Curriculum Committee		$1,500 per year
Mentor of Probationary Teacher	1st Yr Mentee	$1600 per year
	2nd Yr Mentee	$1200 per year
	3rd Yr Mentee	$ 800 per year
High School Federal and State Testing Coordinator		$2,000 per year
Middle School Federal and State Testing Coordinator		$2,000 per year

Retiree Compensation and Benefits

Retirees being hired as teachers will receive compensation as described in Article V.D.4. and benefits consistent with this agreement except they shall not be entitled to benefits concerning any retirement incentive, including sick leave payout, sick leave bank, or cash-in-lieu payments. Retirees earn new seniority. Retirees shall receive paid leave days as allowed in Article X, including ESTA.

Holly Area Schools
2025-26 Calendar

August 19:	First Day NEW STAFF
August 20-21:	ALL Staff - District Wide PD
August 25:	First Day of School – Half Day Students
Aug. 29 - Sep.1:	NO SCHOOL - Labor Day Holiday Break
September 19:	No Students - District Wide PD
October 15:	Half Day – Students * P/T Conference Afternoon
November 4:	No Students – District Wide PD
November 21:	Half Day Students and Staff – End of Trimester I
November 26-28:	NO SCHOOL - Thanksgiving Holiday Break
Dec. 22 – Jan. 2:	NO SCHOOL - Winter Holiday Break
January 5:	School Resumes
January 19:	NO SCHOOL - MLK Holiday Break
January 28:	Half Day – Students * P/T Conference Afternoon
February 16:	NO SCHOOL - Students and Staff Mid-Winter Break
February 17:	No Students - District Wide PD
March 13:	Half Day Students and Staff – End of Trimester II
March 16:	No Students – District Wide PD
Mar. 30 – Apr. 3:	NO SCHOOL - Spring Holiday Break
May 1:	Half Day - Students and Staff
May 25:	NO SCHOOL - Memorial Day
June 10:	Half Day Students and Staff – End of Trimester III LAST DAY OF SCHOOL

*Evening parent-teacher conferences to be determined

Holly Area Schools
2026-27 Calendar

August 25:	First Day NEW STAFF
August 26-27:	ALL Staff - District Wide PD
August 31:	First Day of School – Half Day Students
Sept. 4 - 7:	NO SCHOOL - Labor Day Holiday Break
September 25:	No Students - District Wide PD
October 15:	Half Day – Students * P/T Conference Afternoon
November 3:	No Students – District Wide PD
November 24:	Half Day Students and Staff – End of Trimester I
November 25-27:	NO SCHOOL - Thanksgiving Holiday Break
Dec. 21 – Jan. 1:	NO SCHOOL - Winter Holiday Break
January 4:	School Resumes
January 18:	NO SCHOOL - MLK Holiday Break
January 28:	Half Day – Students * P/T Conference Afternoon
February 15:	NO SCHOOL - Students and Staff Mid-Winter Break
February 16:	No Students – District Wide PD
March 12:	Half Day Students and Staff – End of Trimester II
March 15:	No Students – District Wide PD
March 26	NO SCHOOL – Good Friday Holiday Break
Mar. 29 – Apr. 2:	NO SCHOOL - Spring Holiday Break
May 31:	NO SCHOOL - Memorial Day
June 11:	Half Day Students and Staff – End of Trimester III LAST DAY OF SCHOOL

*Evening parent-teacher conferences to be determined

Holly Area Schools
2027-28 Calendar

August 24:	First Day NEW STAFF
August 25-26:	ALL Staff - District Wide PD
August 30:	First Day of School – Half Day Students
Sept. 3 - 6:	NO SCHOOL - Labor Day Holiday Break
September 24:	No Students - District Wide PD
October 14:	Half Day – Students * P/T Conference Afternoon
November 2:	No Students – District Wide PD
November 23:	Half Day Students and Staff – End of Trimester I
November 24-26:	NO SCHOOL - Thanksgiving Holiday Break
Dec. 20 - 31:	NO SCHOOL - Winter Holiday Break
January 3:	School Resumes
January 17:	NO SCHOOL - MLK Holiday Break
January 20:	Half Day – Students * P/T Conference Afternoon
February 21:	NO SCHOOL - Students and Staff Mid-Winter Break
February 22:	No Students – District Wide PD
March 10:	Half Day Students and Staff – End of Trimester II
March 13:	No Students – District Wide PD
Mar. 27 – 31:	NO SCHOOL - Spring Holiday Break
April 14:	NO SCHOOL – Good Friday Holiday Break
May 29:	NO SCHOOL - Memorial Day
June 9:	Half Day Students and Staff – End of Trimester III LAST DAY OF SCHOOL

*Evening parent-teacher conferences to be determined

APPENDIX A. NON-TENURED TRACK

The following appendix shall only apply to the following members whose positions are not governed by the Tenure Act to include; the school guidance counselors, school social workers, school speech and language pathologists and school psychologists. These articles are in addition to the articles in the master agreement.

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

A. All non-tenure track employees shall be given written notice of their tentative assignment for the forthcoming year no later than five (5) business days after completion of the preceding school year. In the event of any type of change, all non-tenure track employees affected and the Association will be promptly notified.

VACANCIES AND TRANSFERS

A. The Board will notify the Association of vacancies that occur within the bargaining unit. These vacancies will be posted by the Association. The posting period shall be ten (10) calendar days which shall be indicated in the posting notice. The Board will notify bargaining unit members of vacancies that occur during the summer months by email. Should a vacancy occur between August 15th and September 30th for the school year immediately following, the district shall post such vacancies for five (5) calendar days.

B. Voluntary Transfers

Any non-tenure track employee may request an assignment/transfer to a different class, building, or position by submitting a written request, one (1) copy of which shall be filed with the superintendent and one (1) copy will be filed with the Association. The request will set forth the reasons for the assignment/transfer, position sought, and the qualifications. All requests for possible assignment change must be submitted by April 1st.

A request for transfer is not to be considered as an application for any vacancy.

C. Involuntary Transfers

An Involuntary Transfer is defined as an assignment that involves a change in buildings, in case of emergency, or to prevent undue disruption of the instructional program. The following factors will be equally considered when determining an involuntary transfer; qualifications, certification, program needs and seniority if all else is equal.

1. Prior to an involuntary transfer occurring, the Board shall make every effort to facilitate a voluntary transfer through written notification of the need for the transfer to the members of the staff in which the change shall occur. The Board shall not take any action until after 5 calendar days of written notification.

2. For non-tenure track employees, prior to an Involuntary Transfer, a meeting will take place to determine the appropriate program needs for the district. The members of this meeting will include the following district personnel: Superintendent or designee, appropriate program or building administrator, individuals involved in the transfer and a representative of the HEA.

3. The Association and non-tenure track employee(s) will be notified ten (10) calendar days before such transfers are to be made. Written notification shall include the reasons for the transfer.

4. The Association or the non-tenure track employee may request a meeting with the superintendent or designee within 10 calendar days of notification to request additional information or challenge the reasons. Such a meeting shall be scheduled within 10 calendar days of the receipt of written request.

D. The Association and applicant shall receive written notice of the decision regarding transfers.

NON-TENURE TRACK EMPLOYEE EVALUATION

A. The Board and Association recognize that evaluation of non-tenure track employee performance is necessary and that evaluation is the responsibility of the administration. Evaluation procedures shall be reviewed with non-tenure track employees within the first eight (8) weeks. Notice will be given during the first eight (8) weeks of the school year as to who will evaluate non-tenure track employees. If circumstances require a change in evaluators, a conference will be held with the affected parties. Normally the principal, assistant principal or director will conduct evaluations. Other district personnel may conduct evaluations by mutual agreement of the HEA member and administration, or association request.

B. Non-tenured track employees will be evaluated in their current assignment. The procedure, forms and criteria for evaluation will be found in a separate document

C. Non-tenure track employees will be evaluated yearly.

1. The evaluation cycle will be comprised of a formal evaluation based on the 5D Framework and Evaluation Rubric.

a. Summative evaluation is due no later than June 15 of the school year.

LAYOFF AND RECALL

A. Layoff Procedures

Layoff shall be defined as a reduction in the workforce, beyond normal attrition.

Layoff(s) will be based on non-tenure track employees' effectiveness ratings, seniority, State certification, appropriate grade level placement and highly qualified status. The school district will not lose accreditation by AdvancED or the State Department of Education because of the implementation of the layoff procedure. Before official action on a reduction of non-tenure track employees is taken by the Board of Education, it or a designated representative will give notice in writing to the association in order that a meeting can be set so the association can consult and make recommendations concerning reductions.

1. The Board agrees to give as much notice as possible of layoff, but no later than June 1st of the current school year.

2. Each non-tenure track employee on layoff will notify the Administration Offices in writing of an address to which a letter of recall may be sent. Such letter will be mailed to the non-tenure track employee at said address by certified mail, return receipt requested. If no such address is recorded, the letter will be mailed to the non-tenure track employee at the last address recorded in the Administration Office.

3. To provide appropriate time for planning and preparation for the upcoming school year, placement of non-tenure track employees will be based on appropriate qualifications (including but not limited to endorsements and highly qualified status) as of March 1st of the current year.

4. Non-tenure track employees may continue insurance benefits on a self-pay basis during layoff if company policy permits.

5. Non-tenure track employees on layoff will have priority on the substitute list if they are qualified and certified as a substitute and provided further that they request in writing to be placed on the substitute list.

6. Persons on layoff will not lose seniority during the layoff but will not accumulate additional seniority during the layoff period.

7. Layoff notices shall automatically terminate individual employment contracts.

8. Non-tenure track employees will retain salary schedule placement accumulated as of the effective date of layoff.

9. The Association will receive copies of layoff notices.

B. Recall Procedures

1. Administrators who are laid off and are properly certified and qualified, but lack sufficient bargaining unit seniority to bump into a non-tenure track employee position, may be recalled prior to probationary non-tenure track employees being recalled from layoff or a new non-tenure track employee being hired.

2. The Board will maintain the recall list. Non-tenure track employees will remain on the recall list for a period of two (2) years from the point of layoff.

3. Non-tenure track employees will retain sick leave that accumulated prior to layoff for use when they are recalled.

4. Certified personnel being recalled will be given seven (7) calendar days from the date of the receipt of a certified letter of recall to indicate their acceptance or rejection of re-employment. Failure to respond within seven (7) calendar days after receipt of a certified letter will terminate the Board's obligation to rehire said certified personnel. Rejection of the Board's written offer of reemployment will terminate the Board's obligation to rehire said certified personnel.

5. The Association will receive copies of recall notices.

C. Seniority

Seniority is defined as length of unbroken service within the bargaining unit and shall be computed from the employee's first day of work.

A non-tenure track employee who did not accumulate seniority for any period of time during the year will be placed with the appropriate group on the seniority list and will be considered the most senior person in the resultant group.

DISCIPLINE OF NON-TENURED TRACK EMPLOYEES

A. No non-tenure track employee shall be disciplined without cause. The specific grounds forming the basis for disciplinary action will be made available to the teacher and the Association in writing. Non-renewal of a non-tenure track employee shall not be construed as discipline.

B. Non-teaching professionals shall be subject to five (5) years of probation and may be dismissed.

Guidelines for Professional Development that Qualifies for Michigan Legislative Requirements under Michigan Compiled Law Sections 380. 1526 and 1527

District provided professional development (DPPD) as required per MCL 380.1526 and 1527 is professional development that is 1) provided by the district or school in some way (financial support, stipend, release time, substitute teachers, access, technology, etc.) and 2) content and/or grade level appropriate.

Professional development that qualifies under MCL 380.1526 and 1527 may be used for recertification. DPPD that took place prior to July 1, 2020 may be reported for certificate renewal using the District Provided Professional Development Record for Certificate Renewal. DPPD occurring after July 1, 2020 must be entered as a State Continuing Education Clock Hours (SCECHs) program by the district or sponsor.

Examples of Activities	**Does it Qualify as Professional Development Under Section 1526?** (professional development days for new teachers)	**Does it Qualify as Professional Development Under Section 1527?** (professional development days for all teachers)
Orientation Experiences (such as district and building orientation)	Yes (If provided/supported by district in some way and content/grade level appropriate)	No
Curriculum Development Meetings, School Improvement Committees	Yes (If provided/supported by district in some way and content/grade level appropriate)	Yes (If provided/supported by district in some way and content/grade level appropriate)
Professional Learning Communities, Study Groups, Action Research, Study of Student Work, Lesson Study	Yes (If provided/supported by district in some way and content/grade level appropriate)	Yes (If provided/supported by district in some way and content/grade level appropriate)
University or College Class	Yes (If provided/supported by district in some way and content/grade level appropriate)	Yes (If provided/supported by district in some way and content/grade level appropriate)
Mentoring of New Teachers	Yes (If provided/supported by district and content/grade level appropriate)	Maybe (If new knowledge is gained by veteran teacher while providing formal mentoring)
Instructional Technology	Yes (If it leads to new knowledge about using technology-enhanced methods)	Yes (If it leads to new knowledge about using technology-enhanced methods)

Examples of Activities	Does it Qualify as Professional Development Under Section 1526? (professional development days for new teachers)	Does it Qualify as Professional Development Under Section 1527? (professional development days for all teachers)
Sessions Dedicated to Qualifying for North Central Association or MDE Accreditation	Yes (If provided/supported by district in some way and content/grade level appropriate, and relevant to the needs of a new teacher)	Yes (If provided/supported by district in some way and content/grade level appropriate)
Conferences/ Workshops • At an On-site Location	Yes (If provided/supported by district in some way and content/grade level appropriate, unless it already is being counted under 1527)	Yes (If provided/supported by district in some way and content/grade level appropriate)
• At an Off-site Location	Yes (If it is relevant to the new teachers' classroom needs, unless it is already being counted under 1527)	Yes (If provided/supported by district in some way and content/grade level appropriate)
Online Learning Experiences (including courses focusing on curriculum content and /or pedagogy)	Yes (If provided/supported by district in some way, is content/grade level appropriate, and relevant to the classroom needs of the new teacher)	Yes (If provided/supported by district in some way and content/grade level appropriate)
Student Teacher Supervision	N/A (Teachers in their first three years in the teaching profession usually do not serve in this role.)	Maybe (If it leads to new knowledge for the supervising teacher, is provided/supported by district in some way and content/grade level appropriate)
Staff Meetings	No (Unless the primary purpose of the meeting is about student learning, instructional strategies, curriculum content, or content specific to the needs of new teachers)	No (Unless the primary purpose of the meeting is about student learning, instructional strategies or curriculum content)
School Safety Trainings (First Aid/CPR, Blood-Borne Pathogens, EpiPen, Active Shooter, etc.)	No	Yes A memo sent on 6/2/22 allows these to count for the 2022-23 academic year.
Procedural Trainings and Drills	No	No
Parent-Teacher Conferences or Back to School Night	No	No
Athletic Coaching Clinics	No	No
Records Day	No	No

For information contact Marty Snitgen at: 517-335-2669 or snitgenm1@michigan.gov.

2022-9-7 v7

Insurance Plans Letter of Agreement

The district will convene a meeting between the HEA, HAS and the third party benefits provider for solicitation of new medical plans to discuss the insurance bid process, prior to the bids being solicited.

The district agrees to solicit medical and ancillary insurance quotes by February 15, 2026, for plans including the Association and the Employer, for implementation in the following medical plan year. It is expected the Employer will have complied all the necessary data to request the quotes prior to February 15, 2026.

The parties will convene once the quotes have been received, but no later than March 15, 2026 to begin discussing the results of the bids and negotiating the medical and ancillary plans offered to the members for the upcoming plan year.