

**Agreement**  
**between the**  
**Holton Board of Education**  
**and the**  
**Holton Education Association,**  
**MEA/NEA**  
**July 1, 2021 – June 30, 2026**

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## **PROFESSIONAL CONTRACT**

This Agreement entered into this 1<sup>st</sup> day of July, 2021 by and between the Board of Education of the Holton Public Schools, hereinafter referred to as the "Board," and the Holton Education Association, MEA/NEA, hereinafter referred to as the "Association."

### WITNESSETH

WHEREAS the Board and the Association recognize and declare that providing a quality education for the children of the Holton Public Schools is their mutual aim and that the character of such education depends predominantly upon the quality, competence and morale of the teaching service, and

WHEREAS the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, except regarding prohibited subjects of bargaining, and

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize.

In consideration of the preceding mutual covenants, it is hereby agreed subject to existing laws and the Board's right to establish policy:

ARTICLE I  
Duration of Agreement


This Agreement shall be effective as of July 1, 2021 and shall continue in effect until the 30<sup>th</sup> day of June, 2026.

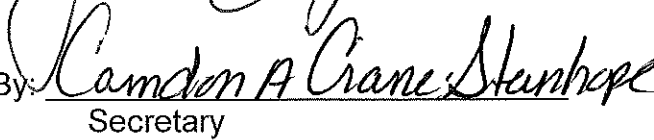
This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

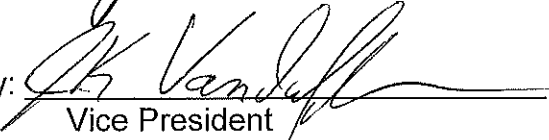
HOLTON EDUCATION ASSOCIATION


HOLTON BOARD OF EDUCATION

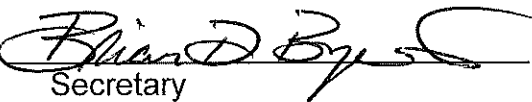
By:   
President

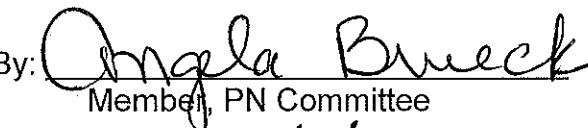
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President

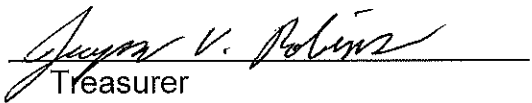
By:   
Secretary

By:   
Vice President

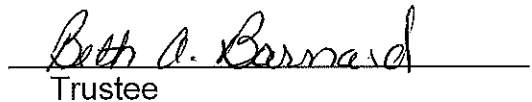
By:   
Chairman, PN Committee

By:   
Secretary

By:   
Member, PN Committee

By:   
Treasurer


By:   
Member, PN Committee

By:   
Trustee

By:   
Member, PN Committee

By:   
Trustee

By:   
Member, PN Committee

By:   
Trustee

DATE SIGNED: May 14, 2021

DATE SIGNED: May 10, 2021

ARTICLE II  
Recognition

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, as amended, for the entire certified and/or professional teaching staff, including the positions of probationary teachers, tenure teachers, classroom teachers, librarians, school counselors, and substitutes after sixty (60) consecutive days in the same position, employed or to be employed by the Board (whether or not assigned to a public school building), but excluding: substitutes, aides, custodians, cooks, instructional assistants, bus drivers, paraprofessionals, supervisory and executive personnel, and office and clerical employees. The term “teacher” when used hereinafter in this Agreement shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined.
- B. The Board agrees not to negotiate with any teachers’ organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without the intervention of the Association, if the adjustment is not inconsistent with the terms of the Agreement.

ARTICLE III  
Teacher and Association Rights

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association, or to choose not to do so, for the purpose of engaging in collective bargaining or negotiation and other lawful concerted activities for mutual aid and protection. As a duly-elected body exercising governmental power under cover of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the employment of any rights conferred by Act 379; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of the teacher’s membership or non-membership in the Association, the teacher’s participation or non-participation in any activities of the Association or collective professional negotiations with the Board, or the teacher’s institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any teacher rights they may have under the Michigan General School Laws or applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- C. The Board specifically recognizes the right of its employees to appropriately invoke the assistance of a mediator or an arbitrator appointed pursuant to the provisions of this Agreement. The Board and the teachers of the Association agree to be bound by any lawful order or award thereof.

- D. The Association and its members shall have the right to use school building facilities when the school is normally open for meetings if such use is not in conflict with scheduled school activities, consistent with Board Policies. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off the school premises.
- E. Bulletin board space shall be made available to the Association in the teacher lounge of each building. Items may be posted on the general school bulletin boards with the approval of the building principal, provided the items do not violate PERA or the Campaign Finance Act.
- F. The Board agrees to furnish to the Association in response to reasonable requests, from time to time, all pertinent information concerning the financial resources of the District, tentative budgetary requirements and allocations, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students together with information which may be necessary for the Association to process any grievance or complaint.

ARTICLE IV  
Board Rights

- A. The Board, on its own behalf and on behalf of the electors of the School District, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and/or the United States.
- B. The Association recognizes that the Board is legally responsible for the operation of the entire school system within the boundaries of the Holton Public School District, Muskegon County, and that the Board has the necessary authority to discharge its responsibilities subject to state and federal laws and to the provisions of this Agreement.
- C. The Association recognizes that the Board may invoke appropriate disciplinary action in situations where teachers fail to adhere to the terms, regulations and policies of the Board.
- D. Manage and control its business, its equipment and its operation and to direct the working force and affairs of the School District.
- E. Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools.
- F. Determine financial policies and accounting procedures.
- G. To establish courses of instruction.

- H. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board shall be limited only by the terms and provisions of this Agreement, state and federal laws and/or Constitutions of the State of Michigan and/or the United States of America.
- I. The Association agrees to furnish the Board, in response to reasonable requests, all available information on anticipated items of contract negotiations for the coming year.

ARTICLE V  
Payroll Deductions

A. Payroll Deductions

- 1. Deductions will be made for those employees requesting such deductions as follows:
  - a. Health insurance – deducted biweekly
  - b. United Way and/or Holton Education Foundation contributions
  - c. Tax-deferred annuities – no additional vendors will be added without the consent of the Board (see Article XVI, Section E. 6, for list)
  - d. Muskegon City income tax
  - e. Authorized direct deposit at financial institutions
- 2. Payments of loans, borrowing money and deposits other than the preceding will be transacted by the individual and not through payroll deductions.
- 3. Payroll deduction is a service offered to employees on a voluntary basis, and shall not be allowed for any unlawful reason.
- 4. Payroll will be issued bi-weekly through direct deposit on Friday. Whenever said date falls on a federal bank holiday, the direct deposit will be made on the day prior to the federal bank holiday. The first pay date of each contractual year will be the first scheduled pay of September. Teachers may elect one time per year, prior to the first contracted day, one of the following options for the teacher's professional salary. Once an election has been made, it shall remain in effect until a new election is made. Those teachers not electing any option will be given option c. below:
  - a. Salary divided into twenty-six (26) pays paid every two (2) weeks with the balance paid with the twenty-first (21<sup>st</sup>) pay; 2023-2024 salary divided into twenty-seven (27) pays paid every two (2) weeks with the balance paid on the 22<sup>nd</sup> pay; or
  - b. Salary divided into twenty-six (26) pays paid every two (2) weeks; 2023-2024 salary divided into twenty-seven (27) pays paid every two (2) weeks; or

- c. Salary divided into twenty-one (21) pays paid every two (2) weeks. 2023-2024 salary divided into twenty-two (22) pays paid every two (2) weeks.

ARTICLE VI  
Professional Compensation

- A. The salaries of teachers covered by this Agreement, including merit pay, are set forth in Appendix I and II, which are attached to and incorporated in this Agreement.
- B. The salary schedule is based upon a normal teaching load, hereinafter defined. The school teacher day will start no sooner than 7:30 a.m. and end no later than 4:00 p.m. Employees are required to be on duty ten (10) minutes before classes begin and to remain on duty ten (10) minutes after all buses depart from the school premises. The schedule will be established to comply with the District's obligation to meet required days and hours of instruction per state law. The start and end time for teachers will be established working with the Association's designee prior to the first day of work for teachers during that school year.

Teachers are encouraged to remain for a sufficient period after all buses depart from the school premises to attend to those matters which properly require attention at that time, including consultations with parents when scheduled directly with the teacher except that on Fridays or on days preceding holidays or vacations the teacher day shall end after all buses depart from the school premises. For extra work, the teacher shall be entitled to additional professional compensation, as set forth in Appendix II.

- C. A teacher engaged during the school day in negotiation on behalf of the Association with any representative of the Board or participating in any professional grievance negotiations, including arbitration, shall be released from regular duties without loss of salary.
- D. Teachers are encouraged to attend those parent-teacher organization meetings that are appropriate to their school level and, on occasion, some of the extra-curricular activities of their grade level as are scheduled. The clause in paragraph B above (for extra work, the teacher shall be entitled to additional professional compensation) shall not be construed to mean those duties and responsibilities normally associated with teaching responsibility.
- E. During the first and third weeks of each month, there shall be staff meetings for all staff as a part of the teaching assignment. The day of the week on which the meetings will be scheduled shall be determined by the Principal and building staff during the meetings prior to the opening of school. Except for the occasional matters that may come up, all staff meetings will be on these days. If there is to be no meeting on a scheduled date, teachers will be notified at least two (2) days before the day of the meeting.
- F. All extra-curricular activities compensated for in Appendix II must take place outside of normal school hours. All staff meetings must be conducted as part of the normal



school hours. Those teachers who do not attend the above-listed meetings, except when excused by the building Principal or Superintendent prior to the meeting, will have an amount deducted from their next regular paycheck equal to the amount of meeting time missed. This time missed to be figured in relation to an eight (8) hour day (i.e., deduct 1/8 per diem for one hour missed, etc.).

- G. Approved Committee meetings outside of normal school hours in excess of four (4) hours per month shall be reimbursed at a rate of Twenty-Five Dollars (\$25.00) per hour.
- H. Teachers required to travel during their regular assignment shall be reimbursed for their mileage at the IRS mileage rate.

## ARTICLE VII Teaching Loads and Extracurricular Assignments

- A. The Board recognizes the principle of a standard forty (40) hour work week and will, so far as possible, set work schedules and make professional assignments that can reasonably be completed within such standard work week. The Board will not require teachers to regularly work in excess of such standard work week within or outside of any school building.
  - 1. The high school/middle school full time teaching assignment will include one preparation period in the daily schedule.
  - 2. When teachers are scheduled with an additional course that eliminates the contractually provided preparation time at the middle/high school level, they shall be paid an additional amount equivalent to one (1) class period at their present step.
  - 3. The Board will endeavor to provide every elementary teacher with a minimum of two hundred (200) minutes per week planning time.
- B. All teachers shall have a duty-free lunch period with a minimum of thirty (30) minutes prior to the start of the afternoon session, subject to weather and emergency conditions. Teachers shall not be subject to playground duty at lunch.
- C. Teachers will be paid for the use of their preparation period at the rate of twenty-five dollars (\$25) per prep period for the duration of the contract. Loss of preparation time does not include time spent in professional development, work related release time, or field trips.
- D. Teachers will be paid twelve dollars and fifty cents (\$12.50) per breakfast or lunch period for providing breakfast or lunch duty.
- E. Assignments, in addition to the normal teaching schedule, which do not require teacher certification, including driver education and extracurricular activities listed in Appendix II, shall be voluntary. If no willing, qualified teacher can be found in



2. Reimbursement will be paid to teachers having an excess, excluding classes that are team taught, at a rate of sixty (\$60) per student over stated goal per semester at the middle and high school level. To qualify as an excess number, the enrollment in a class must exceed the stated goal for twenty-four (24) days in any semester. Such reimbursement will be paid at the end of each semester.
  3. Reimbursement will be paid to elementary grade level teachers having an excess, excluding classes that are team taught, at a rate of three hundred (\$300) dollars per student over stated goal per semester at the elementary level. Elementary specials teachers (art, physical education, computers, etc.) shall be paid based on the average number of students in all classes that are in excess of the stated goal per semester. To qualify as an excess number, the enrollment in a class must exceed the stated goal for twenty-four (24) days in any semester. Such reimbursement will be paid at the end of each semester.
  4. It is the teacher's responsibility to apply to the central office for reimbursement within 10 days after the end of each semester on the form located in Appendix VI.
- B. Teacher requests for supplies and other educational material will be processed promptly.
  - C. Cafeteria, patrol, bus duty, inventorying of supplies and equipment other than normally used or found in the teacher's assigned classroom, collecting money for various projects and similar non-professional responsibilities performed by teachers take away from teaching time. The Board will develop other methods to handle these matters as rapidly as possible.
  - D. Under no conditions shall a teacher be required to drive a school bus as part of the teacher's regular assignment.
  - E. The Board shall provide adequate duplication, lunchroom, lounge, restroom, and lavatory facilities. In conformance with state law, there shall be no smoking in buildings or on school property during the school day.
  - F. District telephones shall be made available to teachers for their reasonable use.
  - G. In schools where continuous cafeteria service for teachers is not available, a vending machine for beverages may be installed at the request of the Association, the proceeds to be used for the Association Fund.
  - H. Adequate parking facilities shall be made available to teachers for their use during school hours. Separate parking areas shall be established for any student parking on school property during school hours.

- I. Notwithstanding their employment, teachers shall be entitled to full rights of citizenship, and no religious or lawful political activities outside of work of any teacher or the lack thereof shall be grounds for discrimination with respect to the professional employment of such teacher.
- J. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, disability, genetic information, or marital status, or membership in or association with the activities of any employee organization.

ARTICLE IX  
Seniority

- A. For the purpose of this Article, seniority shall be computed from the last date of hire and shall be defined to mean the amount of time continuously employed as a teacher or administrator. Time spent on leave or on layoff shall not be construed as a break in continuous service. Time spent on a leave in excess of ninety (90) work days shall not count toward seniority. Time spent on layoff shall count toward seniority up to a maximum equal to the teacher's seniority at the time of layoff.
- B. An employee on layoff will remain on the seniority list for three (3) years. If the employee is not recalled within the three (3) year period, the name will be removed from the seniority list.
- C. A seniority list shall be maintained by the District. Teachers shall be ranked in order of seniority. Accompanying the name of each teacher shall be a listing of the teacher's certification. Said seniority list shall be presented to the Association annually during the month of November for review. Corrections shall be brought to the attention of the Administration within thirty (30) days thereafter.

ARTICLE X  
Leaves of Absence

A. Definitions

- 1. The "immediate family" is grandparent, father, mother, brother, sister, spouse, child, grandchild, grandparent-in-law, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law.
- 2. "Per Diem basis" shall mean the amount obtained by dividing the contractual salary by the total number of working days, as defined Appendix III in this Agreement. Days are further subdivided into 8 hours per day as needed.

B. Sick Leave – Personal Illness or Injury

1. At the beginning of each school year, each teacher shall be credited with ten (10) days of leave. The unused portion of leave shall accumulate from year to year with no limit.
2. Upon accruing ten years of experience with the District and upon death or retirement, an employee shall receive compensation for remaining sick days in the following amounts: 40-90 = \$10/day, 91-150 = \$15/day 151+ = \$20/day.
3. Employees who are employed after the beginning of a given year shall be granted, for the balance of that school year a prorated amount based on the number of days remaining in the contract year (rounded up to the nearest whole day).
4. Employees who are unable to begin a new contract year because of personal illness or injury shall only be allowed to draw upon previously accumulated sick leave until it is depleted.
5. Any teacher whose personal illness or injury extends beyond the period compensated for by sick leave pay shall be granted a leave of absence without pay for twelve (12) weeks, or for as much time as the teacher has served the District, but for no more than five (5) years. The Board will continue payment of the health insurance premiums during a paid sick leave and for twelve (12) weeks after the paid sick leave is exhausted.
6. Deductions from pay shall be made on a per diem basis for absences beyond the number allowed by this section.
7. Days to be included under sick leave:
  - a. Personal illness or injury.
  - b. Illness in the immediate family. Administration reserves the right to review each case on its own merit.
  - c. Childbirth and complications of pregnancy.
  - d. Any condition covered by the FMLA or PMLA.
8. All sick leave absences shall be on an ethical basis in keeping with the teaching profession. Any problems extending beyond the limitations herein stated shall be handled on an individual basis. It shall be the duty of each employee to advise the Office of the Superintendent of the nature of all absences for which salary is expected. Proof of illness shall be furnished by the employee if requested.
9. In the event that a teacher is taking a paid or unpaid sick leave day and school fails to be in session, the leave will not be charged.

## 10. Workers' Compensation

- a. Teachers who are absent due to injury on the job and are drawing Workers' Compensation will be paid any difference between their regular salary and the amount of Workers' Compensation if it is less than their regular salary, but in no way will the employee's gross compensation exceed their regular gross contractual salary.
- b. Sick leave will be charged only at the rate of one (1) day for each day of salary paid on a per diem rate.
- c. FMLA shall run concurrent with workers compensation leave.

### C. Personal Leave

Each teacher shall be granted two (2) personal days per school year with no salary reduction. Employees hired after the start of a school year shall be granted, for the balance of that year, the following number of personal days based on the number of days in their contract:

|             |                   |
|-------------|-------------------|
| 0-46 Days   | 0.5 Personal Day  |
| 47-92 Days  | 1.0 Personal Day  |
| 93-138 Days | 1.5 Personal Days |
| 139 or more | 2.0 Personal Days |

Use of personal leave requires that the teacher give the Principal at least three (3) days notice except in extenuating circumstances. Personal days shall not be taken on the school day immediately preceding or following a holiday or vacation period or the first day or the last day of the school year unless prior approval is granted by the Superintendent. The Administration reserves the right to limit the number of personal days granted on the same day in the same building if substitutes are unavailable. Failure to grant personal days on such a basis may be processed as a grievance. If the number of requests exceeds the available substitutes, the personal days shall be granted in order of application.

Unused personal days will be reimbursed at the rate of One Hundred Fifty Dollars (\$150.00) per day up to a maximum of two (2) days per school year to be paid out with the final pay in June of each contract year.

### D. Emergency Leave

1. Emergency leave will be deducted from sick leave on a day-for-each-day-missed basis.
2. Emergency leave is granted for the following reasons:
  - a. Absence of up to five (5) days due to death in the immediate family or up to three (3) days for all others.

- b. Required appearance in a court of law involving no criminal charges or misconduct on the part of the employee.
- c. Accidents or inability to reach school because of weather conditions.
- d. Unusual circumstances which may be considered on their merit by the Superintendent.

#### E. Sabbatical Leave

The Board of Education, upon the recommendation of the Superintendent of Schools, may grant a sabbatical leave for study purposes (without compensation) to teachers who are on tenure. Recipients of sabbatical leaves must file a letter indicating their intention of returning to the system with the Superintendent of Schools at least ninety (90) school days prior to the last day of school during which the sabbatical leave applied. If notice of intent is not provided, the teacher is considered as submitting resignation from Holton Public Schools.

#### F. Association Leave Days

1. At the beginning of every school year, the Association (not individual members) shall be credited with five (5) days to be used by teachers who are officers or agents of the Holton Education Association, such use to be at the discretion of the Association.
2. The Association President shall notify the Superintendent's office at least two (2) days in advance of the leave day(s) to be used.
3. No remainder of unused Association leave days shall accumulate from year to year.
4. The Association shall reimburse the Board for each day used at the daily substitute teacher rate.

#### G. Other Leaves

1. The Superintendent may consider, upon sixty (60) days written notice, a request for a leave of absence not otherwise covered in this contract. The ultimate granting or denial of the leave shall be within the sole discretion of the Board as well as its determination of whether the leave, if granted, is with or without pay.
2. Military leaves of absence shall be granted to any teacher who shall be inducted or called to active duty in any branch of the armed forces of the United States consistent with legal requirements.
3. The Board shall grant a leave of absence without pay or compensation to any teacher to campaign for or serve in a public office. The duration of the

leave shall be limited to two (2) years and no more than one (1) term of the office, unless approval is granted by the Board.

4. When a teacher is on paid leave (including paid jury duty) and receives outside compensation, the total paid by the Board and the outside source shall not exceed the regular contractual salary. Compensation received from any insurance program purchased by the teacher shall not be considered outside compensation.

#### H. Miscellaneous Provisions

In the event school is closed for an inclement weather/unscheduled school closing and the employee was scheduled off work on a pre-approved sick day or personal day, the employee will be paid for such day, and the pre-approved leave time shall be credited back to the employee.

- I. A teacher returning from an unpaid leave of absence shall resume the teacher's progression on the salary schedule. Teachers will not accrue seniority during an unpaid leave of absence.

#### J. Family and Medical Leave

1. Employees may be eligible for twelve (12) weeks (sixty work days) of unpaid job protected leave if they have worked at least one year, for 1,250 hours over the previous twelve months, and if at least fifty (50) employees are employed by the Employer for the following reasons:
  - a. for incapacity due to pregnancy, prenatal care or childbirth;
  - b. to care for the employee's child after birth, or placement for adoption or foster care;
  - c. to care for the employee's spouse, child, or a parent who has a serious health condition;
  - d. for a serious health condition that makes the employee unable to work;
  - e. to fulfill military family leave commitments (including up to 26 weeks of military exigency leave).
  - f. to provide military caregiving to a close family member as defined by the law.
2. The Employer shall continue to contribute toward all health insurance benefits during a family and medical leave and the employee shall also continue to contribute. The twelve (12) weeks of unpaid leave with paid health insurance benefits will run concurrently with any paid leave which the employee may be on and will be determined on a rolling 12-month calendar basis, measured backward from the date of an FMLA usage.
3. A family leave may be taken on an intermittent or reduced schedule basis with Board approval. A leave year shall be calculated on a rolling



backward basis, except, as required by law, military caregiving leave shall be calculated on a rolling forward basis.

4. A medical leave may be taken on an intermittent or reduced schedule basis.
5. The employee shall be returned to a position with equivalent benefits, pay, and other terms and conditions of employment.
6. Leaves near the conclusion of a semester.
  - a. Leaves more than five (5) weeks prior to the end of a semester. The District may require the employee to continue taking leave until the end of such term if:
    - i. the leave is of at least three (3) weeks duration; and
    - ii. the return to employment would occur during the three (3) week period before the end of a semester.
  - b. Leaves less than five (5) weeks prior to the end of a semester. The District may require the employee to continue taking leave until the end of the semester if:
    - i. the leave is of greater than two (2) weeks duration; and
    - ii. the return to employment would occur during the two (2) week period before the end of the semester.
  - c. Leaves less than three (3) weeks, if the leave begins three (3) weeks prior to the end of the semester and the duration of the leave is greater than five (5) working days, the District may require the employee to continue to take leave until the end of the semester.

## ARTICLE XI Protection of Teachers

- A. Since the teacher's authority and effectiveness in the teacher's classroom is undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Teachers will uphold Board policy and state laws regarding corporal punishment of students.
- B. Whenever it appears that a particular pupil requires the attention of a special counselor, social workers, law enforcement personnel, physicians, or other professional persons, the Board will take reasonable steps to ensure the student will receive the necessary help. Staff will work with other professional personnel to

ensure the student's continued learning. Teachers will not be expected to meet for IEPT/MET meetings during their thirty (30) minute duty-free lunch period unless the teacher is willing to do so.

- C. Any case of assault or verbal threat to a teacher shall be promptly reported to the building Administrator. The Board will provide reasonable assistance to the teacher as it relates to matters involving law enforcement and judicial authorities, if the Superintendent concludes the teacher was acting consistent with Board Policy and State and Federal law.
- D. If any teacher has a complaint lodged against them or is sued by reason of disciplinary action taken by the teacher against a student, the Board will provide reasonable assistance to the teacher in the teacher's defense, except where the teacher has committed an illegal act, or an act in violation of Board Policies.
- E. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher, except when the teacher has committed an illegal act or is suspended due to failure to comply with Board policy concerning this Article.
- F. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable for any damage or loss to person or property, except in the case of negligence or neglect of duty .
- G. Any teacher who shall be transferred to a supervisory or executive position and later returned to a teacher status shall be entitled to retain such rights as the teacher may have had under this Agreement as a teacher including accruing seniority.
- H. Schedule B positions which do not require teacher certification will be evaluated on the form attached as Appendix IV or V. Coaches will receive their evaluation within thirty (30) days of their last contest. Head coaches will be evaluated by the Athletic Director. The other coaches in the specific program will be evaluated by the Head/Varsity Coach of that program. The evaluation will indicate whether the coach is being recommended for renewal. Schedule B positions shall be held by teachers with a prior year effective or highly effective teacher evaluation. New teachers can hold Schedule B positions with approval of the Building Principal.
- I. Each teacher shall have the right upon request to review the contents of the teacher's own personnel file. A representative of the Association may be requested by the teacher or the Board to accompany the teacher in such review.
- J. No material originating after initial employment will be placed in the teacher's personnel file unless the teacher has had an opportunity to review the material. The teacher may submit a written note regarding any material placed in the file after initial employment that shall be attached to said material. If a teacher is asked to sign material placed in the teacher's file, such signature shall indicate only the awareness of the material unless otherwise stated.

ARTICLE XII  
Mentor Teachers

- A. A Mentor Teacher shall be defined as a Teacher who:
- has demonstrated effective or highly effective performance in teaching through evaluation for seven (7) years
  - has demonstrated excellence in working with adults
  - has participated in professional development to remain current and maintain a high level of expertise
  - is an active and open listener
  - is competent in social and public relations
  - is trained to be a mentor and is committed to implementing the role effectively
  - is knowledgeable of human and other resources that can assist the new teacher
1. Mentor Teacher positions shall be extra-duty positions and shall be compensated and posted per Appendix II of this Agreement.
  2. Mentor teachers shall be tenured teachers or retired tenured teachers from the District. When there are no approved personnel from the District, Mentor Teachers from the county or nearby university may be employed.
  3. Mentor teachers shall be selected from a list of applicants for the position and shall be approved by the Administration.
- B. Each teacher in their first three (3) years in the classroom (hereinafter called "Mentee") shall be assigned one Mentor Teacher. The Mentor Teacher assignments shall be for one (1) year and shall be subject to periodic review by the Mentor Teacher and the Mentee. Assignments may be renewed in succeeding years.
- C. The Mentor Teacher shall be available to provide professional support, instruction, and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources, and information in a non-threatening collegial fashion.
- D. Mentor Teacher training will be provided by the District.
- E. The Mentor Teacher will be provided with released time, a half day (i.e., 2½ hours) per Mentee per month to observe and work with the Mentee.

ARTICLE XIII  
Negotiation Procedures

- A. It is contemplated that mandatory subjects of bargaining not specifically covered by this Agreement, but mutually agreed upon concern to the parties, shall be subject to professional negotiations during the period of this Agreement upon request by

either party to the other. The parties will undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information, and otherwise constructively considering and resolving any such matters.

- B. At least sixty (60) days prior to the expiration of this Agreement, the parties will begin negotiations for a new Agreement covering wages, hours, terms and condition of employment of teachers employed by the Board except with respect to prohibited subjects of bargaining.
- C. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representative from within or outside the School District. It is recognized that no final Agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association. The parties mutually pledge that representatives selected by each shall have all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.
- D. If the parties fail to reach an Agreement in any such negotiations, either party may invoke the mediation process of MERC or take any other lawful measures it may deem appropriate.
- E. An Emergency Manager appointed by law may reject, modify, or terminate the Agreement as provided by law.

#### ARTICLE XIV Grievance Procedure

- A. Any teacher, group of teachers, or the Association believing that there has been a violation, misinterpretation or misapplication of any provision of this Agreement may file a written grievance (on the form provided in Appendix VII) with the Board or its designated representative. The Board hereby designates as its representative for such purpose the Principal of each school building, and the Superintendent of Schools when the particular grievance arises in more than one school building.

Any grievance filed under this contract must be filed within thirty (30) calendar days of knowledge about the grievable item, and any time before the expiration date of the contract.

- B. Within ten (10) work days of receipt of the grievance, the designated representative of the Board shall meet with the Association in an effort to resolve the grievance. Affected teachers may or may not be present at such meetings. If the meeting is with the school Principal and the parties cannot agree, the Principal will issue a written response within five (5) work days of the meeting. If the Principal's response is not acceptable, the grievance shall, within five (5) work days of the Principal's response, be transmitted by the Association to the Superintendent. The

Superintendent shall then have five (5) work days after receipt of the Principal's response to grant or deny the grievance. If the grievance is transmitted directly to the Superintendent, they shall have ten (10) work days from receipt to grant or deny the grievance. If the grievance shall be denied by the Superintendent, upon review of the action of the school Principal or in the first instance, the grievance shall immediately be transmitted to the Association with a statement of reasons why it is being denied. If the Association is not satisfied with the action of the Superintendent, the grievance may, within ten (10) work days of the Superintendent's response, be transmitted by the Association to the Secretary of the Board.

- C. The Board shall review the grievance no later than the first Board meeting following receipt of the grievance by the Secretary of the Board. The Board may hold a hearing thereon, may designate one or more of its members to hold a hearing, or otherwise investigate the grievance or prescribe such procedures as it may deem appropriate for consideration of the grievance; provided, however, that in no event, except with express written consent of the Association, shall final determination of the grievance be made by the Board more than ten (10) work days after the date of the Board meeting above.
- D. If the decision of the Board is not satisfactory to the Association, the grievance may, within thirty (30) calendar days after receipt of the Board's decision, be submitted to arbitration before an impartial arbitrator selected by the parties. If the parties cannot agree as to the arbitrator, one shall be selected by the American Arbitration Association in accord with its rules, which shall likewise govern the arbitration hearing. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the Association or the Board. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

The arbitrator's decision shall be in writing and shall set forth the arbitrator's findings of fact, reasoning and conclusions on the issues submitted. Copies of the arbitrator's findings as outlined herein shall be submitted to both the Board and the Association.

- E. The costs of any arbitration under this Article shall be shared equally by the Board and the Association.

#### ARTICLE XV Miscellaneous Provisions

- A. Teachers shall report unavailability for work at least one and one-half (1½) hours before the start of the teacher day, with every attempt to report an absence before 6:00 a.m. Teachers shall report absences using the absence management website. Once a teacher has reported unavailability, it shall be the responsibility of the Administration to arrange for a substitute teacher. A teacher, who fails to notify the proper school authorities when not reporting for duty,

unless some unusual circumstance shall prevent it, shall have one (1) day's pay deducted on a per diem basis.

- B. This Agreement shall supersede any rules, regulations or practices of the Board that shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement and Board policy. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- C. This Agreement shall be posted on the District's website.
- D. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by the law, but all other provision or applications shall continue in full force and effect.
- E. The Board of Education, for good and reasonable cause, may at any time require a teacher to submit a certificate from a qualified physician certifying to the teacher's fitness relating to physical and mental health.
- F. The Board of Education shall continue its policy of encouraging professional growth. As such, the Board will reimburse each teacher the fees for the original issuance and the subsequent renewal of the Professional Teaching Certificate. The Board will not reimburse for the original issuance of the Standard Certificate or any renewals of the Standard Certificate. Issuance of the new certificate will be considered proof of payment by the bargaining unit member. Reimbursement will be within thirty (30) days of submission.
- G. The Professional Development Committee or other appropriate district committee will be responsible for determining District staff in-services. Other in-service opportunities will be evaluated by the Principals, and the Superintendent, for their appropriateness and alignment with building and District school improvement efforts.
- H. In-service (Professional Development) is defined as those processes and activities designed to enhance knowledge, skills and attitudes of educational employees so that they might, in turn, improve the environment and learning of students. The length of each Professional Development day shall begin no sooner than 8:00 a.m. and end no later than 3:45 p.m.
- I. The District agrees to pay any teacher who submits their irrevocable notice of retirement prior to April 15, with an effective date of retirement no later than June 30 of the same year, a notification bonus of \$1500 to be paid on the 2<sup>nd</sup> pay of June.

ARTICLE XVI  
Salary Schedule, Insurance, and Calendar

A. Salary Schedule Columns

1. Teachers who earn an appropriate educational Master's degree by mid-year will receive one-half ( $\frac{1}{2}$ ) the added increment of that degree level for the remainder of that year.
2. To fall in the Master's Degree lane of the salary schedule, the teacher must possess an appropriate educational Master's Degree.

B. Salary Schedule Placement of Newly Hired Teachers

1. Newly hired teachers with teaching experience may be placed on any step of their respective Salary Schedule lane.
2. After the initial placement on the salary schedule, teachers shall advance through the schedule according to Appendix I.
3. A teacher who has terminated their employment from Holton Public Schools and who later returns may be treated as a newly hired teacher for placement on the salary scale.

C. Individual Contract Procedures

1. Prior to contracts being offered, a form letter will be issued to the members of the staff to determine whether or not they desire a contract for the coming year.
2. Contracts will be issued soon after the start of the school year.
3. The Superintendent is authorized to issue all contracts to new personnel, and signatures of the Board will be affixed to all such contracts issued by the Superintendent. Such contracts, to be valid, must bear the signature of the Board President and the Superintendent.

D. Teachers hired within the first sixty days of the school year will be given one (1) year of experience at the end of the academic year. Teachers hired after sixty days and before 120 days of the school year will be provided one-half ( $\frac{1}{2}$ ) year of experience at the end of the academic year. Teachers hired after 120 days of the school year will be provided zero (0) years of experience at the end of the academic year.

E. Medical Health Insurance and Benefits

1. The Board shall contribute no more than the "hard cap" amounts pursuant to Public Act 152 of 2011 for medical/health insurance coverage. Medical

health insurance costs that exceed the employer's annual cost limitation will be the responsibility of the employee. Each teacher shall contribute the balance over the Board contributions up to the premium cost through automatic payroll deduction in bi-weekly payments. The annual district share shall be prorated on a per diem basis for anyone hired after the start of the school year.

2. The health care committee will determine the health plan 3 months prior to January 1 for each contract year.
3. The district will not make a Health Savings Account (HSA) contribution. Employees may elect to contribute to their HSA through payroll deduction if they are eligible by law.
4. Effective September 1, 2021, for purposes of the "hard cap," the Employee's health plan benefit year will begin on January 1 and end on December 31 of each year.
5. Coverage for new hires will begin on September 1, or on the first day of the first full month in which they worked. The Board shall contribute toward the premium cost of medical/health insurance for the twelve months of September 1 through August 31.
6. Teachers not electing health insurance shall receive Four Hundred Fifty Dollars (\$450.00) instead of health insurance that can be received as taxable cash or used toward non-taxable options and/or tax-deferred annuities to be paid monthly on the first pay of the month. Tax-deferred annuities may be available from the following existing Employer approved vendors: Lincoln National Life Insurance Company, Jackson National Life Insurance Company, Farm Bureau Life Insurance Company, AIG Valic, GLP & Associates, Mass Mutual, American General and MEA Financial Services. No additional vendors will be added without the consent of the Board and meeting IRS regulations.
7. PAK B - Each teacher shall be eligible for the following at no cost to the teacher :
  - a. MESSA Negotiated Life - \$25,000 with AD&D
  - b. MESSA Long Term Disability
    - i. 66 2/3% Max \$5,000
    - ii. 90 CDMF
  - c. MESSA Delta Dental 80% Class, I, II, II (annual Maximum UCR); 80% Class IV (Ortho Lifetime Max UCR)
  - d. MESSA Vision VSP-2
8. Premiums paid by the Board for employees whose workload is less than full-time will be prorated according to the employee's workload in relation to the workload of a full-time employee.



## APPENDIX I

1. An incoming experienced teacher may be placed at an appropriate step less than the teacher's actual years of experience. The Board reserves the right to place an incoming, experienced or new, teacher who is entering a position on the critical shortage list at a step higher than the teacher's years of experience.
2. The Board and Association recognize the value in experience at Holton Public Schools, and in advanced training available in education, therefore consistent with the merit pay components of the Revised School Code, section 1250:
  - a) The qualifications for step advancement shall require an effective or highly effective rating on the year end summative teacher evaluation.
  - b) Any teacher who does not attain an effective or highly effective summative evaluation rating, shall remain at the current step, and shall not advance until the teacher has received an effective or highly effective summative teacher evaluations at the current step.
  - c) The qualifications for salary schedule lane advancement shall include: 1) graduate credit hours in a planned course of study beyond the bachelor's degree and standard certificate, 2) credits in a teachable area, credits directly related to instruction, and other credits as proposed by the teacher, with advanced approval by the superintendent or designee using the form in Appendix VIII. Course hours referred to in this Article shall be on a semester hour equivalency. BA+24 or MA+24 means hours taken after completion of the respective degree(s). Credits used for advancement on the salary schedule must be earned subsequent to the date of the last placement/advancement.
3. A change to an individual teacher's placement on the salary schedule will be effective as outlined in Article XVI.
4. Consistently effective and highly effective teachers are expected to volunteer to serve on at least one committee or team per school year. Examples of such committees include, but are not limited to: subject area or curriculum committees, school and district improvement teams, positive behavior and attendance support teams, crisis or emergency response teams, the HEA Bargaining Team, the sex education advisory committee, the health and wellness committee, the District technology committee, teacher mentor, etc.
5. If, in any year of this contract, the District's audited fall FTE count, excluding consortium enrollments, exceeds 20 pupils from the prior year, teachers shall be paid an off schedule bonus of 1% of their base salary. If enrollment exceeds 40 pupils from the prior year, teachers shall be paid an off schedule bonus of 2% of their base salary.

6. If, in any year of this contract, the District's fund balance falls below 6% as reported in the annual school audit, then all subsequent salary schedules must be renegotiated.
7. Each teacher will receive a one-time \$200 sign on bonus for ratification of this contract.

## Salary Schedule 2021/2022

| Step/Lane | BA     | BA +24 | MA     | MA +24 |
|-----------|--------|--------|--------|--------|
| 1         | 40,250 | 41,250 | 44,000 | 45,000 |
| 2         | 41,176 | 42,199 | 45,012 | 46,035 |
| 3         | 42,123 | 43,170 | 46,047 | 47,094 |
| 4         | 43,092 | 44,163 | 47,106 | 48,177 |
| 5         | 44,083 | 45,179 | 48,189 | 49,285 |
| 6         | 45,097 | 46,218 | 49,297 | 50,419 |
| 7         | 46,134 | 47,281 | 50,431 | 51,579 |
| 8         | 47,195 | 48,368 | 51,591 | 52,765 |
| 9         | 48,280 | 49,480 | 52,778 | 53,979 |
| 10        | 49,390 | 50,618 | 53,992 | 55,221 |
| 11        | 50,526 | 51,782 | 55,234 | 56,491 |
| 12        | 51,688 | 52,973 | 56,504 | 57,790 |
| 13        | 52,877 | 54,191 | 57,804 | 59,119 |
| 14        | 54,093 | 55,437 | 59,133 | 60,479 |
| 15        | 55,337 | 56,712 | 60,493 | 61,870 |
| 16        | 56,610 | 58,016 | 61,884 | 63,293 |
| 17        | 57,912 | 59,350 | 63,307 | 64,749 |
| 18        | 59,244 | 60,715 | 64,763 | 66,238 |
| 19        | 60,607 | 62,111 | 66,253 | 67,761 |
| 20        | 62,001 | 63,540 | 67,777 | 69,320 |
| 21        | 63,427 | 65,001 | 69,336 | 70,914 |
| 22        | 64,886 | 66,496 | 70,931 | 72,545 |
| 23        | 66,378 | 68,025 | 72,562 | 74,214 |
| 24        | 67,905 | 69,590 | 74,231 | 75,921 |
| 25        | 69,467 | 71,191 | 75,938 | 77,667 |
| 26        | 71,065 | 72,828 | 77,685 | 79,453 |

## Salary Schedule 2022/2023

| Step/Lane | BA     | MA     | MA +24 |
|-----------|--------|--------|--------|
| 1         | 41,766 | 44,550 | 45,113 |
| 2         | 42,726 | 45,575 | 46,150 |
| 3         | 43,710 | 46,623 | 47,212 |
| 4         | 44,715 | 47,695 | 48,297 |
| 5         | 45,744 | 48,791 | 49,408 |
| 6         | 46,796 | 49,913 | 50,545 |
| 7         | 47,872 | 51,061 | 51,708 |
| 8         | 48,973 | 52,236 | 52,897 |
| 9         | 50,099 | 53,438 | 54,114 |
| 10        | 51,251 | 54,667 | 55,359 |
| 11        | 52,429 | 55,924 | 56,632 |
| 12        | 53,635 | 57,210 | 57,934 |
| 13        | 54,868 | 58,527 | 59,267 |
| 14        | 56,130 | 59,872 | 60,630 |
| 15        | 57,421 | 61,249 | 62,025 |
| 16        | 58,741 | 62,658 | 63,451 |
| 17        | 60,092 | 64,098 | 64,911 |
| 18        | 61,474 | 65,573 | 66,404 |
| 19        | 62,887 | 67,081 | 67,930 |
| 20        | 64,334 | 68,624 | 69,493 |
| 21        | 65,814 | 70,203 | 71,091 |
| 22        | 67,327 | 71,818 | 72,726 |
| 23        | 68,875 | 73,469 | 74,400 |
| 24        | 70,460 | 75,159 | 76,111 |
| 25        | 72,081 | 76,887 | 77,861 |
| 26        | 73,738 | 78,656 | 79,652 |
| 27        | 75,434 | 80,465 | 81,483 |

## Salary Schedule 2023/2024

| Step/Lane | BA     | MA     | MA +24 |
|-----------|--------|--------|--------|
| 1         | 42,288 | 45,107 | 45,677 |
| 2         | 43,260 | 46,145 | 46,727 |
| 3         | 44,256 | 47,206 | 47,802 |
| 4         | 45,274 | 48,291 | 48,901 |
| 5         | 46,316 | 49,401 | 50,026 |
| 6         | 47,381 | 50,537 | 51,177 |
| 7         | 48,470 | 51,699 | 52,354 |
| 8         | 49,585 | 52,889 | 53,558 |
| 9         | 50,725 | 54,106 | 54,790 |
| 10        | 51,892 | 55,350 | 56,051 |
| 11        | 53,084 | 56,623 | 57,340 |
| 12        | 54,305 | 57,925 | 58,658 |
| 13        | 55,554 | 59,259 | 60,008 |
| 14        | 56,832 | 60,620 | 61,388 |
| 15        | 58,139 | 62,015 | 62,800 |
| 16        | 59,475 | 63,441 | 64,244 |
| 17        | 60,843 | 64,899 | 65,722 |
| 18        | 62,242 | 66,393 | 67,234 |
| 19        | 63,673 | 67,920 | 68,779 |
| 20        | 65,138 | 69,482 | 70,362 |
| 21        | 66,637 | 71,081 | 71,980 |
| 22        | 68,169 | 72,716 | 73,635 |
| 23        | 69,736 | 74,387 | 75,330 |
| 24        | 71,341 | 76,098 | 77,062 |
| 25        | 72,982 | 77,848 | 78,834 |
| 26        | 74,660 | 79,639 | 80,648 |
| 27        | 76,377 | 81,471 | 82,502 |
| 28        | 78,135 | 83,345 | 84,399 |

Salary Schedule 2024/2025

| Step/Lane | BA     | MA     |
|-----------|--------|--------|
| 1         | 42,817 | 45,671 |
| 2         | 43,801 | 46,722 |
| 3         | 44,809 | 47,796 |
| 4         | 45,840 | 48,895 |
| 5         | 46,895 | 50,019 |
| 6         | 47,973 | 51,169 |
| 7         | 49,076 | 52,345 |
| 8         | 50,205 | 53,550 |
| 9         | 51,359 | 54,782 |
| 10        | 52,541 | 56,042 |
| 11        | 53,748 | 57,331 |
| 12        | 54,984 | 58,649 |
| 13        | 56,248 | 60,000 |
| 14        | 57,542 | 61,378 |
| 15        | 58,866 | 62,790 |
| 16        | 60,218 | 64,234 |
| 17        | 61,604 | 65,710 |
| 18        | 63,020 | 67,223 |
| 19        | 64,469 | 68,769 |
| 20        | 65,952 | 70,351 |
| 21        | 67,470 | 71,970 |
| 22        | 69,021 | 73,625 |
| 23        | 70,608 | 75,317 |
| 24        | 72,233 | 77,049 |
| 25        | 73,894 | 78,821 |
| 26        | 75,593 | 80,634 |
| 27        | 77,332 | 82,489 |
| 28        | 79,112 | 84,387 |
| 29        | 80,931 | 86,329 |

## Salary Schedule 2025/2026

| Step/Lane | BA     | MA     |
|-----------|--------|--------|
| 1         | 43,352 | 46,242 |
| 2         | 44,349 | 47,306 |
| 3         | 45,369 | 48,393 |
| 4         | 46,413 | 49,506 |
| 5         | 47,481 | 50,644 |
| 6         | 48,573 | 51,809 |
| 7         | 49,689 | 52,999 |
| 8         | 50,833 | 54,219 |
| 9         | 52,001 | 55,467 |
| 10        | 53,198 | 56,743 |
| 11        | 54,420 | 58,048 |
| 12        | 55,671 | 59,382 |
| 13        | 56,951 | 60,750 |
| 14        | 58,261 | 62,145 |
| 15        | 59,602 | 63,575 |
| 16        | 60,971 | 65,037 |
| 17        | 62,374 | 66,531 |
| 18        | 63,808 | 68,063 |
| 19        | 65,275 | 69,629 |
| 20        | 66,776 | 71,230 |
| 21        | 68,313 | 72,870 |
| 22        | 69,884 | 74,545 |
| 23        | 71,491 | 76,258 |
| 24        | 73,136 | 78,012 |
| 25        | 74,818 | 79,806 |
| 26        | 76,538 | 81,642 |
| 27        | 78,299 | 83,520 |
| 28        | 80,101 | 85,442 |
| 29        | 81,943 | 87,408 |
| 30        | 83,827 | 89,418 |

APPENDIX II

Holton Public Schools  
Extracurricular Activity Schedule B

|  | <u>% of BA Base</u> |                                     | <u>% of BA Base</u> |
|--|---------------------|-------------------------------------|---------------------|
| Varsity Football                                   | 10                  | MS Play Director                    | 2                   |
| Assistant Varsity Football<br>(Up to 3 assistants) | 3                   | Band                                | 10                  |
| JV Football  | 6                   | HS Student Council                  | 10                  |
| Assistant JV Football<br>(Up to 2 assistants)      | 2                   | MS Student Council                  | 3                   |
| MS Football  | 3                   | HS Yearbook                         | 4                   |
| Assistant MS Football                              | 2                   | MS Yearbook                         | 2                   |
|  |                     | MS Robotics                         | 4                   |
|  |                     | HS Robotics                         | 6                   |
|  |                     | Quiz Bowl                           | 4                   |
| Varsity Basketball                                 | 10                  | 6 <sup>th</sup> Grade Camp Director | 4                   |
| Assistant Varsity Basketball                       | 6                   | Freshman Class Advisor (2)          | 1                   |
| JV Basketball                                      | 6                   | Sophomore Class Advisor (2)         | 1                   |
| 7 <sup>th</sup> Grade Basketball                   | 3                   | Junior Class Advisor (2)            | 6                   |
| 8 <sup>th</sup> Grade Basketball                   | 3                   | Senior Class Advisor (2)            | 3                   |
|  |                     | Forensics / Debate                  | 4                   |
| Varsity Baseball                                   | 10                  | Play Director                       | 4                   |
| Assistant Varsity Baseball                         | 6                   | Language Arts Team                  | 4                   |
| JV Baseball  | 6                   | National Honor Society              | 2                   |
|  |                     | National Junior Honor Society       | 1                   |
|  |                     |                                     |                     |
| Varsity Softball                                   | 10                  |                                     |                     |
| Assistant Varsity Softball                         | 6                   | Mentor Teacher                      | \$300               |
| JV Softball  | 6                   | Summer School                       | \$25.00/hr          |
|  |                     | After School Tutorial               | \$20.00/hr          |
| Varsity Volleyball                                 | 10                  | Testing Center                      | \$20.00/hr          |
| Assistant Varsity Volleyball                       | 6                   | Locker Room Supervisor              | \$9.00/day          |
| JV Volleyball                                      | 6                   |                                     |                     |
| 7 <sup>th</sup> Grade Volleyball                   | 3                   |                                     |                     |
| 8 <sup>th</sup> Grade Volleyball                   | 3                   |                                     |                     |
|  |                     |                                     |                     |
| Varsity Track                                      | 6                   |                                     |                     |
| (Up to 2 Varsity Coaches)                          |                     |                                     |                     |
| MS Track   | 3                   |                                     |                     |
| Cross Country                                      | 10                  |                                     |                     |
| MS Cross Country                                   | 3                   |                                     |                     |
|  |                     |                                     |                     |
| Wrestling  | 10                  |                                     |                     |
| JV Wrestling                                       | 6                   |                                     |                     |
| MS Wrestling                                       | 3                   |                                     |                     |
|  |                     |                                     |                     |
| Golf   | 3                   |                                     |                     |
| Bowling  | 3                   |                                     |                     |
| Competitive Cheer                                  | 6                   |                                     |                     |

|  |
|--|
| <p><u>Steps</u></p> <p>Step 1 = % of BA Base</p> <p>Step 2 = % of BA Base x 1.10</p> <p>Step 3 = % of BA Base x 1.15</p> <p>Step 4 = % of BA Base x 1.20</p> <p>Step 5 = % of BA Base x 1.30</p> |
|--|

- Notes
- To fulfill a position listed in Appendix II, an effective or highly effective evaluation is required from the prior year.
  - Step increase is calculated on the extra-curricular position base.



3. All dollar figures would change with a change in the teacher salary schedule base.
4. The Superintendent or their designee shall issue, upon appointment, a contract indicating the nature of the non-hourly extra duty assignment, starting date, length of assignment, and the salary.
5. Hourly assignments will require the submission of a time card.

APPENDIX III  
Calendar  
(Future Calendars will follow this format)

**2021 - 2022 School Year  
Holton Public Schools**

S T  
2 5

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  | 31  |     |     |     |     |

S T  
20 20

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  |     |     |

S T  
20 21

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 31  |     |     |     |     |     |     |

19 19

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  |     |     |     |     |

13 13

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  | 31  |     |

20 20

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  |     |     |     |     |     |

17 18

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  |     |     |     |     |     |

22 23

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  |     |     |

15 15.5

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |

21 21

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  | 31  |     |     |     |     |

8 9

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  |     |     |

**REVISED 3/30/2021**

CTC students shall follow the CTC calendar for their CTC classes.

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li> Holiday and MAISD Vacation Periods</li> <li> New Teacher Orientation</li> <li> Student full day</li> <li> Exams - Student 1/2 day; Teacher full day</li> <li> Student and Teacher 1/2 Day</li> <li> Student and teacher half day (Open house comp day)</li> <li> Early release day</li> <li> Student 1/2 day, MS/HS Afternoon &amp; Evening PTC, EL 1/2 day PD</li> <li> Student 1/2 day, EL Afternoon &amp; Evening PTC, MS/HS 1/2 day PD</li> <li> Teacher full day PD, no students</li> <li> PD Open House</li> <li> MAISD Countywide PD</li> <li> Teacher work day (Select 2 of the 4) one at the start and end of the school year</li> </ul> | <p>Elementary</p> <p>Full day 8:50AM - 3:45PM</p> <p>Half day 8:50 AM -12:00 PM</p> <p>Early Release 8:50 AM - 2:15 PM</p> | <p>Secondary</p> <p>Full day 7:45 AM - 2:35 PM</p> <p>Half day 7:45 AM - 10:55 AM</p> <p>Early Release 7:45 AM - 1:05 PM</p> |
|---|--|--|

APPENDIX IV

**Holton Public Schools**

**Extra-Duty Evaluation Form**

- A. **Extra-Duty Being Evaluated:**
- B. **Coach/Advisor:**
- C. **School:**
- D. **Strengths: Describe the strengths this person possesses in conducting the activity.**
- E. **Describe the areas of growth that would assist this person in improving this activity.**
- F. **Additional Comments:**
- G. **Recommendation for Rehire:**

\_\_\_\_\_  
Signature of Evaluator      Date

\_\_\_\_\_  
Signature of Employee      Date

Appendix V



**COACHES PERFORMANCE EVALUATION**

Name of Coach: \_\_\_\_\_

Sport: \_\_\_\_\_

Season: \_\_\_\_\_

The coach will be evaluated using these ratings:

Meets or Exceeds Standards:

The performance of the coach meets the standards and expectations of Holton Public Schools

Does Not Meet Standards:

The coach fails to meet the standards of Holton Public Schools.

| Summary Rating Table             | Meets or Exceeds Standards | Does Not Meet Standards |
|----------------------------------|----------------------------|-------------------------|
| <b>Dimension</b>                 |                            |                         |
| Dimension 1: Character-Based     |                            |                         |
| Dimension 2: Competence in Sport |                            |                         |
| Dimension 3: Committed           |                            |                         |
| Dimension 4: Caring              |                            |                         |
| Dimension 5: Confidence Building |                            |                         |
| Dimension 6: Communicator        |                            |                         |

|   |  |  |
|---|--|--|
| Dimension 7: Consistent   |  |  |
| Dimension 8: Reflection, Collaboration, and Professional Growth |  |  |

**Overall Performance:** \_\_\_\_\_ **Meets or Exceeds Standards** \_\_\_\_\_ **Does Not Meet Standards**

Signature of Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Coach\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*The coach's signature indicates that he or she has received the evaluation report. It does not indicate agreement with the report.

**Dimension 1: Character-Based**

| Performance Indicators  |
|---|
| Follows all MHSAA and NFHS rules and regulations in regard to specific sport.   |
| Establishes clear, concise, and consistent rules for their program.   |
| Models professional appearance and demeanor during practices and games.   |
| Demonstrate respect through the language and behavior in all interactions with coaching staff, student-athletes, and parents. |
| Follows Holton Public Schools policy for staff members.   |

**Overall Rating for Dimension 1:** \_\_\_\_\_ **MES** \_\_\_\_\_ **DNMS**

**Dimension 2: Competence in Sport**

| Performance Indicators   |
|--|
| Plans and executes effective practices.  |
| Prepares game plans and effectively communicates said plans to coaching staff and players.   |
| During games, makes adjustments and personnel changes to remain competitive during contests. |
| Uses technology to collect and analyze data to benefit program (Scouting, Statistics, Hudl)  |
| Knowledgeable on skills, tactics, and strategy of the sport.                                 |

**Overall Rating for Dimension 2:** \_\_\_\_\_ **MES** \_\_\_\_\_ **DNMS**

**Dimension 3: Committed**

| Performance Indicators  |
|---|
| Implements a vision for the entire program aligning the different levels to achieve program goals at the varsity level.     |
| Builds a competent and competitive coaching staff   |
| Creates off-season skill development and a weight training program to provide year round opportunities for student athletes |
| Develops and executes fundraising to pay for program needs.   |
| Takes care of program equipment and spaces to maintain longevity of program materials.                                      |

**Overall Rating for Dimension 3:** \_\_\_\_\_ **MES** \_\_\_\_\_ **DNMS**

### Dimension 4: Caring

| Performance Indicators  |
|---|
| Develops positive meaningful relationships with student athletes.                   |
| Treats all student-athletes, coaches, and parents with respect and dignity.         |
| Demonstrate a caring culture within your program through servant leadership.        |
| Prioritize time with student-athletes to build a positive team and program culture. |
| Takes a holistic approach to developing student-athletes.                           |

**Overall Rating for Dimension 4:** \_\_\_\_\_ **MES** \_\_\_\_\_ **DNMS**

### Dimension 5: Confidence Building

| Performance Indicators   |
|--|
| Demonstrates through words, actions and instruction, high standards, and belief in all student-athletes. |
| Focuses on a growth mindset with student-athletes to achieve potential.                                  |
| Inspires student-athletes to do their best in practice and competitions.                                 |
| Puts student-athletes in positions to be successful during competition.                                  |

**Overall Rating for Dimension 5:** \_\_\_\_\_ **MES** \_\_\_\_\_ **DNMS**

### Dimension 6: Communicator

| Performance Indicators  |
|---|
| Communicates expectations, game plans, and other information in a clear and focused manner.   |
| Exhibits cooperative relationships with parents/guardians to achieve program vision and goals.  |
| Leverages boosters and community to help in supporting the program through fundraising and other positive public relations opportunities. |
| Effectively communicates with athletic department administration and staff.   |

**Overall Rating for Dimension 6:** \_\_\_\_\_ **MES** \_\_\_\_\_ **DNMS**

### Dimension 7: Consistent

| Performance Indicators   |
|--|
| Builds policy and procedures that align to the program vision and goals.                               |
| Treat student-athletes with fairness, respect, and consistency to the program policies and procedures. |
| Provide student-athletes with on-going feedback and positive influence.                                |

**Overall Rating for Dimension 4:** \_\_\_\_\_ **MES** \_\_\_\_\_ **DNMS**

### Dimension 8: Reflection Collaboration, and Personal Growth

| Performance Indicators   |
|--|
| Engages in activities that contribute to the employee's performance in the classroom/learning environment. (e.g. professional development, etc.) |

Reflect on successes and challenges of the season and use that information to inform professional growth.

**Overall Rating for Dimension 8:** \_\_\_\_\_ **MES** \_\_\_\_\_ **DNMS**

**Short Narrative:** Describe in the space below evidence and samples of the coach's practice.

**Meeting or Exceeding standards of effective practice:**

**Does not meet standards of effective practice:**

**Statement of opportunities for continued improvement:**

Appendix VI  
 Holton Public Schools  
 Article VIII – Excess of Goal Pay Options/Reimbursement Form  
 Due Within Ten Days of the End of the Semester

Teacher Name: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

**Middle/High School Teacher**

| Hour                             | Class & grade | Team Taught? | Goal | # of Students >24 days | Overage |
|----------------------------------|---------------|--------------|------|------------------------|---------|
| 1 <sup>st</sup>                  |               |              |      |                        |         |
| 2 <sup>nd</sup>                  |               |              |      |                        |         |
| 3 <sup>rd</sup>                  |               |              |      |                        |         |
| 4 <sup>th</sup>                  |               |              |      |                        |         |
| 5 <sup>th</sup>                  |               |              |      |                        |         |
| 6 <sup>th</sup>                  |               |              |      |                        |         |
| Total students in excess of goal |               |              |      |                        |         |
| Reimbursement rate               |               |              |      |                        | X \$60  |
| Total payment                    |               |              |      |                        |         |

**Elementary Classroom Teacher**

| Grade              | Goal | # of Students >24 days | Overage |
|--------------------|------|------------------------|---------|
|                    |      |                        |         |
| Reimbursement rate |      |                        | X \$300 |
| Total payment      |      |                        |         |

**Elementary Specials Teacher**

| Grade                                    | # of classes | Total number of students | Total goal per grade |
|--|--------------|--------------------------|----------------------|
| Kdg                                      |              |                          |                      |
| 1 <sup>st</sup>                          |              |                          |                      |
| 2 <sup>nd</sup>                          |              |                          |                      |
| 3 <sup>rd</sup>                          |              |                          |                      |
| 4 <sup>th</sup>                          |              |                          |                      |
| 5 <sup>th</sup>                          |              |                          |                      |
| Total                                    |              |                          |                      |
| Average                                  |              |                          |                      |
| Total average students in excess of goal |              |                          |                      |
| Reimbursement rate                       |              |                          | X \$300              |
| Total payment                            |              |                          |                      |

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

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



**Appendix VII**

**Holton Education Association Grievance Form**

Date: \_\_\_\_\_ Grievance Number: \_\_\_\_\_

Statement of Grievance:

Remedy Sought:

Principal's Disposition:

Date of Receipt: \_\_\_\_\_

Granted: \_\_\_\_\_ Denied: \_\_\_\_\_

Date: \_\_\_\_\_

If denied, provide a statement of reason why:

Principal's Signature: \_\_\_\_\_

Association's Disposition:

Date: \_\_\_\_\_ Satisfactory: \_\_\_\_\_

Unsatisfactory: \_\_\_\_\_

Association Representative's Signature: \_\_\_\_\_

Superintendent's Disposition:

Date of Receipt:  
\_\_\_\_\_

Granted: \_\_\_\_\_ Denied: \_\_\_\_\_

Date: \_\_\_\_\_

If denied, provide a statement of reason why:

Superintendent Signature:  
\_\_\_\_\_

Association Disposition:

Date: \_\_\_\_\_ Satisfactory: \_\_\_\_\_

Unsatisfactory: \_\_\_\_\_

Association Representative's Signature: \_\_\_\_\_

**Appendix VIII**

**Credit Hours Advanced Approval Request**

The qualifications for salary schedule lane advancement shall include: 1) graduate credit hours in a planned course of study beyond the bachelor's degree and standard certificate, 2) credits in a teachable area, credits directly related to instruction, and other credits as proposed by the teacher, with advanced approval by the superintendent or designee. Course hours referred to in this Article shall be on a semester hour equivalency. BA+24 or MA+24 means hours taken after completion of the respective degree(s). Credits used for advancement on the salary schedule must be earned subsequent to the date of the last placement/advancement.

Name:

\_\_\_\_\_

Current lane (select one):  BA       BA+24       MA       MA+24

Date of last lane placement:

\_\_\_\_\_

Credits requested to be used towards the next lane advancement:

| Class Name | Class Description | # Credits | Granting Institution | Expected completion Date |
|------------|-------------------|-----------|----------------------|--------------------------|
|            |                   |           |                      |                          |
|            |                   |           |                      |                          |
|            |                   |           |                      |                          |
|            |                   |           |                      |                          |
|            |                   |           |                      |                          |
|            |                   |           |                      |                          |
|            |                   |           |                      |                          |

\_\_\_\_\_

Signature

Date

Approved       Not Approved

\_\_\_\_\_

Superintendent Signature

Date