

**AGREEMENT**

between the

**GAYLORD COMMUNITY SCHOOLS**

**BOARD OF EDUCATION**

and the

**GAYLORD BUILDING PRINCIPALS' ASSOCIATION (GBPA)**

**July 1, 2016 – June 30, 2017**

## **Article I – Recognition**

- A. The Board of Education of the Gaylord Community Schools, hereinafter referred to as “Board,” recognizes the Gaylord Building Principals’ Association, hereinafter referred to as the “Association,” as the sole bargaining representative for all building principals and assistant principals, hereinafter referred to as “Administrators.”
- B. This Agreement shall be binding upon both parties and shall supersede any rules or regulations or practices which are contrary to the specific terms of this Agreement. Both parties may mutually agree to meet and renegotiate changes or additions to this Agreement at any time in its duration.
- C. Each Administrator shall be afforded a two-year individual contract under this Agreement. The Board shall review each such contract annually, and shall, on or before July 1st of each year, take official action determining whether or not the individual contract is extended for an additional year and notify the individual Administrator of its action in writing. If written notice is given, the administrator shall then have a one year contract, to be considered for nonrenewal or extension in accordance with the School Code or this agreement, as applicable. If no action is taken by the Board on an individual contract by July 1st of each year, then that contract shall be deemed to have been extended for an additional year, so that the administrator has a two year contract.

## **Article II – Professional Compensation**

- A. The Board and Association agree that Administrator compensation shall be based on an index that is based on the MA+40/ED.S. Step 12 of the teachers’ contract. Multipliers for each Administrator’s position will determine Step 1 on the Administrator Salary Schedule. The complete Administrator Salary Schedule, the multipliers, and the formula used to determine on which step an Administrator is placed are shown in Appendix A.
- B. Additional days worked beyond individual administrative contracted weeks will be paid at per diem rate upon approval of the Superintendent.
- C. Days Worked. Building Administrators will be available in their buildings or at other worksites on the same days as the Central Office administrators, during the weeks such Administrators are contracted to perform services for the District. As professional managers of the District, it is understood that during their contracted weeks, Building Administrators are on call to handle matters affecting their buildings and any other assigned areas of responsibility.

Administrators will notify the Superintendent or designee of absences from their buildings, and will ensure that the Superintendent’s office has his/her cell phone number or other contact information when away from their buildings. Similarly, the Superintendent will provide his/her cell phone number to each Administrator. In this way, District management can have prompt contact with each other to report and discuss matters affecting the District.

### Article III – Fringe Benefits

A. The Administrators will be offered option of MESSA Choices \$500/\$1000 or MESSA ABC Plan with \$1200/\$2500 HSA.

Effective July 1, 2016, active employees will be required to pay the balance of the monthly insurance premium for medical benefits that applies to their coverage, by payroll deduction, beginning with the first payroll in July 2016 that exceeds the following monthly amounts:

Single	\$511.84
Two Person	\$1,070.42
Family	\$1,395.94

The Board's annual obligation for medical benefit coverage costs per eligible employee during the 2016-17 medical benefit coverage year shall not exceed the following amounts:

Single	\$6,142.11
Two Person	\$12,845.04
Family	\$16,751.23

The 2017 calendar year limits will be published on or before the beginning of each calendar year.

- B. The Administrators shall be provided dental and vision insurance comparable to that of the teachers.
- C. Each Administrator shall be covered with long-term disability insurance to age 65. Sick days may be used until the long-term disability benefits begin.
- D. The Board shall provide personal liability insurance for each Administrator at a minimum of \$1,000,000. It is acknowledged that Administrators are agents of the District and are authorized to act only in accordance with Board policies and other policies, practices and directives of the Board, the Superintendent or their designees. Any Administrator who acts outside the scope and authority of his or her employment, may be excluded by the liability carrier from protection under the policy.
- E. If a Principal is required to be absent from school as a result of a personal injury caused by an assault against the Principal in the course of employment as such Principal, the Principal's full salary will be paid, less the amount of any Workers' Compensation benefits, for a period of time not exceeding one (1) calendar year. Any such absence will not be charged to the Principal's annual or accumulated sick leave.
- F. The Board shall purchase and keep in effect a term life insurance policy in the amount of two times the Administrator, to a maximum of \$125,000.
- G. Alternative Tax-Deferred Annuity. In the event that and so long as the Administrator does not require, request, and receive the above-described health insurance, the Administrator shall be entitled to and receive an annual tax-deferred annuity payment in the amount of \$2,500 per year to be deposited in a tax-deferred annuity fund, or cash option, as mutually agreed upon by the parties. The Board shall be entitled to make periodic payments at any time during the annuity year to fulfill this obligation.
- H. Administrators shall have the following holidays: the Friday before Labor Day, Labor Day, Firearms Day (if on school day and school not in session), Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, Christmas Day, day after Christmas, New Year's Eve Day, New Year's Day, mid-winter break, Good Friday (if school not in session), Memorial Day, and July 4 (4 day weekend unless it falls on Wednesday).

- I. All Administrators shall have ten (10) vacation days, except the High School Principal who shall have thirty (30) days. Those days may be used at any time as approved by the Superintendent.
- J. Sick Leave. Each Administrator shall have a minimum of twenty sick days per year and can accumulate a maximum of 60 days. Sick leave is prorated if the Administrator does not perform services in any month. Previously accumulated sick leave plus 20 days shall be credited to each Administrator on July 1 of each year, starting with July 1, 2007. At resignation, retirement or other termination of employment, if more sick days have been used than earned, the Administrator shall reimburse the District at their per diem rate, and this amount may be deducted from any salary or other funds owed to Administrator at termination of employment. Sick leave may be used for emergencies, FMLA leaves, and bereavement as approved by the Superintendent. The Superintendent may require a certificate of necessary absence from a licensed physician or other proof of absence in order to qualify for sick pay.

Those Administrators who accumulated sick leave days in the District prior to employment as an Administrator shall be entitled to all severance benefits for those days as allowed teachers upon retirement under the GEA Agreement in effect at Administrator's retirement. There shall be no duplication of payment of severance benefits for unused sick days.

- K. Sick Days. Sick days may be used according to the GEA contract in effect.

Sick days accumulated above 60 days each year shall be multiplied by the rate designated in the GEA Master Agreement then in effect. The sum will be paid out yearly or placed in a tax sheltered annuity of the Administrator's choice.

#### **Article IV -- Miscellaneous Provisions**

- A. There shall be "Contract Review" meetings as requested by either party to address issues in this contract prior to its expiration.
- B. An annual educational allowance shall be granted for an accredited university degree program and inclusive of administrative and professional development upon approval by the Superintendent. This amount shall be three (3) times the current graduate credit fee at Central Michigan University. This amount shall be allowed to accumulate for up to four (4) years.
- C. The Board shall annually pay the full cost of membership for each Administrator to belong to a professional association (MASSP or MEMSPA) as well as for ACSD.
- D. The Board shall pay the cost of attendance at the annual state convention of each Administrator's professional association. National conferences will be permitted on a rotation basis as determined through joint planning with all District Administrators in collaboration and with approval of the Superintendent.
- E. The District shall reimburse the Administrator for all reasonable expenses resulting directly from the performance of his/her duties as Administrator.
- F. The Board shall continue to provide purchasing cards for the use of Administrators. These cards may be used only for expenses related to the needs of the District.

- G. The Board shall annually purchase a tax sheltered annuity in the amount of \$550 per year by June 1<sup>st</sup> of each year of the contract for the Administrator. Selection of the insurance/annuity company shall be a Gaylord Community Schools approved 403b vendor.
- H. Any complaint made against any Principal or person whom the Principal supervises by any parent, student, employee or other individual will be called to the attention of the Principal in a timely manner. Principals shall be provided with information regarding the nature of the complaint, the person(s) filing the complaint and the date on which the complaint was submitted.
- I. An Administrator may appear before the Board of Education concerning any disciplinary action placed in his or her file, upon written request. Prior to such an appearance, the administrator should meet with the Superintendent in an effort to resolve the issue.
- J. Postings for all central office and building administrative positions will be distributed according to District policy.
- K. The Superintendent shall routinely designate each year approximately one half of the GBPA members for evaluation. For those designated, the criteria and tool for evaluation shall be provided not later than September 30, or 20 working days after the first day of service for those Administrators who begin after the beginning of a school year. The GBPA will have an opportunity for input on the general criteria to be used and the evaluation tool. Each Administrator will have the opportunity for comment on the final evaluation document to be placed in his/her file. Performance concerns may lead to an evaluation at any time at the discretion of the Superintendent or Board.
- L. Administrators who resign or are laid off from an administrative assignment shall be placed within the GEA bargaining unit to the extent permitted by the GEA Master Agreement. Seniority and placement on the salary schedule shall be governed by the GEA Master Agreement then in effect. GBPA members acknowledge that they may be required by federal and state law to be fully certificated and highly qualified to be placed in a GEA bargaining unit position. Recall rights for GBPA members with teacher tenure rights in the District are governed by the Tenure Act. Otherwise, recall rights exist for one school year from the effective date of the layoff.

**Article V – Duration of Agreement**

This Agreement shall be effective as of the first day of July 2016, and shall continue in effect until the thirtieth day of June 2017.

**GAYLORD BUILDING PRINCIPALS’ ASSOCIATION**

**GAYLORD COMMUNITY SCHOOLS BOARD OF EDUCATION**

\_\_\_\_\_  
GBPA Representative

\_\_\_\_\_  
Board President

*Herald C. Kelly*  
\_\_\_\_\_  
GBPA Representative

*[Signature]*  
\_\_\_\_\_  
*[Signature]*  
\_\_\_\_\_  
Superintendent

Date: 6-29-16

Date: 6-29-16

**GAYLORD COMMUNITY SCHOOLS  
BUILDING ADMINISTRATOR SALARY SCHEDULE**

**APPENDIX A  
BASE SALARY TABLE**

**Salary Factors/Multipliers** – To determine Step 1 for each position on the Administrator Salary Schedule, multiply the appropriate factor by the MA+40/Ed.S. Step 12 of the GEA Master Agreement (teachers' contract).

<u>Position</u>	<u>Factor/Multiplier</u>
High School Principal	1.405
High School Asst Principal	1.2475
Middle School Principal	1.3
Middle School Asst Principal	1.2265
Intermediate School Principal	1.2475
Intermediate School Asst Principal	1.195
Elementary School Principal	1.2265

**Administrator Salary Schedule Steps** – Administrators will be placed on the Administrator Salary Schedule based on their years of experience as an administrator and teacher. For Administrators hired after November 12, 2001, full credit is given for each year of experience as a school administrator. Additionally, a half-year's credit is given for each year of experience as a teacher. Hence the formula for Administrators hired after November 12, 2001 is as follows:  $S = (A+1) + (1/2 \times T)$ , where S is the step, A is the number of years as an Administrator, and T is the number of years as a teacher.

Example #1: An Administrator is hired with 4 years of experience as an Administrator and 10 years of experience as a teacher. Applying the formula,  $S = (4+1) + (1/2 \times 10)$ , the person would be paid at Step 10 of the Administrator Salary Schedule.

Example #2: An Administrator is hired with 8 years of experience as a teacher but no administrative experience. Applying the formula,  $S = (0+1) + (1/2 \times 8)$ , the person would be paid at Step 5 of the Administrator Salary Schedule.

Note: The step amount increases each year at the same percentage as the teachers' salary increase.

**2016-17 GCS Principal Compensation Schedule**

	HS Principal	HS A.P.	MS Principal	MS A.P.	GIS Principal	GIS A.P.	Elementary Principal
Factor:	1.405	1.2475	1.3	1.2265	1.2475	1.195	1.2265
<b>Step</b>							
1	\$98,415	\$87,383	\$91,060	\$85,912	\$87,383	\$83,705	\$85,912
2	\$98,893	\$87,860	\$91,538	\$86,389	\$87,860	\$84,183	\$86,389
3	\$99,371	\$88,338	\$92,016	\$86,867	\$88,338	\$84,661	\$86,867
4	\$99,848	\$88,816	\$92,494	\$87,345	\$88,816	\$85,139	\$87,345
5	\$100,326	\$89,294	\$92,972	\$87,823	\$89,294	\$85,617	\$87,823
6	\$100,709	\$89,676	\$93,354	\$88,205	\$89,676	\$85,999	\$88,205
7	\$101,091	\$90,059	\$93,736	\$88,588	\$90,059	\$86,381	\$88,588
8	\$101,473	\$90,441	\$94,118	\$88,970	\$90,441	\$86,764	\$88,970
9	\$101,856	\$90,823	\$94,501	\$89,352	\$90,823	\$87,146	\$89,352
10	\$102,238	\$91,206	\$94,883	\$89,735	\$91,206	\$87,528	\$89,735
11	\$102,620	\$91,588	\$95,265	\$90,117	\$91,588	\$87,911	\$90,117
12	\$103,003	\$91,970	\$95,648	\$90,499	\$91,970	\$88,293	\$90,499
13	\$103,658	\$92,626	\$96,303	\$90,882	\$92,626	\$88,948	\$90,882
14	\$103,767	\$92,735	\$96,412	\$91,264	\$92,735	\$89,058	\$91,264
15	\$104,149	\$93,116	\$96,794	\$91,645	\$93,116	\$89,439	\$91,645
16	\$104,532	\$93,500	\$97,177	\$92,029	\$93,500	\$89,822	\$92,029
17	\$104,914	\$93,882	\$97,559	\$92,411	\$93,882	\$90,205	\$92,411
18	\$105,297	\$94,264	\$97,942	\$92,793	\$94,264	\$90,587	\$92,793
19	\$105,679	\$94,647	\$98,324	\$93,176	\$94,647	\$90,969	\$93,176
20	\$106,061	\$95,029	\$98,706	\$93,558	\$95,029	\$91,351	\$93,558
21	\$106,443	\$95,411	\$99,089	\$93,940	\$95,411	\$91,734	\$93,940
22	\$106,826	\$95,794	\$99,471	\$94,323	\$95,794	\$92,116	\$94,323
23	\$107,208	\$96,176	\$99,853	\$94,705	\$96,176	\$92,498	\$94,705
24	\$107,590	\$96,558	\$100,236	\$95,087	\$96,558	\$92,881	\$95,087
25	\$107,973	\$96,941	\$100,618	\$95,470	\$96,941	\$93,263	\$95,470
26	\$108,355	\$97,323	\$101,000	\$95,852	\$97,323	\$93,645	\$95,852
27	\$108,737	\$97,705	\$101,383	\$96,234	\$97,705	\$94,028	\$96,234
28	\$109,120	\$98,087	\$101,765	\$96,617	\$98,087	\$94,410	\$96,617
29	\$109,502	\$98,470	\$102,147	\$96,999	\$98,470	\$94,792	\$96,999
30	\$109,884	\$98,852	\$102,530	\$97,381	\$98,852	\$95,175	\$97,381