

Agreement Between the Board of Education of the School District of the City of Holland And the Holland Middle Management Administrators Association

I Recognition - Positions Included

The Board of Education recognizes this document as presenting procedures for determining administrative salaries and benefits for the following positions:

- A. Principals
- B. Assistant Principals
- C. Director of New Tech High School
- D. Director of Van Raalte Tech High School
- E. Director of Holland Early Childhood Center

II Duration - Length of Agreement

The terms of this agreement and attachments thereto will be in effect from **JULY 1, 2012 through JUNE 30, 2013.**

III Length of Individual Contracts

It is understood that newly appointed administrators will be on probation for the first two years and will receive one year contracts for each of those years. Other administrators will be granted two year contracts which will normally be extended to full term (two years) each spring, upon the recommendation of the Superintendent and approval of the Board of Education. Except in case of reduction of administrative staff, administrators shall be notified by March 1 of any planned contract recommendation to be made to the Board which would not extend the individual administrator's contract.

The Board may withhold the next year's salary increase for any administrator who has been given an overall unsatisfactory rating on his/her performance evaluation for the present year. The Board also reserves the right to not renew or extend the contract of any administrator.

Once an administrator receives an overall unsatisfactory rating, he/she will be issued a Plan of Assistance no later than May 1 for the following year. Upon restoration to a satisfactory performance evaluation, the administrator will be compensated as per this agreement.

Between the date of this agreement and the next issuance of individual contracts, H.M.M.A.A. representatives and the Director of Human Resources will confirm that the language of the individual contracts has been brought into compliance with the language of this agreement.

IV Salary Formula - Definitions

Administrator salaries will be determined annually by adding together the amounts calculated to the following five factors:

A. Base Salary

Education Level	2012-13 BASE SALARY
MA	\$61,108
MA+10	\$62,099
MA+30	\$63,117
MA+40	\$64,134
Ed.S / Ph.D.	\$65,150

B. Additional Compensation

An off-schedule stipend of \$600 (six hundred dollars) will be paid to each administrator during the 2012-13 school-year only. It will be paid in a lump sum through regular payroll check prior to October 1, 2012.

C. Per Diem

The Base salary of the individual administrator divided by the number of teacher attendance days and multiplied by the number of days worked by that administrator beyond the number of teacher attendance days.

Administrative Position	2012 – 2013 Days	Days beyond teachers
K-7 Principal	215	34
K-7 Assistant Principal	210	29
High School Principal	230	49
High School Assistant Principal	210	29
Director of Early Childhood	210	29
Director of New Tech High School	210	29
Director of Van Raalte Tech High School	200	19

D. Responsibility Factor

A percentage of the base salary, as follows:

Administrative Position	2012 – 2013 Factor
K-7 Principal	14%
K-7 Assistant Principal	8%
High School Principal	16%
High School Assistant Principal	9%
Directors	8%

Any K-7 Principal currently at a higher responsibility factor than the above will be held harmless while holding that same position as a HMMAA employee.

E. Experience Factor

One percent (1%) of the administrator's base salary shall be added for each year of administrative experience in Holland Public Schools, up to a maximum of 10% for 2012-2013. Administrators new to the District will start at 0%, except that the Superintendent may use his or her discretion to allow credit for prior experience, if necessary to entice the candidate to the District. An administrator from within the District who is moving to a new administrative position will retain his/her experience credit for salary calculation purposes.

F. Longevity

A lump sum shall be added to the administrator's salary for certificated experience in the field of education (regardless of where served) as follows.

Years of Service	Longevity Amount
After 9 years	\$1,000
After 14 years	\$1,500
After 19 years	\$2,000
After 24 years	\$2,500
After 29 years	\$3,000

Administrative salaries shall be calculated annually before the start of the fiscal year. Salary calculation sheets shall be provided to each administrator for his/her signature and for information purposes to the H.M.M.A.A. President.

G. Merit Pay

A total of 2% of HMMAA members' base salaries will be set aside for the purpose of rewarding administrators commensurate with the ratings of their job performance and job accomplishments as a significant factor, including student growth as measured by national, state, and local assessments and other objective criteria.

V. Fringe Benefits

At a minimum, the Board of Education shall provide administrators the following or comparable medical insurance coverage for the duration of this agreement.

Said benefits:

- Shall be either full family, two-person or single as needed by the administrator.
- Should be substantially comparable but not necessarily identical to that of the teaching staff.
- As listed below meet the criteria for being substantially comparable.

The administrator may elect to apply 50% of the full family premium towards an approved annuity plan, only if medical insurance is not provided by Holland Public Schools through a spouse.

A. Health Insurance: Blue Cross HSA or HRA.

- A. Deductible partially paid by HPS: Insurance deductible will be \$300 less than the maximum deductible
 - i. Prescription Co-Pay 10/40 if HRA is selected

B. Dental Insurance:

- A. 100% coverage for routine cleaning and check-up every 6 months
- B. 90% coverage for restorative work with a maximum of \$1,500 per person annually.
- C. \$1,800 for orthodontics per person lifetime benefit

C. Vision

- A. Routine exam covered 100% with \$10.00 employee co-pay.
- B. Frames covered up to \$140 with \$10 employee co-pay, lens covered with \$10.00 employee co-pay, or Vision Necessary Contacts covered at 100% annually.

D. Health Exam

Maximum \$500 per year

E. Managed Sick Leave

LTD at 70% after 90 days

- F. Each administrator covered under this agreement who elects insurance benefits shall contribute 10% to the monthly premium cost for all existing insurance benefits. In addition, HMMAA administrators electing medical coverage shall continue to contribute \$300 per year toward the deductible cost. HMMAA administrators who elect cash in lieu of benefits shall also contribute 10% of such amount. All contributions shall be made through payroll deduction via an allowable IRS section 125 plan.

VI. Other Fringe Benefits

In addition to medical insurance benefits, administrators shall be entitled to the following benefits:

- A. Retirement contributions to M.P.S.E.R.S. as required by the retirement system, but not including M.I.P. contributions.
- B. Dues for membership in unified local, state, or national professional organizations. Administrators are expected to budget funds in this category from their respective building / program allocations.
- C. Leaves as described in Section VIII.
- D. Professional development funding as described in Section IX.
- E. Travel allowance. In order to offset the expense of operating an automobile for administrative business, the sum of \$1400 shall be paid to each administrator annually in two installments; \$700 by January 1 and \$700 by June 1. The purpose of said sum is to defray the costs for required travel within the Intermediate School District. Business travel outside of the Intermediate School District shall be reimbursed at the current per mile rate authorized by the IRS.
- F. Each administrator will be given an allowance of 2% of his/her annual salary to use for the following options
 - a. Straight term life insurance
 - b. Universal or variable term life insurance
 - c. Tax sheltered annuity (subject to approved carriers and open enrollment dates).

VII. Performance Evaluation

Each administrator will be evaluated annually using the mutually agreed upon instrument and process. This evaluation will be completed in compliance with current legislation regarding the evaluation of administrators. The final summative evaluation will be provided to each administrator. If changes to the process are deemed necessary by either HMMAA or the Board

both parties agree to bring these suggested changes to the other party for discussion and consideration as soon as possible. HMMAA and the Board will conduct a collaborative review of suggested changes between July 1 and August 1, of each year. See Appendix A for the mutually agreed upon evaluation instrument and process. The evaluations shall be completed by June 30 of each year.

VIII. Leaves of Absence

A. Sick Leave

Each administrator will be granted medical leave when necessary to attend to the physical, emotional, and mental needs of his/her self and immediate family. Family is understood to mean spouse, children, parents, and members of the immediate household with whom one has an association equivalent to family ties. This sick leave shall be paid only to the point that the administrator qualifies for benefits under the managed sick leave benefit provision. Further, it is understood that administrators shall be required to record and report all absences under this provision and that nothing precludes the district from holding administrators responsible for reasonable standards of attendance. Further it is understood that leave under this provision will be concurrent with applicable Family Medical Leave Act leave.

B. General Leave Days:

An administrator may use up to three (3) leave days during the school year without restriction and without providing reason for said leave. Additional leave days may be granted without loss of pay at the discretion of the Superintendent.

C. Educational Leave

Administrators may be granted one (1) year educational leave for full time study in his/her specific discipline at an accredited college or university. Such leave must have the approval of the Superintendent and must be applied for six (6) months prior to the end of the current contract year. If granted, the administrator will be assured of returning to the same or comparable position following the leave, provided a reduction in administrative force has not occurred.

IX. Professional Development

Each administrator is expected to participate in professional development activities. The district shall establish a pool of funds to support such activities for administrators. The pool of funds shall not be less than **\$1,100** per principal or assistant principal. H.M.M.A.A. and the Director of Human Resources shall work cooperatively to establish guidelines for the use and distribution of such funds.

X. Additional Duties and Responsibilities

If the Superintendent or designee requests an administrator to work days beyond those contracted in section IV-C, the administrator will be paid at a summer per diem rate of \$250 per day (\$125 half day). Such payment is limited to: summer school, curriculum development, staff development (as a presenter), or district committees as specified by the superintendent or designee.

XI. Closing of School

During severe weather or other conditions which necessitate the closing of school, administrators are to follow directions in the Superintendent's Inclement Weather Fan-out Codes.

XII. Retirement

Administrators electing to retire under the provisions of M.P.S.E.R.S. shall notify the district by January 1 if they wish to retire in June, or by September 1 for retirement at the end of the first semester.

Any administrator with five (5) or more years of service as an administrator at Holland Public Schools as of June 30, 2006 will continue to be eligible for the retirement benefits listed below. Any administrator with less than five (5) years of service as an administrator at Holland Public Schools as of June 30, 2006 will not be eligible for retirement benefits listed below.

Any administrator, hired before 12/20/01, covered by this agreement who has served a minimum of nine years as an administrator in Holland Public Schools shall be eligible for Board purchased Universal Retirement Credit. When eligible, the Board will purchase 1 year of retirement credit for every nine years of certificated service, regardless of where served. This credit will be purchased, at Board expense, at the time the administrator meets these qualifications and on subsequent qualifying anniversaries, subject to the following:

Any administrator, hired after 12/20/01, covered by this agreement who has served a minimum of ten years as an administrator in Holland Public Schools shall be eligible for board purchased universal service credit. When eligible, the board will purchase 1 year of retirement credit for every ten years of full-time service in a public school as an administrator, teacher of other professional capacity. This credit will be purchased, at board expense, at the time the administrator meets these qualifications and on subsequent qualifying anniversaries, subject to the following:

1. Any tax liability will be borne by the administrator
2. Any payments made under this plan will be made in accordance with M.P.S.E.R.S. guidelines.
3. No employee shall receive similar benefits (Board purchase of Universal Retirement Credit) under more than one collective bargaining agreement with the district.

4. If at any time the M.P.S.E.R.S. guidelines allow the Board to make such credit purchases as an employer contribution, all subsequent purchases will be made in that fashion.

Language within the individual contracts of the administrators will reflect the provisions of article XII.

XIII. Administrative Academy

All administrators covered under this contract shall be required to attend three (3) days of Administrative Academy each year. The three days may be combinations of one day before the student school year and two after, or two before and one after the student school year. If all or part of the Academy is conducted during an administrators normal work year, that administrator will be expected to work equivalent additional days outside of the normal work year. Administrative Academy will not exceed three (3) days during a contract year.

XIV. Communications

The representatives of H.M.M.A.A. shall meet with the Superintendent once per semester of each school year. The purpose of this meeting shall be to discuss issues relating to job performance, articulate concerns, and improve relations. The agenda for the meeting will be determined at least one week prior by the Superintendent and H.M.M.A.A. President or their designees. Notes from the meeting will be disseminated to all H.M.M.A.A. members within a week of the meeting.

XV. Reduction of Staff

Administrative contracts may be terminated by the Board, on recommendation of the Superintendent, during their term due to reduction in administrative personnel. In such event, the contractual obligations shall terminate. When reducing administrative staff, the board shall make decisions in the best interest of the district. In determining the administrative staff to be affected, length of district service, documented performance, certification and qualifications, as well as the needs of the district shall be considered. In the event of a reduction in administrative staff, the Superintendent may negotiate a severance package with the administrator being reduced.

For the District:

For HMMAA:

Date: _____

Date: _____