

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

II Duration - Length of Agreement

The terms of this agreement and attachments thereto will be in effect from December 19, 2017 through June 30, 2019.

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 may be granted two year contracts which may be extended to full term (two years) each spring, upon the recommendation of the Superintendent and approval of the Board of Education. The Board also reserves the right to not renew or extend the contract of any administrator. Except in case of reduction of administrative staff, administrators shall be notified by April 1 of any planned contract recommendation to be made to the Board which would not extend or not renew the individual administrator's contract.

The Board may withhold the next year's salary increase for any administrator who has been given an overall Minimally Effective/Ineffective 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 Minimally Effective/Ineffective rating, if his/her contract will be renewed, he/she will be issued a Plan of Assistance no later than June 1 for the following year.

IV. Compensation

Administrator salaries will be determined annually by placement on the agreed upon salary schedules herein. Column advancement is limited to degree seeking programs in an education related field that will advance the Administrator's ability to carry out their duties or to become qualified for another advanced position within the field of K-12 education.

HS Principal	MA	MA+15	MA+30	Ed.S.	Ph.D.
1	\$86,625	\$88,050	\$89,474	\$91,635	\$93,796
2	\$87,491	\$88,930	\$90,369	\$92,552	\$94,734
3	\$88,366	\$89,819	\$91,272	\$93,477	\$95,681
4	\$89,250	\$90,718	\$92,185	\$94,412	\$96,638
5	\$90,142	\$91,625	\$93,107	\$95,356	\$97,604
6	\$91,044	\$92,541	\$94,038	\$96,310	\$98,581
7	\$91,954	\$93,466	\$94,978	\$97,272	\$99,566
8	\$92,874	\$94,401	\$95,928	\$98,245	\$100,562
9	\$93,802	\$95,345	\$96,888	\$99,228	\$101,568
10	\$94,740	\$96,298	\$97,856	\$100,220	\$102,583
11	\$95,688	\$97,262	\$98,835	\$101,222	\$103,609
12	\$96,645	\$98,234	\$99,823	\$102,234	\$104,645
13	\$97,611	\$99,217	\$100,822	\$103,257	\$105,692
14	\$98,587	\$100,209	\$101,830	\$104,290	\$106,749
15	\$99,573	\$101,211	\$102,848	\$105,332	\$107,816
16	\$100,569	\$102,223	\$103,877	\$106,386	\$108,894
17	\$101,575	\$103,245	\$104,915	\$107,449	\$109,983
18	\$102,590	\$104,277	\$105,964	\$108,524	\$111,083
19	\$103,616	\$105,320	\$107,024	\$109,609	\$112,194
20	\$104,652	\$106,373	\$108,094	\$110,705	\$113,316

HS AP	MA	MA+15	MA+30	Ed.S.	Ph.D.
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1	\$79,368	\$80,673	\$81,977	\$83,957	\$85,936
2	\$80,162	\$81,480	\$82,797	\$84,796	\$86,795
3	\$80,963	\$82,294	\$83,625	\$85,644	\$87,663
4	\$81,773	\$83,117	\$84,461	\$86,501	\$88,540
5	\$82,591	\$83,949	\$85,306	\$87,366	\$89,425
6	\$83,417	\$84,788	\$86,159	\$88,240	\$90,320
7	\$84,251	\$85,636	\$87,020	\$89,122	\$91,223
8	\$85,093	\$86,492	\$87,890	\$90,013	\$92,135
9	\$85,944	\$87,357	\$88,769	\$90,913	\$93,056
10	\$86,804	\$88,231	\$89,657	\$91,822	\$93,987
11	\$87,672	\$89,113	\$90,554	\$92,741	\$94,927
12	\$88,548	\$90,004	\$91,459	\$93,668	\$95,876
13	\$89,434	\$90,904	\$92,374	\$94,605	\$96,835
14	\$90,328	\$91,813	\$93,297	\$95,550	\$97,803
15	\$91,231	\$92,731	\$94,230	\$96,506	\$98,781
16	\$92,144	\$93,659	\$95,173	\$97,471	\$99,769
17	\$93,065	\$94,595	\$96,124	\$98,446	\$100,767
18	\$93,996	\$95,541	\$97,086	\$99,430	\$101,774
19	\$94,936	\$96,497	\$98,057	\$100,425	\$102,792
20	\$95,885	\$97,461	\$99,037	\$101,429	\$103,820

MS Principal	MA	MA+15	MA+30	Ed.S.	Ph.D.
1	\$86,098	\$87,514	\$88,930	\$91,078	\$93,225
2	\$86,959	\$88,389	\$89,819	\$91,989	\$94,158

3	\$87,829	\$89,273	\$90,717	\$92,909	\$95,100
4	\$88,707	\$90,166	\$91,624	\$93,838	\$96,050
5	\$89,594	\$91,068	\$92,541	\$94,776	\$97,011
6	\$90,490	\$91,978	\$93,466	\$95,724	\$97,981
7	\$91,395	\$92,898	\$94,401	\$96,681	\$98,961
8	\$92,309	\$93,827	\$95,344	\$97,647	\$99,950
9	\$93,232	\$94,766	\$96,299	\$98,625	\$100,951
10	\$94,164	\$95,713	\$97,261	\$99,611	\$101,959
11	\$95,106	\$96,670	\$98,234	\$100,606	\$102,979
12	\$96,057	\$97,636	\$99,216	\$101,612	\$104,008
13	\$97,017	\$98,613	\$100,208	\$102,629	\$105,049
14	\$97,988	\$99,600	\$101,211	\$103,656	\$106,100
15	\$98,967	\$100,595	\$102,222	\$104,691	\$107,160
16	\$99,957	\$101,601	\$103,245	\$105,739	\$108,231
17	\$100,957	\$102,617	\$104,277	\$106,795	\$109,314
18	\$101,966	\$103,643	\$105,319	\$107,864	\$110,407
19	\$102,986	\$104,680	\$106,373	\$108,943	\$111,512
20	\$104,016	\$105,727	\$107,437	\$110,032	\$112,627

K-5 Principal	MA	MA+15	MA+30	Ed.S.	Ph.D.
1	\$83,626	\$85,001	\$86,376	\$88,463	\$90,549
2	\$84,462	\$85,851	\$87,240	\$89,347	\$91,454
3	\$85,307	\$86,710	\$88,112	\$90,241	\$92,369
4	\$86,160	\$87,577	\$88,993	\$91,143	\$93,293

5	\$87,022	\$88,453	\$89,883	\$92,055	\$94,226
6	\$87,892	\$89,337	\$90,782	\$92,975	\$95,168
7	\$88,771	\$90,231	\$91,690	\$93,905	\$96,120
8	\$89,658	\$91,133	\$92,607	\$94,844	\$97,081
9	\$90,555	\$92,044	\$93,533	\$95,793	\$98,052
10	\$91,461	\$92,965	\$94,468	\$96,750	\$99,032
11	\$92,375	\$93,894	\$95,413	\$97,718	\$100,022
12	\$93,299	\$94,833	\$96,367	\$98,695	\$101,023
13	\$94,232	\$95,782	\$97,331	\$99,682	\$102,033
14	\$95,174	\$96,739	\$98,304	\$100,679	\$103,053
15	\$96,126	\$97,707	\$99,287	\$101,686	\$104,084
16	\$97,087	\$98,684	\$100,280	\$102,703	\$105,125
17	\$98,058	\$99,671	\$101,283	\$103,730	\$106,176
18	\$99,039	\$100,667	\$102,295	\$104,767	\$107,238
19	\$100,029	\$101,674	\$103,318	\$105,814	\$108,310
20	\$101,029	\$102,691	\$104,352	\$106,873	\$109,393

MS AP	MA	MA+15	MA+30	Ed.S.	Ph.D.
1	\$78,108	\$79,392	\$80,676	\$82,625	\$84,573
2	\$78,889	\$80,186	\$81,483	\$83,451	\$85,419
3	\$79,678	\$80,988	\$82,298	\$84,286	\$86,273
4	\$80,475	\$81,798	\$83,121	\$85,129	\$87,136
5	\$81,279	\$82,616	\$83,952	\$85,980	\$88,007
6	\$82,092	\$83,442	\$84,791	\$86,839	\$88,887

7	\$82,913	\$84,276	\$85,639	\$87,708	\$89,776
8	\$83,742	\$85,119	\$86,496	\$88,585	\$90,674
9	\$84,580	\$85,971	\$87,361	\$89,471	\$91,580
10	\$85,426	\$86,830	\$88,234	\$90,365	\$92,496
11	\$86,280	\$87,698	\$89,116	\$91,269	\$93,421
12	\$87,143	\$88,576	\$90,008	\$92,182	\$94,355
13	\$88,014	\$89,461	\$90,908	\$93,104	\$95,299
14	\$88,894	\$90,356	\$91,817	\$94,035	\$96,252
15	\$89,783	\$91,259	\$92,735	\$94,975	\$97,214
16	\$90,681	\$92,172	\$93,662	\$95,925	\$98,187
17	\$91,588	\$93,094	\$94,599	\$96,884	\$99,168
18	\$92,504	\$94,025	\$95,545	\$97,853	\$100,160
19	\$93,429	\$94,965	\$96,500	\$98,831	\$101,162
20	\$94,363	\$95,914	\$97,465	\$99,819	\$102,173

V. Performance Based Compensation (PBC)

HMMMA members will be awarded PBC commensurate with the ratings of their job performance and job accomplishments, including as a significant factor, student growth as measured by national, state, and local assessments and other objective criteria. PBC will be distributed as follows based on performance rating:

Highly Effective	2% of total salary for the year
Effective	1% of total salary for the year
Minimally Effective and Ineffective	0% of total salary for the year

VI. Additional financial consideration for 2017-18:

A one-time off-schedule payment of \$800 shall be made to each administrator. It may be taken as additional one-time salary, or as a one-time contribution to the administrator's 403(b) account, or as a one-time deposit into the administrator's HSA.

Retroactive pay as allowed with the adoption of the new pay scale will be made to each Administrator through either additional one-time salary, or as a one-time contribution to the administrator's 403(b) account, or as a one-time deposit into the administrator's HSA.

VII. Payment for Unused Sick Leave Days:

Administrators will be eligible for payment for unused Sick Leave days upon their retirement from serving as a Principal or Assistant Principal within the Holland Public Schools and contingent upon not taking another similar role in another state, country, or non-public system. This payment will be made into a 403(b) account at the Administrator's daily rate of pay as follows:

- After five years of service - ten days of payment of unused Sick Leave
- After ten years of service - twenty days of payment of unused Sick Leave
- After fifteen years of service - thirty days of payment of unused Sick Leave
- After twenty or more years of service - forty days of payment of unused Sick Leave

VIII. Professional Calendar:

The number of days worked by each Administrator will be as follows:

Administrative Position	Days
PreK-5 Principal	215
Middle School Assistant Principal	210
Middle School Principal	220
High School Principal	220
High School Assistant Principal	210

IX. 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 waive medical coverage, and in the case where medical coverage is not provided by a spouse in the District, the Administrator will \$6,000 per year through 26 bi-weekly pays. The Administrator would still receive dental, vision, long-term

disability and life insurance coverage provided by the District with the Administrator continuing to pay 10% of those premiums through payroll deduction.

A. Health Insurance: Priority Health POS HSA

- a. Deductible partially paid by HPS: Insurance deductible will be \$1,350 single person or \$2,700 two person/full family. During the life of this agreement the HPS contribution will be 90% of the premium and deductible. Each administrator covered under this agreement who elects insurance benefits shall contribute 10% to the monthly premium cost for all existing insurance benefits.

B. Dental Insurance:

- a. 100% coverage for routine cleaning and check-up every 6 months
- b. 90% coverage for class two and 70% class three with a maximum of \$1,500 per person annually.
- c. \$1,800 for orthodontics (class four) 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, lenses covered with \$10.00 employee co-pay, or \$155 allowance provided for vision necessary contacts covered annually.

D. Managed Sick Leave

LTD at 70% after 90 days; maximum \$5,000 per month

X. 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).

- G. Each Administrator will be provided a stipend designed to off-set part of the cost of maintaining a mobile phone with a data plan that will allow for calls, texting, and internet access. This stipend will be set by the Board of Education. The Administrator will be expected to answer and respond to calls on this phone and use it to respond to email or text messaging if it is of an urgent nature. This amount will be not less than \$75 per month.

XI. 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. The evaluations shall be completed by June 30 of each year. 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 any year such suggestions are presented.

In order to comply with Section 164h of the School Aid Act, the parties agree to the following:

Ineffective Rating:

If an administrator is rated ineffective s/he shall not receive a step for the following year.

Minimally effective Rating: If an administrator is rated minimally effective, s/he shall not receive a step for the following year. After the following year, unless the administrator receives an ineffective or minimally effective rating, s/he shall be restored to the placement on the salary schedule where s/he would otherwise have been placed but for the loss of the salary due to effectiveness rating.

XII. 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 of the long-

term disability policy. Each administrator shall be granted twelve (12) sick Leave days per year. Unused sick leave days shall accumulate up to a maximum of one hundred (100). 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 provisions.

B. General Leave Days:

An Administrator may use up to four (4) leave days during the school year without restriction and without providing reason for said leave. Only a maximum of three (3) of these days may be used on days when students are present. Additional leave days may be granted without loss of pay at the discretion of the Superintendent. These additional days, if granted would also be deducted from available sick leave. Unused General Leave days will be carried forward to the next year's Sick Leave allocation or may be paid out to the Administrator on an annual basis at a rate of \$100 per day, not to exceed \$400 per year.

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.

D. Bereavement Leave

Each administrator will be granted bereavement leave when necessary. Leave of up to five days may be taken by an Administrator as needed. These days will be deducted from the Administrator's Sick Leave accrual.

XIII. Professional Development

Each administrator is expected to participate in professional development activities including coursework and tuition reimbursement. 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 administrator. All professional development must align with building or district school improvement goals and/or Board of Education priorities. All requests for professional development must be approved in advance by the Superintendent or designee. Administrators will make their request in using HEA Appendix I. If an administrator chose not to use funds in a given year they will be eligible for up to \$2,200 the following year. An individual maximum may never exceed \$2,200.

XIV. Additional Duties and Responsibilities

If the Superintendent or designee requests an administrator to work days beyond those contracted in section VIII, the Administrator will be paid at a summer per diem rate of \$250 per

day (\$125 half day). Such payment may include things such as: summer school, curriculum development, staff development (as a presenter), interviewing or District committees as specified by the Superintendent or designee. The administrator may be asked to adjust their work calendar to exchange a work day for a non-work day in lieu of additional pay. This article pertains to things that are not voluntary or instances when the Administrator chooses to work of their own volition.

XV. 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 or other direction provided by the Superintendent for clarification of expectations.

XVI. 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.

XVII. Administrative Academy

The Superintendent may call for up to three Leadership Academy days per school year outside of scheduled student calendar. These days may be called in any combination prior to or at the end of the school year. These days may begin August 10 and conclude by June 25. These days will count as part of an administrator's total days worked for the year. The Superintendent may call other meetings as s/he deems necessary so long as those meetings do not conflict with this section.

XVIII. 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.

IXX. 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 accordance with law. In the event of a

reduction in administrative staff, the Superintendent may negotiate a severance package with the administrator being reduced.

XX. Contract Re-opener

The parties agree that either the HMMAA or the Board reserves the right to request to re-open the Agreement once the the annual student count is completed and submitted to the state and/or or when medical benefits renewal rates are known.

For the District:

For HMMAA:

Date: _____

Date: _____