

**AGREEMENT**

between the

**GAYLORD COMMUNITY SCHOOLS**

**BOARD OF EDUCATION**

and the

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

**July 1, 2021 – June 30, 2022**

**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 to the Salary Schedule 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. With prior approval, up to two (2) days worked beyond administrative contracted weeks may be used as compensatory time prior to June 30 of the same school year in which they were earned.
- 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, with the exception of holiday breaks and spring break.

High School Principal	46 Contracted Weeks
High School Assistant Principal	44 Contracted Weeks
Middle School Principal	44 Contracted Weeks
Middle School Assistant Principal	42 Contracted Weeks
K-6 Elementary School Principals	44 Contracted Weeks
Intermediate School Assistant Principal	42 Contracted Weeks

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. In the event that school is cancelled, Building Administrators are to work off-site unless a special meeting or event requires otherwise.

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 II – Professional Compensation (Continued)**

Merit Pay:

Highly Effective Evaluation Rating:	\$400 Plus Step
Effective Evaluation Rating:	\$300 Plus Step
Minimally Effective Evaluation Rating:	Step Only
Ineffective Evaluation Rating:	No Step

Educational Allowance:

- \$750 Annual Increase for Education Specialist Degree
- \$1,000 Annual Increase for Doctorate Degree

Principals hired after July 1, 2019 without an educational leadership master’s degree will have a \$250 annual deduction until degree earned.

Principals hired after July 1, 2019 without administrative certification will have a \$500 annual deduction until certificate earned.

**Article III – Fringe Benefits**

A.

Effective January 1, 2021 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 January 2021 that exceeds the following monthly amounts:

Single	\$586.99
Two Person	\$1,227.58
Family	\$1,600.89

The Board’s annual obligation for medical benefit coverage costs per eligible employee during the 2021 medical benefit coverage year shall not exceed the following amounts:

Single	\$7,043.89
Two Person	\$14,730.96
Family	\$19,210.66

Effective January 1, 2022 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 January 2022 that exceeds the following monthly amounts:

- Single \$608.71
- Two Person \$1,273.00
- Family \$1,660.12

The Board’s annual obligation for medical benefit coverage costs per eligible employee during the 2022 medical benefit coverage year shall not exceed the following amounts:

- Single \$7,304.51
- Two Person \$15,276.01
- Family \$19,921.45

B. The Administrators shall be provided dental and vision insurance comparable to that of the teachers.

**Article III – Fringe Benefits (continued)**

- 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), and Memorial Day.
- I. All Administrators shall be granted seven (7) vacation days each contract year. Those days may be used at any time as approved by the Superintendent. At the end of each contract year, as of June 30, up to 7 days may be paid out at the rate of \$100 per day and up to 10 days may be carried over to the next year. Administrator will notify Superintendent in writing of payout/carryover. Upon retirement, all unused vacation days are to be paid at the rate of \$100 per day.
- 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. Sick days may be used according to the GEA contract in effect, 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.

Sick days accumulated above 60 days each year shall be paid out yearly at the rate of \$90 per day or placed in a tax sheltered annuity of the Administrator's choice. Administrators who submit a retirement notification in writing by January 31 for retiring after the last contracted day of that school year will receive payment for a maximum of thirty (30) sick days earned as an administrator at the rate of \$90 per day.

### **Article III – Fringe Benefits (continued)**

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.

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.

### **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 six (6) times the current graduate credit fee at Central Michigan University. This amount shall be allowed to accumulate for up to three (3) years.

For credits earned prior to the 2021-22 school year: The annual educational allowance is three (3) times the current graduate credit fee at Central Michigan University for an accumulation period of 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. Conferences will be determined through joint planning with all Building Principals by the Strategic Plan 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.

**Article IV -- Miscellaneous Provisions (continued)**

- 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. 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**

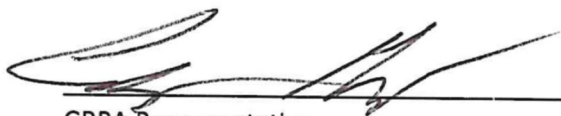
This Agreement shall be effective as of the first day of July 2021 and shall continue in effect until the thirtieth day of June 2022.

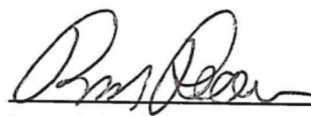
**GAYLORD BUILDING PRINCIPALS'  
ASSOCIATION**

**GAYLORD COMMUNITY SCHOOLS  
BOARD OF EDUCATION**

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

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

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

  
\_\_\_\_\_  
Superintendent

Date: June 30, 2021

Date: 8/9/2021

**APPENDIX A  
BASE SALARY TABLE**

**Administrator Salary Schedule Steps** – Administrators will be placed on the Administrator Salary Schedule based on their years of experience as an administrator and teacher. 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 newly hired Administrators 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.

Minimum General Fund Balance

The Board and Association agree that it is in the best interest of all District stakeholders to maintain a fiscally stable school District that offers a competitive salary schedule to all employees.

- Employee groups include GEA, GESPA, GBPA, Teamsters, Cafeteria Workers, Administrative Personnel (excluding the Superintendent), and Non-Administrative Support Personnel.
- Example: In 2019-20, GBPA represented 5.91% of the district’s employee groups (including MPERS, FICA, and Workers Compensation). Therefore, in 2019-20, GBPA received 5.91% of the amount required to reduce the fund equity by 1% of the June 30, 2019 audited Fund Equity Balance.
- It is agreed that in order to provide for the financial stability of the District so that it may continue providing a high quality educational program for students as well as appropriate and sustainable compensation for all employees, the parties intend for the District to maintain a minimum fund balance of 18% (eighteen percent) defined as the audited General Fund Balance of at least 18% of the school/fiscal year’s General Fund total expenditures determined by the prior year June 30 audit (“Minimum General Fund Balance”).

**2021-22 FUND EQUITY PAYMENT SCHEDULE:**

If Audited Fund Equity Balance is:	Salary schedule will be adjusted to reflect:	*One-time payment equal to GBPA’s proportionate share of amount that will reduce the General Fund Balance by:
< or = 18%	Additional 1.25% (One and one-quarter of a percent) added on-schedule to previous school year’s salary schedule	0 (no payment)
> 18% but < 19%	Additional 1.5% (One and one-half of a percent) added on-schedule to previous school year’s salary schedule	.5% (one-half of one percent)
> 19% but < 20%	Additional 1.75% (One and three-quarters of a percent) added on-schedule to previous school year’s salary schedule	1% (one percent)
> or = 20%	Additional 2% (Two percent) added on-schedule to previous school year’s salary schedule The on-schedule adjustment will be paid on the 2 <sup>nd</sup> pay date in December and incorporated into pay scale going forward.	1% (one-percent)

\*GBPA proportionate share to be divided as an equal percentage for employees covered by the GBPA contract as of October 31, 2021.

2021-22 School Year: Administrators are eligible to receive COVID-19 hazard pay if they work the entire school year. The amount of the payment is 2% of their annual salary. This amount will be prorated for new administrators that have an official start date after the start of the school year. Administrators are not eligible for this payment if their employment is severed prior to the end of the school year.

**2021-22 GCS Principal Compensation Schedule**

	<b>HS Principal</b>	<b>HS A.P.</b>	<b>MS Principal</b>	<b>MS A.P.</b>	<b>K-6 Principal</b>	<b>GIS A.P.</b>
Step						
1	\$102,156	\$90,705	\$94,522	\$89,178	\$90,886	\$86,887
2	\$102,651	\$91,200	\$95,018	\$89,674	\$91,382	\$87,383
3	\$103,148	\$91,697	\$95,513	\$90,169	\$91,880	\$87,880
4	\$103,644	\$92,192	\$96,010	\$90,666	\$92,376	\$88,375
5	\$104,141	\$92,688	\$96,505	\$91,161	\$92,875	\$88,872
6	\$104,538	\$93,085	\$96,902	\$91,558	\$93,272	\$89,269
7	\$104,934	\$93,482	\$97,299	\$91,955	\$93,669	\$89,666
8	\$105,331	\$93,879	\$97,696	\$92,352	\$94,067	\$90,063
9	\$105,728	\$94,276	\$98,093	\$92,749	\$94,464	\$90,459
10	\$106,124	\$94,673	\$98,490	\$93,146	\$94,862	\$90,856
11	\$106,521	\$95,070	\$98,887	\$93,543	\$95,260	\$91,253
12	\$106,918	\$95,467	\$99,284	\$93,940	\$95,658	\$91,649
13	\$107,599	\$96,147	\$99,964	\$94,337	\$96,339	\$92,330
14	\$107,712	\$96,260	\$100,078	\$94,733	\$96,453	\$92,443
15	\$108,108	\$96,656	\$100,473	\$95,128	\$96,850	\$92,839
16	\$108,506	\$97,054	\$100,871	\$95,526	\$97,249	\$93,237
17	\$108,902	\$97,451	\$101,268	\$95,923	\$97,646	\$93,634
18	\$109,299	\$97,848	\$101,665	\$96,320	\$98,043	\$94,031
19	\$109,696	\$98,245	\$102,062	\$96,717	\$98,441	\$94,428
20	\$110,093	\$98,642	\$102,458	\$97,114	\$98,839	\$94,825
21	\$110,490	\$99,039	\$102,855	\$97,511	\$99,236	\$95,222
22	\$110,887	\$99,436	\$103,252	\$97,908	\$99,634	\$95,618
23	\$111,284	\$99,833	\$103,649	\$98,305	\$100,032	\$96,015
24	\$111,681	\$100,228	\$104,046	\$98,702	\$100,429	\$96,412
25	\$112,078	\$100,625	\$104,442	\$99,098	\$100,827	\$96,809
26	\$112,475	\$101,022	\$104,839	\$99,495	\$101,225	\$97,206
27	\$112,871	\$101,419	\$105,236	\$99,892	\$101,623	\$97,603
28	\$113,268	\$101,816	\$105,633	\$100,289	\$102,020	\$98,000
29	\$113,665	\$102,213	\$106,030	\$100,687	\$102,417	\$98,396
30	\$114,061	\$102,610	\$106,427	\$101,084	\$102,815	\$98,793