



Grand Haven
Area Public Schools

AGREEMENT BETWEEN

THE GRAND HAVEN AREA PUBLIC SCHOOLS

AND

**THE GRAND HAVEN AREA PUBLIC SCHOOLS
ADMINISTRATORS ASSOCIATION**

July 1, 2026 THROUGH JUNE 30, 2029

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This Agreement is made by and between the Board of Education of the Grand Haven Area Public Schools (hereinafter called the "Board") and the Grand Haven Area Public Schools Administrators Association (hereinafter referred to as the "Association").

ARTICLE I RECOGNITION

A. POSITIONS INCLUDED

- B. The Grand Haven Area Public Schools Board of Education recognizes the Grand Haven Area Public Schools Administrators Association in accordance with the applicable provisions of Act #379, P.A. of 1965, as amended, as the sole and exclusive representative for all administrative personnel in the classifications of High School Principal, Middle School Principal, Elementary Principal, Assistant High School Principal, Assistant Middle School Principal, Athletics Director, Assistant Athletic Director, Director of Security, Director of Technology, Assistant Director of Technology, Director of Transportation & Operations, Director of Early Childhood, and Assistant Director of Special Education, and hereinafter called the bargaining unit.

B. POSITIONS EXCLUDED

The Bargaining Unit shall not include: Superintendent of Schools, Assistant Superintendent of Human Services, Executive Directors, Coordinators, Teachers, and other non-administrative instructional employees and all non-instructional, non-administrative employees and the Director of Food Services due to being employed by a third party.

ARTICLE II DEFINITIONS

In the application and interpretation of the provisions of this Agreement, the following definitions shall apply:

- A. BOARD** shall mean the Board of Education of the Grand Haven Area Public Schools or its designated agents.
- B. ASSOCIATION** shall mean the Grand Haven Area Public Schools Administrators Association.
- C. ADMINISTRATOR** shall mean any member of the bargaining unit as recognized by the Board.
- D. SUPERINTENDENT** shall mean the Superintendent of Schools of the Grand Haven Area Public Schools or his/her designated agents.

E. DISTRICT shall mean the Grand Haven Area Public Schools.

F. In the construction of the words used in this Collective Bargaining Agreement, the use of the singular shall include the plural and the masculine shall include the feminine.

ARTICLE III 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 all powers, rights, authority, duties and responsibilities conferred upon it and vested in it by the laws and the Constitution of the state of Michigan and/or the United States, or which have been heretofore properly exercised by it, excepting where expressly and in specific terms limited by the provisions of this Agreement.

B. It is agreed that the Board retains the right to establish and equitably enforce reasonable rules and personnel policies relating to the duties and responsibilities of all employees and to other working conditions, provided such rules and policies are not inconsistent with this Agreement or in violation of law.

C. The Board retains the rights of management and control of school property, facilities, grades, and courses of instruction, athletics and recreation programs, methods of instruction, and materials used for instruction and administration; and the Board retains all rights relative to the selection, assignment, direction, transfer, promotion, demotion, discipline or dismissal of all employees, excepting where expressly and in specific terms limited by the provisions of this Agreement.

D. The Board requires compliance with the School Code provisions regarding continuing education requirements.

E. It is agreed between the parties that two (2) year individual contracts of employment without administrative tenure and renewable annually shall be offered to the non-probationary members of the Association. Failure of the individual administrator to execute said offer shall relieve the Board and the District of all obligations of employment under this contract to said administrator. Failure to execute does not include a time delay in clarifying or correctly recording the contract information.

F. It is understood that each individual contract is subject to the Master Agreement and in particular, but not limited to:

1. Non-renewal of contract - Section 380.247 of the Michigan School Code
2. Due process contract provisions
3. Lay-off/Recall contract provisions
4. Vacancy and transfer contract provisions
5. Evaluation contract provisions

G. Extension of each individual contract is subject to review by the Board of Education for renewal or non-renewal action in accordance with the provisions of this Master Agreement and Section 380.247 of the Michigan School Code. It is understood that administrators on probation, (initial and disciplinary), receive annual contracts.

ARTICLE IV ASSOCIATION RIGHTS

A. ASSOCIATION MEMBERSHIP

Pursuant to Act 179 of the Public Acts of 1965, as amended, the Board hereby agrees that every eligible administrative employee of the Board who is in a position identified in Article I shall have the right to freely organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under the laws of the state of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any administrator in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitution of Michigan or the Constitution of the United States; that it will not discriminate against any administrator with respect to any term or condition of employment by reason of his/her membership in the Association, his/her participation in any activities of the Association or collective professional negotiations with the Board or the institution of any grievance, complaint, or proceeding under this Agreement, or otherwise with respect to any terms or conditions of employment.

B. INFORMATION

The Association shall be supplied, upon written request, with a copy of the current Annual School District Financial Report (Form B), reports or information prepared by the District for public distribution, together with information, which may be necessary for the Association to process any grievance. It is agreed that the foregoing shall not be construed to require the District to compile information or statistics not already

compiled nor shall it require the district to provide confidential information. Original records of the foregoing are to be examined only at the office of the District.

ARTICLE V

ADMINISTRATOR SUPPORT

A. COMPLAINTS

Any complaint directed toward an administrator, which is to become a part of that individual's personnel record, shall be called to that individual's attention. The administrator may attach a response to the complaint. Anonymous complaints may not be placed in an administrator's personnel file and not used for evaluation purposes.

B. LIABILITY PROTECTION

The Board shall provide liability insurance which covers each administrator during the time he/she is employed by the Board and acting in the line of duty. Insurance protection shall be limited by the terms and conditions of the insurance policy.

ARTICLE VI

PROFESSIONAL ORGANIZATIONS

- A.** The District encourages professional growth among its administrators and will therefore support administrators' affiliation with their professional organizations by paying membership dues for each administrator, as determined by the Superintendent, in the state/national organization at 100 percent.
- B.** The Board reserves the right to determine the professional organizations for which membership dues will be paid. A refusal by the board to initiate or to continue dues payment to a particular professional organization is not a grievable matter.

ARTICLE VII

DUE PROCESS

- A.** An administrator who is disciplined in writing, suspended or discharged has the right to pursue redress through the contract grievance procedures.

- B.** It is understood that the Board may take discharge, suspension or written discipline action when necessary and the terms and conditions of individual contracts of employment shall not restrict or prevent such action.

ARTICLE VIII

EVALUATION OF ADMINISTRATORS

A. EVALUATOR AND TIME SCHEDULE

The Board designates the Superintendent of Schools or the Superintendent's designee(s) to evaluate all Association members. Principals may evaluate their assistant(s) and the directors may evaluate their assistants. Evaluations will be conducted once each year or more often if deemed necessary by either party. Failure of the Superintendent or his/her designee(s) to evaluate any administrator will not be the basis for a grievance. Evaluations will be completed by June 30, when possible.

B. PROCEDURE

The evaluation of each member of the Association will be discussed with the individual administrator, reduced to writing, and presented to the individual member at the time of his/her evaluation conference. Each administrator will receive a copy of the written evaluation and will have a right to add a written reaction as part of the evaluation record. The administrator may ask for a meeting with the Superintendent if disagreement exists on the results of evaluation. Either party may have representation at such a meeting.

C. IMPROVEMENT PLAN

The written evaluation will include the identification of inadequacies in performance and/or other concerns, understandable ways in which the administrator is to improve and the way the administrator is to be given assistance, if appropriate. It is understood that the responsibility for administrative improvement and professional growth is that of the evaluatee.

D. EVALUATION INSTRUMENT

The current evaluation instrument will be used and is attached as Appendix "A". However, if either the Board or the Association feels the evaluation instrument should be reviewed, an Administrative Evaluation Review Committee will be established composed of two (2) Board representatives and three (3) Association representatives. This committee will review the evaluation criteria and evaluation instruments and submit appropriate recommendations for change to the Superintendent. The Superintendent will make the final determination of any changes to be made.

Performance Pay Principles are included as a part of Appendix "A".

E. DISCIPLINE ACTION

The results of an evaluation can necessitate action by the Superintendent to place an administrator on disciplinary probationary status with a resulting freeze on the base salary for at least a one year period. Should there be an additional year(s) salary freeze, it is understood that the annual improvement plan that resulted in the original action will be up-dated. Without required improvement accomplished by the administrator on probationary status, more severe disciplinary action is possible.

If the required improvement is accomplished at the end of the probationary period, the Superintendent will return the administrator to the salary schedule level, which he/she would have attained if the salary freeze had not taken place.

ARTICLE IX GRIEVANCE PROCEDURE

A. DEFINITION

A grievance is a complaint by an administrator that the contract has been violated in that he/she has been directly affected by the alleged contract violation. Discipline or discharge of a probationary administrator shall not be subject to the grievance procedure.

B. TIME LIMITS

1. The time limits specified hereinafter for movement of grievances through the process shall be strictly adhered to and may be relaxed or extended only by mutual consent of the parties in writing. In the event that the Association fails to appeal a grievance or grievance answer within the particular time limit, the involved grievance shall be deemed abandoned and settled on the basis of the Board's last answer. In the event that the Board shall fail to supply the Association with response to a hearing at a particular step within the specified time limits, the grievance shall be deemed automatically positioned for appeal commencing with the expiration date of the Board's grand period for answering.
2. Each grievance shall have to be initiated within fourteen (14) days of the occurrence of the cause for complaint.

3. All time limits specified herein shall consist of calendar days. Time limits as shown can be accelerated and/or steps in the grievance procedure can be bypassed by mutual agreement. Grievances involving the written discipline (not including negative evaluation), suspension or dismissal of a non-probationary administrator may be initiated at Step 2.

C. PROCEDURE

Informal Step 1

The parties acknowledge that it is most desirable for a Bargaining Unit member and his/her superior to resolve problems through free and informal communications. When requested by either, party the Association representative may intervene to assist in this resolution. However, should such informal process fail to satisfy the supervisor and the Bargaining Unit member, then a grievance may be processed as follows:

Step 2

1. If the complaint is not resolved in the informal Step 1 of this procedure, the administrator shall submit to the Assistant Superintendent of Human Services, within fourteen (14) days following the grievable occurrence, a statement of facts and all relevant materials giving rise to the grievance. Within fourteen (14) days of receipt of the alleged grievance, the Superintendent, Assistant Superintendent of Human Services, the administrator whom the grievance is being filed against, the aggrieved and an Association Representative shall meet to discuss the grievance. Within ten (10) days of this meeting, the Superintendent shall respond in writing to the Grievant.
2. If the grievance is not resolved at Step 2 (a), the grievant may choose to take the grievance to Step 3 of this procedure or request through the association that a mediator be assigned by the Michigan Employment Relations Commission to hear the grievance.
3. If the grievant chooses to go to mediation, the grievance procedure ends at this Step 2, except for cases of dismissal or suspension, which may go to Step 4.

Step 3

1. If the Superintendent receives no further correspondence within fourteen (14) days after the Step 2 written response, the grievance will be considered resolved on the basis of the Step 2 response.

2. If the grievance remains unresolved at the conclusion of Step 2, the Grievant shall notify the Superintendent in writing within fourteen (14) days following the Step 2 written response. The Superintendent shall submit the grievance to the Board's Personnel Committee for review at its next regularly scheduled meeting. The Board's Personnel Committee shall make a recommendation for resolution of the grievance within fourteen (14) days of its meeting to review the grievance. A copy shall be provided to the Grievant.

Step 4

A Grievant who is dismissed or suspended may, upon written notice to the Superintendent, within fourteen (14) days after the Personnel Committee's recommendation, request that the Board of Education consider the grievance. Upon receipt of such notice/request, the Board shall convene within twenty-five (25) days thereafter to consider the grievance in closed session (to the extent allowed by the Open Meetings Act).

ARTICLE X VACANCIES AND TRANSFERS

A. VACANCIES

1. When a vacancy occurs in the bargaining unit, or in a cabinet level position it shall be announced in writing to the Grand Haven Area Public Schools Administrators' Association President. Interested members are to indicate their interest in the vacancy in writing to the Director of Human Resources within the deadline for application.
2. Any administrator with the required certification and qualifications of the posted position and three (3) years of successful experience as an administrator shall, upon written request, be granted an interview for the position.
3. It is understood that vacancies can be filled on an interim basis until such time as a final selection is made.

B. TRANSFERS

1. Transfer shall mean the movement of a Bargaining Unit member from one position to another position, which is essentially the same or to a lower job grade as that currently occupied by the Bargaining Unit member and for which said member is qualified.
2. Transfers can be made voluntarily or involuntarily. The best interests of the District and the affected administrators are the prime criteria for transfers.

3. In cases of involuntary transfer, the Bargaining Unit member will be offered the opportunity to meet with the Board's representative at which time the reasons for the transfer will be explained and reduced to writing.

C. PROBATION PERIOD FOR NEWLY-HIRED EMPLOYEES

During the administrator's first two (2) years of employment, he/she is considered to be on probation and the Board has the right to unilateral, non-grievable discipline and/or suspension, and/or discharge action. In case of discharge, the administrator may, however, meet with the Superintendent or the Board of Education's Personnel Committee to discuss the reasons for such action.

ARTICLE XI

STAFF REDUCTION AND RECALL

A. LAYOFF

1. Administrators are subject to lay-off when the Board determines that circumstances necessitate a reduction in administrative staff. A minimum sixty (60) calendar day notice will be given to those affected.
2. Board decisions on lay-off will be determined on the basis of qualifications, length of service to the District, job performance and grade level experience.
3. In lieu of, or coupled with layoffs, the Board may implement options to layoff, including transfer, reduced work year, and/or reduced daily work period, along with an appropriate reduction in salaries for one or more administrators.
4. At the request of the Association, its representatives will meet with the Superintendent prior to such action taking place.

B. RECALL

1. Recall rights will not extend beyond a time period of five years or a time period equal to the employee's term of employment as an administrator in the District if less than five years.
2. Administrators who have been laid off will be recalled for the first administrative position for which they are certified and qualified and meet the following guidelines:
 - The position must be in the same bargaining unit.
 - The position must be in a comparable or lower salary range.
 - The position must have responsibilities comparable to the previous position as agreed upon by the Board and Association.

The term “qualified” as used in B-2 above, is defined as possessing a graduate degree with emphasis appropriate to the assignment as well as meeting accreditation standards, possessing a state administrator certificate or equivalent academic coursework if Administrative Certificates are no longer issued by the state of Michigan, obtaining appropriate continuing education units and professional association standards as applicable.

ARTICLE XII

LEAVES OF ABSENCE

A. GENERAL LEAVES

Bargaining unit members may at the Board’s sole discretion be granted compensated and non-compensated leaves for such purposes as childcare, sabbatical leave, or unpaid sick leave. A bargaining unit member called to an active emergency duty by reason of military status will be paid in an amount equal to the difference between his/her military base pay and administrator’s pay not to exceed seventy-five (75) days.

B. REQUESTS FOR LEAVE

Requests for any leave of absence must be made in writing to the Human Services Department. These requests should specify the beginning and ending dates desired and should be submitted as soon as the circumstances regarding the leave are known. The status of the administrator upon return shall be arranged with the Superintendent prior to the leave.

C. STATUS DURING LEAVE

No economic benefits or credit of any sort will be given for time spent on non-compensated leave.

D. TERMINATION OF LEAVE

The status of the Bargaining Unit member shall be changed from leave status to terminated if one of the following conditions occurs:

- The member accepts employment elsewhere.
- The member fails to provide adequate notice of return to work before the leave expires.

- The member notifies the Human Services Department in writing that he/she wishes to terminate his/her employment.
- The member ceases to engage in activity for which the leave was granted.

E. COMPENSATED SICK LEAVE

Sick leave at the rate of fifteen (15) days per year shall be available to each bargaining unit member. The Assistant Superintendent of Human Services shall be notified when sick leave is taken. Sick leave shall accumulate from year to year. Bereavement days shall be charged to sick leave. The Board will be in compliance with the Family Medical Leave Act (FMLA). Sick leave will be used where applicable as part of the twelve (12) weeks granted by law.

F. COMPENSATED PERSONAL BUSINESS LEAVE

Seven (7) personal business leave days per year are available for each bargaining unit member with prior approval by the Assistant Superintendent of Human Services. Administrators will be allowed to convert up to four (4) unused Personal Business Leave Day to their sick leave allowance at the end of each school year.

G. WORKERS COMPENSATION

1. Any administrator who is absent as a result of an injury or disease compensated through the Worker' Disability Compensation Act of 1969, as amended, shall receive a supplement from the Board of Education for a period not to exceed six (6) months without deduction from sick leave in order that the administrator's take home pay will remain the same.
2. Beyond the six (6) month period, such payments by the Board of Education shall be charged against sick leave on a pro-rate basis computed on the relationship of the differential pay to his/her regular net weekly pay until sick leave is exhausted.

H. JURY DUTY LEAVE

Any administrator summoned to jury duty shall be paid for the loss of salary incurred for each working day of absence by an amount equal to the difference between the jury pay and the administrator's regular salary, not to exceed (40) days per school year.

ARTICLE XIII

HOLIDAYS AND VACATION SCHEDULES

A. HOLIDAYS

1. The following holidays, and all other days designated by the Superintendent as holidays for administrators, shall be granted with pay:
 - Fourth of July
 - Labor Day
 - Thanksgiving Day and the day after
 - Christmas Day and the day before or after
 - New Year's Day and the day before or after
 - Memorial Day
 - One (1) Floating Holiday designated by the Superintendent
2. Administrators may take another non-student day off in lieu of the District designated floating holiday provided they do not exceed the total of 10 paid holidays per year. This day MUST have prior approval of the administrator's supervisor.
3. The Superintendent will designate another day when a holiday is on a weekend day.

B. VACATION

1. Earned, but unused paid vacation time, may be accumulated and carried over from one year to the next (i.e. July 1 through June 30 - vacation may be taken up to September 1 of the following year) up to, but not exceeding, an aggregate total of six weeks (30 working days). Up to seven (7) unused vacation days may be converted into sick leave allowance at the end of each fiscal year.
2. The fiscal year vacation schedule for each administrator is to be determined by the Assistant Superintendent of Human Services in conjunction with the administrator.
3. A vacation schedule can be modified by either party with the approval of the Assistant Superintendent of Human Services, including modifications to allow for system-wide vacation days or holidays.
4. Administrators may be permitted to take vacation days during the school year.

5. In recognition of years of service to the school district as a district employee, administrators will be granted additional vacation days as follows:

- One (1) additional day after ten (10) years of district service
- Two (2) additional days after fifteen (15) years of district service
- Three (3) additional days after twenty (20) years of district service

6. Vacation days are available for each administrator who is employed for the entire year as follows:

ANNUAL VACATION

POSITION

25 days

Director of Technology/Asst. Dir. of Tech
Director of Operations & Transportation
High School Principal
Middle School Principal

31 days

Elementary Principal
Middle School Assistant Principal
High School Assistant Principal
Athletics Director/Asst. Athletics Director
Assistant Director of Special Education
Director of Security
Director of Early Childhood

7. If in the event an administrator determines they will not use all their vacation time, they will be allowed to cash in up to five (5) days. The per diem amount will be based on the salary excluding longevity and off schedule payments. As a condition of receiving this benefit, however, the Administrator must make an irrevocable written election to “cash out” such paid vacation days (in lieu of taking the paid time off), and such election must be made by June 30, during which the paid vacation time will be earned and “cashed out”.

ARTICLE XIV

FRINGE BENEFITS

A. INSURANCE:

For the 2026-27 plan year, the District shall offer the following medical insurance plans to eligible bargaining unit members:

1. MESSA ABC PLAN 2, 0% Coinsurance, Tier 5 Rx
2. MESSA ABC PLAN 3, 20% Coinsurance, Tier 3 Rx

The District shall maintain the current 80/20 premium cost-sharing arrangement for medical insurance.

For employees enrolled in District-provided medical coverage during the 2026-27 plan year, the District shall provide an employer contribution toward the employee's deductible or health savings arrangement in the following amounts:

- Single coverage - \$1,360
- Two-person or family coverage - \$2,720

2027-28 Plan Year and Thereafter

Effective January 1, 2028, the District's contribution toward medical insurance premiums shall be limited to the applicable statutory hard cap amount under the Michigan Publicly Funded Health Insurance Contribution Act, or any successor law.

Prior to Open Enrollment for the 2028 plan year, the District and the Association shall meet to discuss available medical plan options for the upcoming plan year.

If the statutory hard cap is repealed, eliminated, or otherwise no longer exists, and no successor law establishes a comparable employer contribution cap for public employer medical benefit plans, the parties shall bargain over the District's contribution toward medical insurance premiums for the affected plan year. Any such bargaining shall be limited solely to the District's contribution toward medical insurance premiums, unless the parties mutually agree in writing to expand the scope. Unless and until the parties reach a written agreement, the District shall not be obligated to contribute more than the amount required by applicable law.

Employee-Funded HSA Advance

Effective with the 2027–2028 contract year, the District shall eliminate the employer-paid HSA contribution.

Beginning with the 2028 plan year, for employees enrolled in a qualified high-deductible health plan with an HSA, the District shall advance the following amounts to the employee’s HSA on behalf of the employee (employees can opt out of this during Open Enrollment):

- Single coverage: \$1,360
- Two-person or family coverage: \$2,720

The HSA advance shall be considered an employee contribution, not an employer contribution, because the employee shall repay the full amount advanced to the District through equal payroll deductions over the course of the applicable plan year. Such deductions shall be made in accordance with applicable law, IRS regulations, payroll procedures, and any required employee authorization.

B. DENTAL INSURANCE

Board paid dental plan (100/100/80)

- (\$1,500 annual dental maximum; \$2,000 lifetime orthodontic maximum)

C. LONG-TERM DISABILITY INSURANCE

Board paid LTD with following specifications:

- Seventy (70) percent of monthly salary
- Minimum ninety (90) days waiting period
- Pre-existing conditions waiver rider
- Social Security freeze rider
- Alcohol-drug addiction waiver rider

D. LIFE INSURANCE

Board paid Term Life Insurance in the amount of \$100,000.

E. VISION INSURANCE

Board paid Vision Plan comparable to MESSA VSP 3Plus

F. SEVERANCE PAY

A one (1) time payment will be made for each year of service to the District upon retirement under the guidelines of the Michigan Public School Employee's Retirement System or upon resignation after ten (10) or more years in the district. This payment will be at \$300 for each year in the district. To the extent permitted by law, the employer shall make the entire payment as an employer contribution directly into the employee's 403(b) account established by the employee from the board approved list of companies. Employees shall not have an option to receive cash. These payments by the district are intended to constitute employer contributions under 403(b) of the Internal Revenue Code (IRC).

G. RETIREMENT BENEFIT

An administrator hired prior to May 1, 2004, and eligible to retire under the provisions set forth in the Michigan Public School Employee's Retirement System, shall receive an annual payment of \$3,000 in lieu of the previous health insurance payment, until he/she reaches the age of eligibility for collecting full social security benefits. Administrators at the time of retirement shall receive an annual payment of \$700 a year until he/she reaches the age to collect full social security benefits. The employer shall, during the first five (5) years following retirement, and to the extent permitted by law, make the entire payment as an employer contribution directly into the employee's 403(b) account established by the employee from the board approved list of companies. Employees shall not have an option to receive cash. These payments by the district are intended to constitute employer contributions under 403(b) of the Internal Revenue Code (IRC).

For administrators hired after May 1, 2004, the District shall contribute 1% of base salary annually to a 403(b) account for each eligible association member. The District shall contribute an additional 1% to a 403(b) account if matched by the employee. To be eligible, the employee must be actively employed on October 1st and must have an established 403(b) account with a District-approved provider. Contributions shall be made by January 31st of each year and shall be subject to applicable IRS limits, plan requirements, and federal and state law. The contribution shall not be considered part of the employee's base wages or salary schedule compensation.

Upon resignation or retirement, administrators will receive a payment of 25% of the daily cost of a contracted substitute teacher (ie EduStaff) for each day of sick leave that an administrator accumulated, provided they have at least 75 days accumulated, and payment for up to thirty (30) days of unused vacation. To the extent permitted by law, the employer shall make the entire payment as an employer contribution directly into the employee's 403(b) account established by the employee from the Board

approved list of companies. Employees shall not have an option to receive cash. These payments by the district are intended to constitute employer contributions under 403(b) of the Internal Revenue Code (IRC).

H. OPTION IN LIEU OF HEALTH INSURANCE

Administrators, eligible for, but not electing hospitalization insurance, may elect to receive a cash payment in lieu of health insurance. The cost to the Board for each administrator shall not exceed 100 percent of the monthly premium for the single subscriber hospitalization insurance, and shall not exceed 100 percent of the annual premium for the single subscriber insurance per contract year under the Master Agreement.

All employees hired on or after August 1, 2012, will receive a \$7,000 flat annual amount (if eligible for cash in lieu of insurance benefits).

I. DISCLAIMER

It is understood and agreed that the Board's obligation for insurance benefits shall be limited to the terms and conditions of the insurance policies.

J. REIMBURSEMENT OF CERTIFICATE COSTS

The District will fully reimburse for the application, addition and renewal of any administrator certificate, permit, authorization, endorsement and/or approval issued by the Michigan Department of Education, the Intermediate School District, or other authorizing agency. Reimbursement will be given once the updated certificate has been received. Forms for reimbursement should be requested through the Human Services department.

K. CELL PHONE STIPEND

The District will pay each administrator a cell phone stipend of \$1,000 per year.

ARTICLE XV COMPENSATION PARAMETERS

A. INITIAL PLACEMENT OF CURRENT ADMINISTRATORS

1. Salary Ranges have been established for positions within the bargaining unit and are attached as Appendix B.

2. The District shall directly contribute to a 403(b) account of each Administrator's choosing, (from among the Board approved list of providers), the sum of \$175. Such contributions shall be made after January 1 of each year. Administrators shall not have an option to receive cash instead.
3. Equity adjustments will be necessary for some positions based on competitive salary requirements.
4. See Appendix A, "Performance Pay Principles", Section 7.

B. PLACEMENT OF NEW ADMINISTRATOR

Initial placement will be based on experience, qualifications and responsibility.

Administrators employed after July 1 shall receive a prorated salary for that contractual year, based upon the July 1 – June 30 contract year. An exception to the prorated salary may be approved by the Assistant Superintendent of Human Services when an administrator is hired after July 1 but prior to the start of the student school year and performs all assigned duties and responsibilities necessary to prepare for the opening of school.

Each new administrator to the Grand Haven Administrators Association shall be assigned a district mentor administrator. Mentor administrators shall be compensated \$1,000 for each year of mentorship.

C. 403 (b) LONGEVITY PROGRAM

In recognition of an employee's service to GHAPS as a teacher and/or administrator, at year five (5) the employee will receive \$500, and \$100 for each additional year after five (5) years. The maximum longevity payment will be \$3,500 and will be made subsequent to the completion of each year paid on June 1 in a lump sum. Offset proration will be made in the first payment based on the month of hire. Both teacher and administrator years with GHAPS will count towards longevity. A break in service to the district will not count against the total accumulation of longevity years. The employer shall make the entire payment as an employer contribution directly into the employee's 403(b) account established by the employee from the board approved list of companies. Employees will not have the option to receive cash, but the longevity payment will constitute an employer contribution under 403(b) of the Internal Revenue Code (IRC).

D. MISCELLANEOUS

1. If a Voluntary Early Retirement Incentive Bonus package is offered to teachers, administrators will be offered the option to participate as well.
2. At the conclusion of negotiations with other groups, the Association representatives will reconvene to discuss contract changes and their impact on the terms of this agreement.

ARTICLE XVI
CONTINUITY OF PROFESSIONAL SERVICES

The Association will not engage in, authorize or encourage, either directly or indirectly, any concerted interruption of educational activities due to cessation, withdrawal, or withholding of services in any manner or form, either in whole or in part by members of the Bargaining Unit for any reason, and no officer or representative of the Association or member of the Bargaining Unit, shall be empowered to provoke, instigate, cause, participate in, assist, encourage, or prolong any such prohibited activity.

ARTICLE XVII
VALIDITY OF AGREEMENT

- A.** The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in an amendment hereto.
- B.** Should any article, section or clause of the Agreement be declared invalid by a court of competent jurisdiction, said article, section or clause as the case may be shall be automatically deleted from this Agreement but the remaining articles, sections and/or clauses shall remain in full force and effect for the duration of the Agreement.
- C.** This Agreement shall supersede any rules or regulations or practices of the Board, which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary inconsistent terms contained in any individual Bargaining Unit member contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

ARTICLE XVIII
WAIVER CLAUSE

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law

from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in the Agreement. Therefore, the Employer and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject of matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

ARTICLE XIX DURATION OF AGREEMENT

This Agreement shall be in effect, October 20, 2020, and shall remain in full force and effect through June 30, 2022.

At least sixty (60) days prior to the termination of this Agreement either party may give the other party notice, by registered mail, of its desire to terminate, modify or amend this Agreement. Upon receipt of this notice the parties will promptly make arrangements to commence negotiating a successor Agreement. In the event that neither party give notice to the other of its intention to terminate, modify or amend this Agreement at least sixty (60) days prior to the expiration date, then the Agreement shall automatically be extended on the same terms for another year, and similarly, from year to year thereafter with the same notification requirements.

ARTICLE XX INTERIM AMENDMENTS

In the event both parties wish to amend this Agreement, such agreed upon amendment(s) shall be subject to ratification by the Board and the Association provided that both parties shall be empowered to effect temporary accommodations to resolve problems.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized representatives.

GRAND HAVEN EDUCATION
ASSOCIATION

GRAND HAVEN BOARD OF EDUCATION

ADMINISTRATORS ASSOCIATION

By: Rachel Poel

President

Rachel Poel

GRAND HAVEN BOARD OF EDUCATION

By: Nichol Stack

Its President

Nichol Stack

By: Kristal Boyd

Its Secretary

Kristal Boyd

By: Kristin Perkowski

Its Superintendent

Kristin Perkowski

APPENDIX "A"

PERFORMANCE PAY PRINCIPLES

1. Each Administrator will receive a copy of GHAPS Administrator Evaluation Handbook prior to starting the goal review process.
2. Goals must be related to Board Goals the District Vision, and The Interstate School Leaders Licensure Consortium (ISLLC) Standards. Where possible, goals shall be mutually developed.
3. Administrators will submit a draft of their proposed goals and measures by October 1 of each year. Goals will be reviewed and approved by October 31 of each year. Non-probationary administrators will be on a two-year goal cycle (unless otherwise indicated by the Superintendent).
4. The Superintendent and cabinet will review for final approval the goals and performance pay amounts for each mid-level administrator who is supervised by a senior site administrator.
5. Semiannual meetings will be established when necessary to review progress toward goals as well as overall job performance.
6. Goals and measures of progress and achievement may be modified by mutual agreement between the administrator and his/her supervisor.

7. A final Goal Review will be completed with each administrator prior to June 15 of each year. Each administrator will receive an annual rating of ineffective, minimally effective, effective or highly effective. An administrator rated effective or highly effective will receive performance pay of two (2) percent for the upcoming school year. Those administrators at the top of their range shall receive an annual cash payment of two (2) percent of their salary (paid on June 1 subsequent to the completion of each year). This payment will be off schedule and will not result in a schedule change. Those administrators that earn two (2) percent performance pay, but have a salary less than two (2) percent from the top of the range will receive the remaining difference in a lump sum cash payment. Concern that would require an adjustment in an administrator's performance step will be shared with the affected administrator. The administrator in conjunction with the Superintendent or his/her designee will develop a clearly defined written IDP. If possible, the IDP will be developed in a time frame that will allow the administrator to be eligible for the full performance pay if said administrator meets the provisions within the mutually developed IDP.
8. Cabinet input will be sought prior to final approval of goals and performance pay amounts.
9. Factors to be considered when evaluating the effectiveness rating include goal attainment, overall performance and job complexity. The performance pay increase cannot take an employee above the salary range for that position.
10. If an administrator is rated ineffective or minimally effective, the administrator is not eligible for performance pay and will follow a probationary administrator evaluation cycle. Special circumstances will be considered through the appeal process.
11. Concurrence and commitment to the goals also provides that normal responsibilities of the position are not sacrificed.

12. APPEAL PROCESS

It is the desire of the parties to effectively communicate, on an ongoing basis, progress toward goals or concerns regarding performance to avoid end of the year surprises that result in disputes over performance pay determinations. However, if an administrator believes that his or her performance pay does not accurately reflect his or her achievements, an appeal may be requested. The administrator will be given an opportunity to meet with cabinet and present information, including peer input, to address these concerns. Cabinet consensus regarding performance pay determinations will be final.

ADMINISTRATOR EVALUATION FORM (SELF-ASSESSMENT)

Administrator Name _____ Year _____

Position _____ Building _____

Evaluation Date: _____

Performance Levels: R = Rudimentary D = Developing P = Proficient A = Accomplished

STANDARD 1: THE VISION OF LEARNING

- _____ 1a. Developing the Vision
- _____ 1b. Communicating the Vision
- _____ 1c. Implementing the Vision
- _____ 1d. Monitoring and Evaluating the Vision

Comments: _____

STANDARD 2: THE CULTURE OF TEACHING AND LEARNING

- _____ 2a. Valuing Students and Staff
- _____ 2b. Developing and Sustaining the Culture
- _____ 2c. Ensuring an Inclusive Culture
- _____ 2d. Monitoring and Evaluating the Culture

Comments: _____

STANDARD 3: THE MANAGEMENT OF LEARNING

- ____ 3a. Making Management Decisions to Ensure Successful Teaching and Learning
- ____ 3b. Developing Procedures to Ensure Successful Teaching and Learning
- ____ 3c. Allocating Resources to Ensure Successful Teaching and Learning
- ____ 3d. Creating a Safe, Healthy Environment to Ensure Successful Teaching and Learning

Comments: _____

STANDARD 4: RELATIONSHIPS WITH THE BROADER COMMUNITY TO FOSTER LEARNING

- ____ 4a. Understanding community Needs
- ____ 4b. Involving members of the Community
- ____ 4c. Providing opportunities for the Community and School to Serve Each Other
- ____ 4d. Understanding and Valuing Diversity

Comments: _____

STANDARD 5: INTEGRITY, FAIRNESS, AND ETHICS IN LEARNING

- ____ 5a. Demonstrating a personal and Professional Code of Ethics
- ____ 5b. Understanding One's Impact on the School and Community
- ____ 5c. Respecting the Rights and Dignity of All
- ____ 5d. Inspiring Integrity and Ethical Behavior in Others

Comments: _____

STANDARD 6: THE POLITICAL, SOCIAL, ECONOMIC, LEGAL, AND CULTURAL CONTEXT OF LEARNING

- ____ 6a. Operating Schools on Behalf of Students and Families

- ____ 6b. Communicating Changes in Environment to Stakeholders
- ____ 6c. Working Within Policies, laws, and Regulations
- ____ 6d. Communicating with Decision-Makers Outside the School Community

Comments: _____

Evaluator(s) Signature

Date

Evaluee Signature

Date

2026-27

Step	HS Principal	MS Principal	Elementary Principal	HS Assistant Principal	Alt. Ed Principal	Athletics Director	MS Assistant Principal	Asst. Director of SPED	Asst. Director of Tech	Asst. Director of Athletics	Director of Technology	Director of Operations	Director of Security
1	128,566	117,480	112,053	112,053	112,053	112,053	112,053	112,053	78,280	90,640	111,240	113,300	70,040
2	131,916	120,161	114,572	114,337	114,337	114,337	114,337	114,337	80,340	92,112	114,183	115,948	72,395
3	135,267	122,843	117,091	116,624	116,624	116,624	116,624	116,624	82,400	93,584	117,125	118,596	74,749
4	138,618	125,524	119,611	118,956	118,956	118,956	118,956	118,956	84,460	95,056	121,244	121,404	77,104
5	141,969	128,206	122,130	121,336	121,336	121,336	121,336	121,336	86,520	96,527	123,011	123,893	79,458
6	145,319	130,887	124,650	123,762	123,762	123,762	123,762	123,762	88,580	97,989	125,854	126,541	81,813
7	148,670	133,569	127,169	126,238	126,238	126,238	126,238	126,238	90,640	99,471	128,896	129,189	84,167
8	152,021	136,250	129,712	128,762	128,762	128,762	128,762	128,762	92,700	100,943	131,840	131,840	86,520

2027-28

Step	HS Principal	MS Principal	Elementary Principal	HS Assistant Principal	Alt. Ed Principal	Athletics Director	MS Assistant Principal	Asst. Director of SPED	Asst. Director of Tech	Asst. Director of Athletics	Director of Technology	Director of Operations	Director of Security
1	132,423	121,004	115,414	115,414	115,414	115,414	115,414	115,414	80,628	90,359	114,577	116,699	72,141
2	135,874	123,766	118,009	117,767	117,767	117,767	117,767	117,767	82,750	94,875	117,608	119,427	74,566
3	139,325	126,528	120,604	120,123	120,123	120,123	120,123	120,123	84,872	96,391	120,639	122,154	76,992
4	142,776	129,290	123,199	122,525	122,525	122,525	122,525	122,525	86,984	97,907	123,670	124,882	79,417
5	146,228	132,052	125,794	124,976	124,976	124,976	124,976	124,976	89,116	98,423	126,701	127,609	81,842
6	149,679	134,814	128,389	127,475	127,475	127,475	127,475	127,475	91,237	100,939	129,732	130,337	84,267
7	153,130	137,576	130,984	130,025	130,025	130,025	130,025	130,025	93,359	102,455	132,763	133,064	86,693
8	156,581	140,338	133,604	132,625	132,625	132,625	132,625	132,625	95,481	103,971	135,795	135,795	89,116

2028-29

Step	HS Principal	MS Principal	Elementary Principal	HS Assistant Principal	Alt. Ed Principal	Athletics Director	MS Assistant Principal	Asst. Director of SPED	Asst. Director of Tech	Asst. Director of Athletics	Director of Technology	Director of Operations	Director of Security
1	136,395	124,634	118,877	118,877	118,877	118,877	118,877	118,877	83,047	96,160	118,015	120,200	74,305
2	139,950	127,479	121,549	121,300	121,300	121,300	121,300	121,300	85,233	97,721	121,136	123,009	76,803
3	143,505	130,324	124,222	123,726	123,726	123,726	123,726	123,726	87,418	98,283	124,258	125,819	79,301
4	147,060	133,169	126,895	126,201	126,201	126,201	126,201	126,201	89,604	100,844	127,380	128,628	81,799
5	150,614	136,014	129,568	128,725	128,725	128,725	128,725	128,725	91,789	102,406	130,502	131,438	84,297
6	154,169	138,858	132,241	131,299	131,299	131,299	131,299	131,299	93,975	103,988	133,624	134,247	86,795
7	157,724	141,703	134,914	133,925	133,925	133,925	133,925	133,925	96,160	105,529	136,746	137,056	89,293
8	161,279	144,548	137,612	136,604	136,604	136,604	136,604	136,604	98,345	107,091	139,869	139,869	91,789

APPENDIX “B” ADMINISTRATOR SALARY RANGE