

62776

4/30/2000

**A G R E E M E N T**  
**between**  
**IONIA PUBLIC SCHOOLS**  
**and**  
**IONIA ADMINISTRATORS ASSOCIATION**

**(1998 - 1999**  
**and**  
**1999 - 2000)**

*Ionia Public Schools*

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## PREAMBLE

This Agreement, is entered into by and between the Board of Education of Ionia Public Schools (hereinafter the Board) and the Ionia Administrators Association (hereinafter the Association).

## ARTICLE 1 - RECOGNITION

The Board hereby recognizes the Association as the exclusive bargaining representative pursuant to Act 379, P.A. 1965, as amended, for all administrative employees including principals, assistant principals, but excluding the superintendent/assistant superintendent, and all central office positions.

The term "administrator," when used herein, shall refer to all members of the bargaining unit represented by the Association.

## ARTICLE 2 - ASSOCIATION SECURITY

Within thirty (30) days of the commencement of employment in the bargaining unit or the execution of this agreement, whichever occurs later, each administrator shall, as a condition of continued employment, either maintain membership in the Association or pay to the Association service fees, in an amount established by the Association.

It is agreed pursuant to Act 390, P.A. 1978, that the Board shall deduct either (1) initiation fees, membership dues, or (2) service fees, as required in Article II, in amounts designated in writing by the Association from the pay of each administrator who has submitted to the Association a signed authorization. These deductions shall be made in equal installments determined by the number of payroll periods remaining in the school year at the time that notification of the amounts due is received from the Association. All amounts so deducted shall be forwarded to the Association within ten (10) days. The Association shall indemnify and save the Board harmless against any and all claims, demands suits or other forms of liability that shall arise out of or by reason of any action taken by the Board in compliance with Article 2. The Board shall deduct said amounts pursuant to the authority set forth in MCLA 408.477.

### ARTICLE 3 - BOARD RIGHTS AND SECURITY

The Board of Education and its Executive Officer, the Superintendent of Schools, reserve and retain full rights, authority, discretion and powers in the proper discharge of their respective duties and responsibilities to control, supervise and manage the Ionia Public School District and its staff, certified and non-certified under governing law, ordinance, rules and regulations as set forth in the Constitution and laws of the State of Michigan and of the United States. Such rights include, by way of illustration and not by way of limitation, the right to:

1. Supervise and direct the management and administration of the school system, its facilities, business, equipment, operations and properties.
2. Determine the qualifications, select, promote and transfer all administrators, subject only to the provisions of law.
3. Assign all personnel and determine the number of personnel and the schedules for said personnel.
4. Determine the number, function, authority and organization of its administrative and support staff.
5. Determine the initial pay rate, work schedule, function and authority for any new administrative position.
6. Establish programs and direct the development of courses of instruction and provision of special activities as deemed necessary or advisable by the Board.
7. Determine class schedules, class size, hours of instruction and assignment of staff with respect thereto.
8. Select textbooks, teaching aids and materials.
9. Determine services, supplies and equipment necessary for the operation of the District and to establish financial policies and procedures.
10. Determine the number, location and utilization of its facilities including buildings, departments, and offices and divisions thereof.
11. Determine the work day.

### **ARTICLE 3 - BOARD RIGHTS AND SECURITY (continued)**

The exercise of the foregoing powers, rights, duties and responsibilities by the Board and the adoptions of policies, rules regulations, practices and procedures in the furtherance thereof, shall be the prerogative of the Board except and unless limited by express provision of this Agreement.

Administrators shall comply with all policies of the Board and shall comply with such written rules, regulations, orders and procedures as are considered necessary to the implementation of said policies and to the operation of the District.

### **ARTICLE 4 - ASSOCIATION RIGHTS**

- A. The Association shall have the right to use school buildings and facilities for Association business without charge upon notification to the Superintendent.
- B. The Association shall have the right to use the district's interschool mail service for communications to its members.
- C. The Board agrees to furnish to the Association, in response to written requests, verified and/or Board approved information concerning the finances of the District, in addition to information available under the Freedom of Information Act and/or the Public Employment Relations Act. (The Association will reimburse the Board for expenses incurred in furnishing information and/or making records available as per Board established policy.)

### **ARTICLE 5 - ADMINISTRATOR RIGHTS**

- A. All administrators shall be accorded, in regard to their personnel file, those rights to examine, copying and comment provided by law. Upon written notification and without interruption of their work schedule, the administrator may exercise these rights, with an Association representative present, if so requested. A representative of the Superintendent's office shall be present.
- B. Each building principal shall control student discipline within his/her building consistent with the law unless otherwise limited by Board's policies and procedures concerning the discipline of students.
- C. Administrators shall be entitled to Association representation upon request, at all interviews or conferences where the possibility of

## ARTICLE 5 - ADMINISTRATOR RIGHTS (continued)

disciplinary action will be discussed or where discipline will be imposed.

- D. The Board agrees that each principal shall have the opportunity to interview and make recommendations concerning all personnel being considered for assignment to his/her building or department. Prior written notice of this opportunity shall be provided by sending that notice to either the administrator's office or his/her home. The above may be waived because of emergencies or extenuating circumstances, provided an attempt has been made to reach the administrator.
- E. The Board agrees that the private life of any administrator is not an appropriate matter for the concern or attention of the Board unless it adversely affects the administrator's ability to carry out his/her professional functions or responsibilities to the School District or to act as a representative of the District.
- F. The Board and Superintendent will support the actions of administrators when said actions are within the scope of the administrator's authority and are consistent with Board policy.
- G. Each building principal shall have the right to make the determination regarding each staff member's assignment within his/her building. Such assignment shall be made in accordance with Board policies and any collective bargaining agreement covering said staff member. The Superintendent has the authority to make final determination regarding staff assignments.
- H. Each building principal shall have the right to make the determination regarding each pupil's assignment within his/her building as long as this determination is made in accordance with the Board's policies concerning the classification and promotion of students. The Superintendent has the authority to make final determination regarding pupil assignments.
- I. Administrators will not be routinely required to perform duties which fall outside of the scope of work performed by administrative staff. The parties recognize that extenuating circumstances may require such assignments to accommodate unusual or emergency situations.

## ARTICLE 6 - VACANCIES, PROMOTIONS, TRANSFERS

- A. All administrative vacancies shall be posted in each school building during the school year or by written notice to the Association president when school is not in session. Under ordinary circumstances no vacancy shall be filled until such vacancy has been posted for fifteen (15) calendar days.

The postings shall contain a general statement of responsibilities and duties of the position and qualifications.

When school is not in session, a copy of a vacancy postings will be mailed to each administrator not scheduled to work who has left a mailing address with the Superintendent.

- B. An administrator temporarily transferred pursuant to this article shall be paid at his/her current rate or the rate of the new assignment, whichever is higher, for the duration of such assignment.
- C. The Board retains the right to transfer administrators throughout the term of this agreement. Administrators who desire a change in position shall submit a request in writing to the Superintendent, or his designee, and renew it annually if they are to remain active.
- D. Although preliminary discussion will take place with administrators prior to reassignment, an official notification of the new assignment will normally be made prior to April 1. However, it is recognized that circumstances occurring subsequent to April 1 may offset the notification date of the assignment.

## ARTICLE 7 - EVALUATIONS

- A. The evaluation year for administrators will encompass the entire work year of the administrator.
- B. The Superintendent or his designee shall conduct an initial interview with each administrator prior to the start of each school year.
1. The purpose of this interview is to review the administrator's past performance and establish the goals and objectives in relation to the administrator's job for the coming year.
  2. Assistance as well as corrective suggestions and/or procedures

## ARTICLE 7 - EVALUATIONS (continued)

are to be given in written form through the evaluation process and/or conferences with the Superintendent.

- C. A written evaluation based upon observations, including building visitations, and/or evaluation forms of the administrator, the accomplished tasks defined by the job descriptions, and the attainment of the goals and objectives established at the interview prior to the start of school, will be issued to the administrator on or before the end of the evaluation year.

The administrator shall have the right to attach a written response within ten (10) calendar days of its receipt, after having discussed the evaluation with the evaluator.

- D. The administrator shall be permitted to have an Association representative present in any evaluation interview upon his/her request.
- E. No evaluation or survey prepared by persons other than the administrator's evaluator shall become a part of the administrator's personnel file without his/her permission.
- F. The administrator may prepare a response to his/her evaluation which shall be incorporated and become a part of the evaluation.

## ARTICLE 8 - COMPLAINTS

- A. In the event that a citizen should raise a complaint to the Board or central office concerning an administrator, an employee whom he/she supervises, or a program, the citizen shall first be encouraged to discuss the matter with the affected administrator.
- B. In the event the complainant refuses to discuss the matter with the affected administrator the Superintendent shall be fully informed of the complaint and shall promptly notify the affected administrator.
- C. Upon receipt of this complaint, the Superintendent or his designee will investigate the same. No action will be taken until the affected administrator has been given the opportunity to provide the necessary background information either orally or by confidential memorandum.



## ARTICLE 9 - DISCIPLINE

The Board agrees that discipline should be appropriate to the offense and that no administrator shall be disciplined, reprimanded, reduced in rank or compensation, in a capricious and/or arbitrary manner. The disciplinary scale ranges from reprimands, to suspension, and the ultimate penalty of discharge.

If formal disciplinary action is to be initiated, a disciplinary conference will be held in which the administrator may be accompanied by an Association representative.

Disciplinary action that is reduced to writing will clearly identify the basis for which the disciplinary action is being taken and where appropriate will include corrective suggestions and/or procedures.

Serious breaches of conduct or failure to meet job responsibilities may lead to instant suspension leading to discharge.

## ARTICLE 10 - INDIVIDUAL CONTRACTS

### **A. Initial Contracts**

The length (term of years) of an administrator's individual contract at the time of initial hire shall not exceed two (2) years.

Not later than the conclusion of the administrator's second full year of employment with the District, consideration shall be given to issuance of a two (2) year continuing contract. If the administrator's performance, as determined by the Superintendent, meets minimum requirements, a two (2) year continuing contract will normally be offered to the administrator. If such an offer is not forthcoming from the District, the administrator will be notified 90 days prior to the termination of the contract by the Superintendent of the reason(s) underlying that decision.

### **Continuing Contracts**

Thereafter, administrators shall receive two (2) year contracts of employment, which the Board in its discretion may choose not to renew for a subsequent term, upon notice to the administrator prior to the end of the first year of the two (2) year contract. Should the Board not provide such notice of non-renewal to the administrator, the

## ARTICLE 10 - INDIVIDUAL CONTRACTS (continued)

administrator shall receive a renewed two (2) year contract from the beginning of the second year of the previous two (2) year contract, subject to non-renewal in the same manner as the previous (2) year contract.

Contracts will not be nonrenewed for reasons that are arbitrary or capricious. All individual administrator contracts of employment shall be made subject to the specific and express terms of this Agreement. Such contracts shall expressly deny the granting of tenure in the administrative capacity.

Any administrator recommended by the Superintendent, or his designee, for non-renewal of his administrative employment contract, shall be provided written notice setting forth the reasons therefore, at least ninety (90) days prior to the termination date of his individual employment contract.

The administrator shall be provided a meeting with the Superintendent within five (5) working days of receipt of the notice to non-renew to discuss the reasons for non-renewal upon written request of the administrator.

- B. The administrator must hold all certificates and credentials required by law, (including applicable provisions of the School Code of 1976) the State School Aid Act, Michigan Department of Education Regulations and/or by the District to serve in the position assigned. Further, the administrator must possess proper credentials required for the School District to maintain accreditation at the educational level supervised by the administrator. If at any time an administrator fails to hold appropriate certificates and credentials, (as defined above) for the position assigned, the administrator's employment shall be immediately terminated and the District shall have no liability for any further payments or obligations under any contract of employment with said administrator.

## ARTICLE 11 - REDUCTION IN STAFF/RECALL

- A. The Association recognizes the right of the Board to determine monetary and/or operational savings to be achieved by reductions in personnel and/or operations. Should the Board determine that a reduction of administrative positions is necessary, the following procedures shall be followed.

## ARTICLE 11 - REDUCTION IN STAFF/RECALL (continued)

- B. The proposed reduction of administrative positions shall first be discussed at a meeting called for this purpose which shall include the Superintendent and/or his designees and an officer of the Association and/or his/her designees. The reasons for the proposed reductions shall be reviewed and alternatives discussed prior to any administrator being notified officially of reduction.
- C. In order to facilitate any ultimate reduction in an administrative classification, the following steps shall be used:
  - 1. Administrators shall be given the opportunity to be part of the reduction by either retiring or taking a leave of absence if eligible, resigning from the district, or resigning their administrative position and returning to a teaching position if available.
  - 2. If in the Board's opinion, based upon the needs of the district, it is ever necessary to reduce the administrative staff, the best qualified administrators based upon length and quality of administrative service in the Ionia Public Schools, as determined by the Superintendent with Board approval, in the particular classification shall be retained.
- D. In the event of reduction of administrative personnel, the administrator so affected will be reassigned to a classroom position (if available) under the terms and conditions as specified under Article 13, LAYOFF AND RECALL of the teachers' contract with the then effective collective bargaining agreement between the Board and the Ionia Education Association.
- E. Any administrator relieved of his/her duties because of a reduction in staff shall be reappointed to the next administrative opening within their classification in the bargaining unit, provided such opening occurs within three (3) years.
- F. The Board will attempt to give the Association at least thirty (30) days notice of administrative reductions in force. It is understood, however, that failure to provide such notice will not prohibit the Board from implementing what they have deemed to be necessary reductions in force.

## ARTICLE 12 - CREATION OF POSITIONS

- A. It is agreed that the Association will be given the opportunity to make recommendations to the Superintendent prior to the Board taking action to approve new administrative positions.
- B. All new positions within the bargaining unit shall be posted and filled in accordance with the provisions of Article 6 - Vacancies. Where there is a dispute as to the exclusion of an administrative position, that position shall be filled on an interim basis only.
- C. It is agreed that before any rates of pay, wages, hours or other conditions of employment are established for a new administrative position within the bargaining unit the parties shall engage in collective bargaining. Interim wages, hours and working conditions may be established by the Board, but said wages, hours and working conditions shall not establish the status quo and any wages, hours or conditions of employment established through bargaining shall be given full retroactivity.

## ARTICLE 13 - WORK SCHEDULE

- A. During each year of this agreement, the administrator shall work the number of days designated for his/her position classification.  
  
In addition to the above work days, up to five (5) additional work days per year may be added at no additional salary cost to the district. This paragraph does not apply to the High School Principal position.
- B. During the school year, Elementary principals, M.S. principal, Asst. M.S. principal, and Asst. H.S. principal will follow the school calendar concerning holidays and will be available to work as needed. The High School principal will follow the administrative calendar concerning holidays and will be available to work as needed. The call in to work must be in accordance with the need for individual action which cannot be left to the next work day. The Superintendent will make the determination.
- C. Administrators who are requested to work days other than those set forth in Section 1 of this article shall be paid at the per diem rate or at the request of the administrator may be granted compensatory time as arranged with the Superintendent.

## ARTICLE 13 - WORK SCHEDULE (continued)

- D. The per diem rate shall be the salary of the administrator divided by his/her number of working days as set forth in Section 1.
- E. All principals shall be allowed a thirty (30) minute duty free lunch period. Such lunch period will not be scheduled and will be taken at a time to be determined by the principal involved.

Principals will supervise student lunches and are to be available for emergency situations that may require the administrators immediate attention. When it becomes necessary for the administrator to be absent during the lunch period, to attend meetings and other related school matters, the administrator will be responsible for seeing that the lunch period is adequately supervised.

- F. The procurement of substitute employees is the responsibility of central office personnel.
- G. To the extent possible, administrative meetings will not exceed two (2) hours in length.

## ARTICLE 14 - PROFESSIONAL GROWTH

- A. An administrator who engages in a program of professional growth may be permitted to arrange his/her working hours to accomplish the same as long as he/she is otherwise able to perform his/her duties and responsibilities, provided that said arrangements are submitted to the Superintendent and receives his/her approval.
- B. The Board recognizes the importance of state and national conventions/conferences and school visitations, and agrees to pay approved expenses incurred by administrators while attending approved conferences and visitations as determined by the Superintendent when financially feasible.
- C. Annual membership dues for one State and one National Professional Organization shall be paid by the Board. Should any portion of said dues be expended for purposes of negotiations or other purposes contrary to the best interest of the Board, it is hereby agreed that said commitment of the Board paid dues shall be immediately considered null and void.

## ARTICLE 14 - PROFESSIONAL GROWTH (continued)

- D. Subject to the prior approval of the Superintendent, administrator shall be eligible for graduate tuition reimbursement for up to two (2) classes per year, providing the administrator receives at least a grade of 2.5 or higher.

## ARTICLE 15 - SABBATICAL LEAVE

- A. Sabbatical leave shall be interpreted as leave from active duty granted at the discretion of the Board to an administrator after seven years of professional administrative service to the Ionia Public Schools for the purpose of improving administration in the District.
- B. An application for sabbatical leave of absence may be filed with the Superintendent provided the following conditions are fulfilled:
  - 1. The applicant possesses a Michigan Teaching and Administrative Certificate.
  - 2. The applicant has been employed by the Board as an administrator for at least seven (7) consecutive years.
  - 3. The administrator has not been granted sabbatical leave of absence from the District during the seven consecutive years of service immediately preceding current application.
  - 4. The administrator signs a mutual agreement to return to service with the District immediately upon termination of sabbatical leave and continue in such service for a period of two years, or to refund all/or a prorated share of compensation received from the Board while on leave.
- C. Application for sabbatical leave of absence must be filed in the office of the Superintendent not later than March 1, preceding the school year when it is desired that the leave become effective. No more than one (1) administrator may be granted leave in any two year period.
- D. The administrator on sabbatical leave shall receive as compensation during the period of absence from his/her position one half of the regular salary that he/she would have received during the leave period, and continuation of insurances at full coverage where permitted by the carrier under its uniform rules and included in the participation agreement with the school district.

## ARTICLE 16 - PROTECTION OF ADMINISTRATORS

- A. If an administrator is injured while acting in a legal manner within the scope of employment as an administrator, expenses incurred for medical, surgical and hospital care in excess of those covered by hospitalization insurance provided by the Board will be the responsibility of the Board.
- B. Administrators shall report to the Superintendent's office all cases involving serious abusive conduct and/or torts or assaults suffered by them in connection with their employment.
- C. If any administrator, while acting in a legal manner as an administrator within the jurisdiction of his/her assignment, is complained against or sued, the Board's Attorney will be available for legal advice. It shall be the responsibility of the administrator to bring any such complaint to the attention of the Board, in writing as soon as possible.
- D. All administrators covered by this agreement shall be covered under the District's Comprehensive General Liability Policy or other appropriate group liability policies up to one million dollars (\$1,000,000) in coverage.
- E. An administrator temporarily absent from his/her duties as a result of an assault or suit while employed in school activities, and the assault or suit is related to performance of duties, shall receive full pay and shall not have the absence charged against his/her sick leave accumulation.
- F. The Board shall reimburse any administrator up to two hundred fifty (\$250.00) during the course of one year for the damage or destruction of clothing and/or watches, jewelry and eye glasses having a value of ten dollars (\$10.00) or more, provided such damage or destruction occurs on school premises, is connected with the execution of his/her assigned responsibilities and was not occasioned by the negligence of the affected administrator and loss is not covered by existing insurance or reimbursed from other sources.

## ARTICLE 17 - LEAVES

- A. Each full-year administrator shall be credited with twelve (12) sick leave days each year, beginning on July 1. Elementary principals, M.S. principal, Assistant M.S. principal and Assistant High School principal shall be credited with eleven (11) sick leave days each year, beginning on July 1. Such days may accumulate to a total of one hundred ninety (190) days. Administrators shall be given full credit for accumulated sick days they have accumulated while employed by the Ionia Public Schools. Sick leave days may be utilized for the following reasons and subject to the following conditions:
1. Personal Illness or Disability - The administrator may use all or any portion of his/her leave to recover from any of his/her own illness or disability.
  2. Death in the Immediate Family - The administrator may take a maximum of five (5) days per death. Immediate family shall be interpreted as mother, father, spouse, parent of spouse, brother, sister, child, grandparents, grandchild, or other dependents in the immediate household of the administrator.
  3. Other Deaths - The administrator may take a maximum of three (3) days Funeral leave to attend the funeral of persons whose relationship to the administrator warrants attendance, providing arrangements are made with the Superintendent.
  4. Personal Business Leave - Personal Business Leave shall be granted to administrators for matters of urgent nature which cannot be transacted at any other time, upon approval of the Superintendent.
  5. Family Illness - The administrator may use accumulated sick leave for the illness of the administrator's spouse, child residing at home or for other immediate family members upon approval of the Superintendent.
  6. Leaves of absence without pay or benefits up to one (1) year in duration may be granted at the discretion of the Board upon written request. Request for renewal of such leave shall also be at the discretion of the Board. Written requests shall minimally include the reason for the leave, along with the requested beginning and ending date of the leave. Upon return from an approved leave, the administrator shall be reinstated to the position held prior to the leave. At least sixty (60) days prior to



## ARTICLE 17 - LEAVES (continued)

the date a leave is scheduled to expire an administrator shall notify the District with written notice of intent to return. Failure to supply such written notice will be considered a voluntary resignation.

7. In the event an employee is summoned for jury duty, a special leave of absence shall be granted for that purpose, provided the employee presents the court order, subpoena, or summons, if one is issued, to the immediate supervisor as far enough in advance as possible. He/she shall be at work at all reasonable times when not serving as a juror. The regular pay for such employee shall continue at the same basic rate as if he had worked continuously on his regular shift. Checks received by the employee for jury duty shall be signed and remitted to the Board of Education. No deduction of leave time shall be made under these circumstances.
8. Administrators entitled to military leave shall be granted all rights and privileges required by law.
9. When Worker's Compensation is paid, the Board will pay the difference, if any, between that compensation and the administrator's regular salary for the length of leave time for which he is eligible under this Article. Such difference will be deducted from the employee's accumulated sick leave credits on a pro rata basis until the accumulated sick leave credit has been exhausted. Upon exhaustion of accumulated sick leave days, the employee shall receive only the amount provided by Worker's Compensation. If the Worker's Compensation paid is a result of battery upon the administrator acting in the line of duty, there shall be no deduction of leave time.

## ARTICLE 18 - GRIEVANCE PROCEDURE

- A. A grievance is a written claim or allegation that there has been a violation, misinterpretation or misapplication of the terms of this agreement.
- B. Any administrator with a grievance or the Association on its own behalf may file a written statement of the grievance with the Superintendent within ten (10) working days from the initial time of the incident giving rise to the grievance or within ten (10) days of the

## **ARTICLE 18 - GRIEVANCE PROCEDURE (continued)**

time the administrator had or should have had knowledge of the incident giving rise to the grievance, whichever is later.

- C. Within ten (10) working days of receipt of the grievance, the Superintendent shall meet with the administrator or his/her representative in an effort to resolve the grievance. The Superintendent shall render his decision in writing and shall deliver one copy thereof to the grievant or his representative within ten (10) working days of such meeting.
- D. Should the administrator be dissatisfied with the disposition of the Superintendent or if no disposition is forthcoming within the time period allowed, the grievance may be appealed to the Board by filing it with its Secretary, within five (5) working days of the Superintendent's disposition or end of the time period if no disposition. The Board shall review the grievance, affording the administrator an opportunity to be heard, and render its decision within thirty (30) working days from receipt of the grievance.

## **ARTICLE 19 - 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 this 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 and shall likewise supersede any contrary inconsistent terms contained in any individual bargaining unit member contracts heretofore in effect. All future administrator's contracts shall be made expressly subject to the terms of this agreement.

**ARTICLE 19 - VALIDITY OF AGREEMENT (continued)**

- D. For the duration of this agreement, the Association agrees that it will not, directly or indirectly, engage in or assist in any strike against the Ionia Public Schools. Failure or refusal on the part of the administrator to comply with the provisions of this Article shall be cause for whatever disciplinary action deemed necessary by the Board.

**ARTICLE 20 - BENEFITS**

- A. It is expressly understood that the Board's sole obligation is to pay premiums as designated in this agreement. All coverages are offered subject to the rules and regulations of the insurance carrier.
- B. Upon acceptance of written authorization, the Board shall provide premium payments for eligible employee(s) as follows:

**PLAN A** For employees electing health insurance

**SUPER CARE 1**

Long Term Disability	66 2/3%
	\$2,500 maximum
	90 calendar days - modified fill
	Freeze on Offsets
	Alcoholism/drug addiction and
	Mental/nervous same as any other illness
	COLA
Delta Dental	90/90/80:\$1,500
Negotiated Life	\$45,000 AD & D
Vision	VSP-3+

**PLAN B** For employees not electing health insurance

Cash will be paid per the amounts in Section D.

Delta Dental	90/90/80:\$1,500
Vision	VSP-3+
Negotiated Life	\$50,000 AD & D
Long-Term Disability	66 2/3% Same as above

- C. The Board reserves the right to select and change insurance carriers provided that comparable coverage is maintained.

**ARTICLE 20 - BENEFITS (continued)**

- D. New administrators who hold contracts with other than the present companies may retain such carriers. No new companies will be added under this provision after October 1, 1987.

In the event the administrator is covered by health insurance through another source, the administrator will not be eligible for the board paid health insurance plan. Such administrators will be provided \$148.01 per month for the 1998-1999 school year and \$152.45 per month for the 1999-2000 school year in cash under a qualified cafeteria plan.

- E. Mileage reimbursement at .275¢ per mile for travel required for carrying out school related business, which necessitates use of the administrator's personal automobile.

ARTICLE 21 - ADMINISTRATIVE SALARY SCHEDULE (1998-1999)

I.E.A. 30th Step on Masters Schedule 50,810

INDEX

HIGH SCHOOL PRINCIPAL (230 DAYS)

PROFESSIONAL (YR 4)	1.55	78,756
PROFESSIONAL (YR 3)	1.50	76,215
PROBATIONARY (YR 2)	1.45	73,675
PROBATIONARY (YR 1)	1.40	71,134

ASST. H.S. PRINCIPAL (210 DAYS)

PROFESSIONAL (YR 4)	1.24	63,004
PROFESSIONAL (YR 3)	1.19	60,464
PROBATIONARY (YR 2)	1.14	57,923
PROBATIONARY (YR 1)	1.09	55,383

M.S. PRINCIPAL (230 DAYS)

PROFESSIONAL (YR 4)	1.50	76,215
PROFESSIONAL (YR 3)	1.45	73,675
PROBATIONARY (YR 2)	1.40	71,134
PROBATIONARY (YR 1)	1.35	68,594

ASST. MIDDLE SCHOOL PRINCIPAL (210 DAYS)

PROFESSIONAL (YR 4)	1.24	63,004
PROFESSIONAL (YR 3)	1.19	60,464
PROBATIONARY (YR 2)	1.14	57,923
PROBATIONARY (YR 1)	1.09	55,383

ELEMENTARY PRINCIPALS (205 DAYS)

PROFESSIONAL (YR 4)	1.27	64,529
PROFESSIONAL (YR 3)	1.22	61,988
PROBATIONARY (YR 2)	1.17	59,448
PROBATIONARY (YR 1)	1.12	56,907

ARTICLE 21 - ADMINISTRATIVE SALARY SCHEDULE (1999-2000)

I.E.A. 30th Step on Masters Schedule 52,334

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HIGH SCHOOL PRINCIPAL (230 DAYS)

PROFESSIONAL (YR 4)	1.55	81,118
PROFESSIONAL (YR 3)	1.50	78,501
PROBATIONARY (YR 2)	1.45	75,884
PROBATIONARY (YR 1)	1.40	73,268

ASST. H.S. PRINCIPAL (210 DAYS)

PROFESSIONAL (YR 4)	1.24	64,894
PROFESSIONAL (YR 3)	1.19	62,277
PROBATIONARY (YR 2)	1.14	59,661
PROBATIONARY (YR 1)	1.09	57,044

M.S. PRINCIPAL (230 DAYS)

PROFESSIONAL (YR 4)	1.50	78,501
PROFESSIONAL (YR 3)	1.45	75,884
PROBATIONARY (YR 2)	1.40	73,268
PROBATIONARY (YR 1)	1.35	70,651

ASST. MIDDLE SCHOOL PRINCIPAL (210 DAYS)

PROFESSIONAL (YR 4)	1.24	64,894
PROFESSIONAL (YR 3)	1.19	62,277
PROBATIONARY (YR 2)	1.14	59,661
PROBATIONARY (YR 1)	1.09	57,044

ELEMENTARY PRINCIPALS (205 DAYS)

PROFESSIONAL (YR 4)	1.27	66,464
PROFESSIONAL (YR 3)	1.22	63,847
PROBATIONARY (YR 2)	1.17	61,231
PROBATIONARY (YR 1)	1.12	58,614

**ARTICLE 21 - ADMINISTRATOR SALARY SCHEDULE (continued)**

1. On a yearly basis, each administrator shall choose to receive his/her salary in:
  - (a) twenty-six equal bi-weekly periods commencing with the first IPS payday of the administrator's work year
  - or
  - (b) twenty-three equal pays spaced bi-weekly during the work year.

The High School principal will be paid in accordance with (a) above. If during the work year, the regularly scheduled payday falls during a scheduled vacation period, administrators shall receive their paychecks on the last regularly scheduled workday prior to the start of the vacation period.

2. Normal progression on the salary schedule will require a minimum of one year at the probationary step, except that no principal shall be required to serve more than two years at the Probationary level.
3. **ADVANCED PREPARATION**

Masters Degree plus 24 semester hours	300
Specialist Degree	875
Doctorate Degree	1,250
4. The index will be based on the 30th step of the Masters Schedule.
5. The Superintendent reserves the right to place a newly hired administrator at either probationary pay level or the professional level.

ARTICLE 22 - DURATION OF AGREEMENT

- A. This agreement shall be in effect upon ratification by the Board and shall remain in full force and effect until midnight June 30, 2000.
- B. At least sixty (60) days prior to the termination of this agreement, either party may give the other party written notice of its desires to terminate, modify or amend this agreement. Upon written receipt of this notice the parties will promptly make arrangements to commence negotiating a successor agreement. In the event that neither party gives 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.

IONIA PUBLIC SCHOOLS

By: Cathy Hopson  
Its: Secretary

IONIA ADMINISTRATORS  
ASSOCIATION

By: David H. Smith  
Its: \_\_\_\_\_