

IDA PUBLIC SCHOOLS
Ida, Michigan

**PROVISIONS OF SALARY, CONTRACT, AND CONDITIONS OF
EMPLOYMENT FOR IDA PUBLIC SCHOOLS' ADMINISTRATORS
2011 - 2016**

I. GENERAL CONDITIONS OF EMPLOYMENT

- A. Administrators shall normally actually work the following number of days from July 1 to June 30 each year.

High School Principal	230 actual days worked
Middle School Principal	230 actual days worked
Elementary School Principal	230 actual days worked
High School Assistant Principal	215 actual days worked
Supervisor - Hearing Impaired Program (HI Supervisor to be removed effective June 2012)	215 actual days worked
Curriculum Coordinator	215 actual days worked

- B. The assignment and/or reassignment of administrators shall be at the discretion of the Superintendent of Schools.
- C. The administrator agrees to perform all duties in a competent and professional manner subject to the established policies and regulations of the Board of Education and the laws and codes of the State of Michigan.
- D. The administrator is expected to fulfill all the terms of the Job Description including additional responsibilities as delegated by the Superintendent of Schools.
- E. It is mutually understood and agreed that this contract does not confer Tenure upon the administrator in his/her position or in any administrative position in the Ida School District.
- F. The principals, curriculum coordinator and hearing impaired supervisor shall be properly certified to teach in the State of Michigan.
- G. Generally, principals, the assistant principal, the curriculum coordinator and the hearing impaired supervisor may take vacation when school is not in session or as otherwise authorized by the superintendent. There may be times when administrators must be at work.
- H. This document shall be revised when necessary and attached annually to the individual administrator's own "Contract of Employment".

II. TERM OF CONTRACT

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- A. The term of an administrator's individual contract of employment will normally be for a period of two years except as provided below, and except for those who are serving in such capacity for the first time in the district. These latter administrators may receive a one-year individual contract of employment for each of the first two years.
- B. The individual contract year will be from July 1 through June 30 of each year.
- C. During the first year of an administrator's two-year individual contract of employment, the term of the contract will be extended one year beyond the second year termination date unless the Board takes action to do otherwise by April 1 of the first year.
- D. An administrator's individual contract of employment may be non-renewed provided the District: (a) gives written notice to the administrator at least ninety (90) days prior to the expiration date of the contract that it is considering non-renewal of the contract with reasons therefore; (b) the administrator has been afforded the opportunity to meet with the Board to discuss the reasons; and (c) not less than thirty (30) days after the first notice, nor less than sixty (60) days before the contract expiration date, the Board takes official action to non-renew the contract and gives the administrator notice of non-renewal for a reason which is not arbitrary or capricious, all as more particularly stated in Section 1229 of the Revised School Code (MCL 380.1229).

III. ADMINISTRATOR EVALUATION (Board of Education Policy CFB)

Through the evaluation of administrative staff, the Ida Public Schools will strive to accomplish the following:

- A. Clarify the role of administrative staff in the school system.
- B. Develop a harmonious working relationship between members of the administrative team, including the Superintendent and Board.
- C. Provide on-going improvement of the administrative leadership of the School District and improvement of instructional and operational processes.

The professional service of the administrator shall be evaluated prior to March 15th of each school year. If said evaluation shall be less than an overall determination of satisfactory, the administrator shall be duly notified and a conference held by the Superintendent. In the event the administrator is not duly notified of an unsatisfactory evaluation by March 15, it shall be deemed that the administrator's performance has been at least satisfactory. The administrator shall be given an opportunity to correct and improve upon such deficiencies or areas of insufficiency, which shall be defined in writing. Likewise, the standard or expectation for improvement shall be defined in writing.

The standards to be used in evaluating the performance of administrative staff members are to be included in the evaluation instrument for the position. The evaluation instrument shall be mutually agreed upon by the Superintendent and the Ida Administrators Association and shall parallel the job description for the position. In addition, other objectives may be established by the Board or Superintendent with the involvement of the administrator.

The following guidelines will be used in the evaluation process:

- A. The evaluation will be based on an overall picture, as well as individual situations which arise in the administration of a building or a program.
- B. The administrator will know the standards upon which he/she will be evaluated and will be involved in the development of those standards. For applicable administrators assessment of student achievement growth as measured by national, state or local assessments and other objective criteria will be a significant factor in performance evaluations.
- C. The evaluation instrument will be completed by the administrator's direct supervisor as indicated in the job description.
- D. A conference between the administrator and supervisor will be held. Both the administrator and the supervisor will sign the evaluation instrument. The administrator may attach a statement to the evaluation form. The administrator also reserves the right to have representation present at this meeting.
- E. The evaluation should include statements of strengths as well as weaknesses.

IV. SALARY PROVISIONS

- A. The administrators' salary schedule may be reviewed by the Board of Education annually or when deemed otherwise appropriate by the Board and the Administrators' Association.
- B. Required State and Federal retirement will be paid by the Board of Education.
- C. The current salaries follow:

High School Principal	\$78,000
Middle School Principal	\$78,000
Elementary Principal	\$80,800
Assistant Principal	\$83,380
Hearing Impaired Supervisor	\$79,066
Curriculum Coordinator	\$74,757

Salary formula to begin on July 1, 2012 follows:

Teacher salary daily rate times the multipliers.

Multipliers are number of days worked, experience, longevity and

the responsibility bonus of 0.01 for the middle school principal and 0.05 for the high school principal. (Experience = 1 % for each year of experience up to a maximum of 5 years. Longevity = 1/2% for every year worked in the district)

Salary Example based on one year experience and first year in the district:

Teacher daily rate x days worked x (1+ experience (0.01) + longevity (0.00) + responsibility bonus (0 or 0.01 or 0.05)) = salary

See Attachment A

V. FRINGE BENEFITS

Administrators shall be eligible annually for the fringe benefits accorded teachers. However, this shall not include any Early Retirement Incentive benefit made available to teachers. Additionally, the following benefits shall be in effect:

- A. Three business days may be given for business that can only be conducted during work hours. These days are to be subtracted from sick leave, and must have the Superintendent's approval.

- B. Health Insurance Benefits

The Board agrees to deposit the full annual deductible amount into each association member's H.S.A. Funds in the H.S.A., which have not been spent on the deductible for medical expenses, will remain in the H.S.A. and not be reimbursed to the Board. The Board further agrees to make debit cards and/or checks available to be used in paying on the annual deductible. Any/all administrative fees/costs related to implementing the M.S.A. accounts shall be paid by the Board of Education.

The Board shall contribute up to \$584 for single, \$1,301 for double and \$1,501 for family insurance coverage per month toward SET/SEG BCBSM SB HAS 3000-0% \$5/\$25/\$50 Rx Health Savings Account or other generally comparable coverage for a full twelve (12) month period for the employee and his/her entire family (except for LTD and negotiated life which will be for the employee only) which will include the XVA2 Rider. At no time over the term of this agreement will the administrators have to contribute more than 20% of their health insurance costs.

If legislation is passed by the House and Senate requiring employees to contribute toward their insurance premiums then the administrators will begin making those contributions effective July 1, 2012.

- C. The Long-Term Disability Insurance will include:

- 66 2/3% of Max Eligibility Salary

- Maximum Monthly Benefit - \$5000.00

- Max Eligible Monthly Salary - \$7500.00

- 90 Calendar Days Modified Fill Elimination Period

No COLA
Mental/Nervous Same as Illness
Alcohol/Drug Same as Illness
5% Maximum Payout
Pre-existing Conditions Waived
Family Social Security Offset
No Survivor Income
Freeze on Offsets
No Educational Supplement
2 -Year Own Occupation

- D. Each administrator will receive term life insurance coverage equal to one year of his/her annual salary. This term life insurance program will contain an A.D.D. rider clause.
- E. The Ida Board of Education will provide 80-80 dental coverage and VSP-3 Vision Insurance (The Board may substitute equivalent or better dental and/or vision insurance.)
- F. Sick days shall accumulate at the rate of fifteen (15) days annually, with a maximum accumulation of two hundred (200) days. The (15) annual days may be used for personal illness or illness of family members as specified in the provisions for sick leave. Additional family days must have the approval of the Superintendent.
- G. A maximum of three (3) days with pay not chargeable against the employee's sick leave shall be granted for death in the immediate family (defined as spouse, siblings, children, parent-natural, foster or adoptive, grandparents, grandchildren, in-laws or others residing in the household). Additional days, charged against sick leave may be granted by the Superintendent of Schools.
- H. The Board of Education may allow each administrator to attend national, state and local conferences and to pay his/her travel, food, registration and lodging expenses. Attendance at these conferences shall require prior approval of the Superintendent.
- I. After July 1, 2006, any administrator retiring from the Ida Public Schools after a minimum of ten (10) full years' service in the system, and who receives state retirement payments, will be provided \$10.00 compensation for each unused sick day up to 180 days accumulation, or 10% of his/her last full fiscal-year salary, including longevity, whichever is greater.
- J. The Board of Education agrees to pay the administrator's dues for his/her state and national organizations.
- K. Administrators will be reimbursed up to one hundred dollars (\$100.00) per-credit-hour, when courses are required for certification.

VI. TERMINATION OF EMPLOYMENT

- A. In addition to termination of an administrator's employment through non-renewal of his/her individual contract of employment as specified in Part II D, an administrator's employment may be terminated at any time during his/her individual contract of employment for reasons of misconduct, moral turpitude, dishonesty, fraud, insubordination, incompetency, inefficiency, material breach of the terms and conditions of this agreement. In the event that the Board undertakes to dismiss the administrator during the term of his/her individual contract of employment, he/she shall be entitled to written notice of charges and an opportunity for a hearing before the Board.
- B. In the event of termination of employment during the term of an administrator's individual contract of employment, the individual contract of employment shall automatically terminate and the Board shall have no further obligation thereunder.

VII. MISCELLANEOUS PROVISIONS

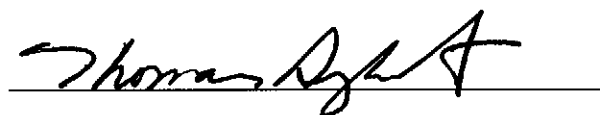
- A. An Emergency Manager appointed by law may reject, modify or terminate this Agreement as provided by law.
- B. If the Ida Public Schools' fund equity level is less than 5% of gross revenue then, at that time, the administrators agree to reopen the contract to negotiate the overall compensation package.
- C. All employees will receive their pay by direct deposit.
- D. In the event it becomes necessary to reduce administrative personnel or eliminate administrative positions the Board will provide 180 day written notice in person or by certified mail to those staff members affected.

VIII. DURATION

This contract shall be effective on July 1, 2011 and shall expire on June 30, 2016.

IDA ADMINISTRATORS' ASSOCIATION

IDA PUBLIC SCHOOLS





Date: 4/12/15

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