

**AGREEMENT**  
BETWEEN  
**ADMINISTRATORS**  
AND  
**SWAN VALLEY**  
**BOARD OF EDUCATION**

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**JULY 1, 2018 ~ JUNE 30, 2021**

SWAN VALLEY SCHOOL DISTRICT  
8380 O'HERN ROAD  
SAGINAW, MI 48609-5199

**SWAN VALLEY SCHOOL DISTRICT  
ADMINISTRATORS AGREEMENT**

**THIS AGREEMENT**, entered into this 1st day of July 2018, through the 30th day of June 2021, by and between the Swan Valley Board of Education, Saginaw, Michigan, hereinafter the "Board" and Swan Valley Administrators, hereinafter called the "Administrators".

1. This Agreement shall apply to all administrators employed by the Board except the Superintendent, Director of Finance, Director of Maintenance and Transportation, Administrative Specialist or equivalent, and Athletic Director/Student Activities Coordinator.
2. The Board hereby retains and reserves unto itself, without limitation, all the powers, rights, authority, duties and responsibilities conferred upon and invested in it by the laws and constitution of the State of Michigan and of the United States, except as expressly limited by the terms of this Agreement. Both parties agree that this Agreement incorporates the full and complete understanding and that prior written or oral agreement or practices are superseded by the terms of this Agreement. The parties further recognize that no oral understanding or practices will be recognized in the future unless committed to writing and signed by both parties as an amendment, supplement, or clarification to this Agreement.
3. Each Administrator shall faithfully perform the duties assigned to the Administrator by the Board and/or the Superintendent. The Administrator shall possess a valid and appropriate certificate as required by law or administrative regulation or satisfy any applicable continuing education requirement to act as an Administrator in the State of Michigan. The Administrator shall devote his/her time, skill, labor and attention to said employment. The Board may terminate the employment of the Administrator who fails to satisfy the applicable certification or continuing education requirement.
4. Each Administrator shall abide by the rules, regulations and policies promulgated by the Board, and the Administrator shall also abide by the rules and laws of the State of Michigan and the United States relative to the duties, responsibilities and conduct of an Administrator in the District. The Administrator shall comply with all directives as well as all administrative practices and operating procedures established by the Superintendent or other central office Administrators.
5. Authorized payroll deductions, such as for credit union and tax-deferred annuities, will be continued.

6. The Board shall post notice of administrative or teaching vacancies for a minimum period of fourteen (14) calendar days prior to filling the position. The Board reserves the right to fill vacancies in its complete discretion. A tentative school and position assignment for the ensuing school year will be given to each administrator prior to June 30 of each year.
7. Disability leave, sick leave, personal leave, sabbatical leave.
  - a. Administrators shall be entitled to fourteen (14) paid sick or disability leave days each school year, which shall accrue at the beginning of each school year. (For purpose of this Agreement, a school year is July 1 - June 30). The unused portion of such allowances shall accumulate from year to year to a maximum of one hundred eighty (180) days.
  - b. Administrators shall be entitled to utilize up to four (4) personal business days each school year. Personal business shall mean business that cannot be conducted by the Administrator other than during a work day, and shall not include vacation or recreation. Unused personal business days will be added to the Administrator's accumulated sick leave days.
  - c. Upon the approval of the Superintendent and of the Board, sabbatical leave of up to one (1) year may be granted for professional improvement to an administrator, subject to the following conditions:
    1. No more than one Administrator will be absent on sabbatical leave at any one time.
    2. The Administrator must have completed at least seven (7) consecutive years of service in the Swan Valley School District to be eligible for such a leave. Upon return from a sabbatical leave, the Administrator shall be restored to the position held prior to sabbatical leave or to a position of like nature, seniority, status, and pay, as if there had been no interruption of service during the leave period.
    3. If the Administrator, following a sabbatical leave, fails to return to the employ of the Board and serve for a minimum of three (3) years in an administrative position, the Administrator shall reimburse the Board for all amounts paid to or on behalf of the Administrator during the sabbatical leave period.
    4. Requests for sabbatical leave must be received by the Superintendent of Schools in writing, in such form as may be required by the Superintendent no later than March 1 prior to the school year for which the sabbatical leave is requested. Preferences in granting such leaves will be given in according to the Administrator's length of

service in the District. The Board reserves the right to ascertain that the general program of professional improvement to be pursued will be of benefit to the Swan Valley School District. Upon return from the sabbatical leave, a written report of the professional improvement will be given to the Superintendent and to the Board.

5. An Administrator on a sabbatical leave will be paid one-half (1/2) of The salary amount the Administrator would have been paid during the same period if actively employed in the position held immediately prior to the sabbatical leave. An Administrator on sabbatical leave will be entitled to full fringe benefits while on the sabbatical leave.

d. Leaves of absence without pay may be granted by the Board, in its sole discretion. Administrators on leave of absence without pay shall not be entitled to fringe benefits.

8. Administrators shall execute individual contracts of employment with the Board for the particular position for which they are employed; such individual contract shall be written for a two (2) year period. Upon tender of the individual contract to an Administrator, such contract must be executed and returned within 14 calendar days (or a grievance filed); failure to do so shall be deemed sufficient cause for discharge. Individual contracts are subject to annual approval by the Board.

In the event of a necessary reduction of personnel (as determined by the Board) any administrator may be laid off. Layoff notice will be given ninety (90) days prior to the effective date of layoff. If an Administrator is laid off, the Administrator's individual contract of employment and the Board's obligations under that contract of employment shall terminate the date the layoff is effective.

#### 9. EVALUATION

Administrators will be evaluated by the Superintendent or designee in alignment with current law for administrative evaluation.

#### 10. ATTENDANCE AT PROFESSIONAL MEETINGS

At the request of and/or approval by the Superintendent, the Administrators may attend workshops, seminars, conferences or professional improvement sessions. The Board shall pay for the Administrator's reasonable expenses incurred, including transportation, fees, lodging, and meals. Advance Board approval is required for attendance at out-of-state conferences, workshops, seminars, or meetings. In-state meeting attendance requires prior approval by the Superintendent. Expenses incurred by the Administrator should be submitted for reimbursement by the District as soon as possible after attendance, along with records substantiating such

expenditures and in compliance with Board policy.

11. On days when regularly scheduled school sessions are canceled Administrators shall report for work as soon as practicable/possible.
12. Administrators will meet on a regular basis at the discretion of the Superintendent.
13. Administrators using their own motor vehicles in connection with assigned school duties shall be reimbursed at the maximum rate per mile allowed as nonreportable by the Internal Revenue Service. Each Administrator seeking reimbursement may submit a mileage log at the end of each month; motor vehicle reimbursement payments will be made each month.
14. The position of Adult & Alternative Principal/Community Education Director also may include additional classroom teaching responsibilities required to make the program operate successfully. Therefore, this person must have appropriate teaching credentials. No more than two classes per semester may be taught by this individual, and teaching responsibilities are included as part of the salary listed in the salary wage scale.
15. FRINGE BENEFITS

In general, Administrators will receive not less than the minimum amount of fringe benefits provided by the Board to any of its nonadministrative employees. Contract will be reopened for benefits for the 2019-20 & 2020-21 school years.

- a. The Board agrees to provide medical and dental insurance as follows:
  1. Administrators shall be provided the same health MESSA ABC Plan 1 or equivalent, long term disability, dental, life and vision insurance that they were provided in the 2017-18 school year (subject to plan renewal in January). However, the Board's contribution toward the health insurance premium shall be "capped" at the maximum amounts in accordance with Section 3 of the Publicly Funded Health Insurance Contribution Act MCL 15.561 et. Seq. and any health insurance premium in excess of the those amounts shall be paid by the Administrator through payroll deduction.  
The CAP will be adjusted based on MCL 15.563.  
There will be a benefits reopener for 2019-20 & 2020-21.  
Administrators will be given the choice of the District fully funding their insurance deductible for their HSA for the calendar year, 1/2 funding their insurance deductible into their HSA for the calendar year, or not funding it at all. For those who choose a funding option for their deductible, the funds will be deposited into their HSA on the 1<sup>st</sup> paydate of January. Their choice will be put in writing and turned into the District office by a

- mutually agreed upon date.
- b. The Board agrees to provide group term life insurance coverage for each Administrator in the amount of \$100,000. The Board reserves the right to select the carrier for such insurance.
  - c. The Board shall provide Administrators with long term disability insurance coverage or equivalent to that provided to teachers.
  - d. The Board shall provide the Administrators with VSP-3 vision insurance coverage or equivalent to that provided to teachers.
  - e. The Board shall provide each Administrator with a \$4,500 annuity.
  - f. The Board shall provide \$2,000 per year for each Administrator to use for professional organization dues or professional development, including state or national conventions or college credit hours, or technology purchases. Technology purchase will become property of the school district. Technology purchase allowed once every three years . Carryover of unused money in this category to the following year is allowed only if written request is made to Superintendent during the current year.
16. The work year for Administrators under this Agreement shall be July 1 through June 30. Administrators shall not be required to report for work on days during the student/teacher school year when school is not scheduled to be in session for teachers.
17. VACATION
- a. The following Administrators shall be entitled to twenty (20) days of vacation per work year: High School and Middle School principals, assistant principals, Adult & Alternative Principal/Community Education Director.
  - b. The following Administrators shall be entitled to thirty (30) days of vacation per year: Elementary principals.
  - c. Vacation time will be mutually arranged and agreed upon by the Superintendent or his designee and the individual Administrator.
  - d. A maximum of ten (10) vacation days may be carried over from one (1) school year to the next. Vacation days not taken during a work year in excess of the ten (10) days which may be carried over will be lost, unless the Superintendent approves the carry over of the extra days.
  - e. Absence from duty, whether due to vacation, disability leave, personal leave, or other leave, shall be reported to a designated person in the administrative



center for recording purposes.

18. If an Administrator's employment with the Swan Valley School District is terminated, the Administrator shall receive remuneration for unused sick leave days in accordance with the current Master Agreement between the Swan Valley Board of Education and the Swan Valley Education Association, and subject to any and all conditions placed upon such payments in that Master Agreement.
19. The Board's contribution to the Michigan Public School Employees Retirement System shall align with the law regarding the District contribution.
20. ADMINISTRATOR PROTECTION.
  - a. Any case of assault upon an Administrator shall be promptly reported to the Board or its designated representative. The board will render all reasonable assistance to the Administrator in connection with the handling of the incident by law enforcement and judicial authorities.
  - b. The Board shall provide liability insurance coverage for Administrators insuring against liability resulting from reasonable and prudent performance in the scope of Administrative employment. The Board may provide legal counsel and representation for an Administrator in connection with performances of duties as an Administrator.
  - c. If an Administrator is injured or suffers damage to or destruction of clothing/glasses as a result of an assault arising out of and in the course of employment as an Administrator, the Board will reimburse the Administrator for such damages except as may be covered by workers' compensation insurance or other insurance.
  - d. Any complaints by a parent or a student directed toward an Administrator shall be promptly called to the Administrator's attention.
  - e. Any Administrator who is absent as a result of injury caused by an accident or assault arising out of and in the course of the Administrator's employment will be paid full salary (less the amount of any workers' compensation payments made for such absence) provided that the time equivalent of the difference between the full salary and the workers' compensation payment shall be deducted from the Administrator's annual/accumulated disability leave. Upon exhaustion of the Administrator's available disability leave, the Administrator shall be entitled only to receive workers' compensation benefits.

## 21. GRIEVANCE AND ARBITRATION PROCEDURES

- a. The term "grievance" shall mean a complaint by an Administrator that there has been a violation, misinterpretation, or misapplication of this Agreement. A grievance must be filed within fourteen (14) work days of the alleged violation, misinterpretation or misapplication of this Agreement or the grievance is deemed to be waived.

*Step 1.* An Administrator shall initiate a grievance by submitting to the Superintendent the written grievance which shall specifically set forth the violation, misinterpretation, or misapplication of this Agreement, and shall specify the relief requested. Should either party so request, a meeting shall be had between the Administrator and the Superintendent within seven (7) work days of the submission of the written grievance. Within ten (10) work days of said submission, the Superintendent shall provide the Administrator a written answer to the grievance.

*Step 2.* If the answer received in Step 1 is unacceptable to the Administrator, the Administrator may file a written appeal with the Board. Such appeal must be filed with the Board within ten (10) work days of the Administrator's receipt of the Superintendent's answer. The Board shall schedule a grievance hearing at its next regularly scheduled meeting, but no later than thirty (30) days after the appeal has been filed with the Board. If the written appeal is filed with the Board within five (5) calendar days of its next regularly scheduled meeting, the Board may determine to schedule a special meeting for purposes of hearing the grievance. Within seven (7) calendar days following the grievance hearing, the Board shall provide the Administrator with a written answer.

*Step 3.* If the answer received at Step 2 is unacceptable to the Administrator, the Administrator may appeal by providing the Board with a written request for advisory arbitration within ten (10) days of the Administrator's receipt of the Board's answer. Upon a timely request for advisory arbitration, the parties shall attend to choose a mutually acceptable arbitrator. If no arbitrator can be mutually selected, an arbitrator shall be selected pursuant to the rules of the American Arbitration Association. The Demand for Arbitration must be filed within 20 days of the Administrator's receipt of the Board's answer.



The arbitration selection and hearing shall be governed by the voluntary labor arbitration rules of the American Arbitration Association. The costs of the arbitration shall be borne equally by both parties but all costs of preparation and presentation assumed individually by a party shall be its own responsibility.

The time limits contained herein may be extended by mutual agreements of the parties. The Administrator may secure legal counsel. The Arbitrator shall have no authority to interpret state or federal laws, to change a decision of the Board which the Board is entitled to, in its discretion, to make or to advise on any matter which may be appealed to the State Tenure Commission. Further, the arbitrator is without power authority to issue any advisory decision which requires the Board to take any action which is prohibited by law. The Arbitrator has no authority to issue a decision on the merits of a grievance which involves a prohibited or illegal bargaining subject under the Public Employment Relations Act.

22. RETIREMENT INCENTIVES

- a. An administrator who has provided ten (10) calendar years of service to the Swan Valley School District and has attained twenty-five (25) or more years of total service in the Michigan Public School Employees Retirement System, upon retirement, receive payment according to the following schedule.

<u>TOTAL YRS</u>	<u>AMOUNT</u>
25-30	\$10,500
31	10,000
32	9,500
33	9,000
34	8,500
35	8,000
36	7,500
37	7,000
38	6,500
39	6,000
40 or more	5,500

Retirement as used in this article shall mean severance of active employment with the District and verification that the Administrator has made application the Michigan Public School Employees Retirement System for retirement benefits from that retirement system. Upon retirement, the Administrator shall also receive a per diem rate based upon the current substitute teacher rate for unused vacation days up to a maximum of thirty (30) days provided the Administrator has served the District for at least ten (10) calendar years,

but only if the retirement occurs between the last student day of the school year and June 30.

23. QUALIFICATION/SALARY

- a. Administrators must possess, as a minimum, the qualifications to be granted a Michigan Administrator's Certificate in the required area. The Board reserves the right to waive any of the foregoing qualifications in its discretion.
- b. The wage scale for 2018-19, 2019-20, 2020-21 is as follows:

	HS Assistant Principal	Elementary Principal	Middle School Principal	High School Principal	Adult & Alt Principal/ Comm Ed Director
Step 1	\$77,762	\$78,548	\$82,476	\$86,402	\$60,000
Step 2	\$80,084	\$80,904	\$84,949	\$88,994	\$61,800
Step 3	\$82,497	\$83,331	\$87,497	\$91,665	\$63,654
Step 4	\$84,971	\$85,830	\$90,121	\$94,414	\$65,563
Step 5	\$87,521	\$88,405	\$92,825	\$97,246	\$67,530

\*Credit for starting placement on the wage scale for administrative experience either inside or outside of the district will be determined by the Swan Valley School District.\*

An off scale stipend of \$1,500 will be given to administrators who do not receive a step on before the December 31 paycheck for each of the three years of the contract.

- c. An administrator with an Education Specialist shall receive an additional \$1,000 annually.
- d. An administrator with an Ed.D shall receive an additional \$1,500 annually.
- e. Longevity. Administrators will receive \$2,100 annually from the beginning of year 11 through year 20 in the district. Administrators will receive \$2,800 annually from the beginning of year 21<sup>st</sup> in the district. (Total service can include service as a teacher and/or administrator.)

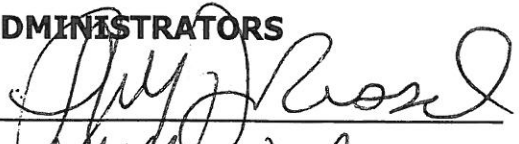

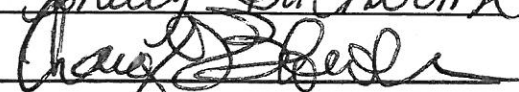
\*The stipends in items c, d, and e are not added to the base salary for purposes of future wage increases.

- 24. The various provisions of this Agreement shall be deemed severable so that if any provision of this Agreement shall be found contrary to law, that provision shall be null and void, but the remainder of the provisions in this Agreement shall remain in full force and effect.
- 25. An emergency manager appointed under the Local Government and School District Fiscal

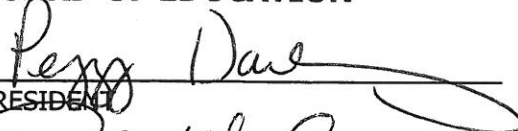
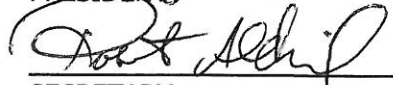
Accountability Act has the authority to reject, modify, or terminate this Agreement as provided in that Act.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their authorized representatives as of June 14, 2018.

**ADMINISTRATORS**

  
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**BOARD OF EDUCATION**

  
\_\_\_\_\_  
PRESIDENT  
  
\_\_\_\_\_  
SECRETARY

