

**IDA PUBLIC SCHOOLS**  
**Ida, Michigan**

**PROVISIONS OF SALARY, CONTRACT, AND CONDITIONS OF  
EMPLOYMENT FOR IDA PUBLIC SCHOOLS' ADMINISTRATORS  
2022-2023**

**I. GENERAL CONDITIONS OF EMPLOYMENT**

- A. Administrators shall normally work the following number of days from July 1 to June 30 each year:
- |   |                        |
|---|------------------------|
| Director of Curriculum and Instruction and<br>Instructional Technology Director | 230 actual days worked |
| High School Principal   | 230 actual days worked |
| Middle School Principal   | 230 actual days worked |
| Elementary School Principal   | 230 actual days worked |
| Assistant Principals  | 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 this position or in any administrative position in the Ida School District.
- F. The principals and curriculum coordinator shall be properly certified consistent with current Michigan Law.
- G. Generally, principals and the curriculum coordinator 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**

- A. The term of contract for all administrators shall be for a minimum period of two years, except for those who are serving in such capacity for the first time in the District. These latter administrators may receive a one-year contract.
- B. The 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 1420)**

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.

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. School Advance will be used to evaluate administrators and all rules and regulations required by the State of Michigan will also be included. 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, not on 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.
- 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 when deemed appropriate by the Board and the Administrators' Association.
- B. Required State and Federal retirement will be paid by the Board of Education.
- C. High School Principal (230): Work through June, take non-paid days during the month of July, return August 1st.
  - Step 1 -\$98,000
  - Step 2 -\$100,000
  - Step 3 -\$102,000
  - Step 4 -\$104,000
  - Step 5 -\$106,000
  - Step 6 -\$108,000
  - Step 7 -\$110,000

Elementary/Middle School Principal (230): Work through June and take non-paid days during the month of July, return August 1st.

- Step 1 -\$94,000
- Step 2 -\$96,000
- Step 3 -\$98,000
- Step 4 -\$100,000

Step 5 -\$102,000  
Step 6 -\$104,000  
Step 7 -\$106,000

Assistant Principal (215 Days): Work through June, take non-paid days from July 1 through the return of the second week in August, depending on the calendar.

Step 1 -\$87,000  
Step 2 -\$89,000  
Step 3 -\$91,000  
Step 4 -\$93,000  
Step 5 -\$95,000  
Step 6 -\$97,000  
Step 7 -\$99,000

Director of Curriculum, and Instruction, and Technology Coordinator (230 days):  
Roughly work through June, return August 1. Non-paid and vacation (spring) work days can be flexible to work around spring and summer testing, and State and Federal grant deadlines.

Step 1 -\$95,000  
Step 2 -\$98,000  
Step 3 -\$101,000  
Step 4 -\$104,000  
Step 5 -\$107,000  
Step 6 -\$110,000  
Step 7 -\$113,500

MA + 30 \$1,000 , Ed.S. \$1,500 PH.D \$2,000

\*Administrative schedule same as teachers during the school year. Non-work days will be available in July-the 2nd week of August. Exceptions for non-workdays will be made with prior approval of the superintendent.

Director of Curriculum and Instruction includes the instructional and student assessment portion of technology and the enhancement fund, and Title and grant responsibilities. Portions of this salary will come from the technology enhancement fund.

Administrators shall be in the building no later than twenty (20) minutes (7:25 for MS/HS) 7:15 Elementary before teachers are to report. Administrators will leave no earlier than 45 minutes after teachers are allowed to leave. Exceptions for non-workdays will be made with prior approval of the superintendent.

Administrators shall use the designated system, currently SFE, to report unavailability for work the week of the absence, in advance when able. Administrators will line up their own sub or coverage.

FMLA leave will be concurrent and consistent with Board Policy No 4430.01. Once sick leave or FMLA leave has been exhausted, whichever is greater, an employee shall be entitled to three months of health insurance premium payments at the district's regular contribution for that individual for a FMLA leave qualifying event. An employee may save up to a maximum of six sick days if he/she so designates on their FMLA leave request. If the medical situation is known about in advance of leave, the administrator will fill out paperwork before the leave would begin.

If an administrator has more than five (5) consecutive absences for the same purpose, it is required that they contact the business office so the employee is made aware of their possible options, including FMLA.

Provide on-going improvement of the administrative leadership of the school district.

The professional service of the administrator shall be evaluated prior to March 15<sup>th</sup> 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 a not effective evaluation by March 15, it shall be deemed that the administrator's performance has been at least minimally effective. 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.

If the members of the Ida Education Association contractually advance to the next step for the school year, the administrators will advance accordingly if rated effective or highly effective. Stipends and off step compensation will match the Ida Education Association.

Merit language will match past agreement with the Board. An administrator must be rated highly effective to receive merit pay.

## **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 nor the teacher's medical insurance options. 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

Administrators will receive the same health insurance package options the other non-teaching staff groups receive. This unit also receives dental, vision, and long-term disability coverage. Upon application, employees will receive medical, dental, vision care and long

term disability protection.

As a result of the enactment of Public Act 152 of 2011 and Public Act 270 of 2013, the Board shall contribute up to the legislated caps for Medical costs during the benefit plan years, as amended annually by the State Treasurer and defined in MCL 15.562 and 15.563.

If the District plans to change insurance policies then the unit will have representation in achieving mutually cooperative selection of any new policy, plan or program generally comparable to current benefits.

Employees will receive the same cash in lieu of insurance options the teacher's bargaining unit receives.

Should any employee elect not to receive medical insurance coverage, the employee must provide documentation of separate group healthcare medical plan coverage in order to receive the in-lieu of coverage payments.

- 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 Limits 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. 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 200 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) 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 that are not arbitrary and capricious such as 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.

- E. An administrator drawing salary from the district for an upcoming school year and leaving the district prior to the completion of his or her year, shall be responsible for returning to the district any salary owed based on the number of days worked. In the event salary is owed to the district, the district will withhold the final salary payoff until repayment is received and agreed upon between the district and the departing administrator.

### VIII. DURATION

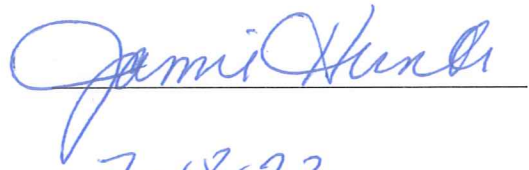
This contract was ratified on June 27, 2022.

**IDA ADMINISTRATIVE ASSOCIATION**



7/18/22  
Date

**IDA PUBLIC SCHOOLS**



7-18-22  
Date