

**AGREEMENT BETWEEN
DELTA-SCHOOLCRAFT INTERMEDIATE
SCHOOL DISTRICT
BOARD OF EDUCATION**

AND

- ◆ **CAREER-TECHNICAL EDUCATION DIRECTOR**
- ◆ **SPECIAL EDUCATION DIRECTOR**
- ◆ **GENERAL EDUCATION CURRICULUM AND SERVICES
DIRECTOR**
- ◆ **BUSINESS MANAGER/COMPUTER CENTER DIRECTOR**
- ◆ **LEARNING CENTER PROGRAM SUPERVISOR**
- ◆ **SPECIAL EDUCATION SUPERVISOR OF
NON-INSTRUCTIONAL PERSONNEL/COMPLIANCE**
- ◆ **CAREER-TECHNICAL EDUCATION PRINCIPAL**
- ◆ **TECHNOLOGY DIRECTOR**
- ◆ **BAY MIDDLE COLLEGE HIGH SCHOOL PRINCIPAL**
- ◆ **BUILDING AND GROUNDS SUPERVISOR**

**Effective
July 1, 2010
June 30, 2013**

**DELTA-SCHOOLCRAFT INTERMEDIATE SCHOOL DISTRICT
ADMINISTRATORS**

**Directors: Special Education, Career-Technical Education, General Education
Learning Center Program Supervisor
Special Education Supervisor Non-Instructional Personnel/Compliance
Business Manager/Computer Center Director
Technology Director
Career-Technical Education Principal
Bay Middle College H.S. Principal
Building and Grounds Supervisor**

Requirements and Working Conditions

A. Qualifications:

1. Those required by the Board of Education, State, Federal and as outlined in the specific job description.

B. Responsibilities:

1. All requirements as outlined in the job descriptions and those required by the Board of Education, State and Federal statutes.

C. Emergency Closing of Schools: In the event that weather conditions or other acts of God require that the Intermediate School District be closed, the employer shall notify the employees by announcing said closing on local radio stations RRN, WDBC, and WLUC TV6. All administrators are to report for a minimum of 4 hours (9:30 a.m. - 1:30 p.m. suggested time) on those days which are closed due to weather or other acts of God.

PAID LEAVE OF ABSENCE

A. Personal Leave: On July 1 of each year, three (3) personal leave days shall be credited to each administrator. Two (2) additional days of personal leave can be used and deducted from sick leave for administrators working less than 261 days per year and three (3) additional days of personal leave can be used and deducted from sick leave for administrators working 261 days per year. Personal leave must not be taken on the first and last day of the official school year or on the day immediately preceding or following a scheduled holiday or recess. Prior notification must be given to the appropriate supervisor.

B. Jury Duty: Employees called for jury duty during school hours or who are subpoenaed to testify during school hours in any judicial or administrative matter or who shall be asked to testify in any arbitration of fact finding shall, upon reimbursement by the court, reimburse the school district for all money received except any mileage allowance.

ARTICLE XI
UNPAID LEAVES OF ABSENCE
FMLA

- A. An eligible employee (as defined by the Family and Medical Leave Act FLMA) is unable to work because of personal illness or disability, will be placed on FMLA leave. The employee may use paid leave during this time and, when exhausted, may use the remainder of the twelve (12) week period as unpaid leave. It is understood that paid sick leave and FMLA time will run concurrently.
1. All provisions of FMLA apply to eligible employees.
 2. An employee on unpaid leave of absence or receiving disability benefits will not earn vacation days, sick days, seniority or be paid for holidays.
 3. An employee will provide written notice to their supervisor requesting leave thirty (30) days in advance or as promptly as possible.
 4. Upon return from leave, the employee shall be assigned to either the same position from which leave was taken or to a position for which the employee is certified (or approved, as applicable) and qualified. Compliance with the above standards shall be considered as restoration to an equivalent position. Restoration may be denied in the event of reduction in staff.

UNPAID LEAVES OF ABSENCE

- B. A leave of absence shall be granted to an eligible employee to enable him/her to assist before, during, and after the birth (or adoption or foster care placement) of a child. This leave shall be for a period of up to one (1) year and must be taken within twelve (12) months of the birth, adoption or foster care placement of the child. Leave extensions shall be at the Board's discretion.
1. Employees accessing leave under this section shall provide written notice of their intent to take leave at least thirty (30) days prior to the date on which leave is to commence. If the birth of placement requires leave to begin in less than thirty (30) days, notice shall be given by the employees as promptly as is practicable under the circumstances.
 2. Upon return from said leave, the employee shall be reinstated to the former position, or to a position of like nature, seniority and salary schedule position held prior to commencement of the leave. Assignment to a position for which the employee is certified (or approved, as applicable) and qualified shall be considered as restoration to an equivalent position. Restoration may be denied in the event of a reduction in staff.

- C. Other Unpaid Leaves of Absence: The district, upon application of the employee may grant an unpaid leave of absence for a period of up to one (1) year for an employee to participate in exchange programs with other school districts, states and territories, foreign countries or to join the Teaching Corp, or Job Corp or other employment, or to engage in advance study at any accredited college or university in a field related to the employee's professional responsibility. For the Peace Corp up to two (2) years will be allowed.

Application for such leave shall be filed by April 1 of the year prior to the leave. The approval or non-approval of such leave shall be at the sole discretion of the Board. Such leave, upon written request by the employee, may in the discretion of the Board, be extended for an additional one (1) year period. Years of experience shall accrue during the original grant of leave, but there shall be no seniority accrual for any extension thereof. There shall be no fringe benefits paid during such leave or in the extension. The employee shall give notice by April 1, in writing, of intent to return to employment at the district. Upon return from leave, an employee shall be assigned to the same position as agreed upon at the time the leave was granted.

- D. Military Leave A military leave of absence shall be granted to any employee who shall be inducted for military duty in any branch of the armed services of the Unity States. Upon return

from such leave, the employee shall be placed in employment with the district according to the Soldier's and Sailor's Act.

E. All employees on unpaid leave under the provisions of Article XI shall retain their position on the salary/wage schedule, their seniority and their unused sick leave (except under FMLA-the employee may save five (5) paid sick days) while on an unpaid leave of absence.

F. This article will become null and void for any employee who is employed elsewhere during an unpaid leave of absence.

ILLNESS AND DISABILITY

A. Sick Leave: Maximum number of sick days per year will be 13 for administrators working less than 261 days per year and 14 for administrators working 261 days per year. Unused sick leave may accumulate to 155 days. Compensation for unused sick leave over the maximum accumulation allowed would be at 100% of the established professional staff sub rate up to a maximum of 5 days per year. Sick leave shall be allowed for illness of an employee including absences due to maternity or for illness of a member of the employee's immediate family defined to include spouse, parent, parent of spouse, child, brother, brother-in-law, sister, sister-in-law, grandchild, grandparent or IRS qualified dependent living in the household.

B. Absence for Death: Absence without loss of salary shall be allowed upon the death of a spouse, parent, parent-in-law, sister, sister-in-law, brother, brother-in-law, child, grandparent, grandchild or IRS qualified dependent living in the household. Length of leave shall be limited to five (5) days and when used are to be deducted from sick leave.

C. Terminal Leave: In appreciation for services to the school district, severance pay will be awarded based upon the current salary schedule, for in district service, and upon retirement only as follows: 35% of unused sick leave after 10 years of service; 40% of unused sick leave after 15 years of service, 50% of unused sick leave after 20 years of service; 55% of unused sick leave after 25 years of service. If an employee plans retirement under these provisions, they must notify the Board of Education one (1) year in advance of such retirement so that terminal leave pay can be projected and properly budgeted.

After 10 years continuous service in the district, and upon termination of employment by either retirement into the MPSERS or by death, the district will remit to the retiree or designated beneficiary an amount equal to 15% of the final contract compensation.

In the event the employee dies while in the employ of the district and would otherwise have qualified under the terms of this clause for termination pay if the employee had terminated his/her employment by choice, the district agrees to pay in a lump sum to the employee's designated beneficiary or his/her estate the amount of terminal pay the employee would otherwise have received. It shall be the obligation of the employee to fill out the beneficiary forms and it shall be the obligation of the superintendent to notify the beneficiary.

TRAVEL AND MILEAGE

A. Travel Provisions: The Board will pay in the way of travel reimbursement, the IRS approved rate per mile for any miles that are necessary for the employee to drive on any given date over and above the miles from their residence, to and from their established home base. The deadline for submission of mileage forms will be determined by the business office and distributed in July.

B. Conference and Meetings: Travel expenses will be compensated at the rate computed in A above, along with the cost of meals at the following rates:

Breakfast - \$8.00; Lunch - \$10.00; Dinner - \$20.00

The actual cost of lodging and scheduled meals will be paid provided receipts are turned into the office for out of state meetings or if pre-approved by the superintendent.

SALARY AND FRINGE BENEFITS

A. Salary:

1. Directors - See Attached Schedule
2. Supervisors/Principals - See Attached Schedule
3. Special Education Compliance Coordinator - See Attached Schedule
4. Business Manager/Computer Center Director - See Attached Schedule
5. Technology Director - See Attached Schedule

B. Fringe Benefits:

1. Insurance: The following insurance is available with full cost up to full-family rate paid by the Board for employees:—CHOICES II; 2010/2012- \$100/200 in network deductible 250/500 out of network deductible, 2012/2013 200/400 in network deductible 400/800 out of network deductible. For 2010/2013 the OV/UC/ER copay \$5/10/25, and beginning in 2010/2011 with a a Prescription Drug copay \$10/20, and Riders x va2, and AI.

Employees receiving health care insurance will contribute in nine (9) equal payments (September-May) the amount equal to the monthly contribution for 12 months as shown below:

	Full Family	Couple	Single
2010/2013	\$50.00	\$30.00	\$10.00

*Contributions will be made with pre-tax dollars.

Persons not utilizing the subsidy for health coverage shall be permitted the following percentage of the full-family **board paid** premium amount applied to salary if health insurance coverage is not needed: 2010/2013 = 70%.

2. Life and Accidental Death and Dismemberment: \$100,000 each year to age 65 for retirees, reduced to \$10,000 term to age 70.

3. Dental Care Plan: Ultradent 80-90-100 Incentive Plan with a \$1,500 maximum per person per contract year.
Orthodontic rider pays 80% of treatment costs with a \$1,500 maximum per person per lifetime up to age 19.

4. Vision: VSP III.

5. Disability Insurance: Disability insurance will be provided with a thirty (30) day calendar day waiting period. The Board reserves the right to name the underwriter.

C. Annuity

Administrators will receive a Board paid annuity for in district administrative service as follows with a maximum of \$5,000.00: 3% for 1-5 years, 4% for 5-15 years and 5% for 15+ years.

C. Vacations:

1. 12 month administrators receive:
 - 1-10 years- 20 days
 - 11-15 years- 23 days
 - 16-20 years- 25 days
 - 21 years and over- 1 additional day not to exceed 30 days
2. Administrators will take vacations during the summer or as mutually agreed upon with their supervisor and/or superintendent.
3. Vacation days must be used annually after the first anniversary date of employment. If it becomes necessary, because of district demands, to carry over vacation days a maximum of 15 days will be allowed with a maximum accumulation of 35 days. Vacations of more than two weeks, consecutively, must be approved by the Superintendent.
4. July 1 of each year shall be the employment anniversary date used to calculate vacation allowance. Any portion of a year will be based on the number of days worked divided by the number of days scheduled.
5. If an administrator terminates their employment prior to using their vacation days, a maximum of 35 days will be paid by the district for those administrators hired after June 30, 1981.

D. Paid Holidays:

- | | |
|--------|--|
| 1 day | Labor Day |
| 2 days | Thanksgiving |
| 1 day | Christmas Eve (if on week day) |
| 6 days | Christmas (3 days after, New Year's Eve and Day) |
| 1 day | Good Friday |
| 1 day | Memorial Day |
| 1 day | Fourth of July |

E. Working Conditions:

1. Length of the year is 261 days (365 less 104 days for weekends)
2. Regular working hours are from 8:00 a.m. to 4:00 p.m.
3. Special Education Supervisor hours will be determined by Special Education Director or Superintendent

F. Miscellaneous:

1. The cost for classes to retain appropriate administrative certification will be covered by the District. Currently that requirement is 6 credits every five years. Administrators will receive the greater of \$500.00 or the tuition cost of four (4) credit hours at a Michigan approved institution per year for educational purposes as pre-approved by their immediate supervisor.
2. Cost of classes, tuition, etc. for course work applicable to maintaining or improving administrative skills will be reimbursed with payment charged against the employee's sick leave. The dollar amount for a day of sick leave pay is based on the current rate of substitute teacher pay with increments on a one-quarter (1/4) sick day.

DIRECTOR'S - SPECIAL EDUCATION & VOCATIONAL EDUCATION

Requirements: Master's Degree and required certification

10/11/10

STEP	%	2.15% Base	%	1.5% Base	%	1.5% Base
		MA		MA		MA
		2010-2011	2011-2012		2012-2013	
1	1.000	91,103	1.000	92,470	1.000	93,857
2	1.012	92,197	1.012	93,580	1.012	94,983
3	1.024	93,290	1.024	94,689	1.024	96,110
4	1.036	94,383	1.036	95,799	1.036	97,236
5	1.048	95,476	1.048	96,909	1.048	98,362
6	1.060	96,570	1.060	98,018	1.060	99,489
7	1.072	97,663	1.072	99,128	1.072	100,615
8	1.084	98,756	1.084	100,238	1.084	101,741
9	1.096	99,849	1.096	101,347	1.096	102,867
10	1.108	100,943	1.108	102,457	1.108	103,994
11	1.120	102,036	1.120	103,566	1.120	105,120
12	1.132	103,129	1.132	104,676	1.132	106,246
13	1.144	104,222	1.144	105,786	1.144	107,373
14	1.156	105,316	1.156	106,895	1.156	108,499
15	1.168	106,409	1.168	108,005	1.168	109,625
16	1.180	107,502	1.180	109,115	1.180	110,751
17+	1.220	111,146	1.220	112,813	1.220	114,506

In district service at 20 years add \$1,500 longevity

PRINCIPALS/SUPERVISORS SCHEDULE

10/11/10

Requirements: Master's Degree and required certification

STEP	2.15% base 2010-2011		1.5% base 2011-2012		1.5% base 2012-2013	
	%	MA	%	MA	%	MA
1	1.000	73,627	1.000	74,731	1.000	75,852
2	1.020	75,099	1.020	76,226	1.020	77,369
3	1.040	76,572	1.040	77,720	1.040	78,886
4	1.060	78,044	1.060	79,215	1.060	80,403
5	1.080	79,517	1.080	80,710	1.080	81,920
6	1.100	80,989	1.100	82,204	1.100	83,437
7	1.120	82,462	1.120	83,699	1.120	84,954
8	1.140	83,934	1.140	85,193	1.140	86,471
9	1.160	85,407	1.160	86,688	1.160	87,988
10	1.180	86,879	1.180	88,183	1.180	89,505
11	1.200	88,352	1.200	89,677	1.200	91,022
12	1.220	89,825	1.220	91,172	1.220	92,539
13	1.240	91,297	1.240	92,667	1.240	94,057
14	1.260	92,770	1.260	94,161	1.260	95,574
15	1.280	94,242	1.280	95,656	1.280	97,091
16	1.300	97,629	1.300	97,150	1.300	98,608
17+	1.340	98,660	1.340	100,140	1.340	101,642

261 day contract

In district service at 20 years add \$1,500 longevity

BUSINESS MANAGER/COMPUTER CENTER DIRECTOR

Requirements: Bachelor's Degree and required certification

10/11/10

STEP	2010-2011		2011-2012		2012-2013	
	%	2.15% BA	%	1.50% BA	%	1.50% BA
1	1.000	62,989	1.000	63,934	1.000	64,893
2	1.025	64,563	1.025	65,532	1.025	66,515
3	1.050	66,138	1.050	67,130	1.050	68,137
4	1.075	67,713	1.075	68,729	1.075	69,760
5	1.100	69,288	1.100	70,327	1.100	71,382
6	1.125	70,862	1.125	71,925	1.125	73,004
7	1.150	72,437	1.150	73,524	1.150	74,626
8	1.175	74,012	1.175	75,122	1.175	76,249
9	1.200	75,587	1.200	76,720	1.200	77,871
10	1.220	76,846	1.220	77,999	1.220	79,169
11	1.240	78,106	1.240	79,278	1.240	80,467
12	1.260	79,366	1.260	80,556	1.260	81,765
13	1.280	80,626	1.280	81,835	1.280	83,063
14	1.300	81,885	1.300	83,114	1.300	84,360
15	1.320	83,145	1.320	84,392	1.320	85,658
16	1.340	84,405	1.340	85,671	1.340	86,956
17+		87,781		89,098		90,434

In district service at 20 years add \$1,500 longevity

SPECIAL EDUCATION/COMPLIANCE COORDINATOR

10/11/10

Requirements: Master's Degree and required certification and approval.

STEP	2010-2011		2011-2012		2012-2013	
	%	2.15% on base	%	1.5% on base	%	1.5% on base
1	1.000	58,009	1.000	58,879	1.000	59,762
2	1.025	59,459	1.025	60,351	1.025	61,256
3	1.050	60,909	1.050	61,823	1.050	62,750
4	1.075	62,360	1.075	63,295	1.075	64,244
5	1.100	63,810	1.100	64,767	1.100	65,738
6	1.125	65,260	1.125	66,239	1.125	67,233
7	1.150	66,710	1.150	67,711	1.150	68,727
8	1.175	68,161	1.175	69,183	1.175	70,221
9	1.200	69,611	1.200	70,655	1.200	71,715
10	1.230	71,351	1.230	72,421	1.230	73,508
11	1.255	72,801	1.255	73,893	1.255	75,002
12	1.280	74,251	1.280	75,365	1.280	76,496
13	1.305	75,702	1.305	76,837	1.305	77,990
14	1.330	77,152	1.330	78,309	1.330	79,484
15	1.355	80,567	1.355	81,776	1.355	83,002
16	1.380	84,055	1.380	85,316	1.380	86,596
17+	1.420	88,551	1.420	89,879	1.420	91,227

** based on a 200 day contract

In district service at 20 years add \$1,500 longevity

Building and Grounds Supervisor

11/11/10

Requirements: High School diploma

STEP	2.15% on base		1.5% on base		1.5% on base	
	%	2010-2011	%	2011-2012	%	2012-2013
1	1.00	38,000	1.00	38,570	1.00	39,149
2	1.02	38,760	1.02	39,341	1.02	39,932
3	1.04	39,520	1.04	40,113	1.04	40,714
4	1.06	40,280	1.06	40,884	1.06	41,497
5	1.08	41,040	1.08	41,656	1.08	42,280
6	1.10	41,800	1.10	42,427	1.10	43,063
7	1.12	42,560	1.12	43,198	1.12	43,846
8	1.14	43,320	1.14	43,970	1.14	44,629
9	1.16	44,080	1.16	44,741	1.16	45,412
10	1.18	44,840	1.18	45,513	1.18	46,195
11	1.20	45,600	1.20	46,284	1.20	46,978
12	1.22	46,360	1.22	47,055	1.22	47,761
13	1.24	47,120	1.24	47,827	1.24	48,544
14	1.26	47,880	1.26	48,598	1.26	49,327
15	1.32	50,160	1.32	50,912	1.32	51,676
16	1.34	50,920	1.34	51,684	1.34	52,459
17+		52,957		53,751		54,557

In district service at 20 years add \$1,500 longevity

**Delta-Schoolcraft Intermediate School District
2010/2011 School Calendar**

**Board Approved on July 8, 2010
Revised: August 12, 2010**

Month	Week	Days of Instruction	Non-Instruction Days	Days Off/ Holidays/ Professional Development
Aug	30-3	0	3.5	8/30- ½ Day, 8/31, 9/1 and 9/2- Prof Dev. Days
Sept	6-10	4		Orientation-
	13-17	5		9/6- Labor Day
	20-24	5		
	27-1	5		
Oct	4-8	5		
	11-15	5		
	18-22	5		
	25-29	5		
Nov	1-5	5		
	8-12	5		
	15-19	4		11/15- Deer Day
	22-26	2		11/24-11/26- Thanksgiving Break
Dec	29-3	5		
	6-10	5		
	13-17	5		
	20-24	3		12/23-24- Christmas Break
Jan	27-31	0		12/27-31- Christmas Break
	3-7	5		
	10-14	5		
	17-21	4	1	1/20- Last Day 1 st Semester 1/21- Records Day
		87	4	
Feb	24-28	5		
	31-4	5		
	7-11	5		
	14-18	4	1	2/18- Professional Development Day (No Students)
Mar	21-25	5		
	28-4	5		
	7-11	5		
	14-18	5		
Apr	21-25	5		
	28-1	0		3/28-4/1 Spring Break
	4-8	5		
	11-15	5		
May	18-22	4		4/22- Good Friday
	25-29	5		
	2-6	5		
	9-13	5		
Jun	16-20	5		
	23-27	5		
	30-3	4		5/30- Memorial Day 6/3- Students Last Day
	6-10	0	.5	6/6- ½ Day Records Day
		87	2	
TOTAL	DAYS	174	6	174 + 6 = 180

Any days lost beyond those allowed by the revised school code, due to inclement weather or any "Act of God," will be added on to the second semester.

To accommodate a shortening of the calendar by 3 days there will be 7 minutes added to the daily schedule to meet the hours required by the state.

SIGNATURE PAGE

BOARD OF EDUCATION

By: Christine Lunder
Its President

By: [Signature]
Chairperson, Negotiating Committee

By: [Signature]
Superintendent

Date: 11/13/10