

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

**PROVISIONS OF SALARY, CONTRACT, AND CONDITIONS OF  
EMPLOYMENT FOR THE BUSINESS MANAGER/TECH. DIRECTOR  
2005 - 2008**

Ratified June 26, 2006

**I. GENERAL CONDITIONS OF EMPLOYMENT**

A. Administrators shall be employed as follows:

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	210 actual days worked
Supervisor - Hearing Impaired Program	215 actual days worked
Curriculum Coordinator	210 actual days worked
Business Manager/Technology Director	230 actual days worked
Supervisor of Transportation, Custodians, Buildings and Grounds	230 actual days worked

B. The assignment and/or reassignment of administrators shall be at the discretion of the Superintendent of Schools.

C. The Business Manager 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 Business Manager is expected to fulfill all the terms of the Job Description including additional responsibilities as delegated by the Board or by the Superintendent of Schools. The Business Manager will report directly to the Superintendent of Schools.

E. It is mutually understood and agreed that this contract does not confer Tenure upon the Business Manager in this position, or any other administrative position in the Ida School District.

F. 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. Contracts will be reviewed annually by the Board of Education. Individuals not recommended for a renewal contract will be notified by February first (1st) of each school year.
- D. Beginning administrators will have a two-year probationary period. Notification of dismissal must be made by February first (1st) of either probationary year. After the probationary period, the beginning administrator will be placed on the same contract as the other administrators.

### **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.

Some of the administrative staff members included in the policy are building principals, administrative assistants, the athletic director, the adult education director, the building and grounds supervisor, transportation supervisor, hearing impaired supervisor and the business manager. This list may not be inclusive of all positions.

The administrators' contract year will be from July 1 through June 30 of each year. Recommendations concerning renewal or non-renewal of administrative contracts will be made to the Board by the Superintendent in January. Individuals not recommended for a two-year renewal contract will be notified by February first (1st) of each school year.

It is understood and agreed that the professional service of the administrator shall be evaluated prior to December 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. In the event the administrator is not duly notified of an unsatisfactory evaluation by December 15, it shall be conclusively deemed that the administrator's performance has been given 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, 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 shall be reviewed by the Board of Education by February first (1st) 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.

#### **V. FRINGE BENEFITS**

Administrators shall be eligible annually for the fringe benefits accorded 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****June 1, 2006 – December 31, 2006**

The I.A.A. agrees to accept the SET/SEG Flexible Blue II Health Reimbursement Account (H.R.A). The Board agrees to provide a \$2,500 (full family) or \$1,250 (single) Reimbursement Account for each Association member, with debit cards and checks being issued for reimbursement purposes. Any portion of the \$2,500 (full family) or \$1,250 (single) not spent for health care expenses by January 1, 2007, will be returned to the Board. Any/all administrative fees/costs related to implementing the M.R.A. accounts shall be paid by the Board of Education.

**January 1, 2007 – June 30, 2008**

The I.A.A. agrees to accept the SET/SEG Flexible Blue II HDHP Health Savings Account (H.S.A). On January 1, 2007, and January 1, 2008, 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.

**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.
- G. The Board of Education agrees to allow each administrator to attend national, state and local conferences and to pay his/her travel, food, registration and lodging expenses. Specifically, the Board agrees to provide the Business Manager eight (8) days, annually, for professional development programs. Two additional days may be granted by the Superintendent. Attendance at these conferences shall require prior approval of the Superintendent.
- H. The Board of Education agrees to pay the administrator's dues for his/her state and national organizations.
- I. Administrators will be reimbursed up to one hundred dollars (\$100.00) per-credit-hour, when courses are required for certification.
- J. 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.

The Ida Board of Education agrees that there will be a continuation of all other present contract provisions.

