

**Lewis Cass**

**Intermediate**

**School District**

**Administrative Handbook**

**2018 - 2020**

## **INTRODUCTION**

The Lewis Cass Intermediate School District Board of Education is committed to providing appropriate terms of employment for district administrators in exchange for professional services rendered. The employment guidelines outlined in this Administrative Handbook are established with this Board commitment in mind.

## **LEADERSHIP EXPECTATIONS**

District administrators are expected to work in teamwork fashion with the Superintendent and Board of Education. While serving in this collegial manner, administrators are expected to provide effective leadership that complies with all school board policies, district rules and regulations, and administrative directives and initiatives. District administrators are expected to be proactive problem solvers and decision makers.

## **GUIDELINES: LENGTH OF CONTRACT**

Unless specified otherwise, administrator contracts will be written for a period of one year. Upon receiving an effective or highly effective performance evaluation and barring unusual district circumstances, (i.e., declining enrollment, limited finances, school closings, etc.) administrator contracts will be renewed by June 30, for the following year.

In the event that the Board decides to reduce the number of administrators in the district, the following factors shall be considered when deciding which administrator(s) to release.

- \* Current and future needs of the district
- \* Past performance evaluations
- \* Future projected quality of performance
- \* Level of qualifications:
  - Demonstrated history of professional growth, preparation and participation
  - Value of past professional and personal experiences
  - Appropriate certification
- \* Years of effective or highly effective administrative experience in the district

## **GUIDELINES: COMPENSATION**

### **Salary**

Based on an evaluation of effective or highly effective, Administrators shall receive annual salary increases recommended by the Superintendent and approved by the Board of Education. When establishing administrative salaries consideration shall be given to the negotiated salary increases approved by the Board for member of the Teachers Education Association (SMEA-MEA-NEA).

### **Goal Setting and Accomplishment**

Administrators are expected to address annual professional goals designed to result in personal and building/department level growth and development. Administrators shall submit a list of goals for the following year by May 1, of each year. The Superintendent/Designee will review this list of goals and after consultation with the administrator; modify/revise the goals as necessary. The Superintendent/Designee will work together with administrators to identify appropriate measures of successful goals attainment. These accountability measures may include various types of data that can illustrate progress and/or improvement. Survey instruments, timelines, product development, process development, student gains, staff accomplishments, and administrator awards/honors shall serve as possible examples of acceptable measures.

## **BENEFITS**

### **Annual Days**

Eleven (11) annual days shall be granted per year for fifty-two week (260) day administrators. Administrators that work less than 260 days shall receive one annual day for every 23 days of contracted work. Administrators may use all or any portion of accumulated annual leave to recover from illness or disability, including childbirth and/or complications of pregnancy. Any unused portion shall be allowed to accumulate to a maximum of 80 days. In the event an administrator returns to a teaching position, all accumulated annual leave days shall be carried over as annual leave. Up to fifteen (15) annual days per year may be used for illness in the family. An additional five (5) annual days may be used for illness in the family upon administrative approval.

### **Insurance**

1. **Health Insurance** – Health and accident insurance will be provided with the carrier designated by the Board. Administrative staff not electing health insurance coverage may select Plan B or up to \$400/month as a benefit.

#### HEALTH CARE PREMIUM COSTS

- A. Administrators who work thirty (30) hours each week on a regularly scheduled basis shall be eligible for the fringe benefits provided in this article.

To the extent allowable by law or regulation, upon proper application and acceptance for enrollment by the appropriate insurance underwriter, and/or carrier, the Board shall make payments for health insurance coverage ("the plan") for all eligible Administrators (those not taking cash-in-lieu) and their eligible dependents toward the selected insurance plan(s) in a combined monthly amount not to exceed the total monthly amounts allowed under PA 152 per eligible Employee.

- B. The Board's total contribution shall be paid toward premium costs and other costs but shall not exceed the above amounts. Any cost greater than the Board's contribution inclusive of deductibles, payments into health reimbursement accounts used or health care costs, or health insurance related taxes, fees or assessments shall be paid by the employee by payroll deduction. The monthly contributions are subject to change pursuant to Public Act 152 of 2011 (PA 152). The Board shall confer with Administrators regarding changes to the contributions.

- C. Any necessary amounts beyond the Board's contribution, as specified above, which are required to maintain the selected coverage(s) are the responsibility of the Employee and shall be payroll deducted, when payroll does not cover the deduction, paid directly by the individual Employee. To the extent allowable by law or regulation, the Employee may sign an agreement authorizing that any such premium amounts be payroll deducted through the Board's Section 125 Plan. If making direct payment, the Employee shall present payment directly on the 1st of each month prior to the date at which the payment becomes due. Failure of an Employee to pay their portion of the costs shall alleviate the Board of any duty to pay insurance contributions. The Board shall have the right to make Health Care deduction of any amounts due from the Employee's wages above the Board's hard cap and shall be held harmless from any liability arising from the deduction.
- D. Employees who have access to another Employee's Board funded insurance which complies with the PPACA shall not be eligible for Board provided health insurance. Exceptions shall be made for employees who are less than 26 years of age and who are covered by a parent's PPACA compliant insurance, but have dependents of their own. Those individuals may take the Board funded insurance.
- E. Unless otherwise noted within this Agreement, or as required by law or regulation, Employees on unpaid leave status or who have exhausted leave allowed under this Agreement are financially responsible for the Board's portion of insurance contributions for those days. (COBRA)
- F. Employees may have a right pursuant to Section 4438 of the Insurance Code of 1956, MCL 500.4438, to convert their life insurance policy, and that the Employee must make application to the life insurance carrier within 31 days of any termination of their employment status.
- G. The Board shall not be required to remit premiums for any insurance coverage on behalf of an Employee if enrollment or coverage is denied by the insurance underwriter, carrier, policy holder or third-party administrator.
- H. The terms of any insurance contract or policy issued by an insurance underwriter, carrier, policy holder, or third-party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. The Employee is responsible for assuming completion of all forms and documents required for his/her participation in the above-described insurance programs. Failure to complete the forms shall alleviate the Board of any requirements to fund insurance on behalf of that individual. The Board, by payment of its share of the insurance premium payments indicated above, shall be relieved from any and all liability with respect to insurance benefits. Such matters shall be excluded from the scope of the grievance procedure, except the Board's failure to remit contractual premium amounts required of it (unless the failure to remit contractual premium amounts is pursuant to law, regulation or Public Act 54 of 2011).
- I. Changes in family status shall be reported by the Employee to the Board within thirty (30) days of such change. The Employee shall be responsible for any overpayment of premium made by the Board on his/her behalf for failure to comply with this paragraph, and the Board is specifically authorized to deduct any such amounts from future wages.
- J. Unless otherwise delineated by law or regulation or the terms of the policy then in effect, eligible Employees shall receive insurance on the first day of their employment. Those employees opting to take cash-in-lieu shall not be eligible for Board paid health insurance contributions, but must participate in all other insurance products chosen by the Association at the Employee's sole expense if full unit participation is required by the insurance carrier. An Employee shall be eligible for Board

paid insurance contributions or cash-in-lieu up to the maximum amounts allowed in this Article if the Employee is employed on a full-time basis as defined by the PPACA (currently, working an average of thirty (30) hours or more per week for the District).

K. The "medical benefit plan coverage year" shall run from July 1 to June 30 of each school year. The Board shall be the policy holder.

Employees who are regularly assigned to work less than 30 hours per week shall not be eligible for any Board paid health benefits.

2. **Dental Insurance** – with the carrier designated by the Board. Benefit levels shall be consistent with those of the LCISD EA (SMEA-MEA-NEA)
  
3. **Life Insurance** - \$15,000 Negotiated Life with AD&D
  
4. **Vision Insurance** – with the carrier designated by the Board. Benefit levels shall be consistent with those of the LCISD EA (SMEA-MEA-NEA)
  
5. **Long Term Disability Insurance** – with the carrier designated by the Board. Benefit levels shall be consistent with those of the LCISD EA (SMEA-MEA-NEA )

### **Professional Dues**

Payment of professional dues in approved state and national organizations as approved by the superintendent.

### **Meritorious Consideration**

The Board may choose to award Meritorious Compensation upon the Superintendent's recommendation.

### **Vacation**

Fifty-two week (260 day) administrators shall receive vacation days per the following schedule:

1-4 years = 2 weeks  
5-9 years = 3 weeks  
10 or more years = 4 weeks

In the event eligible administrators do not use all allotted vacation time in a contract year, they may be accrued and added to the vacation time for the following year. Administrators shall not carry forward more than one full year of vacation time. Administrators who work less than 52 weeks are not eligible for vacation days.

### **Holidays**

Paid holidays for Fifty-two week (260 day) administrators are as follows:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day (Also all or a portion of the Friday before Labor Day only when school calendars permit)
- Thanksgiving Day
- Day after Thanksgiving
- Day before Christmas
- Christmas Day

### **Retirement**

Administrators who have at least five (5) years of administrative service with the district may elect to retire from the school district and receive payment for all unused annual days at the current substitute teacher pay.

### **Reimbursement for Certification Coursework**

Administrators shall receive full reimbursement for costs associated with acquiring six (6) semester credit hours per year of approved college/university coursework. Written request for approval shall be submitted to the Superintendent/Designee before enrolling in the course. Requests for reimbursement require verification of course completion (i.e. course transcript/grade record).

### **Travel Reimbursement**

Administrators shall be reimbursed for local travel for business associated to their work at the established IRS rate or at the monthly allowance rate.

### **Flexible Benefits Plan**

LCISD provides an approved Section 125 Cafeteria Plan.

## CONTRACT OF EMPLOYMENT

### School Administrator

It is hereby agreed by and between the Board of Education of the Lewis Cass Intermediate School District (hereinafter "Board") and \_\_\_\_\_ (hereinafter "Administrator") that pursuant to Section 1229(2) of the Revised School Code of the State of Michigan, the Board in accordance with its action found in the minutes of its meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, has and does hereby employ the said \_\_\_\_\_ for a \_\_\_\_\_ year period commencing on July 1, 20\_\_ and ending on June 30, 20\_\_, according to the terms and conditions as described and set forth herein as follows:

1. Administrator shall perform the duties of \_\_\_\_\_ as prescribed by the Board and as may be established, modified and/or amended from time to time by the Board and under the supervision and direction of the Superintendent of Schools. Administrator acknowledges the ultimate authority of the Board and Superintendent with respect to his/her responsibilities and directions related thereto. Administrator is subject to assignment and transfer to another position of administrative employment in the School District at the discretion of the Board or its Superintendent of Schools.

2. Administrator represents that he/she possesses, holds and will maintain all certificates, credentials and qualifications required by law, including the provisions of Sections 1246 and 1536 of the Revised School Code, including the regulations of the Michigan Department of Education, and those required by the Board to serve in the position assigned. Administrator agrees, as a condition of his/her continued employment, to meet and maintain all certification and continuing education requirements for the position assigned, as may be required by law and/or by the Michigan Department of Education. If at any time Administrator fails to maintain all certificates, credentials, continuing education requirements and/or qualifications for the position of assigned as required herein, this Contract shall automatically terminate and the Board shall have no further obligation hereunder.

3. Administrator agrees to devote his/her talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. Administrator agrees to faithfully perform those duties assigned by the Board and Superintendent and to comply with the directives of the Board and Superintendent with respect thereto. Further, Administrator agrees to comply with and fulfill all responsibilities and tasks required by state and federal law and regulations and by the Board and Superintendent to carry out the educational programs and policies of the School District for which he/she is responsible during the entire term of this Agreement. Administrator agrees that he/she will diligently and competently discharge his/her duties on behalf of the School District to enhance the operation of the School District and will use his/her best efforts to maintain and improve the quality of the programs and services of the School District.

4. Administrator shall be paid at an annual salary rate of not less than \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ ) in consideration of his/her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board and Superintendent.

Should Administrator be assigned or transferred to another Administrative position, the salary paid shall be as established by the Board for that position. The annual salary shall be paid in equal bi-weekly installments beginning with the commencement of the employee's actual work time (July 1-June 30). If less than a full year is worked, the salary shall be prorated based upon \_\_\_\_\_ work days.

Upon separation of the Administrator during any fiscal/contract year, his/her salary shall be adjusted to reflect payment, on a per diem basis, for the number of days on which services were actually and physically rendered during the contract year. Any amounts due the Administrator upon separation shall be remitted by the Board to him/her as soon as such amounts can diligently be determined. Any salary amounts received by the Administrator in excess of days actually worked during the fiscal/contract year shall be deducted from the Administrator's remaining wages and Administrator, by executing this contract, hereby gives his/her written consent for such deduction. Any wage overpayments not recoverable by the Board through wage deduction shall be remitted to the Board by the Administrator within three (3) business days of separation from employment. If not paid in this manner, Administrator agrees that judgment may be entered against him/her in any Michigan court of competent jurisdiction for such amount(s).

The Board hereby retains the right to increase the annual salary of Administrator during the term of this Contract. Consistent with the provisions of Section 1250 of the Revised School Code, Administrator's job performance and job accomplishments will be significant factors in determining any adjustment to Administrator's compensation. Any increase in salary made during the term of this Contract shall be in the form of a written amendment and, when executed by Administrator and the Board, shall become part of this Contract.

5. Full Year Administrator is employed on the basis of \_\_\_\_\_ work days of work per fiscal year (July 1 through June 30) as scheduled by the Superintendent. Administrator shall be granted vacation time of \_\_\_\_\_ ( \_\_\_\_\_ ) days per fiscal year. Vacation days must be used within the fiscal year for which they are made available and Administrator shall not receive any additional compensation in lieu of use of vacation days. Administrator shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of business of the School District. All scheduling of vacation is subject to the approval of the Superintendent or his/her designee. Vacation days are prorated based upon actual days worked in a year (July 1 through June 30).

6. Administrator's performance shall be evaluated by the Superintendent (or his/her designee) at least annually using multiple rating categories that take into account data on student growth as required by Section 1249 of the Revised School Code (or its successor provision).

7. The Board shall be entitled to terminate the Administrator's employment at any time during the term of this Contract when it determines that Administrator has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, if Administrator materially breaches the terms and conditions of this Contract, or for other causes that are not arbitrary or capricious.

The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this Contract at the expiration of its term, which decision is discretionary with the Board.

In the event that the Board undertakes to dismiss Administrator during the term of this Contract, he/she shall be entitled to written notice of charges and an opportunity for a hearing before the Board. In the event of termination of employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further obligation hereunder.

8. Additionally, this Contract may be terminated during its term pursuant to a reduction in administrative personnel, as determined by the Board. The Administrator shall be given at least thirty (30) days notice of termination prior to the effective date of layoff. In the event of layoff, the Board shall have no further obligation under this Contract.

9. In the event of Administrator's mental and/or physical incapacity to perform the duties of his/her office, he/she shall be granted an initial leave of sixty (60) work days for purpose of recovery. The Administrator shall first exhaust any accumulated sick leave and accrued vacation time, with the balance of the sixty (60) work day period to be unpaid. Upon utilizing leave under this provision, Administrator shall furnish medical certification to the Board (or its designee) respecting the necessity for the leave.

If the Board (or designee) has reason to doubt the validity of the medical certification supplied by Administrator, it may require a second opinion, at Board expense.

Administrator may request a ninety (90) work day unpaid leave extension in the event of his/her physical and/or mental inability to return to work at the expiration of the initial leave interval, as described above, provided that there is reasonable likelihood that Administrator will be able to resume his/her duties at the end of the extended leave interval. Medical certification shall be supplied by Administrator as a condition to any leave extension. Any extensions of leave for this purpose shall be at the discretion of the Board.

If the Administrator is unable to or does not resume work at the conclusion of a leave taken under this paragraph (or any extension thereof), his/her employment and this Contract may be terminated at the option of the Board. However, no such termination shall occur where restoration after leave is required by the Family and Medical Leave Act.

Prior to resumption of duty after an unpaid leave of absence for a serious health condition, Administrator shall provide to the Board a fitness for duty certification from Administrator's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion in this context is precluded by the Family and Medical Leave Act.

10. Administrator agrees that he/she shall not be deemed to be granted continuing tenure in the position initially assigned or to which he/she may be assigned or transferred or in any capacity other than that of a classroom teacher, should the probationary period required for tenure as a teacher be fulfilled, by virtue of this Contract or any employment assignment (requiring certification) with the School District. Nor shall the decision of the Board not to continue or renew the employment of Administrator for any subsequent period in any capacity, other than as a classroom teacher, as may be required by the Teachers' Tenure Act, be deemed a breach of this Contract or a discharge or demotion within the provisions of the Michigan Teachers' Tenure Act.

11. Administrator shall submit to such medical examinations, supply such information and execute such documents as may be required by any underwriter, policyholder or third party administrator providing insurance programs specified under this Contract. Additionally, upon request of the Board or Superintendent, Administrator shall authorize the release of medical information necessary to determine if Administrator is capable of performing the essential job functions required by his/her assignment, with or without job accommodation(s). Any physical or mental examination or disclosure of such information required of Administrator by the Board or Superintendent shall be job related and consistent with business necessity. Any medical or psychological examination under this section shall be at Board expense. Any information obtained from medical or psychological examinations or inquiries shall be considered and treated as confidential.

12. Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third party administrator, the Board shall make premium payments on behalf of Administrator and his/her eligible dependents for enrollment in the following insurance programs as detailed in Administrator Handbook:

Health insurance (describe plan).

Dental insurance (describe plan).

Term life insurance (describe plan) (Administrator only).

Vision insurance (describe plan).

Long Term Disability insurance (describe plan).  
(Administrator only)

Administrator agrees that the Board has the right to allocate to Administrator responsibility for a portion of the premium for the insurance coverages specified in ¶ 12 of this Contract, as may be determined by the Board, in its discretion. However, this contribution shall not be less than the amount determined by the Board to be necessary to comply with the Publicly Funded Health Insurance Contribution Act, 2011 PA 152. The Board will notify Administrator of the premium amount for which he/she is responsible in excess of the Board paid premium contributions. Administrator agrees that the amount of premium contributions designated by the Board as Administrator's responsibility shall be payroll deducted from Administrator's compensation.

13. The Board reserves the right to change the identity of the insurance carrier, policyholder or third party administrator for any of the above coverages, provided that comparable coverage, as determined by the Board, is maintained during the term of this Contract. Additionally, the Board reserves the right to self-fund any of the above benefits. The Board shall not be required to remit premiums for any insurance coverages for Administrator and his/her eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder or third-party administrator. The terms of any contract or policy issued by any insurance company or third-party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. Administrator is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage. The Board, by payment of the premium amounts required to provide the above-described insurance coverage(s), shall be relieved from all liability with respect to insurance benefits.

14. Administrator is entitled to the holidays for which no service to the School District is required per Administrative Handbook.

15. If Administrator is absent from duty on account of personal illness or disability, he shall be allowed full pay for a total of earned accumulated annual days per contract year, prorated based upon actual days worked (July 1 through June 30). Unused paid leave days hereunder shall be cumulative to a maximum sixty (60) days for absence due to personal illness or disability of Administrator.

16. Administrator shall be eligible to be reimbursed for travel, meals and lodging in accordance with per diem expense and reimbursement procedures established by the Board. Any expense to be incurred by Administrator for out-of-district travel shall be submitted in advance for review and approval by the Board or its designee. Administrator shall be required to present an itemized account of his/her reasonable and necessary expenses in accordance with direction of the Board or its designee.

Subject to express approval by the Board, the fees or dues for membership in appropriate professional organizations shall be paid by the Board. Subject to prior approval by the Board, the Administrator may attend appropriate professional meetings at the local, state and national levels and shall be reimbursed for any registration fees, tuition, travel, lodging and/or reasonable meal expenses for himself/herself in relation thereto not prepaid by the Board.]

17. This Contract contains the entire agreement and understanding by and between the Board and Administrator with respect to the employment of Administrator and no prior or concurrent representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force or effect. All prior contracts or other agreements (written or oral) pertaining to the terms of this contract are cancelled and are superseded by the terms of this contract. Provided, that this Contract is voidable pursuant to the provisions of the Revised School Code pertaining to criminal records and criminal history checks.

No amendment to or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board reflected in its minutes, and signed by Administrator and the President and Secretary of the Board. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provision of this Contract at such time or at any other time.

18. If any provision of this Contract becomes or is declared by a Court of competent jurisdiction to be illegal, unenforceable or void, this Contract shall continue in full force and effect without said provision(s).

19. Administrator agrees that any claim or suit arising out of Administrator's employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation set forth herein and waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a law suit, it is the intent of the parties that the court enforce this provision to the extent possible and declare the law suit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

20. This Contract is executed on behalf of the Lewis Cass Intermediate School District pursuant to the authority granted as contained in the resolution of the Board adopted on \_\_\_\_\_, 20\_\_, the same being incorporated herein by reference.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above written.

Date: \_\_\_\_\_

Administrator

LEWIS CASS INTERMEDIATE  
SCHOOL DISTRICT BOARD OF  
EDUCATION

Date: \_\_\_\_\_ By

Superintendent

CONTRACT OF EMPLOYMENT

Supervisor

It is hereby agreed by and between the Board of Education of the Lewis Cass Intermediate School District (hereinafter "Board") and \_\_\_\_\_ (hereinafter "Supervisor"), the Board in accordance with its action found in the minutes of its meeting held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, has and does hereby employ the said \_\_\_\_\_ for a \_\_\_\_ ( ) year period commencing on \_\_\_\_\_, 20\_\_, and ending on \_\_\_\_\_, 20\_\_, according to the terms and conditions as described and set forth herein as follows:

1. Supervisor shall perform the duties of \_\_\_\_\_ as prescribed by the Board pursuant to the School Code of the State of Michigan as may be established, modified and/or amended from time to time by the Board and under the supervision and direction of the Superintendent of Schools. Supervisor acknowledges the ultimate authority of the Board and Superintendent with respect to his/her responsibilities and directions related thereto.

2. Supervisor is subject to assignment and transfer to another position of employment in the School District at the discretion of the Board or its Superintendent of Schools. If the Supervisor is transferred or reassigned his/her salary shall be adjusted to reflect the new position.

3. Supervisor represents that he/she possesses, holds and will maintain all certificates, credentials and qualifications required by law, including the regulations of the Department of Education, and those required by the Board to serve in the position assigned. Additionally, Supervisor agrees, as a condition of his/her continued employment, to meet all continuing education requirements for the position assigned, as may be required by law or regulation. If at any time Supervisor fails to maintain all certificates, credentials, continuing education requirements and/or qualifications for the position of assigned as required herein, this contract shall automatically terminate and the Board shall have no further obligations hereunder.

4. Supervisor agrees to devote his/her talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. Supervisor agrees to faithfully perform those duties assigned by the Board and Superintendent and to comply with the directives of the Board and Superintendent with respect thereto. Further, Supervisor agrees to comply with and fulfill all responsibilities and tasks required by state and federal law and regulations and by the Board and Superintendent to carry out the educational programs and policies of the School District for which he/she is responsible during the entire term of this Agreement. Further, Supervisor pledges to use his/her best efforts to maintain and improve the quality of the operation of the School District and constantly promote efficiency in all areas of his/her responsibility.

5. Supervisor shall be paid at an annual salary rate of not less than \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) in consideration of his/her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board and Superintendent as set forth herein.

Should Supervisor be assigned or transferred to another position, the salary paid shall be as established by the Board for that position. The annual salary shall be paid in twenty-six (26) or twenty-seven (27) equal bi-weekly installments beginning with the commencement of the fiscal/contract year (July 1-June 30). Upon separation of the Supervisor during any fiscal/contract year, his/her salary shall be adjusted to reflect payment, on a per diem basis, for the number of days on which services were actually and physically rendered during the contract year. Any amounts due the Supervisor upon separation shall be remitted by the Board to him as soon as such amounts can diligently be determined. Any salary amounts received by the Supervisor in excess of days actually worked during the fiscal/contract year shall be deducted from the Supervisor's remaining wages and Supervisor, by executing this contract, hereby gives his/her written consent for such deduction. Any wage overpayments not recoverable by the Board through wage deduction shall be remitted to the Board by the Supervisor within three (3) business days of separation from employment. If not paid in this manner, Supervisor agrees that judgment may be entered against him/her in any Michigan court of competent jurisdiction for such amount(s).

The Board hereby retains the right to adjust the annual salary of Supervisor during the term of this contract. Any such salary adjustment shall not reduce the annual salary below the minimum annual salary prescribed hereinabove unless the supervisor has been transferred or assigned a position at a lower salary rate. Any adjustment in salary made during the term of this contract shall be in the form of a written amendment and when executed by Supervisor and the Board, shall become a part of this contract.

6. Supervisor is employed on the basis of \_\_\_\_\_ days of work per fiscal year (July 1 through June 30) as scheduled by the Board, and generally work \_\_\_\_\_ hours per week but is expected to work additional hours as required for his position.

7. Supervisor's performance shall be evaluated by the Board or its designee annually, not later than May 1.

8. The supervisor shall accumulate sick leave at a rate of one day per every twenty-three days worked. Three of those days may be used for personal business.

9. Full Year employee shall receive \_\_\_\_\_ ( \_\_\_\_\_ ) days of vacation for the 20\_\_\_\_ - 20\_\_\_\_ school year which may be taken after July 1, 20\_\_\_\_. Any unused vacation for the current contract year must be used by June 30<sup>th</sup> of the following contract year or it will be lost.

10. The Board shall be entitled to terminate the Supervisor's employment at any time during the term of this contract for acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, conviction or commission of a felony or misdemeanor, if supervisor materially breaches the terms and conditions of the Agreement, or other cause as determined by the Board of Education.

In the event that the Board undertakes to dismiss Supervisor during the term of this contract, he/she shall be entitled to written notice of charges and an opportunity for a hearing before the Board. The employee may be represented by legal counsel at his or her own expense at the Board hearing. In

the event of termination of employment during the term of this Agreement, this contract shall automatically terminate and the Board shall have no further obligation hereunder.

11. Additionally, this contract may be terminated or transferred during its term pursuant to a reduction in personnel, as determined by the Board. The Supervisor shall be given at least fifteen (\_\_\_\_) days notice of termination prior to the effective date of layoff or transfer. In the event of layoff, the Board shall have no further obligation under this contract.

12. The employee shall be eligible for family medical leave per Board of Education policy.

13. Supervisor shall submit to such medical examinations, supply such information and execute such documents as may be required by any underwriter, policyholder or third party administrator providing insurance programs specified under this contract. Additionally, upon request of the Board or superintendent, administrator shall authorize the release of medical information necessary to determine if Supervisor is capable of performing the essential job functions required by his/her assignment, with or without job accommodation. Any physical or mental examination or disclosure of such information required of administrator by the Board shall be job related and consistent with business necessity. Any medical or psychological examination under this section shall be at Board expense. Any information obtained from medical or psychological examinations or inquiries shall be considered and treated as confidential.

14. The Board reserves the right to change the identity of the insurance carrier, policyholder or third party administrator for any of the above coverages, provided that comparable coverage, as determined by the Board, is maintained during the term of this Agreement. The Board shall not be required to remit premiums for any insurance coverages for Supervisor and his/her eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder or third-party administrator. The terms of any contract or policy issued by any insurance company of third-party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. Supervisor is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage. The School District, by payment of the premium payments required to provide the above-described insurance coverage, shall be relieved from all liability with respect to insurance benefits.

15. The Supervisor shall be eligible for leave days and additional benefits as set forth in Administrator Handbook.

16. This Contract of Employment contains the entire agreement and understanding by and between the Board and Supervisor with respect to the employment of administrator and no representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force or effect. All prior agreements pertaining to, connected with, or arising in any manner out of the employment of Supervisor by the Board, are hereby terminated and shall hereafter be of no force or effect whatsoever. No change or modification of this Contract shall be valid or binding unless it is in writing and signed by Supervisor and the Board. No valid waiver of any provision of this contract, at any time, shall be deemed a waiver of any other provision of this contract at such time or at any other time.

17. If any provision of this Agreement becomes or is declared by a Court of competent jurisdiction to be illegal, unenforceable or void, this Agreement shall continue in full force and effect without said provisions.

18. This Agreement is executed on behalf of the School District pursuant to the authority granted as contained in the resolution of the Board adopted on \_\_\_\_\_, 20\_\_, the same being incorporated herein by reference.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above written.

Date: \_\_\_\_\_

Supervisor

LEWIS CASS INTERMEDIATE SCHOOL  
DISTRICT BOARD OF EDUCATION

Date: \_\_\_\_\_ By:

Superintendent

LEWIS CASS INTERMEDIATE SCHOOL DISTRICT  
2018-2020  
ORGANIZATIONAL CHART

Board of Education

Superintendent – Brent Holcomb

Administrative Assistant – Char Vaughn

Chief Financial Officer – Jeff Jasper  
Accounting Supervisor – Jane Butcbaker  
Financial support staff  
Special Projects Coordinator – Candy Cooper

Special Education Director – Tina Wimberley  
Special Education Supervisor – Sally Brueck  
Special Education Supervisor – Michele Derenzy  
Special Education Staff  
Transition Coordinator – Deb Wild  
Early Childhood Director – Christine Whitmire  
Early Childhood Staff

School Improvement Facilitator – Josh Townsley  
Early Literacy Coach – Karen Thornburg

Career Technical Education Director– Mikki Spagnoli  
CTE support staff

Family and Children Services Coordinator – Lloyd Hamilton  
Community grant service providers  
Family preservation staff

Director of Operations & Transportation – Kim Vaughn Sr.  
Transportation/Operations staff

Lewis Cass Intermediate School District  
Administration Salary Schedule

		2018-2019 Base	46,372			
Level	Index		Category 1	Category 2		Category 3
1	1.00	0	46,372			
2	1.05	5	48,691			
3	1.10	5	51,009			
4	1.15	5	53,328			
5	1.19	4	55,183			
6	1.23	4	57,038			
7	1.27	4	58,892			
8	1.31	4	60,747			
9	1.35	4	62,602			
10	1.40	5	64,921			
11	1.45	5	67,239			
12	1.50	5	69,558	69,558		
13	1.55	5		71,877		
14	1.60	5		74,195		
15	1.65	5		76,514		
16	1.70	5		78,832		
17	1.75	5		81,151		81,151
18	1.79	4		83,006		83,006
19	1.83	4		84,861		84,861
20	1.88	5		87,179		87,179
21	1.93	5		89,498		89,498
22	1.98	5		91,817		91,817
23	2.03	5		94,135		94,135
24	2.08	5		96,454		96,454
25	2.13	5		98,772		98,772
26	2.18	5		101,091		101,091
27	2.23	5				103,410
28	2.28	5				105,728
29	2.33	5				108,047
30	2.38	5				110,365
31	2.43	5				112,684
32	2.48	5				115,003
33	2.53	5				117,321
34	2.58	5				119,640
35	2.63	5				121,958

Category 1 is for supervisors & directors with less than a bachelor degree.

Category 2 is for supervisors & directors with a bachelor degree or higher, but work less than 260 days.

Category 3 is for directors with a bachelor degree or higher and work 260 days.