



**JUNE 1, 2020 - JULY 31, 2023**

# **AGREEMENT**

**BETWEEN**

**L'ANSE CREUSE BOARD OF EDUCATION**

**AND**

**ADMINISTRATORS' ASSOCIATION**

L'ANSE CREUSE PUBLIC SCHOOLS  
24076 F.V. Pankow Blvd.  
Clinton Township, MI 48036  
(586) 783-6300

**L'ANSE CREUSE PUBLIC SCHOOLS**  
**2020-2023**  
**ADMINISTRATORS' AGREEMENT**  
**TABLE OF CONTENTS**

<b>ARTICLE</b>	<b>TITLE</b>	<b>PAGES</b>
	Preamble	2
I	Recognition	2
II	Management Rights	3
III	Administrative Calendar	5
IV	Professional Compensation	5
V	Fringe Benefits	7
VI	Shared Assignment	10
VII	Administrative Seniority	11
VIII	Leaves of Absence	11
IX	Mentor Program	16
X	Grievance Procedure	17
XI	Duration of Agreement	18
XII	Validity of Agreement	19
XIII	Miscellaneous	19
XIV	Salary Computations	20
	Step Language	21
	Salary Schedules	22
	Calendars	24
	Letter(s) of Agreement	26
	Signatures	28

## **PREAMBLE**

Recognizing the basic purpose of this school system is to provide a quality education program for the children of this community, the Board of Education acknowledges the need for highly competent school administrators.

## **ARTICLE I**

### **RECOGNITION**

This agreement entered into this 1st day of June, 2020 is between the L'Anse Creuse Board of Education and the L'Anse Creuse Administrator's Association. The term "Administrator", when used hereinafter in the Agreement, shall refer to persons, employed by the Board who are engaged in administrative and/or supervisory duties as Building Administrators, principals, associate principals, and Director for Career Technical Education/Math, Science Technology Programs. The Association shall consist of all personnel employed by the Board in administrative and/or supervisory positions, assigned primary management/leadership responsibilities at a specific school excluding the following positions Superintendent of Schools, Assistant Superintendents, Executive Director for Student Services and Special Projects, Executive Director for Special Services, Executive Director for Support Services, Director for Finance, Director for Instructional Support, Director for Special Education, Director for Personnel, Director for Early Childhood, Supervisors for Support Services, Directors and Coordinators of Adult and Community Education, Accountants, and all nonsupervisory employees and all other employees. Any additional building administrative positions created by the Board shall be included or excluded by mutual consent. The general purpose of this Agreement is to set forth terms and conditions of employment with respect to hours, rates of pay, and conditions of employment between the Board of Education and the L'Anse Creuse Administrators.

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## ARTICLE II

### MANAGEMENT RIGHTS

#### A. Authority of the Board

It is mutually agreed that there is reserved exclusively to the Board all responsibilities, powers, rights, and authority vested in it or heretofore otherwise properly exercised by it under the laws and constitutions of the State of Michigan and the United States excepting such matters or things as may be expressly and in specific terms limited by the provisions of this Agreement. It is understood and agreed that the Board may continue to make and enforce any and all reasonable rules and regulations and policies relative to anything whatever necessary for the proper establishment, maintenance, management, and carrying on of the Public Schools of the district as provided in Section 614 of the Michigan Code of 1955, as amended. The rights of the Board shall include, by way of illustration and not by way of limitation, the right to:

1. Manage and control its business, its equipment, and its operations and to direct the working forces and affairs of the L'Anse Creuse Public Schools School District.
2. Continue its rights, policies, and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing, and the right to establish, modify or change any work or business or school hours or days but not in conflict with the specific provisions of this Agreement.
3. The right to direct the working forces, including the right to hire, promote, suspend, and discharge employees, transfer employees, assign work or duties of employees, determine the size of the work force and to lay off employees, but not conflict with the provision of this Agreement.
4. Determine the services, supplies, and equipment necessary to continue its operations and to determine all methods and means of distributing, disseminating, and/or selling its services, methods, schedules, and standards of operation; the means, methods, and processes of carrying on the work including automation or contracting thereof or changes

therein the institution of new and/or improved methods or changes therein.

5. Adopt reasonable rules and regulations.
6. Determine the qualifications of employees, including physical conditions.
7. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof, and the relocation or closing of offices, departments, divisions or subdivisions, buildings, or other facilities.
8. Determine the placement of operations, production, service, maintenance or distribution of work, and the source of materials and supplies.
9. Determine the financial policies, including all accounting procedures.
10. Determine the size of the management organization, its functions, authority, amount of supervision, and table of organization, provided that the Board shall not abridge any rights from employees as specifically provided for in this Agreement.
11. Determine the policy affecting the selection and training of employees providing that such selection shall be based upon lawful criteria.

The above are not to be interpreted as abridging or conflicting with any specific provisions in this Agreement.

**B.** Recognizing that the education of children is the basic reason for establishment and operation of our Public School system, the Association agrees that no strike, as defined in Section 1 of Public Act 379, will be voted, condoned, authorized, or undertaken by its members within the life of this Agreement, and that any member recognized by this agreement engaging in a concerted work stoppage, authorized or unauthorized in the L'Anse Creuse School District or any of its schools will be subject to dismissal according to statutory provisions.

C. The matters contained in this Agreement and/or exercise of any such rights of the Board are not subject to further negotiations between the parties during the term of this Agreement.

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### **ARTICLE III**

#### **ADMINISTRATIVE CALENDAR**

A. All administrators covered under this Agreement shall be scheduled to work a maximum of two hundred nine (209) days. It is agreed that administrative work schedule include those vacation periods specified in the Teacher's Master Agreement. Exceptions to this work schedule may be made by the Superintendent of Schools. In those instances where exceptions are made, they will be noted in writing to the affected administrator prior to the date of the proposed exception.

B. Salaries of Administrators who are required to work additional weeks shall be prorated for the actual time worked as approved by the Board of Education. Conversely, the administrative salaries for fewer weeks worked than specified shall also be prorated.

C. Administrators will receive seven (7) flex days annually. These days may be scheduled with prior approval from the Superintendent. Two (2) of the awarded seven (7) flex days per year may be used while teachers are in session. The remaining five (5) flex days may not be used when students or staff are in session.

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### **ARTICLE IV**

#### **PROFESSIONAL COMPENSATION**

A. The salaries of Administrators (exempt employees) covered by the Agreement are set forth in Schedule A. Such schedule shall remain in effect during the term of this Agreement unless the Master Teacher Contract compensation percentage is adjusted as a result of negotiations, in which event the Administrator shall receive a similar percentage increase.

1. Each Administrator shall have the option of selecting one of the following pay plans:

- a. Twenty-six (26) pays biweekly throughout the year.
- b. Twenty-six (26) pays, with a lump sum payment in July for the balance of their salary if requested prior to May 1.
- c. Bi-weekly payments spread over the actual weeks of work obligation for the Administrator.

NOTE: Due to variances in the number of paydays in certain years, the number of pays will vary.

**B.** Annual increments become effective the first pay period following resumption of Administrative duties for a new school year.

**C.** The Board shall authorize whatever is necessary to provide Administrators payroll deduction privileges for such things as:

1. Tax Deferred Annuities/selected Mutual Funds
2. Credit Union
3. United Foundation

**D.** For the 2020-2021 school year, Administrators with nine (9) years or more of service with the L'Anse Creuse Public Schools as a certified employee shall receive longevity payments of one (1) percent; twelve (12) years or more two percent (2%); fifteen (15) to twenty (20) years of service three percent (3%), for twenty-one (21) years to twenty-five (25) years of service five percent (5%), and for twenty-six (26) years of service and thereafter six percent (6%) until termination of employment with the school district. Provided the District General Fund Balance equals 8% of the 2021-2022 annual budget or higher, longevity based on accumulative certified experience in L'Anse Creuse Public Schools shall be maintained for the 2021-2022 school year. Longevity payment shall be computed on the Administrator's salary step as of August 1 of each year. Such payment shall be made in a lump sum no later than the conclusion of the contract year, or if the administrator so requests, he/she may receive one-half on the tenth pay and the remaining half on the twentieth pay.

E. Salary payments will be made by direct deposit.

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## ARTICLE V

### FRINGE BENEFITS

A. The Board shall provide medical coverage, for the Administrator and his/her eligible dependents, including family continuation (19– 26 year olds), as defined by the underwriter and/or The Affordable Care Act (or applicable legislative acts). The Association and the District will meet annually and mutually agree on the carrier and health insurance coverage associated with the medical policy. The Board will declare itself policyholder of the negotiated insurance coverage.

District will offer full package and pay the full premium and taxes up to the statutory State of Michigan hard cap. Association will work with district to select package for membership as part of the health care committee.

Medical coverage will consist of the entire medical policy, excluding vision and dental coverage, and will include the entire package of medical coverage the employee will receive including but not limited to copayment deductibles, office visit co-payments, and emergency room copayments.

If premium costs increase over ten percent (10%) in one year, the parties will meet to discuss alternatives and review bids. If cost-saving options become available during the course of the agreement, the parties will meet to discuss making those plans available to the bargaining unit. This shall not be considered a reopener.

B. The Board shall not be required to provide hospital/medical insurance coverage to an administrator who is under another hospital/medical insurance plan through the district.

C. Each administrator will receive a cash option in lieu of Health Insurance in the amount of \$1,200 total, payable in monthly installments. If at least two (2) people select



the cash option, the amount will be raised to \$2,400 total, payable in monthly installments. If at least three (3) people select the cash option, the amount will be raised to \$3,600 total, payable in monthly installments. All employees opting to receive cash in lieu instead of health insurance must provide documentation annually of health insurance prior to being eligible for this option.

**D.** The Board shall provide, without cost to the Administrator, full payment of Administrators' comprehensive dental protection for the Administrator and his/her eligible dependents, including internal and external coordination of benefits (COB), under the current Dental Plan, or comparable plan after consultation with the Association.

**E.** The Board shall provide, without cost to the Administrator, full payment of Administrators comprehensive vision protection for the Administrator and their eligible dependents, including internal and external coordination of benefits (COB), under the current Vision Service Plan (VSP II) Silver, or comparable plan after consultation with the Association. The Board shall provide all Administrators copies of the current insurance protection plans. Board contributions toward Medical, Dental, and Vision plans will continue for one (1) month following the month of termination for an Administrator who resigns from service with the L'Anse Creuse Schools.

**F.** The Board shall provide, without cost to the Administrator, term life insurance protection in the amount of \$250,000 that will be paid to the Administrator's designated beneficiary. In the event of accidental death and dismemberment, the insurance will pay according to the schedule.

**G.** The Board shall provide, without cost to the Administrator, Long-Term Disability Insurance for each Administrator.

Benefits shall be paid at 66 2/3 percent of salary up to a maximum as regulated by the insurance carrier and shall begin after expiration of ninety (90) calendar days and when sick leave has been exhausted. Pre-existing conditions will be waived, if possible, according to underwriting requirements. Benefits shall continue until age-sixty-five (65) based on the schedule of the insurance carrier at no cost to the employee in the event of

permanent disability. An Employee on Long-Term Disability will be covered with health, vision and dental care for 18 months (calendar) by L'Anse Creuse Public Schools from the point of being placed on Long-Term Disability coverage.

**H.** Coverage for all insurance protection plans shall include summer months.

**I.** Effective date for medical, dental, vision, life, and long-term disability shall be as soon as carriers allow following ratification by both parties.

**J.** Any person retiring/resigning, that was insured, may purchase insurance as per COBRA regulations.

**K.** In the event of loss, damage, or destruction of personal property in connection with any incident while in the line of duty, which is not a result of Administrative negligence, providing appropriate facilities are utilized, will be compensated by an amount not to exceed the deductible limit of any personal insurance. In any case, the cost to the district will not exceed \$450.00 per claim. The claim will be filed with the Business Office setting forth the extent of loss or damage, as well as pertinent information regarding personal insurance coverage.

**L.** Stipend

Each Administrator shall receive a stipend of 2.5% based on his/her administrative salary schedule step on or before July 1 of each year.

**M.** Professional Memberships and State Certification

The board will pay for administrators' state certification.

**N.** Administrative Liability Coverage

The Board agrees to provide all Administrators with liability insurance protection within the policy purchased by the Board of Education.

**O. Advanced Credit Hours and Degrees**

1. Program must be approved in writing and in advance by the Assistant Superintendent for Curriculum and Instruction *and* the Assistant Superintendent for Human Resources.
2. Program must be at a state of Michigan public university or a National Council for Accreditation of Teacher Education (NCATE) approved program.
3. Administrators employed before July 1, 2011 who are receiving payment for MA+15, MA+25 or MA+35 will continue to receive the stipend. No additional credit will be given for hours earned after August 1, 2011.

M.A. + 15 hours      \$450.00 additional

M.A. + 25 hours      \$650.00 additional

M.A. + 35 hours      \$1,000.00 additional

A stipend for advanced degrees will be added to each Administrator's contract in the following amount:

Ed.S. (or 2 M.A.)      Add 3.5% salary schedule

Ed.D./Ph.D.              Ed.S. plus \$2,000.00

**P. Merit Pay**

The District will fund a merit pay program for LCAA members. Association members can earn an additional \$1,000 per year in an off schedule payment for earning a rating of Effective / Highly Effective on the annual evaluation instrument. Payments will be made to eligible administrators by June 30.

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**ARTICLE VI**

**SHARED ASSIGNMENT**

**A.** Upon the recommendation of the Superintendent and with Board approval, principals may select job sharing by application to the Human Resources Office.

- B.** Such a partnership may exist if it does not detract from the administrative operations of the position. Such an arrangement will require special scheduling, administrative support, and effective communication to make this concept administratively sound.
  
- C.** The job-sharing Administrator will receive a full year's credit on the seniority list and salary schedule. Shared positions cannot be for less than one (1) year and may be terminated at will by the Superintendent if it is found to be counterproductive.
  
- D.** The position must be applied for by March 15 each year for the following school year.
  
- E.** Denial of such requests will not be subject to the grievance procedure.
  
- F.** The positions or any part thereof presently in the bargaining unit shall not be transferred to persons not covered by this Agreement.
  
- G.** Remuneration and benefit cost shall be computed on a pro rata basis.

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## **ARTICLE VII**

### **ADMINISTRATIVE SENIORITY**

The Human Resources Office, after consultation with the Association, shall publish and deliver to each Administrator a copy of a revised seniority list each year by January 20.

The list shall contain the number of years of seniority each member has accrued as a teacher and/or administrator.

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## **ARTICLE VIII**

### **LEAVES OF ABSENCE**

**A.** At the beginning of each school year, each Administrator shall be credited with eight (8) days of leave. These days may be used by the Administrator for illness, disability, which shall include all disability caused or contributed to by pregnancy, miscarriage, childbirth, or related medical condition; medical treatment for the

Administrator; or serious illness of a member of the immediate family of the Administrator. (Immediate family shall include mother, father, spouse, child, sister and brother; or the family unit living in the Administrator's household.)

**B.** The Board shall maintain records of all sick days. On or before the first pay period in October, the Board shall provide a written statement to each Administrator of his/her number of accumulated sick days earned through the last work day of the previous school year. In the event legislation allows the application of sick day accumulation toward retirement; all days shall be made applicable for retirement purposes including those beyond two hundred twenty (220).

**C.** Upon termination of services with the school district, Administrators with more than thirty (30) days accumulated shall be paid for all unused days beyond the thirty (30) to a maximum payout of two hundred twenty (220) days. The rate of pay shall be thirty-five (35) dollars per day.

Upon retirement, Administrators with more than thirty (30) accumulated sick days shall be paid for all unused days beyond the thirty (30) to a maximum payout of two hundred twenty (220) days. The rate of pay shall be thirty percent (30%) of the Administrator's daily salary per day. Daily wages shall be computed by dividing the Administrator's total annual contract amount by 209. The funds will be deposited into a 401a account for each individual with a company chosen by the school district. Funds will be available for the individual's 30 to 60 days after retirement.

At the end of the 2019-2020, 2020-2021, 2021-2022 and 2022-2023 school years, administrators may sell back up to 10 sick days from their accumulated sick days at a value of sixty dollars per day. Administrators may take advantage of this opportunity in either or both of those years. In order to be eligible to sell back the days, an administrator must have no less than twenty days accumulated after selling back the accumulated days.

**D.** A sick leave bank may be maintained by the Association. Days are to be accumulated for one (1) year to the next. Administrators may not draw on the sick leave bank until after their tenth (10th) day of illness. Only one (1) ten (10) day waiting period

shall be required in any one (1) school year. Control of the use of the sick bank shall be handled by the designated officer of the Association and Central Office Administration.

**E.** An Administrator who is unable to work because of personal illness as indicated in writing by a qualified M/D. or D.O. and/or Board appointed doctor, and who has exhausted all sick leave available, shall be granted a leave of absence without pay for a maximum of 2 years per request. Upon return from leave, the Administrator will be assigned to the same or similar position from which he/she was granted leave.

The Administrator will resign his / her position if not returning from leave after two years.

**F.** Any Administrator who is absent because of an injury or disease compensable under the Michigan Workers' Compensation Law shall be supplemented with a sufficient amount to maintain his regular salary for up to one hundred eighty (180) days. Days lost for the one hundred eighty (180) while the Administrator is covered by Workers' Compensation will not be charged against the Administrator's sick leave.

Injuries or diseases shall be reported to the Superintendent immediately after the occurrence on Employer Accident Report of Injury, Department of Labor. It is understood, that the Superintendent shall have the right to require proof of such injury or sickness.

**G.** Personal Leave

The Board agrees to provide eight (8) Personal Business/Vacation days per year. These days may be used at the discretion of the Administrator with the prior approval of the Superintendent. Personal business/vacation leave shall not be available on the beginning or ending day of the school year, the day before or after holidays, breaks, or Parent-Teacher Conference days. Exceptions to this rule may be granted in the event of an emergency. Days not used will be added to the individual's sick bank at the end of each year.

**H.** Leaves With Pay

Leaves of absence with pay not chargeable against the Administrator's sick leave allowance shall be granted for the following reasons:

1. Absence when an Administrator is called for jury duty.
2. Time necessary to take selective service physical examination.
3. Court appearance as a witness in any case connected with the Administrator's employment or school.
4. Five (5) days shall be allowed for the death of a member of the immediate family. (Immediate family shall be defined as mother, father, spouse, child, sister, brother, mother-in-law, and father-in-law, or the family unit living in the Administrator's household.) Three (3) additional days may be allowed if necessary and charged to sick leave. Two (2) days shall be allowed for death of an Administrator's grandchild, grandparent, brother-in-law, sister-in-law, son-in-law, or daughter-in-law and shall be charged to personal leave. Leave days may be non-consecutive and must be used within an eight (8) day period following the death unless there are extenuating circumstances. One (1) day leaves may be granted for funerals of others than those persons defined above and will be charged to sick leave. These leave days will be the non-weekend days following the death. If any part of this leave occurs during a non-paid break such as summer, those leave days will be non-paid.
5. Up to three (3) days will be allowed for emergency situations such as disasters (fire, severe storm damage, etc.) to personal property and will be charged to sick leave.

#### **I. Leaves Without Pay**

Leaves of absence of not more than one (1) year without pay may be granted upon application. Purpose of such leave includes but is not limited to: study, travel for professional improvement, research, and personal business. Such leaves may be extended to one (1) additional year upon written request.

A leave of absence may be granted to any bargaining unit member for the purpose of childcare. Said leave shall commence upon request of the bargaining unit member. It is further provided that:

1. The reinstatement shall be to the Administrator's same position or similar position if the former position is not available.

2. The initial leave period may be for the duration of the semester when leave was granted plus two (2) consecutive semesters excluding the summer. The leave may be extended to one (1) additional year by written request.

It is understood that the Superintendent will develop an Administrative Intern Program to accommodate these request, but shall not be limited to participants in such a program to fill leave vacancies.

**J. Military Leaves**

Military leaves of absence without salary or benefits shall be granted to any L'Anse Creuse Administrator who shall be inducted for a tour of military duty into any branch of the armed services of the United States of America. When the leave is completed, the Administrator will return to the same or to a similar position.

For emergency call-up leaves, as prescribed by State and Federal law, the Board shall pay the difference between the regular pay and the compensation received for said military duty for a period not to exceed one calendar year.

**K.** Compensatory time shall be defined as special time allowed to Administrators in lieu of pay, for extra time given at work only during the holiday and summer breaks. Such extra work can only be identified and approved by the Superintendent. There shall be no de facto approval for extra work that does not first meet the Superintendent's approval.

Accumulated compensatory time will be reviewed at the end of each fiscal year and may be carried over at the discretion of the Superintendent. Should the Superintendent not wish to extend a carry-over, he/she must give at least a six (6) month notification to employees.

Compensatory time off requires the approval of the Superintendent (use Leave Request Form) and such time not used shall not become a matter for remuneration during or after employment with L'Anse Creuse Public Schools.

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## ARTICLE IX

### MENTOR PROGRAM

The Association and Board recognize the importance of ensuring that new administrators have positive and successful first years in the administrative role. The Administrator Mentoring process is a cooperative arrangement between peers in which new administrators are provided ongoing assistance and support by one or more skilled and experienced administrators. This relationship should be collegial in nature, and all experiences should be directed toward the development and refinement of the knowledge, skills and dispositions necessary for effective learning. This process is expected to be mutually beneficial for all parties involved and to result in improved instructional practice and professional performance.

Assistance and information is provided through conferencing, coaching and communication.

1. Mentor administrators shall have at least 3 years of experience as an LCPS administrator. Participation shall be voluntary and a minimum of 1 year in duration. The assignment may be continued in succeeding years by mutual agreement of the mentor, the new administrator, and central administration.
2. New administrators will have the benefit of a mentor for his/her first three years as an LCPS administrator.
3. Central administration shall attempt to match mentor administrators with new administrators who work at the same level.
4. Through this process, experienced administrators shall share their knowledge and expertise with new administrators, which ultimately benefits students, teachers, the profession and the school community.
5. Each mentor administrator shall receive one (1) additional personal day per year.

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## ARTICLE X

### GRIEVANCE PROCEDURE

A. The term grievance shall be interpreted to mean a complaint by an administrator or by the Association in its own behalf that there has been a violation, misinterpretation, or misapplication of this Agreement.

#### Step One

An Administrator may initiate a grievance by first discussing the matter with the Assistant Superintendent for Curriculum and Instruction/designee. An Association representative may be present upon request. If the grievance cannot be satisfactorily resolved at Step One, it may be submitted to Step Two by the Association.

#### Step Two

Within ten (10) days of the Assistant Superintendent for Curriculum and Instruction's/designee's response at Step One, or as otherwise provided, the Association shall submit to the Superintendent/designee at Step two a written grievance which shall generally set forth the nature of the dispute and the relief requested. Should either party so request, a grievance meeting shall be had at Step Two between the Association and the Superintendent/designee within seven (7) days of the submission of the written grievance. Within ten (10) days of said submission, the Superintendent shall provide the Association a written answer to said grievance. If the answer received at Step Two is unacceptable to the Association, the grievance may be appealed to Step Three by the Association within ten (10) days of said answer.

#### Step Three

The appeal at Step Three shall advance to binding arbitration. Such appeal shall be made in writing and shall be delivered to the American Arbitration Association and the Board of Education within twenty (20) days of said answer from Step Two, and if not so delivered, the grievance shall be abandoned.

After the request for arbitration has been made, the parties will attempt to choose a mutually acceptable arbitrator. If this attempt is unsuccessful, the arbitrator will be selected

in accordance with the rules and regulations of the American Arbitration Association. The award will be binding upon the Association, District and the employee involved.

### General Provisions

1. All references to "days" in the Article shall be regular workdays. Time limits may be extended by mutual agreement of the parties. The Association may provide representation through its officers, agents, or other legal counsel.
2. The award of the arbitrator shall be final and binding upon the Association, the Board and any administrator or administrators involved.
3. The arbitrator's fees and expenses shall be shared equally by the Board and the Association. The expenses and compensation of any witness or participant in the arbitration shall be paid by the party calling such witness or requesting such participation.
4. All timelines are binding on both parties.

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## **ARTICLE XI**

### **DURATION OF AGREEMENT**

- A.** This agreement is effective as of June 1, 2020 through July 31, 2023.
- B.** Both parties agree to begin negotiations in a prompt manner if a request is made to begin negotiations prior to the expiration of the current Agreement.
- C.** An Administrator may qualify for a three (3) year individual contract upon successful completion of three (3) years in an Administrative position and only with the recommendation- of the Superintendent of Schools to the Board for approval.

All individual contracts shall include among other terms and conditions language expressly noting that lay-off can be implemented due to financial stress or enrollment conditions.

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## ARTICLE XII

### VALIDITY OF AGREEMENT

**A.** This Agreement shall supersede any rules or regulations or practice of the Board, which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary inconsistent terms contained in any individual bargaining unit member contracts heretofore in effect. All future bargaining unit member contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

**B.** The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto.

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## ARTICLE XIII

### MISCELLANEOUS

#### Separation Clause

**A.** If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provision or applications shall continue in full force and effect.

#### Freedom of Information Act

**B.** An administrator shall be given notice if a third party has made a Freedom of Information Act request for public records contained in the administrator's personnel records to the third party. This section shall not be applicable, however, if notification to the administrator is not required under the Bullard-Plawecki Right to Know Act, or if disclosure is made to a perspective employer of the administrator as provided in Act Number 90 or Act Number 189 of the Public Act of 1996.

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## ARTICLE XIV

### SALARY COMPUTATIONS

#### A. Formula

Level 4, Step 0, is 1.11 index off teachers' M.A. maximum scale for the 2020-2021 school year, and provided the District General Fund Balance equals 8% of the 2021-2022 annual budget or higher, Level 4, Step 0, will be adjusted to 1.12 index off teachers' M.A. maximum scale. The remaining steps are then attached the same percentage rate as teachers received.

Identical percentage increases that teachers received are applied Level 1, Level 2, and Level 3 of Administrator's pay schedule.

#### B. Change Rates

For the duration of the Agreement, the Salary Schedule, as modified pursuant to the terms of the Cost-of-Living Adjustment (C.O.L.A.) provision, shall be increased by multiplying zero (0) percent times each step of the modified Salary Schedule. A Cost-of-Living Adjustment shall be paid at the conclusion of each school year, pursuant to the terms of the C.O.L.A. provision.

#### C. Cost-of-Living Adjustment (C.O.L.A.)

Each year each Administrator shall receive a Cost-of-Living Adjustment (C.O.L.A.) as a deferred salary increase based upon the percentage rise in the revised Consumer's Price Index (CPI all items) for all Urban Consumers for the Detroit Metropolitan Area published by the Bureau of Labor Statistics, U. S. Department of Labor (1967=100) and hereafter referred to as the CPI, subject to the terms of this provision. The amount of the deferred salary increase shall be the dollar equivalent of the percentage increase, rounded to the nearest one-tenth (1/10) of one percent of the CPI, multiplied by the appropriate salary step according to the Salary Schedule Index as listed in the Salary Schedule. This percentage shall be determined by subtracting the CPI of April of the previous year from the CPI of the April of the year in which the C.O.L.A. is to be paid; the remainder shall then be divided by the CPI of the April of the previous year. The resulting amount of money shall then be paid, less appropriate payroll deductions, rounded to the nearest one dollar

(\$1.00) to each Administrator no later than June 30 of the year in which the C.O.L.A. is to be paid. Such payment shall be made a part of the Administrator's regular salary and folded into the Salary Schedule, but shall be paid by a check separate from the Administrator's regular paycheck. The maximum amount of the percent increase which shall be paid under the terms of the C.O.L.A. provision shall not exceed zero (0) percent.

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## **STEP LANGUAGE**

### **2020-2021 School Year**

All building administrators hired prior to 2019-2020 will take one full step at the beginning of the 2020-2021 school year.

### **2021-2022 School Year**

All building administrators hired prior to 2020-2021 will take one full step at the beginning of the 2021-2022 school year, provided the District General Fund Balance equals 8% of the 2021-2022 annual budget or higher.

### **2022-2023 School Year**

All building administrators hired prior to 2021-2022 take a half step at the beginning of the year and half step at the beginning of the second semester.

Each year of the contract shall include Fall Wage Openers & Full Longevity Payments. (Post: audit – budget approval, allows members to advance in steps).

**L'ANSE CREUSE PUBLIC SCHOOLS  
ADMINISTRATORS' SALARY SCHEDULE  
2020 – 2022**

2020-2021 1.11 Multiplier	High School Principal		Middle School Principal Director		High School Associate Principal		Elementary Principal Middle School Associate Principal Associate Director	
	<i>45 Weeks Worked – 209</i>							
	Level 1		Level 2		Level 3		Level 4	
	Step	Amount	Step	Amount	Step	Amount	Step	Amount
	0	105,317	0	98,427	0	96,497	0	94,605
	0.5	105,844	0.5	98,919	0.5	96,980	0.5	95,078
	1	106,370	1	99,412	1	97,462	1	95,551
	1.5	106,902	1.5	99,909	1.5	97,950	1.5	96,029
	2	107,434	2	100,406	2	98,437	2	96,507
	2.5	107,971	2.5	100,908	2.5	98,929	2.5	96,989
	3	108,508	3	101,410	3	99,421	3	97,472
	3.5	109,051	3.5	101,917	3.5	99,918	3.5	97,959
	4	109,594	4	102,424	4	100,416	4	98,447
	4.5	110,690	4.5	103,448	4.5	101,420	4.5	99,431
	5	111,785	5	104,472	5	102,424	5	100,416
	5.5	112,903	5.5	105,517	5.5	103,448	5.5	101,420
	6	114,021	6	106,562	6	104,472	6	102,424
	6.5	115,161	6.5	107,627	6.5	105,517	6.5	103,448
	7	116,302	7	108,693	7	106,562	7	104,472
	7.5	117,465	7.5	109,780	7.5	107,627	7.5	105,517
	8	118,628	8	110,867	8	108,693	8	106,562
	8.5	119,814	8.5	111,976	8.5	109,780	8.5	107,627
	9	121,000	9	113,084	9	110,867	9	108,693
	9.5	122,210	9.5	114,215	9.5	111,976	9.5	109,780
	10	123,420	10	115,346	10	113,084	10	110,867
	10.5	124,654	10.5	116,499	10.5	114,215	10.5	111,421
	11	125,889	11	117,653	11	115,346	11	111,976

2021-2022 1.12 Multiplier	High School Principal		Middle School Principal Director		High School Associate Principal		Elementary Principal Middle School Associate Principal Associate Director	
	<i>45 Weeks Worked – 209</i>							
	<i>Level 1</i>		<i>Level 2</i>		<i>Level 3</i>		<i>Level 4</i>	
	<u>Step</u>	<u>Amount</u>	<u>Step</u>	<u>Amount</u>	<u>Step</u>	<u>Amount</u>	<u>Step</u>	<u>Amount</u>
	0	107,328	0	100,307	0	98,340	0	96,412
	0.5	107,865	0.5	100,808	0.5	98,832	0.5	96,894
	1	108,402	1	101,310	1	99,323	1	97,376
	1.5	108,944	1.5	101,816	1.5	99,820	1.5	97,863
	2	109,486	2	102,323	2	100,317	2	98,350
	2.5	110,033	2.5	102,835	2.5	100,818	2.5	98,841
	3	110,581	3	103,346	3	101,320	3	99,333
	3.5	111,133	3.5	103,863	3.5	101,826	3.5	99,830
	4	111,686	4	104,380	4	102,333	4	100,327
	4.5	112,803	4.5	105,424	4.5	103,356	4.5	101,330
	5	113,920	5	106,467	5	104,380	5	102,333
	5.5	115,059	5.5	107,532	5.5	105,424	5.5	103,356
	6	116,198	6	108,597	6	106,467	6	104,380
	6.5	117,360	6.5	109,683	6.5	107,532	6.5	105,424
	7	118,522	7	110,769	7	108,597	7	106,467
	7.5	119,708	7.5	111,876	7.5	109,683	7.5	107,532
	8	120,893	8	112,984	8	110,769	8	108,597
	8.5	122,102	8.5	114,114	8.5	111,876	8.5	109,683
	9	123,311	9	115,244	9	112,984	9	110,769
	9.5	124,544	9.5	116,396	9.5	114,114	9.5	111,876
	10	125,777	10	117,549	10	115,244	10	112,984
	10.5	127,035	10.5	118,724	10.5	116,396	10.5	113,549
	11	128,292	11	119,900	11	117,549	11	114,114



**2020-2021 SCHOOL YEAR CALENDAR  
L'ANSE CREUSE ADMINISTRATORS ASSOCIATION (LCAA)**

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
30	31					16							20							22							18
DECEMBER							JANUARY							FEBRUARY							MARCH						
		1	2	3	4	5						1	2		1	2	3	4	5	6		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28							28	29	30	31			
						14	31						19							19							23
APRIL							MAY							JUNE							JULY						
				1	2	3							1			1	2	3	4	5					1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			25	26	27	28	29	30	31	
						16	30	31					20							22							
First Day/Last Day							Non-work Day																				
WORK DAYS							TOTAL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUN									
							209	16	20	22	18	14	19	19	23	16	20	22									

7/16/2020

## 2021-2022 SCHOOL YEAR CALENDAR - LCAA

AUGUST						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						17

SEPTEMBER						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						20

OCTOBER						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						21

NOVEMBER						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						19

DECEMBER						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						13

JANUARY						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					19

FEBRUARY						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
						19

MARCH						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						23

APRIL						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						15

MAY						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						21

JUNE						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						22

JULY						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						0

	TOTAL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUN
WORK DAYS	209	17	20	21	19	13	19	19	23	15	21	22

6/30/2021

**LETTER OF AGREEMENT #1**  
**Between**  
**L'Anse Creuse Board of Education**  
**And**  
**L'Anse Creuse Administrators' Association**

The parties agree that the following shall be suspended:

- Article IV. Professional Compensation, Section A.

“Such schedule shall remain in effect during the term of this Agreement unless the Master Teacher Contract compensation percentage is adjusted as a result of negotiations, in which event the Administrator shall receive a similar percentage increase.”

- Article XIV. Salary Computations – Formula –

Level 4, Step 0, is 1.14 index off teachers' M.A. maximum scale. The remaining steps are then attached the same percentage rate as teachers received.

Identical percentage increases that teachers received are applied Level 1, Level 2, and Level 3 of Administrator's pay schedule.”

- For the duration of this agreement, the parties agree to a 1.10 index off teachers' MA maximum scale for Level 4, Step 0.

This agreement shall not be precedent setting nor shall it form the basis for any grievance in the future.

For the Association:

District Representative:

\_\_\_\_\_  
Signature

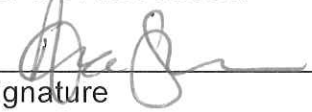
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**LETTER OF AGREEMENT**  
**Between**  
**L'Anse Creuse Board of Education**  
**And**  
**L'Anse Creuse Administrators' Association**

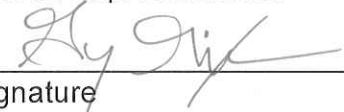
As of August 23, 2021; any LCAA member failing to hold a valid State of Michigan Teaching Certificate will have \$15,000 deducted from their annual salary, as listed on the LCAA Salary Schedule. Prior to August 23, 2021, members who did not hold a valid State of Michigan Teaching Certificate upon their original hire date as a building administrator with L'Anse Creuse Public Schools will be considered exempt from this clause.

For the Association:

  
\_\_\_\_\_  
Signature

9-22-21  
\_\_\_\_\_  
Date

District Representative:

  
\_\_\_\_\_  
Signature

12.22.21  
\_\_\_\_\_  
Date

L'ANSE CREUSE PUBLIC SCHOOLS  
ADMINISTRATORS' ASSOCIATION

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

Andrea Glynn, President

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

Nina Davis, Vice President

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

BOARD OF EDUCATION  
L'ANSE CREUSE PUBLIC  
SCHOOL DISTRICT

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

Hilary E. Dubay, President

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

Sharon L. Ross, Secretary

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