

MASTER AGREEMENT
BETWEEN THE
LAKEVILLE BOARD OF EDUCATION
AND THE
LAKEVILLE ADMINISTRATOR'S ASSOCIATION

2007-2008

2008-2009

2009-2010

ADMINISTRATIVE CONTRACT INDEX

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**LAKEVILLE BOARD OF EDUCATION
AND
LAKEVILLE ADMINISTRATORS' ASSOCIATION AGREEMENT**

This Agreement entered into this first day of July 2007, by and between the Board of Education of Lakeville School District of Otisville, Michigan, hereinafter called the "Board", and the Lakeville Administrators' Association, hereinafter called the "Association".

ARTICLE 1: Recognition

This Contract shall not be valid unless the Administrator shall have such qualifications for the employment position herein designated as required by law. This Contract shall terminate if the Administrator shall, at any time, fail to possess such qualifications or satisfy continuing education requirements.

- 1.1 The Board hereby recognizes the Lakeville Administrators' Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Act of 1985, for the following administrators employed by the district: *High School Principal, High School Assistant Principal, Middle School Principal, Middle School Dean of Students, Elementary School Principal, *Special Education Director, Curriculum Director, and Title 1 Coordinator.

*The positions of the Special Education Director and High School Principal will return to the Lakeville Administrator's Association when a non-contracted person is hired.

- 1.2 The Board agrees not to negotiate, during the term of this agreement, with any administrators individually in the LAA organization other than those designated as the representatives with respect to matters in this agreement except for wage range for each position.

ARTICLE 2: Board Rights and Responsibilities

Nothing in this Agreement is to be interpreted as constituting a waiver of the Board of Education's rights and responsibilities to create and maintain schools that reflect it's public's wishes. The intent of this Agreement is to establish wage ranges, working hours, and conditions of employment with the Association.

Therefore, the Board on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the law and the Constitution of the State of Michigan and the United States including, but not without limiting the generality of the foregoing, the right:

- 1) To the executive management and administrative control of the school system and its properties and facilities.
- 2) To hire all employees and to determine their qualifications and fitness for employment and conditions for their continued employment, or their dismissal;
- 3) To establish grades and courses of instruction, including special programs, and to provide for athletic; recreational and social events for students, all as deemed necessary or advisable by the Board;
- 4) To determine overall goals and objectives as well as the policies affecting the educational program;
- 5) To select textbooks, teaching material, and teaching aides
- 6) To determine class schedules, class size, the hours of instruction, and the assignments of teachers with respect thereto;
- 7) To determine the services, supplies, and equipment necessary to continue its operations and to determine the methods and processes of carrying out work;
- 8) To adopt reasonable rules and regulations;
- 9) To determine the location or relocation of its facilities, including the establishment or relocation of new schools, buildings, division or subdivisions thereof, and the relocation or closing of offices, departments, divisions or sub-divisions, buildings, or other facilities;
- 10) To determine the financial policies including all accounting procedures, and all matters pertaining to public relations;
- 11) To determine the size of the management organization, its functions, authority, amount of supervision, and table of organization; and
- 12) To direct the working forces, including the right to hire, p[promote, discipline, transfer, and determine the size of the workforce.

The exercise of the foregoing powers, rights, duties, and responsibilities by the Board and the adoption of policies, rules, regulations, and practices in the furtherance thereof, shall be the exclusive prerogative of the Board except as limited by the specific terms of this Agreement.

ARTICLE 3: Administrator Rights and Responsibilities

- 3.1 The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status.
- 3.2 Each administrator shall have the right, upon request and by appointment, to review the contents of his/her own personnel file, in the manner provided by law (MCL 423.503). A representative of the organization may be requested by the administrator to accompany the administrator in such review. A Board representative may be present at such review. The official personnel file shall be maintained at the Superintendent's office and each administrator shall have the right to a copy of any material included in his/her file.

ARTICLE 4: Negotiations

- 4.1 Not later than January 15th of the calendar year in which this Agreement expires, the Board agrees to begin negotiations with the administrators' organization over a successor agreement in a good faith effort to reach agreement concerning administrators' salaries and all other conditions of employment. Such negotiations will include, but not be limited to, the subjects covered in this agreement and any other matters mutually agreed to be negotiable by both parties. Any agreement so negotiated will apply to all LAA members and will be reduced to writing and signed by the Board and the administrators' organization. This agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties

ARTICLE 5: Protection of Administrators

- 5.1 An administrator's authority and effectiveness are undermined when there is insufficient Board backing and support. The Board recognizes its responsibility to give all reasonable support and assistance to administrators in the performance of their duties.
- 5.2 Any case of assault concerning an administrator in connection to his/her duties shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the administrator in connection with the handling of the incident by law enforcement and judicial authorities. Legal fees and/or time lost by an administrator while employed by the Board in connection with any incident mentioned in Section 5.2 shall not be charged against the administrator unless he/she is proven guilty by a court of competent jurisdiction.
- 5.3 No administrator shall be disciplined without just cause and due process protection.
- 5.4 Any complaint made against an administrator, or a person for whom the administrator is responsible, by any parent, teacher, student, or other person, will be promptly called to the attention of the administrator, if said complaint is likely to become a part of the administrator's record. In any case, any complaint regarding dishonesty or moral turpitude will be brought to the administrator's attention promptly, regardless of whether or not it is to be made part of the administrator's record.
- 5.5 Reimbursement shall be made to any administrator for documented personal equipment damaged or lost in the performance of their duties, provided the administrator is not responsible for the loss. Such amount shall be offset by the amount of any personal insurance coverage.

ARTICLE 6: Staffing Procedures

The Board of Education reserves all rights to assign members of the Association to any position they are qualified to perform. Such transfers shall not result in a change in salary for the year in which they occur - however, if an administrator is transferred to a lower paying position, they will receive the salary for that position beginning with the next school year.

6.1 Appointment to Administrative Position:

- A. The Board and the Association agree that all positions shall be staffed by the most competent and qualified applicant.
- B. Tenure Exclusion: The parties agree that commencing July 1, 1984, no administrator shall acquire tenure in a non-classroom position, or in any administrative position.

6.2 Return to Teacher Status: Must be consistent with state law and teacher contract

- A. An administrator shall have the right to return to teacher status at his/her discretion, provided a vacancy for which he/she is qualified exists.
- B. At the time a request is honored by the Board, any existing individual administrative contract shall become void and the individual shall be treated in accordance with the terms of other negotiated agreements.

ARTICLE 7: Administrative Evaluation

The central purpose of administrative evaluation is to improve the quality and effectiveness of the educational program for students in the Lakeville Schools. The process will set goals, clarify duties, responsibilities and priorities, assist, develop, guide and rate administrative skills and recognize excellence.

7.1 General Principles/Miscellaneous Provisions

- A. Each administrator will be evaluated each year in relation to his/her performance on two or more specific goals and their overall performance in the major performance areas and responsibilities listed in his/her job description.
- B. Major performance areas are:
 - o Curriculum and Instruction
 - o Administrative Management
 - o Job Related Personal Characteristics
 - o Personnel Management
 - o Relations with students, parents and community members
- C. If an administrator receives an overall unsatisfactory evaluation, he/she will be placed on a Performance Improvement Action Plan that will provide reasonable time and assistance to permit improvement.
- D. Failure of an administrator to comply with the terms of a Performance Improvement Action Plan or to improve to a satisfactory performance level may constitute grounds for disciplinary action up to and including dismissal.
- E. Administrators shall be notified ninety (90) days prior to contract expiration if they are being considered for non-renewal. Administrators shall be notified sixty (60) days prior to contract expiration if their contract will not be renewed.
- G. Each administrator shall be evaluated annually by the superintendent, or designee using the process, procedures and documents agreed upon between the Administrator and the Superintendent in writing. This may include specific dates for the review and development of a job description, goals, Pre-Evaluation Conference, Progress Conferences (Formative) and Evaluation Conference (**Summative**).
- H. Unsatisfactory performance shall be determined by objective data and documentation based on observation of performance by the evaluator where reasonably practicable. Monitoring and observation will be conducted openly with knowledge of the administrator.
- I. Lack of a timely evaluation completed within a contract year through the process described in this article will be considered a satisfactory evaluation for that school year.
- J. Timelines specified in this article may be adjusted by agreement between evaluator and administrator.

Administrator or evaluator may request an association representative to be present and participate in development of any portion of the evaluation process.

7.2 Process/Procedures

- A. **GOALS CONFERENCE:** The goals conference will be held. During the goals conference the evaluator and administrator will:
1. Jointly review the job description,
 2. Develop and state, in writing, two or more specific goals in performance areas or responsibilities included in the administrator's job description,
 3. Establish plans for achieving the stated goals,
 4. Develop criteria for evaluation of the goals stated,
 5. Record any known complications, factors, conditions, including specifics of administrative assignment, that could hinder or limit completion of the stated goals and attach the list to the agreed upon goals (factors occurring during the course of the year should be noted and appended to the goals). The evaluator will provide the administrator with two (2) copies of items 2, 3, 4 and 5 results within two weeks of the goals conference. Within five (5) days of receipt, the administrator will sign and return one (1) copy of the completed goals statement or request a meeting within five (5) days to clarify any problems.
- C. **PROGRESS CONFERENCES (FORMATIVE):** On-going communication between evaluator and administrator is encouraged during the school year. Progress conferences shall be held between evaluator and administrator during the period between the goal setting and evaluation conferences as agreed upon in article 7.1.G.
1. During progress conferences or conferences to deal with complications/problems, the evaluator and administrator will review progress to date and work together to resolve any problems.
 2. The evaluator will promptly notify the administrator whenever he/she becomes aware of a problem. The evaluator and administrator will schedule a meeting within ten (10) working days of such awareness so the evaluator may assist the administrator in addressing the perceived problem.
- D. **EVALUATION CONFERENCE (SUMMATIVE):** A yearly summative conference will be held to assess performance in relation to the written goals and job description as agreed upon in article 7.1.G.
1. Not less than five (5) days prior to the evaluation conference, the administrator shall provide to the evaluator all appropriate materials for the summative conference, which may include:
 - a. A portfolio of appropriate information and documentation of overall administrative performance and progress toward reaching the year's specific performance goals,
 - b. A written self-assessment of overall administrative performance in major performance areas and achievement of the specific goals for the year set at the goals conference.

7.2 Process/Procedures (continued)

- D. 2. During the Evaluation Conference, the evaluator and administrator will:
- a. Review the specific performance goals and assess the degree of achievement of each stated goal
 - b. Review and assess the administrator's performance in relation to the responsibilities delineated in the job description.
 - c. Sign and date the evaluation (the administrator shall be given a copy of the completed evaluation)
 - d. Discuss/identify areas for future improvement goals.

The evaluator will:

- a. Assess the degree to which the specific performance goals have been achieved.
- b. Assess the administrator's performance in relation to the responsibilities delineated in the job description.
- c. Evaluate the performance of the administrator agreed upon in Article 7.1.G as Commendable, Successful, Needs Improvement or Unsatisfactory in the major performance areas and responsibility areas listed in the job description.
- d. Evaluate the administrator's overall performance as Satisfactory or Unsatisfactory.
- e. Place a copy of the completed evaluation in the administrator's personnel file.

- E. If an administrator's overall performance is evaluated as unsatisfactory, the evaluator and administrator will:
1. Set a time and date within ten (10) days for a conference to develop a Performance Improvement Action Plan to address the problems identified.

The Administrator will:

1. Develop a response to Evaluation document.

The Evaluator will:

1. Develop a Performance Improvement Action Plan for a period up to one year in length that will include:
 - a. Items/areas to be improved or remedied,
 - b. Criteria for evaluation of progress
 - c. Timelines for evaluation of progress - 1 year for improvements

ARTICLE 8: Absence and Leave Policies

8.1 Paid Leaves:

- A. Sick Days: An administrator shall be allowed fifteen (15) sick days. These days will be credited to the administrator on July 1st of each year and will be allowed when confined at home or hospital as a result of accident, sickness, emergency absence or the critical illness of a member of the immediate family. The administrator may accumulate unused sick days to a maximum of one hundred twenty (120) days. Unused sick days are not eligible for payout upon termination of the Administrator's employment.
- B. Personal Business Days: Each administrator will be granted three (3) days each year to be used for personal business. Unused personal business days do not accumulate, and are not eligible for payout upon termination of the Administrator's employment.
- C. The Superintendent's Office will be notified when an administrator is going to be absent. In situations occurring over which the administrator has no control that require an administrator to be absent and make prior approval impossible, these days will be considered conditionally approved. The administrator will notify the Superintendent's Office as soon as possible of the reason for the absence but not later than the end of the first day after the return to work.
- D. Each administrator will arrange their scheduled work days with approval of the Superintendent. The parties agree that administrators' calendars may be altered, if necessary, to insure that administrators are present when school is in session, and accessible for closing of the buildings. Administrators may not change their calendar to avoid using sick and personal days.
- E. Weather and Other Perils: The parties agree that administrators may be directed to either report for work, or not report for work, on inclement weather days, and to report for work on any make-up days, without any additional compensation, provided that the individual administrator's number of work days is not increased.
- F. Jury Days: Administrators required to appear for jury qualification or service shall receive their pay from the Board for such time as lost as a result of such appearance or service less any compensation received for such jury service, up to a period of sixty (60) days.
- G. Short Term Military Duty: Administrators required to attend periods of military duty during the regular school year shall receive their pay from the Board for such time lost as a result of such duty, less any compensation received for such military service, up to a period of ten (10) working days.
- H. Funeral Days: In the event of the death of a family member, the Administrator is eligible for up to five (5) days of bereavement leave not to be deducted from sick leave.

8.2 Unpaid Leaves:

- A. Length of Leaves: Unpaid leaves of absence may be granted by the Board of Education upon application, for a period of up to one (1) year. Administrators applying for leave will give a proposed return date. This leave may be extended for a period of the remainder of a semester, one (1) semester, or one (1) year, upon written request of the Administrator and approval of the Board or Board's designee.
- B. Return from Leave: Upon return to duty from an authorized leave of one year or less, an employee shall be assigned to the same position or a substantially equivalent position, with regard to pay, accrued benefits, and/or building as he/she held when his/her leave was granted. Upon return from a leave of more than one (1) year, the administrator may return to a position for which he/she is qualified, provided there is a vacancy for which the administrator is certified. The administrator will receive an increment for the initial year of this leave only.
- C. Types of Unpaid Leaves:
 - 1. Military Leave: A military leave of absence shall be granted to any administrator who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, an administrator shall be placed at the same position of the salary schedule as he/she would have been had he/she worked in the district during such period.
 - 2. Sabbatical Leave: The Board of Education may grant one (1) sabbatical leave per year to administrators who have been employed for at least seven (7) consecutive years in the district. Administrators must apply for a sabbatical leave not later than March 1 of each year. Sabbatical leaves may be granted to administrators for the following reasons:
 - a. Post-graduate study
 - b. Professional travel
 - c. Education research
 - 3. Child Rearing Leaves: Child rearing leaves may be granted to parents of children for the remainder of the school year under the following circumstances consistent with Family and Medical Leave Act:
 - a. Newborn infants
 - b. Crippling or terminal accidents or illnesses
 - c. Newly adopted children
- D. Other Leaves: Other leaves may be granted under the conditions of this leave policy. Requests for such leaves shall be submitted in writing to the Superintendent.

ARTICLE 9: Grievance Resolution

- 9.1 Definition: A grievance shall be defined as an alleged violation of the expressed terms and conditions of this Agreement.
- 9.2 Procedures:
- A. Informal Step: The grievance shall be discussed by the administrator(s)/association and supervisor within ten (10) days of the alleged occurrence or knowledge of the occurrence. The administrator must identify the discussion as a grievance to the supervisor.
 - B. Formal Grievance Presentation: If the grievant is not satisfied with the result of the informal discussion, the Administrator(s)/association will present the grievance as a written complaint to the supervisor involved in the informal discussion.
 - C. Within five (5) days of receipt of the written complaint, the superintendent and grievant will hold a meeting on the matter. Meeting may include the association president.
 - D. Within five (5) days of the meeting the superintendent will provide the grievant and the association with a grievance answer, which may include a statement of position and reasoning in the matter.
 - E. If the grievance remains unresolved: Within five (5) days of receipt of the grievance answer, the grievant may request a Board of Education meeting on the matter. The Board of Education shall schedule a meeting within ten (10) business days of receipt of the request.
 - F. Following the Board of Education meeting regarding the grievance, within ten (10) business days of the meeting, the board shall respond in writing to the grievant, answering the grievance.
 - G. If the board resolution is unsatisfactory to the grievant, the association may, within ten (10) business days submit the grievance for final and binding arbitration under the labor arbitration rules of the American Arbitration Association (AAA).
 - H. If the matter is submitted for arbitration:
 - 1. The costs of the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, will be born equally by the board and the association.
 - 2. The arbitrator so selected will hold hearings promptly and will issue his/her decision as required by AAA rules.

9.3 Miscellaneous

- A. "Days" throughout this article shall be considered regularly scheduled workdays (or, during summer vacation, weekdays), excluding Saturdays, Sundays and holidays. Time limits specified in all steps of this grievance procedure shall be strictly adhered to and may be extended by written agreement only.
- B. Powers of the Arbitrator:
1. The arbitrator shall have no power to subtract from, disregard, alter or modify any of the terms of this agreement.
 2. The arbitrator shall have no power to establish salary scales or change salary except in the case of wage miscalculation.
 3. In the event that a case is appealed to an arbitrator on which the arbitrator has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
 4. The arbitrator shall have no power to establish or change any insurance policy.
 5. The arbitrator shall have no power to interpret state or federal laws or rules or regulations having the force of law.
 6. The arbitrator shall have no power to change any practice, policy, or rules of the employer, nor to substitute his judgment for that of the employer as to the reasonableness of such practice, policy, rule or any action taken by the employer unless the rights or practices were relinquished by the employer in this agreement.
 7. The arbitrator shall be limited to deciding whether the employer has violated the express terms of this agreement; and the arbitrator shall not imply obligations and conditions binding upon the employer from this agreement, unless specified within this agreement, it being understood that any matter not specifically set forth herein remains within the reserved rights of the employer.
 8. It is understood that the arbitrator may not make an award which in effect grants the union that which it was unable to secure during past collective bargaining negotiations.
- C. The failure of aggrieved party (ies) to proceed from one step of the grievance procedure to the next step within the time limits set forth shall be deemed to be an acceptance of the decision rendered and shall constitute a waiver of any future appeal concerning the particular grievance. If the board representative fails to communicate a decision within the time limits, the administrator(s) or association may take the matter to the next step.
- D. The filing of a grievance shall in no way interfere with the right of the board to proceed in carrying out its management responsibilities.

9.3 Miscellaneous

- E. It shall be the general practice of all parties to process grievances during times which do not interfere with or cause interruption of the employee's working day. Release time shall be granted only upon mutual consent of the aggrieved person(s), the union and management. The scheduled time(s) shall be by mutual consent.
- F. Adjustment resulting from any step of the grievance procedure shall not be inconsistent with the terms of this collective bargaining agreement, board policy or regulation.

ARTICLE 10: Individual Administrative Contracts

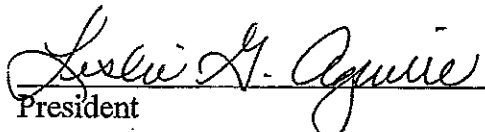
Each administrator of the school district shall be issued an individual contract, in an administrative capacity, for a *one (1)* year period commencing each July 1. The Board will determine prior to April 1 each year whether to extend the Administrator's contract for an additional year.

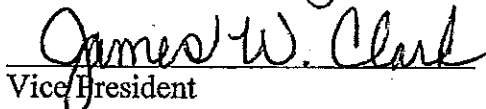
ARTICLE 11: Duration of Agreement

- 11.1 If any provision of this Agreement, or any application of the 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 provisions or applications shall continue in full force and effect.
- 11.2 This Agreement shall be effective as of July 1, 2007, and shall continue in effect for three (3) years through the 30th day of June, 2010.

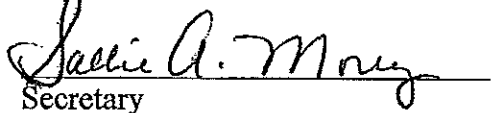
SIGNATURE PAGE

For the Lakeville Board of Education

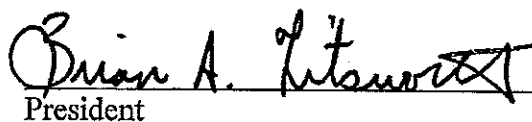

President


Vice President

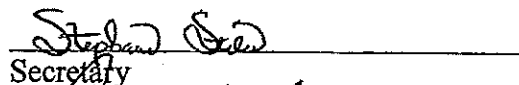

Treasurer


Secretary

For the Lakeville Administrators' Association


President

Vice President


Secretary


Negotiator

APPENDIX A

Administrative Salaries

Position	Vacation Days	Work Days	Salary Range
**High School Principal	25	225	\$90,000 - \$95,000
Middle School Principal	30	220	\$88,000 - \$92,000
Elementary Principal	40	210	\$85,000 - \$90,000
Curriculum Director	40	210	\$82,000 - \$88,000
Asst. Principal - HS	45	205	\$75,000 - \$82,000
**Special Ed. Director	40	200	\$70,000 - \$77,000
Dean of Students - MS	50	200	\$70,000 - \$77,000
Title One Coordinator	45	205	\$63,000 - \$67,000

** In the Event the High School Principal and Special Education Director positions are not contracted services, they will rejoin the bargaining unit at the above levels of compensation and work calendars.

Salary ranges increase 2% by for the 2008-09 school year. Salary ranges increase by 1% for the 2009-2010 school year.

Current individual administrative contract salaries shall not be reduced from the agreed upon 2006-07. The administrative salaries shall increase as the number of work days/responsibilities increase.

Individual LAA members will negotiate salary for the 2007-08 school year upon ratification of this CBA.

Individual compensation increases for the 2008-09 school year and for the 2009-2010 school year will be:

- a. dependent upon satisfactory evaluation
- b. negotiated with the Superintendent upon Board of Education approval of extension.

All administrators must provide a calendar from July 1, 2007 through June 30, 2008. Unused vacation days are able to accumulate starting July 1, 2008.

Pay for administrators for the 2007-08 school year will be in 23 pays with the last pay being on or around June 20, 2008

The 2008-09 school year will start with the first pay in July at the 2008-09 contract rate for 26 pays.

1) Holidays: Administrator shall not be scheduled to work and shall be paid for the, the following holidays: Fourth of July, Labor Day, Thanksgiving, Friday Following Thanksgiving Day, Christmas Eve Day, Christmas Day, New Years Day, New Years Eve Day, Good Friday, and Memorial Day

2) Vacation Days:

Administration shall receive vacation days in accordance with appendix A-Administrative Compensation. Administrators are encouraged to use these days within the twelve (12) months period in which they are earned and should take vacation time in a manner that is least disruptive to school operations. Administrators may carry over ten (10) days annually with a maximum of twenty (20) banked vacation days. As of July 1st of any contract year, the maximum vacation allowed is a total of the bank days (maximum of 20), plus the additional days granted for the ensuing year per contract. Administrator's employment is terminated during the course of the contract year; vacation shall be allocated on a pro-rated basis for the actual time worked during the contract year. Upon termination of employment for any reason, the administrator will be eligible for a payout of banked vacation time at their per diem rate, up to a maximum payout of two thousand dollars (\$2,000). Vacation Days to be approved by the Superintendent.

3. Continuing Education

Administrators are encouraged to improve their skills through continued education. The Administrator may receive reimbursement for up to six hours of course work each year, provided there is a line item budget and funded. The Superintendent approves the written request provided by the Administrator prior to enrolling and satisfactorily completes the course by providing written proof to the Superintendent indicating a grade of B or above, 80% or above, or a satisfactory certificate of completion if grading is not part of the courses' evaluation method.

APPENDIX B

Compensation and Fringe Benefits

1. Insurance Protection

The Board agrees to furnish all administrators the following insurance protection:

A. **Group Life Insurance:**

The Board shall provide, without cost to the administrator, group life insurance protection, which shall pay to the administrator's beneficiary, the sum of two (2) times the Administrator's salary (to nearest \$1,000) upon death, and double indemnity in the event of accidental death. This benefit will be in addition to the Basic Term life insurance policy provided under the PAK.

B. **Medical Insurance:**

The employer shall pay the premiums of MESSA ~~PAK~~, or its equivalent.

Health	MESSA Choices II (\$5,000 Basic Term Life)
Long Term Disability	66 2/3% \$5,000 Monthly Maximum
Benefit	90 Calendar Days – Modified Fill Maternity Coverage Pre-Existing Condition Waiver Freeze on Offsets Alcohol/Drug – Same as Any Other Illness Mental/Nervous – Same as Any Other Illness Two Year Own Occupation
Vision – Plan Year	VSP-2 Silver
Dental – Plan Year	75/75/60: \$1500
July 1 – June 30	(75% \$1,500 Ortho max)

In the case where both husband and wife are employed by the Board, double coverage will not be provided.

- C. **Liability Insurance:**
The Board shall provide public liability coverage for each administrator in an amount of not less than \$250,000 for each incident.
- D. **Terms of Benefits:**
All insurance benefits shall be provided for a period from July 1 to June 30.
- E. **Long Term Disability Insurance:**
The Board will provide Long Term Disability Insurance Coverage at the rate of 66-2/3 per cent of salary commencing on the 61st calendar day from the date of occurrence. The specific coverage shall be as agreed between the Board and the organization as of the date of this agreement and shall be known to each administrator.
- F. **Continuation of Benefits on Leave:**
The Board will pay insurance premiums for administrators on leave due to illness or accident for the remainder of the individual administrator's contract. Administrators on other types of leaves may elect to pay their own premiums at the group rate.
- G. **Professional Dues:**
The Board will pay local, state, and national dues for each administrator in the appropriate professional organization.
- H. **Mileage Allowance:**
The Board will reimburse monthly each administrator at the base rate established by the Internal Revenue Service for business mileage approved by the Superintendent. Those administrators who are assigned as principal to multiple buildings will be reimbursed for daily travel between buildings.
- I. **Optional Fringe Benefits:**
Matching TSA contribution: Match 100% up to \$500 - Collectable upon retirement.
- J. **TSA Contribution:**
All LakeVille Administrative Association members will receive a yearly payment to an approved TSA (403B) plan of one thousand dollars (\$1000.00), payable in biweekly installments.