MASTER AGREEMENT

BETWEEN THE

LAKEVILLE BOARD OF EDUCATION

AND THE

LAKEVILLE ADMINISTRATOR'S ASSOCIATION

2025-2026
2026-2027
2027-2028
Expires June 30, 2028

ADMINISTRATIVE CONTRACT INDEX

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LAKEVILLE BOARD OF EDUCATION
AND
LAKEVILLE ADMINISTRATORS' ASSOCIATION AGREEMENT

This Agreement entered into this twenty-fourth(24^{th}) day of June 2025, 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, Middle School Principal, Elementary School Principal, Director of Student Services and Assistant Principal/Athletic Director

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, 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 the subjects covered under this agreement 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 for a reason that is arbitrary or capricious.

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. 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

ARTICLE 7: Administrative Evaluation

7.1 General Principles/Miscellaneous Provisions

A. The superintendent will evaluate the job performance of each principal yearly in accord with in R.C. 1249 requirements that include, adopting and implementing a rigorous, transparent and fair performance evaluation system; to provide timely and constructive feedback to administrators regarding their performance and establish clear approaches to measuring student growth and to provide school administrators with relevant data on student growth. Student growth shall be weighted as a factor of the Year-End Evaluation according to state law.

B. 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.

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 ninety (90) days.

B. Personal Business Days: Each administrator will be granted five (5) days each year to be used for personal business. Unused personal business shall accumulate as sick days. These days are not eligible for payout upon termination of the Administrator's employment as per 8.1A.

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 or 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 association may, submit the grievance for final and binding arbitration under the labor arbitration rules of the American Arbitration Association (AAA).

F. 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.

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. Beginning the 2019-2020 school year, individual contracts will be for a two (2) year period commencing each July 1.

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, 202~~5~~, and shall continue in effect for three (3) school years through the 30th day of June 202~~8~~.

SIGNATURE PAGE

For the LakeVille Board of Education

For the LakeVille Administrators' Association

Signatures on file in the Administration Office

APPENDIX A

Administrative Salaries

2025-2026

(represents a 3% increase)

Position	Work Days	Step 1	Step 2	Step 3
High School Principal	225	$101,579	$103,479	$105,591
Middle School Principal	220	$98,094	$100,100	$103,479
Elementary Principal	210	$95,771	$97,672	$99,678
Director of Student Services	210	$91,864	$93,976	$99,256
Assistant Principal / Athletic Director	210	$88,802	$90,597	$92,392

2026-2027

(represents a 3% increase)

Position	Work Days	Step 1	Step 2	Step 3
High School Principal	225	$104,626	$106,584	$108,759
Middle School Principal	220	$101,037	$103,103	$106,584
Elementary Principal	210	$98,644	$100,602	$102,668
Director of Student Services	210	$94,620	$96,795	$102,233
Assistant Principal / Athletic Director	210	$91,466	$93,315	$95,164

2027-2028

(represents a 2.5% increase)

Position	Work Days	Step 1	Step 2	Step 3
High School Principal	225	$107,242	$109,248	$111,478
Middle School Principal	220	$103,563	$105,681	$109,248
Elementary Principal	210	$101,110	$103,117	$105,235
Director of Student Services	210	$96,986	$99,215	$104,789
Assistant Principal / Athletic Director	210	$93,753	$95,648	$97,543

Merit Pay: Pursuant to Michigan Compiled Law Revised School Code 1250 (MCL 380.1250), compensation on the salary schedule is based on job accomplishments and job performance as measured by the year end evaluation rating, in which student growth and assessment data is a significant factor. Eligible employees shall not advance on the salary, step, or lane schedule, or receive any additional pay if they received a year end evaluation rating less than Effective in each of the two most recent years. The first evaluation to be used for this purpose shall be the evaluation conducted during the 2018-2019 school year. This provision will be removed if the law is found unenforceable by the courts or changed by the legislature.

Settlement for Sick Days at Retirement:
Qualifications for payment under this plan are as follows:

A. An administrator must have at least ten (10) years at LakeVille Schools.
B. An administrator wishing to receive this retirement benefit must retire from LakeVille Community Schools through the state retirement office.

Payment: An administrator who has accumulated ninety (90) sick days or less shall be paid out at $95 a day if they submit their retirement to the district before April 1st or $65 a day if they submit their retirement after April 1st.

Longevity: Administrators with at least five (5) years at LakeVille shall 3% based on their current salary schedule. Administrators with at least sixteen (16) years at LakeVille shall receive 6% based on their current salary schedule.

All administrators must provide a work day calendar from July 1, through June 30 of each year.

1) Holidays: These dates are in addition to “work days” as outlined in Appendix A and are included as part of the administrators compensation. These holidays include: 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) 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 maximum annual hard cap amounts towards the total cost of the MESSA Medical plans available to members inclusive of medical premium and "Health Equity" (HEQ) Health Savings Account (HSA) funding described below for each plan year.

MESSA's medical and deductible plan year is January 1 – December 31.

The annual employer paid amount shall adjust annually at the beginning of each plan year, to the maximum payment permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act.

Employees who enroll in MESSA ABC plan shall have the annual deductible for their elected plan contributed into their Health Equity HSA (HEQ HSA) 1⁄2 on January 1st and 1⁄2 on July 1st of each school year. The remainder of the total annual employer Hard Cap contribution shall be paid towards the cost of MESSA medical plan premium. The remaining annual cost for the employee's elected medical plan premiums shall be paid by the employee.

The parties agree that in the event the minimum deductible necessary for a medical plan to comply with HSA eligibility is increased in MESSA ABC Plan 1, deductible as described above will automatically adjust to meet the federal minimum requirement.

Employees who enroll in a Choices medical plan shall have the entire employer Hard Cap contribution paid towards the MESSA medical plan premium.

Open enrollment will take place between November 1st and November 30th each year with an effective date of January 1st. Each employee must select their plan option during open enrollment. The employee selection will be effective for twelve (12) months.

The Board will compute insurance premium costs needed to provide insurance coverage for each employee and the employee's premium contribution will be payroll deducted, in equal amounts from the employee's paychecks through a qualified Section 125 Plan and, as such, will not be subject to withholding.

Employees may contribute, through payroll deduction and electronic transfer, additional money towards their HEQ HSA up to the maximum amounts allowed by Federal law.

Employees shall have the following MESSA medical plans available:
1. MESSA Choices II, $500/$1000, $20/$25/$50 OV/UC/ER, 5 Tier Rx
2. MESSA ABC Plan 1, $1650/$3300, No copay, 5 Tier Rx

Employees electing the MESSA Pak without a medical plan will receive cash in lieu of $500/month with evidence of other health insurance that meets ACA requirements.

Long Term Disability	66 2/3% $7,000 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-3
Dental – Plan Year July 1 – June 30	90%/90%/80% $2000 Max (80% $2,000 Ortho max)

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

C. **<u>Liability Insurance</u>**:

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 during the 60 day waiting period for LTD coverage to commence. 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.

J. **TSA Contribution:**
All LakeVille Administrative Association members will receive a yearly payment to an approved TSA (403B) plan of two thousand dollars ($2000), payable in biweekly installments.