

# **AGREEMENT**

**BETWEEN**

**PINCONNING AREA BOARD OF EDUCATION**  
**Pinconning, Michigan**

**And**

**PINCONNING AREA ASSOCIATION OF**  
**SCHOOL ADMINISTRATORS**

**July 1, 2024 to June 30, 2027**

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## ARTICLE I - PREAMBLE

THIS AGREEMENT, entered into this 24<sup>th</sup> day of June, 2024, by and between the Board of Education of the Pinconning Area Schools of the City of Pinconning, Michigan, hereinafter called the "Board", and the Pinconning Area Association of School Administrators, hereinafter called the "Association". This employment contract shall be for an initial three (3) year term and shall commence on July 1, 2024 and expire at midnight on June 30, 2027.

WITNESSETH:

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Pinconning Area School District is their mutual aim; and

WHEREAS, the educational Administrators are qualified to assist in suggesting and developing policies and programs designed to improve educational standards; and

WHEREAS, the parties, following deliberate professional negotiations, reached some certain understandings which they desire to incorporate into this Agreement;

THEREFORE, in consideration of the mutual covenants and benefits to be derived, the parties respectively agree to the following articles and/or provisions.

## ARTICLE II- ADMINISTRATIVE CONTRACT MEMBERSHIP

- 2.10 MEMBERSHIP: The Pinconning Area Board of Education recognizes the Pinconning Area Association of School Administrators as the sole and exclusive representative for all administrative personnel in the classification of Principal; Assistant Principal; Curriculum Director/State & Federal Grant Director, Director of Advancement Academy; Director of Athletics; Early Childhood Director. Other administrative positions will be included in the Association provided such position or positions are deemed essential in the normal categories included herein by the parties hereto.
- 2.20 EXCLUSIONS: The bargaining unit shall not include: Superintendent of Schools; Assistant Superintendent/Administrative Assistant whose job responsibilities require he or she to hire, evaluate, answer grievances, dismiss any member included in Section 2.10, and Director of Business Affairs whose job responsibilities include counsel and negotiation strategies concerning financial matters that affect contract negotiations. Also excluded are teachers, and other non-instructional non-administrative positions.

## ARTICLE III - ADMINISTRATIVE CONTRACTS

- 3.10 Any Administrator, hired after July 1, 1998, who is deemed effective or highly effective on their annual evaluation shall be considered as being on a three-year contract, which is renewed yearly.

An Administrator placed on probation under the provisions of Article IX will not have the three-year contract renewed. The three-year contract will be reinstated when the Administrator is deemed effective or highly effective. Residency within a twenty-mile radius of the borders of the District is preferred.

- 3.15 Should the Administrator not be evaluated as provided herein, the Administrator's efforts and professional services shall, if permitted by law, be deemed conclusively to be at least effective in all respects and for all purposes, subject to termination only as provided in the provisions for reduction in administrative staff provided in Article XVI.
- 3.20 Administrators, by Board action and pursuant to Section 1 of Article 3 of the Michigan Tenure Act, shall not be included under the provisions for continuing tenure as Administrators. This provision is not intended to impair any previously acquired tenure rights as a classroom teacher, which an Administrator may have obtained.
- 3.30 Every Administrator who has satisfactorily completed the probationary period under the Teacher Tenure Act shall have tenure as a teacher in the Pinconning Area Schools. Any necessary reduction of Administrative personnel shall mean the Administrator so affected will, if he/she has acquired tenure as a tenured teacher, be subject to assignments to a teaching position for which he/she is certified and qualified to the extent provided by law, unless he/she becomes eligible for involuntary transfer to another administrative position. Any such necessary involuntary reassignment of position shall not contravene the Administrator's right to his/her contractual salary for the following contractual year if such reassignment comes after June 30<sup>th</sup>.
- 3.40 For purposes of discipline, during the term of his/her or her individual contract of employment, the Administrator shall not be disciplined, suspended, reduced in classification or pay, or discharged except for just cause. The services of the Administrator may be terminated at any time during the term of his/her or her individual contract of employment for just cause such as incompetence, insubordination, unprofessional conduct, dishonesty, or willful disregard of Board policy. In the event that the Administrator is terminated or discharged as provided for by this provision, the Administrator's contract shall terminate without further obligation on the Board's behalf. All earned severance benefits will be granted under the provisions of this contract.

## ARTICLE IV - RIGHTS OF THE ASSOCIATION

- 4.1 The Board hereby agrees that employees covered by this Agreement shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. The Board agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred, laws of the State of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reasons of his/her membership in the Association, his/her participation in any activities of the Association or collective professional negotiations with the Board, or his/her institution of any grievances or appeals or procedure under this Agreement or otherwise with respect to any terms or conditions of employment. In all cases, this Agreement shall be construed in a manner consistent with the requirements of the Public Employment Relations Act.
- 4.2 The Board specifically recognizes the right of the Association to appropriately to invoke the assistance of the Michigan Employment Relations Commission, or a mediator from such public agency, or an arbitrator appointed pursuant to the provisions of this Agreement.
- 4.3 The Association shall continue to have the right to use school-building facilities for its meetings at reasonable hours when students are not in session. Designated bulletin Boards, school mail and other established media of communication shall be made available to the Association and its members.
- 4.4 The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the District, including, but not limited to: annual financial reports and audits, register of certificated and/or supervisory personnel, tentative budgetary requirements and allocations (including county Allocation Board budgets), agenda and minutes of all Board meetings, census and membership data, names and addresses of all bargaining unit employees and such other information is necessary to assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the schools and their students, together with any information which may be necessary for the Association to process any appeal or complaint. The Sick Leave register shall be available to designated representatives of the Association.
- 4.5 The Board shall advise the Association of any new or modified fiscal, budgetary or tax programs, construction programs, state or federal funds, or major revisions of educational policy, which are proposed or under consideration. The Association shall be given reasonable opportunity to consult with the Board with respect to said matters prior to their adoption and/or general publication. It is agreed and recognized, however, that except for expenditures contained in any annual budget which are required by the terms of this Agreement, the authority to adopt all parts of the annual budget of the

School District resides exclusively with the Board, and during the term of this Agreement shall not be the subject of negotiations with the Association, nor subject to any proceeding under the appeal procedure.

- 4.6 The private and personal life of any Administrator is not normally within the appropriate concern or attention of the Board. However, if an Administrator engages in acts, that in the opinion of the Superintendent would be detrimental to professional performance or to the District, the Superintendent may exercise his/her administrative prerogatives to take corrective action. Any action taken against such Administrator shall be subject to the grievance procedure, where applicable.
- 4.7 The provisions of this Agreement shall be applied without regard to race, creed, religion, national origin, age, male/female, marital status, or handicap. Membership in the Association shall not be denied to any Administrator because of race, creed, religion, color, national origin, age, male/female, marital status, or handicap.
- 4.8 Any member has the option of voluntarily requesting return to any posted classroom position. This assumes appropriate tenure, certification, and performance evaluation status. Any Administrator requesting transfer to a classroom shall present the request, in writing, indicating the type of assignment preferred to the Superintendent by March 15<sup>th</sup>. This provision shall be construed in a manner consistent with the Public Employment Relations Act, the Revised School Code and other applicable legal requirements.
- 4.9 No building Administrator or assistant shall be responsible for the operation of more than one building complex without written consent of the Association.

If at any time the Board wishes to add additional duties to an Administrator's job it must be within their realm of expertise. Any additional duties which significantly change the Administrator's job description will be considered a modification of their current position. (See Schedule A-C.)

## ARTICLE V - RIGHTS OF THE BOARD OF EDUCATION

- 5.10 The Board, on its own behalf, and on behalf of the electors of the District, hereby retains and reserves unto itself 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 of the United States, including the determination and administration of policy; the operating of the schools; the management and control of school properties, facilities, and equipment; and the selection, direction, transfer, promotion, discipline, dismissal of all personnel.

The exercise of these powers, rights, authority, duties, and responsibilities of the Board, and the adoption of such rules, regulations and policies as it may deem necessary, shall be limited only by the specific and expressed terms of this Agreement.

## ARTICLE VI - TEAM MANAGEMENT

- 6.01 Administrators for the District shall function on a line and staff relationship, while incorporating a management team concept.
- 6.10 Administrative operations shall be designed to provide meaningful input from field Administrators in policy and administrative decisions affecting the Administrators area of operation and/or the District as a whole.
- 6.22 The Administrative personnel shall meet as scheduled by the Superintendent. The agenda for the administrative personnel will be the responsibility of the Superintendent.
- 6.24 This article on Team Management is procedural in nature and it is acknowledged that any decisions of the Board of Education are final and not subject to the appeal procedure or arbitration.

## ARTICLE VII - SUPPORT AND ENCOURAGEMENT OF ADMINISTRATORS

- 7.01 The Board, recognizing that Administrators frequently are exposed to situations of great stress and pressure, hereby agrees to render to its Administrators full encouragement and support when they are acting within the scope of their employment.
- 7.10 The Board shall make every reasonable effort to provide adequate support personnel to assure the safety of all students and staff supervised by each Administrator; to protect the District's property for which the Administrator is responsible. If there appears to be a possible problem between financial budgeting and responsibility, the Administrator must discuss this with the Superintendent and/or the Budget Committee of the Board before July 1 of each year.
- 7.15 The Board agrees to provide: (a) liability protection to cover any possibility of loss resulting from litigation against the school or the Administrator for any actions and/or job performance that are job-related. If the Association can justify the need, additional secretarial days may be granted by the Superintendent.
- 7.20 Professional Growth: It is recognized that it is necessary for school Administrators to participate in programs that will improve their knowledge and abilities to function in their respective positions. The Board of Education has a responsibility to facilitate the professional improvement of its staff. The Board of Education agrees to reimburse an Administrator for expenses for travel, lodging, meals, fees, and other expenses to participate in seminars, workshops, or conferences, and for professional membership and publications that have the prior approval of the Superintendent.
- 7.25 Each Administrator shall be entitled to reimbursement for professional membership dues to two organizations - preferably one state and one national, as approved by the Superintendent.

- 7.30 Upon receipt of a serious complaint about an Administrator, the Superintendent or his/her designee shall investigate the same. No disciplinary action will be taken until the affected Administrator has been given the opportunity to provide the necessary background information either orally or by memorandum.
- 7.40 Members of this Association are directly responsible to the Superintendent and the Superintendent is responsible for the direction of the Administrators of the school district.

### ARTICLE VIII - PAYROLL DEDUCTIONS & PROFESSIONAL DUES

- 8.10 Any Administrator who is a member of the Association, or who has applied for membership, may sign and join, or refrain from joining the Association.

### ARTICLE IX - ADMINISTRATOR APPRAISAL

- 9.01 It is a recognized responsibility of the Board to evaluate the performance of its employees.
- 9.10 Responsibilities for which an Administrator is to be evaluated will be defined by a job description and standards as stated in Board policy and the evaluation instrument and the Revised School Code or any other Michigan Department of Education requirements.
- 9.20 Administrators shall be held accountable for compliance with Board policies. Procedural directives from the Board shall be issued, in writing, by the Superintendent, or his/her in line administrative assistant, to Administrators for their compliance.
- 9.30 The evaluation of the work of all Administrators is a responsibility of the Superintendent or one of his/her designees.
- 9.40 The evaluation will be individualized for each Administrator, by using goals developed in conjunction with the Superintendent and in compliance with all legal requirements.  
  
The instrument in effect is exhibited in "Appendix A". To ensure the effectiveness of the administrative appraisal, a committee made up of two members of the Association, the Superintendent and one person of his/her choosing will conduct an annual review of the procedures and the instrument being used in the appraisal process. Any recommendation for revisions is to be submitted by June 30th of each year.
- 9.50 Each Administrator shall have the right, upon request, to review the contents of his/her own personnel file. A representative of the Association or council may, at the Administrator's request, accompany the Administrator in such review. The review will be made in the presence of the person responsible for the safekeeping of such file. The member may challenge any materials in the file. If the member contests the accuracy or completeness of the file, he may provide a written statement as provided by law and

ask that these be added to his/her personnel file. Any materials added to the personnel file shall be signed and dated.

- 9.60 Actions taken for the purpose of observing, monitoring, or evaluating the performance of an Administrator shall be conducted openly and with the knowledge of the Administrator.

## ARTICLE X - APPEAL PROCESS

- 10.10 Definition: A grievance is a complaint by an Administrator or the Association in its own behalf that there has been a violation, misinterpretation or misapplication of the terms of this Agreement.

Any formal grievance filed must be submitted, in writing, and shall:

1. State the date submitted.
2. State the date of the events upon which it is based.
3. Be specific, state a synopsis of the facts giving rise to the alleged violation, and cite the provisions of the Agreement alleged to have been violated.
4. State the relief requested.
5. Be signed by the Administrator and Association representative.

If the grievance does not meet the above criteria, the grievance may be returned to the Administrator or the Association representative who then has five (5) working days to include the required criteria in the grievance.

- 10.20 Procedure: The timelines set forth in the following procedures are to be strictly enforced. Failure of the Administrator or the Association to appeal to the next level of the procedure within the specified time limits shall be deemed a withdrawal of the grievance and acceptance of any response provided. Failure of any representative of the Board to respond at any level within the timelines specified, the grievance is automatically appealed to the next level of the appeal procedure. The time lines may be extended by the written Agreement of the parties.

- 10.21 Step One: Informal Procedures: Prior to filing an appeal under Step Two, an Administrator shall transmit to his/her immediate superior any concern he/she may have with a view toward resolving the matter at that level. This informal process shall occur within ten (10) working days of the date of the event giving rise to the grievance.

- 10.22 Step Two: If the problem has not been solved or the concern resolved by the procedures at Step One, within ten (10) working days from Step One, an Administrator may present his/her complaint, in writing, to the immediate supervisor or Superintendent. The immediate superior or Superintendent shall within five working (5) working days schedule a conference in an attempt to resolve the complaint.

Participating in the conference shall be the immediate superior/Superintendent and another person of his/her choosing, and the aggrieved member of the Association and

another member of his/her choosing. A written decision on the matter shall be provided by the immediate superior/Superintendent and given to the aggrieved Administrator and the Association within ten (10) working days following the conference.

#### 10.23 Step Three:

1. If the aggrieved Administrator of the Association does not accept the immediate superior/Superintendent's written answer at Step Two, the grievance may be appealed to the Board of Education by filing such notice, in writing, with five (5) working days from the date of the immediate superior/Superintendent's written decision.
2. Within 20 working days of receipt of the written appeal, the Board of Education, or its designated representatives, shall arrange for the Board of Education to hear the appeal. Physical presence of the grievant shall be required at the Board of Education meeting, scheduled to hear the grievance.
3. The Board of Education shall meet with the Administrator filing the appeal and another representative of his/her or her choosing. The administration and the Association shall be provided with a copy of the Board's disposition within ten (10) working days following the Board meeting.

10.24 Step Four – Mediation: The Association may invoke mediation prior to arbitration by providing written notice to the other party within five (5) working days of the disposition by the Board at Step Three and filing a request with the Michigan Employment Relations Commission. The Mediation shall be conducted by a State Mediator from the Michigan Employment Relations Commission who shall designate the date, time and place for the mediation session. If the Association is not satisfied with the results of the mediation session, it may then file a demand for arbitration with the American Arbitration Association within 15 working days following the mediation session.

10:25 Step Five – Arbitration: If the disposition by the Board of Education at Step Three is not satisfactory to the Association, the Association may file a demand for arbitration with the American Arbitration Association within 15 working days of receiving the disposition of the Board. The rules and procedures of the American Arbitration Association shall govern the selection process for the arbitrator and the conduct of the hearing. The arbitrator shall be limited to making a decision based upon an interpretation of the express terms of this Agreement. The arbitrator shall have no authority or power to alter, modify, add to, subtract from or ignore any of the terms of this Agreement. The decision of the arbitrator shall be final and binding. Specifically, the arbitrator shall have no authority or power to render a decision in cases involving the discharge, termination, non-extension or non-renewal of an Administrator. Also, the arbitrator shall have no authority or power to render a decision in cases that involve a dispute regarding the opinion or judgment of the evaluator in the appraisal of an Administrator or regarding the content of a plan of assistance.

The arbitrator shall have no authority or power to interpret any statutory obligations, duties or limitations pursuant to any federal or state statute.

The fees and expenses of the arbitrator, cost of transcript (if one is requested by the arbitrator), and cost of the hearing room shall be borne by the loser of the grievance. All other expenses incurred shall be paid by the party incurring them. In the event Assoc. fails to pay the arbitration expenses, the Board reserves the right to deduct unpaid arbitration expenses from each individual unit members' paycheck on a pro-rata basis.

## ARTICLE XI - COMPENSATION

- 11.10 Salary: Payment for Administrators covered by this agreement are set forth in "Schedule A", which is attached to and incorporated in this Agreement.
- 11.12 The compensation schedule is based on a normal five-day workweek, and the annual compensation shall be paid in twenty-six (26) bi-weekly installments. It is understood that administrative responsibilities will sometimes require time beyond the normal five-day workweek, and this additional time is not subject to added pay unless it is the result of altered job responsibilities.
- 11.13 Tax Deferred Annuity: The TDA amounts ("Schedule C") will be paid in November of each year to an annuity of the administrator's choice that is presently used by the school district according to the terms of the contract.
- 11.20 Degrees/Credit: When an Administrator earns added degrees or credits or for some other reason becomes eligible for increased compensation, adjustments to salary shall be made within thirty (30) working days of the receipt of the application and necessary documentation. The application for salary adjustment will be furnished through the Office of the Superintendent and must be filed within ninety (90) days of the completion of the required courses. Adjusted pay will be retroactive to the completion of the necessary credits.
- 11.25 Credits earned prior to the completion of the Master's Degree cannot be applied to any MA plus 30 schedule. Hours beyond this Master's Degree must be concentrated in the educational field, plant or personnel management, collective bargaining, leadership, finance, public relations, or in one of the disciplines taught in the public school.
- 11.30 Mileage: Administrators who are using their own transportation for carrying out responsibilities for school business for the school system, will be reimbursed for the mileage. Mileage reimbursement rate will be established according to the January IRS rate. Administrators will be paid for mileage if a PASD vehicle is not available. Special circumstances may be appealed to the Superintendent for a more cost efficient trip.
- 11.40 To continue to qualify for an administrative position and certification, the District shall reimburse each Administrator up to \$2,000 every 5 years for use in paying for additional credits for continuing education relevant to the Administrator's job. Any pay for credits above \$2,000 must be individually negotiated with the Superintendent.

Reimbursements will be made following proof of passing grades.

- 11.50 Severance Pay: Severance pay for the Administrator upon termination of employment with the School District will be paid in conformance with the following:
1. One Hundred dollars (\$100.00) shall be paid for each year of service up to a maximum of thirty (30) years.
  2. The Board will pay One Hundred and twenty-five dollars (\$125.00) for each day of accumulated sick leave.
  3. Accumulated sick time prior to July 1, 2005, shall be frozen at current levels. Sick leave will be capped at the number correlating to initiation of long-term disability for Administrators (currently 65 days).
  4. Accumulated vacation days prior to July 1, 2006, shall be frozen at current levels. Any of these unused vacation days will be paid out per existing contract language upon severance from the District or may be used by an Administrator upon Superintendent's approval.
  5. In the event of death, all terminal leave benefits accumulated shall be paid to the Administrator's designated beneficiary.
- 11.60 Any person appointed by the Superintendent or Board of Education to an "acting" capacity, either by title or function, for any position represented by the Association shall be compensated according to the terms of this Agreement.
- 11.70 Cell Phone: An administrator will receive a \$50/per month payment for phone use. Administrators may be required to be available and answer phone calls and texts after school hours. Every effort will be made to handle situations that are non-emergencies the following work day.

## ARTICLE XII - VACANCIES, PROMOTIONS AND TRANSFERS

- 12.10 Currently employed Administrators shall be given first consideration, via posting, in appointments to administrative positions that become vacant.
- 12.20 Postings: A "vacancy" is an unfilled position that the Board has decided to fill. All vacancies or newly created positions available to members of the Association shall be posted as they occur, but not less than ten (10) working days prior to the deadline for filing.
- 12.25 Any administrative vacancy or new position shall be filled permanently only after it has been duly posted with the Association.
- 12.26 Since both parties of this Agreement agree that the District and the schools it operates are entitled to be operated by Administrators who are fully qualified and competent within their areas, the filling of administrative vacancies within their unit shall be governed by the Board's careful consideration of the following factors: certification, experience, competence, both personal and educational; length of satisfactory service to the District; whether the Administrator meets specifics of written job description and

other qualifications deemed necessary by the Board. In arriving at its judgment as to the successful candidate, the Board shall consider objective as well as subjective factors as well as any other requirements imposed by Michigan law, the Michigan Department of Education or other state or federal entity of competent jurisdiction.

- 12.27 For the purposes of this Agreement, “length of service with the District”, shall run from the date of the individual member's signing of his/her first contract of employment with the District. The contract date which controls length of service to the District shall be the earliest contract commencing a period of continuous employment, including authorized leaves. “Length of service as an Administrator” shall include all periods a member of the Association has held any of the positions indicated in the section on “Membership” Article II, or periods served in an “acting” capacity for any of these positions.
- 12.35 When it becomes necessary to transfer an Administrator from one assignment to another, it is agreed that the Administrator affected shall be notified of such change, in writing, by May 1<sup>st</sup> unless circumstances are such that the need for the reassignment was not reasonably known to the Superintendent. The Association is to receive copies of such notification.
- 12.36 Any Administrator who has received at least effective evaluations in his/her or her previous two (2) years and who is involuntarily transferred or reassigned will keep their current salary if the new position pays less than their current salary. If the two evaluations are not at least effective OR the Administrator willingly asks or applies for the position, the compensation will be according to the salary formula (Schedule A) for the involved positions.
- 12.40 An Administrator may file with the Superintendent a letter requesting transfer to another administrative job within their unit or a teaching position. Such letter shall be considered a standing letter of application to be considered until July 1, of the following school year.

### ARTICLE XIII -SICK LEAVE

- 13.10 The primary purpose of the sick leave allowance is to cover the absence of an Administrator from school because of personal illness or injury sufficiently severe that would make his/her presence at his/her job inadvisable. Sick leave applies only to absences resulting from illness or injury of the employee. Administrators will use personal time off (PTO) days for time missed due to illness or injury. Sick leave is capped at 65 days.
- 13.20 Sick leave allowance may be accumulated by each Administrator by converting unused PTO days to sick days at the maximum rate of five (5) days per year. Any Administrator who began employment prior to July 1, 2005 and has already accumulated sick days beyond 65 days that have been frozen may utilize these days to be used as sick days

only after all PTO days have been exhausted and must obtain Superintendent's approval.

- 13.21 Converted PTO days to sick leave must be requested in writing to the Superintendent by July 31 of each year. Days that are converted are not eligible to receive the annual compensation for PTO days.
- 13.25 When a known health problem requires more than five (5) consecutive days of sick leave, the Administrator will notify the Superintendent in writing of the diagnosis, treatment and anticipated length of disability prior to the start of the sick leave. Before resuming duties, the Administrator must supply a written release signed by the attending physician. This does not apply to emergency health problems.
- 13.30 If there is a question or doubt regarding the illness of an employee, the Superintendent may require a doctor's statement verifying the illness or may require the employee to submit to a medical examination before sick leave pay is allowed or the employee may return to work.
- 13.40 Any Administrator who is absent because of an injury or disease compensable under the Michigan Workers' Compensation law, shall receive from the Board the difference between the allowance under the Workers' Compensation law and his/her regular salary for the duration of the illness and the difference shall be charged against sick leave. The employee shall receive his/her full salary from the Board and the salary benefits received from the insurance company are to be endorsed to the School District as long as sick leave benefits are received.
- 13.50 No employee will be credited with sick leave allowance while drawing from his/her own accumulated sick leave bank.

#### ARTICLE XIV - INSURANCE PROTECTION

- 14.01 The Board agrees to furnish all Administrators in the bargaining unit the following insurance protection.
- 14.10 Group term life insurance coverage in the amount of one and one-half (1 1/2) times the Administrator's annual salary with a maximum of \$175,000.
- 14.15 Upon termination of employment from the Pinconning Area Schools, the Administrator will have the option of converting his/her District Group Term Life Insurance coverage to individual life insurance at no cost to the school district. This conversion option is subject to the terms and conditions of the insurance carrier. The Board of Education reserves the right to change insurance carriers at any time throughout the term of this agreement.
- 14.20 Health Insurance: Complete family health care protection for a full twelve-month period, benefits substantially comparable to those of MESSA Choices PPO health care with a ten/twenty dollar preferred prescription co-pay, The Board reserves the right to

select the insurance carrier that shall provide such benefits that shall provide equal benefits/coverage as current health, dental, vision, LTD, life insurance and all benefit plans. Administrators agree to pay 10% of the premiums of any health care benefit provided to the extent required by law or as contained in Appendix B.

Administrator's in the District who are covered by a health insurance program may participate in the Cash-In-Lieu. Cash in-lieu payment is a set amount of \$3,600. To be eligible for this payment, the administrator must provide the District with proof of coverage, on a spouse's employer plan &/or coverage via an affordable plan, during the annual open enrollment period.

1. Employees who previously received health insurance and cease such coverage during Open Enrollment shall receive Cash- In-Lieu as defined above to be paid the first payroll in January. An employee who recommences health insurance before December 31 of the following year shall repay to the District a prorated amount as to the extent permitted by law.

- 14.30 Full Family Dental Insurance: The Board shall pay the premium cost of Delta Dental care program. See Appendix B for further detail.
- 14.35 If the District, as between two spouse's employs both a husband and wife, they may carry only one health insurance policy between them.
- 14.40 Any additional options offered by insurance carriers will be available on an optional basis at the Administrator's expense.
- 14.50 Association members may elect health insurance if his/her spouse who was previously covered by fully paid MESSA or Blue Cross/Blue Shield or other coverage elsewhere died, retired, or otherwise lost benefit of such health coverage for reasons beyond his/her control. Such Administrator would then be permitted to apply for health insurance benefits through the Board on the usual terms and conditions prescribed by the insurance companies.
- 14.55 Full Family Vision Care: The Board agrees to pay the premium costs for VSP-3 Plan. See Appendix B for further detail.
- 14.60 Long Term Disability: Loss of time insurance. See Appendix B for further detail. Waiting period: 90 calendar days on which the person insured is disabled.
- 14.70 The Board agrees to pay the premium for liability insurance, which includes the general liability policy and the umbrella policy that includes errors and omissions to cover the Administrator while acting within the scope of his/her job assignment. The coverage will be the same as that of the Board of Education, the Superintendent, and other Administrators.
- 14.80 The Board will compensate the Administrator for the repair or replacement of items of personal property damaged or destroyed (while he or she is engaged in his/her or her responsibilities as an Administrator while on school district premises or engaged in a

school activity) by the action of any person in retaliation against the Administrator for any act within his/her or her scope of authority and responsibility. The reimbursement shall be limited to any amount above the loss covered by the Administrator's insurance and shall not exceed two hundred (\$200.00) dollars per item or article damaged or destroyed. Reimbursement shall not be made for any loss of money or items not typically or usually within the possession of the person while at work. The Administrator shall obtain the written approval of the Superintendent for the use of personal equipment which exceeds one hundred (\$100.00) dollars per item.

Compensation for damage to an Administrator's automobile while on school premises, which is not the Administrator's fault, and can be proved to be incurred as a result of his/her or her job responsibilities, shall be limited to the amount deductible of the Administrator's car insurance; not to exceed five hundred (\$500.00) dollars per incident or claim.

## ARTICLE XV - LEAVES AND RELEASED TIME

- 15.10 Released Time: For the individual Administrator, released time for events such as death in the family, jury duty required, professional growth seminars, and other such conditions which might require time away from his/her assignment shall be granted without loss of pay or benefits through arrangement with the Superintendent. Release time for events such as emergencies and illness may be granted without loss of pay or benefits through arrangement with the Superintendent. The Superintendent may require Administrator to use all PTO days, accumulated sick time, and vacation time before granting. The Superintendent shall be notified in all instances prior to the absence, except in case of emergencies.
- 15.15 Leave of Absence: An Administrator shall accumulate seniority for those leaves of absence for which he/she receives compensation from the District, and other benefits shall accrue as well.
- 15.20 Any Administrator whose personal illness extends beyond the period compensated under Article XIII shall, upon application, be granted a leave of absence without pay for the remainder of the contract year. If less than three (3) months of a contract year remains, an additional year may be granted if application is made by July. Upon return from leave, the Administrator shall be assigned to, if available, the same position or a substantially equivalent position and shall return with all seniority and privileges enjoyed at the time the leave was granted and shall advance to the next step of any existing salary schedule his/her length of service would warrant. Any such leave granted or taken hereunder for an FMLA qualifying purpose shall count towards the employee's FMLA entitlement.
- 15.31 Leaves of absence, without pay, up to one year may be granted upon application for the purpose of study and research or any reason of professional importance to the Administrator. An Administrator shall return from such leave with seniority, sick leave,

and terminal pay/leave accumulations enjoyed at the time the leave was granted, and he/she shall advance to the next step on any existing and appropriate salary schedule, Dates for such leaves shall be mutually agreed upon to avoid disruption of operations.

A maternity/paternity leave of one (1) year shall be granted without pay. Extensions may be granted for one additional year upon application in writing prior to March 1st. An Administrator adopting a child may receive similar leave that shall commence upon entry of an order terminating the rights of the natural parents by the probate court. An Administrator returning from leave provided in this paragraph shall be placed at the next step of the appropriate salary schedule and shall return with seniority and benefit accumulations enjoyed at the time the leave was granted.

- 15.32 Leave of absence shall be granted up to two (2) years to any Administrator who enlists in the Peace Corps as a full time participant. Such Administrator shall be restored to employment with the District, and shall be given the benefits of any increments and seniority which would have been credited to him/her had he/she remained in active service with the school system, provided however, that such Administrator shall make application for re-employment within ninety (90) days after discharge from the Peace Corps; and provided further that such Administrator reports for this assignment at the outset of the semester immediately following such discharge from service, Sick leave and terminal pay/leave accumulations shall be the same as enjoyed at the time the leave was granted. An Administrator shall return to the same or a similar position previously held.
- 15.33 Military, Reserve, or National Guard leaves of absence shall be granted to any Administrator who shall be inducted or called or shall enlist for military duty to any branch of the Armed Forces of the United States until the expiration of the first enlistment during the duration of the emergency. Such Administrator shall be restored to employment with the District, shall return to the same or similar position previously held, and shall be given the benefit of any increments and seniority, provided however, that such Administrator shall make application for such re-employment within ninety (90) days after discharge from the Armed Forces and provided further that such Administrator reports for his/her assignment at the outset of the semester immediately following such discharge from service. Sick leave and other accumulations shall be the same as enjoyed at the time the leave was granted.
- 15.40 Administrators who are officers of any affiliate of this Association, upon proper applications, shall be given leave of absence for the term of office without pay, and Administrators who are appointed to its staff, upon proper applications shall be given leave of absence for one (1) year without pay for the purpose of performing duties of said Affiliate. Administrators given leaves of absence without pay shall receive credit toward annual salary increment on the schedule appropriate to their rank or assignment and shall accumulate seniority. An Administrator shall return to the same or a similar position previously held. Sick leave and other accumulation of benefits shall be the same as enjoyed at the time the leave was granted.

- 15.45 An Administrator elected or selected for a non-political public position serving directly to benefit the educational system which takes him/her from his/her normal duties with the school system may, upon prior written request, receive a leave of absence without pay for the term of such office. Such an Administrator shall return with all such leave accumulation and seniority enjoyed at the time the leave was granted. An Administrator shall return to the same or a similar position previously held.
- 15.46 It is recognized that an Administrator has the right to serve in, or be elected to, public office less than full time. However, such service shall not be permitted to interfere with the educational process and said Administrator's contractual obligation.
- 15.50 Sabbatical Leave: The Sabbatical Leave policy is designed to provide opportunity to engage in professionally related experiences which will promote growth in the human, conceptual, or technical skills required of an effective educator.
- 15.51 Qualifications: The applicant must possess a life, continuing, or permanent certificate valid in the State of Michigan. The applicant must have been employed in the Pinconning Area School District for at least seven (7) consecutive years, the last three (3) of which should have been in an administrative position. Absence from service for a period of not more than one (1) year under a leave of absence with or without pay shall not be deemed a break in continuity of service, but neither shall such a one (1) year leave be counted in the total years required by this qualification. The applicant must not have been granted a Sabbatical Leave of absence from the Pinconning Area School District during the last seven (7) consecutive years of service immediately preceding the current application. The applicant must sign a promissory note upon an agreement to return to service with the Pinconning Area School District immediately upon termination of the Sabbatical Leave and continue in such service for a period of one (1) year, unless causes beyond his/her control prevent him/her from doing so, or he/she will refund any compensation received during the Sabbatical Leave from the Pinconning Area School District. In the event of extenuating circumstances, the Board of Education may waive any obligation to refund compensation.
- 15.53 Compensation: A Sabbatical Leave of absence approved for any portion of a year will carry an allowance of one-half of the contractual salary for that period of time subject to such deductions as are required by law, Board of Education regulation, or employee election. An Administrator granted such leave should advance on the salary schedule as if he/she had been working in the District.
- 15.54 Status While on Sabbatical Leave: An Administrator on sabbatical leave may be provided full insurance benefits provided by this agreement, life insurance, dental insurance, health insurance, vision insurance, LTD, and any other benefits as mutually agreed upon by the individual being released, Superintendent of Schools, and Board of Education. Full time employment by the recipient of sabbatical leave shall be prohibited. This does not, however, preclude the recipient accepting grants, fellowships or remuneration for part time work of any sort which does not interfere with the outlined sabbatical plan.

Administrators shall be responsible for notifying the payroll department of the Pinconning Area School District as to the place where payroll checks should be addressed during the period of sabbatical leave.

- 15.55 Status on Return from Sabbatical Leave: An Administrator returning from sabbatical leave shall be restored to his/her former administrative position. Vacancies created by sabbatical leave shall be filled on a temporary basis.
- 15.56 Review Committee: All applications for sabbatical leave shall be reviewed by a committee for recommendation to the Superintendent composed of six (6) members. The Association and three (3) shall appoint three (3) of these by the Superintendent. The committee shall consider the following criteria: (a) merit of the applicant's proposed program, (b) the applicant's length of service in the Pinconning Area School District, (c) distribution from the areas of elementary, secondary or special areas in the administrative staff.
- 15.57 Selection: The Superintendent shall make the final selection from the list submitted by the Review Committee. No more than one (1) Administrator shall be granted sabbatical leave upon application, recommendation and approval in any one year.
- 15.60 An Administrator having been fully granted leave under the provisions of this agreement must apply for re-employment on or before March 1 prior to the school term in which reemployment is desired, unless specific provisions of the leave stipulate otherwise.

## ARTICLE XVI - REDUCTION OF ADMINISTRATIVE STAFF

- 16.10 In order to adjust to program reduction, declining enrollment, or financial problems, the Board has the right to lay off Administrators within the provisions of this agreement. The prerogative of the Board to lay off Administrators as provided for in this article supersedes any rights to an Administrator which may be granted by this contract, and in particular by Article 3.05 and 3.10.
- 16.20 Before the Board makes a decision to reduce or eliminate administrative positions and/or layoff Administrators covered by this agreement, it will notify, in writing, the Association of such possible action. Such notification will include: The alternative(s) being considered, supporting data, and a statement of rationale. The Association shall within thirty (30) days, present, in writing, its reactions or counter proposals to material received. Prior to any reduction plan being adopted, the Board or its representatives will meet with the Association and will respond, in writing, to any Association materials it submitted.
- 16.30 Determination of persons to be retained shall be based on the following criteria used in the sequence listed: (1) performance rating, 2) necessary certification, (3) number of continuous years served as an Administrator in the Pinconning Area School District, (4) number of years served in the Pinconning Area School District in any employee capacity, and (5) highest degree held.

16.40 Individual Administrators to be laid off from administrative positions shall receive sixty (60) calendar days written notice. A layoff shall not be subject to the nonrenewal provisions of Section 1229 of the Revised School Code.

16.50 Recall of any Administrators who have been reassigned to other positions, or who have been laid off, shall be according to criteria in Article 16.30 of the agreement.

## ARTICLE XVII - WORK YEAR

17.10 All Administrators are fifty-two (52) week employees, the employment year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.

17.20 Work Days, Holidays and PTO days: The assignment of administrative personnel will be made as noted below indicating work days, paid days, holidays and PTO days.

<b>Job/Assignment</b>	<b>Days Breakdown</b>	
Secondary Principal*	Days In Work Year	260
Assistant Secondary Principal*	Paid Work Days	212
Middle School Principal	* Includes Commencement Day	
Elementary Principal	Paid Holidays	13
Curriculum Director	July Days	15
State & federal Grant Director	PTO Days	25
Athletic Director	Unused PTO Paid @ 80%	
Advancement Academy Director		

17.30 The scheduling of the work year will be arranged by the individual Administrator subject to the approval of the Superintendent or his/her designee.

17.40 With the approval of the immediate supervisor and the Superintendent or designee:

(1) An Administrator shall be reimbursed for holidays and weekends, with prior approval from the Superintendent.

(2) Unless as otherwise specified in section 13.21, any unused PTO days are to be paid out to the Administrator by the second payroll in July of each year. PTO days will start July 1 and end June 30 of each year. The rate to be used is the percentage of their daily rate as noted above. Daily rate is computed by dividing their regular annual salary by 260 days in work year.

17.45 Administrators will have fifteen (15) days off during the month of July to use in lieu of any regularly scheduled workday.

17.50 Holidays Include: Fourth of July, Labor Day, Thanksgiving Day, Day After Thanksgiving, Day Before Christmas, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, Administrator shall receive three (3) days off to be used between Christmas Day and New Year's Day. Any alteration of these 3 days must be approved in

writing by the Superintendent.

- 17.60 The Board encourages its Administrators to engage in programs of professional growth. To accommodate and promote participation in such activities, the Board, where at all possible, will cooperatively plan work schedules that provide the necessary flexibility.

## ARTICLE XVIII – CREATION OR MODIFICATION OF ADMINISTRATIVE POSITIONS

- 18.10 The Board reserves to itself the prerogative of creating new administrative positions and such prerogative shall include establishing duties that such new positions shall carry. However, the Board agrees that before establishing any job descriptions, duties and responsibilities for any new position which would be within the bargaining unit covered by this agreement, it shall confer with the Association on such matters.
- 18.20 Where the creation or modification of an administrative position results in the consolidation of current positions and/or a change in current work load or adopted job descriptions, the Board will work jointly with the Association regarding the redefined job descriptions and other conditions of employment. (See Schedule A-C.)

## ARTICLE XIX - MISCELLANEOUS

- 20.10 This agreement shall supersede any rules, regulations or practices of the Board that shall be inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual member's contracts heretofore in effect. All future individual contracts for Administrators shall be made expressly subject to the terms of this agreement or the successor agreement.
- 20.20 Copies of this agreement shall be produced at the expense of the Board and presented to all Administrators now employed or hereafter employed by the Board within 30 calendar days of ratification of the contract.
- 20.30 If any provisions 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, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- 20.40 Any Administrator improperly terminating his/her individual employment shall have such fact noted and placed in his/her personnel file. Such Administrator shall also forfeit the rights and benefits set forth in this agreement.
- 20.50 When an Administrator leaves the employ of the District for purposes of retirement at the end of any school year, the effective date of such retirement shall be June 30 of that year, and the remainder of his/her annual contractual salary shall be payable at that time. In order for an Administrator to become eligible for the provisions of this article, he must, no later than April 1 of the year of the retirement, submit to the District a written resignation indicating the intent to retire and establishing the date of his/her

retirement as June 30 of that year.

- 20.60 The Board shall compile by November 1, an administrative seniority list which contains: (1) the date of employment in the District, (2) the dates of employment as an Administrator, and (3) the years and days of credit for classroom service in the Pinconning Area School District.

## ARTICLE XX - NEGOTIATION PROCEDURE

- 21.10 In any negotiations described in this agreement, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each may select its representatives from within or outside the School District, provided, however, that neither negotiating team shall exceed five (5) in number plus Recording Secretary, if desired, at the table.
- 21.20 It is recognized that no final agreement between the parties may be executed without ratification by the Association and the Board of Education, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals and make concessions subject only to ultimate ratification.
- 21.30 If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission or take any other lawful measure it may deem appropriate.
- 21.40 The parties to this agreement mutually agree that they will neither take nor threaten to take any reprisals, directly or indirectly, against any colleagues or employees because of any decisions, actions, or statements made either personally or in the course of their official duty relative to collective bargaining, the administration of this agreement, or the educational policies of the District.
- (1) It is expressly understood that this article will not be construed as in any way restricting the right of the Association to take any lawful action or exert any lawful pressure in connection with negotiations for future professional agreement.
- (2) Nothing in this article will be construed as a waiver of any rights the Association or its members have under the statutes providing the negotiation and implementation of this agreement.
- 21.50 Meet and confer on the Professional Agreement: The Superintendent with his/her Administrative Assistant to the Superintendent shall meet monthly with the President of the Association and the Chairman of the Association's Professional Negotiations Committee for the purpose of mutually sharing concerns and monitoring the implementation and administration of this agreement.
- 21.60 Waiver Clause: The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and

proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. Therefore, the Association and the Board, for the life of this agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subjects or matter not specifically referred to or covered in this agreement, even though such subjects or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this agreement.

### ARTICLE XXI - DURATION OF AGREEMENT

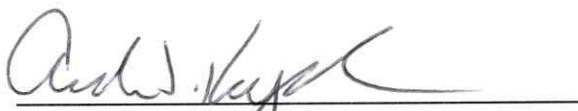
- 21.10 This agreement shall be in full force and effect from July 1, 2024 and shall end at midnight on June 30, 2027.
- 21.20 This agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the authorized representatives of the parties in written and signed amendment.
- 21.30 An Emergency Manager appointed under the Local Financial Stability and Choice Act may reject, modify or terminate the collective bargaining as provided therein.

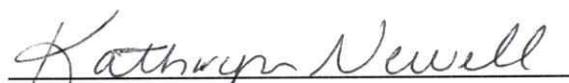
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper officers, duly authorized as of the day and date first above written.

Signed this 24<sup>th</sup> day of June, 2024.

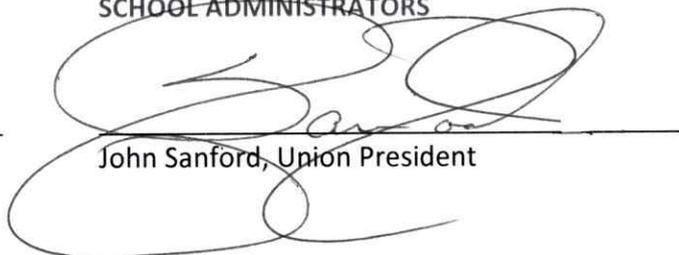
PINCONNING BOARD OF EDUCATION

  
Brad Dubay, Board President

  
Andy Kowalczyk, Superintendent

  
Kathryn Newell, Business Director

PINCONNING AREA ASSOCIATION OF  
SCHOOL ADMINISTRATORS

  
John Sanford, Union President

## SCHEDULE A-C

### Schedule A - Salary

<b>2024-2025</b>	High School Principal	Middle School Principal	Elementary Principal	Assistant Principal	Curriculum Grants
Step 1	98,500	91,000	87,000	80,000	77,000
Step 2	99,500	92,000	88,000	81,000	78,000
Step 3	100,500	93,000	89,000	82,000	79,000
Step 4	101,500	94,000	90,000	83,000	80,000
Step 5-9	102,500	95,000	91,000	84,000	81,000
Step 10	107,000	99,500	95,500	88,500	85,000

<b>2025-2026</b>	High School Principal	Middle School Principal	Elementary Principal	Assistant Principal	Curriculum Grants
Step 1	100,000	92,500	88,500	82,000	78,500
Step 2	101,500	94,000	90,000	83,500	79,000
Step 3	103,000	95,500	91,500	85,000	80,500
Step 4	104,500	97,000	93,000	86,500	82,000
Step 5-9	105,500	98,500	94,500	88,000	83,500
Step 10	109,000	102,000	98,000	91,500	85,000

<b>2026-2027</b>	High School Principal	Middle School Principal	Elementary Principal	Assistant Principal	Curriculum Grants
Step 1	101,500	94,000	89,000	83,500	79,000
Step 2	103,500	95,500	90,500	85,000	80,500
Step 3	105,000	97,000	92,000	88,000	82,000
Step 4	107,000	99,000	93,500	89,500	83,500
Step 5-9	109,000	101,000	95,000	91,000	85,000
Step 10	112,000	104,000	98,000	94,000	88,000

**Educational Increase to each step:**

EDS                                 \$1,500  
 Doctorate                         \$2,000

**Additional Duties:**

9% for Athletic Director  
 1% for GSRP  
 3.5 for PAA building

**Schedule B - Longevity**

Longevity 15+                     \$1,200  
 Longevity 20+                     \$1,600

\*\*Paid Over Contract Pays

**Schedule C - Annuity**

TDA-November                     \$4,500

Appendix A

Administrator Evaluation Form



1475 Kendale Boulevard, PO Box 2560  
 East Lansing, MI 48826-2560  
 800.292.4910

Appendix B  
**Quote Summary Exclusively for  
 Pinconning Area Schools  
 Rates Effective 01/01/2025 through 12/31/2025**

Quote Request ID: 236315  
 MESSA Field Rep: Rahshaan Watson  
 Date Created: 10/31/2024

**Quoted Group(s): 815A - Administration & Supt**

**Medical plans**

Description	Current Benefits	Rate	Census Used	Quote ID 357584	
				Quoted Benefits	Rate w/ 2% Discount
<b>Plan</b> IN Deductible: \$500/\$1000 IN Coinsurance: 0% TH:24-7/MH/PC Copay: \$20/\$20/\$20 OV/SV/UC/ER Copay: \$20/\$20/\$25/\$50 Rx Coverage: 3Tier Riders: EA1		\$799.87	S: 1 2P: 2 F: 2	Choices (BD) \$500/\$1000 0% \$20/\$20/\$20 \$20/\$20/\$25/\$50 3Tier EA1	<b>\$799.87</b> <b>\$1,799.72</b> <b>\$2,239.66</b>
<b>Plan</b> IN Deductible: \$1600/\$3200 IN Coinsurance: 0% TH:24-7/MH/PC Copay: \$0/\$0/\$0 OV/SV/UC/ER Copay: \$0/\$0/\$0/\$0 Rx Coverage: 3Tier Riders: EA1, HEQ		\$699.41	S: 1 2P: 1 F: 1	ABC Plan 1 (CX) \$1650/\$3300 0% \$0/\$0/\$0 \$0/\$0/\$0/\$0 3Tier EA1, HEQ	<b>\$699.41</b> <b>\$1,573.68</b> <b>\$1,958.35</b>
<b>Plan</b> IN Deductible: IN Coinsurance: TH:24-7/MH/PC Copay: OV/SV/UC/ER Copay: Rx Coverage: Riders:	Not Included in Benefit Package		S: 0 2P: 0 F: 0	Choices (EJ) \$500/\$1000 10% \$20/\$20/\$20 \$20/\$20/\$25/\$50 5Tier EA1	<b>\$693.56</b> <b>\$1,560.52</b> <b>\$1,941.98</b>
<b>Basic Term Life w/Med</b> Volume:	\$5,000	\$1.50	8	\$5,000	\$1.50

*The above rates are based on plans and enrollment as of 10/31/2024. Material changes in the composition of the group such as number of enrollees, definable group, eligibility requirements or plans offered may affect the final rates.*

**If you have any questions, please contact your MESSA Field Representative, Rahshaan Watson, at 800.292.4910.**



1475 Kendale Boulevard, PO Box 2560  
 East Lansing, MI 48826-2560  
 800.292.4910

**Quote Summary Exclusively for  
 Pinconning Area Schools  
 Rates Effective 01/01/2025 through 12/31/2025**

Quote Request ID: 236315  
 MESSA Field Rep: Rahshaan Watson  
 Date Created: 10/31/2024

**Quoted Group(s): 815A - Administration & Supt**

**Ancillary plans**

Description	Current Benefits	Rate	Census Used	Quote ID 357584	
				Quoted Benefits	Rate
<b>Dental</b>	06398-19				
Diag & Prev:	100% (X-Rays)			100% (X-Rays)	
Basic Services:	90%			90%	
Major Services:	90%	\$44.99	S: 2	90%	\$ 44.99
Annual Max:	\$2500	\$84.51	2P: 5	\$2500	\$ 84.51
Orthodontics:	90%	\$182.66	F: 4	90%	\$182.66
Lifetime Max:	\$3500			\$3500	
Riders:	2 Cleanings, Sealants			2 Cleanings, Sealants	
Plan Year:	Jan-Dec			Jan-Dec	
<b>Vision</b>	VSP 3 Plus P 250CL	\$9.32	S: 2	VSP 3 Plus P 250CL	\$ 9.32
Plan Year:	Jan-Dec	\$20.03	2P: 5	Jan-Dec	\$ 20.03
		\$30.11	F: 4		\$ 30.11
<b>Life Insurance</b>					
Volume:	1.5X Salary (Max \$200,000)			1.5X Salary (Max \$200,000)	
Total Volume:	\$1,188,000		11	\$1,188,000	
Rate/\$1,000:		\$0.14			\$ 0.14
Composite Rate:		\$15.12			\$ 15.12
<b>AD&amp;D Coverage</b>					
Volume:	1.5X Salary (Max \$200,000)			1.5X Salary (Max \$200,000)	
Total Volume:	\$1,188,000		11	\$1,188,000	
Rate/\$1,000:		\$0.03			\$ 0.03
Composite Rate:		\$3.24			\$ 3.24
<b>LTD Benefit</b>					
Benefit:	60% Max \$4,000			60% Max \$4,000	
Max. Monthly Salary:	\$6,667			\$6,667	
Waiting Period:	90 CDMF			90 CDMF	
Alcohol/Drug:	2 Year Limitation			2 Year Limitation	
Mental/Nervous:	2 Year Limitation			2 Year Limitation	
Soc. Sec. Offset:	Family			Family	
Own-Occupation:	2 years			2 years	
Pre-Exist Condition:	Waived			Waived	
COLA:	No			No	
SS Freeze:	Yes			Yes	
Volume:	\$60,465		11	\$60,465	
Rate/\$100:		\$0.36			\$ 0.36
Composite Rate:		\$19.79			\$ 19.79
Total Monthly Rate/Member - S		\$ 92.46			\$ 92.46
Total Monthly Rate/Member - 2P		\$ 142.69			\$ 142.69
Total Monthly Rate/Member - F		\$ 250.92			\$ 250.92

The above rates are based on plans and enrollment as of 10/31/2024. Material changes in the composition of the group such as number of enrollees, definable group, eligibility requirements or plans offered may affect the final rates.

**If you have any questions, please contact your MESSA Field Representative, Rahshaan Watson, at 800.292.4910.**