

**ANACONDA PUBLIC SCHOOLS
MANAGEMENT TEAM AGREEMENT
July 1, 2016– June 30, 2017**

The Management Team consists of the administrators of the Anaconda Schools. The Superintendent provides leadership for this team and the Board of Trustees determines its structure. The team shall consist of the Principals and Vice-Principals. The team is responsible to the Superintendent who, in turn, is responsible to the Board of Trustees. Personnel practices for administrators are explained in the articles below. These practices cover all administrators, excluding the Superintendent and Clerk/Business Manager.

I. TERMS AND CONDITIONS OF EMPLOYMENT

A. Employment Cycle

Administrators shall be employed under contract for a specified number of days as determined by the Board of Trustees. All administrators will start on the same date as listed on the individual contracts. The contract length for each position is listed below:

K – 8 Principals	207 Day Contract
9 – 12 Principal	222 Day Contract
Vice Principals	222 Day Contract

B. Office Hours

Administrators shall be available at any time to fulfill the requirements of their positions.

C. Salary and Benefits

Salary and fringe benefit schedules for administrators shall be developed by a committee of both the Board of Trustees and the Management Team and submitted to the Board for approval. Additional duties will be recognized by stipends.

Administrators will receive a 2% raise for the 2016-2017 school year.

Anaconda administrators receive the following benefits:

1. Those provided by law or regulations are:

- a. Social Security
- b. Montana Teachers' Retirement
- c. Unemployment Insurance
- d. Industrial Accident Insurance

2. Those provided by agreement are:

- a. Health Insurance: 100% of the premium necessary to maintain existing and continuous benefits. Beginning in the 2016-17 school year, new hires are eligible for 100% of the employee only health insurance premium covered by the District. The new employee may purchase additional coverage for spouse and dependants, however, the District will still pay 100% of the premium for dental and vision for spouse and dependants.
- b. Life Insurance: The District shall contribute \$15.00 per month.
- c. Liability Insurance: The District shall provide liability insurance for each administrator as an individual.
- d. Keyman Insurance: The District shall provide Keyman Insurance at the rate of \$35.00 per month.
- e. General Leave: Administrators will earn twenty (20) leave days per year. The leave days will be awarded to the administrator on the first contracted day of each school year. Ten (10) days of the twenty (20) days awarded per year can be used for personal leave.

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1. Each administrator will be allowed to bank a maximum of 200 leave days from one year to the next. Upon termination of the administrator by retirement, resignation, or termination, an administrator shall be paid one-half (1/2) their daily rate for all of the days remaining in the leave bank up to 220 days if selecting option 3 as outlined in the TRS Membership Handbook. If selecting option 1 or 2 on the TRS Form 129 revised on 03/2011, the administrator shall be paid at one-fourth (1/4) their daily rate for all the days remaining in the leave bank with the School District paying the mandated contribution required by TRS.
2. If an administrator is above the maximum total of 200 leave days at the conclusion of a school year and returning for the ensuing school year, the administrator will be paid for one-four (1/4) their daily rate for any days above the 200 maximum accrual.
3. Administrators will be notified in writing by the end of the contract period indicating the amount of leave days they have accrued.
4. Any newly employed administrator who comes from the Anaconda Teachers' Union Local #502 (ATU) that was hired by the Anaconda Public Schools into the ATU prior to July 1, 1995, will have the following irrevocable option with the first Management Team contract he/she signs:
 - a. Select the health insurance provision within the Management Team Agreement under 1.2.a

or

 - b. Maintain the capped contribution rate by the District as specified under the current ATU collective bargaining agreement as well as the health insurance retirement benefit as specified within the current ATU collective bargaining agreement.
5. ATU members coming into the Management Team shall have all accumulated sick leave cashed out at the rate specified within the current ATU collective bargaining agreement and will start with the provisions as specified in the current Management Team Agreement.
- f. Continuation of Insurance during Retirement: The District shall assume the District's cost of health insurance for early retirees until such administrators become eligible for Medicare benefits. In order to qualify for this benefit, administrators must have been hired as an administrator before September 30, 2002 and continuously employed from that time in a management team position until retirement.
- g. Leave of Absence: Administrators shall be considered for a leave of absence provided that certified replacements are available. Once an administrator returns from a leave of absence, he/she shall return to at least the same or similar duty that he/she had prior to said leave.
- h. Funeral Leave: Funeral leave without salary deduction shall be granted at the discretion of the Superintendent in case of absence on account of death in the immediate family of the administrator. Immediate family shall be defined as: spouse, children or wards of the administrator, mother, father, or guardians of the administrator, brother, sister, grandparents of administrator, and mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law of the administrator.
- i. Legal Leave: Administrators who are required to serve on jury duty or as a witness shall receive full salary during the period of such services. An amount equal to the compensation received from the said duty will be deducted from the administrator's regular pay.

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- j. **Sabbatical Leave:** Administrators, who have completed seven (7) years of service in School District No. 10, shall be entitled to a sabbatical leave of one (1) year. The compensation shall be one-half (1/2) of the annual salary of the administrator for the year in which the sabbatical leave is taken. It must be limited to formal education only. Not more than one (1) administrator may be on sabbatical leave concurrently. Applications must be filed before April 15 for the ensuing fiscal year.
- k. **Professional Dues:** Administrators shall receive professional dues memberships caused by their positions and as approved by the Superintendent.

II. EVALUATIONS

Administrators shall be evaluated in writing at least once annually by the Superintendent. The Superintendent and administrator will meet to review the evaluations.

III. REDUCTION IN FORCE FOR ADMINISTRATORS

In the event that it should, in the judgment of the Board of Trustees, become advisable to reduce the number of administrative staff, the following procedure shall apply:

- a. First consideration will be given to reduction through normal attrition (i.e. retirement and/or resignation).
- b. If further reduction is necessary, the Superintendent will determine which administrative functions can most readily be consolidated.
- c. In determining which administrators are to remain, the Superintendent will place primary emphasis on level of employment and seniority, in that order. Other factors to be considered are training and experience.
- d. If a management position is eliminated and the affected administrator is terminated, he/she shall be offered another administrative or certified position, if available, for which he/she is qualified.
- e. The Board of Trustees will offer the administrator the first available administrative position which is comparable to the one vacated provided said administrator continues to be qualified and employed by the Anaconda School District.

IV. INDIVIDUAL CONTRACTS

Administrators will be given an individual written contract specifying salary and any particular conditions of employment not addressed in this team agreement.

All provisions of this contract shall remain in effect and unaltered, unless agreed to by mutual agreement in writing between the Anaconda Management Team and the Board of Trustees for School District #10.

MANAGEMENT TEAM



REPRESENTATIVE

8/23/16

Date

SCHOOL DISTRICT NO. 10



DAN VILLA, CHAIR

8/18/16

Date

ATTEST:



KEVIN PATRICK, CLERK/BUSINESS MANAGER

8.18.16

Date