




JULY 1, 2023 – JUNE 30, 2025

AGREEMENT BETWEEN THE ROMEO
BOARD OF EDUCATION
AND THE ROMEO ADMINISTRATOR
ASSOCIATION
MICHIGAN,
RAA



*ROMEO COMMUNITY SCHOOLS
BENEFITS AND CONDITIONS OF EMPLOYMENT
ROMEO ADMINISTRATOR ASSOCIATION
JULY 1, 2023 – JUNE 30, 2025*

1. **Leave Days.** The administrator shall be provided with twelve (12) leave days per year. These days shall be fronted to the administrator July 1 of each year. When taking three (3) or more consecutive leave days, the administrator must receive approval of the Superintendent or his/her designee one (1) week in advance, except in an emergency. Leave day shall not be connected to a Holiday or school break without formal approval by the Superintendent or his/her designee except in an emergency. When the Administrator is absent due to illness connected to a Holiday or school break, a doctor's note shall be required. Leave days are prorated if hired after July 1 or employment is terminated before June 30.

A. 90-Day Personal Sick Bank – The Administrator is provided a 90 Day Personal Sick Bank of 90 days, this bank of days is afforded to an Administrator only one time during their employment with the district. It is the Administrators responsibility to maintain their 90-Day Personal Sick Bank at 90 days whenever possible. There are no additional days added to this bank without formal approval of the Board of Education.

There is no compensation or payout for unused Sick Bank time under any circumstances. Should an Administrator exhaust their annual leave day allotment they may draw upon their 90 Day Personal Sick Bank (see below) for additional paid time. As of June 30th each year, any remaining leave and/or vacation (12 month employees only) days from their annual allotment must be transferred to their 90 Day Personal Sick Bank to bring its balance to 90 days if needed.

B. Attendance Incentive – “Bonus Payment” An administrator who used one or fewer leave days, during the school year will be entitled to a bonus equivalent to four (4) days per diem of their current rate. An administrator who used two leave days, during the school year will be entitled to a bonus equivalent to three (3) days per diem of their current rate. An administrator who used three or four leave days during the school year will be entitled to a bonus equivalent to one (1) day per diem of their current rate. Attendance Incentive bonus payments will be payable on the last payroll prior to June 30th each year.

12-Month Employees in the association are not eligible for this provision due to their access to unused vacation day payout and vacation rollover usage provisions.

C. If the Administrator is sick for three (3) or more consecutive days, these days of absence will be accrued against his/her leave days that they are entitled to under the Family Medical Leave Act (FMLA).

- D. Unused annual accruals (excludes the Personal Sick Bank) days will be payable at the specified percentage and rate to a named beneficiary in the event of the death of an administrator while still on active service to the district.
- E. It is expressly understood the aforementioned leave days, leave bank and bonus days shall not be included in any payment to the Administrator upon resignation/termination of employment.

2. **Bereavement Days.** In the event of a loss of life to an Administrator's spouse or child, the district will provide access to a maximum of five (5) contract days to be used by the said administrator for bereavement. The administrator shall also be granted up to three (3) days per incident involving the death of an administrator's parent, brother, sister, grandparent, in-law and grandchild. Up to one (1) day shall be granted for other instances. These days will be an expense incurred by the district and not deducted from the administrator's accumulated leave days.
3. **Full family hospital/medical insurance plan.** Full family hospital/medical insurance plan, as provided by the Board of Education.

Full family hospital/medical insurance plan, as provided by the Board of Education.

Please see our website for a summary of coverages which includes health, dental, vision, long-term disability and life insurances. The Business Office shall continue to communicate with staff prior to open enrollment.

Note: Orthodontics is for children under age 19. The dental plan does coordinate benefits if you have coverage through another source.

Each employee enrolled in health care coverage shall have the required employee contribution payroll deducted on a pre-tax basis in accordance with necessary payroll procedures and applicable guidelines of the Internal Revenue Services. All employee payments will be payroll deducted on a pre-tax basis in accordance with necessary payroll procedures and applicable guidelines of the Internal Revenue Service.

Part B - those who don't elect health insurance

Delta Dental 100: 90/90/90: \$2,500.00 ortho maximum all other coverage \$3,000.00 yearly maximum or 50/50/50: \$2,000.00 ortho maximum, or comparable coverage

Life Insurance: \$225,000.00 A D & D and \$225,000 term life insurance and \$10,000 spouse and \$5,000.00 children

Vision - VSP-3 Plus, or comparable coverage

LTD - After 90 calendar days - 70% to \$8,000.00-month maximum, No COLA

Compensation in lieu of medical coverage - \$450.00 per month. If five (5) or more

members elect cash in lieu, then cash in lieu stipend is \$550.00 per month. Cash in Lieu is determined by the Business Office and is reviewed after open enrollment annually.

Note: Orthodontics is for children under age 19. The dental plan does coordinate benefits if you have coverage through another source.

The MESSA disability plan uses full family social security offsets, not primary only offsets.

4. Administrative consecutive experience/longevity factor is determined according to the following schedule:

Completion of 8 years	1.0%
Completion of 11 years	1.5%
Completion of 14 years	2.0%
Completion of 17 years	2.5%
Completion of 20+ years	3.0%

Note: Longevity shall be added to the administrator's salary for purposes of calculating the daily rate of pay.

In order to determine an administrator's position on the longevity schedule, the following criteria will be utilized:

- A. Credit for all consecutive Romeo administrative experience in the Romeo Administrators Association.

The following Administrators shall grandfathered under the previous longevity scale and receive an additional \$500.00 longevity to their current longevity rate for the duration of this contract:

Steven Ameel and Melissa Arendts.

5. District-paid membership fees for one (1) national professional association annually.
6. Mileage reimbursement at the standard mileage deduction rate approved for all mileage driven for the purpose of conducting approved school business.
7. Administrators eligible for retirement from professional service with the Romeo Community Schools will receive \$100 per year for all years of service in the District.
8. 2023-2024 school year - Board of Education annuity payment set at 2% of base salary per year. 2024-2025 school year - Board of Education annuity payment set at 3% of base salary per year.

9. One Thousand Five Hundred (\$1,500.00) Dollar goal attainment payment per year.
10. If an administrator is requested to work additional time, after fulfilling the contractual days annually, by the Superintendent or designee, they will be paid at the per diem rate or prorated portion thereof, for the time worked. An additional hour's timesheet will be filled out and turned in to the Superintendent for approval. The timesheet will then be processed in the following pay period.
11. Administrators who are serving in the capacity of a mentor to a newly hired administrator or administrator assigned as a mentor by the Superintendent or his/her designee shall be compensated in the amount of \$750.00 annually per mentee. The mentor/mentee relationship shall last for up to a period of two (2) years and be initiated by the Superintendent or designee and terminated in the same capacity. Mentors shall be assigned no later than September 15th of each school year. A third year may be assigned as determined by the Supervisor. A mentor shall be responsible for providing a mentoring plan and progress monitoring reports to the Employee Services Department by June 1st of each school year.
12. Administrators shall receive \$500.00 annually for an Ed Specialist degree and \$1,000 for an EdD or PhD. Stipends to be paid the following payroll after receipt of official transcripts. Payable the 1st pay in December of each year.

13. Curriculum Review

Administrators shall support the district's K-12 curriculum review process by participating in activities such as alignment meetings, district subject area meetings, and facilitating K-12 professional development for the following curriculum areas: Math, English Language Arts, Science, Social Studies, Physical Education/Health, World Language, Fine Arts, STEM/CTE, and Counseling.

Administrators will have input in the area they desire to support and every effort will be made to place an administrator in an area they are most familiar with but all areas will have at least one administrator assigned.

During the full review year, the workload is greater with a minimum of 6 to 8 meetings; during the off year the workload is less with 3-4 meetings. Some of the meetings and facilitation may take place outside of the school day.

The stipend shall be paid in the first pay date of May each year.

Full year review:	\$1,200
All other years:	\$ 750

14. WORK YEAR

High School Principal and Athletic Director – Fifty-two (52) week administrators shall receive:

- A. Holidays: Payment for holidays that fall within the administrator’s normal work year as follows: Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day, Martin Luther King Day, Good Friday, Memorial Day. If school is in session during any of the identified holidays, the Superintendent will select an alternative holiday. “The District has the ability to call employees in to work if needed but equivalent compensatory time will be given on approved days or before June 30th of the current work year. Employee Services and direct supervisors are responsible for tracking and approving this time as needed.
- B. The three days between Christmas and New Year’s Eve shall be paid non-work days.
- C. Vacation:
 1. New Hire – Year 2: 20 annual vacation days
 2. Year 3 – Year 5: 22 annual vacation days
 3. Year 6+ - 24 annual vacation days

Annual vacation days are pro-rated if hired after July 1 or employment is terminated before June 30. Notwithstanding the non-cumulative nature of such vacation days, the administrator may elect to use vacation days not taken in a proceeding school year up to September 30 in the subsequent year only. Each administrator may take a maximum of seven (7) annual vacation days each year in compensation form at his/her daily rate. This must be requested in writing to the Superintendent or his/her designee prior to being compensated by no later than June 1st.

Administrators must use vacation days for time off during scheduled breaks that occur during the school year as designated by the annual school calendar:

- Friday before Labor Day (if school is not in session)
- Wednesday before Thanksgiving (if school is not in session)
- Winter Break (days not designated as “paid non-work days”)
- Mid-Winter Break
- Spring Break
- Friday before Memorial Day (if school is not in session)

Middle School Principal – 210 work days per year (205 work days plus 5 flex work days per contractual year).

Elementary Principal – 205 work days (201 work days plus 4 flex work days per

contractual year).

Assistant Principals/Academy Principals – 205 work days per contractual year (201 work days plus 4 flex work days per contractual year).

An annual RAA work calendar will be provided each year of the contract based on the negotiated district calendar, excluding the Friday before Labor Day unless school is in session.

Work days outside of the school year will be established based on the calendar year as follows.

- Elementary and Assistant/Academy Principals – 7 days after students and 14 days prior to the first student day.
- Middle School Principals – 10 days after students and 14 days prior to the first student day.

Central Office Summer Work Hours – RAA members will not use flex days on non-work days during the summer unless otherwise approved by the Superintendent or Designee.

15. SALARY SCHEDULE

See Appendix A

16. WORKING CONDITIONS

A. Professional Growth

The Board of Education recognizes the importance of professional conferences for the professional growth of the individual administrator and therefore, subject to available resources, shall provide the opportunity for and reimbursement of appropriate expenses for such conferences upon the approval of the Superintendent or his/her designee.

Administrator will be compensated for participation in district approved Professional Development during the summer break at the per diem rate or prorated portion thereof, for the time worked.

B. Transfer

Transfer shall mean the movement from one administrative position to another administrative position which has essentially the same job specifications, movement to a position which the administrator meets the qualifications as established by the Board of Education.

1. An Administrator, currently employed by the District, who is eligible for transfer under

the terms of the definition above shall be given an opportunity to apply for a transfer to another position within the District before candidates from within or outside the District are considered for that position. An Administrator will not be allowed a transfer unless approval is obtained from the Superintendent.

2. Any two (2) administrators may agree, but subject entirely to the approval of the Superintendent and Board of Education, to exchange their respective positions so that the first administrator would assume the former duties of the second and he/she would assume the former duties of the first administrator.
3. If for reasons of inadequate performance of duties, the Superintendent believes it would be in the District's best interest to transfer an administrator to another administrative position within the district, the following shall apply:
 - a. Before effecting a Superintendent-initiated transfer, the Superintendent shall offer all appropriate assistance and counsel to the administrator to help correct the situation giving the underlying reasons for the contemplated transfer.

The administrator shall be subject to assignment and transfer at the discretion of the Superintendent of Schools.

C. Evaluation

Pursuant to Act 451 of 1976 Section 380.1249, the Superintendent of Schools or his/her designee shall evaluate the administrator's job performance at least annually while providing timely and constructive feedback. Administrators shall have a pre-evaluation and planning meeting to develop goals, a formal mid-year review process and an end of year evaluation meeting.

The evaluation of each administrator shall be discussed with the individual administrator, reduced to writing, and presented to the administrator. The administrator shall receive a copy of each evaluation and a copy shall be placed on file with the Superintendent and shall be handled in an ethical manner. The original evaluation shall be placed in the administrator's personnel file.

D. Discipline of Administrators

No administrator shall be disciplined, reprimanded or dismissed, without just cause. Nonrenewal of an administrator's contract pursuant to Section 247 of the School Code of 1976, as amended, shall not constitute discipline or dismissal.

E. Reduction in Force

In reduction-in-force situations for administrative personnel, the Board of Education

will consider, but not be bound by, factors of seniority, evaluations and qualifications.

If, after the application of the above provision, the Administrator is laid off, he/she shall have recall rights equal to his/her total length of service with the District, but in no event less than the expired term of his/her most current contract.

CONTRACT DURATION

The term of this contract shall be for two (2) years beginning July 1, 2023, and expiring June 30, 2025.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives the day and year written below:

THE BOARD OF EDUCATION

ROMEIO ADMINISTRATOR ASSOCIATION

DATE: 7/24/23

DATE: 

BY: 
BOARD OF EDUCATION PRESIDENT

BY: 7/31/23
RAA PRESIDENT

APPENDIX A

2023 - 2024 Salary Schedule

Step	High School Principal	Middle School Principal	Elementary School Principal	High School Academy Principal	Middle School Assist. Principal	Director of Athletics and Student Events
8	\$136,939	\$121,237	\$115,423	\$112,375	\$110,703	\$112,375
7	\$134,158	\$118,667	\$112,914	\$109,926	\$108,254	\$109,926
6	\$131,376	\$116,096	\$110,405	\$107,477	\$105,805	\$107,477
5	\$128,594	\$113,526	\$107,896	\$105,028	\$103,356	\$105,028
4	\$125,813	\$110,956	\$105,386	\$102,578	\$100,906	\$102,578
3	\$123,031	\$108,385	\$102,877	\$100,129	\$ 98,457	\$100,129
2	\$120,249	\$105,815	\$100,368	\$ 97,679	\$ 96,006	\$ 97,679
1	\$117,467	\$103,244	\$ 97,859	\$ 95,230	\$ 93,557	\$ 95,230

2024 - 2025 Salary Schedule

Step	High School Principal	Middle School Principal	Elementary School Principal	High School Academy Principal	Middle School Assist. Principal	Director of Athletics and Student Events
8	\$139,678	\$123,662	\$117,732	\$114,623	\$112,917	\$114,623
7	\$136,841	\$121,040	\$115,172	\$112,125	\$110,419	\$112,125
6	\$134,004	\$118,418	\$112,613	\$109,627	\$107,921	\$109,627
5	\$131,166	\$115,797	\$110,054	\$107,129	\$105,423	\$107,129
4	\$128,329	\$113,175	\$107,494	\$104,630	\$102,924	\$104,630
3	\$125,492	\$110,553	\$104,935	\$102,132	\$100,426	\$102,132
2	\$122,654	\$107,931	\$102,375	\$ 99,633	\$ 97,927	\$ 99,633
1	\$119,817	\$105,309	\$ 99,816	\$ 97,135	\$ 95,429	\$ 97,135

Salary Schedule

Once current members of the RAA are slid to the new scale their steps are not necessarily representative of years worked in the association.

2023-2024 – Restated salary schedule; Administrators slide to the new salary schedule, for the 2023-2024 school year. All eligible members receive one full step advancement.

2024-2025 – 2% on schedule increase. All eligible members receive one full step advancement.

Compensation will be paid over a 12-month period on a bi-weekly basis.



**ROMEO
COMMUNITY
SCHOOLS**

**Letter of Agreement
between
Romeo Community Schools
and
Romeo Administration Association**

July 20, 2023

Whereas the parties previously agreed to the following on Page 4 Longevity:

A. Credit for all consecutive Romeo Teaching and administrative experience. Maximum of five (5) years' experience credit for teaching in Romeo Community Schools.

Now, the parties agree to:

Effective 07/01/2023

A. Credit for all consecutive Romeo administrative experience in the Romeo Administrators Association. Therefore, the following employees are grandfathered in for longevity at current years' experience as indicated below.

<u>Employee</u>	<u>Longevity in Years</u>
Steven Ameel	28
Melissa Arendts	31
Roger Bennett	23
Katelyn Ebert	12
Paul Essian	21
Amber Fountain	21
Dana Hepner	18
Michael Jones	16
Brad Martz	20
Bernie Osebold	8
Cody Smith	6
Lisa Wujczyk-Mueller	15

ROMEO COMMUNITY SCHOOLS:

Julia Butler
Date 7-26-23

RAA REPRESENTATIVE:

[Signature]
Date 7/31/23