



2019-20 SALARY AND BENEFITS FOR ADMINISTRATORS

I. SALARY AND LENGTH OF CONTRACT

Administrators will work the same days as the teachers, unless noted in their contract, plus as many additional days as necessary to complete their duties. All schedules will be coordinated through the superintendent.

II. HEALTH INSURANCE

Administrators shall be provided up to \$1,291.00 for the cost towards the district sponsored full family health benefits included in the district's health insurance package or shall be provided the full cost of the district sponsored single health insurance package.

III. SICK LEAVE

Administrators shall receive the same sick leave benefits as the teachers. Administrators may participate in the voluntary Sick Leave Bank.

IV. UNUSED SICK/PERSONAL LEAVE

On an annual basis, an administrator's unused personal days will be rolled into his/her accumulated sick leave. As an alternative, an administrator may annually request reimbursement for unused personal days at a rate of a \$100 per day. Said request must be made by June 1 of the current school year.

V. PERSONAL AND BEREAVEMENT LEAVE

Administrators shall receive five (5) days of personal, and two days of bereavement leave benefits. Additional days may be allowed at the discretion of the superintendent.

VI. FAMILY AND MEDICAL LEAVE

Administrators shall receive Family and Medical Leave Act benefits.

VII. DUE PROCESS RIGHTS

Administrators shall receive due process rights as set forth in SDCL 13-43-6.1, SDCL 13-43-6.2, and SDCL 13-43-6.3.

VIII. EARLY RETIREMENT BENEFIT

The provisions of the early retirement incentive will remain available until the start of the 2021-22 school year. The benefit will be made available to all employees who are eligible to participate and access to the benefit will be determined based on when the request was submitted. The starting fund balance for the retirement account will be \$1.5 million. The maximum retirement payout will be \$300,000 annually plus any additional carryover funds from the previous year. June 30, 2021 is the last available date to access the Early Retirement/Pension Account. Section 5.10: Retirement pay will not be eliminated with the proposed policy change but will be considered when figuring out total dollars available from the pension/retirement account. Payout for section 5.10 is included in the \$1.5 million (\$300,000 annual allotment).

Administrators who choose to take early retirement must notify the board in writing (no electronic versions accepted) during business hours, no earlier than July 1 and prior to March 1 of the year in which retirement will occur. Administrators that retire after June 30, 2017 will no longer be allowed to remain on the group insurance plan. All current retirees that are on the plan will be allowed to remain on the plan, at their expense, until they reach the age of 65. The superintendent has the authority to waive the March 1 notification deadline.

A currently employed administrator who has completed ten years of service in Meade 46-1, including at least five years as an administrator (or equivalent part-time experience), and has reached at least the age of 55 as of December 31 of the year of retirement, may receive an early retirement benefit. The benefit shall consist of the sum of the following:

1. A lump sum payment of 79% of the average of the administrator's highest three (3) contracted salaries, exclusive of any extra duty pay, to be paid to the administrator's South Dakota Retirement System Special Pay Plan Account, through the year 2021-22. The payment will be made on the regularly scheduled payroll in July following the retirement to the South Dakota Retirement System Special Pay Plan up to the maximum amount allowed under the South Dakota Retirement System Special Pay Plan. Any additional dollars will be paid in the July preceding retirement.
2. The maximum allowable benefit as defined in number 1 above shall not exceed \$80,000.
3. An administrator who is eligible for the SDRS retirement benefit, upon leaving the district, shall receive a separation benefit, paid to the South Dakota Retirement System Special Pay Plan, which shall be determined by multiplying the number of days of unused accumulated sick leave times \$100.00. Currently employed administrators who have completed a total of ten years of full-time experience (or equivalent part-time experience) in the District as a teacher or administrator, but less than five years as an administrator, shall receive a separation benefit equivalent to the sick leave reimbursement given to teachers who retire. The separation benefits shall not apply to any administrator whose contract is not renewed after the due process procedures specified in Item VI have been followed.

An administrator who has completed twenty years of service in Meade 46-1 and for medically documented health reasons may choose to retire from the District if he/she has reached the age of 53 by December 31 of the year of retirement and will retain eligibility for the early retirement benefit. The benefit will be paid following the 55th birthday of the administrator.

This early retirement incentive program shall be reviewed by the School Board on an annual basis and shall be subject to negotiations by the administrators and School Board each year.

IX. EXPERIENCE PAY BENEFIT

Administrators that were hired as an administrator before July 1, 2016 and will be 50 years of age by December 31 of the year they are requesting the benefit, are eligible for experience pay. No more requests may be submitted after May 2019.

- a. Need to be in or beyond their 12th continuous year with Meade School District with at least ten (10) of those years as an administrator.
- b. An administrator is not eligible for the early retirement benefits if he/she chooses the experience pay option. An administrator is not eligible for the experience pay option if he/she chooses to participate in the early retirement benefit.

Once an administrator meets the criteria, they may elect to activate the benefit by putting into writing such request.

The experience pay will be an additional \$10,000 for the first year, \$20,000 for the second year, and \$30,000 for the third year. The experience pay will be added onto the employee's yearly contract in the form of an annuity payable to SDRS Supplemental, starting the following school year for up to three (3) continuous years. If the administrator is less than 1.0 FTE and is at least .5 FTE, they will get a prorated amount. At the end of the 3 years, the additional benefit ends. Should an employee leave prior to the three (3) years of experience pay being paid, the employee shall have no claim to any further benefit payments for the remainder of the three years that have not been paid out. The district is under no obligation should a certified employee's contract not be renewed or is terminated.

X. PROFESSIONAL DUES

The District shall pay up to a total of \$800 per year toward the dues required for membership in the administrator's professional organizations, upon approval of the superintendent.

XI. NATIONAL CONFERENCES/PROFESSIONAL DEVELOPMENT

Administrators shall be allocated \$2,500 for expenses to attend national conferences every other year. A rotation system will be established to determine which administrators receive this allocation. Attendance to a national conference shall require superintendent approval.

XII. PART-TIME ADMINISTRATOR BENEFITS

Persons who work at least half time as administrators and full time in the District shall be entitled to full-time benefits extended to administrators but shall not receive teaching benefits.

XIII. CONTRACT OFFER

Administrators will be notified no later than the regularly scheduled March School Board meeting of the Board's intent to renew their contract. All contracts will be renewed unless otherwise notified prior to the regularly scheduled March School Board meeting.

XIV. SURVIVOR BENEFITS

In the event that an administrator dies while in contractual service to the district, an administrator, who has ten (10) years of service as an administrator in the district, will be considered retired and all retirement benefits accrued at the time of death shall be paid to the administrator's surviving spouse or other designated beneficiary in accordance with the established pay-out schedule.

XV. TERMS OF CONTRACT

The provision of this contract shall be effective as of July 1, 2019, and shall continue in effect through June 30, 2020, for all administrators. If terms of a successor contract are not arrived at, the terms of this contract shall remain in effect until a successor contract is established.

XVI. LIQUIDATED DAMAGES

If the administrator request to be released from his/her individual contract prior to its terminal date, and the School Board agrees to the release, the School District may withhold monies due the administrator or collect from the administrator the sum of five hundred dollars (\$500.00) as liquidated damages if such termination occurs after June 1st, one thousand dollars (\$1,000.00) after June 15th, two thousand dollars (\$2,000.00) after July 1st, three thousand dollars (\$3,000.00) after August 1st.