AGREEMENT BETWEEN THE
SANFORD SCHOOL COMMITTEE
AND THE
SANFORD SCHOOL ADMINISTRATORS ASSOCIATION

July 1, 2018 - June 30, 2021
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DEFINITIONS

For the purposes of this Agreement, the following definitions will be observed:

A. Committee shall mean the Sanford Superintending School Committee.
B. Association shall mean the Sanford School Administrators Association/MEA/NEA.
C. Parties shall mean the Committee and the Association.
D. Agreement shall be the approved/ratified Administrative Contract.
E. System shall mean the Sanford Public School System.
F. Chairman shall mean the Chairperson of the committee or his/her designee.
G. President shall mean the President of the Association or his/her designee.
H. Administrator shall mean any full-time employee of the system holding a position as listed in Appendix A.
I. Day shall mean working day.
J. Child includes one's own natural offspring and lawfully adopted children. It also includes stepchildren, foster children, and other children who are dependent on you for support and living with you in a regular parent-child relationship.

PREAMBLE

A. The Committee and the Association recognize that providing high quality education for the citizens of Sanford is the paramount goal of the System. They also recognize that good morale among the administrative staff is essential for such education and do hereby declare that:

1. The Committee, under law, establishes policies for the system.
2. The Superintendent carries out the established policies.
3. The Administrators manage and supervise their staff and students. They are also responsible for providing the best possible education while carrying out the established policies of the Committee.

B. The parties recognize the need to provide an orderly method to discuss matters of concern and to reach mutually satisfactory agreements on these matters.

ARTICLE 1 – ZIPPER CLAUSE

A. This contract is complete and covers all subject of discussion. The parties agree that the relations between them shall be governed by the terms of this Contract only. No prior Contracts or understandings, oral or written, shall be controlling, or in any way affect the relations between the parties unless and until such agreements and understandings have been reduced to writing and duly executed by both parties subsequent to the date of this Contract. No changes or modification of this Contract shall be binding on either the Committee or the Association unless reduced to writing and executed by the respective duly authorized representatives.
ARTICLE 2 - RECOGNITION

A. The Committee recognizes the Association as the sole representative of all administrators employed in the Sanford School Department as listed in Appendix A.

ARTICLE 3 - MANAGEMENT RIGHTS

A. Except as otherwise specifically provided in this Agreement, or otherwise specifically agreed to in writing between the parties, establishing educational policy is vested exclusively in the Committee.

ARTICLE 4 - ASSOCIATION RIGHTS

A. The Committee shall furnish the Association its written and codified policies and procedures.

B. The Committee shall furnish the Association, in response to reasonable requests, all available information concerning the financial resources of the System.

C. An Administrator, mutually scheduled by the parties, shall not lose pay while participating in Association activities such as negotiations, grievance proceedings, conferences, or meetings, held during the working hours.

ARTICLE 5 - NEGOTIATING PROCEDURE

A. The parties shall negotiate according to law.

ARTICLE 6 - GRIEVANCE PROCEDURE

A. Definitions:

1. A grievance shall mean a complaint by the aggrieved Administrator, or the Association by majority vote, that there has been a violation of any of the provisions of this Agreement.

2. An aggrieved person is the Administrator or the Association making the claim.

3. A Party in interest is the aggrieved person and any person who might be required to take action, or against whom action might be taken, in order to resolve a claim.

B. Time Limits:

   Level One - Superintendent

   1. A grievance shall be presented to the Superintendent within ten (10) days of the date of the alleged violation or when the aggrieved person would have normally known of the
event. Otherwise the grievance shall be deemed void and not subject to this grievance procedure.

2. If an aggrieved person is not satisfied with the outcome of informal procedures, he/she shall present his/her claim as a formal grievance in writing to the Superintendent, with a copy sent to the President(s) within six (6) days of the Superintendents decision.

3. The Superintendent shall, within ten (10) days after receipt of the written grievance, render his/her decision, and the reasons therefore, in writing to the aggrieved person, with a copy to the President(s).

Level Two - Committee

1. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, he/she shall, within three (3) days after receipt of the written decision, file the grievance with the President(s) for appeal to the Committee.

2. The President(s) shall, within three (3) days after receipt, refer the appeal to the Committee.

3. The Committee shall, within fifteen (15) days after receipt of the appeal, meet with the aggrieved person and with a representative of the Association for the purpose of reviewing the grievance.

4. The Committee shall, within seven (7) days after such meeting, render its decision and the reasons therefore in writing to the aggrieved person, with a copy to the President(s).

Level Three - Impartial Arbitration

1. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, he/she shall, within three (3) days after receipt of the decision, or within ten (10) days after the Committee meeting, request in writing to the President that his/her grievance be submitted to arbitration.

2. The Association shall, within five (5) days after receipt of such request, if the Association formally determines that the grievance is meritorious and recommends such action, submit the grievance to arbitration by so notifying the Committee in writing.

3. The Chairman and the President(s) shall, within five (5) days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree upon an arbitrator within five (5) days, the American Arbitration Association shall immediately be called upon to select one.

4. The arbitrator selected shall confer promptly with representatives of the Committee and the Association, shall review the records of prior hearings, and shall hold at least one (1) hearing with the aggrieved person and other parties as he/she shall deem requisite.
5. The arbitrator shall, within ten (10) days after his/her selection, render his/her decision in writing to all parties in interest, setting forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be final and binding on the parties. The decision of the arbitrator on “money issues”, however, shall not be binding.

6. The costs of services of the arbitrator shall be borne equally by the Committee and the Association.

C. Rights to Representation

1. Any party in interest may be represented at Level Two of the formal grievance procedure by a person or persons of his/her own choosing.

D. Miscellaneous

1. Forms for filing and processing grievances are available at the Superintendent’s office.

2. All meetings and hearings under this procedure will be conducted in private.

**ARTICLE 7 - ADMINISTRATOR RIGHTS**

A. The Committee will adhere to Public Law of the State of Maine and will not discriminate against any administrator with respect to wages, hours, or any terms or conditions of employment.

B. When any Administrator is required to appear before the Superintendent or Committee, or member thereof, on any matter which could adversely affect his/her salary, or increments pertaining to, he/she shall be given prior written notice and be entitled to have representation by the Association.

C. An administrator shall have the right to review the contents of his/her personnel file. An administrator shall be entitled to have a representative of the Association accompany him/her during such a review. At least once every two years, an administrator shall have the right to indicate those documents and/or other materials in his/her file which he/she believes to be obsolete and otherwise inappropriate to retain. Such documents shall be reviewed by the Superintendent and the School Department’s attorney to determine if, in fact, they are obsolete or inappropriate to retain. It appears to be impermissible under State Law to delete certain items, such as written disciplinary decisions and directory information.

**ARTICLE 8 - ADMINISTRATOR EVALUATION**

A. Evaluation

1. Administrators will be evaluated annually through a process collaboratively developed between the Administrators Association and the Superintendent.
2. All monitoring or observation of the work or performance of an Administrator shall be conducted openly and with full knowledge of the Administrator.

3. Administrators shall be evaluated only by the Superintendent except where principals are expected to aid in evaluating their assistants.

4. An Administrator shall be given a copy of any evaluation report prepared by his/her evaluators within one (1) week or at least one (1) day before any conference to discuss it. No such report shall be submitted to the Personnel File without prior conference with the Administrator. No administrator shall be required to sign a blank or incomplete evaluation form.

5. Final evaluation of an Administrator shall be conducted prior to termination of employment and no comment and/or other material shall be placed in the personnel file of such Administrator after severance.

B. Derogatory Material

1. No material derogatory to an Administrator's conduct, service or personality shall be placed in his/her personnel file unless the Administrator has had an opportunity to review the material. The Administrator shall acknowledge that he/she had had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the content thereof. The administrator shall also have the right to submit a written response to such material and his/her response shall be reviewed by the superintendent and his/her designee and attached to the file copy.

2. The Committee agrees to protect the confidentiality of personal references, academic credentials, or other similar documents, and will not establish any separate personnel file that is not available for the Administrator's inspection.

C. Complaints

1. Any complaint which may be used to evaluate an Administrator will be promptly investigated and brought to his/her attention. The Administrator shall be given an opportunity to respond to and/or rebut such complaint and will have the right to be represented by the Association at any meetings regarding such complaint.

ARTICLE 9 - SALARIES

A. Salaries of all Administrators covered by this Agreement are as set forth in Appendix A which is attached hereto and made part thereof.

B. The annual base salaries of Administrators shall be paid in twenty-six (26) installments due bi-weekly, except in the years when twenty-seven (27) pay periods may occur.

C. The annual base salary will be increased for the attainment of specific Educational Preparations and/or achievement of Administrative Experience, as specified on Appendix A, Salaries.
D. Salaries are based upon 1 Full Time Equivalent (FTE), which consists of 260 work days per year (July 1- June 30). Salaries and benefits will be prorated accordingly if the position is less than 1 FTE (260 days). Work days include holidays, sick leave, personal time, etc.

E. When inclement weather closes school for the day, the administrator may report to work, work from home with appropriate notice in the manner required by the Superintendent, or take a vacation day.

ARTICLE 10 - SICK LEAVE

A. All Administrators employed shall be entitled to twenty (20) sick leave days each working year as of the first official day of school whether or not they report for work that day. Unused sick leave shall be accumulated from year to year up to two hundred (200) days. If an Administrator is absent for more than three (3) consecutive days, the Superintendent / Committee may request medical documentation so that the School Department may ensure employees eligible for FMLA are extended that benefit as required by law. Under extenuating circumstances, additional sick days may be granted by the Superintendent/Committee.

B. New Administrators can transfer up to twenty (20) days of sick leave time from their previous employing School District after two years of employment with the Sanford School District.

C. Absence due to injury or illness suffered while in the performance of an Administrator’s official duties, such as riots, fights or dangerous and/or abnormal situations, will be treated not as sick leave but as temporary leaves of absence with no loss in pay.

D. The Central Office shall provide a written statement for each Administrator at the beginning of each school year indicating the total sick leave credit.

E. Any Administrator who immediately retires into the Maine State Retirement System (MSRS), shall be entitled to receive seventy dollars ($70.00) per day for each day of unused sick leave while employed by the Sanford School Department, up to a maximum of 200 days as set forth in subparagraph A above, if hired as an Administrator on or before June 30, 2012. In order to be eligible for payment in the first payroll in July, the Administrator must notify the Superintendent of their retirement by January 15th. If notified after January 15th, the Superintendent may require the employee to wait until the following July.

F. Employees hired as Administrators on or after July 1, 2012, shall be entitled to receive fifty dollars ($50.00) per day for each day of unused sick leave accumulated from year to year, up to maximum of two hundred (200) days, upon immediate retirement into MSRS. In order to be eligible for payment in the first payroll in July, the Administrator must notify the Superintendent of their retirement by January 15th. If notified after January 15th, the Superintendent may require the employee to wait until the following July.

G. An Administrator who has completed the following continuous years of service as an administrator in Sanford and who does not officially retire into the Maine State Retirement System, shall be entitled to be paid unused sick leave as follows:
1. After 10 years of service, 50% of unused sick leave, @ $70 per day if hired as an Administrator on or before June 30, 2012, or payable @ $50 per day if hired as an Administrator on or after July 1, 2012.

2. After 15-19 years of service, 60% of unused sick leave, @ $70 per day if hired as an Administrator on or before June 30, 2012, or payable @ $50 per day if hired as an Administrator on or after July 1, 2012.

3. After 20+ years of service, 70% of unused sick leave, @ $70 per day if hired as an Administrator on or before June 30, 2012, or payable @ $50 per day if hired as an Administrator on or after July 1, 2012.

In order to be eligible for payment in the first payroll in July, the Administrator must notify the Superintendent of their termination by January 15th. If notified after January 15th, the Superintendent may require the employee to wait until the following July.

H. Sick Leave Bank

A sick leave bank shall be established for the benefit of bargaining unit members who suffer non-work related personal catastrophic illness or injury that requires his/her own absence from work for an extended period of time. Establishment, maintenance and eligibility for the bank is as follows:

1. Each eligible bargaining unit member may irrevocably donate two (2) personal sick leave days to the bank. Upon initial employment, employees shall have the option to donate two (2) days and join the bank on or before October 30th.

2. Participation in the bank shall be voluntary, however, to be eligible to withdraw days from the bank, bargaining unit members must have contributed days to the bank each time there is an opportunity to do so.

3. Unused bank days shall be carried forward from year to year, however, when the total number of days in the bank is reduced to less than one-half (1/2) the total number of employees in the bargaining unit, all employees may again each voluntarily and irrevocably donate one (1) person sick day to the bank.

4. In order to withdraw days from the bank, a doctor’s note from a doctor licensed to treat the diagnosed condition, indicating the condition and treatment, must be furnished to the Superintendent for his/her approval.

5. The withdrawing member must have a catastrophic illness or disability that prevents him/her from working.

6. The withdrawing member has exhausted all personal sick leave.

7. The withdrawing member may apply for and be granted up to a total of forty (40) sick bank days.

I. An administrator may use his/her personal sick leave days to care for an ill member of his/her immediate family or household who requires personal care of said employee. The Sick Leave Bank does not cover leave for the Administrator to care for others.
ARTICLE 11- TEMPORARY LEAVES OF ABSENCE

A. The Committee recognizes that Administrators are professionals with responsibilities that demand personal judgment and discretion in managing their time to accomplish their work. The Committee further recognizes the importance of personal time to enhance administrative effectiveness. Therefore, Administrators, upon approval of the Superintendent, shall be entitled annually to the following:

Up to thirty (30) days leave of absence for vacation and personal, religious, legal business, household or family matters pro-rated on the number of days to be worked in the current year. Leaves of absence, as described above, require prior approval from the Superintendent or his/her designee to ensure adequate supervision of the building. In the ten (10) day period before school starts, Administrators may not use vacation/personal leave without the prior express written permission of the Superintendent, who may allow exceptions for special needs. Up to five (5) days may be carried over to the next year, and under extenuating circumstances, additional days may be granted by the Superintendent.

All administrators are entitled to the following paid holidays:

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<th>New Year’s Day</th>
<th>Labor Day</th>
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<td>Martin Luther King Day</td>
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<td>Washington’s Birthday</td>
<td>Veteran’s Day</td>
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<td>Thanksgiving Day</td>
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<td>Day after Thanksgiving Day</td>
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<td>Independence Day</td>
<td>Christmas Day</td>
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<tr>
<td>New Year’s Eve</td>
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Note: No workshops will be scheduled for Christmas Eve or the day before Thanksgiving.

1. Should an administrator be required to work a holiday listed above, they will receive equitable comp time only with prior approval of the Superintendent.

2. Paid Time for Attendance at Required Legal Proceedings: Time necessary for appearance in any legal proceeding which the Administrator, or the school department, is required by law to attend as part of his/her job responsibilities.

3. Bereavement: Up to five (5) days at any one time in the event of death or serious illness of an Administrator’s spouse, child (including step or foster children), son-in-law, daughter-in-law, parents (including step and foster), siblings, siblings-in-law, and any other member of the immediate household. Administrators may be granted leave time in the event of the death of a friend with permission of the Superintendent. Under extenuating circumstances, additional days may be granted by the Superintendent.

4. Administrators may attend professional workshops, conventions, conferences, meetings, etc., if approved by the Superintendent.

5. Other leaves of absence with or without pay may be granted by the committee for good reason.
B. Leaves taken pursuant to Section A above, shall be in addition to any other leave to which the Administrator may be entitled.

**ARTICLE 12- SABBATICAL LEAVE**

A. At the discretion and approval of the Superintendent and Committee, a regularly employed Administrator with a minimum of seven (7) years of service in the System as an Administrator may be granted sabbatical leave up to one (1) year at 50% of income and insurance benefits will continue as if actively employed. The Administrator must submit his/her request to the Superintendent by January 15th of the year in which the sabbatical is requested. The sabbatical may be denied if a suitable replacement is not found or budgetary constraints prohibit approved leave.

B. Upon completion of sabbatical leave, the Administrator will be expected to return and administer for a minimum of three (3) years or to repay the proportionate amount to the System. The Administrator will be placed on the experience level, which he/she would have attained if remained actively employed.

**ARTICLE 13 - PROFESSIONAL CREDITS**

A. Whenever an Administrator completes professional work that has received the approval of the Superintendent, he/she shall be reimbursed at the University of Maine rate, plus up to ($150) one hundred-fifty dollars, if applicable, with a limit of nine (9) credits per contract year providing he/she has received no less than a grade of "B" or a "Pass" in a pass/fail course. All textbook and professional material costs will be reimbursed up to ($300) three hundred dollars per administrator per contract year.

Should the tuition for a course exceed the UMO rate per credit hour plus the $300 stated above, additional reimbursement will be recommended by the administrative association based on a yearly district pool of $2,500.

B. Educational Loan Advance Program

1. The School District will make available an educational loan/advancement program that will provide advance tuition pay for approved graduate level courses in graduate (or higher) degree programs at accredited institutions, provided a third-party billing for the educational loan/advancement is available.

2. In order to receive such educational loan/advancement, the employee shall complete a "Course Approval and Tuition Reimbursement " form for each course for which such payment is requested. Receipt of such educational loan/advancement must have prior written approval of the Superintendent as provided in section A. above.
3. If an Administrator fails to provide written grade notification to the Superintendent within thirty (30) days from the grade being issued, the Administrator shall reimburse the District the amount of payment made on behalf of the administrator. Unless other written repayment arrangements are made with the Superintendent, any reimbursement owed to the District by the administrator shall be made by payroll deductions in six (6) consecutive payments. Full payment may be made to the business office at any time.

4. Should the administrator cease employment with the District, the amount remaining due shall be paid in full from the administrator's final pay.

5. The administrator must present transcripts and copies of receipts or canceled checks to the Superintendent verifying the amount paid for such tuition if reimbursement is requested.

C. The date that the reimbursement check is issued will be used to determine to which contract year the reimbursement applies.

D. Should an Administrator leave employment with the School Department, the Committee shall not be obligated to reimburse the Administrator for any unpaid courses as of the end of that contract year.

E. Administrators will be entitled to attend State/National conferences with the school district's total allocation of up to $4,000 per year. All conferences must be pre-approved by the Superintendent of Schools.

**ARTICLE 14 - PROTECTION of ADMINISTRATION**

A. If either civil or criminal litigation is indicated or threatened against any administrator for actions arising out of and during the course of such employment pertaining to any assault upon an administrator, the administrator shall immediately notify the Superintendent. If the Superintendent believes the administrator has acted in a proper professional manner, he shall comply with any reasonable request from the administrator for information or assistance, which relates to the incident. Nothing contained herein shall be construed to deny or restrict any rights an administrator may have under the Statutes of the State of Maine. Nor shall anything contained herein be construed to deny or restrict rights granted to the committee under the Statutes of the State of Maine or under the City of Sanford Charter.

**ARTICLE 15 - INSURANCE PROTECTION**

A. All Administrators will be covered by Workers' Compensation Insurance to be paid in full by the Committee.

B. The Committee reserves the right to choose the plan and carrier for health insurance, which, in its judgment, best serves the needs of the District. The Committee agrees to meet, consult, and review any new medical plans. For the three (3)-year period July 1, 2018 through June 30, 2021:

- The Committee will pay eighty percent (80%) of the premium cost for any MEA Anthem Choice Plus coverage level (single, adult with children, two-adult or family) selected. The Committee will also offer the MEA Anthem Standard, Standard 500 and Standard 1000
plans, but the maximum contribution from the Committee will be the dollar value associated with paying 80% of the Choice Plus coverage level.

- The Administrator will pay 20% of the premium cost for any Choice Plus coverage level selected. If the Administrator chooses a different plan such as the MEA Anthem Standard, Standard 500 or Standard 1000 plans, the Administrator will pay the difference between the Choice Plus premium and the alternate plan selected. All Administrator premium contributions will be deducted from the employee’s bi-weekly paycheck on a pre-tax basis.

C. The Committee shall be obligated to provide one of the following insurance plans: (1) Family plan, or a two-person plan, or a single-person plan, or an adult/child(ren) plan. If both spouses are employees of Sanford, the District will pay one hundred percent (100%) of the cost of Choice + premiums for two (2) single or a two-person, adult with child(ren) or a family plan for the subscriber-spouse electing coverage; the dependent-spouse is not eligible for the Cash-In-Lieu stipend.

D. Any administer who elects not to take health insurance through the district-sponsored plan, shall be entitled to an annual five hundred ($500) cash-in-lieu stipend. In order to qualify for the stipend, the administrator may not elect coverage at any time during the plan year (July 1-June 30) and must show proof of other employer-group sponsored insurance. The stipend will be paid in two installments of $250 in December and June of the contract year.

E. MSMA Dental insurance will be provided by the Committee at 100% of the Plan 1 single rate. Should the administrator participate in a two-person or family plan he/she will be responsible for the difference, which will be deducted from the employee’s biweekly paycheck on a pre-tax basis.

F. The Committee shall provide long-term disability income protection insurance for each employee through MSMA, and shall pay 50% of the premium for each Administrator.

ARTICLE 16 – BENEFITS

A. The School Committee will provide a Tax Sheltered Annuity (TSA) in the amount of twenty five hundred dollars ($2,500) each year to any Administrator who establishes a 403(b) plan. All annuities are processed through the School Department’s Third Party Administrator, Omni Group.

B. The School Committee will reimburse Administrators for incidental expenses, including the cost of a cell phone and plan, at the tax-free rate of $2,000 each year, which is paid in two semi-annual installments of $1,000 each at the beginning (July) and mid-point (January) of the contract year. The Administrator will provide the contact cell phone number to the Superintendent’s office.

ARTICLE 17 - SALARY DEDUCTIONS

A. The Committee agrees to deduct from the Administrators’ salaries, money for local, State and/or National Association services and programs as said Administrators individually and voluntarily authorize the Committee to deduct and to transmit the monies promptly to such associations.
ARTICLE 18 - NEGOTIATING IMPACT

A. The committee agrees to negotiate the impact with the Association with regard to any substantive change in the job responsibilities of the Administrator, prior to such change, in accordance with current law. The parties also agree to negotiate with regards to any impact the change may have on the Administrator.

ARTICLE 19 - DURATION OF AGREEMENT

A. This agreement shall take effect on July 1, 2018 and continue in full force and effect until June 30, 2021.

Signed on this 18th day of June, 2018 by:

John W. Roux, Chair
Sanford School Committee

David N. Theoharides, Superintendent
Sanford School Department

Stacey L. Bissell, President
Sanford School Administrators Association

Charles Potter, Vice-President
Sanford School Administrators Association

Bargaining Committee
For the School Committee: Jonathan Mapes, Member, John W. Roux, Chair, David N. Theoharides, Superintendent, Matthew Nelson, Assistant Superintendent and Gwen R. Bedell Gadbois, Business Administrator.

For the Sanford School Administrators Association: Stacey L. Bissell, President, Charles Potter, Vice-President, and Troy Watts, Member.
# AMENDED 7/1/2019 APPENDIX A – SALARIES – 2018/19 through 2020/21

Adopted by the School Committee and Administrators Assoc. on November 4, 2019

<table>
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<tr>
<th>Level</th>
<th>Administrative Position [Based upon 260 days per year]</th>
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<td>High School Principal</td>
<td>105,327</td>
<td>108,750</td>
<td>112,284</td>
</tr>
<tr>
<td>1</td>
<td>Special Education Director</td>
<td>105,327</td>
<td>108,750</td>
<td>112,284</td>
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<tr>
<td>2</td>
<td>Curriculum Director</td>
<td>101,619</td>
<td>104,922</td>
<td>108,332</td>
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<tr>
<td>2</td>
<td>Junior High/Middle School Principal</td>
<td>101,619</td>
<td>104,922</td>
<td>108,332</td>
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<tr>
<td>3</td>
<td>SRTC Director</td>
<td>98,905</td>
<td>102,119</td>
<td>105,438</td>
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<tr>
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<td>Elementary Principal (Will, MCS, CJL)</td>
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<td>102,19</td>
<td>105,438</td>
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<tr>
<td>4</td>
<td>High School Assistant Principal</td>
<td>93,204</td>
<td>96,233</td>
<td>99,361</td>
</tr>
<tr>
<td>4</td>
<td>Small Elementary School Principal (Subject to ½ Time Proration)</td>
<td>93,204</td>
<td>96,233</td>
<td>99,361</td>
</tr>
<tr>
<td>4</td>
<td>Adult Education Director</td>
<td>93,204</td>
<td>96,233</td>
<td>99,361</td>
</tr>
<tr>
<td>5</td>
<td>Junior High/Middle School Assistant Principal</td>
<td>88,668</td>
<td>91,550</td>
<td>94,526</td>
</tr>
<tr>
<td>5</td>
<td>Assistant Principal Elementary School (WIL, CJL, MCS)</td>
<td>88,668</td>
<td>91,550</td>
<td>94,526</td>
</tr>
<tr>
<td>5</td>
<td>SRTC Assistant Director</td>
<td>88,668</td>
<td>91,550</td>
<td>94,526</td>
</tr>
<tr>
<td>5</td>
<td>Athletic Director</td>
<td>88,668</td>
<td>91,550</td>
<td>94,526</td>
</tr>
<tr>
<td>5</td>
<td>Special Ed Assistant Director</td>
<td>88,668</td>
<td>91,550</td>
<td>94,526</td>
</tr>
<tr>
<td>6</td>
<td>Adult Education Director</td>
<td>86,455</td>
<td>89,265</td>
<td>92,655</td>
</tr>
</tbody>
</table>

**Educational Preparations** (one addition from below)

- For 2nd Masters added to base salary: **$3,038**
- For CAS added to base salary: **$3,913**
- PhD or EdD added to base salary: **$4,792**

**Experience as Administrator**

- Upon Completion of 4 Years’ Experience [Step 4, in the 5th Yr]: **$3,000** added to base salary for a total of **$3,500**
- Upon Completion of 9 years’ Experience [Step 9, in the 10th Yr]: an additional **$500** added to base salary for a total of **$4,000**
- Upon Completion of 14 years’ Experience - [Step 14, in the 15th Yr] an additional **$500** added to base salary for a total of **$4,500**
- Upon Completion of 19 years’ Experience - [Step 19, in the 20th Yr] an additional **$500** added to base salary for a total of **$4,500**
ADDENDUM TO
AGREEMENT BETWEEN THE SANFORD SCHOOL COMMITTEE
AND
THE SANFORD SCHOOL ADMINISTRATORS ASSOCIATION
JULY 1, 2018 – JUNE 30, 2021

The Sanford School Committee and the Sanford School Administrators Association hereby agree to amend the existing Collective Bargaining Agreement (CBA) in effect for the term July 1, 2018 through June 30, 2021. This Addendum will serve to modify select provisions of the CBA, effective September 1, 2019, as further enumerated here:

Definitions – No change.
Preamble – No change.
Article 1 Zipper Clause – No change.
Article 2 Recognition – No change.
Article 3 Management Rights – No change.
Article 4 Association rights – No change.
Article 5 Negotiating Procedure – No change.
Article 6 Grievance Procedure – No change.
Article 7 Administrator Rights – No change.
Article 8 Administrator Evaluation – No change.

Article 9 Salaries – Add the following paragraph:

D.1. For School-Year Administrators Only – the full-time equivalent (FTE) for a School-Year Administrator shall be based upon a work year of two hundred and fourteen (214) days, consisting of the District’s identified one hundred and eighty-two (182) “teacher days” plus ten (10) days before school starts and ten (10) days after school ends, as well as twelve (12) paid holidays. The scheduling of the ten days before and after the school year can be changed with pre-approval from the Superintendent of Schools. Note: the work year of 214 days includes sick and personal days.

The salary for the School-Year Administrator shall be prorated based upon the amounts reflected on Appendix A for the corresponding school year and position and shall include educational preparations and experience add-ons as appropriate; these gross amounts are shown based upon a two hundred and sixty (260) “compensable” day contract. As the School-Year Administrator position is based upon two hundred and fourteen (214) days, the 260-day amount shall be calculated at the per diem rate (1/260), and then multiplied by the number of compensable days in the School-Year Admin position (214). This shall be further subject to
proration if the date of hire prohibits the completion of two hundred and fourteen (214) compensable days.

The annual base salaries of School-Year Administrators shall be paid in twenty-six (26) installments between September 14th and August 31st, due bi-weekly, except in the years when twenty-seven (27) pay period may occur.

Article 10 Sick Leave – Add the following paragraph:

A.1. For School-Year Administrators Only – the School Committee shall provide an annual allowance of fifteen (15) sick days, subject to proration if hired after September 1st, which shall be available on the first official day of school whether or not they report to work that day. Unused sick leave shall be accumulated from year to year up to one hundred and eighty (180) days. If an Administrator is absent more than three (3) consecutive days, the Superintendent / Committee may request medical documentation so that the School Department may ensure employees eligible for FMLA are extended that benefit as required by law. Under extenuating circumstances, additional sick days may be granted by the Superintendent/Committee.

Article 11 Temporary Leaves of Absence – Add the following paragraph:

C. For School-Year Administrators Only – the School Committee shall provide the following:

1. Personal Days - an annual allowance of three (3) personal days, subject to proration if hired after September 1st. Personal days may be used for religious, legal business, household or family matters and require prior approval from the Superintendent to ensure adequate supervision of the building. In the 10-day period before school starts and after school ends, Administrators may not use personal days without prior express written permission of the Superintendent, who may allow exceptions for special needs. Unused personal days will be added to the Administrator’s sick leave balance at the end of the contract year.


There is no provision for paid vacation days, however the Administrator may use bereavement as permitted in Article A, Section 3, as well as be paid for time in attendance at required legal proceedings as outlined in Article A, Section 2 and for attendance at professional workshops as outlined in Article A, Section 4.

Article 12 Sabbatical Leave – No change.
Article 13 Professional Credits – No change.
Article 14 Protection of Administration – No change.
Article 15 Insurance Protection – No change.
Article 16 Benefits – Add the following paragraph:

C. For School-Year Administrators Only – the School Committee will reimburse Administrators for incidental expenses including the cost of a cell phone and plan, at the tax-free rate of $2,000 each year, which is paid in two semi-annual installments of $1,000 each at the beginning of July and January, subject to proration if hired after September 1st. The Administrator must provide the Superintendent’s Office with the telephone number to be eligible for this benefit. There is no Tax Sheltered Annuity (TSA) provided for School-Year Administrators.

Article 17 Salary Deductions – No change.
Article 18 Negotiating Impact – No change.

Article 19 Duration of Agreement – This agreement shall take effect on July 1, 2018 and continue in full force and effect until June 30, 2021, and incorporates changes made by Addendum to this agreement on September 1, 2019.

Signed on this 20th day of August 2019 by:

John W. Roux, Chair
Sanford School Committee

Matt F. Nelson, Superintendent
Sanford School Department

Stacey L. Bissell, President
Sanford School Administrators Assoc.

Charles Potter, Vice-President
Sanford School Administrators Assoc.