

**MEMORANDUM OF UNDERSTANDING
BETWEEN
TALBOT ASSOCIATION OF SUPERVISORS AND ADMINISTRATORS
AND THE TALBOT COUNTY BOARD OF EDUCATION
2011-2012**

A. TERMINOLOGY:

The title administrator, used in this memorandum, includes the following certificated employees:

- (1) principal
- (2) assistant principal
- (3) associate principal
- (4) supervisor
- (5) coordinator
- (6) specialist

B. INSURANCE:

- (1) HEALTH INSURANCE - The Board of Education agrees to fund equal benefits accorded to members of TCEA.
- (2) LIFE INSURANCE - The Board shall provide, at no cost, an individual policy equal to the individual's current annual salary (the nearest even thousand dollars). Any insurance that may be issued under this plan shall terminate whenever the insured shall cease to be an employee of the system, retire with less than five years service to Talbot County as an administrator or cease to be an administrator. If insurance is subject to termination, the individual has the right to continue their insurance at his/her cost.

C. REIMBURSEMENT:

Administrators shall be reimbursed up to the University of Maryland – College Park per credit hour cost (not to exceed actual cost) for each hour of college or MSDE approved equivalent credit earned when he/she earns an A, B or “Pass”. Administrators shall be reimbursed up to \$500 per year for professional dues and/or publications.

D. BEREAVEMENT LEAVE:

Administrators will be granted up to five consecutive working days paid leave whenever there is a death of the administrator's wife, husband, child, parent, grandparent, brother, sister, in-laws, or anyone living in the household of the administrator in a dependent status. In addition, administrators will be allowed to use up to three (3) personal leave days, if available, and one (1) sick leave day, if available, for the purpose of bereavement leave for the death of an uncle, aunt, niece or nephew.

E. PERSONAL BUSINESS LEAVE:

Administrators shall be granted three days personal business leave with no deduction. Approval for use of personal business leave must be obtained from the superintendent, or his/her designee, at least forty-eight hours in advance. However, in the case of emergency, as determined by the superintendent, the time required for advance approval may be waived.

F. SICK LEAVE:

- (1) Administrators shall receive 1.25 days of sick leave for each month of employment.
- (2) Sick leave is construed to mean personal illness or illness in the family. Administrators may use up to eight days annually for illness in the family. Sick leave may also include other absences such as medical, dental, or optical examinations or treatment impossible to schedule on non-duty days.
- (3) All administrators, in accordance with the law, will be entitled to unlimited accumulation of sick leave.
- (4) Administrators shall, at their request, be allowed to use sick leave for absences due to disability connected with or resulting from pregnancy. Under this provision, such disability shall be treated as a temporary disability and all board policies concerning personal illness shall be applicable to such disability.

G. ANNUAL LEAVE:

As determined by Board policy, with the following exceptions:

- (1) Twelve month administrators may accumulate up to forty (40) days of annual leave.
- (2) Administrators, upon retiring, may use their annual leave at the end of the contract year.
- (3) All unused annual leave days will be automatically carried over from one year to the next, subject to item (1), above.
- (4) Twelve month administrators shall receive 20 days of annual leave.

H. LENGTH OF DUTY YEAR:

Will not exceed 245 days. This number does not include annual leave days.

I. TRAVEL AND MILEAGE:

Administrators who travel outside of Talbot County in the performance of their duties will be reimbursed for all expenses incurred (Subject to regulation by superintendent). Administrators will be reimbursed at the rate set by the IRS per mile for work-related travel in or out of the county.

J. EDUCATIONAL CONFERENCES:

Administrators are encouraged to attend national, state, and regional conferences related to Board objectives or building level program objectives, subject to prior written approval of the superintendent.

principals, supervisors, coordinators and specialists may attend a national professional conference every other year, subject to approval of the Superintendent. Total cost shall not exceed \$1,200.

K. MEDICAL EXAMINATIONS:

The Board will reimburse all administrators up to \$ 100 for medical examinations not otherwise covered by health insurance. It will be the administrator's responsibility to supply the Board with a copy of said receipt of physical before he/she can be reimbursed.

L. SALARIES:

Salary scale attached as Appendix A.

M. ANNUAL EVALUATION:

Any member who receives an unsatisfactory annual evaluation from the previous year will not advance on the salary scale.

N. INVOLUNTARY TRANSFERS:

When an involuntary transfer of a TASA member is deemed necessary, the incumbent in such a position will be afforded an opportunity to advise the administration of his/her preferences concerning reassignment. The employee may also request and shall be granted a conference with the superintendent, and a representative of the employee's choice, for the purpose of reviewing the reasons for the transfer.

O. LIABILITY PROTECTION:

In case of a legal claim brought by a student and/or his/her parents related to actions of a TASA member while acting within an authorized official capacity, such actions taken in the performance of duties within the scope of employment and without malice, the Board shall provide legal counsel and liability coverage. Legal counsel under this section shall be provided only if the superintendent receives a written request signed by the TASA member within ten calendar days of the incident or receipt of the claim.

P. FORCE OF THIS MEMORANDUM OF UNDERSTANDING:

This Agreement constitutes Board policy for term of the understanding. The Board and TASA recognize that fulfilling the terms of the Agreement is a shared responsibility and both agree to implement its provisions in good faith. Further, the Board and TASA recognize and agree that, should the receipt of funds be insufficient to implement fully the provisions of this memorandum of understanding pertaining to salaries, wages, or benefits, such provisions will be reconsidered and any required changes communicated in writing by the Board as soon as administratively feasible.

DURATION: This understanding is entered into on June 30, 2011. Its provisions shall be effective as of July 1, 2011, through June 30, 2012.

Monica D. Heinsohn
PRESIDENT,
TALBOT COUNTY BOARD OF EDUCATION

Dr. Lisa Donmoyer
PRESIDENT,
TALBOT ASSOCIATION OF
SUPERVISORS AND ADMINISTRATORS

Karen B. Salmon, Ph.D.
SUPERINTENDENT OF SCHOOLS

APPENDIX A

ADMINISTRATORS' AND SUPERVISORS' SALARY SCALE FORMULA TALBOT COUNTY PUBLIC SCHOOLS

JULY 1, 2011- JUNE 30, 2012

A. JOB RESPONSIBILITY FACTORS:

1.	PRINCIPALS:	FACTOR
	NUMBER OF TEACHERS (FULL TIME)	
a.	1 - 9 TEACHERS	.04
b.	10 - 20 TEACHERS	.05
c.	21 - 30 TEACHERS	.06
d.	31 - 40 TEACHERS	.07
e.	41 - 50 TEACHERS	.08
f.	51 OR MORE TEACHERS	.09
	* (.025 will be added to responsibility factor of Easton Middle	
	* (.055 will be added to responsibility factor of Easton Elementary Campus	
	* (.055 will be added to responsibility factor of St. Michaels Middle/High	
	* (.190 will be added to responsibility factor of Easton High	
2.	COORDINATOR:	.03
3.	SUPERVISOR:	.08

B. BASE FOR 2011/2012 SCHOOL YEAR - **\$84,670 (No increase from 2009-2010)**

C. TWELVE MONTH ADMINISTRATORS SALARY FORMULA:

1. Multiply base by job responsibility factor.
2. Add \$ 600 per year for service as administrator (**no maximum limit**).
3. Add \$ 1500 to holder of doctorate degree in education.

D. TWELVE MONTH SPECIALIST SALARY FORMULA:

1. Appropriate step on 2010-2011 scale times 1.03; times 1.2

E. TWELVE MONTH ASSISTANT & ASSOCIATE PRINCIPAL SALARY FORMULA:

2. Elementary and middle school Assistant Principal; appropriate step on 2010-2011 scale times 1.05; times 1.2
3. Elementary and middle school Associate Principal; appropriate step on 2010-2011 scale times 1.1; times 1.2
4. High school Assistant Principal; appropriate step on 2010-2011 scale; times 1.11; times 1.2
5. High school Associate Principal; appropriate step on 2010-2011 scale times 1.16; times 1.2

F. Minimum salary for SPECIALISTS and ASSISTANT PRINCIPALS for the 2011-2012 school year is **\$ 72,468 (No increase from 2009-2010)**

G. Minimum annual step for SPECIALISTS and ASSISTANT PRINCIPALS for the 2011-2012 school year is \$500.

H. DIRECT DEPOSIT.

1. All TASA administrators will be paid twice a month for 24 pay periods by direct deposit to administrator selected bank accounts.
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