

MEMORANDUM OF UNDERSTANDING

BETWEEN

TALBOT ASSOCIATION OF SUPERVISORS AND ADMINISTRATORS

AND

THE TALBOT COUNTY BOARD OF EDUCATION

2021-2023

**MEMORANDUM OF UNDERSTANDING
BETWEEN
TALBOT ASSOCIATION OF SUPERVISORS AND
ADMINISTRATORS AND THE TALBOT COUNTY BOARD OF
EDUCATION 2021-2023**

A. TERMINOLOGY:

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

- 1 . principal
2. assistant principal
3. supervisor of student services
4. supervisor of special education
5. curriculum supervisor

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 year's 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.

(3) **RETIRED ADMINISTRATORS HEALTH INSURANCE** The Board of Education agrees to fund retired administrators after the age of 65, the cost of individual insurance with 15+ years of experience. If the administrator retiring has 15+ years of experience then the combination of their Medicare payment and this incentive would equal 100% of their individual health insurance being paid. If the administrator has less than 15 years of experience then the retiree would receive the individual cost for >65 toward their individual insurance based on number of years of experience.

C. REIMBURSEMENT:

TASA members shall be reimbursed the actual per credit hour cost for each hour of college or MSDE approved equivalent credit earned when he/she earns an A, B or "Pass". Reimbursement for Doctoral Program credits must be approved in advance by the Superintendent. Credits will be reimbursed at the Salisbury University rate for Doctoral courses. The TASA member shall be reimbursed after July 15 for courses taken during the prior Spring semester and after September 1 for courses taken during the summer, if still employed by the Board of Education, and at the time of submission of grade slips or transcripts for courses taken during the Fall semester, again, if still employed by the Board of Education. Exceptions for extenuating circumstances must be placed in writing and submitted to the personnel office for review and filing. (Funds shall be placed in accounts payable.) If Credits are granted by the institution, but no direct tuition payment is made by the TASA member, no reimbursement will be paid. Completion of such program that has been paid for by Talbot County Public Schools for 40% or more of the Doctoral courses will require the TASA member to owe a minimum of two years post graduate

employment for Talbot County Public Schools. If the TASA member does not work for Talbot County Public Schools for 2 years, the TASA member will be in breach of contract.

At the time of Breach, Talbot County Public Schools will no longer be responsible for further payments. The TASA member must repay Talbot County Public Schools all funds paid to them or to the educational Institution for Doctoral courses taken.

Any financial assistance or allowance received for tuition from any source will be deducted from the amount the teacher would normally be reimbursed. All grades must be "B" or better and any TASA member who is frozen due to his negligence shall not receive payment as provided in this Agreement.

Administrators shall be reimbursed up to \$700 per year for professional dues, publications and/or assessments required for administrative certifications and endorsements.

The Board Shall reimburse each administrator who is not provided a cell phone issued by the Board, a payment of up to \$400.00 per fiscal year for a combination of cellular and data service. The administrator must submit their phone bill cost on a mileage form with attached documentation. Once the \$400.00 limit has been met, there will be no need to submit further bills. Each administrator will inform the Superintendent of their cell phone number. Any changes must also be updated.

D. BEREAVEMENT LEAVE:

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

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 five (45) days of annual leave. Five (5) days of annual leave exceeding forty-five (45) days may be converted to sick 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 with 1-14 years of experience as an administrator shall receive 20 days of annual leave. Administrators with 15 or more years of administrative experience shall receive twenty five (25) days of annual leave.

LENGTH OF DUTY YEAR:

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

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.

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. Administrators may attend a national professional conference every other year, with the cost not to exceed \$1 ,500 including airfare, hotel accommodations and registration costs.

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.

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.

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, 2021. Its provisions shall be effective as of July 1, 2021 through June 30, 2023.



Susan Delean- Botkin
PRESIDENT,
TALBOT COUNTY BOARD OF EDUCATION



Corey Devaric
PRESIDENT.
Talbot Association of Supervisors



Kelly L. Griffin, Ed.D.
SUPERINTENDENT OF SCHOOL

APPENDIX A

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

JULY 1, 2021- JUNE 30, 2023

A. JOB RESPONSIBILITY FACTORS:

1. PRINCIPALS:	FACTOR
a. Easton High School	1.28
b. St. Michaels Middle/High School	1.125
c. Easton Middle School	1.105
d. Easton Elementary School	1.105
e. Chapel District Elementary School	1.05
f. St. Michaels Elementary School	1.05
g. Tilghman Elementary School	1.04
h. White Marsh Elementary School	1.06
2. SUPERVISOR OF SPECIAL EDUCATION	1.08
3. SUPERVISOR OF STUDENT SERVICES	1.08

B. SALARY FORMULA for all included above
BASE - \$93,246

C. TWELVE MONTH CURRICULUM SUPERVISOR SALARY FORMULA:

Base Salary - \$86,478 times 1.08

D. TWELVE MONTH ASSISTANT PRINCIPAL SALARY FORMULA:

Base Salary - \$86,478

AP Factors:

SMES / CDES / WMES	1.01
EES-D	1.02
EES-M / EMS	1.03
SMMHS / EHS	1.05

E. DIRECT DEPOSIT.

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

Professional dues or publications to be paid on last payroll for fiscal year, if a request is submitted up to \$700.

Experience factor to \$600 per year for principals, curriculum supervisors, director of operations, supervisor of special education and supervisor of student services if approved each year.

Experience factor to \$300 per year for assistant principals if approved each year. Prorated if less than 12 months (11 months is \$275).