

Kelloggsville Public Schools



Administrative Employee Group

Guidelines, Working Conditions & Benefits

July 01, 2021 – June 30, 2024

KELLOGGSVILLE PUBLIC SCHOOLS

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1.0 INTRODUCTION:

1.1 The purpose of this handbook is to outline the terms and conditions of employees for the Administrative group of employees of Kelloggsville Public Schools. It is an outline of job descriptions, contract conditions, and benefits that will apply to all members of the group.

2.0 CLASSIFICATIONS:

Level 1	Assistant Superintendent
Level 2	Director of Instruction
Level 2	Director of Human Resources
Level 2	High School Principal
Level 2	Middle School Principal
Level 2	Elementary Principal
Level 2	KVS Director + Grant Writer
Level 2	Chief Financial Officer
Level 2	Technology Director
Level 3	SPED Director
Level 3	Director of 54 th St. Academy
Level 3	Alternative Education Supervisor
Level 3	HS/MS/Elementary Assistant Principal
Level 3	HS Academic Dean of Students
Level 3	MS/Elementary Dean of Students
Level 3	Media Director
Level 3	Athletic Director (Experienced – Admn Cert.)
Level 4	Athletic Director (Entry Level – No Admn Cert.)
Level 4	Executive Administrative Assistant
Level 4	Director of Facilities Building & Grounds
Level 5	Network Administrator
Level 5	Network Technician
Level 5	Payroll + Benefits
Level 5	Purchasing + Pupil Accounting
Level 5	Business Services Assistant
Level 5	Asst. Facilities /Asst. Transportation Director
Level 5	Marketing & Communications/Admin Support 54th St.
Level 6	Director of Transportation
Level 6	Food Service Director
Level 6	Assistant Food Service Director
Level 6	School Nurse
Level 6	Dean of Student Services

3.0 CONTRACTUAL CONDITIONS:

3.1 Length of contract:

3.1.1 All employees will have a one-year contract until a probationary period is met. After the probationary period (60 work days) is successfully completed a contract will be issued for the balance of time remaining in the current year as designated in the chart in 3.2.1. The one-year contract period for the district is July 01 through June 30.

3.2 Work Days:

3.2.1 The work day schedule for the employee classifications:

Classification	Classification & Position	Length of Contract	Work Days
Level 1	Assistant Superintendent	1 year	260 days
Level 2	Director of Instruction	1 year	260 days
Level 2	Director of Human Resources	1 year	260 days
Level 2	HS/MS/Elementary Principal	1 year	260 days
Level 2	KVS Director + Grant Writer	1 year	260 days
Level 2	Chief Financial Officer	1 year	260 days
Level 2	Technology Director	1 year	260 days
Level 3	SPED Director	1 year	220 days
Level 3	Director of 54 th St. Academy	1 year	220 days
Level 3	Alternative Education Supervisor	1 year	220 days
Level 3	HS/MS/Elementary Assistant Principal	1 year	220 days
Level 3	HS Academic Dean of Students	1 year	220 days
Level 3	MS/Elementary Dean of Students	1 year	220 days
Level 3	Media Director	1 year	200 days
Level 3	Athletic Director (Experienced – Admn Cert.)	1 year	210 days
Level 4	Athletic Director (Entry Level – No Admn Cert.)	1 year	210 days
Level 4	Executive Administrative Assistant	1 year	260 days
Level 4	Director of Facilities Building & Grounds	1 year	260 days
Level 5	Network Administrator	1 year	260 days
Level 5	Network Technician	1 year	260 days
Level 5	Payroll + Benefits	1 year	260 days
Level 5	Purchasing + Pupil Accounting	1 year	260 days
Level 5	Business Services Assistant	1 year	260 days
Level 5	Asst. Facilities/Asst. Transportation Director	1 year	260 days
Level 5	Marketing & Communications/Admin Support 54 th St.	1 year	260 days
Level 6	Director of Transportation	1 year	235 days
Level 6	Food Service Director	1 year	260 days
Level 6	Assistant Food Service Director	1 year	195 days
Level 6	School Nurse	1 year	195 days
Level 6	Dean of Student Services	1 year	210 days

3.3 Working Hours;

3.3.1 It is expected that a workday during the school year consist of at least 8 hours with appropriate breaks and time for lunch.

3.3.2 During the summer, administrators that work 260 days shall work a minimum of six (6) hours per day, 30 hours per week, Monday-Thursday.

3.4 Projects/Additional Responsibilities;

3.4.1 The Superintendent may assign additional projects to members of the group. They will be paid based on the project factor.

3.4.1.1 Project Factors are listed in Schedule A.

4.0 LEAVE POLICY:

4.1 Sick Leave/Personal Business;

4.1.1 Each employee will receive twelve (12) sick days per year to be accumulated without limit.

4.1.1.1 A maximum of five (5) days per fiscal year for serious illness in the immediate family shall be allowed. The purpose of this leave is to care for the ill person and shall not be used for child-care. The five (5) days is charged to sick leave.

“Immediate family” includes: husband, wife, parents, step-parents, children, step-children, brothers, sisters, grandparents, mother-in-law, father-in-law, or any other person living in the same household.

4.1.1.2 The Administrator, if injured while actively engaged in his/her school duties, will decide whether to be compensated under the accumulative sick leave or on the basis of Worker’s Compensation in accordance with regulations and policies established by the State of Michigan. The first ten (10) days following the injury will not be deducted from sick leave.

4.1.1.3 Sick leave days may be used for personal business per District Guidelines and approval of the Superintendent. Personal days are not cumulative from year to year. Personal days allocated to the position classifications are as follows:

Classification	Position	Personal Days Per Year	Sick Leave Days Per Year
Level 1	Assistant Superintendent	5 days	12 days
Level 2	Director of Instruction	5 days	12 days
Level 2	Director of Human Resources	5 days	12 days
Level 2	HS/MS/Elementary Principal	5 days	12 days
Level 2	KVS Director + Grant Writer	5 days	12 days
Level 2	Chief Financial Officer	5 days	12 days
Level 2	Technology Director	5 days	12 days
Level 3	SPED Director	3 days	12 days
Level 3	Director of 54 th St. Academy	3 days	12 days
Level 3	Alternative Education Supervisor	3 days	12 days
Level 3	HS/MS/Elementary Assistant Principal	3 days	12 days
Level 3	HS Academic Dean of Students	3 days	12 days
Level 3	MS/Elementary Dean of Students	3 days	12 days
Level 3	Media Director	3 days	12 days
Level 3	Athletic Director (Experienced – Admn Cert.)	3 days	12 days
Level 4	Athletic Director (Entry Level – No Admn Cert.)	3 days	12 days
Level 4	Executive Administrative Assistant	3 days	12 days
Level 4	Director of Facilities Building & Grounds	3 days	12 days
Level 5	Network Administrator	3 days	12 days
Level 5	Network Technician	3 days	12 days
Level 5	Payroll + Benefits	3 days	12 days
Level 5	Purchasing + Pupil Accounting	3 days	12 days
Level 5	Business Services Assistant	3 days	12 days
Level 5	Asst. Facilities /Asst. Transportation Director	3 days	12 days
Level 5	Marketing & Communications/Admin Support 54 th St.	3 days	12 days
Level 6	Director of Transportation	2 days	12 days
Level 6	Food Service Director	2 days	12 days
Level 6	Assistant Food Service Director	2 days	12 days
Level 6	School Nurse	2 days	12 days
Level 6	Dean of Student Services	2 days	12 days

4.2 Holidays and Vacations:

4.2.1 Employees will be granted vacation days, which are not cumulative, as per the following schedule:

Classification	Position	Years of Service	Vacation Days
Level 1	Assistant Superintendent	0 + years	25 days
Level 2	Director of Instruction	0 + years	25 days
Level 2	Director of Human Resources	0 + years	25 days
Level 2	HS/MS/Elementary Principal	0 + years	25 days
Level 2	KVS Director + Grant Writer	0 + years	25 days
Level 2	Chief Financial Officer	0 + years	25 days
Level 2	Technology Director	0 + years	25 days
Level 3	SPED Director	0 + years	0 days – Follows School Calendar
Level 3	Director of 54 th St. Academy	0 + years	0 days – Follows School Calendar
Level 3	Alternative Education Supervisor	0 + years	0 days – Follows School Calendar
Level 3	HS/MS/Elementary Assistant Principal	0 + years	0 days – Follows School Calendar
Level 3	HS Academic Dean of Students	0 + years	0 days – Follows School Calendar
Level 3	MS/Elementary Dean of Students	0 + years	0 days – Follows School Calendar
Level 3	Media Director	0 + years	0 days – Follows School Calendar
Level 3	Athletic Director (Experienced – Admn Cert.)	0 + years	0 days – Follows School Calendar
Level 4	Athletic Director (Entry Level – No Admn Cert.)	0 + years	0 days – Follows School Calendar
Level 4	Executive Administrative Assistant	0 + years	25 days
Level 4	Director of Facilities Building & Grounds	0 + years	25 days
Level 5	Network Administrator/Network Technician	0-3 years	15 days
		4 years	20 days
		5 + years	25 days
Level 5	Payroll + Benefits	0-3 years	15 days
		4 years	20 days
		5 + years	25 days
Level 5	Purchasing/Pupil Accounting	0-3 years	15 days
		4 years	20 days
		5 + years	25 days
Level 5	Business Services Assistant	0-3 years	15 days
		4 years	20 days
		5 + years	25 days
Level 5	Asst. Facilities/Asst. Transportation Director	0-3 years	15 days
		4 years	20 days
		5 + years	25 days
Level 5	Marketing & Communications/Admin Support 54 th St.	0-3 years	15 days
		4 years	20 days
		5 + years	25 days
Level 6	Director of Transportation	0 + years	0 days – Follows School Calendar
Level 6	Food Service Director	0-3 years	15 days
		4 years	20 days
		5 + years	25 days
Level 6	Assistant Food Service Director	0 + years	0 days – Follows School Calendar
Level 6	School Nurse	0 + years	0 days – Follows School Calendar
Level 6	Dean of Student Services	0 + years	0 days – Follows School Calendar

- 4.2.2 Vacation days may be taken during the school year per approval of the Superintendent. The vacation request must be to the Superintendent sixty (60) days before the requested leave date. Vacation days (two consecutive days) may be taken while school is in session with the approval of the Superintendent.
- 4.2.3 Unused vacation days may not be rolled over to the following year.
- 4.2.4 Up to ten (10) unused vacation days may be rolled into sick leave days.
- 4.2.5 Paid holidays will be allocated to the following classifications and positions:

<u>Classification & Position</u>	<u>Holidays</u>
Level 1 Assistant Superintendent	July 4 th
Level 2 Director of Instruction	Friday before Labor Day
Level 2 Director of Human Resources	Labor Day
Level 2 Building Principals	The day before Thanksgiving
Level 2 KVS Director + Grant Writer	Thanksgiving
Level 2 Chief Financial Officer	Friday following Thanksgiving
Level 2 Technology Director	Christmas Eve Day
Level 4 Executive Admin Assistant	Christmas Day
Level 4 Director of Facilities B&G	New Year's Eve Day
Level 5 Network Administrator	New Year's Day
Level 5 Network Technician	Memorial Day
Level 5 Payroll + Benefits	
Level 5 Purchasing/Pupil Accounting	
Level 5 Business Services Assistant	
Level 5 Asst. Facilities/Asst. Transportation Director	
Level 5 Marketing & Communications/Admin Support 54 th St.	
Level 6 Food Service Director	

Excluded from Holidays

Level 3 Special Education Director
Level 3 HS/MS/Elementary Asst. Principal
Level 3 Director of 54 th St. Academy
Level 3 Alternative Education Supervisor
Level 3 HS Academic Dean of Students
Level 3 MS/Elementary Dean of Students
Level 3 Media Director
Level 3 Athletic Director (Experienced)
Level 4 Athletic Director (Entry Level)
Level 6 Director of Transportation
Level 6 Assistant Food Service Director

- Level 6 School Nurse
- Level 6 Dean of Student Services

4.3 Bereavement Leave;

4.3.1 Five (5) days leave, with pay and not chargeable against sick leave allowance, shall be granted as per the following:

IMMEDIATE FAMILY

<i>Not Chargeable</i>	<i>Chargeable</i>
Spouse	Sister-in-law
Parent	Brother-in-law
Child	Daughter-in-law & Son-in-law
Stepchild	Any other persons in household
Grandchild	Niece & Nephew
Brother/Sister	Aunt & Uncle
Step-Parent	Cousin
Mother-in-law & Father-in-law	Grandparent

4.3.2 One (1) day shall be granted for attendance at a funeral of a person outside the immediate family. A maximum of two (2) days is allowed and deducted from sick leave or vacation leave, whichever the member designates.

4.4 Other Leave;

4.4.1 In the event an Administrator is called for jury duty or to give testimony before a judicial tribunal, he/she will be compensated for the difference in salary and the compensation received for the performance of such obligation. Time spent on jury duty shall not be chargeable against vacation or sick leave provided such leave was not volunteered by the member

4.4.2 Presentations at professional organizations need approval by the Superintendent for leave time. Any compensation will be turned into the District.

4.4.3 Sabbatical leave will not be granted.

4.5 Snow Days or Other Acts of God;

4.5.1 Administrators shall not report unless directed by the Superintendent.

5.0 EXPERIENCE:

- 5.1 Credit for experience in the same or like position on the salary schedule is at the discretion of the Superintendent of schools. No member shall receive more years credit that he/she has earned.

6.0 PROFESSIONAL DEVELOPMENT/GROWTH:

- 6.1 The District will:

- 6.1.1 Pay membership dues to professional organizations as approved by the Superintendent.

- 6.1.2 All Levels shall be reimbursed graduate education tuition as approved by the Superintendent. Tuition shall be reimbursed as per a GVSU graduate class rate, and will be pre-paid.

- 6.1.2.1 The administrator will reimburse the district for 100% of the tuition cost as follows:

- 6.1.2.1.1 The class is dropped by the administrator.

- 6.1.2.1.2 The Administrator leaves the district as an employee for other employment, retirement, or for personal reasons (termination and/or layoff are exempt from this provision).

- The Administrator is liable to the district for any district paid tuition for a twelve (12) month period of time from their completion of the class and their departure from the district.

- 6.1.2.1.3 Any non-graduate training paid for the district will be treated as per 6.1.2.1.1, 6.1.2.1.2.

- 6.1.3 Pay for attendance at professional meetings at local, state and national levels as approved by the Superintendent. Reimbursement for conference registration, travel, room expenses, and reasonable stipend per day for food allowance will be provided at the discretion of the Superintendent.

- 6.1.4 Principals will be allowed to attend national conferences and conventions on a rotating basis. At least two will be approved each year. Additional requests may be approved at the discretion of the Superintendent.

6.1.5 Mileage reimbursement for travel, in the course of performing in the position, is at the IRS Rate on 01 September of each year.

7.0 EVALUATION:

- 7.1 The Superintendent (or his/her designee) shall evaluate the member, at least annually, using the criteria and evaluation process mutually agreed to by the Administrator and/or the District evaluation process.
- 7.2 In the event that areas of growth are indicated, the Superintendent or his/her designee will create an **Individual Growth Plan (IGP)**, stating areas of weakness and indicators of sufficient progress towards continuing employment with the District.

8.0 DISMISSAL/SUSPENSION/NON-RENEWAL:

8.1 Dismissal;

- 8.1.1 During the term employment, the Administrator shall be subject to discharge for good and just cause by the Board of Education.
- 8.1.2 No discharge shall be effective unless written charges have been served upon the Administrator and he/she shall have had an opportunity for a fair hearing before the Board with at least ten (10) days notice of such in writing. Such hearing shall be public or private at the option of the employee. At such hearing, the member may have legal representation of his/her own choice and at his/her own expense. The member shall have the right to fully face and cross-examine his/her accusers, and present any evidence on his/her behalf. The hearing shall be designed in all respects to provide full due process to the employee.

8.2 Suspension;

- 8.2.1 The employee may be subject to suspension for good and just cause by the Board and/or Superintendent. At all times, the member has full right to due process and the right to fully cross-examine his/her accusers.

8.3 Non-Renewal;

- 8.3.1 In the event that non-renewal of the contract is to be considered, the Board shall on or before March 31 of each year take official action to determine whether or not to extend the contract for another year. In the event that the contract is not going to be renewed, the member must be notified in writing of the Board's official action.

9.0 RESIGNATION/TERMINAL LEAVE:

9.1 An administrative employee that leaves Kelloggsville Public Schools after five consecutive years of service shall be entitled to compensation for unused accumulated leave and years of service based upon the District guidelines. In order to qualify for this benefit, the member must give notice to the district no later than **June 30**. In the event a member leaves after **July 01 through August 31**, he/she shall receive 50% of the established rate for unused leave and years of service. If a member leaves after **September 01 through June 30** of the following year 0% termination compensation will be given. Articles 6.1.2.1.2 and 6.1.2.1.3 are also applicable to termination compensation. Exceptions may be made at the discretion of the Superintendent and/or Board of Education

9.2 In the event an administrative employee wishes to terminate his/her contract, after the school year has begun and prior to the end of the school year, written notice must be given to the Board of Education ninety (90) days prior to leaving or he/she shall forfeit any right to unpaid vacation time (if applicable) or terminal leave.

9.1 and 9.2 jointly apply in determining if any terminal leave compensation is due. Exceptions may be made at the discretion of the Superintendent and/or Board of Education.

9.2.1 The compensation rates are listed in Schedule C.

9.3 In the event a member owes the district for college/university tuition or for training (6.1.2.1, 6.1.2.1.1, 6.1.2.1.2, 6.1.2.1.3), the district shall deduct the amount from termination compensation and from any wages due to the employee.

10.0 RETIREMENT:

10.1 An employee who retires from Kelloggsville after five consecutive years of service shall be entitled to compensation for unused accumulated leave and years of service based upon the district guidelines. In order to qualify for this benefit, the employee must notify the district no later than **May 1, unless given special permission by the Superintendent.**

10.1.1 The compensation rates are listed in Schedule D.

11.0 VACANCIES/CHANGE IN ASSIGNMENT:

11.1 Any member may apply for any vacancies for which he/she is certified and qualified.

11.2 The Superintendent has right of assignment for all members of the group.

12.0 SALARY SCHEDULE:

12.1 All members shall be paid according to the salary guidelines as approved by the Board of Education.

12.2 All members shall be paid in 24 equal installments the 2nd and 4th Friday of every month.

12.3 The group has the right to meet with the Superintendent to discuss salary and benefits prior to approval by the Board.

12.3.1 Salary Schedules are listed in Schedule A.

13.0 BENEFITS:

13.1 The Board shall provide qualifying members (195 days or more) with the following benefits:

13.1.1 Insurance:

- 13.1.1.1 Health Insurance – Schedule B
- 13.1.1.2 Dental – Schedule B
- 13.1.1.3 Vision – Schedule B
- 13.1.1.4 Long Term Disability – Schedule E
- 13.1.1.5 Term Life Insurance – Schedule F

13.2 Qualifying part-time Administrators shall receive pro-rated insurance benefits, where permitted by the insurance carrier. Qualifying Administrators (195 days or more) shall receive cash in lieu of the benefit, if so elected. Any health insurance premiums paid by the Administrator will be with pre-tax dollars as per the Flexible Benefits Plan.

13.2.1 Cash in Lieu of Benefits: Schedule A

14.0 DRESS AND GROOMING:

14.1 All members of the group need to understand that they are representatives of Kelloggsville Public Schools and should represent themselves in a professional manner at all times. Kelloggsville Administrators are expected to dress appropriately for each occasion.

15.0 SICK LEAVE BANK:

15.1 The members of this group may organize and manage a “sick leave bank” for Administrators/Directors/Supervisors/Administrative Assistants.

16.0 JOB DESCRIPTIONS:

16.1 All employees will be evaluated and employed based upon the Board of Education approved job descriptions.

Administrator Salary Schedule A

Last Update: 06/28/21

Level	Step	Position	Factor	2021-22	2022-23	2023-24
				Base = \$47,260	Base = \$48,205	Base = \$49,169
Level 1 260 Days	1	Assistant Superintendent	2.33	\$110,116	\$112,318	\$114,564
	2		2.36	\$111,534	\$113,764	\$116,039
	3		2.39	\$112,951	\$115,210	\$117,514
	4		2.42	\$114,369	\$116,656	\$118,989
	5		2.45	\$115,787	\$118,102	\$120,464
	6		2.48	\$117,204	\$119,548	\$121,939
	7		2.51	\$118,623	\$120,995	\$123,414
	8		2.54	\$120,040	\$122,441	\$124,889
	9		2.57	\$121,458	\$123,887	\$126,364
	10		2.60	\$122,876	\$125,333	\$127,839
	11		2.61	\$123,349	\$125,815	\$128,331
	12		2.62	\$123,821	\$126,297	\$128,823
Level 2 260 Days	1	Director of Instruction	2.28	\$107,752	\$109,907	\$112,105
	2		2.31	\$109,170	\$111,353	\$113,580
	3		2.34	\$110,588	\$112,799	\$115,055
	4		2.37	\$112,005	\$114,246	\$116,530
	5		2.40	\$113,423	\$115,692	\$118,005
	6		2.43	\$114,841	\$117,138	\$119,481
	7		2.46	\$116,259	\$118,584	\$120,956
	8		2.49	\$117,677	\$120,030	\$122,431
	9		2.52	\$119,094	\$121,476	\$123,906
	10		2.55	\$120,512	\$122,922	\$125,381
	11		2.56	\$120,985	\$123,404	\$125,873
	12		2.57	\$121,457	\$123,886	\$126,364
Level 2 260 Days	1	Director of Human Resources	2.28	\$107,752	\$109,907	\$112,105
	2		2.31	\$109,170	\$111,353	\$113,580
	3		2.34	\$110,588	\$112,799	\$115,055
	4		2.37	\$112,005	\$114,246	\$116,530
	5		2.40	\$113,423	\$115,692	\$118,005
	6		2.43	\$114,841	\$117,138	\$119,481
	7		2.46	\$116,259	\$118,584	\$120,956
	8		2.49	\$117,677	\$120,030	\$122,431
	9		2.52	\$119,094	\$121,476	\$123,906
	10		2.55	\$120,512	\$122,922	\$125,381
	11		2.56	\$120,985	\$123,404	\$125,873
	12		2.57	\$121,457	\$123,886	\$126,364
Level 2 260 Days	1	High School Principal	2.18	\$103,026	\$105,087	\$107,188
	2		2.21	\$104,444	\$106,533	\$108,663
	3		2.24	\$105,862	\$107,979	\$110,138
	4		2.27	\$107,280	\$109,425	\$111,614
	5		2.30	\$108,697	\$110,871	\$113,089
	6		2.33	\$110,115	\$112,317	\$114,564
	7		2.36	\$111,533	\$113,763	\$116,039
	8		2.39	\$112,951	\$115,210	\$117,514
	9		2.42	\$114,368	\$116,656	\$118,989
	10		2.45	\$115,786	\$118,102	\$120,464
	11		2.46	\$116,259	\$118,584	\$120,956
	12		2.47	\$116,731	\$119,066	\$121,447

**Administrator
Salary Schedule A**

Level	Step	Position	Factor	2021-22	2022-23	2023-24
				Base = \$47,260	Base = \$48,205	Base = \$49,169
Level 2	1	Middle School Principal	2.11	\$99,718	\$101,712	\$103,746
260 Days	2		2.14	\$101,136	\$103,158	\$105,222
	3		2.17	\$102,553	\$104,605	\$106,697
	4		2.20	\$103,971	\$106,051	\$108,172
	5		2.23	\$105,389	\$107,497	\$109,647
	6		2.26	\$106,807	\$108,943	\$111,122
	7		2.29	\$108,225	\$110,389	\$112,597
	8		2.32	\$109,642	\$111,835	\$114,072
	9		2.35	\$111,060	\$113,281	\$115,547
	10		2.38	\$112,478	\$114,728	\$117,022
	11		2.39	\$112,951	\$115,210	\$117,514
	12		2.40	\$113,423	\$115,692	\$118,005

Level 2	1	Elementary Principal	2.09	\$98,733	\$100,748	\$102,763
260 Days	2		2.12	\$100,190	\$102,194	\$104,238
	3		2.15	\$101,608	\$103,640	\$105,713
	4		2.18	\$103,026	\$105,087	\$107,188
	5		2.21	\$104,444	\$106,533	\$108,663
	6		2.24	\$105,862	\$107,979	\$110,138
	7		2.27	\$107,279	\$109,425	\$111,614
	8		2.30	\$108,697	\$110,871	\$113,089
	9		2.33	\$110,115	\$112,317	\$114,564
	10		2.36	\$111,533	\$113,763	\$116,039
	11		2.37	\$112,005	\$114,246	\$116,530
	12		2.38	\$112,478	\$114,728	\$117,022

Level 2	1	KVS Director + Grant Writer	2.11	\$99,718	\$101,712	\$103,746
260 Days	2		2.14	\$101,136	\$103,158	\$105,222
	3		2.17	\$102,553	\$104,605	\$106,697
	4		2.20	\$103,971	\$106,051	\$108,172
	5		2.23	\$105,389	\$107,497	\$109,647
	6		2.26	\$106,807	\$108,943	\$111,122
	7		2.29	\$108,225	\$110,389	\$112,597
	8		2.32	\$109,642	\$111,835	\$114,072
	9		2.35	\$111,060	\$113,281	\$115,547
	10		2.38	\$112,478	\$114,728	\$117,022
	11		2.39	\$112,951	\$115,210	\$117,514
	12		2.40	\$113,423	\$115,692	\$118,005

Level 2	1	Chief Financial Officer	2.00	\$94,519	\$96,410	\$98,338
260 Days	2		2.03	\$95,937	\$97,856	\$99,813
	3		2.06	\$97,355	\$99,302	\$101,288
	4		2.09	\$98,773	\$100,748	\$102,763
	5		2.12	\$100,190	\$102,194	\$104,238
	6		2.15	\$101,608	\$103,640	\$105,713
	7		2.18	\$103,026	\$105,087	\$107,188
	8		2.21	\$104,538	\$106,629	\$108,762
	9		2.24	\$105,862	\$107,979	\$110,138
	10		2.26	\$106,807	\$108,943	\$111,122
	11		2.28	\$107,752	\$109,907	\$112,105
	12		2.30	\$108,697	\$110,871	\$113,089

**Administrator
Salary Schedule A**

Level	Step	Position	Factor	2021-22	2022-23	2023-24
				Base = \$47,260	Base = \$48,205	Base = \$49,169
Level 2	1	Technology Director	1.77	\$83,650	\$85,323	\$87,029
260 Days	2		1.80	\$85,067	\$86,769	\$88,504
	3		1.83	\$86,485	\$88,215	\$89,979
	4		1.86	\$87,903	\$89,661	\$91,454
	5		1.89	\$89,321	\$91,107	\$92,929
	6		1.92	\$90,739	\$92,553	\$94,404
	7		1.95	\$92,156	\$93,999	\$95,879
	8		1.98	\$93,574	\$95,446	\$97,355
	9		2.01	\$94,992	\$96,892	\$98,830
	10		2.04	\$96,410	\$98,338	\$100,305
	11		2.05	\$96,882	\$98,820	\$100,796
	12		2.06	\$97,355	\$99,302	\$101,288

Level 3	1	SPED Director	2.15	\$101,608	\$103,640	\$105,713
220 Days	2		2.18	\$103,026	\$105,087	\$107,188
	3		2.21	\$104,444	\$106,533	\$108,663
	4		2.24	\$105,862	\$107,979	\$110,138
	5		2.27	\$107,279	\$109,425	\$111,614
	6		2.30	\$108,697	\$110,871	\$113,089
	7		2.33	\$110,115	\$112,317	\$114,564
	8		2.36	\$111,533	\$113,763	\$116,039
	9		2.39	\$112,951	\$115,210	\$117,514
	10		2.42	\$114,368	\$116,656	\$118,989
	11		2.43	\$114,841	\$117,138	\$119,481
	12		2.44	\$115,314	\$117,620	\$119,972

Level 3	1	Director of 54th St. Academy	1.54	\$72,780	\$74,235	\$75,720
220 Days	2		1.56	\$73,725	\$75,200	\$76,704
15 Days Prior	3		1.58	\$74,670	\$76,164	\$77,687
20 Days After	4		1.60	\$75,615	\$77,128	\$78,670
Teacher Calendar	5		1.62	\$76,561	\$78,092	\$79,654
	6		1.64	\$77,506	\$79,056	\$80,637
	7		1.66	\$78,451	\$80,020	\$81,620
	8		1.68	\$79,396	\$80,984	\$82,604
	9		1.70	\$80,341	\$81,948	\$83,587
	10		1.71	\$80,814	\$82,430	\$84,079
	11		1.72	\$81,287	\$82,912	\$84,571
	12		1.73	\$81,759	\$83,394	\$85,062

Level 3	1	Alternate Ed Supervisor	1.35	\$63,801	\$65,077	\$66,378
220 Days	2		1.37	\$64,746	\$66,041	\$67,361
15 Days Prior	3		1.39	\$65,691	\$67,005	\$68,345
20 Days After	4		1.41	\$66,636	\$67,969	\$69,328
Teacher Calendar	5		1.43	\$67,581	\$68,933	\$70,312
	6		1.45	\$68,527	\$69,897	\$71,295

**Administrator
Salary Schedule A**

Level	Step	Position	Factor	2021-22	2022-23	2023-24
				Base = \$47,260	Base = \$48,205	Base = \$49,169
Level 3	1	HS Assistant Principal	1.88	\$88,848	\$90,625	\$92,438
220 Days	2		1.91	\$90,266	\$92,071	\$93,913
20 Days Prior	3		1.94	\$91,684	\$93,517	\$95,388
15 Days After	4		1.97	\$93,102	\$94,964	\$96,863
Teacher Calendar	5		2.00	\$94,519	\$96,410	\$98,338
	6		2.03	\$95,937	\$97,856	\$99,813
	7		2.06	\$97,355	\$99,302	\$101,288
	8		2.09	\$98,773	\$100,748	\$102,763
	9		2.12	\$100,190	\$102,194	\$104,238
	10		2.15	\$101,608	\$103,640	\$105,713
	11		2.16	\$102,081	\$104,122	\$106,205
	12		2.17	\$102,553	\$104,605	\$106,697

Level 3	1	MS Assistant Principal	1.71	\$80,814	\$82,430	\$84,079
220 Days	2		1.73	\$81,759	\$83,394	\$85,062
20 Days Prior	3		1.75	\$82,704	\$84,358	\$86,046
15 Days After	4		1.77	\$83,650	\$85,323	\$87,029
Teacher Calendar	5		1.79	\$84,595	\$86,287	\$88,012
	6		1.81	\$85,540	\$87,251	\$88,996
	7		1.83	\$86,485	\$88,215	\$89,979
	8		1.85	\$87,430	\$89,179	\$90,963
	9		1.87	\$88,376	\$90,143	\$91,946
	10		1.89	\$89,321	\$91,107	\$92,929
	11		1.90	\$89,793	\$91,589	\$93,421
	12		1.91	\$90,266	\$92,071	\$93,913

Level 3	1	Elem. Assistant Principal	1.70	\$80,341	\$81,948	\$83,587
220 Days	2		1.72	\$81,287	\$82,912	\$84,571
20 Days Prior	3		1.74	\$82,232	\$83,876	\$85,554
15 Days After	4		1.76	\$83,177	\$84,841	\$86,537
Teacher Calendar	5		1.78	\$84,122	\$85,805	\$87,521
	6		1.80	\$85,067	\$86,769	\$88,504
	7		1.82	\$86,013	\$87,733	\$89,487
	8		1.84	\$86,958	\$88,697	\$90,471
	9		1.86	\$87,903	\$89,661	\$91,454
	10		1.87	\$88,376	\$90,143	\$91,946
	11		1.88	\$88,848	\$90,625	\$92,438
	12		1.89	\$89,321	\$91,107	\$92,929

Level 3	1	HS Academic Dean of Students	1.54	\$72,780	\$74,235	\$75,720
220 Days	2		1.57	\$74,198	\$75,682	\$77,195
20 Days Prior	3		1.60	\$75,615	\$77,128	\$78,670
15 Days After	4		1.63	\$77,033	\$78,574	\$80,145
Teacher Calendar	5		1.66	\$78,451	\$80,020	\$81,620
	6		1.69	\$79,869	\$81,466	\$83,096
	7		1.72	\$81,287	\$82,912	\$84,571
	8		1.75	\$82,704	\$84,358	\$86,046
	9		1.78	\$84,122	\$85,805	\$87,521
	10		1.81	\$85,540	\$87,251	\$88,996
	11		1.82	\$86,013	\$87,733	\$89,487
	12		1.83	\$86,485	\$88,215	\$89,979

**Administrator
Salary Schedule A**

Level	Step	Position	Factor	2021-22	2022-23	2023-24
				Base = \$47,260	Base = \$48,205	Base = \$49,169
Level 3	1	MS Dean of Students	1.50	\$70,889	\$72,307	\$73,753
220 Days	2		1.52	\$71,835	\$73,271	\$74,737
20 Days Prior	3		1.54	\$72,780	\$74,235	\$75,720
15 Days After	4		1.56	\$73,725	\$75,200	\$76,704
Teacher Calendar	5		1.58	\$74,670	\$76,164	\$77,687
	6		1.60	\$75,615	\$77,128	\$78,670

Level 3	1	Elem. Dean of Students	1.45	\$68,527	\$69,897	\$71,295
220 Days	2		1.47	\$69,472	\$70,861	\$72,278
20 Days Prior	3		1.49	\$70,417	\$71,825	\$73,262
15 Days After	4		1.51	\$71,362	\$72,789	\$74,245
Teacher Calendar	5		1.53	\$72,307	\$73,753	\$75,228
	6		1.55	\$73,252	\$74,718	\$76,212

Level 3	1	Media Director	1.67	\$78,924	\$80,502	\$82,112
200 Days	2		1.70	\$80,341	\$81,948	\$83,587
15 Days Split	3		1.73	\$81,759	\$83,394	\$85,062
Before/After	4		1.76	\$83,177	\$84,841	\$86,537
Teacher Calendar	5		1.79	\$84,595	\$86,287	\$88,012
	6		1.82	\$86,013	\$87,733	\$89,487
	7		1.85	\$87,430	\$89,179	\$90,963
	8		1.88	\$88,848	\$90,625	\$92,438
	9		1.91	\$90,266	\$92,071	\$93,913
	10		1.94	\$91,684	\$93,517	\$95,388
	11		1.97	\$93,102	\$94,964	\$96,863
	12		2.00	\$94,519	\$96,410	\$98,338

Level 3	1	Athletic Director	1.46	\$68,999	\$70,379	\$71,787
210 Days	2	(Experience)	1.48	\$69,944	\$71,343	\$72,770
20 Days Prior	3	Admn Cert. Required	1.50	\$70,889	\$72,307	\$73,753
5 Days After	4		1.52	\$71,835	\$73,271	\$74,737
Teacher Calendar	5		1.54	\$72,780	\$74,235	\$75,720
	6		1.56	\$73,725	\$75,200	\$76,704
	7		1.58	\$74,670	\$76,164	\$77,687
	8		1.60	\$75,615	\$77,128	\$78,670
	9		1.62	\$76,561	\$78,092	\$79,654
	10		1.63	\$77,033	\$78,574	\$80,145
	11		1.64	\$77,506	\$79,056	\$80,637
	12		1.65	\$77,978	\$79,538	\$81,129

Level 4	1	Athletic Director	1.28	\$60,492	\$61,702	\$62,936
210 Days	2	(Entry Level)	1.30	\$61,438	\$62,666	\$63,920
20 Days Prior	3	No Admn Cert.	1.32	\$62,383	\$63,630	\$64,903
5 Days After	4		1.34	\$63,328	\$64,595	\$65,886
Teacher Calendar	5		1.36	\$64,273	\$65,559	\$66,870
	6		1.38	\$65,218	\$66,523	\$67,853
	7		1.40	\$66,164	\$67,487	\$68,837
	8		1.42	\$67,109	\$68,451	\$69,820
	9		1.44	\$68,054	\$69,415	\$70,803
	10		1.46	\$68,999	\$70,379	\$71,787
	11		1.48	\$69,944	\$71,343	\$72,770
	12		1.50	\$70,889	\$72,307	\$73,753

**Administrator
Salary Schedule A**

Level	Step	Position	Factor	2021-22	2022-23	2023-24
				Base = \$47,260	Base = \$48,205	Base = \$49,169
Level 4	1	MS Athletic Director	0.10	\$4,726	\$4,820	\$4,917
	2	Leadership Stipend	0.11	\$5,199	\$5,303	\$5,409
	3		0.12	\$5,671	\$5,785	\$5,900
	4		0.13	\$6,144	\$6,267	\$6,392
	5		0.14	\$6,616	\$6,749	\$6,884
	6		0.15	\$7,089	\$7,231	\$7,375

Level 4 260 Days	1	Executive Admin Assistant	1.56	\$73,725	\$75,200	\$76,704
	2		1.59	\$75,143	\$76,646	\$78,179
	3		1.61	\$76,088	\$77,610	\$79,162
	4		1.64	\$77,506	\$79,056	\$80,637
	5		1.67	\$78,924	\$80,502	\$82,112
	6		1.70	\$80,341	\$81,948	\$83,587
	7		1.73	\$81,759	\$83,394	\$85,062
	8		1.76	\$83,177	\$84,841	\$86,537
	9		1.79	\$84,595	\$86,287	\$88,012
	10		1.81	\$85,540	\$87,251	\$88,996
	11		1.83	\$86,485	\$88,215	\$89,979
	12		1.85	\$87,430	\$89,179	\$90,963

Level 4 260 Days	1	Director of Facilities B&G	1.45	\$68,527	\$69,897	\$71,295
	2		1.47	\$69,472	\$70,861	\$72,278
	3		1.49	\$70,417	\$71,825	\$73,262
	4		1.51	\$71,362	\$72,789	\$74,245
	5		1.53	\$72,307	\$73,753	\$75,228
	6		1.55	\$73,252	\$74,718	\$76,212
	7		1.57	\$74,198	\$75,682	\$77,195
	8		1.59	\$75,143	\$76,646	\$78,179
	9		1.61	\$76,088	\$77,610	\$79,162
	10		1.63	\$77,033	\$78,574	\$80,145
	11		1.64	\$77,506	\$79,056	\$80,637
	12		1.65	\$77,978	\$79,538	\$81,129

Level 5 260 Days	1	Network Administrator	1.15	\$54,349	\$55,436	\$56,544
	2		1.18	\$55,766	\$56,882	\$58,019
	3		1.21	\$57,184	\$58,328	\$59,494
	4		1.24	\$58,602	\$59,774	\$60,969
	5		1.27	\$60,020	\$61,220	\$62,445
	6		1.30	\$61,438	\$62,666	\$63,920
	7		1.33	\$62,855	\$64,112	\$65,395
	8		1.36	\$64,273	\$65,559	\$66,870
	9		1.39	\$65,691	\$67,005	\$68,345
	10		1.42	\$67,109	\$68,451	\$69,820
	11		1.44	\$68,054	\$69,415	\$70,803
	12		1.46	\$68,999	\$70,379	\$71,787

Level 5 260 Days	1	Network Technician	1.00	\$47,260	\$48,205	\$49,169
	2		1.01	\$47,732	\$48,687	\$49,661
	3		1.02	\$48,205	\$49,169	\$50,152
	4		1.03	\$48,677	\$49,651	\$50,644
	5		1.04	\$49,150	\$50,133	\$51,136
	6		1.05	\$49,623	\$50,615	\$51,627

**Administrator
Salary Schedule A**

Level	Step	Position	Factor	2021-22	2022-23	2023-24
				Base = \$47,260	Base = \$48,205	Base = \$49,169
Level 5	1	Payroll + Benefits	1.00	\$47,260	\$48,205	\$49,169
260 Days	2		1.02	\$48,205	\$49,169	\$50,152
	3		1.04	\$49,150	\$50,133	\$51,136
	4		1.06	\$50,095	\$51,097	\$52,119
	5		1.08	\$51,040	\$52,061	\$53,102
	6		1.10	\$51,986	\$53,025	\$54,086
	7		1.12	\$52,931	\$53,989	\$55,069
	8		1.14	\$53,876	\$54,954	\$56,053
	9		1.16	\$54,821	\$55,918	\$57,036
	10		1.18	\$55,766	\$56,882	\$58,019
	11		1.20	\$56,712	\$57,846	\$59,003
	12		1.22	\$57,657	\$58,810	\$59,986

Level 5	1	Purchasing/Pupil Acct.	1.00	\$47,260	\$48,205	\$49,169
260 Days	2		1.02	\$48,205	\$49,169	\$50,152
	3		1.04	\$49,150	\$50,133	\$51,136
	4		1.06	\$50,095	\$51,097	\$52,119
	5		1.08	\$51,040	\$52,061	\$53,102
	6		1.10	\$51,986	\$53,025	\$54,086
	7		1.12	\$52,931	\$53,989	\$55,069
	8		1.14	\$53,876	\$54,954	\$56,053
	9		1.16	\$54,821	\$55,918	\$57,036
	10		1.18	\$55,766	\$56,882	\$58,019
	11		1.20	\$56,712	\$57,846	\$59,003
	12		1.22	\$57,657	\$58,810	\$59,986

Level 5	1	Business Services Assistant	0.78	\$36,863	\$37,600	\$38,352
260 Days	2		0.80	\$37,808	\$38,564	\$39,335
	3		0.82	\$38,753	\$39,528	\$40,319
	4		0.84	\$39,698	\$40,492	\$41,302
	5		0.86	\$40,643	\$41,456	\$42,285
	6		0.88	\$41,589	\$42,420	\$43,269

Level 5	1	Marketing & Communications/	0.91	\$43,006	\$43,866	\$44,744
260 Days	2	Admn Support 54th Street	0.93	\$43,951	\$44,831	\$45,727
	3		0.95	\$44,897	\$45,795	\$46,711
	4		0.97	\$45,842	\$46,759	\$47,694
	5		0.99	\$46,787	\$47,723	\$48,677
	6		1.01	\$47,732	\$48,687	\$49,661

Level 5	1	Asst. Facilities/	1.26	\$59,547	\$60,738	\$61,953
260 Days	2	Asst. Transportation Director	1.28	\$60,492	\$61,702	\$62,936
	3		1.30	\$61,438	\$62,666	\$63,920
	4		1.32	\$62,383	\$63,630	\$64,903
	5		1.34	\$63,328	\$64,595	\$65,886
	6		1.36	\$64,273	\$65,559	\$66,870
	7		1.38	\$65,218	\$66,523	\$67,853
	8		1.40	\$66,164	\$67,487	\$68,837
	9		1.42	\$67,109	\$68,451	\$69,820
	10		1.44	\$68,054	\$69,415	\$70,803
	11		1.45	\$68,527	\$69,897	\$71,295
	12		1.46	\$68,999	\$70,379	\$71,787

**Administrator
Salary Schedule A**

Level	Step	Position	Factor	2021-22	2022-23	2023-24
				Base = \$47,260	Base = \$48,205	Base = \$49,169
Level 6	1	Director of Transportation	0.81	\$38,280	\$39,046	\$39,827
235 Days	2		0.83	\$39,226	\$40,010	\$40,810
	3		0.85	\$40,171	\$40,974	\$41,794
	4		0.87	\$41,116	\$41,938	\$42,777
	5		0.89	\$42,061	\$42,902	\$43,760
	6		0.91	\$43,006	\$43,866	\$44,744
	7		0.93	\$43,951	\$44,831	\$45,727
	8		0.95	\$44,897	\$45,795	\$46,711
	9		0.97	\$45,842	\$46,759	\$47,694
	10		0.99	\$46,787	\$47,723	\$48,677
	11		1.01	\$47,732	\$48,687	\$49,661
	12		1.03	\$48,677	\$48,651	\$50,644

Level 6	1	Food Service Director	1.12	\$52,931	\$53,989	\$55,069
260 Days	2		1.14	\$53,876	\$54,954	\$56,053
	3		1.16	\$54,821	\$55,918	\$57,036
	4		1.18	\$55,766	\$56,882	\$58,019
	5		1.20	\$56,712	\$57,846	\$59,003
	6		1.22	\$57,657	\$58,810	\$59,986
	7		1.24	\$58,602	\$59,774	\$60,969
	8		1.26	\$59,547	\$60,738	\$61,953
	9		1.28	\$60,492	\$61,702	\$62,936
	10		1.30	\$61,438	\$62,666	\$63,920
	11		1.32	\$62,383	\$63,630	\$64,903
	12		1.34	\$63,328	\$64,595	\$65,886

Level 6	1	Asst. Food Service Director	0.73	\$34,500	\$35,190	\$35,893
195 Days	2		0.75	\$35,445	\$36,154	\$36,877
	3		0.77	\$36,390	\$37,118	\$37,860
	4		0.79	\$37,335	\$38,082	\$38,843
	5		0.81	\$38,280	\$39,046	\$39,827
	6		0.83	\$39,226	\$40,101	\$40,810

Level 6	1	Dean of Student Services	0.83	\$39,226	\$40,010	\$40,810
210 Days	2	BA Degree Required	0.85	\$40,171	\$40,974	\$41,794
10 Days Prior	3		0.87	\$41,116	\$41,938	\$42,777
15 Days After	4		0.89	\$42,061	\$42,902	\$43,760
7 hrs/Day	5		0.91	\$43,006	\$43,866	\$44,744
1470 hrs	6		0.93	\$43,951	\$44,831	\$45,727

Level 6	1	School Nurse	0.78	\$36,863	\$37,600	\$38,352
195 Days	2		0.80	\$37,808	\$38,564	\$39,335
6 hrs/Day	3		0.82	\$38,753	\$39,528	\$40,319
1170 hrs	4		0.84	\$39,698	\$40,492	\$41,302
	5		0.86	\$40,643	\$41,456	\$42,285
	6		0.88	\$41,589	\$42,420	\$43,269

**Administrator
Salary Schedule A**

		Leadership Project		2021-22	2022-23	2023-24
	1			\$1,500	\$1,500	\$1,500
	2			\$2,000	\$2,000	\$2,000
	3			\$2,500	\$2,500	\$2,500
	4			\$3,000	\$3,000	\$3,000
	5			\$3,500	\$3,500	\$3,500
	6			\$4,000	\$4,000	\$4,000

		Number of Years In Current Classification/Level				
	1 Year			\$0	\$0	\$0
	2 Years			\$0	\$0	\$0
	3 Years			\$0	\$0	\$0
	4 Years			\$0	\$0	\$0
	5 Years			\$0	\$0	\$0
	6 Years			\$0	\$0	\$0
	7 Years			\$250	\$250	\$250
	8 Years			\$500	\$500	\$500
	9 Years			\$750	\$750	\$750
	10 Years			\$1,000	\$1,000	\$1,000

		Cash-In-Lieu-Of		2021-22	2022-23	2023-24
Level 1, 2, 3, 4	Health	Full Family		\$6,000	\$6,000	\$6,000
		Single + Other		\$4,500	\$4,500	\$4,500
		Single		\$2,500	\$2,500	\$2,500
Level 5	Health	Full Family		\$4,500	\$4,500	\$4,500
		Single + Other		\$2,500	\$2,500	\$2,500
		Single		\$1,500	\$1,500	\$1,500
Level 6	Health	Full Family		\$2,500	\$2,500	\$2,500
		Single + Other		\$1,500	\$1,500	\$1,500
		Single		\$500	\$500	\$500
All Levels	Dental	Full Family		\$500	\$500	\$500
		Single		\$200	\$200	\$200
All Levels	Vision			\$200	\$200	\$200

All Levels		Tuition Reimbursement		2021-22	2022-23	2023-24
		Per Graduate Class		Reimbursement Rate = Per GVSU Tuition Graduate Class		

*All Levels		Cell Phone Reimbursement		2021-22	2022-23	2023-24
		Except for District Provided Phones		\$600	\$600	\$600

SCHEDULE B

INSURANCE BENEFITS

Summary of Benefits and Coverage: What this Plan Covers & What it Costs

PriorityHealth Kelloggsville Public Schools
HMO HSA \$1400 Deductible 90%

Coverage for: Subscriber/Dependent | Plan Type: HMO

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. Note: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage or to get a copy of the complete terms of coverage, visit us at PriorityHealth.com or call 1-800-446-5674. For general definitions of common terms, such as allowed amount, balance billing, co-insurance, co-payment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at <https://www.healthcare.gov/sbc-glossary/> or call 1-800-446-5674 to request a copy.

Important Questions	Answers	Why this Matters
What is the overall deductible?	\$1,400 person / \$2,800 family	Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the plan, the overall family deductible must be met before the plan begins to pay.
Are there services covered before you meet your deductible?	Yes, the deductible doesn't apply to preventive care.	This plan covers some items and services even if you haven't yet met the deductible amount. But a copayment or coinsurance may apply. For example, this plan covers certain preventive services without cost-sharing and before you meet your deductible. See a list of covered preventive services at https://www.healthcare.gov/coverage/preventive-care-benefits/ .
Are there other deductibles for specific services?	No.	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan?	Yes. \$2,000 person / \$4,000 family	The out-of-pocket limit is the most you could pay in a year for covered services. If you have other family members in this plan, the overall family out-of-pocket limit must be met.
What is not included in the out-of-pocket limit?	Premiums, balance-billed charges, health care this plan doesn't cover, services that exceed an annual day/visit limit, and any co-pays and co-insurance you pay for any non-essential health benefit.	Even though you pay these expenses, they don't count toward the out-of-pocket limit.
Will you pay less if you use a network provider?	Yes. See PriorityHealth.com or call 1-800-446-5674 for a list of participating providers.	This plan uses a provider network. You will pay less if you use a provider in the plan's network. You will pay the most if you use an out-of-network provider, and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing). Be aware your network provider might use an out-of-network provider for some services (such as lab work). Check with your provider before you get services.
Do you need a referral to see a specialist?	No.	You can see the in-network specialist you choose without a referral.

All co-payment and co-insurance costs shown in this chart are after your deductible has been met, if a deductible applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions & Other Important Information
		Participating Provider (You will pay the least)	Non-Participating Provider (You will pay the most)	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	10% co-insurance/ visit	Not covered	Prescription drug co-pay may also apply when selected injectable drugs are provided. Prescription drugs for infertility treatment covered only with prescription drug addendum.
	Specialist visit	10% co-insurance/ visit	Not covered	
	Other practitioner office visit	<ul style="list-style-type: none"> • 10% co-insurance/ visit for retail health clinic services • 50% co-insurance/ visit for family planning/ infertility services • 50% co-insurance for Temporomandibular Joint Function (TMJ) treatment and Orthognathic surgery 	<ul style="list-style-type: none"> • Retail health clinics not covered • Family planning/ infertility services not covered • Temporomandibular Joint Function (TMJ) treatment and Orthognathic surgery not covered 	
	Preventive care/screening/immunization	No charge	Not covered	
If you have a test	Diagnostic test (x-ray, blood work)	10% co-insurance	Not covered	Prior Authorization required for genetic testing.
	Imaging (CT/PET scans, MRIs)	10% co-insurance	Not covered	Prior Authorization required for certain radiology examinations.

* For more information about limitations and exceptions, see the plan or policy document at PriorityHealth.com.

Common Medical Events	Services You May Need	What You Will Pay		Limitations, Exceptions & Other Important Information
		Participating Provider (You will pay the least)	Non-Participating Provider (You will pay the most)	
If you need drugs to treat your illness or condition More information about prescription drug coverage is available at https://www.priorityhealth.com/prog/pharmacy/pharmacy.cgi	Generic drugs (Tier 1)	\$10 co-pay/ retail prescription \$20 co-pay/ mail order prescription	Not covered	Costs shown in the "What You Will Pay" columns apply to drugs on the approved drug list when obtained from a Participating Provider. Covers up to a 31-day supply (retail prescription); Covers up to a 90 day supply (mail order prescription) Up to a 90-day supply of medication (excluding Specialty Drugs) may be obtained at one time for three applicable Copayments at a retail Participating Pharmacy. 50% co-insurance/ prescription for infertility drugs.
	Preferred brand drugs (Tier 2)	\$40 co-pay/ retail prescription \$80 co-pay/ mail order prescription	Not covered	
	Non-preferred brand drugs (Tier 3)	\$40 co-pay/ retail prescription \$80 co-pay/ mail order prescription	Not covered	
	Preferred specialty drugs (Tier 4)	\$40 co-pay/ retail prescription	Not covered	
	Non-Preferred specialty drugs (Tier 5)	\$40 co-pay/ retail prescription	Not covered	
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	10% co-insurance/ visit	Not covered	Including outpatient care, observation care and ambulatory surgery center care. Prior Authorization may be required. Prior Authorization is required for bariatric surgery. Coverage is limited to one bariatric surgery per lifetime. Unless medically necessary, a second bariatric surgery is not Covered, even if the first procedure occurred prior to joining this plan.
	Physician/surgeon fees	10% co-insurance/ visit	Not covered	
If you need immediate medical attention	Emergency room services	10% co-insurance/ visit	Covered at the in-network benefit level; R&C limitations apply	-----none-----
	Emergency medical transportation	10% co-insurance/ visit	Covered at the in-network benefit level; R&C limitations apply	-----none-----
	Urgent care	10% co-insurance/ visit	Covered at the in-network benefit level when obtained outside of the Service Area; R&C limitations apply	Urgent Care services received from a Non-Participating Provider who is located in our Service Area are not Covered.

* For more information about limitations and exceptions, see the plan or policy document at PriorityHealth.com.

Common Medical Events	Services You May Need	What You Will Pay		Limitations, Exceptions & Other Important Information
		Participating Provider (You will pay the least)	Non-Participating Provider (You will pay the most)	
If you have a hospital stay	Facility fee (e.g., hospital room)	10% co-insurance/ visit	Not covered	<p>Prior Authorization is required at least 5 working days in advance, except in emergencies or for Hospital stays for a mother and her Newborn of up to 48 hours following a vaginal delivery and 96 hours following a cesarean section.</p> <p>Notification must be provided for all admissions following emergency room care.</p> <p>Prior Authorization is required for bariatric surgery. Coverage is limited to one bariatric surgery per lifetime. Unless medically necessary, a second bariatric surgery is not Covered, even if the first procedure occurred prior to joining this plan.</p>
	Physician/surgeon fee	10% co-insurance/ visit	Not covered	
If you need mental health, behavioral health, or substance abuse services	Mental/Behavioral health outpatient services	10% co-insurance/ visit	Not covered	<p>No charge for first three visits with participating provider within 90 days of discharge from a participating hospital for mental health inpatient care.</p> <p>Including medication management visits.</p>
	Mental/Behavioral health inpatient services	10% co-insurance/ visit	Not covered	Including Residential Treatment and partial hospitalization. Except in an emergency, Prior Authorization required.
	Substance use disorder outpatient services	10% co-insurance/ visit	Not covered	Including medication management visits.
	Substance use disorder inpatient services	10% co-insurance/ visit	Not covered	Including subacute Residential Treatment and partial hospitalization. Except in an emergency, Prior Authorization required.
If you are pregnant	Routine prenatal and postnatal care	No charge	Not covered	<p>Routine prenatal and postnatal visits are covered under your Preventive Health Care Services benefit.</p> <p>Appropriate office visit charge (PCP or specialist) may apply to physician office services for complications of pregnancy.</p>
	Delivery professional fees	10% co-insurance/ visit	Not covered	-----none-----
	Delivery facility fees	10% co-insurance/ visit	Not covered	-----none-----

* For more information about limitations and exceptions, see the plan or policy document at PriorityHealth.com.

Common Medical Events	Services You May Need	What You Will Pay		Limitations, Exceptions & Other Important Information
		Participating Provider (You will pay the least)	Non-Participating Provider (You will pay the most)	
If you need help recovering or have other special health needs	Home health care	10% co-insurance/ visit	Not covered	Including hospice care services; excluding rehabilitation and habilitation services. Prior Authorization required, except for hospice care.
	Rehabilitation services <i>not</i> for the treatment of Autism Spectrum Disorder	10% co-insurance/ visit	Not covered	Physical and occupational therapy limited to a combined 60 visits per contract year. Osteopathic and chiropractic manipulation limited to a combined 30 visits per contract year. Speech therapy limited to 60 visits per contract year. Cardiac rehabilitation & pulmonary rehabilitation limited to a combined 60 visits per contract year.
	Habilitation services for treatment of Autism Spectrum Disorder <i>only</i>	10% co-insurance/ visit	Not covered	Prior Authorization required for Applied Behavior Analysis (ABA). Covered services include Physical, Occupational, and Speech Therapy and Applied Behavior Analysis (ABA). Services are Covered for children and adolescents under age 19 only. Multiple charges may apply during one day of service.
	Habilitation services not for the treatment of Autism Spectrum Disorder	Not covered	Not covered	Not covered
	Skilled nursing care	10% co-insurance/ visit	Not covered	Services received in a skilled nursing care facility, subacute facility, inpatient rehabilitation care facility or hospice care facility are limited to a combined 90 days per contract year. Prior Authorization required, except for hospice care.
	Durable medical equipment (DME)	No Charge/ visit	Not covered	Including rental, purchase or repair. Prior Authorization required for equipment over \$1,000, all rentals and all shoe inserts.
	Prosthetics & orthotics	No Charge/ visit	Not covered	
	Hospice service	10% co-insurance/ visit	Not covered	This benefit applies to hospice services provided in the home only. Any hospice services provided in a facility will be subject to the appropriate facility benefit.
If your child needs dental or eye care	Child eye exam	Not covered	Not covered	Not covered
	Child glasses	Not covered	Not covered	Not covered
	Child dental check-up	Not covered	Not covered	Not covered

* For more information about limitations and exceptions, see the plan or policy document at PriorityHealth.com.

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan documents for more information and a list of any other excluded services.)

- Acupuncture
- Cosmetic surgery
- Dental care (Adult & Child)
- Habilitation services not for the treatment of Autism Spectrum Disorder
- Hearing aids
- Long-term care
- Non-emergency care when traveling outside the U.S.
- Private-duty nursing
- Routine eye care (Adult & Child)
- Routine foot care

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan documents.)

- Bariatric surgery
- Chiropractic care
- Infertility treatment - diagnostic, counseling and planning services for the underlying cause of infertility
- Weight loss programs

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: Department of Insurance and Financial Services (DIFS) at 1-877-999-6442 or difs-HICAP@michigan.gov; the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight at 1-877-267-2323 x61565 or www.cciio.cms.gov; or the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or www.dol.gov/ebsa/healthreform. Other coverage options may be available to you too, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit www.HealthCare.gov or call 1-800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact: Priority Health at 1-800-446-5674 or www.priorityhealth.com; the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or www.dol.gov/ebsa/healthreform; or the Department of Insurance and Financial Services (DIFS) at 1-877-999-6442 or difs-HICAP@michigan.gov. Additionally, a consumer assistance program can help you file your appeal. Contact the Michigan Health Insurance Consumer Assistance Program (HICAP) at 1-877-999-6442 or difs-HICAP@michigan.gov.

Does this plan provide Minimum Essential Coverage? Yes.

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

Does this plan meet Minimum Value Standards? Yes.

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

Language Access Services:

Spanish (Español): Para obtener asistencia en Español, llame al 1-800-446-5674.

Tagalog (Tagalog): Kung kailangan ninyo ang tulong sa Tagalog tumawag sa 1-800-446-5674.

Chinese (中文): 如果需要中文的帮助, 请拨打这个号码 1-800-446-5674.

Navajo (Dine): Dinek'ehgo shika at'ohwol ninisingo, kwijigo holne' 1-800-446-5674.

-----To see examples of how this plan might cover costs for a sample medical situation, see the next section-----

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PO Box 610
 Southfield, MI 48037
 248-901-3705

KELLOGGSVILLE PUBLIC SCHOOLS Dental Benefits Plan
 Administrators

Group # 42109

The Plan-at-a-Glance

PPO Networks: ADN Dental Network, DenteMax

Maximum Benefits

September 1st through August 31st

Annual Maximum	\$1,000 per eligible individual for covered class I, II and III services
Lifetime Maximum	\$3,500 per eligible individual for covered class IV services
TMJ Services	Applies to annual maximum, up to lifetime maximum of \$1000

Class I Preventive Services – 50%

*****Incentive Plan Increases 10% per year to 100%**

Routine Oral Examinations	Twice per plan year
Prophylaxis (Cleaning), Periodontal Maintenance	Twice per plan year
Topical Application of Fluoride	Twice per plan year to age 18
Bitewing X-Rays	Twice per plan year
Full-Mouth Series or Panoramic X-Rays	Once per 36 months
All Other X-Rays	

Class II Restorative Services – 50%

*****Incentive Plan Increases 10% per year to 100%**

Composite and Amalgam fillings**	
Space Maintainers	Up to age 14
Inlays, Onlays and Crowns	
Root Canal Therapy	
Periodontal Root Planing	
Periodontal Surgery	
Oral Surgery and Extractions	Medical plan primary for certain procedures
General Anesthesia or IV Sedation	With covered oral surgery
Occlusal Guards	For Bruxism Only
TMJ Appliances and Services	

Class III Major Services – 50%

annual deductible applies

Complete and Partial Removable Dentures
 Fixed Partial Dentures (Bridges)
 Denture Repair and Adjustment
 Denture Reline or Rebase
 Addition of Teeth to Partial Dentures

Class IV Orthodontic Services – 75%

Limited and Interceptive Treatment	Removable and Fixed Appliance Therapy, up to age 19
Comprehensive Treatment	Fixed Appliance Therapy, up to age 19

Not Covered

Sealants Implants and Related Restorations Cosmetic Treatment

Deductible – \$25 Individual/\$50 Family Annual Class III

Missing Tooth Clause – None

12 Month Billing Limitation

**Composite and resins are not covered for posterior teeth, alternate benefit applies

Waiting Periods – None

**Prosthetics are considered on delivery date

COB – Standard

***Annual Routine Exam or Prophy required for increase or retention of higher benefit level

****Note – Quotes of benefits do not constitute a guarantee of payment. Eligibility is determined at time of service. Covered benefits may have limitations or exclusions affecting plan payment. Refer to plan document for additional coverage details and limitations. Predetermination is strongly encouraged for all non-emergency dental treatment exceeding \$250.00 in charges. The treatment plan should be submitted to ADN prior to beginning any treatment.**

KELLOGGSVILLE PUBLIC SCHOOLS
VISION PLAN SPECIFICATIONS
KEA/KESSA/Secretarial + Clerical/Administrative

The BOE will provide vision insurance for qualifying members, as per the following specifications:

1. Plan Year: September 01, 2021 through August 31, 2024
2. **Steps for Employee Reimbursement:**
 - A. The employee will obtain vision services from provider of their choice and pay at the point of service.
 - B. The employee will submit a **detailed paid receipt with a reimbursement form** to the central office.
 - C. The employer will remit an amount to the employee as per the listed **maximum rates after the \$25.00 individual/\$50.00 family deductible has been met.**
 - D. Total reimbursement; The Board will allocate **\$800** for vision insurance for qualifying employees. The employee and family members will not exceed the **\$800** allocation per year.
3. You will receive reimbursement for **one pair of glasses or contacts per person per plan year.**

LISTED BELOW ARE THE SCHEDULED RATES FOR MAXIMUM REIBURSEMENT:

ONE:		ONE TYPE OF LENS:	
EXAM (Optometrist)	\$ 60.00	Regular Lens	\$135.00
(Ophthalmologist)	\$ 70.00	Bifocals	\$135.00
		Trifocals-Progressive	\$175.00
ONE:		High Index	\$175.00
CONTACTS: Standard/Cosmetic	\$175.00		

ITEMS NOT COVERED

Non-Glare Coatings are not covered
Polycarbonates are not covered
Warranties are not covered
Refractions are not covered

ONE:	
FRAMES	\$160.00

In addition to the cost of the lens

POLAROID:		PHOTOCHROMICS: (sun or gradient tints/color coated)	
Single Lenses	\$ 80.00	Single Lenses	\$ 60.00
Bifocal	\$125.00	Bifocal	\$100.00
Trifocal-Progressive	\$150.00	Trifocal-Progressive	\$150.00

Oversize/Rimless/Blended Bifocal:

Included in lens allowance shown above-employees pay the balance

Vision Plan Reimbursements:

The plan allows the employee and dependents to receive reimbursement for **one eye exam and either one pair of glasses or contacts per plan year up to the total reimbursement per qualifying employee.** You must pay for the invoice at the point of service before reimbursement can be made and submit a detailed paid receipt with a reimbursement form to the Central Office.

**** For your convenience, we have subscribed with RxOptical's Vision Advantage Program for added savings, if you choose. Use the RXOptical card if interested.**

**Schedule C
Administrator
Accumulated Leave Days Compensation**

Accumulated Leave Days Compensation for Classifications as Per 9.2.1

Classifications	Accumulated Leave Days	Leave Per Day Amount	Retirement Per Day Amount
Level 1 - Level 2 - Level 3	1-49 Days	\$70.00	\$95.00
	50-125 Days	\$80.00	\$105.00
	126-200 Days	\$95.00	\$120.00
	201 + Days	\$105.00	\$130.00

Classifications	Accumulated Leave Days	Leave Per Day Amount	Retirement Per Day Amount
Level 4 - Level 5	1-49 Days	\$50.00	\$70.00
	50-125 Days	\$55.00	\$75.00
	126-200 Days	\$60.00	\$80.00
	201 + Days	\$65.00	\$90.00

Classifications	Accumulated Leave Days	Leave Per Day Amount	Retirement Per Day Amount
Level 6	1-49 Days	\$12.00	\$25.00
	50-125 Days	\$18.00	\$30.00
	126-200 Days	\$25.00	\$35.00
	201 + Days	\$30.00	\$45.00

**Schedule D
Administrator
Retirement Compensation**

Retirement Compensation for Classifications as Per 10.1.1

Classifications	Years of Service	Compensation Per Service Year
Level 1 - Level 2 - Level 3	10 Years	\$100.00
	11-15 Years	\$105.00
	16-20 Years	\$110.00
	21-25 Years	\$118.00
	26-30 Years	\$125.00
	31+ Years	\$130.00

Classifications	Years of Service	Compensation Per Service Year
Level 4 - Level 5	10 Years	\$55.00
	11-15 Years	\$60.00
	16-20 Years	\$70.00
	21-25 Years	\$80.00
	26-30 Years	\$90.00
	31+ Years	\$95.00

Classifications	Years of Service	Compensation Per Service Year
Level 6	10 Years	\$35.00
	11-15 Years	\$45.00
	16-20 Years	\$50.00
	21-25 Years	\$55.00
	26-30 Years	\$60.00
	31+ Years	\$65.00

SCHEDULE E

LONG-TERM DISABILITY

A. L.T.D. Plan Specifications

1. There will be ninety (90) day modified file waiting period.
2. The maximum benefit shall be 66 2/3% of your regular contractual salary subject to a maximum schedule amount of \$7,500.
3. The combined limit can be 70%.
4. There will be a pre-existing condition waiver.
5. There will be a social security freeze.
6. There will be a primary social security offset.
7. There will be no exclusion on Mental & Nervous (two year limitation).
8. There will be a primary employee retirement offset.
9. Up to one year of health insurance premiums will be paid by the Board provided the employee does not have other coverage initiated by the disability.

SCHEDULE F

LIFE INSURANCE

A. Life Insurance

1. The term group life insurance amounts for each level are as follows:

Classification	Position	Term Life Amount
Level 1	Asst. Superintendent	\$300,000
Level 2	Director of Instruction	\$150,000
Level 2	Director of Human Resources	\$150,000
Level 2	High School Principal	\$150,000
Level 2	Middle School Principal	\$150,000
Level 2	Elementary Principal	\$150,000
Level 2	KVS Director + Grant Writer	\$150,000
Level 2	Chief Financial Officer	\$150,000
Level 2	Technology Director	\$150,000
Level 3	SPED Director	\$150,000
Level 3	Director of 54 th St. Academy	\$150,000
Level 3	Alternative Education Supervisor	\$150,000
Level 3	HS/MS/Elementary Assistant Principal	\$150,000
Level 3	HS Academic Dean of Students	\$150,000
Level 3	MS/Elementary Dean of Students	\$150,000
Level 3	Media Director	\$150,000
Level 3	Athletic Director (Experienced – Admn Cert.)	\$150,000
Level 4	Athletic Director (Entry Level – No Admn Cert.)	\$150,000
Level 4	Executive Administrative Assistant	\$150,000
Level 4	Director of Facilities Building & Grounds	\$150,000
Level 5	Network Administrator	\$150,000
Level 5	Network Technician	\$150,000
Level 5	Payroll + Benefits	\$150,000
Level 5	Purchasing + Pupil Accounting	\$150,000
Level 5	Business Services Assistant	\$150,000
Level 5	Asst. Facilities /Asst. Transportation Director	\$150,000
Level 5	Marketing & Communications/Admin Support 54th St.	\$150,000
Level 6	Director of Transportation	\$40,000
Level 6	Food Service Director	\$40,000
Level 6	Assistant Food Service Director	\$40,000
Level 6	School Nurse	\$40,000
Level 6	Dean of Student Services	\$40,000