

Legal Notice  
Town of Mansfield

Notice is hereby given that a copy of the contract between the Mansfield Board of Education and the Mansfield Administrators' Association effective July 1, 2024 through and including June 30, 2027, or until such subsequent time that a successor agreement becomes effective, is on file and open for public inspection in the Office of the Town Clerk, 4 South Eagleville Road, Mansfield, Connecticut.

Dated at Mansfield, Connecticut, this 2nd day of November 2023.

Sara-Ann Chaine  
Town Clerk



**AN AGREEMENT BETWEEN**

**THE MANSFIELD BOARD OF EDUCATION**

**and the**

**MANSFIELD ADMINISTRATORS' ASSOCIATION**

**July 1, 2024 - June 30, 2027**

## TABLE OF CONTENTS

### ADMINISTRATORS' AGREEMENT 2024-2027

Article 1 -	Recognition .....	1
Article 2 -	Board Prerogatives .....	1
Article 3 -	Severability .....	2
Article 4 -	Grievance Procedure .....	2
Article 5 -	Work Year .....	5
Article 6 -	Leave Policies .....	6
Article 7 -	Payroll Deductions .....	10
Article 8 -	Insurance Benefits .....	11
Article 9 -	Retirement Pay .....	13
Article 10 -	Reduction in Force .....	13
Article 11 -	Just Cause .....	15
Article 12 -	Compensation Schedule.....	15
Article 13 -	Tuition Reimbursement.....	15
Article 14 -	Duration .....	16
	Signatories .....	16
ADMINISTRATIVE SALARY SCHEDULES 2024 to 2027 .....		17
Schedule A - Elementary School Principal		
Schedule B - Middle School Principal		
Schedule C - Middle School Assistant Principal		
Schedule D - Elementary School Assistant Principal		
Schedule E - Director of Information Technology, Director of Teaching & Learning, and Director of Special Education and Student Support Services		

## INDEX

### ADMINISTRATORS' AGREEMENT 2024-2027

Annuities, Tax-Sheltered .....	15
Bereavement Leave ... ..	6
Board Prerogatives.....	1
Deductions, Payroll.....	10
Dental Insurance .....	12
Duration .....	16
Employment year .....	5
Grievance, formal procedure, Level one (Supt.).....	3
Level two (Board).....	3
Level three (Arbitration).....	4
Grievance, obligations of administrators.....	4
Grievance, rights of administrators .....	4
Grievance, time limits.....	2,3
Injury, work-related (leave).....	9
Insurance benefits .....	11
Jury Duty .....	8
Just Cause .... ..	15
Leave, administrative release days.....	9
Leave, bereavement .. ..	6
Leave, individual (personal/private).....	6
Leave, professional (professional days).....	6
Leaves, other .....	9
Life insurance plan .....	12
Northeast Family Federal Credit Union.....	10
Payroll deductions .....	10
Recall procedures under RIF policy .....	14
Recognition .. ..	1
RIF procedure, criteria.....	14
Retirement.....	13
Sabbatical Leave .....	8
Salary Schedules .....	17
Severability... ..	1
Sick leave.....	7
Tuition Reimbursement .....	15
Vacations .....	5
Work Calendar .....	5

**CONTRACT BETWEEN  
THE MANSFIELD ADMINISTRATORS' ASSOCIATION  
AND THE  
MANSFIELD BOARD OF EDUCATION**

**2024-2027**

**ARTICLE 1  
RECOGNITION**

The Mansfield Board of Education (hereinafter referred to as "the Board") hereby recognizes the Mansfield Administrators' Association (hereinafter referred to as "the Association") as the exclusive representative for the administrators below the rank of Superintendent and Assistant Superintendent, as defined in Sections 10-153b through 10-153f of the Connecticut General Statutes, for the entire administrative unit as defined in the aforementioned statute.

**ARTICLE 2  
BOARD PREROGATIVES**

It is recognized that the Board has and will continue to retain, whether exercised or not, the sole right, responsibility and prerogative to direct the operation of the public schools in the Town of Mansfield in all its aspects, including but not limited to the following: To employ, assign and transfer administrators; to exercise those powers specified in Sections 10-220, 10-221, and 10-222 of the Connecticut General Statutes; to suspend or dismiss employees of the schools in the manner provided by statutes; to prepare and submit budgets to the Town Council, and in its sole discretion, expend monies appropriated by the Town; to make such transfers of funds within the appropriated budget as it shall be deem desirable; to establish or continue policies and procedures for the conduct of school business and, from time to time, to change or abolish such polices and procedures; to discontinue processes or operations or discontinue their performance by employees; to select and determine the number and types of employees required to perform school operations; to establish contracts or subcontracts for school operations; and to determine the care, maintenance and operation of equipment and property used for and on behalf of the purposes of the school district.

### **ARTICLE 3 SEVERABILITY**

In the event that any provision or portion of this agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, such provision or portion shall be severed from this agreement, and the balance and remainder of this agreement shall remain in full force and effect.

### **ARTICLE 4 GRIEVANCE PROCEDURE**

Purpose : The purpose of this procedure is to secure equitable solutions to problems which may arise under this Agreement, affecting the welfare or working conditions of administrators. Both parties agree that proceedings shall be kept as confidential as is appropriate.

**A. Definitions:**

1. "Grievance" shall mean a claim based upon a complaint by an administrator(s) that they have been unfairly or inequitably treated, (a) upon a violation, misrepresentation or misapplication of the provisions of this Agreement, or (b) upon an event or condition which affects the welfare or conditions of employment of an administrator or group of administrators arising from the language of this Agreement or an alleged breach thereof. Grievances described in (a) above may be submitted to arbitration in accordance with Level 3 of this procedure. Grievances described in (b) above may be processed through to the Board at Level 2, but may not be submitted to arbitration under this Agreement.
2. "Administrator" means an employee in the administrators' bargaining unit, as defined in Article 1 of this Agreement.
3. "Party in interest" shall mean the administrator(s) making the claim, including their designated representative(s) as provided for herein.
4. "Days" shall mean business days.

**B. Time Limits:**

1. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If an administrator does not file a grievance in writing with the Superintendent of Schools within twenty (20) days after they knew or, under normal circumstances, should have known of the act or conditions

on which the grievance is based, then the grievance shall be considered to have been waived.

3. Failure by the grievant administrator at any level to appeal a grievance to the next level within the time limit specified in the formal procedure shall be deemed to be acceptance of the decision rendered at that level.

C. Procedure:

1. Level One - Superintendent of Schools

- (a) If an administrator wishes to file a grievance, they shall file the grievance in writing with the Superintendent of Schools within twenty (20) days after they knew, or under normal circumstances, should have known of the act or conditions on which the grievance is based.
- (b) The Superintendent shall, within ten (10) days after receipt of the grievance, meet with the grievant administrator and with representatives of the Administrators' Association for the purpose of resolving the grievance.
- (c) The Superintendent shall, within seven (7) days after the hearing, render a decision and the reasons therefor in writing to the grievant administrator with a copy to the Association.

2. Level Two - Board of Education

- (a) If the grievant administrator is not satisfied with the disposition of their grievance at Level One, they may, within three (3) days after receipt of the decision, file the grievance with the Association for appeal to the Board of Education.
- (b) The Association may, within three (3) days after receipt, refer the appeal to the Board of Education.
- (c) The Board (or the Board's designated committee) shall, within twenty (20) days of receipt of the grievance, meet with the grievant administrator and with representatives of the Association for the purpose of resolving the grievance. The grievance meeting shall be held in executive session to the extent permitted by law.
- (d) The Board (or the Board's designated committee) shall render its decision and the reasons therefore in writing to the grievant administrator, with a copy to the Association, within ten (10) days following the hearing of the appeal.

3. Level Three - Arbitration

- (a) The decision of the Board shall be final on all grievances except as specifically provided in paragraph "b" below.
- (b) If the decision of the Board does not resolve, to the satisfaction of the grievant administrator, a grievance based upon an alleged violation, misinterpretation or misapplication of the specific terms of this Agreement, and they wish to have the matter reviewed by a third party, and if the Association determines that the matter should be reviewed further it shall so advise the Board through the Superintendent within twenty (20) days of the Board's decision. The Board and the president of the Association shall, within five (5) days after such a written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the Board and the Association are unable to agree on an arbitrator within five (5) days, the American Dispute Resolution Center shall be immediately called upon to select the single arbitrator.
- (c) All grievance proceedings shall be conducted in accordance with the rules of the American Dispute Resolution Center. The decision of the arbitrators shall be final and binding, except as otherwise provided by law. The arbitrator shall be bound by, and must comply with all of the terms of this Agreement. The arbitrator shall have no power to add to, delete from, or modify in any way the provisions of this Agreement. The arbitrator shall not usurp the function of the Board or proper exercise of its judgment and discretion under the law and this Agreement.
- (d) The costs of the services of the arbitrator shall be borne equally by the Board and the Association.

D. Rights of Administrators:

- 1. No reprisals of any kind shall be taken by the Board, the Association, or by any member of the staff against any participant in the grievance procedure by reason of such participation.
- 2. Any party in interest may be represented at any formal level of the Grievance Procedure by up to two (2) representatives of the Association.
- 3. All records dealing with the processing of a grievance shall be filed in a central filing system separate from the personnel file.

E. Obligation of Administrators:

This is the official, mutually agreed upon procedure by which administrators register grievances and administrators will proceed exclusively in accordance with this procedure.

**ARTICLE 5  
WORK YEAR**

- A. Members of the administrative staff will be considered full-year employees whose scheduled work year will begin on July 1 and conclude on June 30.

Administrators will receive paid leave for thirteen (13) observed holidays and vacation days according to Paragraph B below.

- B. Except as provided in Section D below, effective July 1 of each contract year, each administrator shall be credited with the following applicable number of vacation days:

<b>Position</b>	
Schedule A (Elementary Principals)	25 days
Schedule B: (Middle School Principal)	25 days
Schedule C (Middle School Assistant Principal)	25 days
Schedule D (Elementary School Assistant Principal)	25 days
Schedule E (Director of Information Technology, Director of Teaching & Learning, and Director of Special Education and Student Support Services)	25 days

Up to ten (10) unused vacation days may be carried over into the following contract year only, and may not be carried over or accumulated thereafter. Vacation shall be scheduled by mutual agreement between the administrator and the Superintendent of Schools. The use of vacation time while school is in session is subject to the prior approval of the Superintendent of Schools. Vacation days carried over from the prior year in accordance with this section, as well as unused administrative release days, may be used during the following contract year when school is not in session. Upon retirement, administrators shall be paid at their per diem rates for unused vacation accrued during the fiscal year in which the administrator retires, on a pro-rated basis, based on the number of months remaining in the fiscal year as of the effective date of such retirement.

- C. There will be five salary schedules for administrators, as follows:

Schedule A - Elementary School Principal  
 Schedule B - Middle School Principal  
 Schedule C - Middle School Assistant Principal  
 Schedule D - Elementary School Assistant Principal  
 Schedule E - Director of Information Technology, Director of Teaching & Learning, and Director of Special Education and Student Support Services

For purposes of calculating per diems, and for purposes of calculating the maximum sick leave accumulations under Article 6, Section D.1.a, the paid days

will be 220. These paid days will be divided into the annual salary of each administrator as reflected in the attached "Administrator Salary Schedules" A, B, C, D, and E for purposes of calculating per diem payments.

- D. For administrators who begin employment during the work year, salary, vacation and all leave time shall be pro-rated based on the ratio of the number of business days in the administrators' shortened work year to the number of business days in the full administrator work year for that position. For administrators who end employment during the work year, salary, leave, and release days shall be pro-rated based on the ratio of the number of business days in the administrators' shortened work year to the number of business days in the full administrator work year for that position.

## ARTICLE 6 LEAVE POLICIES

- A. Individual Leave - Administrators will be allowed a maximum of three (3) days of absence without loss of pay for individual reasons, provided the absences are approved by the Superintendent of Schools. These individual reasons shall include: legal business, attendance at academic exercises and other pressing matters of an individual nature which cannot reasonably be attended to on non-school days. Specifically excluded from individual leave with pay are absences which result in an extension of Thanksgiving, Christmas, Winter or Spring vacations. Personal leave days may be used either during the fiscal year in which they are earned, or during July and August of the following fiscal year, provided that any personal days not used prior to one week before the start of the school year shall be forfeited.
- B. Professional Leave - The Board of Education encourages each administrator to continue their professional growth while in service through participation in professional meetings, conferences and conventions at the local, regional and national level and through visiting programs in other schools, either within or outside the school system when such activity is expected to result in professional growth of the administrator and, therefore, improvement in the quality of education in the Mansfield Public Schools. Professional days for those purposes may be granted without loss of pay upon approval of the Superintendent.
- C. Bereavement Leave -
  - 1. In the event of a death in the immediate family of a staff member, specifically spouse, parent, sibling or child, a maximum of five (5) days absence may be granted without loss of pay.
  - 2. In the event of a death of a grandparent, mother-in-law or father-in-law, a maximum of three (3) days absence may be granted without loss of pay.

3. In the event of the death of a person with whom a staff member has a close personal relationship, a maximum of one day of absence may be granted without loss of pay.

D. Sick Leave -

1. Definition:
  - a. Each full-time employee is entitled to twenty (20) days sick leave with full pay in each school year. Unused sick leave shall be accumulated from year to year so long as the employee remains continuously in the service of the Board of Education, or on authorized leave, but not to exceed a maximum number of days equal to the paid days in each full-time administrator's employment year.
  - b. In case of catastrophic illness or injury, administrators shall receive up to an additional sixty (60) days sick leave if the administrator has exhausted their accumulated sick leave; however, the sixty (60) days shall not result in a total sick leave benefit which exceeds the maximum sick leave accumulation otherwise provided by this contract.
  - c. All part-time employees are eligible for a prorated share of sick leave based on the percentage of their assignment.
2. Use of Sick Leave: Sick leave shall be allowed for personal illness, physical incapacity or non-compensable bodily injury or disease and for medical treatment or diagnosis. Physical incapacity includes disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom. Up to five (5) days sick leave per year may be used to render care to an immediate family member. Extensions of such leave may be requested and approved by the Superintendent with notification to Board of Education.
3. For extended absences, the Board may require proof of illness or, in rare circumstances, an examination by a Board appointed physician.
4. An employee on sick leave shall be treated in all matters as any other regularly employed staff member.
5. Sick leave shall not be allowed for absences caused by events covered in other leave policies.
6. On the rare occasion when an employee with five (5) years of completed service with the Board may have an extended period of disability which requires absence from their position beyond absences covered by their accumulated sick days, that employee may request the Mansfield Administrators' Association to establish an Emergency Sick Day Bank on

their behalf. Only employees with five (5) years of completed service with the Board may contribute up to five (5) each of their accumulated sick days to the bank. These days will be used exclusively by the applicant. Any unused days will revert back to the contributors on a prorated basis. This provision may be utilized for the purpose of permitting an administrator to contribute sick days to an employee in the teachers' bargaining unit, subject to the approval of the Mansfield Education Association.

E. Leave for Jury Duty -

Any administrator who is called for jury duty shall be eligible to receive the necessary leave to fulfill this civic duty. This leave shall not be deducted from sick leave or from personal days. The administrator shall receive a rate of pay equal to the difference between their contract step on the professional salary schedule and the jury fee.

F. Sabbatical Leave -

The Superintendent shall determine availability of suitable substitutes and determine leave on this availability and shall review and determine worthwhile programs subject to the following conditions:

1. No more than one administrator shall be absent on sabbatical leave at any one time.
2. Request for sabbatical leave must be received by the Superintendent in writing in such form as may be required no later than February 1 of the year preceding the school year in which the sabbatical is requested. It is understood that the deadline of February 1 may be waived at the discretion of the Superintendent when fellowships, grants, or scholarships awarded later in the year make such a deadline unreasonable.
3. The administrator shall be eligible for an initial sabbatical leave after at least six (6) consecutive full school years of active service in this system. A second sabbatical may be granted after another six-year period.
4. A sabbatical leave shall be for a full academic year or for half an academic year to correspond with the standard semester academic calendar. The professional staff member shall be paid 1/2 of the base rate, provided that the total compensation of any program grant, scholarship, assistantship or other compensation and the sabbatical pay does not exceed the administrator's full annual base rate. In this instance, "full annual base rate" shall be defined as that salary from which retirement is calculated. An administrator on sabbatical leave shall be entitled to continue in effect their insurance benefits during the sabbatical leave by paying one-half (1/2) of the cost of such benefits, with the Board paying the remaining one-half (1/2) of the costs.

5. The administrator, as a condition to the acceptance of the sabbatical leave, shall agree to return to employment in the system for two (2) full years. In the event the administrator does not return for two full years, the administrator shall reimburse the Board for all sabbatical payments made by the Board, on a pro-rated basis, based on the portion of such two-year period actually completed by the administrator. Such reimbursement shall not be required in the event of the death, layoff or involuntary termination of the administrator during such two-year period.
  6. The administrator returning from sabbatical leave shall be placed on the appropriate step on the salary schedule as though they had been in active service in the system for the year of the sabbatical leave. The sabbatical leave shall not affect continuity of service or accrual of benefits.
  7. A sabbatical leave shall be subject to the recommendation of the Superintendent and approval by the Board of Education.
  8. Normally, a sabbatical leave shall not be granted to an administrator whose spouse also has a sabbatical leave from any institution during the same period. However, the Board may waive this rule if upon investigation it feels that the granting of a sabbatical leave is in the best interest of the school system.
- G. Administrative Release Days - Each administrator will be given twelve (12) administrative release days, for the option to work from home when school is not in session. Administrative release days may be taken on scheduled student vacation days and inclement weather days, but are not limit to those days. Administrators will notify the Superintendent of their to decision to work from home via email or text message. These days may not be taken in lieu of sick days.
- H. Leave for Work-related Injury - The Board shall protect and save harmless administrators who are assaulted in the line of duty in accordance with Section 10-236a of the General Statutes, as it may be amended from time to time.
- I. Other leaves -
1. The Superintendent may, at their discretion, grant up to three (3) days leave without pay per employee each year.
  2. On rare occasions, an employee may have an unusual personal situation which requires absence from their position beyond absences covered by the above leave policies. In such cases, the employee may apply to the Board for a leave of absence not to extend beyond the end of the current employment year (or if within sixty working days of the end of the current employment year, not to extend beyond the end of the next employment year). The Board will act upon each such request in the best interests of the school system.

3. Any employee absent from work without any of the leave coverages stated above shall be subject to disciplinary action by the Board.
4. Employees shall be eligible for leave in accordance with all provisions of any applicable Family and Medical Leave Act.

**ARTICLE 7  
PAYROLL DEDUCTIONS**

- A. The Board agrees to provide payroll deductions for insurance for those administrators filing a form indicating they wish the same no later than July 9th, or if hired at a later date, within thirty (30) days of employment. Insurance deductions shall be made from each payroll check beginning with the initial coverage of each employee. Insurance forms shall be made available to all administrators upon receipt of their contract or salary agreement.
- B. The Board agrees to provide payroll deductions for annuities for those administrators filing a form no later than thirty (30) days prior to the effective date for such deductions or the effective date for any changes in such deductions. These deadlines are also applicable to the filing of forms requesting changes in amounts deducted for annuities.
- C. The Board agrees to provide deductions from each payroll for the Northeast Family Federal Credit Union, provided the administrator files a form no later than two pay periods before the desired deduction date.
- D. The Board agrees to provide payroll deductions in order for administrators to purchase US. Savings Bonds, provided the administrator files a form no later than two pay periods before the desired deduction date.
- E. The Board agrees to provide each administrator with the option of receiving their salary payments through direct deposit.

**ARTICLE 8  
INSURANCE BENEFITS**

A. Each full time employee and spouse and/or family may elect to participate in the following insurance program offered by the Board.

1. High Deductible/HSA Plan

For regular full-time employees electing coverage under the HDHP/ HSA plan, the Board and the employees shall pay the following percentages of the costs for coverage under the HDHP/HSA Plan:

	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>
Board	82.0%	81.0%	80.00%
Administrators	18.0%	19.0%	20.0%

The HDHP/ HSA plan provided by the Board will include the following elements:

Cost Shares Provisions	In-Network	Out-of Network
Annual Deductible (individual/aggregate family)	\$2,000/\$4,000	
Co-insurance	100%	20/80% after deductible, up to co-insurance maximum
Annual Out-of-Pocket Maximum Co-insurance	\$2,000 individual coverage/\$4,000 family coverage	\$4,000 individual coverage \$8,000 family coverage
Lifetime Maximum	Unlimited	\$1,000,000
Preventive Care	Deductible not applicable	20% after deductible, subject to co-insurance limits
Prescription Drug Coverage	Treated as any other medical expense/100% after deductible	

The Board will contribute fifty percent (50%) of the applicable HDHP/HSA deductible amount. The Board's contribution toward the HDHP/HSA deductible will be deposited into the HSA accounts throughout the course of the year, on the Board's payroll dates. The parties acknowledge that the Board's fifty percent (50%) contribution toward the funding of the HDHP/HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for active employees. The Board shall have no obligation to fund any portion of the HDHP/HSA deductible for retirees or other individuals upon their separation from employment.

The amount of the Board's contribution towards the deductible for new hires or employees joining the plan due to a qualifying event will be prorated based upon the month that coverage in the plan begins. For example, if a new hire or employee enrolls in the plan for single coverage, and coverage begins in February, they would receive a contribution equivalent to the total Board contribution amount, divided by 12 months, multiplied by the 5 remaining months in the plan year (ex:  $((\$1,500/12)*5 = \$625)$ ).

The health insurance plans will incorporate the State statutory mandates applicable to fully insured plans for the purpose of adding provisions for mental health parity and for coverage of oral contraceptives.

If the total cost of a group health plan or plans offered under this contract triggers an excise tax under Internal Revenue Code Section 49801 or any other local, state or federal statute or regulation, the Board reserves the right to offer a group health plan or plans with a total combined cost that falls below the excise tax thresholds. Eligible employees will be given the option to enroll in the lower cost coverage option(s). If the employee chooses to enroll themselves or their eligible family members in a coverage option or options that triggers an excise tax, 100% of any such excise tax will be borne solely by the employee.

- B. Full-time employees shall also be eligible for:
1. Life insurance coverage in the amount of two times the administrator's salary is to be paid by the Board during the period of employment, including the period of early retirement. Thereafter, insurance coverage in the amount of \$10,000 is to be paid by the Board.
  2. Anthem Blue Cross Flex Dental Plan or its equivalent, for each full-time employee (with an employee contribution based on the percentage set forth above for the health insurance plan). Administrators may purchase dental coverage for their eligible dependents, provided that the additional cost for such dependent dental coverage (above the cost for individual coverage) shall be borne 50% by the Board and 50% by the administrator.
- C. The Board will make available to the administrators a Section 125 plan for payment of the following qualified expenses on a pretax basis:
1. Insurance premium contribution
  2. Dependent care assistance
  3. Supplemental medical expense reimbursement
- D. The Board reserves the right to change carriers and/or plans for the insurance coverage described above, after consultation with the Association, provided that the overall level of benefits remains substantially comparable to or better than the existing plan, when considered as a whole.

- E. Retiring administrators may continue their health insurance at their own expense in accordance with the Teachers' Retirement Act (Section 10-183t of the Connecticut General Statutes).

**ARTICLE 9  
RETIREMENT PAY**

- A. Any administrator who has completed at least ten (10) years of service as an administrator in Mansfield who retires under the State Teachers' Retirement System shall, upon such retirement, receive \$20 per day for each day of accumulated, unused sick leave, up to a maximum of 200 days.

**ARTICLE 10  
REDUCTION IN FORCE**

It is recognized that, under Section 10-220 and 10-4a of the Connecticut General Statutes, the Board of Education has the sole and exclusive prerogative to eliminate or reduce certified staff positions. It also has the responsibility to maintain good public elementary and secondary schools and to implement the educational interest of the state. However, recognizing that it may become necessary to eliminate or reduce certified staff positions in certain circumstances, this procedure is incorporated into this contract to provide a fair and orderly process should such reductions and/or elimination become necessary.

- A. Staff Reduction Procedure

1. If it becomes necessary to reduce administrative positions, all administrators who are serving in acting or interim appointments shall be laid off before any other administrators become eligible for layoff.
2. If further reductions of administrative staff become necessary, preference will be given on the basis of length of service as an administrator and those with least seniority in Mansfield shall be laid off first, provided that in no case shall the Board be required to assign an administrator facing layoff or transfer to a position in a classification higher than that administrator's present or former administrative assignment.
3. For purposes of this Article seniority shall mean the number of consecutive years assigned to any position with the Mansfield Public Schools requiring administrative certification.

B. Offer of Alternative Position

1. Any administrator relieved of their duties because of reduction of staff shall be offered an administrative opening if one exists for which they are certified and qualified in the judgment of the Board of Education.
2. If an administrator is relieved of their duties because of a reduction in staff or elimination of position and does not qualify for another administrative position under this program, they will be subject to the Reduction in Force procedure set forth in the contract between the Board and the Teachers' Unit. If an administrator bumps into a teaching position in the district, then the Board shall pay to the employee a separation allowance in recognition of the employee's service as an administrator. The separation allowance shall be equal to the difference between the employee's salary as an administrator immediately prior to the bump into the teaching position and the employee's salary as a teacher following the bump into the teaching position. The separation allowance shall be paid for a period of one school year, provided that the employee remains employed in a teaching position in the district throughout that year.

- C. Recall Procedure: If an administrator has been laid off or has been assigned to a teaching position, the Superintendent shall offer the administrator an opportunity to have their name placed on a recall list. If such administrator makes a prompt written request for placement on the recall list, the name of that administrator shall be placed on a reappointment list and remain on such a list for a period of up to two years, if the administrator has served for two years or less, or for three years if the administrator has served for more than two years. Administrators eligible to remain on the recall list must, upon notification by the Superintendent, request continuation in writing at the beginning of each school year. Recall will be in descending order from the reappointment list with the staff person most recently terminated or reduced placed at the top. In the event that the services of more than one administrator are terminated or reduced at the same time, recall order will be determined by recommendation of the Superintendent. If a position becomes open during such period, and the administrator has been selected by the Board of Education as a person on the recall list who is certified and qualified in its judgment to hold that position, then the administrator will be notified in writing by registered mail, sent to his or her last known address, at least thirty (30) days prior to the anticipated date of reemployment, if possible. The administrator shall accept or reject the appointment within seven (7) days after receipt of such notification. If the appointment is accepted, the administrator shall receive a written contract within twenty (20) days of receipt of the administrator's reply by the Board of Education. If the administrator rejects the appointment offer or does not respond according to this procedure within seven (7) days after receipt of such notification, the name of the administrator will be removed from the recall list.

- D. Nothing in this Article shall require the promotion, transfer or recall of an administrator into a position of higher relative rank, authority or compensation than they previously occupied even though the administrator is qualified.

## **ARTICLE 11 JUST CAUSE**

No administrator shall be suspended or demoted in rank or pay without just cause.

## **ARTICLE 12 COMPENSATION SCHEDULE**

The base salaries of administrators shall be comprised of the following two components: 1) cash compensation, in such amounts as are set forth in Schedules A, B, C, D, and E of this Agreement; and 2) the Board's annuity contributions described in the following paragraph.

Each administrator will receive an additional sum of five percent (5%) of the administrator's annual cash compensation over and above the cash component set forth in Schedules A, B, C, D, and E, as to which amount each administrator will arrange to have an elective deferral deducted from their salary on a pre-tax basis as permitted under IRC Section 403(b), as amended, and then contributed toward the purchase of a 403(b) annuity with a tax sheltered annuity of their choice from the accounts offered by the Board. Payment to this account will be made with the first annuity payment in July.

## **ARTICLE 13 TUITION REIMBURSEMENT**

- A. The Board will set aside a sum of five thousand dollars (\$5,000) annually for utilization by Association members to continue study at the graduate level.
- B. Reimbursement will be at a rate of 100% of tuition unless Association members collectively exceed the five thousand dollars (\$5,000) annual appropriation. In such instance, reimbursement shall be prorated equally among administrators pursuing graduate studies.
- C. Requests for tuition reimbursement must be made prior to July 1 for the summer session, prior to September 1st for the first semester, and prior to January 1st for the second semester.
- D. Requests after the dates above will be considered by the Superintendent if the fund has not been depleted.

- E. All courses to which this provision is to be applied shall have prior approval of the Superintendent of Schools.
- F. Reimbursement will be made upon evidence that the course has been completed successfully (B - or higher).

**ARTICLE 14  
DURATION**

- A. This Agreement shall be in full force and effect from July 1, 2024 through and including June 30, 2027 or until such subsequent time as a successor Agreement becomes effective.
- B. This Agreement may be amended only by the mutual written agreement of the parties. Any agreement between the parties with respect to a proposed amendment shall be reduced to writing, shall be signed by the Board and the Association and shall become an addendum to this Agreement.

MANSFIELD BOARD OF EDUCATION

MANSFIELD ADMINISTRATORS'  
ASSOCIATION

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
President

Date: 10.30.2023

Date: 10.30.2023

**ADMINISTRATIVE SALARY SCHEDULES**

Any administrator not on the maximum step of the applicable salary schedule shall advance one step on the salary schedule

**2024-25**

Schedule A		Schedule B		Schedule C		Schedule D		Schedule E				
Elementary Principal		Middle School Principal		Middle School Assistant Principal		Elementary School Assistant Principal		Directors of Technology, Teaching & Learning, and Special Education & Student Support Services				
STEP	Masters	Sixth Year	Ph.D.	Masters	Sixth Year	Masters	Sixth Year	Masters	Sixth Year			
1	134,952	144,356	146,080	139,581	149,558	120,322	129,524	115,193	123,822	140,581	150,558	152,375
2	139,298	148,711	150,419	143,886	153,826	124,663	133,857	119,575	128,242	144,886	154,826	156,622
3	148,862	158,637	160,409	153,741	164,053	133,727	143,271	128,349	137,355	154,741	165,053	166,922

**2025-26**

Schedule A		Schedule B		Schedule C		Schedule D		Schedule E				
Elementary Principal		Middle School Principal		Middle School Assistant Principal		Elementary School Assistant Principal		Directors of Technology, Teaching & Learning, and Special Education & Student Support Services				
STEP	Masters	Sixth Year	Ph.D.	Masters	Sixth Year	Masters	Sixth Year	Masters	Sixth Year			
1	136,976	146,521	148,271	141,675	151,801	122,127	131,467	116,921	125,679	142,690	152,816	154,661
2	141,387	150,942	152,675	146,044	156,133	126,533	135,865	121,369	130,166	147,059	157,148	158,971
3	151,095	161,017	162,815	156,047	166,514	135,733	145,420	130,274	139,415	157,062	167,529	169,426

**ADMINISTRATIVE SALARY SCHEDULES (Continued)**

Any administrator not on the maximum step of the applicable salary schedule shall advance one step on the salary schedule

**2026-27**

STEP	Schedule A Elementary Principal		Schedule B Middle School Principal		Schedule C Middle School Assistant Principal		Schedule D Elementary School Assistant Principal		Schedule E Directors of Technology, Teaching & Learning, and Special Education & Student Support Services		
	Masters	Sixth Year Ph.D.	Masters	Sixth Year Ph.D.	Masters	Sixth Year Ph.D.	Masters	Sixth Year Ph.D.	Masters	Sixth Year Ph.D.	
1	139,716	149,452	144,508	154,837	124,569	134,096	119,259	128,193	145,544	155,873	157,754
2	144,215	153,960	148,965	159,256	129,064	138,582	123,796	132,769	150,000	160,291	162,151
3	154,117	164,237	159,168	169,844	138,448	148,328	132,880	142,204	160,203	170,879	172,814