

**MILAN AREA SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
WEDNESDAY, November 13, 2024  
AGENDA**

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Communications / Community Engagement**

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public meeting. There are two times for public participation during the meeting as indicated in the agenda. When addressing the Board, you will be asked to state your name. The Board determines the amount of time granted to individuals or groups to speak. Each person shall be allowed to speak for up to 3 minutes. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such items will be referred to the superintendent for advisement, investigation, study, and/or recommendation or designated as future agenda items for Board consideration.

**A. Public Comments**

**IV. Routine Matters for Approval**

- A. Minutes of the Regular Meeting of October 30, 2024
- B. Bills/Reimbursement of Expenses

**V. Milan Area Schools Strategic Plan Business**

**A. Personnel / Leadership**

- 1. Systems/Network Administrator Appointment
- 2. District Administrators, Building Administrators, Directors, Managers, Supervisors, Central Office Staff, Technology Staff, Mechanics/Transportation Office Staff, Paddock Early Childhood Center Staff, and Adult/Community Education Office Staff, and Laundry Salary Schedules - Attachment A
- 3. Administrator Handbook Changes - Attachment B
- 4. Superintendent Contract Changes - Attachment C
- 5. Strategic Plan Scorecard Goals/Objectives Update - Attachment D

**B. Communications / Community Engagement**

- 1. Public Comments
- 2. Student Board Member Comments
- 3. Assistant Superintendent Comments
- 4. Superintendent Comments
- 5. Board Member Comments

**VI. Adjournment**

**MILAN AREA SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
WEDNESDAY, November 13, 2024  
RESOLUTIONS**

**I. Call to Order**

The regular meeting of the Milan Area Schools Board of Education was called to order in the District Office Boardroom located at 100 Big Red Drive, Milan MI, 48160, by President Cislo at \_\_\_\_\_ p.m. on November 13, 2024.

Board Members Present:

Board Members Absent:

Staff Present:

Guests Present:

**II. Pledge of Allegiance**

**III. Communications / Community Engagement**

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public meeting. There are two times for public participation during the meeting as indicated in the agenda. When addressing the Board, you will be asked to state your name. The Board determines the amount of time granted to individuals or groups to speak. Each person shall be allowed to speak for up to 3 minutes. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such items will be referred to the superintendent for advisement, investigation, study, and/or recommendation or designated as future agenda items for Board consideration.

**A. Public Comments**

**IV. Routine Matters for Approval**

**A. Minutes of the Regular Meeting of October 30, 2024**

Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the minutes of the regular meeting of October 30, 2024.

Rosen-Leacher \_\_\_\_ Cislo \_\_\_\_ Faro \_\_\_\_ Gutierrez \_\_\_\_ Heikka \_\_\_\_ Meray \_\_\_\_ Prior \_\_\_\_  
Carried \_\_\_\_\_.

**B. Bills/Reimbursement of Expenses**

Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the bills/reimbursement of expenses.

Cislo \_\_\_\_ Faro \_\_\_\_ Gutierrez \_\_\_\_ Heikka \_\_\_\_ Meray \_\_\_\_ Prior \_\_\_\_ Rosen-Leacher \_\_\_\_  
Carried \_\_\_\_\_.

**V. Milan Area Schools Strategic Plan Business**

**A. Personnel / Leadership**

**1. Systems/Network Administrator Appointment**

Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Jeremy Ostrom as the Systems/Network Administrator effective immediately.

Faro \_\_\_\_ Gutierrez \_\_\_\_ Heikka \_\_\_\_ Meray \_\_\_\_ Prior \_\_\_\_ Rosen-Leacher \_\_\_\_ Cislo \_\_\_\_  
Carried \_\_\_\_\_.

2. District Administrators, Building Administrators, Directors, Managers, Supervisors, Central Office Staff, Technology Staff, Mechanics/Transportation Office Staff, Paddock Early Childhood Center Staff, and Adult/Community Education Office Staff, and Laundry Salary Schedules - Attachment A

Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the Non-Affiliated Salary Schedules as presented in Attachment A.

Gutierrez \_\_\_\_ Heikka \_\_\_\_ Meray \_\_\_\_ Prior \_\_\_\_ Rosen-Leacher \_\_\_\_ Cislo \_\_\_\_ Faro \_\_\_\_  
Carried \_\_\_\_\_.

### 3. Administrator Handbook Changes - Attachment B

Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the Administrator Handbook Changes as presented in Attachment B.

Heikka \_\_\_\_ Meray \_\_\_\_ Prior \_\_\_\_ Rosen-Leacher \_\_\_\_ Cislo \_\_\_\_ Faro \_\_\_\_ Gutierrez \_\_\_\_  
Carried \_\_\_\_\_.

### 4. Superintendent Contract Changes - Attachment C

Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the Superintendent Contract Changes as presented in Attachment C.

Meray \_\_\_\_ Prior \_\_\_\_ Rosen-Leacher \_\_\_\_ Cislo \_\_\_\_ Faro \_\_\_\_ Gutierrez \_\_\_\_ Heikka \_\_\_\_  
Carried \_\_\_\_\_.

### 5. Strategic Plan Scorecard Goals/Objectives Update - Attachment D

#### B. Communications / Community Engagement

1. Public Comments
2. Student Board Member Comments
3. Assistant Superintendent Comments
4. Superintendent Comments
5. Board Member Comments

**VI. Adjournment** - Time of Adjournment \_\_\_\_\_.

# DRAFT

**MILAN AREA SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
Wednesday, October 30, 2024**

The regular meeting of the Milan Area Schools Board of Education was called to order in the Milan Area Schools District Boardroom located at 100 Big Red Drive, Milan MI, 48160, by President Cislo at 7:00 p.m. on October 30, 2024.

Board Members Present: Cislo, Heikka, Gutierrez, Prior, Faro, Meray, Rosen-Leacher

Board Members Absent: None

Signed in Staff: Bryan Girbach, Ryan McMahon, Krista Hendrix, Margaret Durkee

Signed in Guests: None

Pledge of Allegiance

Public Comment: None

Motion by Rosen-Leacher supported by Meray to approve the minutes of the regular meeting of October 9, 2024. All Ayes. Carried 7-0

Motion by Faro supported by Gutierrez to approve the minutes of the regular meeting closed session of October 9, 2024. All Ayes. Carried 7-0

Motion by Heikka supported by Faro to accept the 2024 Annual Audit as presented in Attachment A. All Ayes. Carried 7-0

The Board heard an update on the 2024 Sinking Fund Millage Proposal presented by Superintendent Girbach

Public Comments: None

Student Board Member Comments:

- Virginia Heikka provided information about the Interact Club and Rotary Club Pizza for Polio event occurring on Tuesday, November 5, 2024. She also discussed the costume contest being held at MHS.

Assistant Superintendent Comments:

- Grant Update
  - 35A5 Literacy Paraprofessionals
  - 35J - Elementary Teacher Professional Development

- 41 - Bilingual and ELL
- 23G - Math Intervention
- Filter First
- Young Fives Curriculum -Kaplan Early Learning
- Professional Development Day details for November 1

Superintendent Comments were heard on the following topics:

- Fall Athletic Accomplishments
- Winter Sports Introductions
- Thanks Staff for Additional Efforts During Parent-Teacher Conferences
- Congratulations to Coach Rodriguez (MHSTeCA Regional Coach of the Year)
- Building Internal Reviews
- Pupil Counts
- Sex Education Advisory Board (SEAB) Member Applications

Board Member Comments:

- Faro encouraged everyone to vote on or before Tuesday, November 5, 2024. He named the candidates running for the Board of Education and provided information about how to learn more about each candidate. He also discussed details regarding the MAS Sinking Fund millage and the WISD Special Education millage.
- Prior talked about the recent Michigan Association of School Board conference that she attended. She shared information about classes she took and sessions that she attended. She also discussed the importance of creating a positive narrative about Milan Area Schools.
- Gutierrez talked about the recent Michigan Association of School Board conference that she attended. She shared information about classes she took and sessions that she attended. She thanked the Girls Scouts and National Junior Honor Society for their support of the Empty Bowls fundraiser held on October 14, 2024. She thanked the staff for their dedication to the Parent Teacher Conference process. She praised the students for their good behavior during the field trip to The Detroit Science Center. She also thanked the staff for making the field trip a huge success.
- Meray talked about the recent Michigan Association of School Board conference that she attended. She shared information about classes she took and sessions that she attended. She thanked everyone who attended Mrs. Upton's memorial service including alumni and current band members. She announced the upcoming SEMMLAA Spelling Bee being hosted at Milan Middle School.
- Heikka encouraged everyone to vote on or before Tuesday, November 5, 2024. She discussed the Board of Education, MAS Sinking Fund millage, and the WISD Special Education millage. She thanked the families and staff for their dedication to the Parent Teacher Conference process. She congratulated Coach Rodriguez for being named the MHSTeCA Regional Coach of the Year. She wished the Girls Swim and Dive team good luck in their upcoming Huron League meet. She also provided details on how to learn more about the Sinking Fund millage and encouraged community members to ask Board members questions about the Sinking Fund.
- Cislo talked about the recent Michigan Association of School Board conference that he attended. He shared information about classes he took and sessions that he attended. He specifically talked about the General Session provided by Adolf Brown. He also spoke about the positive effects the Sinking Fund could have on MAS.

Time of Adjournment: 7:47p.m.

Milan Area Schools Non-Affiliated Staff Salary Schedule										
Position	Item	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Superintendent	Salary	\$157,487	\$161,267	\$167,718	\$171,072	\$174,493	\$179,728	\$183,323	\$186,989	\$190,729
	Longevity	\$4,800	\$5,200	\$5,600	\$6,000	\$6,400	\$6,800	\$7,200	\$7,600	\$8,000
	Annuity	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
Assistant Superintendent	Salary	\$120,583	\$122,903	\$127,819	\$130,375	\$132,983	\$136,972	\$139,711	\$142,506	\$145,356
	Annuity	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
Principal - High School	Salary	\$103,833	\$106,153	\$114,039	\$116,320	\$118,646	\$122,205	\$124,649	\$127,142	\$129,685
	Annuity	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
Principal - Middle School	Salary	\$92,411	\$94,731	\$98,520	\$100,490	\$102,500	\$110,750	\$112,965	\$115,224	\$117,529
	Annuity	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
Principal - Symons	Salary	\$84,688	\$87,008	\$90,488	\$92,289	\$94,135	\$96,959	\$98,898	\$100,876	\$102,894
	Annuity	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
Principal - Paddock	Salary	\$105,270	\$107,640	\$111,946	\$114,185	\$116,469	\$116,469	\$118,798	\$121,174	\$123,598
	Annuity	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
Assistant Principal - High School	Salary	\$80,680	\$83,000	\$86,320	\$88,046	\$89,807	\$92,501	\$94,351	\$96,238	\$98,163
	Annuity	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
Assistant Principal - Middle School	Salary	\$78,679	\$80,999	\$84,239	\$85,924	\$87,643	\$90,272	\$92,077	\$93,919	\$95,797
	Annuity	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
Director - Student Services	Salary	\$113,848	\$116,168	\$120,815	\$123,231	\$125,696	\$129,467	\$132,056	\$134,697	\$137,391
	Annuity	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
Director - Finance	Salary	\$91,723	\$94,043	\$97,805	\$99,761	\$104,306	\$107,453	\$109,602	\$111,794	\$114,030
	Annuity	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
Director - Early Childhood	Salary	\$81,012	\$82,956	\$86,274	\$88,000	\$90,780	\$93,503	\$95,373	\$97,281	\$99,226
	Annuity	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
Director - Technology	Salary	\$65,753	\$67,331	\$70,025	\$73,926	\$88,000	\$90,640	\$92,453	\$94,302	\$96,188
	Salary	\$57,326	\$58,702	\$61,050	\$62,272	\$63,518	\$67,250	\$68,595	\$69,967	\$71,366
Director - Building and Grounds	Salary	\$42,992	\$44,024	\$47,546	\$48,497	\$49,467	\$59,000	\$60,180	\$61,384	\$62,611
	Salary	\$53,571	\$54,611	\$65,047	\$66,063	\$67,099	\$69,112	\$70,494	\$71,904	\$73,342
Director - Library Services / Data	Salary	\$74,481	\$76,269	\$79,320	\$80,906	\$82,524	\$85,000	\$86,700	\$88,434	\$90,203
	Salary	\$37,906	\$38,816	\$40,369	\$41,176	\$42,000	\$48,000	\$48,960	\$49,939	\$50,938
Director - Theater	Salary	\$55,134	\$56,457	\$60,125	\$61,327	\$62,554	\$63,805	\$65,081	\$66,383	\$67,710
	Salary									

## Milan Area Schools

### Non-Affiliated Staff Salary Schedule

Position	Item	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Director - FCI Education	Salary	\$47,186	\$50,818	\$52,851	\$53,908	\$58,486	\$59,656	\$60,849	\$62,066	\$63,307
Manager - Payroll	Salary	\$57,763	\$59,149	\$61,515	\$62,745	\$64,000	\$65,920	\$67,238	\$68,583	\$69,955
Manager - Accounts Payable/Receivable	Salary	\$39,062	\$40,000	\$43,200	\$44,064	\$44,945	\$46,293	\$47,219	\$48,163	\$49,127
Administrative Assistant to the Superintendent	Salary	\$47,000	\$48,128	\$50,054	\$51,055	\$52,076	\$53,638	\$54,711	\$55,805	\$56,921
Technology - Data Systems Specialist	Salary	\$39,062	\$40,000	\$41,600	\$42,432	\$47,281	\$50,000	\$51,000	\$52,020	\$53,060
Technology - Technical Support Specialist	Salary	\$32,865	\$33,654	\$35,000	\$35,700	\$36,414	\$40,000	\$40,800	\$41,616	\$42,448
Technology - Systems/Network Administrator	Salary	\$55,804	\$57,143	\$59,429	\$60,618	\$62,136	\$64,000	\$65,280	\$66,586	\$67,917
Mechanic - Lead	Hourly Wage	\$26.21	\$26.83	\$27.91	\$28.72	\$29.30	\$30.18	\$30.78	\$31.40	\$32.03
Mechanic - Assistant	Hourly Wage	\$24.00	\$24.00	\$25.00	\$25.50	\$26.01	\$26.79	\$27.33	\$27.87	\$28.43
Transportation - Router	Hourly Wage	\$14.50	\$15.00	\$15.50	\$15.50	\$15.50	\$15.97	\$16.29	\$16.62	\$16.95
Administrative Assistant - Early Childhood	Hourly Wage	\$19.00	\$19.00	\$19.00	\$20.69	\$21.10	\$21.73	\$22.16	\$22.61	\$23.06
Supervisor - Early Childhood	Hourly Wage	\$23.66	\$23.66	\$23.66	\$25.35	\$25.86	\$28.00	\$28.56	\$29.13	\$29.71
Counselor Adult Education	Hourly Wage	\$14.84	\$15.00	\$15.60	\$15.91	\$16.23	\$16.55	\$16.88	\$17.22	\$17.56
Administrative Assistant Adult Education	Hourly Wage	\$10.25	\$10.25	\$10.66	\$10.87	\$11.09	\$11.31	\$11.54	\$11.77	\$12.00
Data FCI	Hourly Wage	\$12.73	\$12.98	\$13.50	\$13.77	\$14.05	\$14.33	\$14.62	\$14.91	\$15.21
Data Adult Education	Hourly Wage	\$11.72	\$12.00	\$12.48	\$12.73	\$12.98	\$13.24	\$13.50	\$13.77	\$14.05
Laundry	Hourly Wage	\$9.45	\$9.65	\$9.65	\$10.50	\$10.50	\$10.82	\$11.04	\$11.26	\$11.48

The Board of Education approves all salary schedules. The Superintendent may recommend that an individual be placed at a higher level on a salary schedule.

Annual base salary increases for 25-26, 26-27, and 27-28 are set at 2%. Individuals on the salary schedule are eligible for increases on an annual basis pending individual performance and the district's financial conditions.

Individual contracts will be negotiated with individuals coming from other groups in order to allow for fair compensation.

**Milan Area Schools  
2024-2025 Administrative Handbook Changes**

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**Salary Structure:**

Replace:

Each administrator will have a Base Salary.

Each administrator's Base Salary will be annually adjusted in accordance with the administrator's Effectiveness rating during the previous school year. An Ineffective or Minimally Effective rated administrator will not receive an increase to their Base Salary. An Effective or highly effective rated administrator will receive a percent increase to their Base Salary as detailed below.

For the 2021-2022 School Year: 4%  
For the 2022-2023 School Year: 2%  
For the 2023-2024 School Year: 2%

The minimum and maximum Base Salary for each position is listed in the chart below.

**2021-2022**

Title	Minimum Salary	Maximum Salary
Assistant Superintendent	\$113,360	\$138,960
Director of Student Services	\$104,000	\$127,858
Finance Director	\$83,980	\$104,250
HS Principal	\$101,244	\$124,582
HS Assistant Principal	\$86,320	\$106,902
MS Principal	\$94,120	\$116,158
MS Assistant Principal	\$84,240	\$104,432
Elementary Principal	\$90,480	\$111,946

**2022-2023**

Title	Minimum Salary	Maximum Salary
Assistant Superintendent	\$115,627	\$141,739
Director of Student Services	\$106,080	\$130,415
Finance Director	\$85,660	\$106,335
HS Principal	\$103,269	\$127,073
HS Assistant Principal	\$88,046	\$109,040
MS Principal	\$96,002	\$118,481
MS Assistant Principal	\$85,925	\$106,520
Elementary Principal	\$92,290	\$114,185



## 2023-2024

Title	Minimum Salary	Maximum Salary
Assistant Superintendent	\$117,940	\$144,574
Director of Student Services	\$108,202	\$133,023
Finance Director	\$87,373	\$108,461
HS Principal	\$105,334	\$129,615
HS Assistant Principal	\$89,807	\$111,220
MS Principal	\$97,922	\$120,850
MS Assistant Principal	\$87,643	\$108,651
Elementary Principal	\$94,135	\$116,469

In November of 2022, the two parties will review the newly approved financial audit. If the audited unassigned fund balance (defined as the audited fund balance minus \$330,000, the assigned fund balance for athletics, the assigned fund balance for PECC, and the newly assigned fund balance for unspent ESSER funds) compared to the audited expenditures is more than \$1,400,00 above 10%, the unassigned fund balance exceeding the \$1,400,000 above 10% will be distributed to all employees of the district (using percent of salary calculations). The funds distributed to the employees will be used to increase each employee's Base Salary by an equivalent percentage. Eligible employees must have been on the June 30, 2022 payroll and must be on the December 15, 2022 payroll.

In November of 2023, the two parties will review the newly approved financial audit. If the audited unassigned fund balance (defined as the audited fund balance minus \$330,000, the assigned fund balance for athletics, the assigned fund balance for PECC, and the newly assigned fund balance for unspent ESSER funds) compared to the audited expenditures is more than \$950,000 above 10%, the unassigned fund balance exceeding the \$950,000 above 10% will be distributed to all employees of the district (using percent of salary calculations). The funds distributed to the employees will be used to increase each employee's Base Salary by an equivalent percentage. Eligible employees must have been on the June 30, 2023 payroll and must be on the December 15, 2023 payroll.

Administrators will receive a \$2,500 increase to their Base Salary in their sixth year with the Board. This clause only applies to administrators who obtained an Effective or Highly Effective evaluation rating every year prior to their sixth year.

The Base Salary of an administrator shall be increased by \$1,000 upon the completion of his/her second advanced degree in an education related field (master's, specialist's). It is the responsibility of the administrator to notify the Superintendent and submit proof of his/her degree. Acceptable proof of degree attainment includes a diploma, transcripts listing degree attainment, or an official letter stating the attainment of the degree from the degree granting institution. Official transcripts listing degree attainment or a diploma must be provided to the Superintendent during the year the administrator received the increase. For administrators who submit their paperwork during the contract year, this pay will be prorated. Each administrator can only recognize one such increase during his/her employment with the Board. An administrator who is recognized for such a degree at the time his/her initial Base Salary is determined shall be considered to have earned this advanced degree increase.

The Base Salary of an administrator shall be increased by \$1,000 upon the completion of his/her doctoral degree in an education related field. It is the responsibility of the administrator to notify the Superintendent and submit proof of his/her degree. Acceptable proof of degree attainment includes a diploma, transcripts listing degree attainment, or an official letter stating the attainment of the degree from the degree granting institution. Official transcripts listing degree attainment or a diploma must be provided to the Superintendent during the year the administrator received the increase. For administrators who submit their paperwork during the contract year,

this pay will be prorated. Each administrator can only recognize one such increase during his/her employment with the Board. An administrator who is recognized for such a degree at the time his/her initial Base Salary is determined shall be considered to have earned this advanced degree increase.

With:

Compensation shall be determined by the Board Approved Salary Schedule for each position.

- Assistant Superintendent
- Director - Student Services
- Director - Finance
- Principal – High School
- Principal – Middle School
- Principal – Symons
- Principal – Paddock
- Assistant Principal – High School
- Assistant Principal – Middle School
- Director – Early Childhood

Annual base salary increases for 25-26, 26-27, and 27-28 are set at 2%. Individuals on the salary schedule are eligible for increases on an annual basis pending individual performance and the district's financial conditions.

Administrators will receive a \$2,500 increase to their Salary Schedule in their sixth year with the Board. This clause only applies to administrators who obtained an Effective evaluation rating every year prior to their sixth year.

The Salary Schedule of an administrator shall be increased by \$1,000 upon the completion of his/her second advanced degree in an education related field (master's, specialist's). It is the responsibility of the administrator to notify the Superintendent and submit proof of his/her degree. Acceptable proof of degree attainment includes a diploma, transcripts listing degree attainment, or an official letter stating the attainment of the degree from the degree granting institution. Official transcripts listing degree attainment or a diploma must be provided to the Superintendent during the year the administrator received the increase. For administrators who submit their paperwork during the contract year, this pay will be prorated. Each administrator can only recognize one such increase during his/her employment with the Board. An administrator who is recognized for such a degree at the time of hire shall be considered to have earned this advanced degree increase.

The Salary Schedule of an administrator shall be increased by \$1,000 upon the completion of his/her doctoral degree in an education related field. It is the responsibility of the administrator to notify the Superintendent and submit proof of his/her degree. Acceptable proof of degree attainment includes a diploma, transcripts listing degree attainment, or an official letter stating the attainment of the degree from the degree granting institution. Official transcripts listing degree attainment or a diploma must be provided to the Superintendent during the year the administrator received the increase. For administrators who submit their paperwork during the contract year, this pay will be prorated. Each administrator can only recognize one such increase during his/her employment with the Board. An administrator who is recognized for such a degree at the time of hire shall be considered to have earned this advanced degree increase.

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## Evaluation

### Add:

If an Administrator receives a rating of needing support on a year-end evaluation, the Administrator shall have the opportunity to request a review consistent with Revised School Code Section 1249.

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## Fringer Benefits

### Replace:

1. Medical, Dental, Vision: The Board agrees to provide each full time employee with health care, vision, and dental insurance according to their family status for health care protection. The coverage shall be at least comparable to the coverage provided to the teaching staff.

The employee (through payroll deductions) will contribute 20% of the illustrative rate towards health care. The District shall pay no more of the annual costs or illustrative rate and any payments for reimbursement of co-pays, deductibles, or payments into health savings accounts, flexible spending accounts, or similar accounts used for health care costs, than is allowed under the state's "hard cap guidelines".

- a. Administrators not electing health care coverage will receive dental and vision insurance. In addition they will receive \$100.00 per month cash allowance to be used at their discretion.
- b. Administrators not electing health, dental, or vision coverage will receive a monthly cash allowance equal to that of the teachers. The rate is determined on January 1<sup>st</sup> of each year and remains in effect until January 1<sup>st</sup> of the next year.

### With:

1. Upon submission of a written application, the Board agrees to provide each Administrator with:
  - Health insurance comparable to the teacher contract.
  - Dental insurance comparable to the teacher contract.
  - Vision insurance comparable to the teacher contract.

A two week open enrollment period will be established between November 1 and December 15 of each year (for January 1 insurance changes).

For each Administrator, the Board will pay the annual hard-cap amount for individual, two-person, or full family coverage (as applicable) as determined annually by the Michigan Department of Treasury toward the teacher's health insurance illustrative rate cost. If the cost of the District health insurance for the Superintendent (individual, two-person, or full family coverage as applicable) is less than the Michigan Department of Treasury's hard-cap amount for the applicable coverage level, then the district will cover the total cost of the health insurance for the Superintendent. The Board will determine, in its sole discretion, the method for complying with the Michigan Publicly Funded Health Insurance Contribution Act.

Administrators not electing health care coverage will receive dental and vision insurance. In addition they will receive \$100.00 per month cash allowance to be used at their discretion.

Administrators not electing health, dental, or vision coverage will receive a monthly cash allowance equal to that of the teachers. The rate is determined on January 1<sup>st</sup> of each year and remains in effect until December 31st.

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### **Fringe Benefits**

#### Replace:

5. Each administrator shall be given a two hundred dollar (\$200.00) per month cash allowance that may be used to purchase a tax sheltered annuity.

#### With:

5. Each administrator shall be given an annual cash allowance, as defined in the Board Approved Salary Schedule for their position, that may be used to purchase a tax sheltered annuity.
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### **Fringe Benefits**

#### Replace:

6. Terminal Leave Pay - Terminal Leave Pay will be granted to the Administrator, who leaves the system with five (5) or more years of employment (for those hired after 7-1-18), at the rate of one hundred eighty-five dollars (\$185.00) per day for unused sick leave days to a maximum of fourteen thousand eight hundred dollars (\$14,800).

#### With:

6. Terminal Leave Pay - Terminal Leave Pay will be granted to the Administrator, who leaves the system with five (5) or more years of employment (for those hired after 7-1-18), at the rate of two hundred thirty-four dollars (\$234.00) per day for unused sick leave days to a maximum of nineteen thousand two hundred dollars (\$19,200).
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C

**Milan Area Schools and Superintendent  
2024-2025 Contract Changes**

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**Introduction:**

Replace: Board hereby employs the said Bryan M. Girbach for a five (5) year period commencing on July 1, 2021 and ending on June 30, 2026,

With: Board hereby employs the said Bryan M. Girbach for a three (3) year period commencing on July 1, 2024 and ending on June 30, 2027,

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**Section 8**

Add: If rated needing support on a year-end evaluation, the Superintendent shall have the opportunity to request a review consistent with Revised School Code Section 1249.

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**Section 10.a**

Replace: Compensation shall be \$167,718 (2021-2022), \$171,072 (2022-2023), and \$174,493 (2023-2024) for services rendered. Said salary shall be reviewed annually and is subject to upward revision, based on the annual performance evaluation, by agreement of the parties. In no case will the salary be lowered. The Board hereby retains the right to increase the annual salary of the Superintendent during the term of this Contract. Any increase in salary made during the term of this Contract shall be in the form of a written amendment and when executed by the Superintendent and the Board, shall become a part of this Contract. Upon separation of the Superintendent during any fiscal/contract year, his annual salary shall be adjusted to reflect payment for the number of workweeks during which services were actually and physically rendered during the contract year.

With: Compensation shall be determined by the Board Approved Salary Schedule for the position of Superintendent. Said Salary Schedule shall be reviewed annually and is subject to upward revision, based on the annual performance evaluation, by agreement of the parties. In no case will the Salary Schedule be lowered. The Board hereby retains the right to increase the Salary Schedule of the Superintendent during the term of this Contract. Any increase in the Salary Schedule made during the term of this Contract shall be in the form of a Salary Schedule amendment. Upon separation of the Superintendent during any fiscal/contract year, his salary from the Salary Schedule shall be adjusted to reflect payment for the number of workweeks during which services were actually and physically rendered during the contract year.

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**Section 10.b**

Remove: In November of 2022, the two parties will review the newly approved financial audit. If the audited unassigned fund balance (defined as the audited fund balance minus \$330,000, the assigned fund balance for athletics, the assigned fund balance for PECC, and the newly assigned fund balance for

unspent ESSER funds) compared to the audited expenditures is more than \$1,400,00 above 10%, the unassigned fund balance exceeding the \$1,400,000 above 10% will be distributed to all employees of the district (using percent of salary calculations). The funds distributed to the employees will be used to increase each employee's Base Salary by an equivalent percentage. Eligible employees must have been on the June 30, 2022 payroll and must be on the December 15, 2022 payroll.

In November of 2023, the two parties will review the newly approved financial audit. If the audited unassigned fund balance (defined as the audited fund balance minus \$330,000, the assigned fund balance for athletics, the assigned fund balance for PECC, and the newly assigned fund balance for unspent ESSER funds) compared to the audited expenditures is more than \$950,000 above 10%, the unassigned fund balance exceeding the \$950,000 above 10% will be distributed to all employees of the district (using percent of salary calculations). The funds distributed to the employees will be used to increase each employee's Base Salary by an equivalent percentage. Eligible employees must have been on the June 30, 2023 payroll and must be on the December 15, 2023 payroll.

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#### **Section 10.c**

Replace: After completing five (5) years of service (2008-2009 contract will count as the first full year), the Superintendent becomes eligible for longevity. The longevity payment will be \$400 per year times the number of years as Superintendent in the district. The first payment will be made in June 2014.

With: After completing five (5) years of service (2008-2009 contract will count as the first full year), the Superintendent becomes eligible for longevity. The longevity payment will be as defined in the Board Approved Salary Schedule for the position of Superintendent.

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#### **Section 11.a**

Replace: The Superintendent shall be given a two hundred dollar (\$200.00) per month cash allowance that may be used to purchase a tax sheltered annuity.

With: The Superintendent shall be given a cash allowance, as defined in the Board Approved Salary Schedule for the position of Superintendent, that may be used to purchase a tax sheltered annuity.

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#### **Section 11.b**

Replace: Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder, and/or third party administrator, the Board shall make premium payments on behalf of the Superintendent and his eligible dependents for the following insurance programs. The Board shall not be required to remit premiums for any insurance coverage for the Superintendent and his eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder, or third-party administrator. The terms of any contract or policy issued by any insurance company or third-party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. The Superintendent is responsible for assuring completion of all forms and documents needed to receive the described insurance

coverages. The Board, by remitting the premium payments required to provide the insurance coverage(s) described, shall be relieved from all liability with respect to insurance benefits.

The employee (through payroll deductions) will contribute 20% of the illustrative rate towards health care. The District shall pay no more of the annual costs or illustrative rate and any payments for reimbursement of co-pays, deductibles, or payments into health savings accounts, flexible spending accounts, or similar accounts used for health care costs, than is allowed under the Michigan Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq.

With: Upon submission of a written application, the Board agrees to provide the Superintendent with:

- Health insurance comparable to the teacher contract.
- Dental insurance comparable to the teacher contract.
- Vision insurance comparable to the teacher contract.

A two week open enrollment period will be established between November 1 and December 15 of each year (for January 1 insurance changes).

For the Superintendent, the Board will pay the annual hard-cap amount for individual, two-person, or full family coverage (as applicable) as determined annually by the Michigan Department of Treasury toward the teacher's health insurance illustrative rate cost. If the cost of the District health insurance for the Superintendent (individual, two-person, or full family coverage as applicable) is less than the Michigan Department of Treasury's hard-cap amount for the applicable coverage level, then the district will cover the total cost of the health insurance for the Superintendent. The Board will determine, in its sole discretion, the method for complying with the Michigan Publicly Funded Health Insurance Contribution Act.

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#### **Section 11.i**

Replace: Upon termination of the Superintendent's employment, he will be paid for unused sick days at a rate of \$185 per day to a maximum of \$24,685.

With: Upon termination of the Superintendent's employment, he will be paid for unused sick days at a rate of \$234 per day to a maximum of \$32,025.

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#### **Add New Section 12**

The Superintendent and the School Board agree that items in this contract constitute compensation for the Superintendent's duties. The District will cover all applicable District Michigan Public Schools Employees Retirement System (MPERS) costs on these items. Should the Office of Retirement Services (ORS) reimburse the District for contributions made from items in this contract, these reimbursements (both employer and employee portions) will be allocated and distributed to the Superintendent through a 403(b) plan, with no cash option provided.

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#### **Renumber Sections 12-20 as Sections 13-21**

# Milan Area Schools

## Strategic Plan Scorecard Goal and Objective Update 11-13-24

### Academics - Programs

#### Goal

Expand relevant and individualized learning opportunities for all students.

#### Objectives

- Expand the use of Educational Development Plans for students
  - Implementation of Xello is progressing slowly
- Increase Social Emotional Learning and 21st century programming
  - be nice program implementation is underway
  - Trails implementation is well underway
  - DESSA Screener and curriculum resources have been implemented
  - Maintained all grant funded support staff positions (using various funding sources) (Social Workers, Counselors, Psychologists, Behavior Interventionists, Academic Interventionists)
  - Peer-to-peer programs growing across the district
- Continue the implementation of a K-12 Social Emotional Learning and 21st century learning continuum
  - be nice program implementation is underway
  - Trails implementation is well underway
  - DESSA Screener and curriculum resources have been implemented
  - Maintained all grant funded support staff positions (using various funding sources) (Social Workers, Counselors, Psychologists, Behavior Interventionists, Academic Interventionists)
  - Peer-to-peer programs growing across the district



# Learning Environment - Culture

## Goal

Improve and foster a safe learning environment that supports the academic, social, emotional, physical, creative, and cultural needs of the individual.

## Objectives

- Support professional development opportunities in the areas of mental health, trauma, diversity, and responsive teaching
  - DESSA training going well
  - be nice initiative training is underway (GMACF grant received)
  - Building specific PD regarding responsive teaching is occurring
  - Building data reviews include looking at all subgroups
- Review district programming and structures
  - Reimagine MAS: 2024-2025 and Beyond successfully implemented
  - Addition of Building Trades courses at MHS
  - County CTE expansion is underway
- Monitor support staff numbers and hours
  - Increased number of paraprofessionals employed
  - Salary increases for paraprofessionals implemented
  - Maintained all grant funded support staff positions (using various funding sources) (Social Workers, Counselors, Psychologists, Behavior Interventionists, Academic Interventionists)

# Communications - Community Engagement

## Goal

Develop and implement a comprehensive plan to foster student, family, staff, and community engagement and partnerships.

## Objectives

- Engage the District Communication Committee in reviewing the communication perception survey responses
  - Added communication specific questions to the year-end community survey
  - In-depth committee review of year-end community survey responses was conducted
- Review and analyze the recommendations from the District Communications Committee
  - Developing a communication strategy master plan that includes
    - Methods
    - Audience
    - Sender
    - Urgency
    - Content
  - District website and/or app being discussed and reviewed
    - New website progressing slowly
  - Two-way communication aspect being reviewed
    - Discussing methods for improvement
- Investigate district branding and develop a marketing plan
  - Branding redefined (see image)
  - Informal marketing taking place
    - Reimagine MAS: 2024-2025 and Beyond
    - MHS gym floor
    - Athletic gear
    - Fan gear
  - Formal marketing plan will be developed



# **Personnel - Leadership**

## **Goal**

Recruit and retain skilled, passionate, and effective staff who are committed to the success of Milan Area Schools and its place in the community.

## **Objectives**

- Review and adapt operations based on staff culture survey responses
  - Staff culture survey is reviewed by staff annually
  - Staff culture survey data used in Internal Reviews
  - Building operations are adjusted based on staff culture survey responses
- Expand programming for support of new teachers (years 0-5)
  - WISD - New Teacher Series implemented
  - MAS - New Teacher Orientation Sessions occurring
  - MAS - Mentoring program enhanced during negotiations
  - MAS - Mentor stipend increased in contract
- Monitor and benchmark all district salaries
  - MEA experienced recognized for non-educational experience (SW, SLP, Counselors)
  - Salary increases in all union contracts
  - Some "Other" salaries adjusted based on MSBO, other districts, and industry data

# **Finance - Operations**

## **Goal**

Maintain and improve facilities/equipment to support safe, innovative programs.

## **Objectives**

- Identify and attend to critical technology, HVAC, roof, parking lot, and bus needs
  - Technology purchases made
  - Technology pilots in place
  - HVAC controls being upgraded
  - Roofs evaluated and maintained annually (five year plan)
  - Parking lots and sidewalks maintained annually
  - Bus purchases made regularly
- Investigate a sinking fund millage
  - On November 5th Ballot
- Investigate and address critical safety needs
  - Working with Secure Educational Consultants
    - District evaluation completed
    - Recommendations being implemented
  - CRG Site Mapping Completed
    - Annual review underway
  - New security camera system installed
  - Go bags being distributed
  - Additional handheld radios being purchased