

ARTICLE I - PREAMBLE

1.10 THIS AGREEMENT, entered into this 1st day of July, 2001, by and between the Board of Education of the Pinconning Area Schools of the City of Pinconning, Michigan, hereinafter called the "Board", and the Pinconning Area Association of School Administrators, hereinafter called the "Association".

WITNESSETH:

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Pinconning Area School District is their mutual aim; and

WHEREAS, the educational administrators are qualified to assist in suggesting and developing policies and programs designed to improve educational standards; and

WHEREAS, the parties, following deliberate professional negotiations, reached some certain understandings which they desire to incorporate into this Agreement;

THEREFORE, in consideration of the mutual covenants and benefits to be derived, the parties respectively agree to the following articles and/or provisions.

ARTICLE II- ADMINISTRATIVE CONTRACT MEMBERSHIP

2.10 MEMBERSHIP: The Pinconning Area Board of Education recognizes the Pinconning Area Association of School Administrators as the sole and exclusive representative for all administrative personnel in the classification of Principal; Assistant Principal; Elementary Curriculum Coordinator; Secondary Curriculum Coordinator; Director of Support Services; Director of Alternative, Adult and Community Education; Director of Young Fives Programs; Director of Volunteer Programs; Director of Title I Services; Director of Athletics, Director of Transportation; Property Services Director; Director of Gifted/Talented; Driver Education Director/Coordinator; Food Service Director; Home School Liaison; Special Education Director/Coordinator; Early Childhood Director; School Social Worker; and School Psychologist. Other administrative positions will be included in the Association provided such position or positions are deemed to be essential in the normal categories included herein by the parties hereto.

The preceding positions of Director of Athletic, Director of Title I Services, Director of Transportation, and Property Services Director are recognized as bargaining unit positions unless the duties are assigned to an individual excluded by the provisions of Section 2.50.

2.50 EXCLUSIONS: The bargaining unit shall not include: Superintendent of Schools; Assistant Superintendent/Administrative Assistant whose job responsibilities require he or she to hire, evaluate, answer grievances, dismiss any member included in Section 2.10, and Director of Business Affairs whose job responsibilities include counsel and negotiation strategies concerning financial matters that affect contract negotiations. Also excluded are teachers, and other non-instructional non-administrative positions.

ARTICLE III - ADMINISTRATIVE CONTRACTS

- 3.05 During the first two years of employment in an administrative capacity for the Pinconning Area Schools, the probationary Administrator shall be subject to non-renewal by notice provided at least sixty (60) days prior to the termination date of the contract provided. Not less than thirty (30) days in advance of the notice of non-renewal, the Administrator shall be provided notice that the Board is considering non-renewal together with a written statement of the reason the Board is considering the non-renewal. After the issuance of the notice that the Board is considering non-renewal together with the written statement of reasons, but before the notice of non-renewal is issued, the Administrator shall be given the opportunity to meet with not less than a majority of the Board to discuss the reasons stated in the written statement. The meeting shall be open to the public or a closed session as the Administrator may elect. The failure to provide the required notices or a meeting with the Board shall result in the removal of an Administrator from probationary status and said Administrator shall be subject to the provisions of Section 3.10.
- 3.10 Any Administrator, hired after July 1, 1998, with four (4) years or more seniority as an Administrator, who receives a satisfactory evaluation shall be considered as being on a three-year contract which is renewed yearly. An Administrator placed on probation under the provisions of Article IX will not have the three-year contract renewed. The three-year contract will be reinstated when the Administrator receives a satisfactory evaluation. Residency within a twenty-mile radius of the borders of the district is not required until after the initial four (4) years. The requirement does not apply to a person if the person is married and both of the following conditions are met:
- a) The person's spouse is employed by another public employer,
 - b) The person's spouse is subject to a condition of employment or promotion that would require him or her to reside a distance of less than twenty miles from the nearest boundary of the public employer.
- 3.15 Should the Administrator not be evaluated as provided herein, the Administrator's efforts and professional services shall be deemed conclusively to be at least satisfactory in all respects and for all purposes, subject to termination only as provided in the provisions for reduction in administrative staff provided in Article XVI.
- 3.20 Administrators, by Board action and pursuant to Section 1 of Article 3 of the Michigan Tenure Act, shall not be included under the provisions for continuing tenure as administrators. However, the Administrator is included in those provisions of the statute relative to his tenure as a teacher.
- 3.30 Every Administrator who has satisfactorily completed the probationary period under the Michigan Tenure Act shall have tenure as a teacher in the Pinconning Area Schools. Any necessary reduction of Administrative personnel shall mean the Administrator so affected will, if he has sufficient seniority as a teacher, be reassigned to a teaching position for which he/she is certified and qualified, unless he/she becomes eligible for involuntary

transfer to another administrative position. Any such necessary involuntary reassignment of position shall not contravene the Administrator's right to his/her contractual salary for the following contractual year if such reassignment comes after June 30th.

- 3.40 For purposes of discipline, during the term of his or her individual contract of employment, the Administrator shall not be disciplined, suspended, reduced in classification or pay, or discharged except for just cause. The services of the Administrator may be terminated at any time during the term of his or her individual contract of employment for just cause such as incompetence, insubordination, unprofessional conduct, dishonesty, or willful disregard of board policy.

ARTICLE IV - RIGHTS OF THE ASSOCIATION

- 4.01 The Board hereby agrees that employees covered by this Agreement shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly-elected body exercising governmental power under the cover of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred, laws of the State of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reasons of his membership in the Association, his participation in any activities of the Association or collective professional negotiations with the Board, or his institution of any grievances of appeals or procedure under this Agreement or otherwise with respect to any terms or conditions of employment.
- 4.02 The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the Michigan Employment Relations Commission, or a mediator from such public agency, or an arbitrator appointed pursuant to the provisions of this Agreement.
- 4.03 The Association shall continue to have the right to use school-building facilities for its meetings at reasonable hours when students are not in session. Designated bulletin boards, school mail and other established media of communication shall be made available to the Association and its members.
- 4.04 The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the District, including, but limited to: annual financial reports and audits, register of certificated and/or supervisory personnel, tentative budgetary requirements and allocations (including county Allocation Board budgets), agenda and minutes of all Board meetings, census and membership data, names and addresses of all employees and such other information is necessary to assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the schools and their students, together with any information which may be necessary for the Association to process any appeal or complaint. The Sick Leave register shall be available to designated representatives of the Association.

- 4.05 The Board shall advise the Association of any new or modified fiscal, budgetary or tax programs, construction programs, state or federal funds, or major revisions of educational policy, which are proposed or under consideration. The Association shall be given reasonable opportunity to consult with the Board with respect to said matters prior to their adoption and/or general publication. It is agreed and recognized, however, that except for expenditures contained in any annual budget which are required by the terms of this Agreement, the authority to adopt all parts of the annual budget of the School District resides exclusively with the Board, and during the term of this Agreement shall not be the subject of negotiations with the Association, nor subject to any proceeding under the appeal procedure.
- 4.06 The rights granted herein to the Association shall not be granted or extended to any competing collective bargaining organization.
- 4.11 The private and personal life of any Administrator is not normally within the appropriate concern or attention of the Board. However, if an incident arises, that in the opinion of the Superintendent would be detrimental to professional performance or to the District, the Superintendent may exercise his/her administrative prerogatives. Any action taken against such Administrator shall be subject to the appeal procedure, where applicable.
- 4.12 The provisions of this Agreement shall be applied without regard to race, creed, religion, national origin, age, male/female, marital status, or handicap. Membership in the Association shall not be denied to any Administrator because of race, creed, religion, color, national origin, age, male/female, marital status, or handicap.
- 4.13 Any member has the option of voluntarily returning to any posted classroom position. This assumes appropriate tenure and certification status. Any Administrator requesting transfer to a classroom shall present the request, in writing, indicating the type of assignment preferred to the Superintendent by March 15th.
- 4.14 No building administrator or assistant shall be responsible for the operation of more than one building complex except that an administrator may be assigned to two complexes and/or buildings when the administrator to student ratio does not exceed 500 to 1.
- If any single building complex student population falls below 500 to 1, additional duties may be added to the workload of a building administrator. No member shall be assigned additional duties outside their realm of expertise. A written job description must accompany any added duty assignments.
- 4.15 Each building principal shall have the right to make the determination regarding each pupil's assignment within his/her building complex as long as this determination is made in accordance with the Board's policies concerning the classification and promotion of pupils.

- 4.16 Each building principal shall have the right to control student discipline within his/her building complex consistent with the law unless otherwise limited by Board policies and procedures concerning the discipline of students.

ARTICLE V - RIGHTS OF THE BOARD OF EDUCATION

- 5.10 The Board, on its own behalf, and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the law and the Constitution of the State of Michigan and of the United States, including the determination and administration of policy; the operating of the schools; the management and control of school properties, facilities, and equipment; and the selection, direction, transfer, promotion, discipline, dismissal of all personnel.

The exercise of these powers, rights, authority, duties, and responsibilities of the Board, and the adoption of such rules, regulations and policies as it may deem necessary, shall be limited only by the specific and expressed terms of this Agreement.

ARTICLE VI - TEAM MANAGEMENT

- 6.01 Administrators for the District shall function on a line and staff relationship, while incorporating a management team concept.
- 6.10 Administrative operations shall be designed to provide meaningful input from field Administrators in policy and administrative decisions affecting the Administrators area of operation and/or the District as a whole.
- 6.22 The Administrative personnel shall meet as scheduled by the Superintendent.
- 6.23 The agenda for the administrative personnel will be the responsibility of the Superintendent.
- 6.24 This article on Team Management is procedural in nature and it is acknowledged that any decisions of the Board of Education are final and not subject to the appeal procedure or arbitration.

ARTICLE VII - SUPPORT AND ENCOURAGEMENT OF ADMINISTRATORS

- 7.01 The Board, recognizing that Administrators frequently are exposed to situations of great stress and pressure, hereby agrees to render to its Administrators full encouragement and support when they are acting within the scope of their employment.
- 7.10 The Board shall make every reasonable effort to provide adequate support personnel to assure the safety of all students and staff supervised by each Administrator; to protect the District's property for which the Administrator is responsible. If there appears to be a possible problem between financial budgeting and responsibility, the Administrator must

discuss this with the Superintendent and/or the Budget Committee of the Board before July 1 of each year.

7.15 The Board agrees to provide: (a) liability protection to cover any possibility of loss resulting from litigation against the school or the Administrator for any actions and/or job performance that are job-related, and (b) secretarial services for any contractual days the Administrator is required to be in his or her building or with prior approval upon request.

7.20 Professional Growth: It is recognized that it is necessary for school Administrators to participate in programs that will improve their knowledge and abilities to function in their respective positions. The Board of Education has a responsibility to facilitate the professional improvement of its staff. The Board of Education agrees to reimburse an Administrator for expenses for travel, lodging, meals, fees, and other expenses to participate in seminars, workshops, or conferences, and for professional membership and publications that have the prior approval of the Superintendent.

7.25 Each Administrator shall be entitled to reimbursement for professional membership dues to two organizations - preferably one state and one national, as approved by the Superintendent.

7.30 Section 1

In the event that a citizen or other employee should raise a serious complaint concerning a member of this Association, the complainant shall first discuss the matter with the affected member of the Association.

Section 2

Should the complaint remain unsolved after Section 1, the complainant, if further action is desired, shall first place the complaint, in writing, and submit it to the Superintendent.

Section 3

Upon receipt of the complaint, the Superintendent or his/her designee shall investigate the same. No action will be taken until the affected administrator has been given the opportunity to provide the necessary background information either orally or by confidential memorandum.

Section 4

After the Superintendent has collected the background information, a meeting will be called to have the complainant and the administrator discuss the issue. If the issue is not resolved at this step, then the complainant may take the complaint to the Board of Education resolved at this step, then the complainant may take the complaint to the Board of Education.

7.40 Members of this association are directly responsible to the Superintendent and the Superintendent is responsible for the direction of the administrators of the school district.

ARTICLE VIII - PAYROLL DEDUCTIONS AND PROFESSIONAL DUES

8.10 Any Administrator who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing deduction of membership dues in the Association and its affiliates as determined by the Association, who has applied for membership. Such authorization shall continue in effect from year to year unless revoked in writing.

Pursuant to such authorization, the Board shall deduct such dues in twenty-six (26) equal payments on regular paydays falling within the regular school year. Deductions for Administrators employed after the commencement of the school year shall be appropriately prorated.

8.20 With respect to all sums deducted by the Board pursuant to authorization of the employee, the Board agrees promptly to remit to the Association that portion allocated to the Association and to remit the balance for its Affiliates to the appropriate offices of those Affiliates. The Association agrees promptly to advise the Board of all members of the Association in good standing from time to time, and to furnish any other information needed by the Board to fulfill the provisions of this Article, and not otherwise available to the Board.

8.30 Upon appropriate written authorization from the Administrator, the Board shall deduct from the salary of any Administrator and make appropriate remittance for annuities, credit union, savings bonds, United Way, insurance programs, or any other plans or programs jointly approved by the Association and the Board.

8.40 The Association agrees to indemnify and save the Board harmless against any and all claims, suits or other forms of liabilities arising out of the Board deducting authorized monies from an Administrator's pay.

ARTICLE IX - ADMINISTRATOR APPRAISAL

9.01 It is a recognized responsibility of the Board to evaluate the performance of its employees.

9.02 Each Administrator shall be evaluated annually, this evaluation to be completed by March 15th. Should the Administrator not be evaluated as required herein, the Administrator's effort and professional services shall be deemed conclusively to be at least satisfactory.

9.10 Responsibilities for which an Administrator is to be evaluated will be defined by a job description and standards as stated in board policy and the evaluation instrument.

9.20 Administrators shall be held accountable for compliance with Board policies. Procedural directives from the board shall be issued, in writing, by the Superintendent, or his/her in line administrative assistant, to administrators for their compliance.

9.40 The evaluation of the work of all Administrators is a responsibility of the Superintendent or one of his/her designees. In order that each Administrator may be aware of his strengths and weaknesses, a written evaluation will include:

(a) a statement of strengths and deficiencies statement of the improvement desired, and a reasonable time period in which specific improvements are expected. The Administrator has the right to place a written reply to any evaluation placed in the Administrator's personnel file.

9.45 The evaluation will be individualized for each administrator, by using goals developed in conjunction with the Superintendent.

The instrument in effect is exhibited in "Appendix B". To ensure the effectiveness of the administrative appraisal, a committee made up of two members of the Association, the Superintendent and one person of his/her choosing will conduct an annual review of the procedures and the instrument being used in the appraisal process. Any recommendation for revisions is to be submitted by June 30th of each year.

9.50 An Administrator rated less than satisfactory at the end of the school year will be placed on a development plan for the succeeding school year and shall be retained at full salary. Improvements required, criteria for success, timeline for improvement, and specific recommendations will be established by the Superintendent. The decision to restore the Administrator to satisfactory status, continue the development plan for another year, or terminate the administrator's services, will be made by May 1st and the administrator shall be notified in writing.

9.70 Each Administrator shall have the right, upon request, to review the contents of his own personnel file. A representative of the Association or council may, at the Administrator's request, accompany the Administrator in such review. The review will be made in the presence of the person responsible for the safekeeping of such file. The member may challenge any materials in the file. If the member contests the accuracy or completeness of the file, he may provide a written statement and any other relevant materials and ask that these be added to his personnel file. Any materials added to the personnel file shall be signed and dated.

9.74 Actions taken for the purpose of observing, monitoring, or evaluating the performance of an Administrator shall be conducted openly and with the knowledge of the Administrator.

ARTICLE X - APPEAL PROCESS

- 10.10 Definition: An “appeal” is a complaint by an administrator or the Association in its own behalf that there has been a violation, misinterpretation or misapplication of the terms of this Agreement.

Any formal appeal filed must be submitted, in writing, and conform to the following criteria:

1. It shall state the date submitted.
2. It shall state the date of the events upon which it is based.
3. It shall be specific, state a synopsis of the facts giving rise to the alleged violation, and cite the provisions of the Agreement alleged to have been violated.
4. It shall state the relief requested.
5. It shall be signed by the Administrator and Association representative.

If the Superintendent has questions concerning the above criteria, the grievance will be returned to the Administrator or the- Association representative who then has five (5) days to clarify any questions concerning the grievance.

- 10.20 Procedure: The time lines set forth in the following procedures are to be strictly enforced. Failure of the Administrator or the Association to appeal to the next level of the procedure within the specified time limits shall be deemed a withdrawal of the appeal and acceptance of any response provided. Failure of any representative of the Board to respond at any level within the time lines specified, the grievance is automatically appealed to the next level of the appeal procedure, The time lines may be extended by the written Agreement of the parties.

- 10.21 Step One: Informal Procedures: Prior to filing an appeal under Step Two, an Administrator shall transmit to his/her immediate superior any concern he/she may have with a view toward resolving the matter at that level.

- 10.22 Step Two: If the problem has not been solved or the concern resolved by the procedures at Step One to the satisfaction of the aggrieved within ten (10) working days from Step One, an Administrator may present his/her complaint, in writing, to the immediate supervisor or Superintendent. The immediate superior or Superintendent shall within five- (5) working days schedule a conference in an attempt to resolve the complaint.

Participating in the conference shall be the immediate superior/superintendent and another person of his/her choosing, and the aggrieved member of the Association and another member of his/her choosing. A written decision on the matter shall be provided by the immediate superior/Superintendent and given to the aggrieved Administrator and the Association within ten (10) working days following the conference.

10.23 Step Three:

1. If the aggrieved Administrator of the Association does not accept the immediate superior/Superintendent's written answer at Step Two, the grievance may be appealed to the Board of Education by filing such notice, in writing, with five (5) working days from the date of the immediate superior/Superintendent's written decision.
2. Within ten (10) working days of receipt of the written appeal, the Board of Education, or its designated representatives, shall arrange for the Board of Education to hear the appeal. Physical presence of the grievant shall be required at the Board of Education meeting, scheduled to hear the grievance.
3. The Board of Education shall meet with the Administrator filing the appeal and another representative of his or her choosing. The administration and the Association shall be provided with a copy of the Board's disposition within ten (10) working days following the Board meeting.

10.24 Step Four – Mediation: The Board or the Association may invoke mediation prior to arbitration by providing written notice to the other party within five (5) working days of the disposition by the Board at Step Three. The Mediation shall be conducted by a State Mediator from the Michigan Employment Relations Commission who shall designate the date, time and place for the mediation session. If the Association is not satisfied with the results of the mediation session, it may then file a demand for arbitration with the American Arbitration Association within ten (10) working days following the mediation session.

10:25 Step Five – Arbitration: If the disposition by the Board of Education at Step Three is not satisfactory to the Association, the Association may file a demand for arbitration with the American Arbitration Association within ten (10) working days of receiving the disposition of the Board. The rules and procedures of the American Arbitration Association shall govern the selection process for the arbitrator and the conduct of the hearing. The arbitrator shall be limited to making a decision based upon an interpretation of the express terms of this Agreement. The arbitrator shall have no authority or power to alter, modify, add to, subtract from or ignore any of the terms of this Agreement. The decision of the arbitrator shall be final and binding, provided the decision is within the arbitrator's scope of authority as set forth herein. Specifically, the arbitrator shall have no authority or power to render a decision in cases involving the discharge, termination, non-extension or non-renewal of an administrator. Also, the arbitrator shall have no authority or power to render a decision in cases that involve a dispute regarding the opinion or judgement of the evaluator in the appraisal of an administrator or regarding the content of a plan of assistance.

The arbitrator shall have no authority or power to interpret any statutory obligations, duties or limitations pursuant to any federal or state statute.

The fees and expenses of the arbitrator, cost of transcript (if one is requested by the arbitrator), and cost of the hearing room shall be borne by the loser of the grievance. All other expenses incurred shall be paid by the party incurring them.

ARTICLE XI - COMPENSATION

- 11.10 Payment for administrative experience, longevity, number of students, additional duties, salary increases and minimum base salaries of new administrators covered by this agreement are set forth in “Schedule A”, which is attached to and incorporated in this Agreement.
- 11.15 The compensation schedule is based on a normal five-day workweek, and the annual compensation shall be paid in twenty-six (26) bi-weekly installments. It is understood that administrative responsibilities will sometimes require time beyond the normal five-day workweek, and this additional time is not subject to added pay unless it is the result of altered job responsibilities.
- 11.30 When an administrator earns added degrees or credits or for some other reason becomes eligible for increased compensation, adjustments to salary shall be made within thirty (30) days of the receipt of the application and necessary documentation. The application for salary adjustment will be furnished through the Office of the Superintendent and must be filed within ninety (90) days of the completion of the required courses. Adjusted pay will be retroactive to the completion of the necessary credits.
- 11.35 Credits earned prior to the completion of the Master's Degree cannot be applied to any MA plus 30 schedule. Hours beyond this Master’s Degree must be concentrated in the educational field, plant or personnel management, collective bargaining, leadership, finance, public relations, or in one of the disciplines taught in the public school.
- 11.40 Administrators who are using their own transportation for carrying out responsibilities for school business for the school system, will be reimbursed for the mileage. Mileage reimbursement rate will be established according to the January IRS rate. The January IRS rate will take effect July 1st of each year.
- 11.50 Severance Pay: Severance pay for the administrator upon termination of employment with the School District:
1. Fifty-five dollars (\$55.00) shall be paid for each year of service up to a maximum of thirty (30) years.
 2. The Board will pay sixty-five dollars (\$65.00) for each day of accumulated sick leave.
 3. In the event of death, all terminal leave benefits accumulated shall be paid to the administrator's designated beneficiary.
- 11.60 Any person appointed to an “acting” capacity, either by title or function, for any position represented by the Association shall be compensated according to the terms of this Agreement.

ARTICLE XII - VACANCIES, PROMOTIONS AND TRANSFERS

- 12.10 Currently employed administrators shall be given first consideration, via posting, in appointments to administrative or teaching positions that become vacant.
- 12.20 All vacancies or newly created positions available to members of the Association shall be posted as they occur, but not less than ten (10) days prior to the deadline for filing.
- 12.25 Any administrative vacancy or new position shall be filled permanently only after it has been duly posted with the Association.
- 12.26 Since both parties of this Agreement agree that the District and the schools it operates are entitled to be operated by administrators who are fully qualified and competent within their areas, the filling of administrative vacancies within their unit shall be governed by the Board's careful consideration of the following factors: certification, experience, competence, both personal and educational; length of satisfactory service to the District; meet specifics of written job description and other qualifications deemed necessary by the Board. In arriving at its judgment as to the successful candidate, the Board shall consider objective as well as subjective factors.
- 12.27 For the purposes of this Agreement, "length of service with the District", shall run from the date of the individual member's signing of his first contract of employment with the District. The contract date which controls length of service to the District shall be the earliest contract commencing a period of continuous employment, including authorized leaves. "Length of service as an Administrator" shall include all periods a member of the Association has held any of the positions indicated in the section on "Membership" Article II, or periods served in an "acting" capacity for any of these positions.
- 12.35 When it becomes necessary to transfer an administrator from one assignment to another, it is agreed that the administrator affected shall be notified of such change, in writing, by May 1st. The Association is to receive copies of such notification.
- 12.40 An administrator may file with the Superintendent a letter requesting transfer to another administrative job within their unit or a teaching position. Such letter shall be considered a standing letter of application to be considered whenever such vacancies occur.

ARTICLE XIII -SICK LEAVE

- 13.10 The primary purpose of the sick leave allowance is to cover the absence of an administrator from school because of personal illness or injury sufficiently severe that would make his presence at his job inadvisable. Sick leave applies only to absences resulting from illness or injury of the employee.
- 13.20 Sick leave allowance shall be, accumulated by each administrator at the rate of twelve (12) days per year, and there shall be a limit of 175 days of sick leave accumulated by

each administrator. Administrators hired after January 1, 1995, may accumulate one hundred twenty (120) days.

- 13.25 When a known health problem requires more than five (5) consecutive days of sick leave, the administrator will notify the Superintendent in writing of the diagnosis, treatment and anticipated length of disability prior to the start of the sick leave. Before resuming duties, the administrator must supply a written release signed by the attending physician. This does not apply to emergency health problems.
- 13.30 If there is a question or doubt regarding the illness of an employee, the Superintendent may require a doctor's statement verifying the illness or may require the employee to submit to a medical examination before sick leave pay is allowed or the employee may return to work.
- 13.40 Any administrator who is absent because of an injury or disease compensable under the Michigan Workers' Compensation law, shall receive from the Board the difference between the allowance under the Workers' Compensation law and his regular salary for the duration of the illness and the difference shall be charged against sick leave. The employee shall receive his full salary from the Board and the salary benefits received from the insurance company are to be endorsed to the School District as long as sick leave benefits are received.
- 13.50 No employee will be credited with sick leave allowance while drawing from his/her own accumulated sick leave bank.

ARTICLE XIV - INSURANCE PROTECTION

- 14.01 Pursuant to the authority set forth in Section 1255 of the School Code of 1976, as amended, the Board agrees to furnish all administrators in the bargaining unit the following insurance protection.
- 14.10 Group term life insurance coverage in the amount of one and one-half (1 1/2) times the administrator's annual salary with a maximum of \$175,000.
- 14.15 Upon termination of employment from the Pinconning Area Schools, the administrator will have the option of converting his/her District Group Term Life Insurance coverage to individual life insurance at no cost to the school district. This conversion option is subject to the terms and conditions of the insurance carrier. The Board of Education reserves the right to change insurance carriers at any time throughout the term of this agreement.

14.20 Health Insurance

Complete family health care protection for a full twelve-month period, benefits substantially comparable to those of MESSA Super Care IXVA2 health care with a five/ten dollar preferred prescription co-pay, and a \$50/\$100 individual/family deductible. The Board reserves the right to select the insurance carrier that shall provide such benefits. See Appendix C for further information.

The School District will reimburse the individual administrator his/her \$50/\$100 deductible amount upon presentation of official receipts. This reimbursement will be paid in January and July. (NOTE: The months may be changed, but reimbursement will be no more than twice a year.)

If an administrator chooses not to take the health insurance program he/she may elect to receive a \$1,500.00 cash in lieu of health insurance benefits to be paid in November. If he/she chooses to switch back to health insurance benefits, he/she will repay a prorated portion of the payment.

If the premium increases more than ten percent (10%) above the prior year's premium for health insurance, the employee and the Board shall share the amount of the increase in excess of ten percent (10%) equally. Employee contributions shall be deducted from the employee's bi-weekly payroll check. The district will pay the employee share of the excess of 2001-2002, 2002-2003, 2003-2004, and 2004-2005.

14.30 Full Family Dental Insurance: The Board shall pay the premium cost of Delta Dental care program. See Appendix C for further detail.

14.35 If the District, as between two spouses employs both a husband and wife, they may carry only one hospitalization policy between them.

14.40 Any additional options offered by insurance carriers will be available on an optional basis at the administrator's expense.

14.50 Association members may elect hospitalization insurance if his/her spouse who was previously covered by fully paid MESSA or Blue Cross/Blue Shield or other coverage elsewhere died, retired, or otherwise lost benefit of such hospitalization coverage for reasons beyond his/her control. Such administrator would then be permitted to apply for health insurance benefits through the Board on the usual terms and conditions prescribed by the insurance companies.

14.55 Full Family Vision Care: The Board agrees to pay the premium costs for VSP-3 Plan. See Appendix C for further detail.

14.60 Long Term Disability: Loss of time insurance. See Appendix C for further detail. Waiting period: 90 regularly scheduled workdays on which the person insured is disabled.

- 14.70 The Board agrees to pay the premium for liability insurance, which includes the general liability policy and the umbrella policy that includes errors and omissions to cover the administrator while acting within the scope of his/her job assignment. The coverage will be the same as that of the Board of Education, the Superintendent, and other administrators.

If this coverage falls below the 1992-93 school year amount, the Association will be notified at least 30 days prior to the change.

- 14.80 The Board will compensate the administrator for the repair or replacement of items of personal property damaged or destroyed (while he or she is engaged in his or her responsibilities as an administrator while on school district premises or engaged in a school activity) by the action of any person in retaliation against the administrator for any act within his or her scope of authority and responsibility. The reimbursement shall be limited to any amount above the loss covered by the administrator's insurance and shall not exceed two hundred (\$200.00) dollars per item or article damaged or destroyed. Reimbursement shall not be made for any loss of money or items not typically or usually within the possession of the person while at work. The administrator shall obtain the written approval of the Superintendent for the use of personal equipment which exceeds one hundred (\$100.00) dollars per item.

Compensation for damage to an administrator's automobile while on school premises, which can be proved to be incurred as a result of his or her job responsibilities, shall be limited to the amount deductible of the administrator's car insurance; not to exceed five hundred (\$500.00) dollars per incident or claim.

ARTICLE XV - LEAVES AND RELEASED TIME

- 15.10 Released Time: For the individual administrator, released time for such things as emergencies, illness or death in the family, jury duty, professional growth experiences, and other such conditions which might require time away from his/her assignment shall be granted without loss of pay or benefits through arrangement with the Superintendent. The Superintendent shall be notified in all instances prior to the absence, except in case of emergencies.
- 15.11 For the individual Association member, released time for a maximum of three (3) days to be used as personal business days shall be granted without loss of pay or benefits through arrangements through the Superintendent. Unused business days will be credited to the administrator's sick leave unless carried over the following year.
- 15.15 Leave of Absence: An administrator shall accumulate seniority for those leaves of absence for which he/she receives compensation from the District, and other benefits shall accrue as well.
- 15.20 Any administrator whose personal illness extends beyond the period compensated under Article XIII shall be granted a leave of absence without pay for the remainder of the contract year. If less than three (3) months of a contract year remains, an additional year

may be granted if application is made by July. Upon return from leave, the administrator shall be assigned to, if available, the same position or a substantially equivalent position and shall return with all seniority and privileges enjoyed at the time the leave was granted and shall advance to the next step of any existing salary schedule his/her length of service would warrant.

- 15.31 Leaves of absence, without pay, up to one year may be granted upon application for the purpose of study and research or any reason of professional importance to the administrator. An administrator shall return from such leave with seniority, sick leave, and terminal pay/leave accumulations enjoyed at the time the leave was granted, and he/she shall advance to the next step on any existing and appropriate salary schedule, Dates for such leaves shall be mutually agreed upon to avoid disruption of operations.
- 15.32 A maternity/paternity leave of one (1) year shall be granted without pay. Extensions may be granted for one additional year upon application in writing prior to March 1st. An administrator adopting a child may receive similar leave that shall commence upon entry of an order terminating the rights of the natural parents by the probate court. An administrator returning from leave provided in this paragraph shall be placed at the next step of the appropriate salary schedule and shall return with seniority and benefit accumulations enjoyed at the time the leave was granted.
- 15.33 Leave of absence shall be granted up to two (2) years to any administrator who enlists in the Peace Corps as a full time participant. Such administrator shall be restored to employment with the District, and shall be given the benefits of any increments and seniority which would have been credited to him/her had he/she remained in active service with the school system, provided however, that such administrator shall make application for re-employment within ninety (90) days after discharge from the Peace Corps; and provided further that such administrator reports for this assignment at the outset of the semester immediately following such discharge from service, Sick leave and terminal pay/leave accumulations shall be the same as enjoyed at the time the leave was granted. An administrator shall return to the same or a similar position previously held.
- 15.34 Military, Reserve, or National Guard leaves of absence shall be granted to any administrator who shall be inducted or called or shall enlist for military duty to any branch of the Armed Forces of the United States until the expiration of the first enlistment during the duration of the emergency. Such administrator shall be restored to employment with the District, shall return to the same or similar position previously held, and shall be given the benefit of any increments and seniority, provided however, that such administrator shall make application for such re-employment within ninety (90) days after discharge from the Armed Forces and provided further that such administrator reports for his assignment at the outset of the semester immediately following such discharge from service. Sick leave and other accumulations shall be the same as enjoyed at the time the leave was granted.
- 15.40 Administrators who are officers of any affiliate of this Association, upon proper applications, shall be given leave of absence for the term of office without pay, and administrators who are appointed to its staff, upon proper applications shall be given

leave of absence for one (1) year without pay for the purpose of performing duties of said Affiliate. Administrators given leaves of absence without pay shall receive credit toward annual salary increment on the schedule appropriate to their rank or assignment and shall accumulate seniority. An administrator shall return to the same or a similar position previously held. Sick leave and other accumulation of benefits shall be the same as enjoyed at the time the leave was granted.

- 15.45 An administrator elected or selected for a non-political public position serving directly to benefit the educational system which takes him/her from his/her normal duties with the school system may, upon prior written request, receive a leave of absence without pay for the term of such office. Such an administrator shall return with all such leave accumulation and seniority enjoyed at the time the leave was granted. An administrator shall return to the same or a similar position previously held.
- 15.46 It is recognized that an administrator has the right to serve in, or be elected to, public office less than full time. However, such service shall not be permitted to interfere with the educational process and said administrator's contractual obligation.
- 15.50 Sabbatical Leave: The Sabbatical Leave policy is designed to provide opportunity to engage in professionally related experiences which will promote growth in the human, conceptual, or technical skills required of an effective educator.
- 15.51 Qualifications: The applicant must possess a life, continuing, or permanent certificate valid in the State of Michigan. The applicant must have been employed in the Pinconning Area School District for at least seven (7) consecutive years, the last three (3) of which should have been in an administrative position. Absence from service for a period of not more than one (1) year under a leave of absence with or without pay shall not be deemed a break in continuity of service, but neither shall such a one (1) year leave be counted in the total years required by this qualification. The applicant must not have been granted a Sabbatical Leave of absence from the Pinconning Area School District during the last seven (7) consecutive years of service immediately preceding the current application. The applicant must sign a promissory note upon an agreement to return to service with the Pinconning Area School District immediately upon termination of the Sabbatical Leave and continue in such service for a period of one (1) year, unless causes beyond his/her control prevent him/her from doing so, or he/she will refund any compensation received during the Sabbatical Leave from the Pinconning Area School District. In the event of extenuating circumstances, the Board of Education may waive any obligation to refund compensation.
- 15.52 Application: Applications for leave of absence shall be filed at least six (6) months in advance with the office of the Superintendent. For leave beginning second semester, applications shall be filed by April 1st of the previous calendar year. Applicants requesting Sabbatical Leave shall be notified within sixty (60) days as to the status of their application. Applicants for Sabbatical Leave shall include with their application forms an outlined plan for the period requested for Sabbatical Leave. This plan shall be indicated on the application form or as an attached statement, and shall include details of project (research, writing, and travel) to be pursued independently by the applicant.

- 15.53 Compensation: A Sabbatical Leave of absence approved for any portion of a year will carry an allowance of one-half of the contractual salary for that period of time subject to such deductions as are required by law, Board of Education regulation, or employee election. An administrator granted such leave should advance on the salary schedule as if he/she had been working in the District.
- 15.54 Status While on Sabbatical Leave: An administrator on sabbatical leave may be provided full insurance benefits provided by this agreement, life insurance, dental insurance, health insurance, vision insurance, LTD, and any other benefits as mutually agreed upon by the individual being released, Superintendent of Schools, and Board of Education. Full time employment by the recipient of sabbatical leave shall be prohibited. This does not, however, preclude the recipient accepting grants, fellowships or remuneration for part time work of any sort which does not interfere with the outlined sabbatical plan. Administrators shall be responsible for notifying the payroll department of the Pinconning Area School District as to the place where payroll checks should be addressed during the period of sabbatical leave.
- 15.55 Status on Return from Sabbatical Leave: An administrator returning from sabbatical leave shall be restored to his/her former administrative position. Vacancies created by sabbatical leave shall be filled on a temporary basis.
- 15.56 Review Committee: All applications for sabbatical leave shall be reviewed by a committee for recommendation to the Superintendent composed of six (6) members. The Association and three (3) shall appoint three (3) of these by the Superintendent. The committee shall consider the following criteria: (a) merit of the applicant's proposed program, (b) the applicant's length of service in the Pinconning Area School District, (c) distribution from the areas of elementary, secondary or special areas in the administrative staff.
- 15.57 Selection: The Superintendent shall make the final selection from the list submitted by the Review Committee. No more than one (1) administrator shall be granted sabbatical leave upon application, recommendation and approval in any one year.
- 15.80 An administrator having been fully granted leave under the provisions of this agreement must apply for re-employment on or before March 1 prior to the school term in which reemployment is desired, unless specific provisions of the leave stipulate otherwise.

ARTICLE XVI - REDUCTION OF ADMINISTRATIVE STAFF

- 16.10 In order to adjust to program reduction, declining enrollment, or financial problems, the Board has the right to lay off administrators within the provisions of this agreement. The prerogative of the Board to lay off administrators as provided for in this article supercedes any rights to a second year of employment as an administrator which may be granted by this contract, and in particular by Article 3.05 and 3.10.
- 16.20 Before the Board makes a decision to reduce or eliminate administrative positions and/or

lay off administrators covered by this agreement, it will notify, in writing, the Association of such possible action. Such notification will include: The alternative(s) being considered, supporting data, and a statement of rationale. The Association shall within thirty (30) days, present, in writing, its reactions or counter proposals to material received. Prior to any reduction plan being adopted, the Board or its representatives will meet with the Association and will respond, in writing, to any Association materials it submitted. The decision to reduce or eliminate administrative positions and/or lay off will be reevaluated by the Board by March 1st, with the Association response by March 22nd.

- 16.30 Determination of persons to be retained shall be based on the following criteria used in the sequence listed: (1) necessary certification, (2) number of years served as an administrator in the Pinconning Area School District, (3) performance rating, (4) number of years served in the Pinconning Area School District in any employee capacity, and (5) highest degree held.
- 16.40 Individual administrators to be removed from administrative positions shall receive written notice sixty (60) calendar days prior to the end of the student school year. Such lay off shall not become effective until August 1st.
- 16.45 The sixty-day (60) notice provision can be waived by mutual written agreement between the Board and the Association.
- 16.50 Recall of any administrators who have been reassigned to other positions, or who have been laid off, shall be according to criteria in Article 16.30 of the agreement.

ARTICLE XVII - WORK YEAR

17.10 All administrators are fifty-two (52) week employees, the employment year beginning July 1st and ending June 30th.

17.20 The assignment of administrative personnel will be made within the following categories:

Category	Classification	Days In Work Year	Paid Work Days	Paid Holidays	Paid Vacation
I	Secondary Principal * Alternative/Adult Education * Property Service/ Transportation Director*	260	230	10	20
II	Middle School Principal Assistant Secondary Principal * Athletic Director	242	232	10	20
III	Elementary Principal Title I Director	229.5	204	8	17.5
IV	Food Service Director Early Childhood Director	212	204	8	0
V	Home School Liaison School Social Worker School Psychologist	205	197	8	0

* Commencement Day counts as a workday.

17.30 The scheduling of the work year within the above categories will be arranged by the individual administrator subject to the approval of the Superintendent or his/her designee.

17.40 With the approval of the immediate supervisor and the Superintendent or his/her designee:

(1) An administrator shall be reimbursed for holidays, weekends, unassigned days, or vacation days used for added service to the District, or

(2) An administrator may accumulate vacation days, worked weekends, and worked holidays up to a maximum of the vacation days earned through two (2) years of work to be used as: (a) vacation time the following year, (b) severance pay at the time the administrator leaves the employ of the District. (Severance pay shall be pro-rated at current salary).

- 17.50 Holidays Include: Labor Day, Thanksgiving Day, Day After Thanksgiving, Day Before Christmas, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, Independence Day. Underlined days apply to secondary personnel.
- 17.60 The Board encourages its administrators to engage in programs of professional growth. To accommodate and promote participation in such activities, the Board, where at all possible, will cooperatively plan work schedules that provide the necessary flexibility.

ARTICLE XVIII - CREATION OR MODIFICATION OF ADMINISTRATIVE POSITIONS

- 18.10 The Board reserves to itself the prerogative of creating new administrative positions and such prerogative shall include establishing duties that such new positions shall carry. However, the Board agrees that before establishing any job descriptions, duties and responsibilities for any new position which would be within the bargaining unit covered by this agreement, it shall confer with the Association on such matters, using the process detailed in 18.30.
- 18.20 Where the creation or modification of an administrative position results in the consolidation of current positions and/or a change in current work load or adopted job descriptions, the Board will work jointly with the Association regarding the redefined job descriptions and other conditions of employment using the process detailed in 18.30.
- 18.30 When creating new administrative positions or modifying current administrative positions, the following procedure shall be followed:
1. The Board or its representative shall submit to the Association a written proposal detailing the new or modified administrative position and rationale for such.
 2. The Board or its representative shall meet with a representative from the Association and the affected administrator in the case of a modification of a current position.
 3. The Board Personnel Committee and Superintendent shall meet with the Association representative from 2 (above) and two (2) other Association members not including the affected administrator in cases of modification of a current position.
 4. The Association shall submit to the Board or its representative a written proposal to accomplish the creation or modification of an administrative position.
 5. If an agreement on the creation or modification of an administrative position cannot be reached using this process, arbitration may be sought by either the Board or the Association. The expense of arbitration will be paid by the Board and will be final and binding.

6. Current wages of the affected administrator will not decrease until agreement is reached or an arbitration decision is received.

ARTICLE XIX - VOICE IN STAFF SELECTION

- 19.10 Within the boundaries of the contracts that cover personnel assigned, an administrator will be able to select persons to fill the positions under his/her charge for recommendation to the superintendent for the Board's hiring.

ARTICLE XX - MISCELLANEOUS

- 20.10 This agreement shall supersede any rules, regulations or practices of the Board that shall be inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual member's contracts heretofore in effect. All future individual contracts for administrators shall be made expressly subject to the terms of this agreement or the successor agreement.
- 20.20 Copies of this agreement shall be produced at the expense of the Board and presented to all administrators now employed or hereafter employed by the Board within 30 calendar days of ratification of the contract.
- 20.30 If any provisions of this agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- 20.40 Any administrator improperly terminating his/her individual employment shall have such fact noted and placed in his/her personnel file. Such administrator shall also forfeit the rights and benefits set forth in this agreement.
- 20.51 When an administrator leaves the employ of the district for purposes of retirement at the end of any school year, the effective date of such retirement shall be June 30 of that year, and the remainder of his annual contractual salary shall be payable at that time. In order for an administrator to become eligible for the provisions of this article, he must, no later than April 1 of the year of the retirement, submit to the district a written resignation indicating the intent to retire and establishing the date of his/her retirement as June 30 of that year.
- 20.60 The Board shall compile by November 1, an administrative seniority list which contains: (1) the date of employment in the District, (2) the dates of employment as an administrator, and (3) the years and days of credit for classroom service in the Pinconning Area School District.

ARTICLE XXI - NEGOTIATION PROCEDURE

- 21.10 In any negotiations described in this agreement, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each may select its representatives from within or outside the School District, provided, however, that neither negotiating team shall exceed five (5) in number plus Recording Secretary, if desired, at the table.
- 21.20 It is recognized that no final agreement between the parties may be executed without ratification by the Association and the Board of Education, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals and make concessions subject only to ultimate ratification.
- 21.30 If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission or take any other lawful measure it may deem appropriate.
- 21.40 The parties to this agreement mutually agree that they will neither take nor threaten to take any reprisals, directly or indirectly, against any colleagues or employees because of any decisions, actions, or statements made either personally or in the course of their official duty relative to collective bargaining, the administration of this agreement, or the educational policies of the District.
- 21.41 It is expressly understood that this article will not be construed as in any way restricting the right of the association to take any lawful action or exert any lawful pressure in connection with negotiations for future professional agreement.
- 21.42 Nothing in this article will be construed as a waiver of any rights the Association or its members have under the statutes providing the negotiation and implementation of this agreement.
- 21.50 Meet and confer on the Professional Agreement: The Superintendent with his/her Administrative Assistant to the Superintendent shall meet monthly with the President of the Association and the Chairman of the Association's Professional Negotiations Committee for the purpose of mutually sharing concerns and monitoring the implementation and administration of this agreement.
- 21.60 Waiver Clause: The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. Therefore, the Association and the Board, for the life of this agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subjects or matter not specifically referred to or

covered in this agreement, even though such subjects or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this agreement.

ARTICLE XXII - DURATION OF AGREEMENT

- 22.10 This agreement shall be in full force and effect from July 1, 2001 to midnight June 30, 2005, and shall continue in full force and effect from year to year thereafter unless either party serves notice, in writing, upon the other party at least one hundred twenty (120) days prior to the expiration date of this agreement that it desires to terminate and/or negotiate a new agreement.

- 22.20 This agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the authorized representatives of the parties in written and signed amendment.

SCHEDULE "A"

A. Pinconning Area School administrative experience - \$250.00 per year up to ten (10) years.

B. Longevity

A payment of Eight Hundred and 00/100 (\$800.00) Dollars shall be paid each year to all administrators who have completed a minimum of sixteen (16) years of experience in education, the last three (3) being administrative with the Pinconning Area School District.

A payment of One Thousand Two Hundred and 00/100 (\$1,200.00) Dollars shall be paid each year to all administrators who have completed a minimum of twenty-one (21) years of experience in education, the last three (3) being administrative with the Pinconning Area School District.

A payment of One Thousand Six Hundred and 00/100 (\$1,600.00) Dollars shall be paid each year to all administrators who have completed a minimum of twenty-six (26) years of experience in education, the last three (3) being administrative with the Pinconning Area School District.

C. Number of Students in Building at Official Count Date

Secondary - \$1.00 per student per administrator for each student over 1200 students.

Elementary - \$2.00 per student over 500.

D. Additional Duties

1. Special Education Director - \$800.00

2. Driver Education Director - \$400.00

E. Salary Increase Calculated on Base Year of 2000-01 according to the schedule below.

% Salary Increase	Health Insurance Increase
3.5	0-1.99
3.4	2-3.99
3.3	4-5.99
3.2	6-7.99
3.1	8-9.99
3.0	10-11.99
2.9	12-13.99
2.8	14-15.99
2.7	16-17.99
2.6	18-19.99
2.5	20 & up

F. The following TDA amounts will be paid in November of each year to an annuity of the administrator's choice that is presently used by the school district.

2001-2002	\$2,500 TDA for categories I through III and \$1,300 TDA for categories IV through V.
2002-2003	\$2,750 TDA for categories I through III and \$1,500 TDA for categories IV through V.
2003-2004	\$3,000 TDA for categories I through III and \$1,750 TDA for categories IV through V.
2004-2005	\$3,250 TDA for categories I through III and \$2,000 TDA for categories IV through V.

F. The following schedule is agreed to for Category IX, School Social Worker:

Step	MA (Social Worker Certification)
1	\$ 30,000.00
2	32,000.00
3	34,000.00
4	36,000.00
5	38,000.00
6	40,000.00
7	42,000.00
8	44,000.00
9	46,000.00
10	48,000.00

Annuity benefits will be paid at the home-school liaison level. Any home-school liaison employee will be placed on this schedule the semester following achievement of the required certification and degree.

	Ann Wise	Michelle Bell	Jeff Davis
00-01	\$32,370	\$45,318	\$41,002
01-02	\$34,370	\$47,318	\$43,002
02-03	\$36,370	\$49,318	\$45,002
03-04	\$38,370	\$49,318 + % inc	\$47,002
04-05	\$40,370	03-04 salary + % inc	\$49,002

APPENDIX A

Section 11.10 Categories for a newly assigned administrator in the Pinconning Area Schools system:

<u>Category</u>	<u>Classification</u>
I	Secondary Principal Alternative/Adult Education Property Service/Transportation Director *
II	Middle School Principal Assistant Secondary Principal Athletic Director *
III	Elementary Principal
IV	Food Service Director Early Childhood Director
V	Home School Liaison School Social Worker School Psychologist

*Car allowance 2001-2002: \$300.00; 2002-2003: \$325; 2003-2004: \$350; 2004-2005: \$375 per month.

Category	Days in Work Year	Paid Work Days	Paid Holidays	Paid Vacation
I	260	230	10	20
II	242	212	10	20
III	229.5	204	8	17.5
IV	212	204	8	0
V	205	197	8	0

APPENDIX B

ADMINISTRATOR APPRAISAL INSTRUMENT

Administrator

Position

Date

Rating Instructions: Rate the administrator on each of the items that apply using a 1 to 5 scale
(1 is excellent, 3 is average, 5 is poor).

1. LEADERSHIP AND MANAGEMENT TECHNIQUES: Establishment of lines of responsibility among staff, utilizes the abilities of staff, organization, effective planning, evaluation of employees, organization responsive to the needs of the school district and leadership effectiveness.
2. EMPLOYEE MORALE: Seeks to foster high morale and cohesiveness among employees. Works well with people.
3. ABILITY TO MAKE DECISIONS: Promptly and correctly through weigh all factors and doing what is best for the total district. Ability to face controversy, to remain true to convictions and to follow board of education policy.
4. BOARD OF EDUCATION AND ADMINISTRATION RELATIONSHIP: Through the channels of leadership adequately keeps informed fellow administrators and the board on developments and administration actions. Adheres to policies of the board.
5. PUBLIC RELATIONS: Availability to the public (parent conferences, community groups, press, etc.), ability to meet with people and interpret school programs, willingness to keep the public well informed.
6. RELATIONSHIP WITH OTHERS: Employees, students, parents and general public; willingness to work with everyone.
7. PROFESSIONAL GROWTH: Participates in professional activities and encourages other employees to engage in self-improvement programs which expose them to new developments in their fields.
8. EXEMPLIFIES DISTRICT PHILOSOPHY: Seeks to achieve community understanding of educational goals of the district. Attempts to obtain support among the school district for progress in developing programs sensitive to the needs of students. As an administrator, operates on the philosophy that our schools are operated for our children and that every effort is made to afford each child a quality education for the tax dollars spent.
9. PERSONAL CHARACTERS: Emotional stability, moral character, ethical and professional practices.

CHIEF AREAS OF STRENGTH:

CHIEF AREAS THAT NEED IMPROVEMENT:

OTHER COMMENTS OR SUGGESTIONS:

Considering all factors, the professional performance of the above-named administrator is

Rating 1-5

Evaluator's Signature:

Administrator's Signature:

APPENDIX C

Please see your MESSA packet for more detail on the coverage for each plan or call your MESSA representative.

PAK A

Health	Super Care 1 XVA2 \$50/100 deductible \$5/10 Preferred Prescription Program (Includes \$5,000 Basic Term Life with AD&D) PAK-Preventative Care Medical Rider
Negotiated LTD	60% Maximum monthly salary \$6,667 \$4,000 Maximum Monthly Income 90 Calendar days modified fill Alcohol/Drug – 2 year limit Mental/Nervous – 2 year limit Family Social Security Offset 2 Year Own Occupation
Negotiated Life and AD&D	5% Minimum Payout No Survivor Income Benefit Pre-Existing Condition Waiver COLA – No No Education Supplement Program Maternity Coverage, Rehab Benefits Freeze on Offsets – YES
Negotiated Life and AD&D	Amount equal to 1 ½ times annual compensation rounded to nearest \$1,000, subject to a \$175,000 maximum.
Vision	VSP-3 Plan year July to July Vision Exam covered in full for panel provider Frames covered up to \$65 for panel provider Lenses covered in full for panel provider Necessary contact lenses covered in full for panel provider Cosmetic contact lenses covered up to \$115 and additional 20% of balance
Delta Dental	Maximum annual of \$1,500 per person; \$3,500 Class IV lifetime maximum per person. <u>Class I @ 100%</u> ; Diagnostics: exams, prophylaxes, topical fluoride, emergency palliative, radiographs. Cleanings covered 2 per plan year per insured <u>Class II @ 90%</u> ; Basic Services: restoratives, crowns, oral surgery, endodontic and periodontic services; Sealants Rider <u>Class III @ 90%</u> ; Procedures for construction of fixed bridgework, partial and complete dentures <u>Class IV @ 90%</u> ; Orthodontics: necessary treatment and procedures required for the correction of malposed teeth to age 19

PAK B

Health	None
Negotiated LTD	Same as above
Negotiated Life & AD&D	Same as above
Vision	Same as above
Delta Dental	Same as Above

**PINCONNING AREA BOARD OF
EDUCATION**

Jon Felske

Ted Matuszak

Dated: _____

**PINCONNING AREA ASSOCIATION
OF SCHOOL ADMINISTRATORS**

Marge Konarzewski

Carlo Lamberti

John Sanford

Dated: _____