

**THE  
ROSEVILLE  
COMMUNITY  
SCHOOLS**

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**A G R E E M E N T**

**2006 - 2009**



**THE  
ROSEVILLE  
PRINCIPALS  
ASSOCIATION**

**BOARD OF EDUCATION**

**JOSEPH G. STEENLAND  
PRESIDENT**

**THERESA GENEST  
VICE-PRESIDENT**

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TRUSTEE**

**GREGORY SCOTT  
TRUSTEE**

**JOHN R. KMENT  
SUPERINTENDENT**

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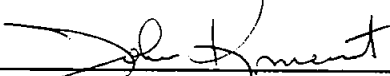
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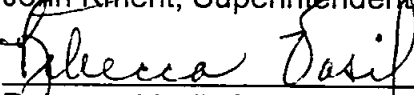
**AGREEMENT**  
**BETWEEN THE ROSEVILLE BOARD OF EDUCATION**  
**AND**  
**THE ROSEVILLE PRINCIPALS' ASSOCIATION**

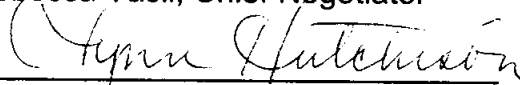
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1. This Agreement and each of its provisions shall be effective as of July 1, 2006, and shall continue in full force and effect until June 30, 2009.
2. This Agreement is made this 7<sup>th</sup> of August, 2006, by and between the Board of Education of the Roseville Community Schools, Macomb County, Michigan (hereinafter called the "Board") and the Roseville Principals' Association (hereinafter called the "Association").
3. In witness whereof, the parties have executed this Agreement by their duly authorized representatives this 7th day of August, 2006.

BOARD OF EDUCATION  
ROSEVILLE COMMUNITY SCHOOLS  
MACOMB COUNTY, MICHIGAN


  
\_\_\_\_\_  
John Kment, Superintendent of Schools

  
\_\_\_\_\_  
Rebecca Vasil, Chief Negotiator

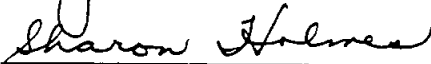
  
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Lynn Hutchison, Negotiating Team

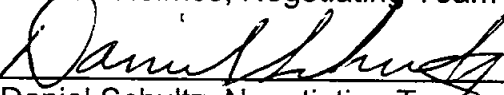
  
\_\_\_\_\_  
Karen McGuire, Negotiating Team

ROSEVILLE PRINCIPALS'  
ASSOCIATION

  
\_\_\_\_\_  
Peter Hedemark, Chief Negotiator

  
\_\_\_\_\_  
Faye Bucci, Negotiating Team

  
\_\_\_\_\_  
Sharon Holmes, Negotiating Team

  
\_\_\_\_\_  
Daniel Schultz, Negotiating Team

**ARTICLE I      RECOGNITION**

Section One

The Board recognizes the Roseville Principals' Association as the sole bargaining agent for the Principals and Assistant Principals of the Roseville Community Schools.

Section Two

The word "Principals" when used in this Agreement shall include the assistant principals unless the context clearly states otherwise.

**ARTICLE II      NEGOTIATIONS**

Section One

It is recognized that the best interest of Roseville public education will be served by establishing communication procedures which will provide a method for the Board and the Association to discuss future contracts. To this end, free and open exchange of ideas is desirable and necessary.

Section Two

Committees known as the Negotiating Committees shall be formed, consisting of representatives of the Association and representatives of the Board. A mutually agreed time and place will be arranged by the Board's chief negotiator.

Section Three

When agreement is reached covering all items under negotiations, the Agreement will be written in contract form and submitted to the Board and Association for ratification. The contract will be ratified when the Board and the Association each cast a majority vote for same in a duly constituted meeting of each organization.

**ARTICLE III      PRINCIPALS AND ASSOCIATION RIGHTS AND RESPONSIBILITIES**

Section One

The Principal shall be considered the chief administrator of his/her building. He/She shall follow Board policy in executing the education program for his/her school community.

Section Two

The list of past practices that appear as an addendum to this contract in Appendix A shall be considered as a part of this Agreement.

**ARTICLE III      PRINCIPALS AND ASSOCIATION RIGHTS AND RESPONSIBILITIES**  
**(continued)**

Section Three

Should there be a conflict between the individual contract of a principal and this Master Agreement, the terms and conditions of the Master Agreement shall prevail.

Section Four

Personnel assigned to a building shall be interviewed and approved by the Principal whenever possible.

Section Five

Principals shall be granted representative status on all committees excepting those committees established to study policies directly reserved by the Board of Education. Committees arising from negotiations with other employee classifications shall be independent of the Association even though principals may serve on them.

Section Six

All principals serving on duly constituted committees resulting from this Agreement shall be selected by the Superintendent from names submitted by the Association.

Section Seven

Principals shall be assigned to a line role on a district organization chart subordinate to the Superintendent, the Deputy Superintendent, Assistant Superintendent(s) and to such Directors of Elementary and Secondary Education as may be appointed.

Section Eight

Principals will substitute in emergencies such as, lateness of the regular teacher or substitute, illness of a staff member during the day, and when early departure of a teacher is necessary. Principals will not substitute on a regular basis when a teacher is absent and no substitute is available.

Section Nine

The Superintendent may transfer a principal to a similar assignment. Such transfer will not result in a demotion or in the loss of any benefits, rights or basic salary. Whenever possible, the principal to be transferred shall have thirty (30) days notice in advance of the transfer date.

Section Ten

It is agreed that changes in adopted Board Policies that directly affect principals and/or the position of the principals will not be changed without prior consultation with representatives of the Association.

**ARTICLE III PRINCIPALS AND ASSOCIATION RIGHTS AND RESPONSIBILITIES**  
**(continued)**

Section Eleven

The Association may request that a principal serve as consultant to the Board negotiating team involved with the Roseville Federation of Teachers and with Local 732 of AFSCME. Upon such request, the Superintendent will appoint a principal from a list recommended by the Association. A principal appointed shall serve in a consultive capacity only. A principal appointed to such a role shall be compensated at the rate of \$25.00 per session when negotiation sessions are held outside of the regular assigned work periods.

Section Twelve

When complaints regarding a principal or a building are received by central administration, these guidelines will be followed.

1. The complainant will be referred to the building principal in an effort to resolve the situation at that level.
2. Whenever possible, the principal will be included in any meeting held with complainant.
3. If the principal is not part of the meeting, every effort will be made to inform the principal about the nature of the complaint as quickly as possible.
4. Any Freedom of Information Act request for a principal's employee records or materials will be processed in compliance with the law. The principal will be notified if materials are reviewed by or released to the public.

**ARTICLE IV BOARD RIGHTS AND RESPONSIBILITIES**

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 laws and the constitution of the State of Michigan and the United States.

**ARTICLE V CURRICULUM CHANGE**

Recommendations for curriculum change shall be made according to established administrative practice which insures principal involvement. If such recommendation involves only one building, the recommendation shall be made to the principal. When the recommendation involves more than one building, the Assistant Superintendent or the appropriate Director will transmit the information to all principals affected.

**ARTICLE VI INDIVIDUAL CONTRACTS**

Section One

A person newly appointed as a principal will receive a two-year probationary contract without administrative tenure.

**ARTICLE VI      INDIVIDUAL CONTRACTS**  
**(continued)**

Section Two

A principal, who has not been granted administrative tenure, and who is reemployed will be offered a three (3) year contract without administrative tenure by March 1 of his/her second year and each three (3) years thereafter upon recommendation of the Superintendent and approval of the Board of Education.

If the Board of Education is not satisfied with the performance of a principal, the Board may offer a one or two year contract.

Section Three

A principal who is not to be recommended for a renewal of contract, or a principal who is being recommended for dismissal for cause, shall have the opportunity to appear before the Board of Education and make a formal presentation on his/her own behalf. The principal may be represented by counsel at any such hearing.

**ARTICLE VII      THE PRINCIPAL AND PERSONNEL UNDER HIS/HER ASSIGNMENT**

Section One

In recognition of the need for adequate administrative personnel, the Board will, as economically feasible, provide for assignment of principals according to the following guidelines:

<u>Pupil</u>	<u>Principals</u>
250 - 750	One (1) Supervising Principal
751 - 1500	One (1) Supervising Principal and One (1) Assistant Principal
1501 - 2000	One (1) Supervising Principal and Two (2) Assistant Principals

Should an administrative unit exceed 2000 students, the Board will consider recommendations of the Association as to the need for additional administrative personnel.

Section Two

It is recognized that there are occasional fluctuations of enrollment that are temporary in nature. In such cases, there shall be no increase or decrease in the administrative staff for a particular school unless the enrollment varies above or below the established guidelines by more than five (5) per cent.

Section Three

Nothing in the above sections of this article shall be considered to limit the authority of the Board to establish or alter school boundaries and attendance areas, open or close schools, or make such adjustments to administrative units as may be necessary to provide for the management of the school district.

Section Four

Principals shall consult with the Superintendent or his/her representative regarding the needs for non-certified personnel for each building.



## **ARTICLE VIII    VACANCIES AND TRANSFERS**

### Section One

Principals shall be notified in writing of all administrative vacancies. If interested, they shall apply in writing to the Superintendent or his/her designee.

### Section Two

Principals shall be given an opportunity to request a lateral transfer when positions are open. Such requests shall be submitted in writing to the Superintendent or his/her designee.

### Section Three

Positions, when posted, shall be described in terms of minimum qualifications as they appear in Board Policy at the time of posting. It is understood that the Board may add preferred qualifications any time as they deem advisable.

### Section Four

Principals who apply and meet the minimum requirements shall be granted an interview by the Board of Education, provided the Board of Education holds interviews for the positions.

## **ARTICLE IX    SICK LEAVE, PERSONAL LEAVE, FUNERAL LEAVE AND RETIREMENT**

### Section One

Principals shall be granted twelve (12) sick leave days per school year.

There shall be unlimited accumulation of sick leave days.

### Section Two

- A. Up to three (3) days, from the principal's individual sick leave bank, may be used for personal leave annually.
- B. Personal leave days shall not be granted on the day before or the day after a holiday or vacation period except:
  - 1. When reasonable evidence has been presented to show the absence was involuntary because of a cancellation of reservations with a common carrier, official closing of a highway due to extreme weather conditions or other circumstances of an unusual nature beyond the control of the individual.
  - 2. When prior request has been approved by the Superintendent or his/her designee. Requests shall be submitted in writing at least one (1) week prior to the intended absence and shall include the reason for the request. Approval or denial of the request shall be at the sole discretion of the Superintendent or his/her designee. Denial of such a request shall not be the proper subject of a grievance.

**ARTICLE IX SICK LEAVE, PERSONAL LEAVE, FUNERAL LEAVE AND RETIREMENT (continued)**

3. For those members who are assigned a position in the Unit after July 1, 1994, Personal Business Days may only be used for urgent personal business that can only be conducted during regular working hours. Approval for the use of the day must be received at least 24 hours in advance of the intended absence. In an emergency, the time limitation for personal business leave may be waived. In no instance are the personal days to be used as or in conjunction with vacation days.

C. It is understood that in buildings with more than one principal assigned, no more than one will be granted personal leave on the same day except in extreme circumstances approved by the Superintendent or his/her designee.

D. In recognition of their required attendance at meetings, activities and events outside of the regular workday, principals will be credited with one day of compensatory time each year.

The day will not be part of the principal's individual sick/personal leave bank and cannot be carried over to a subsequent year.

Scheduling of the day must be approved by the Deputy Superintendent.

Section Three

At retirement or death, principals shall be paid their per diem rate for one-half (1/2) of the first 70 accumulated sick leave days in their individual bank plus 24% of any additional sick leave accumulation ranging from 71 to 195 days. Based on this formula, a maximum severance shall not exceed payment for 65 days.

Example: Total sick leave accumulation at retirement 150 days.

50% of the 70 days	=	35 paid days
150 - 70 = 80 days x 24%	=	19 paid days
Total paid sick leave	=	54 paid days

Section Four

A. Principals shall be granted up to five (5) days funeral leave in case of death in the immediate family without pay deduction or charge to their individual sick bank. The immediate family shall include spouse, father, mother, brother, sister, grandmother, grandfather, son or daughter and the corresponding in-laws of the employee.

B. Principals shall be allowed to use up to one day annually to attend the funeral of a relative not listed above or of a close friend.

C. Attendance at funerals of staff members or at funerals of the immediate household of staff members shall be reported by the principal and recorded as absence for school business.

**ARTICLE X****SALARY SCHEDULE AND BENEFITS****SALARY SCHEDULE 2006/2007**

<b><u>POSITION</u></b>	<b><u>STEP</u></b>	<b><u>MA</u></b>	<b><u>MA+30</u></b>	<b><u>EDS</u></b>	<b><u>PHD</u></b>
Elementary Principal	1	88,046	90,543	91,498	92,457
	2	90,059	92,554	93,512	94,469
	3	91,660	94,157	95,115	96,070
	4	93,263	95,760	96,715	97,672
	5	95,530	98,075	99,050	100,028
Junior High Assistant Principal	1	86,600	87,250	88,209	89,167
	2	88,612	89,261	90,219	91,179
	3	90,214	90,863	91,822	92,779
	4	92,011	92,672	93,651	94,627
	5	94,252	94,927	95,926	96,921
Junior High Principal	1	94,095	96,592	97,550	98,510
	2	96,106	98,605	99,561	100,522
	3	97,708	100,206	101,166	102,123
	4	99,310	101,808	102,767	103,724
	5	101,698	104,246	105,223	106,201
High School Assistant Principal	1	92,064	94,559	95,516	96,477
	2	94,076	96,569	97,531	98,489
	3	95,678	98,171	99,132	100,091
	4	97,279	99,776	100,733	101,692
	5	99,626	102,173	103,150	104,128
High School Principal	1	106,050	109,662	113,763	114,794
	2	108,132	111,760	115,926	116,953
	3	109,790	113,433	117,645	118,670
	4	111,444	115,105	119,363	120,391
	5	114,089	117,827	122,181	123,230

**ARTICLE X****SALARY SCHEDULE AND BENEFITS****SALARY SCHEDULE 2007/2008**

<u>POSITION</u>	<u>STEP</u>	<u>MA</u>	<u>MA+30</u>	<u>EDS</u>	<u>PHD</u>
Elementary Principal	1	90,248	92,807	93,785	94,768
	2	92,310	94,868	95,850	96,831
	3	93,951	96,510	97,493	98,472
	4	95,594	98,154	99,133	100,114
	5	97,918	100,527	101,526	102,528
Junior High Assistant Principal	1	88,765	89,431	90,415	91,396
	2	90,828	91,493	92,475	93,458
	3	92,470	93,135	94,117	95,098
	4	94,311	94,989	95,992	96,993
	5	96,608	97,300	98,324	99,344
Junior High Principal	1	96,447	99,007	99,989	100,972
	2	98,509	101,070	102,050	103,035
	3	100,151	102,711	103,696	104,676
	4	101,793	104,353	105,336	106,317
	5	104,241	106,852	107,854	108,856
High School Assistant Principal	1	94,366	96,923	97,904	98,889
	2	96,427	98,984	99,969	100,951
	3	98,070	100,626	101,610	102,594
	4	99,711	102,270	103,251	104,235
	5	102,117	104,727	105,729	106,731
High School Principal	1	108,701	112,404	116,607	117,664
	2	110,835	114,554	118,824	119,877
	3	112,534	116,269	120,586	121,637
	4	114,230	117,983	122,347	123,400
	5	116,941	120,773	125,236	126,310

**ARTICLE X****SALARY SCHEDULE AND BENEFITS****SALARY SCHEDULE 2008/2009**

<b><u>POSITION</u></b>	<b><u>STEP</u></b>	<b><u>MA</u></b>	<b><u>MA+30</u></b>	<b><u>EDS</u></b>	<b><u>PHD</u></b>
Elementary Principal	1	92,504	95,127	96,130	97,138
	2	94,618	97,240	98,246	99,252
	3	96,300	98,923	99,930	100,934
	4	97,984	100,607	101,611	102,617
	5	100,366	103,040	104,064	105,092
Junior High Assistant Principal	1	90,984	91,667	92,675	93,681
	2	93,098	93,780	94,787	95,795
	3	94,781	95,463	96,470	97,476
	4	96,669	97,364	98,392	99,417
	5	99,023	99,733	100,782	101,828
Junior High Principal	1	98,859	101,482	102,489	103,497
	2	100,971	103,597	104,602	105,611
	3	102,655	105,279	106,288	107,293
	4	104,338	106,962	107,969	108,975
	5	106,847	109,523	110,550	111,578
High School Assistant Principal	1	96,725	99,346	100,351	101,361
	2	98,838	101,458	102,468	103,475
	3	100,521	103,141	104,150	105,158
	4	102,203	104,827	105,833	106,840
	5	104,669	107,346	108,372	109,399
High School Principal	1	111,419	115,214	119,522	120,605
	2	113,606	117,418	121,794	122,874
	3	115,348	119,175	123,601	124,678
	4	117,086	120,932	125,406	126,485
	5	119,865	123,792	128,367	129,468

**ARTICLE X**

**SALARY BENEFITS (continued)**

Section Two

B. **LONGEVITY**

5 or more years of service as of June 30	\$2,250
10 or more years of service as of June 30	2,500
15 or more years of service as of June 30	2,750
20 or more years of service as of June 30	3,000
25 or more years of service as of June 30	3,250
30 or more years of service as of June 30	3,700

Supplemental Longevity – A one time payment of \$750 will be paid to all employees working on active status at the time of the 2003-2006 contract ratification.

C. Professional Development - The District will reimburse principals for membership fees in the National and State Principals' Associations. Principals must produce proof of membership for each year in which they claim reimbursement.

If the principal presents a completed application, the Board will pay directly for membership fees in the National and State Principals' Association.

Administrative Certification: The Board of Education requires administrative certification in all positions for which certification is available from the State Department of Education.

Except for retirement, any member who voluntarily leaves his/her administrative position during the term of the certificate shall repay the district any costs of the renewal for which the member had been reimbursed. The Board will have the right to deduct such repayment from salary or other payment due the member leaving the administrative position.

**ARTICLE X**

**SALARY BENEFITS (continued)**

Section Three      Salary Placement and Evaluation

- A.    The Superintendent will examine the credentials and experience of a newly employed principal and make recommendations to the Board of Education as to the proper placement on the salary schedule of each newly employed principal.
  
- B.    Each principal will meet with the superintendent(s) annually to determine the performance objectives to be met by the principal during that school year.

Section Four - Principals' Work Year

In addition to the basic school year as established by the Board of Education, principals shall work additional days each school year as follows:

Elementary Asst. Principal or Teaching Asst. Principal	15 Days
Elementary Principal	20 Days
Junior High Asst. Principal	20 Days
Junior High Principal	25 Days
High School Asst. Principal	25 Days
High School Principal	40 Days

With the approval of the Deputy Superintendent, principals may elect to work up to one day beyond their contractually required work year, and will be compensated at \$500 for the day.

Section Five

To be placed on the MA+30 salary lane, a principal shall notify the Personnel Office of the change and present evidence of satisfactory completion of thirty (30) semester hours of graduate credit in education related areas in addition to those required for completion of the Master's Degree. These thirty (30) semester hours may be earned before or after the date of completion of the Master's Degree.

**ARTICLE X**

**SALARY BENEFITS (continued)**

Section Six

- A. The following amounts shall be added to the Principal's salary where no assistant principal is assigned as provided in Article VII, Section One.

Student Enrollment

600 - 749	\$2,000.00
750 and above	\$3,000.00

- B. A principal assigned to supervise two separate school buildings shall be provided extra compensation in the amount of \$3,000 per year plus official I.R.S. mileage allowance for necessary business trips between his/her two buildings.

Section Seven

Principals required to work additional days beyond those required in Section Four of this Article shall be paid a prorated amount computed on a daily rate from his/her base pay.

If the required work is not an extension of principal duties (such as but not limited to committee work, research, studies, surveys etc.) the principal shall be paid the hourly rate established for principals.

Section Eight

The Principal's salary as it relates to building enrollment shall be determined upon the membership count on the fourth Friday following Labor Day and at the end of the first semester. Payment shall be made in two amounts.

Section Nine

The Board will provide up to and including full family coverage for medical, surgical, major medical and hospitalization insurance comparable to that provided on July 1 during 1974-75 through a carrier selected by the Board. The following additional riders shall be provided:

1. Routine PAP Smear
2. Master Medical IV (90/10) with \$150 single/\$300 family deductible
3. Prescription drug coverage as follows: \$10.00 co-pay generic/\$20.00 co-pay non-generic.

Coverage for the XVA rider will be excluded.

Section Ten

Each Principal shall be provided with group life insurance policy in an amount equal to two times the principal's salary. The policy shall include accidental death and dismemberment benefits.



**ARTICLE X            SALARY BENEFITS (continued)**

**Section Eleven**

The Board shall provide a long-term group disability policy for each principal. The terms of the policy shall provide that payment shall begin after ninety (90) calendar days and will continue coverage as long as the disability continues for the balance of his/her life, or until retirement under the Michigan Public School Employees Retirement Act, or until the age of 65, whichever comes first.

This coverage shall be for sixty-five percent of the employee's annual wage on a fully integrated basis with other coverage with a maximum wage consideration of \$6,000 per month

Individual sick bank accumulations will be frozen from the 91st day of disability until the principal returns, retires or expires. Principals who retire or expire on disability will be eligible for the severance payment based on the formula and their frozen accumulation of sick leave.

The policy shall provide that after inception and offsets are established, increases in social security payments and/or payments from the Michigan Public School Employees Retirement Fund shall not decrease the insured payments. All terms and conditions of the policy shall prevail.

**Section Twelve**

The Board will provide a Dental Care Program for all principals up to and including full family coverage.

**Section Thirteen**

The Principals and the District agree that coordination of benefits for medical, dental and optical insurances to avoid duplication of coverages is desirable. Language for implementation will be developed by the parties.

**Section Fourteen**

Each principal shall be provided with family coverage optical plan.

1. Coverage - employee, spouse and children to age 19 and dependent college students to age 25.
2. It will include at least partial reimbursement for:
  - Examinations
  - Lenses
  - Frame
  - Contact Lenses
  - Lenticular Lenses
3. Each member shall receive a list of specific monetary coverages each year.

## ARTICLE X

## SALARY BENEFITS (continued)

### Section Fifteen

Mileage - Reimbursed at the district's prevailing rate. Home to school, school to home mileage will not be paid.

### Section Sixteen

A principal who is not provided with a cellular phone by the district and, instead, uses his or her private cellular phone for conducting school business, will receive a \$100 annual stipend.

## CAFETERIA BENEFITS

The following Cafeteria Plan will be offered as described below provided that it does not violate any laws and/or not change the tax status of the Benefit Plan of the Roseville Community Schools. If the program is judged in non-compliance with law or IRS Regulations the Union and the Board will meet to explore alternatives.

In 1994, the plan year will be April 1 through September 30. Subsequent plan years will be effective October 1 through September 30.

Should either party wish to change the Cafeteria Plan Year from October - September the parties shall meet to agree on the changes.

Members who do not enroll in medical coverage programs, and show documentation that they have coverage from a different source will be eligible for an annual stipend in the amount of \$1,000. In the case where a married member's spouse is also eligible for medical coverage with the Roseville Schools only one of the married couple will be eligible for the \$1,000 annual stipend. The other spouse will not be eligible for any stipend or added benefit listed below.

Members who are enrolled in medical coverage as a two person family will be eligible for an annual stipend in the amount of \$250 plus an enhanced benefit. Members enrolled in single person medical coverage will be eligible for an annual stipend of \$500 plus an enhanced benefit. The enhanced benefits will be announced on September 1 for the next Cafeteria Plan Year effective October 1 through September 30.

All members will be eligible to participate in Salary Reduction Reimbursement Accounts for Child Care and Medical Expenses

## ARTICLE XI

## GRIEVANCE PROCEDURES

### Section One - Definition

The term "grievance" shall be interpreted to mean a complaint by a principal or by the Association in its own behalf that,

- A. There has been a violation, misinterpretation or misapplication of any provision of this Agreement, or,
- B. There has been a violation, misinterpretation or misapplication of written policies affecting the conditions of employment of a principal.

### Section Two - Procedure for Adjustment

#### Informal Procedure

The aggrieved Principal or Association may present the grievance informally to the appropriate Director, the Assistant Superintendent, Deputy Superintendent or Superintendent in an attempt to resolve the problem on an informal basis. An individual principal may be accompanied by a representative of the Association if he/she so desires.

#### Formal Procedure

Step 1            Within ten (10) working days after the occurrence of the cause for complaint or within ten (10) working days after the principal or the Association gains knowledge of the cause for complaint, the principal or the Association may present the grievance in writing to the Superintendent. The written grievance shall include the provisions of this Agreement or the written policy allegedly violated, a description of the circumstances of the occurrence and the remedy desired.

The Superintendent shall meet with the aggrieved party within five (5) working days after receipt of the written grievance. The Association may be represented at this meeting.

Within five (5) working days after the meeting the Superintendent shall render his/her decision in writing to the grievant and provide the Association with a copy of the response.

## **ARTICLE XI**

## **GRIEVANCE PROCEDURES (continued)**

Step 2 If the grievant is not satisfied with the response received at Step 1, he/she may, within five (5) working days after receipt of the Superintendent's response, submit his/her appeal in writing to the Board of Education.

The Board of Education will schedule a private hearing within thirty (30) days after receipt of the appeal from the grievant. The Association may be represented at this meeting. The Board of Education within ten (10) working days after completion of the hearing will provide a written response to the grievant and to the Association.

Step 3 Should the Association not be satisfied with the resolution of the grievance at Step 2, they may, within thirty (30) calendar days after receipt of the response at Step 2 and upon notification to the Board of Education, appeal the grievance to arbitration through the American Arbitration Association, in accordance with the rules thereof. The decision of the arbitrator shall be final and binding on all parties.

### Section Three

The arbitrator shall have no power to add to, detract from, alter or modify any of the terms of this Agreement nor shall he/she have the authority to substitute his/her judgment for the judgment of the Board in regard to any policies established by the Board of Education.

### Section Four

The arbitrator shall render his/her decision within thirty (30) calendar days after the taking of testimony and hearing arguments.

### Section Five

The fees of the American Arbitration Association and the fees and expenses of the arbitrator shall be shared equally by both parties.

Any other expenses shall be paid by the party incurring the expense.

### Section Six

The time limits specified in this Article shall be observed except in such instances where both parties mutually agree to extend them.

### Section Seven

Hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend.

**ARTICLE XII**

**STAFF REDUCTION AND RECALL**

Section One

Should it be necessary because of declining enrollment, closing of a building, financial limitations or other serious and legitimate business or legal reasons, or because of a serious natural disaster to decrease the administrative staff, the Board shall, individual contracts notwithstanding, have the authority to layoff, demote, or reassign principals to achieve the necessary reduction in staff

Section Two

Reductions of staff shall be accomplished by seniority within the classification affected.

Section Three

A principal, subject to action under this Article, who has served in another principal classification, shall have the right to claim a position in that classification if he/she has greater length of service than a principal currently serving in that classification.

Section Four

A principal affected by the reduction and to whom Section Three does not apply shall be offered a teaching position within the area that he/she is qualified due to total seniority, certification and tenure.

Section Five

Should a position as principal become available, principals who have been laid off shall be recalled within their classification in order of seniority.

Section Six

For the purposes of this Article, classifications of principals and seniority dates of all principals within each classification shall be established.

The classification shall be:

Class I	Assistant Elementary Principal or Teaching Assistant Principal
Class II	Elementary Principal
Class III	Assistant Junior High Principal
Class IV	Junior High Principal
Class V	Assistant High School Principal
Class VI	High School Principal

## APPENDIX A      MUTUALLY RECOGNIZED PAST PRACTICES

It is recognized that:

1. Conferences -
  - A. Up to one third (1/3) of the members of the principals bargaining unit may attend one (1) national educational conference during a school year. Those who do not attend a national conference may attend a state educational conference. Reimbursement for expenses to attend such a conference is subject to approval by the Board of Education and is dependent upon the financial circumstances of the school district.
  - B. Under unusual circumstances, the time limits on conference leave may be waived by the Superintendent or his/her designee.
  - C. A principal who has been elected to a state or national office of an educational organization or who has been assigned conference responsibilities may be approved for attendance in addition to the 1/3 quota established.
  - D. Principals may attend local in-service or professional educational organization meetings during school time with the approval of the Superintendent or his/her designee.
  - E. The Board of Education of the Roseville Schools encourages attendance, participation and representation in the activities of local, state and national educational organization.
2. Change in Work Schedule -

Principals may request a change in work days as scheduled. If granted, such days are to be made up at the beginning or end of the regular school year.
3. Principals Daily Work Schedule -

The principals work day will be 8 1/2 hours, including lunch. The hours will be as established by the district, ex. 8:00a.m.-4:30p.m.

In schools with two or more administrators, the principal may stagger the hours in order to expand building coverage.

Principals will also be responsible for attendance at student activities and events scheduled outside the regular work day.
4. Use of Sick Days -

Principals may charge their absence due to illness of the family in their immediate household to their individual sick bank.
5. Extra Instructional Assignments –

Qualified principals may apply for positions in such programs as Adult Education, Driver Education, Title I and Summer School classes offered for credit and shall be given consideration for employment ahead of non-district applicants, provided that such employment, if given, shall in no way interfere with the performance of their regular duties.

**APPENDIX A            MUTUALLY RECOGNIZED PAST PRACTICES (continued)**

6.    Experience Credit  
Principals who are employed one-half or more of the principal's work year shall be given a full year's credit on the salary schedule for the following year. Such credit shall be applied only one time.
  
7.    Payroll Deductions -  
Principals may request payroll deductions for such programs as may be approved by the Roseville Board of Education.
  
8.    Right of RPA to Appear Before the Board of Education  
The Roseville Principals' Association has the right to appear before the Board of Education on a matter affecting their bargaining unit after following the normal lines of action and communication with Central Administration. Should the RPA desire to appear before the Board, they shall submit their request through the Superintendent.
  
9.    Pay Plans  
Principals working 42 weeks or less may elect to spread their salary over the full year or divide it in 21 equal pays, payable on the teachers' pay schedule.

**LETTER OF AGREEMENT**

May 9, 1983

Effective July 1, 1983, the medical and dental coverage provided to the Principals shall be equal to the coverage provided the Teachers of the District.

Frank Mancina

Martin Drouillard

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Frank Mancina  
Assistant Superintendent,  
Employee Relations and Personnel

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Martin Drouillard  
President,  
Roseville Principals' Association

**MEMO OF UNDERSTANDING**

As part of the settlement of the 2006 collective bargaining agreement the Association will agree to accept modifications to their health care plan provided that the modifications are also implemented in the Roseville Federation of Teachers collective bargaining agreement.

In the absence of an RFT agreement, the Association will agree to reopen negotiations with the Administration with the goal of exploring health care costs containment measures.