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6/30/98

# Agreement

between the

**Warren Consolidated Schools  
Board of Education**

and

**WARREN  
ADMINISTRATORS' ASSOCIATION**

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**1996 - 1998**



**Where Children Succeed**

LABOR AND INDUSTRIAL  
RELATIONS COLLECTION  
Michigan State University

*Warren Consolidated Schools*

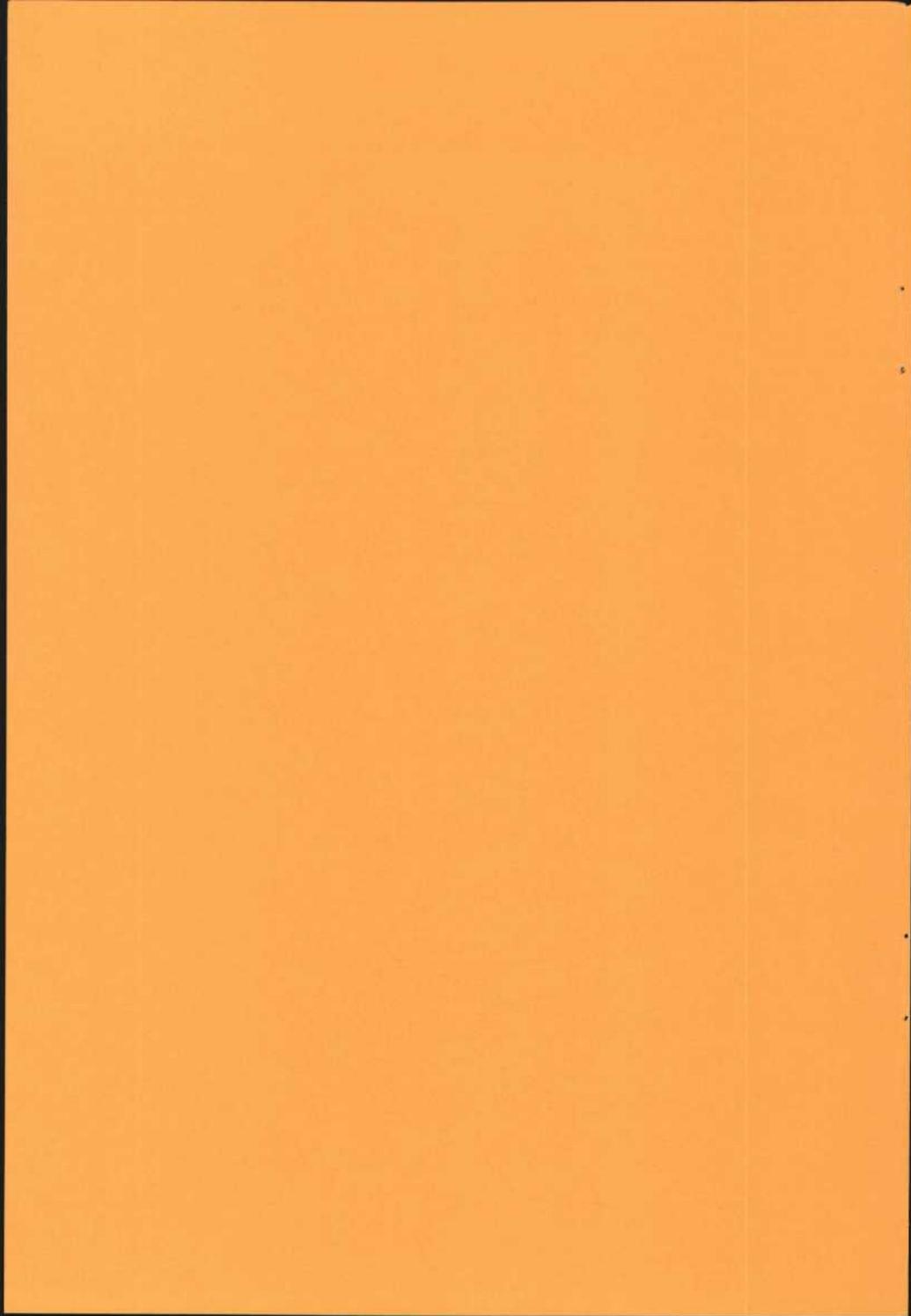
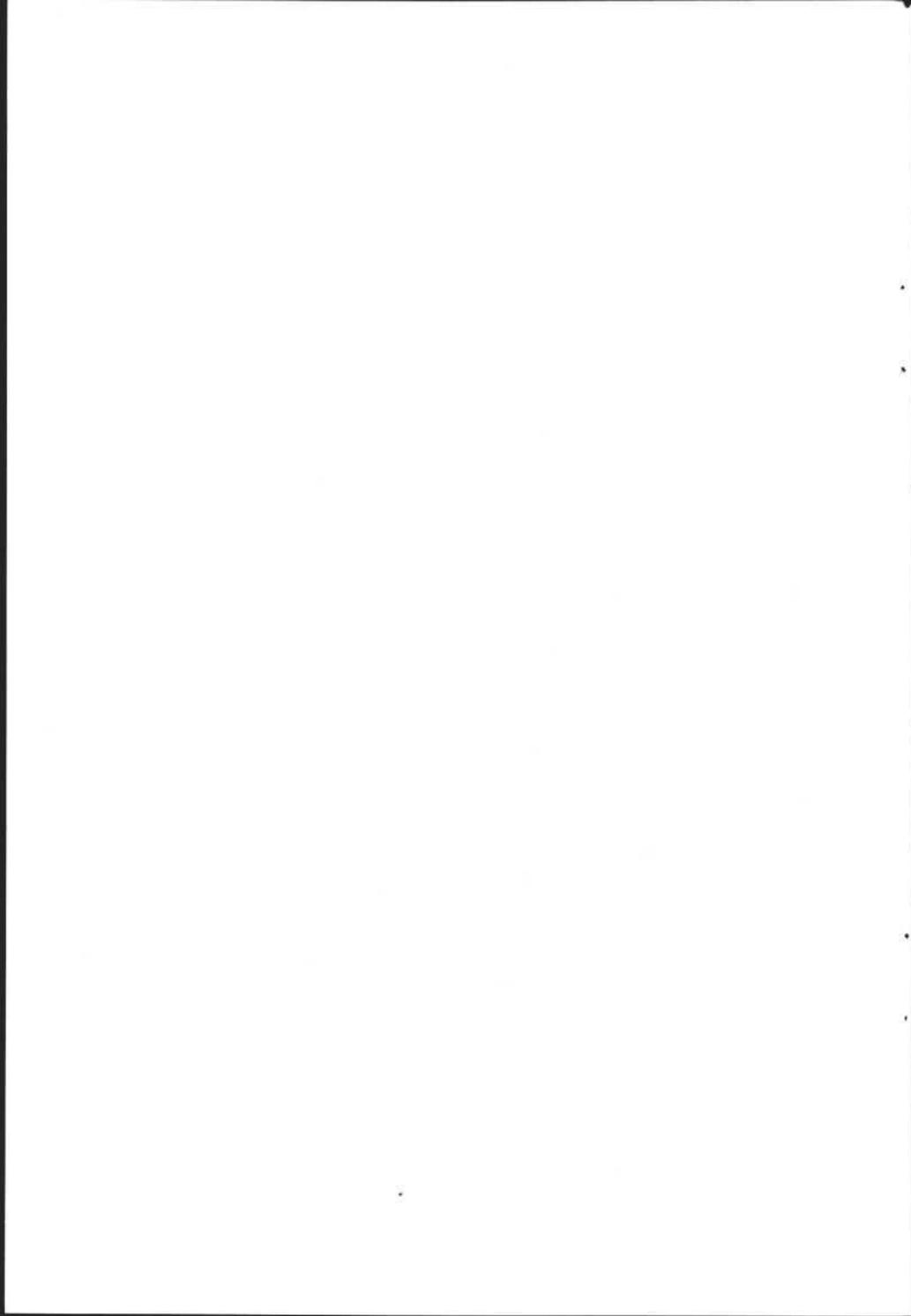


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**PREAMBLE**

This Agreement is entered into on the 14th day of April, 1997 by and between the Board of Education of the Warren Consolidated Schools, Warren, Michigan, hereinafter called the "Board" and the Warren Administrators' Association, hereinafter called the "Association".

**WITNESSETH**

Whereas, the laws of the State of Michigan authorize public employees and public employers to enter into collective bargaining agreements with respect to hours, rates of pay, and conditions of employment; and

Whereas, the Board and the Association recognize and declare that providing a quality education for children of the Warren Consolidated School District is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teachers, administrators, board members, and non-instructional employees; and

Whereas, the Association recognizes that, because school administrators possess unique training and experience and function in positions of public trust, it should endeavor to assist the Board to develop the best education program possible; and

Whereas, the parties have reached certain understandings which they desire to confirm in this Agreement, it is hereby agreed as follows:

**ARTICLE I RECOGNITION**

**Section A - WAA ADMINISTRATORS**

The Warren Consolidated Schools Board of Education recognizes the Warren Administrators Association in accordance with the applicable provisions of Act 379, P.A. of 1965, as amended as the sole and exclusive representative for all non-probationary administrative personnel in the classifications of Principal; Assistant Principal; Coordinator; Supervisor; Assistant Supervisor; Foreman; Director of Athletics and Physical Education; Accountant; Director of Operations and Maintenance; Purchasing Agent; Supervisor of Maintenance; Supervising Architect; Assistant for Volunteers and Special Programs; Career Prep Center Principal; Assistant Director of Career and Community Education; Community Education Specialist; Career Prep Center Assistant Principal; Coordinator, Computer Services; and Administrator of Support Services; Assistant Director Secondary Education; Technical Support Services Administrator; Attendance Officer; and Energy Use Monitor; hereinafter called the Bargaining Unit.

**Section B - EXEMPT ADMINISTRATORS**

The Bargaining Unit shall not include: Superintendent of Schools; Deputy Superintendent; Administrative Assistant to the Superintendent; Associate Superintendent of Instruction; Associate Superintendent of Business and

**ARTICLE I RECOGNITION (Continued)**

**Section B - EXEMPT ADMINISTRATORS (continued)**

Finance; Associate Superintendent Personnel/Employee Relations; Assistant to the Superintendent; Assistant Superintendent Personnel/Employee Relations; Assistant Superintendent Elementary Education; Assistant Superintendent Secondary Education; Director of Public Information; Administrator of State, Federal, and Private Projects; Director of Accounting; Director of Community Education; Director of Information Systems; Director of Special Education; Assistant Director of Special Education; Director of Career and Vocational Education; Director of Student Services, Assistant Director of Student Services, Director of Audits/Business Services; Director of Personnel; Director of Personnel/Staff Development; Director of Employee Benefits; teachers; other non-administrative instructional employees; nurses; and all non-instructional, non-administrative employees.

**Section C - DEFINITIONS**

In this contract the terms will be those defined:

1. The term "administrator" shall refer to those bargaining unit members represented by the Association.
2. The term "Board" refers to the Warren Consolidated Schools Board of Education, or its representatives.
3. The term "Association" shall refer to the Warren Administrators Association or its officially designated representatives.

**ARTICLE II BOARD RIGHTS**

**Section A - MANAGEMENT RIGHTS**

Except as modified by the specific terms of this Master Agreement, the Board retains all rights and powers to manage the Warren Consolidated Schools, and to direct its employees through its administrative personnel. The exercise of the following powers, rights, authority, and duties by the Board, the adoption of policies, rules and regulations in furtherance thereof, the use of judgement and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement. The Association recognizes these management rights as conferred by the Laws and Constitution of the State of Michigan and of the United States.

**ARTICLE II BOARD RIGHTS (Continued)**

**Section B - RIGHTS TO ESTABLISH RULES**

The parties agree that the Board of Education has the right to establish rules for the direction of, and the efficient operation of, the work force. These rules are subject only to the specific terms of the Master Agreement.

**Section C - INDIVIDUAL CONTRACTS**

Consistent with the past policy of the District it is agreed between the parties that individual contracts of employment without administrative tenure shall be offered to members of WAA. Failure of the individual administrator to respond within ten (10) days after receipt of certified mail, to indicate her/his intention to either accept or reject the position shall relieve the Board of all obligations of employment to the administrator under this Agreement. In no case is the Board obligated to hold a position open longer than thirty (30) days from the receipt of the letter.

**ARTICLE III BOARD RESPONSIBILITIES**

**Section A - ANTI DISCRIMINATION**

The provisions of the Agreement and the wages, hours, terms and the conditions of employment shall be applied without discrimination with respect to: age, color, marital status, national origin, race, religion, height, weight, disability or sex; membership or non-membership in the Association; participation in any normal activities of the Association; collective professional negotiations with the Board; institution of any grievance, complaint, or proceeding under this Agreement; or otherwise with respect to any terms or conditions of employment.

Bargaining unit members will be considered for all administrative job openings. The Board assures that openings will be posted to all WAA employees and that they will examine the qualifications of all applicants.

**Section B - BOARD POLICY AND REGULATIONS**

Present Board policy and District regulations which pertain to the condition of Bargaining Unit Administrators' employment will prevail through the terms of this Agreement except where the policy or practice is in conflict with the Master Agreement.

**Section C - DEALING WITH WAA MEMBERS**

The Board and its representatives in fulfilling their obligation to members of this Bargaining Unit shall act in a moral, legal, ethical and professional manner in their dealings.

**ARTICLE III BOARD RESPONSIBILITIES (Continued)**

**Section D - REASONABLE RULES, DISCIPLINE**

The Board agrees that its rules and regulations governing employee conduct will be reasonable and that discipline will be fair and for just cause preceded by due process.

**Section E - COMPLAINTS AGAINST WAA MEMBERS**

In order to encourage a harmonious and expeditious resolution of complaints at the local level, the Board agrees that in the case of a complaint regarding a Bargaining Unit member, or a program or an employees s/he supervises, that the person lodging the complaint shall be requested to first discuss the matter fully, whenever possible, either by phone or in person with the Bargaining Unit member involved before any action is taken on the matter.

If satisfactory resolution is not achieved at the building or department level, an appeal of the building or department administrator's decision may be lodged with the Superintendent. Consultation with the involved Bargaining Unit member will always follow such a request for reconsideration of a decision before further action is taken. The Bargaining Unit member will be advised in writing as to the nature of the complaint and the identity of the complainant.

**Section F - ASSIGNMENTS**

The Board of Education will maintain a minimum ratio of Building Administrators to students of one (1) administrator per four hundred and twenty (420) students.

The following should be considered a guide for the placement of these Building Administrators, however, it is recognized that there may be deviations from this guide:

**School Building Administrators (Excluding Community Education)**

**Elementary**

One (1) principal for each building.

One (1) principal and one (1) assistant when the enrollment of the building is over 525 students.

**Secondary**

One (1) principal for each building.

A minimum of one (1) assistant principal for each middle school.

**ARTICLE III BOARD RESPONSIBILITIES (Continued)**

**Section F - ASSIGNMENTS (continued)**

A minimum of two (2) assistant principals will be assigned to each high school.

Three (3) assistants when the enrollment is 1,200 students.

Four (4) assistants when the enrollment is 2,000 to 2,500 students.

In addition to the above ratios, Central Instruction Administrators, excluding Community Education, will have a ratio of one (1) administrator per 2,500 students during the term of this Agreement. The ratio for Non-Instructional Administrators shall be one (1) administrator per 2,500 students during the term of this Agreement.

In any building that students are housed in two (2) full shifts the District will provide administrators for each shift on the ratios stated above.

If the Board of Education cannot maintain this ratio due to financial conditions, the Board of Education will meet with the Association to discuss this.

**ARTICLE IV ASSOCIATION RIGHTS**

**Section A - INTER-SCHOOL MAIL SERVICE**

The Association shall have access to the use of the inter-school mail service without cost to the Association.

**Section B - USE OF FACILITIES**

The Association may have the use of school buildings after school hours, provided proper application is made. Where custodial service or any other extra cost is incurred as a result of the Warren Administrators Association use of a school building such cost will be reimbursed to the Board by the Warren Administrators Association according to the schedule of charges approved by the Board.

**Section C - USE OF EQUIPMENT**

The Association shall have the right to use, for Association business, school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all type of audio-visual equipment when such equipment is not otherwise in use.

**ARTICLE IV ASSOCIATION RIGHTS (Continued)**

**Section C - USE OF EQUIPMENT (continued)**

The Association shall pay the cost of all materials and supplies incident to such use and any repairs to the facilities and equipment which results from their use.

**Section D - TIMES OF WAA BUSINESS**

Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with nor interrupt normal school operations.

**Section E - ASSOCIATION MEMBERSHIP**

1. Membership in the Association shall be open to administrators listed in Article I, Section A, regardless of age, color, martial status, national origin, race, religion, or sex.
2. Bargaining Unit members shall, within one (1) year following the beginning of their employment or the execution of the Agreement, whichever is later, as a condition of continued employment either:
  - a) Become members of the Association
  - b) Tender to the Association an amount of money or an authorization for deduction of a service fee which shall be forwarded to the Association. Such amount shall be verified and submitted in writing to the Board on or before thirty (30) days after the teachers report to work each year and notice of this shall be presented in writing by the Association to all Bargaining Unit members.
3. In the event a Bargaining Unit member does not join the Association or tender her/his service charge thirty days after the teachers report as required in subsection 2., b, above, such administrator shall be terminated from her/his administrative position at the end of the current semester provided the Association has complied with the following:
  - a) Fulfilling of its fiduciary obligations by sending written notice to the administrator that s/he has an obligation to pay dues or service charge, the reasonable date for such obligations, the amount of money, and to whom the payment is to be made. A copy of such notice must be sent to the Assistant Superintendent of Personnel/Employee Relations.

**ARTICLE IV ASSOCIATION RIGHTS (Continued)**

Section E - ASSOCIATION MEMBERSHIP (3. continued)

- b) Fulfilling of its responsibilities by sending written notice to the administrator (copy to the Assistant Superintendent of Personnel/Employee Relations) that such administrator has not fulfilled his/her obligation and that the Association is requesting the Board to terminate her/him.
4. The Association shall certify to the Payroll office in writing before December 10 of each year the amount of the service fee to be charged. The Association shall also certify to the Payroll office in writing before December 10 of each year that its internal procedures are in full compliance with applicable law for: a.) determining the amount of the service fee, b.) permitting members to challenge the basis for the fee, c.) escrowing amounts reasonably in dispute while such challenges are pending.
5. The Association cannot cause the discharge of a Bargaining Unit member for any reason other than failure to tender the dues or service fee to the Association.
6. A Bargaining Unit member may execute a written authorization to the Board for payroll deduction of Association dues or service fees.  
  
The amount to be deducted shall be stated on a form for each employee signed by the employee and a representative of the Association. Deductions shall be made over the ten (10) pay periods immediately following receipt of such form. Dues deducted shall be remitted to the Association designee each month along with the names and amounts of those administrators from whose salaries the deductions have been withheld.
7. The Association agrees to indemnify and save the Board, each individual School Board member, and all administration not represented by the Bargaining Unit, harmless against any and all claims, demands, costs, suits, or other forms of liability and will pay one-half (1/2) the costs, if any costs, that may arise out of, or by reason of, action taken by the Board for the purpose of complying with this Article.

**ARTICLE V ASSOCIATION RESPONSIBILITY**

Section A - WAA MEMBERS OBLIGATIONS

Bargaining Unit members in fulfilling their obligation to students, fellow professionals, community, other staff and the Board of Education shall act in a moral, legal, ethical, and professional manner in their dealings.

**ARTICLE V ASSOCIATION RESPONSIBILITY (Continued)**

**Section B - OTHER GROUPS EVALUATION CHARGES**

It is recognized by the Board and the Association that one of the most important functions of Bargaining Unit members is the evaluation of staff members. Therefore, WAA Directors or their designees will be involved whenever the Board negotiates any changes in the process or forms used in the evaluation of WEA members, or when the Board contemplates changes in the process or forms for evaluation for other work groups.

**Section C - NO STRIKE CLAUSE**

The Association will not engage in, authorize or encourage, either directly or indirectly, any concerted interruption of educational activities due to cessation, withdrawal, or withholding of services in any manner or form, either in whole or in part by members of the Bargaining Unit for any reason, and no officer or representative of the Association or member of the Bargaining Unit shall be empowered to provide, instigate, cause, participate in, assist, encourage or prolong any such prohibited activity.

**ARTICLE VI REPRESENTATION**

**Section A - BARGAINING**

In any negotiations neither party shall have any control over the selection of the negotiating or bargaining representative of the other party, and each party may select its representative from within or without the School District.

**Section B - RATIFICATION**

It is recognized that no binding contractual agreement between the parties may be executed without ratification by the Warren Consolidated Schools Board of Education and by the Association.

**Section C - BARGAINING AUTHORITY/AGREEMENT SUPPORT**

The parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, counter proposals and concessions in the course of negotiations or bargaining, subject only to such ultimate ratification. Each bargaining team guarantees to the other that upon agreement at the table each will enthusiastically endorse acceptance to each of its constituents.

**ARTICLE VII BOARD OF EDUCATION AND ASSOCIATION COMMUNICATIONS**

**Section A - INFORMATION**

The Board agrees to furnish to the Association official financial records and other information necessary to the resolution of grievances and the collective bargaining process upon specific written requests setting forth the reasons therefore.

**Section B - QUARTERLY MEETING**

Quarterly meetings are to be held between representative of the Association and representative of the Board of Education in the 2nd week of October, January, April, and June. More frequent meetings may be scheduled if needed.

Items to be discussed shall be submitted to each party at least five (5) work days before any scheduled meeting.

**Section C - QUARTERLY MEETING PROCEDURES**

All meetings and discussions will be general in nature and shall not circumvent any areas of communications or any authority of the Superintendent of Schools. The agendas may include items such as fiscal problems, construction programs, curriculum and instructional programs for the express purpose of establishing and updating information on current matters as well as future projections.

These meetings are not intended to bypass the grievance procedure. Should such a meeting result in a mutually acceptable amendment of the Agreement, then the amendment shall be subject to ratification by the Board and the Association provided that the Bargaining Committee shall be empowered to effect temporary accommodations to resolve special problems.

**ARTICLE VIII SENIORITY AND ASSIGNMENT**

**Section A - Seniority**

1. Seniority will begin on the first date an administrator actually begins to work in a position under an administrative contract.
2. Tie breakers for seniority purposes will be:
  - a) The first tie breaker will be determined by the first day an employee has worked in Warren Consolidated Schools.

ARTICLE VIII SENIORITY AND ASSIGNMENT (Continued)

Section A - Seniority (continued)

- b) In the event of a continuing tie, the employee with the higher degree will hold the senior position on the seniority list.
  - c) When a similar degree status results in a tie, the date the degree was issued will be the determining factor, with the earlier date determining the more senior administrator.
3. Seniority shall be accrued within general groups as shown on Schedule A. General groups shall consist of elementary, secondary, non-instructional, and central office.
  4. Any exempt administrator who is assigned to a Bargaining Unit position will be credited with seniority in the central office instructional group equivalent to the time spent as an exempt administrator in Warren Consolidated Schools. Newly hired exempt administrators, in the district as of August 1, 1986, who are not former bargaining unit members will not accrue seniority in the bargaining unit.
  5. Administrators may have seniority in more than one general group.
  6. A laid off WAA administrator, who is awaiting recall, will continue to gain WAA seniority. (Beginning 7/01/87.)

Section B - PROMOTIONS

**Definition:** Promotion shall mean the Board's selection of a qualified Bargaining Unit member to move from one position to another of a different title and higher weekly pay as listed on the Salary Schedule.

1. Opportunities for promotion shall be posted for a specified period. Requests of interest by Bargaining Unit members must be made in writing to the Superintendent during the posting period.
2. Any District administrator with three (3) years of successful experience shall, upon written request, be granted an interview with the appropriate director to review her/his professional growth prior to the filling of an administrative vacancy.
3. Administrative experience will be accepted in lieu of teaching experience in regulations regarding qualifications for building administrative positions.

ARTICLE VIII SENIORITY AND ASSIGNMENT (Continued)

Section C - NEW & CHANGED POSITIONS WITHIN THE BARGAINING UNIT

It is recognized that the Board may wish to change the scope of some positions in the Bargaining Unit and create new positions during the life of this Agreement. When such positions are created and the scope of the jobs are substantially changed, the Association will be advised of the changes and the reasons for the changes before such changes are implemented; the Board will bargain the wages of the substantially changed, or new position.

The Board will only reduce WAA positions in Community Education, when an equal number of facilitators' allocation have been reduced. Any facilitators added after ratification of this contract will be eliminated before the above procedure is followed.

The Board will not assign work customarily performed by WAA members to non-WAA employees or sub-contract work presently performed by WAA members, except under the conditions listed below and that any position considered for elimination be achieved through attrition.

It is agreed that unit work proposed by the Board to be transferred from the WAA unit will be submitted to WAA representatives for study and review and will be subject to bargaining for a period of not less than thirty (30) days.

Should the parties after good faith bargaining be unable to reach agreement, the matter will be presented to the Michigan Employment Relations Commission for a final binding determination.

For a period of four (4) years commencing July 1, 1989, it is agreed and understood that principals or assistant principals currently assigned will not lose their position or be reduced in compensation due to a change in the District's grade structure.

Section D - TRANSFER

**Definition:** Transfer shall mean the movement of a Bargaining Unit member from one position to another position which has similar or lower job grade as that currently occupied by the Bargaining Unit member and for which said member is qualified.

1. A Bargaining Unit member who is eligible for a transfer under terms of the definition above shall be given an opportunity to seek transfer to another position within the Bargaining Unit.
2. When an opening occurs, it shall be announced in writing to all Bargaining Unit members by posting for a period of fifteen (15) days.

ARTICLE VIII SENIORITY AND ASSIGNMENT (Continued)

Section D - TRANSFER (2. continued)

Requests to the Board for transfer to the open position must be made during this time period.

3. All Bargaining Unit members who have requested transfer to the open position will receive equitable consideration with all applicants.
4. The following factors shall be considered by the Superintendent in all transfers:
  - a) Satisfactory job performance record.
  - b) Length and area of professional experience with the system.
  - c) Length and area of professional experience outside the system.
  - d) Applicable education or training for the job.
  - e) Recommendation of immediate supervisor over posted position.
  - f) Vocational certification is required for transfer to CPC principal' and CPC assistant principal positions.
5. Each Bargaining Unit member requesting a transfer shall be informed in writing within sixty (60) work days the reason for the approval or denial of her/his transfer request.
6. If a Bargaining Unit member applies for a transfer and such request is denied, a conference with the Division Head will be scheduled upon the request of the Bargaining Unit member for the purpose of reviewing the reasons for the denial.
7. The entire Section of Transfer and only that Section, shall be subject to grievance only through the Third Step of the Grievance Procedure.
8. The transfer provision shall not apply when two or more building administrators, of equal classification, exchange responsibilities with the approval of the Superintendent and the mutual consent of the administrators.

Section E - TEMPORARY ASSIGNMENTS

The Association recognizes that when vacancies occur during the school year it may be difficult to fill them in accordance with the transfer policy outlined in Section D without undue disruption of the existing instructional program. If the Board so determines, such a vacancy may be filled on a temporary or tentative basis subject to the terms of this Agreement until the end of the normal school year. At that time the position will be considered vacant and transfer proceedings will take effect.

ARTICLE VIII SENIORITY AND ASSIGNMENT (Continued)

Section F - STAFF REDUCTIONS DUE TO DECLINING ENROLLMENTS

1. All secondary assistant principals shall be considered the same for the purposes of layoffs. Total building administrator staff will be reduced under the provisions of the Master Agreement to provide the appropriate number of vacant positions for the displaced principals.
2. The displaced building principals will have their choice of the buildings vacated.
3. The most senior displaced principal will have first choice, the next senior, the second choice, etc., until all of the displaced principals are assigned.
4. If a building principal does not have sufficient seniority to remain in the salary pay level in the administrative group, s/he will be eligible to move to the next lower pay level group and repeat the process steps one through three above.
5. Other building administrators will be assigned according to steps one through four above following the assignment of building principals.
6. Redistribution of Central Office administrators will follow the above provisions, steps one through five.
7. Vocational certification is required for a move to CPC principal and CPC assistant principal positions.

Section G - INVOLUNTARY TRANSFERS

An involuntary transfer can only be made in cases of emergency. Reduced enrollment and building closings are included as emergencies. In cases of an involuntary transfer, the Bargaining Unit member will have the right to a conference with the Board's representative (and an Association representative may be present if the Bargaining Unit member so chooses) during which the reasons for the transfer will be explained. When feasible, the Board agrees to transfer volunteers first subject to procedures shown in Section D of this Article. When involuntary transfers are necessary, the professional background of the Bargaining Unit member and other qualifications shall be considered in determining which Bargaining Unit member is to be transferred. Such transfers will not be considered permanent and as soon as such emergency no longer exists, the position will be considered vacant and subject to the advertising procedures.

ARTICLE VIII SENIORITY AND ASSIGNMENT (Continued)

Section H - LAYOFFS

When circumstances require a reduction in administrative staff, when qualifications are equal, consideration will be given to length of service.

The District will layoff all probationary employees in each group so affected first whose positions can be filled by non-probationary employees from the affected group. The groups shall be as follows:

High School Administrators, Middle School Administrators, Elementary Administrators, Central Office Instructional Administrators, and Non-Instructional Administrators. Length of service in the group and qualifications will be considered in each affected group, however, such layoffs should reflect proportionate percentages in each group, except where a decline in student enrollment affects one group more than another. Other probationary employees in other groups whose positions can be filled by non-probationary employees from an effected group would also be laid off prior to layoff of non-probationary employees.

Administrators shall be eligible to bump laterally or downward to other classification for which they qualify within their own general group.

Beginning with July 1, 1981, no Community Education Specialist has elementary bumping rights unless they were demoted involuntarily to that position after the date July 1, 1981. Exceptions to this will be administrators who fill the two (2) positions mentioned in #3 of Appendix 1, Memorandum of Understanding of the 1980-81 Agreement.

When qualifications for position are equal, consideration will be given to the length of service in determining the order of layoff. It is understood that satisfactory work performance in the affected classification will constitute acceptable qualification. It is agreed that skills necessary to operate the District must be retained.

In the event it becomes necessary to 1) close school(s) and/or 2) lay off administrators, it is understood that the language and procedures of Article VIII, Section D, 8., and Section F, will be utilized by the Board of Education. The other provisions of Article VIII prevail after unrequested transfers are completed.

The Board of Education has the right to effect involuntary transfers to fill vacancies created by the conditions outlined above and in order to retain the most senior administrators within each general group and also to minimize the number of moves. Vocational certification is required for transfer to CPC principal and CPC assistant principal positions. All secondary assistant principals shall be considered the same for the purposes of layoffs.

It is understood that the involuntary transfer of the least senior administrator may result in demotions in rank and compensation within the Bargaining Unit or a return to the classroom.

**ARTICLE VIII SENIORITY AND ASSIGNMENT (Continued)**

**Section I - RETURN TO CLASSROOM**

A Bargaining Unit member who returns (voluntarily or involuntarily) to the classroom as a teacher will receive salary and other conditions of employment under the provisions of Michigan Teacher Tenure Act.

**Section J - PLACEMENT OF NON-CERTIFIED MEMBERS**

Non-certified exempt employees can be assigned by the Superintendent to vacant positions for which they qualify within the Bargaining Unit.

**Section K - RECALL**

Recall will be by general group and in reverse order of layoff. All secondary assistant principals shall be considered the same for the purposes of recall. When a vacancy occurs, the position will be posted. If no one bids or is selected, then the most senior qualified laid off administrator will be assigned. Vocational certification is required for recall to CPC principal and CPC assistant principal positions.

Any administrator reduced in classification by the Board's action in fulfilling the layoff portion of the Contract (Article VIII, Section H) will hold that higher classification for recall purposes until such time as s/he has been placed in a post or refuses a post equal to the higher classification.

If a laid off administrator is given a temporary assignment, that person will be considered to be a WAA member. If s/he has paid dues to another unit, WAA dues shall not be required.

In recall, Bargaining Unit members will be notified by certified mail of available openings. Failure of the individual administrator to respond within (10) days after receipt of certified mail their intentions to accept the position or not accept the position shall relieve the Board of all obligations of employment to the administrator under this agreement. In no case is the Board obligated to hold a position open longer than thirty (30) days from the receipt of the letter.

**ARTICLE IX EVALUATION OF BARGAINING UNIT ADMINISTRATORS**

**Section A - PROBATIONARY EVALUATIONS**

1. The Board designates the Superintendent of Schools and any other administrator that s/he may select to evaluate all Bargaining Unit members. After completion of the probationary period, administrators will be evaluated every three (3) years, or more often at the discretion of the immediate supervisor.

ARTICLE IX EVALUATION OF BARGAINING UNIT ADMINISTRATORS (Continued)

Section A - PROBATIONARY EVALUATIONS (continued)

2. The probationary period of newly hired administrators from within the district shall be for one (1) year. This probationary period may be extended for one (1) additional year providing the reasons for the extension are placed in writing and provided to WAA and the probationary administrator at least thirty (30) days prior to June 30 of the respective school year.
3. The probationary period of newly hired WAA administrators from outside the district shall be two (2) calendar years from the first work date. This probationary period may be extended for one (1) additional year providing the reasons for the extension are placed in writing to WAA and the affected administrator at least thirty (30) days prior to June 30 of the respective school year.
4. The Board's decision with regard to an extension of an administrator's probationary period shall be final provided the procedural requirements contained herein are met.

Section B - EVALUATION PROCEDURES

The evaluation of each member of the Bargaining Unit shall be discussed with the individual member, reduced to writing, and presented to the individual member at the time of the evaluation conference. The Bargaining Unit member shall receive a copy of each evaluation and a copy shall be placed on file in the Personnel Office and shall be held in a confidential and ethical manner.

Section C - JUST CAUSE

No member of the Bargaining Unit shall be disciplined, reprimanded, dismissed, reduced in rank or compensation, or deprived of any professional advantage without just cause.

Section D - WAA EVALUATION INSTRUMENT

The current evaluation instrument will be used. However, if either the Board or the Association feels the instrument should be reviewed, an Administrative Evaluation Review Committee shall be established composed of three (3) Board representatives and three (3) Association representatives. This Committee shall review the evaluation criteria and evaluation instruments and submit appropriate recommendations for change. If no mutual agreement is reached on changes, then the current criteria and instrument will be used.

**ARTICLE IX EVALUATION OF BARGAINING UNIT ADMINISTRATORS (Continued)**

**Section E - REVIEW OF FILE**

A Bargaining Unit member will have the right upon request to the Personnel Department, to review her/his personnel file excluding confidential documents received before her/his hire.

Bargaining unit members shall receive a copy of any material placed in the personnel file except for confidential pre-employment items. All WAA members will have the rights as defined in the Bullard Plawecki, "Employee Right to Know Law".

**ARTICLE X CURRICULUM AND INSTRUCTIONAL PROGRAMS**

All committees having to do with the creation, development, review, modification, study or implementation of curriculum and instructional programs in the School District shall include, wherever possible, Bargaining Unit members in their composition.

The Association Officers will be provided with an opportunity to review any curriculum change, prior to Board presentation, and afforded the opportunity to present its position to the Superintendent. The Superintendent's final recommendation to the Board will, if the Association desires, contain a report by the Association regarding their recommendations which will be included in the back-up material sent to the Board.

**ARTICLE XI NON-COMPENSABLE LEAVES**

**Section A - MILITARY LEAVES OF ABSENCE**

The Board of Education will grant non-compensable leave of absence to members of the Bargaining Unit for military service as governed by the Universal Military Training Act.

**Section B - OTHER LEAVES (INCLUDING EDUCATIONAL LEAVES)**

Other leaves may be granted by the Board of Education upon **written** application to the Board of Education stating reasons therefore.

It is agreed that each request will be judged on its merit. In determining each request, facts such as replacement costs, impact, timing, length of service, etc., will be considered.

For a leave of one (1) year or less, the position vacated will be filled temporarily until the administrator returns from leave.

ARTICLE XI NON-COMPENSABLE LEAVES (Continued)

Section C - ELIGIBILITY FOR LEAVE

Any Bargaining Unit member who has completed one (1) or more years of service in the School District as an administrator is eligible for a leave of absence.

Section D - REQUESTS FOR LEAVE

Requests for any leave of absence must be made in writing to the Personnel Department. These requests should specify the dates desired and should be submitted as soon as the circumstances requiring the leave are known.

Section E - STATUS DURING LEAVE

No credit or fringe benefits of any sort will be given for time spent on leave.

Section F - NOTIFICATION OF INTENT TO RETURN

The Bargaining Unit member shall notify the Superintendent of her/his intention to return to duty in the District thirty (30) days or more, prior to the termination of said leave. Any return prior to the termination of leave shall be with the approval of the Superintendent. Failure to provide written notice releases the Board of any further responsibility for reemployment.

Section G - TERMINATION OF LEAVE STATUS

The status of the Bargaining Unit member shall be changed to terminated if one of the following conditions occur:

1. The Bargaining Unit member accepts employment other than that for which the leave was granted.
2. The Bargaining Unit member fails to request return to work when the leave expires.
3. The Bargaining Unit member notifies the Personnel Department in writing that s/he wishes to terminate the leave.
4. The Bargaining Unit member ceases to engage in activity for which the leave was granted.

## ARTICLE XIII GRIEVANCE PROCEDURE

### Section A - DEFINITION

A claim by a Bargaining Unit member, or the Association, that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or any protest against disciplinary action, shall be deemed a grievance under this Contract and will be subject to the grievance procedure hereinafter provided. The discipline or discharge of any first year probationary employee shall not be subject to the grievance procedure.

### Section B - TIME LIMITS

1. The time limits specified hereinafter for movement of grievances through the process shall be strictly adhered to and may be relaxed or extended only by mutual consent of the parties in writing. In the event that the Association fails to appeal a grievance or grievance answer within the particular time limit, the involved grievance shall be deemed to be abandoned and settled on the basis of the Board's last answer. In the event that the Board shall fail to supply the Association with response to a hearing at a particular step within the specified time limits, the grievance shall be deemed automatically positioned for appeal at the next step with the time limit for exercising said appeal commencing with the expiration date of the Board's grace period for answering.
2. Each grievance shall have to be initiated within seven (7) days of the occurrence of the cause for complaint. These days shall include only work days after notification of the Board to the Association or the grievant of the action which is being grieved.
3. All time limits specified herein shall consist only of work days within that group classification.

### Section C - PROCEDURE

#### Informal Step 1

The parties acknowledge that it is most desirable for a Bargaining Unit member and her/his superior to resolve problems through free and informal communications. When requested by either party, the Association representative may intervene to assist in this resolution. However, should such informal processes fail to satisfy the supervisor and the Bargaining Unit member, then a grievance may be processed as follows:

#### Step 2

- a) If the complaint is not resolved in the initial meeting, the employee must present the grievance in writing within five (5) days to the supervisor who will arrange a meeting within four (4) days. The Association's representative, the Board's representative and the grievant shall be present for the meeting.

ARTICLE XII GRIEVANCE PROCEDURE (Continued)

Section C - PROCEDURE (continued)

- b) The Board's representative must provide the grievant with a written answer on the grievance within four (4) days following the above meeting.

Step 3

- a) If the grievance is not satisfactorily resolved in Step 2, the Association shall refer the grievance to the Board's representative who will arrange within five (5) days, a meeting with the Association's Grievance Committee and the Board's representatives. Each party shall have the right to include in its representation appropriate witnesses and needed counselors to develop facts pertinent to the grievance.
- b) Upon conclusion of the hearing, the Board will have four (4) days in which to provide their decision in writing to the Association.

Arbitration

If either party is not satisfied with the disposition of the grievance at Step 3, or the Step 3 time limits expire without action, then the grievance may be submitted to final and binding arbitration under the rules of the American Arbitration Association which shall act as administrator of the proceedings.

If neither party files a demand for arbitration within thirty (30) days of the date of the Board's Step 3 reply then the grievance shall be deemed withdrawn.

Neither the Board nor the Association will be permitted to assert any grounds or evidence not previously disclosed to the other party.

The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. However, it is mutually agreed that the arbitrator is empowered to include in the award such financial reimbursements as s/he judges to be proper. Each party shall bear the full costs for its side of the arbitration, and will pay one-half (1/2) of the costs for the arbitrator.

Section D - CHANGE OF GRIEVANCE STEPS

Provided both parties agree, Steps 1 and/or 2 of the grievance procedure may be bypassed and the grievance brought directly to the next Step. Contested dismissals will start at Step 3 of the grievance procedure.

**ARTICLE XIII GRIEVANCE PROCEDURE (Continued)**

**Section D - CHANGE OF GRIEVANCE STEPS (continued)**

By mutual agreement the Association's President or the Grievance Committee Chairman and/or the Board's representative may enter into the processing of the grievance at any level.

**Section E - GRIEVANCE HEARINGS**

Any conference which may be held under the grievance procedure shall be conducted at a mutually agreeable and reasonable time and place.

**ARTICLE XIII SALARY SCHEDULE**

**Section A - PRO RATA PAY**

Changes in the work year will be reflected by pro-rata changes in salary computation based on stated weeks and weekly rates.

**Section B - NON GRIEVABLE ACTION**

During the administrator's probationary period the Board has the right to unilateral, non-grievable action.

**Section C - PLACEMENT ON SCHEDULE A**

1. Placement in Level is by title in the groupings shown in Schedule A.
2. Initial placement of newly appointed teachers to administrative positions shall be at the base salary; however, the Board shall have the discretion to place the newly appointed administrator on the step that comes closest to the previous teacher base pay plus the add-ons from WEA Schedules B and C.

Longevity, extra classes, and other add-ons will not be considered. The intent is to place the newly appointed administrator on the step which would provide for some gain in salary up to and including Step 5. Effective July 1, 1997, newly appointed administrators may be placed up to and including Step 6.

3. Initial salary placement of administrators with administrative experience is to be made by the Superintendent up to and including Step 4 based on similar prior experience. Effective July 1, 1997, newly appointed administrators may be placed up to and including Step 5.

ARTICLE XIII SALARY SCHEDULE (Continued)

Section C - PLACEMENT ON SCHEDULE A (continued)

4. Any Assistant Principal promoted into a Principal's position will move to the same step placement in the Principals' index that he would have held in his previous position.

In any other category the administrator will move to the next higher dollar amount step plus one step in his promotion.

Section D - ADVANCEMENTS IN STEPS

Annual advancements of one Step on the salary schedule shall take place on the first Monday in July and are subject to satisfactory performance, and are grievable.

Those who are initially employed after the commencement of their normal work year, shall receive pro-rata weekly increments calculated to the nearest whole dollar.

Section E - PAYCHECK OPTIONS

Salaries for less than fifty-two (52) week employees may be paid at the employee's option on the basis of twenty-one (21) or twenty-six (26) pays. Requests for the twenty-six (26) pay option must be processed annually when teachers are required to make such application. The checks will be mailed to the employee on the normal bi-weekly pay schedule during the summer period if requested by the administrator.

Section F - PAYDAY DURING RECESS

When a regular pay date falls during a school recess period, less than fifty-two (52) week administrators shall be paid for the payday on the last day prior to the recess.

Section G - PAYROLL DEDUCTIONS

All authorizations for payroll deductions will be made on appropriate forms and shall be available for such things as:

1. U.S. Bonds
2. United Foundation
3. Credit Union
4. Tax Deferred Annuities
5. Association Dues

ARTICLE XIII SALARY SCHEDULE (Continued)

Section H - PAY RATE AT TEMPORARY POSITION

If for any reason an assistant must fill in for her/his supervisor, or any higher position within the Unit, s/he will be paid at the high rate for such periods after ten (10) consecutive work days retroactive to day one.

Section I - LONGEVITY

Administrators with fifteen (15) years of District service shall receive \$675 effective July 1, 1996. Effective July 1, 1997 administrators with fifteen (15) years of District service shall receive \$850. This payment will be forfeited when the administrator receives an administrative longevity.

Administrators with ten (10) years administrative service or twenty (20) years of District service shall receive \$1,318 effective July 1, 1996. Effective July 1, 1997 administrators with ten (10) years administrative service or twenty (20) years of District service shall receive \$1,675.

Administrators with fifteen (15) years administrative service or twenty-five (25) years of District service shall receive an additional \$900.

Administrators with twenty (20) years administrative service or thirty (30) years of District service shall receive an additional \$1,000.

Administrators retiring with twenty (20) years of district service and at least ten (10) years administrative experience will have their longevity increased by \$2,000. the last year of service. The last year of service will be so designated by the submission of a retirement resignation one (1) year in advance. Exempt administrative service will count as administrative service.

Time spent as an exempt administrator plus time spent as a Bargaining Unit administrator will be used to determine eligibility for longevity payments.

Administrators qualifying for longevity pay at times other than the beginning of their work years shall have that year's longevity pay prorated as follows:

- A. Twelve month administrators shall receive one-twelfth of \$1,318 - 1996/97, \$1,675 - 1997/98 for each month including the month they qualify through the following June.

Example for the 1996/97 school year:  
Reaches tenth year in October, receives  $9/12 \times \$1,318 = \$989$ .

Example for the 1997/98 school year:  
Reaches tenth year in October, receives  $9/12 \times \$1,675 = \$1,256$ .

ARTICLE XIII SALARY SCHEDULE (Continued)

Section I - LONGEVITY (continued)

- B. Less than twelve month administrators shall receive one tenth of \$1,318 - 1996/97, \$1,675 - 1997/98 for each month including the month they qualify (but not to exceed (10) ten) through the following June.

Example for the 1996/97 school year:  
Reaches tenth year in October, receives  $9/10 \times \$1,318. = \$1,186.$

Example for the 1997/98 school year:  
Reaches tenth year in October, receives  $9/10 \times \$1,675. = \$1,508.$

Section J - COST OF LIVING

Each administrator shall receive a cost of living adjustment (COLA) as a deferred salary increase based upon the percentage rise in the Revised Consumer's Price Index (CPI) (all items) for the Urban Wage Earners and Clerical Workers for the Detroit Metropolitan Area published by the Bureau of Labor Statistics, U.S. Department of Labor (1967 = 100) and hereafter referred to as CPI. The amount of deferred salary increase shall be the dollar equivalent of the percentage increase--rounded to the nearest one-tenth of one percent of the CPI in excess of 0% multiplied by each administrator's Schedule A 1985-86 temporary salary. The percentage amount of the COLA shall be a maximum of 0% of the administrator's temporary salary as identified in Schedule A rounded to the nearest dollar and paid to each administrator on July 15, 1986.

The cost of living payment shall be computed based on the percentage increases in the consumer price index calculated as follows:

Ending CPI May 30, 1986 less starting CPI June 1, 1985 divided by starting CPI June 1, 1985. This increase will be added (baked-in) to the salary schedule.

ARTICLE XIV CALENDAR

Section A - WORK YEARS

Bargaining Unit members employed for less than fifty-two (52) weeks will work the following work year:

46 week employees	218
45 week employees	213
44 week employees	209
43 week employees	204
42 week employees	199
41 week employees	194

Employees will continue to put in the same amount of work and cover all items that formerly were charged to swing days.

Effective June 30, 1998 for the 1998-99 school year, Elementary Principals will work 202 days.

**ARTICLE XIV CALENDAR (Continued)**

**Section B - PAY DURING STRIKES**

No administrator will have her/his work year reduced because of interruptions caused by strikes by other employee groups or by other emergencies, except for layoffs, as outlined in Article VIII, Section B.

The Board reserves the right to make changes in work schedules when necessary and will discuss such change with the Association. Pay will continue on a regular bi-weekly basis regardless of schedule changes.

Community Education Administrators' schedules will be assigned by the appropriate supervisor and presented for the next work year by June 15 of each year.

**ARTICLE XV FRINGE BENEFITS**

**Section A - INSURANCE AND REIMBURSEMENTS**

All fringe benefits are considered to be 12-month benefits. They begin on the month that the employee reports to work.

**1. Hospital, Surgical, Master Medical**

The Board shall provide Blue Cross/Blue Shield Semi-Private and MFV-II with full riders including PD, CCR, FAE-RC: HC; PTM 120, and Organ Transplant rider. The above listed coverage shall be for the bargaining unit members, spouses, and dependent children.

An \$85.00 per month stipend will be provided by the Board to those administrators not carrying health insurance which will be subject to Federal tax law amendments.

During the month of June of each year that this provision is in effect either side may notify the other that they no longer wish to continue the incentive program outlined above. If this happens the program will become null and void effective the following July 1st.

No health insurance will be provided to administrators whose spouses working for the District are covered by District paid health insurance.

**2. Life Insurance**

The Board shall provide life insurance in an amount equal to the nearest thousand dollars of twice the annual salary of the Bargaining Unit member with accidental death and dismemberment benefits. The minimum life insurance provided shall be \$10,000.

ARTICLE XV FRINGE BENEFITS (Continued)

Section A - INSURANCE AND REIMBURSEMENTS, 1. (continued)

3. Disability Insurance

A Bargaining Unit member shall be eligible for unlimited sick leave on the following basis:

- a. The parties recognize that the use of sick leave benefits shall be exercised prudently and in good faith for personal illness, personal business, family illness, and bereavement. Where the Board has reason to believe that personal illness/disability days are being misused by a bargaining unit member, the Board may require the employee to verify the illness or disability. At the discretion of the administration, the bargaining unit member may be required to be examined by a physician selected by the Board pursuant to Board medical forms and procedures. The cost of such examination shall be borne by the Board.

Where the Board has reason to believe that leave day(s) taken for bereavement or personal business are not being used prudently and in good faith, the following process may be implemented:

A four (4) member committee composed of two (2) bargaining unit members to be selected by WAA and two (2) administrators to be selected by the Board shall be established to review all circumstances wherein the appropriate use of bereavement or personal business day(s) becomes an issue.

The review process shall require the supervisor questioning the use of the bereavement or personal business day(s) to provide specific information as to why the employee did not exercise prudence or good faith in the use of such day(s). If two committee members find reason to believe that a question of proper use of a bereavement or personal business day(s) may exist, the bargaining unit member will be required to fully disclose and provide verification as to how the day(s) was used. Upon receipt of all pertinent information, the committee shall within thirty (30) days determine by majority vote the matter of employee entitlement to a bereavement or personal business day(s). Should the committee be unable to reach a majority decision within thirty (30) days, the issue will be resolved through arbitration. The arbitrator's decision will be limited to the particulars of the case and the decision will be provided to the four (4) member committee for its consideration, but will not be introduced in subsequent arbitrations.

ARTICLE XV FRINGE BENEFITS (Continued)

Section A - INSURANCE AND REIMBURSEMENTS, 3. (continued)

- b) If totally disabled by injury or illness, full salary up to six (6) consecutive months.
- c) If total disability continues beyond six (6) months, sixty percent (60%) of salary to a maximum benefit of \$5,000.00 per month integrated with other income from employer-sponsored sources, up to age seventy, recovering from total disability, or death, whichever occurs first.
- d) Insurance fringe benefits will be extended for one (1) year from the time the disability commences.

4. Optical Insurance

The Board shall provide mutually agreed to coverage comparable to MESSA, Vision Care, Plan II for the Bargaining Unit members, spouses, and dependent children.

5. Dental Insurance

The Board shall provide mutually agreed to coverage comparable to MESSA Auto Dental Plan for the Bargaining Unit members, spouses, and dependent children. (Orthodontic lifetime maximum to \$1,500. This includes coverage for spouse.)

6. Legal Insurance

A Prudential Group Legal Plan will be provided. Effective July 1, 1997 the Group Legal Insurance shall no longer be provided.

7. Insurance Exclusions

It is recognized by the Board of Education and the Association that insurance policies contain standard exclusions and limitations. It is therefore expressly understood that these provisions of the insurance policies shall prevail.

8. Liability Insurance

All bargaining unit members will be covered by liability insurance for the performance of their duties; this protection shall be the same as that for Board members.

The Board of Education will continue liability protection for retirees for the time that they were employees of the District until the statute of limitations expires.

ARTICLE XV FRINGE BENEFITS (Continued)

Section A - INSURANCE AND REIMBURSEMENTS (Continued)

9. Vandalism Reimbursements

The School District will pay for any school-related damage or vandalism to the administrator's automobile while on school property and while the administrator is conducting school business when the damage is not covered by the individual's insurance to a maximum of \$300.00 per incident.

10. Mileage Reimbursements

Administrators required to drive personal automobiles in the course of their employment or otherwise using their automobiles in service to the District shall be reimbursed at the IRS rate per mile for each mile traveled on school business. If IRS auto rate goes up, the rate will be raised in August of each year.

11. Annuity

A \$1965/year annuity will be provided by the Board for each administrator to be paid in July following the close of the year for which it is owed. This amount shall be increased as follows: June 1998 - \$555. Any annuity amount will be prorated for those not working their full contract year.

Section B - HOLIDAYS

The following holidays and all other days designated by the Superintendent as holidays shall be granted to fifty-two (52) week members of the Bargaining Unit:

Independence Day	Good Friday
Labor Day	Easter Monday
Thanksgiving Day	Memorial Day
Day after Thanksgiving	Christmas Eve Day

Week days between Christmas and New Year's Day inclusive of Christmas Day and New Year's Day.

ARTICLE XV FRINGE BENEFITS (Continued)

Section C - VACATIONS

Non-cumulative vacations shall be granted to fifty-two (52) week Bargaining Unit members on the following basis:

- 10 working days after one year of District employment
- 15 working days after five years of District employment
- 20 working days after seven years of District employment
- 21 working days after fourteen years of District employment
- 22 working days after fifteen years of District employment
- 23 working days after sixteen years of District employment
- 24 working days after seventeen years of District employment
- 25 working days after eighteen years of District employment

It is expected that when vacations are scheduled that the work will be planned accordingly to avoid interruption of services; no substitutes will be used for a member on vacation.

Vacation allowances are prorated from date of employment to July 1. Vacation days taken when school is in session are subject to the Superintendent's approval. Vacation credits may not be carried over from one year to the next. Any variances from these regulations must have the approval of the Board of Education.

If a fifty-two (52) week Bargaining Unit member terminates voluntarily and in good standing, s/he shall qualify for earned vacation days (on a prorated basis to date of termination) in computation of final pay.

If a fifty-two (52) week Bargaining Unit member terminates involuntarily or during her/his first year of administration, s/he shall not qualify for prorated earned vacation days.

Section D - JURY DUTY COMPENSATION

Less than fifty-two (52) week administrators who are summoned for jury duty shall immediately notify the Personnel Office. If less than fifty-two (52) week administrators serve as jurors, they will be paid the difference between their jury pay and their salary only if they make every effort to secure a postponement of their jury service to a time when school is not in session. Less than fifty-two (52) week administrators are expected to secure the assistance of the Personnel Office in their efforts to obtain a postponement. Fifty-two (52) week administrators shall not be required to seek any postponement in order to qualify for the above pay consideration.

**ARTICLE XV FRINGE BENEFITS (Continued)**

**Section E - RETIREMENT**

Fifty percent (50%) cash surrender value shall be paid for frozen sick leave accumulated by the Bargaining Unit member prior to July 1, 1967, and shall be paid in a lump sum by the Board of Education upon the death of, or prior to the retirement of, the Bargaining Unit member provided s/he retires under either Social Security or the Michigan Public School Employees' Retirement Fund. Beginning with January 1, 1984, the cash surrender value shall be paid to any administrator who is eligible for full retirement, that eligibility being defined by the Michigan Public School Employees' Retirement System.

All administrators who retire from the Warren Consolidated Schools with at least ten (10) years of service and are eligible for a retirement benefit from the Michigan Public School Employees' Retirement System are eligible for the following benefits:

1. \$15,000.00 of Group Life (Accidental Death and Dismemberment will be discontinued) continued to age sixty-five (65). The \$15,000 will then be reduced to \$7,500.00 and remain in effect for the remainder of the retiree's lifetime.
2. Blue Cross/Blue Shield - The retiree will enroll immediately upon retirement in the State Retirement System Blue Cross/Blue Shield if health care coverage is needed. The Board will reimburse the retiree for her/his contribution to the Public School Employees' Retirement System Health Care Plan for retiree, spouse, dependent children, and/or sponsored dependent coverage.

If a retiree's spouse is eligible for a Michigan Public School Employees' Retirement System Benefit, the retiree and her/his spouse will enroll separately in the State Blue Cross/Blue Shield plan.

3. Dental Insurance

A retired member may elect to remain on dental insurance coverage under the following conditions:

- a) Such election shall be effective with the first month of retirement continuous through no less than 24 consecutive months. Present retirees must notify election of coverage within sixty (60) days of ratification of this contract.
- b) The premium shall be paid to the Board on a 6-month, in advance basis.
- c) If a member fails to pay the premium through 24 months, then the Board will withhold monies due the member under Article XV, Section E, until all costs are covered.

**ARTICLE XV FRINGE BENEFITS (Continued)**

**Section E - RETIREMENT (continued)**

- d) The coverage shall be the same as that for active Bargaining Unit members.
- e) At the end of the Agreement, this coverage will be reviewed and either party may decide to cancel this coverage.

**ARTICLE XVI WORKING CONDITIONS**

**Section A - INSERVICE**

WAA will be encouraged and allowed to develop inservice session(s) for its members which will be part of the District full day teacher inservice. The session(s) will deal with new and improved methods needed in performing administrative duties.

**Section B - CONFERENCE**

Permission to attend conferences/meetings without loss of salary during work time is to be secured through one's immediate supervisor and/or appropriate Associate/Assistant Superintendent.

Attendance with or without expense reimbursement will be subject to approval as indicated above.

The Board agrees to provide upon application the necessary funds for Bargaining Unit members who desire to attend select professional conference meetings. Travel, meals, lodging, and registration fees shall be deemed appropriate expenses of the Board. A Bargaining Unit member attending such conference meetings shall be granted sufficient leave time to attend without loss of compensation. All Bargaining Unit members shall be entitled to attend a minimum of one (1) state conference/meeting per year and one (1) out-of-state conference meeting every other year.

**Conference expenses allowed:**

1. Transportation (administrators are expected to select a plan which is the most economical to the school District.)
  - a. Fare on a scheduled commercial air flight.
  - b. Reimbursement for mileage at the current scheduled rate.
2. Lodging - at conference rate.

ARTICLE XVI WORKING CONDITIONS (Continued)

Section B - CONFERENCE (continued)

3. Actual cost of meals as limited by conference form guidelines.
4. Conference or workshop registration fees.
5. Miscellaneous costs:
  - a) Transportation
  - b) Gratuities
  - c) Parking
  - d) Telephone
6. Expense reports, together with receipts for such expenses, must be submitted to the immediate supervisor who approved the request, within two (2) weeks following conference attendance.

Section C - STAFF ASSIGNMENT

Each building principal or her/his designee has the authority to make a determination regarding each teacher's assignment within her/his building. Such assignment shall be made in accordance with any other collective bargaining agreement which the Board has entered into prior to this Agreement and which speaks on the subject of assignment, work schedules, or transfer.

Assignment of special education personnel and general education specialists will be made by mutual agreement of the building principal, central office instructional administrator and the involved director. Where assignments cannot be mutually agreed to, final determination will be made by the Superintendent of Schools.

In order to ensure sufficient staff to serve the students and maintain the administrator's present working conditions, the District will not reduce the ratio or eliminate counselors as a result of changing the grade structure.

Section D - PUPIL ASSIGNMENT

The Board of Education recognizes that it is the responsibility of the building principal to determine the best assignments, including grade placement, for pupils within her/his building. Where assignments cannot be mutually agreed to by the building principal and her/his supervisor, final determination will be made by the Superintendent of Schools.

**ARTICLE XVI WORKING CONDITIONS (Continued)**

**Section E - STATEMENT PHONE AND OFFICE USE**

The District will provide, upon request by the administrator, a statement indicating the administrator's obligation to provide a phone and office space in his home and the extent thereof.

**Section F - SCOPE OF JOB**

The services of Bargaining Unit members are considered to be of a professional nature, and except in an emergency situation, Bargaining Unit members will not be required to function outside the normal scope of their jobs.

**Section G - ADDITIONAL HELP**

When a WAA member is out for a period of more than ten (10) consecutive work days, additional administrative help will be assigned to the building. This does not include vacation days for 52 week employees.

**Section H - PROFESSIONAL ORGANIZATION MEMBERSHIP**

Any Bargaining Unit member may apply for approval for Board-paid dues for becoming a member of a professional organization. All such approvals annually shall not exceed the sum of \$5,000.00 Professional organizations are those which provide for an exchange of knowledge, understanding, and practices which promote professional growth. Board approved dues for professional organizations shall exclude dues for MASSP, NASSP, MEMSPA, NAESP, WAA and similar organizations. Effective July 1, 1997 this section shall be deleted.

**Section I - STATE CERTIFICATION REQUIREMENTS**

The Board will reimburse Bargaining Unit members for successful completion of course work or in-service programs which are required by the State of Michigan for maintaining State-required certification.

**ARTICLE XVII VALIDITY OF AGREEMENT**

**Section A - MODIFICATION OF CONTRACT**

The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in an amendment hereto.

**ARTICLE XVII VALIDITY OF AGREEMENT (Continued)**

**Section B - INVALIDATION OF CONTRACT PORTIONS**

Should any Article, Section or clause of this Agreement be declared invalid by a court or competent jurisdiction, said Article, Section or clause as the case may be shall automatically be deleted from this Agreement but the remaining Articles, Sections and/or clauses shall remain in full force and effect for the duration of the Agreement.

**Section C - SUPERSEDING - RULES AND REGULATIONS**

This Agreement shall supersede any rules or regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary inconsistent terms contained in any individual Bargaining Unit member contracts heretofore in effect. All future individual Bargaining Unit member contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

**ARTICLE XVIII DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 1996 and shall remain in full force and effect until June 30, 1998.

At least sixty (60) days prior to the termination of this Agreement, either party may give the other party notice, by registered mail, of its desire to terminate, modify, or amend this Agreement. Upon receipt of this notice the parties will promptly make arrangements to commence negotiating a successor Agreement. In the event that neither party gives notice to the other of its intention to terminate, modify or amend this Agreement at least sixty (60) days prior to the expiration date, then the Agreement shall automatically be extended on the same terms for another year, and similarly from year to year thereafter with the same notification requirements.

**ARTICLE XIX INTERIM AMENDMENTS**

In the event both parties wish to amend this Agreement, such agreed upon amendment(s) shall be subject to ratification by the Board and the Association provided that both parties shall be empowered to effect temporary accommodations to resolve problems.

WARREN ADMINISTRATORS' CONTRACT

SCHEDULE A 3.1% INCREASE (EFFECTIVE JULY 1, 1996 THROUGH JUNE 30, 1997)

SALARY STEP	1	2	3	4	5	6	WEEKS
<b>ELEMENTARY</b>							
Elementary Principal	1473	1533	1604	1665	1761	1885	42
Elem. Asst. Principal	1373	1423	1483	1557	1635	1734	41
<b>CENTRAL OFFICE</b>							
Comm. Educ. Specialist	1373	1423	1483	1557	1635	1734	43
Dir. Athletic & PE	1403	1473	1533	1592	1665	1807	46
Asst. Dir. Sec. Educ..	1512	1578	1654	1726	1802	1936	45
Asst. Dir. C&C Educ.	1376	1426	1492	1560	1630	1749	46
Adm. of Support Serv.	1388	1441	1502	1573	1647	1764	46
Asst. Volun./Spec. Prog.	688	717	751	780	822	900	46
Adm. of Partnerships	688	717	751	780	822	900	46
Tech. Support Serv.	1388	1441	1502	1573	1647	1764	45
Supv., Trade & Ind. Ed.	1388	1441	1502	1573	1647	1764	45
Supv. Bus & Coop Educ.	1388	1441	1502	1573	1647	1764	45
Supv. Special Educ.	1388	1441	1502	1573	1647	1764	43
Coord. Comm. Ed.	1388	1441	1502	1573	1647	1764	43
Coord. Fine Arts	1388	1441	1502	1573	1647	1764	42
Coord. Language Arts	1388	1441	1502	1573	1647	1764	42
Coord. Math	1388	1441	1502	1573	1647	1764	42
<b>NON-INSTRUCTIONAL</b>							
Director Oper. & Maint.	1271	1330	1385	1457	1516	1640	52
Supv. Architect	1271	1330	1385	1457	1516	1640	52
Maintenance Supv.	918	965	1016	1068	1106	1208	52
Director Transportation	918	965	1016	1068	1106	1208	52
Dist. Attn. Officer	918	965	1016	1068	1106	1208	44
Food Serv. Supervisor	918	965	1016	1068	1106	1208	44
Acct. Supervisor	890	931	964	1000	1059	1154	52
Coord. Computer Serv.	918	965	1016	1068	1106	1208	52
Data Cntr/Network Supv.	918	965	1016	1068	1106	1208	52
Payroll Supervisor	780	805	837	872	913	1006	52
Operations Supv.	809	835	863	899	941	1035	52
Transportation Supv.	717	744	779	809	851	930	52
Energy Use Monitor	707	752	795	839	882	927	52
Asst. Supv. Food Serv.	688	717	751	780	822	900	44
<b>SECONDARY</b>							
High School Principal	1601	1673	1739	1809	1886	2028	45
CPC Principal	1530	1592	1665	1735	1811	1958	45
JH/MS Principal	1512	1578	1654	1726	1802	1936	44
HS Asst. Principal	1437	1502	1568	1632	1706	1852	43
CPC Asst. Principal	1406	1474	1535	1598	1669	1811	45
JH/MS Asst. Principal	1406	1474	1535	1598	1669	1811	43

SCHEDULE B

POSITION	PAY (PERCENTAGE OF HIGH SCHOOL PRINCIPAL-SCHEDULE A-STEP 6)
Building Manager	2.2%

WARREN ADMINISTRATORS' CONTRACT

SCHEDULE A 3% INCREASE (EFFECTIVE JULY 1, 1997 THROUGH JUNE 30, 1998)

(SCHEDULE A APPLICABLE TO BARGAINING UNIT MEMBERS EMPLOYED ON OR BEFORE JUNE 30, 1997.)

SALARY STEP	1	2	3	4	5	6	WEEKS
<b>ELEMENTARY</b>							
Elementary Principal	1517	1579	1652	1715	1814	1942	42
Elem. Asst. Principal	1414	1466	1527	1604	1684	1786	41
<b>CENTRAL OFFICE</b>							
Comm. Educ. Specialist	1414	1466	1527	1604	1684	1786	43
Dir. Athletic & PE	1445	1517	1579	1640	1715	1861	46
Asst. Dir. Sec. Educ..	1557	1625	1704	1778	1856	1994	45
Asst. Dir. C&C Educ.	1417	1469	1537	1607	1679	1801	46
Adm. of Support Serv.	1430	1484	1547	1620	1696	1817	46
Asst. Volun./Spec. Prog.	709	739	774	803	847	927	46
Adm. of Partnerships	709	739	774	803	847	927	46
Tech. Support Serv.	1430	1484	1547	1620	1696	1817	45
Supv., Trade & Ind. Ed.	1430	1484	1547	1620	1696	1817	45
Supv. Bus & Coop Educ.	1430	1484	1547	1620	1696	1817	45
Supv. Special Educ.	1430	1484	1547	1620	1696	1817	43
Coord. Comm. Ed.	1430	1484	1547	1620	1696	1817	43
Coord. Fine Arts	1430	1484	1547	1620	1696	1817	42
Coord. Language Arts	1430	1484	1547	1620	1696	1817	42
Coord. Math	1430	1484	1547	1620	1696	1817	42
<b>NON-INSTRUCTIONAL</b>							
Director Oper. & Maint.	1309	1370	1427	1501	1561	1689	52
Supv. Architect	1309	1370	1427	1501	1561	1689	52
Maintenance Supv.	946	994	1046	1100	1139	1244	52
Director Transportation	946	994	1046	1100	1139	1244	52
Dist. Attn. Officer	946	994	1046	1100	1139	1244	44
Food Serv. Supervisor	946	994	1046	1100	1139	1244	44
Acct. Supervisor	917	959	993	1030	1091	1189	52
Coord. Computer Serv.	946	994	1046	1100	1139	1244	52
Data Cntr/Network Supv.	946	994	1046	1100	1139	1244	52
Payroll Supervisor	803	829	862	898	940	1036	52
Operations Supv.	833	860	889	926	969	1066	52
Transportation Supv.	739	766	802	833	877	958	52
Energy Use Monitor	728	775	819	864	908	955	52
Asst. Supv. Food Serv.	709	739	774	803	847	927	44
<b>SECONDARY</b>							
High School Principal	1649	1723	1791	1863	1943	2089	45
CPC Principal	1576	1640	1715	1787	1865	2017	45
JH/MS Principal	1557	1625	1704	1778	1856	1994	44
HS Asst. Principal	1480	1547	1615	1681	1757	1908	43
CPC Asst. Principal	1448	1518	1581	1646	1719	1865	45
JH/MS Asst. Principal	1448	1518	1581	1646	1719	1865	43

SCHEDULE B

POSITION	PAY (PERCENTAGE OF HIGH SCHOOL PRINCIPAL-SCHEDULE A-STEP 6)
Building Manager	2.2%

WARREN ADMINISTRATORS' CONTRACT

SCHEDULE A-1 (EFFECTIVE JULY 1, 1997 THROUGH JUNE 30, 1998 STEPS 1 THROUGH 7

(SCHEDULE A-1 APPLICABLE TO NEW BARGAINING UNIT MEMBERS EMPLOYED ON JULY 1, 1997 OR LATER.)

SALARY STEP	1	2	3	4	5	6	7	WEEKS
<b>ELEMENTARY</b>								
Elementary Principal	1473	1533	1604	1665	1761	1885	1942	42
Elem. Asst. Principal	1373	1423	1483	1557	1635	1734	1786	41
<b>CENTRAL OFFICE</b>								
Comm. Educ. Specialist	1373	1423	1483	1557	1635	1734	1786	43
Dir. Athletic & PE	1403	1473	1533	1592	1665	1807	1861	46
Asst. Dir. Sec. Educ..	1512	1578	1654	1726	1802	1936	1994	45
Asst. Dir. C&C Educ.	1376	1426	1492	1560	1630	1749	1801	46
Adm. of Support Serv.	1388	1441	1502	1573	1647	1764	1817	46
Asst. Volun./Spec. Prog.	688	717	751	780	822	900	927	46
Adm. of Partnerships	688	717	751	780	822	900	927	46
Tech. Support Serv.	1388	1441	1502	1573	1647	1764	1817	45
Supv. Trade & Ind. Ed.	1388	1441	1502	1573	1647	1764	1817	45
Supv. Bus & Coop Educ.	1388	1441	1502	1573	1647	1764	1817	45
Supv. Special Educ.	1388	1441	1502	1573	1647	1764	1817	43
Coord. Comm. Ed.	1388	1441	1502	1573	1647	1764	1817	43
coord. Fine Arts	1388	1441	1502	1573	1647	1764	1817	42
Coord. Language Arts	1388	1441	1502	1573	1647	1764	1817	42
Coord. Math	1388	1441	1502	1573	1647	1764	1817	42
<b>NON-INSTRUCTIONAL</b>								
Director Oper. & Maint.	1271	1330	1385	1457	1516	1640	1689	52
Supv. Architect	1271	1330	1385	1457	1516	1640	1689	52
Maintenance Supv.	918	965	1016	1068	1106	1208	1244	52
Director Transportation	918	965	1016	1068	1106	1208	1244	52
Dist. Attn. Officer	918	965	1016	1068	1106	1208	1244	44
Food Serv. Supervisor	918	965	1016	1068	1106	1208	1244	44
Acct. Supervisor	890	931	964	1000	1059	1154	1189	52
Coord. Computer Serv.	918	965	1016	1068	1106	1208	1244	52
Data Cntr/Network Supv.	918	965	1016	1068	1106	1208	1244	52
Payroll Supervisor	780	805	837	872	913	1006	1036	52
Operations Supv.	809	835	863	899	941	1035	1066	52
Transportation Supv.	717	744	779	809	851	930	958	52
Energy Use Monitor	707	752	795	839	882	927	955	52
Asst. Supv. Food Serv.	688	717	751	780	822	900	927	44
<b>SECONDARY</b>								
High School Principal	1601	1673	1739	1809	1886	2028	2089	45
CPC Principal	1530	1592	1665	1735	1811	1958	2017	45
JH/MS Principal	1512	1578	1654	1726	1802	1936	1994	44
HS Asst. Principal	1437	1502	1568	1632	1706	1852	1908	43
CPC Asst. Principal	1406	1474	1535	1598	1669	1811	1865	45
JH/MS Asst. Principal	1406	1474	1535	1598	1669	1811	1865	43

**SCHEDULE B**

POSITION	PAY (PERCENTAGE OF HIGH SCHOOL PRINCIPAL-SCHEDULE A-STEP 6)
Building Manager	2.2%

LETTER OF UNDERSTANDING

Between

Warren Consolidated Schools Board of Education  
and  
Warren Administrators' Association

In accord with recent discussions between representatives of the Warren Consolidated Schools Board of Education (hereinafter referred to as the Board) and the Warren Administrators' Association (hereinafter referred to as WAA) the Board and WAA agree to the following:

Effective upon the ratification of the 1996-1998 Warren Administrators' Association Master Agreement substitutes will be provided only for administrative absences exceeding three (3) consecutive days.

It is understood that this Letter of Understanding constitutes the entire understanding of the Board and WAA with respect to the matters contained herein and shall not be deemed precedent setting with respect to the Master Agreement and/or procedures and policies of the Board.

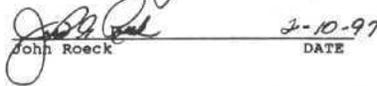
WCS BOARD OF EDUCATION

WARREN ADMINISTRATORS' ASSOCIATION

  
Dr. Paul Stamatakis      DATE

  
Thomas Jeszke      DATE

  
Dr. Marsha Pando      DATE

  
John Roeck      DATE

LETTER OF UNDERSTANDING

Between

Warren Consolidated Schools Board of Education  
and  
Warren Administrators' Association

In accord with recent discussions between representatives of the Warren Consolidated Schools Board of Education (hereinafter referred to as the Board) and the Warren Administrators' Association (hereinafter referred to as WAA) the Board and WAA agree to the following:

Effective upon the ratification of the 1996-1998 Warren Administrators' Association Master Agreement the position of District Attendance Officer shall be eliminated. The individual occupying the eliminated position will be placed in the existing administrative vacancy (Assistant Principal, Fuhrmann Middle School) for which she is qualified and certified.

It is understood that this Letter of Understanding constitutes the entire understanding of the Board and WAA with respect to the matters contained herein and shall not be deemed precedent setting with respect to the Master Agreement and/or procedures and policies of the Board.

WCS BOARD OF EDUCATION

WARREN ADMINISTRATORS' ASSOCIATION

Paul Stamatakis 2-11-97  
Dr. Paul Stamatakis DATE

Thomas Jeszke 2-10-97  
Thomas Jeszke DATE

Marsha Pando 2/11/97  
Dr. Marsha Pando DATE

John Roeck 2-10-97  
John Roeck DATE

LETTER OF UNDERSTANDING

Between

Warren Consolidated Schools Board of Education  
and  
Warren Administrators' Association

In accord with recent discussions between representatives of the Warren Consolidated Schools Board of Education (hereinafter referred to as the Board) and the Warren Administrators' Association (hereinafter referred to as WAA) the Board and WAA agree to the following:

Commencing with the 1998 Summer School session, the Creative and Talented Summer School and High School Summer School positions shall be posted every two (2) years with no resignation required from the current administrator holding the applicable position.

It is understood that this Letter of Understanding constitutes the entire understanding of the Board and WAA with respect to the matters contained herein and shall not be deemed precedent setting with respect to the Master Agreement and/or procedures and policies of the Board.

WCS BOARD OF EDUCATION

WARREN ADMINISTRATORS' ASSOCIATION

  
Dr. Paul Stamatakis      2-11-97  
DATE

  
Thomas Jeszke      2-10-97  
DATE

  
Dr. Marsha Pando      2/11/97  
DATE

  
John Roeck      2-10-97  
DATE

LETTER OF UNDERSTANDING  
Between

Warren Consolidated Schools Board of Education  
and  
Warren Administrators' Association

In accord with recent discussions between representatives of the Warren Consolidated Schools Board of Education (hereinafter referred to as the Board) and the Warren Administrators' Association (hereinafter referred to as WAA); and because the Board and WAA are mutually committed to resolving long standing issues in the ongoing bargaining of a successor agreement the Board and WAA agree as follows:

1. The position of Director of Community Services/Special Programs shall be an exempt position and shall not be included in the bargaining unit as fully described in ARTICLE I, Section A of the existing Master Agreement.

The nature and scope of the duties attached to this position shall be as set forth in Appendix A of this Letter of Understanding.

The current Unit Clarification Petition presently pending before the Michigan Employment Relations Commission, case no. UC 92 H34, shall be withdrawn and considered settled on the basis of this Letter of Understanding.

All WAA claims regarding the position of Director of Community Services/Special Programs including grievance no. 91-1 shall be considered withdrawn with prejudice.

All claims regarding grievance no. 92-3 shall be deemed withdrawn, except to the extent such grievance applies to Mr. Dennis Torp and bargaining unit positions which were or should have been available to him in the 1992-93 school year.

Both parties reserve their respective rights regarding the jurisdictional and procedural aspects of grievance no. 92-3.

2. The Board agrees that an administrator will be assigned to the Math/Science Center when the student enrollment reaches 250 students, but under no circumstance earlier than the Fall of 1995.

The administrative position, if required pursuant to paragraph one of this provision, shall be considered to be in the WAA bargaining unit and shall be compensated at the rate of a high school assistant principal plus \$2 per week, with a forty-three (43) week work year. This position shall be filled pursuant to the procedures of ARTICLE VIII of the Master Agreement.

3. The Board agrees to study the feasibility of establishing a bargaining unit position in the area of vocational education, or a similar curricular area, a specific job description to be formulated. While the Board agrees to study in good faith the feasibility of establishing such a position, it is not required to establish such a position under the terms of this Letter of Understanding.

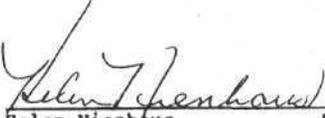
The Board shall pursuant to the terms of this Agreement move certain vocational education duties and responsibilities to the administrative positions at the Career Prep Center. The nature and scope of these duties will be determined by the Assistant Superintendent of Secondary and Vocational Education, after consultation with the administrative staff at the Career Prep Center.

The principal and assistant principals at the Career Prep Center for the term of the assignment of such vocational education duties and responsibilities shall be compensated at the rate of a high school principal and high school assistant principal respectively.

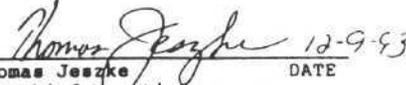
This provision shall not be interpreted to prevent the Assistant Superintendent of Secondary and Vocational Education from discharging vocational education duties and responsibilities of a type, nature and scope as undertaken in the 1992-93 school year.

It is understood this Letter of Understanding constitutes the entire understanding of the Board and WAA with respect to the matters contained herein and shall not be deemed precedent setting with respect to the Master Agreement and/or procedures and policies of the Board, except to the extent permitted by the express provisions of this Letter of Understanding.

  
Dr. Paul Stamatakis      DATE  
Superintendent

  
Helen Nienhaus      DATE  
WAA President

  
Roger K. Allen      DATE  
Associate Superintendent

  
Thomas Jeszke      DATE  
WAA Chief Negotiator

\\DIR\_C\_ED.LU2

Job Description

TITLE: DIRECTOR OF COMMUNITY SERVICES/SPECIAL PROGRAMS

REPORTS TO: Superintendent of Schools

SUPERVISES: Administrator of Partnerships  
Coordinator of Community Education  
Community Education Specialists  
Special Program Personnel

SUMMARY:

Under the direction of the Superintendent of Schools directs community education and district-wide special programs ensuring support services to the community and K-12 education. Develops and manages programs, hires and manages staff, ensures a balanced budget and assesses community needs.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Manages, supervises and evaluates personnel in order to instruct, manage and lead community education and special programs. Includes a large full and part-time staff including Administrator for Partnerships, Coordinators, Specialists and Instructors.
2. Prepares and administers the continuing education budget for all programs. Prepares and maintains budget for special programs such as the Math/Science Technology Center. Ensures that programs maintain financial viability.
3. Oversees the administrative support functions related to community education such as accounting/bookkeeping, personnel/payroll recordkeeping, student records, pupil accounting/attendance, insurance coverage and publicity for programs. Works cooperatively with district personnel office to ensure administrative support functions of special programs.
4. Directs the development and preparation of curriculum guides, course syllabus, texts and instructional materials and technology. Ensures compliance with State and district quality standards.

Revised: Pers. 4/93

**TITLE: DIRECTOR OF COMMUNITY SERVICES/SPECIAL PROGRAMS**  
(Continued)

5. Acts as district liaison in matters dealing with community educational needs. Promotes the utilization of community education resources and offerings working closely with administrators and community groups.
6. Conducts community needs analysis to determine appropriate programs to offer. Directs research and development in all areas of community education and related special programming which supports the K-12 education.
7. Participates with other district administrators to ensure quality instructional programs. Meets with representatives from other districts regarding advancement of community and specialized educational programs.
8. Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. A minimum of six years of progressively more responsible work experience in instruction, community education and/or educational administration.
2. Possess a Master's Degree in Education, Educational Administration or related field.
3. Possess a valid Michigan Teacher Certificate and Michigan Administrator Certificate with a Central Office Administrator endorsement.

The description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

IN WITNESS WHEREOF, the parties hereto have caused duplicate copies of this agreement to be executed and have set thereto their signatures.

WARREN CONSOLIDATED SCHOOLS  
BOARD OF EDUCATION:

  
Theresa Moncrieff, President

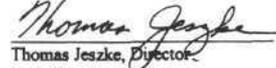
  
Sylvia Powell, Secretary

  
Dr. Paul S. Stamatakis  
Superintendent of Schools

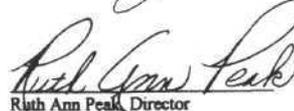
  
Dr. Marsha Pando  
Associate Superintendent of  
Human Resources

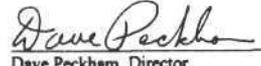
WARREN ADMINISTRATORS'  
ASSOCIATION:

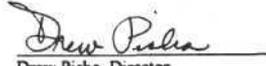
  
John Roock, President

  
Thomas Jeszke, Director  
and Chief Negotiator

  
Gail Finger, Director

  
Ruth Ann Peak, Director

  
Dave Peckham, Director

  
Drew Pisha, Director

  
Michael Michalowski, Director

4/14/97

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