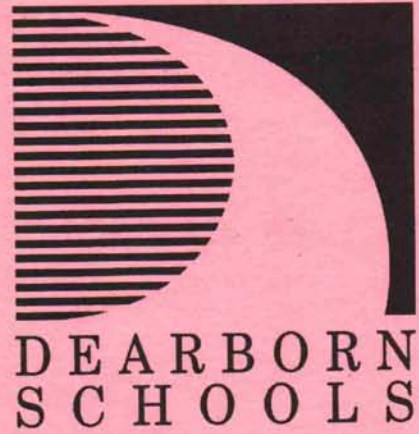


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6/30/2000

**AGREEMENT BETWEEN
THE DEARBORN BOARD
OF EDUCATION**



**AND THE
DEARBORN SCHOOLS
ADMINISTRATORS' ASSOCIATION**

Dearborn Public Schools

1997-2000

**DEARBORN PUBLIC SCHOOLS
18700 AUDETTE
DEARBORN, MICHIGAN 48124**

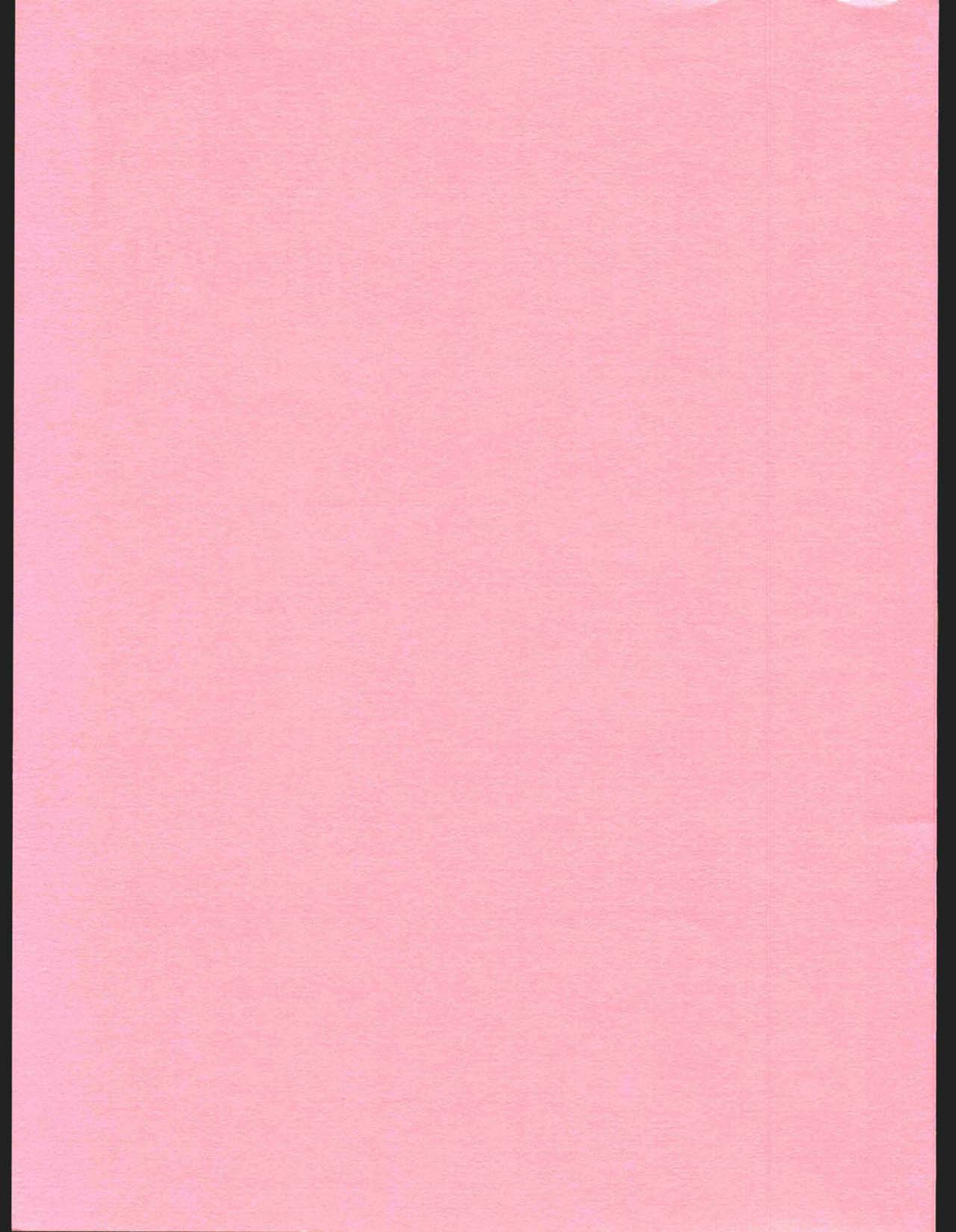


TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
I. RECOGNITION	1
II. ADMINISTRATORS' RIGHTS AND RESPONSIBILITIES	3
A. Administration of Collective Bargaining Contracts	3
B. Pupil Assignments	3
C. Complaints	3
D. Handling of Complaints	3
E. Staff Selection and Assignments	4
F. Budget Allocations	4
G. Appointment to Administrative Positions	4
H. Administrator's Personnel File	6
I. Evaluation	6
J. Due Process in Disciplinary Demotions	6
K. Reduction and Recall of Staff	7
L. Administrative Reorganization, Reclassification or Reassignment	8
M. Continuity of Service	8
N. Curriculum	9
O. Procuring Substitutes	9
P. Input Relative to Negotiations	9
Q. Administrative Certification	9
R. New Responsibilities	9
S. Professional Improvement Fund	10
III. BOARD OF EDUCATION RIGHTS	10
IV. LEAVES	10
A. Definition	10
B. Requests	10
C. Expiration	10
D. Payments	10
E. Return	10
F. Classification	10
G. Professional Leaves	
1. General Provisions	11
2. Advanced Study Leave	12
3. Sabbatical Leave	12
4. Other Professional Leaves	13
H. Personal Leaves	
1. General Provisions	13
2. Extended Health Leave	14
3. Care of Family Leave	14
4. Child Care Leave	14
5. Other Personal Leaves	15
I. Civic Leaves	
1. Military and Peace Corps Leaves	15
2. Governmental Service or Educational Organization Leave	16

	3. Temporary Military Leave	16
V.	ABSENCES OTHER THAN LEAVES	16
	A. Personal Illness	16
	B. Personal Business	17
	C. Emergencies	18
	D. Religious Observance	18
	E. Holidays	18
	F. Jury Duty	18
	G. Catastrophes	19
	H. Other Absences	19
VI.	DETERMINATION OF INCAPACITY	19
VII.	GRIEVANCE PROCEDURE	20
	A. Definition of Grievance	20
	B. Statement of Basic Principles	20
VIII.	CONFERENCES, WORKSHOPS, CONVENTIONS, VISITATION DAYS	21
	A. Educational and Professional Meetings	21
	B. Conferences Related to Civic Participation	21
	C. Professional Organizations Meetings	22
	D. Visitation Days	22
IX.	INSERVICE COURSES AND/OR WORKSHOPS	22
X.	CLASSIFICATION OF ELEMENTARY SCHOOL PRINCIPAL ASSIGNMENTS	23
XI.	ADMINISTRATIVE FULFILLMENT OF PROFESSIONAL DUTIES	24
XII.	ADMINISTRATIVE WORK YEAR	24
XIII.	EXTENSION OF THE WORK YEAR	26
XIV.	SUMMER SCHOOL PRINCIPAL PAY	26
XV.	IMPLEMENTATION MEETINGS	26
XVI.	SCHOOL MAIL SERVICE AND FACILITIES	27
XVII.	PAYROLL DEDUCTION PRIVILEGE	27
XVIII.	HOSPITAL-SURGICAL-MEDICAL BENEFITS	29
XIX.	GROUP TERM LIFE INSURANCE	31
XX.	LIABILITY PROTECTION	32
XXI.	WORKERS' COMPENSATION	32
XXII.	SEVERANCE PAY	32
XXIII.	MILEAGE PROVISION	33
XXIV.	LONGEVITY	34
XXV.	ADVANCED DEGREES	34
XXVI.	SALARY PLACEMENTS	35
XXVII.	SALARY SCHEDULES	
	A. 1997-98 Salary Schedule	36
	B. 1998-99 Salary Schedule	37
	C. 1999-2000 Salary Schedule	38
XXVIII.	MEDICAL COVERAGE WAIVER	39
XXIX.	MATTERS CONTRARY TO AGREEMENT	39
XXX.	WAIVER CLAUSE	39
XXXI.	CONFORMITY TO LAW CLAUSE	40
XXXII.	DURATION OF CONTRACT	40

LETTER OF UNDERSTANDING #1, Travel, Conference/Convention Funds	42
LETTER OF UNDERSTANDING #2, Teacher Evaluation	43
LETTER OF UNDERSTANDING #3, Theme Schools and Year-Round Schools	44
LETTER OF UNDERSTANDING #4, Administrative Certification	45

1 AGREEMENT BETWEEN THE DEARBORN BOARD OF EDUCATION
2 AND THE DEARBORN SCHOOL ADMINISTRATORS' ASSOCIATION
3
4

5 This agreement is made by and between the Board of Education of the School District of the City of
6 Dearborn (hereinafter called the "Board"), and the Dearborn Schools Administrators' Association
7 (hereinafter referred to as the "DSAA").
8
9

10 **ARTICLE I - RECOGNITION**
11

- 12 A. The Board recognizes the DSAA as the exclusive bargaining representative for all personnel in
13 the bargaining unit described as follows:
14
- 15 1. All P-12 Principals, Coordinators, Assistant Principals, but excluding the following: the
16 Superintendent; all Directors; Assistant Director-Human Resources; all Managers and
17 Supervisors.
18
 - 19 2. Any teacher who is appointed by the Superintendent to a temporary administrative
20 position (including administrative internships) will also be excluded during the time such
21 temporary appointment is in effect. The DSAA will be notified promptly of any such
22 temporary administrative appointment.
23
 - 24 3. Any other administrator in a full-time administrative position and on a salary schedule
25 other than that for teachers and nurses is also excluded from the bargaining unit.
26
 - 27 4. This agreement applies only to administrators in the bargaining unit.
28
- 29 B. 1. Fair Practices - The DSAA agrees to maintain its eligibility to represent all members of
30 its bargaining unit by continuing to admit persons to membership in the DSAA without
31 discrimination on the basis of race, creed, color, national origin, sex, handicap, or marital
32 status, and to represent equally all members of the unit without regard to membership in,
33 or association with, the activities of any professional organization.
34
- 35 2. Fair Practices - The Board agrees to continue its policy of not discriminating against any
36 administrator on the basis of race, creed, color, national origin, marital status, sex, or
37 organization affiliation.
38
- 39 C. The DSAA and the Board recognize and respect the existence of the principles of Affirmative
40 Action; however, the DSAA and/or the Board reserve the right to challenge any proposed state
41 or federal Affirmative Action program which in their opinion violates the applicable
42 legislation, the collective bargaining agreement and/or valid practices and policies of the
43 DSAA or the Board.
44
45

1
2 D. The Board shall make available to the DSAA upon request such statistics and financial
3 information, related to the Dearborn Schools and in the possession of the Board, but not
4 readily available to the DSAA from other sources, as are necessary for negotiation of
5 collective bargaining agreements. It is understood that this shall not be construed to require
6 the Board to compile information and statistics not already available, but the DSAA shall have
7 the right to examine such records and files as may be necessary to provide the necessary
8 information. However, whenever examination of records and files is required to compile
9 information and statistics as requested by the DSAA, such examination shall be accomplished
10 by a work force consisting of an equal number of Board and DSAA representatives. Such
11 examination shall be accomplished at a reasonable time upon reasonable notice.
12

13 E. Agency Shop Provision
14

- 15 1. Any administrator who has been appointed to a position covered by this master
16 agreement, must sign and deliver to the Board an assignment authorizing deduction of
17 membership dues in the DSAA. Such authorization shall continue in effect from year to
18 year for the duration of this Agreement unless revoked in writing between July 1 and
19 June 30 of any school year.
20
- 21 2. Any administrator, as recognized in the master agreement, who is not a member of the
22 DSAA in good standing or who does not make application for membership within thirty
23 (30) days from the date of appointment to his/her administrative duties, shall, as a
24 condition of employment, pay a representation fee to the DSAA provided, however, that
25 the administrator may authorize payroll deduction for such fee. In the event that an
26 administrator shall not pay such fee directly to the DSAA by the fifteenth of each month
27 or authorize payment through payroll deductions, the Board shall immediately notify the
28 administrator of termination as an administrator, effective at the end of the present
29 contract year. The parties expressly recognize that the failure of any administrator who is
30 covered under this master agreement to comply with the provisions of this Article is just
31 and reasonable cause for discharge from employment.
32
- 33 3. The Board shall make available an authorization form which shall indicate the amounts to
34 be deducted and the manner in which they will be deducted.
35

36 The procedure in all cases of discharge for violation of this Article shall be as follows:
37

- 38 a. The DSAA shall notify the administrator of noncompliance by certified mail,
39 return receipt requested. Said notice shall detail the noncompliance and shall
40 provide ten (10) working days for compliance, and shall further advise the recipient
41 that a request for discharge will be filed with the Board in the event compliance is
42 not effected. A copy shall be sent to the Superintendent.
43
44
45

- 1 b. If the administrator fails to comply, the DSAA will file charges in writing with the
2 Board and shall request termination of the administrator's employment. A copy of
3 the notice of non-compliance and proof of service shall be attached to said charges.
4
- 5 c. The Board, only upon receipt of said charges and request for termination, shall
6 conduct a hearing on said charges. In the event of compliance at any time prior to
7 discharge, charges shall be withdrawn. The DSAA in the processing of charges
8 agrees not to discriminate between various persons who may have refused to tender
9 the representation fee.

10
11
12 **ARTICLE II - ADMINISTRATORS' RIGHTS AND RESPONSIBILITIES**

- 13
- 14 A. Administration of Collective Bargaining Contracts: It shall be the responsibility of each
15 administrator to administer equitably and properly the provisions of all collective bargaining
16 contracts entered into by the Board of Education.
17
- 18 B. Pupil Assignments: Each building principal shall have the responsibility to make a
19 determination regarding each pupil's assignment within his or her building. Determination
20 shall be made in conformance with Board of Education policies and administration rules and
21 regulations.
22
- 23 C. Complaints: In order to encourage the harmonious and expeditious resolution of complaints at
24 the building level, it is agreed that no decision shall be made before the administrator is
25 notified of the complaint and is given the opportunity to clarify the circumstances leading to
26 the complaint.
27
- 28 D. Handling of Complaints: Parties to this agreement concur that complaints shall be dealt with
29 in the following manner:
30
- 31 1. When the Superintendent, or the Superintendent's designee, receives a complaint from
32 any individual against any administrator, the matter will be referred directly to the
33 administrator, and the Superintendent, or the Superintendent's designee, will also alert all
34 other elements of administration who may be involved.
35
- 36 2. If the administrator is unable to resolve the complaint, the matter should be referred, in
37 writing, to the Superintendent, or the Superintendent's designee, providing information
38 concerning the complaint and the administrator's position in the matter. Successful
39 resolution of the matter shall also be reported in writing to the Superintendent, or the
40 Superintendent's designee.
41
- 42 3. The Superintendent of Schools shall make the decision regarding any further action that
43 should be taken in regard to the matter.
44
45

1 E. Staff Selection and Assignment

2
3 The Board and school administration agree that all positions shall be staffed by the most
4 competent and qualified persons that can be procured for them.

- 5
6 1. Each building principal or any other appropriate administrator shall be informed
7 concerning all personnel being considered for assignment or reassignment to his/her
8 building or department.
9
10 2. Each building principal or any other appropriate administrator shall be given the
11 opportunity to make recommendations concerning such assignments.
12
13 3. It shall be considered sufficient opportunity if prior notice is sent to the building principal
14 or other appropriate administrator's office or, during the summer, to his/her summer
15 address informing him/her as to when the person's assignment may be discussed.
16
17 4. Each building principal shall have the right to determine within the constraints of
18 contracts, board policies, and the guidelines of the Superintendent, each staff member's
19 assignment within his/her building. In respect to departmental teachers, guidelines
20 established by the Division of Instructional Services will be observed.
21

22 F. Budget Allocations

- 23
24 1. Establishing program priorities within each school or department, as related to budget
25 allocations and varying educational needs of pupils and staff, shall be developed in
26 cooperation with the appropriate Director and within available financial resources.
27
28 2. Once budget allocations are established and approved by the appropriate Director, the
29 administrator shall be responsible for exercising budgetary controls with regard to these
30 budget allocations within his/her building or department. The decisions exercised by the
31 administrator concerning budget allocations will be consistent with Board policy and
32 administrative procedures.
33

34 G. Appointment to Administrative Positions

35
36 The Board and school administration agree that it is the responsibility of the Superintendent of
37 Schools to recruit and recommend for employment the best qualified candidates with
38 appropriate administrative certification available for administrative positions.
39

40 It is understood that the Superintendent's recommendation(s) would benefit from prior
41 consultation with the DSAA regarding any prospective assignments within the scope of the
42 DSAA unit.
43
44
45

1 1. Each spring, not later than May 1, the Superintendent, through a written communication,
2 will solicit any indication of preference for reassignment that current administrators may
3 care to submit for the year ahead. Such preference for reassignment may express interest
4 in lateral movement, promotion or demotion. It may indicate a general or particular
5 interest. It may reflect a desire for a change of location, a change of work for either
6 personal or professional reasons, or a career aspiration pattern.
7

8 It is understood that any administrator by his/her initiative may indicate, in writing, such
9 a preference for a reassignment at any time.
10

11 2. When a vacancy occurs, the Superintendent may, using the above as part of his/her
12 consideration, exercise the following options regarding the filling of the vacancy:
13 Voluntary transfers in grade---Voluntary demotions---Promotions. It is understood that
14 even if a vacancy is not existent, the Superintendent may initiate involuntary transfers for
15 the good of the district.
16

17 3. Should the Superintendent prefer, he/she may initiate, through the Human Resources
18 Department, a notice of vacancy to be publicized in the school district by posting such
19 notice in each school unit of the district and the various central administrative offices, and
20 in such other manner as the Superintendent deems desirable. Such notices as are sent to a
21 building or department shall include sufficient copies to allow for distribution to each
22 DSAA member in the building/department.
23

24 4. Any DSAA bargaining unit member may apply in writing and be considered for
25 vacancies for which he/she is qualified and certified. A minimum of five school (work)
26 days shall be allowed for applications to be received from any applicant. During the
27 summer months when school is not in session, notice of the vacancy will be mailed by the
28 Human Resources Department to each administrator who is not on duty. The mailing
29 address will be that which is provided by the employee for the summer months. A notice
30 of vacancy will be mailed to the office of the President of the Dearborn Schools
31 Administrators' Association or to the address provided by the President.
32

33 5. A Screening Committee will review all such applications and make recommendations to
34 the Superintendent regarding appointment.
35

36 6. Temporary appointments may be made by the Superintendent on an emergency or interim
37 basis. The temporary appointee shall be considered for continuing appointment only in
38 the same manner and on the same basis as other applicants for continuing appointment.
39 A position may not be filled on a temporary basis beyond the end of the contract ending
40 date of the position unless consultation with the DSAA has taken place. The President
41 shall be informed prior to the announcement of any temporary assignments.
42
43
44
45

1 H. Administrator's Personnel File
2

- 3 1. It shall be the right of any administrator to examine his/her official personnel file upon
4 request. The administrator shall receive a copy of any material that is placed in his/her
5 personnel file and shall be given the opportunity to react in writing as an attachment to
6 the material.
7
- 8 2. It is understood that records such as credentials from universities, pre-employment
9 recommendations and evaluations, recommendations and evaluations related to
10 applications for positions other than his/her current assignment, and items of officially
11 recognized confidentiality are not subject to examination and may be removed by the
12 Director of Human Resources.
13

14 I. Evaluation
15

- 16 1. It is understood that each administrator will be evaluated on a regular basis. Processes for
17 revision of evaluation instruments or procedures will include opportunity for input from a
18 wide range of administrative perspectives and experiences.
19
- 20 2. All administrators new to the bargaining unit who are appointed effective July 1, 1997
21 and thereafter, shall be placed on probation for a period of two calendar years. During
22 the probationary time period, the probationary administrator shall be evaluated by his/her
23 immediate supervisor. A written recommendation shall be sent to the appropriate
24 Director of Elementary or Secondary Education and the Superintendent following all
25 probationary evaluations. Failure to successfully complete the probationary period shall
26 not be considered as falling within the province of the grievance procedure.
27

28 J. Due Process in Disciplinary Demotions
29

- 30 1. Definition: A disciplinary demotion is a movement from a position in one pay grade to a
31 position in a lower pay grade (within or outside of the bargaining unit) based on some
32 deficiency in the administrative performance or capability.
33
- 34 2. Whenever possible, problems should be resolved through informal discussion with the
35 administrator involved.
36
- 37 3. If a problem persists, the administrator will be given written notice by his/ her immediate
38 supervisor of the inadequacies in question, together with recommendations for
39 improvement.
40
- 41 4. If the inadequacies are not corrected within a reasonable time (normally sixty calendar
42 days, but this period may be shorter or longer dependent on the circumstances) the
43 administrator's immediate supervisor or the Superintendent will present a written
44 recommendation for demotion to the Board specifying the reasons and will provide a
45 copy to the administrator involved and to the DSAA.

- 1 5. The administrator will be given a hearing with the Board before the Board takes action on
2 the recommendation for demotion. However, the administrator may, in writing, waive
3 his/her right to a hearing.
4

5 The decision of the Board will be final and not subject to the grievance procedure.
6

- 7 6. Should the 90-day notice date for non-renewal of administrative contract provided for in
8 Public Act 247 occur while the above procedure is in process, the Board may give such
9 notice on non-renewal but the effect of such notice will be dependent on the final
10 outcome of this procedure.
11

12 K. Reduction and Recall of Staff
13

- 14 1. If in the Superintendent's opinion, it is ever necessary to reduce the administrative staff
15 within a particular classification, the best qualified people in the particular classification
16 shall be retained. Classification in respect to the provisions of this section of the contract
17 shall consist of the following: Elementary building administration; Middle School
18 building administration; Senior High building administration; and Central Office
19 administration.
20

- 21 2. The Superintendent will select for retention within a given classification those
22 administrators with the greatest district-wide administrative experience, unless in his/her
23 deliberative judgment, other considerations supersede. Such other considerations may
24 include, but are not limited to: the quality of the administrative service experience; the
25 length and quality of administrative service in the grade/classification/position;
26 possession of valid certification or appropriate training; the requirements of the
27 position(s) to be filled; evidence of professional growth.
28

29 If the retention of those with the greatest administrative service can be advanced, and the
30 educational needs of the district can best be served, the considerations of the
31 Superintendent shall not exclude movement between classifications.
32

- 33 3. Should it become necessary to reduce the number of administrators employed by the
34 Board, the Superintendent of Schools will first inform the DSAA of the reasons for and
35 the effect of such reductions.
36
37 4. Administrators who are on Board approved leaves of absence at the time staff reductions
38 are to be determined will be considered on the same basis as administrators currently on
39 duty.
40
41 5. If the administrator(s) to be retained are of less administrative service than those to be
42 released, the Superintendent will, on request, explain confidentially and privately to the
43 DSAA and administrator(s) to be released the reason(s) for his/her decision.
44
45

- 1 6. The matter of the reduction and recall of staff shall be subject to the grievance procedure
2 only in respect to observance of process.
3
- 4 7. Any administrator relieved of his/her duties because of reduction of staff, shall be offered
5 the next administrative opening for which he/she is certified and qualified. It is
6 understood that in the event a position is abolished, the Superintendent shall offer the
7 administrator the next vacant administrative position for which he/she is certified and
8 qualified. The Superintendent is obligated to offer only one administrative opening to an
9 administrator who is on laid off status. A laid off administrator's refusal to accept the
10 first vacant administrative position offered, relieves the Superintendent of the obligation
11 of offering that administrator additional administrative positions.
12

13 L. Administrative Reorganization, Reclassification or Reassignment
14

- 15 1. The Superintendent will consult with the DSAA no later than three working days prior to
16 reorganization, reclassification, or reassignment of the administrative staff or the creation
17 of new positions unless, in his/her judgment, an emergency situation requires immediate
18 action, of a temporary nature, in which case he/she will discuss this situation with the
19 DSAA as soon as his/her schedule will allow.
20
- 21 2. It is understood that such consultation is for the purpose of providing the Superintendent
22 with insight regarding the decisions he or she must make that might not otherwise be
23 readily available.
24
- 25 3. Persons excluded from the unit in Section I.A.1. shall be able to enter or re-enter the unit
26 in the event of an administrative reorganization or demotion upon consultation with the
27 DSAA.
28
- 29 4. In the event of the extended absence of an administrator (20 or more workdays) the
30 Superintendent, after consulting with the DSAA, will appoint a qualified replacement to
31 assume the responsibilities of the absent administrator. When an administrator is
32 appointed to assume the responsibilities of an absent administrator, the appointed
33 administrator shall be compensated by being placed at his/her current step of the salary
34 schedule, and at the salary grade of the absent administrator, or by remaining on step and
35 grade, whichever will provide the higher compensation.
36

37 M. Continuity of Service
38

39 The Superintendent shall be responsible for the assurance on continuity of service in the event
40 of the extended absence of an administrator. The Superintendent or a designee shall, in
41 consultation with the DSAA, appoint within 10 working days an appropriate administrator to
42 assume the responsibilities of the position. Ten working days shall be defined as within 10
43 working days of the first day of absence or within 10 working days of awareness of the
44 absence, whichever is later.
45

1 N. Curriculum

2
3 Responsibility for leadership in curriculum development and implementation shall rest with
4 the appropriate district and/or building administrator who serves as an extension of the
5 Division of Educational Services. It is understood that the continued involvement of teachers
6 in the development, implementation and revision of curriculum is essential.
7

8 O. Procuring Substitutes

9
10 Building administrators will bear the responsibility to request instructional and non-
11 instructional substitutes in a manner prescribed by Board policies and/or administrative
12 regulations.
13

14 P. Input Relative to Negotiations

15
16 The Board will continue to provide administrators with the opportunity to offer input relative
17 to negotiations prior to the inception of negotiations.
18

19 Q. Administrative Certification

20
21 Members of the DSAA who are required by the district to be administratively certified will
22 comply with State of Michigan Administrative Certification requirements. The district will
23 continue, during the term of this agreement, the practice of reimbursing administrators for one
24 certification at each renewal period. By January 15th each year, the Human Resources
25 Department will notify, in writing, all administrators who have expiration dates of June 30th
26 on their administrative certificates for that year. An administrator who does not maintain the
27 appropriate certification shall be terminated from his/her administrative position. Such
28 termination shall not be subject to the grievance procedure in Article VII.
29

30 It is understood by the parties that the language above shall be in effect if the State of
31 Michigan reinstates an administrative certification requirement for school administrators.
32

33 R. New Responsibilities

34
35 Should the Superintendent need to include significant new responsibilities to the job
36 description of a current administrator, he/she will confer with the association president first.
37 As a result of this discussion, the additional responsibilities will be put in writing and added to
38 the appropriate job description.
39
40
41
42
43
44
45

1 S. Professional Improvement Fund
2

3 The Board shall appropriate \$3,250 each year for a professional improvement fund to be used
4 to pay for the following professional expenses of full-time administrators: membership dues in
5 professional organizations pertaining to the administrator's responsibilities, purchase of books,
6 periodicals, computer software and computer hardware pertaining to the administrator's
7 responsibilities; and expenses for professional travel and conferences to supplement, but not
8 supplant, funds available from other sources.
9

10
11 **ARTICLE III - BOARD OF EDUCATION RIGHTS**
12

- 13 A. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and
14 reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities
15 conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and
16 of the United States, and shall also include all traditional Board of Education rights under
17 arbitral law.
18
19 B. The exercise of these powers, rights, authority, duties and responsibilities by the Board and the
20 adoption of such rules, regulations and policies as it may deem necessary shall be limited only
21 by the specific and express terms of this agreement.
22
23

24 **ARTICLE IV - LEAVES**
25

- 26 A. Definition: A leave is a Board approved absence without pay (except for sabbatical), granted
27 to the administrative staff with provisions for certain rights and responsibilities before, during,
28 and following such absences.
29
30 B. Requests: In order for a leave request to be given consideration, it must be submitted to the
31 Human Resources Department in writing, and within prescribed time limits if applicable for
32 the type of leave requested.
33
34 C. Expiration: A leave may be rescinded or terminated before the normal expiration date only by
35 mutual agreement between the administrator and the Board.
36
37 D. Payments: Except as specifically provided, no payment of any kind will be made to or for any
38 administrator while on a leave covered by this agreement.
39
40 E. Return: An administrator will be eligible to return to his/her school or position after a leave of
41 one year or less and to a comparable position after a leave longer than one year.
42
43 F. Classification: Leaves will be classified as Professional, Personal, or Civic as follows:
44
45 1. Professional

- 1 a. Advanced Study
- 2 b. Sabbatical
- 3 c. Other Professional Leaves
- 4

5 2. Personal

- 6
- 7 a. Extended Health
- 8 b. Care of Immediate Family
- 9 c. Child Care
- 10 d. Other Personal Leaves
- 11

12 3. Civic

- 13
- 14 a. Military
- 15 b. Peace Corps
- 16 c. Educational Organization
- 17 d. Government Service
- 18

19 G. Professional Leaves

20

21 1. General Provisions

- 22
- 23 a. Upon return from Professional Leave during which the conditions of such leave
- 24 have been fulfilled, an administrator shall receive any regular scheduled salary
- 25 increases granted administrators in service, including increments, and shall also be
- 26 subject to any general salary adjustments which may be effected.
- 27
- 28 b. Request for extension of leave of absence must be made in writing by November 1
- 29 or March 1 for the final semester of the leave. Failure either to secure extension of
- 30 leave or to return to employment upon termination of leave, will constitute
- 31 termination of employment.
- 32
- 33 c. Accumulated benefits are carried forward from the effective date of leave of
- 34 absence and are credited upon return to employment at the termination of the leave.
- 35 Payment for accumulated leave days may not be granted during the term of such
- 36 leave.
- 37
- 38 d. Administrators who have been on a Professional Leave shall be eligible for another
- 39 Professional Leave three years after their return.
- 40
- 41 e. Application for Professional Leave shall be filed in the Human Resources
- 42 Department no later than March 1 or November 1 preceding the semester that the
- 43 leave shall become effective.
- 44
- 45

1 f. Notices received relative to opportunities for Professional Leaves shall be made
2 available to administrators by the Superintendent or the designee.
3

4 2. Advanced Study Leave
5

6 a. Any administrator with a minimum of two years of active service as an
7 administrator in the Dearborn School System may be granted a leave of absence
8 without pay for advanced study for a period not to exceed one year, upon the
9 recommendation of the Superintendent. Any extension of time shall be made only
10 by special action of the Board.
11

12 b. Upon return from Advanced Study Leave, the administrator shall submit a report to
13 the Superintendent. If an abuse of the leave's purpose is apparent, it will be treated
14 as a personal leave with no increment accruing.
15

16 3. Sabbatical Leave
17

18 a. Sabbatical Leave shall be interpreted as leave from active duty granted to any
19 administrator after seven consecutive years of active service in Dearborn, no less
20 than two (2) years of which must have been administrative, for the purpose of
21 improving instruction in the Dearborn Public Schools. (Military Leaves or Peace
22 Corps Leaves shall be counted as active service). Sabbatical Leave may be granted
23 for one year or for one semester as may be recommended by the Superintendent
24 and approved by the Board.
25

26 b. Leave granted for professional study, for work on publications, for travel combined
27 with study, or for any other reasons which, in the opinion of the Superintendent,
28 will improve instruction in the Dearborn Public Schools or will improve the
29 efficiency of an administrator, shall be considered consistent with the purposes of
30 Sabbatical Leave.
31

32 c. Remuneration to administrators granted such leave shall be at the rate of one half
33 the current salary, at the time the leave begins.
34

35 d. Not more than two members of the administrative staff may be granted sabbatical
36 leave in any one year.
37

38 e. In determining recommendations on requests for sabbatical leaves, the
39 Superintendent will consider the following:
40

41 (1) The extent of the applicant's professional study, growth, contribution and
42 successful service during the preceding seven years.
43

44 (2) The extent to which plans submitted for use of time while on leave are
45 definite and educationally constructive.

1 (3) Length of period of active administrative service in Dearborn Schools.
2

3 f. Upon return from Sabbatical Leave, the administrator shall submit a report to the
4 Superintendent.

5
6 g. An administrator, upon completion of a Sabbatical Leave, shall return to the
7 Dearborn Public Schools for a period of one school year.
8

9 h. An administrator not returning to the Dearborn Public Schools for the period of one
10 school year upon completion of Sabbatical Leave shall, except in the event of
11 his/her death while on leave, reimburse the Dearborn Board of Education for all
12 monies received from it and the cost of all insurance benefits provided by it.
13

14 4. Other Professional Leaves
15

16 Requests for Professional Leaves not specifically referred to in this agreement will be
17 forwarded to the Human Resources Department for consideration.
18

19 H. Personal Leaves
20

21 1. General Provisions
22

23 a. Personal Leaves may be granted to administrators upon request subject to the
24 approval of the Superintendent and the Board.
25

26 b. Requests for Personal Leave should be submitted in writing to the Human
27 Resources Department, accompanied by appropriate documentation as indicated by
28 the specific type of Personal Leave.
29

30 c. An administrator who returns from Personal Leave of absence shall receive, during
31 the subsequent school year, the salary of the immediate next step above that he/she
32 occupied in the last year of active service.
33

34 d. Request for extension of Personal Leave or notice of intention to return must be
35 made in writing to the Human Resources Department March 1 and November 1
36 prior to the end of the final semester of the leave unless circumstances clearly
37 preclude opportunity for such notice. Failure to request extension or submit
38 intention to return will constitute termination of the leave. Failure either to secure
39 extension of leave or to return to employment upon termination of leave will
40 constitute termination of employment.
41

42 e. Return from Personal Leave shall be at the beginning of a school year or semester,
43 unless other arrangements can be made to the mutual satisfaction of the
44 administrator and the Superintendent.
45

- 1 f. Accumulated benefits are carried forward from the effective date of leave of
2 absence and are credited upon return to employment in the termination of the leave.
3 Payment for accumulated leave days may not be granted during the term of such a
4 leave.
5
6 g. The District and the DSAA will comply with all provisions of the Family and
7 Medical Leave Act.
8

9 2. Extended Health Leave

- 10
11 a. Leave may be granted based upon mental or physical illness of an administrator.
12
13 b. Request for Extended Health Leave shall be accompanied by a written statement
14 from the attending physician indicating basis for leave request.
15
16 c. Requests for return from Extended Health Leave must be accompanied by a written
17 statement from the attending physician stating the administrator's fitness to return
18 to employment.
19

20 3. Care of Family Leave

- 21
22 a. Leave may be granted to administrators to care for ill members of the immediate
23 family. The immediate family shall be construed to include husband, wife,
24 children, father, mother, brother, sister, grandparents, aunt, uncle, close relative-in-
25 law, or close associate.
26
27 b. Request for Care of Family Leave shall be accompanied by sufficient proof of
28 necessity for leave, including a statement from the attending physician.
29

30 4. Child Care Leave

- 31
32 a. An administrator, who is also a tenure teacher, who gives birth to a child, adopts a
33 child, assumes the legal responsibility of a child, or acquires a child by marriage, is
34 eligible for Child Care Leave.
35
36 b. Request for Child Care Leave shall be submitted in writing to the Human
37 Resources Department ninety (90) days prior to the date leave is to begin, unless
38 circumstances clearly preclude opportunity for such notice.
39
40 c. Child Care Leave, when granted, shall initially be for whatever portion remains of
41 the school year in which a leave begins, or for the entirety of the school year with
42 which leave begins. Such initial leave shall be subject to not more than two (2)
43 annual one-year renewals.
44
45

- 1 d. Request for renewal must be made to the Human Resources Department in writing
2 at least ninety (90) days before the end of the semester with which the leave will
3 expire.
4
5 e. Return from Child Care Leave, other provisions of this contract notwithstanding,
6 will be to a comparable position in the Dearborn Public Schools not later than two
7 (2) years from the end of the school year in which leave began. Failure to request
8 renewal, and/or failure to notify the Human Resources Department in writing of
9 intent to return, at least ninety (90) days prior to the end of the final semester of
10 leave, in response to notification by the Human Resources Department, will
11 constitute termination of employment.
12
13 f. A return from Child Care Leave prior to the expiration of the leave shall occur only
14 with the consent of the administrator and with the approval of the Superintendent.
15

16 5. Other Personal Leaves
17

18 Requests for Personal Leaves not specifically referred to in this agreement will be
19 forwarded to the Human Resources Department for consideration.
20

21 I. Civic Leaves
22

23 1. Military and Peace Corps Leaves
24

- 25 a. Any regular employee of the Dearborn Public Schools' administrative staff who
26 may enlist or be conscripted into the Defense Forces of the United States for
27 military service or training or into the Peace Corps, shall be reinstated as a regular
28 employee in the Dearborn Schools' administrative staff with full credit including
29 the annual increment(s) under the administrative salary schedule. It shall be
30 understood that satisfactory completion of leave requirements shall be considered
31 the same as an acceptable rating in the evaluation procedure.
32
33 b. Requests for return from leave must be made in writing by November 1 or March 1
34 of the final semester of the leave.
35
36 c. Military Leave shall not extend beyond the time of the original enlistment or
37 beyond the time necessary to discharge the employee's military obligation.
38
39 d. Accumulated benefits are carried forward from the effective date of leave of
40 absence and are credited upon return to employment at the termination of the leave.
41 Payment for accumulated leave days may not be granted during the term of such
42 leave.
43
44
45

1 2. Governmental Service or Educational Organization Leave
2

- 3 a. Upon approval of the Board of Education, an administrator may be allowed to
4 serve the term of office to which elected, re-elected, appointed, or reappointed at
5 any level of government or to a position with a recognized education organization
6 at the state or national level, provided such position is full-time and, further,
7 provided that such leave need not be extended beyond four years. The
8 administrator shall notify the Board upon being selected for such office and in no
9 case will the administrator take leave of his/her administrative duties unless at least
10 15 working days will have been provided to locate a replacement.
11
- 12 b. Notification of the administrator's return from such leave shall be made in writing
13 to the Human Resources Department by November 1 or March 1 for the final
14 semester of the leave.
15
- 16 c. An administrator on such leave shall receive no pay from the Dearborn Board of
17 Education.
18
- 19 d. An administrator returning from such leave after a period of less than one year shall
20 be placed on the salary step which would have been attained had leave not been
21 taken.
22
- 23 e. An administrator who returns from this type of leave of absence shall receive,
24 during the subsequent school year, the salary of the immediate next step above that
25 he/she occupied in the last year of active service.
26
- 27 f. Accumulated benefits are carried forward from the effective date of leave and
28 credited upon return to employment at the termination of the leave. Payment for
29 accumulated leave days may not be granted during the term of leave.
30

31 3. Temporary Military Leave
32

33 When an administrator must take a Temporary Military Leave (not to exceed 14 school
34 days) during the school year, the Dearborn Board of Education shall compensate the
35 administrator involved for the difference between the administrative pay for the period of
36 service and the military pay for the weekdays of military service during the school year,
37 and shall provide a substitute for his/her position, if necessary. Satisfactory arrangements
38 shall be made prior to the leave and in conference with the Superintendent so that vital
39 administrative staff functions remain uninterrupted.
40

41
42 **ARTICLE V - ABSENCES OTHER THAN LEAVES**
43

44 A. Personal Illness
45

1. All administrators shall earn one and one-half days per month for illness, emergencies, and funerals. (42 weeks--15 days; 45 weeks--16-1/2 days; 46 weeks--17 days; 48 weeks--18 days).
2. All earned but unused sick days shall be allowed to accumulate. The annual yearly allowance shall be advanced in addition to the total accumulated days above.
3. Upon severance of employment, an administrator credited with sick leave allowance in advance of service, shall reimburse the Board for all sick leave days used but not yet earned.
4. The administration will consider a request for additional sick leave days from an administrator who has used up his/her sick leave days. Such request should be addressed to the Superintendent and shall be subject to the approval by the Board. Such consideration and the resultant decision, shall be solely an administrative decision and not subject to the grievance procedure.
5. An administrator who has run out of sick leave and who is temporarily separated from work shall be considered to be on temporary medical absence for a period not to exceed two (2) months during which time the district shall continue payment of Blue Cross-Blue Shield and life insurance benefits. An administrator who returns to work cannot exercise this option again during the same school year.
6. The Board agrees to extend Blue Cross-Blue Shield cash payment privileges for at least 4 months to those administrators whose sick leave has been expended and who have been temporarily separated from work for a period of two months. The administrator must make the monthly payment to the Board in advance of the due date or he/she shall forfeit his/her rights under this provision.
7. An administrator who is absent for fifteen or more consecutive work days will, upon request of the Human Resources Department, furnish a physician's statement certifying the administrator's physical capability to return to work. Should such a statement not be available as a result of the administrator's treatment during the period of absence and/or prove not to be available without additional cost to the administrator, the Board will bear the expense of the procurement of such a required certification.

B. Personal Business

1. Each administrator will be granted up to two days per year for Personal Business. These days are provided for the administrator to take care of important personal matters that cannot be taken care of outside of the regular school day. Request must be made in advance to the Superintendent or the designee.

- 1 2. The Personal Business Day is not to be the first or last day of a school semester or the day
2 preceding or following a vacation or holiday while school is in session unless approved
3 by the Superintendent. Any unused Personal Business Days shall be added to the
4 administrator's accumulated sick days.
5

6 C. Emergencies
7

8 All administrators shall be allowed leave for emergencies. Emergencies under the above
9 policy shall be construed to be:

- 10
11 1. Quarantine of administrator or administrator's living quarters.
12
13 2. Death in the immediate family. (The immediate family shall be construed to include:
14 husband, wife, children, father, mother, brother, sister, grandparents, aunt, uncle, and
15 close relatives-in-law, or close associates.)
16
17 3. Required court appearance, not to exceed ten (10) days in any one school year.
18
19 4. To provide care for a member of the family when no other arrangements are possible, not
20 to exceed ten (10) days in any one school year.
21
22 5. Such days, designated as emergencies, shall be deducted from the accumulated sick leave
23 of the administrator.
24
25 6. Any request for an extension of time with regard to Items 3 and 4 above shall be made in
26 writing to the Superintendent and shall be subject solely to his/her approval.
27

28 D. Religious Observance
29

30 All administrators shall be granted such days as may be required by their religion for holy
31 observance and abstention from work. Such days shall be deducted from sick leave
32 accumulation.
33

34 E. Holidays
35

36 Holidays recognized by the Board shall not be deducted from the administrator's sick leave
37 accumulation.
38

39 F. Jury Duty
40

41 Administrators shall be allowed to serve on juries during the regular school year when
42 required to do so and there will be no financial penalty attached to such service.
43
44
45

1 G. Catastrophes

2
3 Days when pupil instruction is not provided wherein teacher attendance is not required
4 (because of conditions not within the control of school authorities, such as heavy snowfall,
5 severe storms, etc., as defined by city, county, township or state health authorities), DSAA
6 administrators will continue the practice of making every effort to report to their assigned
7 buildings. Should any of the above circumstances make reporting impossible, each affected
8 member will contact his/her immediate supervisor.
9

10 H. Other Absences

11
12 Absences during the school year for reasons other than those listed in this section, will not be
13 permitted unless requested in writing in advance by the administrator and approved by the
14 Superintendent or the designee.
15

16
17 **ARTICLE VI - DETERMINATION OF INCAPACITY**

18
19 Any administrator may be required to take involuntary leave when it has become apparent to the
20 Superintendent that the individual is no longer able to physically and/or mentally to discharge the
21 duties of his/her position in a competent professional manner.
22

- 23 A. Upon recommendation of the Superintendent and the approval of the Board, the
24 Superintendent may request in writing that any administrator take a physical or mental
25 examination at Board expense, the result of which may be used for determining involuntary
26 leave.
27
- 28 B. When an examination is requested, a report of three physicians shall be required; one
29 physician shall be selected by the employee, one selected by the Board, and a third one shall
30 be mutually agreed upon by both parties. Upon request, a copy of the report from the three
31 physicians shall be submitted to the administrator.
32
- 33 C. The written request may be made by the Superintendent as often as is deemed essential to the
34 physical or mental welfare of the individual administrator involved.
35
- 36 D. The administrator requesting return from involuntary leave may return only upon the
37 recommendation of the Superintendent following a reexamination according to the procedures
38 outlined in Item B, and by approval of the Board.
39
- 40 E. Reinstatement will occur no later than the beginning of the semester following the approval of
41 the Superintendent's recommendation.
42
- 43 F. No increment credit for such leave shall be allowed in the salary schedule.
44
45

1 **ARTICLE VII - GRIEVANCE PROCEDURE**

2
3 A. Definition of Grievance

4
5 A grievance is an allegation of violation, misapplication or misinterpretation of some specific
6 provision(s) of this contract.

7
8 B. Statement of Basic Principles

9
10 Administrators who feel aggrieved as a result of the violation, misapplication or
11 misinterpretation of specific provision(s) of this contract shall pursue the following procedure:

12
13 Step 1 - The administrator shall meet with the appropriate director, within ten (10) work
14 days following the event prompting the grievance. If the matter is not resolved, the
15 issue shall be reduced to writing and shall be recorded on the grievance form
16 available from the DSAA President, and referred to the next step within five (5)
17 work days after the meeting.

18
19 Step 2 - The Superintendent, or the designee, shall meet with the administrator within
20 fifteen (15) work days after receipt of the grievance at this level. The
21 Superintendent, or the designee, shall answer in writing within five (5) work days
22 following the meeting. If the matter is not resolved, it shall be referred to the next
23 step by the aggrieved administrator within five (5) work days of the administrator's
24 receipt of the Superintendent's (or designee's) written answer.

25
26 Step 3 - If the DSAA is dissatisfied with the decision of the Board of Education, the DSAA
27 may refer the matter to arbitration by delivering written notice of its desire to
28 arbitrate to the President of the Board of Education and the American Arbitration
29 Association within 20 working days after the DSAA's receipt of the decision of the
30 Board of Education. The arbitrator shall be selected and the arbitration shall be
31 conducted, under the rules of the American Arbitration Association. The fees and
32 expenses of the arbitrator shall be borne by the losing party. The arbitrator shall
33 confine the decision to the sole question of whether or not there has been a
34 violation of this Contract. The arbitrator shall give no opinion with respect to any
35 matter left by this agreement or by law to the discretion of the Board of Education
36 or administration.

37
38 The arbitrator's award shall be final and binding on the Board and the D.S.A.A. and
39 any Administrators involved unless the Board of Education, by vote of at least two-
40 thirds (2/3) of its members taken within 15 working days after receipt of the
41 arbitrator's decision, shall elect to treat the award as advisory rather than final or
42 binding. In such event, the award shall not be final and binding but shall be
43 advisory only, and shall be considered final for purposes of exhausting the
44 administrative process provided herein.
45

1 At any step in the grievance procedure, representatives from the DSAA may be present. A
2 grievance not initiated, or taken from one step to the next, within the time limits above
3 specified, shall be barred. A grievance not answered within the time limits specified above,
4 may be referred by the administrator to the next step within the same time limits as would
5 have pertained had the grievance been timely answered. Time limits may be extended by
6 mutual written agreement.
7
8

9 **ARTICLE VIII - CONFERENCES, WORKSHOPS, SEMINARS, AND PROFESSIONAL**
10 **MEETINGS**

11
12 Conferences, workshops, conventions, and visitation days offer valuable inservice opportunities to
13 administrators; therefore, a reasonable number of administrators within the limitations of budget
14 appropriations, should be encouraged to attend same.
15

16 A. Educational and Professional Meetings

- 17 1. Administrator requests to attend meetings are to be submitted in the proper form by the
18 fourth Friday in September. Late requests will be considered on their merits.
- 19 2. Requests must be submitted to the designated administrator for approval to attend.
20
- 21 3. An individual administrator may attend a maximum of four conferences. Of these, only
22 three will be supported by the conference account and within budget limitations
23 established.
- 24 4. It is understood that not more than six (6) administrators shall be on conference leave at
25 any one time. However, such limitation may be increased or decreased upon the approval
26 of the Superintendent or the designee.
- 27 5. The full cost of the nearest route by air coach will be paid for trips of more than 200
28 miles round trip.
29
30

31 B. Conference Related to Civic Participation

32
33
34 Employees serving as active members of civic or charitable committees and organizations
35 shall be granted reasonable opportunity to attend a related convention. No expense incurred
36 shall be reimbursed in such instances by the Board; however, there will be no loss of pay to
37 the individual.
38
39
40
41
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43
44
45

1 C. Professional Organizations Meetings

2
3 Employees serving as delegates to professional organizational meetings and conventions
4 concerned primarily with internal affairs of the professional organization, shall be permitted to
5 attend such convention without loss of pay to the individual but no expense incurred shall be
6 reimbursed in such instances by the Board.
7

8 D. Visitation Days

9
10 1. Upon approval of the appropriate director, days for visitation for administrators to
11 educational or related institutions may be granted during the year.
12

13 2. Current transportation allowance will be paid.
14

15 E. The practice of establishing a committee, composition of which includes members of the
16 DSAA bargaining unit, for the purpose of determining guidelines for the distribution of funds
17 will be continued.
18
19

20 **ARTICLE IX - INSERVICE COURSES AND/OR WORKSHOPS**

21
22 A. The Board shall pay tuition for an administrator who attends an approved inservice class,
23 workshop, seminar or training session.
24

25 B. Administrators who participate, with approval, in an inservice class, workshop, seminar or
26 training session for which teacher members receive remuneration, shall likewise receive the
27 same compensation for their involvement, unless the individual administrator waives the right
28 of such pay by failure to sign the attendance sheet. Waiver of pay shall in no way inhibit full
29 participation in the activity.
30

31 C. Professional Improvement Reimbursement

32
33 The DSAA recognizes it is the expectation of the Dearborn School system that members of the
34 organization will constantly update their training based upon current educational research.
35 The association members are further cognizant that the district expectation is that
36 administrators maintain active memberships in professional associations, seek out and
37 participate in inservice activities, to maintain and improve their effectiveness as professional
38 educators. The DSAA leadership will encourage its members to meet the system's expectation
39 through the use of the professional improvement funding and active participation in voluntary
40 district inservice programs.
41
42
43
44
45

- 1 1. The Board agrees to allocate 1/10 of 1% of the base salary payroll (not to exceed \$3,200)
2 for reimbursing administrators for academic courses or reimbursing registration fees to
3 approved educational seminars. Reimbursement for academic courses will be at the rate
4 of \$60.00 per term credit hour or \$90.00 per semester hour for actual tuition expenses for
5 courses completed during the contract year. Approved educational seminars will be
6 reimbursed at 50% of the registration fee not to exceed \$90.00 for any one individual
7 during the contract year. Individuals receiving reimbursement for academic credits are
8 not eligible for seminar reimbursement. Individuals shall be eligible for only one
9 professional improvement reimbursement per contract year.
- 10
- 11 2. The academic courses completed must be toward an M.A., Ed.S., Ed.D., or Ph.D. degree
12 or be within or related to the field in which the administrator is or may be assigned.
13 Academic courses completed must be from an accredited college or university.
14 Educational seminar content must relate to the area of the administrators current
15 assignment and approval must be given by the appropriate Director of Instructional
16 Services prior to attendance to be eligible for reimbursement.
- 17
- 18 3. In order to receive reimbursement for academic courses, an individual must submit a
19 transcript to the Human Resources Department on or before September 30th of the
20 following year. Seminar fee reimbursement will be submitted on or before September
21 30th of the following year. A validated receipt showing exact amount of registration fee
22 paid must be submitted with the request for seminar reimbursement. Payment will be
23 made within 30 days after the filing deadline.
- 24
- 25 4. In the event the total of the requests for reimbursement exceeds the amount allocated,
26 payments to each administrator shall be reduced in proportion to the amount by which the
27 total request exceeds the allocation.
- 28
- 29

30 **ARTICLE X - CLASSIFICATION OF ELEMENTARY SCHOOL PRINCIPAL**
31 **ASSIGNMENTS**

32

- 33 A. There will be one salary classification for elementary principals.
- 34
- 35 B. Salary grade designation shall be at grade 3 (42-weeks).
- 36
- 37 C. Principals of elementary buildings which contain 400-549 students will receive a stipend of
38 \$1,000. Principals of elementary buildings with 550 or more pupils will receive \$1,250.
- 39
- 40 D. 1. For the 1997-98 school year, stipends will be calculated on the official blended student
41 count days conducted in October and February of each school year. Any salary
42 adjustment based upon gain or loss of students will be made in the March salary
43 adjustment.
- 44
- 45

- 1
2 2. For the 1998-99 and 1999-2000 school years, stipends will be calculated on the official
3 blended student count days conducted in October and February of each school year. Any
4 salary adjustment based upon gain or loss will be paid in a one time payment during the
5 March paycheck of the appropriate administrator.
6
7

8 **ARTICLE XI - ADMINISTRATIVE FULFILLMENT OF PROFESSIONAL DUTIES**
9

10 In order to attain ultimate efficiency in the operation of the District's schools and to provide the best
11 possible educational program to the pupils served thereby, it is essential for administrators to work a
12 schedule which reasonably permits the flexibility necessary for the achievement of such goals. Such
13 a schedule will, at times, involve work in and out of the school building and, at times, frequently
14 outside the regular school day. Administrators will be permitted reasonable discretion in scheduling
15 their hours of work, provided such discretion is exercised in a manner consistent with school and/or
16 district programs and aims.
17
18

19 **ARTICLE XII - ADMINISTRATIVE WORK YEAR**
20

21 The standard work year shall be that number of weeks provided by past practice and published in the
22 Salary Schedule within this contract.
23

- 24 A. For the 1997-98, 1998-99, 1999-2000 school years, the work year of the 42-week
25 administrator will start ten (10) days before the school calendar begins and end nine (9) days
26 after the completion of the school calendar. Up to two (2) of these nine (9) days in June may
27 be worked during the midwinter break with prior approval from the appropriate Director.
28

29 One (1) additional day will be scheduled as a work day during the period from July 1 to the ten
30 (10) days prior to the week that the school calendar begins. This day shall be at the individual
31 administrator's discretion, however, the date shall be forwarded to the appropriate Director in
32 June prior to the completion of the nine-day work period following the completion of the
33 school calendar.
34

35 It is recognized that individual administrators may be on call during the summer for staffing
36 interviews or other matters of critical importance to the administrator.
37

- 38 B. All DSAA members who are not classified as 42-week administrators will receive the 4th of
39 July as a paid holiday.
40
41
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C. For 45, 46, and 48 week administrators, summer is defined as that period which begins the Monday following the nine (9) days after the completion of the school calendar in June and ends ten (10) days before the school calendar begins in August.

D. All 45-week administrators will receive twenty-two (22) relief days during the summer.

E. All 46-week administrators will receive seventeen (17) relief days during the summer.

F. All 48-week administrators will receive ten (10) relief days during the summer.

G. The dates on which the relief days will be taken will be subject to the prior written approval of the immediate supervisor.

H. Individual exceptions and/or adjustments may be granted with the prior written approval of the immediate supervisor.

I. A relief day is defined as a week day during the summer on which work is not expected. Administrators will not be called to work on Saturdays or Sundays which fall immediately before or after relief days on Friday or Monday.

J. It is agreed that on "Mid-Winter Recess Day(s)" the responsibility of the administrator shall be to attend any scheduled, school-related, extra- curricular function being held within the individual's respective area of responsibility.

Beyond this, the administrator's responsibility shall be limited to those emergency situations that may arise.

An administrator who attends scheduled, school related extra-curricular functions within his/her respective area of responsibility during the mid-winter break days, shall receive an additional day as outlined in Article XXII K. provided he/she has not elected to work on those days per Section A of this Article. This day must be approved by the appropriate Director.

K. Two days may be substituted as contract work days at the discretion of the Administrator. Each day so scheduled must be approved by the administrator's supervisor. A corresponding number of relief days will be scheduled during the ten (10) day period before the school calendar begins or the nine (9) days period after the school calendar is completed. All administrators must work on days scheduled as a meeting day by the Superintendent.

For 1997-98, 1998-99, 1999-2000, the relief days will be scheduled during the ten (10) day period before the school calendar begins or the nine (9) day period after the calendar is completed.

1 **ARTICLE XIII - EXTENSION OF THE WORK YEAR**

2
3 The Superintendent may, at his/her discretion, extend the work year of any administrator provided:

- 4
5 A. The Superintendent has informed the president of the DSAA of the rationale for such an
6 extension of the work year.
7
8 B. Ample notice is given so that the administrator can make any necessary revision of his/her
9 personal plans.
10
11 C. The annual salary of any administrator whose work year is extended is increased by an amount
12 proportional to the extension of the work year.
13

14
15 **ARTICLE XIV - SUMMER SCHOOL PRINCIPAL PAY**

16
17 The pay for a summer school principal, when, as, or if one should be required, is based on one-half
18 (1/2) his/her contract salary for the preceding contract year ending June 30. The amount paid is the
19 per diem pay times the number of duty days (days worked) during the summer period times one-half.
20

21 In computing per diem pay, all duty days, legal holidays, and paid vacation days that fall within the
22 contract period are included.
23

24 Example:

25
26 Contract salary: \$21,000 (42 weeks)

27
28 Number of days in contract: $42 \times 5 = 210$

29
30 $\$21,000 \div 210 = \100 per diem

31
32 $\$100 \times 16$ duty days $\times 1/2 = \$800$

33
34 Total amount of pay = \$800
35

36 The above language will become effective at such time the Board and the Dearborn Federation of
37 Teachers reach agreement that teacher compensation for summer school will be reduced by 50%.
38

39
40 **ARTICLE XV - IMPLEMENTATION MEETINGS**

41
42 Upon request, the Superintendent will meet informally with the President of the DSAA on matters
43 relating to the implementation of this Agreement or other matters of mutual concern. Such meetings
44 will not exceed one per month except by mutual agreement.
45

1 **ARTICLE XVI - SCHOOL MAIL SERVICE AND FACILITIES**

- 2
- 3 A. The DSAA shall have the right to use school mailboxes and inter-school mail service for
- 4 organization material, provided that all such material is clearly identified and the organization
- 5 accepts all responsibility for such material.
- 6
- 7 B. Individual administrators will not be prohibited from judicious use of the school mail services.
- 8
- 9

10 **ARTICLE XVII - PAYROLL DEDUCTION PRIVILEGE**

- 11
- 12 A. Upon appropriate written authorization from the administrator, the Board shall deduct from the
- 13 salary of any administrator and make appropriate remittance for credit union, savings bonds,
- 14 United Fund, tax-deferred annuities, or any other plans or programs jointly approved by the
- 15 Board and the DSAA.
- 16
- 17 B. 1. During the life of this Agreement, the Board will deduct one month's current uniform and
- 18 periodic DSAA dues from the pay of each administrator in the bargaining unit who
- 19 voluntarily executes and delivers to the Board the following authorization form:
- 20

21 **VOLUNTARY AUTHORIZATION OF DEDUCTION OF ASSOCIATION DUES**

22

23 Name _____ Home Address _____

24

25 Social Security No. _____ Zip Code _____

26

27 School _____ Telephone _____

28

29 I authorize the Dearborn Board of Education to deduct from salary earned or to be earned by

30 me monthly Association dues as certified to the Board by the financial officer of the Dearborn

31 Schools Administrators' Association, and to remit the same to the Association, at such time

32 and in such manner as may be agreed upon between the Association and the Board. This

33 authorization and direction shall be effective until revoked in writing by me, with notice to the

34 Association of such revocation. This authorization and direction shall be automatically

35 revoked upon termination of my employment with the Board.

36

37

38 _____

39 Signature of Employee

40

41 _____

42

43 Date of Signing

44

45

1 **ARTICLE XVIII - HOSPITAL - SURGICAL - MEDICAL BENEFITS**

2
3 A. The Board shall provide coverage for hospital-surgical-medical benefits. Coverage shall be
4 the hospital expense benefits provided for semi-private accommodations under the
5 Comprehensive Hospital Care Certificate of Michigan Hospital Service with MVF No. 2
6 benefits provided under the Employment Group Benefits Certificate of Michigan Medical
7 Service with Master Medical (including Option VI), MVF No. 2, prescription coverage with
8 the \$5.00 deductible, NC Rider and MMC-BL2 Psychiatric Rider and the Substance Abuse
9 Treatment Rider. In addition, full payment in the form of reimbursement for the F rider will
10 be made in January and June according to the procedure established by the Business Office.
11 This will include presentation of evidence of payment and establishment of eligibility of the
12 dependent rider. Effective December 1, 1994, the prescription coverage will be provided by
13 National Prescription Administrators, Incorporated.
14

15 Effective October 1, 1997, coverage for hospital-surgical-medical benefits shall not include
16 coverage for abortion services, other than for spontaneous abortion to prevent the death of the
17 woman upon whom the abortion is performed.
18

19 B. The Board will make monthly contribution for the following month's coverage on behalf of
20 each subscribing administrator while he/she is on the payroll, toward the cost of the hospital-
21 surgical-medical coverages described above, equal to the full subscription rate or premium
22 charge for the classification or coverage to which the employee shall have subscribed
23 according to marital status and the number of dependents, provided that such coverage is not
24 in excess of the coverage described in the next paragraph.
25

26 C. The coverage for which the Board will contribute under the foregoing may be, at the
27 administrator's option, protection for (1) self only, or (2) self and family (including only
28 spouse and eligible children 19 years of age and under). Coverage will only be provided if
29 proper enrollment forms and/or contract revision forms have been properly filed with the
30 Payroll Department.
31

32 D. For those administrators who do not desire the above coverage, the Board of Education will
33 make monthly contributions to Health Alliance Plan on behalf of subscribing administrators,
34 while on the payroll, towards the cost of such coverage on the same basis and subject to the
35 same limitations as are contained above. This coverage will be the HAP equivalent of the
36 above benefits insofar as is possible (HAP basic coverage and Special Benefits rider).
37

38 It is the intention of the parties that the school district will not provide dual and/or coordinated
39 coverage, whether it is because both spouses work within the district or one spouse works
40 within the district and one works elsewhere, as it pertains to the Employer providing hospital-
41 surgical-medical benefits.
42
43
44
45

- 1 E. Employees may enroll under the "new hire" clause, within thirty days of the date of original
2 employment. Subsequent opportunities to enroll in either of the above plans shall be provided
3 only during enrollment periods specified by the carriers.
4
- 5 F. The Board will provide a Dental Insurance program and the Board's annual contribution will
6 not exceed \$41.03 per month for each DSAA MEMBER. The details of, and the
7 implementation of, such program are to be planned for by a committee representative of the
8 central office and any unit(s) so participating.
9
- 10 G. Administrators on professional, personal or civic leave may continue, at their own expense, the
11 current health insurance coverage at the group rate, provided the premiums shall be payable to
12 the Business Office one month prior to the date the Business Office must submit payment of
13 premiums.
14
- 15 H. Administrators who so desire may subscribe, at the available group rate, to the BC/BS or
16 HAP, if available, Sponsor/Dependent Option at no cost to the Dearborn Board of Education.
17
- 18 I. The Board of Education shall provide the best possible family optical plan for the available
19 money. The Board's annual contribution will not exceed \$11.00 per month for each DSAA
20 member. The details of, and the implementation of such program are to be planned for by a
21 committee representative of the central office and any unit(s) so participating.
22
- 23 J. The District will provide, at no cost to the DSAA, a long-term disability plan for the duration
24 of this contract. Specifics of this plan will be as follows:
25
- 26 60% of normal monthly earnings (to be defined as position
27 on salary schedule plus longevity and advanced degrees).
28
- 29 Waiting period: 180 consecutive calendar days.
30
- 31 Maximum annual covered salary: \$75,000 (based on 12 months).
32
- 33 Maximum monthly benefit: \$3,500
34
- 35 Coverage for nervous and mental disabilities--two years or
36 institutionalized.
37
- 38 Full maternity coverage.
39
- 40 The amount received from the insurance company will be reduced by any primary
41 remuneration received, or for which the employee is eligible during the benefit period from the
42 Board, the Michigan Public School Employees Retirement Fund, the Federal Social Security
43 Act (both primary and dependent), the Workers' Compensation Act, the Railroad Retirement
44 Act, Veterans' benefits or other such pensions, or payment for sick days.
45

1 Monthly benefits will not be reduced by any statutory or cost-of-living increases in the Social
2 Security or MPSERS benefits.

3
4 In the event of dispute in any area not specifically addressed in the foregoing, the rules of the
5 Carrier shall apply.

6
7 The DSAA will be consulted regarding any change of carrier, details and implementation of
8 this plan.

- 9
10 K. The District will provide to the DSAA, the Blue Cross and Blue Shield of Michigan
11 Predetermination of Hospital Stay health benefit rider PRE-100/20 as described in benefit
12 brochure CF 6442 of June, 1986.
- 13
14 L. The District will provide to the DSAA, the Blue Cross and Blue Shield of Michigan
15 Mandatory Second Surgical Opinion health benefit riders PCES and PCES II.
- 16
17 M. The District will provide the DSAA, the Voluntary Employee Assistance Plan as
18 recommended by the EAP Committee.
- 19
20 N. The District will provide to the DSAA, a Recovery Incentive Program designed to provide a
21 cash incentive to employees who discover and arrange for recovery of overcharges made on
22 their own hospital bills which in turn result in a savings of benefit dollars. Details and
23 implementation of the plan will be determined by the Health Care Cost Containment
24 Committee.
- 25
26 O. Additional benefits that may be purchased by the employee are: additional life insurance at
27 one times the annual salary; dental plan, 100% Basic, \$25.00 deductible; and Long Term
28 Disability at 70% to \$5,800 per month.

29
30
31 **ARTICLE XIX - GROUP TERM LIFE INSURANCE**

- 32
33 A. The Board will provide group life insurance in the amount of two times the annual contract
34 salary of each administrator, said insurance shall include accidental death and dismemberment
35 benefits. All administrators within the DSAA bargaining unit are eligible for such insurance.
36 The administrator will enroll and designate the beneficiary on the proper application form.
- 37
38 B. Coverage for new administrators will become effective on the first on the month following the
39 beginning date of employment, provided the necessary forms have been filled out and filed
40 with the Payroll Department.
- 41
42 C. Administrators being terminated or no longer receiving payroll checks have the option of
43 applying for coverage under the policy on a direct payment basis under the rules established
44 by the carrier.
- 45

1 **ARTICLE XX - LIABILITY PROTECTION**

2
3 The Board will continue to pay premiums for such liability protection as presently exists. It is
4 understood that the Board's sole responsibility is the payment of such premiums.
5

6
7 **ARTICLE XXI - WORKERS' COMPENSATION**

8
9 The policy pertaining to pay for employees injured while on duty for the school follows:
10

11 A. That the School District continue furnishing Workers' Compensation:

- 12
13 1. Benefits to be paid upon injury according to State regulations with a reserve established
14 for each claim on file.
15
16 2. The responsibility in administering this program be given the Director of Business
17 Services.
18
19 3. That any payment made under this coverage be charged under Fixed Charges - Workers'
20 Compensation Insurance, and a General Fund Check is issued.
21

22 B. That the School District continue to supplement the benefits as follows:

- 23
24 1. Benefits to supplement that paid under the Workers' Compensation and an employee's
25 regular pay.
26
27 2. That this benefit be automatically paid upon an employee receiving benefits under
28 Workers' Compensation. If the Workers' Compensation provision is terminated, this
29 benefit is also to terminate.
30
31 3. That this benefit be paid not to exceed ninety days, then the employee must use any
32 accumulated sick leave and/or vacation days. Prior to extending this benefit up to an
33 additional ninety days, a review of this case shall be made and a determination made to
34 either continue or use employee in another job classification.
35
36 4. That any payment made under this coverage be charged under Fixed Charges-
37 Supplemental Pay Benefit and a payroll check be issued with all deductions made
38 therefrom especially required by Federal tax laws.
39
40

41 **ARTICLE XXII - SEVERANCE PAY**

42
43 A. Administrators who retire and the estate of any who die while employed are eligible for
44 severance pay according to the following provisions:
45

1 Administrators whose first day of contract employment with the Dearborn Public Schools was
2 prior to September 1, 1986 will be paid for sick days accumulated according to the following
3 formula: one-third (1/3) of total accumulated sick leave days, not to exceed sixty (60) days of
4 pay.

5
6 (Examples: If at age 65, 200 sick days are accumulated, severance pay will equal one-third of
7 180 days, or 60 days. If only 75 are accumulated, the severance pay will equal 25 days.)
8

9 Beginning in September of 1987, administrators whose first day of contract employment with
10 the Dearborn Public Schools was on or after September 1, 1986, who are eligible to retire, will
11 be paid severance which is calculated by multiplying years of active or contract service up to a
12 maximum of thirty (30) years times two (2). (Active service is defined to include time spent
13 on sabbatical leaves.)
14

15 (Example: An administrator with thirty (30) years of active service will receive severance pay
16 equal to sixty (60) days of pay. An administrator with twenty-five (25) years of active service
17 will receive severance pay equal to fifty (50) days of pay.)
18

- 19 B. An administrator shall be considered eligible for retirement severance pay if the administrator
20 is qualified under the Michigan School Employee Retirement System for regular and/or
21 medical retirement, or has completed twenty-five years of service in the Dearborn School
22 District. If an administrator is not so qualified after 20 years of service, but less than 25 years
23 in the Dearborn School District, one-half(1/2) the regular severance pay will be paid.
24
- 25 C. An administrator who retires on or after the 60th birthday shall also be eligible for retirement
26 severance pay even though the administrator does not qualify under the Michigan School
27 Employees Retirement System for regular or medical retirement.
28
- 29 D. The rate of daily pay to be used in the computation of severance pay shall be determined in the
30 following manner:
31

$$\frac{\text{Annual Contract Salary}}{\text{Number of contracted weeks} \times 5} = \text{Daily rate of pay}$$

32 33 34 35 36 37 38 **ARTICLE XXIII - MILEAGE PROVISION**

39
40 The Board will pay each administrator thirty-one and one-half (31.5) cents per mile for approved and
41 required use of an administrator's personal automobile in the course of the performance of official
42 duties. Thereafter, they will be recompensed for each succeeding year at the rate of thirty-one and
43 one-half (31.5) cents per mile or at the basic IRS allowable rate as of the June 1, preceding the fiscal
44 year, whichever is higher.
45

1 **ARTICLE XXIV - LONGEVITY**

2
3 Longevity compensation will be calculated as follows: beginning with ten (10) years of completed
4 service, and capped at thirty-one (31) years of service, administrators will be paid as part of their
5 contractual salary one-half (1/2) day's pay based on Step 1 of Salary Grade 5 (45 weeks) for the
6 1997-98 contract year [(\$65,627) ÷ 225 x one-half (1/2)] of each year of full time service in the
7 Dearborn system.
8

9

10 <u>YEAR</u>	11 <u>COMPLETED</u>	12 <u>\$ AMOUNT</u>
13 <u>STARTED</u>	14 <u>YEARS OF SERVICE</u>	15
16 1987	17 10	18 1,458
19 1986	20 11	21 1,604
22 1985	23 12	24 1,750
25 1984	26 13	27 1,896
28 1983	29 14	30 2,042
31 1982	32 15	33 2,188
34 1981	35 16	36 2,333
37 1980	38 17	39 2,479
40 1979	41 18	42 2,625
43 1978	44 19	45 2,771
1977	20	2,917
1976	21	3,063
1975	22	3,208
1974	23	3,354
1973	24	3,500
1972	25	3,646
1971	26	3,792
1970	27	3,938
1969	28	4,084
1968	29	4,229
1967	30	4,375
	31+	4,521

36 **ARTICLE XXV - ADVANCED DEGREES**

37
38 Beginning July 1, 1989, individuals who have attained a Masters degree and thirty (30) hours of
39 additional graduate work will receive a stipend of \$200 per year. A sum of \$300 will be paid to
40 those individuals who earn sixty (60) graduate credits beyond the Masters degree. Individuals who
41 have earned a PhD or EdD will receive \$400. All credits must be verified by means of an official
42 transcript filed with the Human Resources Department.
43
44
45

1 **ARTICLE XXVI - SALARY PLACEMENT**

2
3 The Board will pay the non-contributory portion of retirement for all administrators.

4
5 Initial placement shall be on step one (1) of the appropriate salary grade unless prior consultation
6 occurs with the DSAA.

7
8 Promotional placement on the salary schedule shall be such that the lateral movement leftward, in
9 step(s) shall be one-half (1/2) the vertical movement, in grade(s) except those administrators who
10 have previously served in the grade and position to which they are moving are exempt from leftward
11 movement.

12
13 Demotional placement on the salary schedule shall be vertical to the appropriate salary lane.
14
15

1 **ARTICLE XXVII - 1997-98 SALARY SCHEDULE**

2
3 A. Each Administrator within the DSAA bargaining unit shall be paid according to the following
4 salary schedule at the appropriate grade and step.
5

6	<u>GRADE, WEEKS, TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
7						
8						
9	<u>Grade 1</u>					
10	46 Weeks	\$81,573	\$83,998	\$86,422	\$88,845	\$91,269
11	Principal, Senior High					
12						
13	<u>Grade 2</u>					
14	42 Weeks	70,143	72,568	74,991	77,416	79,840
15	Principal, Middle School					
16	Principal, Alternative/Adult Day					
17						
18	<u>Grade 3</u>					
19	48 Weeks	77,649	80,073	82,498	84,921	87,346
20	Coordinator I					
21						
22						
23	45 Weeks	72,128	74,552	76,976	79,400	81,824
24	Coordinator I					
25						
26	42 Weeks	67,059	69,482	71,907	74,330	76,755
27	Asst. Principal, Senior High					
28	Principal, Elementary					
29						
30	<u>Grade 4</u>					
31	42 Weeks	63,973	66,398	68,822	71,246	73,671
32	Asst. Principal, Middle School					
33						
34	<u>Grade 5</u>					
35	48 Weeks	70,617	73,041	75,466	77,888	80,313
36	Coordinator II					
37						
38	45 Weeks	65,627	68,051	70,475	72,899	75,323
39	Coordinator II					
40						
41	42 Weeks	60,882	63,306	65,730	68,154	70,579
42	Asst. Principal, Elementary					
43	Coordinator II					
44						
45						

1 **ARTICLE XXVII - 1998-98 SALARY SCHEDULE**

2
3 B. Each Administrator within the DSAA bargaining unit shall be paid according to the following
4 salary schedule at the appropriate grade and step.
5

6	<u>GRADE, WEEKS, TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
7						
8						
9	<u>Grade 1</u>					
10	46 Weeks	\$83,612	\$86,098	\$88,583	\$91,066	\$93,551
11	Principal, Senior High					
12						
13	<u>Grade 2</u>					
14	42 Weeks	71,897	74,382	76,866	79,351	81,836
15	Principal, Middle School					
16	Principal, Alternative/Adult Day					
17						
18	<u>Grade 3</u>					
19	48 Weeks	79,590	82,075	84,560	87,044	89,530
20	Coordinator I					
21						
22	45 Weeks	73,931	76,416	78,900	81,385	83,870
23	Coordinator I					
24						
25	42 Weeks	68,735	71,219	73,705	76,188	78,674
26	Asst. Principal, Senior High					
27	Principal, Elementary					
28						
29	<u>Grade 4</u>					
30	42 Weeks	65,572	68,058	70,543	73,027	75,513
31	Asst. Principal, Middle School					
32						
33	<u>Grade 5</u>					
34	48 Weeks	72,382	74,867	77,353	79,835	82,321
35	Coordinator II					
36						
37	45 Weeks	67,268	69,752	72,237	74,721	77,206
38	Coordinator II					
39						
40	42 Weeks	62,404	64,889	67,373	69,858	72,344
41	Asst. Principal, Elementary					
42	Coordinator II					
43						

1 **ARTICLE XXVII - 1999-2000 SALARY SCHEDULE**

2
3 C. Each Administrator within the DSAA bargaining unit shall be paid according to the following
4 salary schedule at the appropriate grade and step.
5
6

<u>GRADE, WEEKS, TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<u>Grade 1</u>					
46 Weeks Principal, Senior High	\$85,702	\$88,250	\$90,798	\$93,343	\$95,890
<u>Grade 2</u>					
42 Weeks Principal, Middle School Principal, Alternative/Adult Day	73,694	76,242	78,788	81,335	83,882
<u>Grade 3</u>					
48 Weeks Coordinator I	81,580	84,127	86,674	89,220	91,768
45 Weeks Coordinator I	75,779	78,326	80,872	83,420	85,967
42 Weeks Asst. Principal, Senior High Principal, Elementary	70,453	72,999	75,548	78,093	80,641
<u>Grade 4</u>					
42 Weeks Asst. Principal, Middle School	67,211	69,759	72,307	74,853	77,401
<u>Grade 5</u>					
48 Weeks Coordinator II	74,192	76,739	79,287	81,831	84,379
45 Weeks Coordinator II	68,950	71,496	74,043	76,589	79,136
42 Weeks Asst. Principal, Elementary Coordinator II	63,964	66,511	69,057	71,604	74,153

1 D. An administrator who serves as the principal of a P-8 school shall receive a stipend of \$1,000
2 each school year.
3
4

5 **ARTICLE XXVIII - MEDICAL COVERAGE WAIVER**
6

7 An administrator who opts not to be covered under the Board's health care coverage will receive
8 compensation as listed below subject to the following conditions:
9

- 10 1) the administrator must supply written proof of medical coverage with another
11 employer/carrier by September 15 of each contract year.
12
13 2) No administrator whose spouse is employed by the Board shall be eligible for this benefit.
14
15 3) Payment of \$800.00 in lieu of health coverage June 30 of each contract year.
16
17

18 **ARTICLE XXIX - MATTERS CONTRARY TO AGREEMENT**
19

20 This Agreement shall supersede any rules, regulations, or practices of the Board which shall be
21 contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent
22 terms contained in any individual administrative contracts heretofore in effect. All individual
23 administrative contracts shall be subject to the terms of this Agreement and this Agreement shall be
24 part of the established personnel policies of the Board affecting administrators.
25
26

27 **ARTICLE XXX - WAIVER CLAUSE**
28

29 The parties acknowledge that during the negotiations which resulted in this agreement, each had the
30 unlimited right and opportunity to make demands and proposals with respect to any subject or matter
31 not removed by law from the area of collective bargaining, and that the understandings and
32 agreements arrived at by the parties after the exercise of that right and opportunity are set forth in
33 this agreement. Therefore, the Board and the DSAA, for the life of this Agreement, each voluntarily
34 and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain
35 collectively with respect to any subject or matter referred to or covered in this Agreement, even
36 though such subjects or matters may not have been within the knowledge or contemplation of either
37 or both of the parties at the time that they negotiated or signed this Agreement.
38
39
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1 **ARTICLE XXXI - CONFORMITY TO LAW CLAUSE**

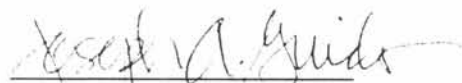
2
3 This Agreement is subject in all respects to the laws of the State of Michigan with respect to the
4 powers, rights, duties, and obligations of the Board, the DSAA and members of the bargaining unit.
5 In the event that any provision of this agreement shall at any time be held to be contrary to law by a
6 court of competent jurisdiction from whose final judgment or decree no appeal has been taken within
7 the time provided for doing so, such provision shall be void and inoperative. However, at the option
8 of either party to the contract, the specific provision, thus voided, and that provision only, shall be
9 immediately subject to negotiations. All other provisions of this Agreement shall continue in effect.
10


11
12 **ARTICLE XXXII - DURATION OF CONTRACT**

13
14 This Agreement shall be effective on ratification, and shall continue in full force and effect until June
15 30, 2000. On or about March 1, 2000, either party may give written notice to the other of its desire
16 to negotiate a new agreement for the following year and meetings for that purpose will begin at a
17 time mutually agreeable to the parties. Provided, however, that nothing in this paragraph or
18 elsewhere in this Agreement shall be construed to require the Board to commit an unfair labor
19 practice of otherwise violate the law by any improper recognition of or support or assistance to the
20 DSAA.
21

1 IN WITNESS WHEREOF, the parties have executed this document by their duly authorized
2 representatives this 11th day of November, 1997.
3
4
5

6 FOR THE BOARD
7 (signed)
8
9


10 
11 _____
12 Joseph A. Guido, President
13

14 
15 _____
16 Jeremy M. Hughes, Superintendent
17
18
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FOR THE DSAA
(signed)



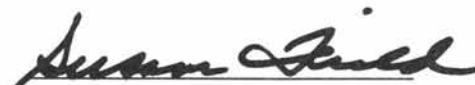
Eugene Brusco, Chairperson



James D. Donelson, President



Dennis Briar



Susan Field



Louis Guido



Kathleen Kocher

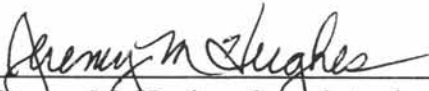
1 LETTER OF UNDERSTANDING #1
2 BETWEEN DEARBORN Board
3 AND
4 DEARBORN SCHOOLS ADMINISTRATORS' ASSOCIATION

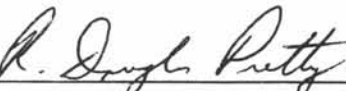
5
6 Travel/Conference/Convention Funds
7
8
9

10 The Dearborn Board (hereinafter referred to as the Board), and the Dearborn Schools Administrators'
11 Association (hereinafter referred to as the DSAA), whereas the above mentioned parties agree as
12 follows:
13

14 From this date forward until the expiration of the 1999-2000 contract, the sum of \$11,000 per school
15 year will be available for travel/conference/conventions to the members of the DSAA bargaining
16 unit, as per the established policies and procedures for the administration of such funds.
17
18
19
20
21


22 For the Board
23 of the School District of the
24 City of Dearborn
25

26 
27 _____
28 Jeremy M. Hughes, Superintendent
29

30 
31 _____
32 R. Douglas Pretty, Director
33 Department of Human Resources
34

35
36 12-12-97
37 Date
38
39

For the Dearborn Schools
Administrators' Association


James D. Donelson, DSAA President

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LETTER OF UNDERSTANDING #2
BETWEEN DEARBORN Board
AND
DEARBORN SCHOOLS ADMINISTRATORS' ASSOCIATION


Teacher Evaluation

The Dearborn Board (hereinafter referred to as the Board), and the Dearborn Schools Administrators' Association (hereinafter referred to as the DSAA), whereas the above mentioned parties agree as follows:

First, second, third and fourth year probationary teachers in a building will be included when determining the one-third of the teaching staff which will be formally evaluated in that building by the building administrator(s). Notwithstanding the above, it is understood that all probationary teachers will be formally evaluated.

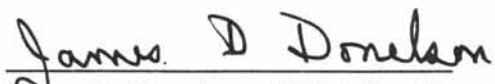
For the Board
of the School District of the
City of Dearborn


Jeremy M. Hughes, Superintendent


R. Douglas Pretty, Director
Department of Human Resources

12-12-97
Date

For the Dearborn Schools
Administrators' Association


James D. Donelson, DSAA President

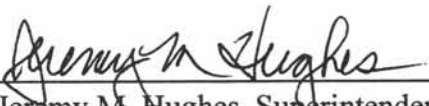
1 LETTER OF UNDERSTANDING #3
2 BETWEEN DEARBORN Board
3 AND
4 DEARBORN SCHOOLS ADMINISTRATORS' ASSOCIATION

5 Theme Schools
6 and
7 Year-Round Schools
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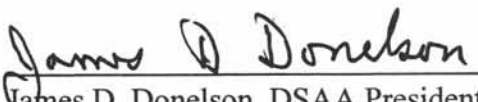
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11 The Dearborn Board (hereinafter referred to as the Board), and the Dearborn Schools Administrators'
12 Association (hereinafter referred to as the DSAA), whereas the above mentioned parties agree as
13 follows:
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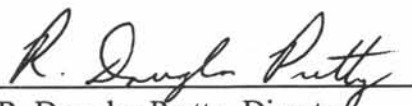
15 In the event of the implementation of a Theme School Program(s) or Year-Round School Pro-
16 gram(s), the Board and the DSAA agree to establish an ad hoc committee to study and make
17 recommendations for the implementation of said program(s).
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25 For the Board
26 of the School District of the
27 City of Dearborn
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30 _____
31 Jeremy M. Hughes, Superintendent
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For the Dearborn Schools
Administrators' Association


33 _____
34 James D. Donelson, DSAA President
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38 R. Douglas Pretty, Director
39 Department of Human Resources
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41 _____
Date 12-12-97

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LETTER OF UNDERSTANDING #4
BETWEEN DEARBORN Board
AND
DEARBORN SCHOOLS ADMINISTRATORS' ASSOCIATION


Administrative Certification


9 The Dearborn Board (hereinafter referred to as the Board), and the Dearborn Schools Administrators' Association (hereinafter referred to as the DSAA), whereas the above mentioned parties agree as follows:

13 Effective July 1, 1996, Section 1536 of the School Code, authorization for the issuance and renewal of an administrator certificate, was repealed. However, Section 1246, the continuing education requirement, remained intact and proposed rules to implement this section are currently awaiting State Board of Education action.

18 Therefore, the Board and the DSAA agree that the provisions outlined in article II Q. (Administrative Certification) shall be held in abeyance until such time that the State Board of Education implements new rules to implement Section 1246 and/or the state legislature reinstates authorization for administrative certification. During the interim, administrators shall not be required to show proof of possession of an administrators certificate. Instead they will meet other qualifications as designated by the school district.

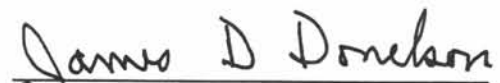
29 For the Board
30 of the School District of the
31 City of Dearborn

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Jeremy M. Hughes, Superintendent

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R. Douglas Pretty, Director
40 Department of Human Resources

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43 12-12-97
44 Date

For the Dearborn Schools
Administrators' Association

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35 _____
James D. Donelson, DSAA President

