

6528

6/30/91

MASTER AGREEMENT

between

LANSING ASSOCIATION OF SCHOOL ADMINISTRATORS

and

LANSING SCHOOL DISTRICT
BOARD OF EDUCATION

1989-1991

Lansing School District

TABLE OF CONTENTS

ARTICLE		PAGE
I	Recognition	1
II	Board Rights	1
III	Association and Administrators Rights and Responsibilities	1-2
IV	Grievance Procedure	2-3
V	Reduction in Staff	3-4
VI	Salaries	4
VII	Fringe Benefits	5-9
VIII	Compensable Leaves and Leaves of Absence	9-15
IX	Miscellaneous	15-16
X	Duration of Agreement	16
	Appendix A - Administrative Salary Index Range	17
	Appendix B - Interns	18
	Appendix C - Letter of Agreement	18

ARTICLE I

RECOGNITION

- A. The Board of Education hereby recognizes the Lansing Association of School Administrators as the exclusive bargaining representative for Administrators in accordance with the applicable provisions of Act 379, Public Acts of 1965. The term "Administrator" when used herein, shall refer to employees included in the unit for bargaining; and the term "Board" when used herein, shall refer to the Board of Education of the Lansing School District or its designated agents.
- B. The following administrative personnel who hold valid contracts with the Lansing School District comprise this bargaining unit: Secondary Principals, Elementary Principals, Assistant Secondary Principals, Assistant Elementary Principals, Administrator of Beekman Center, Director of Special Education, Director of Student Services, Director of Continuing and Vocational Education, Director of Media Services, Director of State and Federal Programs, Administrator for Physically and Otherwise Health Impaired Programs, Director of Transportation, Director of Purchasing, Operations Supervisor, Supervisor of Federal Accounting, Director of Custodial Services, Assistant Director of Elementary Education, Assistant Director of Adult and Continuing Education, Administrator for Elementary Special Education, Administrator for Secondary Special Education, Director of Alternative Education.
- C. The Lansing School District operation requires a cohesive administrative staff. Towards that end the Superintendent of Schools shall meet on a regular basis with representatives of the Executive Board of LASA for input on staffing decisions as well as other matters directly affecting the administrative staff.
- D. It is mutually acknowledged that this collective bargaining agreement represents the complete agreement between the parties, and any other matter outside of this agreement which has not been incorporated by reference herein shall not be deemed to be a part of such collective agreement.

ARTICLE II

BOARD RIGHTS

Subject to the terms of this Agreement, there is reserved exclusively to the Board all responsibilities, powers, rights and authority vested in it by the laws and constitution of Michigan and the United States or which have been heretofore properly exercised by it.

ARTICLE III

ASSOCIATION AND ADMINISTRATOR RIGHTS AND RESPONSIBILITIES

- A. The LASA shall have the right to use building facilities at reasonable times and hours for LASA meetings outside their working day, provided this shall not interfere with or interrupt normal school procedures. When

special custodial service is required, the Board will charge the LASA for the actual charge involved.

- B. The Board agrees to provide in the form in which it is available in the records of the District, upon written request of the duly designated LASA representative, all financial and non-confidential personnel information relative to the District, excluding, however, any and all financial information or data which may be held not accessible to administrative bargaining units by any statute, state administrative or judicial body.
- C. Upon appointment with the Personnel Office, Administrators shall have access to their personnel files to review any document which is not received as privileged or confidential. Such records will not be removed from the Personnel Office.
- D. Administrators shall be held accountable. Accountability requires responsible decision making. Supportive rationale for any decision must be directly related to the goals and objectives of the particular building as well as the general goals of the Lansing School District. Such rationale must be developed prior to any decision.
- E. The Board, through the Association president, will request, accept and consider input from the LASA regarding matters of school operation. When joint teacher-administrator committees are formed, the LASA shall submit a recommended list of representatives to serve on such committees.
- F. Administrators shall be evaluated at least once every three years. Administrators selected shall be evaluated by February 1, and a written copy of the evaluation shall be given to the Administrator. Administrators having an unsatisfactory evaluation (fair or poor) shall be provided assistance to improve their performance.
- G. Administrators whose contracts are not to be renewed for reasons of performance shall be notified by April 1.

ARTICLE IV

GRIEVANCE PROCEDURE

- A. A grievance may be defined as a violation, misinterpretation or misapplication of any provision of this Agreement and/or Board policies directly affecting wages, hours or conditions of employment of an Administrator.
- B. The number of days indicated at each step of the grievance procedure are wording days, should be considered as maximum, and every effort should be made to expedite the grievance process. Time limits may, however, be extended by mutual consent.
- C. On the handling and processing of a grievance, the following procedure will apply:

Step One: Within ten (10) days of the date an alleged grievance occurs, the Administrator shall submit to the Director of Personnel and Employee Relations a statement of facts and all relevant material

giving rise to the grievance. Within ten (10) days of receipt of the alleged grievance, the Superintendent, Director of Personnel and Employee Relations, the Aggrieved and an Association Representative shall meet to discuss the grievance. Following such a meeting, within ten (10) days, the Superintendent shall respond in writing to the Grievant.

Step Two: If the grievance remains unresolved at the conclusion of Step One, the Grievant shall, within ten (10) days of the date of response, submit the grievance to the Board of Education for review. Within fifteen (15) days the Board shall meet in executive session to discuss the grievance with the Aggrieved and an Association Representative. Additional staff members may be present upon mutual consent of both parties. Within fifteen (15) days of such review, the Board shall respond in writing to the Grievant. Such response shall include the rationale for the final and binding decision.

D. Miscellaneous

1. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.
2. All documents, communications, or records dealing with a grievance shall be filed separately from the personnel files of the participants.
3. Access shall be made available to records of all unprivileged information used in the determination and processing of the grievance.
4. Any grievance filed during the life of this agreement shall be processed through the steps of this procedure regardless of whether such time required may go beyond the expiration date of this document.
5. Nothing contained herein shall be construed to prevent any individual Administrator from presenting a grievance and having the grievance adjusted without LASA representation, if the adjustment is not inconsistent with the terms of this Agreement.

ARTICLE V

REDUCTION IN STAFF

- A. The Association recognizes the exclusive right of the Board to determine monetary savings to be achieved by reduction in personnel and/or operations and the exclusive right to determine the area in which such reductions will be made.
- B. Prior to any reduction in staff within LASA, the LASA will be provided an opportunity to present to the Superintendent the LASA recommendations regarding such reductions for the consideration of the Board prior to the final Board decision. The following criteria shall be considered in the layoff of Administrative staff:

1. Policy 4111 and other equal employment criteria
2. Qualifications/Certification/Reimbursement
3. Seniority

Seniority shall be defined as the length of continuous employment as an Administrator in the District and shall be measured from the first working day of such employment. In the event more than one Administrator has the same working day, their relative seniority shall be determined through a drawing.

- C. Those persons affected shall be notified as soon as possible that their position is to be eliminated. They will be informed of other vacancies for which they may qualify and will be given an opportunity to interview for such vacancies.
- D. Whenever an administrative vacancy occurs following a reduction in staff, the laid off Administrator with the highest seniority will be offered the opportunity to assume the position providing he or she qualifies according to the job description accompanying the position. This provision may also be set aside on a case-by-case basis if there is a need to maintain ethnic proportions of administrative staff to the student population.

ARTICLE VI

SALARIES

A. Base Salary

1. The 1989-90 base salary for all administrative personnel shall be \$29,837 for personnel with 8 years or less professional experience, \$32,608 for 9-11 years professional experience and \$35,379 for 12 or more years professional experience. Professional experience may include experience inside or outside the Lansing School District.
2. The 1990-91 base salary for all administrative personnel shall be \$31,030 for personnel with 8 years or less professional experience, \$33,912 for 9-11 years professional experience and \$36,794 for 12 or more years professional experience. Professional experience may include experience inside or outside the Lansing School District.

- B. Administrative personnel qualifying for the MA+ shall receive an additional \$650. Administrative personnel qualifying for the Ph.D. shall receive an additional \$650 for a total of \$1,300.
- C. Administrative personnel shall be grouped in one of eight categories for salary computation purposes. (See Appendix A) Each salary category shall include a 10% experience-in-position differential applicable over a three year period.

ARTICLE VII

FRINGE BENEFITS

A. Group Hospital/Medical

1. Administrators may upon written application select from the health insurance plans listed below. The Board's obligation shall be to contribute 96% of the monthly premiums during the term of this Agreement.
 - (a) MESSA SM2 Program
 - (b) Blue Cross/Blue Shield MWF II
2. The Board will pay 100% of the monthly premiums for the administrator's choice of the following as an alternative to A.1. above:
 - (1) MESSA SMI Program
 - (2) Blue Cross/Blue Shield MVF-1, Option IV, \$2.00 Prescription Drug Rider; Riders: M, D45DM, PPNV-1, OPC/OPPC, DC, FAE/RC, VST.
 - (3) Health Central, High Option, \$2.00 Prescription Drug Rider.
 - (4) SET Ultra-Med "B", \$2.00 Prescription Drug Rider.
3. A tax sheltered annuity program. Administrators not selecting one of the health insurance plans above shall receive a \$500.00 annual contribution toward the purchase of a tax sheltered annuity of their choice from the available companies approved by the School Board. Contributions shall be prorated on a monthly basis.

B. Group Life Insurance

Term Life Insurance \$50,000 including Accidental Death and Dismemberment and Waiver of premium in event of total disability.

C. Group Dental

Basic Dentistry: The plan will pay 70% of eligible expenses and will increase 10% each calendar year (to 100%) provided the insured visits a dentist and completes all recommended basic services each year.

Major Dentistry: Includes inlays, crowns, bridges, full and partial dentures. The plan will pay 80% of the eligible expenses incurred by the participant.

Combined Basic & Major Maximum: Annual maximum per participant per calendar year - \$1,000.

Orthodontics: Orthodontic benefits are provided for all persons insured. The plan will pay 70% of an orthodontist's reasonable and customary charges up to the plan maximum of \$1,500.

Claim Forms: Available at the Fringe Benefits Department.

D. Vision Care

Vision care will be provided to all employees and their dependents (children 19 to 25 are covered provided they are full time students or meet Federal IRS rules for dependency).

Coverage: The vision insurance will pay 80% of reasonable and customary services for examinations, frames, lens, or contact lens following cataract surgery, or when visual acuity cannot be corrected to 20/70 in the better eye.

Contact lens for cosmetic purposes are not covered. However, if you choose contacts in lieu of glasses, an allowance of \$80.00 will be made towards their cost, including examinations.

The vision care benefit will be provided once in the 12 month policy year for eligible persons.

E. Long Term Disability Insurance

Benefits:

1. Up to 60% of monthly salary with a maximum of \$4,000 per month.
2. Benefits are off-set with the Social Security (primary benefit only) and Michigan School Employees Retirement to the degree they would add to the basic benefit in excess of 60%.
3. Benefits payable on the following basis:

Age of Disablement	Duration of Benefits (In Years)
61 and younger	To age 65
62	3-1/2 years
63	3 years
64	2-1/2 years
65	2 years
66	1-3/4 years
67	1-1/2 years
68	1-1/4 years
69	1 year

Waiting Period: 90 calendar days or after all sick leave is consumed, whichever comes later.

F. Reserve Income Benefit

All Administrators shall receive from the Board an annual Reserve Income Benefit in the amount of \$1,600.00.

G. Vacation

Employees working 52 weeks per year shall receive four (4) weeks of vacation time which is included in their annual salary. Vacations shall be scheduled at such times as is approved by his/her immediate supervisor.

For pay purposes only, a pro-rata share of vacation is included in the annual salary of employees working less than 52 weeks per year according to the following schedule:

- 46-47 weeks of work - 3 weeks and 4 days vacation
- 44-45 weeks of work - 3 weeks and 3 days vacation
- 42-43 weeks of work - 3 weeks and 2 days vacation
- 41-42 weeks of work - 3 weeks and 1 day vacation

During each year of this Agreement, employees working 52 weeks per year shall be entitled to a fifth week of vacation. Scheduling of this added week of vacation is subject to the approval of the employee's immediate supervisor. This added week of vacation shall not change the formula by which employee salaries are calculated as described in Article VII, G.

Employees working less than 52 weeks per year shall be granted 1 discretionary day to be used during the 1989/90 school year and two discretionary days to be used during the 1990/91 school year. Scheduling of discretionary days is subject to the approval of the administrator's immediate supervisor and may not be taken at a time when students and/or staff are in session. Discretionary days must be used in the year in which they are granted and shall not accumulate as compensable leave days. Discretionary days shall not change the formula by which employee salaries are calculated as described in Article VII, G.

H. Holidays

The following holidays will be recognized for all Administrators:

- The day before New Year's Day
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- The day before Christmas Day
- Christmas Day

I. Retirement Pay

Administrators who qualify under the Michigan Teachers Retirement Act and have ten (10) years of service with the Lansing School District, after completion of their last year of service, shall receive \$225 for each year of service in the district up to a maximum of \$6,000. In case of death prior to retirement, the accumulative amount shall be paid to the designated beneficiary.

J. Supplemental Allowances (Elementary)

For elementary principals with responsibilities for more than one elementary building:

- Car allowance - Maximum current allowable Internal Revenue Service per mile rate - Payment to be made on presentation of a mileage log.

Responsibility for two buildings - \$1,250.00

K. Administrator Health Examinations

The Superintendent may request an Administrator to obtain a physical or psychiatric examination. Expenses for any such examinations shall be paid in full by the Board.

L. Personal Property Loss

The Board will reimburse Administrators the current value of any clothing or other personal property, excluding automobiles and up to a maximum of \$100.00 per incident, that has been damaged or destroyed as the result of a work-related accident or assault and/or battery upon him/her suffered in the course of his/her employment, unless such loss is covered in part or in full by insurance or reimbursement is obtained from other sources.

M. Dues Deduction

The Board agrees to deduct from Administrators' and Supervisors' salaries organization dues for any recognized educational association in which annual dues are at least \$50. (As the Administrators or Supervisors individually and voluntarily authorize the Payroll Office to deduct, and to transmit the amount deducted to such recipients as may be authorized by the above respective organizations.)

Each of the aforementioned organizations shall certify to the Payroll Office, in writing, the current rate of its membership dues.

Each Administrator or Supervisor who desires to authorize such deduction shall file with the Payroll Office a signed and dated "Membership Form".

Deductions shall be made the first pay period of each month, provided that deductions for such membership dues shall not supersede any legally required deductions or deductions authorized prior to the date of this Agreement and the Board shall not be required to make any check-off for membership dues if the Administrators' or Supervisors' pay is not sufficient to cover the membership dues in any pay period. The Payroll Office shall not be required to honor any month's deduction any authorizations that are delivered to the Payroll Office later than two weeks prior to the distribution of the payroll from which the deductions are to be made.

N. Professional Improvement Programs

Administrators may qualify for professional improvement compensation steps on the 6th, 9th and 12th anniversary years following their appointment to an administrative position in this school district. Qualified Administrators shall receive an additional \$400 for each program beginning with their 7th, 10th and 13th year.

Administrators shall, during each three year period, beginning with their third year of service as an Administrator, develop a program of professional improvement appropriate to the position held, submit it to the Director of Elementary and Secondary Education, Director of Curriculum, or

Assistant Superintendent of Fiscal and Administrative Services, as is appropriate, and the Superintendent or his designee for approval. An Administrator may, at any time during the three year program, request from his/her supervisor and the Superintendent or his designee that a change be allowed in his/her program of professional improvement.

On each qualifying anniversary year, the qualifying Administrator shall submit a report to the appropriate supervisor verifying completion of the professional improvement program. Approval of the completed program by the supervisor and the Superintendent or his designee shall qualify the Administrator for advancement.

Should an Administrator, at the end of a three year period, not complete his/her program for professional improvement, the following may occur:

1. The Administrator may request from his/her supervisor, an extension of one year's time in which to complete the program.
2. The Administrator may lose no more than one professional improvement step already attained.
3. Status quo may be maintained at the discretion of the supervisor and the Superintendent or his designee.

Administrators having qualified for each of the three professional improvement compensation steps, including those administrators presently qualified for professional growth compensation under the Professional Growth Program, shall remain eligible for full compensation by continuing to complete satisfactorily a professional improvement program every three years.

- O. The Board shall pay the difference between on and off campus tuition for those Administrators enrolled in the Administrative Extern Program.
- P. When it becomes necessary to assign Administrators additional work days, including Saturdays and holidays, the parties agree to meet to negotiate the issue of compensation.

ARTICLE VIII

COMPENSABLE LEAVES AND LEAVES OF ABSENCE

A. Compensable Leave

Absence from work with full pay for personal illness, injury, emergencies or any other approved reason shall be granted Administrators at the beginning of each year. Administrators on a full year contract shall receive 15 days per year. Administrators working 40 or 41 weeks per year shall receive 13 days per year, and those Administrators working 42 to 47 weeks per year shall receive 14 days of compensable leave. Unused portions of each year's leave may be allowed to accumulate indefinitely and shall be available in future years.

B. Leaves of Absence

Maternity Leave

1. If the Administrator desires a leave of absence, she must file a written request with the Personnel Office at least 90 days prior to the anticipated date of such leave.
2. Any leave of absence shall be for the duration of the pregnancy and extend no longer than through the post-natal examination period (usually six weeks after termination of the pregnancy).
3. After the termination of pregnancy, the Administrator shall be permitted to return from leave at any time. However, unless parental leave has been granted, such return shall be no later than following the post-natal examination period (usually six weeks after termination of pregnancy). Upon returning from leave of absence, the Administrator must provide a physician's certification that she is physically sound and able to perform all normal duties of her position. The Board may choose at its option and expense to have the Administrators examined by the Board's physician prior to the Administrator's return to work.

Parental Leave

A parental leave of absence without pay shall be granted upon request to Administrators who become parents of newborn. Such leave must be requested, in writing, prior to the six week post-natal examination, but not less than thirty (30) days prior to the date such leave is to become effective. Such leave shall, if applicable, be granted until the end of the fiscal year.

Adoptive Leave

Any Administrator may apply for an adoptive leave without pay. When first notified that she has been accepted as an adoptive parent by the adoption agency, the Administrator desiring leave shall apply to the Personnel Office for an adoptive leave which shall commence when the Administrator assumes custody of the child, and shall continue for the duration of the school year.

Sabbatical Leave

1. Qualifications
 - a. The applicant must be a full-time contractual Administrator.
 - b. The applicant has been employed in the Lansing School District for at least seven consecutive years. Absence from service for a period of not more than one year under a leave of absence without pay, granted by the board for professional improvement, restoration of health, or maternity leave, shall not be deemed a break in continuity of service required by this Section.

- c. The applicant has not been granted a sabbatical leave of absence from the Lansing School District during the seven consecutive years of service immediately preceding current application.
- d. The applicant signs an agreement to return to service with the Lansing School District immediately upon termination of the sabbatical leave and to continue in such service for a period of two years, unless causes beyond his/her control prevent, or to refund any compensation received from the Lansing School District while on leave except as the Board shall, by special action, waive such obligation.
- e. All applications shall be reviewed for recommendation to the Superintendent by a committee consisting of four members, two appointed by the Superintendent and two appointed by the LASA. The committee shall consider among other qualifications the following: the extent of the applicant's professional study, travel, research, growth contributions, and successful service during the seven years.
- f. Requests for sabbatical leaves will be considered only for a full semester or a full school year.

2. Application

- a. Application shall be filed with the Director of Personnel by the end of the first semester for leave beginning the following September. For leave beginning in February, the application shall be filed by the end of the preceding June. Applications submitted after the specified time limits may be considered at the discretion of the Board.
- b. An applicant for sabbatical leave of absence shall file with the application form an outlined program for the period requested for sabbatical leave. This plan shall be indicated in an attached statement and include details for either study in an approved college or university, or a problem or project in research to be pursued independently by the applicant, provided such problem or project is related to his/her professional obligation.
- c. Sabbatical leave granted shall not exceed one percent of the total administrative staff in that current year.
- d. A sabbatical leave shall not exceed two semesters. (State Law)

3. Salary Protection

- a. An Administrator on sabbatical leave will be paid one-half of his/her scheduled salary.
- b. An Administrator granted such leave shall advance on the salary schedule the same number of steps he/she would have advanced had he/she been on the staff in the Lansing School District.

4. Status While on Sabbatical Leave

- a. An Administrator on sabbatical leave shall be considered to be in the employ of the Lansing School District and shall have a contract. However, the Lansing School District shall not be held liable for death or injury sustained by any staff member while on sabbatical leave.
- b. He/she shall be entitled to participate in any other benefits that may be provided for by rules and regulations of the Board.
- c. The Administrator shall be responsible for notifying the Payroll Department of the Lansing School District as to the place to which his/her checks should be addressed during his/her period of sabbatical leave.

5. Status Upon Return from Sabbatical Leave

An Administrator, upon return from sabbatical leave, shall be restored to his/her former position, if available, and if not, then to a comparable position.

Educational Leave

1. Leave of Absence for Study

- a. An Administrator who has been on the staff of the Lansing School District for a minimum of three years and has a record of satisfactory service shall be eligible for a study leave for a period of up to two years, provided said Administrator states his/her intent to return to the Lansing School District for a minimum period of one year. Upon return, he/she will be restored to his/her former position, if possible, or a position of like nature.
- b. Application shall be filed with the Director of Personnel by the end of the first semester for leave beginning the following September. For leave beginning in February, the application shall be filed by the end of the preceding June. Leaves must be for semester durations. Applications submitted after the specified time limits may be considered at the discretion of the Board.
- c. An Administrator requesting a leave of absence for study shall be required to take at least ten (10) semester hours a semester or ten (10) term hours a quarter in a university or college accredited by the North Central Association of Colleges and Secondary Schools or equivalent agency which may include credit hours for conducting and/or compiling research towards an advanced degree course.
- d. Study leave shall be a leave without pay and may be granted by the Board of recommendations of the committee provided for in the Sabbatical Leave section.

- e. An Administrator being granted a leave of absence for study shall advance on the salary schedule as he/she would have advanced had he/she been employed in the Lansing School District provided a transcript is filed indicating the required credits have been earned.
2. Teaching for the United States Government, Peace Corps, or other Special Programs
 - a. An Administrator who has been employed in the Lansing School District for a minimum of three years and has a record of satisfactory service shall be eligible for a leave of absence for a period not to exceed two years to teach in an assignment abroad in schools maintained by the United States, provided said Administrator states his/her intent to return to the Lansing School District for a minimum period of one year. Upon return he/she will be restored to his/her former position, if possible, or a position of like nature.
 - b. Such leave granted shall be leave without pay and may be granted by the Board on recommendation of the Superintendent after receiving the recommendation of the committee provided for in the Sabbatical Leave section.
 - c. An Administrator granted such leave shall advance on the salary schedule as he/she would have advanced had he/she been employed in the Lansing School District.
 - d. Requests for a leave of absence for such an assignment shall be made by the end of the first semester for a leave beginning the following September.

Leaves for Other Purposes

1. Absence for Jury Duty

In such cases the Administrator will be paid the difference between his/her pay for that duty and his/her regular pay provided he/she cooperated with school officials in attempting to obtain a postponement from such service for the period of the school year. Proof of service and pay must be submitted to the Payroll Office.

2. Leaves of absence with pay not chargeable against compensable leave shall be granted in connection with an appearance before a court or an administrative agency when subpoenaed as a witness in any case connected with the Administrator's employment or the school, except that leave with pay shall not be granted in connection with unfair labor practice hearing involving the Board and the LASA.
3. When attending any function when so directed by the administration.

- C. Conventions and Conferences

All conference requests must be approved by the Administrator's supervisor, and the Personnel Department prior to the date of the conference.

All Administrators are responsible for arranging for the delegation of their responsibilities during the period of time they are attending a conference.

Upon return from a conference, the Administrator will submit a written report of the sessions to his/her supervisor.

Principals may, with the approval of the Director of Elementary and Secondary Education, attend different conferences than those listed herein, provided the expenses incurred do not exceed those they had been designated to attend.

Only one Secondary Administrator shall be gone from the building at any one time; exceptions may be made only with the approval of the Superintendent.

1. Principals and Assistant Principals - To be applied over a two year period. (Quotas may be exceeded with approval of the Superintendent at the Administrator's own expense.)
 - a. NORTH CENTRAL MEETING One (1) Senior High School Principal
 - b. NATIONAL ASSOCIATION OF SECONDARY PRINCIPALS Three (3) Secondary Principals and three (3) Assistant Secondary School Principals
 - c. MICHIGAN ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS Six (6) Secondary Principals and four (4) Assistant Secondary School Principals
 - d. NATIONAL DEPARTMENT OF ELEMENTARY SCHOOL PRINCIPALS Eight (8) Elementary Principals*
 - e. ASSOCIATION FOR SUPERVISION ON CURRICULUM DEVELOPMENT One (1) Elementary Principal*
 - f. MICHIGAN ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS Thirteen (13) Elementary Principals*
 - g. MICHIGAN CONGRESS OF PARENTS AND TEACHERS One (1) Elementary Principal*
 - h. ASSOCIATION FOR CHILDHOOD EDUCATION Two (2) Elementary Principals*
 - i. Assistant Principals shall be allowed a quota of four (4) additional conferences (two state and two national).
 - j. Elementary Principals shall be allowed a quota of one additional national conference.*

These quotas may be exceeded by Administrators who have either major responsibilities on the program or in the organization. Attendance shall be at their own expense.

* Elementary Assistant Principals may also be scheduled.

2. Other Administrators

Conference for all other Administrators will be subject to the approval of their immediate supervisor.

3. The Superintendent after meeting with LASA, may place a freeze on all conferences when economic circumstances so dictate.

ARTICLE IX

MISCELLANEOUS

- A. The Board shall be responsible for the typing, printing, and preparation of sufficient copies of this Agreement for distribution by the Association to each member of the bargaining unit. The Association will share in the cost of materials and printing.
- B. Representatives of the Board and the Association shall meet once each month during the school year, upon the request of either party, to discuss matters of mutual concern. The time, place and agenda shall be mutually agreed upon at least one week prior to such a meeting.
- C. When an Administrator is to be transferred, notification will be given by July 1st, when circumstances permit. Should the transfer be involuntary, such notification shall be through an individual conference with the Administrator.
- D. The Superintendent may initiate salary review of administrative positions in the following instances:
1. Any new administrative position placed in the bargaining unit.
 2. Any administrative position that is combined with another function.
 3. Any administrative position that is given permanent extra responsibility.
 4. Any administrative position that is relieved of responsibilities.
 5. Any present administrative position.
- Upon request of the Superintendent a committee of six, three member appointed by the Superintendent and three members appointed by LASA, shall serve this review function and make recommendations to the Superintendent.
- E. If any provision of this Agreement or any application of the Agreement to any Administrator or group of Administrators shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- F. Negotiations between the parties for the purpose of entering into a successor Agreement shall commence at least sixty (60) days prior to the expiration date of this Agreement.

- G. All administrative job vacancies shall be posted.
- H. During the term of this Agreement scheduled days of work that are cancelled because of conditions not within the control of school authorities such as, but not limited to, severe storms, fires, epidemics or health conditions as defined by the city, county, township or state authorities shall be rescheduled by the school district. Such rescheduling shall not affect or otherwise require an adjustment of salary compensation, or other benefits provided within this collective bargaining agreement.

ARTICLE X

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1989 and shall continue in effect until June 30, 1991. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. No other organization may ask for exclusive bargaining rights during the fixed term of this Agreement.

BOARD OF EDUCATION

LANSING ASSOCIATION OF SCHOOL
ADMINISTRATORS, INC.

By *Hilda F. Richardson*
Its President

By *Carl R Oakley*
Its President

By *Paul A. Cleene*
Its Secretary

By *Ann M Blaw*
Its Secretary

APPENDIX A

ADMINISTRATIVE SALARY INDEX RANGE

Category	Range	Positions
I	1.65-1.75	High School Principals
II	1.60-1.70	Middle School Principals Director of Special Education Director of Continuing & Vocational Education Director of Student Services
III	1.50-1.60	Director of Maintenance & Engineering Director of Alternative Education Director of State & Federal Programs Assistant Secondary Principals Assistant Director Elementary Education Assistant Director of Adult & Continuing Education Elementary Principals Director of Media Services
IV	1.45-1.55	Director of Purchasing Director of Custodial Services Director of Transportation
V	1.40-1.50	Program Administrator for Physically or Otherwise Health Impaired Programs Administrator for Elementary Special Education Administrator for Secondary Special Education
VI	1.35-1.45	
VII	1.30-1.40	Assistant Elementary Principals
VIII	1.20-1.30	
IX	1.15-1.25	Operations Supervisor Supervisor of Federal Accounting

APPENDIX B

Interns shall be paid in accordance with Article VI and Appendix A.

Interns shall receive fringe benefits in accordance with the Master Agreement between the Lansing Schools Education Association and the Lansing School District Board of Education.

APPENDIX C

Letter of Agreement
RE: Health Insurance Cost Containment Study

Upon ratification of this agreement, the parties agree to participate in a comprehensive study of health insurance cost containment strategies. Should the study identify specific changes or alterations to existing insurance benefit programs that are mutually beneficial, the parties may, by mutual consent, agree to implement the same.

Lawrence W. MacQueen
On behalf of the Board of Education

9/18/89
Date

[Signature]
On behalf of the Lansing Association of School
Administrators

9.18.89
Date

