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6/30/2000

MASTER AGREEMENT
between
LANSING ASSOCIATION OF SCHOOL ADMINISTRATORS
and
LANSING SCHOOL DISTRICT
BOARD OF EDUCATION
1998-1999
1999-2000

Lansing School District

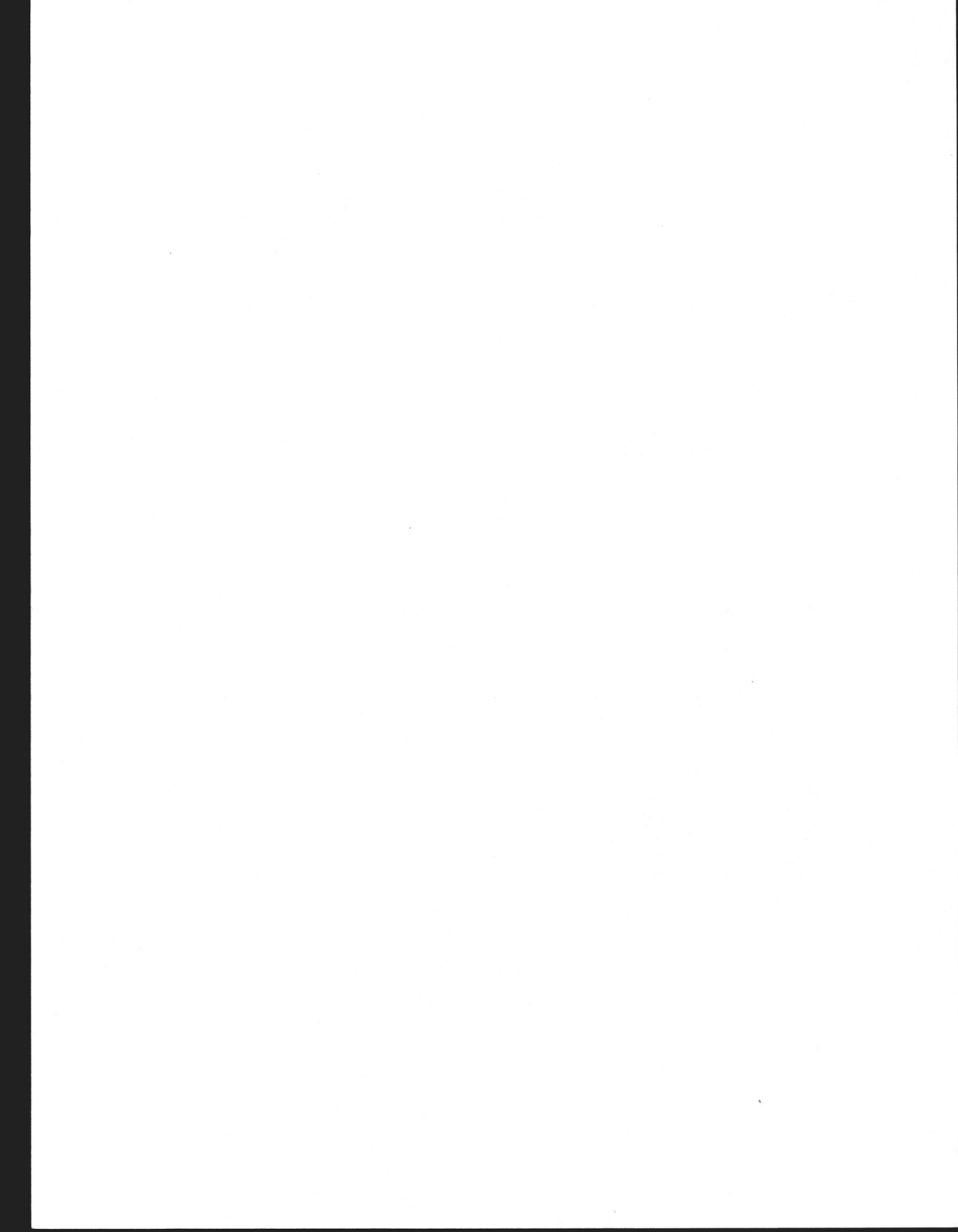


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MASTER AGREEMENT

BETWEEN

LANSING ASSOCIATION OF SCHOOL ADMINISTRATORS

AND

LANSING SCHOOL DISTRICT BOARD OF EDUCATION

This Agreement is entered into between the Lansing School District Board of Education, hereinafter referred to as "Employer" or "Board", and the Lansing Association of School Administrators, hereinafter referred to as "LASA" or "Administrators". It is the intent and purpose of this Agreement to establish a working and economic relationship between the parties hereto, to provide an orderly and peaceful means for resolving any misunderstandings or differences which may arise, and to set forth herein the agreement between the parties concerning wages, hours, terms and conditions of employment for members of this bargaining unit. The Employer and LASA jointly agree to perform the obligations imposed by this Agreement.

ARTICLE 1
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, for those employees included in the unit for bargaining as set forth in the paragraph below. 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: Director of Curriculum and Staff Development, High School Principals, Middle School Principals, Director of Physical Plant and Custodial Services, Director of Student Services (Effective July 1, 1999), High School Assistant Principals, Supervisor for General and Special Education Programs -Secondary, Middle School Assistant Principals, Elementary Principals, Principal for Beekman Center, Supervisor for General and Special Education Programs - Elementary, Director of Food Services & Environmental Center,

Director of Purchasing and Distribution Services, Director of Transportation, Assistant Director of Accounting, and Internal Auditor.

- 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. Whenever a new Employee classification is added, the Board shall make an initial determination as to whether the Employees in that classification are appropriate members of the Bargaining Unit. The Board shall advise the LASA, through its President, of its decision and furnish copies of the job descriptions(s) involved.
- E. Any individual contract executed between the Board and an Administrator in the Bargaining Unit shall be subject to and consistent with the terms of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement shall be controlling.
- F. The Board agrees not to negotiate concerning the terms and conditions of employment for members of this Bargaining Unit with any organization other than LASA for the duration of this Agreement. Nothing herein is intended to prohibit the right of free communication between the Board or its representatives and the personnel included in the Bargaining Unit.

ARTICLE 2 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 3 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 the 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 Human Resource Office, Administrators shall have access to their personnel files to review and receive written copies of, if requested, unless exempted under the law. 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. Any case of employment-related assault and battery upon an administrator immediately shall be reported by the administrator to his/her immediate supervisor. Upon written request, the Board shall select and make available to the administrator an attorney for the purpose of an initial consultation to advise the administrator of any rights and obligations in connection with handling of the incident by law enforcement and judicial authorities.

ARTICLE 4
PROFESSIONAL CONDUCT

- A. The Board may adopt rules and regulations not in conflict with the terms of this Agreement governing the professional conduct of administrators. A copy of these rules and regulations shall be available to each administrator.

B. The Board and the LASA recognize a mutual responsibility for promoting professional conduct that encourages quality in the educational process and reflects favorably upon the Lansing School District. Breaches of professional conduct are subject to disciplinary procedure. Such breaches include but are not limited to: abuses of sick leave and other leaves, tardiness, willful deficiencies in professional performance, violation of Board policies, regulations or administrative directives not inconsistent with the terms of this Agreement, and any violation of the terms of this Agreement. Alleged breaches of professional conduct shall be reported promptly to the offending administrator.

C. Definition of Discipline

Disciplinary action shall be defined as any written reprimand, suspension, reductions in rank or professional advantage, or discharge.

D. Representation

Before any meeting is called in which disciplinary action may result, the administrator shall be notified and shall be entitled to have present a representative of the Association. If an Association representative is requested to be present, no longer than two (2) working days may lapse before such a meeting is held.

E. A written record indicating the specific grounds forming the basis for disciplinary action shall be filed in the administrator's personnel file, and a copy thereof given to the administrator. After a period of two (2) years from the date of occurrence, if there has been no recurrence of conduct similar to that which caused the disciplinary action, then this disciplinary action shall not affect this administrator in matters of promotion, transfers or job status.

F. When an administrator requests that a LASA representative be present during a disciplinary action meeting scheduled during working hours, the LASA representative shall suffer no loss of pay in connection with such meetings. In connection with grievance meetings, the grievant, LASA President, or one (1) representative from LASA shall suffer no loss of pay for participating in such meetings scheduled during working hours.

G. Just Cause

No administrator shall be disciplined without just cause.

H. Progressive Discipline

The Board will follow a policy of progressive discipline, which may include a written reprimand, suspension, reduction in rank or professional advantage, or discharge. Disciplinary actions shall be discussed privately between the employee and the Board. The Board may impose a severe disciplinary action without progressing through less severe measures when warranted by the seriousness of an administrator's misconduct.

I. Complaints

Any complaint about an administrator's professional performance shall be called to the administrator's attention, within five (5) work days of the supervisor's receipt of such complaint, unless extenuating circumstances or the integrity and/or security of a district investigation into the complaint is jeopardized by informing the administrator. The administrator shall receive a copy of any written complaints or a written summary of any oral complaints and shall be given an opportunity to respond to either. Complaints shall not be incorporated into an administrator's evaluation or personnel file unless the administrator has been informed of the complaint, given an opportunity to respond, and there has been a finding of a delinquency of professional performance.

ARTICLE 5
ADMINISTRATOR EVALUATION

A. Philosophy

The Board and LASA agree that members of the administrative staff shall be subject to an evaluation process that is fair, constructive and reliable in order to facilitate the successful and continuing achievement of the goals and objectives of the Lansing School District Board of Education.

B. Purpose

The Board and LASA agree that the administrator evaluation process has several purposes including:

1. To establish, maintain and improve communication between supervisors and administrators, particularly in relation to an administrator's job performance.
2. To ensure that each administrator is aware of job responsibilities and related performance level expectations.

3. To recognize outstanding performance by individual administrators.
4. To maintain, strengthen and improve the level of performance of the administrative staff.
5. To identify and assist the correction of performance deficiencies by individual administrators.

C. Evaluation Procedures

1. Upon employment, each administrator will be provided a written description of his/her job. Administrators will be informed of specific criterion upon which they will be evaluated by being provided a copy of the Performance Appraisal for LASA Administrators (refer to Appendix E).
2. The content of any evaluation is not subject to the grievance procedure, however, non-adherence to procedures set forth in this Article by an evaluator shall be grievable.
3. Monitoring or observation of the work of an administrator shall be conducted openly and with knowledge of the administrator.
4. Administrators shall be evaluated every three years, or more often, if deemed necessary by the Board. Administrators selected shall be evaluated by February 1, and a written copy of the evaluation shall be given to the administrator.

The evaluator(s) shall hold a conference with the administrator for the purpose of clarifying the evaluation and recommendations. Such a conference shall be held within ten (10) days of submission of the written report to the administrator. An administrator who disagrees with the evaluation may submit written comments which shall be attached to the personnel file copy of the evaluation.

5. In the event that performance is unsatisfactory, a corrective action plan will be developed. Failure of an administrator to comply with the terms of a corrective action plan may constitute grounds for disciplinary action. Failure of an administrator to improve his/her performance to a satisfactory level may constitute grounds for disciplinary action up to and including discharge.

- D. Administrators whose contracts are not to be renewed for reasons of performance shall be notified on or before ninety (90) days prior to the expiration of their individual contract.
- E. Any changes in the Lansing School District, Administrative Performance Review Handbook will be by mutual agreement between the Board and LASA.

ARTICLE 6
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 working days, should be considered as maximum, and every effort should be made to expedite the grievance process. Time limits may, however, be extended by written mutual consent.
- C. On the handling and processing of a grievance, the following procedure will apply:

Step 1: LASA or the aggrieved administrator may initiate any grievance at Step 2. As an alternative option within ten (10) days of the date an alleged grievance occurs, a special conference may be requested by LASA and/or the aggrieved administrator for the purpose of an informal problem solving discussion.

If a request for a special conference is made by LASA or the aggrieved administrator, the chief personnel administrator shall convene the conference. Problem solutions resulting from the special conference which are mutually agreeable may be implemented. If the special conference does not produce a mutually agreeable solution, LASA or the aggrieved administrator may advance the grievance to Step 2.

Step 2: Within ten (10) days of the date an alleged grievance occurs or within ten (10) days after a special conference was convened at Step 1, the LASA or the aggrieved administrator, with or without LASA representation, shall submit to the chief personnel

administrator 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, chief personnel administrator, the aggrieved administrator 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, with a copy to the Association representative.

Step 3: If the grievance remains unresolved at the conclusion of Step 2, it may be submitted for binding arbitration at the request of LASA, provided written notice for submission to arbitration is delivered to the chief personnel administrator/designee within twenty (20) working days after receipt of the decision under Step 2.

Following the written notice of request for submission to binding arbitration, the parties shall attempt to select a mutually agreeable arbitrator within five (5) working days. (The parties may agree upon one or more methods of mutual selection, including the development of strike lists, negotiation, etc.). If the parties are unable to select a mutually agreeable arbitrator, LASA may request a list of arbitrators from the Federal Mediation and Conciliation Service (with a copy of the request sent to the chief personnel administrator), specifying that the list be drawn from a geographical area not larger than the State of Michigan. The voluntary arbitration rules of the American Arbitration Association shall apply to the proceedings except as provided herein.

D. Powers and Duties of the Arbitrator

1. The arbitrator so selected will confer with the parties and hold hearings promptly and will issue his/her decision within thirty (30) calendar days after the close of the hearing (or submission of briefs, if applicable).
2. The arbitrator will issue a written decision and will set forth his/her findings of fact, reasoning and conclusions on the issues submitted.
3. The arbitrator shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.

4. The decision and award of the arbitrator, if made in accordance with his/her jurisdiction and authority under this Agreement, shall be accepted as final by the Board, the Association, and the administrator or administrators involved.
5. It shall be the function of the arbitrator, and he/she shall be empowered, except as his/her powers are limited herein, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement or written Board policies directly affecting wages, hours or conditions of employment of an administrator. Any other matter not specifically set forth in this Agreement or in a Board policy which specifically affects wages hours or conditions of employment of the administrator remains within the reserved rights of the Board.
6. Relative to disciplinary measures, as defined by the contract, the arbitrator shall have authority to review and decide whether just cause to impose disciplinary action existed and, if so, whether the disciplinary action imposed was reasonable, proper and just.
 - a. If the arbitrator determines that just cause for discipline did exist, but finds the disciplinary action to be unreasonable, improper or too severe, he/she will establish guidelines of what would be reasonable, proper and just under all the circumstances and refer the matter back to the District.
 - b. If the District fails to act within the arbitrator's guidelines within ten (10) days after receipt of the arbitrator's decision, the LASA may appeal the matter back to the arbitrator and the arbitrator shall then be empowered to change or modify the disciplinary penalty imposed by the District.
 - c. If the arbitrator determines that just cause for discipline did not exist, he/she may rescind the disciplinary measure.
7. The arbitrator shall have no power to grant relief for any damages for periods commencing before the latter of:
 - a. the date the grievance arose (as defined in Section C, Step 1), or

- b. ten working days before the grievance was advanced at Step 1.
8. The arbitrator shall have no power to establish or change any retirement benefit established and administered by the State of Michigan. Additionally, the arbitrator shall be limited from ruling on any claim or dispute regarding the terms of the pension plan or an action by the pension administrator.
9. The arbitrator shall have no power to establish or change any insurance policy. Additionally, the arbitrator shall be limited from ruling on any claim or dispute regarding the terms of a policy document or an action by the insurance company.
10. The arbitrator shall have no power to consider any facts, or rule upon any issues, not raised by the grievance, the LASA, or the District during the first three steps of the grievance procedure. In the event newly discovered facts or issues become known to the grievant, the LASA or the District, after Step 3 but before the arbitration hearing, the party who has discovered the proposed new evidence will immediately notify the other and make a full disclosure of same.
11. The arbitrator shall have no power to change any policy or rules of the Board.
12. If the Board disputes the arbitrability of any grievance, the arbitrator shall first determine whether he/she has jurisdiction to act, and he/she finds that he/she has no such power the grievance shall be referred back to the parties without decision or recommendation on its merits.

E. 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. If the arbitrator upholds the entire grievance, the District shall be responsible for the fees and expenses of the arbitrator; similarly, if the arbitrator denies the entire grievance, the LASA shall pay the arbitrator's fees and expenses. If the arbitrator determines that each party's position is to be upheld in part, the arbitrator may determine if the arbitration fees should be split and which percentage of the fees should be paid by each party.
6. All other expenses shall be borne by the party incurring them and neither party shall be responsible for the expense of witnesses called by the other.
7. An administrator who is required by the Board to participate in an arbitration hearing under this Agreement shall be put on stand-by during the work day and shall be excused with pay when called to testify. Similar treatment will be given to administrators that are called by LASA to testify during the work day, assuming that the number of witnesses to be used by LASA are limited to a reasonable number to prove its case. Additionally, the grievant and the LASA president/designee who participate in an arbitration hearing shall not suffer a loss of pay for the time spent at the arbitration hearing (including up to thirty minutes before and after the hearing).
8. No grievance shall be filed for or by an employee more than ten (10) days after the effective date of his/her resignation.
9. The filing of a grievance shall in no way interfere with the right of the Employer to proceed in carrying out its responsibilities, subject to a final decision on the grievance.
10. Two or more grievances on the same subject may be handled by the District as one grievance. When such a situation occurs, the LASA shall be notified and the answer directed to the LASA president.
11. In the event the alleged grievance involves an order, requirement, etc., the grievant shall fulfill or carry

out such order or requirement, etc., pending the final decision on the grievance.

12. Grievances that are not appealed within the time limits specified in each step of the grievance procedure shall be considered settled on the basis of the decision last rendered, unless such time limits are waived by mutual agreement by the parties involved.

ARTICLE 7
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
- C. 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.
- D. No later than thirty (30) days following the ratification of this Agreement, and by every September 30 thereafter, the Board shall prepare a seniority list. All administrators shall be ranked on the list in the order of their first day of work as an administrator in the District. Any challenges must be submitted in writing to the chief personnel administrator by December 1st of each year of this Agreement. Thereafter, the seniority list shall be considered final and accurate and the District shall incur no liability for relying upon the accuracy of the seniority list.
- E. 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.

- F. 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. No new administrators shall be employed by the Board while there are administrators of the District who are laid off, unless there are no laid off administrators with proper certification and qualifications to fill any vacancy which may arise. 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.
- G. Administrators on layoff shall continue to accrue seniority for up to a maximum of three (3) years.
- H. Administrators shall lose seniority upon resignation, retirement, discharge, or layoff for a period of three (3) years.

ARTICLE 8 SALARIES

A. Administrative Compensation Categories & Salaries

All LASA Administrators shall be placed in an Administrative Compensation Category consistent with each administrative position, as detailed in Appendix A. The annual salary for each Administrative Compensation Category presented in Appendix B, shall constitute the full and complete compensation due each LASA Administrator with the exception of those LASA Administrators who were redlined for advanced degree, Professional Improvement Programs (PIP), and/or LSEA Professional Growth Program (PGP) Carryover, as detailed in Appendix C - Unified Salary Approach.

ARTICLE 9 FRINGE BENEFITS

A. Health Insurance Options

- 1. Administrators may, upon written application select MESSA Super Care I health insurance plan with a \$5.00 prescription co-pay, or Blue Care Network/ Health Central, high option, \$2.00 prescription drug rider. If

MESSA Super Care I is selected, a monthly premium co-pay for members shall exist for any annual premium increase in excess of 9%, not to exceed the following maximum co-pays:

Full Family - \$50.00 per month
Two Person - \$40.00 per month
Single - \$25.00 per month

If Blue Care Network/Health Central is selected, the Board's obligation shall be to contribute 100% of the monthly premiums during the term of this Agreement.

During the term of this Agreement, the Board may, after meeting and conferring with LASA, change the selection of group health insurance carriers. However, in selecting the carrier the Board will provide benefits equivalent to or superior to the present benefits contained in the present group health insurance plans. The Board further agrees that there shall be no decrease in providers (hospitals, physicians and prescription providers) than those contained and enumerated within the current group health insurance plans being made available.

2. A cash alternative option: Administrators not selecting one of the health insurance plans above shall receive \$110.00 per month.

B. Group Life Insurance

The Board will provide term life insurance in the amount of \$75,000 for each employee. The coverage shall double in case of accidental death and dismemberment and provide waiver of premium in the event of total and permanent 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 Employee Benefits Department.

D. Vision Care

Vision reimbursement plan 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 \$100.00 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.

Maximum reimbursement rates per eligible person are:

Exams	\$50	Lenticular lenses	\$110
Regular lenses	65	Frames	50
Bifocal lenses	75	Contact lenses	100
Trifocal lenses	90		

E. Long Term Disability Insurance

Benefits:

1. Up to 60% of monthly salary with a maximum of \$6,000 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 \$2,750.00 during the term of this agreement. Commencing with the 1999-2000 contract year, the reserve income benefit shall be "rolled" into the annual salary of administrators. For the 1999-2000 contract year, administrators may elect to receive the "reserve income benefit" in a lump sum payment in July, however, such payments shall be administered consistent with terms of the Letter of Agreement appearing in Appendix D

G. Vacations

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 2 discretionary days to be used during each year of this agreement. 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
Martin Luther King, Jr. Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
The day after Thanksgiving
The day before Christmas Day
Christmas Day

I. Retirement Separation Allowance

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 an amount for each year of service in the district up to a maximum, each in accordance with the following schedule:

Amount Per Year	Maximum
\$264.00	\$7,045.00

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 repair or reimburse administrators the current value (up to a maximum of \$500 per incident) of any clothing or other personal property damaged or destroyed as the result of an accident, act of vandalism, or assault and/or battery upon them suffered in the course of their employment unless such loss is covered by insurance, or reimbursement is obtained from other sources. (Forms for reimbursement are available from one's immediate supervisor.)

M. The Board shall pay the difference between on and off campus tuition for those administrators enrolled in the Administrative Extern Program.

N. 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.

O. Insurance Continuation

Employees or their dependents who cease to be eligible for health insurance coverage shall have a right to continue medical, dental, or vision group coverage on a direct payment basis with the Lansing School District. Coverage may be continued for 36 months, except for termination of employment or reduction in hours which shall be limited to 18 months.

P. The Board may initiate during the term of this agreement, a new health insurance benefit program and/or a cafeteria benefit program. Both the implementation and the continuation of any such new insurance program(s) shall be at the discretion of the Board during the term of the agreement. Upon implementation of such program(s), a special conference may be initiated by the Board or LASA to explore its terms. Participation in such new program(s) by LASA members shall be voluntary. If participation is elected, it shall be as an

alternative to the group medical coverage described in Section A 1. of this Article.

ARTICLE 10
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 shall be allowed to accumulate indefinitely and shall be available in future years.

B. Leaves of Absence

1. Maternity Leave

- a. 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.
- b. 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).
- c. 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 administrator examined by the Board's physician prior to the administrator's return to work.

2. 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.

3. 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 fiscal year.

4. Sabbatical Leave

a. Qualifications

- (1) The applicant must be a full-time contractual administrator.
- (2) 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.
- (3) 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.
- (4) 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.

- (5) 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.
- (6) Requests for sabbatical leaves will be considered only for a full semester or a full school year.

b. Application

- (1) Application shall be filed with the chief personnel administrator 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.
- (2) 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.
- (3) Sabbatical leave granted shall not exceed one percent of the total administrative staff in that current year. During the terms of this Agreement, requests for sabbatical leaves may be denied based on budget constraints.
- (4) A sabbatical leave shall not exceed two semesters. (State law)

c. Salary Protection

- (1) An administrator on sabbatical leave will be paid one-half of his/her scheduled salary.
- (2) 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.

d. Status While on Sabbatical Leave

- (1) 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.
- (2) He/she shall be entitled to participate in any other benefits that may be provided for by rules and regulations of the Board.
- (3) 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.

e. 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.

5. Educational Leave

a. Leave of Absence for Study

- (1) 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.

- (2) Application shall be filed with the chief personnel administrator 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.
 - (3) 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.
 - (4) 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.
 - (5) 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.
- b. Teaching for the United States Government, Peace Corps, or other Special Programs
- (1) 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.

- (2) 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.
- (3) 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.
- (4) 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.

6. Leaves for Other Purposes

a. 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.

b. 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 or to employees who are plaintiffs in civil suits against the District.

c. When attending any function when so directed by the administration.

7. Military Leave

a. Military leaves of absence shall be granted to any administrator who shall be called into active military service of the United States.

Administrators on such leaves of absence shall be granted up to a maximum of six (6) calendar months which shall include salary and fringe benefits. During this six (6) month period and only for those days the administrator was scheduled to work in the district, the administrator shall assign his/her military compensation to the Lansing School District. Should the leave extend beyond six (6) months, said leave will be without pay and the administrator may purchase continuation of health insurance coverage thereafter. These terms also apply to military reservists called for active duty or training.

- b. Military leaves will be granted to bargaining unit members in accordance with these terms, provided such member makes written request for such leave of absence, immediately upon receiving their orders to report for such duty.
- c. The reinstatement rights of any employee who enters the military service of the United States by reason of an Act or Law enacted by the Congress of the United States, or who may voluntarily enlist during the effective period of such law, shall be determined in accordance with the provisions of the law granting such rights.

8. Family and Medical Leave Act of 1993

The Board shall extend such additional considerations and benefits to administrators as are required by the Family and Medical Leave Act.

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 - (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 Two (2) Secondary Principals and six (6) Assistant Secondary School Principals
 - c. MICHIGAN ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS Two (2) Secondary Principals and three (3) Assistant Secondary School Principals
 - d. NATIONAL DEPARTMENT OF ELEMENTARY SCHOOL PRINCIPALS Five (5) Elementary Principals*
 - e. ASSOCIATION FOR SUPERVISION ON CURRICULUM DEVELOPMENT Two (2) Elementary Principals*
 - f. MICHIGAN ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS Six (6) Elementary Principals*
 - g. MICHIGAN CONGRESS OF PARENTS AND TEACHERS One (1) Elementary Principal*
 - h. ASSOCIATION FOR CHILDHOOD EDUCATION Two (2) Elementary Principals*

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

Conferences 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 11
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 a salary review of administrative positions, on his/her own volition, or at the request of LASA, 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. All administrative job vacancies shall be posted.

Administrators that are interested in a lateral change in assignment to a specific position which has not been declared vacant may give written notice of their interest to the Superintendent by April 1. If the Superintendent makes a change of assignment involving the desired position and does not transfer the interested administrator, the Superintendent will respond to the request in writing.

F. 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.

G. 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.

H. 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.

I. 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.

J. Medical Procedures

Administrators will not be required to perform nor delegate medical procedures required to be performed by a licensed medical professional.

K. Evaluations

Administrators with an inordinately high number of teacher evaluations to perform may seek appropriate assistance or relief from the Director of Elementary or Secondary Education (as applicable). The applicable Director will make reasonable assistance available.

ARTICLE 12
DUES AND PAYROLL DEDUCTION

- A. The Board agrees to deduct from the pay of any administrator all dues and/or initiation fees of LASA, provided, however, that LASA presents to the Board authorizations, signed by such administrator, allowing such deductions and payments to the LASA.
- B. The amount of initiation fee and dues will be certified to the Board by the Secretary/Treasurer of LASA. Deductions shall be made the first pay period of each month, provided that deductions for such initiation fee and dues will 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 administrator's pay is not sufficient to cover the initiation fee and membership dues in any pay period. The Payroll Office shall not be required to honor any month's deduction of any authorizations delivered to the Payroll Office later than two (2) weeks prior to the distribution of the payroll from which the deductions are to be made. The LASA assumes full responsibility for the disposition of the initiation fee and dues so made, once they have been sent to the LASA Secretary/Treasurer.
- C. Payroll deductions and reductions are also available for the following purposes upon written authorization of the administrator:
1. U.S. savings bonds and/or Freedom Shares;
 2. United Fund contributions;
 3. Capital Area School Employees Credit Union;
 4. Tax sheltered annuities as registered with the business office;
 5. Other purposes approved by the Board.

ARTICLE 13
DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1998 and shall continue in effect until June 30, 2000. 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 Nancy W. Melickson
Its President

By James C. Witte Ph.D.
Its President

Date February 22, 2000

Date February 22, 2000

By Jacqueline Warr
Its Secretary

By Celestine Gray
Its Secretary

Date Feb. 22, 2000

Date Feb. 22, 2000

APPENDIX A
ADMINISTRATIVE COMPENSATION CATEGORIES

Category 1

Director of Curriculum and Staff Development
High School Principals*

Category II

Middle School Principals
Director of Physical Plant and Custodial Services
Director of Student Services (Effective July 1, 1999)

Category III

High School Assistant Principals
Supervisor for General and Special Education Programs - Secondary
Elementary Principals
Principal for Beekman Center
Supervisor for General and Special Education Programs - Elementary

Category IV

Middle School Assistant Principals
Director of Food Services & Environmental Center

Category V

Director of Purchasing and Distribution Services
Director of Transportation

Category VI

Category VII

Assistant Director of Accounting

Category VIII

Category IX

Category X

Internal Auditor

*Hill principal is responsible for Vocational, Adult and Continuing, and Alternative Education programming.

APPENDIX B
LASA UNIFIED SALARY SCHEDULE

Category I	1998-99	1999-2000
Base Salary	79,060	83,446
RIB	2,750	0
Total	81,810	83,446

Category II	1998-99	1999-2000
Base Salary	76,801	81,142
RIB	2,750	0
Total	79,551	81,142

Category III 52 Week	1998-99	1999-2000
Base Salary	73,413	77,686
RIB	2,750	0
Total	76,163	77,686

Category III 44 Week	1998-99	1999-2000
Base Salary	67,295	71,446
RIB	2,750	0
Total	70,045	71,446

Category III 42 Week	1998-99	1999-2000
Base Salary	64,236	68,326
RIB	2,750	0
Total	66,986	68,326

Category IV 52 Week	1998-99	1999-2000
Base Salary	72,283	76,534
RIB	2,750	0
Total	75,033	76,534

Category IV 44 Week	1998-99	1999-2000
Base Salary	66,260	70,390
RIB	2,750	0
Total	69,010	70,390

Category IV 42 Week	1998-99	1999-2000
Base Salary	63,248	67,318
RIB	2,750	0
Total	65,998	67,318

Category V	1998-99	1999-2000
Base Salary	70,024	74,229
RIB	2,750	0
Total	72,774	74,229

Category VI	1998-99	1999-2000
Base Salary	67,766	71,926
RIB	2,750	0
Total	70,516	71,926

Category VII	1998-99	1999-2000
Base Salary	65,507	69,622
RIB	2,750	0
Total	68,257	69,622

Category VIII	1998-99	1999-2000
Base Salary	64,377	68,470
RIB	2,750	0
Total	67,127	68,470

Category IX	1998-99	1999-2000
Base Salary	63,248	67,318
RIB	2,750	0
Total	65,998	67,318

Category X	1998-99	1999-2000
Base Salary	56,471	60,405
RIB	2,750	0
Total	59,221	60,405

APPENDIX C
UNIFIED SALARY APPROACH

The components of the unified salary approach were delineated through the Board's May 28, 1998 salary proposal and LASA's May 28, 1998 salary counterproposal. In essence, one salary amount shall exist for all administrators in a particular salary category from the LASA salary schedule. Regardless of degrees and/or years of experience, the single salary amount shall be paid to every administrator in a particular category. The reserve income benefit (RIB) shall be rolled into the LASA salary schedule and no longer will exist as a separate form of compensation. The reserve income benefit "roll in" will occur beginning with the 1999-2000 contract year.

Under the unified salary approach, all newly hired LASA administrators (administrators hired after the ratification of a new agreement) will not be eligible for LSEA-PGP carryover, PIP, or a degree stipend. Any of these salary distinctions which exist for current LASA administrators are being phased out. For all current LASA Administrators, any wage consideration presently enjoyed that results from PGP carryover, PIP progress, and/or degree status shall be redlined and paid to the administrator during the life of the new agreement, as long as the administrator remains in a LASA assignment. For current LASA administrators progressing through the three PIP steps, these administrators are eligible to complete their PIP steps before redlining on this salary distinction occurs. Any degree distinctions acquired beyond the date the new agreement is ratified will not be recognized for purposes of a degree stipend.

<u>Last Name</u>	<u>First Name</u>	<u>Code</u>	<u>Contract Year Amount</u>
Powers	Scott	CPA	764.00
Ahmad	Layla	MA+02	764.00
Arvizu	David	MA+02	764.00
Briones	Ricardo	MA+02	764.00
Brook	Suzanne	MA+02	764.00
Caamal Canul	Yvonne	MA+02	764.00
Dashney	Howard	MA+02	764.00
Fitzpatrick	Patricia	MA+02	764.00
Fry	Tara	MA+02	764.00
Henderson	Cordell	MA+02	764.00
Henry	Mary	MA+02	764.00
Lott	Ronald	MA+02	764.00
Lud	Mara	MA+02	764.00
Martinez	Aldo	MA+02	764.00
Weatherspoon	Gregory	MA+02	764.00

Carnegie	Clyde	PHD02	1,528.00
Jay	Joyce	PHD02	1,528.00
Sampson	Thomas	PHD02	1,528.00
Turpin	Elizabeth	PHD02	1,528.00
Wheeler	Minnie	PHD02	1,528.00
Witte	Joanne	PHD02	1,528.00
Doig	Rodney	PGP1	800.00
Gregory	Worsie	PGP1	973.00
Whatley-Hender	Cheryl	PGP1	865.00
Caamal Canul	Yvonne	PGP2	1,946.00
Shanahan	Madeline	PGP2	1,946.00
Taylor	John	PGP2	1,946.00
Fitzpatrick	Patricia	PGP3	2,739.00
Henderson	Janette	PGP3	2,976.00
Hunter	Michael	PGP3	2,976.00
Jackson	Dorothy	PGP3	2,919.00
Javoroski	Betty	PGP3	2,976.00
Little	Patricia	PGP3	2,919.00
Lott	Ronald	PGP3	2,100.00
Lud	Mara	PGP3	2,919.00
Robinson	Edna	PGP3	3,111.00
Powers	Scott	PIP1	700.00
Sampson	Thomas	PIP1	1,400.00
Ahmad	Layla	PIP2	1,400.00
Boatwright	Diana	PIP2	1,400.00
Martinez	Aldo	PIP2	1,400.00
Moore	Ronald	PIP2	1,400.00
Ray	Celestine	PIP2	1,400.00
Underwood	Betty	PIP2	1,400.00
Wheeler	Minnie	PIP2	1,400.00
Anthony Garner	Vivian	PIP3	2,100.00
Benavides	Carmen	PIP3	2,100.00
Beverly	Walker	PIP3	2,100.00
Blair	Ann	PIP3	2,100.00
Briones	Ricardo	PIP3	2,100.00
Carnegie	Clyde	PIP3	2,100.00
Davis	James	PIP3	2,100.00
Davis	Sam	PIP3	2,100.00
Glynn	Dale	PIP3	2,100.00
Henderson	Cordell	PIP3	2,100.00
Jay	Joyce	PIP3	2,100.00
Rochowiak	Bruce	PIP3	2,100.00
Roth	Diane	PIP3	2,100.00

Turpin	Elizabeth	PIP3	2,100.00
Witte	Joanne	PIP3	2,100.00

APPENDIX D
LETTER OF UNDERSTANDING

This Letter of Understanding is entered into on the date(s) set forth below by and between the Lansing School District Board of Education ("Board") and the Lansing Association of School Administrators ("LASA").

Recitals

A. WHEREAS, Article 9, Section F of the Collective Bargaining Agreement between Board and LASA provides for a benefit known as the "Reserve Income Benefit" for members of the bargaining unit represented by LASA.

B. WHEREAS, the Reserve Income Benefit was intended to constitute compensation for purposes of the Michigan Public School Employees Retirement Act.

C. WHEREAS, employees of the Michigan Public School Employees Retirement System have indicated that they do not believe the Reserve Income Benefit constitutes compensation for purposes of the Michigan Public School Employees Retirement Act.

D. WHEREAS, Board and LASA desire to enter into this Letter of Understanding to assure that their original intent is achieved and that the benefit known as the Reserve Income Benefit constitutes compensation for purposes of the Michigan Public School Employees Retirement Act.

NOW, THEREFORE, BOARD AND LASA AGREE AS FOLLOWS:

1. Article 9, Section F of the Collective Bargaining Agreement between Board and LASA is amended to read as follows:

F. Supplemental Salary Payment.

All administrators shall receive from the Board a supplemental salary payment in the amount of Two Thousand Seven Hundred Fifty Dollars (\$2,750.00) during the term of this Agreement. This payment shall be in addition to the salary to which the administrator is entitled pursuant to Appendix A-1 and shall be considered as additional salary. In the event the employment of an administrator is terminated prior to the end of his/her work year, a pro-rata portion of this supplemental salary

payment shall be promptly reimbursed to the Board. Board reserves the right to recoup any reimbursement owed by an administrator by withholding salary payments that have not yet been made.

**THE LANSING SCHOOL DISTRICT
BOARD OF EDUCATION**

Dated: June 27, 1999

By: Laurence MacQueen
Its Associate Superintendent

**THE LANSING ASSOCIATION OF
SCHOOL ADMINISTRATORS**

Dated: June 22, 1999

By: Patricia A. Rose
Its President

APPENDIX E
Lansing School District
Performance Appraisal For LASA Administrators

Administrator: _____ Title/Position: _____ Appraisal Year: _____ Evaluating Supervisor: _____
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Goal Setting: At the start of the appraisal year, the administrator shall meet with the evaluating supervisor to establish performance goals and priorities in the following areas:

1) School Improvement/ Other Building Goals	This administrator shares responsibility for the accomplishment of the following school improvement/building goals for this year:
2) Administrator Identified Goals	This administrator has determined the following goals as priorities in his/her area of responsibility for this year:
3) Supervisor Identified Goals	This administrator has responsibility for the accomplishment of the following goals as identified by his/her evaluation supervisor:
4) Supervisor Identified Performance Priorities	This administrator shall focus his/her performance this year by adopting the following performance priorities:

**Dimension 3:
Relations/Teamwork**

The human relations/teamwork dimension of performance incorporates those efforts on the part of the administrator that build positive relations among team members based on mutual respect and genuine caring. The performance of the team is enhanced by the administrator's presence and actions which assist and support his/her colleagues.

Self vs. Team Orientation				Team Player			Team Builder		
1	2	3	4	5	6	7	8	9	10

Commentary:

**Dimension 4:
Customer/Client Orientation**

This dimension refers to the favorable relationship the administrator builds with students, parents, and other members of the school and greater community. The customer/client orientation positions students as our central reason for existing with a mandate for providing outstanding service to all.

Loses Sight of Our Customers			Positive Customer Relations				Consumed by a Passion for our Customers		
1	2	3	4	5	6	7	8	9	10

Commentary:

**Dimension 5:
School Academic Climate/
Student Achievement**

Productivity relates to the volume or quantity of work completed or produced by and under the leadership of the administrator.

Limited Focus				Satisfactory Focus			Highly Effective Focus		
1	2	3	4	5	6	7	8	9	10

Commentary:

Dimension 6:
Leadership/Management

Leadership and management pertain to the administrator's capacity to build a consensus of support for decisions among organizational stakeholders, to accept responsibility for his/her own and subordinates' actions, to confront difficult situations openly, to search for alternative solutions to problems, to support staff development, to try new approaches to situations, and to conduct effective staff evaluations.

Ineffective				Effective			Highly Effective		
1	2	3	4	5	6	7	8	9	10

Commentary:

Dimension 7:
Communication

This dimension involved the administrator's capacity for writing and speaking effectively, being accessible to school staff, parents, and community, responding promptly to questions and requests, actively listening in conversations and discussions, and sharing information openly and frequently.

Limits Communication with Others			Communicates Information with Others				Promotes an Effective Exchange of Information		
1	2	3	4	5	6	7	8	9	10

Commentary:

Dimension 8:
Goal Attainment

Goal attainment refers to the administrator's progress toward established school improvement/building goals, administrator identified goals, and supervisor assigned goals.

Limited Progress			Satisfactory Progress				Significant Progress		
1	2	3	4	5	6	7	8	9	10

Commentary:

**Dimension 9:
Performance Priorities**

This dimension reflects on the administrator's efforts to pursue any identified performance priorities established during the appraisal year.

Limited Progress			Satisfactory Progress				Significant Progress		
1	2	3	4	5	6	7	8	9	10

Commentary:

**Dimension 10:
Overall Effectiveness**

This dimension constitutes the evaluating supervisor's perception about the overall effectiveness of the administrator's performance during the course of the appraisal year.

Ineffective Performance			Effective Performance				Exceedingly Effective Performance		
1	2	3	4	5	6	7	8	9	10

Commentary:

**Mid-Year Performance
Commentary:**

Include any comments, suggestions, and/or commendations the evaluating supervisor wishes to offer about the administrators performance.

The preceding mid-year performance commentary was discussed on _____ by:

_____, _____,
and
_____, _____.

End-of-Year Performance Commentary: Include any comments, suggestions, and/or commendations the evaluating supervisor wishes to offer about the administrators performance.

The above completed performance appraisal and End-of-Year Commentary were discussed on _____

by: _____, _____
Administrator Title
_____, _____
Supervisor Title

**Completed appraisals shall be filed in the Administrator's personnel file
with a copy available for the Administrator.**



