

6/30/97

**SYNOPSIS OF
CONTRACTUAL BENEFITS FOR
MEMBERS OF THE
FRASER ADMINISTRATORS ASSOCIATION**

Fraser Public Schools

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**SYNOPSIS OF
CONTRACTUAL BENEFITS FOR
MEMBERS OF THE
FRASER ADMINISTRATORS ASSOCIATION**

PREAMBLE

The purpose of this Synopsis is to provide an outline of contractual benefits for members of the Fraser Administrators Association. The benefits and provisions set forth in this Synopsis shall, unless otherwise stipulated, be reviewed annually by the Superintendent and representatives of the Association and shall be subject to approval by the Board of Education. The Board or representatives of the Association shall have twenty-five (25) days after final ratification of the Teachers Collective Bargaining Agreement to notify the other party that modifications are desired. If no notice is given by either party, the new salary schedule and changes and designated insurance benefits will be adopted at the first regular Board meeting following the expiration of said twenty-five (25) day period. Although this Synopsis is not intended to be a formal collective bargaining agreement, it is the result of extended discussions between representatives of the Association and the Board of Education.

ARTICLE I - RECOGNITION

Section 1. The Board of Education of the Fraser Public Schools District recognizes the Fraser Administrators Association as the exclusive bargaining representative for the High School Principal, Assistant High School or House Principals, Junior High School Principal, Assistant Junior High School Principal, Elementary Principals, Executive Director of Student Services, Athletic Director, and Director of Vocational Education and Secondary Student Services, excluding the Superintendent, Assistant Superintendent, Director of Personnel, Director of Finance, Pool Coordinator, Director of Food Service, Director of Transportation, Director of Operations and Maintenance, Supervisor of Operation, Coordinator School/Community Relations, and all other Directors, Supervisors, Teachers and employees not included in the above description.

Section 2. In the event the Board establishes any new classification or new position in the Administrators' bargaining unit, the parties shall meet to bargain the hours, wages and terms and conditions of employment for such classification or position.

Section 3. The term "Administrator" when used herein shall refer to all members of the bargaining unit represented by the Association.

ARTICLE II - ASSOCIATION SECURITY AND DUES DEDUCTION

Section 1. Association Security - Within thirty (30) days of the commencement of employment in the bargaining unit or the execution of this Synopsis, whichever occurs later, each Administrator shall, as a condition of continued employment,

either maintain membership in the Association or pay to the Association service fees equivalent to the amount of dues uniformly required of members.

Section 2. Dues Deduction - It is agreed pursuant to Act 390, P.A. 1978, that the Board shall deduct membership dues or service fees in amounts designated in writing by the Association from the pay of each Administrator who has submitted a signed authorization for such deductions to the Board. The Association shall notify the Board prior to August 15 of each school year of the full amount of dues and service fees to be deducted from the pay of each Administrator for the year. Deductions shall commence starting with the second paycheck of the school year and shall be made in equal installments determined by the number of payroll periods remaining in the school year. The payroll deduction for dues may be increased one (1) additional time during the school year upon thirty (30) days' advance written notice to the Board. Sums deducted shall be forwarded to the Association Treasurer within fifteen (15) days after their deduction.

ARTICLE III - NON-BARGAINING UNIT DUTIES

Administrators shall not be required to perform duties outside of the bargaining unit as a regular part of their administrative assignment. This provision shall not apply to the performance of periodic substitute teaching duties by an Administrator, when substitutes are not available.

ARTICLE IV - VACANCIES AND TRANSFERS

A. Vacancies

1. Definition - "Vacancies" shall be defined to mean vacant administrative bargaining unit positions which have not been terminated or eliminated by the Board, including newly created bargaining unit positions and promotional bargaining unit positions. A vacancy shall not include a position which can be filled by an Administrator from the recall list, pursuant to Article VII.

2. Notice of Vacancy - A Notice of Vacancy shall be provided to the Association President at least ten (10) days prior to the date the vacancy is filled. The Notice shall include the qualifications, duties and responsibilities of the vacant position.

3. Interview - Administrators who have applied in writing for the vacancy and who meet the qualifications for the vacant position shall, upon request, be granted an interview with the Superintendent or his/her designee.

4. Temporary Vacancies - Positions which are temporarily vacant due to the absence of the assigned Administrator may be filled on a temporary basis by the reassignment of another Administrator. The reassigned Administrator shall be paid his/her regular salary while filling the temporary vacancy if the salary is greater than the salary which would be normally paid to the reassigned Administrator for the position which is temporarily vacant. If the reassigned Administrator's normal salary is lower, the reassigned Administrator shall be paid the salary to which he/she is entitled for the position which is temporarily vacant during the time the reassigned Administrator fills the position.

5. Consultation - Administrators may be consulted by the Superintendent or his/her designee in the filling of vacant bargaining unit administrative positions.

B. Transfers

1. Definition - "Transfer" shall be defined to mean a change in an Administrator's assignment to a position in the same classification or to a position in a different classification having an equal or lesser base pay than the position held by the Administrator.

2. Transfer Request - Administrators may submit a written request for transfer to the Superintendent or his/her designee. Written requests for transfers shall be renewed annually if the Administrator desires to transfer. A written request for transfer shall be considered in the filling of vacancies pursuant to Section A above if the requesting Administrator is qualified for the vacant position.

3. Involuntary Transfers - Administrators shall be subject to being involuntarily transferred to positions within the same classification having an equal base pay pursuant to Board Policy or to being involuntarily transferred or reassigned pursuant to the provisions of Article VII, entitled "Layoff and Recall."

ARTICLE V - EVALUATIONS

Section 1. Evaluation Frequency - Bargaining unit Administrators shall be evaluated by the Superintendent or his/her designee at least once each school year, except in extenuating circumstances.

Section 2. Evaluation Instrument - The Superintendent or his/her designee shall develop an evaluation instrument for use in the evaluation of bargaining unit Administrators upon consultation with representatives of the Administrators Association. Any changes in the evaluation instrument shall be discussed with Association representatives on or before October 1 of each school year.

Section 3. Administrator's Response - An Administrator may prepare a response to his/her evaluation, which shall be attached to the evaluation. The response shall be submitted within thirty (30) calendar days from the date the Administrator receives a copy of his/her evaluation.

Section 4. Receipt of Evaluation - An Administrator shall be provided with a copy of his/her written evaluation and shall sign the original evaluation only for the purpose of acknowledging receipt of a copy of the evaluation.

Section 5. Association Representation - Upon his/her request, an Administrator shall be entitled to have an Association representative present at any post-evaluation conference held for the purpose of discussing and reviewing the Administrator's evaluation.

ARTICLE VI - INDIVIDUAL CONTRACTS

All Administrators shall be employed under written individual contracts, the terms of which shall be subject to and consistent with the terms of this Synopsis. Said contracts shall be effective on a July 1st and shall terminate on a June 30th. A copy of the form individual contract is attached to this Synopsis for informational purposes.

The term of individual contracts shall be in accordance with the following:

A. Probationary Contract - An Administrator who is employed in an administrative position covered by the terms of this Synopsis shall receive a one (1) year probationary contract during the first year of employment in such position. The probationary contract shall be subject to reduction in force during its term, the probationary Administrator's suspension or discharge, and nonrenewal in accordance with the terms of the individual contract. In the event a probationary Administrator is employed with an effective starting date other than July 1, it is understood that the Administrator must serve one (1) full year as a probationary Administrator and that the effective date and termination date of the probationary contract may be other than July 1 and June 30, respectively.

B. Non-Probationary Contract - A non-probationary Administrator covered by the terms of this Synopsis shall receive an individual contract for a term of two (2) years. Subject to the terms of this provision, after an Administrator has completed the first year of the two-year agreement, he/she shall receive an individual contract providing for a new two-year term, i.e., the second year of the individual contract plus one (1) additional year. If, however, the Board of Education or its designee notifies the Administrator in writing prior to June 30 of the first year of the two-year agreement that the Administrator's individual contract may not be renewed, the Administrator shall not receive a new two-year agreement as provided herein. An Administrator who has received such written notice shall then be subject to nonrenewal of his/her administrative contract at the termination date of the contract in accordance with the applicable statutory procedures pertaining to the nonrenewal of administrative employment contracts. In addition, all Administrators covered

by the terms of this Synopsis shall be subject to layoff/reduction in force during the term of their individual contracts at any time in accordance with Article VII of this Synopsis and shall be subject to suspension and discharge during such term, notwithstanding any of the provisions hereof. All administrative employment contracts, including probationary and non-probationary contracts, shall contain a tenure exclusion provision as set forth in the attached sample agreement.

ARTICLE VII - LAYOFF AND RECALL

Section 1. Layoff - In cases requiring the reduction of the administrative work force due to enrollment decline or organizational and program modifications or financial conditions, the order of reduction shall be in accordance with the following provisions:

A. Classifications - The following classifications shall be utilized in the event of a reduction of administrative personnel or a recall of administrative personnel following reduction and are listed in the order of their priority for purposes of this provision, except as otherwise provided for Administrators hired prior to September 1, 1985:

1. Senior High School Principal
(Secondary)
2. Junior High School Principals
(Secondary)
3. Assistant and/or House Principals
(Secondary)
4. Elementary Principals
5. Executive Director of Student Services

6. Athletic Director
7. Director of Vocational Education/Secondary Student Services

B. Definitions

1. Seniority - For purposes of this procedure, "seniority" shall be defined to mean the Administrator's length of service with the Fraser Public Schools District in an administrative capacity in administrative positions included in the bargaining unit as set forth in Article I. Administrators shall not accrue administrative seniority when they are not employed and/or working in the administrative positions included in the bargaining unit as set forth in Article I. Administrators shall retain administrative seniority they have accrued prior to a break in service as an administrator for purposes of this Synopsis.

2. Certification - "Certification" shall be defined to mean those areas of endorsement listed on the Administrator's State Teacher's Certificate.

3. Qualifications - "Qualifications" shall be defined to include the following:

- a. Applicable North Central Association requirements as they pertain to Administrators.
- b. Applicable Department of Education requirements as they pertain to administrators.
- c. Requirements for administrative positions as set forth in the Job Descriptions and Administrative Vacancy Postings, copies of which documents are attached hereto. Administrators who are employed by the School District as of September 1, 1982, shall be deemed to meet the requirements set forth in the job description and administrative vacancy posting for the position to which they are assigned as of that date.

C. Order of Reduction - The order of reduction of Administrators shall be based upon the certification, qualifications and seniority, as defined herein, of the Administrators within the classification in which the layoff is occurring and shall be subject to the terms and conditions of this provision. Except as otherwise provided herein, a Secondary Administrator (Classifications 1, 2 and 3) who is laid off in a higher classification may displace a Secondary Administrator in a lower classification based upon the priority listing of secondary classifications hereinbefore set forth, provided such Secondary Administrator has appropriate certification, qualifications and seniority, as defined in this provision. Secondary Administrators may not displace Elementary Administrators or Administrators in Classifications 5, 6, and 7. Elementary Administrators may not displace Secondary Administrators or Administrators in Classifications 5, 6, and 7. Administrators in Classifications 5, 6, and 7 may not displace Elementary Administrators or Secondary Administrators, or each other. A laid-off Secondary Administrator may not displace a Secondary Administrator in a higher classification.

The above procedure shall apply to all Administrators hired after September 1, 1985, without exception, and to all Administrators hired prior to September 1, 1985, except as otherwise provided as follows: Administrators hired prior to September 1, 1985 (a list of whom is attached to this provision), who are in Classifications 3 through 6 and who are laid off shall be eligible to displace other Administrators within those classifications based upon seniority, certification and qualifications as defined in Section l(B) of this provision. An Administrator who displaces another Administrator under

this provision shall displace the lowest seniority Administrator within the affected classification.

D. Ties - In the event two or more Administrators have the same certification, qualifications and seniority, the Superintendent shall recommend to the Board of Education the Administrator or Administrators to be laid off, based upon their respective abilities to perform the administrative assignment.

E. Notice of Layoff - An Administrator being laid off shall receive sixty (60) days' written notice prior to the effective date of the layoff.

Section 2. Recall - Any Administrator whose services are terminated because of a necessary reduction in personnel shall be appointed to the first vacancy within the classification from which the Administrator has been laid off, based upon the Administrator's certification, qualifications and seniority. Except as otherwise provided herein, Secondary Administrators shall be eligible for recall to a lower classification, not including Classifications 4 through 7, based upon the Secondary Administrator's certification, qualifications and seniority. Administrators shall not be eligible for recall to classifications other than the classifications from which they were laid off based upon the priority listing of classifications set forth in Section 1 of this provision, except as hereinafter provided for Administrators hired prior to September 1, 1985, and except as otherwise provided above for Secondary Administrators.

Laid-off Administrators in Classifications 3 through 6 whose date of hire was prior to September 1, 1985, shall be eligible for recall to vacant administrative positions in

such classifications based upon certification, qualifications and seniority as defined in Section 1(B) of this provision.

An Administrator being recalled shall receive written notice of the recall thirty (30) days prior to the effective date of the recall. In the event the Administrator does not notify the Board within the 30-day period of his/her intent to return to an administrative position, the Administrator shall be deemed to have terminated his/her employment with the District and shall be removed from the recall list. The Administrator shall give notification of intent to return in writing.

ARTICLE VIII - WORK SCHEDULE

Section 1. During each year of this Synopsis, the Administrator shall work the number of days designated for his/her position or classification as follows. The number of days shall exclude all holidays and holiday periods.

A. Elementary Principals, Assistant Principals, Executive Director of Student Services, and Howard C. Richards Junior High Principal - The basic work year shall consist of one hundred ninety-five (195) days, subject to the provisions hereinafter set forth.

B. Senior High School Principal - The basic work year for Senior High School Principal shall be two hundred fifteen (215) days subject to the provisions hereinafter set forth.

C. Athletic Director and Director of Vocational Education/Secondary Student Services - The basic work year shall be one hundred ninety-five (195) days, subject to the provisions hereinafter set forth.

D. Additional Summer Assignments - The Superintendent may assign extra weeks of summer employment to Administrators based upon the needs of the School District. Administrators who are assigned extra weeks of summer employment shall be paid at the rate of two and one-half (2 ½%) percent per week of the Masters maximum as set forth in the Teacher Contract.

E. Additional Work Days - Administrators may be required to work on days which are in addition to their normal workdays during the basic work year as their individual building responsibilities require or as required by the Superintendent of Schools.

ARTICLE IX - SALARIES AND WAGES

Section 1. The base for all schedules shall be the maximum of the Teachers' Masters Degree schedule, unless a cost of living-allowance is in effect.

Section 2. The basic contract for all Principals and the Executive Director of Student Services shall include two and one-half (2 ½%) percent of the base per week for five (5) days of work before teachers are scheduled to start and five (5) days of work after teachers are scheduled to finish. The "daily rate" for Principals and the Executive Director of Student Services will be determined by the number of "workdays" so designated for teachers, plus ten (10) days.

Section 3. The High School Principals' schedule shall include two and one-half (2 ½%) percent of the base per week for four (4) additional weeks, twenty (20) days of service beyond the basic contract schedule. The High School Principals' "daily rate" will be determined by the number of "workdays" so designated for teachers, plus thirty (30) days.

Section 4. The basic contract for the Director of Athletics and Director of Vocational Education/Secondary Student Services shall include two and one-half (2 ½%) percent of the base per week for five (5) days of work before teachers are scheduled to start and five (5) days of work after teachers are scheduled to finish. In addition, the Director of Athletics and Director of Vocational Education/Secondary Student Services shall receive eleven (11%) percent for administrative duty time. The daily rate for said Directors will be determined by the number of work days so designated for teachers plus ten (10) days.

Section 5. After one (1) year on the administrative salary schedule, Administrators shall receive salary improvement for experience based upon the following cumulative percentage of the Teachers' Masters Degree maximum:

	<u>1st</u> <u>Year</u>	<u>2nd</u> <u>Year</u>	<u>3rd</u> <u>Year</u>	<u>4th</u> <u>Year</u>	<u>5th</u> <u>Year</u>
Elementary, Junior High, Senior High, Senior High Assistant, Executive Director of Student Services	4%	4%	5%	6%	7%
Assistant Junior High, Grades 7-8	3%	3%	4%	5%	6%

Section 7. The High School Principal shall receive an additional ten (10%) percent based on maximum responsibilities.

Section 8. In addition to improvement based upon experience, there shall be allotted five (5%) percent for improvement for fifteen (15) semester hours and ten (10%) percent for thirty (30) semester hours of credit beyond the Masters Degree in administration or study appropriate to the level of responsibilities.

Section 9. Administrators who have acquired administrative experience outside of the Fraser Public Schools District as an Administrator may be granted a maximum of five (5) years of experience credit commensurate with the position which they are being considered.

Section 10. Elementary principals who are assigned to buildings where additional enrollment increases their responsibilities and where no assistant has been assigned to the building will receive additional compensation according to the following schedule:

Enrollment 500 - 700:	1%
Enrollment 700 - 800:	2%
Enrollment 800 or above:	3%

Section 11. Administrators who have obtained a Doctorate Degree shall receive an annual pay supplement of One Thousand (\$1,000.00) Dollars.

Section 12. All Administrators shall be given a cost of living allowance as previously established. One-half ($\frac{1}{2}$) of the cost of living allowance shall be paid in December and one-half ($\frac{1}{2}$) shall be paid in June. Such payment shall be folded in and made a part of the Administrator's base salary for the following year, unless otherwise agreed.

ARTICLE X - LEAVES

Section 1. Personal Leave Days - Administrators shall be entitled to a total of twelve (12) personal leave days with full pay per work year to be used for reasons of illness or personal business. Leaves days shall be earned, and any unused leave days shall be accumulated in a bank, which in no event shall exceed one hundred twenty (120) days.

Administrators who have accumulated not less than one hundred twenty (120) days may accumulate up to an additional thirty (30) leave days over the one hundred twenty (120) days, subject to the following conditions:

1. Administrators shall be eligible to use the additional accumulated leave days up to a maximum of thirty (30) if they have exhausted their total accumulated leave days of one hundred twenty (120) days, have been ill or disabled for a period of not less than one (1) year and have returned to an administrative position with the School District.

2. Upon returning to employment with the School District, as provided in Number 1 above, an Administrator may use the additional accumulated leave days up to a maximum of thirty (30) for illness or disability purposes only.

3. The additional accumulated leave days up to a maximum of thirty (30) shall not be subject to the provisions of Article XII and may not be used for any purposes except as specified herein and under Article XI, Section C, of the Synopsis.

Section 2. Leaves of Absence - Administrators shall be eligible to receive medical leaves of absence, maternity leaves, sabbatical leaves and other leaves of absence upon application to the Superintendent and subject to the approval of the Board of Education. The terms and conditions of a leave of absence requested by an Administrator shall be determined on an individual basis.

ARTICLE XI - INSURANCE COVERAGE

Section 1. The Board shall pay the full costs of the following insurance coverages, subject to the terms of the applicable insurance policies:

A. Hospital and Surgical Insurance - All administrators covered by this Agreement shall be eligible to receive hospital and surgical insurance benefits for themselves and their dependents on a non-participation basis as set forth in the cafeteria plan. The coverage shall be the same as provided to the teacher bargaining unit, which is currently Blue Cross/Blue Shield MVF II coverage.

B. Life Insurance --Accidental death and dismemberment group life insurance policy in the face amount equal to double the amount of life insurance provided to teachers per Administrator subject to the terms of the policy. It is understood that at the present time the amount of life insurance is Ninety Thousand (\$90,000.00) Dollars (effective July 1, 1990) per Administrator and that any increases in life insurance due to changes in teachers' life insurance shall be effective upon adoption by the Board of Education in accordance with the provisions of the Preamble of this Synopsis.

C. Income Protection - Group long-term income protection plan which pays seventy (70%) percent of an Administrator's pay (the monthly cumulative max. cap shall be Five Thousand and 00/100 (\$5,000.00) Dollars per month) after one hundred eighty (180) days of disability to age seventy (70), subject to the terms of the policy.

Any Administrator who has exhausted his/her accumulated bank of leave days and has been ill for thirty (30) or more consecutive days, and who otherwise qualified under the long-term income protection plan as above provided, shall be eligible

to receive the difference between the substitute's daily rate¹ and the daily rate of the Teachers' Masters Degree maximum for each workday² he/she is absent during the term of this Synopsis, subject to the following provisions:

1. In order for an Administrator to be eligible to receive the above pay differential, the Administrator must be ill or disabled as defined in the current long-term income protection insurance policy. Eligibility of an Administrator to receive the subject pay differential shall not be based on whether the Administrator subsequently received benefits under the income protection insurance plan.

2. An Administrator's eligibility to receive the above pay differential shall exist and shall be limited to between the 30th day and the 180th day of illness during the school year, excluding summer vacation when an Administrator is not scheduled to work. The payment of the above pay differential to eligible Administrators shall terminate on the 180th day from the date the Administrator first became ill or disabled.

3. Administrators requesting the above pay differential shall submit a doctor's statement explaining the nature of the illness or disability and stating, further, the recovery prognosis. The Board may request such additional doctors' statements as are necessary to verify the status of the Administrator's illness and/or disability.

¹ The substitute's daily rate shall be defined to mean the substitute's daily rate as established by the Board of Education for teacher substitutes. After sixty (60) consecutive workdays that an Administrator has been absent due to illness, the substitute's daily rate for purposes of this provision shall be based upon the B.A. minimum salary as determined from the teachers' salary schedule then in effect.

² Workday is defined as any day during which an Administrator would have been assigned to work in accordance with the Administrator's work calendar.

4. The pay differential shall not apply to Administrators who receive medical treatment or have operations which could normally be scheduled when school is not in session.

5. The Board shall provide hospital and surgical insurance, life insurance and income protection insurance in accordance with this Article of the Synopsis for Administrators who are receiving the above pay differential for the first 180 days of illness and/or disability.

6. Administrators who receive the above pay differential and who do not return to their administrative positions after 180 days of illness or disability shall apply for a leave of absence for extended illness.

D. Dental Insurance - This coverage shall be the Delta Plan A or its equivalent and shall include Orthodontic Rider 0-6, subject to the terms of the policy. In the event that dental insurance changes or is improved for teachers, the change or improvement shall be made in the dental benefit provided for Administrators to be implemented as provided in the Preamble.

E. Vision Insurance - This coverage shall be one of the following:

With hospital and surgical insurance MESSA VSP I or

Without hospital and surgical insurance MESSA VSP III

F. Insurance Option - Under the cafeteria plan, administrators may elect not to receive hospitalization and surgical insurance benefits, and instead receive either:

(a) One Thousand (\$1,000.00) Dollars cash, or

(b) One Thousand (\$1,000.00) Dollars cash less the cost of enhanced vision insurance coverage (i.e., VSP III or its equivalent).

Administrators selecting this option may not elect to receive hospital and surgical benefits during the 12-month period, except in an emergency (such as the loss of hospitalization coverage through a spouse), subject to the applicable insurance requirements. This option shall be administered in the same manner as the insurance option provided to teachers.

G. Optional Pay Privilege - All Administrators have the option of receiving their pay on a twenty-one (21) or twenty-six (26) installment basis. The Board will indicate paydays on the official School Calendar prior to the commencement of the school year. Paydays shall be the last day of school in any pay period.

H. Liability Insurance - In the event that the liability insurance, which includes coverage for Administrators acting within the scope of their authority (subject to the terms, conditions and limitations of the insurance policy) presently maintained by the School District as of September 1, 1985, is terminated or cancelled by the School District or the insurance company or any successor insurance company for any reason whatsoever, the School District agrees to pay the dues on behalf of Administrators for membership in state/national professional organizations appropriate to the Administrator's assignment, provided that the organization maintains some type of liability insurance insuring the Administrator. It is expressly understood that the School District reserves the right and authority to cancel, alter or modify its liability insurance in any manner whatsoever, including but not limited to a reduction or increase in the limits of liability, and that it is under no obligation to maintain such insurance. Further, if Administrators are not afforded some type of liability insurance by membership in a professional organization, the School District shall not be obligated to pay membership dues as provided above.

I. Life Insurance Upon Retirement - Administrators who are covered by the terms of this Synopsis shall be eligible to purchase life insurance from the Washington National Insurance Company pursuant to the schedule of benefits provided by the Washington National Insurance Company, a copy of which is attached to this Synopsis. If the Administrator elects such coverage upon retirement, the Administrator shall be solely responsible for the payment of the premium and the coverage provided shall be subject to the terms of the policy. This provision shall be subject to availability of coverage as provided by Washington National or other insurance carriers and it is understood that such coverage may not be available through other insurance carriers, and, further, the School District shall not be obligated to make such coverage available if it results in an increase in the costs of other insurance coverages purchased from the same insurance carrier.

ARTICLE XII - RETIREMENT OR DEATH

Section 1. Retirement or Death - In all cases where an Administrator retires from employment with the School District in accordance with the Michigan Retirement Act or where the Administrator's service to the School District is terminated by death, the Administrator or his/her heirs or personal representatives, as the case may be, shall be paid a sum of money equal to three-fourths (3/4) of his/her total accumulated personal leave days multiplied by his/her current daily rate determined by dividing his/her total salary by the total number of workdays.

Section 2. Effective for the 1996-97 school year, all sums to be paid under Article XII shall be paid in equal installments over a three (3) year period. If the administrator is purchasing retirement credit within thirty (30) days of his/her retirement date, the administrator may elect to receive the first installment payment in an amount

equal to the amount to be paid to MPSERS to purchase such retirement credit. The balance shall be paid in equal installments over the next two (2) years.

ARTICLE XIII - LONGEVITY

Administrators shall begin receiving longevity payments following completion of fifteen (15) years of employment in the Fraser Public Schools District according to the following schedule:

	<u>15 Years</u>	<u>20 Years</u>	<u>25 Years</u>
1994-95	\$ 800	\$1,100	\$1,400
1995-96	1,000	1,300	1,600
1996-97	1,200	1,500	1,800

Longevity pay shall not be cumulative. In the event that the amount of longevity increases for teachers through collective bargaining, the amount of longevity provided above for administrators shall be increased by the same amount.

ARTICLE XIV - INFORMAL MEETINGS

Upon request, representatives of the Association or individual Administrators may meet with the Superintendent for the purpose of discussing matters in connection with this Synopsis and/or other matters affecting Administrators. Following any such discussions with the Superintendent, the Association or individual Administrators may, upon request, meet with the Board of Education or a committee of the Board of Education for the purpose of discussing the aforesaid matters.

IN WITNESS WHEREOF, the parties have signed this Synopsis by their duly authorized representatives on the day and year set opposite their respective signatures.

BOARD OF EDUCATION OF THE
FRASER PUBLIC SCHOOLS DISTRICT

DATED: 8-10-95

By: *Demare Martin*

President

By: *Frank P. Woloszyk*

Secretary

FRASER ADMINISTRATORS
ASSOCIATION

DATED: 8/10/95

By: *Thomas Jager*

By: *Gary M. Treismuth*

FRASER PUBLIC SCHOOLS
FRASER ADMINISTRATOR'S SALARY SCHEDULE 1994-95*

Elementary, Junior High Principals, Senior High School Assistants and Executive Director of Student Services

Base \$53,826. plus 5% for two additional weeks of work.

	<u>MA</u>	<u>MA+15 (+5%)</u>	<u>MA+30 (+10%)</u>
0	\$56,518.	\$59,210.	\$61,900.
1	58,670.	61,362.	64,053.
2	60,826.	63,513.	66,207.
3	63,516.	66,207.	68,894.
4	66,746.	69,435.	72,126.
5	70,515.	73,202.	75,895.

Senior High School Principal

Base \$53,826. plus 15% for six additional weeks of work, plus 10% for maximum building responsibility.

(Max)	\$81,277.	\$83,969.	\$86,659.
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Assistant Principal Junior High School - Grades 7-8

Base \$53,826. plus 5% for two additional weeks of work.

(Max)	\$67,822.	\$70,511.	\$73,203.
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Athletic Director and Director of Vocational Education and Secondary Student Services

Base \$53,826. plus 5% for two additional weeks of work, + 11% for Administrative duty time.

(Max)	\$62,437.	\$65,130.	\$67,822.
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*AN ADDITIONAL 7% COST OF LIVING ALLOWANCE (COLA) WILL BE PAID 1/2 IN DECEMBER, 1994 AND 1/2 IN JUNE, 1995.


JCJ:sjs
10/25/94

FRASER PUBLIC SCHOOLS
FRASER ADMINISTRATOR'S SALARY SCHEDULE 1995-96*

Elementary, Junior High Principals, Senior High School Assistants and Executive Director of Student Services

Base \$55,172. plus 5% for two additional weeks of work.

	<u>MA</u>	<u>MA+15 (+5%)</u>	<u>MA+30 (+10%)</u>
0	\$57,931.	\$60,690.	\$63,447.
1	60,137.	62,896.	65,654.
2	62,346.	65,101.	67,862.
3	65,104.	67,862.	70,616.
4	68,414.	71,171.	73,929.
5	72,278.	75,032.	77,793.

Senior High School Principal

Base \$55,172. plus 15% for six additional weeks of work, plus 10% for maximum building responsibility.

(Max)	\$83,309.	\$86,069.	\$88,826.
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Assistant Principal Junior High School - Grades 7-8

Base \$55,172. plus 5% for two additional weeks of work.

(Max)	\$69,517.	\$72,273.	\$75,033.
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Athletic Director and Director of Vocational Education and Secondary Student Services

Base \$55,172. plus 5% for two additional weeks of work, + 11% for Administrative duty time.

(Max)	\$63,998.	\$66,758.	\$69,517.
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*AN ADDITIONAL 7% COST OF LIVING ALLOWANCE (COLA) WILL BE PAID 1/2 IN DECEMBER, 1995 AND 1/2 IN JUNE, 1996.


JCJ:sjs
10/25/94

FRASER PUBLIC SCHOOLS
FRASER ADMINISTRATOR'S SALARY SCHEDULE 1996-97*

Elementary, Junior High Principals, Senior High School Assistants and Executive Director of Student Services

Base \$56,772. plus 5% for two additional weeks of work.

	<u>MA</u>	<u>MA+15 (+5%)</u>	<u>MA+30 (+10%)</u>
0	\$59,611.	\$62,450.	\$65,287.
1	61,881.	64,720.	67,558.
2	64,154.	66,989.	69,830.
3	66,992.	69,830.	72,664.
4	70,398.	73,235.	76,073.
5	74,374.	77,208.	80,049.

Senior High School Principal

Base \$56,772. plus 15% for six additional weeks of work, plus 10% for maximum building responsibility.

(Max)	\$87,725.	\$88,565.	\$91,402.
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Assistant Principal Junior High School - Grades 7-8

Base \$56,772. plus 5% for two additional weeks of work.

(Max)	\$71,533.	\$74,369.	\$77,209.
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Athletic Director and Director of Vocational Education and Secondary Student Services

Base \$56,772. plus 5% for two additional weeks of work, + 11% for Administrative duty time.


(Max)	\$65,854.	\$68,694.	\$71,533.
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*AN ADDITIONAL 7% COST OF LIVING ALLOWANCE (COLA) WILL BE PAID 1/2 IN DECEMBER, 1996 AND 1/2 IN JUNE, 1997.


JCJ:sjs
10/25/94

ADMINISTRATOR'S SENIORITY LIST

MARVASO, NORMAN	09/01/72
BRUNZELL, RAYMOND	09/11/73
GREENWOLD, DUANE	07/11/77
FREISMUTH, GARY	02/23/81
RASZKOWSKI, GERALDINE	07/14/84
BARTOLOMEI, MARGARET	02/12/85
EDWARD GREWE	06/14/85
JAGER, THOMAS	01/05/87
LEWIS, LINDA	01/05/87
REPICKY, RICHARD	01/26/87
MILLER, DAVID	07/01/90
DREYER, KATHLEEN	08/27/90
SIKORSKI, JUDITH	08/24/92
MEYERS, ANN	08/24/92
SKOWNESKI, JR., EDWARD C.	08/22/95


JCJ:sjs
7/01/95

FRASER PUBLIC SCHOOL DISTRICT
Fraser, Michigan

ADMINISTRATIVE EMPLOYMENT AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 199____, between the FRASER PUBLIC SCHOOL DISTRICT, hereinafter referred to as the "School District," and _____, hereinafter referred to as the "Administrator,"

WITNESSETH:

WHEREAS, FRASER PUBLIC SCHOOLS DISTRICT is duly organized as a School District of the Third Class and is authorized to employ Administrators pursuant to MCLA 380.247 (MSA 15.4247), as amended, and other applicable statutes, and;

WHEREAS, the Administrator is desirous of being employed by the School District in accordance with the terms hereof,

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

1. Employment - The School District agrees to employ the Administrator in the capacity hereinafter specified, subject to the provisions hereof.

2. Assignment - The Administrator's initial assignment under this Agreement shall be the position of _____. It is expressly understood that the Administrator may be assigned, reassigned and/or transferred by the Superintendent during the term hereof or any succeeding term, subject to the terms of the Synopsis of Contractual Benefits for members of the Fraser Administrators Association.

3. Qualifications - The Administrator hereby represents that he/she holds all certificates, permits, licenses and other qualifications required by law to be an Administrator and, further, that said Administrator holds a degree appropriate to the assigned position and meets the qualifications set forth in the job description for the assigned position, unless such qualifications are in part waived by the Board of Education.

4. Duties and Responsibilities - The Administrator hereby agrees to devote time, skills, labor and attention to the position to which he/she is assigned, agrees to perform the duties and responsibilities set forth in the applicable job description and as assigned by the Superintendent and agrees to abide by the rules, regulations and policies of the School District, subject to the terms of the Synopsis of Contractual Benefits for Members of the Administrators Association.

5. Tenure Exclusion - It is expressly agreed that the Administrator shall not be deemed to be granted continuing tenure under the Teachers' Tenure Act, Act 4 of the Public Acts of 1937 (Extra Session), as amended, in the capacity of an Administrator by virtue of the Administrative Employment Agreement; and it is further understood and agreed by the parties that this Administrative Agreement shall not be deemed to constitute the employment of the Administrator on continuing contract in an administrative capacity. It is expressly understood that this Administrative Agreement is not subject to the Teachers' Tenure Act, Act 4 of the Public Acts of 1937 (Extra Session), as amended.

6. Salary, Fringe Benefits and Work Year - The Administrator shall receive the salary and fringe benefits and shall work the work year pertaining to the Administrator's assigned position as provided in the Synopsis of Contractual Benefits for Members of the Fraser Administrators Association, unless this Agreement is terminated prior to the expiration date in accordance with the provisions hereof.

7. Reductions in Personnel - This Administrative Employment Agreement is expressly conditioned upon reductions in administrative personnel during its term in accordance with the applicable provisions of the Synopsis of Contractual Benefits for Members of the Fraser Administrators Association.

8. Termination by Administrator - This Agreement may be terminated by the Administrator upon written notice to the Board of Education at least ninety (90) days prior to the termination date specified in the written notice. The Board may waive part or all of this ninety (90) day notice requirement at its option.

9. Discharge and Suspension - The Administrator may be discharged, suspended or disciplined at any time during the term of this Agreement for reasonable and just cause and, in the event of suspension or discharge, after notice and a fair hearing. Upon the discharge of the Administrator, this Agreement shall be terminated.

10. Term - The term of this Agreement shall be for a period of two (2) years, commencing on July 1, 1995, and continuing in full force and effect until June 30, 1997, unless sooner terminated pursuant to either Paragraph 7, Paragraph 8 or Paragraph 9 of this Agreement. Upon completion of the first year of the Agreement, a new successor two (2) year Agreement shall be issued to the Administrator in accordance with the applicable provisions of Article VI of the Synopsis of the Contractual Benefits for Members of the Fraser Administrators Association, and subject to the provisions of said Article VI relating to nonrenewal of the Agreement and any successor Agreement and, also, subject to termination pursuant to either Paragraph 7, Paragraph 8 or Paragraph 9 of this Agreement and the successor Agreement.

11. Nonrenewal - In the event the Board of Education or its designee notifies the Administrator in writing prior to June 30 of the first year of this two (2) year Agreement that the Administrator's Employment Agreement may not be renewed, the Administrator shall not receive a new two (2) year Agreement, as provided in Paragraph 10 above and Article VI of the Synopsis of Contractual Benefits for Members of the Fraser Administrators Association. The Administrator shall then be subject to nonrenewal upon the expiration of this Agreement in accordance with the following procedure:

A. At least thirty (30) days prior to the issuance of a notice of nonrenewal, the Administrator shall be provided with a written notice that the Board is considering nonrenewal and a written statement of the reasons the Board is considering nonrenewal.

B. After issuance of the written statement, but prior to the issuance of a notice of nonrenewal, the Administrator shall be given the opportunity to meet with the Board to discuss the reasons set forth in the written statement.

C. At least sixty (60) days prior to the expiration date of this Agreement, the Administrator shall be given a written notice of nonrenewal.

If the Board of Education does not elect to not renew the Administrator's Employment Agreement, this Agreement shall be renewed in accordance with and subject to Article VI of the Synopsis of Contractual Benefits for Members of the Fraser Administrators Association.

IN WITNESS WHEREOF, the parties have set their hands on the day and year first above written.

FRASER PUBLIC SCHOOL DISTRICT

BY: _____
PRESIDENT

BY: _____
SECRETARY

ADMINISTRATOR

TITLE: Athletic Director

QUALIFICATIONS:

- Valid teaching certificate
- At least three (3) years successful experience as a head coach.
- Master's Degree with course work in educational administration with proven experience in the use of organization and administration techniques.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Senior and junior high school building principals.

SUPERVISES: Coaches and Pool Supervisor.

JOB GOAL: To provide each enrolled student of secondary school age an opportunity to participate in interscholastic athletics that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

ASSIGNED RESPONSIBILITIES:

- * - Organizes and administers the overall program of interscholastic sports for the district.
- Provides leadership in the selection, assignment, and evaluation of athletic coaches.
- Fosters good school-community relations.
- * - Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
- * - Hires officials, team physicians, and policemen as required, and assumes general responsibility for the proper supervision of home games.
- * - Arranges transportation for athletic contest participants.
- Recommends to the principals appropriate rules and regulations governing the conduct of athletic activities.

- Recommends the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility.
- * - Prepares and administers the athletic program budget.
- Requisitions, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.
- Supervises the cleaning, storage, and care of all athletic equipment.
- * - Supervises all ticket sales and fund-raising events connected with the athletic program, and assumes responsibility for proper handling and accounting of monies involved.
- Arranges all details of visiting teams' needs.
- Makes all necessary arrangements for the use of nonschool playing fields and facilities. .
- * - Arranges the practice schedules for the fields, gymnasiums, and other athletic facilities.
- * - Provides for the physical examination of all athletes prior to the beginning of each season.
- * - Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
- * - Is responsible to see that requirements for awards for all athletic programs are developed and that such requirements are made available to participants. Keeps records of the results of all junior and senior high school athletic contests, and maintains a record file of all award winners, stating the date and type of the award, including athletic scholarships. .
- Directs school programs and assemblies that foster support for athletic teams and school spirit to include cheerleading and drill teams.
- Plans and supervises recognition programs for school athletes to include banquets and special recognition ceremonies.
- Coordinates and supervises overall pool activities.

- When needed, acts for the principal in dealing with parent/athletic organizations.
- Performs such other tasks and assumes such other responsibilities as the Superintendent and secondary principals deem necessary.

TERMS OF EMPLOYMENT:

In accordance with administrative synopsis.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education policy on Evaluation of Administrative Personnel.

*ESSENTIAL FUNCTIONS of the job as per the Americans with Disability Act (ADA)

TITLE: DIRECTOR OF VOCATIONAL EDUCATION AND DIRECTOR OF SECONDARY STUDENT SERVICES

QUALIFICATIONS:

- Must meet Michigan State requirements for Administrative Certification endorsement.
- Such alternatives to the above qualification as the Board of Education may find appropriate and acceptable.

REPORTS TO: Executive Director of Student Services and High School Principal.

SUPERVISES: Vocational Education staff and Secondary Student Services staff.

JOB GOAL: To provide students enrolled in the Vocational Education programs with opportunities for education and training in job entry skills and sufficient background to continue their growth and maturation as a worker and as an individual. To assist in coordinating the Student-At-Risk Program at the secondary level.

ASSIGNED RESPONSIBILITIES:

- Recommends and develops new programs and curricula in Vocational Education.
- Investigates and reports on funding opportunities available for such programs.
- * - Administers and coordinates work-study and work-experience programs.
- Evaluates vocational programs and makes recommendations concerning additions and changes in such programs.
- Serves as liaison between the public schools and local employment community.
- Establishes representative lay advisory committees as needed.
- Serves as consultant to the professional staff on matters pertaining to vocational information and on the interpretation of laws affecting Vocational Education.
- Assists in the recruitment and screening of vocational teachers.

DIRECTOR OF VOCATIONAL EDUCATION AND DIRECTOR OF SECONDARY STUDENT SERVICES,
CONTINUED

- * - Prepares or supervises all reports required to be filed with State education agencies in connection with Vocational Education.
- Represents the Fraser Public Schools at all local, regional, and state meetings concerning Vocational-Technical Education.
- * - Keeps Central Administration informed of all rules and regulations required for meeting the criteria for reimbursement of Vocational-Technical programs.
- * - Makes provisions for the safety and welfare of all students participating in Vocational-Technical programs.
- Works conjunctively with Central Administration and Building Principals in developing budgets for Vocational-Technical programs.
- Provides consultive services in regards to Vocational-Technical areas for new construction, modernization and renovations.
- Analyzes existing services related to Students-At-Risk and makes recommendations for expansion, development and implementation of related services.
- * - Supervises the Secondary Student Services Program.
- Performs such other tasks and assumes such other responsibilities as the Executive Director of Student Services and the High School Principal may assign.

TERMS OF EMPLOYMENT:

Salary and work year in accordance with administrative schedule.

EVALUATION:

Performance of this job will be evaluated annually by the Executive Director of Student Services and the High School Principal.

ESSENTIAL FUNCTIONS of the job as per the Americans with Disability Act (ADA)

TITLE : EXECUTIVF DIRECTOR OF STUDENT SERVICES

- QUALIFICATIONS:
- A master's degree or higher.
 - Broad background in special education, with a minimum of three (3) year's experience in at least one (1) area of special education.
 - Two (2) year's successful administrative experience.
 - Valid endorsement as required by State of Michigan for Director of Special Education.
 - Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent

SUPERVISES: Special Education Programs and procedures and non-classroom personnel.

JOB GOAL: To provide sound educational programs for children who cannot sufficiently benefit from regular classroom programs.

ASSIGNED RESPONSIBILITIES:

- * - Establishes and maintains special classes and services for handicapped students.
- * - Prepares all financial and program reports required by the State Department of Education.
- * - Plans and administers the budget for special education services.
- Assists in recruitment, selection, and placement of special education personnel.
- * - Keeps abreast of current laws and pending legislation in special education.
- * - Determines the need for new programs and services.
- * - Develops and promotes suitable procedures for screening and diagnosis of student problems.
- * - Coordinates procedures for placement, transfer, and termination of students in special education programs.

- Develops inservice training programs for special education staff.
- * - Schedules and assigns psychologists, school social workers, and speech therapists.
- * - Plans and supervises a system of record keeping.
- Identifies adequate supplies and equipment for special education programs.
- Arranges, through the Intermediate School District, for the education of those handicapped students who cannot be served adequately in the local district.
- Evaluates existing programs as to their effectiveness.
- * - Interprets the program to school personnel and the community at large.
- Assumes responsibility for own professional growth and development.
- * - Analyzes existing services related to Students-At-Risk and makes recommendations for expansion, development and implementation of related services.
- * - Supervises the District Student Services Program.
- Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent may assign.

TERMS OF EMPLOYMENT:

In accordance with the Principal's Agreement, salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education policy on Evaluation of Administrative Personnel.

*ESSENTIAL FUNCTIONS of the job as per the Americans with Disability Act (ADA)

TITLE: PRINCIPAL - ELEMENTARY

- QUALIFICATIONS:
- Master's Degree in Elementary Administration or Elementary Education.
 - Elementary Teaching Certificate.
 - Minimum of five (5) years' successful teaching experience at the elementary level.
 - Valid Michigan Administrator's Certificate or Letter of Eligibility.
 - Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent of Curriculum.

SUPERVISES: All personnel serving in assigned schools.

JOB GOAL: As the chief executive of the school and invested with supervisory and administrative authority over the prescribed educational program and all activities in the school building and on the school grounds, is responsible for the manner in which that supervisory and administrative authority is carried out. In unusual and unprecedented situations, the Principal makes decisions and judgments based on what the Principal believes right and proper and is responsible for these decisions.

The Principal is involved in the development of the educational program of the entire School District and must be knowledgeable in all phases of elementary education and administration.

ASSIGNED RESPONSIBILITIES:

- * - Administers, directs, coordinates, and supervises the authorized instructional program to secure quality education best suited to the needs of each student.
- * - Acts as coordinator for curriculum design, research projects and studies, pilot and trial programs as they relate to effective education in their school and service on district-wide curriculum committees.
- * - Appraises and evaluates new instructional methods, materials and equipment.
- * - Proposes educational innovations to the Assistant Superintendent of Curriculum.
- Utilizes standardized test results and other information in the yearly analysis of student progress.

PRINCIPAL - ELEMENTARY, CONTD
PAGE TWO

- * - Aids with inservice programs.
- * - Evaluates teachers and their effectiveness in the overall educational process.
- * - Assists the Director of Personnel and Assistant Superintendent of Curriculum in the selection, recruitment, and placement of the teaching staff.
- * - Develops and maintains a school climate conducive to good teacher morale.
- Informs, interprets, and administers to assigned employees the policies, rules, regulations and directives of the Board of Education and the Superintendent of Schools, and the appropriate provisions of the teachers' Agreement.
- * - Issues informational bulletins of significance to teachers, students and parents on areas of school and District activities.
- * - Provides primary liaison between their school attendance area and the Board of Education.
- * - Keeps Central Office informed of activities, programs, etc.
- * - Maintains optimum school-community relations to develop understanding and support for the instructional programs of their school.
- * - Promotes the establishment and/or maintenance of a parents' organization in the school community and assumes a leadership role within it.
- Schedules building facilities to responsible community groups according to the approved "Building Use" policy.
- * - Provides opportunities and enlists the services of parents in developing a friendly, wholesome school environment.
- Schedules, coordinates, directs and supervises the auxiliary instructional services provided to their building.
- * - Guides and counsels students, teachers, and parents in areas of specific concern and need, and utilizes all available resources and data in planning applicable procedures for solution.

- * - Creates a school atmosphere conducive to good citizenship, attitudes and patterns of socially acceptable behavior.
- * - Provides for the health, safety and welfare of students, teachers and other employees while in the school or on the school grounds. Establishes procedures for the care of injured and/or sick students when at school.
- * - Assists and advises in the preparation and administration of the annual budget, and in planning for maintenance of the school plant.
- * - Maintains accounts for all monies belonging to the school or School District, and makes an annual report to the Business Office.
- * - Initiates and submits all requests for instructional materials and equipment for their building.
- Establishes plans and procedures for the care and maintenance of school property.
- * - Keeps accurate child accounting records and reports as required by the Fraser Public School District and the State Department of Education.
- * - Maintains a program of professional self-development through additional college study, readings, conference attendance and visitations.
- Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent of Curriculum may assign.

TERMS OF EMPLOYMENT:

In accordance with the Principal's Agreement, salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education policy on evaluation of Administrative Personnel.

*ESSENTIAL FUNCTIONS of the
job as per the Americans
with Disability Act (ADA)

TITLE: PRINCIPAL - SECONDARY

- QUALIFICATIONS:
- Master's Degree in Secondary Administration or Secondary Education.
 - Secondary Teaching Certificate.
 - Minimum of five (5) years' successful teaching experience at the secondary level.
 - Valid Michigan Administrator's Certificate or Letter of Eligibility.
 - Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent of Curriculum.

SUPERVISES: All personnel serving in assigned schools.

JOB GOAL: As the chief executive of the school and invested with supervisory and administrative authority over the prescribed educational program and all activities in the school building and on the school grounds, is responsible for the manner in which that supervisory and administrative authority is carried out. In unusual and unprecedented situations, the Principal makes decisions and judgments based on what the Principal believes right and proper and is responsible for these decisions.

The Principal is involved in the development of the educational program of the entire School District and must be knowledgeable in all phases of secondary education and administration.

ASSIGNED RESPONSIBILITIES:

- * - Supervises the instructional staff in the development and implementation of curriculum and student activities.
- Consults regularly with and coordinates the services of the resource personnel so that all classroom teachers may receive effective assistance.
- * - Implements and supervises the school's educational programs.
- * - Keeps abreast of trends, developments, and research as they pertain to education and school operation.
- * - Directs the activities of school professional and non-professional staff members in the performance of their duties.

- Reports to appropriate Central Office administrative officers regarding the needs of the school with respect to personnel, equipment supplies, and curriculum.
- Develops a program of public relations in order to further the community's understanding and support of the educational program.
- * - Administers the school's budgeted allocations.
- * - Implements Board of Education policies and administrative rules and regulations relating to the school.
- * - Prepares such reports as may be required.
- Coordinates or supervises such support services as maintenance, security, food services, recreational programs, financial and accounting functions, library activities and the like.
- Assumes leadership in the direction of the school's athletic and extracurricular activities.
- Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.
- * - Prepares and submits the school's budgetary requests, and monitors expenditures of funds.
- Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
- * - Maintains and controls the various local funds generated by student activities.
- Assists in the recruiting, screening, hiring and evaluating of the school's professional staff.
- * - Assumes responsibility for the safety and administration of the school plant.
- Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
- Plans and supervises fire drills and emergency preparedness programs.

- * - Supervises the maintenance of accurate records on the progress and attendance of students.
- Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
- Recommends the removal of a teacher whose work is unsatisfactory according to established procedures.
- * - Conducts meetings of the staff as necessary for the proper functioning of the school.
- Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent of Curriculum may assign.

TERMS OF EMPLOYMENT:

In accordance with the Principal's Agreement, salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education policy on evaluation of Administrative Personnel.

TITLE: ASSISTANT PRINCIPAL - SECONDARY

- QUALIFICATIONS:
- Master's Degree in Secondary Administration or Secondary Education.
 - Secondary Teaching Certificate.
 - Minimum of three (3) years' successful teaching experience at the secondary level.
 - Valid Michigan Administrator's Certificate or Letter of Eligibility.
 - Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Principal

SUPERVISES: Not applicable.

JOB GOAL: To provide assistance to the Secondary School Principal in all areas of his responsibilities and to assume complete charge in the absence of the Principal.

ASSIGNED RESPONSIBILITIES:

- * - Serves as Principal in the absence of the regular Principal.
- * - Assists the Principal in the overall administration of the school.
- Performs such other tasks and assumes such other responsibilities as the principal may assign.

TERMS OF EMPLOYMENT:

In accordance with the Principal's Agreement, salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board of Education policy on evaluation of Administrative Personnel.

