

Montrose Community Schools

Educational Secretarial

Association Contract

(Building Secretaries & Librarians)

2007 - 2010

Secretarial Seniority List	
Name	Seniority Date
Salter, Nora	8/24/1976
Beardslee, Norma	9/1/1994
Gavagan, Rose	8/21/2000
Roman, Liz	8/21/2000
Pyrc, Monica	8/4/2003
Tolles, Sandy	8/4/2003
Podulka, Vicki	8/16/2004
Gauger, Susan	8/2/2006
Reinhardt, Kelly	7/2/2007
Wade, Katy	7/26/2007
Johnson, Shelly	8/13/2007

KatyWade's original hire date is 8-25-94
In 2002 she began as Spec Ed Secretary
In 2007 she began at Choice School and
was added to the Secretarial Contract

AGREEMENT

This agreement entered into this 1st day of **July 2007**, by and between the Board of Education of the Montrose Community School District, Genesee and Saginaw Counties, Montrose, MI hereinafter called the "Board" and the Montrose Community Schools Educational Secretarial Association, hereinafter called the "Association".

DURATION OF AGREEMENT

This agreement shall be effective as of **July 1, 2007 to June 30, 2010**.

WITNESSETH

WHEREAS the Board and the Association recognize and declare that providing quality services for the Board of Education and the students of Montrose Community Schools is their mutual aim and that the character of such services depends to a large extent upon the quality and morale of the Association, and

WHEREAS the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association in good faith as the representatives of its secretarial personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS the Association has statutory obligations as outlined in Act 336 of Public Acts of 1947 amended up to and including Public Act 379 of 1965, and

WHEREAS the parties have reached a certain understanding which they desire put in writing, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I RECOGNITION

- A. The Board hereby recognized the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all secretarial and clerical personnel. The term "Secretary" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the bargaining or negotiation unit as above defined.
- B. The Board agrees not to negotiate with any secretarial organization other than the Association for the duration of this agreement. Nothing contained herein shall be construed to prevent any individual secretary from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, and provided that the Association has been given the opportunity to be present at such adjustment.
- C. Payroll deductions of dues as authorized by each individual.

ARTICLE II SECRETARIAL EMPLOYEE RIGHTS

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board does hereby agree that every employee of the Board should have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection, etc.
- B. The Board specifically shall recognize the right of its employees appropriately invoking the assistance of the State Labor Mediation Board, or a mediator from such public agency.

- C. The Association and its members shall have the right to use school building facilities at reasonable hours for meetings.
- D. The Board shall agree to furnish the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, tentative budgetary requirement and allocations, and other information as will assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of the secretaries together with information which may be necessary for the Association to process any grievance and/or complaint.
- E. There shall be a written job description for each position.
- F. Vacancies
 - 1. Definition of Vacancy – A vacancy shall be defined as a newly created position or a position to which no employee has a claim.
 - 2. All full-time employees within the Secretarial Association can apply for vacancies within the Association and will be considered for any vacancy before any outside applicants.
 - 3. School Year Vacancies
 - a. All vacant positions/new positions – a written notice of such position shall be sent by the Administration to the spokesperson of the Secretarial Association.
 - b. The spokesperson shall forward the ‘posting’ to all members of the Association.
 - c. Upon notification by the spokesperson, Association members will have five (5) working days to apply in writing for said position.
 - 4. School Break (i.e. summer break) vacancies
 - a. All vacant positions/new positions – A registered letter will be mailed by the Administration to the spokesperson of the Secretarial Association.
 - b. A notice of the vacancy, or “posting” shall be mailed to each secretary in the Association.
 - c. Upon notification by mail, Association members will have seven (7) calendar days to apply in writing for said position.
 - 5. The Association member shall be offered the position only if it is determined that they are qualified to fulfill the responsibilities that the job requires and that they possess the ability to work well with the immediate supervisor(s).
 - 6. Should the Association member(s) not meet all of the criteria the position requires, the job may be offered to applicants outside the bargaining unit.
- G. An Association member who transfers to a different secretarial classification will be placed in his/her position at the first level at which he/she will receive a raise and will be given full credit for years worked.
- H. Any school employee who transfers into the Secretarial Association will be placed at the first level of the secretarial pay scale. He/she will not be given credit for years worked outside the Association.
- I. Promotions will be made on the basis of ability and qualifications in performing the present job plus evidence of ability to perform the new job, and will be effective the first day of the school fiscal year except in emergencies.
- J. Any new secretary employed shall be informed of his/her starting wage, and all benefits, plus provided with a copy of the Secretarial agreement. This is to be done by the employer (Director of Finance and Operations) on the date of employment.

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- K. Long Term Sub – A temporary employee who has filled a vacant position/new position for a total of 60 calendar days shall be paid at level one of the position they are presently subbing if they continue to fill that position.

**ARTICLE III
COMPENSATION**

A. Salaries

2007-2008 SECRETARIAL SALARY SCHEDULE

CLASSIFICATIONS	LEVEL	YEAR STEPS						
		1	2	3	4	5	6	7
Secretary 1	1	13.20	13.71	14.14	14.53	14.97	15.33	15.75
Secretary 2	2	12.63	13.05	13.47	13.88	14.29	14.71	15.20
Clerk Typist	3	11.74	12.16	12.62	13.05	13.45	13.88	14.30

2008-2009 SECRETARIAL SALARY SCHEDULE

CLASSIFICATIONS	LEVEL	YEAR STEPS						
		1	2	3	4	5	6	7
Secretary 1	1	13.40	13.91	14.34	14.73	15.17	15.53	15.95
Secretary 2	2	12.83	13.25	13.67	14.08	14.49	14.91	15.40
Clerk Typist	3	11.94	12.36	12.82	13.25	13.65	14.08	14.50

2009-2010 SECRETARIAL SALARY SCHEDULE

CLASSIFICATIONS	LEVEL	YEAR STEPS						
		1	2	3	4	5	6	7
Secretary 1	1	13.55	14.06	14.49	14.88	15.32	15.68	16.10
Secretary 2	2	12.98	13.40	13.82	14.23	14.64	15.06	15.55
Clerk Typist	3	12.09	12.51	12.97	13.40	13.80	14.23	14.65

Included in the classifications above:

Secretary 1 – Building Principal Secretary
 Secretary 2 – Assistant Principal/AD Secretary, Library Secretary,
 Special Ed Secretary
 Clerk Typist – Future Personnel Additions

- B. Secretaries are paid an hourly rate due to the fact that they may not all be on an 8-hour day for 52 weeks.
- C. Secretaries completing the seventh step will get the same negotiated raise as other secretaries received, based on her previous year's hourly rate.
- D. Longevity Pay – For each year beyond nine (9) years experience. **The Longevity will increase the percentage of the salary schedule each contract year.**

	2007-2008	2008-2009	2009-2010
10 years	.51	.56	.61
15 years	.63	.68	.73
20 years	.72	.77	.82
25 years	.84	.89	.94

- E. Three (3) months of service is required to qualify for advancement on the experience scale, prior to July 1st. Change date occurs July 1st each year.
- F. Three (3) classifications at present, subject to review from time to time.
- G. If a secretary feels his/her duties warrant a review as to his/her classification, said secretary shall have the right to present such a request to the Superintendent or his/her designee.
- H. Any secretary that has an Associates Degree or higher in their field of work will receive a 2% pay increase in addition to the steps. The superintendent shall determine if the degree fits the area of their work.

**ARTICLE IV
HOURS OF WORK**

- A. A normal workday shall be 7 to 8 hours, and a normal workweek shall be 35 to 40 hours.
- B. In the event that it is necessary for a secretary to work past 8 hours per day or 40 hours per week, and upon the request of his/her supervisor, he/she shall be paid overtime or given compensation time at the rate of one and one-half times (1 ½). Compensation time may be accumulated during the current school year and will not be carried over to the next school year. Compensation time may not be used more than two (2) consecutive days at a time and may not be used in conjunction with personal days. In the event that a secretary has unused personal business days and compensation time at the end of the school year, these days may be combined and used once school has been dismissed for the summer. These days may only be taken at the end of the secretary's schedule work year and will only be allowed if the secretary's immediate supervisor(s) approves. Compensation time may not be used on days of parent/teacher conferences or open houses. Forty-eight (48) hours notice must be given to the secretary's supervisor when using compensation hours. All overtime pay and compensation hours will be documented in writing through the payroll office by the secretary's supervisor.
- C. The Superintendent will determine the length of the work year. The actual days to be worked will be determined by the immediate supervisor.
- D. Secretaries will be provided no more than 30 minutes during the day for relief time. Secretaries will also be provided a 30 minute unpaid duty-free lunch. Main office secretaries will stagger their lunch periods. In the event they are able to take their lunch at the same time, (due to having a student assistant) at least one secretary must remain in the office.

- E. No secretary shall be required to report to school when school is not in session for children because of hazardous road conditions or inclement weather. During other emergency situations the secretary shall call his/her immediate supervisor to determine whether or not he/she shall report to work. The secretary will be paid for these days at his/her regular rate up to a maximum of thirty (30) hours per year. If there are more than thirty (30) hours where school is not in session, the secretary's immediate supervisor will schedule any hours that must be made up, including hours missed for shortened days.

**ARTICLE V
LEAVE PAY**

- A. All secretaries absent from duty on account of personal illness, or any other approved reason, shall be allowed full pay as follows:

One (1) sick day per month worked. Except at the beginning or termination month of employment, at which time one-half (1/2) day shall be allowed if the secretary works eight (8) days during the beginning of the termination month; and one (1) day shall be allowed if he/she works fifteen (15) days during the beginning of the termination month.

- B. Any secretary, who is absent because of any injury or disease compensable under the Michigan Worker's Compensation Law, shall not be charged with a subtraction from sick leave. The Insurance Company will pay the secretary for loss of time according to their schedule.
- C. Any Secretary leaving the Montrose Community School System with ten (10) or more years of service in Montrose shall receive, as a severance benefit, payment of minimum wage for each unused sick hour. In the event of said employee's death, his/her beneficiary as indicated on the secretary's term life insurance policy shall receive his/her accrued sick leave benefit. This does not limit the number of hours that can be accumulated for sick use.
- D. Each secretary shall have three (3) personal business days in addition to his/her sick leave. Unused business days may accumulate as sick leave. Personal business days may be used for any reason the secretary feels warrants their use.

**ARTICLE VI
LEAVE OF ABSENCE**

- A. Any secretary whose personal illness extends beyond the period compensated under Article V shall be granted a leave of absence without pay for such time as it is necessary for completed recovery from such illness; the period of time not to exceed one (1) calendar year. Upon the secretary's return from said leave, the secretary shall be assigned to the same position, if available, or a substantially equivalent position. He/she shall remain in the same position on the salary scale as when leave began. All other conditions for extended leave of absence shall be covered by the Policies and Procedure Handbook as distributed during the school year 1969-70.
- B. Leave of absence with pay chargeable against the secretary's allowance:
 - 1. A maximum of five (5) days per working year per critical illness or death in the immediate family. (Family as defined by the M.E.A.)
 - 2. Time necessary for attendance at the funeral service of a person whose relationship to the secretary warrants such attendance; a limit of three days per occurrence.

- C. The Board may grant a leave of absence for maternity or childcare without pay or fringe benefits (such benefits may be purchased by the secretary). Such leave must be requested in writing at least 30 days in advance of the date on which the leave is to begin. Such leave may be up to six (6) months. The secretary shall be returned to the same position she held when the leave began.
- D. Twelve weeks unpaid leave shall be available to each secretary for the care of family members as required by the family medical leave act. Available paid leave (sick and personal time) may be used first and apply toward the twelve week period.
- E. Education leave up to a year at a time with the approval of the Superintendent.

ARTICLE VII LAYOFFS

Layoffs shall be in reverse order of seniority provided the senior employee has the ability to do the work required. Employees who have been affected by layoff, or whose positions have been eliminated, shall have the right to relocate to the lowest seniority position. They will have the option of accepting the layoff. When a secretary has been laid off he/she will be recalled to the same or any newly classified position. This will be done in reverse order of layoff provided the employee has the ability to perform the required work.

An employee on layoff will retain seniority up to a maximum of two (2) years. Any Association member who is on layoff for a period of time that exceeds one year more than the total years worked in the Association will lose all seniority and recall rights.

ARTICLE VIII INSURANCE

- A. The Board will secure and maintain in force and effect, without cost to the secretary, a policy of public liability insurance, covering all secretaries in the performance of their duties under which each secretary will be afforded such coverage in the amount of \$1,000,000 for any one incident.
- B. Whenever any claim is made or any civil action is commenced against any secretary for injuries to persons or property, and while acting within the scope of her authority, the Board will furnish the services of the school attorney to advise the secretary as to the claim and to appear for and represent the secretary in the action, and the Board may compromise, settle and pay such claim before and after the commencement of any civil action.
- C. The Board shall provide Health Plus PPO 1E insurance to all secretaries and their eligible dependants. The secretaries not selecting Health Plus PPO 1E Plan A will select either Plan B or Plan C. For the 2007-2008 school year the Board will pay \$1,472.00 per month for health benefits with no additional cost to the secretary. For the 2008-2009 school year the Board will pay up to a 10% increase to the previous year's premium per month. However, the actual increase will establish the new cap. For the 2009-2010 school year, the Board will pay up to a 10% increase to the previous years premium per month. However, the actual increase will establish the new cap. Insurance options shall be provided at the secretary's cost through payroll deductions up to a maximum of \$50.00 per month.
- D. Coverage shall be for a full twelve (12) month period concurrent with the contract year (July 1 – June 30).

Plan A – For employees needing health insurance

Medical Insurance	Health Plus PPO 1E with Family Continuation Rider FM Health Insurance
Vision Insurance	VSP 3
Dental Insurance	Delta Dental 80/80/80 \$1,800
Life Insurance	\$45,000 AD & D
Dependant Life Insurance	\$7,500 (\$5,000 spouse, \$2,500 children)
Long Term Disability	66 2/3% of Salary – 90 calendar day modified fill - \$4,000 max

Plan B – For employees not needing health insurance

In Lieu of Medical Insurance	One Hundred Seventy Five (\$175) dollars per month cash
Vision Insurance	VSP 3
Dental Insurance	Delta Dental 80/80/80 \$1,800
Life Insurance	\$45,000 AD & D
Dependent Life Insurance	\$7,500 (\$5,000 spouse, \$2,500 children)
Long Term Disability	66 2/3% of Salary – 90 calendar day modified fill - \$4,000 max

Plan C – For employees not selecting any insurance

In Lieu of All Insurance Benefits	Two Hundred Fifty (\$250) dollars per month cash
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**ARTICLE IX
HOLIDAYS AND VACATIONS**

- A. All secretaries shall be paid for the following holidays:
1. Friday preceding Labor Day (if school is not in session)
 2. Labor Day
 3. Columbus Day/Fall Break Day
 4. Thanksgiving
 5. Friday following Thanksgiving Day
 6. Christmas Eve
 7. Christmas Day
 8. New Years Eve
 9. New Years Day
 10. Washington's Birthday/President's Day (Friday preceding if school is not in session.)
 11. Good Friday
 12. Easter Monday (if school is not in session)
 13. Memorial Day

Provided that the school calendar is so arranged that school is not held on these days.

- B. School year secretaries shall not be expected to work during the holiday recesses.

- C. Annual Leave
- | | | |
|--------------------|-------------------|-------------------|
| 52 Week Employees: | One Year | (5) five days |
| | Two to Five Years | (10) ten days |
| | Six to Ten Years | (15) fifteen days |
| | Eleven Years + | (20) twenty days |

Paid vacation accrues on June 30 of each year.

**ARTICLE X
NEGOTIATION PROCEDURES**

- A. It is contemplated that matters concerning wages, hours, terms and conditions of employment not specifically covered by this agreement, but of common concern to the parties shall be subject to professional negotiation between them from time to time during the period of this agreement if mutually agreed upon. The parties shall undertake to cooperate in arranging meeting, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters.
- B. Not later than April 15, prior to the expiration of the current contract, the parties will begin negotiations for a new agreement covering wages, hours, terms and conditions of employment for secretaries employed by the Board.
- C. If parties fail to reach an agreement in our negotiations, either party may invoke the mediation machinery of the State of Michigan Mediation Board or take any other lawful measure it may deem appropriate.

**ARTICLE XI
GRIEVANCE PROCEDURES**

- A. Same as teachers – no binding arbitration.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this _____.

Montrose Community School
Educational Secretarial Association

Nora J. Salter
Wicki Podulka

Montrose Community Schools
Board of Education

[Signature] Mark R. Klebanow
supt mes

**MONTROSE COMMUNITY
SCHOOLS**

**Building Aides Association
Contract**

2007 – 2009

This agreement entered into this 1st day of July 2007 and expires the 1st day of July 2009 and between the Board of Education of Montrose Community School District, Genesee and Saginaw Counties, Montrose, MI hereinafter called the "Board", and the Groups defined below in the Classification Section (C.) 1, 2 & 3 "Building Aides Association".

**ARTICLE I
RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all members of the Building Aides Association (Classifications 1, 2 & 3).
- B. The Board agrees not to negotiate with any other groups other than the Building Aides Association (Classifications 1, 2 & 3) for the duration of this agreement. Nothing contained herein shall be construed to prevent any individual employee from presenting a grievance and having the grievance adjusted without intervention of the Building Aides Association (Classifications 1, 2 & 3).
- C. Classifications
 - 1. Building Aides – HS / MS / Carter Playground, Cafeteria, Crossing, Hall, Breakfast & Bus
 - 2. Building/Mail Aides – District Mail
 - 3. Paraprofessional Instructional Aides – Title/Overage, Special Education, Health Care, Fast ForWord, ISR & Choice

Crossover in classification combines to equal total work hours per day.

**ARTICLE II
COMPENSATION**

Building Aides

	1	2	3	4	5	6	7
2007-08	9.45	9.73	10.01	10.33	10.80	11.27	11.74
2008-09	9.65	9.93	10.21	10.53	11.00	11.47	11.94

Building/Mail Aides

	1	2	3	4	5	6	7
2007-08	9.56	9.84	10.15	10.46	10.93	11.40	11.88
2008-09	9.76	10.04	10.35	10.66	11.13	11.60	12.08

Paraprofessional Instructional Aides

	1	2	3	4	5	6	7
2007-08	10.79	11.17	11.54	11.94	12.31	12.65	13.04
2008-09	10.99	11.37	11.74	12.14	12.51	12.85	13.24

Longevity:

2007-08 Longevity	10 years	.54	2008-09	.59
	15 years	.66		.71
	20 years	.75		.80
	25 years	.85		.90

**ARTICLE III
INSURANCE**

The employer will pay the employee a subsidy to be used for health insurance options. The subsidy will be paid in the following manner.

- (a) Cash option in the amount of \$30.00 per month for 12 months (from which applicable withholding will be made) if the employee averages six (6) or more hours work per day on a regular basis or if applicable, cash option in the amount of \$25.00 per month for 12 months (from which applicable withholdings will be made) if the employee averages less than six (6) hours work per day on a regular basis.
- (b) District-paid premium equal to the cash option in (a) above to be applied toward the purchase of qualified benefits under District-sponsored insurance plans including, but not limited to, long-term disability, short-term disability or group term life insurance. The employee must elect to pay the remainder of the required premium for such qualified benefit by means of compensation reduction pursuant to the terms of a cafeteria plan.

It is the employee's responsibility to elect option A or option B and notify the business office of their election. Cash options to be paid on the 1st pay of each month September through June. Cash options will be instituted beginning with the month of contract ratification.

**ARTICLE IV
SICK LEAVE**

- A. Employees absent from duty on account of personal illness or any other approved reason shall be allowed full pay as follows: One (1) sick day per month worked, for an employee to get credit for sick time in a month worked the employee must be scheduled to work a minimum of ten (10) days to get credit for one-half (1/2) day and twenty days to get credit for one (1) day. Only Aides working four (4) hours or more each day shall receive sick leave. Said sick leave shall be equivalent to their day.
- B. Leaves of absence with pay chargeable against the employee's allowance:
 - 1. A maximum of five (5) days per school year for family illness or injury of an immediate family member.
 - 2. A doctor's appointment that cannot be scheduled another time.

3. Immediate family is defined as spouse, children, stepchildren, grandchildren, parent or equivalent, mother-in-law, father-in-law, brother, brother-in-law, sister, sister-in-law, grandparents of either spouse or any family member residing in the household.
 4. Any employee may take a maximum five (5) days per year for a death in the immediate family.
 5. An employee may take one (1) day per year to attend or participate in a funeral.
- C. The total unused portion of the annual sick leave allowance shall be permitted to accumulate to a maximum of 720 hours. If an employee is terminated for any reason after ten (10) years of employment, half (1/2) the accumulated sick leave shall be paid at **minimum wage**.

ARTICLE V SENIORITY

The Board recognized seniority should be taken into account when a staff reduction is necessary. If a staff reduction is made, the board will attempt to use seniority to determine the order of lay-off. If a laid-off Association member believes their skills are adequate to perform the tasks of a lower seniority person still employed and the laid-off Association member holds the proper certification for that position, the laid-off Association member has the right to request a hearing with the Superintendent.

Seniority includes all classifications combined. Master seniority list will be distributed to members.

If the Superintendent grants an Association member's request to "bump" a lower seniority person, the Association member will have thirty (30) days to demonstrate that his/her skill is adequate to perform the assigned tasks. If the Association member is unable to perform the assigned tasks in a satisfactory manner, the Association member shall be returned to laid-off status.

ARTICLE VI MISCELLANEOUS

- A. A newly hired aide must complete 20 working days on probation. A probationary employee whose service is deemed unsatisfactory may be terminated at the will of the Board of Education. No sick leave, paid holidays or fringes of any kind shall be granted to a probationary employee.
- B. If a sub maintains the same position daily over a three (3) month period, said sub shall receive regular wages for the remainder of the assignment at step one of that particular classification.
- C. Two (2) days personal leave will be granted. Unused personal leave may accumulate as sick leave.
- D. Paid Holidays: Friday before Labor Day, Labor Day, Columbus Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day, President's Day, Good Friday, Memorial Day.

Also, Friday before Columbus Day and Friday before President's Day provided that the school calendar is so arranged that school is not held.

- E. When school is not in session due to inclement weather, all classifications shall be paid, up to a maximum number of snow day hours allowed by the MDE per year.
- F. Job description will be updated upon mutual consent. All members will have a current copy of their job description.
- G. All open positions, newly created positions or vacancies be posted internally for at least five(5) working days. The posting will be sent to the spokesperson and must be visible to every employee in every building in a predetermined location. During the summer a registered letter of the posting(s) will be sent to the spokesperson of the group. Persons represented by this contract may apply for an open position and be given first chance based on qualifications and seniority, before an external posting is posted. However, the Administrator in charge has final authority over placement.

**ARTICLE V
DURATION OF THE AGREEMENT**

This agreement shall be effective as of July 1, 2007 and shall continue in effect for two (2) years until June 30, 2009.

This agreement shall terminate June 30, 2009 and may be amended and/or renewed by mutual agreement.

WITNESS OUR HAND AND SEAL THIS 2-12-08

MONTROSE COMMUNITY SCHOOLS
BUILDING AIDES

Katie Jacobs
Marie Bongio
Sue Stevens
Marie Mexosky
Mary Anne Kiltman
Sharon Hemker

MONTROSE COMMUNITY SCHOOLS
GENESEE & SAGINAW COUNTIES, MI
by the MONTROSE BOARD OF EDUCATION

Mark Kleintomas *Sybil MLS*

The Board will secure and maintain in force and effect, without cost to the Building Aide employees, a policy of public liability insurance, covering all Building Aide Employees in the performance of their duties under which each Building Aide Employee will be afforded such coverage in the amount of \$1,000,000 for any one accident.

Whenever any claim is made or any civil action is commenced against any Building Aide Employee for injuries to persons or property and while acting within the scope of his/her authority, the Board will furnish the services of the school attorney to advise the Building Aide Employee as to the claim and to appear for and represent the Building Aide Employee in the action and the Board may compromise, settle and pay such claim before or after the commencement of any civil action.

2-26-08 Date

 Mark R. Kleinmans Supt MCS

 Building Aide Employee Rep.