



# **Master Agreement**

**between the**

**Center Line Board of Education**

**and the**

**Center Line Administrative Association**

**2018-2020**

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**Agreement Between the Board of Education  
of  
Center Line Public Schools  
and the  
Center Line Administrative Association**

**WITNESS**

**WHEREAS** the Board of Education and the Center Line Administrative Association recognize and declare that providing a quality education for the children of the Center Line Public Schools is their mutual aim; and

**WHEREAS** the members of the administrative staff must be particularly qualified to assist the Board of Education in formulating policies and programs designed to improve educational standards; and

**WHEREAS** the parties have reached certain understandings which they desire to confirm in this agreement;

It is hereby agreed as follows:

**1. Recognition**

- 1.1** The Board hereby recognizes the Center Line Administrative Association as the exclusive and sole bargaining representative for all Principals, Assistant Principals, Director of Special Education; excluding Superintendent, Assistant Superintendent, Executive Director, Food Services Director, Director of Business Services, Director of Administrative Services and Technology, Director of Counseling, Supervisor of Maintenance and Transportation, Assistant Supervisor of Maintenance and Custodial Services, and Assistant Supervisor for Transportation, teachers, and all other school personnel, in accordance with the applicable provisions of Act 379, Public Acts of 1965, as amended. The term "Association" when used hereinafter shall mean an individual represented by the Association for bargaining purposes.
- 1.2** For the duration of this agreement, the Board agrees not to negotiate with any other organization representing the administrators.

**2. Board of Education Rights**

- 2.1** The Board has the exclusive right to manage its schools and offices and direct its affairs and working forces according to law except as modified by the terms of this agreement.
- 2.2** The Board agrees that in establishing board policy and administrative regulations it will be fair and reasonable and that any disciplinary action will be arbitrary and capricious.

### **3. Association Rights**

- 3.1** Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere or interrupt their normal school responsibilities or districtwide operations.
- 3.2** The Association shall have access to the use of the interschool mail service without cost to the Association.
- 3.3** The Association shall have the right to reasonable use of school buildings, facilities, and equipment for official Association business. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use and during such use shall be financially responsible for any damage incurred.
- 3.4** Administrators will not be discriminated against with respect to their age, sex, race, creed, national origin; membership or non-membership in the Association; involvement in collective negotiations; and the filing and processing of a grievance. The provisions of this agreement shall be applied in a manner which is not arbitrary or capricious.
- 3.5** It is recognized by the Board and the Association that one of the most important functions of the Association members is the evaluation of staff. Therefore, the Superintendent will involve administrators and take under advisement any Association suggestions on ways to improve present and future evaluation instruments or processes which involve other bargaining units under the Association members' supervision.

### **4. Association Responsibilities**

#### **4.1 Staff Assignment**

Each building principal or his/her designee has the authority and responsibility to make a determination regarding each teacher's assignment within his/her building. Such assignment shall be made in accordance with any other collective bargaining agreement which the Board has entered into prior to this agreement and which speaks on the subject of assignments, work schedules, or transfers. Assignments of special education teachers and general education specialists will be made by the involved director after consultation with the building principal and the appropriate central office administrator. In the event a problem occurs, the right of assignment and transfer remains with the Superintendent.

#### **4.2 Pupil Assignment**

The Board of Education recognizes that it is the responsibility of the building principal to determine the best assignments for pupils within his/her building. Where assignments cannot be mutually agreed to, final determination will be made by the Superintendent of Schools.

### 4.3 Curriculum Change

The Association will be involved in any curriculum change. The appropriate administrative group (elementary, secondary, etc.) shall be provided with an opportunity to review any proposed curriculum change, addition, or deletion prior to Board presentation. Individual administrative membership on any committee or group proposing a change, addition, or deletion shall not in itself be considered as the opportunity to review.

## 5. Payroll Deductions

5.1 The Board shall provide that, whenever duly authorized by administrators on a form or forms approved by the Board, payroll deductions on behalf of such individuals shall be made according to normal payroll procedures and paid over in accordance with such form or forms for any of the following purposes:

- a. Purchase of United States Savings Bonds.
- b. Donations to United Fund.
- c. Premiums under contributory hospitalization and accident insurance programs.
- d. Premiums under a contributory life insurance program.
- e. Payments to the Metro Credit Union.
- f. Premiums under any annuity contract purchased for or by the administrator from a carrier authorized by the Board.
- g. Professional membership dues.
- h. Educational Foundation.

## 6. Vacancies, Promotions, Transfers, and Reductions

### Definitions:

Vacancy - a position not yet filled for which a posting has been made.

Promotion - assignment of an employee to a different position with a higher base salary.

Transfer - assignment of an employee to a position having the same base salary.

Demotion - assignment of an employee to a different position having a lower base salary.

The Board of Education agrees to post all administrative openings for fifteen (15) calendar days. The Association President will be sent a copy of all postings.

6.1 The Board recognizes that it is desirable in making assignments to consider the aspirations and interests of the administrators as long as these interests and

aspirations are consistent with the best interests of the school district. Request by an administrator for assignment to a different position or building, under normal circumstances, shall be made in writing by April 1, one copy filed with the Superintendent and one copy with the Association. The application should set forth the reasons for the request, the building or position sought, and the applicant's qualifications. The Superintendent will respond to this request by June 1. All transfer requests must be renewed annually.

- 6.2** The Association recognizes that when vacancies occur during the school year it may be difficult to fill them from within the district without undue disruption of the existing educational programs. If the Superintendent in his/her judgment so determines, such a vacancy may be filled on a temporary or tentative basis until the end of the normal school year. If the position is to be continued for the following school year, the position will be considered vacant and will be posted.
- 6.3** The Board supports a policy of filling vacancies, including vacancies in administrative and supervisory positions, from within its own professional staff if all other qualification factors are equal. Vacancies shall be filled on the basis of experience, competency, and qualifications of the applicant and other relevant factors.
- 6.4** The right of assignment and transfer shall lie with the Superintendent. When involuntary transfers seem necessary, professional background and total qualifications shall be used in determining the transferee. An involuntary transfer will be made only after the Superintendent has met with the individual involved and the Association to discuss the reasons for the transfer. Involuntary transfers will be subject to the grievance procedure.
- 6.5** Administrators shall receive individual contracts of employment which shall specify a term of employment of not less than one year, which the Board in its discretion may choose not to renew for a subsequent term upon proper notice prior to the termination date of the individual contract of employment as prescribed by law.

All administrator individual contracts of employment shall be made expressly subject to all the terms of this agreement, and in the event that the terms of such individual contracts of employment shall conflict with the terms and provisions of this agreement, this agreement shall supersede the provisions of the individual contract of employment and be controlling in all matters.

Such individual contracts of employment shall expressly deny the granting of tenure in the administrative capacity. Furthermore, no provision of this agreement shall be construed to grant tenure in administrative capacity, and it is hereby expressly provided that no administrator shall acquire or be granted tenure in the administrative capacity.

## **7. Creation of New Positions**

- 7.1** The Board of Education may at any time create new administrative positions. Vacancies involving opportunities for promotion or transfer will be posted in school

buildings at least fifteen (15) days before filling the vacancy on a permanent basis. Such posting will include a list of qualifications for the position mentioned. No discrimination will be used against any employee because he/she is an employee of the district. When such positions are proposed, the Executive Board of the Association shall be notified and a meeting held between the Association and the Superintendent to reach agreement on the inclusion or exclusion of this position from the bargaining unit. If inclusion is agreed upon, the salary, hours, and working conditions of the new position will automatically be subject to immediate negotiations. Such negotiations shall not delay the normal hiring procedure. If agreement is not reached on representation or salary, hours, and working conditions, these matters will be subject to the grievance procedure.

**7.2** Newly appointed administrators shall serve a one (1) year probationary period.

## **8. Advisory Committee**

**8.1** The Association shall establish a standing committee consisting of not less than two (2) nor more than three (3) administrators which shall act in an advisory capacity to the Superintendent and the Board of Education in central office or cabinet meetings. This committee will consider matters concerning the operation of the total school district, and will meet at regular intervals as scheduled by the Superintendent, in no case less than once each month unless otherwise mutually agreed to.

## **9. Professional Improvement**

**9.1** The parties support the principle of continuing training of administrators in their areas of specialization and participation in community educational projects.

**9.2** It is the Board's objective to emphasize ever improving administrative performance, and to this end encourages training and developmental programs directed toward individual employee needs as suggested by evaluation processes, and whenever possible will lend other assistance and support to accomplish this goal.

## **10. Protection**

**10.1** Administrators shall report to the Superintendent in writing all cases involving serious abuse or assaults suffered by them in connection with their employment. Any reasonable request by the Association for background information relating to such an incident shall be honored, and the Superintendent will act in a liaison capacity between the school district and any legal authorities involved.

**10.2** If, as a consequence of his/her employment, any administrator is faced with possible legal action, the Board shall provide legal counsel to advise the individual of his/her rights and obligations with respect to possible action. It shall be the responsibility of the administrator to bring any such complaints to the attention of the Superintendent as soon as possible. Time lost by an individual in connection with such suit or legal complaint shall not be charged against his/her leave time. Legal defense, if legal action is taken against an administrator, will be covered through the school district's liability insurance.



- 10.3** When collecting and transmitting money in the discharge of his/her duties, an individual will not be held liable for the loss of such money when such loss is clearly not his/her own fault.

**11. Grievance Procedure**

- 11.1** A grievance is hereby defined as a claim based upon actions, events, or conditions which affect the conditions or circumstances under which an administrator works, allegedly caused by a misinterpretation or an inequitable application of established law or board policy or the terms of this agreement.
- 11.2** Failure at any step of the grievance procedure to communicate a decision of a grievance within the specified time limitations to the aggrieved employee and to the chairman of the Professional Grievance Committee of the CLAA shall permit the aggrieved party or parties to proceed to the next step.
- 11.3** The disposition of any grievance must be consistent with the terms of this agreement. The CLAA shall establish a Professional Grievance Committee which shall be involved in the processing of every grievance following Level 1, with the exception of Level 4, at which time the Association may withdraw from further participation. Any individual processing a grievance without the express endorsement and support of the Association shall bear the full financial responsibility for his/her share of any costs. Involvement of the Association in Levels 2 through 4 does not automatically constitute endorsement and support by the Association.
- 11.4** A problem shall be discussed informally with an assistant superintendent if that person has the authority to act on the problem by virtue of his/her position.

Level 1 A grievance shall be presented to the Superintendent in writing within 25 days of its occurrence or from the time the grievant knew or should have known of its occurrence. At this time the grievant must also file a copy of the grievance with the Association's Professional Grievance Committee. Within ten (10) school days following receipt of the grievance by the Superintendent, the Superintendent shall meet with the employee in an effort to settle the grievance. If the grievance is unresolved during this meeting, the Superintendent shall respond to the grievance in writing within five (5) school days following this meeting.

Level 2 If the grievance is not resolved at Level 1, it may be presented, in writing, directly to the Board of Education. The grievance will be heard at the next regular or appropriate special meeting. If the grievance is unresolved during this meeting, the Board of Education will respond in writing within ten (10) working days following such a meeting.

Level 3 Grievances unresolved at Level 2 may be submitted to the State Labor Mediation Board to try to reach a settlement according to procedures

provided in Act 379, Public Acts of 1965, of the State of Michigan.

Level 4 Grievances unresolved at Level 3 may be submitted within thirty (30) calendar days to arbitration under the rules of the American Arbitration Association, which shall act as administrator of the proceedings. The arbitrator shall be without power or authority to make any decision either prohibited by law or to add to, alter, or modify this agreement, and such decision as he/she may reach shall not be binding on either party, with the exception of grievances concerning dismissal and/or demotion, in which cases his/her decision shall be final and binding on both parties. The Board and the Association shall not be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party. Each party will bear the full cost for its side of the arbitration and will pay one half of the cost for the arbitrator. All arbitration decisions shall be in writing and shall set forth the arbitrator's findings of fact, reasoning, and conclusions of the issues submitted.

## **12. Evaluation of All Administrators**

- 12.1** The Board recognizes that the process of personnel evaluation is an important, ongoing, and difficult task. Because of this recognition, the Board designates the Superintendent and or his/her designee to continually evaluate personnel, both formally and informally. A minimum of one formal evaluation will be made each year. Formal evaluations shall be discussed with the person involved and shall be reduced to writing; one copy of such evaluation shall be placed on confidential file in the Administration Office and one copy shall be given to the individual. The Superintendent's criteria, instruments, and process of administrator evaluation shall be discussed with the Association at the beginning of each school year.
- 12.2** Any discipline, reprimand, or adverse evaluation of an administrator shall be for just cause and shall be made in as constructive and confidential a nature as possible.

## **13. Negotiation Procedures**

- 13.1** Within ninety (90) days prior to the expiration of this agreement, upon written request of either party, the parties will promptly meet to begin negotiating a new agreement. Interest based bargaining will be considered and is the preferred method of bargaining.
- 13.2** In any negotiations described in this article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party.
- 13.3** It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each

shall be clothed with all necessary power and authority to make proposals, counter proposals, and concessions in the course of negotiations.

#### **14. Effect of Agreement**

**14.1** The parties mutually agree that the terms and conditions set forth in this agreement represent full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of both parties. All amendments shall be ratified by both the Board of Education and the Association membership before being put into effect.

#### **15. Compensable Leaves**

##### **15.1 Sick Leave Policy**

Sixteen (16) days absence without loss of salary will be allowed each year for the following reasons:

- a. Personal Time Off.

Approval by the Superintendent will be required the day before or after a holiday.

**15.2** The unused portion of the sixteen days shall be added to the employee's personal time off (PTO) reserve at the close of each school year. This reserve may be built to an unlimited number of days and shall be available for the employee for use as stated in 15.1 above. Absence occurring after accumulated PTO days have been used will be considered an absence without pay.

**15.3** When an individual is absent because of illness or accident covered under the Workers' Compensation Act, the Board will pay the difference between the lost time compensation received and the member's regular salary and in turn will charge only that portion of time to the individual's sick leave as is paid in salary.

**15.4** An individual called for jury duty will not be charged for absence in his/her accumulated leave and will receive in compensation the difference between his/her regular pay and the jury duty.

**15.5** All administrators shall be eligible for consideration for sabbatical leaves and summer grants under the prevailing conditions applicable to the teaching staff.

**15.6** The Board will continue the operation of an Administrator/Teacher Sick Leave Bank on a voluntary basis. Members of the sick bank are only eligible to participate for their personal illness/disability.

- a. Each employee enrolling in the Bank will donate one (1) of his/her sick leave days to the Bank each year until the Bank is built up to a maximum of one thousand five hundred (1,500) days. No more days will be added to this

maximum until the Bank is depleted to one thousand (1,000) days. If the Bank is depleted to five hundred (500) days, two (2) days will be deducted the following year from each member's sick leave to bring the number of days up to one thousand five hundred (1,500) days.

- b. Additions will be made to the Bank as needed according to the above limitations.
- c. A person withdrawing from membership in the Bank will not be able to withdraw the contributed days.
- d. The first twenty (20) days of illness or disability will not be covered by the Bank but must be covered by the person's own accumulated sick leave or absence without pay.
- e. An employee with up to five (5) years of service to the district will not be able to withdraw days from the Sick Leave Bank until all but ten (10) days of his/her accumulated sick leave days are depleted. An employee with five (5) years or more of service to the district will not be able to withdraw days from the Sick Leave Bank until all but twenty (20) of his/her accumulated sick leave days are depleted.
- f. A maximum of one hundred five (105) days each school year can be drawn by one individual from the Bank.
- g. Persons withdrawing sick leave days from the Bank will not have to replace these days except as a regular contributing member of the Bank.

## **16. Non-Compensable Leaves**

### **16.1 Leaves of Absence**

The Board of Education will grant non-compensable leaves of absence to administrators under the conditions that prevail in the current teachers' contract.

### **16.2 Other Leaves**

Other leaves may be granted by the Board of Education upon written application to the Board stating reasons therefore. It is agreed that each request will be judged on its own merits. In determining each request, facts such as replacement costs, impact, timing, length of service, etc. will be considered. For a leave of absence of one year or less, the position vacated will be filled temporarily until the individual returns from the leave.

### **16.3 Requests for Leave**

Requests for any noncompensable leave of absence must be made in writing to the Superintendent. These requests should specify the dates desired and should be submitted as soon as the circumstances requiring the leave are known.

### **16.4 Status During Non-Compensable Leave**

No credits or fringe benefits of any sort will be given for time spent on non-compensable leave.

## **16.5 Return from Leave**

It is agreed that an employee returning from leave of longer than one year in duration will be assigned to the first vacant position commensurate with the individual's qualifications and former position. It is the responsibility of the employee on non-compensable leave to give written notice to the Superintendent not less than sixty (60) days before the resumption of duty or the termination of leave, whichever is the later date. Failure to give such notice of intent releases the Board of Education of the responsibility of providing an assignment or employment.

## **17. Miscellaneous Provisions**

- 17.1** This agreement will be available on the intranet to the CLAA membership now employed or hereafter employed by the Board.
- 17.2** If any provisions of this agreement or any application thereof shall be found contrary to law, then such provision or application shall be deemed invalid except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- 17.3** The Board agrees that no member of the Association shall be called upon to represent the Board as chief negotiator in any negotiating or collective bargaining session with representatives of any other employees' bargaining agent.
- 17.4** The Superintendent shall coordinate his/her efforts with the Association in the development and periodic review of job descriptions for all administrators.
- 17.5** A sincere effort will be made to keep the Association fully informed as to the agenda items for all official Board meetings.

## **18. Fringe Benefits**

### **18.1 Professional Liability Insurance**

In light of the unique nature of the professional duties of members of CLAA, the district shall provide, at no expense to any member, legal counsel and representation in any legal action brought against him/her as school administrator, and either hold him/her harmless or insure him/her adequately against all liability that results from his/her performance in the course and scope of his/her employment as administrator. If comparable coverage is provided to a member of the Association as a result of membership in a professional association, the Board will not be expected to duplicate the coverage.

### **18.2 Life Insurance**

The Board shall provide a \$100,000 group term life insurance policy, including \$20,000 AD&D, for each Association member. The employee has the option of converting the life insurance at the time of retirement. The cost will be borne by the employee.

### **18.3 Group Health Insurance**

Administrators who wish hospitalization and medical protection may elect the following:

- a. CLAA will utilize the CLEA health insurer.
- b. Administrators may elect not to take health care coverage and instead receive \$250.00 per month as cash in lieu of benefits.

The district will extend health care coverage for the first year of the employee's retirement. The coverage will be through the Michigan Public School Employees Retirement System, with the district reimbursing the employee. Reimbursement will be worked out cooperatively between the Superintendent and the administrator (e.g., monthly, quarterly, semi-annually, etc.).

The district will be allowed to participate in a regional pooling effort approved by the State of Michigan for health benefits if the benefits are comparable to those defined in 18.3a and prior notification is received by members of the Association.

### **18.4 Dental Insurance**

The Board of Education shall provide without cost to administrators a dental care insurance plan that provides the following defined benefits and requirements:

All administrators not having dental insurance through their spouse will receive a dental insurance plan at a benefit level of 80% Class I and 80% Class II to \$1,500 maximum and 80% Class III to \$1,000 lifetime maximum for dependents to age 19. Coverage of dependent children will continue through the age of 25 if qualified as a dependent under IRS rulings.

All administrators receiving dental insurance whether internally or externally coordinated will receive a dental plan with a benefit level of 50% Class I and 50% Class II to \$1,500 maximum and 60% Class III to \$1,000 lifetime maximum for dependents to age 19. Coverage of dependent children will continue through the age of 25 if qualified as a dependent under IRS rulings. (Appendix D)

### **18.5 Optical Insurance**

The Board will provide all administrators with vision coverage comparable to National Vision Administrators (NVA) Plan (Appendix B). Administrators and their covered dependents will be reimbursed up to \$250 for eligible out of pocket expenses.

### **18.6 Long-Term Disability Insurance**

The Board will provide all administrators with long term disability insurance. This insurance, beginning 270 calendar days after the disability, shall provide 60% of the

administrator's monthly salary, up to a maximum of \$4,500 per month.

### **18.7 Business Mileage**

Except for those Association members who receive state and/or federal reimbursement for business travel, each member shall receive \$300 at the end of each semester as an automobile allowance for school business travel within Macomb County. Travel outside the county will be reimbursed at the IRS rate upon receiving prior approval from the Superintendent.

### **18.8 Professional Growth**

A conference fund will be established to permit administrators to attend one state and/or one national conference with reimbursement for all necessary expenses. The per diem allowance for food will be in accordance with Board Policy 3250. Attendance and reimbursement are subject to prior approval of the Superintendent.

A minimum of one joint workshop with the Board of Education and the membership of the administrators' organization will be held at Board expense during duration of this contract.

The Board will provide professional dues for each administrator for one state and one national organization.

### **18.9 Health Examinations**

Each Association member is strongly encouraged to have a thorough physical examination at least once every three years. Members will be reimbursed if the actual cost exceeds the MESSA coverage. The maximum reimbursement will be \$200. The examination should, ideally, include the following tests:

- a. Appropriate laboratory tests including a hematology profile, SMAC (blood chemistry profile), VDRL, urinalysis, occult blood, and pap smear (females).
- b. EKG and chest xray, with treadmill stress test, full body scan, and sigmoidoscopy performed at the discretion of the attending physician.

The results of the examination are between the Association member and the physician he/she has selected. The district is only entitled to verification of the physical examination.

### **18.10 Childcare**

CLAA members will be provided free district offered childcare.

### **18.11 Flextime**

CLAA members can flex time for services provided outside of their contractual year (e.g. summer interviews/summer professional development).

CLAA members will maintain a record of acquired and used flex time hours.  
 CLAA members will turn in their flex hour record to human resources by June 30 of each school year.

**19. No Strike Clause**

The Association will not engage in, authorize, or encourage -either directly or indirectly- any concerted interruption of educational activities due to cessation, withdrawal, or withholding of services in any manner or form, either in whole or in part by administrators for any reason, and no officer or representative of the Association or member of the bargaining unit shall be empowered to provoke, instigate, cause, participate in, assist, encourage, or prolong any such prohibited activity.

**20. Salary Schedule and Other Related Matters**

**20.1** Salary Schedule See Appendix A.

**20.2** Steps will be granted for the duration of the contract.

**20.3** CLAA members at the top step will receive 1% off schedule.

**20.4** Longevity increments of \$500 will be paid at the beginning of the 5<sup>th</sup> year of service to the district; beginning at the 11th year of service to the district and each 5th year thereafter, an additional \$750 will be paid.

**20.5** CLAA base salary is CLEA base rate step 10 Masters plus 20 equals \$85,693.

**20.6** This section is null and void except for administrators who are employed as administrators on or before June 30, 2011.

An administrator retiring under the provisions of the Michigan Public School Employees Retirement System shall be entitled to a severance pay based on the following formula:

<u>Accumulated Sick Leave Days</u>	<u>Retirement Rate Applies to Base Plus Longevity</u>
48 - 60	10
61 - 72	15
73 - 84	20
85 - 96	25
97 - 108	30
109 -120	40
121 -132	45
133 -144	50
145 -160	55
161 -174	60
175+	65



For administrators hired or appointed to an administrative position after June 30, 2011.

An Administrator retiring under the provisions of the Michigan Public Schools Employees Retirement System shall be entitled to a severance pay based on the following formula:

- a. Accumulated sick days (or PTO) at \$50/day.
- b. For administrators hired prior to June 1, 2011, an amount equal to one-half percent (.5%) of base salary multiplied by total years of service to the district.

**20.7** This section is null and void except for administrators who are employed as administrators on or before June 30, 2011. Severance payouts for employees retiring will be deposited into a 403(b) Special Pay Plan established by the retiree and plan provider selected by the district. - See Appendix E -. (AIG Valic is the current provider)

**20.8** Degree stipends will be compounded and not only paid for the top degree.

**20.9** CLAA members will receive \$2,000 per master's degree.

**20.10** CLAA members will receive \$1,000 stipend for chairing any committee outside of his or her building.

**21. Duration and Effectiveness**

All provisions of this agreement will become effective July 1, 2018 and shall continue in full force and effect until June 30, 2020.

In witness whereof, the parties hereto have caused their names to be subscribed by their duly authorized officers and representatives.

/Shannon McBrady/  
Witness – Shannon McBrady

/Karen Pietrzyk/  
Karen Pietrzyk, President

/Shannon McBrady/  
Witness – Shannon McBrady

/Henry Newnan/  
Henry Newnan, Secretary

/ Janet K. Baldwin /  
Witness – Janet K. Baldwin

/John Grob/  
John Grob, President

/ Janet K. Baldwin /  
Witness – Janet K. Baldwin

/Andrea Szabo/  
Andrea Szabo, Vice President

## APPENDIX A

### Center Line Administrative Association 2018/2020

Steps will be granted for 2018-2019 and 2019-2020. CLAA Members at the top step will receive 1% off schedule.

<b>Position</b>	<b>Weeks of Work</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Principal - High School	45	1.211	1.247	1.285	1.323	1.364	1.404	1.453
Principal - Middle School	43	1.113	1.146	1.181	1.216	1.252	1.290	1.335
Principal - Elementary	42	1.077	1.109	1.141	1.176	1.211	1.247	1.291
Asst. Principal - High School	44	1.113	1.146	1.181	1.216	1.252	1.290	1.335
Asst. Principal - Middle School	42	1.018	1.048	1.080	1.112	1.145	1.180	1.221
Coordinator	43	1.018	1.048	1.080	1.112	1.145	1.180	1.221
Director of Special Education	44	1.062	1.094	1.126	1.160	1.195	1.231	1.274

CLAA Base Rate = CLEA Masters Plus 20, Step 10 \$85,693.

Degree stipends will be compounded.  
MA+20 add \$2,000 flat rate.  
Specialist add \$2,500 flat rate.  
Doctorate add \$3,000 flat rate.

(See section 20.9 for additional information on degree stipends.)