



**BRIGHTON AREA SCHOOLS**

**ADMINISTRATORS' ASSOCIATION**

**HANDBOOK**

**July 1, 2007 - June 30, -2010**

# **BRIGHTON AREA SCHOOLS ADMINISTRATORS' ASSOCIATION HANDBOOK**

## **SECTION 1: PURPOSE**

The purpose of this handbook is to provide a general overview of the terms and conditions of employment of individuals in positions who are subject to its terms. Employees will additionally be issued individual contracts as referenced in Section 3 below that will be made subject to the terms and conditions of this handbook.

The handbook is adopted by the Board of Education. The Board of Education from time to time may amend this handbook. No amendments will be made without consultation with the Association through the Office of Human Resources.

## **SECTION 2: DEFINITIONS AND COVERED POSITIONS**

- A. The term "employee" or "administrator" when used hereinafter shall refer to all employees in positions covered by the terms of this handbook and references to the masculine gender shall include the female gender.

The term "Association" refers to the Brighton Area Schools Administrators Association (BASAA). The Association is a representative group of the administrative team members covered by this handbook and is not a labor organization within the meaning of the Public Employment Relations Act.

The term "District" refers to the Brighton Area Schools Board of Education, the Superintendent or Assistant Superintendents.

- B. The positions covered by the handbook include the High School Principal, High School Assistant Principals, Director of Athletics, Middle School Principals, Middle School Assistant Principals, Elementary Principals, Director of Instruction, Director of Community Education, Executive Director of Curriculum and Instruction, Director of Accounting, Director of Student Nutrition, Director of Transportation, and Director of Technology.

Individuals employed in an interim, temporary, or contracted capacities are not covered by the handbook.

- C. The addition of any positions to this group will be reviewed with representatives of BASAA before any action is taken.

### SECTION 3: INDIVIDUAL CONTRACTS

- A.
1. The District shall be entitled to terminate an individual contract for just or reasonable cause.
  2. Before an administrator's contract is terminated or there is a change in status of an administrator, the Board shall offer reasonable assistance to the administrator in correcting his/her inadequacies giving rise to the reasons for the contemplated action. The affected administrator may request a representative of their choosing to be present at each level of due process as outlined in the following:
    - a. Conferences shall be held between the administrator and the Superintendent. During the conference, the inadequacies and remedies will be clearly identified and reduced to writing if the affected administrator so requests.
    - b. If the problem continues, a formal warning shall be issued to the administrator in writing, containing the specific inadequacies with appropriate timelines for correcting the inadequacies as determined by the Superintendent and agreed to by the administrator.
    - c. If the problem still persists, a formal review of the administrator's performance shall be completed and presented to the affected administrator at a subsequent conference.
    - d. In the event a decision is made to terminate the administrator during the term of an individual contract, the administrator shall be entitled to written notice of the charges and an opportunity for a hearing, in open or closed session at the administrator's choosing, before the Board of Education.
- B. Individual employment contracts shall be for duration of two (2) years and shall expire on June 30. Each year, extension of individual contracts will be considered and assuming the employee's performance is satisfactory, the contract will be extended for an additional year.

The standards for termination of an individual contract set forth in paragraph A above, shall not be applicable to non-renewal of an individual employment contract. By operation of law, the non-renewal of employees will not be done for reasons that are arbitrary or capricious.

Notice of non-renewal will be given at least sixty (60) days prior to the end of the employee's individual contract.

- C. In addition to those reasons set forth in this handbook, the District reserves the right to terminate an individual employment contract if the employee fails to continue to meet the certification and/or licensure requirements established for the position by the State of Michigan or the District.
- D. Employees with teacher or administrative certification shall not acquire continuing tenure as an administrator in such capacity, but may acquire continuing tenure as a classroom teacher to the extent afforded by law.

Failure of the Board of Education to re-employ such employees in any position other than, as a classroom teacher shall not be deemed to be a demotion within the provisions of Act 4, Michigan Public Acts of 1937, Extra Session, as amended.

- E. If such an employee is assigned additional duties other than as an active classroom teacher or administrator, whether or not for additional pay, the employee shall not acquire tenure under the provisions of Act 4, Michigan Public Acts of 1937, Extra Session, as amended, for such extra duties.

#### **SECTION 4: EVALUATION OF PERFORMANCE**

- A. The Superintendent or his/her designee shall have an evaluation conference at least once a year with each employee. A Personal Professional Growth Plan will be completed by the Administrator and reviewed with the Superintendent or his/her designee.
- B. It will be the responsibility of the Superintendent or his/her designee to include in the written plan, any areas needing improvement along with a timetable within which the improvements are to be made.
- C. Based on the nature of the deficiency(s), the employee will be given a reasonable period of time to address the areas needing improvement.

#### **SECTION 5: LAYOFF/RECALL**

- A. In the event the District for any reason determines to reduce the size of the administrative staff, the administrator is subject to termination upon 60 days prior written notice. The determination as to the number of positions and which positions are to be reduced is determined by the District. The Superintendent or his/her designee will consult with the Association prior to any final determinations being recommended to the Board.

When layoff of employees within affected classifications is necessitated, where it has been determined by the District that the qualifications of individuals affected

by layoff are equal, consideration will be given to the employee(s) length of service to the District.

With the exception of the High School Assistant Principals and Middle School Assistant Principals, classification for purposes of this Section shall refer to the individual job titles set forth in Appendix A. High School and Middle School Assistant Principals will be considered as a single classification for purposes of this paragraph.

- B. Access to teaching positions for employees on layoff from an administrative assignment shall be subject to the provisions of the Master Agreement with the Brighton Education Association and State law.
- C. If an administrative position is reinstated or created, employees on layoff will be considered for the vacancy provided they are certified and qualified for the position.

#### **SECTION 6: VACANCIES**

- A. With the exception of interim and temporary vacancies, vacancies in positions covered by this handbook will be posted and recorded on the job placement line through the Office of Human Resources. The Superintendent or his/her designee will consult with the Association regarding the duties/responsibilities and compensation for the position.
- B. The Assistant Superintendent for Human Resources will appoint an advisory committee to assist in screening and interviewing the applicants and making a recommendation to the Superintendent.

The composition of the committee may vary depending upon the vacancy. In general, a representative of the level or department in which the vacancy exists will serve on the committee.

- C. Administrators will be given priority consideration for temporary or interim vacancies lasting one school year or more.

## **SECTION 7: PROBLEM SOLVING PROCESS**

- A. Any incident concerning an alleged misinterpretation or misapplication of the provisions of this handbook will be expressed informally to the Assistant Superintendent for Human Resources within ten (10) calendar days of the event leading to the incident or knowledge of the incident.

The informal communication will include the section(s) claimed to have been violated and a statement of the facts giving rise to the complaint.

- B. In the event the informal discussion(s) do not produce resolution of the complaint, the Assistant Superintendent will schedule a meeting for the purpose of reviewing the complaint and will render a decision in writing within five (5) working days of the meeting.
- C. If the complaining party is not satisfied with the disposition of the Assistant Superintendent for Human Resources, the complaint may be forwarded in writing within five (5) working days of receipt of the disposition to the Superintendent.
- D. The timelines set forth herein may be extended by mutual agreement of the parties.

## **SECTION 8: PAID LEAVE DAYS AND UNPAID LEAVES**

- A. Employees scheduled to work two hundred and sixty (260) works days per year will be credited with fifteen (15) leave days. Employees scheduled to work less than two hundred and sixty (260) workdays will be credited with fourteen (14) days. Leave days will be credited at the beginning of the year and unused days may accumulate to a maximum of one hundred twenty (120) days. Payment for days which are credited and used will be subject to repayment through payroll deduction as provided in Section 9 (B) or through other means in the event of a change in employment status (i.e. a resignation at mid-year where all the credited days were used).
- B. Accumulated leave days may be utilized for the following reasons:
  - 1. Illness of the employee.
  - 2. Personal business (The Superintendent may authorize more than two consecutive days for personal business). The uses of such day(s) are restricted to conducting activities, which cannot be scheduled outside of working hours.

3. In the event an administrator will be absent from the building due to personal illness or personal business, they are to notify the Office of Human Resources.
  4. Illness of the employee's spouse or child. Extended absences under this provision require the approval of the Superintendent or his/her designee.
  5. Additional day(s) may be granted under paragraph B (2) at the discretion of the Superintendent or his/her designee. The granting of such days will be on a case-by-case basis and shall not be deemed precedent setting.
  6. In the event an employee is absent from work due to a compensable injury under the Workers Compensation Act, the employee's individual paid leave day accumulation will be deducted on a prorated basis to the extent permitted by law to offset the differences between the regular daily salary and the amount provided under the Act. Once the employee's individual sick leave is exhausted, the employee will only be afforded those benefits provided under the Act.
- C. Employees will be provided up to five (5) leave days for each instance of death in the immediate family. Immediate family will be defined as spouse, child, parents, brother, sister, step relatives, in-laws, grandchildren, grandparents, and other relations.
- D. Employees required to report for jury duty during working hours shall be released with pay provided they turn over to the district any earnings (excluding mileage) received for jury duty.
- E. The District reserves the right to direct an employee to supply a doctor's verification or other information to verify the reason for an absence.

The District reserves the right to send the employee to a District-appointed physician or other qualified professional personnel if questions arise concerning an absence or fitness for continued service.

- F. Unpaid Leave.
1. An employee who is ill or disabled (including Workers Compensation) exhausted his/her accumulated sick leave, may be granted an unpaid leave for a period up to six (6) months from the last day the employee used a sick leave day. The employee must make application in writing to the Superintendent or his/her designee, said application must be accompanied by a physician's or other appropriate licensed professional statement indicating the nature of the illness or disability and the anticipated date of return.

2. To the extent authorized by law, paid leave time may be required to be used and will be counted for purposes of computing unpaid leave time available under the Family Medical Leave Act.

G. Two hundred and sixty (260) day administrators shall be entitled to 25 vacation days and the following holidays:

Friday before Labor Day	Day after Christmas
Labor Day	New Year's Eve Day
Thanksgiving Day	New Year's Day
Day after Thanksgiving	Good Friday
Christmas Eve Day	Memorial Day
Christmas Day	Fourth of July

Administrators working two hundred sixty (260) days may carryover five (5) vacation days with the Superintendent's approval. Additionally, they may accumulate a maximum of twenty (20) vacation days for which they will be paid should they terminate employment with the District.

Payment for days, which are credited and used, will be subject to repayment through payroll deduction or through other means in the event of a change in employment status (i.e. a resignation at mid-year where all the credited days were used).

H. Administrators shall be allowed to redeem unused leave days upon termination of employment at the rate of \$20/ day.

## **SECTION 9: MISCELLANEOUS**

- A. If any provisions of the handbook or any application of the handbook to any employee shall be found contrary to law, then such provisions or application shall be deemed null and void, but all other provisions or applications shall continue in full force and effect.
- B. Any overpayment in relationship to wages, benefits, sick leave or insurance premiums in excess of the District's contribution under this Agreement will be subject to payroll deduction as a condition of this Agreement pursuant to the authority set forth in MCLA 408.477.
- C. Subject to receiving prior approval from the Superintendent, any employee who enrolls in a course related to his/her assigned responsibilities at an accredited college or university shall receive full reimbursement from the District for his/her tuition expenses upon the successful completion of such course.



Any employee enrolling in a course at the request or direction of the District will receive full reimbursement from the District for his/her tuition, books, meals, lodging and transportation expenses upon the successful completion of such course.

- D. Any employee may apply for approval for payment of dues to become or renew membership in a professional education or service industry organization related to his/her position within the District.

### **SECTION 10: COMPENSATION AND RELATED ISSUES**

- A. The salary and length of work year are established in Appendix A.

The salaries in Appendix A are based upon the number of workdays subject to the following:

1. Any Employee who works less than a full contract year or who changes positions, will have his/her salary adjusted accordingly.
2. Absent mutual agreement with the current employee in a position, the work year will not be reduced in length.

In the event an employee's work year is increased, the salary will be adjusted upward according to the number of increased days.

3. In the event of a vacancy, the District reserves the right to adjust the length of the work year for that position.
- B. The distribution of workdays will be subject to annual review of the Superintendent or his/her designee. The distribution of days will incorporate all student instructional days.
  - C. Employees may select from payroll schedule and direct deposit options made available through the Business Office.
  - D. Newly hired Employees will be given salary increments each year until they reach the maximum salary for their position.
  - E. Employees who have been employed by the District for at least six (6) years since the employee's last date of hire, will receive a terminal payment in an amount of 2/3 of one (1) percent of the employee's salary for each year of service following resignation from employment. This payment will not be afforded to employees who are terminated under the terms of Section 3 (A) of the handbook.

- F. Employees shall receive one (1) percent of his/her base salary to be used for tax-sheltered annuities and/or available fixed or variable insurance options. Annual statements will be issued to all administrators regarding their annuity contributions.
- G. Additional Hours: An allowance for graduate hours and degrees beyond the master's degree from an accredited college will be paid at the annual rate as specified in Appendix A. BASAA administrative positions not requiring a master's degree will be paid at the annual rate as specified in Appendix A. Compensation for "Additional Hours" will be paid annually by December 1st of each year.
- H. Longevity: Longevity will be paid to BASAA members according to the schedule as specified in Appendix A. Longevity will be paid prior to June 15th of each year.
- I. Administrators assigned to a bargaining team shall be paid a stipend of \$3500 annually. The year shall begin 12 months prior to the expiration of the contract to which the administrator is assigned. Administrators shall not be required to participate in the bargaining of wages and benefits with other groups.

## SECTION 11: BENEFITS

- A. The District reserves the right to select or change insurance/benefit administrators and/or underwriters and to establish a qualified cafeteria plan. In the event of a change in insurance/benefit administrators and/or underwriters, comparable coverage to the plans in place during the 2005-06 fiscal year will be maintained. It is expressly understood that the determination of the carrier or decision to self-insure all Health and Medical Benefits are the exclusive rights of the Board of Education.
- B. All claims submitted are subject to the terms set forth by the various insurance administrators and underwriters.
- C. Eligible employees as set forth herein are responsible for the completion of all necessary enrollment forms and for fulfilling any requirements by the insurance administrators or underwriters. In the event the employee or eligible dependent(s) are denied coverage, the District shall have no liability.
- D. The District's sole responsibility under this Section is to pay benefit costs and/or insurance premiums on behalf of eligible employees and their eligible dependents that fall within the eligibility criteria for two-party and full-family coverage.
- E. Employees may choose Plan A or Plan B as set forth in Appendix B.: If a husband and wife are employed by Brighton Area Schools, they will be eligible for enrollment in Plan A and Plan B.
- F. Insurance premium and benefit contributions will commence the first day of the month following the first day of employment. Board benefit costs and/or insurance premium contributions shall cease to be paid on the effective date of severance from employment, on the effective date of layoff and upon exhausting sick leave (unless a continued period is required by the Family Medical Leave Act) and while collecting long-term disability benefits.
- G. Payroll deductions are available for fixed or variable insurance option programs accessible through the Business Office.

**SECTION 12: DURATION**

All sections of this handbook shall be effective July 1, 2007 and shall remain in effect until June 30, 2010. Upon expiration of this Handbook, the parties will meet to discuss modification to the Document.

\_\_\_\_\_  
*For the Association*

\_\_\_\_\_  
*For the Board*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*For the Association*

\_\_\_\_\_  
*Date*

Appendix A: Administrative Salary and Compensation Schedules

Factor 1.13130%

2007-08 Position	Step1	Step 2	Step3	Step 4	Step5	Step 6
HS Principal	101,689	104,601	105,645	106,703	108,751	109,807
MS Principal	92,444	95,623	96,577	97,543	99,417	100,381
HS Asst. Principal	83,770	86,773	87,641	88,518	90,218	91,093
MS Asst. Principal	81,127	84,080	84,922	85,769	87,417	88,265
ElementaryPrincipal	88,483	91,580	92,497	93,422	95,216	96,140
Director- Community Education	79,237	82,153	82,975	83,803	85,415	86,244
Director- Athletics	83,792	86,809	87,678	88,553	90,254	91,129
Director- Accounting	72,635	75,869	76,914	77,393	78,879	79,646
Director- StudentNutrition	52,939	54,526	55,071	56,130	57,208	57,763
Director- Transportation	60,585	62,403	63,026	63,657	64,293	64,917
Director- Instruction	99,809	99,886	100,884	101,894	103,851	104,859
Director- Technology	73,495	77,628	78,413	79,220	80,741	81,526
Ex. Director- Curr. & Inst.	107,708	108,752	109,807	110,871	111,948	113,034

Factor 2.26270%

2008-09 Position	Step1	Step 2	Step3	Step 4	Step5	Step 6
HS Principal	103,990	106,968	108,035	109,117	111,212	112,292
MS Principal	94,536	97,787	98,762	99,750	101,667	102,652
HS Asst. Principal	85,665	88,736	89,624	90,521	92,259	93,154
MS Asst. Principal	82,963	85,982	86,844	87,710	89,395	90,262
ElementaryPrincipal	90,485	93,652	94,590	95,536	97,370	98,315
Director- Community Education	81,030	84,012	84,852	85,699	87,348	88,195
Director- Athletics	85,688	88,773	89,662	90,557	92,296	93,191
Director- Accounting	74,279	77,586	78,654	79,144	80,664	81,448
Director- StudentNutrition	54,137	55,760	56,317	57,400	58,502	59,070
Director- Transportation	61,956	63,815	64,452	65,097	65,748	66,386
Director- Instruction	102,067	102,146	103,167	104,200	106,201	107,232
Director- Technology	75,158	79,384	80,187	81,013	82,568	83,371
Ex. Director- Curr. & Inst.	110,145	111,213	112,292	113,360	114,481	115,592

Factor 2.26270%

2009-10 Position	Step1	Step 2	Step3	Step 4	Step5	Step 6
HS Principal	106,343	109,388	110,480	111,586	113,728	114,833
MS Principal	96,675	100,000	100,997	102,007	103,967	104,975
HS Asst. Principal	87,603	90,744	91,652	92,569	94,347	95,262
MS Asst. Principal	84,840	87,928	88,809	89,695	91,418	92,304
ElementaryPrincipal	92,532	95,771	96,730	97,698	99,573	100,540
Director- Community Education	82,863	85,913	86,772	87,638	89,324	90,191
Director- Athletics	87,627	90,782	91,691	92,606	94,384	95,300
Director- Accounting	75,960	79,342	80,434	80,935	82,489	83,291
Director- StudentNutrition	55,362	57,022	57,591	58,699	59,826	60,407
Director- Transportation	63,358	65,259	65,910	66,570	67,236	67,888
Director- Instruction	104,376	104,457	105,501	106,558	108,604	109,658
Director- Technology	76,859	81,180	82,001	82,846	84,436	85,257
Ex. Director- Curr. & Inst.	112,637	113,729	114,833	115,945	117,071	118,208

Factor 1.11870%

2009-10-Final Position	Step1	Step 2	Step3	Step 4	Step5	Step 6
HS Principal	107,533	110,612	111,716	112,834	115,000	116,118
MS Principal	97,757	101,119	102,127	103,148	105,130	106,149
HS Asst. Principal	88,583	91,759	92,677	93,605	95,402	96,328
MS Asst. Principal	85,789	88,912	89,803	90,698	92,441	93,337
ElementaryPrincipal	93,567	96,842	97,812	98,791	100,667	101,665
Director- Community Education	83,790	86,874	87,743	88,618	90,323	91,200
Director- Athletics	88,607	91,798	92,717	93,642	95,440	96,366
Director- Accounting	76,810	80,230	81,334	81,840	83,412	84,223
Director- StudentNutrition	55,981	57,660	58,235	59,356	60,495	61,083
Director- Transportation	64,067	65,989	66,647	67,315	67,988	68,647
Director- Instruction	105,544	105,626	106,681	107,750	109,819	110,885
Director- Technology	77,719	82,088	82,918	83,773	85,381	86,211
Ex. Director- Curr. & Inst.	113,897	115,001	116,118	117,242	118,381	119,530

Note: Administrators will be paid a one-time, \$1000.00 Extra Duty Stipend for the 2007-2008 school year.

Appendix A: Administrative Salary and Compensation (continued)

<b>Longevity</b>	<b>2006-07 Amount</b>	<b>2007-08 1.13130%</b>	<b>2008-09 2.26270%</b>	<b>2009-10 2.26270%</b>	<b>2009-10F 1.11870%</b>
10 Years	\$ 1,000	\$ 1,012	\$ 1,035	\$ 1,059	\$ 1,071
15 Years	\$ 1,500	\$ 1,517	\$ 1,552	\$ 1,588	\$ 1,606
20 Years	\$ 1,800	\$ 1,821	\$ 1,863	\$ 1,906	\$ 1,928
<b>Degree Stipends</b>					
BA	\$ 500	\$ 506	\$ 518	\$ 530	\$ 536
Masters	\$ 1,000	\$ 1,012	\$ 1,035	\$ 1,059	\$ 1,071
Ed. Spec.	\$ 1,500	\$ 1,517	\$ 1,552	\$ 1,588	\$ 1,606
Doctorate	\$ 2,000	\$ 2,023	\$ 2,069	\$ 2,116	\$ 2,140

Terminal Pay as a Longevity Payment

Upon completion of 15 years employment with BAS, Administrators will be paid Terminal Pay as a Longevity Payment according to the following schedule:

1. 0.67% times the top salary step for the administrator's position will be paid from the 16<sup>th</sup> through the 20<sup>th</sup> year of service to the District.
2. 1.33% times the top salary step for the administrator's position will be paid from the 21<sup>st</sup> through the 25<sup>th</sup> year of service to the District.
3. 2.0% times the top salary step for the administrator's position will be paid from the 26<sup>th</sup> year of service until termination of employment

Terminal Pay paid as a Longevity Payment will be subtracted from the terminal pay obligation to the Administrator (Section 10, E) and any terminal pay balance shall be paid upon termination of employment.

Appendix A: Administrative Salary and Compensation Schedules (continued)

Administrator Work Year

<u>Position</u>	<u>Work Year</u>
HS Principal	D
MS Principal	B
HS Asst Prin	B
MS Asst Prin	B
Elem Prin	C
Dir Comm Ed	A
Dir Athletics	D
Dir Accounting	A
Dir St Nutrition	C
Dir Transportation	D
Dir Instruction	A
Dir Technology	B
Ex Dir Curr Inst	A

A = 260 Day Work Year

B = Teacher Work Year + 30 Work Days

C = Teacher Work Year + 25 Work Days

D = Teacher Work Year + 38 Work Days

## Appendix B

### Brighton Area Schools Health Plan

The Board of Education agrees to provide Health and Medical Benefits under the Brighton Area Schools Health Plan for all employees covered under this agreement upon request of completing all required forms. The coverages listed below are all subject to the terms and conditions of the Brighton Area Schools Benefits Plan as indicated in the Plan Summary booklets provided to each employee. The Benefits in Brief describing the Brighton Area Schools Health Plan is enclosed. This Benefits in Brief is not intended to be a detailed description of the benefits. The detailed benefit description will be provided in the Summary Plan Description which will be developed by Blue Cross Blue Shield of Michigan and Michigan Employee Benefit Services.

1. **Plan A:** For employees selecting medical

MESSA Choices II PPO

Prescription Co-pay - \$10 generic / \$20 brand name (\$1000 annual maximum out-of-pocket expense)

Deductible - None

Long Term Disability - 66 -2/3%: \$7500 maximum/ month (starts after 90 calendar days) – Modified fill; Freeze on Offsets: Alcoholism/ Drug Addiction and Mental/ Nervous same as any other illness

Delta Dental - 80/80/50; \$2500

Negotiated Life - \$50,000 AD&D

Vision - VSP-3 Gold

Annual BASAA Member Contribution = \$450

BASAA members may elect MESSA Super Care I with preventative care rider and improvements (above) by paying the difference between Super Care I and Choices II.



2. **Plan B:** For employees **not** selecting medical
  - a. Group Term Life Insurance –\$50,000 (Principals, Directors, and Central Office Administrative Support) Group Term Life and AD&D.
  - b. Group Long Term Disability Protection – 66 2/3% monthly benefit with 90 calendar days/modified fill elimination period.
  - c. Dental Benefit – Benefits will be pursuant to the Summary Plan Description as described in the Brighton Area Schools Dental Summary Plan Description for Administrators.
  - d. Vision Benefit – Benefits will be pursuant to the Summary Plan Description as described in the Brighton Area Schools Vision Summary Plan Description for Administrators.
  - e. Cash in Lieu of Health Benefits – Each employee who does not elect health shall be provided a monthly payment of \$241.00 toward variable options and/or T.S.A. If a husband and wife are employed by Brighton Area Schools, they will be eligible for enrollment in Plan A and Plan B.
  
3. In addition to the life insurance provided in PAK A and PAK B, \$50,000 in term life insurance, AD&D, shall be provided to each administrator.

Appendix C

Letter of Agreement

Between

The Brighton Area Schools and the Brighton Area Schools Administrators' Association

The parties agree that the District will recover the cost of the benefit liability per member (\$970.44) from each current member by June 30, 2009. The payment shall be deducted bi-weekly from the members effective with ratification.

Appendix D

Letter of Agreement

Between

The Brighton Area Schools and the Brighton Area Schools Administrators' Association

The parties agree a committee shall be established of Central Office Administrators and BASAA members to consider alternative salary schedules and/ or structures for the 2009 – 2010 school year. If there is no agreement between the parties prior to July 1, 2009, the salary schedule shall remain as stated in the agreement.