

PROFESSIONAL MASTER CONTRACT

AGREEMENT BETWEEN

CROSWELL-LEXINGTON COMMUNITY SCHOOLS

AND

CROSWELL-LEXINGTON ADMINISTRATIVE ASSOCIATION

2011 – 2014

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ARTICLE I

DEFINITIONS

In the application and interpretation of the provisions of the ASSOCIATION'S agreement the following definitions shall apply:

- A. BOARD shall mean the Board of Education of the Croswell-Lexington Community Schools.
- B. ASSOCIATION shall mean the Croswell-Lexington Administrators Association.
- C. ADMINISTRATOR(S) shall mean any member of the bargaining unit.
- D. SUPERINTENDENT shall mean the Superintendent of the Croswell-Lexington Community Schools.
- E. DISTRICT shall mean the Croswell-Lexington Community Schools.
- F. UNIT shall mean the Bargaining Unit of the Croswell-Lexington Administrators Association.
- G. In the construction of the words used in this collective bargaining agreement the use of the singular shall include the plural and the masculine shall include the feminine.

ARTICLE II

RECOGNITION

The BOARD hereby recognizes the ASSOCIATION as the exclusive bargaining representative pursuant to Act 379, P.A. 1965, as amended, for the purpose of collective bargaining with respect to rates of pay, hours of employment, and conditions of employment for all administrative and/or supervisory employees that recommend to hire, and/or evaluate, and/or dismiss, including all Principals, Assistant Principals, Community Education Director, Special Education Director, certified supervisory personnel not now included will be considered upon application to the ASSOCIATION, but excluding the SUPERINTENDENT, Assistant Superintendent, all noncertified supervisory employees, and all non-supervisory employees.

In the event of newly created administrative and or supervisory positions the BOARD and the ASSOCIATION will meet and bargain over the inclusion or exclusion of that new position(s) from the UNIT. If agreement cannot be reached on that new position's placement, the BOARD and the Association have the right to petition the Michigan Employment Relations Commission for a UNIT clarification.

ARTICLE III

NON-DISCRIMINATION

Pursuant to Act 379 of the Public Acts of 1965, as amended, the BOARD hereby agrees that every eligible administrator and/or supervisory employee (in accordance with the terms set forth in ARTICLE II of the Agreement) of the BOARD shall 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. As a duly elected body exercising governmental power under the laws of the State of Michigan, the BOARD undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any administrator and/or supervisor in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitution of Michigan or the Constitution of the United States; that it will not discriminate against any administrator and/or supervisor with respect to any term or condition of employment by reason of his membership in the ASSOCIATION, his participation in any activities of the ASSOCIATION or collective professional negotiations with the BOARD, or his institution of any grievance, complaint or proceeding under this Agreement, or otherwise with respect to any terms or conditions of employment.

ARTICLE IV

ASSOCIATION MEMBERSHIP, FEES AND PAYROLL DEDUCTIONS

- A. Within thirty (30) days after the commencement of employment in the UNIT of the execution of the Agreement, whichever occurs late, each administrator as a condition of employment, shall join the ASSOCIATION, submit an application for membership to MEMSPA, MAMSE, ORMASP to the ASSOCIATION secretary.
- B. If an administrator chooses not to join the ASSOCIATION, he shall tender a representative fee equivalent to the dues and assessments required of ASSOCIATION members.
- C. After the conclusions of the prescribed time period the ASSOCIATION shall certify to the BOARD the name of any administrator who failed to exercise one of the two options set forth in A and B above. Such certification shall include a statement of the ASSOCIATION'S good faith attempt to inform the administrator's failure to exercise those options.
- D. After receiving the ASSOCIATION'S certification, the BOARD shall notify such administrator, in writing, within thirty (30) days that his employment with the DISTRICT will be terminated at the end of the current semester of the receipt of his notification of dismissal.
- E. The ASSOCIATION agrees to indemnify and save the BOARD harmless against any and all claims that might arise out of or by reason of the action taken by the BOARD for the

purpose of complying with any of the provisions of this section.

- F. When applicable, the payroll deduction of ASSOCIATION dues and assessments or the representative fee equivalent to the dues and assessments shall be made each pay for twenty pays beginning in September of each year. The ASSOCIATION agrees to supply the business office with a list including the name of each ADMINISTRATOR, the amount to be deducted and the total amount to be submitted to the ASSOCIATION Secretary. The business office will issue a check to the ASSOCIATION equal to the total amount of the ASSOCIATION'S list.
- G. The BOARD shall make payroll deductions for credit unions, hospitalization, medical insurance, ASSOCIATION dues, assessments, and representative fees, United Way, United State bonds, tax sheltered annuities or any other plans or programs jointly approved by the ASSOCIATION and the BOARD.
- H. Each ADMINISTRATOR who signs and had delivered by the ASSOCIATION to the BOARD an assignment authorizing payroll deduction of ASSOCIATION dues, assessments, and representative fees, shall have such authorization continue in effect from year to year unless revoked in writing between June 1 and September 1 of a given year.

ARTICLE V

REDUCTION AND RECALL OF ADMINISTRATIVE POSITIONS

- Section 1. If an ADMINISTRATOR is laid off because of necessary reduction of administrative staff, the name of the ADMINISTRATOR shall remain on the recall list for three (3) years after lay-off unless he resigns.
- Section 2. The SUPERINTENDENT will meet with the President of the ASSOCIATION to explain and discuss any proposed reduction prior to implementation.

ARTICLE VI

TRANSFERS

Section 1. VOLUNTARY TRANSFERS

- A. A transfer shall mean the movement from one position to another which has essentially the same job specifications, movement to a position which the ADMINISTRATOR meets the qualification of, or movement to a position in which an ADMINISTRATOR has had previous experience as a full time, permanent appointee.
 - 1. An ADMINISTRATOR who is eligible for a transfer under the terms of the definition above in Section 1. A. shall be given an opportunity to seek a transfer to another position within the UNIT before candidates outside the UNIT are considered for that

position.

2. When an administrative opening occurs during the school year, the Superintendent shall forward a copy of the posting to the C.L.A.A. president who will send a copy of the posting to each administrator. A period of seven working days is guaranteed for posting. Qualified applicants may forward transfer requests to the Superintendent for consideration.
3. Should an opening occur and school is not in session, the announcement of such an opening and qualification thereof shall be mailed to all ADMINISTRATORS. Such an announcement will be mailed to each ADMINISTRATOR'S last known mailing address.
4. When an opening does occur, those ADMINISTRATORS who are eligible and apply for such a transfer shall be interviewed by the SUPERINTENDENT and/or the BOARD, and at the option of the SUPERINTENDENT, and/or his designee. When the SUPERINTENDENT and/or BOARD deems it advisable, applicants may be interviewed by one or more ADMINISTRATORS from the appropriate level.
5. The following factors shall be considered by the SUPERINTENDENT and/or the BOARD in all transfers:
 - a. Certification requirements and/or North Central Association requirements.
 - b. Length and area of administrative experience within the DISTRICT.
 - c. Length and area of administrative experience with the DISTRICT.
 - d. Length and area of professional experience outside the system.
 - e. Academic training.
 - f. Professional growth.
 - g. Ability to perform the assignment as assessed by the SUPERINTENDENT and/or the BOARD.
- B. Any two (2) ADMINISTRATORS may agree, but subject entirely to the approval of the BOARD and/or SUPERINTENDENT, to exchange their respective positions so that the first ADMINISTRATOR would assume the former duties of the second and he would assume the former duties of the first ADMINISTRATOR.

Section 2. TEMPORARY ASSIGNMENTS

Vacancies may be filled during the school year by the BOARD as recommended by the Superintendent on a temporary basis. These temporary positions will not exceed nor extend beyond the school year in which they were filled. At that time, the position will be filled in

accordance with the voluntary transfer provisions of this ARTICLE VI, Section 1. An ADMINISTRATOR transferred under the provision of this section shall be paid at the base rate for that position or his normal wages, whichever is greater.

Section 3. INVOLUNTARY TRANSFERS

When an involuntary transfer is made, the SUPERINTENDENT shall notify the effected ADMINISTRATOR and the ASSOCIATION President of the reasons for such a transfer. If the ADMINISTRATOR objects to such a transfer for reasons given, the dispute may be resolved through the professional grievance procedure. When feasible, the BOARD agrees to transfer volunteers first. When involuntary transfers are necessary, the ADMINISTRATOR'S professional background and other qualifications shall be considered in determining which ADMINISTRATOR is to be transferred. ADMINISTRATORS being involuntarily transferred, if possible, to a comparable position and shall not suffer a reduction in salary. An involuntary transfer will be made only after a meeting between the ADMINISTRATOR involved and the SUPERINTENDENT, at which time, the ADMINISTRATOR will be notified of the reasons for the transfer. The BOARD and the ASSOCIATION agree that involuntary transfers should be avoided whenever possible and will try to affect the voluntary transfer clause of the contract (Section I).

Section 4. DISCIPLINE

If, for observable inadequate performance of duties or for proven complaints against an ADMINISTRATOR the following shall apply.

1. The SUPERINTENDENT shall offer appropriate assistance and counsel to the administrator, so as to correct the situation.
2. The ADMINISTRATORS may request a representative to be present during the disciplinary hearing.
3. All charges will be reduced to writing and at least two (2) separate conferences shall be held to discuss solutions to the charges.
4. All ADMINISTRATORS will have the right to appeal to the SUPERINTENDENT and the BOARD.
5. If the problem persists, a formal warning shall be written to the involved ADMINISTRATOR at a subsequent conference and such an ADMINISTRATOR shall have any observable inadequacies or complaints specifically written out for him, and he shall be awarded an opportunity of no less than two (2) months in time to rectify the inadequacies or complaints. Serious unprofessional conduct may require immediate disciplinary action.
6. It is clearly understood that the rights of due process will be extended to all ADMINISTRATORS represented by the ASSOCIATION.

ARTICLE VII
GRIEVANCE AND ARBITRATION PROCEDURE

Section 1.

The term "grievance" shall be interpreted to mean a complaint by an ADMINISTRATOR or by the ASSOCIATION in its own behalf that there has been a violation, misinterpretation or misapplication of this Agreement.

Section 2. STEP ONE (SUPERINTENDENT)

An ADMINISTRATOR may initiate a grievance within ten (10) working days of the alleged violation by submitting a written grievance and the relief requested to the superintendent. The Superintendent shall meet with said ADMINISTRATOR within five (5) working days from receipt of written grievance. The superintendent shall indicate his disposition of the grievance in writing within five (5) working days of such meeting and shall furnish a copy thereof to the administrator and the ASSOCIATION. If the administrator is not satisfied with the disposition of the grievance by the superintendent he/she may move to Step Two.

Section 3. STEP TWO (MEDIATION)

The ADMINISTRATOR may request mediation of the issue through the Michigan Employment Relations Commission within thirty (30) days of the disposition of the grievance by the superintendent in Step One. This step may be by-passed by mutual agreement of the parties and the matter will move to Step Three. If mediation fails to resolve the grievance, then the administrator may request to go to Step Three.

Section 4. STEP THREE (BOARD)

Within five (5) days after mediation, the administrator may appeal to the board. The board shall schedule a grievance hearing at a meeting no later than thirty (30) calendar days after the appeal has been submitted in writing to them. Within seven (7) working days following said meeting the board shall provide the ADMINISTRATOR and ASSOCIATION with a written answer. If the answer is unacceptable to the ADMINISTRATOR, then the ADMINISTRATOR may request to go to Step Four.

Section 5. STEP FOUR (ARBITRATION)

The ADMINISTRATOR may request arbitration, within five (5) working days from the receipt of the boards answer. The parties shall attempt to choose a mutually acceptable arbitrator. If this attempt is unsuccessful in five (5) working days, the parties shall request a list of seven arbitrators from the American Arbitrator Association. The arbitration selection and hearing shall be governed by the voluntary arbitration rules of the American Arbitration Association.

A. The award/decision of the arbitrators shall be final and binding upon the Board, the

Association and all employees affected by the grievance.

- B. The cost of the arbitrator itself will be shared equally by the parties, but all costs of preparation and presentation assumed individually by a party shall be its responsibility.
- C. Time limits may be altered by mutual agreement of the parties.
- D. The ASSOCIATION may provide representation through its officers, agents, or other legal Counsel.

ARTICLE VIII

ADMINISTRATOR'S RIGHTS

No ADMINISTRATOR shall be disciplined, reprimanded, reduced in rank or compensation, deprived of any professional advantage, suspended or discharged without just cause and due process. The BOARD, the SUPERINTENDENT, or his designated assignee shall notify the ADMINISTRATOR in writing when any of the foregoing adverse actions are to be taken. Said notice shall contain a detailed statement of the reasons for such adverse action.

An ADMINISTRATOR shall be entitled to ASSOCIATION representation at his request when being disciplined, reprimanded, reduced in rank or compensation, deprived of any professional advantage, suspended or discharged. When a request for ASSOCIATION representation is made, no action shall be taken with respect to the ADMINISTRATOR until ASSOCIATION representation is present. When necessary, the ADMINISTRATOR representative will be granted release time for the above purpose.

An ADMINISTRATOR shall maintain and expects the BOARD, the SUPERINTENDENT, and the Assistant Superintendent, to maintain the highest possible degree of ethical conduct during any discussion that leads to disagreement between himself and individually or as a group, the BOARD, the SUPERINTENDENT, and/or his designee. Any such discussion(s) in person or on the telephone shall be held in private.

ARTICLE IX

PERSONNEL FILE OF BARGAINING UNIT ADMINISTRATORS

ADMINISTRATORS shall have access to their personnel files to review any document contained therein excluding college and placement files. Copies of any significant material in the ADMINISTRATOR'S file shall be furnished to the ADMINISTRATOR upon request. Upon request, the individual ADMINISTRATOR shall be allowed to attach explanatory remarks to the file document. The individual ADMINISTRATOR may submit in writing a request for deletion of material on file and shall have the right to appeal the decision to the SUPERINTENDENT or his designee through properly defined grievance procedures existing within this Agreement. Not more than one (1) official file shall be kept on each ADMINISTRATOR. The ADMINISTRATOR has the right to request the presence of an ASSOCIATION Representative during the examination of his/her personnel file.

ARTICLE X

EVALUATION OF BARGAINING UNIT ADMINISTRATORS

Section A.

An annual written evaluation of each ADMINISTRATOR shall be made on the following criteria:

1. The requirements and expectations established by the BOARD and listed as BOARD policies and job specifications.
2. General characteristics applicable to all ADMINISTRATORS such as:
 - a. Education leadership.
 - b. Professional growth.
 - c. Human relations.
 - d. Cooperation.
 - e. Fiscal management, when applicable.
 - f. Communication skills.
 - g. Dependability
 - h. Community relations.
 - i. Enthusiasm.

3. Administrator's Evaluation Instrument

Agreed that superintendent and two principals would revise instrument.

Section B.

The SUPERINTENDENT and/or his designee, shall follow the procedures listed below in making the annual evaluation:

1. The ADMINISTRATOR shall be permitted to have an ASSOCIATION representative present in any evaluation interview upon his request.
2. There shall be a least one (1) conference with each ADMINISTRATOR before the official report is finalized.

3. The areas in which there are any inadequacies that are identified will be specified in writing. If appropriate, assistance may be offered.
4. The administrator shall be given a copy of the final evaluation and he shall sign it to indicate he has read it.
5. When an administrator does not agree with his personal evaluation, he may, at his option, meet the Superintendent and attempt to resolve that part of the evaluation that he is not in agreement. If a satisfactory solution is not achieved in this conference with the Superintendent, the administrator may attach a copy of his own personal statement to that of the evaluation of the Superintendent for the official record.

Section C.

An evaluation other than by the Superintendent and/or his designee shall be included in the personnel file only with the permission of the administrator.

ARTICLE XI

PROTECTION OF ADMINISTRATORS

Section 1.

ADMINISTRATORS shall report, if they so desire, to the SUPERINTENDENT'S OFFICE in writing all cases involving serious abusive conduct and/or torts or assaults suffered by them in connection with their employment.

Section 2.

Appropriate action and/or discipline in response to incidents categorized in the foregoing section will be determined and administered promptly by and at the discretion of the SUPERINTENDENT or his designee. (A quarterly report of all such incidents and their disposition will be provided to each BOARD member by December 1, March 1, June 1, and September 1 of each year. Said report will be in writing and will be classified as confidential--not for publication, but subject to the Freedom of Information Act, and will be issued when any incident has occurred during this report period).

Section 3.

If criminal or civil proceedings are brought against an ADMINISTRATOR alleging that he committed an assault in connection with his employment, the BOARD shall furnish legal counsel to defend him in such proceeding provided the ADMINISTRATOR acted within the scope of BOARD policy or ADMINISTRATIVE directive if he requests such assistance. In the absence of such a request, the ADMINISTRATOR(S) involved will cooperate with the

BOARD in such related action as may be required to protect the DISTRICT.

Section 4.

If the ADMINISTRATOR, while acting in legal manner as an ADMINISTRATOR in the DISTRICT provided the ADMINISTRATOR acted within the scope of BOARD policy or ADMINISTRATIVE directive is complained against or sued, the BOARD will provide legal counsel and render all necessary assistance to the ADMINISTRATOR in his defense. It shall be the responsibility of the ADMINISTRATOR to bring any such complaints to the attention of the BOARD in writing. Reimbursement for legal expense incurred before the BOARD is so notified shall be at the discretion of the BOARD.

Section 5.

Time lost by an ADMINISTRATOR in connection with an incident mentioned in Section 1 through Section 4 of this ARTICLE XI shall not be charged against the ADMINISTRATOR.

Section 6.

- A. Any case of assault upon an ADMINISTRATOR shall be promptly reported to the BOARD or its designated representative. The BOARD will provide legal counsel to advise the ADMINISTRATOR of his rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the ADMINISTRATOR in connection with handling of the incident by law enforcement and judicial authorities. ADMINISTRATORS shall observe any rules concerning punishment of students as may be established by the BOARD.
- B. All ADMINISTRATORS are to report any damage or destruction to clothing or personal property while on duty in the school or on school premises. If, in the determination of BOARD, the ADMINISTRATOR was using suitable discretion and care, the BOARD shall determine the worth of said clothing or property and reimbursement or worth more than \$5.00. The maximum reimbursement will be four hundred dollars (\$400). Such payment will be made only after the ADMINISTRATOR has exhausted all possibility of collecting such loss under other means. Final determination of this section is the sole prerogative of the BOARD and not subject to grievance or arbitration.

School reimbursement for lost or stolen personal articles - if the property is covered through individual's insurance, the BOARD will agree to pay the deductible not picked up by the individual's insurance up to a maximum of \$400.

- C. The Board shall not discriminate against any member of the unit because of race, creed, color, national origin, religion, age, marital status, or residence requirements.

ARTICLE XII

CITIZEN COMPLAINTS

In order to encourage the harmonious and expeditious resolution of parent complaints at the local level, the BOARD agrees that, in the case of a complaint on the part of a citizen regarding an ADMINISTRATOR or a program, or an employee he supervises, that such citizen shall be directed to first discuss the matter fully either by phone or in person with the ADMINISTRATOR involved before any action is taken on the matter.

If satisfactory resolution is not achieved at the building level, an appeal of the building ADMINISTRATOR'S decision may be lodged with the SUPERINTENDENT. A signed written record, including full particulars will be filed by the citizen with the appeal. Consultation with the involved ADMINISTRATOR will always follow such a request for reconsideration of a decision before further action is taken. Discussion with the BOARD regarding complaints against an ADMINISTRATOR will be conducted in accordance with the Open Meetings Act.

ARTICLE XIII

GENERAL PROVISIONS

- A. All ADMINISTRATORS shall be employed under written individual contracts the terms of which shall be subject to and consistent with the terms of this agreement.
- B. All new Administrators to the Croswell-Lexington Community School District will be placed at/or below the regular salary of the administrative salary schedule. The president of the CLAA will be informed of the salary arrangement prior to offering employment to the new administrator. The new Administrator will be classified as probationary during the first year of employment. Upon a successful evaluation at the end of the first year, the Administrator will be transferred to the regular Administrative salary schedule.

The Board of Education may extend the probationary period for a second year without additional compensation if the Administrator does not have a satisfactory evaluation. At the end of the second year probation the Administrator will be transferred to the regular Administrative salary schedule or terminated.

Administrators currently employed by Croswell-Lexington Community School who are promoted to a new position will serve a one year probationary period at the regular Administrative salary for that position. A second year of probation may be extended as a result of an unsatisfactory evaluation during the first year. At the end of the probationary period the Administrator will be elevated to regular Administrative status or reassigned to a position for which he/she qualifies.

- C. All ADMINISTRATOR contracts shall be in accord with the Revised School Code 380.471a.

- D. All ADMINISTRATORS shall have the opportunity to interview and make a recommendation concerning all personnel being considered for assignment to his building or department. It shall be considered sufficient opportunity if prior notice is sent to the ADMINISTRATOR'S office or during the summer months to his home, informing him as to when the person may be interviewed. In the case of employee transfers or promotions the interview shall not be required if the employee refuses to participate in one.
- E. All building ADMINISTRATORS shall have the right to make a determination regarding each pupil's assignment within his building. Any such determination shall be made in conformance with the BOARD policies regarding the classification and promotion of pupils.
- F. All ADMINISTRATORS shall be allowed a duty free lunch period for a period not to exceed one hour; such lunch period will not be scheduled, but will be taken at the most advantageous time to be determined by the ADMINISTRATOR involved; the ADMINISTRATOR will be allowed to leave his place of assignment during his lunch period.
- G. All building ADMINISTRATORS shall have a right to make a recommendation regarding each staff member's assignment within his building. Such assignment shall be made in accordance with any other collective bargaining agreements that the BOARD has entered into and which speak on the subject of assignments, work schedules, transfer, etc. It is agreed that any complaint by a staff member regarding a staff member's assignment shall not proceed above the building level except through a recognized grievance procedure.
- H. When committees are created by the BOARD to develop or amend policies effecting ADMINISTRATORS, the ASSOCIATION may have the opportunity to be represented on such committees. This shall not include standing committees of the Board of Education.
- I. The SUPERINTENDENT and the ASSOCIATION shall meet when necessary during the school year, upon the requests of either party, to discuss matters relating to this agreement or any other collective bargaining subject. The time and place of all such meetings shall be mutually agreed upon and those ADMINISTRATORS attending shall be excused from any other duties and may conflict with the holding of any such conference.
- J. The BOARD shall be responsible for the typing, printing, and preparation of sufficient copies of this Agreement for distribution by the ASSOCIATION to each member of the UNIT.
- K. The ASSOCIATION shall have the right to use school building facilities and equipment for its proper business activities without charge, upon notification to the SUPERINTENDENT.
- L. No member of this bargaining unit may be the supervisor for an immediate family member and/or any household member. This includes parents, siblings, spouses, children, etc.

ARTICLE XIV

FRINGE BENEFITS

1. Leave -Personal Illness and Business, Leave of Absence and Sabbatical Leave will be implemented the same as written in the Croswell-Lexington Community Schools Teachers' Professional Master Contract except as noted in the following paragraph.

In the event of an emergency, the Board may loan an administrator whose sick bank has less than 90 days, the number of days necessary to bring the balance up to 90 days. These loaned sick days must be repaid. Accumulated sick days, earned under the terms of the Master Contract, will be exchanged for loaned days at the end of the Administrators' contract year.

2. ADMINISTRATORS will receive the same percentage increase as teachers, and the following fringe benefits:
 - ♦ \$75,000 life insurance.
 - ♦ Health Insurance: The Croswell-Lexington School Board declares itself the insurance policy holder. The Board shall provide to employees and their dependents who qualify under the terms of, and as provided in this agreement, a high deductible health insurance plan that includes a Health Savings Account. The district will self-fund vision, dental, LTD, and life insurance. The HSA deductible will be paid by the district. Employees will be responsible for 10% of the premium.
 - ♦ A one-time lump sum payment shall be paid to those who received district health insurance as of June 1, 2011, in the December 8, 2011 paycheck.
3. If a full time ADMINISTRATOR is reduced to part time administration and part time teaching, the administrative time is to be prorated accordingly and the teaching time is to be consistent with the terms negotiated by the teachers bargaining unit.
4. The administrative calendar will coincide with the teachers' calendar, plus the additional work days as defined in this agreement. The SUPERINTENDENT has the flexibility to use these additional days for administrative in-service/workshops.
5. ADMINISTRATORS may be requested to perform additional responsibilities outside the scope of their normal job description as needed during the school year. The superintendent is authorized to consider payment for this service upon BOARD approval.

6. TRAVEL AND CONFERENCES

Mileage for any and all travel in St. Clair, Sanilac, Huron, Tuscola, and Lapeer Counties shall not be reimbursed.

All workshops and conferences shall be submitted to the Superintendent for approval prior to attendance. Workshop and conference fees will be paid in total provided funds are available in the appropriate administrator's annual budget and upon approval by the Superintendent.

Mileage submitted for reimbursement for travel to workshops and conferences outside the five-county area will be reimbursed at the standard IRS rate provided funds are available in the appropriate administrator's annual budget and upon approval by the Superintendent.

Other mileage reimbursement for travel outside the five-county area is subject to advance approval by the Superintendent and availability of funds in the appropriate administrator's annual budget.

7. PROFESSIONAL ASSOCIATION DUES

Administrators State and National membership dues will be paid annually by the board.

8. PHYSICAL EXAMINATION

An annual physical exam for each administrator up to \$30 in cost will be paid by the board. This is to be utilized after regular health insurance has been used.

ARTICLE XV

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 2011, and shall continue in effect until midnight through June 30, 2014. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. The ADMINISTRATOR during the term of this contract shall not have tenure in any non-classroom capacity. However, there shall be no waiver if ADMINISTRATOR Tenure has been acquired.

CROSWELL-LEXINGTON BOARD OF EDUCATION

BY _____ PRESIDENT DATE _____

BY _____ SECRETARY DATE _____

CROSWELL-LEXINGTON ADMINISTRATORS ASSOCIATION

BY _____ PRESIDENT DATE _____

BY _____ SECRETARY DATE _____

APPENDIX

CROSWELL - LEXINGTON ADMINISTRATORS' ASSOCIATION 2011-2014 SALARY SCHEDULE

Contract Year 2011-2014				
Position	Days	1-2	3-4	5+
Elementary Principal	215	81,188	83,576	86,033
Middle School Principal	220	85,005	87,505	90,080
High School Principal	220	87,814	90,396	93,055
H.S. Assistant Principal	210	76,769	79,027	81,352
M.S. Assistant Principal	210	73,947	76,122	78,361
** Annual Annuity		2,621	2,621	2,621

** The District shall pay into the specified annuity of each administrator. Each specified annuity must be one of those currently offered by the District. The District shall issue payment of the annual annuity on or before October 1 of each year covered by this agreement.