

**Agreement Between the
Airport Community Schools
Board of Education
and the
Airport Administrative Group**

July 1, 2019 - June 30, 2020

COLLECTIVE BARGAINING AGREEMENT

This Agreement entered into this first (1st) day of July 2019, by and between the Board of Airport Community Schools, hereinafter called the "Board," and the Airport Administrative Group, hereinafter referred to as the "Union" and expires June 30, 2020.

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WITNESSETH:

Whereas, the laws of the State of Michigan authorize public employees and public employers to enter into collective bargaining agreements with respect to rates of pay, wages, hours of employment or other conditions of employment; and

Whereas, the parties, following deliberate professional negotiations, reached some certain understandings which they desire to incorporate into this collective bargaining agreement:

Now, therefore, in consideration of the mutual covenants and benefits to be derived, the parties respectively agree:

ARTICLE I - RECOGNITION AND DEFINITIONS

- A. Recognition of the Association. The Board hereby recognizes the Union in accordance with the applicable provisions of Act No. 379, Public Acts of 1965, as amended, as the sole and exclusive bargaining representative for:

all administrative personnel employed by the Board in administration and/or supervisory positions including, but not limited to High School Principal; Associate/Assistant High School Principal; Middle School Principal; Middle School Associate/Assistant Principal; Elementary Principal; Director of Adult and Community Education and Curriculum Director; Director of Instructional Support.

and excluding,

all other positions such as the Superintendent, the Chief Financial Officer, and all non-administrative personnel and all other employees.

- B. Exclusive Collective Bargaining Agreement. The Board hereby expressly agrees that it shall not enter into any collective bargaining agreement with any Administrator as defined in Section A hereof or with any other collective bargaining organization on behalf of said Administrators during the term of this agreement. This provision shall not limit the Board'S authority to use contracted services, pursuant to MCL 423.215.
- C. Scope of the Agreement. It is mutually acknowledged that this agreement represents the entire agreement between the parties, and supersedes all prior oral or written understandings and past practice.
- D. Definitions. In the application and interpretation of the provisions of this Agreement the following definitions shall apply:
1. Board shall mean the Board of Education of the Airport Community School District or its designated representatives.
 2. Union shall mean the Airport Administrative Group

3. Administrator shall mean anyone included in the bargaining unit.
 4. Superintendent shall mean the Superintendent of Schools of the Airport Community School District or his designated representatives.
 5. "Days" shall mean: days when the individuals are on the job.
 6. 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.
- E. Distribution of Agreement. The Board shall be responsible for the printing and preparation of sufficient copies of this Agreement for distribution by the Union to each member of the bargaining unit. The Board will be responsible for the typing of the agreement.
- F. No Strike Pledge. The Union and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Union, therefore, agrees that its officers, representatives, and members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall any employee take part in any strike, slowdown or stoppage of work, boycott, picketing or any other interruption of activities in the school system for the duration of this Agreement. Failure or refusal on the part of the employee to comply with the provisions of this Article shall be cause for whatever disciplinary action deemed necessary by the Board.
- G. Nondiscrimination. The Union agrees to continue to admit all Administrators to membership without discrimination on the basis of race, creed, color, age, national origin, sex or marital status and to represent them without regard to their participation in the affairs of other professional educational organizations. The Board agrees to continue its policy of nondiscrimination against any Administrator on the basis of race, creed, color, age, national origin, sex, marital status, or membership, participation in or association with the activities of any professional educational organization.
- H. If an emergency manager is appointed to the district, he/she may ratify or modify this agreement in his/her sole discretion.

ARTICLE II - BOARD RIGHTS

- A. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board.
1. Determine the executive management and administrative control of the school system and its properties, facilities, equipment and the activities of its employees' working hours.
 2. Hire all employees subject to the provisions of law and this agreement to determine their qualifications and the conditions for their continued employment, their placement or their dismissal, suspension, lay-off or demotion and to promote and transfer all such employees.
 3. Establish levels and courses of instruction including special programs and to provide for athletic, recreational and social events for students as deemed necessary or advisable by the Board.
 4. Decide upon the means and methods of instruction, the selection of textbooks and other teaching materials and the use of teaching aids of every kind and nature.
 5. Determine the services, supplies and equipment necessary to continue its operation and to determine all methods and means of distributing, disseminating and/or selling its services, methods, schedules and standards of operation; the means, methods and processes of carrying on the work including automation or contracting thereof or changes therein and the institution of new and/or improved methods or changes therein.
 6. Adopt rules and regulations.
 7. Determine the number and locations or relocations of its facilities, including the establishment of relocations of new school buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities thereof.
 8. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization, provided that the Board shall not abridge any rights from employees as specifically provided in this Agreement.
 9. Determine the policy affecting the selection of employees, providing that such selection shall be based upon lawful criteria and the provisions of this Agreement.

- B. The matters contained in this Agreement and/or the exercise of such rights of the Board are not subject to further negotiations between the parties during the terms of this Agreement unless by mutual consent.
- C. Nothing in this Agreement shall be construed to limit the powers and responsibilities conferred upon the Board or the Superintendent under the laws or Constitution of the State of Michigan, specifically the right and responsibilities as conferred under the Michigan Revised School Code, MCL 380.1, et seq., and Michigan Teacher Tenure Act, MCL 38.71, et seq. is preserved.
- D. The listing of specific management rights in this Agreement is not intended to be, nor shall it be restrictive of or a waiver of any rights of management not listed and specifically surrendered herein whether or not such rights have been exercised by the Board in the past.

ARTICLE III - UNION AND ADMINISTRATIVE RIGHTS

- A. Access to Board Information. The Board shall make available to the Union, upon its reasonable requests, such statistics or financial information in the possession of the Board as are relevant for the negotiation of collective bargaining agreements succeeding this Agreement. It is understood that the foregoing shall not be construed to require the Board to compile information or statistics not already compiled.
- B. Communication. The Association shall have the right to use the district's interschool mail service for the communication of its members.
- C. Authorized Representatives. Duly authorized representatives of the Association shall be permitted to transact business on school property during working hours provided there is no disruption of normal school operations.
- D. Notice of Vacancy in Administrative Positions and/or Creation of New Administrative Positions. Any vacant administrative position or the creation of a new administrative position shall be filled according to the following procedures:

Notice of any vacant administrative position or creation of any new administrative position shall be sent to each school building. The Superintendent shall promptly notify the President of the Union, and shall solicit applications from interested Administrators, and also post the position with the appropriate university placement centers. Any Administrator may apply in writing for the position if he/she is qualified. All qualified Administrators shall be granted an interview. A minimum of ten (10) school (work) days shall be allowed for application to be received from any Administrator.

When school is not in session, administrative postings shall be accomplished by mailing a copy of the posting to each Administrator

who has left an address with the Superintendent. The ten (10) days shall run from the time of the mailing.

E. Administrator'S Personnel File.

Each Administrator shall have the right, upon written request, to review the contents of his own personnel file in the presence of a witness, except that all confidential material supplied by outside agencies concerning an original employment may be removed from the file and shall not be subject to review by the Administrator. A representative of the Union may be requested by the Administrator to accompany the Administrator in such review. The Administrator has the right to add a letter of contestment to any information in the file within ten (10) days of receipt of the letter.

F. Pupil Assignment.

Subject to the approval of the Superintendent, each building principal 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 Board policies regarding the classification and promotion of pupils.

G. Student Discipline.

Each building principal shall have the right to control student discipline within his/her building consistent with the law and the student code of conduct unless otherwise limited by Board policies and procedures concerning the discipline of students.

H. Staff Assignment.

Subject to the approval of the Superintendent each building principal shall have the right to make a determination regarding each staff member's assignment within his building. Such assignment shall be made in accordance with any collective bargaining agreements.

I. Seniority.

All administrative seniority earned within the district shall be transferable from one (1) administrative position to another.

J. Certification.

All Administrators shall meet state certification requirements, where applicable. Failure to maintain mandated certification may result in termination of the administrative contract. No Administrator shall be transferred to a position for which he is not certified for disciplinary purposes.

K. Probation.

All Administrators will be on probation as a classroom teacher for each of their first two years of employment as an Administrator as provided by the Tenure Act. Contracts will be established on an annual basis during this time.

By March 1, of each probationary year the Superintendent shall provide the Administrator with a written evaluation, and further stating the status recommendation to the Board for the next year. Probationary Administrators may be dismissed at the Board's discretion following Board action for nonrenewal.

L. Length of Contract.

All Administrators who have been employed in the bargaining unit for at least two years shall receive two (2) year contracts.

M. Contract Extension.

Contract extension is the addition of a year to a two year contract. Contract Extensions may take place upon successful completion of the first year of the two year contract. Action by the Board of Education is necessary to extend the contract, except for an extension by operation of law.

N. Evaluation Procedure.

All Administrators shall be evaluated in written form at least once during the contract year by June 30 by the Superintendent. Should any change in the current evaluation instrument be contemplated, such change will be implemented only following input from the Union.

O. Plan of Assistance.

Any Administrator who has completed the initial probationary period and his/her work becomes unsatisfactory, the Administrator may be placed on a plan of assistance. The Superintendent may establish a plan of assistance, with input from the Administrator, that: (a) identifies specific deficiencies in the non-probationary Administrator's performance or conduct; (b) sets forth corrective steps the non-probationary Administrator may pursue to overcome or correct the deficiencies; and, (c) establishes the assessment techniques by which the district will measure and determine whether the Administrator has sufficiently corrected the deficiencies to meet district standards.

P. Renewal/Non-Renewal.

Should the Administrator'S performance continue to be deemed unsatisfactory, the Superintendent shall provide notice of non-renewal in accordance with MCL 380.1229.

Q. Discharge.

No Administrator beyond their initial probationary period shall be discharged during the term of a contract unless there is just cause. The Administrator shall be provided 30 days notice of a Board hearing for consideration of termination.

Nonrenewal of contract shall not constitute discharge. It is understood that any Administrator may request and receive Union representation if he so chooses. Also, the Board may bring in resource persons of its choosing.

R. Citizen Complaint.

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 be requested to first discuss the matter with the Administrator, if appropriate, involved before any Administrator not within the unit or the Board takes official action on the matter. If an Administrator'S decision is appealed to a higher authority, such Administrator shall have the opportunity to provide the necessary background information before any further action is taken on the matter. No action shall be taken in any instance before the Administrator is notified of any citizen complaint and given the opportunity to present information concerning the complaint. Copies of the complaint must be sent to the Union President before recommendations and actions are taken.

S. Discipline and Reprimands.

No non-probationary Administrator shall be reprimanded or disciplined except for just cause. All such reprimands or disciplinary action which are to become a part of the Administrator'S personnel record shall be described in writing, signed by the person taking the action, and a copy of such document given to the Administrator involved. It is understood that the original copy shall be placed in the Administrator'S file. The Administrator may attach a rebuttal within ten (10) days.

T. Right to Privacy.

Subject to provisions of law, all personal matters coming before the Board concerning an Administrator, shall be referred to executive session upon request of the Administrator consistent with the Open Meetings Act.

U. Lay-Off.

Administrators may be laid off with sixty (60) days prior notice, or transferred to other administration, as deemed necessary for the operation of the school.

If an Administrator has tenure as a classroom teacher, he/she shall be afforded those rights established by the Revised School Code and/or the Teachers' Tenure Act.

ARTICLE IV - LEAVES OF ABSENCE

A. Leaves of Absence for Professional Improvement.

1. A non-probationary Administrator may be granted a leave of absence, without pay, for a period not to exceed one (1) year for the purposes of:

- (a) Graduate study (a minimum of ten (10) semester hours each semester or its equivalent);
 - (b) Independent research in education or educationally related field under the supervision of the Superintendent or an accredited college or university;
 - (c) Educational travel (itinerary must accompany application).
2. Upon return to service in the district, all accumulated sick leave days shall be maintained.

B. Leaves of Absence with Pay.

At the beginning of each fiscal year, each Administrator shall be credited with paid leave days as defined below:

1. Sick Leave Days.

The administration shall be entitled to 16 sick days used as follows:

- a. personal illness of Administrator;
- b. absence for serious illness in the family (spouse, children, parents, brother, sister, parents-in-law, or members of the same household);
- c. absence to make arrangements for medical or nursing care for emergency illness in the immediate family, as defined above.
- d. At the end of each fiscal year all unused leave days shall be placed in the Administrator's personal leave bank with no limit.

2. Personal Leave Days.

- a. The administration shall be entitled to two (2) personal days that does not require a written statement by the Administrator giving the specific reason. Personal business leave not to exceed two (2) days per year and which cannot be utilized on a school day immediately before or after a holiday, vacation, or the first two (2) and the last two (2) weeks of the school year without permission.
- b. Unused personal business leave shall convert to sick leave at the end of the fiscal year.

3. Absence for attendance of religious holidays, not to exceed two (2) days per year.

4. Special leave for important and urgent matters such as the wedding of an employee that cannot be handled outside of school hours. Special leave days, however, will be at the sole discretion of the Superintendent.

5. Funeral Leave - An Administrator shall be allowed up to five (5) days for the purpose of attending to a death of a person whose relationship warrants such attendance, subject to approval by the Superintendent (non-grievable).

Miscellaneous Provision Concerning Various Leaves

- a. On leave days for personal business, religious holidays, and special leave, as well as any other leave, whenever possible, such leave must be requested in advance on the form available in each school building office. The request shall include a statement by the Administrator that the leave request is for a purpose authorized within this section, as set

forth above. The Administrator may be requested to set forth a specific reason for such leave.

- b. The above leaves, with the exception of funeral leave, will be granted only to the extent that current leave days are available.
5. Administrators who are summoned for jury duty examination and investigation must notify the Superintendent's office within twenty-four hours of receipt of such notice. Any Administrator called for jury duty will cooperate fully with the administration in requesting excuse or, if deferment is denied and the Administrator is required to serve during the school year, he shall be paid an amount equal to the difference between the amount of wages such Administrator would otherwise have earned by working that day and the daily jury fee paid by the court (not including travel allowance or reimbursement of expenses) for each day on which he reports for or performs jury duty and on which he otherwise would have been scheduled to work. Such time spent on jury duty shall not be charged against his leave days. To be eligible for the jury duty pay differential, the Administrator must furnish the Business Office with a written statement from the appropriate public official listing amounts of pay received and the days he spent on jury duty. Any Administrator found abusing this privilege shall not be entitled to the pay differential.

Administrators shall be excused with pay for attendance at any administrative, judicial or quasi-judicial proceeding pursuant to subpoena for school or district related matters. Pay for absences that are not district or school related with subpoena, will be at the discretion of the Superintendent.

6. Any Administrator who is absent because of an injury or disease compensable under the Michigan Worker's Compensation Law shall receive from the Board the difference between the Worker's Compensation payment prescribed by law and his regular salary, to the extent and until such time as such Administrator shall have used up any sick leave pay provided herein.

C. Leaves of Absence Without Pay.

1. **Military Leave.**

A military leave of absence shall be granted to any Administrator who shall be inducted, recalled or shall enlist for military duty in any branch of the armed forces of the United States. Persons on this leave shall receive no benefits, except they will be allowed to retain sick leave already accumulated. Upon return from such leave, an Administrator shall be placed at the same position on the salary schedule as he would have been had he been employed in the District during this period. Such leaves shall be granted pursuant to state and federal laws.

2. **General Leave of Absence.**

Any non-probationary Administrator may be granted a leave of absence of up to one (1) year for any worthwhile purpose. Such leave may also be extended for

a second year if the Superintendent so recommends and the Board so chooses to approve said leave. At the expiration of the leave the Administrator shall be reappointed to the district's administrative staff to the position previously held. Persons on this leave will receive no benefits, except they will be allowed to retain sick leave already accumulated.

ARTICLE V - GRIEVANCE PROCEDURE

A. Definition and Restrictions.

Any individual who is a part of this Agreement and who feels that the Agreement has been violated, may file a grievance in accordance with the procedures detailed in Section 2 of this article. It is expressly understood that only matters related specifically to the Agreement are grievable, and that person alleging a violation of this Agreement shall place said grievance in writing indicating: (a) the date of the alleged violation, (b) the specific article and wording of the Agreement that has allegedly been violated, and (c) the resolution requested. Failure to meet the time limits detailed under each step of the grievance procedure automatically waives the right to continue the grievance. Failure to provide an answer as called for in each step shall automatically cause the grievance to be moved to the next higher step in the grievance procedure.

B. Procedure.

Step 1.

Any Administrator believing that there has been an alleged violation of this Agreement shall meet with his/her immediate supervisor within five (5) working days of the alleged violation. If the grievance is not resolved in said meeting, the immediate supervisor shall provide a written answer within ten (10) working days of the discussion.

Step 2.

If the Administrator does not agree with the answer provided by his immediate supervisor, he may appeal within ten (10) working days of the receipt of the supervisor's answer to the Superintendent of Schools. Superintendent or his designate shall meet with said Administrator within ten (10) working days of the request for such meeting. The Superintendent or his designate shall provide a written answer within ten (10) working days of said meeting.

Step 3.

If the Administrator does not agree with the answer provided by the Superintendent or his designate, he may request, within ten (10) working days of answer, a Board hearing on the alleged violation. The Board may arrange for a hearing on the alleged violation at its next regularly

scheduled Board meeting, but in any case the Board shall hold said hearing within fifteen (15) working days of receipt of request for said hearing. The Administrator may request that said hearing be held in executive session. The Board shall provide a written answer within ten (10) working days of said meeting.

Step 4.

If the Administrator does not agree with the answer provided by the Board, he may appeal, within ten (10) working days of receipt of said answer, to the Michigan Employment Relations Commission for mediation as provided in the Public Employment Relations Act.

C. Cost Sharing.

Should the State of Michigan discontinue providing mediation services free of charge to the parties, any costs related to the mediation process shall be shared equally by both parties to this Agreement.

ARTICLE VI - FRINGE BENEFITS

Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third party Administrator, the Board shall make premium payments on behalf of Administrator and his/her eligible dependents for enrollment in the following insurance programs:

Medical/Dental/Vision/Group Life/LTD Insurance- Employee and eligible will receive health insurance coverage according to MESSA GROUP: 001E Union, NonUnion Admins.

Cash In Lieu – If the Employee opts out of medical coverage (PAK B, he/she will be eligible to receive \$3,600 of cash in lieu of medical coverage. Cash in lieu will be prorated if employee does not fulfill the entire contract and will cease immediately upon termination of contract.

Employee agrees that the District has the right to allocate to Employee's responsibility for a portion of the premium for the insurance coverage specified above as may be determined by the District. However, this contribution shall not be less than the amount determined by the District to be necessary to comply with the Publicly Funded Health Insurance Contribution Act, 2011 PA 152. The District will notify the Employee of the medical premium amount for which he/she is responsible in excess of the District paid medical premium contributions including any taxes and/or assessments. Employee agrees that the amount of the medical premium contributions designated by the District as Employee's responsibility shall be payroll deducted from Employee's compensation.

The Board reserves the right to change the identity of the insurance carrier, policyholder or third party Administrator for any of the above coverages, provided that comparable coverage, as determined by the Board, is maintained during the term of this Contract. Additionally, the Board reserves the right to self-fund any of the above benefits. The Board shall not be required to remit premiums for any insurance coverages for Administrator and his/her eligible

dependents if enrollment or coverage is denied by the insurance underwriter, policyholder or third-party Administrator. The terms of any contract or policy issued by any insurance company or third-party Administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. Administrator is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage. The Board, by payment of the premium amounts required to provide the above-described insurance coverage(s), shall be relieved from all liability with respect to insurance benefits.

A. Liability Coverage.

The Board shall either hold the Administrators harmless or insure him/her adequately, in an amount no less than \$2,000,000 for his/her acts or omissions arising from his/her performance within the course and scope of his/her employment as an ADMINISTRATOR.

The Board shall provide at no cost to ADMINISTRATORS coverage under the district's Errors and Omissions policy.

B. Effective Date of Insurance Coverage.

Any increase in coverage or insurance not in effect last year shall become effective not later than thirty (30) days after the signing of the Agreement. This provision shall apply to all prior sections of this Article.

C. Mileage Reimbursement.

All Administrators will receive a mileage rate equal to the maximum rate established by the IRS for school-related mileage required by the Board. Changes in the current rate will become effective upon notification of the Board of same by the Union and verification by the Board. This provision shall become effective upon ratification of the Agreement by both parties.

D. Payment of Professional Dues.

Annual membership dues for one State and one National Professional Organization shall be paid by the Board, subject to approval of the Superintendent.

E. Carriers.

The Board reserves the right to obtain coverage for the above insurance benefits through carriers appointed by the Board, provided the overall level of benefits is equal to or better than that previously in effect.

F. Limits of Liability.

1. Notwithstanding the provisions of this article, the terms of any contract or policy issued by an insurance company shall be controlling as to all matters concerning benefits, eligibility and termination of coverage and other required matters.
2. The Board, by payment of premium payments required to provide the coverages set forth herein, shall be relieved from all liability with respect to the benefits provided by the insurance company; failure of any insurance company to

provide any of the benefits for which it has contracted, for any reason, shall not be considered a breach of any obligation by either of the two organizations.

3. Disputes between employees, or beneficiaries of employees, and any insurance company shall not be subject to the grievance procedures established herein.

ARTICLE VII - MISCELLANEOUS PROVISIONS

- A. Tenure Bar. It is clearly understood that Administrators shall not possess tenure in any non-classroom capacity by virtue of this Master or individual contracts of employment with the Airport Community School District, but shall retain full tenure as a classroom teacher.
- B. Duration of Agreement.
 1. This Agreement shall be effective upon execution of the parties and shall remain in full force and effect through June 30, 2020. The parties agree to begin negotiations for a successor Agreement not less than thirty (30) days prior to June 30, 2020.
 2. This Agreement may be amended at any time by mutual agreement of both parties, provided that such amendments are reduced to writing distributed to all members of the bargaining unit.
- C. Conformity to Law.

This Agreement is subject in all respects to the laws of the State of Michigan with respect to the powers, rights, duties and obligations of the Board, the Union, and employees in the bargaining unit, and in the event that any provision of this Agreement shall at any time be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for so doing, such provisions shall be void and inoperative; however, all other provisions of this Agreement shall continue in effect.
- D. Supersede Clause.

This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual Administrator contracts. All future individual Administrator contracts shall be made expressly subject to the terms of this Agreement.
- E. Full Force.

Any provision of the Agreement found to be inconsistent with the provisions of the law or contrary to the terms of the remainder of this Agreement shall be considered null and void, but all other provisions shall continue in full force.
- F. This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices, whether oral or written, and

expresses all obligations of, and restrictions imposed upon, the Board and the Union.

- G. The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of the terms and conditions herein.

- H. Teaching Status.

In the event an Administrator is reassigned to a vacant teaching position, and was formerly a teacher in the District, the Administrator will assume the seniority of their total years of service with the District. An Administrator so reassigned shall also be entitled to such rights as he or she is entitled under the Michigan Teacher Tenure Act.

An Administrator relieved of his/her duties because of a reduction in staff, may be offered an opportunity to be employed as a teacher, in a vacancy that he/she is certified, highly qualified, subject to the terms of the master agreement, in effect for the teaching unit. He/She will be given the maximum experience credit on the salary schedule allowable under the terms of the teachers' master agreement in effect at the time of the reassignment.

- I. Right to Representation.

In the event a complaint and summons is lodged against an Administrator who is named as defendant for action taken by him in his representative capacity as an Administrator for the Board, the Board shall provide legal assistance and/or representation if necessary, through its legal office or other designated counsel and assume all costs thereof, provided the Administrator was acting with accepted standards of professional behavior and in accordance with Board policy.

- J. Work Year.

All Administrators covered under this Agreement will be on a fifty-two (52) week contract beginning July 1, and ending June 30. An Administrator drawing salary from the district for an upcoming school year, and leaving the district prior to the completion of his or her year, shall be responsible for returning to the district any salary owed.

Administrators will work 224 days per contract year.

Working beyond a normal contract will be paid on a per diem basis and must be preapproved by the superintendent.

- K. Reduction of Staff.

If in the Board's opinion, it is necessary to reduce the administrative staff, the most senior Administrators shall be retained. In cases where competency and qualifications shall be superior, an Administrator with less seniority in the unit

shall be retained over a more senior Administrator. Information from the Administrator'S evaluation may be used in this determination. Any Administrator laid off from his/her position has the right to a hearing with the Board to present his/her case. Any Administrator relieved of his duties because of reduction in staff, shall be appointed to the next administrative opening within two (2) years of layoff in the bargaining unit.

L. Negotiation Procedure.

1. The parties acknowledge that during the negotiations which resulted in the Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to wages, hours and other terms and conditions of employment except by mutual consent. Therefore, the Board and Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to wages, hours and other terms and conditions of employment except by mutual consent.
2. Not with-standing the above, in the event the Board institutes new positions or revised classifications that cannot be properly placed in existing classifications, the Board shall notify the Union of same. The Board may institute such new positions or revised classifications at a temporary rate upon such notification to the Union. The Union may, within thirty (30) calendar days of notification, request to negotiate salaries and working conditions of the new positions or revised classifications. In the event the Union does not request negotiation, the salaries and other employment conditions shall become permanent upon the expiration of the thirty (30) calendar days.

M. Retirement.

Administrators who are eligible for retirement or who have completed thirty (30) years of service shall be compensated at the rate of \$500 per year for every year of employment as an Administrator in the district. Administrators shall also receive \$250 per year for each year they were employed as a teacher in the district. For the purposes of this article, one year shall be granted for every full year worked or 50% or more of the school year.

Payout at retirement for unused sick days: \$175/day for a total not to exceed 132 days. The payout will be made payable through a 403(b) plan. The Administrator shall not have the ability to take sums in cash

ADMINISTRATIVE SALARY SCHEDULE

Position/Step	Salary	Position/Step	Salary
Assistant		High School	
1	\$81,198.00	1	\$91,789.00
2	\$83,634.00	2	\$94,543.00
3	\$86,143.00	3	\$97,379.00
4	\$88,727.00	4	\$100,300.00
5	\$91,389.00	5	\$103,309.00
6	\$94,131.00	6	\$106,408.00
7	\$96,955.00	7	\$109,600.00
K-4, 5/6		Middle School	
1	\$83,552.00	1	\$88,259.00
2	\$86,059.00	2	\$90,907.00
3	\$88,641.00	3	\$93,633.00
4	\$91,300.00	4	\$96,442.00
5	\$94,039.00	5	\$99,336.00
6	\$96,860.00	6	\$102,316.00
7	\$99,766.00	7	\$105,385.00

MA+30	Add \$1500
Ed. S. (Ed Specialist)	Add \$500
Ph.D. or Ed.D.	Add \$1000

When an Assistant Principal becomes a Principal, they will be placed on the Principal's salary scale in accordance with their administrative experience at a maximum of the fifth step.

IN WITNESS WHEREOF, the parties hereto set their hands the day and year written above.

AIRPORT ADMINISTRATIVE GROUP


By 

Christopher Lukosavich, President


By 

Daniel Bondy, Treasurer

**Board OF EDUCATION OF AIRPORT
COMMUNITY SCHOOL DISTRICT**



Gina Baker, President



Janice Doederlein, Secretary