MASTER AGREEMENT

BETWEEN THE

DEWITT PUBLIC SCHOOLS
BOARD OF EDUCATION

AND THE

DEWITT ADMINISTRATORS' ASSOCIATION

July 1, 2026 – June 30, 2028

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ARTICLE I

RECOGNITION

A. The board recognizes to the extent required by the provision of Act 379, P.A. of 1965, as amended, the DeWitt Administrators' Association as the sole and exclusive bargaining representative for:

All principals, assistant principals, and high school athletic directors employed by the DeWitt Public Schools but excluding all other personnel including, but not limited to, superintendent, assistant superintendent, teachers, supervisors, directors and all other persons employed by the DeWitt Public Schools.

B. Definitions

In the application and interpretation of the provisions of this agreement, the following definitions shall apply:

1. Administrator shall mean any administrator defined for membership in Section A.

2. Superintendent shall mean the Superintendent of Schools or his/her designated Assistant Superintendent as his/her agent.

3. Board shall mean the Board of Education of DeWitt Public Schools or its designated agents.

4. Association shall mean the DeWitt Administrator's Association.

C. Vacancies

1. Where new administrative positions are created that do not clearly fall within the definition of persons excluded from representation by the Association, any dispute arising as to the exclusion or inclusion of an administrator from the bargaining unit shall be resolved by the Michigan Employment Relations Commission.

2. When an administrative vacancy occurs, whether by someone leaving or a newly-created position, district administrators shall have a minimum period of five working days to apply in writing to the superintendent or designee prior to any external posting of that job.

3. Administrators are subject to assignment and transfer at the discretion of the Superintendent of Schools.

ARTICLE II

GRIEVANCE PROCEDURE

A. Definition - A grievance is a complaint by the Association that there has been a violation, misinterpretation, or misapplication of any provision of this agreement and all matters relating to working conditions, working hours, and disciplinary actions.

B. Procedure

Step 1 - Within five (5) working days, the administrator and/or Association shall first discuss the matter with the superintendent.

Step 2 - If the matter is not resolved through the procedure in Step 1, an appeal may be submitted, in writing, to the superintendent. Such appeal shall specify the provision(s) or issue in question and shall be made within ten (10) work days from the date of the conference in Step 1. The superintendent shall hold a hearing on the matter with the administrator and/or Association in an attempt to resolve the issue. Such hearing shall occur within five (5) work days of receipt of the written appeal and a response shall be submitted within five (5) work days of the hearing.

Step 3 - If the matter is not resolved through the procedure in Step 2, the grievance shall be submitted to the board. The board, no later than its next regular meeting or two (2) calendar weeks, whichever shall be later, will hold a hearing on the grievance and shall render a decision. Disposition of the grievance in writing by the board shall be made no later than seven (7) calendar days thereafter.

ARTICLE III

MISCELLANEOUS PROVISIONS

A. This Agreement shall supersede any contrary or inconsistent terms contained in any individual contracts executed subsequent to the execution of this Agreement. All future individual administrative contracts shall be subject to the terms of this Agreement.

B. This Agreement is subject, in all respects, to the laws of the State of Michigan 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 doing so, such provision shall be void and inoperative. However, all other provisions of this Agreement shall continue in effect.

C. Education

Administrators will each be allocated a discretionary account in a maximum amount of $2,000 annually for their individual professional development and related expenses including, but not limited to, conference and workshop registration and expenses, mileage, professional organization membership, related education expenses, certificate fees, equipment, and professional publications/media. Expenditures of said account shall be for the purpose of improving the administrator's professional growth and job performance. Any items purchased through said account shall remain the property of the District. Should the Administrator pursue coursework in a program leading to an advanced degree, the discretionary account shall be increased to an additional $1,000 or a total maximum of $3,000 annually.

D. Medical Examinations

Administrators may have a medical examination once every three (3) years. A statement certifying to the physical competency of the administrator shall be filed with the superintendent and treated as confidential information by the board; the cost of said medical report shall be borne by the board.

E. Voluntary Early Termination of Individual Contracts

Upon mutual written consent by the board and individual administrators, and upon at least thirty (30) days prior notice, individual employment contracts may be prematurely terminated.

F. Certification and Licensing

It is agreed that administrators shall maintain throughout the life of this agreement, such valid and appropriate certificates as may be required by law.

G. Administrator Responsibilities

It is agreed that administrators shall attend at least three (3) regular board meetings per year and devote their time, labor, and attention to the fulfillment of their respective duties, provided however, the administrator, upon approval of the board, may undertake consultative work, speaking engagements, writing, lecturing, collegiate study, or other professional duties and obligations.

H. Administrator Rights

1. Administrators will have complete freedom to organize, and arrange the staff and discretionary funds of his/her building with approval of the superintendent. The building administrator has the right of assignment of staff for the building and holds a fundamental role in a consensus hiring process with the approval of the Superintendent. The Board of Education, collectively will refer all pertinent criticisms, complaints, and suggestions called to its attention, to the superintendent for study and recommendation.

2. The administrator will direct the use and management of the building facility and grounds for instruction and professional purposes.

3. Administrators or a representative thereof may have an opportunity to review and consult on contract language and negotiations with groups under his/her supervision (at the board's discretion).

I. Administrators shall not be required to take calls from teachers requesting substitutes.

J. The board and the Association recognize the superintendent's right to assign additional duties to building level administrators, however, these duties should be spread on an equitable basis among administrators whenever possible.

K. Services To Students With A Handicap

When an administrator is responsible for supervision of a student in a special education program for severely impaired students (POHI, SMI, SXI, TMI, AI), the administrator shall not be expected to perform non-emergency, routine, scheduled maintenance on a medical appliance for apparatus used by the student to sustain his/her bodily functions nor render non-emergency, routine, scheduled care or maintenance of exceptional bodily functions related to the student's impaired condition. The administrator will be provided the time and resources necessary to obtain the information, instructions and training required to perform non-routine, emergency measures which may be necessary on occasion due to the student's impaired condition.

L. The board will reimburse the administrator for any loss, damage, or destruction of the administrator's clothing or property which is not covered by insurance (excluding the administrator's automobile) resulting from an incident related to the duties of the administrator which involved an assault upon that administrator.

M. Residency Requirements

The board encourages an administrator to, within twelve (12) months from the date-of-hire, obtain and maintain residence within the school district. The intent is that administrators be able to be involved in the school and community as well as adequately manage and supervise their area of responsibility. Administrators moving into the district within twelve (12) months from the date-of-hire will, upon submission of valid receipts, be reimbursed up to one thousand dollars ($1000.00) for expenses directly related to moving the administrator's possessions from his/her previous residence into his/her in-district residence.

N. Discipline and Misconduct

In the event of misconduct, as opposed to unsatisfactory performance, an Administrator may be disciplined up to and including discharge, provided that the Administrator has received notice from the Superintendent stating the alleged cause(s) as determined by the Board. Such notice shall include statements of rights of representation and a hearing before the Board of Education, assuring compliance with the rights of due process.

O. Teacher and Staff Evaluation and Improvement

The Board and DAA agree that evaluating certified staff is one of the most critical aspects of each Administrator's job performance. The timely, thorough, and procedurally correct evaluation of each staff member must be carried out in accordance with Board policy, administrative regulations, and the Master Agreements. Evaluations will be done in accordance with the timelines and procedures established and documented in the district-approved systems.

P. Mentorship

Whenever a new administrator is hired, one of the present administrators may be assigned as a mentor to the new administrator for one academic year. The person to be assigned to act as a mentor for a particular individual would be mutually agreed upon by the Superintendent and the parties involved.

The mentor shall receive a $500 stipend for mentoring an experienced administrator and shall receive $1,000 for mentoring a first-year new administrator.

The purpose of a mentorship is to help administrative colleagues who are new to the position to be successful in their work. Among the mentor's goals would be to orient the mentee to the district, to act as a support person for the mentee, to answer questions, and to give suggestions as needed.

Upon agreement of the parties the responsibilities of the mentor may include:

1. Making regular contacts with the mentee.
2. Attending staff meetings at the mentee's school.
3. Attending parent meetings at the mentee's school.
4. Visiting the mentee's school while in operation.

It is understood that the mentor would not be part of any evaluation done by the mentee's supervisor.

ARTICLE IV

EVALUATION

A. Administrators shall be evaluated at least once annually by the superintendent. A post-evaluation conference shall be conducted following each evaluation between the administrator and the superintendent. Should an administrator's evaluation be deemed less than satisfactory, the administrator shall be given a reasonable opportunity (a minimum of 60 days) to correct and improve upon any deficiencies. If an administrator is not evaluated by June 15, or 30 days after administrative targets are completed, his/her performance shall be deemed satisfactory.

B. The basis of administrator evaluations shall be measured in terms of competency and proficiency in the completion of assigned duties and responsibilities as outlined in their respective job descriptions as adopted by the Board of Education.

C. Prior to the time any changes are effectuated in administrative job description(s), the board or its designee(s) shall meet with affected administrator(s) and/or Association representatives to discuss the changes.

ARTICLE V

LEAVE DAYS AND VACATIONS

A. Leave Days

Notwithstanding anything to the contrary in this Agreement, if the Michigan Earned Sick Time Act ("ESTA") is in effect, each ESTA year (i.e. contract year), the first 72 (prorated if less than full time) hours of paid sick leave may be used for any ESTA purpose, with those 72 (or prorated) hours of leave being subject to the same conditions as provided in ESTA. Sick leave used for ESTA purposes may be used in the hourly increments or the smallest increment that the District uses to account for absences of use of other time.

Ten (10) sick days per year with unlimited accumulation.

Five (5) personal days. Unused personal days will roll into sick days at the beginning of each contract year. Personal days will automatically be transferred into sick days during the year if needed for ESTA qualifying leave time.

B. Additional leave without loss of pay, against the administrator's leave day allowance, shall be granted for the following reasons:

Leave for Death in Family: A maximum of five (5) days leave, which will not be cumulative, shall be allowed for death in the immediate family. Immediate family shall be defined as parents, children, siblings, spouse, mother and father-in-law, grandparents, and significant others as determined by the superintendent. Additional days may be approved by the superintendent.

An administrator absent from work because of lice or a childhood disease, i.e., mumps, scarlet fever, measles, chicken pox, etc., shall suffer no loss of sick day accumulation or compensation.

C. The work year for building administrators will begin two weeks prior to the teacher's reporting date, except the High School Principal and Athletic Director will be three weeks prior to the teacher's reporting date, and end two weeks after the last day of school. It is also understood that building administrators will be responsive to central office communications if a need arises for a successful start to the school year. Administrators will work all scheduled teacher work days, exceptions only with prior approval of the superintendent. In recognition of the concept of salaried employees, it is understood by the administrator that he/she is still responsible for the proper functioning of his/her building program and shall work at least an additional five (5) days throughout the contract year as needs arise for the building. Examples include, but are not limited to, hiring, interviewing, crisis management, and other staffing issues.

Changes in the annual work schedule during the contract year must be made in writing to the superintendent for approval.

D. Snow and Flex Days

1. Administrators shall normally observe the District calendar for breaks and holidays. An Administrator who needs to work during a scheduled break or holiday, with the Superintendent's written approval, may reschedule the day(s) off later in the contract year. The Superintendent will consider multi-District calendar conflicts, job-related meetings, and other in-District requirements when determining if a rescheduled day off will be approved.

2. When school is canceled because of inclement weather, Administrators may work from home if desired unless specifically directed otherwise by the Superintendent.

E. Unused sick days shall accumulate without limit. Upon severance from the district with respect to service in the district, the administrator will be paid for unused sick time according to the following schedule up to a maximum of 140 days. After 140 days (or 10 years), the compensation will be 1 day for every 2 remaining sick days. The employer shall annually furnish a written statement setting forth the bargaining unit member's total number of accumulated sick leave days.

Schedule Payment for Unused Sick Leave Days

Years of Service	Hired June 30, 2016 or Prior Amount Per Day Compensation	Hired July 1, 2016 or After Amount Per Day Compensation
0 – 4	$33.00	$16.50
5	$44.00	$22.00
6	$49.50	$24.75
7	$55.00	$27.50
8	$60.50	$30.25
9	$66.00	$33.00
10	$82.50 (up to a maximum of 140 days)	$41.25 (up to a maximum of 140 days)
10+	$82.50 (and 1 paid day for every 2 sick days beyond 140)	$41.25 (and 1 paid day for every 2 sick days beyond 140)

ARTICLE VI

INSURANCE AND SALARY SCHEDULE

A. The insurance benefits provided under this Article are specifically subject in all respects to the rules and regulations of the various insurance underwriters and/or insurance administrators. The board shall make premium payments on behalf of the administrator for: vision insurance; health, accident and hospitalization benefits; dental and orthodontia insurance; and long-term disability insurance coverage equal to that provided for other professional employees, but no less than current coverage.

   Effective July 1, 2026, the annual Board health, accident, and hospitalization contribution, including applicable assessments, taxes, and fees, for administrators shall not exceed $21,660.30 for family coverage $16,609.38 for individual and spouse or individual plus one non-spouse dependent coverage, and $7,942.09 for single subscriber coverage.

   Effective July 1, 2027, the annual Board health, accident, and hospitalization contribution, including applicable assessments, taxes, and fees, for administrators shall not exceed $22,310.11 for family coverage $17,107.66 for individual and spouse or individual plus one non-spouse dependent coverage, and $8,180.35 for single subscriber coverage.

   Administrators that elect not to receive health, accident and hospitalization benefits will be eligible to receive a payment in lieu of benefits equivalent to $5,400 annually.

B. The association retains the right to bargain a change of health plans or employee contribution to a health plan.

C. Term life insurance equal to two and a half (2.5) times the administrator's yearly salary.

D. Upon the death of a bargaining unit member, the board agrees that all insurance benefits will continue in effect for survivors, for a term of three (3) months.

E. The administrator will be eligible to participate in Section 125 Plans under the same conditions as other district employees.

F. The association agrees to the DeWitt Public School Board's choice of insurance providers with the understanding that coverage is to be the same or better than that provided in the previous school year unless changes are agreed to by the association.

G. The board shall pay each administrator for membership dues to one (1) state and one (1) national professional organization associated with his/her profession (i.e. MEMSPA/NASPA). The board shall also pay each administrator’s membership dues in one (1) organization related to curriculum development (i.e. A.S.C.D.).

H. The Board will pay an amount in accordance with the following years of service to an annuity of the Administrators choice. The amount will be paid in one lump sum on or before June 30 of each year.

Years of Service	**Dollar Amount**
1-3	$2,400
4-6	$2,900
7-9	$3,400
10-12	$3,900
13-15	$4,400
16-18	$4,900
19-21	$5,400
22-24	$5,900
25-27	$6,400

I. Administrative Salary Schedule

The compensation for each administrator classification for each year of this Agreement shall be set forth in Appendix A.

Administrators hired or promoted after the ratification date of this Agreement shall be placed on the salary schedule by the Superintendent, taking into consideration relevant educational administrative experience.

ARTICLE VII

DURATION

This Agreement shall be effective upon ratification by both parties and shall continue in effect until the 30th day of June, 2028**.**

ADMINISTRATORS' ASSOCIATION

_____

_____

BOARD OF EDUCATION

_____
President

_____
Vice President

_____
Secretary

_____
Treasurer

_____
Trustee

_____
Trustee

_____
Trustee

APPENDIX A: SALARY SCHEDULE

2026-2027

Step	High School Principal	High School Assistant Principal	Athletic Director	Middle School Principal	Middle School Assistant Principal	Elementary Principal
1	121,612	103,546	97,087	114,144	98,559	109,549
2	122,828	104,581	98,058	115,285	99,545	110,644
3	124,056	105,627	99,039	116,438	100,540	111,750
4	125,297	106,683	100,029	117,602	101,545	112,867
5	126,550	107,750	101,029	118,778	102,560	113,996
6	127,816	108,828	102,039	119,966	103,586	115,136
7	129,094	109,916	103,059	121,166	104,622	116,287
8	130,385	111,015	104,090	122,378	105,668	117,450
9	131,689	112,125	105,131	123,602	106,725	118,624
10	133,006	113,246	106,182	124,838	107,792	119,810
11	134,336	114,378	107,244	126,086	108,870	121,008
12	135,679	115,522	108,316	127,347	109,959	122,218
13	137,036	116,677	109,399	128,620	111,059	123,440
14	138,406	117,844	110,493	129,906	112,170	124,674
15	139,790	119,022	111,598	131,205	113,292	125,921

For the 2026-27 year, when the October 2026 student count is certified:

- If the total blended student FTE is between 3,094 and 3,100 an additional .25% will be added to the salary schedule.
- If the total blended student FTE is between 3,101 and 3,105 an additional .5% will be added to the salary schedule.
- If the total blended student FTE is between 3,106 and 3,110 an additional .75% will be added to the salary.
- If the total blended student FTE is greater than 3,110 an additional 1.0% will be added to the salary schedule.

For the 2026-27 year, when the 2026-27 School Aid Budget is finalized:

- If the per-pupil foundation is between $10,350 and $10,375 an additional .25% will be added to the salary schedule.
- If the per-pupil foundation is between $10,376 and $10,400 an additional .5% will be added to the salary schedule.
- If the per-pupil foundation is between $10,401 and $10,425 an additional .75% will be added to the salary schedule.
- If the per-pupil foundation is greater than $10,425 an additional 1.0% will be added to the salary schedule.

2027-2028

Step	High School Principal	High School Assistant Principal	Athletic Director	Middle School Principal	Middle School Assistant Principal	Elementary Principal
1	122,828	104,581	98,058	115,285	99,545	110,644
2	124,056	105,627	99,039	116,438	100,540	111,750
3	125,297	106,683	100,029	117,602	101,545	112,868
4	126,550	107,750	101,029	118,778	102,560	113,996
5	127,816	108,828	102,039	119,966	103,586	115,136
6	129,094	109,916	103,059	121,166	104,622	116,287
7	130,385	111,015	104,090	122,378	105,668	117,450
8	131,689	112,125	105,131	123,602	106,725	118,625
9	133,006	113,246	106,182	124,838	107,792	119,810
10	134,336	114,378	107,244	126,086	108,870	121,008
11	135,679	115,522	108,316	127,347	109,959	122,218
12	137,036	116,677	109,399	128,620	111,059	123,440
13	138,406	117,844	110,493	129,906	112,170	124,674
14	139,790	119,022	111,598	131,205	113,292	125,921
15	141,188	120,212	112,714	132,517	114,425	127,180

LETTER OF AGREEMENT

Letter of Agreement
between the
Dewitt Board of Education
and the
DeWitt Administrators' Association

THIS AGREEMENT is between DeWitt Public Schools and the DeWitt Administrators' Association, and for this Agreement the parties agree as follows:

The Board of Education recognizes the importance of a building level administrator serving as the chair of the School Safety Committee during the 2025-26, 2026-27 and 2027-28 fiscal years; therefore, Marie Richards shall receive payment of $2,000 in 2025-26, 2026-27 and 2027-28 for serving as the chair of this committee.

This additional compensation reflects work completed including, but not limited to chairing four (4) school safety committee meetings each year and meeting with the Superintendent to plan each meeting, attending the BTAM train the trainer, and developing and maintaining the school safety website. It is considered work performed beyond the normal scope of duties, and is not considered merit pay.

This agreement shall not be deemed precedent setting and cannot be relied upon by either party as basis for resolving the same or similar issues should they arise in the future.

For the Board:

By: _____

Date: _____

For the Association:

By: _____

Date: _____