

N. NEW BUSINESS
to

MEMORANDUM FROM THE SUPERINTENDENT OF SCHOOLS

TO: School Board
FROM: Jean Briggs Badger
SUBJECT: DEOP Agreement Changes
DATE: 4/8/2013

The School Board and the Dover Educational Office Personnel reached a tentative agreement on March 25, 2013. The minimal changes to this Bargaining Agreement are listed below:

- This is a one year contract
- Negotiations will begin again in the Fall of 2014
- Language changes include a typographical error (“stoop” to “stop”) and the replacement of “secretary” to “administrative assistant” throughout the Agreement.
- ~~PERSONAL/EMERGENCY~~—(“Emergency” should have been removed in the last contract)
- There is no change to the wage scale from FY13 to FY14
- In FY12, \$300.00 one-time (non-cumulative) stipend for school year employees and \$600.00 one-time (non-cumulative) stipend for full year employees. In FY13, \$400.00 one-time (non-cumulative) stipend for school year employees and \$700.00 one-time (non-cumulative) stipend for full year employees. There will be no additional stipends in this contract. There is no wage increase in this contract.

- Position title changes:
Grade I Administrative Assistant I: Receptionist

Grade II Administrative Assistant II: ~~School Secretary, SPED School Secretary, Nurse's Secretary, SAU Secretary, Substitute Coordinator Secretary, Title I Secretary, Attendance Secretary, Guidance Secretary, Alternative School Secretary~~ School Based Office Administrative Assistant, Substitute Coordinator, SPED Administrative Assistant-School Based, Attendance Administrative Assistant -School Based, Title I-School Based, Nurse's Administrative Assistant, Guidance Administrative Assistant

Grade III Administrative Assistant III: ~~Assistant Principal's Secretary, Dean's Secretary~~ Assistant Principal's Administrative Assistant—School Based, School Administrative Assistant—School Based, Dean's

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Administrative Assistant, Federal Projects/Curriculum Administrative Assistant-District Wide, Special Education Data Assistant—District Wide, Food Service—District Wide, SAU Administrative Assistant-District Based

Grade IV Administrative Assistant IV: Administrative Assistant (Athletic, Curriculum, DALC, Facilities, Federal Projects, Special Education, Vocational) Data Processing System Secretary, Guidance Department Registrar, Food Service Data Processing Secretary Administrative Assistant (Athletic, DALC, Principal's, Special Education, Career Technical Center, Curriculum/Federal Projects, Alternative School), Guidance Department Registrar

Grade V Administrative Assistant V: Accounts Payable Bookkeeper, MMS Data Coordinator, Food Service Accounting Manager, Data Technology Coordinator

Grade VI Administrative Assistant VI: DALC Office Manager