

MARSHALL PUBLIC SCHOOLS



HANDBOOK FOR ADMINISTRATORS

School Year 2010-11

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PURPOSE

The purpose of this handbook is to describe and explain employment conditions, benefits, compensation, and evaluation procedures that pertain to administrators of Marshall Public Schools.

IDENTIFICATION OF ADMINISTRATIVE POSITIONS

The central office and building level administrative positions addressed in this handbook are as follows:

- Elementary School Principal
- Middle School Principal
- Middle School Assistant Principal
- High School Principal
- High School Assistant Principal
- Alternative High School Director
- Curriculum Director
- Director of Business Operations
- Athletic Director

GENERAL PROVISIONS

WORK YEAR

Administrators are considered employees of the school district for a full year, from July 1 through June 30. An administrator's work year is a combination of scheduled contract days, non-contract days or vacation days, and paid holidays. Administrators' contracts vary based on the amount of service required to the district. The work year is listed below for the positions addressed in the handbook.

240 days or 48 weeks	Director of Business Operations
235 days or 47 weeks	High School Principal
220 days or 44 weeks	Middle School Principal
210 days or 42 weeks	Elementary School Principal
	Middle School Assistant Principal
	High School Assistant Principal
	Alternative High School Director
	Curriculum Director
	Athletic Director

HOLIDAYS

Administrators are entitled to the following holidays. On these days no service to the district is required. These paid holidays are considered part of the administrative work year.

- | | |
|----------------------------|------------------------|
| (1) July Fourth | (7) New Year's Eve Day |
| (2) Labor Day | (8) New Year's Day |
| (3) Thanksgiving Day | (9) Good Friday* |
| (4) Day After Thanksgiving | (10) Memorial Day |
| (5) Christmas Eve Day | |
| (6) Christmas Day | |

*In the event Good Friday is scheduled for student instruction, an alternate non-instructional day will be substituted for a paid holiday.

SUMMER WORK DAYS

The work days of building level administrators are comprised of days that school is in session plus contractual corresponding days before school begins in the fall and after school dismisses for the summer. The summer working days for building level administrators are listed below. Changes to the summer work schedule must have prior approval of the Superintendent.

- High School Principal: 20 business days before school begins; 20 business days after school is out
- Middle School Principal: 15 business days before school begins; 10 business days after school is out
- Elementary School Principal; High School Assistant Principal; Middle School Assistant Principal, Alternative High School Director, and Athletic Director: 10 business days before school begins and 5 business days after school is out
- Curriculum Director: flexible schedule as approved by the Superintendent

NON-CONTRACT DAYS

Building level administrators recognize they are responsible for their building level assignments for fifty-two weeks a year and on occasion may provide non-compensated professional service to the district during those days considered to be non-contract days. This service represents the high level of professionalism and dedication that contributes to the tradition of excellence for which Marshall Public School is noted. If, however, the Board or Superintendent requires an administrator to work due to an urgent need dictated by district business that interrupts a building level administrator's scheduled non-contract days, equivalent compensatory time may be granted during the regular work year. The Superintendent determines the amount of compensatory time and approves use of this time in advance of its actual use.

PROFESSIONAL CONFERENCES

Subject to prior approval by the Superintendent, an administrator may attend professional meetings at the local, state, and national levels. An administrator will be reimbursed for travel, lodging, and/or reasonable meal expenses for himself/herself in accordance with expense and reimbursement procedures established by the Board. The Board may pre-pay registration fees.

A written request for permission to attend all but routine meetings is submitted to the Superintendent. The Superintendent shall approve or deny any request and notify the administrator of the action. Any estimated expenses to be incurred by the administrator for out-of-district travel are also submitted in advance for review and approval by the Superintendent.

In general, the administrator pays conference expenses personally and then requests reimbursement after attending the conference. The Board does not pre-pay conference related expenses, with the possible exception of registration fees. All payments are through reimbursement with the administrator paying expenses personally and then requesting reimbursement by submitting receipts for all expenditures.

ADMINISTRATIVE MEETINGS

The Superintendent convenes meetings of administrators on a regular basis and may also call administrators together for special meetings when circumstances warrant.

BUSINESS-RELATED TRAVEL

Certain administrators will receive an annual reimbursement for business related travel within Calhoun County. This amount is payable to building level administrators over a ten (10) month period and to central office administrators over a twelve (12) month period: Elementary School Principal, \$200; Middle School Principal, \$300; High School Principal, \$300; Middle School Assistant Principal, \$200; High School Assistant Principal, \$200; Curriculum Director, \$300. All other administrators, actual mileage per IRS mileage rate. All Administrators will be reimbursed for approved business-related travel outside Calhoun County at a rate equal to the amount allowed by the Internal Revenue Service.

CELL PHONES

An administrator who is required to carry a cell phone for district use and to whom a district cell phone is not provided will received a stipend of thirty dollars (\$30) per month for twelve (12) months.

LEGAL PROTECTION

Administrators are afforded protection under the school district’s liability insurance umbrella policy in cases where an administrator, while acting within the reasonable jurisdiction of his or her assignment, is sued on the subject of complaint.

JURY DUTY

Administrators serving on jury duty or subpoenaed as a witness at a trial will receive their regular earnings. Any compensation received for serving as a juror or witness will be returned to the school district. The Board recognizes the civic responsibility that administrators have of serving if called for jury duty. It is expected that administrators will inform their immediate supervisor upon notification of service for jury duty.

LEAVE PROVISIONS

GENERAL INFORMATION

In general, provisions for use of sick leave, funeral leave, and personal leave are the same as those provided teachers through their negotiated agreement.

Illness, personal leave, vacation, and conference leaves must be reported to the Superintendent, according to district procedures, on the districts leave request form. Principals are to notify the Superintendent’s secretary at extension 1105, in the morning when illness prevents them from reporting to work.

PERSONAL LEAVE

An administrator is provided three (3) days per year for the transaction of personal business that cannot be conducted after work hours or on non-contract days. A written statement requesting personal leave shall be given to the Superintendent two (2) days prior to such leave except in cases of emergency. Personal leave shall not be granted on any day which is immediately prior to or immediately following a holiday, (with the exception of traditional religious holidays) unpaid

leave, and/or recess period, and shall not be used as vacation. Unused personal leave days shall be transferred to the administrator's sick leave accumulation.

SICK LEAVE

Administrators are granted one sick leave day for each month of contract length. Unused sick leave days may be accumulated up to a maximum of one hundred ninety (190) days for absence due to illness or disability of the administrator.

OTHER LEAVE

An administrator absent for reasons not covered in the above stated leave policies or after all available sick leave has been exhausted will have his/her pay deducted for each day absent.

BENEFITS

HEALTH INSURANCE

An administrator and eligible dependents are entitled to the following programs:

- A. Health insurance: Blue Cross Blue Shield, Flexible Blue 3 Medical Coverage with Flexible Blue Rx Prescription Drugs and the following optional riders:
- Rider FB –C0%-P, 20%-NP
 - Rider FB – CM1000/2000-P, 2000/4000-NP
 - Rider FB – OCSM-24
 - Rider FB-RM100 and Rider FB – PC 500M
 - Rider FB RX-PD-GB \$10/\$60 Mail Order 2X and rider PRX-MM
 - Rider CI, Rider PCD2 and Rider PD-CM.

This plan has a \$2,000 (single)/\$4,000 (two-person or family) medical/drug deductible, of which a Board contribution of \$1,250 (single)/\$2,500 (two-person or family) will be made to a Health Savings Account (HSA). The remaining medical/drug deductible of \$750 (single) /\$1,500 (two-person or family) is to be funded through a Health Reimbursement Account (HRA). After the deductible, the plan pays 100% for in network providers, 80%/20% for out of network providers, and has a \$10/\$60 drug co-pay with a \$1,000 (single)/\$2,000 (two-person or family) maximum out of pocket cost to be funded by the Health Reimbursement Account as noted below. There is also a \$500 preventative care rider per member per calendar year with this plan.

The Board shall deposit \$1,250 (single) or \$2,500 (two person or family coverage) into Administrator's Health Savings Account (HSA) in semi-annual installments on July 1 and January 1. The financial institution receiving the HSA deposit will be designated by the Board. The Board will be responsible for any administrative fees imposed by that financial institution for issuance of the HSA debit card to Administrator.

- B. Dental insurance: Delta Dental 6332-001, or equivalent
- C. Term life insurance: \$60,000 Life Insurance with AD & D
- D. Vision insurance: VSP 2 Vision, or equivalent
- E. Long Term Disability insurance: 66 2/3%, \$6,000 maximum benefit, Elimination period is higher of 30 Days or accumulated sick leave

Administrator will contribute, through payroll deductions, monthly rates of \$17.56, single; \$45.21, 2-person; \$63.77, family; \$18.56 each family continuation. Administrators will pick up any increase in premiums that exceed 10% of the rates in effect during 2010-11 school year.

The cafeteria benefits, medical expense, and dependent care assistance plans shall comply with current IRS code.

Administrators not wishing to make use of the health insurance coverage may apply for the cash equivalent of \$450 monthly, toward MESSA/MEFSA nontaxable options or receive an equivalent amount of cash. In either case, the employee is responsible for the employee's and employer's FICA costs, as well as any other applicable payroll taxes or retirement costs. The Board will provide a Section 125 plan under which these employees will make such election.

RETIREMENT BENEFIT

If Administrator resigns in all capacities from the district after not less than ten (10) years of service to the district and at the time of his/her resignation applies for and receives pension benefits under the Michigan Public School Employees Retirement Act, Administrator shall be entitled on the effective date of resignation to be paid the daily substitute teacher rate in effect at that time for one-half (1/2) of his/her remaining accumulated sick leave date on the effective date of his/her resignation

PROFESSIONAL MEMBERSHIPS

Subject to specific approval by the Superintendent, the fees or dues for membership in appropriate professional organization will be paid by the Board.

TUITION REIMBURSEMENT

An Administrator may receive reimbursement of tuition paid for graduate classes. Classes must be approved in advance by the Superintendent prior to enrollment. An Administrator may enroll in a graduate class only after official date of Board hiring action; must continue to work in the district for six (6) months after completion of the class; and apply for tuition reimbursement at the rate of \$200 per credit hour to a maximum of six (6) credit hours per contract year, July 1 to June 30.

OTHER BENEFITS

In addition to the benefits identified in the handbook, administrators are entitled to the fringe benefits available to other certified staff, with the exception of sick leave bank (Article XII, Section 4, MTA Negotiated Agreement).

ADMINISTRATOR COMPENSATION STRUCTURE

The administrator compensation structure is based on the principles of internal equity; external equity; fairness and impartiality; and dependability over time. The district's total compensation structure includes salary and other benefits including annuity and longevity and is based on years of service. An administrator accepting employment with the district is offered an initial salary within the district's administrative salary range commensurate with both the administrator's experience and education.

TOTAL COMPENSATION STRUCTURE

Year 1	Negotiated salary
Years 2-5	Salary reflects graduated movement toward maximum salary for classification + annuity beginning in year 3
Year 6	Maximum salary for classification + annuity
Years 7+	Maximum salary for classification + annuity + longevity

SALARY MULTIPLIERS

An administrator's minimum salary is calculated using the daily rate of the highest paid teacher at MA Step 12, based on 186 days. The daily rate is then multiplied by the number of days in the administrator's contract and the following administrative multiplier.

	<u>Minimum</u>	<u>Maximum</u>
Elementary Principal	1.05	1.12
Middle School Principal	1.05	1.12
Middle School Assistant Principal	1.02	1.09
High School Principal	1.05	1.12
High School Assistant Principal	1.02	1.09
Alternative High School Director	1.02	1.09
Curriculum Director	1.05	1.12
Director of Business Operations	1.05	1.12
Athletic Director	1.02	1.09

Example: MA Step 12 = \$65,227. To calculate the daily rate, \$65,227 is divided by 186 contracted days to establish a daily rate of \$350.68 per day. The daily rate is then multiplied by the number of contracted days and the appropriate multiplier. ($\$350.68 * 210 * 1.05 = \$77,325$)

ANNUITY

After two years of continuous administrative service to the district, an administrator is granted a Board-paid annuity as part of the administrator's total compensation structure. The annuity does not become part of the administrator's base salary and is not subject to any increase unless specifically designated.

Years 1-2	No annuity
Years 3+	\$3,000 annually

MOVEMENT TO MAXIMUM SALARY

Years 2-5	Annually, 20% of the difference between minimum and maximum for the classification administrator's salary after schedule adjustments
Year 6+	Maximum salary for the classification

LONGEVITY

In recognition for multiple years of service to the district, the following longevity stipend is granted for years an individual serves in an administrative role. This longevity stipend does not become part of the administrator's base salary and is not subject to any increase unless specifically designated.

Years 1-6	No longevity
Years 7-9	\$1,000 longevity stipend annually
Years 10-14	\$1,500 longevity stipend annually
Years 15-19	\$2,000 longevity stipend annually

Years 20+ \$2,500 longevity stipend annually

An administrator must qualify, by receiving an overall satisfactory rating on the annual performance evaluation, for any increase in longevity pay for which the administrator may be eligible (e.g., moving from 9 years of service to 10 years).

COMPENSATION RANGES for 2010-11

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
EL Principal	\$77,325	\$82,480
MS Principal	\$81,007	\$86,408
MS Assistant Principal	\$75,116	\$80,271
HS Principal	\$86,530	\$92,299
HS Assistant Principal	\$75,116	\$80,271
<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
AHS Director	\$75,116	\$80,271
Curriculum Director	\$77,325	\$82,480
Director Business Operations	\$88,371	\$94,263
Athletic Director	\$75,116	\$80,271

ELEMENTARY COORDINATOR

One elementary principal performs the role of an elementary coordinator. This principal coordinates various activities and responsibilities that impact the overall elementary program. The annual stipend for this position is \$2,000. This stipend does not become part of the administrator's base salary and is not subject to any increase unless specifically designated.

MIDDLE SCHOOL PRINCIPAL WITHOUT ASSISTANT OR CO-PRINCIPAL

An annual \$6,000 stipend will be paid to the Middle School Principal for years when there is no Middle School Assistant Principal, or Co-Principal. This stipend does not become part of the administrator's base salary and is not subject to any increase unless specifically designated.

EVALUATION PROCEDURES

EVALUATION PROCEDURES AND TIMELINES

1. Superintendent meets with administrators to finalize goals by September 30.
2. Superintendent holds mid-year goal meetings with administrators.
3. If concern is apparent, an evaluation is completed by March 31. If serious performance problems are identified (two or more unsatisfactory ratings) dictating possible non-extension or non-renewal of a contract, this evaluation shall dictate contract recommendations to the Board.
4. Administrators submit completed Administrative Performance Appraisal forms for self evaluation to the Superintendent by May 1.
5. Superintendent holds end-of-year goal meetings and conferences by June 30 with administrators using the Summary Evaluation. This evaluation shall include a final review of goal accomplishments for that year.
6. Administrators develop draft goals for the following school year to discuss with Superintendent at end-of-year conference.

7. Superintendent recommends contract extensions to the Board, generally at the June board meeting.
8. Superintendent directs issuance of contracts in accordance with Board action.

ADMINISTRATIVE OFFICE HOURS

In order to represent sound management practices as we strive to serve the public better, uniform office hours have been established for schools and central office. It is the building level administrator's responsibility to assign office staff so as to provide appropriate coverage for each school.

<u>ACADEMIC YEAR</u>	<u>OFFICE HOURS</u>	<u>DAYS</u>
Elementary Schools	8:00 AM – 4:30 PM	Monday - Friday
Middle School	7:00 AM – 4:00 PM	Monday - Friday
High School	7:00 AM – 3:30 PM	Monday - Friday
Alternative High School	7:30 AM – 3:00 PM	Monday - Friday
Central Office	8:00 AM – 5:00 PM	Monday – Friday

<u>SUMMER HOURS</u>	<u>OFFICE HOURS</u>	<u>DAYS</u>
Elementary Schools	8:00 AM – 4:00 PM	Vary
Middle School	7:00 AM – 3:00 PM	Vary
High School	7:00 AM – 3:00 PM	Vary
Alternative High School	7:30 AM – 3:00 PM	Vary
Central Office	8:00 AM – 4:00 PM	Monday - Friday