

GREENVILLE PUBLIC SCHOOLS

ADMINISTRATIVE HANDBOOK

**GREENVILLE ADMINISTRATIVE ASSOCIATION
(GAA)**

July 1, 2007 - June 30, 2010

ARTICLE I

INTRODUCTION

- A. The Administrative Handbook is a working agreement between the Greenville Board of Education hereinafter called the "Board," and between the persons in the following administrative positions hereinafter called the "Association": Administrators including; building principals; assistant principals; director of student services, director of athletics and director of facilities; director of food services; and director of transportation. The term "Administration" is inclusive for the above positions in this document except where specifically changed.
- B. This document was written with the cooperative efforts of a committee of three (3) Board of Education representatives and three (3) representatives of the Administrators. It is the intent that the Administrative Handbook will be a continuing document with a review to be held annually. Articles in the Administrative Handbook may be added, deleted or altered only by written mutual consent of all parties. Reviews may be requested by either the Board or the Administrators.
- C. The Review Committee will consist of three (3) Board of Education members or designee and three (3) Administrators. Each group will select their own representatives.

ARTICLE II

INDIVIDUAL CONTRACTS

- A. The Board shall use a standardized contract where reasonably practicable. The Board of Education will approve contract extensions on or before March 30th of each year. Administrative contracts shall be for a minimum of a two (2) year period (providing satisfactory performance and the District's financial condition permits as determined and evaluated by the School Board). Upon 30 days written notice, a contract's period may be decreased to one year from the date of the last renewal for economic reasons, including the privatization of services, at the sole discretion of the School Board. Such contract period reduction will not be considered a breach of contract with this Association or with the individual Administrator or Director.

Individual contracts shall be consistent with the terms of this administrative handbook. In the event of a conflict between an individual contract in this administrative handbook, the handbook shall be controlling. (Parties to revise individual contract to state, the individual contract is subject to the terms of the GAA Handbook)

- B. Administrators must meet any certification or qualification requirement imposed by law or regulation.

ARTICLE III

STAFFING PATTERN

- A. The Board and Administrators recognize the value of maintaining an effective administrative staffing pattern for the well-being of the quality education program in the Greenville Public Schools. In addition, day-to-day operations and legal mandates placed on the district require appropriate administrative staffing. The following administrative positions are recognized as desired for optimum efficient operation of the school district under present conditions:
1. The High School shall have under present grade structure:
 - a. A High School Principal.
 - b. A full-time Assistant High School Principal for the first six hundred (600) students and another full-time Assistant Principal for each additional four hundred fifty (450) students.
 2. The Middle School shall have under present grade structure:
 - a. A Middle School Principal.
 - b. A full-time Assistant Principal for the first five hundred (500) students and another full-time Assistant Principal for each additional four hundred (400) students.
 3. The Elementary Schools shall have a Principal for each building of two hundred seventy-five (275) or more students.
 - a. Should Satterlee be reopened, that building shall be assigned to a Principal who shall be provided additional compensation as outlined in Article IIIB unless said principal's building has less than 275 students.
 - b. Should the situation in Section 3(a) occur, the Principal with the extra building shall be relieved of other district-wide assignments.
 - c. Guidelines
 1. There should be a Director of Student Services.
 2. There should be a Director of Athletics.
 3. There should be a Director of Facilities.
 4. There should be a Director of Transportation.
 5. There should be a Director of Food and Nutrition Service.

B. The Board recognizes that when it becomes necessary to assign additional duties to an Administrator every effort will be made to assign those duties in a fair and equitable manner. Should the newly assigned duties require a substantial increase in the Administrator's time, consideration will be given, at the discretion of the Board, to either reduce those assigned duties or increase compensation.

1. Administrators/directors who choose to become active participants in extra duty assignments and/or district committee work, such as Strategic Planning, may be compensated using the following guidelines.

a. Administrator/Director Work Schedule (Extra Days) Guidelines

1. During each year of this agreement, the administrator/director shall work the number of days designated by her/his individual contract.
2. During the school year, administrators/directors will follow the school district calendar concerning holidays and will be available to work as needed. Any call-in to work must be in accordance with the need for individual action, which cannot be left, to the next scheduled workday. The Superintendent will make the determination.
3. Administrators/Directors, who are requested to work days in addition to those set forth in their contract, shall be paid at the per diem rate or granted compensatory time as arranged with the Superintendent.
4. The per diem rate shall be the salary of the administrator/director divided by the number of working days as set forth in individual contracts.
5. Changes in individual contracts, which impact compensation, must be agreed upon by G.A.A. and the Superintendent.

ARTICLE IV

EVALUATION

- A. Administrators shall be fairly evaluated using readily definable criteria mutually established by the Superintendent and the Administrators. The evaluation instrument should be established with administrative input.
- B. Each Administrator will be formally evaluated by the Superintendent every other year or more often as determined by the Superintendent. Assistant principals and directors will be evaluated by their immediate supervisor. If the evaluation results in less than an overall evaluation of satisfactory, the Administrator shall then be given an opportunity to correct and improve upon the designated deficiencies and insufficiencies.

- C. In March each year, the Superintendent will review evaluations of Administrators and recommend administrative contracts for the succeeding school year. Individual administrative contracts will be acted upon by the Board of Education no later than April 30th.
- D. The Administrator may prepare a response to his/her evaluation which shall become a part of the evaluation.
- E. Should no evaluation be conducted prior to May 1, the Administrator's performance shall be deemed to be satisfactory.

ARTICLE V

REDUCTION AND RECALL

- A. When a reduction in the administrative work force shall take place, that reduction shall comply with paragraph 8 of the individual administrative contract. Said Administrator shall retain his/her right to seniority in position and a certified Administrator shall retain his/her right to seniority in the teaching ranks. Seniority in position is defined as follows:
 - 1. Administrator has right to seniority in his/her position category. Categories are:
 - a) Principal/Assistant Principal
 - b) Director of Athletics
 - c) Director of Student Services
 - d) Director of Facilities
 - e) Director of Food and Nutrition Service
 - f) Director of Transportation
 - 2. If administrator is certified and qualified, he/she may be considered to bump a lesser seniority administrator in another position category.
- B. Seniority as an Administrator shall be based on continuous length of service as an Administrator in the Greenville Public Schools. One (1) year of administrative seniority shall be acquired for each one (1) year of administrative service.
- C. All Administrators who are reduced from their administrative positions shall have recall rights equivalent to their years of service to the district as an administrator, but recall rights shall not exceed five (5) years. (Refer to paragraph 8 in individual administrative contract.)
- D. In the event that the Board determined it is necessary to reduce administrative staff, Administrators with the least seniority may be reduced in hours or laid off from an administrative position at the end of the current school year.

Reasons may include but are not limited to uncertainty of adequate operating funds, a cutback in school services or an anticipated drop in student enrollment.

- E. Each certified Administrator shall be placed on the seniority list for teachers in March of each year at the appropriate place commensurate with his/her length of service as a teacher or Administrator in the district. Seniority on the teaching list shall accrue one (1) year for each two (2) years served as an administrator. Those members who assumed an administration position prior to November 1, 1981, shall accrue one (1) year seniority for each year of service.
- F. Assignments to available teaching positions for Administrators shall be made by the Board from the seniority list described in above paragraph of this Article. Criteria used for filling available positions shall be in the following order:
 - 1. Qualified by virtue of either:
 - a. Having taught in the Greenville Public Schools in the last six (6) years either a course in the subject matter area in the middle school or high school or a grade in the elementary school (K-5) for at least one (1) semester, or
 - b. Having a minimum of thirty (30) semester hours or a major in such a field.
 - 2. The length of continuous service, beginning with the person with the greatest length of such service.

ARTICLE VI

PROFESSIONAL DEVELOPMENT

All Administrators and Directors are encouraged to become active in their professional associations. Administrators and Directors are expected to attend State Professional Conferences yearly. Expenses for attendance at professional conferences and meetings shall come from designated budgets and be in keeping with expense procedures.

ARTICLE VII

PROGRESSIVE DISCIPLINE

- A. The Board agrees that its rules and regulations governing employee conduct shall be reasonable and prudent and that any discipline shall not be arbitrary or capricious.

- B. Before disciplining an Administrator, the following procedure shall apply:
1. Meetings shall be held between the Administrator and his/her immediate supervisor dealing with the employee conduct of concern. A suggested remedial action may be specified in writing at the request of either party.
 2. If the employee conduct persists, a written warning and/or plan of improvement may be issued to the administrator including recommended corrective action and a time frame for completion.
 3. If the conduct continues to persist, further disciplinary action may result. The District reserves the right to impose discipline commensurate with the severity of the offense if it warrants departure from progressive discipline standards.

ARTICLE VIII

GRIEVANCE PROCEDURE

- A. A grievance may be filed whenever it has been alleged that there has been a violation of this handbook. Definition: The term "grievance" shall be interpreted to mean a complaint by an Administrator individually or collectively.
- B. Procedure:
1. Step One. An Administrator may present his complaint in writing and dated, to the Superintendent of Schools within fourteen (14) calendar days, after he has been aggrieved by a presently occurring incident or condition which is the basis for his complaint. The Superintendent shall schedule a conference within fourteen (14) calendar days to attempt to resolve the complaint. A written decision on the matter shall be given to the Administrator within fourteen (14) calendar days following the conference.
 2. Step Two. If the aggrieved Administrator desires to pursue his complaint further, he must appeal in writing to the Board within fourteen (14) calendar days after receiving a copy of the decision rendered under Step One of this procedure. The Board shall hear the grievance within forty-five (45) calendar days of receipt. A written decision on the matter shall be given to the Administrator within fourteen (14) calendar days following the conference. The Association shall not be obligated to process any grievance beyond Step Two of the Grievance Procedure. This provision shall not prevent a discharged employee from seeking individual relief at the employee's expense through the courts.

3. Time Limitation. No complaint shall be processed unless initiated and carried to the next step within the time provided herein or as extended by mutual agreement.

ARTICLE IX

COMPENSATION

- A. Administrative salaries will be as listed on the salary schedule agreed upon by the Board and the Association. (Appendix #1)
 1. To arrive at administrative salaries, divide the teacher's salary (MA Top Step) by 37.5 weeks. Multiply the quotient by the administrative factor and then multiply that product by the number of weeks each administrator works.
- B. The duration of the Administrative Salary Schedule will at a minimum coincide with the duration of the teacher salary schedule(s) as listed in the Master Teacher Contract.
- C. Longevity. To qualify, it must be continuous Greenville service. To qualify for the first (1st) longevity step, five (5) additional graduate credits must be earned beyond the master's degree. Longevity will be determined by using the individual Administrator's base salary. Longevity for the Director of Facilities, Director of Food & Nutrition and Director of Transportation will be based upon length of service and the appropriate percentages listed below:

| | |
|----------|------|
| 8 years | 2% |
| 10 years | 2.5% |
| 12 years | 3% |
| 14 years | 3.5% |
| 16 years | 4% |
| 17 years | 4.5% |
| 18 years | 5% |
| 19 years | 5.5% |
| 20 years | 6% |
| 21 years | 7% |

- D. District Administrative Committee Leadership. To qualify, the Superintendent or his designee will contact individual Administrator regarding job description/assignment, which will be mutually agreed upon by those assigned. The Superintendent or his designee will notify the business office of the assignment and pay recommendation. The administrator will lead; facilitate specific teams to realizing its goal, product, strategy and present final products/plan to Superintendent/Assistant Superintendent. Areas or assignment may include but are not limited to: safety, federal programs, health, parent involvement, records, curriculum revision into standards, communication, instructional modification, increase staff development, district-wide action plans (operations/educational).

To receive compensation GAA members will:

- ◆ Facilitate/leads one committee for a minimum of 40 hours
- ◆ Administrators who successfully complete their committee assignment will receive a stipend of \$1,000.

Principals, Assistant Principals, Special Education, Technology and Athletic Directors:

| | | | | | |
|-------|---------|-----------|---------|-----------------|---------|
| MA+20 | \$1,200 | MA+40/EDS | \$1,850 | MA+60/Doctorate | \$2,500 |
|-------|---------|-----------|---------|-----------------|---------|

Operations, Transportation and Food & Nutrition Directors:

| | |
|---------------------------------------------------------------------------------------------------|-------|
| MSBO Certification | \$500 |
| Each administrator will be responsible to supply the Personnel Office with current certification. | |

ARTICLE X

FRINGE BENEFITS

- A. Fringe benefits afforded Administrators shall be no less than the fringe benefits teachers receive under the current G.E.A. Master Agreement unless otherwise negotiated.
- A.1 Under the terms of the contractual handbook, Administration are ineligible to participate in a voluntary severance plan / early retirement incentive.

- A.2 In appreciation for service to the school district, an administrator with at least fifteen years of service to Greenville Public Schools will receive terminal pay in the amount of \$200 per year.
- B. The Board shall reimburse Administrators the cost of tuition for courses taken which satisfy the following criteria:
1. Prior approval of the Superintendent of Schools is necessary.
 2. Hours taken must apply to a program leading to a degree and/or are job related.
 3. In any one (1) school year, for no more than three (3) semester hours per semester and no more than six (6) semester hours during the summer.
 4. For one hundred percent (100%) tuition reimbursement upon receipt of transcript or grade report that indicates successful course completion. However, tuition payments received from other sources will offset the tuition payment paid by the Board.
 5. Tuition benefits under this article are limited to state approved Michigan colleges or universities. Out-of-state payments will not exceed the tuition rate of Michigan State University.
- C. In addition:
1. The Board shall purchase Group Term Life Insurance with accidental death and dismemberment benefits in the amount of two (2) times the Administrator's contracted salary rounded to the nearest thousand.
 2. The Board agrees to provide each Administrator with a Group Dependent Life Insurance for eligible dependents in the following amounts:
 - For the dependent spouse of the Administrator - \$2,000.
 - For each dependent child, fourteen (14) days to six (6) months - \$250.
 - For each dependent child of the Administrator - \$2,000.
 3. The Board shall provide each Administrator, Group Vision Insurance, which is the equivalent to MESSA VSP-3.
 4. The Board shall pay all dues to professional, state and national organizations.
 5. **LTD Insurance:** The Board shall provide, without cost, to each full-time Administrator Long-Term Disability Insurance. Benefits shall be paid at 66-2/3 percent of salary up to a monthly maximum of Six Thousand Dollars (\$6,000) and shall begin after expiration of the greater of: (1) the Administrator's accumulated sick leave, or (2) ninety (90) calendar days to age 65, less any offsets for social security and teacher retirement.
 6. **Sick Leave Days:** Sick leave shall be credited as follows:
 - a. 43 week administrator = 10 sick leave days

b. 47 / 48 week administrator = 12 sick leave days

7. **Personal Leave:** All administrators will receive three (3) personal leave days.
8. **Administrative Certification:** Fees for Michigan Administrative re-certification shall be paid by the Board.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives this 14th day of January, 2008.

**BOARD OF EDUCATION
GREENVILLE PUBLIC SCHOOLS**

By _____
President

By _____
Secretary

GREENVILLE ADMINISTRATORS

By _____

By _____

FORMULA: MA TOP
STEP/37.5 X WEEKS X
INDEX

APPENDIX 1
ADMINISTRATIVE SALARY

| WEEKS | POSITION | INDEX |
|-------|------------------------------|-------|
| 48 | HIGH SCHOOL PRINCIPAL | 1.21 |
| 47 | MIDDLE SCHOOL PRINCIPAL | 1.19 |
| 43 | ELEMENTARY PRINCIPAL(S) | 1.17 |
| 43 | ASSISTANT PRINCIPAL(S) | 1.12 |
| 43 | DIRECTOR OF STUDENT SERVICES | 1.08 |
| 47 | DIRECTOR OF ATHLETICS | 1.05 |
| 37.5 | TEACHER (MA TOP STEP) | 1 |
| 48 | DIRECTOR OF FACILITIES | 0.83 |
| 48 | DIRECTOR OF TRANSPORTATION | 0.75 |
| 43 | DIRECTOR OF FOOD & NUTRITION | 0.618 |

1. All 48 week positions receive four weeks of scheduled leave with a maximum of one week that can be carried over or paid if unused as approved by the superintendent.
2. All 47 week positions receive five weeks of scheduled time off that cannot be carried over. If additional time is required, it will be pre-agreed upon with the superintendent and compensation will be as defined in Article III Section B., 1., a. *Administrator/Director Work Schedule (Extra Days) Guidelines*.
3. All 48 and 47 week positions shall have contract dates of July 1 through June 30 and be paid the number of holidays scheduled for that contract year.
4. All 43 week positions receive 215 paid days with five of those days paid as holidays.
5. All administrators to receive a contract including a calendar at the beginning of each year.

APPENDIX 2

ADMINISTRATIVE CAR ALLOWANCE

| | |
|----------------------------------------|---------|
| Building Principals | \$500 |
| Director of Athletics | \$1,500 |
| Assistant Principals | 500 |
| Director of Student Services | \$1,500 |
| Director of Transportation | \$1,500 |
| Director of Food and Nutrition Service | \$1,500 |
| Director of Facilities | \$1,000 |