

GREENVILLE PUBLIC SCHOOLS

ADMINISTRATIVE HANDBOOK

**GREENVILLE ADMINISTRATIVE ASSOCIATION
(GAA)**

July 1, 2013 - June 30, 2016

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 April 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. In addition, by mutual agreement, an administrator may be granted a one (1) year contract.

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 assignments. For the purpose of determining enrollment in a building, it is agreed that all students enrolled in a building through Greenville Public Schools shall count as enrolled students; special consideration for students attending classes in the building, but not enrolled in Greenville Public Schools may be included (i.e. I.S.D. programs, St. Charles students, etc.) 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 operated as part of Greenville Public Schools, that building shall be assigned to a Principal who shall be provided additional compensation as outlined in Article III B 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.
 6. There should be a Director of Technology Support Services.
- 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 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 effective, 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 effective.

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
 - b) Assistant Principal
 - c) Director of Athletics
 - d) Director of Student Services
 - e) Director of Facilities
 - f) Director of Food and Nutrition Service
 - g) Director of Transportation
 - h) Director of Technology Support Services
 - 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.
- 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 both:
 - a. A valid Teaching Certificate
 - b. An area of Highly Qualified Status
 - 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 encouraged 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)
- 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-
 1. Longevity shall be acknowledged through incremental stipends ~~for~~ on the agreed upon salary schedule. In order to qualify for Salary Increment Level 15, the administrator must have earned 5 post Masters Degree graduate level credits. Support administrators must provide documentation of 30 hours of professional development in years 10-14 in order to reach Salary Increment Level 15.
 2. Administrators who previously worked for Greenville Public Schools shall be granted one (1) year of service credit for every two (2) years of district service up to Step 6.
 3. Administrators who have administrative experience in another school system in the same or similar capacity to their role in Greenville may be granted one (1) year of service credit for every two (2) years working in that capacity up to Step_6
- 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.

The board agrees to compensate for further education at the following rates:

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

MA+20	\$1,500	MA+40/EDS	\$1,850	MA+60/Doctorate	\$2,500
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Operations, Transportation and Food & Nutrition Directors:

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

ARTICLE X

MERIT PAY

A merit pay system will be implemented that meets the letter and spirit of the law not later than the 2013-2014 school year. This system shall be determined through the collaborative process at the G.A.A. bargaining table.

ARTICLE XI

FRINGE BENEFITS

- A. Fringe benefits afforded Administrators shall be no less than the fringe benefits teachers receive unless otherwise negotiated.

- A.1 Under the terms of the contractual handbook, Administrators 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, Group Dental Insurance and Group Health Insurance which shall be no less than the benefit teachers receive.
 - 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 or less = 10 sick leave days
 - b. 44 or more 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 1st day of July, 2013.

**BOARD OF EDUCATION
GREENVILLE PUBLIC SCHOOLS**

By _____
President

By _____
Secretary

GREENVILLE ADMINISTRATORS

By _____

By _____

APPENDIX 1
ADMINISTRATIVE SALARY

Steps	2013-2014 Elementary Principals-215 days	2013-2014 Assistant Principals- 210 days	2013-2014 HS Principal- 260 days	2013-2014 MS Principal-220 days
1	85188	77950	95878	86922
2	85638	78400	96328	87372
3	86088	78850	96788	87822
4	86538	79300	97228	88272
5	86971	79750	97678	88722
6	87404	80200	98128	89172
7	87836	80650	98578	89622
8	88269	81100	100550	91414
9	88701	82018	100796	91638
10	89134	82936	101042	91863
12	89567	83341	101535	92311
14	90000	83746	102028	92759
16	90432	84150	102521	93207
17	90865	84757	103014	93655
18	91298	85060	103507	94103
19	91730	85363	104000	94551
20	92163	85830	104739	95223
21	92596	86296	105478	95896

Steps	Director of Athletics Services- 225 days	Director of Student Services- 225 days	Director of Food Service-215 days	Director of Transportation- 260 days	Director of Operations- 260 days	Director of Tech Support-260 days
1	82187	77181	49951	50767	66343	51800
2	82637	77631	50474	51217	66793	52250
3	83087	78081	50996	51667	67243	52700
4	83537	78531	51519	52117	67693	53150
5	83987	78981	52041	52567	68143	53600
6	84437	79431	52564	53017	68593	54050
7	84887	79881	53087	53467	69043	54500
8	85524	81479	54148	54536	70424	55590
9	86160	81678	54281	54670	70596	55726
10	86797	81878	54414	54804	70769	56656
12	87434	82277	54679	55071	71114	56783
14	87858	82677	54945	55338	71460	56884
16	88282	83076	55210	55606	71805	57171
17	88707	83476	55476	55873	72150	57280
18	89131	83875	55741	56140	72495	57498
19	89556	84274	56006	56408	72840	58043
20	89980	84674	56272	56675	73186	58588
21	90829	85473	56803	57210	73876	59133

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, 47, and 45 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 44 week positions receive 220 paid days with five or six of those days paid as holidays.
5. All 43 week positions receive 215 paid days with five or six of those days paid as holidays.
6. All administrators to receive a contract including a calendar at the beginning of school 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