

**BERKLEY SCHOOL DISTRICT
14501 TALBOT ST.
OAK PARK, MI 48237**

ASSOCIATION OF BERKLEY ADMINISTRATORS

2024-25

2025-26

2026-27

ADMINISTRATIVE BENEFITS POLICY HANDBOOK

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I. INTRODUCTION

The ASSOCIATION OF BERKLEY ADMINISTRATORS is committed to the improvement of instruction in the Berkley Schools through the team management concept. Every member of the administrative staff is considered a member of the administrative management team under the direction of the Superintendent of Schools for the Berkley School District.

II. MEMBERSHIP AND RECOGNITION

Employees designated as administrative staff within the buildings of Berkley Schools are eligible for membership in the Association of Berkley Administrators (ABA). Employees designated as administrative staff of Berkley Schools shall respect agreements entered into on their behalf by discussions between the ABA and the Board of Education of the Berkley School District. In addition, it is the explicit right of all administrative personnel to discuss any aspect of employment with the Superintendent of Berkley Schools or their designee.

The Board hereby recognizes the Association as the official negotiating agent for all administrators under contract by the District.

DEFINITIONS

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

- A. BOARD shall mean the Board of Education of the Berkley School District.
- B. DESIGNEE and EMPLOYER shall mean the Central Office Administration.
- C. ADMINISTRATOR shall mean employees included in the Bargaining unit, as set forth below.

The following professional employees shall comprise this unit.

High School Principal
High School Assistant Principal
Middle School Principal
Middle School Assistant Principal
K-8 Principal
K-8 Assistant Principal
Elementary School Principal
Early Childhood Education Supervisor (52 Week Position)
Special Education Supervisor
Supervisor of Instructional Services
Supervisor of Shared Time (52 Week Position)*
District Athletic Director

*To be removed from unit when current member leaves

III. TENURE AND SENIORITY

All administrative personnel who are certified as teachers have tenure as teachers in the Berkley School District after completion of the appropriate probationary period. No administrator shall acquire tenure in an administrative position. Seniority is calculated based upon the length of District service.

IV. CONTRACTS

- A. The first two years in an administrative position is probationary. New administrators shall receive one-year contracts for each of the first two years.
- B. After successful completion of two years of probation, a one year contract may be issued subject to the non-renewal provisions of Section 1229 of the Michigan Revised School Code.

V. RETIREMENT

Retirement shall be paid by the Board to the Michigan Public School Employees Retirement System in the name of each employee. Retirement benefits are administered and governed by the MPSERS (Michigan Public School Employees Retirement System).

VI. GRIEVANCE PROCEDURES

Section 1

Definitions

- A. A "grievance" is a claim of violation of this contract or a dispute as to the interpretation or application of this contract or Board policy.
- B. The "aggrieved person" is the person, or persons, making the claim.
- C. The term "ABA member" includes any individual or group who is a member of the bargaining unit covered by this contract.
- D. A "party of interest" is an ABA member or school board member, who might be required to take action, or against whom action might be taken, in order to resolve the problem.
- E. The term "days" shall mean calendar days, excluding vacation periods which fall within the limits of the school year as defined by the ABA contract agreement.

Section 2

Purpose

The primary purpose of this procedure is to secure, at the lowest possible

level, equitable solutions to the grievance arising under this Agreement. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing contained herein shall be construed as limiting the right of any ABA member with a grievance to discuss the matter informally with any appropriate member of the Central Office Leadership Team, or proceeding independently as described in Section 5 of this Article up to but not including Level 4.

Section 3 Structure

- A. The ABA President will notify the Deputy Superintendent of Schools and Human Resources of the identity of the Association representative.
- B. The ABA shall have a professional grievance committee and the Deputy Superintendent of Schools and Human Resources shall be notified of the identity of the same.
- C. The Board shall designate its representatives when the grievance involves more than one school building and the ABA shall be notified of the identity of the same.

Section 4

Any ABA member who has a complaint may discuss it with the Deputy Superintendent of Schools and Human Resources, either individually or with their Association representative.

All grievances shall be processed in the following manner:

A. Level One

Any ABA member having a grievance shall, within fifteen (15) calendar days from the occurrence of the event upon which the grievance is based, serve a written grievance to the Deputy Superintendent of Schools and Human Resources, either individually or together with their Association Representative. The Deputy Superintendent of Schools and Human Resources shall attempt to resolve same and render the disposition in writing within ten (10) calendar days after the date of presentation.

B. Level Two

In the event the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if the grievance has not been resolved within ten (10) calendar days after the date of the presentation of the written grievance at Level One, the aggrieved person may submit their grievance to the Superintendent of Schools or their designee within twenty-eight (28) calendar days from the date of the event upon which the grievance is based. A copy of said grievance shall be served to the Deputy

Superintendent of Schools and Human Resources at the same time the grievance is submitted to the Superintendent. Within fifteen (15) calendar days from the receipt of the grievance, the Superintendent or their designee shall meet with the parties and render a written decision.

C. Level Three

In the event the aggrieved person is not satisfied with the disposition of their grievance at Level Two or if no decision has been rendered within fifteen (15) calendar days from the date of receipt of the grievance by the Superintendent, they may, within forty-three (43) calendar days from the event upon which the grievance is based, refer the grievance to the Board of Education's Review Committee. This Committee shall be composed solely of members of the Board of Education or its designated representatives; provided, however, that at least one member of the Board of Education shall be a member of said Committee. Within ten (10) calendar days from receipt of the written referral by the Board, its Review Committee shall meet with the ABA President for the purpose of arriving at a mutually satisfactory solution to the grievance. A decision shall be rendered within ten (10) calendar days. Level Three may be waived by mutual agreement of the parties to move directly to Level Four.

D. Level Four

In the event the grievance is not satisfactorily resolved at Level Three, or if no decision is reached within the ten (10) calendar day period, the grievance will be submitted to binding arbitration, provided that the party desiring such binding arbitration shall serve written notice of the request for submission to arbitration upon the other party within five (5) calendar days following the date of the disposition of the grievance under Level Three. Following the written notice of the request for submission to arbitration, the Association and a Committee of the Board or its designee shall attempt to select an arbitrator. If mutual agreement on the selection of an arbitrator cannot be reached within five (5) calendar days after the date of the request for submission to arbitration, the arbitrator shall be selected according to the rules of the American Arbitration Association.

The Arbitrator's fees and expenses shall be shared equally by the Board and the Association. The expenses and compensation of any witness or participant in the Arbitration shall be paid by the party calling such witness or requesting such participant.

The Arbitrator shall render their opinion only with respect to the particular grievance submitted to them and such opinion shall be binding upon the Board and the Association. It shall be the function

of the Arbitrator, and they shall be empowered, except as their powers are limited below, after due investigation, to make a decision in cases of alleged violations of this Agreement.

1. They shall have no power to change the legal substance of this Agreement.
2. They shall have no power to establish salary scales.
3. They shall have no power to rule on any claim or complaint subject to the procedures specified in the Teacher's Tenure Act (Act IV Public Acts, extra session, of 1937 of Michigan, as amended).

Section 5

Rights of Representation

Any party of interest may be represented at all meetings and hearings at any level of the grievance procedure by another ABA member; provided, however, that any ABA member may in no event be represented by an office, agent or other representative of any organization other than the Association or its affiliates.

Section 6

Miscellaneous

- A. Forms for filing and processing grievances, which shall be reproduced by the Association, shall be available from the office of the Deputy Superintendent of Schools and Human Resources.
- B. The number of days indicated at each level shall be considered as maximum and every effort shall be made to expedite the process. The time limits may be extended by mutual consent in writing.
- C. If the grievance is filed on or after May 1st, the time limits shall be reduced by mutual consent in order to effect a solution prior to the end of the school year or as soon thereafter as is possible.
- D. A grievance may be withdrawn at any level without prejudice or record. However, if in the judgment of the ABA President, the grievance affects a group of the ABA members, the Association may process the grievance with the permission of the aggrieved at the appropriate level.
- E. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.

VII. SPECIFIC EMPLOYMENT BENEFITS

Employment benefits listed below are applicable to the full administrative staff of the Berkley School District. The Superintendent of Berkley Schools shall designate employees classified as Administrators, subject to confirmation by

the Board of Education of the Berkley School District.

A. Calendar

1. Administrative staff members employed for less than fifty-two weeks shall follow the school calendar for professional staff in meeting the obligation of length of service for their specific contracts unless their individual contract provides otherwise. The Superintendent may request additional services of Administrators during periods they are not scheduled to work. Payment for such service shall be at mutually agreed upon rates.
2. Summer Schedule/Work Year - Due to the increasing demands of Administrators to work some time over the summer (e.g. negotiations, hiring, scheduling, etc.), one (1) work week will be added to all schedule classifications except 52 week Administrators. Administrators are to coordinate the five additional days with the Deputy Superintendent of Schools and Human Resources and the days will be worked outside the traditional start and end dates of an Administrator's work/school year.

B. Extended School Year

If the Superintendent elects to require a less than 52-week Administrator to work during a period of the school year which results in the reduction of total vacation time allowed to the Administrator, the administrator will be reimbursed an amount which reflects the current rate of pay. This does not preclude an alternate arrangement based on the mutual agreement of the Superintendent and individual Administrators, or voluntary service during a vacation period by the Administrator.

The start date for less than 52 week Administrators will be fourteen (14) calendar days prior to the first teacher work date and fourteen (14) calendar days after the end date for teachers or the last weekday in June (whichever comes first on the calendar). Up to two days of work may be done remotely in June and in August when classes are not in session.

C. Paid Time Off

With the exception of an emergency, the Administrator finding it necessary to be absent from assigned duties (illness, business leave, vacation, conference, etc.) should report their absence to the District's designated reporting system and to their immediate supervisor at least prior to 8:00 a.m. on the day of the absence.

1. Sick and Business Leave

Sick Leave shall be granted on the basis of the following formula: 1st and 2nd years - 24 days, 3rd year+ - 34 days. The annual allotment is earned on a prorated basis based on the days per month of active employment. The accumulated maximum total days, herein referred to as an employee's personal leave bank, shall not exceed two hundred (200) days in any school year.

Sick leave shall be defined as:

- a. The personal illness/disability of an employee.
- b. The illness or injury of a member of the employee's immediate family.
- c. Adoption of a child.

If an employee is unable to perform their normal duties and responsibilities after three (3) consecutive work days due to personal illness, or the illness or injury of their immediate family, they will notify the Human Resources office. The employee may be asked to provide a physician's statement explaining the specific illness and the expected length of the absence.

Up to three (3) days per school year may be used for Business Leave. Business leave shall be defined as absence for the transaction of business which cannot be reasonably handled outside of working hours. Business leave will be granted upon approval of the Superintendent/Designee for absences from school in circumstances of an unusual nature and need. This applies to absences which are necessary and unavoidable, because matters of business cannot be reasonably transacted outside of school hours.

Some examples of proper use of Business Leave are: taking care of legal matters such as settling of an estate, the purchase of a home, the adoption of a child, attending the funeral of a close friend, meeting religious obligations, up to two (2) days for weddings (self, family, attendant); attending to an emergency at home, attending son or daughter school activity, including up to two (2) days for graduation (self, family).

Special circumstances may be approved with prior notification/approval by the Superintendent or their designee.

Except in an unforeseen emergency, notification for and approval of Business Leave shall be filed with the Deputy Superintendent of Schools and Human Resources at least two (2) days in advance.

Improper use of leave will result in disciplinary action, including, but not limited to, the loss of salary for the day or days in question.

Examples of unacceptable uses of leave days include:

- a. Recreational pursuits
- b. Other employment except with administrative approval
- c. Social functions
- d. Travel
- e. Child care (except in emergency situations)
- f. Economic gains
- g. Extension of holidays, vacations, or other school recesses

The Superintendent may grant exceptions.

The Board shall provide for a Family Medical Leave Act (FMLA) unpaid leave of up to twelve (12) weeks to Administrators that request it for the following purposes: birth/care of child; adoption; serious health condition of the Administrator; care of the a member of the immediate family with a serious health condition and certain qualifying exigencies permitted under FMLA when the Administrator's spouse, son, daughter or parent is on active duty with the Armed Forces (including National Guard or Reserves).

Maternity leave will run concurrently with FMLA, however, an Administrator may use paid leave, if days are available in their bank, for any disability during FMLA leave. Further, health insurance shall be provided to all those on such a leave that elected to be covered by Board paid health insurance prior to the leave for the duration of the leave.

For purposes of this section, immediate family shall be defined as it is in the Federal Law governing this provision.

2. Common Sick Bank

A common sick leave bank is maintained by the district. An individual employee, upon exhaustion of their personal sick leave, and who is not eligible for LTD benefits or disability retirement, may draw on the common bank up to a number of days equivalent to the number of days in their personal bank as of July 1 of that year not to exceed 50 days. An Administrator's use of the common bank must be authorized by the Superintendent upon verification of need for the leave.

3. Holidays

Those holidays, designated by the Board of Education and falling within an individual's contract year, shall be granted as days off with pay. Those days falling within an individual's contract year and not designated as paid vacation days or holidays are considered work days under the terms of the individual contract.

Independence Day
Friday before Labor Day
Labor Day
Jewish Holidays (Rosh Hashanah and Yom Kippur)
Thanksgiving Break
Winter Break (December/January)
Martin Luther King Day
Good Friday
Memorial Day
Juneteenth

4. Bereavement Leave

Up to 5 days per occurrence for death in the immediate family and/or member of the Administrator's household. The immediate family shall include father, mother, father-in-law, mother-in-law, spouse, sister, brother, children, grandchildren, and grandparents.

5. Jury Duty

The Board will pay an employee on jury duty the difference between regular salary and the pay received for such jury duty according to the established procedure.

6. Vacation

52-week Administrators will receive their full allotment of vacation hours (Winter Break, Midwinter Break and Spring Break plus 25 days/school year – Early Childhood Education Supervisor; Winter Break plus 25 days/school year – Shared Time Supervisor) at the beginning of the school year, though the hours are actually earned during the work year. 52-week Administrators will use their vacation time earned in a given school year by June 30 of the year in which they are allotted. 52-week Administrators have the option to request payment, on a per diem basis, for up to five (5) unused vacation days, with a total payment not to exceed \$2000. Should an Administrator separate from the District during the course of the school year, a calculation will be made that will prorate the hours earned commensurate with the portion of the school year the Administrator

worked.

D. Hospital and Medical Insurance

The District shall contribute the maximum amount permitted by law towards the total cost of the MESSA medical premium and Health Equity (HEQ) Health Savings Account (HSA) funding.

The employee will have the option to select medical/prescription coverage from one of the following options:

1. MESSA CHOICES II – \$1,000/\$2,000 in network deductible, \$20 OV and Saver Rx Prescription coverage.
2. MESSA CHOICES II – \$2,000/\$4,000 in network deductible, \$20 OV and Saver Rx Prescription coverage.
3. MESSA ABC Plan 1 (HEQ/HSA) – \$1,600/\$3,200 in network deductible, Saver Rx Prescription coverage.
4. MESSA Essentials - \$375/\$750 in network deductible. \$25 OV* and Saver Rx Prescription coverage. *\$50 UC/\$200 ER

At the employee's option, the District will pre-fund \$1,000/\$2,000 of the deductible amount annually to the HEQ/HSA. One-half of the amount shall be paid by the first pay period in January and the other half by the first pay period in July. The District shall pay the remainder of the Hard Cap cost towards the MESSA annual medical premium up to the amounts specified above for single, self/spouse, self/child and family. The employee may contribute additional money towards their HEQ/HSA up to the maximum amount allowed by Federal law.

If the employee selects the MESSA ABC Plan 1, the District will allow for the adjustment of their contribution amounts toward their individual Health Savings Account as permitted by law.

The remaining annual cost for the member's elected medical plan premiums and the pre-funded balance that exceeds the Hard Cap amounts, if applicable, shall be paid by the Administrator and will be payroll deducted in equal bi-weekly amounts through a qualified Section 125 Plan.

A \$500/month cash in lieu of health coverage will be paid to an ABA member who selects this option. The cash in lieu stipend will be included in the administrator's paycheck. Administrators electing cash in lieu must sign a statement certifying that they have access to alternate coverage through another source, such as a spouse's employer, and will, upon request, provide verification of alternate coverage.

E. Dental Insurance

Board paid full family dental insurance shall be provided, through a carrier designated by the Board of Education, based on the following schedule:

- Class I Preventative Services – 100%
- Class II Restorative Services – 90% (\$1,000 calendar/year)
- Class III Major Services – 90%
- Class IV Orthodontic Services – 90% (\$1,000 calendar/year)

F. Vision Insurance

Board paid full family vision insurance shall be provided through a carrier designated by the Board of Education equal to NVA's Option 4 plan:

Examination – Covered 100% – Once every 12 months; Lenses – Covered 100% for Single, Bifocal, Trifocal, or Lenticular; Frame – Retail up to \$65 (20% discount of balance); Contact Lenses – Up to \$115 retail (15% discount of balance for Conventional, 10% discount of balance for Disposable).

G. Life Insurance

Board paid group term life with AD & D rider in the amount of twice the amount of earnings shall be provided through a carrier designated by the Board of Education.

H. Liability Insurance

Insurance policies purchased by the Berkley School District provide protection against claims for damages arising from personal injury to others or property damage.

I. Long-Term Disability Insurance

The Board of Education will pay the cost of a long-term disability policy under the following terms:

1. Eligibility - Each active full-time Administrator who works a minimum of twenty hours per week.
2. Qualifying Period - Benefits accrue with respect to any one period of total disability after a qualifying period of 90 calendar days *or the end of accumulated sick leave*.
3. Benefit Period - Monthly benefits are payable during the continuance of total disability due to sickness or accident to, but not beyond, age 70.

4. Monthly Schedule Amount - 70% of base earnings and include administrative annuity prior to deductions for 403b and Section 125.

J. Workers' Compensation

The Board will pay an employee eligible under Workers' Compensation Laws, the difference between regular salary and compensation allowance from the employee's accumulated paid leave bank to a maximum of 200 days.

K. Mileage

Total mileage will be:

Supervisor of Shared Time Services - \$800
High School Principal/Special Education Supervisor - \$1,210
Middle School Principal/Supervisor of Instructional Services - \$880
Elementary Principal/Early Childhood Education Supervisor - \$880
Assistant Principal - \$660

L. Child Care

A thirty (30%) percent discount will be given to any member using District pre-school child care services.

M. Qualified Retirement Benefit

1. To qualify for this benefit, the employee must work in the Berkley School District for ten (10) consecutive years and provide written notice to the Human Resources department at least 120 calendar days before their retirement date.
2. The administrative employee must be eligible to retire under the regulations of the Michigan Public School Employees Retirement Board.
3. Severance pay will be an amount equal to 1% of the base of the Administrator's salary schedule times the number of years of service in the District.
4. The District shall reimburse each Administrator \$15.00 per day for every sick day in their personal leave bank upon retirement up to a maximum of 200 days. Said pay shall be provided to the Administrator via a 403b non elective deferral plan account.

N. Professional Memberships

The Board will reimburse each Administrator up to \$750 per year for

professional memberships related to their duties.

O. Professional Development and Technology Allotment

\$1000 per year will be provided to each Administrator for use toward professional development opportunities and/or work-related technology purchases. Purchases are to be coordinated through a designee appointed by the Superintendent. Unused allocations may be carried over year to year of this three-year agreement, but must be used by the end of this three-year agreement. Equipment purchased becomes the property of the Administrator. ABA members may use their personal cell phones for a stipend of \$50 per month. The District will not support technical assistance for personal cell phones and technology purchases.

VIII. COMPENSATION

A. Salary Schedule

2024-25 School Year

- Smooth out Steps across the entire salary schedule to offer a consistent 5% increase at each Step increase.
- Remove Steps 00, 10, and 11, and $\frac{1}{4}$, $\frac{1}{2}$, and $\frac{3}{4}$ Steps from the salary schedule. Steps 20/21 will be the new first Step.
- Employees on Step 60/61 in 2023-24, will move to a new Step 70/71.

2025-26 School Year

- Remove Steps 20/21. Steps 30/31 will be the new first Step.
- One full Step increase for employees on a Step in 2024-25.
- 2.5% increase for employees on Step 70/71 in 2024-25.

2026-27 School Year

- Employees on a Step in 2025-26 will advance one full Step if the net change in per pupil allowance in 2026-27 is at least \$175 or greater than the previous year.
- For the 2026-27 school year, should the audited Fall count be equal to or greater than the audited Fall count of the previous fiscal year (inclusive of the District's Shared Time program), the Salary Schedule will be adjusted to reflect the percentage increase to the District's state school aid foundation allowance from the previous school year, less one-half percent, but in no case will the percentage increase be higher than 2.0%.

B. Fund Balance Sharing

For the 2026-27 school year, the District shall pay each Administrator 1%

of their current base salary, one time, off schedule, should the District's audited General Operating Fund Balance figure equal or exceed 9.5%. Timing of payment will occur and be made to Administrators who were on the payroll at the end of each school year and after the fiscal year financial audit is completed.

C. Bi-Weekly

Salaries in accordance with the Board of Education adopted schedule shall be paid on a biweekly basis prorated over the term of the individual employment year as identified in the individual contract, less deductions. Should the District move to bi-monthly payrolls, the ABA agrees to adjust to this schedule.

D. Placement

Placement on the salary schedule is determined by the Superintendent based on training, degree level and creditable experience.

E. Increments

Increments accrue as of July 1 for each year of experience up to the listed maximum, Step 70/71. Administrators who hold a PhD, EdD or JD will receive annual stipend of \$2,000 to be paid prior to final December payroll.

F. Deductions

1. Involuntary - pay will be subject to withholding for federal income tax, state income tax and F.I.C.A.
2. Voluntary - employees may elect, upon written authorization, to have deductions withheld from their pay for tax-sheltered annuity programs, Berkley Educational Foundation, additional insurance premiums, dues, MIP retirement plan, and/or credit union payments.

G. Tax-Sheltered Annuity

The Board of Education has approved a plan whereby 6.5% of salary for each Administrator (see attached schedule) shall be paid to a Board approved tax-sheltered annuity program or other Board approved option in lieu of salary. Payments will be made to the carrier under procedures established by the Business Office.

H. Longevity Payment

A longevity increase of 1% of current salary will be paid at the conclusion of Year 5 of District administrative service. A longevity increase of 1.5% of current salary will be paid at the conclusion of Year 10 of District administrative service. A longevity increase of 2.25% of current salary will be paid at the conclusion of Year 15 of District administrative service.

Longevity payments will be processed on the last regular payroll date of the fiscal year. For purposes of calculating placement on "Longevity" schedule, Administrators hired before December 31st will be considered hired as of July 1st of that same year.

I. Extra Duty Assignments

The District will compensate the Administrator for completing the following extra duty assignments:

1. Coordinating 5th grade camp - \$1,000/school year
2. Serving as a Chaperone for designated overnight field trips - \$250/night
3. Serving as the designated Mentor to another Administrator - \$500/year
4. Supervising Performing Arts/After School Events - Two flex days/year
5. Supervising HS football games (MS Admins) - \$200/game

IX. ADMINISTRATIVE REDUCTION

An Administrator, reassigned to a different position due to a reduction of Administrative staff or elimination of position, shall receive in the first year of such new assignment, the daily rate (number of days worked) paid for the new assignment plus 80% of the difference between that wage and the administrative daily wage rate received times the number of days worked. The second year of such an assignment, the percentage would be 50%. After the second year, no differential will be paid. Said Administrator shall carry over their current sick leave to the new position. Payment of the differential will be made prior to June 30 of each school year.

Example: Administrator is reassigned from a position paying \$100,000/year to a position paying \$80,000/year. Under this scenario, Administrator will be paid \$96,000 in the first year of this assignment $\{ \$80,000 + [(\$100,000 - \$80,000) * 80\%] = \$96,000 \}$. Year 2 base salary would be \$90,000 under the assumption the \$80,000 base stays the same and in Year 3, the staff member will be paid strictly the base salary for the new position.

X. LIABILITY POLICY

The Board shall purchase general liability and errors and omissions insurance coverage providing policy limits of at least One Million Dollars for the benefit of the Administrators who were acting in the scope and course of their employment by the Board at the time of the events giving rise to the coverage. The Board's sole obligation is to pay the premiums for such coverage.

XI. DURATION OF AGREEMENT

The Agreement shall be effective as of July 1, 2024 and shall continue in effect through June 30, 2027.

Paul Yowchuang
President
Association of Berkley Administrators

Date

Sarah Mountain
Secretary, Board of Education
Berkley School District

Date

Jenna Romain
Director of Finance
Berkley School District

Date

Christopher Sandoval
Deputy Superintendent of Schools and Human Resources
Berkley School District

Date

Administrative Salary Schedule				
2024-25				
2024-25	SALARY	ANNUITY	TOTAL	LIFE INS.
A30 - ELEMENTARY PRINCIPAL, DIRECTOR OF EARLY CHILDHOOD EDUCATION, K-8 ASSISTANT PRINCIPAL, HS ASSISTANT PRINCIPAL, ATHLETIC DIRECTOR				
Step 10				
Step 20	94,323	6,130	100,453	201,000
Step 30	99,039	6,437	105,476	211,000
Step 40	103,991	6,759	110,750	222,000
Step 50	109,191	7,097	116,288	233,000
Step 60	114,651	7,452	122,103	245,000
Step 70	120,384	7,825	128,209	257,000
MA+30				
Step 11				
Step 21	96,613	6,280	102,893	206,000
Step 31	101,444	6,594	108,038	217,000
Step 41	106,516	6,924	113,440	227,000
Step 51	111,842	7,270	119,112	239,000
Step 61	117,434	7,633	125,067	251,000
Step 71	123,306	8,015	131,321	263,000
A31 - MIDDLE SCHOOL PRINCIPAL				
Step 10				
Step 20	96,234	6,255	102,489	205,000
Step 30	101,046	6,568	107,614	216,000
Step 40	106,098	6,896	112,994	226,000
Step 50	111,403	7,241	118,644	238,000
Step 60	116,973	7,603	124,576	250,000
Step 70	122,822	7,983	130,805	262,000
MA+30				
Step 11				
Step 21	98,522	6,404	104,926	210,000
Step 31	103,448	6,724	110,172	221,000
Step 41	108,620	7,060	115,680	232,000
Step 51	114,051	7,413	121,464	243,000
Step 61	119,754	7,784	127,538	256,000
Step 71	125,742	8,173	133,915	268,000

A32- MIDDLE SCHOOL ASSISTANT PRINCIPAL, SUPERVISOR OF INSTRUCTIONAL SERVICES, SPECIAL EDUCATION SUPERVISOR				
Step 10				
Step 20	89,196	5,798	94,994	190,000
Step 30	93,656	6,088	99,744	200,000
Step 40	98,339	6,392	104,731	210,000
Step 50	103,256	6,712	109,968	220,000
Step 60	108,419	7,047	115,466	231,000
Step 70	113,840	7,400	121,240	243,000
MA+30				
Step 11				
Step 21	91,491	5,947	97,438	195,000
Step 31	96,066	6,244	102,310	205,000
Step 41	100,869	6,556	107,425	215,000
Step 51	105,912	6,884	112,796	226,000
Step 61	111,208	7,229	118,437	237,000
Step 71	116,768	7,590	124,358	249,000
A33 - HIGH SCHOOL PRINCIPAL				
Step 10				
Step 20	106,998	6,955	113,953	228,000
Step 30	112,348	7,303	119,651	240,000
Step 40	117,965	7,668	125,633	252,000
Step 50	123,863	8,051	131,914	264,000
Step 60	130,056	8,454	138,510	278,000
Step 70	136,559	8,876	145,435	291,000
MA+30				
Step 11				
Step 21	109,243	7,101	116,344	233,000
Step 31	114,705	7,456	122,161	245,000
Step 41	120,440	7,829	128,269	257,000
Step 51	126,462	8,220	134,682	270,000
Step 61	132,785	8,631	141,416	283,000
Step 71	139,424	9,063	148,487	297,000
A36 - SHARED TIME SUPERVISOR				
Step 00				
Step 10				
Step 20	86,717	5,636	92,353	185,000

Step 30	91,053	5,918	96,971	194,000
Step 40	95,606	6,214	101,820	204,000
Step 50	100,386	6,525	106,911	214,000
Step 60	105,405	6,851	112,256	225,000
Step 70	110,675	7,194	117,869	236,000
MA+30				
Step 01				
Step 11				
Step 21	89,006	5,785	94,791	190,000
Step 31	93,456	6,074	99,530	200,000
Step 41	98,129	6,378	104,507	210,000
Step 51	103,035	6,697	109,732	220,000
Step 61	108,187	7,032	115,219	231,000
Step 71	113,596	7,384	120,980	242,000
Note scale A35 was removed in 2024. Scale A34 was removed prior to 2019.				

Administrative Salary Schedule				
2025-26				
2025-26	SALARY	ANNUITY	TOTAL	LIFE INS.
A30 - ELEMENTARY PRINCIPAL, DIRECTOR OF EARLY CHILDHOOD EDUCATION, K-8 ASSISTANT PRINCIPAL, HS ASSISTANT PRINCIPAL, ATHLETIC DIRECTOR				
Step 10				
Step 20				
Step 30	99,039	6,437	105,476	211,000
Step 40	103,991	6,759	110,750	222,000
Step 50	109,191	7,097	116,288	233,000
Step 60	114,651	7,452	122,103	245,000
Step 70	120,384	7,825	128,209	257,000
MA+30				
Step 11				
Step 21				
Step 31	101,444	6,594	108,038	217,000
Step 41	106,516	6,924	113,440	227,000
Step 51	111,842	7,270	119,112	239,000
Step 61	117,434	7,633	125,067	251,000
Step 71	123,306	8,015	131,321	263,000
A31 - MIDDLE SCHOOL PRINCIPAL				
Step 10				
Step 20				
Step 30	101,046	6,568	107,614	216,000
Step 40	106,098	6,896	112,994	226,000
Step 50	111,403	7,241	118,644	238,000
Step 60	116,973	7,603	124,576	250,000
Step 70	122,822	7,983	130,805	262,000
MA+30				
Step 11				
Step 21				
Step 31	103,448	6,724	110,172	221,000
Step 41	108,620	7,060	115,680	232,000
Step 51	114,051	7,413	121,464	243,000
Step 61	119,754	7,784	127,538	256,000
Step 71	125,742	8,173	133,915	268,000

A32- MIDDLE SCHOOL ASSISTANT PRINCIPAL, SUPERVISOR OF INSTRUCTIONAL SERVICES, SPECIAL EDUCATION SUPERVISOR				
Step 10				
Step 20				
Step 30	93,656	6,088	99,744	200,000
Step 40	98,339	6,392	104,731	210,000
Step 50	103,256	6,712	109,968	220,000
Step 60	108,419	7,047	115,466	231,000
Step 70	113,840	7,400	121,240	243,000
MA+30				
Step 11				
Step 21				
Step 31	96,066	6,244	102,310	205,000
Step 41	100,869	6,556	107,425	215,000
Step 51	105,912	6,884	112,796	226,000
Step 61	111,208	7,229	118,437	237,000
Step 71	116,768	7,590	124,358	249,000
A33 - HIGH SCHOOL PRINCIPAL				
Step 10				
Step 20				
Step 30	112,348	7,303	119,651	240,000
Step 40	117,965	7,668	125,633	252,000
Step 50	123,863	8,051	131,914	264,000
Step 60	130,056	8,454	138,510	278,000
Step 70	136,559	8,876	145,435	291,000
MA+30				
Step 11				
Step 21				
Step 31	114,705	7,456	122,161	245,000
Step 41	120,440	7,829	128,269	257,000
Step 51	126,462	8,220	134,682	270,000
Step 61	132,785	8,631	141,416	283,000
Step 71	139,424	9,063	148,487	297,000
A36 - SHARED TIME SUPERVISOR				
Step 00				
Step 10				
Step 20				

Step 30	91,053	5,918	96,971	194,000
Step 40	95,606	6,214	101,820	204,000
Step 50	100,386	6,525	106,911	214,000
Step 60	105,405	6,851	112,256	225,000
Step 70	110,675	7,194	117,869	236,000
MA+30				
Step 01				
Step 11				
Step 21				
Step 31	93,456	6,074	99,530	200,000
Step 41	98,129	6,378	104,507	210,000
Step 51	103,035	6,697	109,732	220,000
Step 61	108,187	7,032	115,219	231,000
Step 71	113,596	7,384	120,980	242,000
Note scale A35 was removed in 2024. Scale A34 was removed prior to 2019.				