



***ADMINISTRATIVE  
HANDBOOK***

***TROY SCHOOL DISTRICT  
4400 Livernois  
Troy, Michigan 48098***

***JULY 1, 2024 – JUNE 30, 2027***

**TROY SCHOOL DISTRICT  
TROY, MICHIGAN  
ADMINISTRATIVE HANDBOOK  
EFFECTIVE JULY 1, 2024 - JUNE 30, 2027**

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## RECOGNITION OF ADMINISTRATIVE HANDBOOK

All Troy School District (“District”) administrators shall be granted by the Troy School District Board of Education (“Board”) all provisions as set forth in this Administrative Handbook covering the following job classifications: Superintendent, Deputy Superintendent, Assistant Superintendent, Director, Supervisor, Principal, and Assistant Principal. Inclusion in this Administrative Handbook shall be specified in the administrators’ individual contracts.

## **EDUCATION STANDARDS**

All administrators and candidates for administrative positions listed below requiring certification shall meet the requirements as noted in the following table.

<b>POSITION/TITLE</b>	<b>MIN. DEGREE REQ. FROM ACCR. COLLEGE</b>	<b>MIN SEM HR CREDITS IN SCHOOL ADMIN (MAY BE WITHIN MASTER’S)</b>	<b>MICHIGAN TEACHING CERT REQUIRED</b>	<b>MINIMUM YEARS TEACHING EXPERIENCE REQUIRED</b>
H.S. Principal	Master’s	20	Secondary	3/Secondary
H.S. Asst. Principal	Master’s	20	Secondary	3/Secondary
M.S. Principal	Master’s	20	Sec/Elem	3/Secondary
M.S. Asst. Principal	Master’s	20	Sec/Elem	3/Secondary
Elem. Principal	Master’s	20	Elementary	3/Elementary
Athletic Director	Master’s	30	Secondary	3/Secondary
Continuing Education Director	Master’s	30	Secondary	3/Secondary
Spec Ed Director	Master’s	*30	Elem or Sec	3/Sec or Elem
Spec Ed Supervisor	Master’s	*30	Elem or Sec	3/Sec or Elem

The required degree shall be from an accredited university with a major in administration or a field related to the assignment. Administrators and candidates for administrative positions shall also meet certification requirements of the Michigan Department of Education as required.

Administrators and candidates for a position not requiring certification shall meet all other qualifications as stated in the School Board Policy.

The Board has the right to waive any of the stated requirements at the time of hire; however, the individual shall work to meet the requirements (other than teaching experience) within three years of the date of hire unless otherwise required by the State of Michigan.

## ADMINISTRATIVE CONTRACTS

The District shall comply with applicable due process procedures as prescribed under the Michigan Administrative Due Process Act, MCL 380.1229 and the Michigan Revised School Code, MCL 380.1249. All administrators shall receive at least a two-year probationary contract upon initial employment in the District. Following the completion of a successful probationary period, the administrator shall be

recommended for a contract extension that coincides with the other administrative contracts approved by the Board. Thereafter, the administrator shall be recommended for at least two-year contract renewable annually, unless he/she is recommended for nonrenewal. Nothing in this paragraph precludes the District from offering individual administrator's contracts of a shorter duration at the Board's sole discretion. No administrator shall acquire tenure in any capacity other than as a classroom teacher.

**Individual Contract Adjustments:** Salary reimbursement for work on days beyond contract requirements must be approved by the individual administrator's immediate supervisor and the Superintendent. If the administrator is required to work beyond contract requirements, the individual must be reimbursed at their daily rate of pay.

**Troy School District Employment Dispute Resolution Plan:** Pursuant to the District's EDR Plan, any controversy or claim arising out of or relating to a covered employee's employment or a candidate or applicant's application for employment, or employment contract, shall be settled by arbitration administered by the American Arbitration Association ("AAA"). Michigan's Uniform Arbitration Act ("UAA"), MCL 691.1681 *et seq.*, and AAA Employment Arbitration Rules and Mediation Procedures ("AAA Employment Rules") shall govern such arbitrations. Judgment upon the award rendered by the arbitrator(s) may be entered in any court of competent jurisdiction.

### ADMINISTRATIVE LAYOFF/RECALL PROCEDURES

The Board shall carry out reductions of force in accordance with applicable law under the Michigan Revised School Code and consistent with the applicable Board Policy and Administrative Guidelines.

Seniority shall be based on years of service since the current hire date as a Troy administrator. Any Troy building administrator who applies for and accepts a District level administrative position will retain his/her seniority rights. Seniority will continue while in the District level administrative position.

**Return/Reassignment to Teacher Bargaining Unit:** The District shall comply with the Michigan Teacher Tenure Act, MCL 38.71. All certified administrators who return (voluntarily or involuntarily) to the classroom as a teacher will receive salary and other conditions of employment consistent with the provisions of the Teacher Tenure Act. All administrative experience will be granted on the teacher salary schedule in effect at the time of reassignment. The administrator's seniority in the teacher bargaining unit will be governed by the applicable teacher collective bargaining agreement in effect at that time.

### TRANSFERS

When a voluntary or involuntary transfer is to be made, consideration will be given to the following: length of service in the District in the job classification, previous transfers, probationary status, welfare of the employee and District, qualifications and competency required for the assignment and needs of the receiving school or position.

All administrators will be given an opportunity to seek a transfer when an opening occurs. They shall be notified of the vacancy by the Employee Services Department by way of a District-wide job posting. All applications for transfer must be made

through a formal application and response to the job posting. The Superintendent has exclusive discretion to make any and all voluntary and involuntary transfers or administrative reassignments.

## CALENDAR PROVISIONS

**Length of Contract:** Length of annual calendar for each position is identified in the chart below:

### **Administrators, Directors, and Supervisors**

<b>POSITION/TITLE</b>	<b>Work Weeks</b>	<b>Wok Days</b>	<b>Vacation Days</b>	<b>Holidays</b>	<b>Non-work Days</b>
Assistant Superintendents	52	220-222	28	12	0
Deputy Superintendent	52	220-222	28	12	0
Director, Athletics, Community Education & Enrichment	52	220-222	28	12	0
Director, Communications & Strategic Initiatives	52	220-222	28	12	0
Director, Employee Services	52	220-222	28	12	0
Director, Finance	52	220-222	28	12	0
Director, Maintenance & Operations	52	220-222	28	12	0
Director, Special Education	52	220-222	28	12	0
Director, Teaching & Learning	52	220-222	28	12	0
Director, Technology	52	220-222	28	12	0
High School Principal	52	220-222	28	12	0
Principal TCCHS	52	220-222	28	12	0
Superintendent	52	220-222	28	12	0
Supervisor, CTE	52	223-225	25	12	0
Supervisor, Special Education	52	223-225	25	12	0
Supervisor, Wellness and Community Engagement	52	223-225	25	12	0
Assistant Principal, IA East	46	208	10	11	30-32
Elementary Principal	46	208	10	11	30-32
High School Assistant Principal	46	208	10	11	30-32
Middle School Assistant Principal	46	208	10	11	30-32
Middle School Principal	46	208	10	11	30-32
Principal, IAE	46	208	10	11	30-32

**Vacation Accumulation and Reimbursement:** Accumulated vacation, not to exceed 10 days, will be carried to the succeeding fiscal year. All vacation days carried to the succeeding year must be used by the end of spring recess of that fiscal year.

A maximum of three unused vacation days may be cashed out at the end of the fiscal year. Administrators who work the teachers' work year will receive the cash value of three vacation days.

Salary reimbursement for work on other vacation days must be approved by the Superintendent. Remuneration for additional days will be based on the daily rate of the individual involved. (Daily rate formula for vacation days: workweeks times 5 minus

vacation days and holidays equals divisor into annual contract.) Holidays that may occur during this time of employment shall not be considered paid holidays. Vacation records for all 52-week employees will be maintained by the Superintendent's Office.

**Holidays:** All administrators shall receive paid holidays only when the holiday falls during their regularly scheduled work period. The paid holidays are Labor Day, Thanksgiving and the day after, Christmas plus one day, New Year's plus one day, Good Friday, Memorial Day and July 4th. Two additional days are provided during the winter holiday recess period.

**Absence:** An administrator who finds it necessary to be absent from assigned duties for a day must report the absence to Frontline Time and Attendance and to his/her immediate supervisor and to his/her assigned building prior to 8:00 a.m. on the day of the absence.

**Unscheduled Closings:** Administrators are expected to be available to perform their duties as assigned on days when the District has unscheduled closings. Administrative attendance on snow days or other inclement weather days is at the discretion of the administrator. When such days occur and travelling to and from the site may not be possible, the administrator may opt to work remotely. There are unique administrative positions or tasks that may require the administrator to report to work. Individuals will report when a position has a job responsibility or task that cannot be performed remotely. In such absence, the administrator will not suffer a reduction in salary, nor will a day be charged to the administrator's leave bank. If an administrator is unable to report or perform their administrative duties during a closure, he/she must utilize Frontline Time and Attendance Tracking and contact his/her immediate supervisor to report his/her absence. The codes that can be used for the absence are 1) Personal Business – 03; 2) Vacation – 09; 3) Pre-approved Comp time.

## **INSURANCE AND COMPENSATION PROVISIONS**

**Medical/Prescription Overview:** The Board offers all administrators Single/ Two-Person/ or Family health insurance coverage through four MESSA/Blue Cross Blue Shield of Michigan medical plan options consistent with the maximum allowable employer contribution under Public Act 152 of 2011. Plan offerings and plan summary of benefits are available for review on-line in the District's "Budget and Compensation Transparency Reporting" portal under the "Employer Sponsored Health Summary." Plan carriers and offerings may be altered at the discretion of the Board to comply with Public Act 152 of 2011, as amended.

**Flexible Spending Accounts:** All administrators are eligible for enrollment in the District's FSA account. This benefit allows the administrator to contribute to tax-advantaged financial accounts to pay for dependent care costs, health insurance copayments, deductibles, some drugs, and some other approved health care costs. This benefit is administered by iSolve Benefit Services.

**Health Care Insurance While on Leave of Absence:** Administrators will receive two years (plus balance of an unfinished year) of health care premiums paid by the District if he/she is on health care leave of absence subject to any employee contributions mandated pursuant to Michigan Public Act 152 of 2011.

**Option In-Lieu of Medical Insurance:** Administrators who do not choose to be covered by a Board-paid medical insurance plan may elect to receive \$3,000 in cash payment annually, provided the administrator is not enrolled in another medical plan offered by or through the District.

**Dental Insurance:** All administrators are eligible for enrollment in the District's self-funded dental plan. This benefit is provided through ADN Administrators, with no additional benefit deduction cost.

**Vision Care:** All administrators are eligible for enrollment in the District's self-funded vision care coverage plan. This benefit is provided through National Vision Administrators, L.L.C (NVA), with no additional benefit deduction cost.

**Long-Term Disability:** The Board will provide a long-term disability insurance plan without cost to the administrator. Such disability insurance shall provide benefits of sixty-six and two-thirds (66 2/3%) of the monthly earnings to the administrator who is unable to work due to extended sickness or injury. The elimination period for LTD benefit eligibility is 180 calendar days. Benefits shall be payable until the administrator reaches age of sixty-seven (67) or as otherwise specified in the LTD Carrier's plan document based on the participants age at the time of disability.

For the purpose of long-term disability coverage, monthly earnings shall be the administrator's contract salary at the time of disability divided by twelve (12) months. The amount received from the insurance company will be reduced by any primary remuneration received during the benefit period from the employer, the Michigan Public School Employees' Retirement Fund, the Michigan Employment Security Commission, and the Federal Social Security Act and is subject to such other provisions of the policy currently in effect.

**Life Insurance:** All administrators will be provided, without cost to the administrator, a basic life insurance policy which shall pay to the administrator's designated beneficiary a sum equal to three (3) times earnings, rounded to the next higher \$1,000, subject to a maximum amount of insurance of \$500,000. The Superintendent shall receive a basic life insurance policy which shall pay to their designated beneficiary a sum equal to three (3) times earnings, subject to a maximum amount of insurance of \$1,000,000.

**Worker's Compensation:** In the event of any on-the-job injury, the administrator must notify the appropriate office as soon as possible after the occurrence. He/she shall be required to execute and submit to the Business Office all the forms necessary in connection with such an injury. The Business Office shall make any necessary determinations concerning the on-the-job injury.

No leave days shall be charged for absences related to a compensable job-related accident. In the event an employee is absent from work due to a job-related accident, the employee will be paid for a period not to exceed 60 days from the date of the accident, the difference between the employee's full salary and such monies as may be received from the Worker's Compensation benefits.

Any benefits beyond entry into the long-term disability insurance coverage shall be payable only under the terms of the Worker's Compensation Act and long-term

disability insurance coverage of the District. No District supplement will be made after entry into the long-term disability coverage.

Any employee required to go to the doctor as a result of an on-the-job accident will be paid without time being charged against leave days, unless the injury was caused by negligence (as defined under the Worker Compensation Act) of the employee involved. Visits other than the initial one at the time of the accident will not be scheduled during working hours, unless approved by the administrator's immediate supervisor.

**Annuities:** Unless otherwise agreed upon through individual contracts, the Board will provide an annuity as a percentage of each administrator's actual salary as follows:

Effective July 1, 2024	5%
Effective July 1, 2025	6%

The Board-paid annuity is remuneration for services performed and will be reported as compensation to MPSERS. The first half of the annual annuity payment shall be made in the month of January, with the second half of the payment made in the month of May.

**Longevity:** If an administrator has reached or will reach his/her 10th, 15th or 20th year as an employee in the District by September 1, he/she will receive the following longevity amounts beginning with the start of that fiscal year:

10 Years	\$1,000
15 Years	\$1,500
20 Years	\$2,000

**Payroll Deductions:** The Board will make voluntary payroll deductions from the salaries of administrators to agencies, organizations and financial institutions as approved by the Board. All authorizations for payroll deductions will be made through the Business Office. An administrator may request additional agencies, organizations and financial institutions be recommended to the Board.

**Professional Dues:** The Board will pay professional dues to one local, state and national organization for each administrator. Individuals may elect to join more than one local organization and, in such cases, total dues payments shall not exceed an amount equal to their local, state and national dues.

**Conferences:** The Board recognizes the importance of state and national conferences and school visitations and agrees to pay expenses incurred while attending conferences and visitations, subject to prior approval by the administrator's immediate supervisor and the Superintendent.

**Mileage:** Administrators shall be eligible for both in and out of district mileage at the current IRS maximum reimbursement rate. Mileage forms must be submitted to the business office each month.

**Personal Loss:** An administrator shall be reimbursed for loss, damage or destruction of clothing or personal property as a result of theft, vandalism or assault related to

his/her duties unless due to negligence or criminal guilt of the administrator, if such loss exceeds \$15 and does not exceed \$100. In all cases, adequate proof of loss or sworn affidavit must be submitted with the claim. In addition, a police report must be filed in all cases involving theft of personal property and damage to an automobile. The application shall be in the form of a letter within one workweek of the damage and shall be made before the end of the fiscal year on June 30.

**Minimum Board of Education Fund Balance:** It is expressly agreed upon that in the event the Board's year end audited fund balance drops below 12% in any given year, the Board reserves the right to make unilateral reductions in total compensation effective the succeeding January 1st of the given year so long as the reduction made under this Administrative Handbook is consistent with the percentage reductions required by other bargaining units or classes of employee groups within the District.

### PROFESSIONAL GROWTH REIMBURSEMENT

The Board recognizes the value of advanced graduate courses and professional activities in a specialized field as beneficial to the administrator and the District. The Board shall reimburse administrators and supervisors for participation in professional growth activities, as approved by the Superintendent. To be eligible for reimbursement, the administrator must obtain approval from his/her Central Office supervisor and the Superintendent prior to registration. Upon providing evidence of successful completion (i.e. official transcripts) of an Education Specialist or Doctorate Degree, an administrator will be eligible to receive an annual stipend amount as follows:

Education Specialist	\$2,300
Doctorate	\$4,000

This stipend amount will be paid to the administrator as a lump-sum annually in December. An administrator who previously received tuition reimbursement from the District for completed courses towards such a degree will not be eligible for this stipend.

This provision is not meant to cover expenses for local, state or national conferences that are reimbursed through other funds but is rather intended to apply to professional growth activities that demand more extensive time commitments from administrators. This provision is not available to those individuals on sabbatical leave.

### GENERAL LEAVE PROVISIONS

The Board shall grant a leave of absence for maternity or adoption reasons under the following conditions:

**Maternity:** The administrator shall submit her request to the Board within 90 days of any anticipated need for maternity or adoption leave. An administrator may use paid leave days for six work weeks for the care of any newborn or adopted child. Administrators have additional unpaid leave days available pursuant to the federal Family and Medical Leave Act of 1993 as amended.

**Adoption:** An adoption leave shall be granted by the Board for up to one school year upon the request of the administrator. Requests for adoption leave should be made as soon as the adoption is known to be imminent.

**Extension Of Maternity, Child-Care, Family-Care Or Adoption Leaves:** Any extension of any maternity, child-care or adoption leave may be granted by the Board.

**Jury Duty:** Administrators who are summoned for jury duty must notify their immediate supervisor and the personnel office within twenty-four (24) hours of receipt of such notice. If such administrator then reports for jury duty, he/she shall be paid an amount equal to the difference between the amount of wage such administrator would otherwise have earned by working that day and the daily jury fee paid by the court (not including travel allowances or reimbursement of expenses) for each day on which he/she reports for or performs jury duty and on which he/she otherwise would have been scheduled to work. Such time spent on jury duty shall not be charged against leave days.

To be eligible for the jury duty pay differential, the administrator must furnish the business office with a written statement from the appropriate public official listing amount of pay he/she received and the days he/she was on jury duty.

**Military Leaves:** Administrators who have been inducted for military duty in any of the armed forces of the United States shall be granted leaves of absence consistent with the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended.

**Sabbatical:** Up to 5% of the administrative staff may be granted sabbatical leave each fiscal year. Application for such leave must be submitted to the Superintendent by March 1 of the year prior to the sabbatical leave taking effect. Reimbursement while on sabbatical leave shall be 50% of the salary the individual would have received during the leave. Appropriate guarantees of return, cash bonds and guidelines for the granting of sabbatical leaves will be established by the Employee Services Department and approved by the Board.

**Personal Leave:** Any administrator may receive a one school year leave without pay for exceptional reasons. The administrator shall submit a letter of application identifying the exceptional reasons for requesting said leave. The leave shall coincide with the school year. Approval must be granted by the Superintendent and Board.

**Education Advancement Leave:** The Board may grant any administrator up to one year's leave without pay for the purpose of continuing education and/or traveling to broaden an administrator's professional background. The Board may grant approval for an additional year upon written request.

**Out-of-District Administrative Leave:** The Board may grant any administrator up to one year's leave without pay for the purpose of being a school administrator outside the continental limits of the United States or in a recognized educator exchange program or in an overseas or domestic peace corps assignment. The Board may grant approval for an additional year upon written request.

**Elected Public Office Leaves:** An administrator elected to any local, state or federal office, may make application to the Board for a temporary leave of absence without pay, for a period of time not to exceed the term of office to which that member has been elected and upon receipt of such application, such leave shall be granted by the Board.

**Assignment Upon Return from Leave of Absence:** Upon return from leave, an individual will be appointed to an administrative position providing one exists for which he/she is qualified. If such a position is not available, the individual will be assigned to an appropriate position until an administrative appointment becomes available.

**Responses to Leave Requests:** Response to a discretionary leave request shall be communicated to the administrator as soon as possible or within forty (40) calendar days. Verification of reason for absence may be required. In cases such as jury duty or worker's compensation where the administration receives funds from sources other than the District, the administrator will receive pay equal to the difference between the administrator's regular compensation and the amount received from the other source.

**Notice of Intent to Return from Leave:** Notification of intent to return from any leave of absence described above must be submitted to the Superintendent on or before March 1 of the school year in which the leave is effective. If a timely notification is not received, the individual will assume a voluntary resignation.

**Absence with Pay:** Administrators may be absent with pay for the following reasons:

1. Personal illness (including maternity) or disability.
2. Death in the immediate family.
3. Personal considerations (including four personal business days annually) or other reasons approved by the Superintendent such as but not limited to jury duty, serious illness in immediate family and personal emergency.

**Income Protection:** In addition to the foregoing, an administrator upon employment and after starting work is granted up to one-hundred and eighty (180) calendar days of income protection for their personal illness or disability, which exceeds five consecutive workdays in duration. The rate of pay for purposes of income protection shall be the administrator's rate of pay on the first day of illness or disability. After expiration of 180 days of income protection, the administrator will receive long-term disability payments, provided the administrator qualifies under the terms of the long-term disability insurance program. In order to qualify for the income protection under this section, the administrator agrees to provide medical documentation as directed by Employee Services and agrees to any and all independent medical exams as requested by Employee Services.

An administrator who incurs an additional unrelated personal illness or unrelated disability will requalify for up to another one-hundred and eighty (180) calendar days of income protection provided the administrator has worked at least another one-hundred and eighty (180) calendar days between periods of illness or disability.

During each period of income protection, the administrator will receive the insurance benefits provided in this Administrative Handbook, subject to any employee contributions mandated pursuant to Michigan Public Act 152 of 2011.

**Absence without Pay:** An administrator may be absent without pay because of, but not limited to, the following reasons:

1. Childcare
2. Study and travel
3. Other reasons approved by the Superintendent or Board.

Absence without pay shall only occur upon approval of the Superintendent or the Board. Periods of absence without pay shall not be approved for periods of more than one year at a time. An administrator may request to extend his/her leave of absence.

**Assignment Upon Return from Leave of Absence:** Vacancies created by leave of absence of less than one year will be filled on a temporary basis in the manner deemed appropriate by the Superintendent. Vacancies created by absences of one year's duration or more may be filled on a permanent basis. An administrator returning from leave of absence greater than one year will be considered for the first available vacancy for which the administrator is qualified, otherwise the administrator will be considered laid-off until a vacancy exists.

## SEVERANCE PROVISIONS

**Severance Payment at Termination:** Upon termination of employment with the District, administrators with 10 years of employment with the District will be given \$7,500. To receive this severance payment, an administrator must voluntarily terminate employment or retire. Payment of this severance shall be in a lump sum and deposited into a 403(b) account as directed by the administrator.

In lieu of the above, a retiring administrator with 10 years, 15 years or 20 or more years of actual service to the Troy School District and who is eligible for retirement benefits according to the rules of MPERS will receive the following based upon actual years of service to Troy School District.

10-14.9 years of Service to Troy School District	\$30,000
15-19.9 years of Service to Troy School District	\$32,500
20 or more years of Service to Troy School District	\$35,000

Eligibility for the 10-, 15- or 20-year severance payment will be premised upon receipt by the Employee Services Department of a written resignation from the individual, confirmation in writing of eligibility to retire per the MPERS and a retirement application. Payment of this severance shall be in a lump sum and deposited into a 403(b) account as directed by the administrator.

**Retiree R-HRA:** Beginning on July 1, 2021, administrators who are not vested with over 9 years of service to the District or within four years of retirement eligibility with the Michigan Office of Retirement Services under the above "Severance Payment at Termination," will have their severance benefits prefunded by the Board through a

Retiree Health Reimbursement Account (“R-HRA”) administered by Arthur J. Gallagher Benefit Services.

The Board will establish individual R-HRA accounts in the names of eligible administrators in January 2022 with an initial deposit of \$750 per year for accrued District service of each respective administrator. Thereafter, administrators will receive annually a District funded R-HRA contribution of \$1,200. The first half of the R-HRA payment shall be made in the month of January, with the second half of the payment made in the month of May. All administrators participating in the R-HRA pre-funded severance benefit are ineligible for any type of lump sum payments upon retirement or resignation.

**Benefit and Compensation Proration at Termination:** Should an administrator terminate employment prior to the end of the fiscal year, it is understood compensation and fringe benefits shall be prorated.

### SALARY SCHEDULE

All positions and salary schedules contained within this Administrative Handbook constitute a “Normal Salary Schedule” under the Michigan Public School Employees Retirement Act, MCL 38.1303 *et seq.*, pursuant to an August 20, 2024, Board resolution approving this Administrative Handbook and its salary schedules for every administrative position within the District.

Initial placement on the salary schedule will be determined by the Board at the time of hire or date of promotion, if the administrator is promoted from some other administrative position. The Board, based upon evaluation of exceptional performance, may grant an administrator movement upwards of one additional step on the applicable schedule. If the administrator is already at the maximum step of the schedule, the Board may recommend and the Board may grant an additional one-time salary payment for the next school year equivalent up to the value of one step on the applicable salary schedule.

The salaries of administrators covered by this Administrative Handbook are set as following:

- As of July 1, 2024, all eligible administrators shall move one salary step from the step that they were on during the 2023-2024 school year. The salary schedule shall increase by 3%.
- As of July 1, 2025, all eligible administrators shall move one salary step from the step that they were on during the 2024-2025 school year. The salary schedule shall increase by 3%.
- As of July 1, 2026, all eligible administrators shall move one salary step from the step that they were on during the 2025-2026 school year. The salary schedule shall increase by 3%.

### Administrator Salary Grid 2024-2025

Position	Range	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8
efinance	Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Superintendent	1	230,000	234,600	239,200	243,984	248,768	253,744	258,719	263,893	269,067	274,449	279,830	285,427	291,023	296,844	302,664
Deputy Superintendent	2	140,400	143,208	146,016	148,937	151,857	154,894	157,931	161,090	164,248	167,533	170,818	174,235	177,651	181,204	184,757
Assistant Superintendent	3	130,000	132,600	135,200	137,904	140,608	143,420	146,232	149,157	152,082	155,124	158,165	161,328	164,491	167,781	171,071
High School Principal	4	112,297	114,416	116,533	118,653	120,772	122,890	125,010	127,129	129,246	131,366	133,485	135,603	138,549	141,320	144,147
TCCHS Principal	10	99,533	101,409	103,287	105,166	107,043	108,922	110,799	112,678	114,555	116,434	118,313	120,189	122,800	125,256	127,761
High School Assistant Principal	11	98,726	100,588	102,451	104,313	106,176	108,038	109,902	111,764	113,627	115,489	117,354	119,215	121,805	124,241	126,726
IA East Principal	7	101,964	103,888	105,812	107,737	109,660	111,584	113,508	115,430	117,356	119,279	121,203	123,127	125,800	128,316	130,883
IA East Assistant Principal	14	94,535	96,318	98,100	99,884	101,668	103,452	105,236	107,019	108,804	110,587	112,371	114,155	116,634	118,967	121,346
Middle School Principal	7	101,964	103,888	105,812	107,737	109,660	111,584	113,508	115,430	117,356	119,279	121,203	123,127	125,800	128,316	130,883
Middle School Assistant Principal	14	94,535	96,318	98,100	99,884	101,668	103,452	105,236	107,019	108,804	110,587	112,371	114,155	116,634	118,967	121,346
Elementary Principal	10	99,533	101,409	103,287	105,166	107,043	108,922	110,799	112,678	114,555	116,434	118,313	120,189	122,800	125,256	127,761
Director, Athletics & Enrichment	9	107,770	109,804	111,838	113,871	115,904	117,938	119,971	122,005	124,038	126,072	128,106	130,138	132,965	135,624	138,336
Director, Comm & Strat Initiatives	9	107,770	109,804	111,838	113,871	115,904	117,938	119,971	122,005	124,038	126,072	128,106	130,138	132,965	135,624	138,336
Director, Early Childhood	9	107,770	109,804	111,838	113,871	115,904	117,938	119,971	122,005	124,038	126,072	128,106	130,138	132,965	135,624	138,336
Director, Employee Services	9	107,770	109,804	111,838	113,871	115,904	117,938	119,971	122,005	124,038	126,072	128,106	130,138	132,965	135,624	138,336
Director, Finance	9	107,770	109,804	111,838	113,871	115,904	117,938	119,971	122,005	124,038	126,072	128,106	130,138	132,965	135,624	138,336
Director, Maintenance & Operations	9	107,770	109,804	111,838	113,871	115,904	117,938	119,971	122,005	124,038	126,072	128,106	130,138	132,965	135,624	138,336
Director, Special Education*	9	107,770	109,804	111,838	113,871	115,904	117,938	119,971	122,005	124,038	126,072	128,106	130,138	132,965	135,624	138,336
Director, Teaching & Learning	9	107,770	109,804	111,838	113,871	115,904	117,938	119,971	122,005	124,038	126,072	128,106	130,138	132,965	135,624	138,336
Director, Technology	9	107,770	109,804	111,838	113,871	115,904	117,938	119,971	122,005	124,038	126,072	128,106	130,138	132,965	135,624	138,336
Supervisor, Special Education	10	99,533	101,409	103,287	105,166	107,043	108,922	110,799	112,678	114,555	116,434	118,313	120,189	122,800	125,256	127,761
Supervisor, Career Readiness & Technical Education	10	99,533	101,409	103,287	105,166	107,043	108,922	110,799	112,678	114,555	116,434	118,313	120,189	122,800	125,256	127,761
Supervisor, Educational Equity, Inclusion & Comm Relations	10	99,533	101,409	103,287	105,166	107,043	108,922	110,799	112,678	114,555	116,434	118,313	120,189	122,800	125,256	127,761

### Administrator Salary Grid 2025-2026

Position	Range	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8
efinance	Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Superintendent	1	236,900	241,638	246,376	251,304	256,231	261,356	266,480	271,810	277,139	282,682	288,225	293,990	299,754	305,749	311,744
Deputy Superintendent	2	144,612	147,504	150,396	153,404	156,412	159,541	162,669	165,923	169,176	172,560	175,943	179,462	182,980	186,640	190,300
Assistant Superintendent	3	133,900	136,578	139,256	142,041	144,826	147,723	150,619	153,632	156,644	159,777	162,910	166,168	169,426	172,815	176,203
High School Principal	4	115,666	117,848	120,030	122,213	124,395	126,577	128,760	130,943	133,124	135,307	137,489	139,671	142,706	145,560	148,471
TCCHS Principal	10	102,519	104,452	106,386	108,321	110,254	112,189	114,123	116,059	117,992	119,927	121,862	123,795	126,484	129,014	131,594
High School Assistant Principal	11	101,688	103,606	105,525	107,442	109,361	111,279	113,199	115,117	117,035	118,953	120,874	122,792	125,459	127,968	130,528
IA East Principal	7	105,023	107,004	108,986	110,969	112,950	114,932	116,913	118,893	120,876	122,857	124,839	126,821	129,574	132,166	134,809
IA East Assistant Principal	14	97,371	99,208	101,043	102,880	104,718	106,555	108,393	110,230	112,068	113,905	115,742	117,580	120,133	122,536	124,987
Middle School Principal	7	105,023	107,004	108,986	110,969	112,950	114,932	116,913	118,893	120,876	122,857	124,839	126,821	129,574	132,166	134,809
Middle School Assistant Principal	14	97,371	99,208	101,043	102,880	104,718	106,555	108,393	110,230	112,068	113,905	115,742	117,580	120,133	122,536	124,987
Elementary Principal	10	102,519	104,452	106,386	108,321	110,254	112,189	114,123	116,059	117,992	119,927	121,862	123,795	126,484	129,014	131,594
Director, Athletics & Enrichment	9	111,004	113,098	115,193	117,287	119,382	121,476	123,570	125,665	127,759	129,854	131,949	134,043	136,954	139,693	142,487
Director, Comm & Strat Initiatives	9	111,004	113,098	115,193	117,287	119,382	121,476	123,570	125,665	127,759	129,854	131,949	134,043	136,954	139,693	142,487
Director, Early Childhood	9	111,004	113,098	115,193	117,287	119,382	121,476	123,570	125,665	127,759	129,854	131,949	134,043	136,954	139,693	142,487
Director, Employee Services	9	111,004	113,098	115,193	117,287	119,382	121,476	123,570	125,665	127,759	129,854	131,949	134,043	136,954	139,693	142,487
Director, Finance	9	111,004	113,098	115,193	117,287	119,382	121,476	123,570	125,665	127,759	129,854	131,949	134,043	136,954	139,693	142,487
Director, Maintenance & Operations	9	111,004	113,098	115,193	117,287	119,382	121,476	123,570	125,665	127,759	129,854	131,949	134,043	136,954	139,693	142,487
Director, Special Education*	9	111,004	113,098	115,193	117,287	119,382	121,476	123,570	125,665	127,759	129,854	131,949	134,043	136,954	139,693	142,487
Director, Teaching & Learning	9	111,004	113,098	115,193	117,287	119,382	121,476	123,570	125,665	127,759	129,854	131,949	134,043	136,954	139,693	142,487
Director, Technology	9	111,004	113,098	115,193	117,287	119,382	121,476	123,570	125,665	127,759	129,854	131,949	134,043	136,954	139,693	142,487
Supervisor, Special Education	10	102,519	104,452	106,386	108,321	110,254	112,189	114,123	116,059	117,992	119,927	121,862	123,795	126,484	129,014	131,594
Supervisor, Career Readiness & Technical Education	10	102,519	104,452	106,386	108,321	110,254	112,189	114,123	116,059	117,992	119,927	121,862	123,795	126,484	129,014	131,594
Supervisor, Educational Equity, Inclusion & Comm Relations	10	102,519	104,452	106,386	108,321	110,254	112,189	114,123	116,059	117,992	119,927	121,862	123,795	126,484	129,014	131,594

### Administrator Salary Grid 2026-2027

Position	Range	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8
efinance	Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Superintendent	1	244,007	248,887	253,767	258,843	263,918	269,197	274,475	279,965	285,454	291,163	296,872	302,810	308,747	314,922	321,097
Deputy Superintendent	2	148,950	151,929	154,908	158,007	161,105	164,327	167,549	170,900	174,251	177,736	181,221	184,846	188,470	192,240	196,009
Assistant Superintendent	3	137,917	140,676	143,434	146,303	149,171	152,155	155,138	158,241	161,343	164,570	167,797	171,153	174,509	177,999	181,489
High School Principal	4	119,136	121,384	123,630	125,879	128,127	130,374	132,623	134,871	137,117	139,366	141,614	143,861	146,987	149,927	152,925
TCCHS Principal	10	105,594	107,585	109,577	111,571	113,562	115,555	117,547	119,540	121,531	123,525	125,518	127,509	130,279	132,884	135,542
High School Assistant Principal	11	104,739	106,714	108,690	110,666	112,642	114,617	116,595	118,570	120,546	122,522	124,500	126,476	129,223	131,808	134,444
IA East Principal	7	108,174	110,214	112,256	114,298	116,338	118,380	120,420	122,460	124,503	126,543	128,584	130,625	133,462	136,131	138,854
IA East Assistant Principal	14	100,292	102,184	104,075	105,967	107,860	109,752	111,645	113,537	115,430	117,322	119,214	121,107	123,737	126,212	128,736
Middle School Principal	7	108,174	110,214	112,256	114,298	116,338	118,380	120,420	122,460	124,503	126,543	128,584	130,625	133,462	136,131	138,854
Middle School Assistant Principal	14	100,292	102,184	104,075	105,967	107,860	109,752	111,645	113,537	115,430	117,322	119,214	121,107	123,737	126,212	128,736
Elementary Principal	10	105,594	107,585	109,577	111,571	113,562	115,555	117,547	119,540	121,531	123,525	125,518	127,509	130,279	132,884	135,542
Director, Athletics & Enrichment	9	114,334	116,491	118,649	120,805	122,963	125,121	127,277	129,435	131,592	133,750	135,907	138,064	141,062	143,884	146,761
Director, Comm & Strat Initiatives	9	114,334	116,491	118,649	120,805	122,963	125,121	127,277	129,435	131,592	133,750	135,907	138,064	141,062	143,884	146,761
Director, Early Childhood	9	114,334	116,491	118,649	120,805	122,963	125,121	127,277	129,435	131,592	133,750	135,907	138,064	141,062	143,884	146,761
Director, Employee Services	9	114,334	116,491	118,649	120,805	122,963	125,121	127,277	129,435	131,592	133,750	135,907	138,064	141,062	143,884	146,761
Director, Finance	9	114,334	116,491	118,649	120,805	122,963	125,121	127,277	129,435	131,592	133,750	135,907	138,064	141,062	143,884	146,761
Director, Maintenance & Operations	9	114,334	116,491	118,649	120,805	122,963	125,121	127,277	129,435	131,592	133,750	135,907	138,064	141,062	143,884	146,761
Director, Special Education*	9	114,334	116,491	118,649	120,805	122,963	125,121	127,277	129,435	131,592	133,750	135,907	138,064	141,062	143,884	146,761
Director, Teaching & Learning	9	114,334	116,491	118,649	120,805	122,963	125,121	127,277	129,435	131,592	133,750	135,907	138,064	141,062	143,884	146,761
Director, Technology	9	114,334	116,491	118,649	120,805	122,963	125,121	127,277	129,435	131,592	133,750	135,907	138,064	141,062	143,884	146,761
Supervisor, Special Education	10	105,594	107,585	109,577	111,571	113,562	115,555	117,547	119,540	121,531	123,525	125,518	127,509	130,279	132,884	135,542
Supervisor, Career Readiness & Technical Education	10	105,594	107,585	109,577	111,571	113,562	115,555	117,547	119,540	121,531	123,525	125,518	127,509	130,279	132,884	135,542
Supervisor, Educational Equity, Inclusion & Comm Relations	10	105,594	107,585	109,577	111,571	113,562	115,555	117,547	119,540	121,531	123,525	125,518	127,509	130,279	132,884	135,542

