

**ADMINISTRATORS' SALARY POLICIES**

Statement of Purpose

This policy addresses the classification of administrators for purposes of salaries, benefits, and length of work year.

Statement of Policy

The following school administrators will be classified according to the following categories:

- 52 week work year (260 days = 228work days+12 paid holidays+20 vacations days) (full time):

High School Principal	Director of Curriculum, K-8
Middle School Principal	Director of Facilities
Bakie School Principal	Director of Technology
Memorial School Principal	High School Director of Guidance
High School Assistant Principal/Director of Curriculum	

- 44 week work year (227 days = 216 work days +11 paid holidays) (full time):

Athletic Director  
High School Assistant Principal

- 42 week work year (217 days=206 work days+11 paid holidays) (full time):

Middle School Assistant Principal

- 40 week work year (207 days=196 work days+11 paid holidays) (full time):

Bakie School Assistant Principal/Building Special Education Coordinator  
Memorial School Assistant Principal/Building Special Education Coordinator

Administrators working less than full time shall receive salary and benefits pro-rated, based on the percentage of time worked.

1. Salary

A yearly contract salary shall be established annually for each administrator by the school board to be in effect from July 1<sup>st</sup> to June 30<sup>th</sup>. The salary of an administrator will be designated and approved by the Superintendent of Schools and the School Board. The salary of an administrator will be designated within a range using the following determining factors: degree of responsibility, experience, number of students, number of staff and level of educational education. Paralleling RSA 189:14-a, 1(b) administrators with three consecutive years in the district will be given notification in writing by April 15<sup>th</sup> that he/she will not be re-nominated for employment for the following year. Such administrators may request a hearing before the school board in the case of non-renewal.

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2. Payments

The salary will be payable every other Thursday as per the administrator's individual contract. A clause shall be included in each contract to the effect that if the administrator fails to work the full number of weeks specified in the contract, he/she will refund all moneys to the district in excess of the number of weeks actually worked.

3. Early Release from Contract

An administrator under contract to the District may petition the School Board for early release from his/her contract with a 60 day written notice to the Superintendent. Such petition shall only be granted after an appropriate replacement has been secured and shall be contingent upon the District being reimbursed the pro-rata share of any "unearned" benefits including health and dental insurance.

4. Code of Ethics

The Administrator agrees to abide by the American Association of School Administrators Code of Ethics and School Board Policy BCA – Code of Ethics.

5. Sick Leave

Administrators will accrue sick leave pay at the rate of 15 days per year, accumulative to 150 days. Sick leave is interpreted to mean absence due to sickness of the administrator or illness in his/her immediate family, including disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery.

A written statement of accumulated sick leave will be issued by the SAU office at the beginning of the school year. It will be assumed by the office that the written account is correct if no questions are raised by the administrator within thirty school days. Record of leave forms shall be retained by the office for one school year only, therefore it should be understood that the only year in question should be the previous school year.

6. Leave

A. Personal Leave. Three (3) personal days (non-accumulative) per year may be used to address situations that may not be addressed during the school day and must be approved in advance by the Superintendent of Schools. To be eligible for this personal day, the administrator shall give 48 hours' advance notice to the Superintendent of Schools, or as much advance notice as circumstances permit.

B. Bereavement Leave. Up to three (3) days with pay shall be given in the event of death in the immediate family. Immediate family shall mean husband, wife, daughter, son, mother, father, brother, sister, mother-in-law, father-in-law, grandmother, grandfather, step-son, step-daughter, or any other person living in the home of the administrator or persons for whom the administrator is support. Additional days' bereavement leave may be granted by the Superintendent of Schools under extenuating circumstances, such days will be drawn from sick leave.

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7. Holidays

The following will be non-working paid holidays: Labor Day, Columbus Day, Veterans Day, Thanksgiving Recess (2), Christmas Recess (2), New Year's Day, Martin Luther King, Jr. Civil Rights Day, Presidents Day, and Memorial Day. In addition, 52 week work year administrators will receive July 4th.

8. Insurances

A. Health/dental. An administrator is entitled to become a member of a group health and dental insurance plan offered by the district, the school district shall contribute 90% of the cost of coverage for the Cigna Open Access Plan carrying a \$250/\$500 deductible plan premium and the administrator shall bear the balance of the cost. If an Administrator selects a more expensive plan, they shall be responsible for the difference in premiums.

Waiver of Health Insurance Benefits. Administrators who would otherwise be eligible for district coverage, who elect insurance coverage under their spouse's plan, or another comparable insurance plan, will be eligible for compensation in lieu of the district's health insurance plan. Eligible administrators will be compensated two hundred dollars (\$200) per month for waiver of this benefit.

B. Life. Term life insurance with a policy value of twice the administrator's annual salary will be provided for each administrator by the school district.

C. Disability. Disability insurance coverage is available to the administrator, with the district paying one hundred (100%) of the annual premium.

9. Reimbursement for Approved College Courses

Reimbursement will be made at the cost per credit, but not to exceed the prevailing rate for graduate courses at the University of New Hampshire for the successful completion of courses up to twelve (12) credits per year. Successful completion is equal to a B or better.

If the Administrator leaves the district he/she agrees to reimburse the district 100% of that year's course tuition. If the Administrator leaves the district within two years, he/she agrees to reimburse the district 50% of the course tuition.

10. Reimbursement for Mileage

For district personnel, whose duties require them to travel throughout the district, a stipend for mileage (\$1,200) will be provided. Any travel outside the district by an administrator will be reimbursed at the current IRS rate for mileage.

11. Sick Leave Upon Retirement

Upon retiring from the district after serving the district for fifteen (15) consecutive years, administrators will receive a portion of their accumulated sick leave as follows: Payment will be the number of accumulated days times the average daily rate times .5. The maximum of accrued days will be 150.

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12. Vacation Leave

All administrators on a 260 day contract will be eligible for 4 weeks' vacation; i.e. 20 paid working days. Days taken during school vacations are considered part of the 20 paid vacation days. A maximum of ten (10) vacation days may be carried forward with permission of the Superintendent. Those days must be used within one year.

13. Work Week

All administrators will work a minimum of 40 hours per week.

14. Evaluation

The Superintendent shall evaluate the following administrators:

High School Principal	Director of Curriculum, k-8
Middle School Principal	Director of Technology
Bakie Elementary School Principal	Athletic Director
Memorial School Principal	

The Business Administrator shall evaluate the following administrator with final review by the Superintendent of Schools: Director of Facilities

Building principals with Assistant Principals shall evaluate their building staff with final review by the Superintendent of Schools.

Assistant Principal/Building Sp. Ed. Coordinator shall be evaluated by their building principal with input from the Director of Student Services with final review by the Superintendent of Schools.

The High School Principal shall evaluate the Director of Guidance with input from the Director of Student Services and with final review by the Superintendent of Schools

Evaluations shall be based on the administrator's goals and objectives, building objectives, progress on district goals and objectives and data on general leadership performance.

Evaluations will be completed by June 1<sup>st</sup> of the school year and will include a performance evaluation meeting with each administrator.

15. Early Retirement

An administrator who has served a minimum of fifteen (15) years in the district and who is at least 55 years of age may submit a written request for early retirement to the school board. This request shall be dated and signed by the administrator, shall be submitted by September 1<sup>st</sup> of the school year in which retirement shall commence and shall specify the date selected by the administrator for early retirement. This date for early retirement shall be no earlier than the end of the existing school year and no later than the last day of June. The school board shall act upon the request no later than its first meeting in October.

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No more than one request shall be approved by the school board in any given year, and seniority shall be the determining factor if more than one request is received.

Upon approval, the district shall pay the administrator as follows:

- a. the sick leave payment as described in Item 11 above;
- b. a one-time additional payment of 25% of the administrator's last year's salary;
- c. medical coverage for up to a two-person plan (at the lowest cost plan offered by the district) until the administrator reaches the age of Medicare eligibility.

The approval of early retirement shall be treated as a voluntary termination and the administrator shall have no right to continue working in the district after that date.

New staff hired for the 2011-2012 school year and those hired thereafter shall not be eligible for this provision.

Related Policies: GCOC

Effective: July 1, 1981  
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