

***ADMINISTRATIVE
HANDBOOK***

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

JULY 1, 2006 – JUNE 30, 2008

**TROY SCHOOL DISTRICT
TROY, MICHIGAN
ADMINISTRATIVE HANDBOOK
EFFECTIVE JULY 1, 2006 - JUNE 30, 2008**

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RECOGNITION OF ADMINISTRATOR'S HANDBOOK

Administrators shall be granted all provisions as set forth in the administrator's handbook. This shall be specified on 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.

POSITION/TITLE	MIN. DEGREE REQ. FROM ACCR. COLLEGE	MIN SEM HR CREDITS IN SCHOOL ADMIN (MAY BE WITHIN MASTER'S)	MICHIGAN TEACHING CERT REQUIRED	MINIMUM YEARS TEACHING EXPERIENCE REQUIRED	MEET NCA STANDARDS
H.S. Principal	Master's	20	Secondary	3/Secondary	Yes
H.S. Asst. Principal	Master's	20	Secondary	3/Secondary	Yes
M.S. Principal	Masters'	20	Sec/Elem	3/Secondary	Yes
M.S. Asst. Principal	Master's	20	Sec/Elem	3/Secondary	Yes
Elem. Principal	Master's	20	Elementary	3/Elementary	No
Athletic Director	Master's	30	Secondary	3/Secondary	Yes
Continuing Education Director	Master's	30	Secondary	3/Secondary	Yes
Curriculum Director	Master's	30	Elem or Sec	3/Sec or Elem	Yes
Fine Arts Director	Master's	30	Elem or Sec	3/Sec or Elem	No
Spec Ed Director	Master's	*30	Elem or Sec	3/Sec or Elem	No
Spec Ed Supervisor	Master's	*30	Elem or Sec	3/Sec or Elem	No

*State board approved program for approval as a special education director or supervisor shall be accepted as equivalent.

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 North Central Association and Michigan Department of Special Education as required. Administrators holding administrative positions on or before 7/1/88 are considered to have met these requirements. Administrators hired on or after 7/1/88 who did not meet the stated requirements are to be working towards meeting the requirements and are expected to meet the requirements within three years. An extension due to extenuating circumstances may be granted by the Superintendent

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

The Board of Education 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.

ADMINISTRATIVE CONTRACTS

All administrators shall receive a two-year probationary contract upon initial employment in the school 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 a two-year contract renewable annually, unless he/she is recommended for nonrenewal.

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 of Schools. If the administrator is required to work beyond contract requirements, the individual must be reimbursed at their daily rate of pay.

ASSIGNMENT CONSIDERATIONS

In all cases of administrative appointments, the best possible candidate should be retained to compliment the existing administrative staff. The statements listed below regarding experience are to be considered guidelines when awarding salaries to new administrators.

Within-District Candidates: Administrators employed within the Troy School District who are promoted to a position of higher salary and greater responsibility shall be assured of receiving a meaningful salary increase as determined by the Superintendent commensurate with the responsibilities of the new position.

Out-Of-District Candidates: The placement on the salary schedule of a newly-hired administrator from outside the school district shall be determined by the Superintendent of Schools. If an administrator is placed outside the range, the Superintendent shall notify the Salary Committee chairperson.

PROMOTIONS

A promotion shall mean the assignment of an employee by the Board of Education to a position which is in a higher compensation level because of duties and responsibilities of a more substantial nature and degree. Employee applicants for promotion must comply with the District's application and selection procedures, as determined by and communicated through the Human Resources Department.

TERMINATION AND REASSIGNMENT

All certified administrators who return (voluntarily or involuntarily) to the classroom as a teacher will receive salary and other conditions of employment under the provisions of the Michigan Teacher Tenure Act. In addition, all administrative experience will be granted on the teacher salary schedule in effect at the time of reassignment.

The District shall comply with applicable due process procedures as required by P.A. 183, 1979, as amended.

ADMINISTRATIVE LAYOFF/RECALL PROCEDURES.

The Troy Board of Education/Superintendent shall carry out reductions of force in accordance with applicable law. When the Board of Education/Superintendent determines that a reduction in the number of administrators must be made, it shall be made on the basis of the needs of the District and the needs of the students. The layoff and recall procedure is applicable to all administrators in the Troy School District.

Layoff Notice: A notice of at least ninety (90) days shall be given the administrator prior to releasing him/her from duties when such release is due to the necessity of decreasing the total number of administrators.

Recall Rights: Administrators laid off through the procedure as stated in this section of the Administrative Handbook shall be maintained on a recall list for a period of three years and shall be recalled in reverse order of their layoff to the first opening for which they are qualified and have previously held in the District. If the layoff extends beyond three years, the Board of Education has no further obligation to recall such administrator.

The Board of Education shall give written notice of recall from layoff by sending a registered or certified letter or telegram to said administrator at his/her last known address. The administrator's address, as it appears on the Board of Education's records, shall be conclusive when used in connection with layoff, recall or other notice to the administrator.

Each administrator is responsible for keeping the Employer advised in writing of any change of address and will not be excused for failure to report for work on recall if she/he fails to receive recall notice because of his/her own failure to advise the Employer in writing of his/her change of address.

Reduction of Staff on the Seniority List: When the Board of Education/Superintendent determines reductions are necessary in the number of administrators, employees affected shall be determined by length of administrative service within the district, qualifications, performance, and experience. Unless there is a significant difference in the above listed factors, the employee(s) with the least amount of service will be laid off first.

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 Central Office position will retain his/her seniority rights. Seniority will continue while in the Central Office position.

In the event a Central Office administrator who has had previous experience at the building level in the Troy School District is displaced or whose position is eliminated, he/she shall be placed in a building administrative position consistent with his/her accumulated Troy seniority and Troy experience as a building administrator. Such a reassignment will be to a position similar to previous Troy experience of the affected individual. The employee with the least amount of service will be the first removed. Outside-of-the-Troy School District administrative experience will not be considered in this reassignment.

A Central Office administrator requesting a reassignment will be given consideration for a building assignment which he/she has previously held in the District when a vacancy occurs.

Seniority Accrual During Layoff: Seniority will continue to accrue while an administrator (who is on the seniority list) is on layoff.

Categories of Employees Comprising the Seniority Group: The following professional employees holding valid teaching certificates, issued by the State of Michigan, and who possess an administrative contract for 50% or more of the employee's contract with the Board shall comprise the seniority group.

- | | |
|--------------------------------|--------------------------------------|
| - High School Principals | - High School Assistant Principals |
| - Middle School Principals | - Middle School Assistant Principals |
| - Elementary School Principals | - Continuing Education Director** |

1. O'Hara, Ronald	9/75	16. Kwasny, L. Jo	8/98) Tie
2. Wood, Gary	9/81	17. Dziatczak, Mark	6/00
3. VanDenBerghe, Don	7/82	18. Mathers, Pamela	11/00
4. Goss, Bettie	10/87	19. Brzezinski, Janice	7/01
5. Decker, Marcia	6/88)	20. Hosang, Joseph	7/02
6. Stromayer, Robert	7/88*) Tie	21. Haezebrouck, Mary	1/03
7. Keeling, Janet	7/88) Tie	22. Curth, Melissa	7/03
8. Garrett, Judith	11/88	23. Scopel, Rosemary	8/04
9. Seppanen, Dennis	7/89	24. Byrne, Lois	7/05) Tie
10. Streetman, Richard	9/89	25. Hunsberger, Judith	7/05) Tie
11. Hahn, Larry	7/91	26. Smith, William	7/05) Tie
12. McCarthy, Daniel	7/94	27. Buchanan, Amy	8/05
13. Dowd, Robert	6/96)	28. Roncone, Remo	1/06
14. Johnson, Jim	7/97	29. Cottone, Jerry	7/06
15. Kocenda, Diane	8/98) Tie	30. Duda, Joe	1/07

*Current incumbent grandfathered on list; future replacements excluded.

Return/Reassignment to Teacher Bargaining Unit. In the event an administrator returns or is assigned to the teacher bargaining unit for any reason, the administrator's seniority in the teacher unit is governed by the applicable teacher collective bargaining agreement, which provides that a teacher who becomes a member of the administration shall retain previous seniority, but shall not accrue seniority while not in the teacher unit. Under current tenure law, an administrator with tenure as a teacher in the District who is certified and qualified for a teaching position has the right to be employed in that position ahead of a probationary teacher. Under current tenure law, an administrator who has not acquired tenure by serving as a classroom teacher prior to working as a District administrator nonetheless earns such teacher tenure in the District while employed as a District administrator, provided that the administrative position held is one for which teacher certification is required, the administrator holds a valid teaching certificate, and the administrator is employed for a period longer than the probationary period (which is two or four years, depending upon the circumstances).

It is the District's intention to abide by applicable tenure law in all cases, and therefore, the summary statements of law above should be considered only as the District's current understanding of the tenure law in these areas, and is subject to change by statute or administrative or judicial interpretation.

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 school 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 Human Resources Department. All applications for transfer must be made in writing to the Human Resources Department.

CALENDAR PROVISIONS

Length of Contract: The High School Principals, Fine Arts Director and Curriculum Director are classified as fifty-two week employees and will receive a minimum of five weeks vacation each year. All other administrators and supervisors who are classified as fifty-two week employees will receive a minimum of four weeks vacation each year.

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

Administrators, Directors, and Supervisors

POSITION/TITLE	Work Weeks	Work Days	Vacation Days	Holidays	Non-work Days
High School Principal	52	220-222	28	12	0
Middle School Principal	46	211	8	11	30-32
Continuing Education Director	52	225-227	23	12	0
Special Education Director	52	225-227	23	12	0
Elementary Principal	46	211	8	11	30-32
High School Assistant Principal	46	211	8	11	30-32
Curriculum Director	52	220-222	28	12	0
Fine Arts Director	46	211	8	11	30-32
Middle School Assistant. Principal	46	211	8	11	30-32
Athletic Director	52	225-227	23	12	0
Technology Director	52	225-227	23	12	0
Special Education Supervisor	46	211	8	11	30-32
Director- Maintenance	52	225-227	23	12	0
Director-Operations	52	225-227	23	12	0
Food Service Director	46	211	8	11	30-32
Information Services Supervisor	52	225-227	23	12	0
Cable Supervisor		Teacher Wk Yr		6	0
Finance Director	52	225-227	23	12	0
Transportation Supervisor	52	225-227	23	12	0
Purchasing/Budgeting Supervisor	52	225-227	23	12	0

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: work weeks 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 finding it necessary to be absent from assigned duties for a day must report the absence to STARS 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 report for work on days when the District has unscheduled closings. If an administrator is unable to report, he/she must contact STARS and 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. If the administrator wishes to work a make-up day and not be charged for the absence, he/she must make arrangements with his/her supervisor and notify the Human Resources Department to delete the absence charge.

INSURANCE AND COMPENSATION PROVISIONS

Health Insurance: All administrators will be provided single, two-person, or full-family hospital/medical/surgical insurance through a self-funded health insurance equivalent to the coverage provided under MESSA Super Med II, except for Rx co-pay and annual deductible of \$100/single or \$200/two persons or family will be applied to the self-funded health care plan. The lifetime maximum that will be paid for insured persons is \$5,000,000. Prescription coverage will be provided through Express Scripts. AmeraPlan will be the third party administrator of the self-funded health insurance program.

Effective January 1, 2008, all administrators will be provided with single, two-person, or full-family coverage under Blue Cross Blue Shield's Flexible Blue Medical Coverage Plan 2 with Flexible Blue Rx Prescription Drugs. During the plan year for 2008, the Board shall fully fund the deductible.

Flexible Spending Accounts. Each administrator will receive \$500 in a Section 125 account which can be used to offset eligible health care expenses, or can be taken in cash. In addition, the administrator may elect to contribute up to \$2,600 additionally for medical expenses, and/or up to \$5,000 additionally for child-care expenses. Reimbursement by the administrator shall be in accordance with the Plan Document. Unspent monies become the District's at the end of the year. Receipts must be submitted according to the rules established by the Claims administrator.

Health Care Insurance While on Leave of Absence: Administrators will receive two years (plus balance of an unfinished year) of health care premiums paid for by the District if he/she is on a health care leave of absence.

Option to Health: Administrators who do not choose to be covered by a Board-paid health insurance plan may elect to receive \$1,500 in a cash payment annually, provided the administrator is not enrolled in another plan offered by or through the Troy School District. If 2 or more administrators elect this option, then the amount shall be \$3,000 or the

maximum amount actually being paid that year to teachers who opt not to take medical coverage, whichever is greater.

Dental Insurance: Each administrator shall be enrolled in a self-funded dental insurance plan equivalent to the coverage provided in the MESSA Delta Dental Full Family Plan. AmeraPlan will be the third party administrator of the self-funded dental insurance program. There shall be internal and external coordination of benefits.

Vision Care: All administrators will be provided, without cost, a self-funded Vision Care Insurance Program equivalent to MESSA, VSP Plan III. AmeraPlan will be the third party administrator for this insurance program.

Long-Term Disability: The Board of Education will provide without cost to the administrator, a long-term disability insurance plan. 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. Benefits shall be payable until the administrator reaches age seventy (70).

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. Administrators hired on or before June 30, 1987, shall have a 60-day waiting period while those hired on or after July 1, 1987, shall have a 365-day waiting period.

Administrators hired on or before June 30, 1987, will be required to exhaust all available sick and personal business days in order to become eligible to use this insurance.

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, a life insurance policy which shall pay to the administrator's designated beneficiary a sum equal to three times the individual's annual salary. Administrators hired on or after July 1, 1994, will be provided group term life insurance in the amount of \$275,000.

The Board of Education will provide, without cost to the administrator, an accidental death and dismemberment insurance policy which shall pay to the administrator, or the administrator's designated beneficiary, a sum equal to two times the individual's Board-paid life insurance policy.

Salary	Term Life Amount (3 x Salary)	AD & D Amount (2 x Life Insurance)	Life + AD & D (9 x Salary)
\$90,000	\$270,000	\$270,000 x 2 = \$540,000	\$270,000 + \$540,000 = \$810,000

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 forms necessary in connection with such 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 involved employee. 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: Administrators would be provided the option of placing \$1,000 to \$5,000 of their salary in an annuity plan. The amount to be placed in the annuity shall be paid in one lump sum at the beginning of the calendar year. The Board will provide an annuity in the amount of 3.0% of each administrator's actual salary step. The Board-paid annuity is remuneration for services performed and will be reported as compensation to MPSEERS. The annuity payment shall be issued to the administrator's designated carrier by August first. The administrator shall designate the vendor from the approved vendor list by July 15.

Longevity: If an administrator has reached or will reach his/her 10th, 15th or 20th year as an employee in the Troy School 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

Physical Examination: The Board of Education will reimburse each administrator for the cost of an annual physical examination in an amount not to exceed two hundred dollars (\$200) per year for costs not covered by insurance. The results of an annual physical examination initiated by the administrator are the administrator's. Reimbursement will be made upon presentation of a physician's itemized statement verifying payment made.

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 Troy Board of Education 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 of Education 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 of Schools.

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.

PROFESSIONAL GROWTH REIMBURSEMENT

The Board of Education recognizes the value of advanced graduate courses and professional activities in a specialized field as beneficial to the administrator and the School 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. Cost will be rebated upon evidence of successful completion (receives credit for the course) of professional growth activity.

The tuition amount subject to reimbursement that was paid to any private college or university for a graduate level course shall be capped at an average of the graduate tuition rate charged by the University of Michigan, Michigan State University, Central Michigan University, Oakland University, Wayne State University, Eastern Michigan University, and Grand Valley State University.

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

Maternity:

1. The administrator shall submit her request to the Board by the beginning of the seventh (7th) month.
2. The administrator, upon request of the Board shall supply a doctor's statement of fitness to work, no more than once per month from the beginning of the seventh (7th) month to the date of the leave.
3. Options for Maternity Leave: An administrator may use sick days for the period of her disability to take a short-term leave to commence when the administrator and her physician determine that the administrator can no longer carry out her necessary administrative duties and to terminate when her physician determines she is able to return to work.

Adoption:

An adoption leave shall be granted by the Board for up to one school year upon request of the administrator. Requests for adoption leaves 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 without pay for a period not to exceed three (3) months beyond their honorable discharge date.

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 a 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 Human Resources Department and approved by the Board of Education.

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 of Schools and Board of Education.

Education Advancement Leave: The Board of Education 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 of Education may grant approval for an additional year upon written request.

Out-of-District Administrative Leave: The Board of Education 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 of Education 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 timely notification is not received, the individual will be assumed a voluntary resignation.

LEAVE PROVISIONS FOR ADMINISTRATORS HIRED ON OR AFTER JULY 1, 1987

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 of Schools 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 year (365 calendar days) of income protection for 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 the one year 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.

An administrator who incurs a second unrelated personal illness or unrelated disability will requalify for up to one year of income protection provided the administrator has worked at least sixty (60) days between periods of illness or disability.

During each one-year period of income protection, the administrator will receive the insurance benefits provided in this handbook.

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 of Schools or the Board of Education

Absence without pay shall only occur upon approval of the Superintendent of Schools or the Board of Education. 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 of Schools. An administrator returning from a leave of less than one year will return to the same position or an equivalent position.

Vacancies created by absences of one year's duration or more may be filled on a permanent basis. An administrator returning from such leave of absence will be considered for the first available vacancy for which the administrator is qualified.

LEAVE PROVISIONS FOR ADMINISTRATORS HIRED BY TROY SCHOOL DISTRICT ON OR BEFORE JUNE 30, 1987 (For purposes of this provision the term administrator is defined as all those individuals employed in administrative positions on or before June 30, 1987)

Sick Leave: All administrators will receive fourteen (14) leave days per year without loss of pay, for the following reasons: personal illness, serious illness in the immediate family, or death of a relative. Four of the fourteen (14) days may be used for personal business, not including activities for pleasure. Administrators hired before July 1, 1987 may accumulate sick leave as provided in the next section.

All unused sick leave days shall be added, at the end of each fiscal year, to the employee's sick leave day reserve. An individual employee's sick leave day reserve may not exceed his/her scheduled work year, i.e., work weeks times five.

When an administrator has used all his/her available sick leave, an individual may request to use sick leave days voluntarily given from those accumulated by other administrators.

The donated days shall be deducted from the first sixty (60) days accumulated by the administrator donating. A sufficient number of days may be donated to continue the salary of an administrator until LTD insurance program begins. Any days donated from the first sixty (60) days shall be replaced from the individual administrator's following year's leave day allowance.

Protracted Illness: Upon the recommendation of the administrator's physician, a leave of absence shall be granted up to one school year, plus any unfinished school year. Two annual extensions of the health leave shall be granted upon written request of an administrator accompanied by a written statement by his/her physician. When the employee's health permits his/her return to duty, he/she shall notify the Superintendent in writing and submit a statement from his/her personal physician certifying fitness to return to duty.

Child Care:

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

- An administrator may elect to remain home with the object child for the balance of the school year in which the child is born. If he/she so indicated by written application two (2) months prior to anticipated birth, a child-care leave shall be granted.

A request for an extension of the child-care leave shall be granted upon written request to the Board by March first of the school year preceding the extension.

A combination of maternity and child-care leave shall not exceed four semesters following the semester or summer in which the child was born. In any case, the return from leave shall coincide with the beginning of the school year, except the Board may grant a leave that provides for an administrator to return from the leave other than at the beginning of the school year.

Family Care: Any administrator may receive up to one year leave without pay for the purposes of family care. This is subject to renewal at the will of the Board.

SEVERANCE PROVISIONS

- A. **FOR THOSE ADMINISTRATORS HIRED ON OR AFTER JULY 1, 1987.** Upon termination of employment with the School District, administrators with 10 years of employment with the Troy School District will be given \$7,500. To receive this severance payment, an administrator must voluntarily terminate employment or retire.

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 MPSERS 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 Human Resources Department of a written resignation from the individual, confirmation in writing of eligibility to retire per the MPSERS and a retirement application.

- B. **FOR THOSE ADMINISTRATORS HIRED ON OR BEFORE JUNE 30, 1987.** Upon termination of employment with the Troy School District, administrators will be given severance compensation of one half of their current daily rate of pay for each sick leave day that has been accumulated up to a maximum of one hundred (100) days. For purposes of severance pay the administrator's daily rate shall be calculated by dividing the current annual contract amount by two hundred twenty (220).

Administrators who retire with ten or more years of service in Troy shall have the option of being paid severance at the following rates in lieu of pay for accumulated sick leave.

10-14.9 years of service-----	\$1,000
15-19.9 years service -----	\$1,500
20 or more years service-----	\$100 per year

Severance compensation will be paid only when the administrator submits a written request for same to the Superintendent of Schools or his/her designee. In the event of the death of an administrator, the severance will be paid to the administrator's beneficiary without the request.

- C. **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.

**EARLY RETIREMENT INCENTIVE PLAN FOR ADMINISTRATORS
EMPLOYED ON OR BEFORE JUNE 30, 1987.**

Any administrator** who has completed ten years of service to the Troy School District, currently employed in the Troy School District, has earned no more than 38 years of credit with the Michigan Public School Employees Retirement System (MPERS), and who actually retires through MPERS shall receive an Early Retirement Incentive benefit in the sum of forty-five thousand dollars (\$45,000).

If a retired administrator receives hospitalization insurance coverage through the MPERS, the Board agrees to pay the retiree's portion of a premium contribution for himself/herself and any who are eligible dependents. This provision shall be effective the year the retirement becomes effective.

Once an administrator retires under this Early Retirement Incentive Plan, his/her right to benefits hereunder becomes vested and may not be withdrawn because of subsequent negotiation or changed without the administrator's consent. The annual benefit will be reduced by any amount received from unemployment benefits during the period of time the benefits are received. Once an administrator retires under this plan, his/her right to benefits hereunder becomes vested and may not be terminated or changed without the administrator's consent.

Benefits will be paid within one month of the administrator's retirement as follows:

An administrator retiring due to a medical disability which qualifies him/her for retirement benefits from the Social Security Administration, the State Retirement Board, or any school-sponsored insurance program is not eligible for benefits under this plan. The administrator must have been actively at work on the last scheduled working day prior to the date of early retirement. However, once the administrator has retired early and is receiving benefits under this plan, no subsequent disability will affect such benefits.

Should the administrator pass away, all components and benefits of the Early Retirement Incentive will be provided to the beneficiary subject to the rules of the carrier for the duration of the benefit.

Should the administrator become employed in an administrative position by a public school district in the State of Michigan while receiving early retirement benefits from the Troy School District, all benefits of this program will cease immediately, and no benefits will be payable after the date of commencement of work or the date of signing an employment contract, whichever occurs first.

Written notice of intent to retire early must be given to the Superintendent of Schools at least three months prior to early retirement, unless the Superintendent waives such notice.

**All positions that appear in Board of Education Policy No. C-1101, Administrative Position including administrative and supervisory positions.

ADMINISTRATIVE EVALUATION

Performance Cycle: Troy School District probationary administrators are evaluated annually and non-probationary administrators are evaluated once every two years, providing all individual area ratings and the overall rating is “competent.” If any ratings are less than “competent,” the administrator must be evaluated annually until such time as he/she attains all “competent” ratings. It is understood that an administrator can be given notice that he/she is going to be added to the evaluation list at any time, for any reason.

The primary supervisor (immediate supervisor) and secondary evaluator (primary supervisor’s supervisor) will meet with the Assistant Superintendent, Human Resources to discuss the performance review. If there is a difference of opinion between evaluators, the primary supervisor’s evaluation prevails.

Prior to the evaluation, administrators will complete the Administrator Performance Review Worksheet and send copies to his/her primary and secondary evaluators and the Assistant Superintendent, Human Resources. Each administrator will be evaluated in all areas noted on the Administrator Performance Review instrument located in Attachment A. The primary supervisor will assign a rating for each category and an overall rating for the administrator.

Non-Probationary Administrator Performance Review Cycle

Building and/or Position	School Year Beginning with Odd or Even Number
Assistant Superintendent, Elementary Instruction (Dormant)	Odd Year
Administrators assigned to Troy High School	Odd Year
Administrators assigned to Athens School	Even Year
Administrators assigned to Larson and Smith M.S.	Odd Year
Administrators assigned to Baker and Boulan Park M.S.	Even Year
Principals assigned to Barnard, Bemis, Costello, Hamilton, Hill and Leonard Elementary Schools	Even Year
Principals assigned to Martell, Morse, Schroeder, Troy Union, Wass, and Wattles Elementary Schools	Odd Year
Athletic Director	Even Year
Cable Supervisor	Even Year
Continuing Education Director	Even Year
Curriculum/Staff Development Director	Even Year
Information Services Supervisor	Even Year
Finance Director	Even Year
Community Relations Director	Odd Year
Fine Arts Director	Odd Year
Food Service Director	Odd Year
Maintenance Director	Odd Year
Operations Director	Odd Year
Purchasing/Budgeting Supervisor	Odd Year
Special Education Director	Odd Year
Special Education Supervisor	Odd Year
Technology Director	Odd Year
Transportation Supervisor	Odd Year

TROY ADMINISTRATOR PERFORMANCE REVIEW

Performance Criteria

The performance review instrument contains nine evaluation areas. Each area is assigned a rating of competent, needs improvement, or unsatisfactory. An overall rating of competent, needs improvement, or unsatisfactory will also be provided. A description of competent performance in each rating area is described below.

1. **Organizing, Planning & Time Management.** An administrator competent in this area is skillful at structuring his/her life and brings structure to the lives of the people with whom they work. This individual is resourceful, on time, keeps appointments, has good record-keeping skills, and knows where things are filed so materials can be located as necessary. Others can depend on this individual and believe that he/she will deliver what has been promised. A competent administrator effectively prioritizes tasks. He/she is always prepared. An administrator competent in this skill plans short term and long term, but the emphasis is on near-term organizing and planning rather than strategic planning. This individual follows through on assignments, and assignments given to others, in a timely manner. He/she demonstrates the ability to deal with a volume of paperwork and heavy demands on one's time. A competent administrator sets priorities for himself/herself and others.
2. **Staff Evaluation, Growth & Development.** A competent administrator ensures that staff is appropriately evaluated and the assessment process is both positive and constructive. An administrator competent in this area is able to focus on the needs of the individual staff member and staff as a whole and acts accordingly. He/she maintains high expectations and recognizes that staff needs to grow and develop, and he/she delivers plans to make that happen. This individual is able to create or work with others to make opportunities for staff members to be more effective, change, and/or learn new techniques, strategies, etc. The competent administrator is able to generate "buy-in" or can give his/her idea away to someone else who will make it grow.
3. **Problem Solving/Judgment.** The competent administrator is able to identify problems, solutions and alternative solutions. He/she gathers or verifies background information and has or can develop the resources to assess situations thoroughly. This individual has networks and is skilled at getting the facts necessary to evaluate a problem. His/her listening ability is strong, and the audiences with whom he/she works believe their opinions are valued and given the utmost consideration. This administrator is skillful in approaching a problem and considers the impact on all areas and people when making a decision. He/she has the ability to reach logical conclusions and make high quality decisions based on available information. The competent administrator is skillful in identifying educational needs and setting priorities. The competent administrator practices moral and ethical judgment.
4. **Relationships.** The competent administrator identifies, establishes and continually works to enhance his/her relationship with appropriate factions of the school community. He/she positions the school as a community resource. This individual believes and demonstrates that by having strong, positive relationships with other

persons and groups of people, he/she can create positive outcomes from his/her work. An administrator with this competency gets along well with others. He/she has the ability to perceive the interests, needs, concerns and personal problems with others; demonstrates skill in resolving conflicts; has tact in dealing with persons from different backgrounds; is able to deal effectively with people concerning emotional issues; and knows what information to communicate when and to whom. This administrator works at developing and maintaining positive relationships and does not believe that positive relationships just develop over time.

5. **Work Standards.** In a competent administrator there is an element of pride in doing a job well, evidence of organization, focus on timely task completion, and a concern for details, even when the results go unseen. This administrator sees the job in a broad context. He/she is not satisfied with the status quo and continually searches for new and better ideas. This administrative utilizes effective strategies for facilitating change. There are strong signs of commitment to the organization. The administrator is assertive and likes to be in charge and empowers others when appropriate. He/she sees a purpose in what he/she is doing and integrates this with other interests. This administrator is characterized as active and has a high volume of work output, a positive attitude, and strong professional ethics. He/she needs to be successful in all activities attempted; shows evidence that work is important to personal satisfaction; and has the ability to be self-policing.
6. **Communication.** This skill involves verbal, written and presentation skills. A competent administrator is an effective and persuasive communicator. He/she is articulate and has an adequate vocabulary and good command of proper grammar. This administrator never communicates in a condescending manner. He/she has the ability to make a clear, oral presentation of facts or ideas. His/her message is understood by the intended audience. His/her writing skills are viewed as an asset. Written materials are appropriately designed for different audiences and well organized, to the point, and lack superfluous information. The competent administrator possesses strong listening skills. He/she routinely allows others to express their views and is able to project a sense of sincerity and understanding to his/her audience.
7. **Program Growth and Development.** A competent administrator works continually to enhance and develop his/her school, program, curriculum, and/or departmental responsibilities. He/she recognizes the need to assess the current state, identifies changes needing to be made, and develops strategies to facilitate progress. The competent administrator is able to obtain support for his/her positions, identify stakeholders, and garner support for change. This administrator is not content with the status quo. He/she shows evidence of looking at and beyond the existing edge.
8. **Leadership.** A competent administrator has the ability to get others involved in solving problems, recognizes when a group requires direction, interacts with a group effectively, and guides them to the accomplishment of a task. An effective leader has the courage to represent what he/she believes. He/she is assertive, competitive, direct, and achievement driven and facilitates the leadership of others. His/her educational leadership beliefs reflect solid reasoning. The competent administrator is decisive, has the ability to recognize when a decision is required, and can act quickly. A competent

leader can perform under pressure and during opposition. He/she has the ability to think on one's feet. Leadership can involve a school, employee group, program, department and/or community.

9. **Goals.** Each administrator is required to establish one or two goals. The administrator and his/her supervisor must reach agreement on the goals. A final evaluation of the goal(s) will be included in this area of the evaluation. A simple written goal statement must be on file with the supervisor and received in the Personnel Department by October 1st each year. Goals may be of a professional or personal nature. The administrator who has attained his/her goal(s) or has made significant progress in reaching the goal(s) will be rated competent in this area.

ADMINISTRATOR PERFORMANCE REVIEW WORKSHEET

NAME: _____ POSITION: _____

The performance review process is intended to be as valid and reliable as possible. To do this your supervisor(s) needs input from you. This is an opportunity to highlight your contributions since your last performance review. You may go into as much detail as you desire. You may attach additional pages, if necessary

1. **JOB DESCRIPTION:** Describe your job in terms of what you do in a few sentences. Consider your major responsibilities and important work functions.

2. **SIGNIFICANT CONTRIBUTIONS:** List significant contributions you have made in this rating period. Contributions could be related to specific job duties or could be district-wide.

3. **OBJECTIVES:** Think back over your job duties and challenges. List what you would do to increase your effectiveness or to make a higher level contribution to the school district. These objectives will be discussed with your supervisor.

ADMINISTRATOR'S PERFORMANCE REVIEW

NAME _____

POSITION _____

LOCATION _____ YEAR _____

1. Organizing, Planning & Time Management:

2. Staff Growth & Development:

3. Problem Solving/Judgment:

4. Relationships:

5. Work Standards

6. Communication:

7. Program Growth & Development:

8. Leadership:

9. Goals:

RATINGS (Competent, Needs Improvement, Unsatisfactory)

Overall Rating _____

Note: The overall rating can be influenced by less than competent performance in any one area. For example, a rating of needs improvement can be so strong in a particular area that the administrator's overall rating is unsatisfactory.)

Primary Supervisor's Signature _____

Date: _____

Superintendent's Signature _____

Date: _____

Administrator's Signature _____

Date: _____

The administrator's signature does not indicate agreement with the performance review; it merely indicates the document has been reviewed with him/her. An administrator may submit a separate statement of rebuttal. The Superintendent will review all rebuttals with both the primary supervisor and the administrator.

Note: A formal hearing procedure for administrators who are in disagreement with their evaluations is noted in the Administrative Handbook.

Performance Review Appeal Procedure

An administrator may request an informal meeting with his/her immediate supervisor to discuss the evaluation before commencing the hearing procedure.

Hearing Procedure. Performance reviews and evaluations are management functions and responsibilities. The evaluation process is designed to improve and develop administrative performance.

An Individualized Development Plan for Performance Reasons must be developed for any rating area or overall rating of needs improvement or unsatisfactory. The plan should be reduced to writing after a discussion between the administrator and his/her primary evaluator. The Individualized Development Plan for Performance Reasons must be attached to the subject's evaluation by September 1 of the following school year.

No administrator shall be given an unsatisfactory evaluation without due process and just cause. At all times, an evaluator shall have specific examples of observed or demonstrated behavior as a basis for the performance review rating.

The hearing procedures found below are for the orderly processing of disagreements over the performance review. At all steps, the administrator being evaluated must take the initiative to request the procedure be implemented. The request shall be made in writing to the appropriate individual named at each step.

Step One: Within seven calendar days of receipt of the final performance review, an administrator may request a hearing with his/her evaluator(s). Both the primary and secondary evaluators will be involved in step one if the administrator requests both. The communication from the administrator to the evaluator(s) must identify the area(s) of disagreement.

The administrator and evaluator(s) must meet within seven calendar days of receipt of the request, unless mutually agreed to meet at another time. The evaluator(s) will communicate his/her (their) position regarding the disagreement in writing to the administrator within seven calendar days of the meeting, unless they mutually agree to another time.

Step Two: The administrator may submit a written request for a hearing with the Superintendent within seven calendar days of receipt of his/her primary supervisor's response provided at Step One. The request must identify area(s) of disagreement and concern.

A hearing between the Superintendent and the administrator must be held within seven calendar days of the Superintendent receiving the written request, unless they mutually agree to another time. The Superintendent will communicate his/her decision or conclusion in writing to the administrator within seven calendar days of the hearing, unless they mutually agree to another time.

An administrator may submit a separate rebuttal statement. The Superintendent will review all rebuttal statements with both the primary supervisor and the administrator.

SALARY SCHEDULE

Initial placement on the salary schedule will be determined by the Board of Education at the time of hire or date of promotion, if the administrator is promoted from some other administrative position.

After completion of each full school year of administrative service, each administrator will move up one step on the applicable schedule unless the administrator's performance has been evaluated unsatisfactory.

The Superintendent, 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 Superintendent 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.

ADMINISTRATIVE POSITION PLACEMENT ANALYSIS

The Superintendent will appoint a committee to review the placement of administrative positions within the organization and the committee will consist of three administrators appointed by the Salary Committee Chair/Co-chairs and three administrators appointed by the Superintendent. If and when the District determines to engage in training from Hay Associates or another like organization, the Salary Committee Chair/Co-chairs will appoint three non-central office administrators to participate in the training. The subcommittee will conduct reviews and make recommendations to the Superintendent.

An individual or individuals believing their position merits review shall first discuss the matter with his/her supervisor and seek his/her support. If the supervisor does not support the request, he/she may ask the review committee for a review.

The Superintendent will share all proposed administrative "ranking" and work week changes with the Salary Committee Chair/Co-chairs prior to action by the Board of Education. The Salary Committee Chair/Co-chairs may make recommendations to the Superintendent.

Administrative Salary Schedule – 2006- 2007

Position	Base	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7
High School Principal	102,067	104,030	105,993	107,955	109,918	111,881	113,844	115,807	117,770	119,732	121,695	123,658	125,621	127,584
Middle School Principal	92,676	94,458	96,240	98,023	99,805	101,587	103,369	105,152	106,933	108,716	110,498	112,280	114,063	115,845
Director-Continuing Education	97,954	99,837	101,721	103,605	105,488	107,372	109,256	111,139	113,023	114,907	116,791	118,675	120,558	122,441
Director-Special Education	97,954	99,837	101,721	103,605	105,488	107,372	109,256	111,139	113,023	114,907	116,791	118,675	120,558	122,441
Director-Technology	97,954	99,837	101,721	103,605	105,488	107,372	109,256	111,139	113,023	114,907	116,791	118,675	120,558	122,441
Elementary Principal	90,465	92,205	93,944	95,684	97,424	99,163	100,903	102,643	104,383	106,122	107,862	109,603	111,342	113,082
High School Assistant Principal	89,731	91,458	93,183	94,909	96,634	98,360	100,085	101,811	103,536	105,262	106,987	108,714	110,439	112,165
Curriculum Director	93,720	95,523	97,325	99,127	100,930	102,732	104,534	106,336	108,139	109,941	111,743	113,546	115,348	117,150
Middle School Asst. Principal	85,923	87,575	89,228	90,879	92,531	94,184	95,836	97,489	99,141	100,794	102,446	104,098	105,751	107,403
Director, Athletics & Phys. Ed.	91,649	93,412	95,175	96,938	98,700	100,463	102,225	103,987	105,750	107,512	109,275	111,037	112,800	114,562
Director, Fine Arts	83,731	85,341	86,951	88,562	90,172	91,782	93,392	95,002	96,613	98,223	99,833	101,433	103,053	104,664
Supervisor, Special Education *	83,731	85,341	86,951	88,562	90,172	91,782	93,392	95,002	96,613	98,223	99,833	101,433	103,053	104,664
Director, Maintenance	79,967	81,505	83,042	84,580	86,118	87,655	89,193	90,731	92,270	93,807	95,345	96,883	98,420	99,958
Director, Operations	74,423	75,854	77,285	78,717	80,148	81,580	83,011	84,442	85,873	87,304	88,735	90,167	91,598	93,029
Director, Community Relations	71,789	73,169	74,550	75,930	77,311	78,691	80,071	81,453	82,833	84,214	85,594	86,974	88,355	89,736
Director, Food Services	63,863	65,091	66,319	67,547	68,776	70,004	71,232	72,460	73,688	74,916	76,144	77,372	78,601	79,829
Supervisor, Purchasing & Budget	66,640	67,922	69,204	70,485	71,767	73,048	74,329	75,611	76,892	78,174	79,455	80,737	82,019	83,300
Supervisor, Transportation ***	55,856	56,930	58,005	59,079	60,153	61,227	62,302	63,376	64,449	65,524	66,598	67,672	68,747	69,821
Supervisor, Information Services	66,640	67,922	69,204	70,485	71,767	73,048	74,329	75,611	76,892	78,174	79,455	80,737	82,019	83,300
Supervisor, Cable	52,758	53,772	54,787	55,801	56,816	57,830	58,845	59,860	60,874	61,889	62,903	63,918	64,932	65,947
Director, Finance **	66,640	67,922	69,204	70,485	71,767	73,048	74,329	75,611	76,892	78,174	79,455	80,737	82,109	83,300
Dormant Positions														
Asst. Supt.-Elementary Instruction	106,444	108,490	110,538	112,585	114,632	116,678	118,726	120,773	122,820	124,866	126,914	128,961	131,008	133,054
Supervisor, Custodial Services	55,856	56,930	58,005	59,079	60,153	61,227	62,302	63,376	64,449	65,524	66,598	67,672	68,747	69,821
Supervisor, Information Servs PR	66,640	67,922	69,204	70,485	71,767	73,048	74,329	75,611	76,892	78,174	79,455	80,737	82,019	83,300
Director, Media Services	85,923	87,575	89,228	90,879	92,531	94,184	95,836	97,489	99,141	100,794	102,446	104,098	105,751	107,403
Director, Career Education Servs	81,868	83,442	85,016	86,591	88,165	89,739	91,313	92,888	94,462	96,036	97,612	99,186	100,760	102,334
Director, Evaluation & Research	83,731	85,341	86,951	88,562	90,172	91,782	93,392	95,002	96,613	98,223	99,833	101,443	103,053	104,664

*Incumbent 7/90 to be placed on MSAP range. Future administrator to be paid as indicated

**Incumbent 7/99 to be placed on Director-Maintenance range

***Transportation Department Restructuring in 1993-94 placed incumbent in Custodial Services Supervisor Range

Administrative Salary Schedule – 2007- 2008

Position	Base	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7
High School Principal	103,853	105,851	107,848	109,844	111,842	113,839	115,836	117,834	119,831	121,827	123,825	125,822	127,819	129,817
Middle School Principal	94,298	96,111	97,924	99,738	101,552	103,365	105,179	106,992	108,804	110,619	112,432	114,245	116,059	117,872
Director-Continuing Education	99,668	101,584	103,501	105,418	107,334	109,251	111,168	113,084	115,001	116,918	118,835	120,752	122,668	124,584
Director-Special Education	99,668	101,584	103,501	105,418	107,334	109,251	111,168	113,084	115,001	116,918	118,835	120,752	122,668	124,584
Director-Technology	99,668	101,584	103,501	105,418	107,334	109,251	111,168	113,084	115,001	116,918	118,835	120,752	122,668	124,584
Elementary Principal	92,048	93,819	95,588	97,358	99,129	100,898	102,669	104,439	106,210	107,979	109,750	111,521	113,290	115,061
High School Assistant Principal	91,301	93,059	94,814	96,570	98,325	100,081	101,836	103,593	105,348	107,104	108,859	110,617	112,372	114,128
Curriculum Director	95,360	97,195	99,028	100,862	102,696	104,530	106,363	108,197	110,031	111,865	113,699	115,533	117,367	119,200
Middle School Asst. Principal	87,427	89,108	90,789	92,469	94,150	95,832	97,513	99,195	100,876	102,558	104,239	105,920	107,602	109,283
Director, Athletics & Phys. Ed.	93,253	95,047	96,841	98,634	100,427	102,221	104,014	105,807	107,601	109,393	111,187	112,980	114,774	116,567
Director, Fine Arts	85,196	86,834	88,473	90,112	91,750	93,388	95,026	96,665	98,304	99,942	101,580	103,218	104,856	106,496
Supervisor, Special Education	85,196	86,834	88,473	90,112	91,750	93,388	95,026	96,665	98,304	99,942	101,580	103,218	104,856	106,496
Director, Maintenance	81,366	82,931	84,495	86,060	87,625	89,189	90,754	92,319	93,885	95,449	97,014	98,578	100,142	101,707
Director, Operations	75,725	77,181	78,637	80,095	81,551	83,008	84,464	85,920	87,376	88,832	90,288	91,745	93,201	94,657
Director, Community Relations	73,045	74,449	75,855	77,259	78,664	80,068	81,472	82,878	84,283	85,688	87,092	88,496	89,901	91,306
Director, Food Services	64,981	66,230	67,480	68,729	69,979	71,229	72,479	73,728	74,978	76,227	77,477	78,726	79,977	81,226
Supervisor, Purchasing & Budget	67,806	69,111	70,415	71,718	73,023	74,326	75,630	76,934	78,238	79,542	80,845	82,150	83,454	84,758
Supervisor, Transportation ***	56,833	57,926	59,020	60,113	61,206	62,298	63,392	64,485	65,577	66,671	67,763	68,856	69,950	71,043
Supervisor, Information Services	67,806	69,111	70,415	71,718	73,023	74,326	75,630	76,934	78,238	79,542	80,845	82,150	83,454	84,758
Supervisor, Cable	53,681	54,713	55,746	56,778	57,810	58,842	59,875	60,908	61,939	62,972	64,004	65,037	66,068	67,101
Director, Finance **	67,806	69,111	70,415	71,718	73,023	74,326	75,630	76,934	78,238	79,542	80,845	82,150	83,454	84,758
Dormant Positions														
Asst. Supt.-Elementary Instruction	108,307	110,389	112,472	114,555	116,638	118,720	120,804	122,887	124,969	127,051	129,135	131,218	133,301	135,382
Supervisor, Custodial Services	56,833	57,926	59,020	60,113	61,206	62,298	63,392	64,485	65,577	66,671	67,763	68,856	69,950	71,043
Supervisor, Information Servs. PR	67,806	69,111	70,415	71,718	73,023	74,326	75,630	76,934	78,238	79,542	80,845	82,150	83,454	84,758
Director, Media Services	87,427	89,108	90,789	92,469	94,150	95,832	97,513	99,195	100,876	102,558	104,239	105,920	107,602	109,283
Director, Career Education Servs	83,301	84,902	86,504	88,106	89,708	91,309	92,911	94,514	96,115	97,717	99,320	100,922	102,523	104,125
Director, Evaluation & Research	85,196	86,834	88,473	90,112	91,750	93,388	95,026	96,665	98,304	99,942	101,580	103,218	104,856	106,496

*Incumbent 7/90 to be placed on MSAP range. Future administrator to be paid as indicated

**Incumbent 7/99 to be placed on Director-Maintenance range

***Transportation Department Restructuring in 1993-94 placed incumbent in Custodial Services Supervisor Range

Administrative Salary Schedule – 2009- 2010

Position	Base	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7
High School Principal	103,853	105,851	107,848	109,844	111,842	113,839	115,836	117,834	119,831	121,827	123,825	125,822	127,819	129,817
Middle School Principal	94,298	96,111	97,924	99,738	101,552	103,365	105,179	106,992	108,804	110,619	112,432	114,245	116,059	117,872
Director-Continuing Education	99,668	101,584	103,501	105,418	107,334	109,251	111,168	113,084	115,001	116,918	118,835	120,752	122,668	124,584
Director-Special Education	99,668	101,584	103,501	105,418	107,334	109,251	111,168	113,084	115,001	116,918	118,835	120,752	122,668	124,584
Director-Technology	99,668	101,584	103,501	105,418	107,334	109,251	111,168	113,084	115,001	116,918	118,835	120,752	122,668	124,584
Director, Instruction & Assessment	99,668	101,584	103,501	105,418	107,334	109,251	111,168	113,084	115,001	116,918	118,835	120,752	122,668	124,584
Elementary Principal	92,048	93,819	95,588	97,358	99,129	100,898	102,669	104,439	106,210	107,979	109,750	111,521	113,290	115,061
High School Assistant Principal	91,301	93,059	94,814	96,570	98,325	100,081	101,836	103,593	105,348	107,104	108,859	110,617	112,372	114,128
Associate Principal, IA East	93,253	95,047	96,841	98,634	100,427	102,221	104,014	105,807	107,601	109,393	111,187	112,980	114,774	116,567
Middle School Assistant Principal	87,427	89,108	90,789	92,469	94,150	95,832	97,513	99,195	100,876	102,558	104,239	105,920	107,602	109,283
Director, Athletics & Phys. Ed.	93,253	95,047	96,841	98,634	100,427	102,221	104,014	105,807	107,601	109,393	111,187	112,980	114,774	116,567
Director, Fine Arts	85,196	86,834	88,473	90,112	91,750	93,388	95,026	96,665	98,304	99,942	101,580	103,218	104,856	106,496
Supervisor, Special Education	85,196	86,834	88,473	90,112	91,750	93,388	95,026	96,665	98,304	99,942	101,580	103,218	104,856	106,496
Director, Maintenance	81,366	82,931	84,495	86,060	87,625	89,189	90,754	92,319	93,885	95,449	97,014	98,578	100,142	101,707
Director, Operations	75,725	77,181	78,637	80,095	81,551	83,008	84,464	85,920	87,376	88,832	90,288	91,745	93,201	94,657
Director, Community Relations	73,045	74,449	75,855	77,259	78,664	80,068	81,472	82,878	84,283	85,688	87,092	88,496	89,901	91,306
Director, Food Services	64,981	66,230	67,480	68,729	69,979	71,229	72,479	73,728	74,978	76,227	77,477	78,726	79,977	81,226
Supervisor, Purchasing & Budget	67,806	69,111	70,415	71,718	73,023	74,326	75,630	76,934	78,238	79,542	80,845	82,150	83,454	84,758
Supervisor, Transportation ***	56,833	57,926	59,020	60,113	61,206	62,298	63,392	64,485	65,577	66,671	67,763	68,856	69,950	71,043
Supervisor, Information Services	67,806	69,111	70,415	71,718	73,023	74,326	75,630	76,934	78,238	79,542	80,845	82,150	83,454	84,758
Supervisor, Cable	53,681	54,713	55,746	56,778	57,810	58,842	59,875	60,908	61,939	62,972	64,004	65,037	66,068	67,101
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Dormant Positions														
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Supervisor, Custodial Services	56,833	57,926	59,020	60,113	61,206	62,298	63,392	64,485	65,577	66,671	67,763	68,856	69,950	71,043
Supervisor, Information Servs. PR	67,806	69,111	70,415	71,718	73,023	74,326	75,630	76,934	78,238	79,542	80,845	82,150	83,454	84,758
Director, Media Services	87,427	89,108	90,789	92,469	94,150	95,832	97,513	99,195	100,876	102,558	104,239	105,920	107,602	109,283
Director, Career Education Servs	83,301	84,902	86,504	88,106	89,708	91,309	92,911	94,514	96,115	97,717	99,320	100,922	102,523	104,125
Director, Evaluation & Research	85,196	86,834	88,473	90,112	91,750	93,388	95,026	96,665	98,304	99,942	101,580	103,218	104,856	106,496

*Incumbent 7/90 to be placed on MSAP range. Future administrator to be paid as indicated

**Incumbent 7/99 to be placed on Director-Maintenance range

***Transportation Department Restructuring in 1993-94 placed incumbent in Custodial Services Supervisor Range

ADMINISTRATIVE HAY POINT ANALYSIS

POSITION	GRADE	KNOW SLOT	HOW PTS	PROBLEM-SOLVING SLOT	PTS	ACCOUNTABILITY SLOT	PTS	TOTAL	PROFILE
ASST. SUPERINTENDENT- ELEMENTARY	18	G113	460	F4 (50)	230	E3P	304	994	46-23-31
HIGH SCHOOL PRINCIPAL	15	F113	400	E4 (43)	175	E3P	230	805	49-22-29
MIDDLE SCHOOL PRINCIPAL	14	F113	350	E4 (43)	152	E2P	200	702	49-22-29
CONTINUING EDUCATION DIRECTOR	13	F113	350	E4 (43)	152	E2P	175	677	52-22-26
SPECIAL EDUCATION DIRECTOR	13	F113	350	E4 (43)	152	E2P	175	677	52-22-26
TECHNOLOGY DIRECTOR	13	F113	350	E4 (43)	152	E2P	175	677	52-22-26
ELEMENTARY SCHOOL PRINCIPAL	12	F13	304	E4 (43)	132	E2P	175	611	49-22-29
ASSISTANT HIGH SCHOOL PRINCIPAL	11	F13	304	E3 (38)	115	D2P	152	571	53-20-27
CURRICULUM/STAFF DEVELOPMENT	11	F13	304	E3 (43)	132	E1P	132	568	54-23-23
ASSISTANT MIDDLE SCHOOL PRINCIPAL	9	F13	264	E3 (38)	100	D2P	132	496	53-20-27
ATHLETIC DIRECTOR	9	F13	264	E3 (38)	100	D2P	132	496	53-20-27
FINE ARTS DIRECTOR	8	F13	264	E3 (38)	100	D1P	100	464	56-22-22
SPECIAL EDUCATION SUPERVISOR	8	F13	264	E3 (33)	87	D1P	87	438	60-20-20
MAINTENANCE DIRECTOR	8	E13	230	E3 (33)	87	D1P	100	451	59-19-22
OPERATIONS DIRECTOR	7	E13	230	E3 (38)	87	D1P	115	432	53-20-27
FOOD SERVICE DIRECTOR	5	D13	200	D3 (33)	66	C2P	100	366	55-18-27
PURCHASING/BUDGETING SUPV.	5	E12	175	D3 (33)	66	D3C	100	366	55-18-27
TRANSPORTATION SUPERVISOR	5	D13	200	D3 (33)	66	C2P	100	366	55-18-27
INFORMATION SERVICES SUPV.	5	E13	200	D3(33)	66	D1P	100	366	55-18-27
CABLE SUPERVISOR	5	D13	200	D3 (33)	66	D1P	87	353	56-19-25
FINANCE DIRECTOR	5	E12	200	D3 (33)	66	D4A	87	353	56-19-25

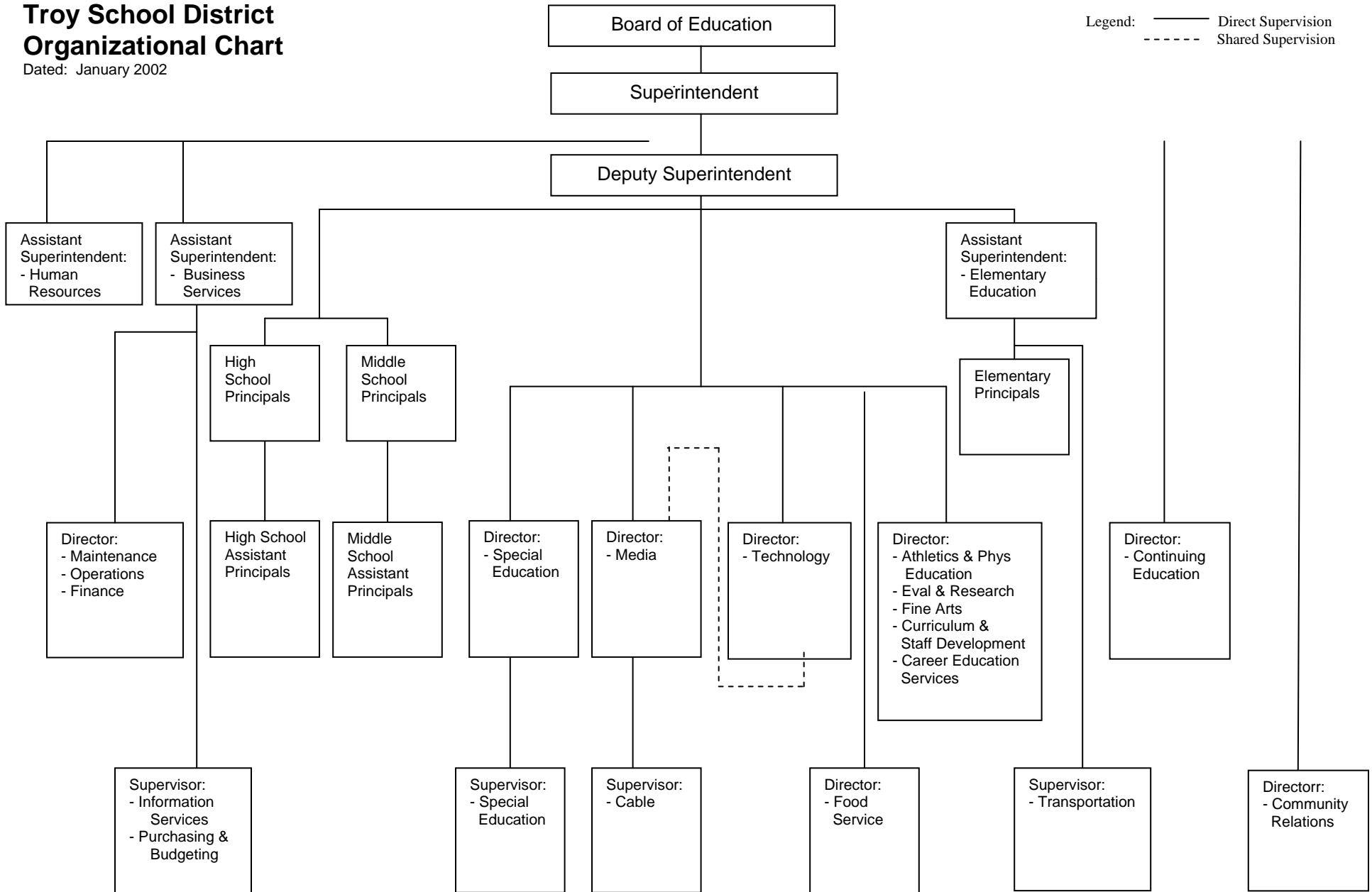
INSTRUCTIONAL

NON-INSTRUCTIONAL

Troy School District Organizational Chart

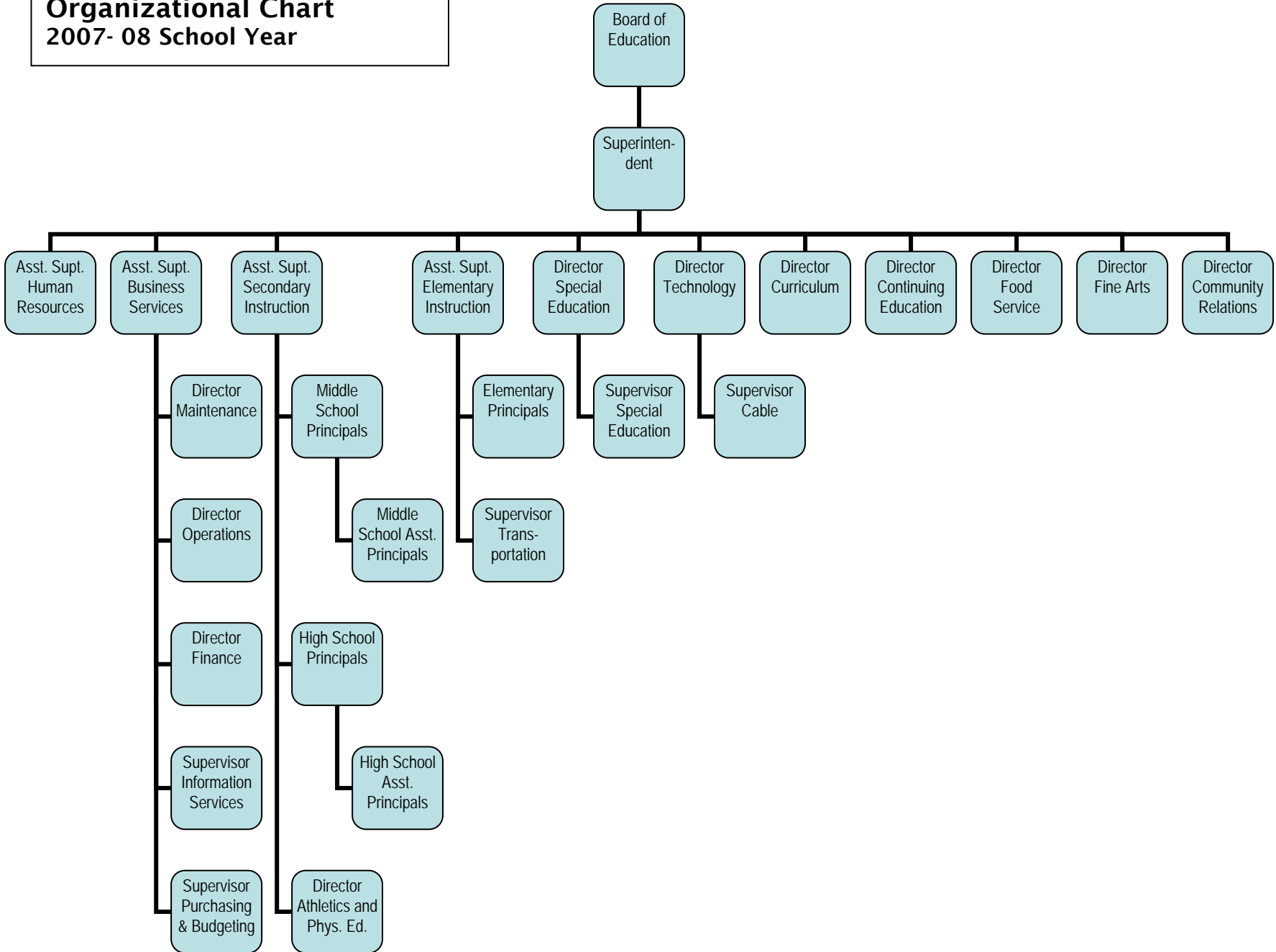
Dated: January 2002

Legend: — Direct Supervision
- - - Shared Supervision



30

**Troy School District
Organizational Chart
2007- 08 School Year**



46-WEEK ADMINISTRATOR CALENDAR – 2006/07 SCHOOL YEAR

JULY 2006						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2006						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2006						
S	M	T	W	T	F	S
					NW	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2006						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2006						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	H	H	25
26	27	28	29	30		

DECEMBER 2006						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	H	FH	FH	H	30
31						

230-Day Work Year
211 Work Days, 11 Holidays
8 Vacation Days

MS and Elementary School Principals
 MS and HS Assistant Principals
 Director, Fine Arts
 Director, Food Service
 Supervisor-Special Education

AUGUST – 20 Work Days
 Work 1 day between 7/3 and 8/4/06
 8/7/06 – Official Return

SEPTEMBER – 19 Work Days
 9/1/06 – Non-Work Day
 9/4/06 - Holiday

OCTOBER – 22 Work Days

NOVEMBER – 20 Work Days
 11/23, 11/24/06 - Holiday

DECEMBER – 16 Work Days
 12/25, 12/26, 12/29/06 - Holidays
 12/27, 12/28/06 – Floating Holidays

JANUARY – 22 Work Days
 1/1/07 - Holiday

FEBRUARY – 15 Work Days
 2/19-2/23/07 – Vacation Days

MARCH – 22 Work Days

APRIL – 15 Work Days
 4/6/07 – Holiday
 4/9-4/13/07 – NON-WORK Days

MAY – 22 Work Days
 5/28/07 - Holiday

JUNE – 18 Work Days
 6/27, 6/28, 6/29/07 – Vacation Days

JANUARY 2007						
S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2007						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	Midwinter-VACATION DAYS					24
25	26	27	28			

MARCH 2007						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2007						
S	M	T	W	T	F	S
1	2	3	4	5	H	7
8	Spring Break-NON WORK					14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2007						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	H	29	30	31		

JUNE 2007						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	V	V	V	30

46-WEEK ADMINISTRATOR CALENDAR – 2007/08 SCHOOL YEAR

<i>JULY 2007</i>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

230-Day Work Year
211 Work Days, 11 Holidays
8 Vacation Days

MS and Elementary School Principals
 MS and HS Assistant Principals
 Director, Fine Arts
 Director, Food Service
 Supervisor-Special Education

<i>JANUARY 2008</i>						
S	M	T	W	T	F	S
		H	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

<i>AUGUST 2007</i>						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	NW	

AUGUST – 21 Work Days
 Work 2 days between 7/2 and 8/3/07
 8/6/07 – Official Return
 8/31/07 – Non-Work Day

<i>FEBRUARY 2008</i>						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	Midwinter-VACATION					23
24	25	26	27	28	29	

SEPTEMBER – 19 Work Days
 9/3/07 - Holiday

<i>SEPTEMBER 2007</i>						
S	M	T	W	T	F	S
						1
2	H	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER – 23 Work Days

<i>MARCH 2008</i>						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	H	22
23	Spring Break NON-WORK					29
30	31					

NOVEMBER – 20 Work Days
 11/22, 11/23/07 - Holidays

<i>OCTOBER 2007</i>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER – 15 Work Days
 12/24, 12/25, 12/31/07 - Holidays
 12/26, 12/27/07 – Floating Holidays
 12/28/07 – Non-Work Day

<i>APRIL 2008</i>						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JANUARY – 22 Work Days
 1/1/08 - Holiday

<i>NOVEMBER 2007</i>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	H	H	24
25	26	27	28	29	30	

FEBRUARY – 16 Work Days
 2/18-2/22/08 – Vacation Days

<i>MAY 2008</i>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	NW	24
25	H	27	28	29	30	31

MARCH – 15 Work Days
 3/21/07 – Holiday
 3/24-3/28/07 – Non-Work Days

<i>DECEMBER 2007</i>						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	H	H	FH	FH	NW	29
30	H					

APRIL – 22 Work Days

<i>JUNE 2008</i>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	V	V	28
29	V					

MAY – 20 Work Days
 5/23/08 – Non-Work Day
 5/26/08 - Holiday

JUNE – 18 Work Days
 6/26, 6/27, 6/30/08 – Vacation Days

