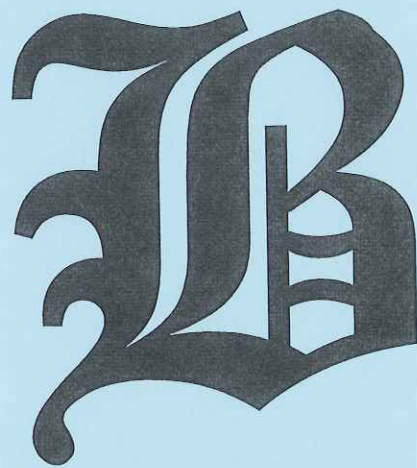


Belding Area Schools Administrative Handbook

July 1, 2010 – June 30, 2012



**Belding Area Schools
1975 Orchard Street
Belding, MI 48809**

I. Introduction

The material that follows has been developed to further strengthen the Management Team Concept and to assure a continuation of good communication between the Board and Administrative Staff.

II. Board - Administration Relationship

The Board and administration enter into this relationship with an understanding of the importance of a team management concept. Such a team includes the Board and all administrative personnel within the Belding Area Schools. The administrators and supervisory personnel shall be involved in developing and achieving the educational goals of the school district, consulted in appropriate policy decisions, and supported in their administrative assignments.

Administrators and supervisory personnel agree that there must be an understanding of the roles of the Board and administration and demonstration of mutual support of these roles. To further assist in the understanding of the respective roles, administrators and supervisory personnel will provide representation at regularly scheduled Board meetings to assist the Superintendent and Board in any way possible. Administrators and supervisors will be available to the Board for special presentations.

To maintain the professional status of the administrative group, all categories of benefits, including salaries, leave privileges, insurance and fringe benefits shall be equal to, or greater than, those provided to the Belding Education Association, when approved by the Board.

Similarly, we believe that the professional status of the administrative staff demands a high level of performance and accountability exceeding that of any other group in the district.

III. Employment Procedures

A. Qualifications

1. Administrators involved in the instructional aspect of the school district operation shall hold a Master's Degree and the number of years experience as a classroom teacher deemed appropriate for a special position.
2. Anyone determined to be the best candidate for a building-level position and who does not hold a Master's Degree may, upon the recommendation of the Superintendent and approval of the Board, be placed in the position in an "acting capacity" until such time as the degree is achieved. The "acting" administrator must show regular progress and complete the M.A. degree within five (5) years from appointment.
3. Applicants must complete a Board of Education employment application form.

4. Previous records and references of applicants will be checked including previous employment and personal references.
5. Successful applicants must provide payroll and withholding information as required.
6. Each new administrator will be placed on a two-year probationary period during which his/her ability to fulfill the requirements of the position will be evaluated.
7. The Superintendent has the discretion to offer one, two, or three-year contracts to administrators.
8. Employees will be expected to attend in-service training programs provided for orientation to their employment responsibilities.

B. Medical Information

1. Physical Examination

- a. A physical examination, by a licensed physician, may be required as a condition of employment, or upon return to active duty after an extended absence.
- b. Cost of all pre-employment examinations will be assumed by the candidate.
- c. At such other times as may be deemed necessary by the Board of Education a physical examination may be required at the Board's expense, by a physician selected by the Board

2. Psychiatric Examination

A psychiatric examination may be required by the Board of Education, whenever the Board deems it necessary. The cost of such examinations shall be assumed by the Board of Education.

C. Evaluation Procedure

Administrative accountability should be viewed positive since it should serve to the advantage of the administrator and the district. The advantages include:

1. Aiding in the development of long and short-range planning.
2. Providing for more effective communication both laterally and vertically.
3. Promoting the professional growth of all individuals.
4. Providing a factual and systematic basis for meeting community concern for administrative effectiveness.

Administrator's performance shall be evaluated by the Superintendent or Superintendent's designee not less than annually using multiple rating categories that take into account data on student growth as a significant factor. The Superintendent or designee will meet to discuss and determine performance standards, and district goals, prior to commencement of the evaluation process. Criteria upon which Administrator shall be evaluated will be communicated to Administrator by the Superintendent or designee prior to the initiation of the evaluation process.

D. Transfer

Any administrator will be given the opportunity to seek a transfer when an administrative opening occurs within the district. Administrative positions shall be posted for ten (10) school days. Administrators from within the district will be given consideration equal to other applicants for positions for which they qualify.

E. Reassignment

1. Reassignments will be made within specific classifications when the Board and Superintendent deem it necessary to carry on the educational process in the best interest of the district. Opportunity will be provided for administrators involved to discuss their proposed reassignments with the Board and the Superintendent.
2. In cases where the reassignment is to an alternate classification involving different income or number of weeks worked, after the final decision has been made by the Board and the Superintendent, the administrator may implement the due process procedure if he/she so desires.
3. If an administrator is re-assigned to non-administrative duties, service as an administrator, shall count toward seniority in the new assignment to the extent allowed by the collective bargaining agreement that controls the new assignment.

F. Staff Reduction

Should reduction in administrative staff become necessary, the Superintendent will inform the administrators directly involved in writing, ninety (90) calendar days prior to the end of the school year and give reasons for such reductions.

G. Voluntary Termination of Contract

The "Administrative Contract of Employment" signed by a member of the team specifies that "this contract may be terminated through mutual consent of the parties involved." An administrator desiring voluntary termination shall meet with the Superintendent and provide reasons for the request in writing. As much advance notice as possible should be provided to assure a reasonable opportunity to secure a satisfactory replacement.

The Superintendent shall feel free to discuss the voluntary termination of employment with an administrator when it appears to be in the interest of the district and the administrator.

H. Dismissal

Dismissal of a team member should be the final action in the process designed to improve an aspect of the Board's operation. The following procedures shall be implemented prior to dismissal:

1. Annual administrative appraisals are designed to establish major objectives of the Board for various aspects of the educational enterprise. Personal conferences conducted at that time should signal areas of unsatisfactory performance.
2. Documentation of unsatisfactory and/or inappropriate conduct through warnings or reprimands may be placed in the employee's personnel file.
3. Personal conferences with the administrator shall be conducted by the supervisory administrator and/or the Superintendent.
4. A written description of the reason for dismissal will be submitted to the administrator ninety (90) calendar days prior to the end of the school year. When the interests of the district warrant, the administrator may be removed from his/her post, with pay, pending dismissal.

IV. Due Process Procedure

A. Due process provides an appropriate recourse to an administrator who believes that his/her professional rights or employment status have been jeopardized through the action of a superior. An administrator may invoke the due process procedure whenever he/she experiences difficulties leading to:

1. A recommendation of dismissal from his/her assignment.
2. Reassignment of an administrator to a different classification.
3. Disciplinary action.
4. Charges likely to cause damage to his/her professional status.

B. The administrator concerned may pursue a resolution of the difficulty through the following process:

1. The Superintendent of the District.
2. The Board of Education of the District. (Dismissal Only)

V. Administrative Work Year

A. Job Responsibilities

1. Specific responsibilities for each classification of Administrator are outlined in the "Administrative Information and Job Descriptions" section of this handbook.
2. Administrators are expected to schedule work for the number of weeks specified in their individual contracts throughout the year to assure the orderly completion of assigned duties. Working weeks will not fall below the number listed by position in Addendum "A". Non-work time for administrative personnel employed for forty-five (45) weeks or more may be distributed throughout the year in such a manner as to avoid conflict with the responsibilities of the assignment and with the prior approval of the Superintendent of Schools.
3. Building principals are expected to schedule work when school is in session and at other times as arranged with the superintendent to fulfill their contracts. Building principals may consider instructional break times (e.g. Christmas and spring break) as non-work times unless required to work by the Superintendent.
4. It is expected that all administrators will attempt to keep the Superintendent's Office informed of their whereabouts during non-work time so that they can be reached when necessary. The Middle School and High School Administrative Staff shall maintain building schedules of non-work time with copies provided to the Superintendent's Office.
5. The Board of Education and Administrative Team recognize that emergency and unforeseen events may occur which would require the immediate attention of the building administrator at times other than during regular school hours.
6. Administrators endorse the concept of "24 hours per day and 365 days-per-year" responsibility to their assignments. Many aspects of the assignment cannot be completed during a standard workday including P.T.O., athletic events, Board meetings and negotiations; pressing emergency situations may warrant other non-scheduled, non-office hour service.
7. The Board of Education endorses the concept of "compensatory time" which implies that an administrator should not be required to exceed a reasonable total time commitment to his/her individual contract. Utilization of compensatory time must be arranged with, and have the prior approval of, the Superintendent of Schools. If school is closed because of Acts of God, administrators may be required to attend an administrative team meeting at 10 a.m., if deemed necessary by the Superintendent. The Director of Building and Grounds will receive a personal day in place of the snow day if other administrators are not required to work.

8. Whenever emergency circumstances disrupt the normal operation of the instructional program, administrators will be available, upon the request of the Superintendent.

B. Salary Provisions

The base salary of each administrator/supervisor shall be increased by 0% for the 2010-2011 school year and 0% for the 2011-2012 school year. Salary will be computed by taking the Base Salary multiplied by (1) a position factor; (2) an educational factor; (3) an experience factor limited to five years and; (4) a supervision/load factor.

1. Position Factors

Central Office Administrator	2010-2011	2011-2012
Director of Instruction and Technology	1.40*	1.40*

*Position factor includes Director of Instruction and Technology (1.10) and Co-Director of Title Programs (0.30).

Building-Level Administrators:	2010-2011	2011-2012
High School Principal	1.30	1.30
Assistant High School Principal	1.1	1.1
Middle School Principal	1.22	1.22
Assistant Middle School Principal	1.1	1.1
Woodview Elementary Principal	1.20	1.20
Ellis Elementary Principal	1.1	1.1

Directors:	2010-2011	2011-2012
Director of Athletics	1.00	1.00
Director of Buildings/Grounds	1.00	1.00
Director of Transportation	1.00	1.00
Director of Finance*	1.30	1.30

*Position factor includes Director of Finance (1.10) and Co-Director of Title Programs (0.20).

In the event of a vacancy and new hire, the Superintendent and Board may modify the position factor to reflect the new administrator's prior experience and/or other qualifications.

Consistent with the provisions of Section 1250 of the Revised School Code, Principals', Assistant Principals', and the Director of Instruction and Technology's job performance and job accomplishments will be significant factors in determining any adjustment to the salary remuneration of the Administrator during the term of this Contract. Any increase in salary remuneration made during the term of this Contract shall be in the form of a written amendment and when executed by Administrator and the Board, shall become part of this contract.

2. Educational Factors

Building-Level Administrator with less than a Masters' Degree	-3%
Director with less than a Bachelor's Degree	-3% *Effective July 1, 2003.
Masters Degree	0%
Masters Degree + 30 Hours	3%
Second Masters Degree	6%
Specialist Degree	9%
Doctorate	12%

3. Experience Factor

An administrator may add one (1%) percent as an experience factor to his/her salary computation for each year of experience in their current position, completed on the previous June 30. The experience factor may reach a maximum of eight (8%) percent.

4. Supervision Load Factor

a. Principals:
$$\frac{\# \text{ of Students} \times \# \text{ of Teachers} \times .00001}{\# \text{ of Principals in Building}}$$

b. Directors: No Factor

C. Professional Dues

The Board will pay dues for membership in professional organizations for each administrator. Dues for membership in such organizations shall be deemed necessary to the fulfillment of an administrator's duties and approved or denied by the Superintendent. An allowance of \$750 per administrator, per year, for attendance at state and national conferences or professional memberships is allowed.

VI. Administrative Benefits

A. Holidays

All administrators will be granted the following holidays, which are not chargeable against the administrator's non-work time. It is recognized that emergencies may arise that will necessitate the calling of an administrator to his/her assignment at any time, including holidays.

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Friday following Thanksgiving Day - provided school is not in session
5. Day preceding Christmas Day - provided school is not in session

6. Christmas Day
7. Day Preceding New Year's Day - provided school is not in session
8. New Year's Day
9. Good Friday - On the day provided school is not in session
10. Memorial Day - On the day officially celebrated

B. Personal Business Leave

1. Three normal working days of paid personal leave will be granted to transact personal business.
2. Arrangements for use of personal leave must be made with the Superintendent 24 hours in advance, except in cases of emergency.
3. The day immediately preceding or immediately following a legal holiday or bona fide vacation period will not be recognized by the Board of Education as a personal business leave day unless specifically approved by the Superintendent of Schools.
4. Personal business leave must not be used as vacation time. Personal business leave is not accumulative.

C. Fringe Benefits

1. Insurance
 - a. The Board shall provide full family health and medical insurance under the Priority Health HSA plan with a district funded deductible. Board payment of hospitalization insurance premium shall be limited to parallel whatever provisions are provided to Belding Education Association members.
 - b. The Board shall provide full family dental insurance under the MASB Ultra-Dent program. Board payment of dental insurance premiums shall be limited to parallel whatever provisions are provided to Belding Education Association members. Specifically, if a maximum contribution is negotiated with teachers subsequent to this agreement's initiation, that same maximum dollar contribution shall also be the maximum that the Board will pay on behalf of administrators.
 - c. The Board shall provide full family vision insurance under the ^{NVA}MESSA ~~VSP-3~~ plan. Board payment of vision insurance premiums shall be limited to parallel whatever provisions are provided to Belding Education Association members. Specifically, if a maximum contribution is negotiated with teachers subsequent to this agreement's initiation, that same maximum dollar contribution shall also be the maximum that the Board will pay on behalf of administrators.
 - d. The Board shall provide one hundred thousand (\$100,000) in term life insurance for each administrator. The Board reserves the right to name the carrier of this insurance.

2. Any administrator who chooses not to avail him/herself of some or all of this insurance may apply an allowance equal to the premiums paid for the above-described insurance. Administrators as of July 1, 2005 invoking this option will be limited to an amount equal to the 2004-2005 rates. This allowance will be reduced by 6.5% annually, beginning July 1, 2005, not to fall below the current single subscriber insurance rate. Any administrator hired after July 1, 2005 will be limited to the current single subscriber insurance rate. For 2010-2011, the MESSA single subscriber rate is in effect. This allowance will be reduced by 6.5% annually, beginning July 1, 2011, not to fall below the current single subscriber insurance rate. Any administrator hired after September 1, 2010 invoking this option will be limited to an amount equal to the current year's single subscriber rate for allowable insurances. This allowance may be used for payment of premiums on insurances of the administrator's choice or for the payment of tuition and/or books for classes that he/she may wish to take. This allowance will increase and decrease as the cost of the insurance package changes. Unused insurance allowance may be used to supplement conference budgets; unused allowance, less unused tuition/books' allowance may be used to supplement conference budgets; unused allowance, less unused tuition/books' allowance, may be used to purchase tax deferred investments of the administrator's choice or such unused amounts may be used as described in the district's Section 125 plan. This allowance may also be paid out in cash.

Added to this allowance is an allowance for business expenses and an allowance of the same amount for tuition/books and conference related expenses. Those dollar amounts shall be \$1550 in 2010-2011 and \$1550 in 2012-2013. The business expense allowance may be used in combination with the tuition/books allowance to cover tuition, books, mileage and/or conference expenses. The tuition/books allowance may not be combined with the business expense allowance for "business expense" purposes (cell phone purchase, laptops etc.). Items purchased with the business expense allowance are considered district property and shall be returned to the district upon any type of cessation of employment.

3. Each employee must provide assurance that he/she is not covered elsewhere by equivalent hospitalization protection provided through their spouse or other employee.
4. The Board shall make payment of insurance premiums for each employee to provide insurance coverage for the full twelve (12) month period. When necessary, premiums on behalf of the employee shall be made retroactively or prospectively to assure uninterrupted participation and coverage.
5. Payment of insurance premiums, by the Board of Education, will cease the last day of the month in which termination of employment occurs, if such termination is before the end of the school year.
6. Cellular phone allowance of \$50.00 per month, per administrator.

D. Vacation

Vacation time for each fifty-two week administrator will be credited for use on July 1. Fifty-two week administrators will be allowed to carry over a maximum of ten (10) vacation days not to exceed 30 cumulative days at the beginning of any given contract year. Unused vacation time will not be compensated. Administrators hired before January 1, 2000 who have accumulated more than one year of vacation time, will be grandfathered; however, said administrator should begin the practice of taking credited vacation on a yearly basis effective July 1, 2006.

E. Worker's Compensation


Each administrative employee is covered by worker's compensation as required by law. It is the administrator's responsibility to report any injury or accident which is job-related to the Superintendent of Schools.

VII. Duration of Agreement

The terms of this agreement shall determine the conditions under which administrators will work from the time at which the agreement is endorsed by the Board of Education until June 30, 2012. Nothing in this agreement, however, shall be construed to guarantee employment status to individuals who have worked under these terms nor to limit the discretion of the Board or the Superintendent of Schools in implementing Section III, H. (dismissal) of the agreement or in otherwise pursuing aggressive discipline which may include, but is not limited to, unpaid suspensions, salary reductions and other appropriate disciplines.

VIII. Job Descriptions

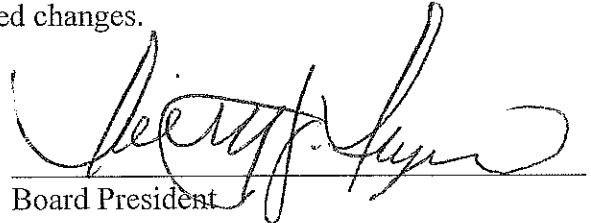
Job descriptions describe the responsibilities of each administrative position and are the standard for evaluation of that position. The Superintendent or Board of Education when necessary may amend job descriptions. In such instances, the administrator(s) will be given reasonable advance notice of the intended changes.



Representing Administrators

9/2/2010

Date



Board President

26 Aug, 2010

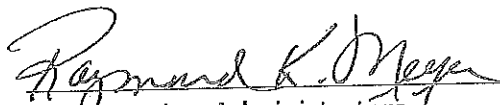
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Addendum "A"

Position	Insurance Year Terms Work Year:	Scheduled Work Weeks/Vacation:	Time "Off":
Director of Instruction and Technology and State and Federal Programs	July 1 – June 30	52 weeks with 4 weeks vacation	
High School Principal	July 1 – June 30	48 weeks	Month of July
High School Assistant Principal	Mid-August – Mid-August	44 weeks	Last 2 weeks of June, July, first 2 weeks of August
Middle School Principal	Mid-August – Mid-August	46 weeks	Last week of June, July, first week of August
Middle School Assistant Principal	Mid-August – Mid-August	44 weeks	Last 2 weeks of June, July, first 2 weeks of August
Elementary Principal	Mid-August – Mid-August	46 weeks	Last week of June, July, first week of August
Preschool Principal	Mid-August – Mid-August	46 weeks	Last week of June, July, first week of August
Community/Adult Education Principal	Mid-August – Mid-August	46 weeks	Last week of June, July, first week of August
Director of Athletics	July 1 – June 30	52 weeks with 4 weeks vacation	
Director of Transportation	July 1 – June 30	52 weeks with 4 weeks vacation	
Director of SpEd (K-5)	Mid-August – Mid-August	44 weeks	Last 2 weeks of June, July, first 2 weeks of August
Director of SpEd (6-12)	Mid-August – Mid-August	44 weeks	Last 2 weeks of June, July, first 2 weeks of August
Director of Finance	July 1 – June 30	52 weeks with 4 weeks vacation	
Director of Facilities	July 1 – June 30	52 weeks with 4 weeks vacation	
Director of Technology	July 1 – June 30	52 weeks with 4 weeks vacation	

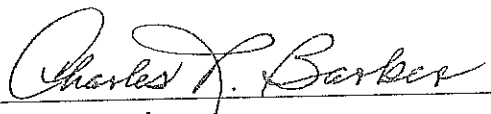
Letter of Agreement
Between
Belding Area Schools
and the
Belding Administrative Staff

As a result of unknown budgetary figures from the State of Michigan, it is hereby agreed that should a reduction in administrative staff become necessary for the 2010-2011 school year, the Superintendent will inform the administrators directly involved in writing sixty (60) calendar days prior to the end of the current school year and give reasons for such reductions.



Representing Administrators

3/17/10
Date



Superintendent

3.17.10
Date

