

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4301

ADMINISTRATOR SALARIES

- I. Philosophy
 - A. A fiscally responsible administrative compensation scale that is competitive with select districts in Kent and Sussex Counties.
 - B. The system shall be a market-range salary scale that:
 1. Allows the district to recruit qualified and exceptional candidates; and,
 2. Remains competitive in order to retain high-quality administrators.
 - C. Administrative salaries should be reflective of an administrator's:
 1. Job Responsibilities
 2. Job Performance
 3. Experience
 4. Level of Education
- II. Market-Range Salary System
 - A. The following market-range salary system shall be implemented, effective July 1, 2021, for administrators.
 1. The Chief Financial Officer and Superintendent shall establish a market value for each administrative position by averaging salary data from select comparable and/or neighboring districts in Kent and Sussex Counties.
 - a. Identified outliers in the salary data may be discarded with approval by the Superintendent.
 2. The market-range shall be evaluated and adjusted concurrent with district collective bargaining schedules.
 - a. The market value shall be set at Step 8 and rounded up to the nearest \$500. The starting point of the market-range scale shall be Step 1 and be established at ten percent (10%) below market value. Step 25 shall be the peak salary and established at seven and one-half percent (7.5%) above market value.
 - b. The market-range salary scale shall be established for school-level and district-level administrative positions.
 - If upon evaluation for adjustment, the market value decreases for an administrative position, no adjustment shall be made to the market value for that administrative position.
 - For the Supervisor market-range scale, the market value Step is \$3,000 greater than the market value Step within the High School Assistant Principal scale. Supervisors must possess, at a minimum, a Master's degree and/or

- equivalent experience or certifications necessary for the administrator position.
- c. State salary scale adjustments will be added to the market value at Step 8.
 - d. The Board may provide additional stipends/bonus to administrators for exceptional performance and/or exceptional qualifications as deemed appropriate.
3. An administrator's initial Step placement shall be determined by the Superintendent with input from the Chief Financial Officer and Director of Human Resources.
 - a. An administrator is provided one (1) Step for each year of equivalent experience relative to an administrative position.
 - b. An administrator may be provided up to five (5) discretionary Steps determined by previous administrative or other leadership experiences.
 - c. An administrator is provided four (4) Steps for having a doctorate degree relative to their administrative responsibilities.
 4. Movement to the scale's next Step shall be accomplished through earning a satisfactory or better administrator performance evaluation rating. An administrator deemed to have an unsatisfactory rating will be frozen at the current step for the following fiscal year.
 - a. An administrator will receive a one (1) Step increase for each five years of successful administrative experience in the Milford School District.
 - b. An administrator will receive a four (4) Step increase for earning a doctorate degree relative to their administrative responsibilities.
 5. A "hold harmless" provision shall be applicable to administrators who have earned satisfactory or above performance evaluations and would have a decrease in salary for the new fiscal year due to one of the following reasons. If this shall occur, the administrator shall be placed at a Step with a salary that is nearest and at least equal to their prior fiscal year's salary.
 - a. The implementation of the new market-range scale.
 - b. An administrator is promoted into another administrative position.
 6. *This policy is effective July 1, 2021.*

Board Approved: 05/17/2021