

PROFESSIONAL STAFF SALARY INCREASES

The Indian River School District is committed to recruiting, developing, and maintaining high quality district and building-level leaders. Administrative salaries shall reflect the significant and varied responsibilities that are assumed by the district and building-level leaders.

The Superintendent shall prepare an annual report to the Board of Education that summarizes all recommended administrative salary scale adjustments, consistent with this policy, for each upcoming school year no later than July 31st. The Board of Education shall take an annual vote not later than August 31st to approve or disapprove any local salary scale adjustments recommended by the Superintendent. Any approved salary scale adjustments shall be applied retroactively to July 1st of that fiscal year.

The Indian River School District administrative salary scale is a total, all funds, scale. The only two approved stipends beyond the annually approved salary scale are a \$5,000 additional annualized supplement for an earned Doctorate degree and the calculated value for National Board Certification as outlined by Title 14 Section 1305 Delaware Code. With the exception of the aforementioned stipends, the district shall not provide any additional state or local supplements or pass-throughs to the approved administrative salary scale. Specifically, while the district will charge state accounts as per each administrator's degree level, years of experience and responsibility index in accordance with Delaware Code, the district administrator salary scale is a total, all funds, salary scale. Individual changes in degree level (other than the aforementioned \$5,000 stipend for an earned Doctorate) shall not impact the administrator's total salary. Similarly, the district administrative salary scale will provide the sole mechanism for increasing total administrator compensation for earning additional years of experience.

Notwithstanding any other provisions of this policy to the contrary, any administrator who is already compensated at an amount greater than the administrative salary scale effective July 1, 2021 shall not have their salary decreased. Any administrator in this hold harmless condition, shall have their total salary amount 'frozen' and shall receive no state or local salary increases until such time as the administrator's total salary no longer exceeds the administrative salary scale.

To allow for the consistent and uniform annual adjustment of the total, all funds, salary scale, effective July 1, 2021, the Superintendent's annual recommended adjustments shall be based upon the following formula:

- Any legislatively-approved state percentage-based increase or decrease to the state teacher salary scale shall result in a recalibration of the entire administrative salary scale with an effective date to coincide with the state approved increase or decrease. Specifically, any percentage-based state teacher scale increase or decrease shall be applied at the pro-rated amount of seventy percent (70%) to each cell of the administrative salary scale. For example, a

two percent (2%) increase to the state teacher salary scale shall result in adding 1.4% to each cell of the administrative salary scale.

- Similarly, any board-approved local percentage-based increase or decrease to the local teacher salary scale shall result in a recalibration of the entire administrative salary scale with an effective date to coincide with the locally approved increase or decrease. Specifically, any percentage-based local teacher scale increase or decrease shall be applied at the pro-rated amount of thirty percent (30%) to each cell of the administrative salary scale. For example, a two percent (2%) increase to the local teacher salary scale shall result in adding 0.6% to each cell of the administrative salary scale.
- Any fixed amount increase or decrease to the state teacher scale shall result in a recalibration of the entire administrative salary scale with an effective date to coincide with the state approved increase or decrease. Specifically, any fixed amount state teacher scale increase or decrease shall be applied at one-hundred percent (100%) to each cell of the administrative salary scale. For example, a five hundred dollar (\$500) increase to each cell of the state teacher salary scale shall result in adding five hundred dollars (\$500) to each cell of the administrative salary scale.
- Any fixed amount increase or decrease to the local teacher scale shall result in a recalibration of the entire administrative salary scale with an effective date to coincide with the locally approved increase or decrease. Specifically, any fixed amount local teacher scale increase or decrease shall be applied at one-hundred percent (100%) to each cell of the administrative salary scale. For example, a five hundred dollar (\$500) increase to each cell of the local teacher salary scale shall result in adding five hundred dollars (\$500) to each cell of the administrative salary scale.
- Any state or local off-scale payment (i.e. one-time bonus stipends) shall be passed through to individual administrators in the same manner and amounts as the corresponding pass through to 12-month teaching positions. Any state or local off-scale payments shall NOT increase the ongoing administrative salary scale. Since off-scale payments are not included as part of the administrative salary scale, these payments shall be provided to all eligible employees, including those in a hold harmless (frozen) condition relative to the overall administrative scale.
- The Board reserves the right to make any additional modifications at its sole discretion.

The Superintendent's salary shall not be included as part of the administrative salary scale as the Superintendent's salary shall be established at the sole discretion of the Board.

The administrative salary scale shall be based upon position levels. The standard position levels are defined as follows: Assistant Superintendent, Director, Principal, Assistant Principal and Supervisor/Administrative Assistant. Principal positions and Assistant Principal positions shall be further defined by the following categories: High School, Middle School and Elementary School. For salary calculation purposes Howard T. Ennis shall be classified in accordance with the High School category; the Southern Delaware School of the Arts shall be classified in accordance with the Middle School category; and the Early Learning Center shall be classified in accordance with the Elementary School category. The Supervisor/Administrative Assistant positions shall be further defined by the following categories: Master's Degree, Bachelor's Degree and Associate's Degree.

All verified years of administrative experience shall be applied to the administrative salary scale at the same and/or lower level. Verified years of administrative experience include in-district, in-state, out-of-state and international experience. For example, a newly hired assistant principal has 5 years of verified principal experience and 4 years of verified assistant principal experience. The new assistant principal shall be credited with 9 years of relevant experience at the assistant principal salary level. As an additional example, a newly hired principal has 5 years of verified principal experience and 4 years of assistant principal experience. The new principal shall be credited with 5 years of relevant experience at the principal level. For purposes of applying creditable years of experience, all Assistant Principal level positions and Supervisor/Administrative Assistant level positions shall be defined as at the same level.

If an administrator is promoted from one level to another (i.e. principal to director), that administrator shall not be credited with the prior years of experience at the lower level but shall revert back to zero years of credited experience on the administrative salary scale for that new higher salary level. In the event that a promotion to a higher position level results in a potential salary reduction, the promoted employee's compensation shall be held harmless (frozen) until such time as the salary scale amount for the new position exceeds the employee's current compensation amount.

Creditable years of experience shall be earned for placement on the administrative salary scale only if the administrator was employed in the position for the majority of the fiscal year. For example, an individual newly hired into an administrative position on or after January 1st would not receive credit for that partial fiscal year of employment. Conversely an individual newly hired into an administrative position on or before December 31st will receive full credit for that fiscal year of employment, effective July 1st of the new fiscal year.

An administrator-initiated move approved by the Board of Education shall result in a salary that is commensurate with the new position, category and level. For example, a middle school principal applies to be an elementary principal. That administrator shall be

compensated at the elementary principal level and category on the approved effective date. Furthermore, in this example, the administrator would continue to be credited for years of experience earned at the middle school principal level because the position change is within the same level.

A board-initiated move of an administrator to a descending level based on performance or based on the needs of the district shall result in that administrator receiving his or her current salary, based upon the higher position level and category, for the remainder of that fiscal year.

A board-initiated move of an administrator to a descending level based on performance or based on the needs of the district shall result in a salary that is commensurate with the new position level and category effective July 1st of the new fiscal year.

Any administrator approved by the Board of Education prior to July 1, 2021 to be compensated at a different level and/or category shall be “grandfathered” and shall continue to be compensated at the Board-approved level and/or category across the administrative salary scale during the duration of their administrative career in the district. For example, an elementary assistant principal “grandfathered” into a middle school principal level and category prior to July 1, 2021 shall continue to receive compensation based upon the higher grandfathered level and/or category (in this example middle school principal) for the duration of that administrator’s career in the district. Notwithstanding any other provisions of this policy to the contrary, if the “grandfathered” employee successfully applies for another administrative position in the district, the “grandfathered” employee shall be compensated at the new level and/or category and shall no longer be deemed a “grandfathered” administrator. For example, if the “grandfathered” employee paid at the middle school principal level and category is the successful candidate for a Supervisor/Administrative Assistant position, that administrator shall be compensated at the appropriate Supervisor/Administrative Assistant category and shall no longer be deemed “grandfathered”.

Effective July 1, 2021, there shall be no additional “grandfathered” administrators compensated at a different level and/or category across the administrative salary scale during the duration of their administrative career in the district.

The IRSD Policy Committee shall review this policy annually to determine if it shall recommend any policy modifications to the Board of Education for its consideration and adoption.

If there is a need to modify, add and/or delete any rules in this policy, the following steps shall occur:

- The Superintendent or their designee shall present the recommendations to the Policy Committee.
- The Policy Committee shall make a recommendation to the entire Board of Education at its next regularly scheduled board meeting,
- The entire Board of Education shall review, discuss and vote on the recommendations.

If an unforeseen situation arises that requires immediate action and the specific circumstances are not clearly addressed by this policy, or if the wording in this policy is open to multiple interpretations, the need for clarification shall be discussed with the entire Board at the next scheduled Board meeting.

The administrative salary scale and this policy shall be located on the district website and shall be regularly updated as required.

Adopted 5/19/15

Revised 5/24/21