

Heritage Southwest

Intermediate

School District

Administrative Handbook

2021 - 2023

INTRODUCTION

The Heritage Southwest Intermediate School District Board of Education is committed to providing appropriate terms of employment for district administrators in exchange for professional services rendered. The employment guidelines outlined in this Administrative Handbook are established with this Board commitment in mind.

LEADERSHIP EXPECTATIONS

District administrators are expected to work in teamwork fashion with the Superintendent and Board of Education. While serving in this collegial manner, administrators are expected to provide effective leadership that complies with all school board policies, district rules and regulations, and administrative directives and initiatives. District administrators are expected to be proactive problem solvers and decision makers.

GUIDELINES: LENGTH OF CONTRACT

Unless specified otherwise, administrator contracts will be written for a period of one year. Upon receiving an effective or highly effective performance evaluation and barring unusual district circumstances, (i.e., declining enrollment, limited finances, school closings, etc.) administrator contracts will be renewed by June 30, for the following year.

In the event that the Board decides to reduce the number of administrators in the district, the following factors shall be considered when deciding which administrator(s) to release.

- * Current and future needs of the district
- * Past performance evaluations
- * Future projected quality of performance
- * Level of qualifications:
 - Demonstrated history of professional growth, preparation and participation
 - Value of past professional and personal experiences
 - Appropriate certification
- * Years of effective or highly effective administrative experience in the district

GUIDELINES: COMPENSATION

Salary

Based on an evaluation of effective or highly effective, Administrators shall receive annual salary increases recommended by the Superintendent and approved by the Board of Education. When establishing administrative salaries consideration shall be given to the negotiated salary increases approved by the Board for member of the Teachers Education Association (SMEA-MEA-NEA).

Goal Setting and Accomplishment

Administrators are expected to address annual professional goals designed to result in personal and building/department level growth and development. Administrators shall submit a list of goals for the following year by May 1, of each year. The Superintendent/Designee will review this list of goals and after consultation with the administrator; modify/revise the goals, as necessary. The Superintendent/Designee will work together with administrators to identify appropriate measures of successful goals attainment. These accountability measures may include various types of data that can illustrate progress and/or improvement. Survey instruments, timelines, product development, process development, student gains, staff accomplishments, and administrator awards/honors shall serve as possible examples of acceptable measures.

BENEFITS

Annual Days

Twelve (12) annual days shall be granted per year. Administrators may use all or any portion of accumulated annual leave to recover from illness or disability, including childbirth and/or complications of pregnancy. Any unused portion shall be allowed to accumulate to a maximum of 80 days. In the event an administrator returns to a teaching position, all accumulated annual leave days shall be carried over as annual leave. Up to fifteen (15) annual days per year may be used for illness in the family. An additional five (5) annual days may be used for illness in the family upon administrative approval.

Insurance

1. **Health Insurance** – Health and accident insurance will be provided with the carrier designated by the Board. Administrative staff not electing health insurance coverage may select Plan B or \$225 per pay (assumes 26 payments for a \$5850 annual total).

HEALTH CARE PREMIUM COSTS

- A. Administrators who work thirty (30) hours each week on a regularly scheduled basis shall be eligible for the fringe benefits provided in this article.

To the extent allowable by law or regulation, upon proper application and acceptance for enrollment by the appropriate insurance underwriter, and/or carrier, the Board shall make payments for health insurance coverage ("the plan") for all eligible Administrators (those not taking cash-in-lieu) and their eligible dependents toward the selected insurance plan(s) in a combined monthly amount not to exceed the total monthly amounts allowed under PA 152 per eligible Employee.

- B. The Board's total contribution shall be paid toward premium costs and other costs but shall not exceed the above amounts. Any cost greater than the Board's contribution inclusive of deductibles, payments into health reimbursement accounts used or health care costs, or health insurance related taxes, fees or assessments shall be paid by the employee by payroll deduction. The monthly contributions are subject to change pursuant to Public Act 152 of 2011 (PA 152). The Board shall confer with Administrators regarding changes to the contributions.

- C. Any necessary amounts beyond the Board's contribution, as specified above, which are required to maintain the selected coverage(s) are the responsibility of the Employee and shall be payroll deducted, when payroll does not cover the deduction, paid directly by the individual Employee. To the extent allowable by law or regulation, the Employee may sign an agreement authorizing that any such premium amounts be payroll deducted through the Board's Section 125 Plan. If making direct payment, the Employee shall present payment directly on the 1st of each month prior to the date at which the payment becomes due. Failure of an Employee to pay their portion of the costs shall alleviate the Board of any duty to pay insurance contributions. The Board shall have the right to make Health Care deduction of any amounts due from the Employee's wages above the Board's hard cap and shall be held harmless from any liability arising from the deduction.
- D. Employees who have access to another Employee's Board funded insurance which complies with the PPACA shall not be eligible for Board provided health insurance. Exceptions shall be made for employees who are less than 26 years of age and who are covered by a parent's PPACA compliant insurance, but have dependents of their own. Those individuals may take the Board funded insurance.
- E. Unless otherwise noted within this Agreement, or as required by law or regulation, Employees on unpaid leave status or who have exhausted leave allowed under this Agreement are financially responsible for the Board's portion of insurance contributions for those days. (COBRA)
- F. Employees may have a right pursuant to Section 4438 of the Insurance Code of 1956, MCL 500.4438, to convert their life insurance policy, and that the Employee must make application to the life insurance carrier within 31 days of any termination of their employment status.
- G. The Board shall not be required to remit premiums for any insurance coverage on behalf of an Employee if enrollment or coverage is denied by the insurance underwriter, carrier, policy holder or third-party administrator.
- H. The terms of any insurance contract or policy issued by an insurance underwriter, carrier, policy holder, or third-party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. The Employee is responsible for assuming completion of all forms and documents required for his/her participation in the above-described insurance programs. Failure to complete the forms shall alleviate the Board of any requirements to fund insurance on behalf of that individual. The Board, by payment of its share of the insurance premium payments indicated above, shall be relieved from any and all liability with respect to insurance benefits. Such matters shall be excluded from the scope of the grievance procedure, except the Board's failure to remit contractual premium amounts required of it (unless the failure to remit contractual premium amounts is pursuant to law, regulation or Public Act 54 of 2011).
- I. Changes in family status shall be reported by the Employee to the Board within thirty (30) days of such change. The Employee shall be responsible for any overpayment of premium made by the Board on his/her behalf for failure to comply with this paragraph, and the Board is specifically authorized to deduct any such amounts from future wages.
- J. Unless otherwise delineated by law or regulation or the terms of the policy then in effect, eligible Employees shall receive insurance on the first day of their employment. Those employees opting to take cash-in-lieu shall not be eligible for Board paid health insurance contributions, but must participate in all other insurance products chosen by the Association at the Employee's sole expense if full unit participation is required by the insurance carrier. An Employee shall be eligible for Board

paid insurance contributions or cash-in-lieu up to the maximum amounts allowed in this Article if the Employee is employed on a full-time basis as defined by the PPACA (currently, working an average of thirty (30) hours or more per week for the District).

K. The "medical benefit plan coverage year" shall run from July 1 to June 30 of each school year. The Board shall be the policy holder.

Employees who are regularly assigned to work less than 30 hours per week shall not be eligible for any Board paid health benefits.

2. **Dental Insurance** – with the carrier designated by the Board. Benefit levels shall be consistent with those of the HSISD EA (SMEA-MEA-NEA)

3. **Life Insurance** - \$15,000 Negotiated Life with AD&D

4. **Vision Insurance** – with the carrier designated by the Board. Benefit levels shall be consistent with those of the HSISD EA (SMEA-MEA-NEA)

5. **Long Term Disability Insurance** – with the carrier designated by the Board. Benefit levels shall be consistent with those of the HSISD EA (SMEA-MEA-NEA)

Professional Dues

Payment of professional dues in approved state and national organizations as approved by the superintendent.

Meritorious Consideration

The Board may choose to award Meritorious Compensation upon the Superintendent's recommendation.

Vacation

Fifty-two week (260 day) administrators shall receive vacation days per the following schedule:

1-4 years = 2 weeks
5-9 years = 3 weeks
10 or more years = 4 weeks

In the event eligible administrators do not use all allotted vacation time in a contract year, they may be accrued and added to the vacation time for the following year. Administrators shall not carry forward more than one full year of vacation time. Administrators who work less than 52 weeks are not eligible for vacation days.

Holidays

Paid holidays for Fifty-two week (260 day) administrators are as follows:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day (Also all or a portion of the Friday before Labor Day only when school calendars permit)
- Thanksgiving Day
- Day after Thanksgiving
- Day before Christmas
- Christmas Day

Retirement

Administrators who have at least five (5) years of administrative service with the district may elect to retire from the school district and receive payment for all unused annual days at the current substitute teacher pay.

Reimbursement for Certification Coursework

Administrators shall receive full reimbursement for costs associated with acquiring six (6) semester credit hours per year of approved college/university coursework. Written request for approval shall be submitted to the Superintendent/Designee before enrolling in the course. Requests for reimbursement require verification of course completion (i.e., course transcript/grade record).

Travel Reimbursement

Administrators shall be reimbursed for local travel for business associated to their work at the established IRS rate or at the monthly allowance rate.

Flexible Benefits Plan

HSISD provides an approved Section 125 Cafeteria Plan.

HERITAGE SOUTHWEST INTERMEDIATE
SCHOOL DISTRICT
ORGANIZATIONAL CHART

Board of Education

Superintendent – Andy Hubbard

Administrative Assistant – Char Vaughn

Chief Financial Officer – Jeff Jasper
Accounting Supervisor – Jane Butchbaker
Special Projects Coordinator – Candy Cooper

Special Education Director – Tina Wimberley
Special Education Supervisor of Accountability and
Program Improvement – Robert Tarantino
Special Education Supervisor – Adriene Davis
Special Education Supervisor – Michele Derenzy
Special Education Staff

Early Childhood Director – Christine Whitmire
Early Childhood Staff

Director of Instructional Leadership/School Improvement – Josh Townsley
Instructional Staff

Career Technical Education Director – Mikki Spagnoli
CTE support staff

Director of Operations & Transportation – Kim Vaughn Sr.
Transportation/Operations staff

Heritage Southwest ISD
Administration Salary Schedule 21-22

Level	Category 1	Category 2	Category 3
1	48,103		
2	50,508		
3	52,913		
4	55,318		
5	57,243		
6	59,167		
7	61,091		
8	63,015		
9	64,939		
10	67,344		
11	69,749		
12	72,155	72,155	
13		74,560	
14		76,965	
15		79,370	
16		81,775	
17		84,180	84,180
18		86,104	86,104
19		88,028	88,028
20		90,434	90,434
21		92,839	92,839
22		95,244	95,244
23		97,649	97,649
24		100,054	100,054
25		102,459	102,459
26		104,865	104,865
27			107,270
28			109,675
29			112,080
30			114,485
31			116,890
32			119,295
33			121,701
34			124,106
35			126,511
36			128,916
37			131,321
38			133,726
39			136,131
40			138,537

Category 1 is for supervisors & directors with less than a bachelor degree.

Category 2 is for supervisors & directors with a bachelor degree or higher, but work less than 260 days.

Category 3 is for directors with a bachelor degree or higher and work 260 days.

Heritage Southwest ISD
Administration Salary Schedule 22-23

Level	Category	Category 2	Category 3
1	49,065		
2	51,518		
3	53,972		
4	56,425		
5	58,387		
6	60,350		
7	62,313		
8	64,275		
9	66,238		
10	68,691		
11	71,144		
12	73,598	73,598	
13		76,051	
14		78,504	
15		80,957	
16		83,411	
17		85,864	85,864
18		87,826	87,826
19		89,789	89,789
20		92,242	92,242
21		94,695	94,695
22		97,149	97,149
23		99,602	99,602
24		102,055	102,055
25		104,508	104,508
26		106,962	106,962
27			109,415
28			111,868
29			114,321
30			116,775
31			119,228
32			121,681
33			124,134
34			126,588
35			129,041
36			131,494
37			133,947
38			136,401
39			138,854
40			141,307

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