

# ADMINISTRATOR HANDBOOK



**Mapleton Public Schools**

**Adams County School District No.1**

Revised: **July 29, 2025**

**Board of Education**

Thomas Moe, President  
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## **INTRODUCTION**

This handbook is designed to delineate the rights, responsibilities, salaries, and benefits available to the Administrative Staff of the Mapleton Public Schools. It addresses:

- Administrative Positions
- Leadership
- Administrative Contracts
- Compensation
- Benefits
- Administrator Leaves / Absences
- Administrator Sick Leave Bank
- Grievances
- Criminal Offenses
- Miscellaneous Provisions

All items specified as being within the scope of this handbook shall remain in full force and effect throughout the school year (i.e., July-June) in the same form and content without modification or amendment of any sort unless emergency conditions necessitate that the Board of Education make a change. No changes, however, are to be made without first discussing them with the administrators covered herein.

## **MISSION STATEMENT**

The mission of Mapleton Public Schools, an innovative, diverse and deeply rooted learning community, passionately committed to the uniqueness and potential of each student, is to guarantee that all students can achieve their dreams and contribute enthusiastically to their community, country and world through an education system characterized by:

- An unyielding commitment to academic success and personal growth;
- Learning opportunities that empower students to develop their talents and pursue their interests;
- Highly skilled, compassionate staff who believe they make the difference in each student's life;
- Small, safe, family-like environments of unwavering support where relationships ensure personal achievement; and
- A resourceful and responsive community working together to ensure that no obstacle shall impede a student's success.

## **BELIEF STATEMENTS**

We believe that:

- Learning always leads to opportunity
- Everyone deserves unlimited opportunity to maximize his or her unique abilities
- Honest communication is the essence of community
- Growth requires risk
- Success requires constant improvement
- People thrive in a caring environment
- The children of today are the hope of tomorrow
- Integrity is the basis of trust
- The greater good is the responsibility of each individual

## **ADMINISTRATIVE POSITIONS**

All administrative staff positions in the Mapleton Schools shall be established by the Board of Education. For each position, there is to be a job description which sets forth the qualifications for the job, job title, a detailed list of performance responsibilities, and other related factors. Job requirements are to be in agreement with state laws and regulations.

It is the expectation of the Board of Education that administrators commit to working full school years in the District, as mid-year resignations are disruptive to school operations and may have a negative impact on students.

Administrative positions are as follows:

- Chief Officers
- District Executive Directors
- District Directors
- Assistant District Directors
- Program Administrators
- Program Coordinators
- School Directors
- Assistant School Directors

\*The provisions of this Handbook are not assumed to apply to the Superintendent's Designee assigned to supervise Human Resources.

## **LEADERSHIP**

The Board of Education and the Superintendent believe that the best decisions are made through input from a wide base of sources. To this end, the leadership team concept has been developed and implemented. All administrators are members of the leadership teams headed by the Superintendent or his/her designee. Therefore, the following teams have been identified and will meet on a regular basis to minimize other disruptions to an administrator's meeting/activity schedule.

### **Executive Leadership Team**

***Purpose:*** Established to define, plan, direct, and execute decisions having a District-wide impact.

***Membership:*** Superintendent, Deputy Superintendents and Chief Officers

***Frequency of Meetings:*** Once per week.

### **Central Administrative Team(s)**

***Purpose:*** Established to facilitate communication and collaboration between District departments.

***Membership:*** Superintendent, Deputy Superintendents, Chief Officers, District Executive Directors, District Directors and District Assistant Directors as needed.

***Frequency of Meetings:*** As needed.

### **Administrative Team**

***Purpose:*** Established to define, plan, and execute decisions having a school-level impact.

***Membership:*** Superintendent, Deputy Superintendents, Chief Officers, District Executive Directors, District Directors, School Directors, and others as needed.

***Frequency of Meetings:*** Twice per month.

Frequency of meetings as specified above are guidelines. The Superintendent may convene meetings as he/she deems necessary. However, there shall be respect for the schedules of administrators to minimize undue interruptions and rescheduling.

## ADMINISTRATIVE CONTRACTS

### Work Day

The workday for administrators will be at least eight hours. Beginning and ending times will differ, based on building class schedules. It is recognized that the eight-hour day is not a limitation and there will be many instances of extended days due to student and/or staff activities, meetings, building emergencies, etc. Trade-off time or monetary compensation shall be provided for these activities when they are not within the normal scope of the job description and can be mutually agreed upon by the individual and the immediate supervisor. Administrators are given the privilege of flexibility within their personal schedules to prevent fatigue and stress.

All School-based administrators will share responsibility for supervising students at multi-school events.

### Work Year

The work year for various certified administrative categories are as follows:

220 days*	School Directors, Assistant School Directors, Program Administrators
228 days	District Directors, District Assistant Directors
228 days	Chief Officers, Executive Directors

\*School Directors and Assistant School Directors will work 212 days according to a predetermined calendar. The remaining 8 days are to be used for unplanned but necessary attention to work matters during the summer and other unscheduled times.

An administrator's specific work year will for any particular school year (July-June) be clarified in a marked calendar approved by the Superintendent. Subsequent modifications to the calendars of individual administrators will be approved by the Superintendent.

By mutual agreement between the Superintendent and the administrator, the number of workdays may be adjusted up or down. When it becomes necessary for an administrator to be assigned additional responsibilities, options may include additional days, temporary suspension of certain job description duties, and/or professional and/or clerical assistance. The adjusted total yearly salary (when applicable) will be computed on the basis of the originally contracted per diem rate.

### Administrative Staff Assignments and Transfers

Administrators are assigned to their positions on an annual basis by the Superintendent. Assignments are ratified by the Board in June at a regular meeting. The Superintendent may if he/she deems it necessary for the benefit of the District, effect transfers of administrators during the school year to other positions.

The Superintendent will communicate directly to the administrator involved in the transfer prior to public announcement of the change in assignment.

Should enrollment decline, it may become necessary to return administrators to classroom assignments. If such transfers are involuntary, the administrator's current salary will be maintained for the remainder of the school year following reassignment. At the end of the reassigned school year, the administrator will be placed on the teacher salary schedule on the step he/she would have occupied if classroom service had been continuous. Benefits will adjust to align with the teacher agreement upon placement on the teacher salary schedule.

The above provisions will also apply in cases of voluntary return to classroom duty.

## **Evaluations**

A summative evaluation shall be completed annually.

The frequency of summative evaluations referred to herein are intended to be a minimum. Nothing contained herein shall preclude a supervisor from initiating a summative evaluation.

Each administrator will be provided with a written job description specifying respective responsibilities and authorizations. Future modifications of the administrative evaluation system will involve the active input of administrators.

## **ADMINISTRATOR COMPENSATION**

The Board of Education recognizes that well-designed compensation packages and competitive salaries for administrators are an important part of a successful school district. For this reason, the following definitive salary ranges have been developed.

<b><u>Position</u></b>	<b><u>Salary Range*</u></b>
School Directors**	
K-6 Schools, POP, GPA, VV, PASB, On-line, North Valley	\$119,000 – \$145,000
K-8 Schools, GIA	\$122,500 – \$150,500
Academy, MESA, York, GLA, MEC	\$125,500 – \$155,500
Assistant School Directors	
K-6 Schools, POP, GPA, VV, PASB, On-line, North Valley	\$ 96,000 – \$130,000
K-8 Schools, GIA	\$ 98,000 – \$133,000
Academy, MESA, York, GLA, MEC	\$100,000 – \$135,000
Program Coordinators	\$ 93,000 – \$130,000
Assistant District Directors	\$ 96,000 – \$137,000
Program Administrators	
Athletics, Performing Arts, MEF Exec. Dir., AOSA	\$102,000 – \$140,000
District Directors	\$103,000 – \$168,500
District Executive Directors/Chief Officers	\$123,500 – \$194,500

\*Administrators are placed within salary ranges according to experience.

\*\* School Directors assigned to schools that provide specialized programs may be eligible for an additional salary amount based on the size of the school.

\*\*\* Beginning with the 2024-25 school year, administrators who have completed 20 years of service in the District will receive an annual \$1,500 longevity bonus.

While it is the Board's intent to be as competitive as possible in determining salaries, the Board does have a responsibility to the community to conduct the best educational program within available finances.

The salary and compensation of any administrator may be changed for any succeeding year to comply with the general salary ranges adopted by the Board. There shall be no reduction in the salary of any full-time professional staff member unless there is a general reduction in the salaries of all professional staff members in the district according to the adopted ranges. The Superintendent may contract with an administrator for supplemental responsibilities necessary.

Beginning with the 2025-2026 school year, a salary step for administrators will be the equivalent of 1.75%.

Provision for administrative input in the development of future salary schedules will be allowed. An administrative committee will be established for this purpose.

## TSA CONTRIBUTION

All administrators will receive an additional salary to be paid as cash or directed to a tax-sheltered annuity, as follows:

School Directors	\$1,000 paid in 1 installment, May 15
All Assistant Directors, Program Administrators, Program Coordinators	\$1,000 paid in 1 installment, May 15
District Directors	\$2,000 paid in 2 installments, January 15 & May 15
Executive Directors and Chief Officers	\$7,000 paid in 2 installments, January 15 & May 15

## EXPENSE REIMBURSEMENT

School Directors, Assistant Directors, Program Administrators, and Program Coordinators will be provided a stipend for expenses incurred in fulfillment of their responsibilities at the rate of \$185.00 per month at a minimum.

All District Directors, Executive Directors, and Chief Officers will be provided a stipend for expenses incurred in fulfillment of their responsibilities at the rate of \$200.00 per month at a minimum.

## SALARY ADVANCEMENT FOR EDUCATION

With prior approval from the Superintendent, the completion of 10 semester hours will yield a salary advancement of \$1,500. The "Salary Advancement Application" form must be completed and submitted to the Department of Human Resources on or before July 1 for advancement to be credited in the new fiscal year. Each administrator is limited to two salary advancements for education, to equal \$3,000 in total. Administrators whose responsibilities require specific training may apply to the superintendent designee for approval for reimbursement.

## BENEFITS

**HEALTH INSURANCE:** For the 2025-2026 school year, the Board and Association agree to split insurance premiums according to the following table.

	<b>District</b>	<b>Employee</b>
<b>DHMO</b>		
Employee	\$590.00	\$107.00
Employee & Spouse	\$955.00	\$509.00
Employee & Child(ren)	\$855.00	\$404.00
Employee & Family	\$1,235.00	\$717.00
<b>Traditional HMO</b>		
Employee	\$590.00	\$249.00
Employee & Spouse	\$955.00	\$807.00
Employee & Child(ren)	\$855.00	\$677.00
Employee & Family	\$1,235.00	\$1,114.00
<b>PPO</b>		
Employee	\$590.00	\$146.00
Employee & Spouse	\$955.00	\$591.00
Employee & Child(ren)	\$885.00	\$477.00
Employee & Family	\$1,235.00	\$826.00

**DENTAL INSURANCE:** The District will pay the full cost of the individual premium not to exceed \$30.00 per month.

**LIFE INSURANCE:** The District will purchase group life insurance, at no cost to administrators, which will cover each administrator in the amount equal to \$2,000 for each \$1,000 of his/her annual base salary. Coverage begins on the date of employment.

**DISABILITY INSURANCE:** The District will pay the premium for the employee's disability insurance. If the insured employee becomes totally disabled (unable to perform each and every duty of his/her regular position) for thirty calendar days, the insurance will pay 60% of his/her monthly income to the maximum specified in the policy.

**WORKERS COMPENSATION:** Worker's compensation is available to District employees in accordance with applicable state laws. No employee will receive more than his/her regular salary when absent during a work-related accident, disability, or illness for which he/she is receiving worker's compensation benefits. The employee may choose to utilize sick leave, if available, during the absence in which case he/she shall endorse any worker's compensation insurance checks received to the District and will receive sick credit equivalent to the value of such checks.

**ACCIDENTS:** Employees are required to report all work-related accidents on forms provided by the District to their immediate supervisor and to the Department of Human Resources within 24 hours of the accident. Employees are also required to report all work-related illnesses immediately upon their diagnosis. Failure to do so may jeopardize the employee's eligibility for worker's compensation benefits. In the event that it is determined that the injury or disability is not compensable, any payments made by the District to the employee will be charged against the employee's sick leave. Payments made by the District to the employee will be charged against the employee's sick leave.

**UNEMPLOYMENT INSURANCE:** This coverage is available to employees in accordance with applicable state laws.

**PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA):** All employees participate in the Colorado Public Employees Retirement Association (PERA). Administrators contribute the statutorily required percentage of their salary to the retirement plan; the District contributes an additional specified percentage of each administrator's salary.

## **ADMINISTRATOR LEAVES AND ABSENCES**

### **Sick Leave**

Absence by reason of illness or injury of the administrator or members of the administrator's immediate household or family, or personal business will be governed by the provisions of this section. For purposes of leave, family shall be considered to include the administrator's spouse, children, parents, and siblings. Persons assuming roles of family members will be included such as stepchildren or foster parents. In emergency situations such as critical illness or serious accident, the definition of family may be expanded to include others to which the administrator would have a close affinity, such as grandparents, cousins, aunts, uncles, and mother and father-in-laws.

220 days and above administrators - 13 days annually

Unused leave days are cumulative from year to year as sick leave, only. Administrators with more than 7 years of continuous, full-time employment as an administrator:

- May maintain a maximum of 50 days of cumulative leave. Any leave in excess of 50 days will result in a payment, annually on June 30.
- Will receive payment for unused days of cumulative leave when the administrator leaves District

employment.

- May request payment for any or all of their cumulative leave during the year.

All payments for cumulative leave days are subject to the following formula:

- If the administrator served the last 7 years as an administrator, payment shall be made at the rate of 50% of the administrator's latest regular daily salary for each unused day.
- If the administrator served the last 10 years as an administrator, payment shall be made at the rate of 65% of the administrator's latest regular daily salary for each unused day.
- If the administrator served the last 15 years as an administrator, payment shall be made at the rate of 85% of the administrator's latest regular daily salary for each unused day.
- If the administrator served the last 20 years as an administrator, payment shall be made at the rate of 100% of the administrator's latest regular daily salary for each unused day.

### **Personal Leave**

An administrator may use five of his/her sick leave days for personal reasons which can include, but is not limited to, business, household, family matters, or paid consulting. Personal leave days must be approved in advance by the administrator's immediate supervisor.

### **Sabbatical Leave**

For the purpose of encouraging professional growth and improvement of the District education programs, administrators may be granted paid sabbatical leave, subject to the following conditions:

Requests and arrangements for sabbatical leave will be developed mutually with the Superintendent and the requesting individual.

An administrator will be eligible for sabbatical leave after six full years of service in the District. Thereafter additional sabbaticals will require six more full years of service. The administrator will receive 60 percent of his/her salary at the time the sabbatical leave is approved.

Sabbatical leave will be granted for an approved scholarly program, travel, education, or research contributing to the District. An administrator on sabbatical leave cannot deviate from the approved program except with the written permission of the Superintendent.

An administrator on sabbatical leave will retain all tenure rights, scheduled salary increases granted, and all other benefits. The administrator will have the right to return to a similar position held prior to the sabbatical leave.

### **Bereavement Leave**

Administrators will be granted up to three days of bereavement when the death occurs within the state of Colorado and up to five days of bereavement leave when the death occurs outside the state. Bereavement leave is applicable for each death, where the administrator is directly affected by a significant human loss. In exceptional cases where an extension of bereavement leave is necessary, additional days will be deducted from the administrator's established cumulative leave. Bereavement leave will be non-accumulating and must be taken immediately following a death or at the time of the memorial service.

### **Maternity/Paternity/Adoption Leave**

A request for leave must be presented to the Department of Human Resources in writing. This request for leave must be accompanied by a physician's statement confirming the pregnancy and the projected date of delivery, or the official date of receiving an infant child from the agency granting adoption.

The decision as to when a parental leave begins will be determined by the employee, the Superintendent's designee, and the administrator's doctor. Under normal circumstances, the administrator will provide the District with at least 30 days notification prior to the beginning of the leave. Administrators may return to full employment with the District following the birth of the child.

Parental leave will be granted in accordance with the Family Medical Leave Act and will not exceed one calendar year following the birth of the child, unless extended and approved by the Board of Education.

Upon return, the administrator will be assured of a similar administrative position for which qualified. Return to work may occur during the school year or at the beginning of a new school term.

### **Jury Duty**

Administrators called for jury duty during working hours will be granted leave. They will receive their full salary during the period of absence, provided they remit to the District an amount equal to the compensation paid to them for such jury duty except for mileage. An administrator who reports to the court for jury duty but is excused for the day will within a reasonable time report to his/her District assignment.

### **Military Leave**

Administrators who are involuntarily summoned for military service will apply to the Board of Education for paid military leave of absence to extend for such time as the emergency may require their service with the military forces.

Administrators being granted military leave of absence may return to District employment on the salary schedule at the position earned when the leave was granted.

Voluntary re-enlistment or voluntary extension of duty will terminate the military leave of absence granted by the Board of Education.

All military leave will be in compliance with Section 9 of the Military Selective Service Act of 1967.

### **Leave of Absence**

Occasionally circumstances may arise that necessitate the administrator's absence from the District for an extended period of time. In these instances, the administrator may apply to the Superintendent for unpaid leave of absence. The Superintendent may recommend such leave to the Board for approval if he/she determines that the leave would not be unduly disruptive to District programs.

## **ADMINISTRATOR SICK LEAVE BANK**

Effective July 1, 2022, all new administrators shall automatically belong to the sick bank unless the employee completes and submits the opt-out form prior to August 15 of any year. Employees who had not previously been members will be given an opportunity to enroll in the Sick Leave Bank each year. New members will be assessed one (1) sick day during the school year in which they enroll in the Sick Leave Bank. If Sick Bank days are sufficiently depleted, the Sick Bank Board will require one (1) additional day to be donated to the Administrator Sick Bank by each member.

Any days remaining in the Sick Leave Bank at the end of June will be carried over to the next administrative contract year and will be made available for use during the subsequent year. An administrator who resigns from the district or withdraws from the bank will forfeit the donated days to the Bank. An administrator who resigns will be allowed to continue in the administrator Sick Leave Bank until the last working day in the school year in which the change becomes effective.

An administrator's eligibility to use Sick Bank days only occurs following the employee's exhaustion of all other available leave time. The Sick Leave Bank Committee may make exceptions. Sick bank leave days must be used consecutively for each illness, each school year/fiscal year. The first 15 days of sick leave used consecutively for each illness each year by an administrator will not be covered by the Bank but must be covered by the administrator's own accumulated leave.

Benefits of the Bank will be restricted to illness of members.

Application for benefits of the Sick Leave Bank will be made in writing. The application must be accompanied by a doctor's statement specifying the nature of the illness, the dates, and the extensiveness of medical services to the administrator, and the anticipated date of the patient's release for return to administrative duties.

A maximum of 30 days each contract year may be drawn by any one member. However, under extreme hardship cases, an extension of this time may be requested. Extensions will be considered by the Administrator Meet/Confer Committee. The Committee will examine the individual situation and make a decision on such an extension. Extensions shall not exceed an additional 60 days.

In cases of job-connected absences where the loss of wages is covered by worker's compensation benefits, the administrator will be paid a full salary less the amount of any workers' compensation payment. Benefits for medical purposes are excluded from this provision. The District's current disability plan may be used in conjunction, but not simultaneously, with the Sick Leave Bank.

Responsibility for administration of the Sick Leave Bank is vested in the Administrator Meet/Confer Committee to be composed of at least four members elected each May. Should a dispute arise or should the number of days requested exceed the number of days remaining in the Sick Leave Bank, the final disposition will be rendered by the Superintendent's Designee assigned to supervise Human Resources.

### **GRIEVANCES**

**Level I** – The administrator shall first discuss the grievance with the Superintendent's designee. If the grievant is directly responsible to the Superintendent, he/she shall begin at Level II.

**Level II** – If the grievance is not resolved at Level I, the administrator may put the grievance in writing to the Superintendent requesting a hearing on the matter. The Superintendent will schedule and conduct a hearing on the matter within five working days. He/she will render a decision in writing within ten working days of the hearing.

**Level III** – If the grievance is not resolved at Level II, the administrator may request, in writing, that the Superintendent appoint a three-person panel of administrators to hear the grievance. Within ten working days, the Superintendent will appoint and convene such panel to conduct the hearing. At its conclusion, the panel will make its recommendations to the Superintendent for the resolution of the grievance in writing. The recommendations will be delivered to the Superintendent within five working days. The Superintendent will make a final decision known to all interested parties, in writing, within ten working days.

**Level IV** – If not resolved at Level III, the administrator may request a hearing with the Board of Education. The decision of the Board will be final.

### **CRIMINAL OFFENSES**

Newly hired/promoted/transferred administrators will be subject to a criminal background check.

Any administrator charged with any crime involving violence or crimes against children shall report such charge to Human Resources within 24 hours so that the Superintendent's Designee can determine whether such charge interferes with the administrator's employment or job assignment.

Any administrator convicted of any felony or misdemeanor criminal offense, other than a misdemeanor traffic offense, shall report the conviction to Human Resources within 24 hours. This includes any plea of *nolo contendere* or entry of an agreement for a deferred or suspended conviction.

Any personnel action associated with criminal offenses or convictions will be taken in consultation with the Superintendent's Designee.

## **MISCELLANEOUS PROVISIONS**

### **Board Meetings**

District Directors, Executive Directors, and Chief Officers are required to attend regular business meetings of the Board of Education. The Superintendent or his/her designee will notify all other administrators when their attendance at meetings of the Board is required. Usually, required attendance occurs when the administrator is responsible for or knowledgeable of specific agenda items.

### **Vacancies/Promotions**

Consideration will be given to promoting administrators from within the District whenever qualified persons are available.

### **Protection from Assaults**

When arising out of and/or during the administrators' duties, as determined by administrative review, an administrator's clothing or personal effects are damaged or destroyed as a result of willful malice, the District will reimburse the administrator for the cost of the repair or replacement in the amount not to exceed twenty-five hundred dollars (\$2500).

### **Protection of Personal Property**

The District agrees to provide each administrator with a designated safe place in the building where personal belongings may be stored by under lock and key. If an administrator's personal property or effects have been stored in the designated safe place and are damaged, destroyed, or stolen in the course of employment, and it is proven that the administrator is not negligent, then the District will reimburse the administrator up to twenty-five hundred dollars (\$2500) for such personal property or effects upon proof of the nature and amount of loss satisfactory to the District.