

**Great Falls Public Schools
2025-2027
Administrators/Supervisors**



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ADMINISTRATOR DEFINITION

An administrator is an employee designated as being a member of the Great Falls Public Schools Administrative Team. This will apply to those administrators who perform supervisory duties in the district and are therefore exempt employees as defined by the Fair Labor Standards Act. This definition excludes those persons working in positions covered by collective bargaining agreements.

TRS Administrators

Full-year (260-day) Contract

Executive Directors of Student Achievement
Middle School Principal
High School Principal
Alternative High School Principal
Co-Coordiators of Curriculum

225-day Contact

Coordinator of Music with Art Coordination Duties
Coordinator of Indian Education
Coordinator of Health/PE/Athletics
Coordinator of Student Services
Coordinator of Student Services Title I

220-day Contract

Associate Principal (middle and high school)

210-day Contract

Elementary Principal
Student Services Coordinator-ELF
Coordinator of College and Career Readiness

PERS Administrators

Full-Year (260-day) Contract

Director of Business Operations
Director of Human Resources
Director of Information Technology
Facilities Director
Facilities Assistant Director
Supervisor of Food Service

It is understood that District Administrators have duties and responsibilities that are varied and often surpass those of our teachers and other employee groups.

IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

GFPS District Administrators/Supervisors will have inclusive conversations with the School District Superintendent and Board Leadership every other year to review and adjust the administrator handbook, including compensation and benefits.

To the degree possible, the adjustments in compensation for administrators will not be less than the most recently agreed upon percentage increase in salary of the teacher's group.

WORK CALENDAR

- A. A work calendar is not required for full-year administrators.
- B. Less than full-year administrators must establish and follow a work calendar each fiscal year to show work days equal to the number of contract days. The calendar must be monitored by the Executive Director of Student Achievement for time sheet reporting. Any variations to the established calendar must be made by completion of the "Calendar Readjustment" Form and the variation must be pre-approved.

1. Definitions

- a. A **discretionary day** is defined as a day an administrator works in addition to their contracted days. The discretionary day is paid at the administrator's daily rate and must be taken in ½ or full day increments. Discretionary days must be turned in to the Executive Director in the month the day occurred.
- b. A **trade day** is defined as a day worked outside of a 205-225-day administrator's contracted work calendar. This day may be traded for a contracted day using the calendar readjustment form. The administrator does not receive additional pay and trade days must be taken in ½ or full day increments. All trade days must be within the current school year. Administrators who work less than 260-days are eligible. Trade days do not carry over from year to year.
- c. A **flex day** is defined as a day accumulated by a 260-day administrator outside their contracted work calendar. Time accrued in this manner maybe flexed for contracted time on their duty calendar. (i.e. high school principal works state tournament on a Saturday as part of their duty). The administrator does not receive additional pay and must be taken in ½ or full day increments. Flex days do not carry over from year to year.
- d. A July Remote Work Day is defined as day a 260-day administrator may work remotely during the month of July. The administrator does not receive additional pay and this day will be counted as their normal workday. July Remote Work Days do not carry over from year to year.

2. Discretionary Days

- a. **Secondary Associate Principals, Coordinator of Health/PE/Athletics, and Coordinator of Music** shall receive **nine (9)** discretionary days to be utilized outside the regularly calendared 220 days. The days are to be approved by the appropriate Executive Director of Student Achievement. Discretionary days must be utilized prior to the end of the budget year. Unused days do not carry over from year to year.
- b. **Elementary Principals, Elementary Associate Principals, Transitional Kindergarten Coordinator, Coordinators of Student Services, Coordinator of Student Services Title I, Coordinator of CCRC and Coordinator of Indian Education** shall receive **five (5)** discretionary days to be utilized outside their regularly contracted days. The days are to be approved by the appropriate Executive Director of Student Achievement. Discretionary days must be utilized prior to the end of the budget year. Unused days do not carry over from year to year. The days are to be approved by the appropriate Executive Director of Student Achievement. Discretionary days must be utilized prior to the end of the budget year. Unused days do not carry over from year to year.

3. Trade Days

- a. **Coordinator of Health/PE/Athletics, and Coordinator of Music** shall be permitted to use up to **fourteen (14)** trade days per school year.
- b. **210-day Elementary Principals, High/Middle/Elementary School Associate Principals, Coordinator of CCRC, Coordinators of Student Services and Title I** shall be permitted to use up to **five (5)** trade days per school year. The days are to be approved by the appropriate Executive Director of Student Achievement. Unused trade days do not carry over from year to year and must be used in the current budget year. All use of trade days should consider and limit the amount of time the building principal is absent on student contact days.

4. Flex Days

- a. **260-day High School Principals** shall be permitted to use up to **fourteen (14)** Flex Days.
- b. **260-day Middle School and Alternative High School Principals, and Co-Coordination of Curriculum** shall be permitted to use up to **ten (10)** Flex Days per school year.
- c. **260-day TRS/PERS Administrators** shall be permitted to use up to **two (2)** Flex Days.

5. July Remote Work Days

During the month of July, all 260-day PERS/TRS administrators may request to work remotely for **three (3)** days during the month of July. Requests for these days must be made to the Superintendent and all approvals of these days are at the sole discretion of the Superintendent. Each request must be made in advance of the work days being requested.

LEAVES

The work year of full-time administrators varies from 210 workdays to 260 workdays. Administrators who work 260 days are referred to as full-year administrators.

A. Holidays

Should a holiday fall on a Saturday, it will be taken on the previous regular workday. If it falls on a Sunday, it will be taken on the following regular workday.

The following days are designated as paid holidays for full-year administrators:

- New Year's Day
- New Year's Eve afternoon (if New Year's Day falls on a Tues., Weds., Thurs., or Friday)
(260 day employees only)
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day—July 4th (260 day employees only)
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve afternoon (if Christmas Day falls on a Tues., Weds., Thurs., or Friday) (260 day employees only)
- Christmas Day

B. Vacation for Full-Year Administrators/High School & Middle School Principals/Supervisors

Full year administrators are scheduled to work 260 days per year and they earn and accumulate vacation according to Montana laws for Public Employees with respect to vacation leave (MCA 2-18-611 to 2-18-617). Vacation leave credits shall be earned in accordance with the following schedule with any Montana teaching or administrative experience counting towards years of employment:

Years of employment	Working days credit
1 day through 10 years	15
10 years through 15 years	18
15 years through 20 years	21
20 years or more	24

The vacation leave may be accumulated to a total not to exceed two times the maximum number of days earned annually. Any days earned beyond the maximum shall be forfeited if they are not utilized by August 15 following the June 30 in which the excess days were accrued. The use of these vacation days is to be scheduled in advance and approved by the Superintendent or Executive Director of Student Achievement with regard to the best interest of the District and the needs of the administrator.

1. Upon separation from Great Falls Public Schools, individuals who have completed a minimum of five (5) years as an administrator in the District shall receive termination pay

for accumulated vacation days calculated with the divisor of 260 days to determine daily compensation rate.

C. Personal Leave

All TRS administrators and 260-day PERS administrators/supervisors will be granted five (5) days personal leave without loss of pay during each fiscal year. This leave shall be granted in half day or full day increments. Personal leave days may be accumulated to a maximum of 6 days. Accumulation of personal days may not exceed six (6). The accumulated days may be taken consecutively if the days are available. Days earned beyond six (6) will automatically be placed in the individual's sick leave bank.

All less than 260-day PERS administrators/supervisor will be granted three (3) days personal leave without loss of pay during each fiscal year. This leave shall be granted in half day or full day increments. Personal leave days may be accumulated to a maximum of 6 days. Accumulation of personal days may not exceed six (6). The accumulated days may be taken consecutively if the days are available. Days earned beyond six (6) will automatically be placed in the individual's sick leave bank.

D. Sick Leave

1. Administrators shall be allowed to use earned and accumulated sick leave for absences from regularly contracted duty days without loss of pay due to personal or family illness or physical disability. Sick leave will be credited on the first contracted day of the school year.
2. TRS Administrators/Coordinators shall earn sick leave per contracted days:

205-day contract	12 days
210-day contract	12.25 days
220-day contract	12.75 days
225-day contract	13 days
230-day contract	13 days
260-day contract	13 days

3. PERS 260-day administrators/supervisors will earn the following sick leave:
 - a. PERS Administrators shall earn sick leave at a rate of 12 working days for each year of service without restriction as to the number of working days that may be accumulated. An administrator who terminates employment with the district is entitled to a lump-sum payment equal to one-third (1/3) of his/her unused sick leave his/her daily rate of pay at that time. (MCA 2-18-618, Section 6)
 - b. PERS Administrators/supervisors working less than a 260-day calendar will be prorated using information above to accumulate sick leave.
4. For purposes of severance, unused sick leave is cumulative to a maximum number of days of the administrator's contract. At the end of employment with the District, the administrator will be paid 33% of his/her unused sick leave at his/her daily rate of pay at that time. For those

administrators that do not earn vacation (i.e. less than 260 contract days), they shall be paid an additional 3% of his/her unused sick leave at his/her daily rate of pay at the end of employment with the District. In order to qualify for sick leave severance, the administrator must have been employed with the District for at least five (5) years.

5. Upon retirement from the District, an administrator with unused accumulated sick leave beyond the maximum number of contract days will be compensated for \$50 for each day. Such payment will be made on or about July 1. The payment will be separate from the severance pay.
6. SICK LEAVE BANK: All administrators and supervisors shall have the right to donate, in writing, accrued sick leave days to another administrator or supervisor of their choice. No administrator may receive more than twenty (20) days of donated sick leave during any school year. Before being able to access donated sick leave, the administrator must use all of their sick leave, personal leave and vacation leave. When using the twenty (20) days of donated sick leave, the administrator may not receive pay or compensation from other plans in which the District participates, either in whole or in part.

E. Bereavement Leave

1. Employees shall be allowed up to (5) five days at full pay for absences from school for each occurrence of death in the employee's immediate family or for any other member of the employee's immediate household. This leave allowance is in addition to other leaves allowable in this contract. Immediate family shall be defined as employee's father, step-father, father's brother, father's sister, mother, step-mother, mother's brother, mother's sister, sister, brother, husband, wife, son, daughter, step-children, foster children, daughter-in-law, son-in-law, grandparent, great grandparent, grandchild, brother's wife, brother's child, sister's husband, sister's child, spouse's father, spouse's mother, spouse's sister, or spouse's brother, step child's spouse.
2. Bereavement leave may be extended by the use of sick leave with prior approval. The Leave Request Form must be completed.
3. Sick leave may be used for the funeral, memorial service or other related activities of a person outside of the definition above. Administration may require documentation. The Leave Request Form must be completed.
4. Bereavement leave allowance is not cumulative from year to year. This shall be an emergency leave applicable for the particular occasion only.

F. General Leave of Absence

A General Leave of Absence is an absence from duty which may be granted at the sole discretion of the Board or their agent(s) for full-time employees without salary or fringe benefits.

1. Employees who have been regularly employed during the past five (5) years, may apply for a General Leave of Absence. Granting of this leave is at the sole discretion of the District.
2. The term of the General Leave shall be for one year only with the option of an additional year of leave if requested by the employee and if granted by the District.

3. Employees may request a General Leave of Absence by forwarding a letter of interest to the Human Resources Office. The employee will receive a written response to the leave request within a reasonable period of time after the disposition of the request.
4. If more than one employee applies, it is solely up to the District to determine which employee(s) is/are granted the General Leave of Absence.
5. Employees on a General Leave of Absence must notify the Human Resources Office of their intentions of returning before leave expires.
6. No employment experience shall be granted for purposes of career increments on the salary schedule, if applicable.
7. The employee shall retain previously accumulated sick leave, vacation leave and experience credit for salary purposes.
8. The employee may maintain, at no cost to the District, health and hospitalization insurance, provided the premium payments are arranged with the insurance carrier (COBRA).

BENEFITS

- A. Health Insurance
Administrative premiums will be determined annually. Health insurance is effective the 1st day of work after hire.
- B. Flex Plan
The District will provide a flexible benefit plan based on and in compliance with Section 125 of IRS code.
- C. Term Life Insurance
The district shall provide all full-time administrators with term life insurance in the amount of four (4) times the employee's individual salary up to \$300,000. The administrator pays half of the cost of the policy.
- D. Dependent Life Insurance
The spouse of the administrator is covered for \$10,000 and dependent children are covered at an amount up to \$5,000. The administrator pays \$2 per month.
- E. Long-Term Disability
Long-term disability insurance is provided by the District. The policy sets forth that an employee who becomes disabled will be compensated approximately 60% of salary which may be reduced by other income.
- F. Dues
The District will pay yearly toward each administrator's membership dues or fees for approved professional organization(s).
- G. Mileage Allowance
Administrators who are required to use personal transportation for travel in performance of assigned duties shall be reimbursed at the rate established by Montana law (MCA 2-18-503). All claims must be filed in the fiscal year incurred and submitted to the business office no later than June 15th of that year. Quarterly or semi-annual submissions are preferred.
- H. Annuity
The Board shall provide each full-time administrator 1% of their annual salary plus a \$500 yearly administrator stipend to be placed in a 403(b)-annuity program established by the district.
- I. Voluntary Dental, Vision, Accident and Critical Insurance
The District makes dental, vision, accident and cancer insurance available to employees at discounted group rates. The premium is paid by the administrator. The Human Resource Office has additional information on the plans available.

J. Severance

For Elementary Principals, Associate Principals, Coordinator of Health/PE/Athletics, Coordinator of Fine Arts Music, Coordinator of Indian Education, Coordinator of Special Education and Coordinator of Title I and Transition Kindergarten Coordinator:

1. As the administrators noted above earn no vacation and therefore no opportunity for additional severance at separation from the District, the following termination pay will be paid to those administrators:

After the 10th year of administrative service with the District, the administrator is eligible to be paid \$500 per year of administrative service in the District up to a maximum of \$15,000.

K. Voluntary Employee Beneficiary Association (VEBA)

PERS Administrators/Supervisors have the opportunity to participate in Montana's VEBA Health Reimbursement Account as a post-employment health reimbursement program. The program is funded by the supervisor's termination pay. The program is administered under the guidelines of the Montana VEBA which includes a provision that once a group is established and an employee is part of that group, a cash pay-out of designated termination pay is not allowed. See Human Resources for more information. This benefit is only available to PERS employees due to differences in retirement systems.

EVALUATION OF ADMINISTRATIVE STAFF

A. TRS Administrators

The purpose of the evaluation process is to assist district administrators in strengthening their skills and improving the school organizations they lead. The emphasis shall be on instructional leadership, which will be measured using the ISLLC (Interstate School Leaders Licensure Consortium) Standards for School Leaders. The six standards portray the leadership needed to promote high levels of learning for all students. Administrators will be formally evaluated at least bi-annually to include a written summary to be placed in the personnel file.

PERS Administrators/Supervisors

All PERS administrators shall be evaluated at least bi-annually. The primary objective of a performance evaluation is to improve the overall quality of the District and to determine progress and success of the employee.

B. Evaluation Responsibility Chart for Evaluating Administrative Staff

Each administrator listed will be responsible for evaluating certified, licensed, and classified staff, which is not included on this outline.

Evaluator

Superintendent

Evaluated

Executive Directors of Student Achievement
Director of Business Operations
Director of Information Technology
Director of Human Resources

Exec. Directors of Student Achievement

Elementary Principal
Co-Coordinator of Curriculum
Coordinator of Music with Art Coordination Duties
High School Principal
Middle School Principal
Alternative High School Principal
Coordinator of Health/PE/Athletics
Co-Coordinator of Curriculum
Coordinator of Student Services
Coordinator of Indian Education
Coordinator of Early Education
Coordinator Student Services Title I
Coordinator of Student Services-ELF
Coordinator of Career and College Readiness Center

Director of Business Operations

Facilities Director
Facilities Assistant Director
Supervisor of Food Services

PERFORMANCE AND ACCOUNTABILITY

The Superintendent may freeze an administrator's salary for performance deemed unsatisfactory. The administrator will not receive credit on the schedule nor receive any salary increase for any year where the person's performance is deemed unsatisfactory. Continued unsatisfactory performance could lead to dismissal. Administrators with satisfactory teaching performance in the district may be given a classroom teaching assignment. (Board Action 8/12/2002)

TRS PRINCIPAL SALARY SCHEDULE

Total Salary = Base Salary + Education Increment + Career Increment(s)

2025-2026		
POSITION	CONTRACTED	25-26 BASE
Elementary Principal	210	\$ 101,619.00
Middle School Principal	260	\$ 113,540.00
High School Principal	260	\$ 123,689.00
Alternative High School Principal	260	\$ 113,540.00
Associate Principal (high school)	220	\$ 101,985.00
Associate Principal (middle school)	220	\$ 100,196.00
Coordinator, CCRC	210	\$ 95,642.00
Education Increment for 2025-26: The increment is based on 2.5% of the Elementary Principal Base		
MA	-	\$ -
MA + 10	2,540	\$ 2,540
MA + 20	5,081	\$ 5,081
MA + 30	7,621	\$ 7,621
Doctorate	10,162	\$ 10,162
\$1625 in each of these years based on years completed: 4th, 7th, 10th, 13th, 16th, 19th, 22nd, 25th, etc.		
Daily Rate for Base =	407	\$ 407
Career Increment is based on 4.49 times the daily rate.	1,826	\$ 1,826

OTHER TRS/PERS ADMINISTRATORS' SALARY SCHEDULE

25-26											
TRS Career Increments		1	2	3	4	5	6	7	8	9	10
		25-26 base (yr 1-3)	4 - 6	7 - 9	10-12	13-15	16-19	20-23	24-28	29-33	34-38
	Days										
ED Student Achievement	260	\$ 131,306	1.025	1.025	1.025	1.02	1.02	1.015	1.015	1.01	1.01
Co-Coordiators Curric and Instr	260	\$ 101,536	1.02	1.025	1.025	1.02	1.02	1.015	1.015	1.01	1.01
Coords: Music/Ind. Ed./Athletics	225	\$ 98,995	1.02	1.02	1.02	1.02	1.02	1.015	1.015	1.01	1.01
Coords: Student Svcs.	225	\$ 103,640	1.02	1.02	1.02	1.02	1.02	1.015	1.015	1.01	1.01
Coord: Student Service ELF	210	\$ 96,730	1.02	1.02	1.02	1.02	1.02	1.015	1.015	1.01	1.01
	Days		2	3	4	5	6	7	8	9	10
PERS Career Increments		25-26 base (yr 1-3)	yr 4-6	yr 7-9	yr 10-12	13 - 15	16 - 19	20 - 23	24 - 28	29 - 33	34 - 38
Business Manager	260	\$ 131,306	1.02	1.025	1.025	1.02	1.02	1.015	1.015	1.01	1.01
Human Resources	260	\$ 120,993	1.02	1.025	1.025	1.02	1.02	1.015	1.015	1.01	1.01
Director: Tech	260	\$ 120,993	1.02	1.025	1.025	1.02	1.02	1.015	1.015	1.01	1.01

PERS SUPERVISOR SALARY SCHEDULE

Supervisor Salaries 2025-2026		
	# of Days	25-26 BASE
Supervisor of Bldng/Grnds*	260	\$ 85,792
Supervisor, Food Services*	260	\$ 81,583
Assist. Supervisor of Bldng/Grnds.	260	\$ 72,302
Experience:		
Upon a successful job review the PERS Supervisor will receive an annual experience at the rate of	\$608	
PDI: granted for 150 hours of professional training	\$500	