

SUN PRAIRIE AREA SCHOOL DISTRICT

Administrative Contractual Benefits & Evaluation Plan

Adopted by the School Board 5/27/08
Revised by the School Board June 13, 2011

I. Leave Provisions

A. Vacation

1. Administrators who do not have vacation days in their contract should plan on using non-school days (breaks) as vacation days, except on written prior approval from the supervising administrator. If such an exception is granted, the request must include the day or days to be made up as part of the contracted days.
2. In years one through five of service as an administrator, twelve-month administrators (260 contracted days) are entitled to vacation of 20 workdays annually.
3. After five years of service as an administrator, twelve-month administrators (260 contracted days) are entitled to vacation of 25 workdays annually.
4. Vacation days are subject to prior approval of the supervising administrator.
5. Administrators are encouraged to use vacation days in the year accrued. A maximum of five vacation days may be carried over into the following year for a maximum of 25 or 30 days (respectively) of vacation authorized per year. Carried over days are accounted as used first. Vacation days not carried over or used are lost.

B. Holidays

Twelve-month administrators (260 contracted days) are entitled to ten (10) paid holidays: July 4; Labor Day; Thanksgiving Day and the day after; December 24, 25, and 31; January 1; one floating 2nd semester non-school day (taken as a full day); and Memorial Day.

All other administrators shall be entitled to five (5) paid holidays: Labor Day, Thanksgiving Day, January 1, a floating 2nd semester non-school day, and Memorial Day.

Holidays are included in the total number of days listed on individual contracts; i.e. an administrator with a 210-day contract works 205 days with 5 holidays.

C. Reimbursable Leave

1. Twelve-month administrators (260 contracted days) are entitled to twenty-five (25) reimbursable leave days annually; all others shall be entitled to twenty (20) reimbursable leave days annually. All administrators may accumulate up to 170 reimbursable leave days.

2. Reimbursable leave days will be approved for:
 - Illness of the employee or family members;
 - Medical/dental appointments for employee or family members;
 - Funerals;
 - Business appointments or other personal appointments for employees or family members that cannot be scheduled outside work hours.
3. Use of reimbursable days must have prior approval from one's supervisor, except in cases of illness or emergencies, when notice 'as soon as possible after the fact' is sufficient.
4. No administrator may take reimbursable leave for illness while receiving long-term disability payments.

D. Jury Duty

Administrators who are necessarily absent from duty while serving as jurors shall be paid their regular base rate of pay. Any per diem reimbursement above actual expenses shall be returned to the school district.

E. School Closings

In the event of emergency school closing (see Policy EBCD), work stoppage or any other crisis restricting or prohibiting operations, administrative staff shall report for work. In the event that, in the administrator's best judgment, an unsafe condition exists or it would be impossible to conduct business on an emergency basis, the administrator may, with the approval of the District Administrator or his/her authorized representative, close the school or office. However, the administrator shall remain "on duty" and maintain close communication with the supervising administrator. The above applies to all administrators.

F. Years with more than 260 work days

Whenever a contract year contains more than 260 workdays, administrators with 260 day contracts shall work with their supervisor to schedule the appropriate number of mutually agreed upon 'non-contract days' as part of the work calendar.

G. Personal Days

Administrators with contracts between 215 and 250 days will be granted three (3) personal days annually. Personal days are non-cumulative, subject to prior approval of the supervising administrator, and may not be used on student school days or in-district staff professional development days.

II. Fringe Benefits

A. Insurance

1. Medical and Dental Insurance:

- a. The School Board shall pay 91% of the medical insurance premiums for single or family coverage if the administrator complies with the biennial health risk assessment as prescribed by the insurance provider established by the School Board. If the administrator does not comply with the biennial health risk assessment requirements established by the

School Board, the School Board shall pay 90% of the medical insurance premiums for single or family coverage. The administrator will be responsible for the remaining portion of the medical insurance premium. There will be no cost to the administrator for the health risk assessment. The only information that the District will receive from the health risk assessment provider is whether the administrator did or did not take the health risk assessment provided by the School Board.

- b. The School Board shall pay 98% of the dental insurance premiums for single or family coverage.
- c. Administrators eligible for health insurance may annually choose, consistent with the terms of the District's flexible reimbursement/cafeteria plan and regulations established by the Board, between:
 - (1) Participation in the District's health plan; or
 - (2) A cash payment not to exceed \$300.00 per month. Administrators choosing the cash payment must waive participation in the District health insurance plan and must provide evidence of creditable insurance coverage.
 - (a) The cash compensation amount shall be paid to the Administrator as additional taxable earnings that are not subject to Wisconsin Retirement System (WRS) contributions to the extent permitted by WRS rule or law, with the appropriate employee FICA, state and federal taxes from the Administrator's payroll check.
 - (b) Where the Administrator chooses cash, the District shall facilitate the deferral of cash to a tax-sheltered annuity (TSA) plan.
 - (c) An Administrator electing taxable cash in lieu of health insurance is deemed to request the District to pay the cash to a TSA vendor, unless the Administrator request in writing to have the cash paid to the Administrator. The Administrator shall be permitted to change the TSA amount or vendor five (5) times per calendar year provided he/she provides the District with at least thirty (30) calendar days notice.
 - (d) The District shall pay the cash to the TSA vendor monthly on or about the normal payroll dates cash would have been paid. Amounts received as additional compensation and deferred to a TSA vendor shall be subject to all applicable payroll taxes, including FICA and Medicare.
 - (e) Any Administrator whose TSA salary reduction amount exceeds the limitations of law is ineligible for additional deferrals to the TSA. The amount, which would have been contributed to the TSA except for the limitations of law, will be added to the Administrator's paycheck as

taxable compensation subject to all applicable payroll taxes, including FICA and Medicare.

Any administrator who waives participation in the District group insurance plan and elects to receive cash compensation in lieu of health insurance may enroll in the District health insurance plan at a later date, pursuant to the late enrollment terms, timelines, and conditions set forth in the District health insurance plan contract and the plan's flexible reimbursement/cafeteria plan rules. The cash payments shall cease effective with the month in which the Administrator commences participation in the District health insurance plan.

In order for subparagraph (c) to become effective, and in order for it to remain in effect, its implementation shall be cost neutral or cost advantageous to the District as determined by the Board.

2. **Life Insurance** - The School Board will pay the full cost of term life, accidental death, and dismemberment insurance coverage at four times an individual's salary. The maximum coverage combined coverage amount (basic and supplemental) is \$450,000. Evidence of insurability is required for any combined coverage amounts in excess of \$350,000. If an individual wishes, s/he may apply this allocated premium toward a whole life insurance policy.
3. **Long Term Care Insurance** – The School Board will offer long-term care insurance to the administrator at the administrator's expense. The plan chosen will be mutually agreed to by the Board and Administration.

B. Mileage

For travel an administrator will be reimbursed at the IRS mileage rate; subject to review and approval by the supervisor. Monthly or quarterly mileage is to be logged on an expense claim form and submitted per district policy and procedure.

C. Professional Development Stipend

1. To promote professional growth each administrator shall be provided with a professional development stipend as follows:
 - a. \$2000 per year for Building Principals; Assistant and Deputy District Administrators; and Directors of Student Services or Human Resources.
 - b. \$1375 per year for all other administrators.
2. The professional development stipend may be used by an administrator for:
 - a. Participation in national, state, or local conference expenses, subject to the following conditions:
 - Prior approval by the District Administrator or designee.
 - Provisions have been made for adequate administrative supervision of the school or department.
 - A report is made back to the administrative leadership team or other appropriate group following return from the conference.

- b. Dues for professional associations.
 - c. To pay for tuition for further professional education. The administrator shall request and obtain written approval of the District Administrator or designee before pursuing any course for which tuition payment is expected. Payment is contingent upon the administrator being employed by the Board the following semester. The administrator must reimburse such payments to the School District if the administrator does not complete the duties of the position for which he/she was hired during the contract year following the payment of the stipend or tuition.
 - d. Other professional growth or learning activities and/or materials (for example, professional journals) as approved by the supervising administrator. Any such materials shall remain the property of the school or department.
3. The professional development stipend:
- a. Must be related to each administrator's annual professional growth plan goals;
 - b. Will not be subtracted from the administrator's operational or building budget;
 - c. Will be carried over annually, up to a maximum amount of \$4,000 per administrator;
 - d. May be supplemented by funds from the administrator's operational budget;
 - e. May not be used for travel, conferences, or tuition during an administrator's final year of employment with the school district.

D. Section 125 Plan

The School Board, at the request of an administrator, shall withhold and transfer an amount of salary each pay period for participation in a Section 125 program. This program will provide participants with the opportunity to pay for out-of-pocket health care expenses and dependent care expenses with pre-tax dollars. The amount to be withheld shall be determined by the administrator who shall be responsible for determining the amount and any liability for over-withholding per IRS regulations.

E. Tax Sheltered Annuity

The School Board, at the request of an administrator, shall withhold and transfer an amount of salary each pay period for the administrator's participation in a tax-sheltered annuity program. The amount to be tax-sheltered shall be determined by the administrator who shall be responsible for determining the amount and any liability for over-withholding per IRS regulations. The administrator may choose from any of the tax-sheltered programs available to District employees.

F. Physicals

All administrators shall furnish a statement of physical fitness per Wis. Stat 118.25 as a condition of initial employment. Subsequent physical exams shall be at the option of the employee. The School Board may require a regular physical examination no more than once every three years and reserves unto itself the right to refer an administrator for a medical examination at any time at the discretion of the Board. Any such requested

examination shall be at the Board's expense except to the extent covered by the employee's health insurance.

G. Severance Pay

Administrators shall receive severance pay of \$40 per day for unused accumulated reimbursable days up to maximum of 170 days

H. Retirement

1. The Administrator shall pay the employee's required deposit to the Wisconsin Retirement System pursuant to the state statute requirements. The Board shall pay the employer's required deposit to the Wisconsin Retirement System.

2. The Sun Prairie Area School Board believes that the service provided by high quality administrators is vital to the long-term success of the District. While the Board wants to retain its administrators, it also wants to reward those administrators who have given numerous years to the District. The following benefit shall apply only to administrators who retire during or after the 2000-01 school year:

- Notify the District Administrator by January 1 of the school year in which he/she plans to retire and at least 6 months prior to the date of separation,
- Have not had their contract non-renewed or been terminated or discharged in this district,
- Qualify for retirement benefits from the Wisconsin Retirement System by the date of separation, and
- Have completed seven (7) or more continuous years of administrative service with the district.

Qualifying administrators will be eligible for district-adopted family or single health and/or dental insurance premiums paid by the district according to the following schedule:

Years of continuous administrative employment in SPASD	Insurance premiums paid annually until an amount equal to the following percentage of the final year base salary is expended
7	50%
8	60%
9	70%
10	80%
11	90%
12 or more	100%

a. The amount established at separation may be used until expended only for health and/or dental insurance premiums and will not accumulate interest.

- b. Following any "qualifying event" (per federal regulation) a retired administrator may revise whether coverage shall be for family or single health and/or dental; or other options as follows:
 - (1) When a retired administrator becomes eligible for Medicare, the District shall then pay the cost of the district insurance provider's Medicare supplemental coverage until the amount established at retirement is expended. When added to Medicare, this supplemental coverage provides an equivalent level of services for all active employees.
 - (2) Upon written request, payment for health and/or dental insurance premiums may be postponed. However, participation in the district-adopted health and/or dental insurance plans is not available if there is an interruption in coverage. It is the responsibility of the retired administrator to make such a determination based upon the rules of district insurance providers before requesting postponement of coverage.
 - (3) If a retired administrator becomes ineligible for district adopted insurance, upon written notification to the district, he or she may direct the district to pay the premiums to any other health or dental insurance provider providing coverage to such retired administrator subject to the limitations in (d) below.
 - (4) The maximum amount available in any one fiscal year for this benefit is limited to an amount equivalent to the then current annual premiums for family health and dental insurance.
 - c. If the retired administrator dies before the benefit amount is expended, a surviving spouse or legal dependent may continue to receive any unused portion of the former employee's benefit until the entire amount is expended provided that provision of health benefits to the surviving spouse or legal dependent is contingent upon the rules, regulations, and eligibility requirements of the district's health and/or dental insurance provider(s) and IRS regulations. After district amount is expended, the spouse can continue to be in the plan at the spouse's own expense contingent upon the rules, regulations, and eligibility requirements of the district's health and/or dental insurance provider(s) and IRS regulations.
 - d. It is expressly understood that the level of benefit under district adopted insurance plans is subject to change over time.
3. Retiring administrators may participate at their own cost in the term life insurance program as long as there is no additional cost to the school district.

III. Evaluation

- A. Each administrator shall be evaluated annually. The purpose of the evaluation process is to:
 - 1. Enhance the implementation of programs which improve student learning;
 - 2. Support and guide improvement of job performance;

3. Connect job performance with future salary increases;
 4. Serve as the measurement of satisfactory performance or documentation of unsatisfactory performance; and
 5. Clarify understandings of roles, responsibilities, and job expectations.
- B. Areas of administrative evaluation will be:
1. Performance for Results
 2. Leadership, Communication, Supervisory, and Management Skills
 3. Professional Growth
 4. Job Description Outcomes
- C. Supervising administrators shall attempt to support improvement of less than satisfactory job performance through some form of remediation process whenever appropriate. The School Board retains the right to not renew administrative contracts in accordance with statute whether or not such a process has been implemented and/or take immediate and appropriate disciplinary action against an administrator found to be in violation of statute and/or Board policy.
- D. Salary increases due to job performance must comply with Board Policy, applicable statutes, and shall be reviewed by the School Board before implementation.
- E. Administrative contracts shall cover a period of two (2) years unless the District Administrator recommends, and the School Board approves, a different term. Based on a comprehensive evaluation and the recommendations of the District Administrator and approval of the School Board, the two (2) year contract of an administrative employee may be extended by an additional year each January. Any such extension shall be documented in writing.

IV. Increased Professional Qualifications:

- A. **Graduate Credit and Continuing Education Units**
1. **Graduate Credit**
Administrators demonstrating increased professional qualifications through attainment of approved graduate level credit may receive a salary increase equivalent to \$125 per credit completed in the previous school year. Such increase for improved professional qualifications shall be limited to \$750 per school year. Credits that qualify for this salary increase shall (1) be approved in advance by the administrator's supervisor; and (2) have been related to the administrators' professional growth plan goals. Credits must be completed before June 30. Application for this increase and documentation of credits by official transcript shall be presented to the human resources department, following

approval by the supervisor, no later than July 15 of the contract year preceding the salary increase.

2. **Continuing Education Units (CEUs)**

Administrators demonstrating increased professional qualifications through attainment of continuing education may receive a salary increase equivalent to \$10 per approved continuing education unit completed in the previous school year. Such increase for improved professional qualifications shall be limited to \$700 per school year. Hours that qualify for salary increase shall (1) be authorized by an approved; (2) be approved in advance by the administrator's supervisor; and (3) have been related to the administrator's professional growth plan. CEUs must be completed before June 30. Application for this increase with certification of hours through original documentation shall be presented to the human resources department, following approval by the supervisor, no later than July 15 of the contract year preceding the salary increase.

3. The maximum annual increase for increased professional qualifications demonstrated by graduate credit or CEUs per administrator shall be \$1,100 per school year.

B. Demonstration of Increased Qualifications, Knowledge, and Skill (effective 2004-05)

When a person is employed in the District as an administrator for a minimum of two (2) years and meets the criteria outlined below, the School Board may grant one of the following once during any three (3) year period. Consideration is based on the recommendation of the District Administrator and an administrator's direct supervisor (if applicable), maintenance of a satisfactory evaluation over the three (3) year period, and meeting standards adopted by the School Board. All requirements for advancement must be completed by June 30 of the school year prior to the request being implemented.

1. **Portfolio Assessment**

A team of administrative professionals that include, at minimum, the District Administrator and the supervisor of the person applying for such assessment shall make assessment of an evaluation portfolio. This shall be accomplished under consistent guidelines and standards adopted by the School Board. The portfolio shall address either of the following areas:

a. **Learning Environment Goals.** An administrator who creates and presents a portfolio of convincing evidence that his or her professional growth activities have increased qualifications such that there have been continuous and sustained improvement in the learning environment (see Board Policy BA) over a three year period may be eligible for a salary increase equivalent to 1.5 % of the previous year base salary.

OR

b. **Student Achievement Goals.** An administrator who creates and presents a portfolio of convincing evidence that his or her professional growth activities have increased qualifications such that there have been continuous and sustained improvement in student learning achievement results (see Board Policy BA) over a three year period, may be eligible for a salary increase equivalent to 1.5% of the previous year base salary.

2. **Attainment of relevant new degrees, licenses, or certifications**
 An administrator who, three or more years after his or her date of hire, enhances his or her professional qualifications by earning an additional degree (Bachelors, Masters, or Doctorate) in a field relevant to his or her position, or an additional DPI license, or a recognized professional certification standard requiring an equivalent level of work to one of the above categories, shall receive a salary increase of 2% of the previous base year salary. The determination of the relevancy of such attainments shall be based on the agreement of the District Administrator and the administrator's supervisor. Administrators shall have prior approval of relevancy before undertaking such coursework.

3. **Attainment of the Master Educator in Administration License under PI 34**
 An administrator who earns the Master Educator in Administration license for the first time while under contract with the Sun Prairie Area School District shall receive a salary increase equivalent to 2% of the previous year base salary.

4. **Limitations**
 - a. An administrator may apply and/or receive only one of the three types of "Increased Qualifications, Knowledge, and Skill" in Section B in any three (3) year period.
 - b. Work completed to achieve any one of the three types of "Increased Qualifications, Knowledge, and Skill in Section B may not be the basis of evidence to qualify for another type in future years.

V. Administrative Evaluation/Compensation Timeline

The dates indicated below represent recommended timelines for compensation decisions and implementation:

- A. **Even numbered years**

January – February	Administrative Compensation/Benefits Committee (w/Chair of Personnel, Chair of Finance, and Board President and Administrator representatives) meets to discuss potential revisions to administrative contractual benefits. School Board representative confer with full board for suggested language revisions. Discussions between the administrators and the Board can occur at times other than outlined here upon mutual agreement of both parties
March – May	The School Board considers any revisions.

- B. **Annually**

June 15 – August 1	Administrator evaluations are completed.
August 1 – October 1	Individual salaries are established.
June 30	Individual contracts are approved. (With salary determinations established no later than October 1 and retroactive to July 1.)