

**Policies of the Board of Education  
Unified School District No. 500  
Kansas City, Kansas**

**SEC. 4.3.0.0.0**

**Administrators**

**These policies in this section (4.3.0.0.0 e.t. seq.) shall generally govern all administrators placed on the Administrators Salary Schedule by the Board of Education.**

**Effective for the 2010/2011 school year**

*Rev. 10/2010*

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#### 4.3.9.0.0 Evaluation of Administrator Performance

##### .0.1 Philosophy

The primary purpose of administrative evaluation is to improve the performance of educational leaders. All procedures utilized in the process should focus on raising expectations and increasing the effectiveness of those being evaluated. The combination of clearly established goals and objectives with rigorous self-analysis validated by external examination is intended to promote excellence in education.

The Kansas City, Kansas Public Schools Board of Education, the superintendent and the administrative team believe that “administration” is a general nominative label which refers to a variety of specific skills and behaviors. Those skills and behaviors are learned and perfected through study and practice. They are not inherent in any specific personality type, race or gender. The skills can be defined and observed, and they should be used to measure the performance of those being evaluated.

The evaluation process becomes one of professional development, an important step toward the assurance of excellence in the educational program for the students of the Kansas City, Kansas Public Schools. Through the cooperation of evaluators and evaluatees, areas in need of improvement are identified, plans of action are developed and progress toward the accomplishment of goals is monitored.

##### .1.0 First and Second Year Administrator

All persons employed as administrators in this district shall be evaluated at least one time per semester during each of the first two years of employment as an administrator. The evaluation shall not take place later than the date established by Kansas law on certified staff evaluation (the 60<sup>th</sup> school day of the semester except that a person not employed for the entire semester is not required to be evaluated).

##### .2.0 Evaluation of Administrators Beyond the Second Year of Employment

All persons employed as administrators in this district shall be evaluated at least one time each school year during the third and fourth years of employment by the date established by Kansas law on certified staff evaluation (February 15). After the fourth year of employment as an administrator in the district, all administrators shall be evaluated at least one time every three years by the date established by Kansas law (February 15).

4.3.9.0.0 Evaluation of Administrator Performance (Continued)

.3.0 Evaluation for Transferred and Reassigned Administrators

Any administrator who is transferred or reassigned to another administrative position shall be evaluated at least once during the first year in the new position. If the administrator is in his/her first four years of employment as an administrator in the district, the evaluation(s) shall be completed by the established dates in 4.3.9.1.0 or 4.3.9.2.0. If the administrator is not on the evaluation cycle as required in 4.3.9.1.0 or 4.3.9.2.0, the evaluation shall be completed by May 1.

.4.0 Additional Evaluations

Nothing in this policy (4.3.9.0.0) prohibits additional evaluations beyond those required in 4.3.9.1.0, 4.3.9.2.0, and 4.3.9.3.0 when such additional evaluations are deemed necessary by the evaluator, the evaluatee or the Superintendent of Schools.

.5.0 Separation of Employment

A written evaluation shall be filed for any administrator for any year during or after which he/she leaves the school district.

.6.0 Written and Signed Appraisal Reports

All evaluations shall be in writing on the forms provided and shall be signed by the evaluator and the evaluatee. The evaluatee shall sign the evaluation form as required by law indicating only that he/she has read the evaluation.

.7.0 Evaluatee's Right to Append Response

The evaluatee shall have the right to attach a written response to an evaluation, such response to be filed with the Personnel Division within ten (10) working days of the signing of the original evaluation by the evaluatee.

.8.0 Assignment of Evaluation

All evaluations shall be performed by the evaluatee's immediate supervisor or by an administrator assigned by the Superintendent of Schools.

4.3.9.0.0 Evaluation of Administrator Performance (Continued)

.9.0 Filing of Evaluations

All evaluations shall be completed by the dates required in 4.3.9.1.0, 4.3.9.2.0, and 4.3.9.3.0 and filed in the Personnel Division no later than five working days after the required evaluation dates.

.10.0 Required Observation

As a part of the evaluation process, the evaluator shall have a minimum of one scheduled observation of the evaluatee. Additional observations may be scheduled or unscheduled at the discretion of the evaluator.

.11.0 Required Feedback

The evaluator shall provide written feedback to the evaluatee within five working days of a formal observation on the form provided.

.12.0 Confidentiality of Evaluation Documents

Evaluation documents shall be confidential and made available only to the person being evaluated, administrative staff having a legitimate need for such information, the Board of Education, and such persons whom the evaluatee may authorize as the law requires. A copy of all evaluation documents shall be included in the evaluatee's official personnel file in the Human Resources Department.

.13.0 Electronic Monitoring Prohibited

Monitoring of an administrator by means of electronic devices is not permissible without the administrator's knowledge and consent.

4.3.10.0.0 Separation from Service

1.1 Written Notice of Resignation

An administrator who does not desire to continue in a position with the district shall submit a written resignation indicating the effective date. The Board will accept resignations for the succeeding school year without restriction if tendered on or before the date established by Kansas law. Except where otherwise provided by law, the Board may refuse to accept such resignations tendered after the date established by Kansas law. An administrator who submits a written resignation between December 1 and February 1, effective for the next school year shall receive a notification stipend of \$500.00.

#### 4.3.17.0.0 Administrative and Supervisory Staff Compensation and Other Benefits

##### .1.0 Salary Guides – Administrative and Supervisory Staff

The following schedules, rules and regulations shall be applicable in the determination of salaries of principals, directors, supervisors and other administrative officers in USD No. 500, Kansas City, Kansas. All salary guides contained in Sec. 4.3.17.0.0 et seq. shall, unless specifically indicated to the contrary, be regarded as minimum salary guidelines.

##### .1.1 Placement on Salary Scale

To be placed on the salary scale for administrative and supervisory staff members, an employee shall be appointed to one of the positions listed in 4.3.17.2.1 through 4.3.17.2.14. Persons not holding proper certification for the position held shall be placed on the salary schedule on the appropriate Class for the position; however, failure to complete the required certification within a stipulated time period shall result in the person being removed from the administrative position or being held on the same Step of the salary schedule. Upon completion of the requirements for certification, the person shall be placed on his/her normal Step on the schedule. The stipulated time period shall be established by the Superintendent or his designated representative.

##### .1.1.1 Liquidated Damages

A liquidated damage fee of \$1,000.00 shall be required of administrators resigning after the date established by Kansas Law. Liquidated damages fee of \$2,000.00 shall be required of administrators resigning after June 15<sup>th</sup>. Exceptions to this provision may be requested and approved on a case by case basis by the Superintendent or designated representative.

##### .1.2 Dates for Reclassification

Salaries to be paid for the fiscal year shall be effective July 1.

##### .1.3 Salary Adjustment – Time Limits

Any administrator qualifying for a salary adjustment due to the completion of additional academic work or of required work shall submit official transcripts of the work prior to September 1 or February 1. Adjustments due to work submitted prior to September 1 shall become effective on the anniversary date of the administrator's contract. Adjustments due to work submitted between September 1 and prior to February 1 shall become effective February 1 for the remainder of the contract year.

4.3.17.0.0 Administrative and Supervisory Staff Compensation and Other Benefits

.2.0 Salary Classifications and Schedules

**Class** – The thirteen major divisions of the salary guides to which administrators and supervisory personnel are assigned on the basis of factors relating to job responsibility.

**Step** – Each of a series of salary amounts specified within each class.

.2.2 Class II

Class II shall be the basis for determining salaries of:

Elementary Assistant Principals for schools with enrollment of 500 or more and Hazel Grove  
Middle School Assistant Principals  
Teacher Leaders (If currently on administrative salary schedule)  
Project Manager

The schedule is based on 211 days.

<u>Step</u>	<u>Amount</u>
1	\$69,150
2	70,396
3	71,375
4	72,390
5	73,437
6	74,696
7	76,053
8	77,712
9	79,216
10	80,818
LG	82,246
LG2	83,706

.2.2.1 The salary of the following positions shall be determined by Class II with an additional 10 days salary added due to a 221 day work year.

School Audit and Data Specialist

4.3.17.0.0 Administrative and Supervisory Staff Compensation and Other Benefits

.2.0 Salary Classification and Schedules (continued)

.2.3 Class III

Class III shall be the basis for determining salaries of:

Coordinator of Fine Arts/PE/Music  
Coordinator of Elementary Curriculum  
Coordinator of Secondary Curriculum

The schedule is based on 216 days.

<u>Step</u>	<u>Amount</u>
1	\$69,853
2	71,113
3	72,504
4	73,950
5	74,616
6	76,368
7	78,162
8	79,871
9	81,428
10	83,109
LG	84,900
LG2	86,934

.2.3.1 The salaries of the following positions shall be determined by Class III with an additional 15 days salary added due to a 261-day work year:

Coordinator of Alternative Services  
Coordinator of Building and Grounds  
Coordinator of Student Services  
Coordinator of Special Education

4.3.17.0.0 Administrative and Supervisory Staff Compensation and Other Benefits

.2.0 Salary Classification and Schedules (continued)

.2.4 Class IV

Class IV shall be the basis for determining the salaries of:

High School Assistant Principals

The schedule is based on 216 days.

<u>Step</u>	<u>Amount</u>
1	\$79,571
2	81,021
3	82,236
4	83,497
5	84,642
6	86,257
7	87,881
8	89,816
9	91,569
10	93,251
LG	94,991
LG2	96,066

4.3.17.0.0 Administrative and Supervisory Staff Compensation and Other Benefits

.2.0 Salary Classification and Schedules (continued)

.2.5 Class V

Class V shall be the basis for determining the salaries of:

Technology and Information Services Administrative Managers  
Human Resources Information Systems & Sub Office Manager

The schedule is based on 261 days.

<u>Step</u>	<u>Amount</u>
1	\$76,053
2	77,434
3	78,521
4	79,649
5	80,809
6	82,759
7	84,629
8	86,488
9	88,190
10	90,024
LG	91,979
LG2	94,194

4.3.17.0.0 Administrative and Supervisory Staff Compensation and Other Benefits

.2.0 Salary Classification and Schedules (continued)

.2.7 Class VII

Class VII shall be the basis for determining the salaries of:

Principal of Juvenile Detention Center

The schedule is based on 211 days.

<u>Step</u>	<u>Amount</u>
1	\$78,898
2	80,335
3	81,382
4	82,469
5	83,756
6	85,193
7	86,717
8	88,293
LG	89,867
LG2	91,441

.2.8 Class VIII

Class VIII shall be the basis of determining the salaries of:

Principals of Elementary Schools with less than 449 enrollment

Principal of Fairfax Campus

The schedule is based on 211 days.

<u>Step</u>	<u>Amount</u>
1	\$81,109
2	82,475
3	83,670
4	84,789
5	86,116
6	87,626
7	89,153
8	90,775
LG	92,396
LG2	94,016

4.3.17.0.0 Administrative and Supervisory Staff Compensation and Other Benefits

.2.0 Salary Classification and Schedules (continued)

.2.9 Class IX

Class IX shall be the basis for determining the salaries of:

Principals of Elementary Schools with 450 or more enrollment

The schedule is based on 211 days.

<u>Step</u>	<u>Amount</u>
1	\$83,098
2	84,616
3	85,811
4	87,049
5	88,259
6	89,910
7	91,585
8	93,254
LG	94,923
LG2	96,592

.2.10 Class X

Class X shall be the basis for determining the salaries of:

Middle School Principals

The schedule is based on 216 days.

<u>Step</u>	<u>Amount</u>
1	\$91,846
2	93,538
3	94,955
4	96,428
5	97,764
6	99,647
7	101,603
8	103,466
LG	105,330
LG2	107,195

4.3.17.0.0 Administrative and Supervisory Staff Compensation and Other Benefits

.2.0 Salary Classification and Schedules (continued)

.2.11 Class XI

Class XI shall be the basis for determining the salaries of:

High School Principals

The schedule is based on 226 days.

<u>Step</u>	<u>Amount</u>
1	\$98,197
2	100,014
3	101,531
4	103,107
5	104,544
6	106,494
7	108,607
8	110,610
LG	112,609
LG2	114,609

.2.12 Class XII

Class XII shall be the basis for determining the salaries of:

Director of Nutritional Services  
Director of Research and Assessment  
Director of Transportation

The schedule is based on 261 days.

<u>Step</u>	<u>Amount</u>
1	\$85,232
2	86,795
3	88,096
4	89,448
5	90,688
6	92,648
7	94,660
8	96,758
9	98,674

4.3.17.0.0 Administrative and Supervisory Staff Compensation and Other Benefits

.2.0 Salary Classification and Schedules (continued)

.2.12 Class XII (continued)

10	100,513
LG	102,420
LG2	104,502

.2.13 Class XIII

Class XIII shall be the basis for determining the salaries of:

- Director of Classified Human Resources
- Director of Elementary/Middle School Human Resources
- Director of ESL
- Director of Physical Properties
- Director of Special Education
- Director of Technology and Information Services
- Director of Finance
- Director of Purchasing
- Director of Student Services
- Director of Curriculum
- Lead Director of Human Resources/High School Human Resources

The schedule is based on 261 days.

<u>Step</u>	<u>Amount</u>
1	\$85,744
2	87,316
3	88,624
4	89,984
5	91,232
6	93,204
7	95,228
8	97,338
9	99,266
10	101,116
LG	103,034
LG2	105,130

4.3.17.0.0 Administrative and Supervisory Staff Compensation and Other Benefits

.2.0 Salary Classification and Schedules (continued)

.2.14 Class XIV

Class XIV shall be the basis for determining the salaries of assistant to the superintendent, of all executive directors, and assistant superintendents.

The schedule is based on 261 days.

Salary Range: \$91,500 to \$132,000

.2.15 Classification for staff members not specifically designated above shall be established by the Superintendent on the basis of responsibilities of the position involved. The Deputy Superintendent salary shall be determined by the Superintendent.

.3.0 Duty Days Per Year

All staff members employed on the basis of this schedule shall be employed on the basis of not less than 211 contract days per year except as otherwise noted in 4.3.17.2.0 et seq. It shall be understood, however, that each professional administrator or supervisor is expected to perform services at all times necessary for the proper operation of the schools and the fulfillment of responsibilities of the position.

All new principals will work one additional day than stipulated on the appropriate salary schedule for purpose of orientation.

.4.0 Class and Step Assignment for 2010-2011 Contract Year

.4.1	Year	Step Movement	Year	Step Movement
	99-00	Yes	05-06	None
	00-01	Yes	06-07	None
	01-02	Yes	07-08	Yes
	02-03	None	08-09	None
	03-04	Yes	09-10	None
	04-05	Yes	10-11	None

4.3.17.0.0 Administrative and Supervisory Staff Compensation and Other Benefits

.2.0 Salary Classification and Schedules (continued)

In the application of this schedule, the following procedures shall be used:

.4.1.1 Changes in classification shall be accompanied by placement in the new Class based on the employee's background and professional experience. Changes in Classification as a result of a reduced assignment shall be accompanied by placement in the new Class at the Step next above that in the Class previously held or at the maximum of the new Class if no higher Step is scheduled.

.4.1.2 Placement of new principals and staff members on the schedule: Persons appointed as principals shall be given one step for each year of experience as a principal and one step for each two years as an assistant principal. Persons appointed to supervisory positions for the first time shall be placed on the schedule on the basis of individual qualifications including training and experience.

.4.1.3 Recognition of professional growth and competence of administrators and supervisors shall be primarily through assignment of greater responsibility and commensurate salary Classification changes. However, a differential in addition to the regular schedule herein described, shall be paid to administrators and supervisors meeting the following criteria:

- (1) 15 graduate hours earned after completion of masters degree with hours approved by Superintendent..... \$773
- (2) 30 graduate hours earned after completion of masters degree with hours approved by Superintendent..... \$1,160
- (3) 45 graduate hours earned after completion of masters degree with hours approved by Superintendent..... \$1,510
- (4) 60 graduate hours earned after completion of masters degree with hours approved by Superintendent..... \$1,860

4.3.17.0.0 Administrative and Supervisory Staff Compensation and Other Benefits

.2.0 Salary Classification and Schedules (continued)

.4.1.3 (continued)

(5) Earned Specialist Degree based on work approved by Superintendent..... \$2,698

(6) Earned Doctorate Degree based on work approved by Superintendent..... \$3,756

Graduate hours and/or degrees submitted by administrative staff for a salary differential as stipulated above must be earned from institutions of higher education accredited by traditional accreditation agencies, such as the North Central Association of Schools and Colleges. Decisions related to the appropriateness of hours or degrees shall be made by the Superintendent or his designated representative. Decisions made by the Superintendent shall be final.

.4.2 Special and Probationary Placement

The Superintendent shall review the performance of any administrative staff member whose performance is unsatisfactory and may establish a probationary salary which is below the scheduled Step and Class to which the individual is assigned. In no case shall such probationary status be effective for more than one year. Failure to achieve satisfactory performance in one year shall result in reassignment, demotion or termination. Reasons for any assignment of probationary status shall be fully explained to the staff member involved. Any demotion or termination shall be in accord with the laws governing USD No. 500.

4.3.19.3.1 Board Purchased Health Insurance

In addition to the single medical insurance policy provided for in 4.1.19.3.1, the Board will purchase a single dental insurance policy and vision insurance policy from a carrier selected by the Board for all administrators employed for not less than thirty (30) hours a week.

4.3.20.0.0 Absences, Leaves, Vacations

.13.0 Vacations

Administrative and supervisory staff members employed on a twelve-month basis shall receive twenty (20) days paid vacation time.

.13.1 Credit for Earned Vacation

Vacation days of one contract year (July 1-June 30) shall be earned on a pro-rated basis to the portion of the contract worked.

.13.2 Unused Vacation Time/Limits of Carry Forward Vacation Time

Vacation days of one contract year (July 1-June 30) may not be extended beyond the end of the next contract year. Any exception must be approved by the Superintendent or his designated representative.

.14.0 Personal Leave

.14.1 Three Days Leave

Three days of absence without deduction in pay during any year may be allowed for personal leave for persons paid on the basis of the administrators and supervisors salary schedules.

.14.2 Approval of Leave

To be classified as personal leave, authorization must be secured prior to the day leave is taken except for instance of emergency. Employees desiring to use personal leave shall submit their request in writing at least five (5) working days in advance of the anticipated absence. In cases of an emergency not covered by emergency leave (4.1.20.6.0), the notification for such leave must be made to the immediate supervisor on or before the day of leave by the normal absence reporting procedures, and a written request shall be submitted within three (3) days of the absence. All requests for personal leave must be submitted to the office of the Superintendent or his designated representative.

4.3.20.1.0 Absences, Leaves, Vacations

.14.0 Personal Leave (continued)

.14.3 Limitation

Personal leave shall not be used for seeking other employment, rendering services, nor working either with or without remuneration for themselves, nor for anyone else, for hunting, for fishing, nor other recreational activities, nor because of severe weather when school is in session. Such leave shall not be granted for the first five (5) days nor the last five (5) days when school is in session; nor on the first duty day preceding or following a holiday or non-working day; nor on any in-service days.

.14.4 No Accumulation

Personal leave time shall not accumulate.

.14.5 Right to Reject

The district reserves the right to refuse requests on any given day due to the number of other absences or the demands of the employee's job. Approval will be granted in the order of application except for clear emergency situations.

.17.0 Disability Leave Bank

USD No. 500 shall establish a disability leave bank for administrators who choose to participate. The day-to-day administration of the bank shall be the responsibility of the Human Resources Office.

.17.1 Participation

Participation shall be voluntary. Those who choose to participate shall contribute three (3) days of their accumulated temporary disability leave to the bank at the beginning of their period of participation.

4.3.20.0.0 Absences, Leaves, Vacations (continued)

.17.0 Disability Leave Bank (continued)

.17.2 Eligibility

Eligibility for participation in the bank shall be limited to those employees defined in Policy 4.1.3.2.6. Only participating administrators will be eligible to draw from the bank. The periods for which participating administrators are eligible to use days from the bank shall begin on the fourth (4<sup>th</sup>) consecutive contract day of an absence for which the administrator has no accumulated temporary disability leave days and shall continue until the administrator is able to return to duty or to the date which is one hundred eighty (180) calendar days after the date of the commencement of the disability for which these days are being granted, whichever comes first.

.17.3 Additional Contributions May Be Required

Should the total number of days in the leave bank drop below 100, all participants who have a personal accumulation of five or more temporary leave days shall contribute three (3) additional leave days to the bank.

.17.4 Enrollment in Bank

Administrators may enroll in the temporary disability leave bank at the beginning of their contract year but must submit the appropriate form by September 1. Any administrator on duty from the beginning of his/her contract year desiring to enroll after September must wait until the following year. Any administrator hired after the beginning of his/her normal year who desires to enroll must do so within thirty (30) calendar days after his/her first day at work or by October 1 of the current contract year, whichever is later.

4.3.20.0.0 Absences, Leaves, Vacations (continued)

.17.0 Disability Leave Bank (continued)

.17.5 Withdrawal from Participation

Once enrolled, participation remains in effect until the administrator notifies the District that he/she desires to withdraw from participation in the bank. The period during which withdrawal is allowed coincides with the enrollment period. Any request for withdrawal from participation which is submitted during the enrollment period takes effect immediately. Any request for withdrawal from participation which is not submitted during the enrollment period takes effect at the beginning of the next enrollment period. No days previously contributed may be restored to the administrator's personal accumulation.

.17.6 Use of Leave Days

Leave days from the bank may be used only due to disability on the part of the participating employee. No such days may be used due to the disability of any other person.

.17.7.1 Use of the Disability Leave Bank for a period in excess of two consecutive years is prohibited.

.17.7 Leave Bank Days May Not Be Used to Extend Contract Period

Administrators whose contracts are terminated or nonrenewed in accordance with Kansas law shall not be allowed to use temporary disability leave bank days to other-wise extend their employment.

4.3.20.0.0 Absences, Leaves, Vacations

.17.0 Disability Leave Bank (continued)

.17.8 Workers' Compensation

Administrators shall not be allowed to withdraw days from the disability leave bank for any days for which workers' compensation benefits are received.

.17.9 Credit Upon Retirement or Death

Upon retirement an administrator or, in the event of death, the administrator's estate shall be eligible to receive a lump sum payment for accumulated unused disability leave based on the following formula:

Total accumulated unused disability leave (not to exceed the maximum accumulation of disability leave allowed) x .75 x the base daily salary rate of the salary schedule class in which the administrator is classified at the time of retirement or death.

206 or less days of employment, 120 days allowed  
207 – 231 days of employment, 132 days allowed  
232 or more days of employment, 144 days allowed

Administrators who resign from the district after completing thirty (30) years of service in the district or twenty (20) years of service in the district and are 55 years of age shall also be eligible to receive a lump sum payment for accumulated unused disability leave based on the above-stated formula. Any payment under this provision to an Administrator's estate shall be made to the court-appointed fiduciary (executor, administrator, or other designee) of the decedent's estate.

Any administrator initially employed by the district in a position eligible for benefits on or before July 31, 1996, shall not be eligible for the payment as described in this provision (4.3.20.17.9).

4.3.20.18.0 Early Separation Program

.18.1 Eligibility

To participate in the Early Separation Program, the employee must meet all of the following eligibility criteria:

.18.1.1 The individual must be an employee of the district.

.18.1.2 The individual must be at least fifty-five (55) and no more than sixty-four (64) years old.

.18.1.3 The individual must have completed twenty-five (25) years of experience as an employee of a school district with at least ten (10) consecutive years in USD 500 with the ten consecutive years in USD 500 having been the individual's final years before early separation.

.18.1.4 The individual must submit to the Human Resources Office a completed Early Separation Application on or before April 30 of the year in which separation is to begin.

.18.1.5 This Early Separation Program does not apply to any employee who is eligible for the Board's Early Separation Program under policy 4.2.20.18.0.

.18.2 Year of Experience

A year of experience is full-time employment for at least 160 days of a calendar year between July 1 – June 30. Previous experience listed as part-time shall be evaluated by the Superintendent or his/her designated representative to determine how much, if any, of the time will be credited as experience to meet their requirement of the Early Separation Policy.

.18.3 Benefit

.18.3.1 Employees approved for early separation shall be provided a single medical insurance policy from a carrier selected by the Board.

4.3.20.18.0 Early Separation Program (continued)

.18.3.2 If the employee locates in an area where the selected carrier does not provide coverage, the Board will be under no obligation to provide alternative medical insurance coverage and no such coverage will be provided.

.18.3.3 Employees approved for early separation shall begin receiving the benefit in July of the year separation begins, and the benefit shall end on the earlier of: (a) the first day of the month immediately following the month in which the employee dies, (b) the first day of the month following the seventh anniversary of the date of the employee's separation, or (c) the first day of the month the employee becomes sixty-five (65) years of age.