

**Beaver Local School District**  
*Management Team Handbook*



Approved:

# Beaver Local School District

I. **Hours of Work** – While it is understood that members of the Management Team are expected to work whatever hours necessary to complete assigned responsibilities in a timely manner, each administrator is expected to maintain office hours beyond the schedule of their building (generally at the following schedule):

Superintendent	8:00 a.m. to 4:00 p.m.
Treasurer	7:15 a.m. to 3:15 p.m.
Assistant Treasurer	7:00 a.m. to 3:00 p.m.
Payroll Clerk	8:00 a.m. to 4:00 p.m.
High School Principal	7:15 a.m. to 3:15 p.m.
Middle School Principal	7:15 a.m. to 3:15 p.m.
Assistant Principals (HS & MS)	7:30 a.m. to 3:30 p.m.
Elementary Principal	8:00 a.m. to 4:00 p.m.
Assistant Elementary Principal	8:15 a.m. to 4:15 p.m.
Building & Grounds Manager	7:00 a.m. to 3:00 p.m.
Service Manager	Hours set in consultation with Superintendent
EMIS Coordinator	8:00 a.m. to 4:00 p.m.
Head Executive Secretary	8:00 a.m. to 4:00 p.m.
Executive Secretary	8:00 a.m. to 4:00 p.m.
Transportation Executive Secretary	Hours set in consultation with Service Manager & Superintendent

\*\*Summer Hours set at 8:00 a.m. to 3:00 p.m. for the above positions

II. **Contract Days** – Contract days in the district will be according to the schedule listed below. The contract year begins July 1 or August 1 for classified supervisors and confidential employees. In addition to the number of days specified, participation in activities related to the performance expectation for each position is required even on days not identified in this document as work days.

(Employment Contract for Administration – Policy 3124.01)

Superintendent	260 Days
Treasurer	260 Days
Assistant to Treasurer	260 Days
Payroll Clerk	260 Days
Director of Special Services	225 Days
High School Principal	225 Days
High School Assistant	204 Days
Middle School Principal	225 Days
Middle School Assistant Principal	204 Days

Elementary Principal	204 Days
Elementary Assistant Principal	194 Days
Head Executive Secretary	260 Days
Executive Secretary	260 Days (1) & 211 Days (1)
EMIS Coordinator	220 Days
Food Service Coordinator	211 Days
Transportation Executive Secretary	225 Days
Building & Grounds Manager	260 Days
Service Manager	260 Days

III. **Paid Holidays** – Each 260 day confidential employee will receive ten (10) paid holidays. Holidays will be according to the following schedule:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- ½ day holiday for Christmas Eve and New Year’s Eve – only when the days fall on a workday

\*\* The Superintendent and Treasurer length of vacation and paid holidays will be separately negotiated with the Board of Education.

IV. **Vacation Days**

- a. All 260 day employees shall receive 4 weeks’ vacation.
- b. The contract year begins August 1 and concludes July 31 for certified administrators.
- c. All other confidential employees’ contract will run from July 1 to June 30.

- d. All vacation leave must be approved by the Superintendent. Only 10 unused vacation days can be carried over to the next year, unless special permission is granted by the Superintendent. Up to 10 unused vacation days may be converted to cash upon written request to the Superintendent by the end of each contract year.

V. **Administrative and Central Office Chain of Command** – Below is an outline of the reporting sequence for purposes of supervision and evaluation: Board Policy 1100 – Page 1 Refer to Chart (See Exhibit “B”)

Superintendent	To the Board of Education
Treasurer	To the Board of Education
Assistant Treasurer	To the Treasurer
Payroll Clerk	To the Treasurer
High School Principal	To the Superintendent
Assistant High School Principal	To the High School Principal
Middle School Principal	To the Superintendent
Middle School Assistant Principal	To the Middle School Principal
Elementary Principal	To the Superintendent
Assistant Elementary Principal	To the Elementary Principal
Head Executive Secretary	To the Superintendent
Executive Secretary	To the Superintendent
Food Service Coordinator	To the Superintendent
EMIS Coordinator	To the Superintendent
Transportation Executive Secretary	To the Service Manager
Building & Grounds Manager	To the Superintendent
Service Manager	To the Superintendent

- VI. All administrative personnel and confidential personnel will be evaluated annually. Assignments, job expectations and development of professional goals will be completed annually by September 28<sup>th</sup>. It will be the Superintendent’s responsibility for maintaining records of the completed evaluations of the administrative staff. The Superintendent will also be responsible to ensure all administrative staff have completed their OTES assignments by September 20<sup>th</sup> each school year.

All confidential evaluations will also be completed by September 28<sup>th</sup> and will be the Superintendent’s responsibility. This shall be done in accordance to Board Policies 1400, 1231, 1530; governed by Sections 4117.41 and 3319.02 of the Ohio Revised Code.

The Treasurer shall be evaluated in accordance with the Adapted Board Policy 1330.

## **VII. Performance Evaluation**

- a. Employment Contracts – Each administrator will receive an employment contract specifying the position, referring to the Board adopted performance expectations, starting salary, noting other compensation and itemizing days to be worked, vacation leave, holidays, etc.
- b. Salary – A salary scale derived on a base salary set on responsibilities and experience is set according to two tiers for certified and classified confidential employees.
- c. All salary payment shall be made through direct deposit for all administration and confidential employees.
- d. Fringe Benefits – The following fringe benefits, in addition to those already identified in the holiday and vacation day sections of this document, apply to all administrators of this district: (See Board Policy 3420/page 1)
- e. Severance pay will be granted to administrators upon receipt of certification of retirement from STRS/SERS. Severance pay will be calculated at 25% of accumulated sick leave, at retirement, to a maximum of 100 days times the daily rate of pay at retirement. Severance pay will be paid within thirty (30) days from the effective date of retirement but may be deferred for up to twelve (12) months at the employee's option.
- f. Professional membership to the appropriate management associations.
- g. 10% payment for insurance for employees newly hired to system after September 1, 1997.
- h. Workshops and Conference – Workshops and conferences, which offer professional growth activities and potential for improvement of the district, are encouraged. Within budgeted fund availability, approval to attend such meetings shall be given by the Superintendent with reimbursement to the management team member for necessary and related detailed documented expenses associated with such approved leave, less taxes, alcohol and gratuities (gratuities that the restaurant include in the bill due to the restaurant's policy may be reimbursed). The Board shall reimburse for meals up to the following maximums: Breakfast - \$10.00; Lunch - \$15.00; Dinner - \$25.00.
- i. Payroll Deductions – can be arranged for credit union, tax-sheltered annuities, professional dues, etc.

- j. Worker's Compensation – All administrators are covered under the worker's compensation laws of the State of Ohio.
- k. Base salaries for certified/licensure building administration requires a Master's Degree in Education, at least three (3) years of successful teaching and a current administrative certificate for the position held.
- l. Principals may gain steps vertically on the salary schedule from elementary through high school principals as promoted. Depending upon additional educational training or experience the Board may advance an administrator at an appropriate step for that job responsibility.
- m. A base salary is also established for confidential employees appropriately above other classified employees to properly compensate being a part of the overall management team. The Treasurer's salary schedule requires a degree in accounting and the appropriate Treasurer's license. Placement shall be on the appropriate education level.
- n. The Board agrees to reimburse up to two hundred dollars (\$220) per quarter hour or three hundred dollars (\$300) per semester hour for graduate study in education courses. Reimbursement shall not exceed the cost of tuition per hour.

A grade of at least a "B" must be achieved in the course as evidenced by an official transcript or completed credit at an accredited university (or a "pass" in a pass/fail course)
- o. Mileage will be paid at the approved IRS rate on the date of travel approved by the Superintendent
- p. Each administrator/confidential employee shall be granted one and one-fourth (1 ¼) days of sick leave per completed month of service – fifteen (15) days per year with unlimited sick leave accumulation.
- q. Each administrator/confidential employee shall be granted three (3) personal days annually. Unused personal days shall be compensated at a rate of one hundred dollars (\$100) for each unused personal day. Request for payment must be put in writing to the Treasurer by June 30<sup>th</sup>.

**VIII. Professional Attire** – Administration, confidential employees and Board want to project a professional image to the students and community. Administration and confidential employees shall dress in a professional and appropriate style.

**IX.** Certified administrators will be eligible for longevity pickups based on the following chart:

- a. Upon the issuance of their second contract, the administration will have 1% of their obligation for STRS picked up by the Board of Education.
- b. Upon the issuance of their third contract, the Board of Education will pick up an additional 2%.
- c. Upon the issuance of their fourth contract, the Board of Education will pick up an additional 2%.
- d. The maximum pickup is set at 5%.