

ADMINISTRATIVE

MANAGERIAL

SUPERVISORY

CONFIDENTIAL

2008-2009

APPROVED 8/21/2008

**TABLE I
TITLE OF POSITION FOR ADMINISTRATIVE/MANAGEMENT
AND SUPERVISORY PERSONNEL SALARY SCHEDULE**

<u>SALARY SCHEDULE TITLE</u>	<u>POSITION TITLE</u>
Coordinator IV	Food Service Specialist Shared Services Network Facilitator Area Manager
Coordinator III	Transportation Specialist
Coordinator II	Fleet Maintenance Supervisor Coordinator of Purchasing/Warehouse Public Relations Officer Coordinator of Accounting and Internal Accounts Transportation Services Supervisor Coordinator of Property Control Coordinator of Health Benefits Network Services Coordinator I-Series Operations Coordinator Purchasing Specialist, Buyer Coordinator of School Food and Nutrition Services
Coordinator I	Coordinator of Operations Coordinator of Planning & Intergovernmental Relations Project Manager Maintenance Supervisor (Technical) Maintenance Supervisor (General) Coordinator of Payroll Activities Coordinator of School Food Service Chief Building Inspector Design Architect
Director III	Building Official
Director II	Director of Maintenance & Operations Director of Food and Nutrition Services Director of Purchasing/Accounts Payable & Material Management Director on Assignment Director of Facility Planning and Construction Director of Finance Director of School Improvement/Professional Development & Assessment

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Director I	Chief Information Officer Director of Career & Technical Education Director of Student Services Director of Exceptional Student Education Director of Support Personnel Services Director on Assignment Director of Instructional Personnel Services Director of Secondary Education Director of Elementary Education Director of Transportation
Supervisor III	Supervisor of Student Services Supervisor of Instructional Support Services Supervisor of Exceptional Student Education Computer Operations Manager Reading/Language Arts Supervisor Supervisor of Title I Supervisor of Information Services Supervisor of Career & Technical Education Supervisor of ESOL and Assessment
Supervisor II	Supervisor of Adult/Community Education Supervisor of Instructional Personnel Services Supervisor of Curriculum Pre-K-12
Supervisor I	None
Assistant Principal	Assistant Principal Assistant Principal on Assignment
Vice Principal	Vice Principal
Principal	Principal Principal on Assignment
Administrator on Assignment	Administrator on Assignment
Assistant Superintendent	Assistant Superintendent for Human Resources Assistant Superintendent for Business Affairs Assistant Superintendent for Support Services Assistant Superintendent for Instruction
Deputy Superintendent	Deputy Superintendent

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**CONTROL FACTORS FOR
ADMINISTRATIVE/MANAGEMENT AND SUPERVISORY
PERSONNEL SALARY SCHEDULE**

Unless otherwise recommended by the Superintendent, all persons being placed on the schedule for the first time will be assigned to step 0 for the pay grade appropriate to their position. The Superintendent may assign placement above step 0 subject to School Board approval to (a) insure that one who is a teacher in the district will not receive a "pay cut" when compared to their teaching salary projected for twelve months, or (b) provide an added incentive to a person with critically needed skills. Under no circumstances will a person being placed on the schedule for the first time be placed above step 21 ~~20~~.

When a person already on the administrative salary schedule is assigned a new district level position on the schedule, the person will be placed on the salary schedule (pay grade/step) for the new position closest to their current salary, including supplements, if applicable. The person would not maintain the same step status for the new district level position, unless a decrease in overall salary would result. This paragraph shall apply only to an administrator whose move is to a district level administrative position.

A district level administrator who accepts a school based administrative position shall maintain his/her step on the schedule when assigned to the new pay grade.

Unless the Superintendent takes overt action to withhold an increment, each person will advance one step on the schedule up through step ~~20~~ 21 for each year of administrative/management experience within the Clay County Schools except as follows:

1. If an administrator (including a Cafeteria Manager) receives an unsatisfactory rating on his/her annual performance evaluation and the Superintendent recommends reappointment to an administrative position for the following year, the administrator will receive the same salary in the next school year as he/she received during the unsatisfactory year of service. Such administrator will be ineligible for any step, supplement or base salary pay increase. This freeze will apply for, at least, the school year following the administrator's receipt of an unsatisfactory evaluation.
2. If, during the frozen salary year, the administrator earns a satisfactory evaluation, he/she will be placed back on the salary schedule for the following year and, if otherwise eligible, receive any step increase approved by the Board.
3. If the administrator referenced in 1. above receives satisfactory ratings on the final performance evaluations for each of the two (2) years following the receipt of an unsatisfactory rating, the administrator will be eligible, the third year, for any salary step and/or step amount that would have applied had the administrator never earned an unsatisfactory evaluation.

If the situation arises where the chief officer of a school makes less money than another person in that school, the situation shall be brought to the attention of the School Board to be considered on a case by case basis.

Administrative positions are 12-month positions unless otherwise approved in the allocation document. The salary and applicable supplement of a-less-than-12-month administrator shall be prorated based on the number of contract days times the daily rate of pay established in the Administrative Salary Tables contained herein.

The 10 or 11-month calendar for an administrator shall be the same as that established for other 10 (196 days) or 11 (216 days) - month employees.

~~School based administrative personnel are eligible for performance pay in accordance with the district's Merit Award Program (MAP) Plan. This compensation will be prorated based on the length and type of the contract held by the respective administrator.~~

**TABLE II
PAY GRADE FOR ADMINISTRATIVE/MANAGEMENT AND
SUPERVISORY PERSONNEL
SALARY SCHEDULE TITLES**

PAY GRADE	SALARY SCHEDULE TITLE
112	Coordinator IV
125	Coordinator III
140	Coordinator II
155	Coordinator I
168	Assistant Principal (Base)
168	Vice Principal (Base)
173	Supervisor III
173	Director III
193	Supervisor II
193	Director II
200	Principal Special School (Base)
200	Principal (Base)
200	Supervisor I
215	Director I
See Below	Administrator on Assignment
238	Assistant Superintendent
250	Deputy Superintendent

* An administrator will maintain his/her contracted salary earned immediately prior to the transfer/redesignation as an Administrator on Assignment for the balance of the school year during which the transfer/redesignation takes place.

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TABLE III - INDICES FOR EACH PAY GRADE/STEP FOR ADMINISTRATIVE/MANAGEMENT AND SUPERVISORY PERSONNEL SALARY SCHEDULE

Pay Grades	STEPS															
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
100	1.000	1.030	1.060	1.090	1.120	1.150	1.180	1.210	1.240	1.270	1.300	1.330	1.360	1.390	1.420	1.450
110	1.100	1.130	1.160	1.190	1.220	1.250	1.280	1.310	1.340	1.370	1.400	1.430	1.460	1.490	1.520	1.550
112	1.120	1.150	1.180	1.210	1.240	1.270	1.300	1.330	1.360	1.390	1.420	1.450	1.480	1.510	1.540	1.570
115	1.150	1.180	1.210	1.240	1.270	1.300	1.330	1.360	1.390	1.420	1.450	1.480	1.510	1.540	1.570	1.600
125	1.250	1.280	1.310	1.340	1.370	1.400	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700
128	1.280	1.310	1.340	1.370	1.400	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700	1.730
133	1.330	1.360	1.390	1.420	1.450	1.480	1.510	1.540	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780
135	1.350	1.380	1.410	1.440	1.470	1.500	1.530	1.560	1.590	1.620	1.650	1.680	1.710	1.740	1.770	1.800
140	1.400	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850
143	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880
145	1.450	1.480	1.510	1.540	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900
150	1.500	1.530	1.560	1.590	1.620	1.650	1.680	1.710	1.740	1.770	1.800	1.830	1.860	1.890	1.920	1.950
155	1.550	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000
158	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030
163	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050	2.080
168	1.680	1.710	1.740	1.770	1.800	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130
173	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180
175	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200
180	1.800	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250
183	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250	2.280
188	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330
193	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350	2.380
195	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250	2.280	2.310	2.340	2.370	2.400
200	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450
208	2.080	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350	2.380	2.410	2.440	2.470	2.500	2.530
215	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450	2.480	2.510	2.540	2.570	2.600
225	2.250	2.280	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700
238	2.380	2.410	2.440	2.470	2.500	2.530	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830
250	2.500	2.530	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830	2.860	2.890	2.920	2.950
280	2.800	2.830	2.860	2.890	2.920	2.950	2.980	3.010	3.040	3.070	3.100	3.130	3.160	3.190	3.220	3.250

Pay Grades	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
100	1.480	1.510	1.540	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900
110	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000
112	1.600	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020
115	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050
125	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150
128	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180
133	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200	2.230
135	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250
140	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300
143	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330
145	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350
150	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250	2.280	2.310	2.340	2.370	2.400
155	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450
158	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450	2.480
163	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350	2.380	2.410	2.440	2.470	2.500	2.530
168	2.160	2.190	2.220	2.250	2.280	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580
173	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450	2.480	2.510	2.540	2.570	2.600	2.630
175	2.230	2.260	2.290	2.320	2.350	2.380	2.410	2.440	2.470	2.500	2.530	2.560	2.590	2.620	2.650
180	2.280	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700
183	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700	2.730
188	2.360	2.390	2.420	2.450	2.480	2.510	2.540	2.570	2.600	2.630	2.660	2.690	2.720	2.750	2.780
193	2.410	2.440	2.470	2.500	2.530	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830
195	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700	2.730	2.760	2.790	2.820	2.850
200	2.480	2.510	2.540	2.570	2.600	2.630	2.660	2.690	2.720	2.750	2.780	2.810	2.840	2.870	2.900
208	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830	2.860	2.890	2.920	2.950	2.980
215	2.630	2.660	2.690	2.720	2.750	2.780	2.810	2.840	2.870	2.900	2.930	2.960	2.990	3.020	3.050
225	2.730	2.760	2.790	2.820	2.850	2.880	2.910	2.940	2.970	3.000	3.030	3.060	3.090	3.120	3.150
238	2.860	2.890	2.920	2.950	2.980	3.010	3.040	3.070	3.100	3.130	3.160	3.190	3.220	3.250	3.280
250	2.980	3.010	3.040	3.070	3.100	3.130	3.160	3.190	3.220	3.250	3.280	3.310	3.340	3.370	3.400
280	3.280	3.310	3.340	3.370	3.400	3.430	3.460	3.490	3.520	3.550	3.580	3.610	3.640	3.670	3.700

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**SALARY SCHEDULE
TABLE IV-A
TABLE OF FACTORS - SCHOOL BASED ADMINISTRATORS**

Add the following supplements to the base salary for school administrators (principal, assistant principal, and vice principal). Supplements are stated in terms of indices of the base.* (Base for 2007-2008 = \$38,175- 2008-2009 = \$38,500)*

BASE SALARY: (Index X \$ ~~38,175~~ **38,500**) :

<u>Administrator</u>	<u>Pay Grade</u>	<u>Range (Steps 0 - 21 -20)</u>
Assistant/Vice Principal	168	64,134—87,039 64,680 – 88,935
Principal	200	76,350—99,255 77,000 – 101,255

SUPPLEMENTS:

<u>A. School level</u>	<u>Principal</u>	<u>Vice Principal</u>	<u>Assistant Principal</u>
Special School	.12	-----	.07
Elementary	0	-----	0
Middle/Junior High	.12	.10	.07
High School	.15	.12	.07

B. Population of School

<u>Category</u>	<u>Weighted FTE**</u>	<u>Amount</u>
I	Less than 750	0
II	Greater than 749 & Less than 1800	.07 (Principal Only) .05 (Assistant/VicePrincipal only)
III	Greater than 1799	.12 (Principal Only) .06 (Assistant/Vice Principal only)

* An administrator who is involuntarily transferred to a Principal on Assignment position will maintain his/her contracted salary and related supplement(s) for the balance of the school year during which the transfer takes place.

** See Table IV-B

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WEIGHTED FTE FACTORS FOR 2008-2009

SCHOOL	UNWEIGHTED	WEIGHTED
Argyle Elementary	851.00	884.69
Charles E. Bennett Elementary	770.90	801.51
Clay Hill Elementary	509.93	528.41
Coppergate Elementary	636.00	661.13
Doctors Inlet Elementary	783.00	817.25
Fleming Island Elementary	984.00	1,019.24
Grove Park Elementary	586.00	613.85
Keystone Heights Elementary	797.50	827.60
Lake Asbury Elementary	966.00	1,001.65
Lakeside Elementary	792.00	822.74
Middleburg Elementary	678.00	702.82
Montclair Elementary	558.00	579.38
McRae Elementary	586.00	609.47
Oakleaf Village Elementary	718.00	744.30
Orange Park Elementary	552.00	571.01
Paterson Elementary	920.00	951.88
RideOut Elementary	611.00	634.25
Ridgeview Elementary	717.00	743.59
S. Bryan Jennings Elementary	599.00	623.45
Shadowloan Elementary	718.00	744.30
Swimming Pen Creek Elementary	580.00	600.57
Thunderbolt Elementary	1,278.00	1,327.13
Tynes Elementary	687.00	714.24
W. E. Cherry Elementary	605.00	622.91
Wilkinson Elementary	872.00	905.53
Green Cove Springs Jr. High	792.00	793.19
Lake Asbury Jr. High	1,053.00	1,114.657
Lakeside Jr. High	882.00	945.236
Oakleaf School	1,417.00	1,441.062
Orange Park Jr. High	782.00	789.587
Wilkinson Jr. High	770.00	770.462
Clay High	1,417.00	1,531.823
Fleming Island High	2,251.00	2,374.768
Keystone Heights Jr./Sr. High	1,408.00	1,461.201
Middleburg High	2,122.00	2,276.207
Orange Park High	2,636.00	2,780.055
Ridgeview High	1,903.00	2,146.761
Bannerman Learning Center	166.00	250.557

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TABLE V
SALARY RANGES FOR
ADMINISTRATIVE/MANAGEMENT AND SUPERVISORY PERSONNEL
STEPS 0 - 20 21/ INDEX OF 1.000 = \$38,175 \$38,500 (Base)

Example of Application of Pay Grades/Indices

Pay Grade 193 = Range of Indices 1.930 - 2.56 2.53-(Table III) For Steps 0- 20- 21

Step 0 = 1.930 X \$38,175 = \$73,678 - 38,500 = 74,305

Step 20 21 = 2.53 2.56 X \$38,175 = \$96,583 - 38,500 = 98,560

Increment = .03 X 38,175 = 1145 38,500 = 1155

<u>PAY GRADE</u>	<u>SALARY SCHEDULE TITLE</u>	<u>RANGE (Steps 0 - 21 -20)</u>	
112	Coordinator IV	42,756 - 65,661	43,120 - 67,375
125	Coordinator III	47,719 - 70,624	48,125 - 72,380
140	Coordinator II	53,445 - 76,350	53,900 - 78,155
155	Coordinator I	59,171 - 82,076	59,675 - 83,930
168	Assistant Principal (Base) Assistant Principal (Max)	64,134 - 87,039 69,097 - 92,002	64,680 - 88,935 69,685 - 93,940
168	Vice Principal (Base) Vice Principal (Max)	64,134 - 87,039 71,006 - 93,911	64,680 - 88,935 71,610 - 95,865
173	Supervisor III	66,043 - 88,948	66,605 - 90,860
173	Director III	66,043 - 88,948	66,605 - 90,860
193	Director II	73,678 - 96,583	74,305 - 98,560
193	Supervisor II	73,678 - 96,583	74,305 - 98,560
200	Principal (Base) Principal (Max)	76,350 - 99,255 86,657 - 109,569	77,000 - 101,255 79,695 - 111,650
200	Supervisor I	76,350 - 99,255	77,000 - 101,255
215	Director I	82,076 - 104,981	82,775 - 107,030
238	Assistant Superintendent	90,857 - 113,762	91,630 - 115,885
250	Deputy Superintendent	95,438 - 118,343	96,250 - 120,505

NOTE: For 2008-2009 ~~2007-2008~~, all administrators who worked as Clay County administrators for more than one-half of the 2007-2008 fiscal year shall be granted one step on the salary schedule.

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**TABLE VI
TITLE OF POSITION FOR CAFETERIA MANAGEMENT
2008-2009**

<u>Salary Schedule Title</u>	<u>Position Definition</u>
Manager Intern	Will be assigned to schools based on scheduled training activities.
Manager in Training	May be assigned to any school based on projected average daily number of meals of less than 901.
Manager SAT III	Cafeteria Manager of a satellite school serving a projected average daily number of meals of less than 500; based on 2008-2009 projected data this includes Orange Park Elementary, and Montclair Elementary.
Manager SAT II	Cafeteria Manager of a satellite school serving a projected average daily number of meals of more than 499 but less than 700 meals; based on 2008-2009 projected data this includes Ridgeview Elementary, Middleburg Elementary, Keystone Heights Elementary , W. E. Cherry Elementary, Doctors Inlet Elementary, Green Cove Springs Jr. High and Swimming Pen Creek Elementary.
Manager SAT I	Cafeteria Manager of a satellite school serving a projected average daily number of meals of more than 699; based on 2008-2009 projected data this includes Lakeside Elementary, <u>Keystone Heights Elementary</u> and Wilkinson Elementary.
Manager SC V	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of less than 600; based on 2008-2009 projected data this includes Clay Hill Elementary, Shadowlawn Elementary and McRae Elementary.
Manager SC IV	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 599 but less than 900; based on 2008-2009 projected data this includes Paterson Elementary, Charles E. Bennett Elementary, Fleming Island Elementary, Coppergate Elementary, Lake Asbury Elementary, Oakleaf Village Elementary and Argyle Elementary.
Manager SC III	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 899 but less than 1100; based on 2008-2009 projected data, this includes Lake Asbury Jr. High, and Thunderbolt Elementary.
Manager SC II	Cafeteria Manager of a self-contained food service program serving a projected average daily number of meals of more than 1099 but less than 1300; based on 2008-2009 projected data this includes Oakleaf School.
Manager SC I	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 1299 but less than 1500; based on 2008-2009 projected data this includes Orange Park High School.
Manager SC IA	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 1499 but less than 1700 based on 2008-2009 projected data, this includes Middleburg High.

- Manager SC IB Cafeteria Manager of self-contained food service program serving a projected average daily number of meals of more than 1699 based on 2008-2009 projected data. No schools were included in this category.
- Manager SB V Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of less than 900; based on 2008-2009 projected data. No schools were included in this category.
- Manager SB IV Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 899 but less than 1100; based on 2008-2009 projected data, this includes Grove Park Elementary, Tynes Elementary and Orange Park Jr. High School.
- Manager SB III Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1099; but less than 1300; based on 2008-2009 projected data, this includes S. Bryan Jennings Elementary, and RideOut Elementary.
- Manager SB II Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1299 but less than 1500; based on 2008-2009 projected data, this includes Lakeside Jr. High.
- Manager SB I Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1499 but less than 1800; based on 2008-2009 projected data, this includes Ridgeview High, Clay High, Wilkinson Jr. High, and Keystone Jr./Sr. High.
- Manager SB IA Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1799; based on 2008-2009 projected data, this includes Fleming Island High.

Approved: 8/21/2008

**TABLE VIIA
CAFETERIA MANAGER SUBSTITUTE**

- I. Substitute Cafeteria Managers shall have had experience as a Cafeteria Manager in a School Food Service Program. A letter from the last Principal and/or School Food Service Director recommending the person as a substitute shall be required. In addition, to qualify as a Substitute Cafeteria Manager, a drug screening will be required if the request to be a substitute is received more than ninety (90) days after separation from employment from a qualified agency, per Florida Statute. The cost of initial drug screening and fingerprinting will be borne by the district. However, the person may serve as a substitute in a probationary status until the fingerprints are cleared. Fingerprinting shall be required with one-day break in service, the cost to be borne by the employee.
- II. The rate of pay shall be \$90.00 per day for the Substitute Cafeteria Manager.

SCHOOL FOOD SERVICES SUBSTITUTE

- III. School Food Services Substitutes shall have a minimum of three years experience in a School Food Services operation performing all of the following duties:
1. Food preparation tasks in the areas of main dishes, baked products, salads, fruits and vegetables, and condiments following state, local and federal guidelines.
 2. Set up serving line and serve food to students and adults.
 3. Perform cashier duties, including accepting and posting prepayments, accounting for meals served, counting and verifying cash receipts.
 4. Perform cleaning and sanitation tasks.

A letter from the School Food Services Director recommending the person as a School Food Services Substitute shall be required. In addition, to qualify as a School Food Services Substitute, fingerprinting and drug screening will be required if the request to be a substitute is received more than ninety (90) days after separation from employment from a qualified agency, per Florida Statute. The cost of initial drug screening and fingerprinting will be borne by the district. However, the person may serve as a substitute in a probationary status until the fingerprints are cleared.

- IV. The rate of pay shall be \$10.00 per hour for the School Food Service Substitute.

Approved: 8/21/2008

**TABLE IX
MISCELLANEOUS ADMINISTRATIVE/MANAGERIAL/
CONFIDENTIAL EMPLOYEE SALARIES**

School Board Attorney	\$145,000. Annual Salary (To be paid in equal installments)
School Board Bargaining Team Members:	
Clay County Education Association Negotiations:	\$1500 (to be paid when ratified)
Clay Educational Support Personnel Association Negotiations:	\$1500 (to be paid when ratified)
Intergovernmental Coordination	\$1800 (to be paid in equal installments)
Degree Differentials for Administrators (reflected on official transcripts from college or university recognized as accredited by the State Department of Education at the time the degree was granted)	
Specialist Degree	\$2700
Doctorate Degree	\$3300
Executive Secretary to Superintendent	Pay Grade B32, and all applicable Salary Tables of Support Salary Schedule
Executive Secretary to Deputy Superintendent	Pay Grade B31, and all applicable Salary Tables of Support Salary Schedule
Human Resources Administrative Secretary, Sr.	Pay Grade B24, and all applicable Salary Tables of Support Salary Schedule
Human Resources Clerical Support Assistant	Pay Grade A12 and all applicable Salary Tables of Support Salary Schedule
Personnel Assistant	Pay Grade B23, and all applicable Salary Tables of Support Salary Schedule
Principal's Secretary	Pay Grade B23, and all applicable Salary Tables of Support Salary Schedule
Data Entry/Records Technician	Pay Grade B21, and all applicable Salary Tables of Support Salary Schedule
Saturday School Administrator	Hourly rate based on regular salary (beyond work hours)

OTHER PROGRAMS (OTHER THAN 310 AGREEMENTS)

Employees employed in other programs beyond their scheduled day or during the summer shall be paid as follows at the discretion of the Superintendent or his/her designee:

1. An hourly rate of pay equivalent to their normal rate of pay in effect, or
2. The rate of pay for the position employed in, based either on the Administrative, Teacher or Support Salary Schedule, or

OTHER PROGRAMS (OTHER THAN 310 AGREEMENTS), Continued

3. A rate of pay selected from the rates determined for Temporary Adult Labor.

A former Clay County administrator who has retired or resigned from the School System with a satisfactory evaluation shall receive an hourly rate of pay for teaching Adult Education that is derived from the application of the administrator's years of previously-approved experience to the adopted salary schedule for teachers in effect at the time the administrator retired. However, for such retirees employed effective July 1, 1999, such hourly pay shall not exceed \$26/hr. Teachers of these Adult Education FTE courses in 1998-99 whose pay was greater than \$26/hr. in 1998-99 shall be frozen at the 1998-99 hourly rate as long as they continuously teach Adult Education FTE classes.

EMERGENCY SHELTER OPENINGS

(NOT as part of emergency closing of schools or district facilities. See policy 6GX-10-2.31 for salaries paid to employees assigned to work in shelters during emergency closings of school or district facilities.)

When an administrator is called by the Superintendent or his designee to assist in the opening of an emergency shelter during hours outside of the administrator's normal work day, the administrator will be paid at his/her normal hourly rate of pay. This additional pay shall apply to all work required in addition to the administrator's normal duties and responsibilities as a result of the emergency shelter opening and as authorized by the Superintendent or his designee.

Approved: 8/21/2008

**TABLE X
CONFIDENTIAL EMPLOYEES**

<u>TITLE</u>	<u>PAY GRADE ON CONFIDENTIAL TABLE</u>
Executive Secretary to Superintendent	B32
Executive Secretary to Deputy Superintendent	B31
Administrative Secretary, Sr., Human Resources	B24
Personnel Assistant	B23
Principal's Secretary	B23
Data Entry/Records Technician	B21
Clerical Support Assistant, Human Resources	A12

**THE SCHOOL DISTRICT OF CLAY COUNTY
CONFIDENTIAL PERSONNEL PAY STRUCTURE**

PAY GRADES	A12	B21	B23	B24	B31	B32
Step 1	9.30	10.68	12.06	12.80	13.87	15.65
Step 2	9.57	11.02	12.42	13.22	14.34	16.20
Step 3	9.84	11.37	12.82	13.64	14.83	16.75
Step 4	10.13	11.73	13.23	14.07	15.35	17.33
Step 5	10.43	12.10	13.68	14.52	15.86	17.92
Step 6	10.74	12.49	14.09	14.99	16.40	18.53
Step 7	11.03	12.87	14.53	15.46	16.98	19.17
Step 8	11.37	13.29	15.01	15.96	17.55	19.83
Step 9	11.70	13.71	15.47	16.44	18.14	20.51
Step 10	12.03	14.13	15.97	16.98	18.77	21.22
Step 11	12.38	14.58	16.46	17.51	19.45	21.96
Step 12	12.75	15.04	17.00	18.07	20.13	22.71
Step 13	13.13	15.52	17.53	18.65	20.84	23.51
Step 14	13.51	16.00	18.09	19.24	21.58	24.31
Step 15	13.91	16.51	18.67	19.85	22.34	25.15
Step 16	14.32	17.03	19.27	20.48	23.12	26.02
Step 17	14.75	17.56	19.88	21.13	23.94	26.91
Step 18	15.19	18.12	20.51	21.81	24.78	27.84
Step 19	15.62	18.63	21.10	22.43	25.49	28.63
Step 20	16.07	19.20	21.75	23.13	26.36	29.58
Step 21	17.03	20.38	23.09	24.56	28.08	31.49
Step 22	17.55	21.05	23.86	25.37	29.09	32.61
Step 23	18.18	21.84	24.75	26.32	30.25	33.89
Step 24	18.85	22.67	25.70	27.32	31.48	35.25

Board Approved: 8/21/2008

MISCELLANEOUS SALARIES

2008-2009

MISCELLANEOUS SALARIES

Compensation for substitute teachers shall be: (all daily rates are rounded to the nearest dollar based on a 7.83 hour work day. The following rates became effective 8/11/2008 ~~9/04/2007~~).

I. Substitute Teachers

Substitute teachers shall be paid in accordance with the degree earned, as noted below, from a university or college that has been accredited from one of the five regional accrediting agencies. Substitute teachers will be paid for the hours that they work during the day only, and on the following schedule:

1. For 2008-2009, the hourly rate for sSubstitute teachers holding at least a Bachelor's degree is \$14.66. ~~will earn 60% of the daily rate of a beginning salary for classroom teachers. For 2007-2008, the hourly rate is \$14.66.~~ Note: This rate is also appropriate for Clay County vocational teachers who held a valid Florida Educator's certificate or a Clay County Vocational certificate.
2. For 2008-2009, the hourly rate for sSubstitute teachers holding an Associate's degree (or the 60 semester-hour equivalent) is \$13.44. ~~will earn 55% of the daily rate of a beginning salary for classroom teachers. For 2007-2008, the hourly rate is \$13.44.~~
3. For 2008-2009, the hourly rate for sSubstitute teachers holding only a high school degree is \$11.00. ~~will earn 45% of the daily rate of a beginning salary for classroom teachers. For 2007-2008 the hourly rate is \$11.00.~~
4. Substitute teachers who have earned six semester hours toward the Associate or Bachelor degree in a given school year will earn an additional \$.50 per hour for the next school year.
5. Teachers who hold a valid Florida Educator's Certificate or who hold a Clay County School System Vocational Certificate will be paid an additional \$1.00 per hour to their hourly rate.

II. Long Term Substitute Teachers

A substitute teacher who holds at least a Bachelor's degree may be asked to do a long-term assignment (eleven to sixty days for the same teacher). The long-term substitute teacher is paid by the hour at the following rates:

1. Long-term substitute teachers holding a Bachelor's degree or Clay County School System Vocational Certificate will earn 96% of the daily rate of a beginning classroom teacher at the Bachelor's degree level. For 2008-2009, the hourly rate is \$ 23.65. ~~23.46.~~
2. Long-term substitute teachers holding a Master's degree will earn 96% of the daily rate of a beginning classroom teacher at the Master's degree level. For 2008-2009, the hourly rate is \$ 24.90. ~~24.71.~~
3. Long-term substitute teachers holding a Specialist's degree will earn 96% of the daily rate of a beginning classroom teacher at the Specialist's degree level. For 2008-2009, the hourly rate is \$ 25.33. ~~25.15.~~
4. Long-term substitute teachers holding a Doctorate degree will earn 96% of the daily rate of a beginning classroom teacher at the Doctorate level. For 2008-2009, the hourly rate is \$ 25.71. ~~25.52.~~

.....

III. Adult and Community Education Substitute Teachers

1. \$11.00 per hour for approved persons not regularly contracted in Clay County employed as adult education substitutes.
2. Regularly contracted teachers in Clay County also employed as adult education substitutes to be paid in accordance with Appendix IVC, Section E of the contract between the C.C.E.A. and School Board.
3. \$18.00 per hour for approved certificated retired Clay County teachers with 10 or more years of Clay County experience.

IV. Teachers employed in other programs beyond the scheduled day or during the summer in non-summer school positions shall be authorized for such work at the discretion of the Superintendent or his/her designee and in compliance with Appendix IV-D of the CCEA Master Contract.

**SUPPORT SALARY SCHEDULE
(NON-BARGAINING UNIT POSITIONS)**

1. SUBSTITUTES:

Category:	
Secretarial/Clerical	\$7.16 per hour
Noon Day Shuttle Bus Runs	\$7.16 per hour
Cafeteria Assistant/Cafeteria Van Driver	\$7.16 per hour
Substitute Bus Drivers for Field Trips/Extra Trips	\$8.39 per hour
Bus Driver Interns for Field Trips/Extra Trips	\$8.39 per hour
Bus Driver Intern	\$.25 per hour less than Step 1 hourly rate for regular bus drivers.
Bus Drivers	\$.50 per hour less than Step 1 hourly rate for regular bus drivers.
Substitute Licensed Practical Nurse	\$.50 per hour less than Step 1 hourly rate for regular Licensed Practical Nurse.
Substitute ESE Interpreter	\$.50 per hour less than Step 1 hourly rate for regular ESE Interpreter I.
Substitute Custodian	\$.50 per hour less than Step 1 hourly rate for regular Custodian.
Cafeteria Assistant Trainee	\$1.00 per hour less than Step 1 hourly rate for regular Cafeteria Assistant.
Cafeteria Van Driver Trainee	\$1.00 per hour less than Step 1 hourly rate for regular Cafeteria Van Driver.
Substitute Aide*	\$1.00 per hour less than Step 1 hourly rate for regular Classroom Aides.
Substitute Bus Monitor	\$1.00 per hour less than Step 1 hourly rate for regular Bus Monitor.
Substitute Clinic Assistant	\$.50 per hour less than Step 1 hourly rate for regular Health Assistant

* In the absence of an aide, the supervisor is authorized to use either an approved support substitute aide, at the rate of pay stipulated above, or an approved substitute teacher at the rate of pay stipulated for substitute teachers under "Miscellaneous Salaries," Section IV.

A. Minimum Guaranteed Work Hours

- 1) Bus Driver Interns shall be guaranteed a minimum of 5.5 hours per day, for each day of reporting, during the 180 student days in the regular school calendar
- 2) Bus Driver substitutes shall be guaranteed a minimum of 4.5 hours per day, for each day of reporting, during the 180 student days in the regular school calendar

B. Benefits

Effective 9/20/02, Bus Driver Interns and Bus Driver substitutes are eligible to enroll in the District's comprehensive hospital-surgical-major medical and group life insurance policy at group rates equivalent to those of regular employees.

2. **OTHER:**
 Temporary Adult Labor \$6.79 per hour
 (when authorized by the Superintendent) \$7.14 per hour
 \$7.64 per hour

3. **SPECIAL GRANT PERSONNEL:**
 Part-time labor employed by the Superintendent under special grant or through inter-governmental agreements will be paid an amount to be determined by the School Board.

4. **STUDENT LABOR (High School):**
 When used as part-time help, and authorized by the Superintendent, students shall be paid at the following rate:

\$6.79 \$7.14 \$7.64

5. **OTHER PROGRAMS (Other than 310 Agreements)**
 Individuals employed as supervisors of student workers or to complete special temporary assignments, shall be paid as follows at the discretion of the Superintendent or his/her designee:

1. An hourly rate of pay equivalent to their normal rate of pay in effect, or
2. The rate of pay for the position employed in, based on Grade and Step of the Support Salary Schedule (not to exceed step 5), as determined by the Superintendent or his/her designee, or
3. A rate of pay selected from the rate determined for Temporary Adult Labor.

6. **TRAINING BONUS - BUS DRIVERS**

Following successful completion of all required pre-service training and screenings, bus drivers shall be paid a one-time bonus of \$500.

In order to enroll in the training program, applicants must complete the following:

1. Fingerprinting
2. Background check
3. Drug Screening
4. DMV license check which meet requirements for hire
5. Physical Exam

STAFF DEVELOPMENT

- I. Consultant Daily Rate (full day) up to \$1000.00 (4-6 hours)
(half day) up to \$500.00 (3 hours)
- Nationally Known Consultants (full day) up to \$2500.00 (4-6 hours)
(The Consultant's vita will be used to determine eligibility for the \$2500 per day rate by the administrator who arranges the inservice.)
- II. Consultant Hourly Rate Up to \$100.00
- No payment will be given to consultants for preparation time per the amended Teacher Education Center Guidelines approved 10/22/92.
- III. Teacher Participants (non-school hours) ~~\$10.00~~ \$12.00
Effective on the first day of the teacher's normal 1997-98 contract year.
- IV. Non-Instructional Participants (non-contact hours) \$6.79
- V. Special Professional Agreements Board Action
- Professional Agreements may be executed to provide higher or lower rates of pay when approved by the School Board
- VI. Travel Board Rate
- Travel and per diem for consultants may be paid when approved in advance.
- VII. Substitute Teacher participants - with prior authorization for inservice participation. \$7.42/hr.
- VIII. Non-Instructional Substitute participants - with prior authorization for inservice participation. Normal hourly rate of pay, Not to exceed \$6.79/hr:

INSURANCE

The Board contribution toward the premium for single coverage for the comprehensive hospital-surgical-major medical and group life insurance policy for each full-time employee shall be

- (1) as established in the teacher union contract for full-time teachers
- (2) as established in the support union contract for full-time support (non-instructional) employees
- (3) For all other employees, the Board agrees to contribute that portion of the premiums, contingent upon the plan selected, for single coverage comprehensive hospital-surgical-major medical insurance set forth in the same approved schedule as for teacher and support employees.
- (4) Full-time employees, for the purposes of this section, shall be those contracted in at least a six-tenths (.6) allocated position or for (.6) or more of each consecutive normal day.

MERIT PAY

~~As required by Florida Statute, the Clay County School Board seeks, in part through its salary schedule, to furnish incentive for improvement, training and the continued provision of efficient service and quality performance. Toward that end, the following compensations are authorized to constitute Clay County's required Merit Pay program:~~

- ~~1. A portion of each employee's compensation shall be based on performance demonstrated by the employee on the annual performance evaluation instrument. See Section I of the Salary Schedule and applicable Sections of the Master Contracts with CCEA and CESPAs, for language regarding evaluation ratings and salary increases for administrative, certificated and support employees.~~
 - ~~a. Employees' acquisition of advanced degrees, certificates and licenses shall be compensated as provided in the applicable Master Contracts and Administrative Degree Differentials contained in this document. Also see the Excellent Teaching Program section of this document regarding compensation for teachers who qualify for participation in the National Board of Professional Teaching Standards (NBPTS) certification program.~~
 - ~~b. Teachers shall be compensated for extra contributions to the system through the satisfactory completion of extra duties and assignments as outlined in the current Supplement Salary Schedule, of the CCEA Master Contract.~~
 - ~~c. In recognition of the outstanding performance required of each school/work site's Employee of the Year and Teacher of the Year, the Board will provide bonuses to these duly selected individuals as follows: \$100 each to each school or work site's Employee of the Year and Teacher of the Year, selected in compliance with procedures established by the district; \$250 each to the four (4) district finalists for Clay County Employee of the Year and Teacher of the Year; and \$500 each to Clay County's Employee of the Year and Teacher of the Year.~~
 - ~~d. Input from employees, parents, the business community and other interested members of the public shall be through: committees composed of representatives from these groups and charged with the responsibility of selecting school and district Employee and Teacher of the Year; letters, conferences and other reports regarding employee performance received from interested, informed parents and other members of our public; participation on School Advisory Councils.~~

FLORIDA EXCELLENT TEACHING PROGRAM

- I. It is the Clay County school system's intent to provide incentives for teachers to seek National Board of Professional Teaching Standards (NBPTS) certification and to reward teachers who demonstrate teaching excellence by attaining NBPTS certification and sharing their expertise with other teachers. Toward that end, the Board will assist in the provision of the following incentives and bonuses:
- A. A fee subsidy to be paid to NBPTS by the State of Florida Department of Education (DOE) on behalf of each individual who is an employee of the school district, who satisfies the prerequisites for participating in the NBPTS certification program, and who agrees, in writing, to pay 10 percent of the NBPTS participation fee and to participate in the NBPTS certification program during the school year for which the fee subsidy is provided.
 - B. A portfolio preparation incentive will be paid by the Department of Education in a single payment, to each NBPTS certification applicant verified by DOE. This incentive will be paid after submission by the district, of the appropriate documents to the Department of Education and is contingent upon funding by the legislature.
 - C. An annual bonus equal to 10 percent of the prior fiscal year's statewide average salary for classroom teachers to be paid to each employee who holds NBPTS certification. The bonus shall be paid by the district with funds provided by DOE and is contingent upon funding by the Legislature. The annual bonus shall be distributed to each individual who:
 - 1. Demonstrates satisfactory teaching performance on his/her last performance evaluation;
 - 2. Presents evidence of current NBPTS certification. The annual bonus shall be paid in a single payment, or divided into not more than three payments, upon receipt of documentation, by the Human Resources Division, verifying eligibility as to performance evaluation and NBPTS certification.
 - D. An annual bonus equal to 10 percent of the prior fiscal year's statewide average salary for classroom teachers to be paid to each employee who meets the requirements of Section C above and provides the equivalent of 12 workdays of mentoring and related services to other Florida public school teachers who do not hold NBPTS certification. This annual bonus shall be distributed in a single payment following the completion of all required mentoring and related services for the year. Credit will not be granted for mentoring or related services provided during the regular student contact hours of the school day or during the 196 days of required service for the school year. The equivalent of 12 work days shall be 94 hours scheduled outside of the student contact hours of the 196 day contract. The bonus shall be paid by the district with funds provided by DOE and is contingent upon funding by the Legislature.
 - E. Clay County applicants for the Florida Excellent Teacher Program must be officially classified as a full time (i.e. filling an allocation of .5 +1 day or greater) classroom teacher providing instruction to students during the entire school year to go through the process, and must maintain classroom teacher status to receive both the salary and mentoring bonus.
- II. Teachers who elect to participate in the Florida Excellent Teaching Program will be subject to applicant withdrawal and repayment procedures stipulated by the Department of Education and specified in F.S. 1012.34 ~~236.08106~~.

**ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE
TEACHER BONUSES**

1. During the 2008-2009 school year, a bonus of \$50 for each student taught by an Advanced Placement teacher in each Advanced Placement course who receives a score of 3 or higher on the College Board Advanced Placement Examination, shall be paid to the Advanced Placement teacher.
2. During the 2008-2009 school year, a bonus of \$50 for each student taught by the International Baccalaureate teacher in each International Baccalaureate course who received a score of 4 or higher on the International Baccalaureate examination shall be paid to the International Baccalaureate teacher.
3. During the 2008-2009 school year, a bonus of \$50 for each student taught by the Advanced International Certificate of Education teacher in each full-credit AICE course who receives a score of 2 or higher on the AICE examination shall be paid to the AICE teacher. A bonus in the amount of \$25 for each student taught by the AICE teacher in each half-credit AICE course who receives a score of 1 or higher on the AICE examination shall be paid to the AICE teacher.
4. Bonuses awarded to a teacher according to this section shall not exceed \$2,000 in any given school year and shall be in addition to any regular wage or other bonus the teacher receives or is scheduled to receive during 2008-2009.
5. This bonus is in addition to the applicable tax and social security withholdings and will not result in distributions to the Florida Retirement System.
6. Only teachers still employed by or retired from the Clay County School Board at the time the 2008-2009 bonuses are awarded shall be eligible for possible receipt of the bonus.
7. The principal of each school in which the 2007-2008 administration of the AP and/or IB and/ or AICE Examination took place shall be responsible for certifying the number of students who meet the examination criteria noted above and the applicable AP, IB, or AICE teacher(s) of these students during 2008-2009.

**REIMBURSEMENT FOR INTERNET
CONNECTION FOR BOARD MEMBERS**

School Board Members shall be reimbursed at a rate of \$45.00 or actual cost, whichever is less, per month for the high speed internet connection required for E-Agenda. Payment will be made following receipt of invoice.

TRAVEL SCHEDULE

2008-2009

TRAVEL ALLOWANCE IN COUNTY

Travel allowance in county will be paid at the current Federal IRS reimbursement rate not to exceed the amount for the following positions.

NOT TO EXCEED \$620 PER MONTH*

Homebound Teachers; ESE Assistants, Job Placement Transition Specialist, Adaptive P.E. Teacher

NOT TO EXCEED \$505 PER MONTH*

SEDNET Specialists, Staffing Specialists, Teacher of the Visually Impaired, Hearing Impaired Teachers

NOT TO EXCEED \$405 PER MONTH*

Attendance Assistants; Social Workers; School Psychologists, SPRINT Teachers

NOT TO EXCEED \$305 PER MONTH*

ESE Work Evaluator

NOT TO EXCEED \$300 PER MONTH*

County-Wide Gifted Teacher; Speech/Language Diagnostician; Computer Electronics Teacher, School Food Service Manager Intern

NOT TO EXCEED \$230 PER MONTH*

Superintendent of Schools; Chief Information Officer; Director of Student Services; Director of Exceptional Student Education; Director of Career and Technical Education; Supervisor of Instructional Support Services; Assistant Superintendent for Support Services; Director of Elementary Education; Director of Secondary Education; Assistant Superintendent for Instruction; Supervisor of Adult/Community Education; Director of School Improvement/Professional Development & Assessment; School Board Attorney

NOT TO EXCEED \$200 PER MONTH*

Deputy Superintendent; Psychologist (Serving Orange Park Area); Assistant Superintendent for Human Resources; Director of Support Personnel Services; Director of Purchasing/Accounts Payable and Material Management; Director of Food and Nutrition Services; Food Service Specialist; Assistant Superintendent for Business Affairs; Work Experience Teachers; C.B.E. Teachers; D.C.T. Teachers; Health Service Aide Program-Vocational; Homebound Teachers in Keystone Area; Agriculture Teachers; Distributive Education; Vocational Home Economics Teachers; Speech Clinicians; Director of Instructional Personnel Services; Coordinator of Health Benefits; Computer Services Specialist; Data Base Specialist; Instructional Technology Specialist; Health Education Specialist; Reading Specialist; Chapter I Specialist; Pre-Kindergarten Specialist; Supervisor of Student Services; E.S.E. Alternative Teacher, Grant Development Specialist; Teacher; District Media Services Specialist; Director of Finance; Jump Start Teacher, Supervisor of E.S.E, Public Relations Officer, District Technology Integration Specialist, Supervisor of ESOL & Assessment.

NOT TO EXCEED \$176 PER MONTH*

Principals, Assistant Principals, Keystone Heights High, Keystone Heights Elementary and McRae Elementary

NOT TO EXCEED \$124 PER MONTH*

All Principals, Assistant Principals, (** except Keystone Heights Schools); Guidance Counselors; Instructional Specialist; ESOL Test Administrator; School Bookkeepers; Itinerant Chorus Teachers, School Board Members, Testing & Administrative Support Assistant.

NOT TO EXCEED \$100 PER MONTH*

Coordinator of Payroll Activities; Coordinator of Purchasing/Warehouse; Director of Maintenance; Director of Transportation; Computer Operations Manager; Director of Facility Construction.

NOT TO EXCEED \$75 PER MONTH*

NJROTC Instructors; Career Specialist; Community Education Secretaries (on-site registration activities with prior authorization); Community Education Teachers (assigned out of geographic areas with prior authorization); Maintenance Supervisor (General & Technical); Project Manager; Coordinator of Planning & Intergovernmental Relations; Fleet Maintenance Supervisor; Transportation Services Supervisor; Professional Development Assistant; Coordinator of Operations.

NOT TO EXCEED \$57 PER MONTH*

Cafeteria Manager, Keystone Heights, Food and Nutrition Services Manager in Training, Personnel Assistant/Data Entry Records Technician, Administrative Support Assistant (School Improvement/Professional Development & Assessment)

NOT TO EXCEED \$50 PER MONTH

All Cafeteria Managers except Keystone Heights, School Food Service Manager in Training, Executive Secretary to the Superintendent, School Secretaries

MISCELLANEOUS

County-Wide Maintenance employees permitted mileage at the maximum current Federal IRS reimbursement rate for in county travel for use of their personal automobiles in lieu of county-wide maintenance truck. (Practice will be kept at an absolute minimum).

Assistant Negotiator permitted mileage at the maximum current Federal IRS reimbursement rate for travel in connection with negotiations.

School Board Members shall be reimbursed travel in accordance with current rules and regulations for official business. Per Diem, mileage and meal allowances allowed for out of county travel shall be reimbursed at the maximum allowed by the State.

In the event that travel by other persons (such as school department heads, guidance personnel, etc.) is accumulated, well documented evidence is to be kept and turned in to the County Office on a semester basis for special consideration by the Superintendent and School Board. Per Diem, mileage and meal allowances allowed for out of county travel shall be reimbursed at the maximum allowed by the State.

*The maximum annual travel allowance received by a person shall be paid in accordance with the maximum stated and the number of months on the contract. During any month when the monthly allowance has been exceeded, the Superintendent may approve mileage carried over to a succeeding month during which the limit has not been exceeded.

** Principals at Keystone Heights are included in \$176.00 per month.

INSERVICE WORKSHOPS

Travel at the rate set by the State for in county inservice workshops for those teachers who travel from one geographical community in the county to another, not to include travel between nearby schools, shall be paid of approved in advance by the Superintendent.

