



WINDHAM SCHOOL  
DISTRICT

**NUMBER:** SD-07.60 (rev 1)  
**DATE:** August 17, 2021  
**PAGE:** 1 of 2  
**SUPERSEDES:** SD 07.60 June 24, 2020

## **SUPERINTENDENT DIRECTIVE**

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**SUBJECT:** Administration of Principal Salary Levels

**AUTHORITY:** WBP-03.02, “Windham School District Superintendent Responsibilities and Authority”

**APPLICABILITY:** Windham School District (WSD)

### **EMPLOYMENT AT WILL CLAUSE:**

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The WSD reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the superintendent’s authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the WSD and **do not** create any legally enforceable interest or limit the superintendent’s authority to terminate an employee at will.

### **POLICY:**

To establish guidelines for the administration of Principal salary levels.

### **DEFINITIONS:**

“Accountability Bonus” is a lump sum bonus, paid annually, that correlates to performance achievement.

**PROCEDURES:**

- I. All Principals will be classified as an A75-Principal IV with the opportunity to earn an accountability bonus annually.
- II. The accountability bonus is based on the prior year, end of year, accountability rating.
  - A. The first accountability bonus will be issued after the 2020-2021 school year is closed.
  - B. This annual bonus will be included with regular payroll the month following the final accountability score calculation for the year.
  - C. Accountability bonus amount is dependent upon accountability score.
    - i. A score = \$3100.00
    - ii. B score = \$2100.00
  - D. Accountability bonus calculations for Principals with multiple campuses.
    - i. To receive the A score bonus, all campuses must receive an A score.
    - ii. To receive the B score bonus, all campuses must receive a B or better score.
  - E. Accountability bonus for Principals who change campuses during the contract year.
    - i. The Superintendent will determine the appropriate allocation of the accountability bonus based on the recommendation of a committee who shall meet for that sole purpose. The decision of the Superintendent is final.
    - ii. The Division Director of Instruction will serve as chair of the committee and the Regional Principals will serve as members.
    - iii. In the event that the principal being reviewed by the committee is also a regional principal, the Division Director of Instruction will make the recommendation to the Superintendent independently.
    - iv. The Division Director of Operations will provide technical support to the committee as requested.
- III. Accountability bonus eligibility
  - A. Must be a WSD Principal for a full contract year.
  - B. Must not have Fact Finding investigation resulting in Disciplinary Action during the contract year.

Signature on file  
Kristina Hartman, Ed.S.  
Superintendent  
Windham School District