

OFFICE OF QUALITY PROFESSIONALS AND SPECIAL SCHOOLS
Summary of State Board of Education Agenda Items
May 17-18, 2012

OFFICE OF EDUCATOR LICENSURE

31. Approval of school districts with need for administrators to participate in the Mississippi School Administrator Sabbatical Program

Background Information:

In 1998, the Mississippi Legislature amended the Mississippi School Administrator Sabbatical Program. The legislation enables Mississippi school districts to grant sabbatical leave to licensed teachers employed in Mississippi schools for not less than three years. The purpose is to allow such teachers to participate full-time in an educational leadership program and become local school district administrators. The conditions of eligibility, compensation, reimbursement, obligation, breach of contract, and availability are set forth in law and the State Board of Education policy.

Participating teachers receive the benefits of focused study on a university campus and practical administrative internships in local school districts. Participating school districts benefit from an increased supply of potential candidates for future administrative openings.

School-based accountability for student growth and performance demands knowledgeable and skilled leadership. Through the sabbatical program, local school districts, colleges and universities, the Mississippi Department of Education, and the Mississippi Legislature are working in partnership to ensure that Mississippi has an ample supply of well-informed and well-prepared leaders for tomorrow's schools.

School District Justification of Need for Administrators

May 2012

The Office of Educator Licensure recommends approval of the following school districts as eligible to participate in the 2012-2013 Mississippi School Administrator Sabbatical Program on the basis of their identified need for school administrators:

Coahoma County School District

- School district is located in a critical need area
- Five (5) administrators with 25 or more years of experience

Guidelines
Mississippi School Administrator Sabbatical Program
(For licensed teachers in Mississippi school districts)

Mississippi Code Annotated 37-9-77

In 1998, the Mississippi Legislature amended the Mississippi School Administrator Sabbatical Program. The legislation enables Mississippi school districts to grant sabbatical leave to licensed teachers employed in Mississippi schools for not less than three years. The purpose is to allow such teachers to participate full-time in an educational leadership program and become local school district administrators. The conditions of eligibility, compensation, reimbursement, obligation, breach of contract, and availability are set forth in law.

Eligible Candidates

Statutory Requirements:

In order to be eligible to participate in this program, the candidate must be a licensed teacher employed in a Mississippi school district for not less than three (3) years.

The candidate must be recommended by the local school board.

The candidate must be admitted to an educational leadership program that was approved by the Mississippi Department of Education by January 1 preceding the date of admission to the program.

State Board Regulations:

Each local school board may set its own criteria for approving recommendations.

The educational leadership program must be full-time.

Compensation of Candidates

Statutory Requirements:

The salary prescribed in Section 37-19-7, Mississippi Code of 1972, including annual experience increments, is paid to the participant by the employing school district from non-minimum education program funds.

Candidates participating in this program shall receive credit for teaching experience (one-year) during the sabbatical leave period.

Candidates participating in this full-time program shall continue participation in Public Employees Retirement System and the Public School Employees Health Insurance Plan.

Maximum compensation during the sabbatical is equal to the one-year salary and paid fringe benefits prescribed in the Mississippi Code.

Reimbursement by Mississippi Department of Education

Statutory Requirements:

Subject to the availability of funds and the determination of the district's need for administrators, the Mississippi Department of Education shall reimburse the sponsoring district for the cost of the participant's salary and paid fringe benefits for one (1) contract year.

The amount of reimbursement shall be based on the then current minimum education program salary schedule prescribed in the Mississippi Code, not to exceed the minimum education program salary for a teacher holding a Class A license and having five (5) years' experience.

The sponsoring school district shall be responsible for the local salary supplement and any portion of the participant's salary that exceeds the maximum amount allowed from state funds. The participant's local salary supplement may not be reduced.

State Board Regulations:

Local school districts shall submit sabbatical program applications as directed by the Mississippi Department of Education. The Department of Education will approve applications in accordance with the statute and the methodology for approval of subgrants established by the Mississippi Board of Education.

Obligation of Candidates

Statutory Requirements:

As a condition for participation in the school Administrator Sabbatical Program, the candidate shall agree to employment as an administrator in the sponsoring school district for not less than five (5) years following completion of administrator licensure requirements.

State Board Regulations:

There shall be a contractual agreement between the candidate and the school district which includes the standard terms and conditions specified by the Mississippi Department of Education.

Breach of Contract

Statutory Requirements:

A participant who fails to assume employment as an administrator in the sponsoring school district for five (5) years following completion of administrator licensure requirements, unless the commitment is deferred, shall be in breach of contract and liable for the amount of the salary and fringe benefits received while on sabbatical. That liability shall be to the Mississippi Department of Education for the amount of salary and fringe benefits paid by the State, less 20% for each year the individual was employed as an administrator. In addition, the liability shall be to the local

school district for any portion of the salary and fringe benefits paid by the local school district, less 20% of the amount paid for each year of employment as an administrator.

Interest on the amount due shall accrue at the current Stafford Loan rate at the time the breach occurs.

A participant is liable for an amount equal to a reasonable attorney's fee if the claim for repayment is placed in hands of an attorney for collection after default.

If the school district does not have an administrative vacancy, or if the district does not need the administrator position for the full five-year commitment period, the school board shall defer any part of the employment commitment that has not been met until such a time as an administrator position in the district becomes available.

If such a deferral is made, the sponsoring school district shall employ the person as a teacher in the school district during the period of deferral, unless the person desires to be released from employment by the sponsoring school district and the district agrees.

If the sponsoring school district releases a person from employment, that person may be employed as an administrator in another school district in the state that is in need of administrators as determined by the Mississippi Board of Education, and that employment for the other school district shall be applied to any remaining portion of the five-year employment commitment.

Nothing in these guidelines shall prevent a school district from not renewing the person's contract before the end of the five-year employment commitment in accordance with the School Employment Procedures Law (Section 37-9-101 et seq.). However, if the person is not employed as an administrator by another school district after being released or having his contract not renewed by the sponsoring school district, he shall be liable for repayment of the amount of his salary and fringe benefits, plus interest, less 20% for each year of employment as an administrator. Interest on the amount due shall accrue at the current Stafford Loan rate.

State Board Regulations:

Any participant who fails to complete all requirements for obtaining a Mississippi administrator license within eighteen (18) months shall be in breach of contract and liable for the salary and fringe benefits received. Interest shall accrue at the current Stafford Loan rate.

Partial years of employment as an administrator shall be prorated.

Availability of Sabbatical

State Board Regulations:

Candidates approved to participate in the Administrator Sabbatical Program prior to July 1, 2001, shall be subject to all requirements of this legislation and all regulations outlined in these guidelines.

Definitions

Administrator:

An administrator, as defined by the *Accreditation Requirements of the State Board of Education* (1997), is any staff member employed by a school board who is assigned responsibility for coordinating, directing, supervising, or otherwise administering programs, services, and/or personnel under the auspices of the program, school, or district.

Administrator License:

An individual hired to fulfill the above responsibilities is required to hold an administrator license as defined in the *Guidelines for Mississippi Educator Licensure* (1997).

Mississippi School Administrator Sabbatical Program 2012 – 2013 Application Process

Identification of Need

1. The district identifies a need for administrators on the basis of district data. The data should include information such as the number of current and/or anticipated vacancies, the number of current administrators with over 25 years of experience, and/or the rate of administrator turnover.
2. The district submits a letter of need with supporting documentation by **April 5, 2012**, to the Mississippi Department of Education (MDE), Daphne Buckley, Office of Quality Professionals & Special Schools, P.O. Box 771, Jackson, Mississippi 39205-0771.

Selection of Candidate

3. The district identifies a teacher or teachers within the district who meets the following criteria:
 - At least three (3) years of teaching experience in Mississippi,
 - Demonstrated leadership ability,
 - Interest in becoming a school administrator,
 - Willingness to commit to serving five years as an administrator in the district,
 - Would be considered by the district for employment as an administrator, and
 - Admission to an approved, full-time administrator preparation program in Mississippi.
4. The local school board approves a sabbatical leave of absence for the identified teacher contingent upon State Board of Education (SBE) approval of the district's need.

Approval of Need

5. The MDE staff reviews the district documentation and, if the need for administrators is clearly substantiated, presents the information to the State Board of Education for approval.
6. The MDE staff notifies the district of the decision immediately following the Board meeting. SBE approval means only that the district has substantiated the need for administrators and may recommend candidates for the program.

Submission of Application

7. Once the district has approved the teacher(s) to be recommended and the teacher has been admitted to an approved, full-time administrator preparation program, the school district superintendent submits the completed Mississippi School Administrator Application for the teacher(s).

Approval of Application

8. *Applications are considered on a first-come, first-served basis. The deadline for receipt of applications is June 15, 2012.*
9. The MDE staff immediately notifies districts of approval or non-approval.

Participation in the sabbatical program is contingent upon the availability of state funds.

**Mississippi Department of Education
Mississippi School Administrator Sabbatical Program
2012 – 2013 Application**

School District/Applicant Information

District _____

Applicant _____ Social Security Number _____

Home Address _____

Educator License Number _____

College/University _____

Attachments

- *Verification of number of years of teaching experience in Mississippi.*
- Copy of the letter(s) from the college/university verifying admission to the graduate school and the full-time leadership preparation program.

Assurances

The local school board has granted a Sabbatical leave for this applicant.

Application Deadline

Applications will be approved on a first-come, first-served basis. The deadline for all applications is **June 15, 2012.**

Applicant Agreement

I acknowledge that I have read and agree to abide by the terms of MS Code 37-9-77 and the Guidelines of the Mississippi School Administrator Sabbatical Program.

Signature of Applicant _____ Date _____

By my signature, I attest that the information provided is correct and the appropriate documentation is on file in the district.

Signature of Superintendent _____ Date _____

Please mail to:

**Mississippi Department of Education
Daphne Buckley
Office of Quality Professionals & Special Schools
P.O. Box 771
Jackson, MS 39205-0771**



Rankin County School District

Unleashing the Possibilities

Dr. Lynn Weathersby

Superintendent of Education

POST OFFICE BOX 1359
BRANDON, MS 39043
601-825-5590
FAX 601-825-2618
www.rcsd.ms

April 4, 2012

Brandon

- Rouse Elementary (K-1)
- StoneBridge Elementary (2-3)
- Brandon Elementary (4-5)
- Brandon Middle (6-8)
- Brandon High (9-12)
- RCSD Learning Center (K-12)

Florence

- Steen's Creek Elementary (K-2)
- Florence Elementary (3-5)
- Florence Middle (6-8)
- Florence High (9-12)

McLaurin

- McLaurin Elementary (K-6)
- McLaurin High (7-12)

Northwest Rankin

- Flowood Elementary (K-5)
- Highland Bluff Elementary (K-5)
- Northshore Elementary (K-5)
- Northwest Rankin Elementary (K-5)
- Oakdale Elementary (K-5)
- Northwest Rankin Middle (6-8)
- Northwest Rankin High (9-12)

Pelahatchie

- Pelahatchie Elementary (K-6)
- Pelahatchie High (7-12)

Pisgah

- Pisgah Elementary (K-6)
- Pisgah High (7-12)

Puckett

- Puckett Attendance Center (K-12)

Richland

- Richland Elementary (K-2)
- Richland Upper Elementary (3-6)
- Richland High (7-12)

Mississippi Department of Education
Dr. Daphne Buckley
Office of Quality Professionals & Special Schools
P.O. Box 771
Jackson, MS 39205-0771

Dear Dr. Buckley,

The Rankin County School District continues to be one of Mississippi's fastest growing school districts. Our District has over 19,000 students in 27 schools. As our District continues to grow, so does the need for highly qualified school administrators. We currently have one vacancy and anticipate the need for six new administrators over the next two years. The Rankin County School District currently has over 40 administrators with over 25 years of experience. We have a turnover rate in administration of 6%.

Based upon our continuing growth, and our anticipated retirements our District has a need for highly qualified administrators. We have identified two such candidates that meet the requirements of the Mississippi School Sabbatical Program. These two candidates have been selected for the Principal Corps Program at the University of Mississippi. Their names are Ashley Bullock and Lisa Attkisson.

Please approve these candidates for participation in the Mississippi School Administrator Sabbatical Program.

Sincerely,

Dr. Lynn Weathersby
Superintendent
Rankin County School District

04-05-12P02:36 RCVD



Harvey Franklin, Ed.D
Superintendent
412 South Main Street
P. O. Box 1619
Greenville, MS 38702-1619
Phone: (662) 334 -7001
Fax: (662) 334 - 3646
Email: hfranklin@gville.k12.ms.us

April 9, 2012

Daphne Buckley, Ph.D., Deputy State Superintendent
Mississippi Department of Education
Office of Quality Professionals and Special Schools
P.O. Box 771
Jackson, MS 39205-0771

Dear Dr. Buckley,

The purpose of this letter is to respond to the request for information on school administrators employed with Greenville Public School District required to address the needs assessment component of the Mississippi School Administrator Sabbatical Program.

Please find listed below a breakdown of the years of experiences of current administrators:

Five – Ten Years of Experience:

Eleven – Fifteen Years of Experience: 7

Sixteen – Twenty Years of Experience: 6

Twenty-one – Twenty-five Years of Experience: 3

Twenty-six plus Years of Experience: 3

We currently have one vacancy, which is the high school principal vacancy. As for the turnover rate for our administrators, the data listed above indicates that we currently have three principals that could decide to retire this year, and there would be a need to possibly fill four (4) positions, as opposed to having to fill one position. Therefore, we are asking Board approval to allow our district to participate in the Sabbatical Program for the 2012-2013 school year.

If I can assist you further, please do not hesitate to contact me at the above address, or by dialing (662) 334-7001.

Sincerely,

Dr. Harvey Franklin, Superintendent



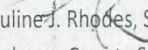
"COMMITTED TO CARING
DEDICATED TO EXCELLENCE"

Pauline J. Rhodes, Superintendent

1555 Lee Drive
PO Box 820
Clarksdale, MS 38614

email: prhodes@coahoma.k12.ms.us
phone: (662) 624-5448
fax: (662) 624-5512

TO: Dr. Daphne Buckley, Deputy State Superintendent

FROM:  Pauline J. Rhodes, Superintendent
Coahoma County School District

DATE: March 30, 2012

RE: Mississippi School Administrator Sabbatical Program

Coahoma County School District is located in one of the Mississippi counties that have been deemed a "Critical Teacher and Administrator Shortage Area". Coahoma County School District serves approximately 1550 students in four elementary schools and one junior senior high school. We currently have six principals and five certified district level administrators. Five of the eleven administrators have over 25 years of experience with all five actually having over 30 years of experience.

We hired two new principals last year due to the high turnover rate among principals. Three of our elementary schools have had three new principals within six years. Due to the shortage of certified administrators in this area and the low number of administrators who are willing to relocate to this area, both new principals were recruited from within the district and both received their degrees from the alternate route program. We anticipate hiring two new administrators for the 2012-2013 school year.

Please consider Coahoma County School District for participation in the Mississippi School Administrator Sabbatical program. We have a great employee that we would like to recommend for participation. If you need any additional information, please contact me at 662 624-5448. Thank you.

04-02-12 4:08:03 PM RCV

North Bolivar School District

P.O. Box 28

Shelby, Mississippi 38774

Telephone 662-398-4000

FAX 662-398-7884

DATE: April 2, 2012

TO: Mrs. Daphne Buckley, Deputy Superintendent

FROM: Jessie King, Supt. *JK*

RE: Sabbatical Program

North Bolivar School District is interested in participating in the Mississippi School Administrator Sabbatical Program for the 2012-2013 school term. This program will help us to build our supply of licensed school administrators.

We are declaring a need to participate as a result of the turnover rate in our district. Within the upcoming year, one of our principals is relocating; the curriculum director's position has been vacant for over a year; and there are no assistant principals within the district. North Bolivar is declaring this need because of the percentage of administrators that is constantly relocating to more urban areas.

We currently have the following status with regards to administrators (building level and central office):

- No Assistant Supt.
- No Curriculum Director
- No Assistant Principals in the district
- 1 Federal Program Director over 33 years of experience
- 1 principal with 23 years of experience
- 1 principal relocating
- 1 principal considering relocation

Finally, two of our current building administrators have expressed the possibility of moving to another state or another region of the state due to personal reasons. Should this occur, we would be greatly affected.

It is for reasons stated above that we are expressing interest in the sabbatical program.

LE-13-10-2012-000

- High turnover rate among principals
- Anticipate hiring two (2) new administrators for school year 2012-2013.

Greenville Public School District

- Currently one (1) vacancy
- Three (3) administrators with 25 or more years of experience
- High turnover rate for principals.

North Bolivar School District

- One (1) administrator relocating within the upcoming year
- Two (2) current administrators is considering moving
- High turnover rate for principals
- No assistant principals in the district.

Rankin County School District

- Six (6) percent turnover rate in administration
- Forty (40) administrators with 25 or more years of experience
- Currently one (1) vacancy and anticipate the need for six new administrators over the next two years
- Serves approximately 19,000 students in 27 schools
- Need to increase leadership pool with highly qualified educators.

Recommendation: Approval

Backup material attached