

**Memorandum of Understanding
Between
Principal Corps, University of Mississippi
And
Tupelo Public School District**

In order to create better educational leaders for Mississippi elementary and secondary schools, The University of Mississippi and Tupelo Public School District agree as follows:

The Principal Corps Program, University of Mississippi with the agreement and support of Tupelo Public School District will place Kama Smith for a full-year, full-time administrative internship in the Tupelo Public School District. Tupelo Public School District will incur no costs for this placement.

Tupelo Public School District agrees:

- Place the administrative intern in a parallel position with other assistant principals in the Tupelo Public School District.
- Assign the administrative intern administrative responsibilities and duties consistent with the responsibilities of other assistant principals.
- Provide documentation of appropriate administrative certification to serve as IL mentor.
- Sign and return Internship Agreement and IL mentor Data forms (Forms B and C).
- Attends orientation and IL Mentor Training session.
- Develops an appropriate individual plan of experiences with the UM intern and PC director.
- Introduces the UM intern to faculty and staff of the school at a faculty meeting or other appropriate occasion and facilitates the cooperation of faculty/staff with the candidate.
- Observe and provide clinical guidance to the UM intern concerning performance during the internship.
- Acts as a professional mentor to the UM intern, guiding him or her in a decision-making professional growth, and leadership capacity.
- Evaluates the UM intern during and at the culmination of the internship experience completing the Internship Evaluation Report and the Candidate Disposition's form on-line.

Both parties are in agreement that Ms. Smith will attend all classes scheduled as part of the Principal Corps Program (copy of academic year class schedule attached).

Both parties are in agreement that Ms. Smith's continuing participation in Principal Corps internship is subject to the academic requirements of the University of Mississippi, and the requirements delineated in the Principal Corps Program Handbook and the Principal Corps Internship Handbook. Further, this internship placement may be terminated at any time by either the Tupelo Public School District or The Principal Corps.

Approved:

Tom Burnham, Interim Director
Principal Corps, University of Mississippi

Date

Dr. Gearl Loden Superintendent
Tupelo Public School District

Date

Principal Corps Tentative Schedule
2018-2019

Summer, 2018

| | |
|---------------|------------------------------|
| June 3, 2018 | Check in Dorms |
| June 4, 2018 | Orientation |
| June 5, 2018 | 1 st Day of Class |
| June 28, 2018 | Banquet |
| July 9, 2018 | Internship Begins |

Fall, 2018

August 20, 21, 22
September 17, 18, 19
October 22, 23, 24
November 12, 13, 14
December 3, 4, 5

Spring, 2019

January 28, 29, 30
February 18, 19, 20
March 18, 19, 20
April 8, 9, 10
April 30, May 1, 2

| | |
|---------------|--------------|
| May 11, 2019 | Commencement |
| June 27, 2019 | Banquet |

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 re-payment 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

Statutory Requirements:

The Mississippi Administrator Sabbatical Program is repealed from and after July 1, 2010.

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).

**FY2016-17 MAEP SALARY SCHEDULE
MS Code Section 37-19-7**

| | Yrs. Exp. | Certification Level | Certification Level | Certification Level | Certification Level | |
|------------------------|-------------------------------|---------------------|---------------------|---------------------|---------------------|--------|
| | | AAAA | AAA | AA | A | |
| Base | 0 | 39,108 | 37,944 | 36,780 | 34,390 | |
| | 1 | 39,108 | 37,944 | 36,780 | 34,390 | |
| | 2 | 39,108 | 37,944 | 36,780 | 34,390 | |
| Increment for 3-35 yrs | | 794 | 727 | 660 | 495 | |
| Base + Increment | 3 | 39,902 | 38,671 | 37,440 | 34,885 | |
| | 4 | 40,696 | 39,398 | 38,100 | 35,380 | |
| | 5 | 41,490 | 40,125 | 38,760 | 35,875 | |
| | 6 | 42,284 | 40,852 | 39,420 | 36,370 | |
| | 7 | 43,078 | 41,579 | 40,080 | 36,865 | |
| | 8 | 43,872 | 42,306 | 40,740 | 37,360 | |
| | 9 | 44,666 | 43,033 | 41,400 | 37,855 | |
| | 10 | 45,460 | 43,760 | 42,060 | 38,350 | |
| | 11 | 46,254 | 44,487 | 42,720 | 38,845 | |
| | 12 | 47,048 | 45,214 | 43,380 | 39,340 | |
| | 13 | 47,842 | 45,941 | 44,040 | 39,835 | |
| | 14 | 48,636 | 46,668 | 44,700 | 40,330 | |
| | 15 | 49,430 | 47,395 | 45,360 | 40,825 | |
| | 16 | 50,224 | 48,122 | 46,020 | 41,320 | |
| | 17 | 51,018 | 48,849 | 46,680 | 41,815 | |
| | 18 | 51,812 | 49,576 | 47,340 | 42,310 | |
| | 19 | 52,606 | 50,303 | 48,000 | 42,805 | |
| | 20 | 53,400 | 51,030 | 48,660 | 43,300 | |
| | 21 | 54,194 | 51,757 | 49,320 | 43,795 | |
| | 22 | 54,988 | 52,484 | 49,980 | 44,290 | |
| | 23 | 55,782 | 53,211 | 50,640 | 44,785 | |
| | 24 | 56,576 | 53,938 | 51,300 | 45,280 | |
| | Add'l Increment for 25th year | | 2,060 | 2,060 | 2,060 | 2,060 |
| | | 25 | 59,430 | 56,725 | 54,020 | 47,835 |
| | 26 | 60,224 | 57,452 | 54,680 | 48,330 | |
| | 27 | 61,018 | 58,179 | 55,340 | 48,825 | |
| | 28 | 61,812 | 58,906 | 56,000 | 49,320 | |
| | 29 | 62,606 | 59,633 | 56,660 | 49,815 | |
| | 30 | 63,400 | 60,360 | 57,320 | 50,310 | |
| | 31 | 64,194 | 61,087 | 57,980 | 50,805 | |
| | 32 | 64,988 | 61,814 | 58,640 | 51,300 | |
| | 33 | 65,782 | 62,541 | 59,300 | 51,795 | |
| | 34 | 66,576 | 63,268 | 59,960 | 52,290 | |
| | 35 & above | 67,370 | 63,995 | 60,620 | 52,785 | |

NOTE: Assistant Teachers - \$12,500 (MS Code Section 37-21-7(6))