

**ADMINISTRATIVE BENEFIT AND  
COMPENSATION PLAN**

**FOR**

**ADMINISTRATIVE STAFF**

**OF THE**



**BELLEFONTE AREA SCHOOL DISTRICT**

**July 1, 2012 – June 30, 2016**

**ADMINISTRATIVE BENEFIT AND  
COMPENSATION PLAN  
FOR THE  
ADMINISTRATIVE STAFF  
OF THE  
BELLEFONTE AREA SCHOOL DISTRICT**

**2012-2016**

1. Purpose and Background. The Bellefonte Area School District's ("District") Administrative Benefit and Compensation Plan ("ABCP") is entered into by and between the Bellefonte Area School District and the Administrative staff covered hereby, as specifically identified in Section 3 hereinbelow. It is done under and pursuant to the authority contained in Section 1164 of the School Code, although again as addressed in Section 3 hereinbelow, certain positions, namely those identified as Category B positions, are included for administrative convenience, not because they are required to be included by statute.

2. Term. This ABCP is effective for the period of July 1, 2012 through and including June 30, 2016. For preparation of a successor Plan, meet and discuss activities shall begin not later than January 1, 2016. To provide continuity for the concept of a Management Team, there shall be an annual informal meet and discuss session in late January or early February of each year during the term of this Agreement, with the understanding that other meet and discuss sessions may be arranged and scheduled as needed.

3. Employment Categories. There shall be two employment categories, Category A employees, to include the Director of Curriculum, the Director of Special Education, the Language Arts Coordinator, and Principals/Vice-Principals; and Category B employees, to include the Director of Buildings and Grounds, the Director of Food Services, the Director of Technology, the Director of Transportation, the Grant Writer, the Network Administrator, and the Math Coach K-12. Category A employees are professional employees, as that term is defined in Section 1101(1) of the School Code, and retain whatsoever rights granted therein. Category B employees are administrative-level employees, some with supervisory responsibilities and some without, but they are not professional employees, nor do they possess rights granted to professional employees in the School Code.

4. Evaluation. Evaluations shall be completed in accordance with the process and procedure developed by the committee chaired by the superintendent, and as memorialized in Attachment A (for Category A employees) and Attachment B (for Category B employees), which are incorporated herein. Such process and procedure may be amended from time to time, and it shall not be necessary to secure the approval of the employees who are subject to this Agreement, although they may be part of the amendment process.

5. Guidelines for Salary Increases and Performance/Merit Pay. Employees who receive ratings of "Unsatisfactory" shall receive no salary increase; employees who receive ratings of "Needs Improvement" shall receive an annual base salary increase of one (1%) percent; employees who receive "Proficient" or above shall receive annual base salary increases of two (2%) percent. In addition, employees are eligible for a lump sum performance/merit payment of up to two (2%) percent of base salary for a "Distinguished" rating. Any performance/merit pay shall not become a part of base salary.

6. Jury Duty. Employees shall be provided with release time for jury duty and shall, in addition, be paid their regular salary less what compensation they receive for jury duty service.

7. Bereavement Leave. Employees shall be provided with up to three (3) days of bereavement leave for a death in the immediate family, as that term is defined in Section 1154(b) of the School Code. Employees shall be provided with one (1) bereavement day to attend the funeral or memorial service for a near relative, as that term is defined in Section 1154(c) of the School Code. The Superintendent may extend the period of bereavement leave in his or her discretion, and as the exigencies of the case may warrant.

8. Child Bearing and Child Rearing Leave. Employees shall be provided with leave in accordance with the requirements of the School Code and/or the Family Medical Leave Act. The costs of insurance shall be borne by the employee during any such leave. Child rearing leave requests shall be made not less than thirty (30) days in advance of any such leave.

9. Sabbatical Leave. Sabbatical leaves shall be granted to Category A employees in accordance with the School Code. Category B employees may be granted sabbatical leave, at the discretion of the superintendent and with the approval of the Board, and subject to such policies and procedures as may apply.

10. Professional Leave. Unpaid professional leave may be granted at the discretion of the superintendent, and with the approval of the Board, provided that such leaves are deemed to be beneficial to the District. Fees and costs for such leave may be paid by the District, but shall require the recommendation of the superintendent and approval of the Board.

11. Professional Development. Professional Development required by statute, rule, or regulation, and/or as directed by the superintendent shall be provided to employees covered hereunder, and fees and costs associated therewith shall be paid by the District, subject to the approval of the superintendent.

12. Personal Days. Employees shall receive five (5) personal days each year. Days may not be accumulated beyond the annual allotment of five (5), and at the end of each year, remaining days may be redeemed at a rate of 100 percent (100%) the base per diem substitute teacher rate in force at the time of the redemption, or converted to sick days. Within ten (10) business days of June 30 of each year of this agreement, the employee

shall advise the Business Office in writing of his or her intentions with respect to any unused personal days.

13. Sick Leave. Ten (10) month employees shall receive eleven (11) sick days annually. Twelve (12) month employees shall receive thirteen (13) sick days annually. Unused sick days may accumulate without restriction.

14. Health Insurance. Health insurance, to include dental, vision, prescription, and retiree health insurance coverage, shall be provided as in the then in force collective bargaining agreement between the District and the Bellefonte Area Education Association. The District shall, in addition, establish an HRA, and retiring administrators with at least ten (10) years of administrative service in the District may deposit the monies from the payout for unused sick and/or vacation days into their account.

15. Worker's Compensation. Workers compensation coverage shall be provided as required by law.

16. Income Protection. The District shall contract for and provide for each employee covered hereunder an integrated income protection plan to provide benefits for a period of up to five (5) years to a maximum of sixty (60%) percent of salary, or \$6,000/month, whichever is lower.

17. Group Life Insurance. The District shall contract for and provide for each employee covered hereunder group life insurance in an amount equal to 2.5 times the employee's salary, rounded to the next highest one thousand (\$1,000) U.S. Dollars. In addition, for employees who are 55 years of age or older and have at least fifteen (15) years of administrative service in the District, the District shall provide paid-up life insurance in the amount of \$25,000.

18. Tuition Reimbursement. Upon completion of one (1) year of satisfactory service as an administrator, employees shall be eligible for tuition reimbursement up to eighty-five (85%) percent of the applicable Pennsylvania State University rate. Such coursework must be related to the administrator's field of study, and must be approved by the superintendent prior to enrollment. Employees who leave the employment of the District, for reasons other than death, disability, or suspension, within one (1) year of

receiving any reimbursement payment, shall be required to repay to the District one hundred (100%) of any monies received. Employees leaving within two (2) years shall repay fifty (50%) percent of any monies received. Employees leaving after two (2) years shall not have any repayment obligations.

19. Earned Doctoral Degree. Employees who possess an earned doctoral degree shall receive an annual increment in the amount of one thousand five hundred (\$1,500) U.S. dollars.

20. Mileage Reimbursement. Mileage reimbursement shall be paid at the then applicable IRS rate, and shall be for District-required travel (other than to and from the employee's home) and shall be subject to usual and customary District policies and procedures pertaining to substantiating such travel.

21. Payback for Unused Sick Days. Upon retirement, employees who have provided a minimum of five (5) years of satisfactory service to the District shall be compensated at a rate of \$85/day for any unused sick days which were earned while that employee was employed as an administrator in the District. Any such payment shall be capped at two-hundred (200) days for existing employees, and one-hundred (100) days for any newly hired employees.

22. Membership Dues. The District shall pay for the cost of membership for up to two (2) professional associations, subject to approval by the superintendent.

23. Holidays. In addition to the student and teacher holidays during Thanksgiving, Christmas, and New Year's break, the following holidays shall be observed: Memorial Day, Independence Day, Labor Day, and other "Vacation Days" as identified on the District calendar which may vary from year to year.

24. Paid Vacation. Administrators with four (4) or less years of service as administrators in the District shall receive 1.25 vacation days/month. Administrators with five (5) but less than ten (10) years of service shall receive 1.66 vacation days/month. Administrators with ten (10) but less than fifteen (15) years of service shall receive 2.08 vacation days/month. Administrators with fifteen (15) or more years of service shall receive 2.5 vacation days/month. Vacations shall be coordinated with and approved by

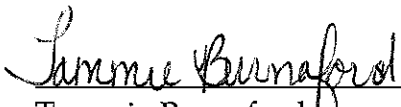
the superintendent, and records thereof shall be maintained by the personnel office. Vacation days may not accumulate beyond thirty (30), and any days remaining above that amount as of October 30 of each year of this agreement shall be repaid at a rate of \$85/day.

25. Sick Bank. Employees may contribute a maximum of five (5) sick days annually to the sick bank. Employees may use a maximum of twenty (20) sick days annually from the sick bank. The sick bank shall be administered by employees subject to this Act 93 Agreement who shall establish regulations pertaining to the operation of the sick bank, and use of sick bank days.

26. Unpaid Leave. Employees who have exhausted all available leave may be granted an unpaid leave of absence at the discretion of the superintendent, and with the approval of the Board.

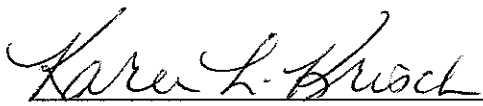
27. Summer Flex Time. Subject to rules and procedures developed by the superintendent, which may be amended from time to time without the need for securing the approval of employees who are subject to this agreement, employees may use flex time during the summer.

FOR THE ACT 93 EMPLOYEES:

  
Tammie Burnaford

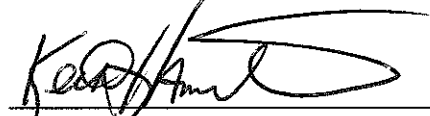
  
Patti Millard

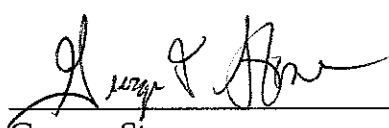
  
Richard Knepp

  
Karen Krisch

FOR THE DISTRICT:

  
Becky J. Roek, President

  
Keith Hamilton

  
George Stone

## ADMINISTRATIVE EVALUATION – GROUP A

When reviewing your Performance Evaluation Sheet please use the following scale and point assignment:

### 3 - Distinguished

Contribution to the district consistently exceeds what is normally expected of the individual and goes beyond what is required of the job. Others seek this individual's counsel based on demonstrated authority of knowledge. Seizes initiative in development and implementation of challenging work goals. Personal commitment to a high level of performance and results are rarely in question even under challenging work goals and in mapping out solutions to achieve maximum results.

### 2 - Proficient

Performance is what is expected of a fully qualified and experienced performance in the position. Typically, performs with excellence. Work does not require significant improvement. Errors are minimally and seldom repeated. Prioritizes problems and projects well. Confidence can be placed in the substance of most recommendations. Requires only normal supervision and follow-up. Almost always completes work or projects on schedule.

### 1 - Needs Improvement

Performance demonstrates gaps in one or more areas that could impede job performance or overall program implementation. Improvement in targeted areas is necessary to meet the expectations for proficient performance.

### 0 - Unsatisfactory

Performance meets some requirements for the position; however, more key job elements are performed unsatisfactorily than those that are performed in an effective manner. An immediate and sustained improvement in quality and/or quantity of work is necessary. Cannot be depended upon to complete assignments or daily work without constant monitoring. Requires extra attention for supervisor/manager.

Totals from following pages:

Job Performance	_____	Distinguished	=	63-72
Leadership Skills	_____	Proficient	=	48-62
Management Skills	_____	Needs Improvement	=	34-47
Professional Goals	_____	Unsatisfactory	=	0-33
Total	_____			



## **Job Performance**

- \_\_\_\_\_ 1. The administrator supervises, observes, or/and evaluates assigned staff.
- \_\_\_\_\_ 2. The administrator screens, interviews, and adheres to district hiring guidelines for personnel and provides necessary orientation for new staff members.
- \_\_\_\_\_ 3. The administrator completes and meets established timelines for federal, state, and local reports as directed by the Business and/or Administrative offices.
- \_\_\_\_\_ 4. The administrator maintains effective communication with parents, community, students, and staff.
- \_\_\_\_\_ 5. The administrator represents the school at appropriate functions and meetings.
- \_\_\_\_\_ 6. The administrator enforces all rules and policies of the District.
- \_\_\_\_\_ 7. The administrator recommends and coordinates staff development programs.
- \_\_\_\_\_ 8. The administrator reports to the Superintendent on all relevant issues and performs all other duties as assigned.
- \_\_\_\_\_ Total

## **Leadership Skills**

- \_\_\_\_\_ 1. The administrator approaches job responsibilities in a positive and professional manner.
- \_\_\_\_\_ 2. The administrator models professional, moral, and ethical standards as well as personal integrity.
- \_\_\_\_\_ 3. The administrator works effectively with others to achieve common goals.

- \_\_\_ 4. The administrator adjusts to new or different circumstances in a positive and professional manner.
- \_\_\_ 5. The administrator identifies, analyzes, and resolves problems using effective problem-solving techniques.
- \_\_\_ 6. The administrator supports and defends all decisions and policies of the school district when interacting with students, staff, parents, and community.
- \_\_\_ 7. The administrator maintains confidentiality.
- \_\_\_ 8. The administrator monitors the implementation of high-quality standards-based instruction and assessment that results in higher levels of achievement for all students.
- \_\_\_ 9. The administrator effectively employs various processes for gathering, analyzing, and using data for decision-making that is consistent with the goals of the school district.
- \_\_\_ Total

**Management Skills**

- \_\_\_ 1. The administrator effectively executes the organizational and operational procedures and practices within one's area of assignment.
- \_\_\_ 2. The administrator demonstrates effective oral and written communication skills.
- \_\_\_ 3. The administrator directs assigned staff in the performance of their jobs' responsibilities and task assignments.
- \_\_\_ 4. The administrator develops, implements, and evaluates use of resources.
- \_\_\_ Total

## **Professional Goals**

1. The administrator has met or exceeded stated goal(s):

Goal #1

Goal #2

Goal #3

Overall Comments:

## ADMINISTRATIVE EVALUATION – GROUP B

When reviewing your Performance Evaluation Sheet please use the following scale and point assignment:

### **3 - Distinguished**

Contribution to the district consistently exceeds what is normally expected of the individual and goes beyond what is required of the job. Others seek this individual's counsel based on demonstrated authority of knowledge. Seizes initiative in development and implementation of challenging work goals. Personal commitment to a high level of performance and results are rarely in question even under challenging work goals and in mapping out solutions to achieve maximum results.

### **2 - Proficient**

Performance is what is expected of a fully qualified and experienced performance in the position. Typically, performs with excellence. Work does not require significant improvement. Errors are minimally and seldom repeated. Prioritizes problems and projects well. Confidence can be placed in the substance of most recommendations. Requires only normal supervision and follow-up. Almost always completes work or projects on schedule.

### **1 - Needs Improvement**

Performance demonstrates gaps in one or more areas that could impede job performance or overall program implementation. Improvement in targeted areas is necessary to meet the expectations for proficient performance.

### **0 - Unsatisfactory**

Performance meets some requirements for the position; however, more key job elements are performed unsatisfactorily than those that are performed in an effective manner. An immediate and sustained improvement in quality and/or quantity of work is necessary. Cannot be depended upon to complete assignments or daily work without constant monitoring. Requires extra attention for supervisor/manager.

Totals from following pages:

Job Performance	_____	Distinguished	=	63-72
Leadership Skills	_____	Proficient	=	48-62
Management Skills	_____	Needs Improvement	=	34-47
Professional Goals	_____	Unsatisfactory	=	0-33
Total	_____			

## **Job Performance**

- \_\_\_ 1. The administrator supervises and evaluates all assigned staff .
- \_\_\_ 2. The administrator screens and recommends personnel for positions and provides necessary orientation for new staff members.
- \_\_\_ 3. The administrator implements and completes any federal, state, and local reports as directed by the Business and/or Administrative offices.
- \_\_\_ 4. The administrator maintains effective communication with parents, teachers, students, and staff.
- \_\_\_ 5. The administrator represents the school at appropriate functions and meetings.
- \_\_\_ 6. The administrator enforces all rules and policies of the District.
- \_\_\_ 7. The administrator recommends and coordinates staff development programs.
- \_\_\_ 8. The administrator reports to the Superintendent on all relevant issues and performs all other duties as assigned.
- \_\_\_ Total

## **Leadership Skills**

- \_\_\_ 1. The administrator approaches job responsibilities in a positive manner.
- \_\_\_ 2. The administrator models professional, moral, and ethical standards as well as personal integrity.
- \_\_\_ 3. The administrator works effectively with others to achieve common goals.
- \_\_\_ 4. The administrator develops skills to successfully manage stress and channels in a professional manner.

- \_\_\_ 5. The administrator has the ability to adjust to new or different circumstances.
- \_\_\_ 6. The administrator identifies, analyzes, and resolves problems using effective problem-solving techniques.
- \_\_\_ 7. The administrator supports and defends all decisions and policies of the school district when interacting with students, teachers, parents, and community.
- \_\_\_ 8. The administrator maintains confidentiality.
- \_\_\_ Total

**Management Skills**

- \_\_\_ 1. The administrator develops methods and work organizational skills to efficiently perform overall work load.
- \_\_\_ 2. The administrator develops personal efficiency through study, inservice, and experience.
- \_\_\_ 3. The administrator demonstrates effective oral and written communication skills.
- \_\_\_ 4. The administrator directs subordinates in the performance of their jobs and task assignments.
- \_\_\_ 5. The administrator develops plans for effective allocation of fiscal and other resources to enhance the mission of the school system.
- \_\_\_ Total

## **Professional Goals**

1. The administrator has met or exceeded stated goal(s):

Goal #1

Goal #2

Goal #3

Overall Comments: