

**BLOOMSBURG AREA SCHOOL
DISTRICT**

ACT 93 PLAN

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May 17, 2004 - TBA**

The Act 93 Plan will take effect on July 1, 2007, and continue until such time that the board or administrators request a review. The Plan can only be amended by compliance with Act 93.

Positions

The following positions are covered under this Plan: Director of Curriculum and Instruction, Director of Special Programs, High School Principal, Assistant High School Principal, Middle School Principal, Elementary Principal, or other positions which result from combinations of the above.

Administrative Salaries

Newly hired or transferred administrators will negotiate a starting salary with the superintendent followed by the superintendent's recommendation to the board of directors for approval. The newly hired administrator will follow the salary increase schedule of all Act 93 personnel.

The Board retains the right to adjust the administrator's annual salary during the duration of this agreement, provided the adjustment does not reduce the annual salary in effect at any given time.

If satisfactory performance of duties as evidenced through the evaluation process outlined below occurs, the administrator will be awarded an annual salary increase of \$2,100.

Administrator Evaluation

Each administrator's evaluation will consist of the following components:

- 1) Each administrator will meet with the superintendent during the month of August in order to discuss his/her performance expectations for that current school year. The performance expectations should include a rationale and timetable for completion. The performance expectations will be reviewed and approved by the superintendent. These performance expectations will be used as one component of the administrator's end of the year evaluation process performed by the superintendent. The superintendent will present performance expectations with the school board in executive session by the October work session.
- 2) Fulfilling of responsibilities as outlined in job descriptions, the school code and regulations promulgated by the Secretary of Education.
- 3) Completion of evaluations, observations or the review of the differentiated supervision plans of subordinates.
- 4) Appropriate participation/contribution as a member of the district's administrative team (Policy #327).
- 5) Regular attendance at all school board work sessions and applicable school board meetings.

- 6) Participation on committees, task forces, extra-curricular activities, etc.
- 7) Exceptional professional activities such as publications, conference presentations, advanced degrees, and special recognitions.
- 8) A mid-year evaluation conference with the superintendent will be held during the months of January or February. This conference will be used to consider additional performance expectations that may have occurred during the school year, and to evaluate the status of all performance expectations.
- 9) The Faculty Administrative Survey developed by the superintendent in conjunction with the administration will be distributed to the faculty by the end of each school year. Results of the administrative survey will be discussed during each administrative end of the year conference with the superintendent and a summary will be presented to the Board.
- 10) An end of the year evaluation conference with the superintendent will be held during the months of May or June.

Act 93 Benefit Items

Insurance:

The district agrees to provide medical insurance coverage, equal to the existing coverage provided in the collective bargaining agreement entered into between the district and its professional employees, for each administrator, their spouse and dependent children. Those electing not to utilize paid medical insurance offered by the district will receive \$1,800.00 per year in two equal payments in December and June. Any employee covered by this plan shall utilize comparable spousal medical insurance coverage if it is available to them. An administrator may continue coverage while on approved unpaid leave of absence by paying the premiums. Any administrator selecting medical coverage provided by the district shall contribute \$20.00 per week toward the cost of insurance. These contributions will be made via payroll deduction.

The district shall provide term life insurance to each administrator equal to two times of his/her annual salary.

Sick Leave:

Administrators will be granted twelve (12) accumulated sick days as set forth in policy and as amended from time to time.

Vacation:

Each fiscal year, administrators shall be entitled to 15 vacation days as set forth in policy and as amended from time to time. Up to (10) unused vacation days may be carried over from one year to the next. Ten additional days may be carried over prior to the beginning of the following school year per approval of the Superintendent.

In addition to the above, administrators shall receive as vacation, all school holidays as established by the school calendar.

Emergency Leave:

Two (2) emergency days.

Personal Leave:

Two (2) unrestricted personal days.

Administrators may accumulate up to five (5) personal days which may be carried over into the next fiscal year. Unused personal leave over and above the limit will be re-designated as additional sick leave.

Retirement:

Upon retirement, each administrator who has been employed by the school district will be compensated using the following formula: number of years employed by the district multiplied by \$100.00. Each administrator will be compensated \$40.00 for each unused sick day to a maximum of 250 sick days. This provision applies only to those administrators who meet the official provisions for retirement from the Bloomsburg Area School District under the Pennsylvania Public School Employees Retirement System (PERS) and is restricted to superannuation retirement, disability retirement or early retirement. In order to receive this severance benefit, the administrator must notify the board of his or her intention to retire six months in advance. The board may waive the provision of notice.

The school district shall make a non-elective employer contribution to the employee's 403(b) retirement program in an amount as described above. The employee shall receive no cash option.

State/National Associations:

The school district will pay the dues to a state and national association for each administrator. Additionally, the district will encourage professional growth through graduate study and in-service opportunities.

Graduate Study:

Graduate Credit Reimbursement – Six (6) credits per semester, to a maximum of eighteen (18) credits per school year as approved by the superintendent. The administrator will reimburse the school district for any tuition paid by the school district for any courses completed within twelve (12) months of the resignation. Reimbursement will be made only for those graduate courses approved by the superintendent for which a final grade of “B” or higher has been earned.

Upon request, the Bloomsburg Area School District shall pre-pay tuition upon enrollment for credits, provided the employee has completed the following:

1. Received the necessary pre-approval from the superintendent;
2. Submits a completed enrollment form; and
3. Submits documentation from the university for payment.

APENDIX A

Faculty Administrative Survey

Projects a positive work attitude.

Strives for personal professional growth and development.

Displays high standards of personal integrity.

Uses time efficiently.

Copes with stress successfully.

Adapts to change readily.

Demonstrates loyalty to the school district.

Completes tasks in a timely manner.

Uses professional judgment effectively.

Demonstrates effective planning, scheduling and organizational skills.

Displays ability to delegate responsibility.

Works well with others.

Supports/Promotes staff growth and development.

Uses communication skills effectively.

Uses resources efficiently.

Resolves conflicts successfully.

Demonstrates effective supervisory/leadership skills.

Shows effective educational leadership.

Has a vision for the school (goals, path, etc.).

Supportive of teachers and staff.

Deals effectively with discipline.

Deals effectively with parents.

Deals effectively with students.

Is visible within the school.

Handles disputes fairly and in a consistent manner.

Promotes academic excellence.

These items shall be rated S-satisfactory N-needs improvement U-unsatisfactory