

SCHOOL DISTRICT

**ADMINISTRATIVE
AND
SUPERVISORY PERSONNEL**

FRINGE BENEFITS
AND
EVALUATION AND COMPENSATION
PLAN

EFFECTIVE DATES: July 1, 2016 - June 30, 2021

APPROVED BY THE BOARD: October 22, 2015

SCHOOL DISTRICT

I. PERSONNEL COVERED

Assistant to the Superintendent	Director of Curriculum and Instruction
Elementary Principal	Middle School Principal
High School Principal	Middle School Assistant Principal
High School Assistant Principal	Academic Principal
Psychologist	Director of Elementary Education/Principal
Special Education Supervisor	Director of Building & Grounds
Special Education Coordinator	
Technology Coordinator	
Elementary Assistant Principal	

II. WORK WEEK

A. School Year

The normal work day shall be eight hours, in addition to lunch time. Job requirements may dictate that the normal work day be extended, or that evening demands require the presence of the administrative/supervisory personnel. In those cases, that time must be viewed as the normal expectations and the extra demands of the job of management.

B. Summer

The normal work day for the summer schedule (one week after the final school calendar day, and one week prior to the first day of the following calendar year) shall be established by the Superintendent.

III. WORK YEAR

A. Assistant to the Superintendent	260
Elementary Principal	215
Elementary Assistant Principal	215
Middle School Principal	260
High School Principal	260
Middle School Assistant Principal	215
High School Assistant Principal	215
High School Assistant Principal	260
Academic Principal	260
Psychologist	215
Director of Elementary Education/Principal	260
Special Education Supervisor	260
Special Education Coordinator	260
Technology Coordinator	260
Director of Curriculum and Instruction	260
Director of Building & Grounds	260

If at any time the board opts to convert 215 day ACT 93 member to 260 day, the affected ACT

93 member will receive at minimum a one time salary adjustment of \$3500.00.

- B. 260 day administrators/supervisors will be given 20 vacation days. These vacation days will be earned monthly at a rate of 20 days divided by 12 months (20/12).
- C. 215 day administrators / supervisors will be given 5 vacation days. These vacation days will be earned monthly at a rate of 5 days divided by 10 months (5/10).
 - 1. Administrators/supervisors who have accrued unused vacation days may submit and the district will purchase up to a maximum of five days at the full per diem rate. Any administrator/supervisor having accumulated vacation days which have not been reimbursed may carry over up to a maximum of twenty of these days from the previous school year to the next school year. Any administrator/supervisor who has remaining accumulated vacation days which have not been reimbursed or carried over, as set forth above, shall have his or her total vacation days converted by the District to sick days and added to the administrator/supervisor's sick day allocation.
 - 2. Administrators/supervisors who leave the district for other employment shall reimburse the School District the full per diem rate for all vacation days used prior to earning the vacation days at the rate of 1.6 per month for the 260 day members and .5 per month for the 215 day members.

IV. HOLIDAYS

A. 260/215 Day Administrators and Supervisors

The holidays in the annual adopted school calendar shall be followed.

B. 260 Day Administrators and Supervisors

Fourth of July

V. PERSONAL LEAVE

Employees covered under this agreement will be granted two personal days at the discretion of the Superintendent or designee. Any administrator/supervisor may request days without pay from the Superintendent or designee.

All personal leaves under this Agreement shall run concurrently with those granted or pursuant to the Family and Medical Leave Act (FMLA). Administrators and supervisors who apply for or are placed on FMLA for their own personal illness/injury and/or immediate family member shall be required to use all sick leave and any accumulated sick leave, but will have the option to use vacation days during this period of leave.

VI. INSURANCE

- A. Hospitalization Due to the uncertainty in projecting the cost of hospitalization and medical insurance year to year, the District through this Plan shall provide the following Blue Cross/Blue Shield Point of Service - High Option coverage.

Administrators shall contribute according to the following chart for Blue Cross/Blue Shield Point of Service - High Option

Healthcare Coverage	Annual Co-Pay 2016-2021
Family	\$1,200
Husband & Wife	\$1,150
Parent with Child or Parent with Children	\$1,030
Individual	\$420
Opt Out	Paid \$1,000

In the event, the Education Association adopts a Hospitalization Plan that is more fiscally beneficial for the District than the Plan provided to administrators and that plan is adopted by the CMSD Board of Education for the ACT 93 membership, Administrators shall be subject to the same annual co-pays for the coverage as applies to members of the Education Association.

No other areas of the Fringe Benefits and Evaluation Compensation Plan may be opened for discussion unless mutually agreed on by both the CMSD Board of Education and ACT 93 Membership.

- B. Dental

The District shall pay the total premium for the Basic Dental Insurance Plan. In addition, the District shall pay 65% of the monthly premium for the riders which cover oral surgery, prosthetics, periodontists and orthodontists. The employees shall pay the other 35% of the premium by payroll deduction.

- C. Health/Accident

The district will contribute up to \$30 per month toward the cost of this plan.

- D. Life

The District will provide a Term Life Insurance Policy at two (2) times the employee's salary.

- E. Professional Liability

The District will provide a \$1,000,000 Professional Liability policy.

- F. Vision Care

The District will pay up to \$8.00 per month toward a vision care plan as selected by the employee.

VII. SICK LEAVE

Employees shall be granted twelve days per year sick leave; unused days are accumulative.

VIII. HIGHER EDUCATION REIMBURSEMENT

The School District, Board of Education and Administration strongly believe in the importance of life-long learning in order to provide the best educational opportunities for the students of the School District. Administrators/Supervisors who are seeking higher education from an accredited college/university to pursue additional degrees and/or certifications in the field of education are eligible for full reimbursement for courses with the following restrictions: 1. A limit of up to the equivalent of 9 credits per semester 2. District notification through the Superintendent prior to the start of the semester. 3. Successful completion (a grade of "B" or better or Satisfactory where grades are not given) 4. Proof of actual cost of course work.

The district requires each administrator/supervisor receiving reimbursement to work a period of three (3) years in the District following the reimbursement of a course(s). If the administrator/supervisor leaves the District within a one (1) year period, he/she shall reimburse the District the full cost of any courses not satisfying that three (3) year requirement. If the administrator/supervisor leaves the District within a two (2) year period, he/she shall reimburse the District 75% of the cost of any courses not satisfying that three (3) year requirement. If the administrator/supervisor leaves the District within a three (3) year period, he/she shall reimburse the District 50% of the cost of any courses not satisfying that three (3) year requirement.

IX. PROFESSIONAL DUES

Administrators/supervisors are eligible for payment of dues for membership in state and national organizations that are related to their major areas of professional responsibility. The payment of dues must have the approval of the Superintendent.

X. PROFESSIONAL CONVENTIONS/CONFERENCES

Administrators/supervisors will be eligible to attend at least one national convention/conference of their choice per year and one state convention/conference of their choice per year. However, only two administrators/supervisors will be eligible to attend the same national conference; and only four administrators/supervisors (unless presenting) may be eligible to attend the same state conference. The payment of costs of the conventions/conferences must have the Superintendent's approval.

Administrators/supervisors may also attend other conferences/workshops that may be requested by the Superintendent.

All Administrators/supervisors who attend conventions/conferences/workshops must submit a written report and, upon request, make an oral presentation at an Administrators' meeting and/or a School Board meeting.

XI. MILEAGE

Administrators/supervisors shall be entitled to receive the mileage rate established by the Internal Revenue Service for purposes of Income Tax computation, provided that the rate established by the Federal government does not exceed the allowable limits established by the laws of the Commonwealth of Pennsylvania.

XII. CONTINUATION OF BENEFITS

Until age 65, an employee on retirement or leave may continue the hospitalization coverage, dental insurance, and health and accident insurance at the then existing group rate by making premium payments to the school district.

XIII. RETIREMENT INCENTIVE

A. DISTRICT EMPLOYEES HIRED PRIOR TO JULY 1, 2008

1. At time of retirement, each administrator/supervisor who has completed at least 10 years of administrative service with the School District will be compensated for unused sick days at the rate of 25% per diem plus an additional amount of 5% for each year of satisfactory/meets expectation or higher evaluation (provided that the amount does not exceed 100% of the per diem rate). No administrator will be paid more than the number of days in his/her work year at this rate. All unused sick days in excess of the administrator's work year will be compensated at \$50 per day. Administrators who do not have a minimum of 10 years of administrative service with the school district will be compensated for unused sick leave at \$50 per day for each day. The amount due will be paid in five (5) equal yearly installments.
2. At time of retirement, each administrator who has completed at least 10 years of administrative service with the School District will be provided with individual Health Coverage (using the plan offered by the district at the time of retirement) until he/she is eligible for Medicare.

B. DISTRICT EMPLOYEES HIRED AFTER JULY 1, 2008

1. At time of retirement, each administrator who has completed at least 10 years of administrative service with the School District will be compensated for unused sick days at the rate of 50% per diem. No administrator will be paid more than the number of days in his/her work year at this rate. All administrators who do not have a minimum of 10 years of administrative service with the school district will be compensated for unused sick leave at \$50 per day for each day. The amount due will be paid in five (5) equal yearly installments.
2. At time of retirement, each administrator who has completed at least 10 years of administrative service with the School District will be provided with the lesser of the cost of individual Health Coverage (using the plan offered by the district at the time of retirement) or \$5,000 dollars per year for five (5) years.

XIV. SABBATICAL LEAVES

The availability of sabbatical leaves will be in accordance with the Pennsylvania Public School Code, as amended from time to time. Only professional employees are entitled to sabbatical leaves.

XVI. MISCELLANEOUS

Administrators who do not reside in the School District and choose to enroll their school age children in the School District will have the tuition rate waived by the School Board provided the enrollment of their children (on a class by class basis) does not require the addition of a new teacher according to the Class Size Policy Guidelines.

EVALUATION AND COMPENSATION PLAN

1. ADMINISTRATIVE/SUPERVISORY COMPENSATION PROGRAM

Act 93 administrators will be evaluated as per Act 82.

1. Evaluation Rating Form

Commonwealth of Pennsylvania	DEPARTMENT OF EDUCATION	333 Market St, Harrisburg, PA 17126-0833			
PRINCIPAL/SCHOOL LEADER RATING FORM					
PDE 82-2 (12/14)					
Last Name	First	Middle			
District/LEA	School				
Rating Date	Evaluation (Check One) <input type="checkbox"/> Periodic <input type="checkbox"/> Semi-annual <input type="checkbox"/> Annual				
(A) Principal/School Leader Observation Evidence					
Domain	Title	*Rating* (A)	Factor (B)	Earned Points (A x B)	Max Points
I.	Strategic/Cultural Leadership		25%		0.75
II.	Systems Leadership		25%		0.75
III.	Leadership for Learning		25%		0.75
IV.	Professional and Community Leadership		25%		0.75
(1) Principal/School Leader Observation Evidence Rating					3.00
Domain Rating Assignment 0 to 3 Point Scale (A)					
Rating	Value				
Failing	0				
Needs Improvement	1				
Proficient	2				
Distinguished	3				
(B) Multiple Measures - Building Level Data, Correlation Data, and Elective Data					
Building Level Score (0 - 107)					
(2) Building Level Score Converted to 3 Point Rating					
(3) Correlation Data Rating					
(4) Elective Rating					
(C) Final Principal/School Leader Effectiveness Rating - All Measures					
Measure	Rating (C)	Factor (D)	Earned Points (C x D)	Max Points	
(1) Observation/Evidence Rating		50%		1.5000	
(2) Building Level Rating (or substitute)*		15%		0.4500	
(3) Correlation Data Rating (or substitute)*		15%		0.4500	
(4) Elective Rating (or substitute)*		20%		0.6000	
Total Earned Points (truncated to two decimal places)				3.00	
Conversion to Performance Rating					
Total Earned Points	Rating				
0.00 - 0.49	Failing				
0.50 - 1.49	Needs Improvement				
1.50 - 2.49	Proficient				
2.50 - 3.00	Distinguished				
Performance Rating					

2. Evaluation Rating Rubric

The *School District Framework for Leadership Rubric* will be used in conjunction with PDE 82-2 form by the Superintendent when identifying the ratings for PDE 82-2, Section (A): Principal/School Leader Observation Evidence.

3. CYCLE OF APPRAISAL

The appraisal process should be continuous throughout the year. If at any time the appraiser has evidence that would result in an unsatisfactory performance rating, a formal appraisal conference must be scheduled.

An initial conference shall occur in October to establish goals or the administrator's Student Learning Objective (SLO) (for required administrators as per PDE) on which the yearly appraisal is partly based.

On or within 30 days of the start of the 2nd semester a mid year conference shall occur to discuss progress on yearly goals or SLO progress (for required administrators as per PDE) and current job performance.

The final appraisal conference shall occur before June 30. Administrative/supervisory appraisals are to be reviewed by the Superintendent and all parameters of the compensation program are to be implemented, including the processing of salary adjustments for the new fiscal year including any retroactive pay. Evaluations will be shared with the School Board upon request.

Following the conclusion of any formal appraisal conference, a summary is provided of the conference to the appraisee by appraiser. This summary can be provided on a formal document form or a form developed by the appraiser. However, the appraiser must utilize the formal document for the final appraisal.

However, since this is a continuous process, informal appraisals can be conducted throughout the year. The informal appraisals can provide follow-up to formal appraisals and should help to confirm the performance level of the administrator/supervisor. The informal appraisal may be designated as another formal appraisal conference if concerns have been identified during the formal appraisal conference.

If an informal appraisal is conducted and designated as a formal appraisal, the appraiser must:

- a. Inform the appraisee that it is a formal appraisal.
- b. Summarize the conference and provide a copy to appraisee.
- c. Obtain the necessary sign-off for the verification of the assessment, but not necessary agreement to the appraisal.
- d. Submit a copy to the Superintendent for placement in the appraisee's personnel file.

4. FINAL FORMAL EVALUATION

All final formal appraisals of administrators/supervisors shall be conducted in reverse order according to the line and staff organization of the district. The intent of this process is to ensure that a fair, objective, impartial appraisal is completed and that the appraiser conducting the appraisal does so with the full knowledge that inappropriate or unfair appraisals will be reflected in appraisees' appraisal.

5. REVIEW PROCESS

Appraisal reports express the evidence-based judgment and opinions of supervisory authority. Since the appraisals are jointly prepared, there should be little need to appeal the appraisal reports. However, an employee covered by this Plan may initiate a review of an appraisal or final evaluation through the following process:

STEP ONE: Within ten (10) days of receiving an appraisal and or final evaluation, from an appraiser other than the Superintendent, an employee who desires a review of the appraisal or evaluation shall inform his or her supervisor of the employee's desire for a review. If the Superintendent performed the appraisal the employee shall proceed pursuant to Step 3 of this process. Within ten (10) days of a request for a Step One Review, the supervisor for the employee seeking the review shall meet with the employee, and if applicable the appraiser, and discuss the employee's appraisal and/or evaluation. If, at this meeting, no agreement is achieved regarding the appraisal and/or evaluation, then the employee may proceed to Step Two.

STEP TWO: If the employee wishes to have a further review of his or her appraisal or evaluation, the employee within ten (10) days of the Step One Review Meeting shall provide a written request to the appraiser's supervisor requesting a review. The employee shall include with his or her written request a copy of the appraisal and/or evaluation, any documents the appraiser attached to the appraisal and/or evaluation and any other written materials or documents the employee would like to have considered in the review process. Within ten (10) days of that submission, the appraiser's supervisor shall meet with the employee to discuss the appraisal and/or evaluation. If, at this meeting, no agreement is achieved the employee may proceed to Step Three.

STEP THREE: An employee seeking Step 3 review shall within ten (10) days of the Step 2 meeting file with the superintendent a formal written request for a Step 3 review. An employee who is seeking review of an appraisal and/or evaluation performed by the Superintendent shall file with the Superintendent a formal written request for a Step 3 review. The employee shall include with his or her written request a copy of the appraisal and/or evaluation, any documents the appraiser attached to the appraisal and/or evaluation and any other written materials or documents the employee would like to have considered in the review process. Within ten (10) days of receipt of the written request the Superintendent shall meet and discuss the appraisal and/or evaluation with the employee. If, at this meeting, no agreement is achieved the employee may proceed to Step Four.

STEP FOUR: An employee who has timely and fully complied with all steps in the review process may seek School Board review of an appraisal and/or evaluation. An employee seeking Step 4 review shall within ten (10) days of the Step 3 meeting file with the Board Secretary a formal written request for a Step 4 review. The employee shall include with his or her written request a copy of the appraisal and/or evaluation, any documents the appraiser attached to the appraisal and/or evaluation and any other written materials or documents the employee would like to have considered in the review process. Within thirty (30) days of receipt of the written request, the Board and the Superintendent shall meet, discuss and review the appraisal and/or evaluation with the employee. The meeting shall be conducted in private; only one member of the ACT 93 Team may be present, should the employee request one. The Board shall issue a final decision to affirm, revise and/or vacate the appraisal and/or evaluation within ten (10) days of the Step 4 meeting. The Board decision shall be communicated in writing to the employee. The decision of the Board shall be final and binding on all parties.

6. SALARY INCREASES

Salary increases will be determined as per the Administrative and Supervisory Personnel Fringe Benefits and Evaluation and Compensation Plan.

A. Salary Increase Calculator

Rating	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Satisfactory	4% *	3%	3%	3%	3%
Unsatisfactory	0%	0%	0%	0%	0%

* 2016-2017 School Year: Act 93 administrators who earn less than the teachers' top step salary will receive a 4% raise. All other Act 93 administrators will earn 3.5%.

B. Supplemental Stipends

- a. Stipend for After-School Alternative School Program \$3,500
- b. Stipend for Summer Enrichment Program \$2,500
- c. Stipend for ESL Coordinator 4 day per diem
- d. Stipend for Performance Tracker 4 day per diem
- e. Other stipends may be added by the Superintendent and School Board of Directors during the life of the agreement that require administrators to perform district-wide functions beyond their job description.

C. Other

When determining salary ranges for new district employees the district should consider existing administrator salaries as points of reference for determining the lower ends of the range. In special circumstances the district reserves the right to set salaries as they see fit for new employees. (See starting salary chart).

Recommended Starting Salaries Chart

Position	Work Year-Days	Salary 2011-2012	Salary 2015-2016
Ass't to the Superintendent	260		
Elementary Principal	215	75,480	82,503
Middle School Principal	260	84,904	92,803
High School Principal	260	92,004	100,608
Elementary Ass't Principal	215	62,000	67,767
Middle School Ass't Principal	260	69,230	75,672
Middle School Ass't Principal	215	67,320	73,584
High School Ass't Principal	260	71,644	78,308
Academic Principal	260	86,944	95,032
Psychologist	215	47,025	51,401
Director Of Special Education	260	71,644	78,308
Technology Coordinator	260	50,000	54,652
Director of Curriculum & Instruction	260	102,102	111,601
Director of Buildings and Grounds	260	70,000	76,513
Special Education Coordinator	260	60,525	66,154

Administrative and Supervisory Group and Board of School Directors have caused this contract extension to be signed by their respective representatives.

ADMINISTRATIVE AND SUPERVISORY PERSONNEL

_____	_____
Act 93 President	Date
_____	_____
Act 93 Vice-President	Date
_____	_____
Act 93 Secretary	Date

BOARD OF SCHOOL DIRECTORS

_____	_____
, Board President	Date
_____	_____
Board Vice-President	Date
_____	_____
Board Secretary	Date