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AGREEMENT

between the

Central Columbia School District

and the

Central Columbia School District Administrators

2014-2017

ADMINISTRATION COMPENSATION PLAN

The Board of School Directors of the Central Columbia School District adopts the following Administration Compensation Plan pursuant to the "Public School Code of 1949" as amended, Section 1164. The Board recognizes the importance of an effective Management Team to maintain and strengthen the quality of administration and education programs of the district, as well as to ensure optimal decision-making, conflict resolution, and management.

I. TERM OF COMPENSATION PLAN

This plan is effective July 1, 2014, and shall continue to and including June 30, 2017.

II. DEFINITIONS

The term "Administrator" shall include the following positions for the purpose of this plan:

Assistant Elementary/Middle School Principal
Assistant Secondary Principal
Business Administrator/School Board Secretary
Curriculum Coordinator
Director of Building and Grounds
Director of Special Education
Director of Technology
Asst. Business Administrator/ Director of Food Service
Elementary School Principal
High School Principal
Middle School Principal

III. COMPENSATION PLAN

- A. If an administrator begins work after March 1 of any given year, the Board will, at the time of hire, set the prorated salary for the remainder of that year and the salary for the subsequent year, which will, for purposes of this section only, be consider the first year of employment.
- B. Administrators will receive a 2 percent salary increase for each year of the agreement based on the satisfactory performance as evidenced through evaluation by the superintendent or designee using the approved evaluation form attached. No increase would be awarded for an overall unsatisfactory rating for the year. Carla Sauer will receive a \$2,500 raise and Christopher Snyder will receive a \$1,500 raise on July 1, 2014 prior to the implementation of the initial 2% increase as a salary adjustment.
- C. Administrators' salaries in place at the signing of this agreement will not be subject to any retroactive adjustments to the beginning date of this agreement.

IV. EVALUATION

- A. Each Administrator will receive at least one evaluation each year by the superintendent or designee utilizing, but not limited to, the attached evaluation form. The evaluation form will change if applicable state law supersedes this agreement.
- B. A copy of the evaluation will be provided to the Administrator in an evaluation conference within ten days of an evaluation.
- C. A difference of opinion may be registered by the evaluated Administrator and will, upon receipt by the superintendent, be immediately attached to all file copies. In the event the differences are not resolved, an appeal may be made to the personnel committee of the Board of School Directors who will schedule a hearing to resolve the issue.

V. FRINGE BENEFITS

- A. All Administrators shall be granted emergency leave and personal leave consistent with the professional teacher's contract. Administrators electing not to take their personal days may apply those to their total accumulative sick days. Twelve-month administrators shall be granted twelve sick days each year of the agreement. Eleven-month administrators shall be granted eleven sick days each year of the agreement. This sick leave shall be accumulative from year to year.
- B. Administrators will receive leave for death in the immediate family, death of a near relative, and death of a person residing in the same household as defined by the School Code, Section 1154.
- C. When absence is required because of jury duty the administrator will receive full salary during this period, but all compensation received from the court for such duty shall be turned over to the district.
- D. All administrators covered by this agreement will receive vacation days consistent with Board Policy #2620.
- E. The district will continue to reimburse administrators for tuition costs from an accredited institute of higher education. The administrator may request reimbursement for tuition when invoiced by the institution. However, if the course is not satisfactorily completed the administrator is required to make appropriate restitution to the district. If the administrator resigns within 36 months of completing reimbursed credits, the administrator must make appropriate restitution to the district for the total amount of tuition before their last payroll disbursement.

F. Fringe Benefits

1. The District agrees to provide full family medical insurance coverage for three hundred sixty-five (365) days essentially equal to Qualified High Deductible Health Plan PPO (QHDHP). This option shall be the sole health plan option for District Administrators for the duration of this agreement unless otherwise agreed upon by District and Administrators.
2. Employee Contributions:
 - a. 10% of the Health Insurance Premium plus 1% of their gross salary toward the cost of the insurance. Insurance contributions will be made via payroll deduction.
3. Health Savings Accounts (HSA's) will be set up for each Administrator electing Medical coverage if they so choose. The District will deposit the following amounts into the employee accounts per the schedule below:
 - a. July of each plan year under this agreement
 - i. Employee's electing single coverage will receive \$1,000 from the District deposited into their HSA account
 - ii. Employee's electing Husband/Wife, Employee +Child/Employee +Children, or full Family coverage will receive \$2,000 from the District deposited into their HSA accounts.
 - b. Wellness Incentive HSA Contributions- Employees who wish to receive a yearly physical performed by their licensed physician and complete a Health Risk Assessment (HRA) once per year will qualify for additional District HSA contributions: (Proof of Physical and HRA completion will be required in order to qualify for incentive)
 - i. Employees electing single coverage who meet Wellness goals outlined above will receive an additional \$250 per year in their HSA account at time of completion of both Wellness components.

- ii. Employees electing Husband/Wife coverage or Family Coverage who meet Wellness goals outlined above will receive an additional \$500 per year in their HSA account at time of completion of both Wellness components. PLEASE NOTE: both husband and wife must complete physical and HRA in order to qualify for \$500. If only one spouse completes requirement no additional District HSA contributions will be made.
 - iii. Employees electing Employee +Child or Children coverage will receive \$500 for completion of both Wellness goals outlined above. Dependent children will not be subject to Wellness requirements in order to obtain additional District HSA deposits. Only employee in this case must complete requirements
- G. Those selecting not to utilize paid medical insurance will receive cash in lieu of insurance benefits at the same rate as stated in the professional teachers' contract in effect at that time. The amount will be split into payments, one paid in December and the other in June. An administrator may continue coverage while on an approved unpaid leave of absence by paying the premiums.
- H. The district agrees to provide full family vision coverage and full family coverage for a basic and supplemental dental plan equal to the existing coverage in place at the signing of this agreement.
- I. The district agrees to provide medical insurance coverage for all retiring administrators based on the unused sick leave days accumulated at the time of retirement. At retirement the benefit will be calculated at the same rate as defined in the Professional Teachers contract in effect for that year. The total sum calculated, shall be utilized to purchase medical insurance at any level offered by the district carrier. If the administrator uses all accumulated monies before reaching eligible age for supplemental insurance, he/she will be eligible to continue such insurance coverage by making payments as provided in Board Policy #1040. This benefit will be discontinued should the retiree die before fully utilizing all monies.
- J. The district will purchase term life insurance equal to three times the administrator's annual salary subject to limits imposed by the carrier.
- K. The district, recognizing the value of educational research findings and other information which Administrators receive from their professional staff, will continue to pay the Administrators' local, state and national association dues.


- L. The district will continue to provide the Administrators with group income protection insurance.
- M. Any administrator who retires will receive a retirement increment at the same rate and method as defined by the Professional Teachers contract in effect for that year.
- N. The district agrees to deduct monies for tax-sheltered plans for administrators by means of payroll deduction or direct deposit. The allowable plans are specified in Board Policy #1050 and any other Administrators' Plans in effect on June 30, 2013.
- O. The district agrees to make payroll deductions for the Philadelphia Federal Credit Union and utilize direct deposit for any financial institution. The administrator shall designate to the district those institutions that are to receive direct deposit monies. The district shall establish rules, procedures and forms that it deems necessary to administer payroll deductions and direct deposits.
- P. Administrators may be reimbursed for registration and travel costs for approved conferences, workshops, meetings, or clinics. Mileage will be reimbursed at the rate per mile allowed by the IRS, and lodging at the rate required at the facility that hosts the conference. The administrator must submit the proper forms and substantiating documentation in order to qualify for reimbursement.
- Q. Any newly appointed or newly hired administrator, whose spouse works in the district and is entitled to health care coverage, is required to utilize health insurance and the applicable co-premium as established under this agreement.

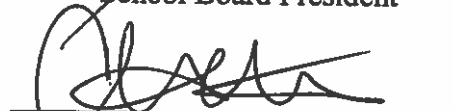
VI. CERTIFICATION OF AGREEMENT

This Agreement shall be effective **July 1, 2014**, and shall be in effect through **June 30, 2017**.

Approved this 9th day of December, 2013.

Central Columbia School District
Bloomsburg, PA 17815



School Board President

Administrators' Representative

Attest: 

School Board Secretary

Attachment

CENTRAL COLUMBIA SCHOOL DISTRICT
4777 Old Berwick Road
Bloomsburg, PA 17815

ADMINISTRATIVE PERFORMANCE EVALUATION

Administrator _____ **Title** _____

Time Period: From _____ **To** _____

Evaluator _____ **Title** _____

The administrator indicated above is being evaluated in several key areas using the ratings S - Satisfactory; N - Needs Improvement; and U - Unsatisfactory.

1.	Projects a positive work attitude	S	N	U
2.	Strives for personal professional growth and development	S	N	U
3.	Displays high standards of personal integrity	S	N	U
4.	Uses time efficiently	S	N	U
5.	Copes with stress successfully	S	N	U
6.	Adapts to change readily	S	N	U
7.	Demonstrates loyalty to the school district	S	N	U
8.	Completes tasks in a timely manner.....	S	N	U
9.	Uses professional judgment effectively	S	N	U
10.	Demonstrates effective planning, scheduling, and organizational skills	S	N	U
11.	Displays ability to delegate responsibility	S	N	U
12.	Works well with others.....	S	N	U
13.	Supports/Promotes staff growth and development.....	S	N	U
14.	Uses communication skills effectively	S	N	U
15.	Uses resources efficiently.....	S	N	U
16.	Resolves conflicts successfully	S	N	U
17.	Demonstrates effective supervisory/leadership skills	S	N	U

Evaluation Continued on Reverse Side

COMMENTS:

Signature of Evaluator _____ **Date** _____

I acknowledge that I have reviewed this form and that I have been given an opportunity to discuss it with my evaluator. My signature does not necessarily mean that I agree with this performance evaluation.

Signature of Administrator _____ **Date** _____

Revised 12/6/13

