

**CHARLEROI AREA SCHOOL DISTRICT
ADMINISTRATOR AND SUPPORT SUPERVISOR
COMPENSATION PLAN**

I. PURPOSE:

The Board of Education of the Charleroi Area School District adopts the following Administrative and Support Supervisor Compensation Plan pursuant to the "Public School Code of 1949," as amended, Section 1164. The Board recognizes the importance of maintaining an effective management team to strengthen the administration and educational programs of the School District, and to establish and improve its communications, decision making, conflict resolution, and other relationships among the members of the team.

II. TERM:

This Plan shall be effective July 1, 2013, and shall continue until June 30, 2017.

III. DEFINITIONS:

1. The term "Administrator" shall include the following positions for the purposes of this Plan:

- High School Principal
- Middle School Principal
- Elementary School Principal
- All Assistant Principals
- Program Director

2. The term "Support Services Supervisor" shall include the following positions for the purposes of this Plan:

- Supervisor of Buildings and Grounds
- Supervisor of Transportation
- Mechanic II

IV. EVALUATIONS:

Pursuant to Board Policies 313 and 512, all persons covered under this Plan shall be subject to an evaluation process. The evaluation process shall be conducted by the Superintendent and such other individuals as the Superintendent deems appropriate. All evaluations shall be made part of an employee's confidential personnel file with

the District. All persons covered under this Plan shall be notified of the process, its requirements and shall be required to sign an acknowledgement agreeing to cooperate in all requests made of the employee during the evaluation process. The evaluation process shall include the following:

1. All Administrators and Support Services Supervisors must complete goal sheets for all upcoming school years. The goal sheets shall be reviewed in a meeting with the Superintendent during summer vacation and shall be submitted to the Board of Education for approval.
2. All Administrators and Support Services Supervisors covered under this Plan shall be subject to a mid-year evaluation by the end of February of each calendar year of this Plan. The mid-year evaluation shall include a review of the goals set for the individual employee.
3. All employees covered under this Plan are subject to a final review during the month of June for each year of this Plan. At the time of final review, each person shall be issued a rating for the year. The Superintendent shall present the employee rating for review and approval by the Board of Education. The rating may be considered by the Board in granting any increase in compensation to be paid under this Plan. **However, the Board is not required to grant an increase and retains the discretion to set compensation for the District's Administrative and Supervisory Employees, on an annual basis.** The Superintendent shall also make a recommendation to the Board of Education for any change in compensation for any employee. Employees may submit a formal written rebuttal to any evaluation completed by the District Superintendent or his designee, and that written rebuttal shall be included in the personnel packet for the Board of Education.
4. **Raises:** Once a final rating is issued to an employee, that final rating may be relied upon by the Board in determining the percentage of any raise the employee receives under this Plan of compensation. The District, in evaluating an employee's performance under this Plan, shall use four rating levels. For Support Service Supervisors, the ratings are: Unsatisfactory, Needs Improvement, Satisfactory, and Exemplary. For Administrators, the ratings are: Failing, Needs Improvement, Proficient and Distinguished.

All employees covered by this Plan who receive an Unsatisfactory or Failing rating will not be given a raise.

Support Service Supervisor's Scale and Raises

Exemplary	4% Raise	3.5 to 4.0
Satisfactory	3% Raise	2.5 to 3.49
Needs Improvement	2% Raise	2.0 to 2.49
Unsatisfactory	0% Raise	Below 2.0

Administrator's Scale and Raises

Distinguished	4% Raise	3.5 to 4.0
Proficient	3% Raise	2.5 to 3.49
Needs Improvement	2% Raise	2.0 to 2.49
Failing	0% Raise	Below 2.0

Increases will be reviewed yearly after evaluations.

V. SALARIES EFFECTIVE JULY 1, 2013 ARE AS FOLLOWS:

• Pattie Mason	\$86,878.95
• Adam Brewer	\$61,650.00
• Mary Tickner	\$100,933.84
• Steve Shields	\$82,624.00
• Elaina Zitney	\$82,500.00
• Dick Flory	\$47,421.00
• Keith Boord	\$54,247.00
• Craig Allen	\$37,117.93

Salary Adjustments:

- a. **The District will pay to any employee, who is covered by this Plan and has attained a doctorate degree from a properly accredited post-graduate university, \$1000.00 (One Thousand Dollars) in additional annual salary.**
- b. **The Board, in its sole discretion, may award performance bonuses to Principals and Assistant Principals for individual or school educationally accredited awards, such as achieving AYP. The Board has sole discretion to determine eligibility and the amount of any bonus.**

VI. FRINGE BENEFITS:

1. **Coordinate Benefits: Except as otherwise provided herein or otherwise provided under Board policies, all employees subject to this Compensation Plan ("Administrator", and "Support Services Supervisors") represented in the Act 93 agreement shall receive fringe benefits as outlined in the "Current Professional Contract between the Charleroi Area Board of Education and the Charleroi Area Education Association". The intent of this provision is not to confer duplicate benefits on any Employee covered under this Plan. To this extent, this Plan specifically provides for fringe benefits the terms of this Plan shall be controlling.**

2. **Life Insurance:** All Administrators and Support Services Supervisors and Mechanic II covered by this Plan of compensation shall receive group term life insurance coverage in the amount equal to their yearly salary rounded down to the nearest \$1,000.00

3. **Health Insurance Upon Retirement:** Any employee subject to this Compensation Plan who has thirty (30) years in the Public School Employees Retirement System of which fifteen (15) years must be in the Charleroi Area School District who may elect to retire during the term of this plan shall be entitled to the following:
 - a. The retiree has the right to participate in the group health insurance plan offered to Act 93 employees of the District;
Commencing on the Employee's retirement date the District shall pay the employee a monthly dollar amount equal to the monthly cost of the employee's health insurance premium as paid by the District in the 12 month period leading up to the employee's retirement. The District shall make these payments for six (6) years immediately following retirement. The District is only obligated to make these payments if the retiree is not covered under another medical or hospitalization insurance plan.

4. **Sick Days and Sick Pay Reimbursement:** All employees covered under this Compensation Plan shall receive fifteen (15) sick days per year. For Administrators and Support Services Supervisors, the Board shall pay the retiring employee fifty and 00/100 Dollars (\$50.00) per day for each accumulated sick leave day up to a maximum of three hundred (300) days.

5. **Holidays:** Effective July 1, 2013 and through the end of this agreement, all employment entities represented in the Act 93 agreement shall be granted fourteen (14) paid holidays. For each calendar year, the Board shall set twelve (12) of these paid holidays and the employee shall have two (2) additional floating holidays to select as their choice. The twelve (12) paid holidays selected by the Board shall include the following:
 1. New Year's Day
 2. Good Friday
 3. Memorial Day
 4. Independence Day
 5. Labor Day
 6. Veteran's Day
 7. Thanksgiving Day
 8. The day after Thanksgiving
 9. The day before Christmas
 10. Christmas Day
 11. The day after Christmas

12. New Year's Eve

During the Christmas Season, an employee may utilize the floating holidays in any combination if approved by the Superintendent.

6. **Vacation:** Administrators shall be entitled to the following vacation days as set forth in Board Policy 337, "Vacation Entitlement of Administrators":
- | | |
|-------------------------------|---------|
| Less than 20 years of service | 4 weeks |
| 20 ears of service or higher | 5 weeks |

Effective July 1, 2013 and through the end of this agreement, Support Services Supervisors and Mechanic II shall receive the following vacation days as set forth in Board Policy 537:

New hire to 6 months	No Vacation
6 months to 1 year	1 week
1 year to 5 years	2 weeks
5 years to 10 years	3 weeks
10 years to 20 years	4 weeks
Above 20 years	5 weeks

An employee has the choice of being paid \$100.00 per day to a maximum of five (5) days for any unused vacation or converting it to sick leave. Any vacation in excess of five (5) days that is not used or converted will be lost.

7. **Personal Days:** All employees subject to this Compensation Plan shall receive four (4) personal days per year and shall be permitted to accumulate up to five (5) personal days and carry them over to the next year, per the rules set out in the "Professional Contract between the Charleroi Area Board of Education and the Charleroi Area Education Association dated 2009 through 2014".
8. **Contributions to Health Insurance:** Each Employee who elects health insurance coverage shall contribute towards the premium cost of such insurance. Contributions shall be equivalent to the amount a professional employee selecting the same level of coverage would pay pursuant to the teacher's contract in effect at the time the premium contribution is to be paid. The amount of such contribution may change if the professional employees' contribution rates and or amounts change.
9. **Professional Membership:** All Administrators shall receive a maximum of \$600.00 per year reimbursement toward the payment of association dues in an organization approved by the Superintendent.
10. **Conferences:** The Board shall permit each Administrator to attend one conference each year with the cost to be paid by the District, not to exceed \$1,000.00 per year. The Superintendent must approve this benefit.

VII. COMMUNICATIONS:

For any large organization and especially an organization involving the education of children, communications is a key aspect for development, growth, team building, and ultimately success. To improve communications between the Administrators and Support Services Supervisors with the Board of Education and to develop the aforementioned success for the Charleroi Area School District, each Administrator and Support Services Supervisors will provide a report via a presentation to the Board on a bi-annual basis. One report will be presented no later than February 15 of each calendar year while the other will be presented no later than June 30 of each calendar year. The content of these reports via presentations will be a work in progress but some of the following key items should be presented:

- Education (Administrators only)
 - Short term and long term goals
 - Technology enhancements efforts
 - Curriculum plans
 - Guidance
- Staffing
 - Development Plans
 - Improvement Plans
- Metrics
 - Accomplishments
 - Ability to Evaluate Strengths and Weaknesses on a Yearly Basis

The Board of Education, along with the Superintendent, will work with the Administrators and the Support Services Supervisors to develop the key aspects that should be presented during these bi-annual reports.