

CONNEAUT SCHOOL DISTRICT

Professional Administrators Compensation Plan

The Board of School Directors of the Conneaut School District (the “District”) adopts the following Professional Administrators Compensation Plan, this _____ day of March, 2015.

I. TERM OF PLAN

This Plan is effective July 1, 2015, and shall continue until June 30, 2019.

II. TERM OF EMPLOYMENT

The following Professional Administrators shall be employed for the following annual terms:

Secondary Principal	260 days (12 months)
Assistant Secondary Principal	260 days (12 months)
Middle School Principal	210 days (185 instructional days and an additional 25 days to be established by the Middle School Principal and the Superintendent)
Elementary Principal	210 days (185 instructional days and an additional 25 days to be established by the Elementary Principal and the Superintendent)
Athletic Director	210 days (Days to be determined by the Superintendent and the Athletic Director)

During the student school year, Professional Administrators classified as Principals shall follow the same schedule as the teaching staff.

Professional Administrators classified as an Athletic Director shall establish his/her schedule in order to address the athletic needs of the District.

Professional Administrators are professional employees as that term is defined in the Public School Code of 1949, as amended. The description for each position includes duties of administration and, as such, is a non-bargaining unit position, for which a professional administrator compensation plan is appropriate.

The Professional Administrators shall perform such duties and responsibilities as provided for in the District’s job description for each position, together with such other duties as may be assigned to each Professional Administrator by the Board from time to time, and such duties as are customary for the position and as are, or may hereinafter be, required by law. The job description for each Professional Administrator attached hereto as “Exhibit A.”

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III. COMPENSATION

A. Salary caps at the beginning of five (5) years' service as an administrator in the District.

<i>Professional Administrator</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>	<i>2019-2020</i>
<i>Secondary Principal</i>	\$105,286.00	\$107,392.00	\$109,540.00	\$111,731.00	\$113,965.00
<i>Assistant Secondary Principal</i>	\$103,171.00	\$105,234.00	\$107,339.00	\$109,486.00	\$111,676.00
<i>Middle School Principal</i>	\$101,171.00	\$103,194.00	\$105,258.00	\$107,363.00	\$109,510.00
<i>Elementary Principal</i>	\$99,371.00	\$101,358.00	\$103,386.00	\$105,453.00	\$107,562.00
<i>Athletic Director</i>	\$30,000.00	\$30,600.00	\$31,212.00	\$31,836.00	\$32,473.00

B. Beginning salary for positions listed below.

<i>Professional Administrator</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>	<i>2019-2020</i>
<i>Secondary Principal</i>	\$102,611.00	\$104,663.00	\$106,756.00	\$108,892.00	\$111,069.00
<i>Assistant Secondary Principal</i>	\$100,546.00	\$102,557.00	\$104,608.00	\$106,700.00	\$108,834.00
<i>Middle School Principal</i>	\$98,546.00	\$100,517.00	\$102,527.00	\$104,578.00	\$106,670.00
<i>Elementary Principal</i>	\$96,746.00	\$98,681.00	\$100,655.00	\$102,668.00	\$104,721.00
<i>Athletic Director</i>	\$30,000.00	\$30,600.00	\$31,212.00	\$31,836.00	\$32,473.00

C. Professional Administrators in the District will reach the cap for their position at the beginning of their fifth (5th) year in that position, as Professional Administrator, in the District. The difference between salary minimums and salary caps will be distributed equally beginning the second (2nd) through the beginning of the fifth (5th) year of this Agreement.

D. For newly hired and/or transferred Professional Administrators, their salary may be set between the salary minimums and salary caps depending on their administrative experience. That set salary is the Professional Administrator's minimum salary.

IV. FRINGE BENEFITS

A. Insurance Coverage

1. Health Insurance.

- a. Plan Design. The District will provide for each Professional Administrator and his/her dependents, health care as set forth in the Conneaut School District school plan (Group # 014991-04). Each Professional Administrator shall be responsible for the payment of plan deductibles, co-payments, and plan rate contribution in accordance with the plan design, which is attached hereto as “Exhibit B” (PPO Plan).

The dependents to be covered hereunder shall be those defined by the Conneaut School District plan of the Northwestern Region Employee Benefit Trust.

Health care benefits and coverages shall be as specified in the PPO Summary of Benefits booklet. The parties recognize that, from time to time during the life of this Agreement, prospective amendments may be made by the carrier to the benefits and coverages in said PPO Summary of Benefits booklet. The benefits provided by such amendments must be equal to or better than those previously furnished unless as required by applicable law. Such amendments shall govern these benefits.

If a Professional Administrator shall receive medical insurance coverage, such Professional Administrator shall contribute to the costs of such coverage according to the following schedule of monthly contributions. The amount of the monthly contribution shall be the same regardless of whether the Professional Administrator is receiving individual, husband and wife, parent and child(ren), or family coverage.

For July 1, 2015 to June 30, 2016.....	11% of monthly premium
For July 1, 2016 to June 30, 2017.....	12% of monthly premium
For July 1, 2017 to June 30, 2018.....	13% of monthly premium
For July 1, 2018 to June 30, 2019.....	14% of monthly premium
For July 1, 2019 to June 30, 2020.....	15% of monthly premium

- b. Dependent Coverage. If a Professional Administrator wishes to have the District provide the dependent coverage, s/he is required to supply the District’s Business Office with a list of dependents on a form supplied by the District on the first work day. A Professional Administrator must report any changes in dependents to the Business Office promptly in order to insure coverage. In the event that a Professional Administrator fails to notify the District in this

manner, then the District is not obligated to provide coverage for dependents of the Professional Administrator until such notification is given.

- c. Available Alternative Coverage. If a Professional Administrator has group health insurance coverage available through a plan offered by the employer of the Professional Administrator's spouse, the Professional Administrator shall have the option of electing such alternative group health insurance plan by which to be insured. In the event alternative coverage is available to a Professional Administrator, and is elected by the Professional Administrator to be the primary coverage, the Professional Administrator shall provide proof of such insurance and coverage for the Professional Administrator and dependents to the District's Business Office. Where available alternative coverage is elected and subsequently lost or changed in any way, the Professional Administrator and the Professional Administrator's dependents shall be entitled to immediately enroll in the District's group health insurance plan.

If a Professional Administrator elects to be covered for group health insurance with the alternative coverage, s/he may rejoin the District plan at any time if provisions under the Federal Health Insurance Portability and Accountability Act (HIPAA) apply. If HIPAA criteria do not apply, the Professional Administrator may elect to join the District plan by notifying the Business Office in writing on or before December 20. Coverage will begin on January 1 of the subsequent calendar year.

- d. Opt-Out Incentive. Where alternative coverage is available, and a Professional Administrator elects to be covered for group health insurance with the alternative coverage and, consequently opts not to be covered by the District's group health insurance plan, the Professional Administrator shall be entitled to receive a monthly incentive payment from the District in the amount of \$200 for each month that the employee opts not to be covered by the District plan. For "opt out" purposes, the District agrees to sponsor and implement an Internal Revenue Code Section 125 Cafeteria Plan to the extent permitted by law and applicable regulations. Under the Section 125 Cafeteria Plan, the Professional Administrator shall have the option to elect not to be covered under a District-sponsored Insurance Benefit Plan for the plan year. If a Professional Administrator waives coverage(s) available to him, s/he shall be eligible to receive a cash benefit specified above. If a Professional Administrator desires to exercise this option, s/he should complete the form appended to the District's Collective Bargaining Agreement with the Conneaut Education Association, dated February 9, 2011 as Appendix G.

This incentive shall not be available where both spouses are employees of the District; however, there shall only be one premium share charged where both spouses are employees of the District. If a Professional Administrator opts out of the District's group health insurance plan, s/he shall not be charged a premium share. If a Professional Administrator is affected, s/he should complete the form appended to the District's Collective Bargaining Agreement with the Conneaut Education Association, dated February 9, 2011 as Appendix H.

- e. Retirement Coverage. The Board shall provide for the continuation of health care insurance after retirement for Professional Administrators and their dependents at the expense of each Professional Administrator's expense, as permitted by law and the appropriate carrier for a maximum of fifteen (15) years. Upon reaching Medicare eligibility, a retired Professional Administrator and his/her dependents shall enroll in Medicare. Proper notice of such enrollment shall be provided to the District's Business Manager.

Health care insurance provided to a Professional Administrator after retirement shall be limited to each Professional Administrator and any spouse or dependents covered by the District's group health insurance plan at the time of a Professional Administrator's retirement.

A retired Professional Administrator shall be permitted to reject retiree health care insurance coverage at the time of retirement, and a retired Professional Administrator shall be permitted to re-enroll in the District's retirement coverage, as provided herein, within the fifteen (15) years. A retired Professional Administrator may rejoin the District plan at any time if provisions under the Federal Health Insurance Portability and Accountability Act (HIPAA) apply. If HIPAA criteria do not apply, a retired Professional Administrator may elect to join the District plan by notifying the Business Office in writing on or before December 20th. Coverage will begin on January 1st of the subsequent calendar year.

- f. Non-Participation in Coverage. By entering into this Agreement, the current Athletic Director, as a District retiree and with he and his spouse being of the age of Medicare eligibility, agrees that neither the Athletic Director, nor his spouse, shall participate in active health insurance coverage under this Agreement. Rather, the current Athletic Director and his spouse shall be entitled to continuing retiree coverage as set forth in this Agreement.

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2. Life Insurance. The District will provide each Professional Administrator with a policy of term life insurance in the face amount of \$150,000.00 until s/he reaches age 65. The District shall pay any and all premium charges. Said insurance shall provide said death benefits and an Accidental Means, Death, and Dismemberment provision. The District reserves the right to select the insurance carrier to provide such insurance.

If a Professional Administrator leaves the employment of the District, s/he shall have the right to convert this policy to an individual policy at no cost to the District within thirty-one (31) days of termination, in accordance with Pennsylvania law.

3. Dental Insurance. The District will provide a basic dental care plan underwritten by Delta Dental of Pennsylvania plan agreement No. 114, September 1, 1977 with maximum coverage of \$1,500, and orthodontic maximum coverage of \$1,500 for dependent children, and shall pay the premium for each Professional Administrator and his/her dependent(s) as defined by the plan. If a Professional Administrator wishes to have the District provide dependent coverage, s/he is required to supply the District's Business Office with a list of dependents on a form supplied by the District on the first work day. A Professional Administrator must report any change in dependents to the Business Office. The District shall provide for continuance of dental care insurance after retirement for both a Professional Administrator and his/her dependent(s) at the Professional Administrator's expense as permitted by law and the appropriate carrier, subject to the same notification provisions as stated above.
4. Vision Care Insurance. The District shall provide for each Professional Administrator's Vision Care Insurance. The District shall pay any and all premium charges for vision coverage for each Professional Administrator and his/her family dependent(s). The District reserves the right to select the insurance carrier to provide such insurance. In selecting the vision care insurance carrier, the plan chosen will provide for full coverage for examination, and lenses as provided by the carrier once every 12 months when choosing a participating doctor (24 months for frames), and will provide for partial coverage when choosing a non-participating doctor. (See Appendix C appended to the District's Collective Bargaining Agreement with the Conneaut Education Association, dated February 9, 2011).
5. Section 125 Plan. The District has established for all employees a "Section 125 Cafeteria Plan" as defined by the Internal Revenue Code which allows participants the option of deferring salary, on a pre-tax basis, to pay for medical expenses, prescription drugs, dental care, eye care, dependent care, and other qualifying expenses of such plans. The District shall establish this benefit in a manner consistent with, and to meet all requirements of, Section 125 of the Internal Revenue Code, as amended, including the development of a separate plan document, if necessary, to be approved by the

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Association, and the filing of all initial and subsequent documentation required to maintain such a plan. The Flexible Spending Account Program shall be implemented and administered by the Kades-Margolis Corporation or a currently approved vendor.

B. Paid Leave.

1. Sick Leave. Sick leave shall be earned at the rate of one (1) day per month, accumulative without limitation. A doctor's certificate, as proof of illness or disability, is required for an absence from work of five (5) or more consecutive days. For absences of ten (10) or more days in any one school year, a doctor's certificate may be required where the Board has reason to believe that a Professional Administrator is abusing his/her sick leave privileges.
2. Personal Leave. Each Professional Administrator shall be entitled to three (3) days per school year, with unused days accumulating as sick leave days at the end of each school year. One (1) day of notification shall be given to the Superintendent, except in cases of emergencies. Up to two (2) unused personal leave days shall be carried from one school year to the next school year, to a maximum of five (5) available personal leave days during a school year. Any unused personal leave days in excess of the two (2) days carried over shall convert and be accumulated as sick days at the end of each school year.
3. Vacation. Secondary Principal who works 260 days shall receive twenty-five (25) vacation days each fiscal year. Assistant Secondary Principal who works 260 days shall receive twenty (20) vacation days each fiscal year. Vacation days must be taken by the end of the fiscal year in which they are earned. The Superintendent must provide approval of use of vacation days prior to the Professional Administrator utilizing such Vacation days.
4. Holidays.

Labor Day	New Years' Eve Day
Thanksgiving Day	New Years' Day
Friday after Thanksgiving	Good Friday
Monday after Thanksgiving	Memorial Day
December 24 th	Independence Day (only for
Christmas Day	those who work 260 days)
5. Bereavement Leave. Each Professional Administrator shall be granted up to five (5) days leave without loss of salary in case of death in the immediate family and one (1) day in case of death of a near relative. If the leave is not taken concurrent with the day of the funeral, to attend a memorial or other bereavement service, the Professional Administrator shall provide documentation of the service.

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“Immediate” family shall be defined as mother, father, sister, brother, wife, husband, son, daughter, parent-in-law, grandchild, grandmother, grandfather or near relative who resides in the same household or any person with whom the Professional Administrator has made his/her home.

“Near relative” shall be defined as brother-in-law, sister-in-law, uncle; aunt, niece, or nephew.

6. Jury Duty. Upon receipt of notice for jury duty, each Professional Administrator will notify the Superintendent or his/her designee. The Professional Administrator will receive his/her normal daily wage and shall turn over to the District any appearance fees received for such duty.

Each Professional Administrator must submit to the Superintendent a record from the court of the number of days s/he was required to report as proof of payment under this section.

7. Family and Medical Leave. Each Professional Administrator shall be entitled to leave under the Family Medical Leave Act (“FMLA”), subject to all requirements and qualifications of the FMLA. The District shall at all times comply with the FMLA. A Professional Administrator may choose to use sick days and/or personal days for the birth of the Professional Administrator’s child; placement of a child with the Professional Administrator for adoption or foster care; or when a Professional Administrator is needed to care for a child, spouse, or parent with a serious health condition.

- C. Payroll Deductions. The District shall provide payroll deduction slots to the following vendors for the following products and shall deduct designated monies from each Professional Administrator’s wages and transmit such monies to the respective accounts established by each Professional Administrator:

1. A currently approved provider for employee contributions to Tax Sheltered Accounts;
2. A currently approved provider for Disability Insurance and Long-Term Care Insurance;
3. A currently approved provider for Checking and Savings Accounts;
4. Meadville Area Federal Credit Union for Financial Accounts; and
5. Each Professional Administrator’s shall be required to have direct deposit of his/her pay check. Each Professional Administrator’s shall complete the required direct forms at Central Office. Monies will be deposited each pay date. Each Professional Administrator’s will receive a printed voucher on each pay date showing all deductions and net pay. If a Professional Administrator’s does not have a bank checking, savings, or other account

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capable of receiving direct deposit, s/he shall be excused from this requirement.

- D. Reimbursement for Travel Expenses. The District will reimburse a Professional Administrator if s/he is required to use his/her personal automobile for authorized District business. Unless prohibited by Pennsylvania Law, the amount of reimbursement shall be adjusted on January 1 of each year to the maximum allowed by the Internal Revenue Service for business travel on that date.
- E. Retirement. At retirement and upon entering into the Public School Employees Retirement System, and having completed at least (10) ten years of service as an administrator in the District, a retiring Professional Administrator will be paid:
1. \$400.00 for each year of continuous service as a Professional Administrator, in the District, to a maximum of \$15,000.00 subject to the following:
 - a. The Professional Administrator must notify the Board in writing at least 180 calendar days prior to actual retirement. This notification requirement shall not apply if the Professional Administrator is required to retire for medical reasons;
 - b. The retirement must occur at the end of a semester or school year;
 2. \$100.00 for each day of unused accumulated sick leave;
 3. If a Professional Administrator is eligible for the monetary benefits of this section, then s/he shall receive the benefit in the form of a non-elective District contribution which shall be deposited into a 457(b) deferred compensation account or 403(b) tax sheltered account for the Professional Administrator as the Professional Administrator elects. There shall be no cash option to this benefit.

All contributions payable under this section shall be subject to the contribution limits applicable under the Internal Revenue Code, specifically Sections 415(c) for 403(b) contributions and Section 457(b)(2) for 457 contributions.

The plan administrator and plan document will be by the Kades-Margolis Corporation or a currently approved vendor. All District contributions into 403(b) and 457(b) accounts under this Agreement shall be deposited into qualified 403(b) and 457(b) accounts established for each eligible employee with Kades-Margolis Corporation or a currently approved vendor, who shall be responsible for administering such programs.

All contributions to be deposited into 403(b) or 457(b) accounts will occur no later than the fifteenth (15th) day of the next month, after the Professional Administrator retires.

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The Kades-Margolis Corporation or a currently approved vendor shall calculate the applicable contribution limits for the Professional Administrator eligible to receive a supplemental retirement benefit and/or a retirement incentive benefit and shall guarantee such calculations to the District.

The design of this Section is intended to provide a tax savings to the District and to the Professional Administrator by depositing amounts hereunder directly into 403(b) and/or 457(b) programs, while permitting the Professional Administrator to exercise investment control over the accounts until Professional Administrator elects to withdraw amounts from the accounts.

If the District's contribution causes the a Professional Administrator's account to exceed the Section 415(c) contribution limitation for the year, then any excess over that limit shall be contributed to the former Professional Administrator's 403(b) account in the next tax year, and in each subsequent tax year until the full amount due the Professional Administrator has been contributed as non-elective employer contributions.

- F. Non-Participation in PSERS. By entering into this Agreement, the current Athletic Director, as a retiree participating in Public School Employees' Retirement System (PSERS), agrees that neither the Athletic Director, nor the District, shall make any contributions to PSERS on account of any service performed under this Agreement. Athletic Director further agrees to waive all retirement benefits (including, but not limited to, benefits from a Multiple Service election) from PSERS that could arise from service performed under this Agreement, and shall release and hold harmless both the District and PSERS from any liability for the payment of retirement benefits that could arise from service performed under this Agreement.

V. PROFESSIONAL DEVELOPMENT

To encourage self-improvement in all areas related to the District curriculum or related course(s) recommended by the Superintendent, the cost of tuition paid for each credit earned will be reimbursed subject to the following conditions and restrictions.

- A. Reimbursement for Courses.
1. Notification of the course(s) to be taken must be submitted to the Superintendent prior to enrollment;
 2. A pre-requisite for approval, by the Superintendent, shall be that the course(s) are offered by an accredited college or university and shall be graduate level course(s);
 3. Request for reimbursement must be made in the same fiscal year as the course(s) taken;

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4. Reimbursement will be made only for those courses in which the Professional Administrator receives a grade of “B” (3.0) or higher;
 5. Proof of payment and certificate of course(s) completed must be submitted to the Superintendent prior to reimbursement. Where permitted by the college/university, tuition costs may be deferred and, upon receipt of a certified transcript indicating a grade of “B” (3.0) or higher, such tuition will be paid directly to the college/university by the District;
 6. Reimbursement for course(s) shall be limited to the Pennsylvania State System of Higher Education tuition rate. A grade “B” (3.0) or higher shall be required for reimbursement;
 7. No reimbursement shall be made for course(s) whose cost has been fully covered by scholarship or government or private grant. In the event that a partial scholarship or grant covers a portion of the tuition costs, the District shall reimburse the Professional Administrator for the difference between the amount of the tuition covered by the scholarship or grant and the full cost of the tuition up to the tuition rate for the Pennsylvania State System of Higher Education.
 8. Travel expenses, textbooks, supplies, or any other incidental expenses are not reimbursable.
 9. Any Act 45 credit offerings will be reimbursed as at the Pennsylvania State System of Higher Education tuition rate.
 10. Future repayment shall be made to the School District, if a Professional Administrator resigns from the District to accept other employment, for any courses completed within the final three (3) years of employment which are outside of the Professional Administrator’s current areas of certification. Repayment will be required to be made 1/3 of balance, paid to the District, each of three (3) years. A Professional Administrator’s obligation to reimburse the District shall not apply in the event that the Professional Administrator is furloughed by the District. This reimbursement requirement shall not apply to courses taken by the Professional Administrator for the purpose of complying with the requirements of Act 45.
 11. Reimbursement shall be limited to a maximum of six (6) credits per fiscal year.
- B. Reimbursement for Other Expenses. Reimbursement for tuition, textbooks, supplies, and travel expenses incurred in connection with any workshops, seminars, conferences, or in-service training sessions which a Professional Administrator is required and/or requested to take, by the Board, or requested by the Professional Administrator upon approval by the Board, shall be made upon completion of the session.

VI. AGREEMENT

This Compensation Plan shall not be amended or changed during the term of the Agreement unless by mutual agreement, in writing, between the Board and Professional Administrators.

VII. EMPLOYMENT

Conditions of employment shall be as stated in the individual job description and as directed from time to time by the Board of Directors

VIII. PERSONNEL FILE

- A. Contents Available. A Professional Administrator shall the have right, upon request, to review the contents of his/her personnel file in the presence of the Superintendent or his/her designee and to receive copies at the Professional Administrator's expense of any documents contained therein.

- B. Derogatory Material. No material related to a Professional Administrator's conduct, service, character, or personality shall be placed in his/her personnel file unless the Professional Administrator has had an opportunity to review such material, and by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. If the Professional Administrator refuses to sign, indicating his/her awareness of the material, this shall be so noted on the form. The Professional Administrator shall also have the right to submit a written answer to such material and his/her answer shall be attached to the file copy.

- C. No Separate File. Although the Board of Directors agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the Professional Administrator's inspection.

IN WITNESS WHERE OF, the parties hereto, intending to be legally bound hereby, have each duly executed and delivered this Agreement, as of the date first above written.

WITNESS:

For Act 93 Administrators

Joel Wentling

Professional Administrators Compensation Plan

David Maskrey

ATTEST:

CONNEAUT SCHOOL DISTRICT

By: _____
Kara Onorato, Board Secretary

By: _____
Jody Sperry, Board President

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