

GETTYSBURG AREA SCHOOL DISTRICT
Administrative Compensation Plan
July 1, 2016 to June 30, 2017

I. RECOGNITION

The Board hereby supports the Administrative Team concept as part of its formal operating policy in the school system. For the purpose of this Agreement the Administrative Team shall include:

Instructional Personnel: HS Principal, MS Principal, Elementary Principals, HS Assistant Principals, MS Assistant Principal, Director of Career & Technical Education, Supervisor of Special Education, Coordinator of Educational Services

Non-Instructional Personnel: Director of Buildings & Grounds, Director of Food Services, Assistant Business Manager, Coordinator of Transportation, Human Resources Coordinator, Human Resources Administrative Assistant, Coordinator of Computer Services and Technology

The intent of this agreement is not to exclude the positions of district superintendent, district assistant superintendent, or business manager from any salary or fringe benefits listed within.

II. PURPOSE

The general purpose of this agreement is to foster mutual support and loyalty of the administrative team and the board of education working within state statutes, rulings of the state department of education, and the rules and regulations established by said board.

The Administrative Team and board recognize the need for cooperation, understanding, and mutual support to operate an effective program of educational opportunity in the Gettysburg Area School District.

III. RIGHTS OF THE ADMINISTRATIVE TEAM

The board hereby agrees that the Administrative Team shall have the right to form a local organization for the purpose of representing them in describing and defining their professional relationships in the district. The board further agrees that it will not discriminate against any team member with respect to professional conditions of employment by reason of his/her membership or activities in an Administrative Team organization.

IV. TERMS OF AGREEMENT

This agreement shall be effective as of July 1, 2016 and shall remain in full force and effect through June 30, 2017.

V. DEATH IN THE IMMEDIATE FAMILY ABSENCE

Whenever an Administrative Team employee shall be absent from duty because of death in the immediate family/step-family of said employee, there shall be no deduction in salary of said employee for an absence not in excess of three (3) school days. The Chief School Administrator may extend the period of absence with pay at his/her discretion as the exigencies of the case may warrant. Members of the immediate family/step-family shall be defined as father, mother, grandfather, grandmother, grandfather-in-law, grandmother-in-law, grandchild, brother, sister, son, daughter, husband, wife, parent in law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or near relative who resides in the same household, or any person with whom the employee has made his home.

VI. DEATH OF NEAR RELATIVE ABSENCE

Whenever an Administrative Team employee is absent because of the death of a near relative, or a person for whom the employee is legally and/or financially responsible, there shall be no deduction in the salary of said employee for absence on the day of the funeral. The Chief School Administrator may extend the period of absence with pay at his/her discretion as the exigencies of the case may warrant. A near relative shall be defined as first cousin, aunt, uncle, niece, and nephew.

VII. JURY DUTY

Any Administrative Team employee required to serve on jury duty shall remit to the district an amount of money equal to the amount received for said duty. Employees dismissed by the court prior to noon shall notify the Chief School Administrator promptly and shall stand ready for work as requested.

VIII. MILITARY LEAVE

Any Administrative Team employee of the school district, who shall have been regularly employed by the school district, and who shall volunteer for military service in the Armed Forces of the United States of America in time of war or during a state of national emergency or who shall be inducted for military service in the Armed Forces of the United States of America at any time, shall within thirty (30) days after receipt of notice to report for duty, send a copy of such notice to the secretary of the board.

The employee inducted into military or naval service shall forthwith be considered to be upon leave of absence for the entire duration of such service. All rights and privileges shall be reserved to such employee as if he continued in the service of the board, provided that no such leave of absence shall be granted unless said employee shall in writing agree upon termination of said leave to return to employment in the school district for a period of not less than one (1) year.

Upon termination of the military service of such an employee, the board shall immediately return said employee to the same position in the same school or schools from which said employee was granted leave of absence, or, if this is impracticable in the opinion of the board, then to a similar position.

The school district shall pay into the Public School Employee's Retirement Fund on behalf of each such employee, in addition to the contributions required by law to be made by it, the full amount of the contribution required by law to be paid by the employee, so that such employee's retirement rights shall in no way be affected by such leave of absence.

If the employee who has been on leave resigns or fails to return to his employment without having been released by the Board, the school district may apply to the Public School Employees' Retirement Fund for a full refund of the amounts contributed to the fund in the employee's name during his leave.

IX. COMPENSATED PROFESSIONAL LEAVES

Employees are eligible to receive compensated leaves as provided by the school laws of the Commonwealth of Pennsylvania.

X. PROFESSIONAL DEVELOPMENT

A. Conference Attendance

Members may attend one annual conference of their respective state professional organization each year. Members may attend the annual national conference of their professional organization at the frequency of once every two years.

1. Monies for conference attendance by members of this plan shall be appropriated through the site staff development budget.
2. All requests for convention or conference attendance should be made in advance on professional leave request forms.

B. Visitation of Schools

Upon approval by the superintendent, administrators/supervisors may visit other schools for observation without loss of pay. Requests should be submitted on professional leave request forms.

XI. PROFESSIONAL DUES

The Gettysburg Area School District will pay appropriate professional state and national dues for each administrator/supervisor for up to two organizational memberships from the site budget. Additional memberships may be approved by the Chief School Administrator.

XII. VACATION DAYS

The employee will receive twenty vacation days per year (July 1 to June 30) and prorated for employees that work less than a full year. As of August 1st, the maximum number of days that may be accumulated is 45. In the year one leaves the district or retires, vacation days will be prorated based on the retirement/resignation date. One may not take all vacation days consecutively or in large groups of days during the school year. The Chief School Administrator's approval is required for exceptions. If a paid holiday as indicated

on the District Calendar is used for emergency make-up school days, the Administrative Team will be assigned a floating holiday.

Upon separation of employment, the balance of unused vacation days will be reimbursed at per diem. Per diem will be calculated based on 260-day work year.

XIII. FRINGE BENEFITS

1) Blue Shield Coverage

Coverage is concurrent with the Gettysburg Area Education Association contract. Employee contributions toward this coverage shall be retroactive to July 1, 2015 through June 30, 2017:

July 1, 2015 – June 30, 2016	11.5%
July 1, 2016 – June 30, 2017	11.5%

2) Medical Insurance after Retirement (This benefit shall terminate and not be available to Administrators and other Act 93 employees hired by the District after July 1, 2010.)

Administrators retiring from the District and accepting an annuity from the Public School Employees Retirement Board shall be eligible to receive paid health and dental insurance benefits according to the following:

a. Eligibility is earned based on the following full years as a GASD administrator:

7 to 9 Years.....	40% of single coverage premium costs
10 to 14 years.....	50% of single coverage premium costs
15 to 19 years.....	55% of family coverage premium costs
20 years and more.....	60% of family coverage premium costs

b. Benefits are based on either the actual plan utilized by the retiree (Family, Two Party, or Single) or the plan referred to above, whichever is the lesser plan.

c. Benefit amounts are calculated from the time of retirement, and the amounts calculated for each of the 10 years as they accrue are available to the retiree for up to 10 years after the date of retirement, regardless of whether the retiree began using the benefits immediately.

d. Benefits are available for coverage under the health and dental care plans then provided to its employees by the District, and not for other plans, except for the following:

1. When a retiree or his/her eligible dependent who is eligible for this benefit also becomes eligible for Medicare coverage and is no longer eligible to participate in the District's group insurance plan, the benefits available under this section may be applied to reimburse the employee up to the actual cost for such Medicare insurance premium costs, subject to the overall limits of this section, as calculated using the District's health insurance premium costs.

This includes premium costs for Medicare A, Medicare B, Medicare + Choice, and other programs that may be provided by Medicare or PSERS. It does not include deductibles, coinsurance, or other unreimbursed medical expenses.

2. When an eligible dependent of a retiree who is eligible to receive benefits under this section is no longer permitted to participate in the District's group health insurance plan except through COBRA continuation coverage, the benefits available under this section may be applied to reimburse the costs for that COBRA continuation coverage, subject to the overall limits of this section, as calculated using the District's health insurance premium costs. This includes only COBRA coverage within the District's then-existing health insurance plan and does not include deductibles, coinsurance, or other unreimbursed medical expenses.

e. The retired administrator is responsible to pay the remainder of the premium costs for this coverage.

3) Dental Care

Coverage is concurrent with the Gettysburg Area Education Association contract. Employee contributions toward this coverage shall be retroactive to July 1, 2015 through June 30, 2017:

July 1, 2015 – June 30, 2016	11.5%
July 1, 2016 – June 30, 2017	11.5%

4) Vision Care

The District will provide 100% of the premium costs for family plan coverage provided by the Lincoln Benefit Trust and administered by the Davis Vision, Inc. for plan benefits aligned to the same benefits agreed upon within the current GASD- GAEA collective bargaining contract.

5) Life Insurance

\$100,000 Term Life Premiums -- 100% paid by District.
Insurance may continue after retirement. The premium will be paid by the retiree.

6) Tuition Reimbursement

The Board agrees to reimburse 100% of tuition costs for members taking courses in the field of education or field of employment within the District. Credits for which payment is made must be pre-approved by the Chief School Administrator and for the following reasons:

- Complete permanent certification
- Change or add certification
- Attain an advanced degree
- Refresher courses in the field of certification

Reimbursement will be made at the actual cost per credit, but not to exceed the concurrent rate of tuition charged by Penn State University.

The maximum annual credit reimbursement per person (for courses completed September through August) will be 9 credits. During professional development leave, approval will be granted for 18 credits per full year or 9 credits per year if taking a half-year professional development leave. Reimbursement must be requested within six months of course completion and while the employee is an active full-time employee of the District.

A paid receipt and a grade card covering courses completed with a passing grade for which reimbursement is requested must be submitted to the Superintendent's Office. A passing grade shall be defined as at least a B- or its equivalent or, for a pass/fail graded course, a grade of pass. Reimbursement will be made within 30 calendar days of the receipt of a completed request. Forms requesting reimbursement for credits earned are available in each building's office and should be submitted with the grade card at the end of the quarter or semester during the school term.

Any employee who voluntarily leaves the District within three years after reimbursement is paid shall refund to the District a percentage of such reimbursement received as follows:

- 100% of reimbursement received in the 1st year prior to leaving
- 75% of reimbursement received in the 2nd year prior to leaving
- 50% of reimbursement received in the 3rd year prior to leaving

Any employee that is covered by this plan, whose position is eliminated, will not be required to repay tuition obligations within this section.

Administrative Team Members specified with a separate Memorandum of Understanding who are currently enrolled in an established Cohort program shall be grandfathered under the Graduate Study Reimbursement provisions for the 2012-2013 school year until such time that they complete or cease their current Cohort program

7) Sick Leave

15 days per year, accumulative from year to year.

8) Longevity Pay Increments

Longevity pay increments for service as an administrator employee in the Gettysburg Area School District will be provided after the 5th, 10th, 15th and 20th full year of administrative service to the district, as measured at July 1st each year. Each longevity increment will be \$800 and will not be added to the base salary.

9) Retirement Terminal Pay Options

An Administrator who accepts an annuity from Public School Employees Retirement Board and who has a minimum of twenty (20) years of public school service or is fifty-five (55) years of age or older will earn .0075 times his/her highest salary times the number of years' experience he/she has acquired in the Gettysburg Area School District or the current substitute daily rate times unused sick days, whichever is higher. The maximum payment will be \$16,000. To qualify for this benefit, the employee must notify the district in writing ninety (90) days in advance of his/her retirement date. The amount earned will be deposited by the district directly into an IRS section 403(b)

account in the employee's name. Such account must be opened by the employee at least thirty (30) days in advance of his/her retirement date and must be with an IRS section 403(b) provider then in use within the district. Payment will be made to an eligible employee's estate if he/she is deceased. This benefit shall be paid in the form of a non-elective employer contribution to the 403(b) account. The employee shall have no cash option in lieu of this benefit.

XIV. COMPENSATION PLAN

Each administrator covered by this plan will receive a 2% pay increase for the 2016-2017 school year.

The Administrative Team will work with the Superintendent and Assistant Superintendent to develop a "Compensation for Performance" plan. The attached draft will be used to initiate the development of the performance plan.

XV. OTHER BENEFITS

The Administrative Team shall receive all other benefits consistent with the provisions of this agreement, as contained in the collective bargaining agreement between the Board of School Directors and the Gettysburg Area Education Association.

In Witness Whereof, the Administrative Staff have individually signed the Agreement and the Board has caused this agreement to be signed by its President, all on the day and year as written.

XVI. ATTACHMENTS

"A" – Performance Plan

ADMINISTRATIVE STAFF:

High School Principal

High School Assistant Principal

High School Assistant Principal

Middle School Principal

Middle School Assistant Principal

Lincoln Elementary Principal

Franklin Township Elementary Principal

James Gettys Elementary Principal

Coordinator of Computer Services & Technology

Supervisor of Special Education

Coordinator of Educational Services

Director of Career & Technical Education

Director of Buildings & Grounds

Director of Food Services

Human Resources Coordinator

Human Resources Admin. Assistant

Assistant Business Manager

Coordinator of Transportation

BOARD OF EDUCATION:

Secretary

Date

President

Date

“Attachment ‘A’ ”

Act 93 Members Compensation for Performance Plan

2015-16

Performance Criteria:

Instructional Personnel: HS Principal, MS Principal, Elementary Principal, HS Assistant Principal, MS Assistant Principal, Director of Career & Technical Education, Supervisor of Special Education, Coordinator of Educational Services

Scoring Criteria				
Domain	Failing	Needs Improvement	Proficient	Distinguished
points	1	2	3	4
Domain 1: Strategic/Cultural Leadership				
Goals: (Identify Applicable Components within the Domain)				
Action Plan: (Identify Applicable Artifacts/Evidence to be Used)				
Results: (Include Sources of Evidence)				
Domain 2: Systems Leadership				
Goals: (Identify Applicable Components within the Domain)				
Action Plan: (Identify Applicable Artifacts/Evidence to be Used)				
Results: (Include Sources of evidence)				
Domain 3: Leadership for Learning				
Goals: (Identify Applicable Components within the Domain)				
Action Plan: (Identify Applicable Artifacts/Evidence to be Used)				
Results: (Include Sources of evidence)				
Domain 4: Professional and Community Leadership				
Goals: (Identify Applicable Components within the Domain)				
Action Plan: (Identify Applicable Artifacts/Evidence to be Used)				
Results: (Include Sources of evidence)				

Procedures:

1. Hold Beginning of the Year (BOY) meetings with administrations
2. Map out the artifacts, evidence, and data that will be used throughout the year to measure impact/effectiveness.
3. Meet midway through the goals timeline and provide written and/or oral feedback using the Principal Effectiveness Framework. (Use the Framework to guide discussions around the selected goals.)
4. Adjust goals and strategies, if needed, based on data and feedback. Map out the artifacts, evidence, and data.
5. Conduct an End of Year (EOY) meeting with administrators review final evaluation using the rubric and framework. Data gathering will be required by the school to support the evidence.

Non-Instructional Personnel: Director of Buildings & Grounds, Director of Food Service, Assistant Business Manager, Coordinator of Transportation, Human Resources Coordinator, Assistant Human Resources Administrative Assistant, Coordinator of Computer Services and Technology

Scoring Scale:
4 =Exceeds expected level of performance
3 =Meets expected level of performance.
2 =Needs Improvement
1 =Unsatisfactory (A rating of 1 or below in any one of the seven categories automatically places individual on probation for that category).
Criteria:
1. Planning Ability
Organizes administrative responsibilities.
Anticipates needs of the school community.
Manages time appropriately.
Establishes priorities and meets established deadlines.
2. Work Attitude
Promotes honest, effective cooperation.
Understands and respects others.
Works cooperatively to achieve district goals.
Values personal growth of self and others.
Maintains positive and respectful attitude
3. Initiative
Self-motivated to remain current on educational issues
Contributes ideas to solve problems
Anticipates problems and potential issues
Demonstrates high degree of involvement in District activities
Exercises prudent judgment

4. Dependability
Punctual.
Conscientious
Reliable
Fulfills requests on timely basis
Assists and supports others with problems, concerns, activities
5. Communication Skills
Promotes honest and effective interpersonal exchange
Demonstrates good writing skills
Demonstrates good speaking skills
Demonstrates positive and professional decorum (good taste in conduct and appearance)
Demonstrates good telephone skills
6. Productivity
Meets established district goals
Meets established building/department goals
Demonstrates professional quality work (neat, clear, error free, business like)
Demonstrates consistent effort
Demonstrates efficient and effective methods to accomplish a task and/or correct issues
Strives for and continually promotes a consistent, service oriented approach
7. Professional Performance
Consistently demonstrates loyalty for the District's mission, organizational values, and established goals
Consistently serves as a role model for students, employees, parents, and community members
Consistently demonstrates ethical behavior
Consistently demonstrates integrity

Compensation Process:

Criteria	Rating	Salary Factor	Points	Salary
Domains	Distinguished	3		
	Proficient	2		
	Needs Improvement	1		
	Failing	0		
Criteria	Exceeds Expectations	3		
	Meets Expectations	2		
	Needs Improvement	1		
	Unsatisfactory	0		