

## LAKEVIEW SCHOOL DISTRICT

### ADMINISTRATOR COMPENSATION PLAN 2015-2018

The Board recognizes the importance of maintaining an effective Administrative Team to strengthen the administration and educational programs of the District; to maintain and improve communications, decision-making and issue resolution; and to maintain the highest professional and educational standards for the students, parents and taxpayers of the Lakeview School District. The proper administration of the School District is an essential part of a successful educational program. Thus, it is imperative that the Board of School Directors, Superintendent and Administrators work together as a management team.

This Administrator Compensation Plan is intended to fairly compensate the District's Administrator(s) while establishing a climate of accountability for job performance; an objective method for annual evaluations; and a system to recognize and reward exceptional job performance. In consultation with the Administrative Team and the Superintendent, the Board of School Directors approves and implements this Administrator Compensation Plan consisting of the following terms and conditions:

#### I. TERM OF PLAN.

This Plan is effective July 1, 2015 through June 30, 2018.

#### II. DESIGNATION OF PERSONNEL.

The term "Administrator" shall include the following positions:

- Professional Administrative Positions
  - Principals (260 days)
  - Assistant to Superintendent (230 days)
- Educational Support Administrative Positions
  - School Psychologist (195 days)
  - Technology Management Specialist (260 days)
- Support Services Administrative Positions
  - Maintenance & Transportation Supervisor (260 days)

III. WORK YEAR AND DAYS.

The work week is Monday through Friday, from July 1 through June 30, of each school year. However, all Administrators are expected to work the number of days, including weekends, and the number of hours each day necessary to complete his or her job responsibilities at the highest professional standard. \*Summer hours begin the Monday after the school year ends and end the Monday before the first in-service day. Summer hours are Monday through Thursday, 8:00 AM – 4:00 PM with a 30 minute lunch.

IV. ANNUAL SALARY.

The Board will annually set the salaries of each Administrator based on the Administrator’s annual evaluation, the Administrator’s job responsibilities, and the financial condition of the District. Administrators who demonstrate exceptional job performance may receive annual supplemental performance pay which is not added to the Administrator’s salary. This is a one-time supplemental payment intended to recognize the exceptional work of the Administrator during the preceding school year.

Position/Job Title

- High School Principal                      Laurie A. Kantz / 2015–16 FY @ \$92,500.00 (prorated)  
Start date – September 28, 2015.
- Middle School Principal
- Elementary Principal
- Assistant to Superintendent
- School Psychologist
- Technology Specialist
- Maintenance & Trans. Supervisor

V. BENEFITS.

1. Sick Leave Days: Each 260 day Administrator shall receive twelve (12) days of sick leave per year, subject to unlimited accumulation. Each 205 and 195 day Administrator shall receive ten (10) days of sick leave per year, subject to unlimited accumulation. The Board reserves the right to require an Administrator to provide a physician’s statement if the Administrator is absent for an extended period of time or has a record of chronic absences.

Upon retirement, an Administrator will be compensated for up to 200 days of unused sick leave at the following rates: a 260 day Administrator will be compensated at the rate of \$40 per unused sick day; 230 & 195 day Administrators will be compensated at the rate of \$30 per unused sick day.

2. Health Care: The Administrators, and their dependents, are entitled to receive the PPO Blue Medical Plan (Group No. 46867-03) in effect on June 30, 2015 or a plan equal in coverage and benefits as determined by the Board. Each Administrator is responsible for a monthly employee premium contribution of ten percent (10%) of the monthly premium costs of his or her medical insurance through payroll deduction. Administrators also are entitled to benefits equal to the current Delta Dental (Plan 1305) and Vision Benefits of America (Plan 203) Plans.

3. Life Insurance: Term life insurance in the amount of \$150,000 will be provided to the three building Principals and Assistant to Superintendent for the duration of this plan. Term life insurance in the amount \$50,000 will be provided to the Educational Support and Support Services Administrative Positions for the duration of this plan. The policy includes accidental death and dismemberment riders.

4. Personal Leave Days: Four (4) personal days per year. Administrators who intend to use personal leave days will provide the Superintendent with as much advance notice a possible and each Administrator is responsible for coordinating the performance of his or her job responsibilities in their absence. Administrators may accumulate unused personal days up to a maximum of five (5). Unused personal days in excess of five (5) will be converted to sick leave.

5. Holidays: Eleven (11) holidays per year, as follows:

Independence Day (July 4 <sup>th</sup> )	Day after Christmas**
Labor Day	New Year's Day
Thanksgiving Day	President's Day**
Friday after Thanksgiving Day**	Good Friday**
Christmas Eve**	Memorial Day
Christmas Day	

\*\*In the event that school is in session, each Administrator will be required to work the holiday. Administrators shall receive the same school holidays as the teaching staff.

6. Vacation Days: Each 260 day Administrator shall receive twenty (20) vacation days per year in addition to all school holidays. Five (5) of the twenty days, if not taken, shall be reimbursed at the end of June at the per diem rate. In the event an Administrator terminates employment for reasons other than his or her willful misconduct during the term of this plan, and has unused vacation days, he or she will be entitled to payment at the per diem rate. Each 230 and 195 day Support or Services Administrator shall receive all school holidays as defined in Section 5 above, as well as all teacher days off, unless otherwise directed by the Superintendent, but will not be entitled to vacation.

7. Work Related Expenses: Subject to the Superintendent's recommendation and the Board's prior approval, Administrators are entitled to reimbursement for reasonable employment related expenses including but not limited to the IRS mileage rate in effect January 1 of each year for use of personal automobile, conference registration fees, meals, tolls, commercial transportation and other reasonable and necessary expenses. In addition, each Administrator will receive a \$30 per month stipend to cover the cost of work related cellular phone charges.

8. Tuition Reimbursement: Subject to the Superintendent's recommendation and the Board's prior approval, reimbursement will be made for graduate, undergraduate, and/or non-credit courses designed to improve the skills of the Administrators. An Administrator receiving reimbursement shall be required to stay in the employment of the District for two years after completion of the course(s). If the Administrator's employment is terminated, either voluntarily or involuntarily, he or she will be required to repay the District for reimbursed courses according to the following schedule: 1) the Administrator must repay the District 100% of the costs of any courses completed within one (1) year of his or her last day of employment; 2) The Administrator must repay the District 50% of the costs of any courses completed more than 1 year, but less than 2 years, from his or her last day of employment. Beyond two years, the Administrator will have no obligation to reimburse the District for tuition. The Board reserves the right to waive any portion of the tuition reimbursement obligation at the Board's sole discretion.

9. Educational Memberships: Subject to the Superintendent's recommendation and the Board's prior approval, the District will pay the membership cost of the Administrator's participation in one state and one national educational, professional or other type of associations related to the Administrator's position with the District.

10. Bereavement Leave: In the event of the death of a mother, father, wife, husband, son, daughter, brother, sister, or grandchild, each Administrator will be entitled to a maximum of five (5) consecutive bereavement days, with pay, to be used within an eight day period commencing with the date of death. In the event of the death of a grandparent, mother-in-law, father-in-law, aunt, uncle, or first cousin, each Administrator will be entitled to a maximum of three (3) consecutive bereavement days, with pay, to be used within a five day period commencing with the date of death. In the event of extraordinary circumstances, Administrators may request an adjustment to the above-referenced bereavement leave and/or additional bereavement leave.

11. Jury Duty: In the event that an Administrator is called for jury duty, he or she will receive paid time off to serve on the jury. Unless prohibited by the Court, while on jury duty, the Administrator will attempt to coordinate the performance of his or her job responsibilities in his or her absence.

12. FMLA Leave: Administrators are entitled to Family and Medical Leave on a rolling twelve month basis consistent with the District's Family and Medical Leave Act Policy. Administrators are required to use their paid leave concurrent with the use of FMLA leaves of absence. A copy of the District's Family and Medical Leave Act Policy is available in the Administration Office.

13. Child Rearing Leave: Administrators are entitled to request an unpaid child rearing leave for the birth of a child or the adoption or foster care of a child beyond any rights the Administrator may have under the District's FMLA Policy. Child rearing leaves must be approved by the Superintendent and Board, and the leave may not exceed twelve months.

14. Other Leaves: Administrators may request other leaves of absence, with or without pay, consistent with the Pennsylvania Public School Code of 1949, as amended, Federal and State statutes and regulations, and the policies of the Lakeview School District. Such requests must be

submitted to the Superintendent for his or her review. The Superintendent will have the discretion to reject the request or recommend the request to the Board for approval. All such requests require prior Board approval. Administrators who are granted paid leaves will continue to receive their insurance benefits. Administrators who are granted unpaid leave will be required to remit the monthly premium payments in order to maintain their insurance coverage.

15. Retirement Incentive: The Board reserves the right to offer the Administrators a Retirement Incentive. If offered, the terms and conditions of any such Retirement Incentive are within the sole discretion of the Board. If the Administrators are discharged for cause in accordance with provisions in this Agreement (and the School Code) or retire while disciplinary action is pending, there will be no entitlement to post-employment retirement benefits that may exist at that time.

16. Open enrollment for administrator's children to attend Lakeview School District tuition free.

17. Other Benefits: The Board reserves the right to offer other benefits to the Administrators contingent upon the prior approval of the Board to amend this Plan.

#### VI. JOB RESPONSIBILITIES.

The Administrators job responsibilities are detailed within their respective job descriptions, as amended, which are incorporated herein by reference. The Administrators are responsible for coordinating the performance of their job responsibilities while absent from work. Administrators are not eligible for supplemental positions with the District, if in the opinion of the Superintendent and/or Board, the supplemental position conflicts with the Administrator's abilities to fulfill his or her job responsibilities.

#### VII. EVALUATIONS.

The Superintendent shall conduct annual performance evaluations of each Administrator. The Board authorizes the Superintendent to recommend performance-based supplemental payments to Administrators who have demonstrated exceptional job performance. These performance-based supplemental payments will not become part of the Administrator's annual salary but will be one-time supplemental payments in recognition of the Administrator's exceptional job performance during the preceding school year. The total amount of the performance-based supplemental payments will be determined by the Board based upon the recommendation of the Superintendent and the financial condition of the School District.

The terms and conditions of this Plan are intended by the parties to be in compliance with all applicable provisions of the Pennsylvania Public School Code, as amended, and in the event that any term or condition of this Plan is in conflict with the Pennsylvania Public School Code or any other applicable law or regulation, the parties acknowledge and agree that said law and/or regulation shall supersede the terms and conditions of this Plan.

VIII. TERMINATION OF EMPLOYMENT.

Administrators covered by this Plan may have their employment terminated for conduct which constitutes immorality; incompetency; intemperance; cruelty; persistent negligence in the performance of duties; willful neglect of duties; physical or mental disability as documented by competent medical evidence, which after reasonable accommodation of such disability as required by law substantially interferes with the administrator's ability to perform the essential functions of his or her employment; advocating or participating in un-American or subversive doctrines; conviction of a felony or acceptance of a guilty plea or a plea of nolo contendere therefore; persistent and willful violation of or failure to comply with school laws of this Commonwealth, including official directives and established policy of the Board of School Directors.

IX. INTEGRATION CLAUSE.

This Plan shall supersede any rules, regulations, or practices of the District which are contrary to or inconsistent with the terms of this Plan, and supersede and cancel all previous agreements, verbal or written, or based on alleged past practices between the District and the Administrators, and shall constitute the entire agreement between the parties. In the event that the parties engage in a course of conduct contrary to the terms and provisions contained herein, said course of conduct shall not be binding upon the parties unless approved by the parties in writing. This Plan shall be construed under and consistent with the laws of the Commonwealth of Pennsylvania.

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NON-DISCRIMINATION STATEMENT

The Lakeview School District is an equal opportunity education institution and will not discriminate on the basis of race, color, religion, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures and for information regarding services, activities, and facilities that are accessible to and useable by handicapped persons contact Douglas J. Mays, Superintendent of the Lakeview School District at 2482 Mercer Street, Stoneboro, PA 16153 (724-376-7911).