

LOYALSOCK TOWNSHIP SCHOOL DISTRICT

Administrative Compensation Plan

Act 93 Team Agreement – Revised May, 2016

The Loyalsock Township School District Board of Education believes that a thorough and efficient school system is vital in providing the best educational program for the pupils of the district and the taxpaying citizens who support the public schools. Such a school system can only exist if the day-to-day leadership and operations is entrusted to dedicated and competent persons. Performance of these roles and responsibilities for each of the Act 93 positions for which they were hired is crucial to the District's success.

It is, therefore, incumbent on the Loyalsock Township School District Board of Directors to pursue a plan of compensation based upon responsibility and leadership that will provide fair and reasonable financial and fringe benefit compensation package for Act 93 administrative personnel. In accordance with the Public School Code of 1949, as amended, Section 1164, the District and LTSD Act 93 Administrative Team recognizes the tenets of Act 93 of 1984.

To accomplish this commitment, the Board of Directors of Loyalsock Township School District directs that an Act 93 compensation plan shall be implemented and exist as one of the responsibilities of the Superintendent of Schools. Furthermore,

▪ **TERM OF PLAN**

This plan is effective July 1, 2015 – June 30, 2019.

▪ **POSITIONS/WORK YEAR**

The term **administrator** shall include the following positions for the purpose of this plan:

- Supervisor of Special Education (222 days)
- Director of Technology (222 days)
- Director of Student Services & Career Development (210 days)
- Elementary Principal (222 days)
- Assistant Elementary School Principal (222 days)
- Middle School Principal (222 days)
- Middle School Assistant Principal (222 days)
- High School Principal (222 days)
- Assistant High School Principal (222 days)

▪ **EVALUATION**

Administrators shall be evaluated yearly by the Superintendent using the state-approved evaluation tool (currently 82-2 document).

▪ **BENEFITS**

The district shall provide the following benefits to each professionally certificated and assigned administrator:

1. **Method of Payment**

Each administrator covered by the provisions of this policy shall receive his/her annual salary between July 1 and June 30 each year.

2. **Vacation Days**

- Vacation for administrative employees will be in accordance with Board Policy 337-Vacation & Non-Work Periods.
- Administrative positions with a 222-day work year or greater will have the option to sell back to the district up to and including:
 - For 2015-16, up to 5 days at per diem rate.
 - For 2016-17, up to 5 days at per diem rate
 - For 2017-18, up to 7 days at per diem rate
 - For 2018-19, up to 7 days at per diem rate
- Administrators have the option of receiving payment at a per diem rate, or to have the per diem rate contributed to a current TSA authorized by the school district.

3. **Insurance**

- **Term Life Insurance** shall be granted in the amount of \$250,000 in term life insurance effective July 1, 2016.
- **Income Protection Insurance** shall be granted up to two-thirds (2/3) of the administrator's salary, up to a maximum of \$5,000 per month.
- **Health Care Coverage** will be provided as per the LTEA collective bargaining agreement.
- **Dental Insurance** is provided to the employee only. Employees have the opportunity to choose the family dental insurance plan at a cost of the difference between the single rate and the family rate.

4. **Tuition Reimbursement**

- a. With Superintendent preapproval, course tuition will be paid at the Penn State University rate per credit. The administrator shall pay for the course prior to the course beginning. Reimbursement shall be granted upon the district receiving a receipt from the administrator. A grade of B or higher (or "passing" where applicable) is required for reimbursement. (Lab fees, materials, and other cost are excluded from reimbursement.)
- b. Any administrator who does not work 12 months beyond the completion of the last course in which he/she has benefitted from tuition payment shall reimburse the District for the cost of the credits for that year.

5. **Conferences, Clinics, Institutes**

Administrators shall request permission to attend conferences as necessary. The district shall make payment of all necessary costs (within reason) prior to the administrator leaving for conference. No prior payment will be issued except for reasonable and necessary costs such as lodging and registration.

6. Sick Leave

Administrators shall be entitled to thirteen (13) days of sick leave per year. For employees working fewer than 222 days, sick days will be prorated based on number of assigned work days. As per Public School Code, sick days may be accumulated with no limit.

7. Personal Days

Administrators shall be entitled to three (3) personal days per year with the option of carrying a maximum of two (2) days from year to year.

8. Professional Organizations

The Board will support and the district shall submit payment for the following professional organizations be paid for from the general fund (not building based budgets):

- NASSP/PAESSP – National Association of Secondary School Principals
- ASCD – Association of Supervision and Curriculum Development
- AMLE – Association for Middle Level Education
- ISTE – The International Society of Technology in Education
- PAECT – PA Association for Education Communications and Technology
- Other professional organizations deemed appropriate and necessary by approved by the Superintendent

9. Medical Examinations

If the Superintendent requests an administrator to have a medical examination, the district will reimburse the administrator for any out-of-pocket expenses.

10. Retirement/Resignation

Upon retirement or resignation, administrators may be compensated for up to twenty-five (25) unused vacation days at a per diem rate. Additionally, benefits will be consistent with the retirement benefits provided to the members of the Loyalsock Township Education Association.

11. Mileage Reimbursement

Administrators who are required to travel in performance of duties for the school district shall be reimbursed at the IRS rate.

12. Liability Coverage

The district agrees that it shall defend, hold harmless, and indemnify Act 93 administrators from any and all demands, claims, suits, actions, and legal proceedings brought against the administrator in their individual capacity of official capacity as agent and employee of the district, provided the incident arose while the administrator was acting within the scope of their employment and excluding criminal litigation; the Board shall provide public liability insurance for the administrator to cover legal expenses in defense of claims and payment of judgments resulting from his/her functioning as district administrator.

▪ **COMPENSATION PLAN**

1. Salary Increase

- Salary increase determinations shall use the PDE 82-2 evaluation tool to assist in evaluating administrators. The Superintendent shall meet with each Act 93 Administrator to discuss his/her performance rating. The following is the amount of annual increase depending on performance:
 - Overall outstanding rating = \$2,500
 - Overall proficient rating = \$2,200
 - Overall Needs Improvement rating = \$750
 - Overall Failing rating = \$0

- Any administrator employed by LTSD will receive a salary no less than a professional employee under the LTEA contract.

2. Assistant Principal Adjustments

- Effective July 1, 2016, the high school assistant principal, the middle school assistant principal, and the elementary assistant principal shall receive salary adjustments for the 2016-17 school year at a salary of \$73,000.

3. Salary Adjustments

The Superintendent reserves the right to make individual salary recommendations, including bonuses or stipends, based on new job responsibilities, comparative job data, etc. to the Board of School Directors.

The parties hereto have agreed to the terms and conditions of the Administrative Compensation Plan this _____ day of _____, 2016.

ADMINISTRATION

LOYALSOCK TOWNSHIP SCHOOL DISTRICT

Board Secretary

School Board President