

MONTOURSVILLE AREA SCHOOL DISTRICT
ADMINISTRATIVE COMPENSATION PLAN
2011-12, 2012-13, 2013-14, 2014-15, 2015-16

This is an Administrative Compensation Plan “PLAN” enacted by the Board of School Directors of the Montoursville Area School District pursuant to Act 93 of 1984, 24 P.S. § 11-1164. Pursuant to § 1164(c) of the School Code, the Board of School Directors has met and discussed in good faith this PLAN with eligible school administrators prior to adopting it.

1. Scope of Plan: The positions in the Montoursville Area School District “DISTRICT”, which are included within the Act 93 definition of “administrator or school administrator”, include:

- Supervisor of Curriculum and Instruction
- Supervisor of Special Education
- High School Principal
- High School Assistant Principal
- Middle School Principal
- Middle School Assistant Principal
- Elementary School Principals

The listing of the positions above shall not be construed to obligate the district to fill any position, which may become vacant or to establish any new positions.

2. Duration of Plan: This Administrative Act 93 Plan shall be in effect for five years, consisting of school years 2011-12, 2012-13, 2013-14, 2014-15, and 2015-16. Thus, the PLAN is in effect from July 1, 2011 through June 30, 2016.

3. Work Year: All of these administrative positions are considered to be 11-month (240 days per year) positions.

4. Compensation: The base annual increase for each administrator’s salary will be \$0.00 in 2011-12, \$2,000.00 in 2012-13, \$2,000.00 in 2013-14, \$2,000.00 in 2014-15, and \$3,000.00 in 2015-16, subject to provisions below regarding evaluation and annual increases in compensation.

The Board shall determine the salary of any newly hired administrator. New administrators will be entitled to salary increases, as established by the Board, in accordance with the increases stated above, with appropriate adjustments to be made on a case-by-case basis depending upon when an administrator begins employment. For example, an administrator beginning employment late in a school year may or may not be entitled to any increase in the following year, depending on what has been negotiated between that administrator and the Board.

In addition to deductions otherwise required, the DISTRICT will deduct the following from administrators’ paychecks: Tax Sheltered Annuity, Educators Mutual Insurance, United Way, U.S. Savings Bonds, Cancer Insurance, IRS Section 125, and Teachers' Credit Union: provided, written authority on forms provided by the DISTRICT, shall be given by the administrator, as to each item to be deducted.

5. Payday: Administrators will be paid every other Friday. Payment shall be through direct electronic deposit to a single account of the administrator's choice after the appropriate deductions enumerated in Section 3 have been made. On each payday, administrators shall be paid, depending upon the number of pay periods in the school year, one twenty-sixth (1/26) or one twenty-seventh (1/27) of the salary for the fiscal year.

6. Evaluation: The Superintendent will evaluate all administrators using a five-point evaluation scale as set forth below:

<u>Term</u>	<u>Points</u>
<p>Outstanding Reserved for those few whose performance is clearly and consistently excellent: absolutely outstanding. Demonstrates a superior degree of expertise. Far exceed expectations of what is required or recognized as a completely acceptable level of performance.</p>	5
<p>Commendable Clearly and consistently effective Performance is identifiable as being at a high level. Performance demonstrates unusual proficiency and exceeds expectations of what is required.</p>	4
<p>Good Performance is consistently competent, acceptable, and dependable; fully satisfactory and sufficient. Consistently demonstrates the level of performance expected. Fully meets and sometimes exceeds performance requirements.</p>	3
<p>Fair Performance is somewhat less than acceptable. Only partially meets requirements of acceptability. Performance is inadequate to the extent that better performance and improvement is necessary.</p>	2
<p>Needs Improvement Performance is poor, clearly below the minimal level of acceptability. Immediate improvement is mandatory.</p>	1

7. Annual Increases in Compensation: Administrators whose final evaluation rating is 3.0 or above shall receive 100% of the base annual increase for the following year that is listed in Section 4. Administrators receiving a rating of 2.00 – 2.99 will be entitled to 50% of the base annual increase and administrators receiving a rating of 0 – 1.99 will not receive an increase for the year following the rating.

8. Travel and Conference Reimbursement: The DISTRICT will provide financial reimbursement for administrators who attend educational meetings, approved by the superintendent, until such time as the aggregate budgeted amount for the DISTRICT has been exhausted. To be eligible, a written request must be presented to the Superintendent one (1) week in advance of the School Board meeting, prior to the conference, giving the time, place and an estimate of the expenditures. An itemized bill of actual expenses must be furnished for the approval of the School Board before payment will be made. When rides are shared, the mileage will be pro-rated accordingly. The reimbursement amount for mileage shall be the IRS Mileage Rate and for meals shall be \$50.00/day.

9. Professional Development: The DISTRICT will provide reimbursement for the actual tuition cost per semester hour for any advanced college credits up to the regular tuition rate charged by the Bucknell University, per credit hour earned for a maximum of twelve (12) completed college credits per fiscal year (July 1 to June 30).

Reimbursement will be granted provided the District Superintendent on the following conditions shall approve the same:

- a) The course must be completed with a satisfactory grade of B or better;
- b) The course must be related to the field of endeavor of the individual or for the professional advancement, or as approved by the District Superintendent as being for the educational benefit of the District;
- c) Payment will be made by reimbursement to the administrator;
- d) The administrator must be employed by the DISTRICT when payment is made;
- e) The administrator must remain in employment with the DISTRICT for one entire year to keep 100% reimbursement and may keep 50% of the reimbursement if he/she stays in district employment for less than one year;
- f) Reimbursement will not be paid for any administrator who is receiving any other scholarship or financial aid or who is on leave (other than sabbatical) from the District at the time the course is taken;
- g) Administrators on sabbatical leave / leave of absence for professional development are eligible for reimbursement on the following conditions:
 - 1) A maximum of one (1) administrator per year shall be eligible;
 - 2) Credits to be reimbursed per administrator shall not exceed fifteen (15) per semester thirty (30) per year;
 - 3) The course must be acceptable for an Administrators Certification Degree or Doctorate in Education Administration.

10. Hospitalization and Medical Insurance: The DISTRICT shall pay the premium for each eligible administrator and eligible dependent(s) of a group hospital and medical service plan (insurance carrier to be selected by the employer), having benefits essentially equivalent to the present PPO Plan E (insurance carrier to be selected by the employer). Benefits may be revised annually by the District's health insurance carrier based upon prevailing underwriting standards. No contribution to the premium payment shall be required from the administrator for PPO Plan E. Administrators may choose another

medical plan offered by the district, but shall be required to pay the difference between PPO Plan E and the plan that is chosen. Hospitalization and medical coverage shall be set forth in the plan documents for PPO Plan E, as revised from time to time.

It is understood that no person shall be covered by said insurance plan if there is simultaneous coverage by Blue Cross/Blue Shield and Major Medical having equal benefits or another insurance carrier's plan having equal benefits provided by another employer.

New administrators electing coverage shall have the responsibility of providing the business office with the necessary information within twenty (20) days of their employment. (Forms to be supplied by the DISTRICT.)

Administrators who did not elect to be covered under this hospitalization and medical service plan during the first twenty (20) days of their employment and who subsequently decide to participate may be covered prior to the next reopening if the administrator's request for such coverage is necessitated by one of the following situations:

- a) Death of spouse covered by another plan;
- b) Marriage of administrator;
- c) Addition of dependent (s);
- d) Divorce of spouse covered by another plan;
- e) Loss of coverage as a dependent on another plan.

In such instances, the Board will request a waiver of the insurance carrier's requirements for reopening.

The insurance coverage shall terminate at the end of the month in which the administrator begins an unpaid leave of absence, is laid off or discharged, resigns or in which the administrator's retirement becomes effective.

The hospitalization and medical service plan is a contract between the administrator and the insurance carrier. Any dispute over a claim for any benefits extended by the hospitalization and medical service plan must be resolved in accordance with the dispute resolution provisions of that contract.

11. Life Insurance: The DISTRICT shall pay the premium for a group term life insurance for each administrator to provide coverage in the amount of \$150,000.00

New administrators electing coverage shall have the responsibility of providing the business office with the necessary information within twenty (20) days of their employment.

The insurance coverage shall terminate at the end of the policy month in which the administrator begins an unpaid leave of absence, is laid off or discharged, resigns or in which the administrator's retirement becomes effective.

The group term life insurance is a contract between the administrator and the insurance carrier. Any dispute over a claim for any benefits extended by the group term life insurance must be resolved in accordance with the dispute resolution provisions of that contract.

12. Dental Plan: The DISTRICT shall pay the premium for each administrator of a personal dental plan having benefits essentially equivalent to the present Delta Dental Plan, dated January 1, 1983, Group No. 1186. Coverage to be maintained at the level that

became effective July 1, 1989. The DISTRICT shall also pay the premium for each full-time administrator's spouse and eligible dependent(s) for a dental plan having benefits essentially equivalent to the present Delta Dental Plan 1300. Coverage to be maintained at the level that became effective July 1, 1989. The dental plan is a contract between the administrator and the insurance carrier. Any dispute over a claim for any benefits extended by the dental plan must be resolved in accordance with the dispute resolution provisions of that contract.

13. Income Protection Plan: The DISTRICT shall pay the premium, for each administrator, for an income protection insurance plan. The following language serves as a brief description of plan benefits, with the pronoun "you" referring to a covered administrator. The language of the Master Policy shall be controlling. The income protection plan is a contract between the administrator and the insurance carrier. Any dispute over a claim for any benefits extended by the income protection plan must be resolved in accordance with the dispute resolution provisions of that contract.

- a) In the event that an administrator becomes totally disabled, that administrator is eligible to receive 66 2/3% of the salary the administrator was entitled to up to \$6,000.00 per month, on a 12-month pro-rata basis, if the administrator would have been able to work on their disability date.
- b) The administrator must wait a minimum of sixty days or the end of sick leave; whichever is greater, from the date of total disability until the benefits begin. This is called the elimination period and the administrator will not be paid for this period. However, if the administrator so chooses, they may elect to reserve sufficient forty-five (45) sick days to satisfy the waiting period for a subsequent qualification for payment of income protection.

At the end of the first 60 days from the date of total disability, you must choose:

- 1) Continued payment of sick leave, at 100% of daily rate until exhausted and then be immediately eligible for long term disability benefits, without additional waiting, then
- 2) Payment of long-term disability benefits at 66 2/3% of salary on a 12-month pro-rate basis subject to the terms and limitation of the insurance policy in effect at the time of the administrator's disability.

Administrators will not be permitted to collect both long-term disability benefits and sick leave at the same time (double dipping).

- c) Integration of benefits:
 - 1) Beginning with the 7th month (approximately 180 days) from the date that the administrator's doctor certified that they were totally disabled, the administrator's monthly disability benefit will be the lesser of:
 - i) 66 2/3% of their regular annual salary divided by 12: or;

- ii) 66 2/3% of their regular annual salary divided by 12 minus any OTHER INCOME BENEFITS listed below. At no time will the monthly benefit be less than \$50.00.

The insurance carrier will estimate and subtract the estimated value of these OTHER INCOME BENEFITS from the administrator's monthly insurance benefit if the administrator did not apply for them, or, if the administrator is currently receiving OTHER INCOME BENEFITS; they will subtract the actual amount received from the monthly insurance benefit.

OTHER INCOME BENEFITS: Other income benefits are benefits resulting from the same Total Disability for which a Monthly Benefit is payable under the Policy.

Other income benefits are:

- i) Any benefits received from a Worker's Compensation Law, Occupational Disease Law and I or other act or laws of like intent.
 - ii) Any other disability benefits received from a group insurance plan sponsored by the employer.
 - iii) Any benefits, either regular, early or disability, from PSERS or any retirement plan to which the employer contributed or makes payroll deductions.
 - iv) Primary and Family Social Security benefits either regular, early or disability.
 - v) Any disability benefit under the Pennsylvania Motor Vehicle Financial Responsibility Act. This section does not include benefits payable under the Pennsylvania no-fault Automobile Insurance Act.
 - vi) Any sabbatical leave income or salary received from the board.
- d) Assuming that the administrator continues to be totally disabled, benefits will be payable for two years in the event of illness and 5 years in the event of accident.

It is important to note that all items covered in Section 13 above represent brief explanations of plan benefits and cannot be construed to cover all plan provisions and limitations in total. Please refer to the LONG TERM DISABILITY BENEFIT BOOKLET for a more complete and detailed explanation of the policy.

14. Retirement Severance Benefit Options: Administrators shall be entitled to opt to receive (a) paid health insurance for the benefit of the administrator only until the administrator reaches the age of 65 or, in the alternative, (b) contribution of an amount as determined below to a Health Reimbursement Account (HRA).

An administrator, to be eligible for either retirement benefit option, must:

- a) Submit a valid written resignation at least 90 school days prior to the date of retirement;
- b) Submit to the Pennsylvania Public School Employees Retirement System (PSERS) the official application for retirement benefits; and
- c) Must retire from service within the public schools of Pennsylvania in accordance with PSERS requirements.

For purposes of this paragraph, the date of the separation from public education is defined as the date, which the administrator submits to the Pennsylvania Public School Employees Retirement System as the “date on which last service was rendered”.

The District shall adopt the HRA Program for administrators and other retirees administered by Kades-Margolis Corp. For administrator’s that choose option (b), The District’s total contribution to the administrator’s HRA account shall be an amount equal to seven hundred dollars (\$700.00) for each year of service in the Montoursville Area School district to a maximum of thirty-five (35) years. This total contribution shall be made in five (5) equal contributions made by the District to the individual administrator’s account. The first contribution shall be made within fifteen (15) days from the effective date of retirement. The District shall make four (4) additional equal contributions annually on the anniversary date of the administrator’s retirement. The administrator shall have no cash option.

This benefit applies only to administrators who qualify for benefits upon retirement under the Pennsylvania Public School Employees Retirement System. Payment under the provisions of this policy is limited to payment upon retirement. This is not a death benefit; no payment will be made upon death. An administrator shall be eligible to receive a retirement severance benefit only one (1) time.

This policy applies only to the official provisions for retirement under the Pennsylvania Public School Employees Retirement System and is restricted to superannuation retirement, disability retirement or early retirement.

Payment under this policy cannot be assigned or transferred. Retirees must have a minimum of fifteen (15) years of service in the Montoursville Area School District to be eligible for this severance benefit.

15. Leaves of Absence: One (1) day per year of leave may be granted to an administrator in the following circumstances:

- a) In case of an emergency which shall be defined as an unforeseen situation requiring immediate action by an administrator to avoid disaster, including imminent danger to the home occupied by the administrator, or imminent harm to the health or safety of the administrator or a member of his immediate family.
- b) To attend to the following personal matters providing every effort has been made to schedule them other than during school time: real estate or mortgage closing, unusual medical or dental problems, which do not qualify as sick leave and religious holidays.

- c) To attend graduation ceremonies, moving to another home, taking children to college where the attendance of the administrator is required.

The reasons for taking leave shall be submitted to the District Superintendent in writing in advance unless that is impossible, and in that event the reason shall be submitted later. This leave is not intended to provide extra days of vacation or an extension of sick leave or additional personal days. If the District Superintendent finds that an administrator was not entitled to a leave under the above policy, then a payroll deduction may be made for the day.

16. Sick Days: An administrator may use up to three (3) days of his/her yearly allotted twelve (12) days of sick leave to tend to the needs of a sick member of the administrator's immediate family. These family illness days shall not accumulate year to year. For the purposes of this section, immediate family shall be defined as father, mother, spouse, son, daughter, step-son and step-daughter.

17. Personal Days: Each administrator will be allowed two (2) personal days of absence during the school term. However, administrators who terminate their employment at the end of the first semester shall only be entitled to one (1) personal day. Written request for such leave shall be submitted on a form supplied by the DISTRICT by 9:00 a.m. the day before the leave is to be taken. Personal leave days not taken in the current school year may be accumulated to a total of four (4). Each administrator shall be paid the equivalent of a per diem substitute's daily stipend for each personal day not taken or accumulated.

18. Bereavement Leave: Full salary will be given for five (5) days absence because of death of an administrator's spouse, child, or step-child. Full salary will be given for five (5) days for absence because of death in the immediate family. Immediate family designation includes a father, mother, sister, brother, son-in-law, daughter-in-law, parent-in-law, grandparent, grandchild, step-father, step-mother, step-brother, step-sister.

The five (5) days so allowed may be taken in any number immediately following the occurrence of death, unless circumstances determined by the Superintendent justify reasonable modification of the adjacency requirement. However, in the event that absence is incurred preceding anticipated death and death does not occur, such administrator is not entitled to the pay benefits of the provision.

Full salary will be given for one (1) day for absence because of death of a near relative. Near relative designation includes first cousin, aunt, uncle, nephew, niece, brother-in-law, and sister-in-law. One additional day will be given for death of a near relative when the administrator is required to travel two hundred (200) or more miles one way to the funeral.

19. Professional Dues: The School Board will pay for one professional organization not to exceed \$550.00 per year. The professional organization should be related to the administrator's position and is subject to the approval of the superintendent.

20. Certification: The district will pay the fee for an administrator to take the test for additional public school administrative certification, subject to the following stipulations: (a) the administrator must be currently serving as a Montoursville Area School District administrator; (b) the administrator must have five (5) years of service with the district as an administrator; (c) the district will pay for an administrator to take the test once every three (3) years; (d) the district will pay for a particular test only one time per administrator; (e) the reimbursement must be pre-approved by the superintendent; and (f) the administrator must repay the fee to the district if he/she does not remain with the district for the entire year (July 1 through June 30) following the test.

21. Vacation Leave: Administrators are not entitled to vacation time, since they are 11 month (240 days per year) employees.

22. Long Term Care Plan: The DISTRICT shall pay the premium, for each administrator, for a long term care indemnity insurance plan. The DISTRICT shall pay a maximum of the premium in effect at the inception of the plan, not to exceed \$175.00. In the event the premium increases, the administrator shall be required to pay the increase in the premium. The long term care indemnity insurance plan is a contract between the administrator and the insurance carrier. Any dispute arising from or related to the long term care indemnity insurance plan must be resolved in accordance with the dispute resolution provisions of that contract.

23. District Contributions: Administrators are also entitled to Social Security and Medicare contributions as required by law, retirement contributions to Pennsylvania State Employees Retirement System, workers' compensation, and unemployment compensation insurance.

24. Adjustments: Nothing in this PLAN shall prohibit the Board from adjusting the salary of an administrator to reflect experience, job responsibilities, degrees obtained, or other factors justifying an adjustment.