

**MOON AREA SCHOOL DISTRICT**

**ADMINISTRATIVE COMPENSATION PLAN**

**EFFECTIVE**

**JULY 1, 2011 – JUNE 30, 2016**

**Adopted**

**SEPTEMBER 12, 2011**

## MOON AREA SCHOOL DISTRICT

### Compensation Plan for the Moon Area Administrative Association (M.A.A.A.)

#### I. INTRODUCTION

This compensation plan has been determined through good faith meet and discuss procedures upon request with appropriate Moon Area Administrative Association representatives.

The Moon Area Board of School Directors and the Moon Area Administrative Association (M.A.A.A) recognize the importance of establishing and maintaining an effective **Administrative Leadership Management Team** for the purpose of advancing the total educational program of the District.

To this end, The Moon Area Board of Education and the M.A.A.A. recognize and agree that quality educational leadership and management ultimately require a team approach to realize fully the achievement of high standards and goals for the District's educational programs.

While the Management Team concept places emphasis upon shared responsibility and authority, nothing in the administrative compensation plan is intended to limit the responsibility and authority of the Board to ultimately make decisions as prescribed by law.

#### II. SCHOOL CODE

If during the term of this Administrative Compensation Plan the PA School Code would be amended, the School Board reserves the right to implement any such amendments. If implementation would supercede a provision of this Administrative Compensation Plan, a meet and discuss session will be held with the MAAA prior to implementation.

#### III. TERMS AND DEFINITIONS

For the purposes of this plan, the terms herein shall have the following definitions:

##### A. **Administrative Leadership/Management Team Concept**

Definition: A means, whereby educational policies and administrative procedures that define and direct the District's programs and operations are arrived at through shared responsibility and authority.

**B. Administrative Leadership/Management Team**

The Administrative Leadership/Management team is composed of the Superintendent, Central Office Personnel and members of the M.A.A.A. Team members contribute significantly to the formulation of District policies or administration of District-wide programs. In addition, they may recommend employment, transfer, suspension, discharge, recall, assignment or compensation of employees who are not members of the MAAA.

**C. Superintendent's Role:**

The Superintendent shall prepare administrative guidelines for the operation of the Management Team. Such guidelines shall provide that the Management Team shall address itself to appropriate concerns identified by the Superintendent and that the concerns will include but not be limited to the District's educational plan, budget, strategic plan, curriculum, personnel management, and welfare of the management employees.

**IV. MAAA ADMINISTRATIVE POSITIONS**

For the purpose of this plan, administrator(s) shall be defined as any employee of the School District belonging to the Moon Area Administrative Association:

The term "Administrator" shall include the following positions for the purpose of this Plan:

- Principal – J. A. Allard Elementary School
- Principal – Bon Meade Elementary School
- Principal – Richard J. Hyde Elementary School
- Principal – J. H. Brooks Elementary School
- Principal – McCormick Elementary School
- Principal – Moon Area Middle School
- Asst. Principal – Moon Area Middle School
- Principal – Moon Area High School
- Asst. Principal – Moon Area High School
- Asst. Principal – Moon Area High School
- Director of Pupil Services
- Athletic Director
- Psychologist
- Director of Curriculum
- Assistant Director of Curriculum
- Director of Instruction

**V. TERM OF COMPENSATION PLAN**

This plan is effective July 1, 2011 and shall continue until June 30, 2016.

Evaluations received during the 2015-16 school year (the last year of this Compensation Plan) shall not entitle the Administrator to any increase for the 2016-17 school year (the school year immediately following the last year of this Compensation Plan). Compensation for the 2016-17 school year shall be covered by a new Compensation Plan.

**SECTION ONE:**

**FRINGE BENEFITS**

## **SECTION ONE**

### **VI. FRINGE BENEFITS**

Except as otherwise provided herein, fringe benefits contained herein will not be reduced or modified by the Board of Education and are intended to remain in effect the full term of the plan.

#### **A. Work Year**

Each administrator will be required to work the calendar year, excluding weekends, holidays and vacations. Administrators will be available for discussions with Board members or at Board meetings, or at other times as requested. The work year shall mean the school year, which is the period of time elapsing between the first of July of one year and the 30<sup>th</sup> day of June of the following year.

#### **B. Vacations**

Administrators will have 15 days annual vacation beginning in the first year of employment; 20 days annual vacation beginning in the fifth year of employment; and 25 days annual vacation beginning in the twentieth year of employment.

If an Administrator's date of hire is between July 2 and December 31, the Administrator's anniversary date for vacation purposes shall be the immediately preceding July 1. If the Administrator's initial date of hire is between January 1 and June 30, the Administrator's anniversary date for vacation purposes shall be the immediately following July 1.

For the 2011-12 school year, administrators covered under this Compensation Plan shall be awarded an additional five (5) vacation days in lieu of a salary adjustment provided for in Section II, Article VIII (SALARY ADJUSTMENT CALCULATION (Formula)).

Administrators may carry over up to a maximum of five (5) vacation days not utilized during the work year or be compensated for up to five (5) unused vacation days at their applicable daily rate of compensation for the year in which the vacation days were awarded. Vacation days shall be scheduled with the approval of the Superintendent. Carry over vacation days are to be used in the immediately subsequent school year and are not cumulative.

Annual vacation days anticipate that the Administrator will work a full school year. Therefore, if an Administrator's initial employment year is less than a school year, vacation days shall be prorated based upon the number of days worked compared to the number of work days in the school year.

In the event an Administrator's employment with the School District should terminate prior to the end of a school year, vacation day entitlement and payment for unused vacation days shall be pro-rated based upon the number of days worked compared to the number of work days in the school year; in the event the Administrator shall already have exceeded the number of pro-rated days, a corresponding per diem sum shall be deducted from the Administrator's final paycheck; if payroll deduction is insufficient, the Administrator shall reimburse any balance to the School District. In all other circumstances, unused vacation days shall not be compensated.

**C. Holidays**

Administrators will receive the following holidays or an equivalent day of as determined by the Superintendent.

- |                               |                            |
|-------------------------------|----------------------------|
| 1. Independence Day           | 7. Day after Christmas Day |
| 2. Labor Day                  | 8. New Year's Eve          |
| 3. Thanksgiving Day           | 9. New Year's Day          |
| 4. Day after Thanksgiving Day | 10. Good Friday            |
| 5. Day before Christmas Day   | 11. Memorial Day           |
| 6. Christmas Day              | 12. Floating Day           |

**D. Personal Days**

Each member will have five (5) non-cumulative personal days. Carryover days will be added to sick leave the next year. At the end of each fiscal year, unused personal days may be relinquished at a rate of \$75 per unused day, to a maximum of \$375.

**E. Sick Leave**

Each administrator will be provided with Twelve (12) sick leave days at the beginning of each work/school year. Unused sick days will accumulate from year to year.

If an administrator's initial employment year is less than a school year, the sick days shall be prorated based upon the number of days worked compared to the number of work days in the school year.

**F. Unused Sick Leave**

Administrators will be provided with payment for the number of unused sick leave days accumulated in the District at the time of resignation, death, retirement or severance at a rate of one hundred dollars (\$100) per day.

## **G. Retirement Benefits**

Various sections of this plan contain benefits which are extended to retirees. To be eligible for any retirement benefits, the Administrator must exercise a retirement option provided by the Pennsylvania School Employees Retirement System, other than disability retirement.

## **H. Insurance Protection**

1. The Administrator shall receive the same medical insurance benefits, including dental, vision and prescription, as from time-to-time provided to the Moon Education Association Bargaining Unit Members. The administrators shall only be entitled to such benefits while they are being provided to said Bargaining Unit. For example, if during the term of this Administrative Compensation Plan, an insurance deductible, co-payment or coverage would be increased, reduced, replaced or eliminated, the Administrators deductible, co-payment, or coverage would likewise be increased, reduced, replaced or eliminated.

2. The Board shall provide for the continuance of the previously stated medical insurance benefits for any retiring administrator and his/her spouse after retirement which shall remain in force until they become eligible for a government provided plan. The retiring administrator will pay One-Hundred (\$100.00) dollars per month to the District for the aforesaid insurance. This amount may increase or decrease as dictated by the amount of the PSERS annuitants Health Care Supplemental Support Reimbursement to the retired administrator.

## **I. Life Insurance**

The Board will provide group life insurance in the amount of \$150,000. Administrators may elect to obtain additional coverage up to another \$150,000, upon payment of the prevailing rate per \$1000, provided the insurance carrier permits the purchase of additional coverage carrier permits.

## **J. Travel Accident Insurance**

The board will provide travel accident insurance in the amount of \$50,000 while traveling on regular school business.

## **K. Disability Income Protection Insurance**

The School District shall provide each Administrator with Disability Income Protection Insurance, which shall provide two thirds (2/3) of the Administrator's salary up to a maximum of five thousand (\$5,000) dollars per month. To be eligible for this benefit, the Administrator must be continuously disabled for a



period of one hundred and eighty (180) days. See UNUM Life Insurance Company of America's Long Term Disability Insurance Plan, Policy No. 106291-011 for complete coverage, eligibility and benefit requirements. The School District reserves the right to replace the UNUM group policy during the term of the Plan with a substantially similar group plan. If the disability income insurance policy would be replaced, the new policy would neither increase the 180 day eligibility requirement nor decrease the disability salary maximum.

## **VII. MILEAGE REIMBURSEMENT**

An administrator shall be reimbursed for use of the Administrator's private vehicle, while on School District business, at the mileage rate from time-to-time set by the Internal Revenue Service. There will be no reimbursement for travel to and from the workplace.

## **VIII. LONGEVITY INCREMENT**

At the beginning of their 23rd year of service, administrators shall be paid longevity of service increment in the amount of \$1000.00.

**This Article VIII applies only to administrators hired prior to September 30, 1999.**

## **IX. PROFESSIONAL AND EDUCATIONAL DEVELOPMENT**

### **A. Tuition Reimbursement**

Administrators will be reimbursed for tuition costs upon successful completion of graduate courses taken at approved colleges or universities with prior approval of the courses by the Superintendent. Courses must either be related to the administrator's current job or be applicable for earning an additional PDE certification. Distance Learning programs will be reviewed by the Superintendent. Under no circumstances will correspondence courses be approved. Such tuition reimbursement shall be limited to 3 graduate courses per school year. Payment shall be made upon receipt of Form 010 (Administrator Credit Reimbursement Form), Form 011 (Allowance for Administrator Credits), proof of a minimum B grade, and a receipt of payment. Reimbursement payments will be made on the second pay date after date required forms, transcripts and receipts are received in the personnel office. Should an Administrator terminate employment or retire within three (3) calendar years of receipt of any tuition reimbursement, then in such event the Administrator shall, in turn, reimburse the School District for all tuition payments paid by the School District during the said three (3) year period.

**B. Professional Memberships**

The District will provide up to \$500 per year to each member for professional memberships, subscriptions, and purchase of staff development materials to be approved by Superintendent.

**C. Professional Development/Conferences**

Professional growth and development is a continuous process. Unit members may attend a national professional conference every two years. Attendance at regional, state or local conferences will be subject to approval of the Superintendent.

**X. LEAVES OF ABSENCE**

**A. Sabbatical Leave**

An Administrator shall be entitled to sabbatical leave in accordance with and shall be governed by the Sabbatical Leave Provisions of the Pennsylvania Public School Code of 1949, as from time to time amended, except as otherwise provided herein. These statutory provisions are currently found at Sections 11-1166 thru 11-1171 of the School Code. The School Board retains all powers granted to it by the Sabbatical Leave Provisions of the Public School Code.

1. The School District will continue to pay for all insurance benefit premiums for any administrator on sabbatical leave subject to any employee co-payments. If a co-payment is based upon a percentage of salary, the administrator's full pay (not half-pay) shall be utilized in calculating the co-payment.
2. The administrator shall only be entitled to School District paid health insurance premiums if and while this benefit is provided to Moon Education Association Bargaining Unit Members who may be on sabbatical leave.

**B. Childbearing Leave**

The School District shall grant an unpaid (unsalaried) Childbearing Leave to a female employee who becomes pregnant. The provisions governing Childbearing Leaves are set forth below.

1. A pregnant employee may continue her work for as long as her health permits her to carry on her duties.
2. During any period of disability caused by or contributed to by her

pregnancy, childbirth or miscarriages, the employee shall be entitled to use any or all of her accumulated sick days.

3. During the Childbearing Leave, the administrator shall be entitled to all benefits.
4. Following the termination of the pregnancy, the employee shall remain on leave until such time as she has regained her health and her physician has certified her fitness to resume her full duties.
5. Prior to her return, the employee shall supply the District with a physician's certification that her health is satisfactory to permit her to carry out her duties and to verify that, for reasons of health, she was unable to work during the period of absence.
6. Upon return from leave, the administrator shall be placed in the position she would have occupied, if any, had she not been on childbearing leave.
7. In the event the pregnancy is terminated in miscarriage, or if the child is stillborn, or dies shortly after birth, the administrator shall reserve the right to cancel Childbearing leave on thirty- (30) days written notice.

### **C. Child Rearing Leave**

1. Employees of the Moon Area School District may request and will be granted unpaid leave of absence of up to one (1) year for any one of the following reasons.

#### **A. Adoption of a Child**

Upon thirty- (30) day's notice to the Director of Personnel, the administrator shall be provided with a maximum of one (1) year leave of absence. Such leave may be set to coincide with the school term or semester term.

#### **B. Birth of a Child**

Upon the birth of a child to an administrator or the spouse of an administrator, the administrator may request leave of absence for a period of up to (1) year. Such leave may be set to coincide with the school term or semester term.

2. Child-rearing leave shall be unpaid leave and without benefits. The administrator may request that fringe benefits, including medical insurance, be continued upon payment by the administrator of the School District's cost of participation/premium, if any, in such benefits.
3. In the event the district employs a full-term substitute for the period of Child Rearing Leave, the employee shall remain on leave for the full period of the leave.
4. Upon return from child-rearing leave, the administrator shall be placed in the position the administrator would have occupied, if any, had the

- administrator not been on child-rearing leave.
5. The period of Child Rearing Leave shall not be recognized for salary step or service increment credit.
  6. In the event the pregnancy is terminated in miscarriage, or if the child is still born, or dies shortly after birth, the employee shall reserved the right to cancel Child Rearing Leave on thirty (30) days written notice.
  7. A second year of unpaid leave may be granted at the sole discretion of the Board.

**D. Bereavement**

For a period not exceeding five (5) days, there shall be no deduction in the salary of an administrator in the event of the death of a spouse, child, parent, brother, sister, parent-in-law, or near relative who resides in the same household, or any person with whom the administrator has made his/her home. A period of not more than three (3) days' leave with pay will be provided in the event of the death of a grandparent or grandchild to attend the funeral. A period of not more than two (2) days' leave with pay will be provided in the event of the death of an aunt, uncle, niece, nephew, brother-in-law or sister-in-law to attend the funeral. Additional Bereavement days will be awarded consistent with need as determined by the Superintendent.

**E. Death of a Spouse or Disability of a Dependent**

1. Upon the death of a spouse, the employee may request and will be granted an unpaid leave of absence for a period of up to one (1) year.
2. A second year of unpaid leave due to the death of a spouse of disability of a dependent may be granted at the sole discretion of the Board.
3. The above leaves are unpaid: However, the employee may request that fringe benefits be continued upon payment by the employee of the District's participation costs, if any, in such benefit(s).
4. Upon return from the leave, the administrator shall be returned to the position occupied at the time of the commencement of the leave, such position being the same assignment and building. If that position no longer exists, the employee shall be given another position for which he/she is properly certified.

**F. Accruals During Unpaid Leave**

During any unpaid leave, the administrator shall not accrue any sick, vacation or personal days during such unpaid leave. In such event, vacation and sick day accrual shall be prorated. Furthermore, the administrator shall not be paid for any holiday that occurs during the

unpaid leave.

## **XI. INDIVIDUAL PROTECTION**

### **A. Loss and Damage of Personal Property**

1. The School District shall reimburse any Administrator should insurance protection payments be insufficient to make replacement costs for any loss, damage or destruction of clothing or personal property of that administrator as a result of the performance of his/her duties in the school, or while discharging duties on the school property, or while discharging duties on a school-sponsored activity. Such payment will be made within forty-five (45) days of the reporting of the incident.
2. Any loss or damage subject to this reimbursement provision shall be reported, in writing, before the end of the day in which the loss or damage occurred, whenever possible.
3. If the loss is covered by the administrator's homeowners or rental insurance policy, the School District shall only be responsible for the amount of any deductible.

### **B. Liability Insurance**

1. The Board of Education will provide legal liability insurance to one million (\$1,000,000) dollars aggregate limit. The District will assume any deductible costs.
2. The Board of Education will provide liability insurance of one million (\$1,000,000) dollars and an extension of excess blanket catastrophic liability to three million (\$3,000,000) dollars.

### **C. Medical Examinations**

Medical examinations or tests required by the Board of Education or by law shall be paid by the District, if not otherwise covered by the employee's medical insurance.

### **D. Assaults**

When absence from duty or disability arises because of an assault incurred by an administrator while acting in the discharge of his or her duties, the administrator shall not suffer any loss of pay or other benefits during the period of time necessary for recovery. No loss of time incurred under this Article will be deducted from the administrator's accumulated sick leave.

## **SECTION TWO**

### **THE APPRAISAL PROCESS**

## **SECTION TWO**

### **I. THE APPRAISAL PROCESS**

The appraisal process is one in which each employee, in joint effort with the appraiser, identifies goals, defines major areas of responsibility in terms of expected results, and uses these results as a means of evaluation. The major thrust of this appraisal system is to improve the skills and effectiveness of the employee, thus enhancing the school district and the delivery of instruction.

The appraisal process provides for accountability and growth of the employee. It is based on the principles that good performance deserves recognition, poor performances requires improvement.

The appraisal process involves the following steps:

1. Self appraisal and portfolio development.
2. Mutual agreement on criteria to be used to evaluate performance based on the appraisee's skills, job description, portfolio, individual goals, and district goals.
3. Interim progress meetings.
4. End-of-year appraisal.

Basic premises are established when setting goals and evaluating the appraisee. They are:

- District goals will be achieved.
- Building/program goals will be attained.
- Sound management produces results
- Performance Appraisal facilitates growth.
- Leadership and accountability are essential.
- Good performance deserves recognition.
- Poor performance requires a planned program of improvement.

The appraisers will be inserviced on an annual basis by the Superintendent to maintain continuity and uniformity district wide.

#### **A. Self-Appraisal and Portfolio Development**

Self-appraisal should enable the employee to examine his/her strengths and to build on those strengths. In addition, it should enable the employee to recognize area that need to be improved and to improve them.

The employee should examine the district's mission statement, the goals set forth in the strategic plan, and the yearly district goals. From these, the employee should determine three to five major goals to be accomplished during the school year.

The portfolio should help the employee in the self-appraisal process as well as provide a vehicle for demonstrating the accomplishments. The supporting documentation will help to evaluate performance while also illustrating areas of change and growth.

## **B. Mutual Agreement - Goals, Skills, Portfolio**

By the end of August each year, a conference should be held between the appraisee and the appraiser. The objective of the conference is to establish consensus between the appraisee and the appraiser in regard to the major goals to be accomplished and criteria that will be used to judge performance in these areas. To accomplish this objective, the appraiser should be familiar with the appraisee's goals and plans of action to accomplish the goals set forth.

As a guide to the appraisee in the appraisal process, the following factors should be discussed:

1. Goals - The appraiser and appraisee should set goals that are directly related to the district's goals.
2. Policies, Procedures and Practices - The appraisee must demonstrate technical skills and professional knowledge necessary to effectively recommend, establish, and implement policies, procedures, and practices in his/her areas of responsibility.
3. Supervision - The appraisee effectively demonstrates and applies the necessary skills and knowledge of administration/supervision to the programs and personnel assigned to him/her. The appraisee shall be held to a high level of performance standards. The administrator will use comprehensive data and research to make appropriate and timely decisions and will demonstrate effective leadership to make difficult decisions.
4. Decision Making - The appraisee displays the knowledge and skills required to make effective decisions in terms of degree of independent



action and effect on others.

5. Interpersonal Relations - The appraisee displays positive attitudes in meeting with teachers, students, parents, and community members district-wide.
6. Physical, Personnel and Financial Resources - The appraisee demonstrates use of skills and knowledge in the utilization of physical property, personnel and financial resources.
7. Creativity - The appraisee demonstrates imagination and/or creative ability in the identification of problems and the application of solutions to administrative and/or academic problems.

**C. Resource/Support**

If necessary, additional support may be necessary to help administrators meet goals. The District will make the effort to provide that support.

**D. Goals Redefined**

Sometimes due to unfortunate circumstances, some goals must be eliminated or redefined. This must be done in a mutually respectful meeting, but in all events the final decision shall be the responsibility of the superintendent.

**II. INTERIM PROGRESS MEETING**

The appraiser and appraisee will meet in December/January to review the progress of the appraisee toward meeting his/her goals.

1. Review how well the appraisee is progressing along the pre-established plan to accomplish goals.
2. Identify any areas in which the appraisee may be having problems and mutually work out plans to overcome these problems and identify necessary support.
3. Adjust the plans as conditions change and warrant adjustment.
4. Preview appraisee's portfolio.

An interim evaluation (Rating Form) will be completed and given to the appraisee.

If the appraisee is not progressing in a satisfactory manner toward achieving his/her goals, a Plan of Improvement will be developed. Meetings will be scheduled no less than monthly until improvement is met. Nothing stated herein shall be construed to mean that dismissal charges will not be brought, where appropriate, pursuant to the Public School Code.

Either party may request a meeting prior to the December review to re-assess goals and to monitor and adjust plans.

### **III. PLAN OF IMPROVEMENT**

The goal of the Moon Area School District Board and Administrative staff is always to provide the opportunity for improvement rather than immediate dismissal. However, there are times when an employee may need extra help or may not be performing up to standards not achieving goals in one or more areas. At this time, the appraiser must meet with the employee and formulate a Plan of Improvement. All Plans of Improvement will be confidential. The Plan of Improvement should contain the following elements:

#### **Recommendation:**

Specific strategies, skills, or goals to be changed or refined should be stated as well as expectations for the need to improve. A list of alternatives should be developed and the appraisee should also think of effective strategies. If necessary, consequences of noncompliance should be stated.

#### **Assistance:**

Resources which are available and appropriate to support the change must be discussed and outlined.

#### **Time for Improvement:**

Realistic time parameters for when change will occur must be set. Improvement will be monitored over the span of time set by both parties. Meetings should be held no less than monthly to provide both parties with necessary feedback.

The Plan of Improvement must be written and agreed upon by both appraiser and appraisee. It should be signed and dated by both parties.

In conjunction with the Plan of Improvement, the supporting documentation should also reflect necessary changes and improvements.

If the employee fails to comply or does not improve, a rating of "Unsatisfactory" will be issued with possible demotion or dismissal action.

#### **IV. THE APPRAISAL MEETING**

The final appraisal meeting should be completed by the first week of June of each year. The primary objective of this appraisal meeting is to determine, as objectively and fairly as possible, the work competence of the appraisee. The appraisal meeting is a discussion between the appraisee and appraiser centering upon accomplishment of goals, performance results, and/or potential improvement.

The appraisee should self-appraise his/her performance prior to the appraisal meeting. The appraisee should make an honest effort to assess his/her accomplishment of the goals set and accomplished.

The appraisee will present a completed portfolio at this time for review by the appraiser.

The appraiser must be prepared for the appraisal meeting. The nature of the appraisal meeting is to review the year's accomplishments. If the appraisee and appraiser have worked closely and cooperatively during the year, there is less likelihood of conflicting opinion arising during the appraisal meeting. The objective of the appraiser is to complete a thoughtful review of the appraisee's performance.

The appraisee and appraiser will discuss the total performance and review the portfolio. They will reach some general conclusions and identify possible areas needing improvement. It is an opportunity for the appraiser to encourage the appraisee to begin thinking about his/her self-appraisal for the upcoming year. Thus, the appraisal process is a cycle which finds the administrator constantly striving to maintain administrative performance at a high level.

Copies of all conference reports and performance appraisal forms should be forwarded to the Superintendent as soon as they are completed.

It is assumed that if the basic steps outlined in this process are followed, it is reasonable to expect that the participating employees will improve their performance and consequently raise the overall effectiveness of the educational program of the school district.

In the area of district goals, the Superintendent, with assistance from the Assistant Superintendent, or designee, will have input on rating the employee's achievement of district goals. If the employee has not complied with nor worked toward achieving assigned district goals, the employee's rating will be determined by the Superintendent.

In all instances, the employee's rating shall be subject to review by the Superintendent, who in the event of disagreement shall have the final authority.

In the event an employee disagrees with his/her evaluation and/or rating, that employee

may add written comments to the rating form for the personnel file.

## **V. PERFORMANCE CATEGORIES**

### Exceptional

Performance far exceeds goals and accomplishments. This rating is reserved for only truly exceptional performance. Work quality and quantity is exceptional. Performance had significant impact on programs and benefited the District.

### Exceeded Expectations

Performance consistently achieved and frequently exceeded expectations. Work quality and quantity were very good and minimal supervision was required. Completed assignments on time or ahead of schedule. Took on extra projects and tasks while principle responsibilities were done well.

### Met Expectations

Performance consistently achieved expectations. Completed projects with normal follow up. Work quality and quantity were consistent. Goals met as agreed. Portfolio represented goals achieved.

### Did Not Meet Expectations

Performance did not consistently achieve expectations; goals were not accomplished. Considerable improvement is required and an action plan of improvement will be immediately instituted.

## **VI. TEAM MEMBER DEFINITION**

Supports openly decisions of the Board and district administration even though he/she disagrees. Shares the vision and rationale for district programs with the various public served.

## **VII. RATING SCALE**

The value of the performance rating is determined by averaging the total number of points received in each goal area.

The rating is as follows:

3.5 - 4.0	Exceptional
2.3 - 3.4	Exceeded Expectations
1.1 - 2.2	Met Expectations
0.0 - 1.0	Did Not Meet Expectations

**Rating Form**

**INTERIM**

**FINAL**

*% (Totals 100)*  
*Exceptional (4)*  
*Exceeded Expectations (3)*  
*Achieved Expectations (2)*  
*Did Not Meet Expectations (1)*

*Exceptional (4)*  
*Exceeded Expectations (3)*  
*Achieved Expectations (2)*  
*Did Not Meet Expectations (1)*

**GOALS**

I. Job Description									
II. District Responsibilities									
A.									
B.									
C.									
III. Bldg./Department/Area Goals									
A.									
B.									
C.									
IV. Professional Development Goals									
A.									
B.									
C.									
V. Team Member									

VI. Areas of Strength: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

VII. Areas of Improvement/Needs: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Interim Review**

**Final Review**

* Rating	* Rating
Appraisee	Appraisee
Appraiser	Appraiser
Superintendent	Superintendent
Date	Date

\*Rating information is completed on attached worksheet

## VIII. SALARY ADJUSTMENT CALCULATION (Formula)

<b>Meets Expectations</b>	=	<b>CPI</b>
<b>Exceeds Standards</b>	=	<b>CPI + 1%</b>
<b>Exceptional</b>	=	<b>CPI + 2%</b>

## IX. BONUS

A bonus will be recommended when the administrator has taken on and performed exceptionally, duties that are beyond the job description and beyond the scope of other administrative responsibilities.

The bonus will not be part of the base pay and will be given for the time period for which the administrator performed the identified responsibility.

The superintendent will recommend the bonus to the Board and will provide documentation for such bonus.

Awarding of the bonus is, however, within the ultimate discretion of the Board and shall require five affirmative votes of the School Board.

IMPROVEMENT PLAN OF ACTION:

Goals:

Recommendations:

Assistance (and/or Resources Needed):

Time:

Comments:

Appraisee: \_\_\_\_\_

Appraiser: \_\_\_\_\_

Date: \_\_\_\_\_



**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed  
on September 12, 2011.

ATTEST:

MOON AREA SCHOOL DISTRICT

\_\_\_\_\_  
Lisa Wolowicz  
Secretary, Board of Education

By \_\_\_\_\_  
Mark E. Scappe  
President, Board of Education

ATTEST:

MOON AREA ADMINISTRATIVE  
ASSOCIATION

\_\_\_\_\_  
Nancy Peck  
Witness

By \_\_\_\_\_  
Joseph Johnson  
President, MAAA