

**NORTH EAST SCHOOL DISTRICT
ADMINISTRATIVE COMPENSATION PLAN**

JULY 1, 2014 THROUGH JUNE 30, 2018

In Compliance with Pennsylvania School Code Section 1164

PHILOSOPHY

The Board of School Directors believes the community has a right to hold high expectations for the performance of its school administrators. The Board also acknowledges that administrators should be recognized and rewarded for outstanding performance.

To that end, the Administrative Performance Evaluation/Compensation Program is designed to achieve the following goals:

- Clearly define the expectations for administrative performance
- Monitor the job performance of administrators
- Provide administrators with regular feedback on job performance
- Systematize the determination of annual pay increases
- Continue to improve administrative effectiveness of the school district

NORTH EAST SCHOOL DISTRICT

2014-2018

ADMINISTRATIVE BENEFITS

The Administrative staff shall include the Principals, Assistant Principals, and Director of Special Education.

I. BENEFITS

- A. Health Care Insurance and Premium Assistance for Individual and Family Coverage
Administrators will pay the following in premium assistance per month for individual and family coverage:

Year	Individual	Family
2014-15	\$50	\$55
2015-16	\$60	\$65
2016-17	\$70	\$75
2017-18	\$70	\$75

- B. Dental Care Insurance (As Per School District Plan, Family Coverage)

- C. Sick Days - 12 days per year accumulative

- D. Personal Leave of Absence

Each administrator shall be granted three (3) days of unrestricted absence per year for personal reasons without loss of pay. These days must be taken in whole or half units. Except for emergency situations, no leave shall be granted under this section during the first five (5) pupil days or the last five (5) pupil days in the school calendar. Except for emergency situations, written notice shall be given to the superintendent for approval at least two (2) working days in advance of taking leave.

Unused personal days shall be added to accumulated sick leave days at the end of each school year.

- E. Vision Care Insurance (As Per School District Plan, Family Coverage)

- F. Managed Prescription Program - (As per School District Plan, Family Coverage)

- G. Retirement Severance

1. In addition to the above provisions, each member who retires directly into PSERS with ten (10) or more years of Administrative Service in this District may convert unused sick days at the following rate: \$175.00 per day of unused sick leave.
2. Maximum retirement severance payment will not exceed \$52,500.00.
3. The severance payment shall be paid to a qualified Health Reimbursement Account (HRA).

4. Should a member die while employed in this District and be qualified by having his/her last eight (8) years of service in this District, the severance payment will be a separate check with the member's final check.
- H. Administrators will receive tuition reimbursement for appropriate education attainment.
- I. Cellular Phone Stipend – The District will pay a monthly stipend by separate check of \$100 per month (gross amount) to each Administrator to defray monthly internet-capable cellular phone usage costs. This stipend will be paid at the end of each month and will be retroactive to September, 2009 for those Administrators who owned such a phone between September, 2009 and July 1, 2010. For all others the stipend will be paid starting the month of internet-capable phone purchase. Prior to the payment of the first monthly stipend the Administrators agree to submit for review to the Superintendent or his designee the receipt of purchase and the usage contract for their personally owned internet-capable cellular phone. For every usage contract purchase or renewal during this Agreement such a submission will be made.

II. COMMUNICATIONS

Minutes of the School Board meetings, agenda, invoices, treasurer's report, and the cafeteria report will be supplied to each administrator at the same time they are sent to Board members.

To facilitate the exchange of information between the Board and the administrative team, the administrators will request a meeting with the Board whenever they believe it to be necessary.

III. ORGANIZATION DUES

Membership dues will be paid for each administrator to State and National education organizations.

IV. VACATION POLICY

Vacation time granted to individuals covered by this agreement may be taken, with the Superintendent's approval, beginning July 1st and ending by June 30th of the fiscal year. Each administrator will be permitted to carry over a maximum of up to five (5) days of unused vacation days. Any vacation days carried over from the previous year must be used from July 1 up to, but not including, the first day of school of that same year. Any carry over vacation days (as described above) not used by the first day of school in 2010-2011 will be forfeited. Any carry over vacation (as described above) not used by the first day of 2011-2012 and subsequent school years shall be paid out at \$300 per day (5 day maximum).

Four (4) weeks vacation, Christmas vacation, and specified holidays during the school year, including Good Friday, will be provided.

All Administrators with twenty years of service with the North East School District will receive one (1) additional week of vacation totaling five (5) weeks per year. Administrators with twenty-five years of service with the North East School District will receive one (1) additional week of vacation totaling six (6) weeks per year.

V. CONFERENCES

In the interest of improving professional capabilities, all employees are encouraged to participate in these programs. The administrative staff will maintain a list of those recurring programs which would be of benefit to the individual and the School District. When approved by the Board or its designee, leave will be granted with full pay. The Board will reimburse the employee for reasonable expenses, including fees, meals, lodging and transportation.

VI. LIFE INSURANCE

The North East School District will pay the entire cost of the premium for a life insurance policy with accidental death and dismemberment provision for twice the employee's current annual salary. Administrators who retire from the North East School District prior to age 65 shall retain life insurance coverage at twice his/her final year's annual salary until age 65 at no cost to the employee.

VII. ADMINISTRATOR EVALUATIONS:

Administrators will be evaluated annually by the Superintendent through the use of an evaluation instrument approved by the Board.

VIII. RESPONSIBILITY - SCHOOL DAY

Those individuals covered by this agreement are expected to be available within the School District facilities, approximately one hour following dismissal of the student population.

ADMINISTRATIVE SALARIES

RANGES:

	2014-15		
	1-5 Years	6-10 Years	11+ Years
Principal	80,000	95,000	110,000
Special Education Director	75,000	87,500	100,000
Assistant Principal	70,000	80,000	90,000
Salary ranges will be adjusted annually using the percentage equal to the average percentage increase in salaries negotiated for each year in the collective bargaining agreement between the District and the North East Education Association.			

SALARY INCREASES:

Effective July 1, 2014, and July 1 of each fiscal year thereafter, Administrators shall receive annualized salary increases in a percentage equal to the average percentage increase in salaries negotiated for each year in the collective bargaining agreement between the District and the North East Education Association. Other pay adjustments will be made to correspond to the ranges set forth above when an Administrator reaches six and eleven years of service in that position with the North East School District. Movement from one step to another will be contingent upon three consecutive satisfactory yearly evaluations from the Superintendent. Starting salaries for new administrators shall be determined by the School Board at the time of hire.

IN WITNESS HEREOF the parties hereto have set their hands and seals this

2nd day of January, 2014.

Shelley Allen
Witness

Kevin B. ... Angel A. Beechler
Employee

ATTEST: [Signature]
Secretary – North East School District

Kevin J. ...
President Board of School Directors