

ACT 93 AGREEMENT
JULY 1, 2014 - JUNE 30, 2017

ACT 93 AGREEMENT
THE OLD FORGE SCHOOL DISTRICT
AND
ACT 93 ADMINISTRATORS
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The Old Forge School District Board of Education strongly supports the concept that a thorough and effective school system can only exist if the day-to-day management of the schools is entrusted to dedicated and competent persons. Good management relies on the abilities to perform the responsibilities of the positions for which they were hired.

It is the responsibility of the Board to pursue and adopt a plan of compensation, based upon responsibility and performance, which will provide a fair and adequate incentive for all administrators.

To accomplish this commitment, the Board directs that such compensation plan be implemented. This implementation shall be the responsibility of the Superintendent.

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

- The term **Board**, when used in this benefit plan, shall refer to the legally elected or appointed representatives of the Old Forge School District.

The term **Administrative team** or **Administrator**, when used in this benefit plan, shall refer to the High School Principal/K-12 Curriculum, Elementary School Principal/Student Affairs, Director of Technology, Supervisor of Buildings and Grounds and Supervisor of Special Education.

The general purpose of this compensation plan is to foster mutual support and loyalty between the administrative team and the Board, working within state statutes, rulings of the department of education, and rules and policies established by said Board.

The plan shall include:

- I. Compensation agreements, including salary
- II. List of fringe benefits to be provided to the Administrative team
- III. Reimbursement agreement

DEVELOPMENT & ADOPTION

The compensation plan will be determined through a good faith meet and discuss meeting of the Board and administrative team. Such a meeting must be requested in writing, by a majority of the administrative team members. The Board shall respond to the administrative team request in a timely manner, not to exceed three (3) weeks from the date of the request. The meetings will continue until a final compensation plan is presented for Board approval.

OVERVIEW

Pursuant to the “Public School Code of 1949,” as amended by Section 1164 (Act 93 of Legislature), the Board hereby adopts the following administrative compensation plan, as policy, for the administrative team to become effective on July 1, 2014, and continue through June 30, 2019.

The Board recognizes the importance of maintaining an effective administrative team to strengthen the educational programs of the District, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the administrative team.

ADMINISTRATIVE TEAM COMPENSATION PLAN

I. COMPENSATION PLAN

1. SALARY

The Board is committed to maintaining a strong administrative team that is progressive, versed in best-practices research, and committed to a positive school-community relationship. Therefore, the salary paid to each Administrator, beginning July 1, 2014 through June 30, 2017, will follow the schedule below:

	High School Principal—K-12 Curriculum	Elementary Principal—K-12 Student Affairs	Supervisor of Special Education	Director of Technology	Supervisor of Buildings and Grounds
2014-2015	\$79,000.00	\$72,000.00	\$70,000.00	\$56,000.00	\$50,000.00
2015-2016	\$80,000.00	\$74,000.00	\$72,000.00	\$57,000.00	\$51,000.00
2016-2017	\$81,000.00	\$76,000.00	\$74,000.00	\$58,000.00	\$52,000.00

2. GOAL SETTING AND EVALUATION

- Administrators are expected to submit to the Superintendent annual goals for approval. The Superintendent shall evaluate and assess in writing the performance of the administrator at least once a year during the term of this contract. This evaluation and assessment shall be reasonably related to the position description of the Administrator and the goals and objectives of the District for the year in question and maintained in the Administrator’s personnel file. An end of year rating of “Proficient/Satisfactory” for the Administrator by the Superintendent initiates the next scheduled raise as outlined by the Compensation Plan under Salary.
- Any Administrator that receives an overall rating of “Needs Improvement or Failing or Unsatisfactory” shall be placed on probationary status for the next year and the Administrator shall continue receiving the current salary for the following contractual year—no scheduled salary movement. While on probationary status, an end of year rating of “Proficient/Satisfactory” or higher will remove the probationary tag. The Administrator will receive the next scheduled salary, as outlined by the Compensation Plan under Salary, but a year behind or more (based on the duration of the probationary

status). A rating of "Needs Improvement or Failing or Unsatisfactory" or lower, while on probationary status, may result in recommendation for dismissal.

3. SCHOOL CANCELLATIONS, EVENTS ON NIGHTS/WEEKENDS, & HOLIDAYS

- When school is cancelled for students and teachers for reasons such as inclement weather, utility outages, etc., Administrators are expected to report if directed by the Superintendent.
- Beyond the typical school/work day including weekends, Administrators are expected to supervise and/or be present for events connected to their area of supervision/expertise. It is acceptable for the Administrative team to coordinate a coverage plan to meet this end.
- When the school district is closed because of a holiday, Administrators are not expected to report. However, the Superintendent reserves the right to request Administrators to report in the event of extenuating circumstances on holidays or during a holiday break.

II. FRINGE BENEFITS

1. HEALTH BENEFITS

- a. In the 2014-2015 school year, Medical Benefits shall be provided for each Administrator and his/her dependents per the following terms:
 - Included in this package is a prescription plan for the administrator and his/her dependents, at the tiered rate of \$15/\$30/\$50 per prescription.
 - Deductible amounts of \$500 per individual and \$1,500.00 per family.
 - Each Administrator shall pay seven and one half percent (7.5%) of all medical insurance premiums. These payments shall be made pre-tax and spread equally over all pay periods.
- b. Dental and Vision coverage shall be provided for each Administrator and his/her dependents, at the District's expense.

2. SICK DAYS

- Administrators under this agreement shall receive ten (10) sick days per year without loss of pay. These days may accumulate without limit. In the event that an administrator shall terminate his/her services, the administrator shall not receive any reimbursement for unused sick days.
- Administrators hired during the school year, will have their sick days prorated based on their employment start date.

3. PERSONAL DAYS

- Administrators under this agreement shall receive five (5) personal days per year. Unused personal days will automatically be converted the following year to the Administrator's accumulative sick days.
- Administrators hired during the school year, will have their personal days prorated based on their employment start date.

4. VACATION DAYS

- Each Administrator shall receive twenty (20) paid vacation days per year with the following requirements:
 - No more than ten (10) vacation days can only be used during the year when students are present.
 - No more than five (5) consecutive vacation days can be used during the year when students are present.
 - No more than ten (10) consecutive vacation days can be used during the year when students are not present.
- Vacation days are to be credited at the beginning of each fiscal year (July 1st), and to be taken at such time(s) as approved by the Superintendent. Vacation days cannot accumulate from one fiscal year to the next.
 - Unused vacation days are allowed to be used for *vacation purposes only* until July 31 but are non-transferable and forfeited after July 31. These days will not be included in any monetary reimbursement if district service is terminated.
- Vacation days accumulated prior to the execution of this agreement shall remain in the Administrator's vacation bank to be used as outlined above.
- In the event that an administrator shall terminate his/her services, the administrator shall receive payment for all unused vacation days, at the Administrator's per diem rate. In the event that the Administrator does not complete the full year prior to termination, vacation days will be prorated for the year.
 - The July "unused vacation days from the previous year" cannot be used for monetary reimbursement.
- Administrators hired during the school year, will have their vacation days prorated based on their employment start date.

5. LIFE INSURANCE

- The district will provide Term Life Insurance to each administrator for each year of the compensation plan. The amount of the policy shall be \$100,000.00. The Administrator may use the District's contribution per month for said life insurance toward the purchase of a whole life policy. The Administrator may increase the premium at his/her own expense, above and beyond the District's contribution, through payroll deduction.

6. PROFESSIONAL MEMBERSHIP & CONFERENCES

- Each member of the administrative team may be eligible for District payment of membership dues in two (2) national organizations that are of the individual's choosing and are directly related to their major area of professional responsibility.
- Attendance at any national, state, or local conferences/workshops, by any member of the Administrative team, shall require prior Superintendent and Board approval.

7. CELLULAR PHONE

- Each Administrator shall be provided a cellular phone for business and personal use at no cost to the Administrator. Each Administrator shall be responsible for caring for the

cellular phone and shall reimburse the district for any damage/loss to the phone, not associated with everyday use.

8. RETIREMENT: After twenty-five (25) years of service to the Old Forge School District and enrollment into the PSERS retirement system, the following clauses shall go into effect:

a) RETIREE HEALTH

Administrators retiring shall be eligible for single medical insurance determined by the District, until they reach age of eligibility for Medicare. The District and retiree shall share the cost equally.

b) UNUSED SICK DAYS

Upon retirement from the Old Forge School District, each Administrator shall receive a per diem payment of eighty dollars (\$80.00) for a maximum of two hundred fifty (250) unused sick days. The sum payments to be made over at least two (2) consecutive years or over a number of years as the Administrator so desires, as long as it is not less than two (2) years.

III. REIMBURSEMENT

a) Tuition Reimbursement

The Administrator shall be entitled to course work and/or credit reimbursement up to six (6) credits per calendar year with prior Superintendent approval, up to the current Pennsylvania State University rate of tuition. Tuition reimbursement will only occur for courses completed with a grade of "B" or higher. A transcript is necessary for proof of course completion and grade.

Reimbursement for graduate credits shall be subject to the administrator remaining as an employee in the District for at least two years after completion of the course for which reimbursement is paid. Any administrator that terminates service with the District, other than through normal retirement or disability, will be required to reimburse the district for any credit reimbursement received in the two years preceding their termination. Repayment shall be made through a deduction in final payroll check(s) or shall be directly reimbursable by the administrator with a personal check prior to terminating employment with the District.

b) Expense Reimbursement

All reasonable and necessary expenses will be reimbursed upon presentation of proper documentation. Reasonable and necessary business expenses shall include but not be limited to: registration fees, meals, and mileage at the IRS rate/transportation related expenses for attendance at meetings, conferences, and/or workshops.

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This contains the entire agreement between the two parties and may not be changed or altered except in writing and by agreement by both parties concerned.

By signing below, I agree to this compensation plan and the agreements within it and understand that such compensation plan covers three years, retroactively beginning on July 1, 2014 and ending at the June 30, 2017.

SIGNATURES:

Dated: _____

BOARD PRESIDENT

Dated: _____

SUPERINTENDENT

ADMINISTRATORS:

Dated: _____

High School Principal/K-12
Curriculum

Dated: _____

Elementary Principal/K-12 Student
Affairs

Dated: _____

Supervisor of Special Education

Dated: _____

Director of Technology

Dated: _____

Supervisor of Buildings and Grounds

