

OXFORD AREA SCHOOL DISTRICT

Oxford, Pennsylvania



Ring in Excellence

ADMINISTRATIVE ORGANIZATION
EVALUATION
AND
COMPENSATION PLAN

Effective July 1, 2012 – June 30, 2016

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**ADMINISTRATIVE ORGANIZATION
EVALUATION
AND
COMPENSATION PLAN
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I. GENERAL

The Board of Directors of the Oxford Area School District adopts the following Administrative Compensation Plan in accordance with section 1164 of the Public School Code of Pennsylvania. The purpose of this Plan is to establish an understanding with the district's administrative staff regarding compensation, benefits, job responsibilities and evaluation. The Board of Directors recognizes the importance of maintaining an effective management team to strengthen the administration and educational programs of the school district.

A. Definition:

For the purpose of this Plan the term administrator shall include the following positions:

High School Principal
Penn's Grove School Principal
Hopewell School Principal
Nottingham School Principal
Elk Ridge Principal
Jordan Bank Principal
High School Assistant Principals
Penn's Grove School Assistant Principal
Hopewell School Assistant Principal
Nottingham School Assistant Principal
Director of Curriculum and Instruction
Director of Special Education
Assistant to the Superintendent

B. Work Year:

All administrative positions included in this plan will be considered twelve-month positions except those assistant principals designated as ten month employees. Ten month assistant principals will have 220 days in their work year which includes the holidays enumerated in section V B Holidays and the winter recess. The ten month assistant principals will prepare their work schedules with their respective principal before the beginning of every school year establishing a start

and end date.

- C. All administrators covered by this Plan will be entitled to all benefits included in the Plan except where mentioned otherwise.

II. COMPENSATION PLAN

- A. The minimum salary for each administrative position will be established by the Board of Directors with the recommendation of the Superintendent of Schools. Minimum salary levels will be reviewed annually and adjusted as necessary due to cost of living, job turnover, competitive salaries or other applicable factors. Minimum salary levels will not be affected by individual administrative salary increases.
- B. Salary ranges for each administrative position will be established. The maximum salary for each position will be 40% above the minimum salary for that position.
- C. The increase for each year of the plan will be the Act 1 index of the previous year's aggregate salaries of the Act 93 administrators.
- D. Administrators' annual salary increases will be the sum of a percentage salary increase determined by a performance rating plus a merit increase determined by the completion of goals except for the school year effective July 1, 2013 which will have half of the Act 1 percentage applied as a cost of living increase for every administrator and the remainder distributed as a performance plus merit increase. The performance and merit increases will be determined by the Superintendent and recommended to the Board of Directors.
- E. The job performance and merit increases will become a part of the administrator's annual salary.
- F. The Board of Directors in consultation with the Superintendent of Schools may adjust the salary of individual administrators as needed based on performance, job responsibility changes or other conditions deemed appropriate.

III. ADMINISTRATIVE PERFORMANCE APPRAISAL GUIDELINES

Philosophy

Each member of the Administrative Organization is expected to be an active contributor toward the accomplishment of the goals of the District Strategic Plan. As such, a portion of each individual's professional evaluation will reflect the level of commitment demonstrated toward the accomplishment of one's job responsibilities for the school year. The Board of Directors believes

strongly that merit pay must be included in any salary package to compensate fairly those professional members who exhibit leadership and performance qualities above the normal operation of their responsibilities.

Performance Component

Each administrator will be evaluated on the basis of performance on task specifically designated in his/her job description.

Both the administrator and the supervisor will complete an evaluation in the form of an Administrative Job Description Check Sheet. The administrator will present the completed check sheet to his/her supervisor by May 15. The supervisor will take the administrator’s self-evaluated check sheet into consideration when completing the administrator’s check sheet.

The evaluation of performance of tasks within the job description will be determined by rating each of the sub-categories in the job description. The average of each sub-category will determine the rating for each major category using the scores listed below.

3	Outstanding -	Has consistently exceeded minimum expectations
2	Good -	Has occasionally exceeded minimum expectations
1	Satisfactory -	Has consistently met minimum expectations
0	Unsatisfactory -	Has not met minimum expectations

The average of the scores in all the categories will be the basis for the evaluation of job description tasks.

- B. The Superintendent will average all categories on the Administrative Job Description Check Sheet and use this average as a guideline to determine the increase recommended to the Board for each administrative employee.
- C. The following point-scale will be used to determine the increases for the duration of this agreement.

2.5 – 3.0	Outstanding	
1.75 – 2.49	Good	
1.1 – 1.74	Satisfactory	
1.0 or below	Marginal	No increase

Merit Increase Guidelines

- A. A meeting in the fall with the administrator and supervisor will determine

specific goals for the school year. The first goal will reflect a percentage increase in student achievement in reading and mathematics determined by student gains on the district assessments. The other goal/goals will be determined by the administrator and supervisor. The method of evaluating each goal must be submitted at this meeting.

- B. Maximum salary increase for Goal 1 is \$900.00. Maximum salary increase for additional goals will be a total of \$400.00.
- C. The merit increase will be included in the employee’s base salary.

BASE SALARIES AND RANGES JULY 1, 2012 – June 30, 2016

Base Salaries and Range (40%)

A.	High School Principal	\$ 90,750	127,050
B.	Middle School Principal	87,120	121,968
C.	Elementary School Principal	84,700	118,580
D.	Assistant Principal (12 months)	77,440	108,416
E.	Assistant Principal (10 months)	63,800	89,320
F.	Director of Special Education	93,000	130,200
G.	Director of Curriculum and Instruction	93,000	130,200
H.	Assistant to the Superintendent	93,000	130,200

IV. ADMINISTRATIVE COMPENSATION PLAN IMPLEMENTATION SCHEDULE

- A. The implementation schedule for this plan will be based on a July 1 to June 30 calendar. Administrator salary increases as determined by this plan will be approved and in effect as of July 1. Individual annual salaries will be the sum of the administrator's current salary and the salary increase recommended by the Superintendent and approved by the Board of Directors.
- B. During the period from July 1 through September 30, each administrator will meet with his/her supervisor to review his/her job description and establish for the upcoming year individual goals.
- C. During the months of February, March and April but no later than April, the Board of Directors shall be available to meet with representatives of the administrative staff in “meet and discuss” to discuss areas of concern and issues regarding the compensation plan.

All issues regarding administrative compensation will be resolved with recommendations for salary increases to be acted on at the June meeting of the board. Any deviation from this schedule must be mutually agreed to.

- D. During the month of May but no later than June 15, administrative evaluations will be completed with recommendations for salary increases made to the Board of Directors.

V. OTHER COMPENSATION

- A. Vacation:

Each administrator of the Oxford Area School District shall have twenty (20) days of vacation each year except for the Elementary School Assistant Principals who will receive zero (0) vacation days. Vacation days will be awarded on July 1 of the year they are earned. Vacation is earned at the rate of 1 2/3 days per calendar month of service. Should there be a termination or resignation, unused vacation days shall be paid to the administrator at the per diem rate in effect at the time of service. Should there be a termination or resignation, vacation days used but not yet earned for that year shall be paid back at the per diem rate in effect that year. The use of earned vacation days shall be arranged with the Superintendent and applied for by use of the "Employee Request for Excused Absence" form and be used anytime during the calendar year. The maximum number of unused vacation days for which payment will be made will be 40. At any time, the number of accumulated vacation days cannot exceed 40 days. The administrator shall be paid for all unused accumulated vacation days on termination, retirement, or resignation up to a maximum of forty (40) days at the administrators' daily compensation rate at the time of payment.

At the end of the school year (June 30), up to ten (10) vacation days not used may at the administrator's option be paid at the per diem rate in effect at the end of the respective school year. This payment shall be made as a non-elective contribution to the employee's 403(b) or a 457 plan and shall not have a cash option. The employee must establish a 403(b) or a 457 account prior to June 30 or the employee will forfeit this option. Contributions are limited to IRS 415 limits. Excess contributions will be made to the employee's retirement account in the next subsequent year up to the IRS 415 limit.

- B. Holidays:

Members of the administrative team are granted fourteen (14) paid holidays each year. The holidays granted are Independence Day, Labor Day, the Wednesday prior to Thanksgiving (provided the administrator has fully attended two first semester parent teacher conferences), Thanksgiving and the day after, Christmas Day and the

day before or after, New Year's Day, the Friday before Presidents' Day (provided the administrator has fully attended two second semester parent teacher conferences), Presidents' Day, Good Friday, Memorial Day, one optional day and Martin Luther King's Birthday. Easter Monday will be considered an additional paid holiday when it is scheduled in the school calendar as a day school is closed.

C. Personal Leave:

Administrators will be granted up to two (2) days of paid leave upon written request. Members of the administrative team may at their choice, carry over and accumulate up to five (5) personal leave days and may use three (3) of these days consecutively. Any personal leave days in excess of five (5) will be added as accumulated sick leave.

D. Sick Leave:

There shall be provided twelve (12) days per year of sick leave for twelve (12) month employees. Ten (10) month employees will receive ten (10) sick days per year. These days are to accumulate indefinitely in accordance with the terms of the Public School Code of 1949.

E. Medical Insurance:

Administrators shall pay 6% of the premium for hospitalization and major medical coverage. Administrators hired after July 1, 2012 shall pay 10% of the premium for hospitalization and major medical coverage.

F. Dental Coverage:

Administrators shall pay 6% of the premium for dental insurance coverage for each administrator and immediate dependents. Administrators hired after July 1, 2012 shall pay 10% of the premium for dental insurance coverage.

G. Prescription Coverage:

Administrators shall pay the same percentage premium for prescription coverage for the administrator that they pay for medical insurance.

H. Physical Exam:

After submission to major medical, the board will reimburse each administrator up to \$200 for a physical exam: once every other year for any administrator under 40 years of age in the contract year, and once every year for every administrator 40 years of age and over that contract year.

I. Life Insurance:

A \$100,000 group term life insurance policy shall be provided.

J. Long-Term Disability Income Protection:

The board will provide an income protection policy which pays the administrator two-thirds of the administrator's salary to a maximum of \$6700.00 per month to age 65.

K. Conclusion of Service Pay:

Administrators shall receive conclusion of service pay after ten years of continuous administrative service in Oxford as follows:

1. \$150 per year for each year of service in Oxford Area School District for the first nineteen years
2. \$250 per year for each year of service in Oxford Area School District for every year beyond the nineteenth year
3. The amount of the conclusion of service pay will be received by the administrator after the end of the fiscal year of the resignation/retirement.
4. Any administrator who leaves his/her position in the district and received conclusion of service pay for service in the district as proscribed in this section and then returns to an administrative position in the district shall be eligible for conclusion of service for only those years of service for which conclusion of service pay had not been previously paid, consistent with the provisions of this section.

L. Retirement Benefits:

The board will continue providing medical and dental insurance for five (5) years after retirement for each administrative employee after fifteen (15) years of continuous service in the Oxford Area School District as an administrator. The cost to the school district for annual coverage for each of the five years shall not exceed the cost of single coverage for the medical and dental benefit provided at the time of retirement. The employee will be responsible for the same annual co-pay as set by the current Act 93 agreement and will be responsible for any increase in co-pay in the subsequent five years.

M. Professional Membership:

The board will pay the membership fees for one local, state and national professional association subject to the approval of the Superintendent of Schools.

N. Professional Liability Policy:

Should the memberships provided by paragraph M, Professional Membership, not include a professional liability policy, the Board of School Directors shall pay the premium for each administrator for such a policy. The policy amount shall be the median amount of the coverage available to the other administrators.

O. Tuition Reimbursement:

Each administrator shall receive full tuition reimbursement for graduate courses successfully completed with a grade of B or better. Courses must pertain to the administrator's assignment and have been pre-approved by the Superintendent. Administrators who do not complete the next year after being reimbursed for tuition will have the amount deducted from their final payout.

P. Continuation:

The board agrees that these enumerated benefits are in effect between the board and the administrative team until changed as a result of the meet and discuss sessions.

Q. Christmas:

All offices are closed during the Christmas vacation as published on the district calendar.

R. Should the benefits provided to the teaching staff exceed those benefits provided under this agreement, then discussions may be originated either by the administrative staff or the Board with the object of examining possible adjustment of this agreement.

S. The Board will provide the means for participation in a Section 457 deferred compensation plan.