

Portage Area School District
Professional Middle Management
Act 93 Compensation Plan

July 1, 2013 – June 30, 2018

Approved - June 26, 2013

Table of Contents

- I. Management Team Statement
- II. Portage Area School District Board of School Directors' Statement
- III. Professional Middle Management Act 93 Meet and Discuss Compensation Plan
- IV. Compensation Plan

**Portage Area School District
Professional Middle Management Act 93 Meet and Discuss
Compensation Plan**

I. Management Team Statement

1. Introduction

Act 93 of 1984 became a new School Code provision which has been added to the Code's Article XI on professional employees at Section 1164 and has been titled, "Compensation Plans for School Administrators." The purpose of this statute is stated at 1164 (b): "... to provide a means by which compensation affecting school administrators can be resolved within the framework of a management team philosophy." The purpose of this document is to achieve that end.

Purpose

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

Authority

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

2. Definitions

A. Manage Team Concept - is a means whereby educational policies and administrative procedures that define the District's programs and operations are arrived at through shared responsibility and authority.

B. Management Team - is composed of the Superintendent and professional administrative personnel who have significant responsibilities for formulating District policies or administering District programs; and in addition may be involved in recommending employment, transfer, suspension, discharge, layoff, recall, promotion, assignment, compensation or discipline of employees, as well as directing, supervising and evaluating professional and nonprofessional employees.

C. Professional Middle Management - refers to those employees who meet the Pennsylvania Department of Education certification requirements for administrative positions. For the purpose of this Plan, this refers to:

- A. Principals
- B. Assistant Principals
- C. Special Education Director/Supervisor
- D. Technology Director/Grant Writer

3. Guidelines

The objectives of the District's Management Team are:

- A. To provide input into all policies which directly affect Professional Middle Management in the administration of the District by:
 - 1. assisting in the development of the educational goals and objectives of the District
 - 2. applying all available knowledge to the improvement of the District services
 - 3. providing input into the development of District and department financial plans and budgets
 - 4. providing input into labor relations policies and practices of the District
 - 5. evaluating proposals and requests made by professional and nonprofessional staff and making recommendations as to the District's response
 - 6. providing open and frequent communication among members of the Professional Middle Management

- B. To provide a means of addressing the economic and welfare concerns of the Professional Middle Management including evaluation, salaries, fringe benefits and promotion.

- C. That the Management Team shall address itself to:
 - 1. appropriate concerns as identified by the Superintendent
 - 2. appropriate concerns as identified by the Professional Middle Management
 - 3. appropriate concerns mutually identified by a consensus of the Professional Middle Management
 - 4. appropriate concerns as identified by the Board of School Directors

II. Portage Area School District Board of School Directors' Statement

1. Purpose

- A. The Portage Area School District Board of School Directors believes that a thorough and effective school system is vital in providing the best educational program for the pupils of the District and the taxpaying citizens who support the public schools.

- B. The Portage Area School District Board of School Directors 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 of persons to perform the responsibilities of the positions for which they were hired.

2. Guidelines

- A. The plan shall include:
 - 1. a description of the program for determining Professional Middle Management salaries, based upon responsibility and evaluation of the employee performance.
 - 2. a list of fringe benefits to be provided to the Professional Middle Management.
- B. The compensation plan will be determined through a good faith Meet and Discuss procedure as created by Act 93, Section 1164.

III. Professional Middle Management Act 93 Meet and Discuss Compensation Plan

The Board of School Directors of the Portage Area School District adopts the following Professional Middle Management Act 93 Meet and Discuss Compensation Plan pursuant to the "Public School Code of 1949," as amended, Section 1164 and local Board policies. The Board recognizes the importance of maintaining an effective Professional Middle Management to strengthen the educational programs of the District, and to establish and improve communications, decision making and conflict resolution.

- A. Term of Act 93 Meet and Discuss Compensation Plan
This plan is effective **July 1, 2013 – June 30, 2018.**
- B. Professional Middle Management beginning salaries will be approved by the Board of School Directors and the Superintendent.

IV. Compensation Plan

A. Salary and Compensation

- 1. Newly hired Professional Middle Management shall receive an entry level salary as determined by the Superintendent and the Board of School Directors.
- 2. The Professional Middle Management team shall receive yearly salary increases equal to the District's Act 1 base index allowable tax percentage increase of the total Middle Management salaries eligible for salary increases distributed evenly amongst the Middle Management team. The Act 1 base index as provided by PDE in September of the school year will be applied to Professional Middle Management salaries the following July 1st.
- 3. A minimum of 2% and a maximum of 3.5% will serve as limits regardless

of the Act 1 base index.

4. To be eligible for a salary increase, the member of Middle Management must receive a year end satisfactory rating for the prior school year. The Portage Area Board of School Directors reserves the right, in its absolute discretion, to grant a bonus payment in any year to any member of Middle Management they feel completed an outstanding year.
5. For the 2013-2014 school year, the Jr./Sr. High School principal position and Director of Curriculum/Technology position salaries will be frozen at 2012-2013 level. For the 2016-2017 school year all administrators covered under the Act 93 plan shall receive only half of the Act 1 base index as described above in Section 3 of IV Compensation,

Ratings

1. Professional Middle Management will be rated according to guidelines as set forth by the Pennsylvania Department of Education.
2. Professional Middle Management personnel will annually receive reviews of his/her job performance. . Middle Management personnel being rated as "Unsatisfactory", in any two of the four areas will receive a Professional Improvement Plan in accordance to guidelines established by the Pennsylvania Department of Education.

B. Fringe Benefits

1. Longevity/Advanced Degrees
 - a. **Longevity**

An additional \$100.00 increment will be added to an employee's salary after completion of fifteen (15) years in the District with an additional \$100.00 increment to be added for each additional five (5) years past fifteen (15) years up to a total of \$500.00.
 - b. **Masters + 30**

Upon completion of 30 graduate level credits above the Master's Degree (a total of 60 credits beyond the Bachelor's Degree), an additional increment of \$500.00 will be added to the employee's salary upon attainment and providing evidence prior to September 1 of the year in which the increment is to be added.
 - d. **Doctorate Degree Increments**

An additional increment of \$500 will be added to the employee's salary upon attainment provided evidence is presented prior to September 1 of year increment is to be added. Doctorate must be recognized by Pennsylvania Department of Education.
2. Life Insurance

The employer shall pay the premium required to provide life insurance equal to \$100,000. Accidental Death and Dismemberment shall also be included with a benefit of \$100,000.

3. Retirement Incentive

After having served a minimum of ten (10) years in the district and retiring in a Professional Middle Management position, the retiring employee shall be paid as per the current teachers' contract, Article XVII, Other Salary Considerations, Part B. Unused Sick Leave for each unused sick day with no maximum. In the event there is an increase in payment for unused sick leave days in the collective bargaining agreement with the PAEA, the Professional Middle Management benefit will increase by an equal amount.

4. Portage Area Education Association Benefits

All benefits and incentives, not listed above, found in the current and future Professional Collective Bargaining Agreement with the Portage Area Educational Association (PAEA), shall apply to members of Professional Middle Management. These provisions are provided in the Professional Collective Bargaining Agreement between the Portage Area Board of School Directors (PABSD) and the PAEA.

D. Contract Year

1. The fiscal year for Professional Middle Management will be July 1 to June 30.
2. Professional Middle Management will have a twelve (12) month contract exclusive of legal holidays and school holidays. Professional Middle Management will receive twenty (20) vacation days within each contract year. Unused vacation days will accumulate to a maximum of forty (40) days. Unused vacation days exceeding forty (40) days will be converted into sick leave.

E. Conferences

An allocated amount of money will be budgeted annually for Professional Middle Management to attend conferences. Appropriate request forms will be submitted and approved by the Superintendent and Board of School Directors.

F. Professional Organizations

Professional Middle Management will receive paid annual membership in a maximum of three (3) professional education organizations with approval of the Superintendent.

G. Insurance

Professional Middle Management will be covered with a policy or policies that will protect them under bodily injury and personal injury, against legal suit for

“omissions and errors” and for all duties as required of them as result of their management position. Professional Middle Management shall be indemnified and held harmless by the Portage Area School District from any and all claims, suits or actions; and legal proceedings or demands brought against him/her in his/her individual or official capacity as an agent and/or employee of the Portage Area School District.

H. Written Compensation Plan

Professional Middle Management shall receive a signed copy of the Act 93 Compensation Plan upon initial employment and subsequent revisions/renewals of the plan. The compensation plan shall be in writing, in duplicate and shall be executed on behalf of the Board of School Directors by the President, Board Secretary and Superintendent of Schools.

IN WITNESS WHEREOF, the interested parties affix their signatures.

Witness

Portage Area School District
Superintendent

Date: _____

**Board of School Directors of the Portage
Area School District**

Witness

President, Portage Area Board of School
Directors

Date: _____

Witness

Secretary, Portage Area Board of School
Directors

Date: _____