

ADMINISTRATOR COMPENSATION PLAN

The Ridley Board of School Directors adopts the following Administrative Compensation Plan pursuant to the "Public School Code of 1949" as amended, Act 93, Section 1164.

The School Board recognizes that a thorough and effective school system is vital to providing the best educational program for the pupils of the district and the taxpaying citizens who support the public schools.

Further, such a program 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 position for which they were hired.

Based on that responsibility and performance, the Board of School Directors directs the Superintendent to develop regulations that would constitute a plan that would provide fair and adequate financial incentive for all management personnel.

Approved: 3 December 2012

ADMINISTRATOR COMPENSATION PLAN

- I. Term of Compensation Plan
 - a. This plan is effective July 1, 2013 and shall continue until June 30, 2016.

- II. Definitions
 - a. Administrators excluded
 - i. District Superintendent
 - ii. Business Manager/Board Treasurer
 - iii. Director of Human Resources/Board Secretary
 - b. Administrators included
 - i. Cabinet Level Directors
 - ii. Principals and Assistant Principals
 - iii. Director of Computer/Technology Services
 - iv. Level 1 and 2 Supervisors
 - v. Level 2 Directors and Managers

- III. Salary and Related Information
 - a. Administrative salaries are based on the salary table as presented in this document.
 - b. The High School Principal position shall be used as the 100% factor. Each position shall be proportionally determined by the assigned position factor and year of service.
 - c. There shall be no increase to the salary table during the first and second year (2013-2015) of the agreement. In the third year of the agreement, an additional \$700 will be added to the High School Principal position in each column. The salary table will then reflect the percentage in each remaining position column.
 - d. Administrators will also receive a separate lump sum payment in the first pay in July equal to 4%, of their prior year's base salary. This payment may be directed to the administrator's tax sheltered annuity plan or directed as determined by the administrator.
 - e. When a new administrator is appointed, the administrator's salary shall be determined by a salary range for the position recommended by the superintendent and approved by the Board of School Directors. This placement shall be in accordance with the Administrative Compensation Table. Movement across the range toward maximum shall be based upon satisfactory administrative evaluations. All evaluations and salary increases shall be made in accordance with the Ridley School District Administrative Performance Appraisal system.

- IV. Fringe Benefits
 - a. Ridley School District will provide the following insurance and other benefits to each administrator:
 - i. Blue Cross Personal Choice (Family) 20/30/70 Plan
 1. This plan shall be the base plan for the duration of this agreement unless a new comparable base plan is determined through the District's membership in a healthcare trust.

2. In the first and second years of the agreement the premiums will be paid 100% by the District.
 3. In the third year of the agreement, administrators shall contribute \$25.00 per pay through payroll deduction toward the premium cost of the plan being utilized.
 4. Administrators shall have the option of enrolling in other medical plan products offered by the District, but shall be required to pay the premium amount in excess of the base plan through payroll deduction.
 5. Any changes in the district health insurance program for a comparable plan resulting from future cost saving measures, such as a healthcare trust, may modify this base plan.
- ii. Prescription Drug Program (Family)
1. All prescriptions shall have a \$5.00 generic/\$15.00 brand name co-pay per prescription
 2. Premium paid 100% by the District.
 3. Any changes in the district prescription drug program for a comparable plan resulting from future cost saving measures, such as a healthcare trust, may modify this base plan.
- iii. Vision Program (Family)
1. Pays usual, customary, and reasonable costs for examinations
 2. Pays usual, customary rate for lenses and frames
 3. Once every 24 months
 4. Premium paid 100% by the District.
 5. Any changes in the district vision program for a comparable plan resulting from future cost saving measures, such as a healthcare trust, may modify this base plan.
- iv. Dental Program (Family)
1. Pays usual, customary, and reasonable costs
 2. 100% Basic Program
 3. 100% Oral Surgery
 4. 100% Prosthetics
 5. 100% Periodontal
 6. 50% Orthodontal
 - a. Up to \$1,500.00 per administrator and child maximum)
 - b. Limit of \$1,500.00 per calendar year per person.
 7. Premium paid 100% by the District.
 8. Any changes in the district dental program for a comparable plan resulting from future cost saving measures, such as a healthcare trust, may modify this base plan.
- v. Income Protection/Disability Insurance
1. A long-term disability insurance plan paying 60% of salary to a maximum of \$3,500 per month shall be provided each administrator.
 2. The insurance will have a minimum 90-day waiting period and will integrate with the individual's available sick leave.
 3. This benefit will also integrate with social security and retirement benefits should the individual begin to collect these sources of income while disabled.

vi. Life Insurance

1. Group Term Life Policy
 - a. 2 times salary paid to age 75
 - b. After age 75, if still employed, benefit drops to 1 x salary
2. Guaranteed Issue - Term Life Policy \$100,000 issued at age 75.
3. Detailed Policy Information to be provided

vii. Tuition Reimbursement

1. The total tuition reimbursed by the district for all administrators is a maximum of \$30,000 per year for tuition of graduate level coursework related to an administrator's current position.
2. The university offering the course must be an established, accredited institution with on-campus classes and may have a distance or online program.
3. The administrator shall submit a request to the Superintendent in writing that includes the name of the institution, course information, and the course tuition amount. The Superintendent will approve the course for reimbursement if it is related to an administrator's current position.
4. Disbursement of funds shall be completed after Board approval at a regular Board meeting following the submission of proof of payment for tuition and a minimum grade report of "B."
5. \$15,000 of the total fund shall be available to the group that has submitted the written intent for reimbursement no later than the close of business day on or before December 20th of the fiscal year in which the course is completed.
 - a. All intent requests for reimbursement received by December 20th shall be considered for a portion of the available fund.
 - b. If the total of requests equal \$15,000 or less, all tuition requests shall be 100% reimbursed.
 - c. If the total of requests exceed \$15,000, all tuition requests shall receive an equal share of the \$15,000.
 - d. If funds remain after the December 20th deadline, they shall be carried over into the remaining allotment for the fiscal year.
6. The remaining \$15,000 of the allotted fund and any carried over funds from the December 20th deadline shall be available to the group for reimbursement no later than the close of business day on or before June 20th of the fiscal year in which the course is completed.
 - a. All requests for reimbursement received by June 20th shall be considered for a portion of the available fund.
 - b. If the total of requests equal the total amount or less, all tuition requests shall be 100% reimbursed.
 - c. If the total of requests exceed the total amount available, all tuition requests shall receive an equal share of the total amount available.
 - d. If funds remain after the June 20th deadline and partial tuition amounts were unpaid from the December 20th

deadline, administrators may request the balance of reimbursement from partial tuition payments not to exceed the \$30,000 total with the amounts determined in the same manner of subsections b and c above.

7. If a billing or reporting issue limits a member from submitting the proof of payment or grade verification under the stated time lines, a written request may be made for approval to be determined by the discretion of the Superintendent.

viii. Retirement Severance

1. An employer contribution shall be made upon retirement into the administrator's tax-qualified 403(b) annuity contract or 403(b)(7) custodial account equal to the value of the administrator's unused vacation pay plus an amount equal to one-hundred twenty-five dollars (\$125) times the number of available sick leave days subject to the applicable contribution limit under Sections 403(b), 402(g) or 415(c) in effect for the year.
2. This contribution shall be an employer contribution made into a 403(b) account for the administrator and shall not be considered to be a salary reduction contribution. Any amount of this severance payment due to the administrator that exceeds the limit established for the year will be contributed to the administrator's 403(b) account at the beginning of the next calendar year.
3. Upon retirement, the district shall also continue an administrator's medical plan and prescription drug coverage, that are considered the District base plans, for the retiree and spouse until they are eligible for Medicare.
 - a. Retirees shall contribute to the District base plan at the rate in effect at the time of retirement.
 - b. Should a retiree return to service in the Pennsylvania public school system, and the employment does not qualify under the exceptions identified by the Public School Employees' Retirement System (PSERS), the Ridley School District will no longer pay for a medical or prescription drug plan for the retiree or spouse.

ix. Sick Days

1. Twelve (12) days per year

x. Personal Leave

1. Two (2) personal leave days per year.
2. Any personal leave days that are not used shall accumulate to a maximum of five personal leave days.
3. Any used personal leave days unused beyond five shall be added to the individual's accumulated sick leave.

xi. Vacation Days

1. All 12-month administrators shall receive 20 (twenty) paid vacation days.
2. One additional paid vacation day shall be added for each year of service to a maximum 25 days.
3. Ten unused paid vacation days may be carried over into next fiscal year.

- a. No more than such ten days may be accumulated at one time.

xii. Supplemental Retirement Income Plan

1. The school district will contribute on a yearly basis funds into a life insurance program to provide a supplemental retirement income for administrators equal to 4% of the average of the last three years of salary and paid to the administrator in an annual lump sum beginning in January of the year following the individual's 62nd birthday and continuing for a total of ten years.
2. Upon the administrator's death, the income payments shall be made to the individual's surviving spouse.
 - a. If the administrator has no spouse at the time of death, no further payments shall be made from this program.
 - b. Upon the death of the administrator, the death benefit of this insurance policy shall be paid to the school district.
3. The district owns the insurance policy covering each administrator.

Administrative Compensation Table for 2013-14

POSITION	Position	FACTOR @ max	YEAR 1 #	YEAR 2 #	YEAR 3 #	YEAR 4 #	MAXIMUM #
High School Principal		100.00%	\$144,412	\$148,424	\$152,435	\$156,447	\$160,458 1
Cabinet Level Director	Curr&Instr, Spprt Srv	95.80%	\$138,347	\$142,190	\$146,033	\$149,876	\$153,719 1
Middle School Principal		94.56%	\$136,563	\$140,357	\$144,150	\$147,944	\$151,737 1
HS Asst Principal/Asst. Dir.		90.11%	\$130,129	\$133,743	\$137,358	\$140,973	\$144,587 2 3
Elementary Principal		90.11%	\$130,129	\$133,743	\$137,358	\$140,973	\$144,587 1 3
MS Asst Principal		87.89%	\$126,922	\$130,448	\$133,974	\$137,499	\$141,025 2
Supervisor Level 1	Spec. Ed, Pupil Srv	63.31%	\$91,426	\$93,966	\$96,505	\$99,045	\$101,585 2
Supervisor Level 2	Tech Srv, Main/Cust	56.64%	\$81,797	\$84,069	\$86,341	\$88,613	\$90,885 1
Director Network Services		86.21%	\$124,503	\$127,961	\$131,419	\$134,878	\$138,336 1
Director Food Services		69.31%	\$100,092	\$102,872	\$105,652	\$108,433	\$111,213 1
Director Transportation		45.87%	\$66,247	\$68,087	\$69,927	\$71,767	\$73,608 1
			0	0	2	6	17

Administrative Compensation Table for 2014-15

POSITION	Position	FACTOR @ max	YEAR 1 #	YEAR 2 #	YEAR 3 #	YEAR 4 #	MAXIMUM #
High School Principal		100.00%	\$144,412	\$148,424	\$152,435	\$156,447	\$160,458 1
Cabinet Level Director	Curr&Instr, Spprt Srv	95.80%	\$138,347	\$142,190	\$146,033	\$149,876	\$153,719 2
Middle School Principal		94.56%	\$136,563	\$140,357	\$144,150	\$147,944	\$151,737 1
HS Asst Principal/Asst. Dir.		90.11%	\$130,129	\$133,743	\$137,358	\$140,973	\$144,587 5
Elementary Principal		90.11%	\$130,129	\$133,743	\$137,358	\$140,973	\$144,587 1 6
MS Asst Principal		87.89%	\$126,922	\$130,448	\$133,974	\$137,499	\$141,025 2
Supervisor Level 1	Spec. Ed, Pupil Srv	63.31%	\$91,426	\$93,966	\$96,505	\$99,045	\$101,585 2
Supervisor Level 2	Tech Srv, Main/Cust	56.64%	\$81,797	\$84,069	\$86,341	\$88,613	\$90,885 1
Director Network Services		86.21%	\$124,503	\$127,961	\$131,419	\$134,878	\$138,336 1
Director Food Services		69.31%	\$100,092	\$102,872	\$105,652	\$108,433	\$111,213 1
Director Transportation		45.87%	\$66,247	\$68,087	\$69,927	\$71,767	\$73,608 1
			0	0	0	2	23

Administrative Compensation Table for 2015-16

POSITION	Position	FACTOR @ max	YEAR 1 #	YEAR 2 #	YEAR 3 #	YEAR 4 #	MAXIMUM #
High School Principal		100.00%	\$145,112	\$149,124	\$153,135	\$157,147	\$161,158 1
Cabinet Level Director	Curr&Instr, Spprt Srv	95.80%	\$139,017	\$142,861	\$146,703	\$150,547	\$154,389 2
Middle School Principal		94.56%	\$137,218	\$141,012	\$144,804	\$148,598	\$152,391 1
HS Asst Principal/Asst. Dir.		90.11%	\$130,760	\$134,376	\$138,136	\$141,605	\$145,219 5
Elementary Principal		90.11%	\$130,760	\$134,376	\$137,990	\$141,605	\$145,219 7
MS Asst Principal		87.89%	\$127,539	\$131,065	\$134,590	\$138,116	\$141,642 2
Supervisor Level 1	Spec. Ed, Pupil Srv	63.31%	\$91,870	\$94,410	\$96,950	\$99,490	\$102,029 2
Supervisor Level 2	Tech Srv, Main/Cust	56.64%	\$82,191	\$84,464	\$86,736	\$89,008	\$91,280 2
Director Network Services		86.21%	\$125,101	\$128,560	\$132,018	\$135,476	\$138,934 1
Director Food Services		69.31%	\$100,577	\$103,358	\$106,138	\$108,919	\$111,699 1
Director Transportation		45.87%	\$66,563	\$68,403	\$70,243	\$72,083	\$73,923 1