

**Solanco School District
Administrative Evaluation and Compensation Plan
July 1, 2014**

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**Solanco School District
Administrative Evaluation and Compensation Plan**

I. Philosophy of the Administrative Evaluation and Compensation Plan

The Solanco School District achieves its goals and realizes its vision and mission through the quality people who educate the students of the District. High quality leadership is required to chart the course for the District and to guide faculty and staff. It is in the best interest of the District to ensure a salary administration program that will attract and retain individuals with expertise and experience in educational and/or business leadership.

The District believes that the best interest of all stakeholders is served through a fiscally responsible salary administration program that provides for fair and equitable compensation for all administrators. The program is designed to be objective and non-discriminatory, rewarding and recognizing demonstrated performance and competence.

II. Purpose of the Administrative and Evaluation Compensation Plan

The general purpose of a personnel evaluation and compensation plan is to serve as the means to improve the management, operation and educational outcomes of the school district. It also functions as a continuous communicative process for the administration and the Board. The plan enables the school district to evaluate administrator performance and assist each administrator to determine his/her strengths, determine the degree to which the administrator attains his/her objectives, determines where improvement is desired and reinforces the administrator's efforts to improve his/her school as well as the school district. The specific purpose of this plan is to comply with Act 93, Section 1164, of 1984 of the Public School Code of 1949 which requires that each school district shall include, but not be limited to, the following items:

1. A description of the evaluation system determining administrative salaries.
2. Salary amounts or a salary schedule.
3. A listing of fringe benefits.

The agreement covers the following years:

2014-2015 through 2016-2017

This agreement was approved by the Board of Education at a public meeting on:

October 6, 2014

III. Salary and Compensation

A. Positions Covered by the Plan

This Act 93 Plan is established by the Board of Education of the Solanco School District and covers the following district administrative positions:

1. Director of Pupil Services
2. Special Education Supervisor
3. Principals
4. Assistant Principals
5. Assistant Business Manager
6. Athletic Director
7. Director of Psychological Services
8. Director of Technology

B. Compensation

In order to be eligible for an increase in each academic year 2014-2016, an administrator must receive a satisfactory rating (meets expectations or goals) for the immediately preceding year. Any administrator who is rated satisfactory will receive a salary increase of 2% (two percent).

If an administrator is rated unsatisfactory (does not meet expectations and/or goals), he/she will not receive a salary increase.

C. Merit

In the final review, any administrator who exceeds expectations and brings added value to the District, the Superintendent may recommend a salary increase above the projected increases up to 1% (one percent). Merit raises are reserved for exemplary performance such as innovation in program, innovation in efficiency, innovation in climate, or exceptional performance increase.

The initial increase to be granted under this Plan will become effective July 1, 2015.

IV. Benefits

A. Vacation Leave

Administrators on twelve (12) month contracts shall be eligible for twenty (20) vacation days per year. Administrators are required to take a minimum of three (3) weeks vacation per school year. Vacation days should be taken during the summer months but can be taken during the school year and/or during scheduled district vacation periods (ex.-Xmas). All vacation leave is to be approved in advance by the Superintendent.

A maximum of five (5) vacation days can be carried over from year to year as of the last day of June of any school year. The maximum number of vacation days that an administrator may accumulate is forty (40) days.

During the length of this agreement, the equivalent of five (5) days (combination of vacation and/or sick leave days) per diem for the school year will be paid into the employee's 401(a) account. Final payout into the 401(a) account of accrued vacation, sick days and severance will take place at retirement as per this agreement.

B. Unused Vacation Days

Any of the fifteen mandated use vacation days not used by the administrator may be carried over for use through the summer to August 31 or will be lost.

C. Life Insurance

Administrators will receive term life insurance in the amount of two times their annual salary. The administrator will be responsible for any federal tax assessed regarding the premium paid for this benefit (over \$50,000).

In the event that the administrator would die while in the service to the school district, the accrued benefits for sick days and vacation leave will be paid to the most recently named beneficiary of the administrator.

D. Income Protection

After exhausting all accumulated sick leave, administrators receive benefits for long term disability in accordance with the plan noted as Appendix A. Any benefits payable pursuant to this policy shall be integrated with all other benefits payable pursuant to any other governmental disability or retirement plan (including benefits under the Public School Employees Retirement System, Social Security, Workman's Compensation, etc.) and/or any other insurance plan (e.g. no-fault insurance, etc.). This provision does not apply to any private income protection policy the administrator may carry at his/her own expense.

E. Retirement Benefits (Medical)

In recognition of long-term service to the school district, administrators shall be eligible for an additional benefit at the time of retirement based on the following conditions or criteria:

1. The administrator must have thirty (30) years' experience in education and served as a district administrator for 12 years.
2. The district contribution for this benefit will be to a maximum of:

2014 – 2015	\$2,750/\$13,750
2015 – 2016	\$2,750/\$13,750
2016 – 2017	\$2,750/\$13,750

3. All district funds for the payment of this benefit shall be placed into the administrators district 401(a) account at the time of retirement.

F. Severance Pay

Each administrator shall be granted one (1) month severance pay upon normal retirement provided they have served a minimum of ten (10) years as an administrator or in other capacities as an employee of the school district. Severance pay payment, vacation and sick leave payout made at time of retirement will be placed in the administrator’s district 401(a) account. The maximum payout for severance payment and sick leave reimbursement at retirement during the term of this agreement shall be:

2014-2015	\$20,000
2015-2016	\$20,000
2016-2017	\$20,000

G. Travel Expenses

Administrators will be granted the travel allowance per mile as established by the IRS for income deduction/mileage reimbursement. Reimbursement will be for required travel for the position and authorized travel by the school district to conferences, workshops, etc. as approved by the Superintendent. Travel to and from scheduled IU 13 meetings, Athletic Board of Control, Lancaster-Lebanon athletic meetings and CTC meeting will be reimbursed. Travel between the administrator’s residence and work location for job responsibilities will not be reimbursed. Submitted requests for mileage reimbursement will be on district forms and according to district policy.

H. Conference Requests and Attendance

Each administrator will receive \$1,000 annually to be used for conference attendance. All conference requests must be approved in advance by the Superintendent. The amount of \$1,000 may be carried over to the next year allowing the administrator to have a maximum of \$2,000 in a given year for conference attendance.

I. Tuition Reimbursement

Administrators will be granted tuition reimbursement for up to 12 credits or the established maximum per year for credits taken at an accredited college or university. Credits may be either graduate or undergraduate but must have prior approval of the Superintendent. Reimbursement will be dependent on the satisfactory completion of the course with a grade of C or better or when pass or fail is used, the individual must receive a passing grade. Administrators who do not complete the next year after being reimbursed for tuition will have the amount deducted from their final payout. Schedule for reimbursement will be as per the teacher contract.

J. Maternity and Child Rearing Leave of Absence

Administrators will be granted maternity and child rearing leave as per the teacher contract.

K. Adoptive Leave

Administrators will be granted adoptive leave as per the teacher contract.

L. Sabbatical Leave

Administrators will be granted sabbatical leave as provided in Sections 1166, 1167, 1169, and 1170 of the School Code and as per District Policy.

M. Jury Duty Leave

Administrators will be paid their full salary while on jury duty, minus their payment for jury duty.

N. Leave Type Days

Administrators shall receive the following leave type days. All requests for said leaves must be submitted on the appropriate district forms and be approved by the Superintendent.

1. **Personal Day** - Administrators will earn three (3) days of personal leave, cumulative up to five (5) days which may be used consecutively.
2. **Sick Leave Day** – Administrators working twelve (12) months per year will receive twelve (12) sick leave days per year cumulative indefinitely. Upon retirement, reimbursement for each accumulated sick leave day will be \$50.00 per day.
3. **Family Illness Day** – All administrators will be entitled to one (1) additional day of sick leave for illness of an immediate family member.

O. Unpaid Leave for Professional Study

Administrators will be granted up to one (1) year without pay for a planned graduate study program at an accredited college or university, approved by the Superintendent and School Board. No more than one administrator may be on unpaid leave for professional study in one year. If more than one individual applies for such a leave in any given year, the first individual applying will be awarded the leave. In case two individuals apply on the same date, the individual with most seniority in the district will be awarded the leave.

P. Family Medical Leave Act

FMLA leave will be granted to the administrator as required under the Family Medical Leave Act and district policy. Such leave is a part of, and not in addition to, any other leave to which the administrator is entitled or which is granted to the administrator.

Q. Bereavement Leave

Administrators will be granted bereavement leave as per Pennsylvania School Code.

R. Hospitalization Benefits

Administrators will be granted no less than the same benefits provided under the teacher contract.

S. Dental and Vision Benefits

Administrators will be granted no less than the same benefits provided under the teacher contract.

T. Prescription Plan

Administrator's will granted the same prescription plan as provided in the teacher contract.

U. Tax Sheltered Annuities

The District agrees to make payroll deductions for any Administrator who wishes to participate in a tax sheltered annuity plan, upon receipt of a written request from the employee, subject to the same restrictions detailed in the teacher contract.

V. Workman's Compensation

All administrators in the district are covered by the Workman's Compensation Act. The Act provides financial compensation for any work related injury. The administrator should obtain and file the proper forms with the Business Office.

W. Section 125 Plan / 401(a) Account

Administrators shall be eligible to participate in the district Section 125 Plan. During the term of this agreement, all administrators in the school district shall be included in a 401(a) account established for the payoff of all benefits at time of retirement from the school district. All funds in the individual accounts shall be turned over to the administrator at the time of employment termination.

X. Membership Dues

Administrators will be granted up to \$800 per year for membership dues in professional organizations. Payment will be based on the receipt of dues payment or can be paid directly to the professional organization the individual is joining. The professional organization must be related to the individual's field of employment with the district.

Y. Lancaster Credit Union

Administrators may join the Lancaster Credit Union and have payroll deductions made by the district.

Z. Paid Holidays

Administrators will receive the following paid holidays:

- July 4
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Monday after Thanksgiving
- Christmas Eve
- Christmas Day
- One day during Christmas vacation
- New Year's Eve
- New Year's Day
- President's Day*
- Good Friday
- Easter Monday*
- Memorial Day

*If school is in session on President's Day or on the Monday after Easter, the administrator may move the day to a non-school day later in the year.

AA. Miscellaneous Wellness/Health Benefit

The amount of \$1,500 per year shall be available to Administrators for the reimbursement of certain permitted wellness and healthcare expenses not covered by the District's healthcare, section 125, vision or dental plans. Eligible expenses include, but are not limited to, healthcare, dental and vision expenses, health facility membership fees and other permitted expenses 'pre-approved' by the Superintendent or designee. Healthcare, vision or dental plan co-pays, deductibles, and spousal or dependent expenses are not eligible for reimbursement. Amounts reimbursed through this benefit are taxable for the Administrator; applicable income taxes shall be withheld through payroll by the School District. The Administrator shall submit paid receipts for actual expenses incurred during July 1 through June 30 for each year of the agreement. Evidence of prior submission of expenses (i.e. EOB - Explanation of Benefits) to District healthcare, vision or dental plans may be requested by the Business Office for plan benefit coordination. This benefit is not cumulative and ceases at retirement or resignation. Any future conflicts with IRS regulatory guidelines shall sever all or parts thereof of this section as required to conform.

AB. Maintenance of Benefits

In any year of this agreement, no benefits will be less than those contracted by the teachers and benefits shall be revised as warranted to comply with federal and state regulations.

V. Administrator Evaluation Program

A. Program Philosophy

The Administrative Evaluation Program is based on the following tenets:

1. The evaluation of administrators should be a positive process that encourages and provides for the continued refinement of administrative skills.
2. The evaluation of administrators is necessary to promote professional growth and to ensure the attainment of individual and district goals.
3. The performance evaluation of administrators by the Superintendent of Schools should have a direct relationship to the administrator's direct compensation.
4. The development of an administrative evaluation plan should involve the members of the management team and the Board of School Directors.
5. The administrative evaluation plan should be adopted as policy by the Board of School Directors.
6. The evaluation of administrators is the responsibility of the Superintendent.
7. Job descriptions should be developed and maintained for all administrative positions and serve as a basis for job evaluation.
8. An organizational chart relating position responsibility and authority should be developed and maintained.
9. Evaluation should be based upon the individual's performance within the organizational structure and specific job description as related to the district goals adopted by the Board.
10. The direct evaluation of an individual's performance should be made by the immediate supervisor.
11. The evaluation process should clearly state the standards against which the administrator will be evaluated.
12. The evaluation plan should include a process for the review of results with the immediate supervisor with an opportunity for review through appropriate channels of authority as deemed necessary for review and redress, if necessary.
13. Timeliness for initiating and completing the evaluation process should be clearly defined.
14. Evaluation is an ongoing process requiring periodic assessment of an individual's performance based on desired outcomes.
15. Evaluation plans should be simple to administer and should not be inordinately time-consuming in implementation.

16. The evaluation process should seek to identify deficiencies and/or individual needs for improvement through structured, well planned, and competent in-service programs.

B. Administrative Evaluation Time Frame

1. By Mid-September, the administrator and superintendent will meet to determine the administrator's annual performance objectives and to establish due dates for completion of the objectives.
2. The administrator and superintendent will confer at least twice annually to discuss the administrator's progress toward meeting the performance objectives. The superintendent is responsible to initiate these conferences and to prepare the meeting agenda.
3. By January 30th, the administrator and superintendent will meet to review the administrator's performance objectives status and the job performance of the administrator. Criteria for assessment at the meeting will include:
 - a. Objective accomplishment.
 - b. Job performance
 - c. Self-evaluation
 - d. Superintendent's observations

A written evaluation will be provided for new administrative team members. However, any concerns regarding performance will be provided in writing to the administrator.

4. By June 30th, the administrator and superintendent shall meet to review the final evaluation prepared by the superintendent.
5. By the June Board meeting, the superintendent will present to the Board in executive session the superintendent's recommendation for each administrator's salary for the next fiscal year based on the superintendent's evaluation of the administrator's job performance.

C. Evaluation Instruments

The following instruments have been developed and implemented for evaluation of district administrators. They will be used by the superintendent in the evaluation process. They are listed below:

District Organizational Chart
Administrative Goals
Mid-Year Evaluation
Year End Administrative Evaluation

D. Position Evaluation Schedule

Position	Evaluator
Director of Pupil Services	Superintendent
Building Principals	Superintendent
Assistant Principal	Principal
Special Education Supervisor	Director of Pupil Services
Assistant Business Manager	Business Manager
Athletic Director	High School Principal
Director of Psychological Services	Director of Pupil Services
Director of Technology	Superintendent

E. Review/Appeal Procedure

If an administrator disagrees with the final evaluation rating, he/she may appeal to the superintendent and subsequently to the Board of School Directors. The administrator should request the appeal in writing and submit it to the superintendent.