

AMENDED ADMINISTRATOR (ACT 93) COMPENSATION PLAN

The Board recognizes the importance of maintaining an effective Administrative Team to oversee the administration and educational programs of the School District; to maintain and improve communication, decision-making and issue resolution; and to maintain the highest professional and educational standards for the students, parents and taxpayers of the South Butler County School District. The proper administration of the School District is an essential part of a successful educational program. It is imperative that the Board of School Directors, Superintendent and Administrators work together as a management team.

This Administrator Compensation Plan (hereinafter also referred to as "Plan") is intended to fairly compensate the District's Administrators while establishing a climate of accountability for job performance; an objective method for annual evaluation; and a system to recognize and reward exceptional job performance. In consultation with the Administrative Team and the Superintendent, the Board of School Directors approves and implements this Administrator Compensation Plan consisting of the terms and conditions listed below:

I. Term of Plan.

This Plan is effective and retroactive to July 1, 2015, through June 30, 2019.

II. Work year and work day.

Each Administrator is expected to work the number of days and hours per day necessary to complete his or her job responsibilities at the highest professional standard. The Administrators' regular work week is Monday through Friday, July 1 through June 30 of each school year. Administrators are expected to work evenings and weekends, as needed, for the performance of their respective job responsibilities. With the prior written approval of the Superintendent, each administrator may work up to five (5) non-instruction and non-in-service days from home. During these "work from home" days, the administrator is expected to be available via tele/cellphone, e-mail or text-message in the event that the District needs to communicate with the administrator.

III. Positions covered by Plan.

The positions listed below are covered by this Plan.

1. Director of Special Services;
2. Principals; and,
3. Assistant Principals.

IV. Annual Salaries.

The Administrators' annual salaries will be determined by the Board based upon the results of the Performance Management System; the financial condition of the School District; the recommendation of the Superintendent; and approval by the Board members. If an Administrator fails to receive a satisfactory performance evaluation or is placed on an Improvement Plan, he or she may not receive a salary increase in the following school year.

<u>Name/Position</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Mrs. Lesley Fidler Middle School Assistant Principal	\$ _____	TBD	TBD	TBD
Mr. Greg Hajek Director of Special Services	\$ _____	TBD	TBD	TBD
Mr. David Keibler Elementary School Principal	\$ _____	TBD	TBD	TBD
Mr. Frank Moxie Middle School Principal		TBD	TBD	TBD
Mrs. Kaitlin Remensky Assistant Elementary School Principal	\$ _____	TBD	TBD	TBD
Mr. Todd Trofimuk High School Principal	\$ _____	TBD	TBD	TBD
Mr. Tyler Vargo Assistant High School Principal	\$ _____	TBD	TBD	TBD

NOTE: The above listed salaries apply to the persons listed, not the positions.
TBD: To be determined.

Administrators will be eligible for annual merit increases in accordance with the Performance Management System (PMS), as amended, or its successor. The Superintendent shall evaluate the performance of the administrators and assign performance rating numbers that, if accepted by the Board, will determine the merit increases for the next year. The Board reserves the right to modify any ratings provided by the Superintendent.

In addition to his or her annual salary, an administrator may be eligible for a Performance Recognition payment. When awarded, Performance Recognition payments are intended to recognize an administrator's outstanding job performance which significantly exceeded the expectations of his or her position. Performance Recognition payments are not added to the administrator's annual salary; are limited to no more than \$2,500.00 per year, per administrator; do not carry-over from one year to the next; and, require the recommendation of the Superintendent and the prior approval of the Board.

V. **Benefits.**

Unless indicated otherwise, each Administrator will be entitled to the benefits listed below:

1. Health Care, Dental and Vision Coverage. Each Administrator, his or her eligible spouse and dependents, will be provided with Health Care, Dental and Vision coverage as approved by the Board. The available Health Care, Dental and Vision Plans may change from year-to-year. Each Administrator who receives Health Care, Dental and/or Vision coverage will be responsible for paying a monthly employee premium contribution as follows:

Effective July 1, 2015, the monthly employee premium contribution will be as follows:

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Individual	\$50.00	\$60.00	\$70.00
Family	\$60.00	\$70.00	\$80.00

In the event an Administrator elects not to receive coverage under the District's Health Insurance Plan, such person shall receive twenty-five percent (25%) of the applicable monthly premium for the specific school year (based upon the PPO Plan) which would have been otherwise paid by the District in lieu of acceptance of such health insurance coverage, which shall continue to be paid to the Administrator, so long as he/she does not participate in the District Health Insurance Plan. In the event the Administrator desires to participate in this program, the Administrator shall execute a waiver form as provided by the District.

If two or more Administrators are eligible to be covered under one Plan, they shall be so covered and none of the covered individuals will be eligible for waiver of benefits payments. Only if all eligible individuals elect to participate in the buyout above will they be entitled to receive twenty-five percent (25%) of the applicable monthly premium.

2. Vacation Days. For the 2015-2016 school year, each Administrator will receive ten (10) vacation days to cover the period July 1, 2015, through December 31, 2015. On January 1, 2016, and each January 1 thereafter, each Administrator will receive twenty (20) vacation days per calendar year (January 1 through December 31). Administrators may exchange up to five (5) unused vacation days per calendar year for payment equal to seventy-five percent (75%) of their daily per diem rate for each day exchanged. Vacation days cannot be carried over from year-to-year.
3. Personal Days. Each Administrator will be entitled to three (3) personal days each school year. Unused personal days will be converted to unused sick leave days at the end of each school year (July 1).
4. Sick Days. Each Administrator will accrue one (1) sick leave day for each month worked during the school year. Unused sick leave days will be accumulated without limitation. The Board reserves the right to request satisfactory medical documentation, including updates, for any absences beyond five (5) consecutive work days; or, beyond ten (10) work days per semester.
5. Holidays. Administrators will be entitled to ten (10) paid holidays per year, as follows:

Independence Day (July 4 th)	New Year's Day
Labor Day	Good Friday**
Thanksgiving Day	Friday after Thanksgiving Day**
Christmas Day	Christmas Eve**
Day after Christmas**	Memorial Day

**In the event that school is in session, in-service/Act 80, or under emergency circumstances, Administrators may be required to work the holiday.

6. Bereavement Leave. Up to five (5) days, in the event of the death of a spouse, child, parent, brother, sister, parent-in-law, or any person who resided with the Administrator at the time of the person's death. Up to two (2) days, in the event of the death of an aunt, uncle, niece, nephew, brother-in-law, or sister-in-law, first cousin, grandparent, or grandchild to attend the funeral or memorial service.

7. Jury Duty. Administrators who are required to perform jury duty will be granted leave to perform such duties and shall be paid by the District. No Administrator will suffer loss of salary, benefits, or other contractual advantage as a result of the leave. Any Administrator who serves jury duty shall pay to the District an amount equal to all jury fees (except for travel) received for attendance.
8. Post-Graduate Compensation. Subject to the recommendation of the Superintendent of Schools and the prior approval of the Board, Administrators will be entitled to tuition reimbursement for graduate level credits at the less rate of the actual per credit cost or, the average of the per credit cost of the University of Pittsburgh and the Pennsylvania State System of Higher Education (PASSHE). If an Administrator receives tuition reimbursement, he/she will be expected to remain in the employment of District until his/her tuition reimbursement has been fully forgiven by the District as outlined below. The District will annually forgive twenty percent (20%) of tuition reimbursement for each satisfactory year of the Administrator's employment, after the later of the date on which the Administrator receives the tuition reimbursement or, the date on which the Administrator completes the graduate level course with a grade of B or higher. For example, if, after completing a graduate level course, an Administrator receives \$12,000 of tuition reimbursement on May 1, 2016, 20% of the \$12,000 in tuition reimbursement will be forgiven on May 1, 2017; 20% on May 1, 2018; and so on until his/her total tuition reimbursement obligation is forgiven. In the event that the Administrator receives tuition reimbursement on more than one occasion, each occasion will result in a separate schedule of tuition reimbursement forgiveness. In the event that the Administrator's employment with the District ends for any reason with an outstanding tuition reimbursement obligation pending, the Administrator will be obligated to reimburse the District the outstanding (unforgiven) portion of his/her tuition reimbursement. The Board reserves the right to waive or amend this tuition reimbursement obligation on a case-by-case basis.
9. Life and Disability Insurance. The District will provide each administrator with a term life insurance policy in the amount equal to twice the administrator's annual salary; and, a long-term disability income insurance policy.
10. Cellphone. The District shall provide each Administrator a cellphone or reimbursement for personal cellphone use at the lesser of the actual cost to the Administrator or the cost if the District provided the cellphone. Administrators must present documentation of a personal cellphone, as requested by the business office, to receive reimbursement.
11. Retirement Benefits. All Administrators who wish to apply for the Retirement Benefits detailed below must submit written notification to the Superintendent at least one hundred and fifty (150) calendar days prior to the effective day of retirement. Once submitted and acceptable by the Superintendent and/or Board, the written notification shall be irrevocable unless mutually agreed upon by the Board and the Administrator.

To be eligible for the retirement benefits listed below, an Administrator must strictly meet each of the criteria as follows:

- a. Must have the equivalent of twenty (20) years of employment in the Pennsylvania School Employees Retirement System (PSERS), as defined by the PSERS;
- b. Must have at least fifteen (15) years employment in the South Butler County School District, as defined by the PSERS; and,

- c. There must be no pending discipline investigation or charges by the District against the Administrator at the time of retirement.

Eligible Administrators will be entitled for the benefits listed below:

- a. A lump-sum payment into a 403(b), as detailed below, which is the product of \$30.00 multiplied by the number of unused sick days which the Administrator has accumulated upon retirement.
 - b. The Administrator can elect between health care coverage for the lesser period of four (4) years of retiree (Administrator) and spouse coverage; or, six (6) years of retiree only coverage. Once the election is made by the Administrator, he/she shall not be permitted to change the election once health care coverage has been provided post-retirement. In the event that the Administrator becomes eligible for government provided health care coverage, but before the above-referenced period of coverage, he/she and his/her spouse shall no longer be eligible for health care coverage through the District. During retirement, the Administrator will be provided with the same health care coverage that the District provides to its then current Superintendent which may change from time-to-time; and, the Administrator will be obligated to make the same employee premium contributions that the District requires of its then current Superintendent which may change from time-to-time. To the extent that the Administrator is eligible to receive PSERS premium assistance payments, any such payments received by the District will be credited against his/her monthly premium obligation.
 - c. The District may invoice eligible retirees for the amount provided by Act 23. Employees who retire under this Plan agree to pay the District the maximum amount authorized by law or regulation to be reimbursed to the retiree per month toward the group premium rate for health insurance or such amounts as may be set under said Act or its successor. The District agrees to pay the balance of this monthly premium to fully insure the retiree under the District's plan. If Act 23 should be revoked or repealed and not replaced by similar legislation, the District will immediately assume the full cost of coverage for the retiree.
 - d. Each eligible Administrator will receive a recognition-of-service payment into a 403(b) plan equal to \$250.00 multiplied by the number of satisfactory years of service within the District. These payments shall be non-elective employer contributions and, as such, the Administrator is required to accept the contributions directly into a 403(b) plan. There is no cash option available to the Administrator for the accumulated unused sick leave days or the recognition of service payments. The 403(b) plan shall be set up through the District's approved provider at no cost to the District.
12. **Non-District related Work.** Each Administrator agrees to devote his/her full time, skill, labor, and attention to the performance of his/her job responsibilities and duties while employed by the South Butler County School District. With the prior recommendation of the Superintendent and approval of the Board, Administrators may engage in other business activities, including consulting work, speaking engagements, writing, lecturing, teaching or other professional duties and obligations insofar as such undertakings do not interfere or are inconsistent with the performance of their duties. Prior to engaging in any such additional employment or activity, however, they shall first submit a request in writing to the Superintendent that adequately describes the nature and extent of such employment or activity, and they must obtain the prior written approval of the Board.
13. **Professional Organizations:** With the recommendation of the Superintendent and prior approval of the Board, the District will pay for memberships in Local, State and National organizations related to the duties and responsibilities of each Administrator. Also, with the recommendation of the Superintendent and prior approval of the Board, each Administrator may attend Local, State, and National organization meetings and/or seminars at District expense.

14. Work Related Expenses: Administrators will be reimbursed for work related expenses in accordance with the policy(ies) adopted by the Board. To be eligible for reimbursement of work related expenses, Administrators are required to obtain the recommendation of the Superintendent and the prior approval of the Board; and, to submit itemized receipts for all such expenses.
15. In the event that an administrator's employment with the District ends for any reason, his or her vacation, sick and personal days will be prorated for their final year of employment based upon their last day of employment with the District.
16. This Plan contains all of the terms and conditions of employment between the parties hereto. This Plan shall remain in full force and effect between the parties, subject to changes which occur during the Administrators' employment as provided herein.

VI. Performance Evaluation.

The Administrator shall complete a Job Performance Assessment in accordance with Board Policy. The Board reserves the right to amend the Policy and/or the standards of assessment; however, any such amendments will be approved by the Board for implementation during the subsequent school year.

VII. Discharge and Termination of Contract.

All Administrators may have their employment with the District terminated in accordance with the provisions of the Pennsylvania Public School Code of 1949, as amended.

VIII. Return of School Property.

Upon separation from employment for any reason, each Administrator shall return all District property including, without limitation, any and all keys, badges, District technology, all documents and information, however maintained (including computer files, tapes, and recordings), and all copies thereof, concerning the District or acquired by him/her in the course and scope of his/her employment, and he/she shall not disclose confidential information obtained during his/her employment with the District to any third party without prior written approval of the Board. Failure to comply with the obligations contained herein, after written notice, shall be a legal basis for the termination of any and all post-employment benefits as outlined herein.

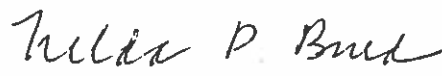
This Plan was approved by the Board of School Directors at a duly authorized public meeting on the 10th day of February, 2016.

Attest:

SOUTH BUTLER COUNTY SCHOOL DISTRICT



Secretary

by: 

President