

MEET AND DISCUSS PLAN
BETWEEN THE
SPRING-FORD AREA SCHOOL DISTRICT
BOARD OF EDUCATION
AND THE
SPRING-FORD PRINCIPALS AND
ADMINISTRATORS ASSOCIATION
FOR THE TERM OF:

July 1, 2016 to June 30, 2018

Board Approved: May 23, 2016

THIS AGREEMENT entered into this 1ST day of July 1, 2016 until June 30, 2018, by and between the Board of School Directors of the Spring-Ford Area School District (hereinafter called the "Board"), and the Spring-Ford Principals and Administrators Association (hereinafter called the "Association").

ARTICLE I – RECOGNITION & DEFINITIONS

SECTION A

"Administrative compensation" shall mean administrator salaries and fringe benefits.

"School administrator" shall mean any employee of the school entity below the rank of district superintendent, executive director, director of vocational-technical school, assistant district superintendent or assistant executive director, but including the rank of first level supervisor, who by virtue of assigned duties is not in a bargaining unit of public employees as created under the act of July 23, 1970 (P.L. 563, No.195), known as the "Public Employee Relations Act." However, this definition shall not apply to anyone who has the duties and responsibilities of the position of business manager or personnel director, but not to include principals.

The term "Board" when used in this Agreement shall refer to the legally elected representatives of the School District.

SECTION B

The Board agrees not to meet and discuss with any administrators' organization other than the Association for the duration of this Agreement, unless required to do so under law, pursuant to PLRB or court directive. Nothing contained herein shall be construed to prevent any individual principal or supervisor from presenting a grievance or having the grievance adjusted with the Board without the intervention of the Association, if the adjustment is inconsistent with the terms of this Agreement. Nothing contained herein, however, shall grant any rights to the grievant to arbitrate the matter in accordance with any provision of law. The Board of School Directors shall be the final arbitrator of any grievances pursuant to this Agreement.

SECTION C

If any clause, sentence, paragraph, or part of the Agreement, or the application thereof to any person(s) or circumstances, shall, for any reason, be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of the Agreement and the application of such provision to other person(s) to circumstances where such other person(s) or circumstances are clearly not affected by the judgment, and shall be confined in its operation to the clause, sentence, paragraph or part thereof, directly involved in the controversy in which such judgment shall have been rendered.

allotment.

Any employee represented by the Association who resigns or retires from his/her position before the end of the year shall be credited with vacation earnings for the year proportionate to the length of his/her service that year.

At the time of separation, the employee represented by the Association shall be paid for any vacation days to which he/she is entitled for the current year and for any unused vacation days accumulated from the previous year. Payments for vacation shall be made at the rate of pay in effect for the employee at the time the vacation is taken. In the event of death of an employee, his/her beneficiary shall be entitled to receive said payment.

A new principal or administrator who begins employment during the year after July 1 is eligible to accrue and utilize vacation leave on a monthly basis. Employees may access these amounts through the end of their first full fiscal year of employment, at which time vacation leave will then be awarded every year on July first.

SECTION B - PERSONAL DAYS

All employees represented by the Association shall receive three (3) allowable personal days per year without loss of pay. Unused days shall be added to and accumulate as sick days.

SECTION C – BEREAVEMENT LEAVE

Bereavement Leave

1. **Death in Immediate Family:** Five (5) days for members of the employee's immediate family. Immediate family includes: spouse, father, mother, brother, sister, son, daughter, parent-in-law, son-in-law, daughter-in-law, or near relative who resides in the same household, or any person with whom the employee makes his home.

2. **Death of Near Relative:** One day for the funeral of a near relative will be permitted. A near relative is defined as: first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

SECTION D - SICK LEAVE

All employees represented by the Association shall receive, with proper approval, twelve (12) sick days per year without loss of pay and shall be permitted to accumulate, without limit, all unused sick days. **Five (5) sick days per year may be used for immediate family member illness. Members of the immediate family shall be defined as: father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or anyone who resides in the same household or any person with whom the employee makes his/her home. The district reserves the right to obtain verification from a licensed and authorized medical provider of an immediate family member's sick leave.**

These District non-elective contributions shall be subject to an amount up to or equal to the limits established by law for such accounts. Further, if the employee's compensation exceeds the limits established for such contracts in the year of separation of service or thereafter, the District shall cause to be contributed as a non-District, non-elective contribution to one or more annuity contracts described in Code Section 403(b), and/or 457(b), in an amount up to and equal to the established limits for such contributions and each subsequent year for a period of not more than five (5) years or until the benefit amount is exhausted, whichever occurs later.

In order for such contributions to be made, all employees covered by this Employee Plan, during the term of this Employee Plan, will be required to acknowledge and agree that the employee is deemed to be in constructive receipt of any of the amounts contributed or intended to be contributed to the Section 403(b), and/or 457(b), annuity contracts that they will reimburse the District for any withholding taxes and interest thereon, which the District may be required to pay as the result of such constructive receipt. Alternatively, at the request of the District, the employee covered by the Employee Plan shall pay such taxes directly to the Internal Revenue Service or the Pennsylvania Department of Revenue, as required. Further, as a condition of this Employee Plan, the employee will agree to indemnify and hold harmless the District, its agents, employees, and board members from any claim which the Internal Revenue Service or the Pennsylvania Department of Revenue could assert with respect to this Employee Plan as it relates to this benefit for unused sick leave provision.

Effective July 1, 2009, all new administrators hired into the Association shall only be eligible for a maximum benefit of up to 150 days under this retirement provision.

To the extent permitted by applicable law, the Board agrees to sponsor an Insurance Plan within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended, in which retirees will be able to participate with respect to the amounts payable to them under this Section. In such a case, the retiring Administrator's election shall be governed by the Section 125 Plan.

Article III D of the Administrators Agreement as amended above shall solely govern the payments for unused sick leave.

ARTICLE IV - INSURANCE PROTECTION

SECTION A - HEALTH BENEFITS

1. Core Health Plan

Employees under this plan may choose one of the following options. **The District reserves the right to meet its commitment hereunder by obtaining equal to or better benefits from any other carrier of its choosing and agrees to provide the following payments toward the plans as listed:**

Any employee who has so waived coverage and received the cash bonuses and (i) is permitted under the terms of the Section 125 Plan to revoke his or her waiver for the remainder of the Contract year or (ii) terminates his or her employment prior to the end of the school year for which coverage has been waived, agrees to reimburse the District (and be deemed to have authorized the payroll withholding therefore) for an amount equal to the number of working days left in the Contract year on the date of revocation or termination over the total working days in the school year times the cash bonus payment.

SECTION B – DENTAL, VISION, & Rx PROGRAM

1. **Dental Care Program**

For the term of this Agreement, the District agrees to provide for each full-time member, single/family coverage. The percent contribution to be paid by the employee is equal to the percent contribution the employee pays for his/her health benefits. The District reserves the right to meet its commitment hereunder by obtaining equal to or better benefits from any other carrier of its choosing. The Dental Plan shall contain the following types of coverage:

Basic	100% UCR
Diagnostic Services	100% UCR
Preventive Services	100% UCR
Minor Restorative	100% UCR
General Services	100% UCR
Oral Surgery	100% UCR
Prosthetics and crown, inlay restorations	50% UCR
Periodontics	50%UCR
Orthodontics	80% UCR

2. **Vision Care Program**

For the term of this Agreement, the District agrees to provide for each full-time member, single/family coverage. The percent contribution to be paid by the employee is equal to the percent contribution the employee pays for his/her health benefits. The District reserves the right to meet its commitment hereunder by obtaining equal to or better benefits from any other carrier of its choosing.

3. **Prescription Program**

For the term of this Agreement, the District agrees to provide for each full-time member, single/family coverage. The percent contribution to be paid by the employee is equal to the percent contribution the employee pays for his/her health benefits. The District reserves the right to meet its commitment hereunder by obtaining equal to or better benefits from any other carrier of its choosing.

balance of the premiums being charged for the quarter for which the premium represents payment.

The Retiree must submit to the Business Manager his portion of the premium no later than the 15th day of the month prior to the first day of the quarter (June, November, January, March). If such payments are not received in a timely manner, the Board may elect to terminate coverage, based upon procedures established by the Business Department.

2. The Board's obligation under this subsection C is expressly contingent upon the agreement and/or consent of the insurer providing the coverage which the Retiree desires to continue. In the event that such participation privileges are not permitted, or subsequently revoked, by the insurer, both the Board's obligation to permit the Retiree to remain as a participant in the Board's health benefit plan and agreement to subsidize the premium costs, shall immediately terminate.

3. The Board's quarterly contributions as described and limited by the preceding paragraph number 2 may, at the election of the Retiree within the thirty (30) day period following retirement, be subject to the following conditions:

- a. The insurer permits the continuation of the Retiree within the same group;
- b. The cost of the Retiree's continuation of the plan can be subsidized 100% by the Board's quarterly contribution. Retiree contributions will not be accepted;
- c. The Retiree's selection of insurance coverage to which this benefit is to be applied is irrevocable;
- d. The Board's liability for continuation of insurance ceases upon the occurrence of the earlier of: (i.) the circumstance of paragraph 2 coming into effect as if the Retiree elected to continue health benefit coverage through a Board-sponsored plan; (ii.) at such time as the Board's quarterly contribution is not equal to or greater than the quarterly premium charge; (iii.) the Retiree's death; (iv.) in accordance with Section 5.513 of the PA School Code; or; (v.) seven (7) years from the first day of the month of continuing coverage.

Retiree eligibility for the Board's quarterly contribution does not preclude participation in the Board's group medical-surgical, hospitalization, and major medical insurance plans at the Retiree's expense.

ARTICLE V - TUITION REIMBURSEMENT

The total amount of tuition reimbursement distributed to the Association will not exceed \$90,000 each fiscal year of this Agreement. Tuition reimbursement will be distributed on "first come, first serve basis". In the event that a member of the Association is unable to receive tuition reimbursement in the immediately preceding school year because the cap of \$90,000 was exceeded, such employee will be entitled to receive priority for such tuition reimbursement in the following year. Such tuition reimbursement shall be subject to the following requirements:

ARTICLE VI – DOCTORAL STIPEND

A stipend for an administrative employee holding a Doctoral degree shall be paid \$2,500 each year on July 1 for each year of this Agreement. This stipend shall be paid once a year and will not be used to calculate the base salary of the individual.

ARTICLE VII – ACT 45 REIMBURSEMENT

The Board will reimburse Act 45 charges for employees completing professional development hours. These hours must be offered through an approved PILS provider and not be eligible for college credits and/or tuition reimbursement. The total amount of Act 45 reimbursement distributed to the Association will not exceed \$10,000 each fiscal year of this Agreement. Act 45 reimbursement will be distributed on “first come, first serve basis”.

To be eligible to receive reimbursement for Act 45 hours, prior written approval issued at the discretion of the Superintendent shall be required and must be submitted within ten (10) calendar days of the professional development. Reimbursements must be submitted within thirty (30) calendar days upon the completion of the Act 45 approved professional development.

ARTICLE VIII – 220 DAY/YEAR ASSISTANT PRINCIPAL

This administrative position will be part of the Act 93 Association and will receive all benefits as outlined in the agreement, with the following exceptions:

- No vacation days will be allocated for this position
- No holidays will be paid for this position

ARTICLE IX- MISCELLANEOUS PROVISIONS

SECTION A - MEMBERSHIP DUES

District contribution for membership dues is not to exceed \$800.

SECTION B - TAX-DEFERRAL PROGRAMS

The District shall provide the option for employees to participate in a 403(b) and a 457(b) offered by any of six (6) tax-deferred investment programs approved in writing by the Spring-Ford Area School District. The District's only obligation under this provision shall consist of making payroll deductions as authorized in writing by the employee and remitting the amounts deducted to the tax deferred investment program selected by the employee. The District does not warrant, on either a current or future basis, that the plan or plans selected by the employee or the contributions made are either non-taxable or eligible for the tax deferral under any provision of law.

ARTICLE X - DURATION OF AGREEMENT

The Agreement shall be effective as of July 1, 2016, and shall continue until June 30, 2018. This contract shall further automatically extend from year to year thereafter, unless sixty (60) days prior to any anniversary date either party gives to the other, in writing, notice of an intention to terminate or modify this Agreement.

SPRING-FORD PRINCIPALS AND SUPERVISORS ASSOCIATION

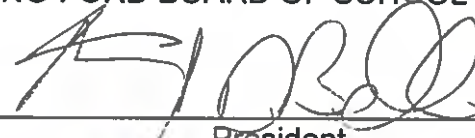
By: 
President

05/27/2016
Date

By: 
Secretary

05/27/2016
Date

SPRING-FORD BOARD OF SCHOOL DIRECTORS

By: 
President

6/3/16
Date

By: 
Secretary

5/27/16
Date

APPENDIX B

Annual Evaluations:

Employees will be evaluated by their supervisor on the following:

- Leadership
- Job Knowledge
- Management
- Teamwork
- Attitude
- Communication
- Responsiveness
- Judgment

Employees shall receive an overall rating of: Commendable, Above Average, Satisfactory, Needs Improvement, or Unsatisfactory.

The Annual Evaluation will serve to address any performance concerns, discuss areas of growth, or to simply review job performance. Employees with an overall rating of Unsatisfactory or Needs Improvement will be placed on a Performance Improvement Plan.

Salary increases will be based upon the overall evaluation and will not exceed 2% of total payroll for those covered by the Act 93 Agreement.

ADMINISTRATOR EVALUATION

Name of Administrator: _____

	Rating 0	Rating 0.5	Rating 1.0	Rating 1.5	Rating 2.0
	Unsatisfactory	Needs Improvement	Satisfactory	Above Standard	Commendable
Leadership – Is a positive role model. Influences others to achieve a common goal. Maintains high ethical standards; supports District mission and policies. Provides appropriate direction and professional development opportunities for subordinates. Creates a 'vision' for area of responsibility.	Fails to be a positive role model. Does not maintain high ethical standards; does not support District mission and policies. Fails to empower others. Does not provide appropriate direction and professional development opportunities for subordinates. Lacks a clear sense of 'vision'.	Ethical standards are not always evident. Rarely supports District mission and policies. Some evidence of empowering others. Ineffective in providing direction and professional development opportunities for subordinates. Unable to articulate a clear sense of 'vision'.	Ethical standards are evident. Sets a positive example. Supports District mission and policies. Works to empower others through collaborative activities. Provides direction and opportunities for subordinates. Able to articulate a clear sense of 'vision'.	Ethical standards are evident when making decisions. Sets an example that is often emulated. Advances District mission and policies. Creates opportunities for others to fill leadership roles. Displays ownership and takes the lead in providing professional development opportunities for subordinates. Sense of vision is clear and provides purpose and direction to self and others.	Always makes good decisions showing insight and understanding. Takes the initiative when problem solving. Ethical standards guide all decisions. Consistently takes the role of positive role model. Adds to the continued defining of District mission and policies. Organizes and executes district-wide professional development opportunities for subordinates and peers. Vision is emulated by others.
Job Knowledge – Understanding of duties and responsibilities: technical, administrative, managerial, supervisory, or other specialized knowledge required to perform the job.	Definite lack of job knowledge; very little understanding of job duties; unable to learn tasks; requires excessive instruction.	Inadequate knowledge of duties; insufficient understanding of job duties; requires more than average instruction.	Has adequate knowledge of duties; needs little additional instruction; demonstrates satisfactory ability with some direction.	Good knowledge of duties; well-informed; occasionally needs direction; quick to understand with little explanation.	Excellent understanding of job assignment; requires very little direction; extremely capable. Assists others.
Management – Plans, executes and delegates work effectively in areas associated with job. Manages financial, material and/or human resources efficiently in areas associated with job.	Does not plan, execute and delegate effectively in areas associated with job. Does not manage financial, material and/or human resources efficiently in areas associated with job.	Infrequently plans, executes and delegates effectively in areas associated with job. Ineffectively manages financial, material and/or human resources in areas associated with job.	Meets expectations associated with job for planning, execution and delegation. Meets expectations associated with job for managing financial, material, and/or human resources.	Takes the initiative for planning, execution and delegation. Goes above and beyond expectations associated with job for managing financial, material, and/or human resources.	Regularly takes the lead in planning, execution and delegation. Creatively manages financial, material, and/or human resources.
Teamwork – Works effectively in a team environment. Interacts with coworkers in a positive and cooperative manner. Asks for help when needed and offers assistance to others.	Does not work effectively in a team environment. Does not interact with coworkers in a positive manner. Does not ask for help when needed and does not offer assistance to others.	Demonstrates difficulty in working in a team environment. Has occasional negative interactions with coworkers. Is reluctant to ask for help when needed and rarely offers assistance to others.	Meets expectations for working in a team environment. Usually interacts in a positive manner with coworkers. Usually asks for help when needed and usually offers assistance to others.	Often exceeds expectations for working in a team environment. Brings a sense of harmony in interactions with coworkers. Looks for opportunities to offer assistance and helps others to contribute to team efforts.	Cooperative and a contributing member of any team effort. Helps others to be a contributing member of a team by recognizing their strengths. Goes above and beyond in helping others.
Attitude – Enthusiasm, dedication and interest displayed regarding position, responsibilities and duties.	Never volunteers to take on work; requires constant monitoring to ensure that work is completed; displays responsibility and demonstrates very little drive	Needs monitoring to ensure work is completed; shows little drive or ambition concerning position, responsibilities and duties.	Fulfills general expectations concerning position, responsibilities and duties. Rarely requires monitoring to ensure work is completed. Completes tasks on schedule.	Seeks new tasks; works well when given responsibility; makes occasional suggestions; often completes tasks ahead of schedule producing high quality work.	A self-starter; seeks out responsibility; often makes constructive suggestions thereby creating greater efficiency and added value to position.

<p>Communication – Speaks, writes and presents effectively. Listens well and clarifies questions. Interacts professionally with students and/or staff. Keeps appropriate people informed on status of projects and key issues.</p>	<p>Unable or unwilling to effectively speak, write or present. Refuses to listen to others. Fails to keep appropriate people informed on status of projects or key issues.</p>	<p>Inconsistent in speaking, writing and presentation skills. Talks more than listens. Is inconsistent in keeping appropriate people informed on status of projects or key issues.</p>	<p>Communicates through/by speaking, written communications and presentations. Listens well and asks appropriate questions. Keeps appropriate people informed on status of projects or key issues.</p>	<p>Communications are succinct and clear as demonstrated in writing, speaking and presenting. Seeks first to understand. Displays tact and diplomacy when speaking with co-workers, parents, teachers, and students. Always keeps appropriate people informed on status of projects or key issues. Acts for feedback.</p>	<p>All forms of communication are engaging, informative, and constructive; can be relied on to produce error-free correspondence and timely, succinct presentations. Is able to build and maintain consensus while keeping appropriate people informed on projects or key issues. Acts on feedback.</p>
<p>Responsiveness – Is results oriented and assumes responsibility and accountability for own work. Responds appropriately to internal and/or external requests for assistance. Demonstrates initiative and flexibility.</p>	<p>Is not results oriented and does not assume responsibility and accountability for own work. Ignores requests for internal and/or external assistance. Does not demonstrate initiative and flexibility.</p>	<p>Exercises limited interest in results and is inconsistent in assuming responsibility and accountability for own work. Sometimes ignores requests for internal and/or external requests for assistance. Sometimes shows initiative. Is often inflexible.</p>	<p>Is often driven and motivated by a desire to see results. Meets expectations for assuming responsibility and accountability for own work. Gives assistance to internal and/or external requests for assistance when such falls within their job area. Demonstrates initiative and flexibility.</p>	<p>Is results driven and takes accountability and responsibility for own work. Often takes the initiative and recognizes that job is filled with ambiguity.</p>	<p>Is highly results driven and demands excellence in all areas of their work. Consistently takes initiative and is creative when faced with seemingly insurmountable obstacles.</p>
<p>Judgment – Analyzes available data or circumstances concerning a situation. Develops alternative solutions and recommends or selects a proper course of action.</p>	<p>Does not analyze available data or circumstances concerning a situation. Cannot or does not develop alternative solutions nor recommend or select proper course of action.</p>	<p>Improperly analyzes data or circumstances concerning a situation. Is hesitant to develop alternative solutions. Rarely recommends or selects proper course of action.</p>	<p>Analyzes available data or circumstances concerning a situation. Often develops alternative solutions and recommends or selects a proper course of action.</p>	<p>Is quick to analyze data or circumstances and develop alternative solutions and courses of action in areas not specifically within the scope of responsibility.</p>	<p>Is quick to analyze data or circumstances and can develop alternative solutions and courses of action in areas not specifically within the scope of responsibility.</p>
<p style="text-align: right;">Total Rating:</p>	<p style="text-align: center;">0</p>	<p style="text-align: center;">0</p>	<p style="text-align: center;">0</p>	<p style="text-align: center;">0</p>	<p style="text-align: center;">0</p>

Goal #1	Goal Completion: Y/N
Goal #2	Goal Completion: Y/N
Goal #3	Goal Completion: Y/N

Administrator Evaluation

Commendable 1.73-2.00
 Above Standard 1.50-1.72
 Satisfactory 1.00-1.49
 Needs Improvement .50-.99
 Unsatisfactory 0-.49

Administrator's Rating 0.00

Goal Attainment YES NO

Overall Rating: _____

Administrator's Signature _____

Date _____

Evaluator's Signature _____

Date _____