

Administrative Compensation Plan for Administrators 2014-15, 2015-16 and 2016-17

**Assistant Business Administrator
Assistant Principals
Assistant Director of Special Education
High School Associate Principal
Director of Athletics
Director of the Career and Technical Center
Director of Technology
Director of Educational Alternatives
Director of Food Service
Director of Learning Enrichment/Gifted Support and Student Services
Director of Physical Plant
Director of Special Education
Director of Transportation
Principals
Assistant Director of Athletics
Directors of Curriculum
Supervisor of Elementary Education**

**State College Area School District
State College, PA 16801**

**PLAN FOR
EVALUATION, COMPENSATION, AND FRINGE BENEFITS**

INTRODUCTION

Act 93 of 1984 enacted 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 the statute is stated at 1164(b): "...to provide a means by which compensation matters affecting school administrators can be resolved with-in the framework of a management team philosophy."

This document is the framework for use by the administrators named in the section "Agreement and Terms" to accomplish the purpose of Act 93.

POLICY: ADMINISTRATIVE COMPENSATION PLAN

Refer to Policy #328 adopted by the State College Area Board of School Directors for the Administrative Compensation Plan.

AGREEMENT AND TERMS

This agreement shall be between the State College Area Board of School Directors and the administrators as determined by Act 93 of 1984. Administrators covered by this document are:

Assistant Business Administrator
Assistant Principals
Assistant Director of Special Education
High School Associate Principal
Director of Athletics
Director of the Career and Technical Center
Director of Technology
Director of Educational Alternatives
Director of Food Service
Director of Learning Enrichment/Gifted Support and Student Services
Director of Physical Plant
Director of Special Education
Director of Transportation
Principals
Assistant Director of Athletics
Directors of Curriculum
Supervisor of Elementary Education

The term of this agreement shall begin July 1, 2014 and shall continue in force and effect until June 30, 2017 or until such later date as the parties may agree is the extended ending date.

MEET & DISCUSS

If a majority of the eligible school administrators provide a written request to the Board, then the Board shall “meet and discuss in good faith” with the administrators on such matters as salaries, fringe benefits, and performance evaluation. Both groups may select a representative group to attend the “meet and discuss.”

An informal Meet & Discuss procedure will be used to identify and research longer-term issues preceding the final year of this agreement.

PHILOSOPHY

Evaluation is a process whereby the effectiveness of the professional staff member is appraised in relation to predetermined goals and objectives, the member’s own personal competencies, and the ability to carry out established administrative procedures.

This evaluation shall recognize the worth and unique role of the individual in education and must serve to support and lend positive direction toward individual and group effectiveness.

This evaluation must serve to foster self-improvement and be a vital part of the total school plan to improve the goals of education, the instructional process and the educational growth of the student.

PURPOSES

1. Evaluation should be used to promote and assist professional growth.
2. Evaluation should be used to fulfill, in a uniform manner, the legal requirements of state and local authorities.
3. Evaluation should be used to determine the quality of the administrative performance.

APPRAISAL PROCEDURE

All Act 93 administrators covered under the PDE evaluation process will be evaluated based upon the PDE Framework for Leadership evaluation tool and their district goals.

All other administrative staff will be evaluated based upon the district evaluation tool and their district goals.

APPRAISAL REVIEW PROCEDURE

The signature of the administrator on the "Summary of Performance Sheet" does not indicate acceptance, but is an indication that the performance evaluation has been received. It is possible that an administrator will not agree with the performance evaluation given by the appraiser. In this event, the administrator may explain in writing and have it attached to the appraisal form. This should be done within one week following the appraisal meeting.

If the administrator disagrees with the appraisal to the extent that it is desirable to have a special review made of the case, the following procedure should be used. A request for such a review should be made in writing by the administrator to the Superintendent within a week following the appraisal meeting. The letter should set forth the reasons why the administrator believes the appeal is necessary.

The Superintendent will then convene a Special Advisory Panel for an Administrator Appraisal Review within one week following the receipt of such a request. The Special Advisory Panel will be composed of the Superintendent, the Assistant Superintendent, the Business Administrator, and the Director of Human Resources. The administrator has the option of requesting that one other member of the Administrative Team be appointed to the panel. Within one week following this meeting the Special Advisory Panel will render its opinion in writing to the administrator. If the opinion is agreed to by the Superintendent and the administrator, the matter is ended. If the administrator wishes to appeal the opinion, or, the Superintendent's final decision, this may be done by appealing in writing to the President of the Board of School Directors to request a hearing.

THE APPRAISER(S)

There will be at least one appraiser to review each administrator's performance, establish goals and set up development plans. The appraiser will normally be the immediate supervisor, but may include additional appraisers from a higher level. The administrator-appraiser relationship will be as follows:

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|-----|--|--|
| 1. | Director of Educational Alternatives | Assistant Superintendent |
| 2. | Director of Athletics | Assistant Superintendent |
| 3. | Director of Learning Enrichment/
and Student Services | Assistant Superintendent |
| 4. | Director of Special Education | Assistant Superintendent |
| 5. | Operational Directors/Supervisors | Business Administrator |
| 6. | Director of Food Services | Assistant Business Administrator |
| 7. | Principals – Elementary | Supervisor of Elementary and
Middle Level Education |
| | Principals – Secondary | Assistant Superintendent |
| 8. | Director of Curriculum K-6 | Supervisor of Elementary and
Middle Level Education |
| | Director of Curriculum 9-12 | Assistant Superintendent |
| 9. | Assistant Principals | Principal |
| 10. | High School Associate Principal | Principal |

- | | | |
|-----|---|-------------------------------|
| 11. | Director of the CTC | Assistant Superintendent |
| 12. | Director of Technology | Assistant Superintendent |
| 13. | Assistant Director of Special Education | Director of Special Education |
| 14. | Assistant Director of Athletics | Director of Athletics |
| 15. | Assistant Business Administrator | Business Administrator |

FILING OF FORM

The original of the appraisal form will become a part of the administrator’s record and a copy of it will be provided to the administrator.

Salary Increase and Rate Ranges

A. Salary Increase Formula – Increases will be granted on satisfactory evaluation. All Act 93 administrators covered under the PDE evaluation process will have their salary increases based upon the Observation/Evidence portion of the PDE Framework for Leadership evaluation tool and their district goals.

Salary increases for all other administrative staff will be based upon the district evaluation tool and their district goals.

The annual rate ranges will be as follows:

2014-15

(Note: 2014-2015 range increases by 1.6% based on PSBA Market Movement)

RANGE	MINIMUM	MAXIMUM
I	\$100,778	\$141,090
II	\$93,897	\$131,456
III	\$90,986	\$127,380
IV	\$80,881	\$113,233
V	\$75,933	\$106,306
VI	\$64,886	\$90,841

Rate ranges are calculated utilizing the PSBA Market Compensation Study. Rate ranges will be adjusted each year, based on the lower of:

- a. SCASD Act 93 member yearly salary increase
- b. The overall market movement as determined in September of the preceding year

B. Placement Within Salary Range

The Superintendent will determine placement within the salary ranges of the agreement. This decision will include consideration of credit for previous service as follows:

1 year	credit for like administrative services
.75 year	credit for other administrative services
.50 year	credit for teaching and other job related experience – as determined by the Superintendent of Schools

C. Salary Adjustments – Salary increases will be as follows:

2014-15	2.8% is the value of x on the schedule in Appendix A
2015-16	2.7% is the value of x on the schedule in Appendix A
2016-17	2.6% is the value of x on the schedule in Appendix A

Salary increases for a capped administrator whose salary exceeds the maximum established range will be based on the 12-month average COLA of the previous calendar year (January – December). The COLA increase will not exceed 1% less than the annual percentage increase for all other administrators.

The salary limit will be waived for an administrator who gives written notice of intent to retire from service by May 1 of the fiscal year prior to retirement.

Doctoral Incentive Salary Adjustment:

\$1,000.00 will be added to the base salary of an administrator who attains a doctoral degree. The incentive will be added to the base salary in the year following attainment of the degree. This incentive will be retroactive only to current administrators who already have the doctoral degree.

D. Classification

Range I Supervisor of Elementary and Middle Level Education
High School Principal

Range II Middle School Principal
Special Education Director
Director of Learning Enrichment/Gifted Support
and Student Services
Director of Curriculum (K-6)
Director of Curriculum (7-12)

Range III Director of Educational Alternatives

Elementary Principal
CTC Director
Director of Technology
Director of Physical Plant
Assistant Business Administrator
High School Associate Principal

Range IV High School Assistant Principal
Middle School Assistant Principal
Assistant Director of Special Education

Range V Athletic Director
Director of Food Services
Director of Transportation

Range VI Assistant Director of Athletics

- E. The Board and the administrators agree to use the meet and discuss process whenever individual salary inequities are perceived. All administrators retain the individual right to bring such perceived inequities to the attention of the Board through administrative channels.

FRINGE BENEFITS

Health Insurance

Covered administrators are eligible to receive health and medical insurance coverage under the same terms and conditions as that offered to members of the State College Area Education Association.

The premium co-share will be made through monthly payroll deduction, through a Section 125 Premium Conversion Plan, with pre-tax dollars. Additionally, an employee may opt-out of having health insurance coverage and will be entitled to a \$2,000 payment (one payment of \$1,000 in December, one in June).

Spousal Rule

Beginning July 1, 2014, spouses, domestic partners or other dependents who are employed at Penn State University, the Mt. Nittany Medical Center, Centre County Government or other school districts and who are eligible for comparable health care coverage will be eligible for the District's Health Care plan, only if the employee pays the full cost differential of doing so.

Employees whose spouse or domestic partner is also a District employee who is eligible for health insurance will be provided health insurance in the most economical way for the District. Currently, married/domestic partners will be provided two individual policies. When spouses/domestic partners are members of two different bargaining units, the employees will pay monthly co-premiums

which are the lesser of the co-premiums between the two contracts. Additionally, if monthly co-premiums for two-party coverage are less than monthly co-premiums for two individual coverages, the employees will only pay monthly co-premiums equal to the two-party coverage amount.

Dental – For employees hired after July 1, 2013 whose spouse or domestic partner has dental insurance available at his/her place of employment, the use of the district's dental insurance by such spouse/domestic partner and the family will be subject to the spouse/domestic partner's participation in the spouse/domestic partner's dental plan and coordination of benefits.

Income Protection Insurance

Administrators who are disabled according to the plan and who are covered by this document will have coverage equal to 60% of their normal monthly salary without maximum limit and until age 65.

Life Insurance

All eligible administrators receive a basic insurance policy, including accidental death and dismemberment, based on 2 times the current base salary at no cost. In addition, they may purchase, through payroll deduction, an additional \$40,000 of optional life insurance at a monthly premium according to age.

Life Insurance – Whole Life

The district provides the mechanism to purchase whole life insurance through payroll deductions with the director/supervisor paying the full premium.

Dental Insurance

Coverage will remain the same as those offered in the prior agreement.

Liability Insurance

Liability coverage will be provided by the Board of School Directors.

Continuation of Health and Dental Insurance at time of Retirement

The Board will provide, on an optional basis, health and dental coverage to all eligible retirees who have retired with the following conditions and prerequisites:

- A. Benefits to continue until employee's 65th birthday;
- B. To continue these benefits upon retirement, the employee will pay the actual District cost plus 2% administrative costs;

- C. The employee is retiring and receiving benefits through the Public School Employees' Retirement System (PSERS), and meets one of the following:
1. 15 years of continuous employment with the State College Area School District
 2. Superannuation (normal retirement)
 3. 30 years of service in PSERS
 4. Disability retirement.

Professional Memberships

The Board will allow for payment of membership in one professional organization, or a combination of membership dues not to exceed \$600 as approved by the Superintendent or his designee.

LEAVES OF ABSENCE

The following short-term leaves of absence are permitted without loss of pay to the limits stated for administrators in proportion to their employment obligation.

Sick Leave

Administrators covered by Act 93 of 1984 accumulate days annually and the unused days each year are cumulative without limit. The rate of accrual will be 13 days/year. All or any part of such accumulated unused leave may be taken with full pay in any one or more school years.

Where there is a planned absence on account of illness or disability of 11 or more days, the employee will write to the Director of Human Resources informing him/her of the approximate length of absence. Examples of planned illness or disability would include operations, child bearing, medical testing.

Leave of Absence for Restoration of Health

Administrators may apply for a leave of absence for restoration of health as permitted under the School Code.

Leave of Absence for Professional Development:

A leave of absence for professional development shall be directly related to the professional responsibilities as determined by the board of school directors and shall be restricted to activities required by regulations of the State Board of Education and by the laws of this Commonwealth for a professional certificate or commission or to improve professional competency. All requests for a leave of absence for professional development shall be subject to review and authorization by the board of school directors, which shall have sole authority to adopt and enforce policy establishing the conditions for approval of such leaves. At a minimum for a half school term, a leave of absence for professional development shall consist of any of the following or a

combination thereof: nine (9) graduate credits, twelve (12) undergraduate credits, one hundred eighty (180) hours of professional development activities. At a minimum for a full school term, a leave of absence for professional development shall consist of any of the following or a combination thereof: eighteen (18) graduate credits, twenty-four (24) undergraduate credits, three hundred sixty (360) hours of professional development activities.

The administrator requesting a leave of absence for professional development shall submit to the board of school directors a detailed plan describing the professional development activities to be undertaken. The board shall be authorized to approve or reject the plan, consistent with its written policy. Upon completion of the leave, the administrator shall provide to the board of school directors satisfactory evidence that his/her approved plan for professional development was fully complied with during the leave of absence. If the administrator fails to do so, unless prevented by illness or physical disability, the administrator shall forfeit all benefits to which he/she would have been entitled under the provisions of this act for the period of the absence for professional development. The administrator shall also submit to the Superintendent within the first month following the conclusion of the leave an official transcript of all courses completed. Failure to submit the following will result in forfeiture of all compensation and benefits paid by the district:

- Official transcript of all courses completed
- Required reports

Acceptance of a leave of absence for professional development incurs a commitment by the administrator to return to active duty in this district immediately following the leave. If the administrator leaves before the completion of 3 years the following will apply regarding the repayment of compensation and benefits:

- If less than one (1) year is completed, the repayment will be 100%
- If one (1) year is completed, the repayment will be two-thirds (2/3)
- If two (2) years are completed, the repayment will be one-third (1/3)

Doctoral Leave of Absence

Administrators covered by the provisions of this salary/benefit plan shall be eligible for a doctoral leave of absence with full pay during the period of July 1 through December 31 of a single school year. In order to qualify for the doctoral leave of absence, an administrator:

- a. must be a student in good standing in a doctoral program at an accredited university;
- b. must have completed successfully all applicable requirements for the doctoral degree with the exception of residency and the dissertation;
- c. must have secured approval from his/her dissertation committee for the dissertation project;
- d. must have completed a minimum of three years of service as an administrator in the school district;

- e. will receive the doctorate within six months following the completion of the doctoral leave of absence;
- f. must agree to return to service in the district for a minimum of one school term (September through June) following completion of the doctoral leave of absence.

Requests for the doctoral leave of absence will be submitted to the Superintendent of Schools no later than January 31 of the year in which the doctoral leave is to be taken.

Long Term Leave of Absence

Administrators requesting a Long Term Leave of Absence will adhere to the Provisions of the Procedure #4-2-18B (Long Term Leaves). Where possible, the request must be made at least one full semester prior to the requested start of the leave.

Other Leaves of Absence

Other permissible absences for administrators include:

Death in the Immediate Family

5 days

Five (5) days each occurrence. Immediate family shall be defined as: wife, husband, domestic partner, parents (including step or foster parents), sister, brother, daughter, son, parent-in-law, grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or other members of the same household.

Illness in the Immediate Family

6 days

Not to exceed six (6) days per year. Immediate family shall be defined as: wife, husband, domestic partner, parents (including step or foster parents), sister, brother, daughter, son, also the following who are members of the same household: parent-in-law, grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, niece and nephew.

Death of a Close Friend or Relative

1 day

One (1) day each occurrence.

Personal Business

Administrators covered by this document will receive three (3) days of personal leave annually for their first five (5) years of service. Thereafter they will receive four (4) personal leave days annually. The days may be accumulated up to six (6) days; and may be taken consecutively during any one period of absence.

- a. Written approval must be requested of and granted by the supervisor at least one week prior to the day for which the personal leave is requested.
- b. These restrictions may be waived in the case of an emergency.
- c. If on July 1 of any year the accumulated unused personal days, with the new year's days added, will exceed six (6), the excess number of days will be transferred to the employee's sick leave accumulation.

Jury Duty

Compensated by full salary minus jury compensation.

Court Cases

When leave is necessary by reason of being subpoenaed as a witness at a court case or as a litigant in a civil case.

Educational Purposes

The Board agrees that administrators may attend meetings for educational purposes subject to the following conditions:

Expenses will be paid by the State College Area School District to include only meals, lodging, registration fee and mileage to and from such meetings according to the applicable school district travel/expenses reimbursement policy.

Approval of the supervisor will be necessary. Approval must be requested in writing at least one week prior to the absence.

All absences not covered above will be without pay. A request must be submitted in writing to the Superintendent at least one week in advance.

Permission in advance must be obtained for all leaves of absence except sick leave.

HOLIDAYS

Twelve holidays are granted annually to 12-month administrators. These are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday and Friday, three days at the winter break and three floating holidays placed annually at the discretion of the Superintendent.

VACATION

Vacation time is granted on the basis of administrative years of service in the school district, with accumulation limited to twice the annual accrual rate:

1 st through 5 th years of service	21 days annually
6 th through 10 th years of service	23 days annually
11 th through retirement	25 days annually

Under normal circumstances, administrators are encouraged to use their vacation days during those periods when school is not in session.

At retirement, administrators will be paid for up to one year of accrued vacation leave at their daily rate of pay. Additional accrued vacation days up to twice the annual allotment will be paid for at \$40.00 per day.

RETIREMENT

Administrators retiring from service with the district will be paid for accrued but unused sick leave at the rate of \$60 per day provided:

1. The individual has terminated service by meeting requirements of School Code, and
2. Has had a minimum of 10 years continuous service with the State College Area School District, and meets one of the following:
3. Has completed 35 years or more of credited service in Pennsylvania Public School Employees' Retirement System (PSERS), regardless of age, or
4. Has completed 30 years or more of credited service in the PSERS and is at least age 60, or
5. Has completed 25 years or more of credited service in PSERS and qualified for a withdrawal (early) retirement, or
6. Has completed 20 years of service in the State College Area School District and is at least age 55, or
7. If disabled after 10 years of service and qualified for disability under PSERS, or
8. Is at least 62 years of age.

The maximum number of accrued but unused days which are reimbursed shall be **300** days. This payment may be made in one lump sum or may be placed in escrow account to be used to pay for medical benefits upon retirement. Upon the death of an employee, the retirement benefit payment will be made to his/her beneficiary(ies) or estate within thirty (30) days after notification of the estate representative.

RETIREMENT SEVERANCE

A retirement severance payment will be made to an administrator who indicates in writing no later than December 1 that she/he will retire effective June 30 of that same school year. This payment will consist of a one time amount and will be based on a percentage of the salary the administrator would have been entitled in the following school year, as indicated below. To be eligible for this retirement severance, the administrator must have at least ten (10) years of administrative years of service in the district.

5%	10-20 administrative years in the district
6%	21-25 administrative years in the district
7%	26+ administrative years in the district

TUITION REIMBURSEMENT

The administrators covered by this document shall be eligible to be reimbursed for the payment of tuition at the same level as found in the State College Area Education Association (SCAEA) contract. In no case may this exceed the SCAEA rate, provided, however, that:

- (A) The course to be taken is one offered by a recognized institution of higher learning and has prior approval of the administrator's supervisor. The condition for approval by the administrator's supervisor shall be met by one of the following:
 - 1. The course is approved by the individual's graduate advisor as part of a graduate program in education, or
 - 2. The course is in one of the member's areas of certification, or
 - 3. The course is in the general field of education including the areas of school administration and educational methods.
- (B) Tuition reimbursement will be paid for in-service courses approved by the Pennsylvania Department of Education at a rate of 85% of the tuition not to exceed \$100.00 per credit.
- (C) The course shall be satisfactorily completed.
- (D) An administrator receiving benefits under this provision shall remain with the School District at least six months after the completion of the course; otherwise, the reimbursement will be forfeited to the School District.

Payment for completed courses will be made at the conclusion of each course upon presentation of course grade card or transcript and paid receipt from the college or university where the credits were taken or official letter verifying satisfactory completion of the in-service course.

For those administrators registering at Pennsylvania State University, the district will accept direct billing from the university.

TAX SHELTERED ANNUITY

Administrators will be able to participate in Internal Revenue Service approved tax sheltered annuities through the district's payroll deduction.

CREDIT UNION

Administrators may elect payroll deductions for the State College Federal Credit Union.

MILEAGE

Where the administrator uses a personal car in excess of 1,500 miles annually on district business, an additional 5 cents per mile increment will be added to the normal per mile reimbursement for those miles exceeding 1,500 per year.

CELL PHONE REIMBURSEMENT

If you have been identified as being required to have a District-owned Smartphone, you may choose one of the following options:

1. Maintain or procure a district-owned Smartphone
2. Maintain or procure a personal Smartphone used for business with a district reimbursement

Terms and Conditions:

1. The Smartphone for which you are receiving the stipend should be with you for the same times and on the same days currently required for your position.
2. You must be able to receive emails sent to your district email account using the Smartphone. Once you make the election to use your personal Smartphone in lieu of a district-owned Smartphone, you must configure it to receive emails sent to your district account.
3. The Smartphone for which you receive the stipend must be functional and in service for the time period covered by the stipend. If it is out of service for a period of one month or more, an amount equal to that time period will be deducted from the stipend.
4. You must provide to the Technology department a phone number for your Smartphone.
5. Stipends will be paid monthly in an amount equal to the cost of District provided Smartphones. In order to be eligible for the stipend, you must submit a copy of a detailed invoice to the accounting office. Procedures for the reimbursement process will be provided to the applicable staff members.
6. This agreement is subject to change based on IRS tax treatment of employer-provided cell phones.

TRAVEL ACCIDENT INSURANCE

Administrators will be provided with district-paid travel accident insurance coverage in the amount of \$150,000.

APPENDIX A

			Midpoint		
	83% - 90.49%	90.5% - 97.49%	97.5% - 102.49%	102.5% - 109.49%	109.5%+
Proficient/ Distinguished	X + .5	X + .25	X	X - .25	X - .5
Needs Improvement	(X + .5)/2	(X + .25)/2	X/2	(X - .25)/2	(X - .5)/2
Unsatisfactory	0	0	0	0	0