

**Act 93 Compensation Plan  
between the  
Wellsboro Area School District  
and the  
Wellsboro Area School District Act 93 Administrators**

**July 1, 2015 – June 30, 2019**

**Approved by the WASD Board of Education on  
March 10, 2015**





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### Administrator Compensation Plan

The Board of School Directors of the Wellsboro Area School District adopts the following Administrator Compensation Plan pursuant to the "Public School Code of 1949", as amended, Section 1164. The Board recognizes the importance of an effective Management Team to maintain and strengthen the quality of administration and educational programs of the District, as well as to ensure optimal decision-making, conflict resolution and management.

#### I. Term of Compensation Plan

This plan is effective July 1, 2015 and shall continue to and include June 30, 2019.

#### II. Definitions

The term "Administrator" shall include the following positions for the purposes of this Plan:

- Principal- High School
- Federal Programs Coordinator/Director of Curriculum, Instruction & Technology
- Principal- Middle School
- Principal- Elementary School
- Supervisor of Special Education
- Assistant Principal/Head of Athletics- High School
- School Psychologist/Coordinator of Online Programs
- School Psychologist- Elementary Priority

#### III. Compensation Plan

The salaries listed below are the 2014-15 salaries. This contract year's salaries will be determined by using the prior year's salaries as a base and: 1) Pennsylvania Department of Education PDE form 82-2 for Principals or PDE form 82-3 for Non-Teaching Professional (appendix C) 2) the percentage rating matrix – (appendix A) and 3) the market pay ranges matrix – (appendix B), updated bi-annually by PSBA. Individual goals will be determined and evaluated annually, and will be worth up to an additional .25% increase to the percentage rating.

<b>Salaries</b>	<b>2014-2015</b>
Principal-High School	\$98,953
Federal Programs Coord/Dir. of CIT	\$102,632
Principal- Middle School	\$81,651
Principal- Elementary	\$93,463
Supervisor of Special Education	\$84,720
Assistant Principal/Head of Athletics	\$75,476
School Psychologist/Coord. of Online Programs	\$77,039
School Psychologist/Elem. Priority	\$46,350

#### IV. Fringe Benefits

The District shall provide the following benefits to each Administrator:

##### A. Insurance

The District is a member of the Northern Tier Insurance Consortium (NTIC) and coverage is currently provided through First Priority Life Insurance Company (FPLIC) (formerly Blue Cross of Northeastern Pennsylvania and High Mark Blue Shield). The Consortium follows the contractual plan changes required by FPLIC as they become approved through the Pennsylvania State Insurance Department.

The District will offer a waiver of health insurance/buy-out provision to all members represented by the Administrators Group for the term of this Compensation Plan. Participation in the waiver of health insurance/buy-out provision will be voluntary.

In the event that an employee elects to not receive health insurance benefits provided this Compensation Plan, such employee shall receive annual compensation in the amount of Two Thousand Seven Hundred Fifty Dollars (\$2,750), which amount shall continue to be paid to the employee so long as the employee does not participate in the health insurance plan provided by this Compensation Plan. Payment shall be made on the last pay of each school year and will be prorated based on the number of months that the insurance is waived.

An employee who elects to take this health insurance waiver/buy-out provision must annually provide the District with written proof of medical insurance coverage.

It shall be the employee's responsibility to notify the Business Office in writing of the employee's intent to waive the District's health insurance benefits and accept the waiver of health insurance/buy-out provision.

The District will provide health insurance benefits for members of this Compensation Plan who desire such coverage. Such coverage shall be only for the NTIC QHDHP-1 Plan to the extent that the plan is offered by the insurance provider. Deductibles in QHDHP-1 will adjust over time in accordance with IRS requirements for *qualified* high-deductible plans, which is required to preserve the tax-preferred status of contributions to employee Health Savings Accounts.

Non-Single Coverage – The Administrator will enroll in the QHDHP-1 non-single coverage and shall contribute a premium share of a total of \$1,000 annually. The premium share shall be deducted in equal installments. A deposit according to the HSA Employer Funding Chart will be made into the Administrator's HSA. The HSA shall be available to the Administrator on July 1 of each year of this contract.

The QHDHP-1 non-single coverage plan includes a \$2,600 deductible and \$4,000 annual out of pocket maximum. At the end of each plan year, whatever portion of the HSA Employer funding amount that is not used, will roll over into the Administrator's account for use in the following year(s). The district contribution of the HSA shall be based on the coverage that the Administrator is enrolled in at the time of the deposit and shall be

reduced or increased throughout the contract year, to reflect enrollment changes due to I.R.S. section 125 qualifying events.

Single Coverage – The Administrator will enroll in the QHDHP-1 single coverage and shall contribute a premium share of a total of \$857.20 annually. The premium share shall be deducted in equal installments. A deposit according to the HSA Employer Funding Chart will be made into the Administrator’s HSA. The HSA shall be available to the Administrator on July 1 of each year of this contract.

The QHDHP-1 single coverage plan includes a \$1,300 deductible and a \$2,000 annual out of pocket maximum. At the end of each plan year whatever portion of the HSA Employer funding amount that is not used, will roll over into the Administrator’s account for use in the following year(s). The district contribution of the HSA shall be based on the coverage that the Administrator is enrolled in at the time of the deposit and shall be reduced or increased throughout the contract year, to reflect enrollment changes due to I.R.S. section 125 qualifying events.

In all respects, coverage and benefits levels under this provision are subject to the operating guidelines, procedures and/or other terms and conditions of the insurance provider’s contract. The District will not unilaterally initiate any plan changes. If the carrier changes the plan, the District will notify the Administrators.

HSA EMPLOYER FUNDING CHART		
Plan Year	HSA Contribution	
	Individual	Family
2015/2016	\$1,325	\$2,750
2016/2017	\$1,325	\$2,750
2017/2018	\$1,250	\$2,500
2018/2019	\$1,250	\$2,500
2019/2020	\$1,125	\$2,250

\*If in the event any of the above amounts exceed Cadillac Tax Thresholds, both the Administrators and District will reduce the contribution to allowable levels for the purpose of avoiding Cadillac Tax penalties.

**B. Dental and Vision Insurance**

The District will provide dental and vision coverage at no cost to the Administrators for the life of this contract.

**C. Excess Vision and Dental**

An annual amount of \$ 1,000 shall be available for excess vision and dental expenses not covered by current policies. These claims apply to Administration, and his or her family members included on his/her vision and dental insurance policies.

**D. Group Life Insurance Policy**

The district will provide the Administrators with term life insurance having a face value of \$150,000, and to include a double indemnity clause.

**E. Vacation Days**

Vacation days for Administrative 260-day employees, shall be twenty-four (24) per year with a maximum of ten (10) days allowed to be carried over and then either used as vacation days, or be converted to sick days. Vacation days shall be scheduled with the Superintendent in advance. When an Administrator schedules five (5) consecutive days or more of vacation, four weeks notice shall be given to the Superintendent for approval.

**F. Paid Holidays**

The following are paid holidays in addition to vacation days for 260-day employees:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Buck Day
- Day before Christmas
- Christmas Day
- Day after Christmas
- Full day prior to New Year's Day

**G. Personal Leave**

Administrators shall be granted six paid personal leave days per year; if not used, four days may be carried over to the next year for a total of ten days. Any days exceeding ten shall be rolled over into sick days.

**H. Annual Physical**

A complete medical examination of the Administrator is required not less than once every two years and no more often than once each year

**I. Sick Days**

Each Administrator will be granted twelve (12) days of sick leave each year.

**J. Emergency**

Subject to approval by the Superintendent, an administrator may be granted one (1) day for reasons of an emergency. Emergency shall be defined herein as any unforeseen situation requiring immediate action by an employee to avoid disaster or possible harm to the health, safety, or well-being of said administrator or any member of the Administrator's immediate family.

**K. Transfer/Demotion**

A minimum of thirty (30) calendar days notice shall be given to Administrators when a transfer or demotion is being considered by the Superintendent.

**L. Professional Development**

In-service training shall include attendance at various local and state conferences and meetings during the year. Administrators shall be encouraged to attend national professional meetings each year on a rotating basis. The District will provide membership to professional organizations for Administrators (up to 1% of salary).

**M. Attendance at Conferences**

Administrators are encouraged to attend meeting and conferences pertinent to their educational assignment. The school district in such cases will pay all, or a major portion, of reasonable expenses incurred for food, lodging, travel, registration, and necessary materials in connection therewith.

**N. Jury Duty**

An administrator called for jury duty or to give testimony as a witness before any judicial or administrative tribunal, except against the School District, shall be paid his/her regular pay provided said administrator turns over to the School District any payment(s) received as a result of the aforementioned duty or testimony.

**O. Immunizations**

The School District agrees to provide necessary immunizations for flu or Hepatitis B before October 31st of each year of this contract and to provide immunizations against such other health hazards as may be reasonably recommended to the board by physicians advising the School District.

**P. Sabbatical Leave**

Administrators shall be granted sabbatical leaves in accordance with Sections 1166 through 1171 of the PA Public School Code of 1949, as amended.

**Q. Automobile Liability Insurance /Transportation of Students**

The employer will, with respect to the School District's automobile liability insurance policy, secure coverage as "additional insured" to cover administrators engaged in transporting school personnel and/or students to approved school activities in such administrator's own vehicles.

**R. Travel Rate Reimbursement**

Administrators shall be reimbursed for approved and established travel at the standard allowable IRS mileage rate in effect at the time the travel was undertaken.



### **S. Child Rearing Leave**

1. The beginning date for a maternity leave shall be determined jointly by the employee's physician and the employee. Written notification stating the beginning date and the anticipated duration of such leave shall be submitted to the Superintendent at least two (2) weeks in advance of the beginning date.
2. Such leaves shall be granted for a period of time not to exceed six (6) months, and the exact date of returning to employment shall be agreed upon mutually by the employee and the School District. Upon the request of the employee and at the discretion of the Superintendent, maternity leaves may be extended or renewed for a period not to exceed six (6) months. In no case shall the total amount of leave exceed 12 months.
3. An employee may return to work when the employee's physician certified in writing to the employee's ability to assume her duties.
4. An employee is entitled to use sick leave days accumulated by her at the beginning of such maternity leave for the period that she is actually incapacitated and unable to work as certified by the physician and concurred in by the school district. All other periods of such leave, not so certified and concurred in shall be leave without pay. The balance of unused sick leave days shall remain as accumulated sick leave days.
5. Following childbirth, and upon signifying her intent to return, such employee shall be reinstated to original position or to a position of like status and pay, without loss of previously earned seniority and pension rights.
6. An unpaid child rearing leave, in accordance with the second paragraph in section S-2, shall be available for either the husband or wife for both natural or adopted children.

### **T. Bereavement Leave**

Whenever an employee is absent because of death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence not in excess of five (5) work days. In the event of the death of a near relative, said employee shall be allowed three (3) days leave of absence without deduction of salary. In the event of the death of a relative, said employee shall be allowed one (1) day leave of absence without deduction of salary.

Immediate family is defined as husband, wife, or child. Near relative is defined as father, mother, brother, sister, parent-in-law, grandchild, grandparent, or relative who resides in the same household. Relative is defined as first cousin, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, or persons with whom the employee has supported or been supported by.

## U. Retirement

### A. Payment of Unused Sick Days at Retirement

In addition to the retirement incentive option chosen, the retiring employee will be paid for unused sick days at a rate of fifty dollars (\$ 50.00) per day with a maximum of one hundred and fifty (150 ) days.

### B. Health and Dental Coverage at retirement, the retiring employee will have the option of: #1 or #2 below:

In order to be eligible for such retirement benefit, the retiring employee must meet all of the following requirements:

- a. A retiring employee who has not taken a sabbatical leave except for medical reasons in the current fiscal year, or unless given a waiver by the district, and who has his/her irrevocable retirement notification (unless individual is confronted with an unforeseen situation which is accepted and approved by the Board) in writing by January 1 and meets the requirements of age 55 years or at least twenty-five (25) years of service in Pennsylvania and having served as an administrator for a minimum of ten (10) years in the Wellsboro Area School District, and been approved for retirement benefits by the Public School Employees' Retirement System (PSERS).
- b. Such retirement shall not only be a retirement from the Wellsboro Area School District, but from education in the public schools in the Commonwealth of Pennsylvania.

### 1. Medical Coverage

Group medical insurance coverage will be the same as the coverage provided at the time of retirement with the same terms. For employees hired after July 1, 2011, coverage will be provided for up to a five year certain period and commence at the discretion of the employee, but in no event will it be paid beyond the time the eligible employee becomes eligible for and receives coverage under a government sponsored insurance program. All employees hired prior to July 1, 2011 will retain coverage for up to a ten year certain period coverage will commence at the discretion of the employee but in no event will it be paid beyond the time the eligible employee becomes eligible for and receives coverage under a government sponsored insurance program.

After the death of the retiree, the surviving spouse may purchase coverage according to the terms of Public Law 99-272, Title X.

If the Pennsylvania State Employees' Retirement System provides reimbursement for retiree's health care costs, the district will accommodate such payments in a manner in which will allow individuals covered by this provision to purchase the current prescription drug insurance by using all or part of such Pennsylvania State Employees' Retirement System payments.

OR

2. Dental Insurance on the same terms and conditions that dental insurance is provided to other District Administrators. If the retiring employee elects the Dental Insurance option (#2) under this Section, and subsequently a qualified life event occurs, as defined as one or more of the following:
  - a. Marriage, divorce, or legal separation of the retiree;
  - b. Death of retiree's spouse or child(ren);
  - c. Birth or adoption of a child(ren) by retiree or spouse;
  - d. Loss (voluntarily or involuntarily) of job by spouse;
  - e. Change in employment status from full-time to part-time or from part-time to full-time for retiree's spouse;
  - f. Change in spouse's health insurance coverage which results in loss of major benefits;

The retiree may change his/her selection to the Medical Coverage option (#1) upon notification to the district in writing of the same. If such a change is made, medical coverage will be as set forth in Section U.B.1 above.

#### **V. Course Reimbursement**

Administrators who are enrolled in an approved job related graduate program, credits shall be reimbursed at the rate of actual cost or up to the current Penn State rate. Credit costs beyond the Penn State rate shall be reimbursed at a rate of one dollar for every two dollars that the administrator pays to a maximum of \$2,500 (total District amount above the Penn State reimbursement) per administrator per year.

#### **V. Evaluation**

Act 93 Administrators will receive semi-annual evaluation reviews with the Superintendent in order to promote the best performance from each administrator and to receive necessary direction through the implementation of improvement plans when performance is below the highest expectation of the Superintendent. It is in the district's best interest to provide administrators with ongoing, formative assessments, rather than just one summative evaluation at the end of the year at which point there is no time for improvement. It will be the responsibility of the Superintendent to schedule and document the bi-annual reviews during the months of December and June. The Evaluation Tool is included in Appendix C. Any performance evaluation tool mandated by Pennsylvania Department of Education will replace Appendix C.

A copy of the summative evaluation will be provided to the Administrator in an evaluation conference that will take place prior to June 30 of each year. A difference of opinion may be registered by the evaluated Administrator and will, upon receipt by the Superintendent, be immediately attached to all file copies.

In the event the differences are not resolved, an appeal may be made to the personnel committee of the Board of School Directors, which will schedule a hearing to resolve the issue.

VI. Length of Work Year

- A. Principals shall work 260 days/year.
- B. Federal Programs Coordinator/Director of Curriculum shall work 260 days/year.
- C. Supervisor of Special Education shall work 260 days/year.
- D. Assistant Principals shall work 260 days/year.
- E. School Psychologist/Coordinator of Online Programs shall work 210 days/year.
- F. School Psychologist/Elementary Priority shall work 190 days/year.

We, the parties listed below, agree to the terms and conditions of this Administrator Compensation Plan.

David B. Krick 3/18/15      Patrick Hewitt 3-16-15  
 David Krick                                      Date                                      Patrick Hewitt                                      Date

Steve Adams 3/18/15      Amy Repard 3.19.15  
 Steve Adams                                      Date                                      Amy Repard                                      Date

Michael Pietropola 3-16-15      Ben Largey 3/16/15  
 Michael Pietropola                                      Date                                      Ben Largey                                      Date

Rob Kreger 3-17-15      Katie Akins 3-19-15  
 Rob Kreger                                      Date                                      Katie Akins                                      Date

Attest: Wellsboro Area School District

Leanda Lamble  
 Board Secretary

by: [Signature]  
 Board President                                      Date

Appendix A

Salary Matrix- 2013-2014  
 \*Matrix will be updated by PSBA bi-annually.  
 \*Individual Goal Incentive equals .25%.

Rating	First Third	Middle Third	Top Third
Distinguished	3.00%	2.75%	2.50%
Proficient	2.49%	2.00%	1.50%
Needs Improvement	1.49%	1.00%	0.50%
Failing	0.49%	0.00%	0.00%

Appendix B

## Market Pay Ranges\*

\*As presented in compensation study prepared by PSBA

## 2013-2014 Market Pay Ranges

	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<b><u>Range II</u></b>			
Principal- High School Federal Programs Coordinator/ Director of Curr, Inst & Tech.	\$78,728	\$93,994	\$109,659
<b><u>Range III</u></b>			
Principal- Middle School Principal- Elementary	\$74,446	\$89,335	\$104,224
<b><u>Range IV</u></b>			
Supervisor of Special Education	\$71,140	\$85,367	\$99,595
<b><u>Range V</u></b>			
Assistant Principal- High School	\$65,446	\$78,535	\$91,624
<b><u>Range VI</u></b>			
School Psychologist/ Coordinator of Online Programs	\$60,071	\$72,085	\$84,099
<b><u>Range VII</u></b>			
School Psychologist/Elementary Priority (*190 day position)	\$50,092*	\$60,110*	\$70,129*

Appendix C  
**Wellsboro Area School District Performance Review**  
**Administrative Employees**  
**Act 93**

1. Department of Education PDE 82-2 Principal Leader Rating Form
2. Department of Education PDE 82-3 Non-Teaching Professional Rating Form

