

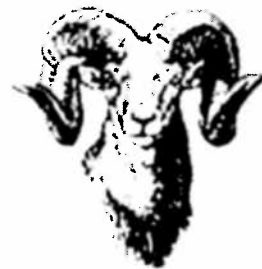
# **WYALUSING AREA SCHOOL DISTRICT**

**42 Main Street PO Box 157  
Wyalusing, PA 18853**

## **ACT 93 LEADERSHIP TEAM EVALUATION/COMPENSATION PLAN**

**JULY 1, 2012 THROUGH JUNE 30, 2016**

***"It's never crowded along the extra mile."-Wayne Dyer***



**BOARD ADOPTED: May 14, 2012**

WYALUSING AREA SCHOOL DISTRICT  
NON-DISCRIMINATION POLICY

The Wyalusing Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, handicap, and age and religion in its activities, programs, or employment as required by Title VI, Title IX, Section 504, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. In addition, information and grievance procedures referencing Title IX or Section 504 should be directed to Dr. Chester Mummau, Title IX and Section 504 coordinator, in the Wyalusing Area School District Administration Office at 42 Main St. PO Box 157, Wyalusing, PA 18853, or (570) 746-1605.

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## **THE WORLD NEEDS LEADERS...**

By John Maxwell, from *Developing the Leader Within You*, 1993

### **THE WORLD NEEDS LEADERS...**

- Who use their influence at the right times for the right reasons;
- Who take a little greater share of the blame and a smaller share of the credit;
- Who lead themselves successfully before attempting to lead others;
- Who continue to search for the best answer, not the familiar one;
- Who add value to the people and the organization they lead;
- Who work for the benefit of others and not for personal gain;
- Who handle themselves with their heads and handle others with their hearts;
- Who know the way, go the way and show the way;
- Who inspire and motivate rather than intimidate and manipulate;
- Who live with people to know their problems and live with God in order to solve them;
- Who realize their dispositions are more important than their positions;
- Who mold opinions instead of following opinion polls;
- Who understand that an institution is a reflection of their character;
- Who never place themselves above others except in carrying responsibility;
- Who will be as honest in small things as in great things;
- Who discipline themselves so they not be disciplined by others;
- Who encounter setbacks and turn them into comebacks;
- Who follow a moral compass that points in the right direction regardless of the trends

*Provided by the PA School Study Council at PSU*

I. INTRODUCTION:

In compliance with Section 1164 of the Public School Code of 1949, as amended, (Act 93 of 1984) and in recognizing the need for a strong administrative management team, the Wyalusing Area School District Board of Directors establishes this Management Team Evaluation/Compensation Plan.

For the purposes of this Agreement, the term Administrator shall refer to any position covered by this Agreement.

II. TERM OF PLAN:

- A. The Management Team Evaluation/Compensation Plan will be for a term of four (4) years, and will be used to determine salaries for administrators covered under the plan for the period July 1, 2012, through June 30, 2016.

III. PROCEDURES FOR MEET AND DISCUSS:

A. Session #1

An informal meeting should be conducted between a committee of the Board and a committee of administrators or a representative for the purpose of sharing ideas and concerns pertaining to the evaluation/compensation plan.

B. Session #2

An informal meeting should be conducted between the committee of the Board and a committee of administrators or a representative for the purpose of presenting specific proposals for new compensation plans or altering the compensation plan already in force.

C. Session #3

The Management Team Evaluation/Compensation Plan should be presented to the entire Board in a formal setting for their approval.

- D. In the spirit of understanding, both parties agree that communications regarding meet and discuss issues may occur at any time the need arises. This action can be initiated by either party with every effort made to do so by mid-February of each year.

IV. THE EVALUATION PROCESS:

- A. An evaluation system is an important part of the Management Team Evaluation/Compensation Plan. Administrators are evaluated and rated in order to determine their success related to job performance criteria and management objectives. They are also rated to improve their performance and to establish appropriate building and program goals to increase student achievement.

B. Guidelines for a good evaluation system:

- 1. System should be accepted by everyone.

2. Evaluation should be carried out in an atmosphere of mutual trust and benefit.
3. Evaluation should focus on growth and development.
4. Evaluation should involve self-evaluation and evaluation by immediate supervisor.
5. Evaluation should be monitored to determine its effectiveness.

C. Developing and prioritizing goals:

1. Management goals/objectives are developed by the Act 93 administrator "Administrator" and the Evaluator.
2. These goals will be agreed upon by the Administrator and the Superintendent.
3. If Board review of goals is requested, it would be completed in the May Board meeting in executive session.

V. EVALUATION/COMPENSATION SCALE: An annual increase will be granted to each Administrator who is evaluated at the level of Adequate or above with the exception that in no event will an Administrator's salary exceed the maximum annual salary as per the contract Administrator salary ranges as per Appendix 1 of this Agreement.

A. The following criteria should be used when utilizing the Administrator's job description and yearly goals:

Poor - Does not meet all necessary standards.

Adequate – Meets all necessary standards.

Accomplished – Exceeds necessary standards. Meets high levels of expected performance and successfully completes management objectives.

Strong - Exceeds high levels of expected performance and completes management objectives with distinction.

Superior – Significantly exceeds high level of expected performance. Completes management objectives with distinction. Makes a unique and substantial change/improvement in district operations/student performance.

B. Evaluation scale and numerical rating system.

The following formula will be used in determining the administrator's salary increase for the year:

$$(Job\ Description\ Criteria) + (Management\ Objectives) = (Rating/Salary\ Increase)$$

$$(JDC) \quad + \quad (MO) \quad = \quad (R/SI)$$

$$Possibility: \quad (100\ points) \quad + \quad (30\ points) \quad = \quad (130\ points)$$

Category	% Range	Point Range	
Poor	0 - 59%	0 - 77	0%
Adequate	60 - 69%	78 - 90	1%
Accomplished	70 - 89%	91 - 116	1.5%
Strong	90 - 96%	117 - 125	2%
Superior	97-100%	126 - 130	3%

Any new evaluation tools required by PDE for certificated employees negate this evaluation model. A "Meet and Discuss" meeting will be held prior to a new model being used.

Administrator salaries must fall within the ranges established in Appendix #1. Administrators achieving the maximum salary in their job category will be capped at that level. District administrators employed at the beginning of this agreement with salaries higher than the maximum salary in their range will maintain their current salary with no annual raise.

If a poor rating is received, the Administrator will immediately be placed on a corrective action plan. Salary will be frozen until Administrator receives 2 consecutive satisfactory ratings. Every 6 months the Administrator will meet at a minimum on a quarterly basis with the superintendent to monitor the corrective action plan progress.

- C. Sample rating form for job description (Appendix #2).
- D. Sample rating form for management objectives (Appendix #3).

VI. SALARY ADJUSTMENT SCHEDULE FOR JULY

- A. By mid-June, the Administrator and the Superintendent will meet to discuss the Administrator's management objectives and review the Administrator's job description for the coming school year. (July 1 - June 30)
- B. By July 31, all management objectives and job description criteria will be finalized for the coming school year. (July 1 - June 30)
- C. Quarterly meetings will be held during the year to discuss the progress of the Administrator's management objectives and job description.

- D. By mid-May, each Administrator shall submit a final report on his/her management objectives and a self-evaluation on his/her job description.
- E. By mid-June, all Administrative evaluations will be completed (self-evaluations and supervisor's evaluation) for the July 1 salary adjustment.
- F. Salary adjustments based on the evaluation results will be automatically instituted for the first pay in July.

## VII. FRINGE BENEFITS

1. SEVERANCE PAY. Any Act 93 Administrator retiring in accordance with the regulations of the Pennsylvania State Employee Retirement System (Eligible Retiree) shall have the right to retire upon notifying the Secretary of the Wyalusing Area School District in writing at least sixty (60) days in advance. The Eligible Retiree shall be paid as part of the final year's salary by the Wyalusing Area School District thirty-five dollars (\$35) times the years of service employed by the Wyalusing Area School District.

The Wyalusing Area School District shall pay to each Eligible Retiree the sum of thirty dollars (\$30) per day for each unused sick leave day to a maximum of two hundred (200) days or six thousand dollars (\$6000) upon permanent retirement provided the Eligible Retiree is entitled to benefits under the Pennsylvania State Employee Retirement System. The Eligible Retiree shall present proof that he/she has made formal application for retirement prior to payment being issued.

2. EARLY RETIREMENT & SALARY ADJUSTMENTS. During the term of this agreement Act 93 Administrators may present requests for adjustments in salary or early retirement to the Superintendent. Final decisions on salary adjustments and early retirement incentives agreement rest with the Board of Directors.

3. CREDIT REIMBURSEMENT.

The district will pay for college credits in the field of administration, curriculum, or course work in an educational administrative position up to \$3,000 per fiscal year from a United States accredited college or university. For all courses, a grade of "B" or better must be earned to be eligible for reimbursement. All courses taken shall have prior approval from the Superintendent. Persons leaving the district before one calendar year from completion date of the course must repay 100% of the cost. Persons leaving the district before two calendar years from completion date of the course must repay 50% of the cost. Additionally, if a position is eliminated by the School Board, repayment would not be required. The employee must repay any tuition due to the school district. The amount will be withheld from the last paycheck; any balance remaining must be paid within 30 days of separation from employment.

4. HEALTHCARE.

A. Our district is a member of the Northern Tier Insurance Consortium and coverage is currently provided through Blue Cross of Northeastern Pennsylvania and Highmark Blue Shield. The Consortium follows the contractual plan changes consistent with Blue Cross as they become approved through the Pennsylvania State Insurance Department. Blue Cross, Blue Shield



coverage includes post-secondary students to the current legal age as applicable by current law (currently age 26).

If offered by the district, Administrators will have the ability to choose between:

1. Blue Cross 365 day All Service co-op and Blue Shield Plan 100 including: Major Medical Coverage with lifetime maximum of \$1,000,000; co-insurance of 80%/20% up to \$2,000 annually and 100% of the balance for the remaining calendar year for employees and their dependents.
2. The PPO option offered is Access II Option B. Effective July 1,2005, this alternate plan includes a \$10 preferred office visit copay, \$20 specialist preferred office visit copay and a two-tiered family prescription drug of \$10 for Generic, \$10 for preferred, and \$25 Non-preferred drugs).

Administrators will have the option of changing their health care choice during an annual open enrollment period.

Administrators will contribute to the cost of medical insurance by participating in a premium sharing as follows:

Year	Salary	Traditional	PPO
2012-2016	All Employees	20%	10%

Employee contributions will be deducted evenly from each pay period through the school year.

#### B. HEALTH CARE BUY-OUT OPTION

1. Administrators shall have the right, upon supplying proof of coverage, to opt out of the District-offered health care plan in exchange for monetary compensation.
2. Administrators who are eligible to and elect to opt out of the health care plan shall receive annual compensation in the amount of Two Thousand Dollars (\$2,000). Payment shall be made by separate check in two equal installments of One Thousand Dollars (\$1,000) in September and January of each year of participation, so long as the participating employee is actively employed and in compensable status at the time payment is made.
3. Administrators who elect compensation in lieu of health care insurance shall not be required to make premium share payments in those years during which they are receiving such compensation.

Participating Administrators must notify the School District Business Office annually of their intent to waive the School District's health care plan and to participate in the buy-out program. Notice must be given by May 31 prior to a September enrollment or by November 30, if enrollment is to commence in January. Newly hired employees shall have thirty [30] days from the first active date of employment to waive the health care plan and elect to participate in the buy-out program. Compensation will be prorated for program enrollment that is less than one year in duration. Employees who opt out shall be prohibited from re-enrolling that year, except in the event of a "life changing event" as described in Section 7. Note #1 above, eligibility for the buy-out program is contingent upon the District receiving proof of Administrator's coverage under another existing policy.

4. Participating Administrators have the right to re-enroll in the District-offered health care plan by electing not to "opt out" for the next contract (benefit) year (and subsequently enrolling at

the time of open enrollment) or sooner in the event of a "life changing event," which is defined as one or more of the following:

- a. Marriage, divorce or legal separation of employee
- b. Death of employee's spouse or child(ren)
- c. Birth or adoption of a child(ren) by employee or spouse, change in the number of dependents
- d. Loss (voluntary or involuntary) of job by spouse
- e. Change in employment status from full-time to part-time or vice versa for employee or spouse.
- f. Change in spouse's health insurance coverage, which results in loss of major benefits
- g. Spouse becomes Medicare eligible
- h. Any other "event" prescribed by the Internal Revenue Service.

In the event of a "life changing event," as verified or confirmed by the School District, and upon written notification to the School District and in compliance with the health insurance plan and applicable IRS regulations, reinstatement of the Administrator in the School District's health plan will occur immediately. Administrators opting-in due to a life changing event will be required to repay, on a pro-rated basis, any opt-out payments received.

- C. **RETIREES.** The Board agrees that it will make available to all Eligible Retirees, who retire subsequent to the effective date of this Agreement and prior to reaching the age of 65, the healthcare insurance options that are available to active employees.

Such coverage shall be available only upon the terms and conditions prescribed therefore by the District's insurance carrier and, if for any reason the same shall become unavailable from the District's insurance carrier, the Board shall be under no responsibility to provide substitute coverage.

Such coverage at the group rate shall be at the full cost and expense of the retired administrators desiring the same, and the payment therefore shall be received by the Board at least ten (10) days prior to the date the Board is obligated to transmit the same to the Carrier.

In the event payment is not received by the Board as herein set forth, the coverage shall be terminated and, in such case, the Board shall be under no liability whatsoever to make the payment or to provide the benefits which would have been provided by the Carrier had the payment been made.

It is understood and agreed that in making this coverage available, the Board is acting only as a conduit for the transmittal of the premium to the Carrier.

5. **DENTAL INSURANCE.** The Wyalusing Area School District shall assume the costs of dental care as provided for in Blue Shield's Basic Plan of the Full-Payment Prepaid Dental Care Program for all Act 93 Administrators. The Wyalusing Area School District will make available to Act 93 Administrators family vision and family dental insurance at the rates set by the consortium. The cost of these insurances would be paid for by the Employees through payroll deduction. Additional benefits include 100% UCR benefits for oral surgery and 50% UCR benefits for periodontics.
6. **LIFE INSURANCE.** The Wyalusing Area School District shall assume responsibility for a group life insurance policy to be carried on each Act 93 Administrator during the term of this contract in the amount of \$100,000.

Furthermore, the policy shall provide each Act 93 Administrator with an accidental death and dismemberment plan in an amount equal to the life insurance policy within the limitations of the insurance provider. This insurance shall be paid for any losses which result from an accident occurring on or off the job, in addition to any other benefits.

When requested on an individual basis, each Act 93 Administrator shall be permitted to apply for an increase in the amount of life insurance provided by the Wyalusing Area School District. Each Act 93 Administrator must purchase the insurance in blocks of one thousand dollars (\$1000), subject to modification by the insurance company, payable through the use of the payroll deduction system for each pay period. The Act 93 Administrator requesting such additional insurance shall notify the Administration Office by July 1.

7. INCOME PROTECTION PLAN. The Wyalusing Area School District shall pay for the cost of an Income Protection Plan for each Act 93 Administrator with coverage of one thousand dollars (\$1000) per month with such benefits to begin on the ninety-first (91<sup>st</sup>) day.

When requested on an individual basis, each Act 93 Administrator shall be permitted to apply for an optional increase (buy-up) of income disability insurance up to sixty percent (60%) of the Administrator's salary, subject to modification by the insurance company, payable through the use of payroll deduction system for each pay period. The Administrator requesting such additional insurance shall notify the Administration Office.

8. EMERGENCY AND PERSONAL LEAVE. Each Act 93 Administrator shall be entitled to receive two (2) emergency days per year for business and emergency purposes (defined as any situation demanding immediate attention, or attention which cannot be accomplished other than during the school day) and one (1) personal leave day per year. Personal days are accumulative to a maximum of five (5) days.

9. BONUS (PERSONAL) DAYS. For each fifty (50) days of accumulated sick leave, excluding the ten (10) days granted for the current year, each Act 93 Administrator shall be granted one (1) bonus (personal) day. Bonus days are not accumulative. Bonus Days may be used in addition to personal days for absences. Bonus Days shall be treated as personal days as far as pre-planned absences and emergencies are concerned. Unused Bonus Days shall be reimbursed at the administrator's per diem rate at the conclusion of each school year.

10. GENERAL AND AUTOMOBILE LIABILITY INSURANCE. The Wyalusing Area School District will pay the cost of general liability, Errors & Omissions insurance, and automobile liability insurance for all Act 93 Administrators during the time which they are engaged in school duties. This coverage will be applicable only after the owner's insurance has been applied. This insurance shall be provided by the Wyalusing Area School District Broker of Record.

11. Technology Allowance. A Technology allowance of \$50 per month will be reimbursed to each Act 93 employee who is not on a district plan, except the Superintendent's Secretary, for cell phone/data plan service. A monthly reimbursement form must be submitted to the Business Office.

12. MILEAGE REIMBURSEMENT. Act 93 Administrators shall be reimbursed at the IRS rate effective as of the date of ratification for the use of a personal vehicle in the performance of school duties with the approval of the Administration.

13. SABBATICAL LEAVE. The Wyalusing Area School District shall pay fifty percent (50%) of the Act 93 Administrator's salary while an Administrator is on sabbatical leave within the provisions of the School Code. Sabbatical leaves of absence may be granted for restoration of health, professional development; or, at the discretion of the Board of Directors, for other purposes.

Sabbatical leaves may be for one half year, one full year, or two half years, which may be nonconsecutive, over a period of two calendar years. Half year sabbaticals for 12 month employees are July 1 through December 31 or January 1 through June 30.

Sabbatical leaves granted for professional development for one-half year 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.

Professional development leaves for one year 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.

Credits taken during a sabbatical will be reimbursed as per the credit reimbursement provision of this contract.

Administrators on sabbatical leave shall receive all insurances that are in effect during said sabbatical leave as though in regular full-time attendance.

No more than one Act 93 Administrator may be on Sabbatical Leave at one time.

14. MATERNITY LEAVE. Maternity leaves shall be granted to Administrators as follows:

The Act 93 Administrator shall individually apply to the Board in writing stating the length of leave time desired which said period shall not exceed one (1) year, but may be extended by the Board upon reasonable and proper cause shown.

The Act 93 Administrator shall receive no salary, no increments, and no retirement benefits for such leave.

15. LEAVES OF ABSENCE. When leaves of absence are requested by and approved for any Act 93 Administrator, the Wyalusing Area School District shall provide the same coverage of benefits as provided for the Act 93 Administrator in regular full-time attendance provided the Act 93 Administrator shall reimburse the Wyalusing Area School District by the first day of each month the actual cost of such benefits excluding retirement benefits which shall be treated in accordance with the School Code.

15. PAY PERIODS. Pay periods for the Administrators of the Wyalusing Area School District shall be every fourteen (14) days or every other Thursday. In the event that the pay day falls on a day in which school is not in session, payment shall be made on the last school day preceding the date of payment.

16. PAYROLL DEDUCTIONS. The usual deductions taken out of an Act 93 Administrator's paycheck include all taxes required to be withheld on a local, state and federal level, retirement, medical insurance co-payment, and any voluntary employee deductions for additional benefits offered by the District.

Deductions shall be withheld from 24 or 26 pays, based on the requirements of the Business Office.

17. ATHLETIC PASS. Each Act 93 Administrator shall receive a complimentary pass to all Wyalusing Valley High School home athletic events which entitles the employee and one (1) guest to attend.

18. BEREAVEMENT LEAVE. Whenever an Act 93 Administrator shall be absent from duty because of a death in the immediate family of said administrator, there shall be no deduction in salary of said administrator for an absence not in excess of five school days. The board of school directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, son-in-law, daughter-in-law, husband, wife, parent-in-law, or near relative who resides in the same household, or any person with whom the administrator has made his home.

Whenever an Act 93 Administrator is absent because of the death of a near relative, there shall be no deduction in the salary of said administrator for absence on the day of the funeral. The board of school directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. A near relative shall be defined as first cousin, grandfather, grandmother, grandparent-in-law, aunt, uncle, niece, nephew, brother-in-law or sister-in-law. Special circumstances require the approval of the superintendent.

19. VACATION. Vacation is to be used in no less than half-day increments. Effective with this Act 93 Agreement, the following vacation guidelines will apply.

0-1 year of service	5 days (employees hired after 7/1/12)
2-4 years of service	10 days
5-8 years of service	15 days
9 plus years of service	20 days

Vacation must be used in the year earned with the exception that five (5) unused days may be converted to sick days on June 30 of each year. There will be no vacation carryover to subsequent employment years.

20. SICK DAYS Administrators will receive 10 sick days per year per Section 1154 of the Pennsylvania School Code: In any school year whenever a professional or temporary professional employee is prevented by illness or accidental injury from following his or her occupation, the school district shall pay to said employee for each day of absence the full salary to which the employee may be entitled as if said employee were actual engaged in the performance of duty for a period of ten days. Any such unused leave shall be cumulative from year to year in the school district of current employment or its predecessors without limitation. All or any part of such accumulated unused leave may be taken with full pay in any one or more school years. No employee's salary shall be paid if the accidental injury is incurred while the employee is engaged in remunerative work unrelated to school duties.

VIII. POSITIONS INCLUDED IN THE PLAN AND EVALUATOR'S RESPONSIBILITY:

- A. High School Principal
- B. Supervisor of Special Education (if an employee of the WASD)
- C. Supervisor of Buildings & Grounds
- D. Elementary Principal/Federal Programs Coordinator
- E. Technology Coordinator
- F. Assistant High School Principal (with input from the High School Principal)
- G. Assistant Supervisor of Buildings & Grounds (with input from the Supervisor of Buildings & Grounds)
- H. Superintendent's Secretary
- I. Technology Specialist
- J. Director of Athletics (with input from the High School Principal)

IX. ADMINISTRATIVE APPEAL PROCESS:

In the event that an Administrator is not in agreement with the evaluation completed by his evaluator, the person being evaluated will have the opportunity to appeal his/her evaluation. The process to be utilized will consist of an appeal letter developed by the Administrator being evaluated and provided to the superintendent of schools for attachment to his or her evaluation. The Administrator being evaluated will meet and discuss the evaluation with the superintendent of schools with the intent of resolving the problem areas. This may include additional explanation as to the rationale for the evaluation and/or revision of the evaluation. If the evaluation cannot be resolved with the superintendent and upon request by the Administrator being evaluated, the superintendent shall submit the appeal of evaluation to the School Boards' Meet and Discuss Committee for their consideration. If additional explanation is needed by the Meet and Discuss Committee, the Administrator being evaluated may be called upon to provide such information as requested by the Meet and Discuss Committee.

In the appeal process, the evaluated Administrator must submit his/her letter of appeal to the superintendent, Wyalusing Area School District.

SPECIAL NOTES:

Gross mismanagement or misconduct in any single area will be grounds for deviating from the Evaluation/Compensation Plan.

During the term of this agreement, in the event an Act 93 Administrator position is filled or replaced and in consideration of an applicant's previous years of service and/or experience, the Superintendent may request adjustments to the vacation schedule be applied to a new hire. Final decisions on vacation adjustments rest with the Board of Directors.

If the district experiences economic distress or hardship, one or all Act 93 administrators may be furloughed as allowed by law or salaries may be frozen. Economic hardship or distress is measured by the district's reserve bank account and will be recognized if the reserve account falls below 2% or less of the district's budget or is projected to fall below 2% within the next fiscal year.

### Administrative Salaries- 2012-2013

	Salary
A. Assistant High School Principal	\$74,263.00
B. Assistant Supervisor of Buildings & Grounds	\$46,911.48
C. Director of Athletics	\$35,832.46
D. Elementary Principal/Federal Programs Coordinator	VACANT
E. High School Principal	\$97,602.80
F. Superintendent's Secretary	\$43,122.12
G. Supervisor of Buildings & Grounds	\$67,329.97
H. Supervisor of Special Education	(eff. 7/1/09 position filled through IU#17)
I. Technology Coordinator	\$67,000.00
J. Technology Specialist	\$44,463.63

#### PAID HOLIDAYS

Twelve-month administrators shall receive the following as un-worked paid holidays:

New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Good Friday	Monday after Thanksgiving
Monday after Easter	Tuesday after Thanksgiving
Memorial Day	Day before Christmas
Independence Day	Christmas Day
Labor Day	Day before New Year's Day
President's Day	

\*The paid holidays are subject to change if the Professional Staff Agreement holiday dates change.

#### WORK DAYS

The work year is defined as 260 work days between July 1 and June 30 less paid holidays as listed above and paid vacation days earned by each Administrator. Per Diem rate will be based on 245 days.

If an administrator's service is less than a full contract year the salary will be determined based upon a calculation of work days completed, holidays completed and a pro-rata calculation of vacation time.



POSITION	2012-2016 Range	
	Minimum Salary	Maximum Salary
Assistant High School Principal	\$73,540	\$100,672
Assistant Supervisor of Buildings & Grounds	\$37,472	\$50,647
Business Manager	\$74,384	\$100,456
Director of Athletics	\$23,000.00	\$42,320
Elementary Principal/Federal Programs Coordinator	\$81,953	\$110,489
High School Principal	\$84,174	\$112,489
Superintendent's Secretary	\$35,360	\$52,647
Supervisor of Buildings & Grounds	\$48,297	\$84,413
Supervisor of Special Education	\$77,257	\$94,539
Technology Coordinator	\$52,297	\$84,413
Technology Specialist	\$32,000	\$50,647





EVALUATION FOR \_\_\_\_\_ SCHOOL YEAR  
 FOR THE \_\_\_\_\_

JOB DESCRIPTION	VALUE	POOR			ADEQUATE			ACCOMPLISHED			STRONG		SUPERIOR		TOTAL
		0.00	0.60	1.19	1.20	1.30	1.39	1.40	1.60	1.79	1.80	1.93	1.94	2.00	
I.	2.00													0.00	
J.	2.00													0.00	
K.	2.00													0.00	
L.	2.00													0.00	
M.	2.00													0.00	
N.	2.00													0.00	
M.	2.00													0.00	
SUBTOTAL		30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>GRAND TOTAL</b>		<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

EVALUATION FOR \_\_\_\_\_  
FOR THE \_\_\_\_\_ SCHOOL YEAR

GOAL NUMBER	VALUE	POOR			ADEQUATE			ACCOMPLISHED			STRONG		SUPERIOR		TOTAL
		0.00	1.80	3.59	3.60	3.90	4.19	4.20	4.80	5.39	5.40	5.70	5.82	6.00	
1.	6.00													0.00	
2.	6.00													0.00	
3.	6.00													0.00	
4.	6.00													0.00	
5.	6.00													0.00	
TOTAL GOAL POINTS	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

EVALUATION SCALE

Poor (Does not meet expected levels of performance.)	0-77 points (0-59%)	TOTAL POINTS FROM JOB DESCRIPTION EVALUATION	0.00
Adequate (Occasionally meets expected levels of performance.)	78-90 points (60-69%)	TOTAL POINTS FROM GOAL EVALUATION	0.00
Accomplished (Meets expected levels of performance.)	91-116 points (70-89%)	TOTAL EVALUATION POINTS	0.00
Strong (Exceeds expected levels of performance.)	117-125 points (90-96%)		
Superior (Significantly exceeds high level of expected performance.)	126-130 points (97-100%)		

