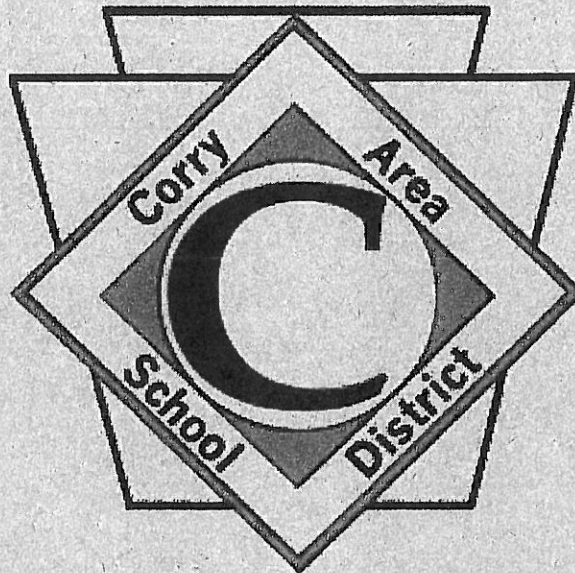


APR 20 2018

Corry Area School District

Act 93

Administrative Compensation Plan



Effective: 2015/2016 School Year
Expires: 2019/2020 School Year

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I. Compensation Plan Introduction

The Board of School Directors of Corry Area School District adopts the following Administrative Compensation Plan pursuant to the “Public School Code of 1949” as amended Section 1164 and Board Policy No. 308, and Act 93 of 1984.

The District is committed to a compensation plan that ensures that Corry Area School District Administrators are fairly compensated for their managerial responsibilities based on a 260 day work year. In addition, The Board recognizes the importance of maintaining an effective management team to strengthen the administration and educational programs of the District, and to establish and improve communication, decision-making, conflict resolution, and other relationships among the members of the team.

Accordingly, the District adopts the following compensation scale for the 2015/2016 through 2019/2020 school years, for employees who remain in their current job assignment and are otherwise not demoted within the meaning of 24 P.S. 11-1151, demoted or suspended or furloughed or realigned within the meaning of 24 P.S. 10-1080 or 24 P.S. 5-514, or otherwise resign or retire from the District.

Administrators shall meet the State Certification requirements and the requirements as outlined in the job description to qualify for an administrative position in the District.

The premise behind Act 93 was to build a management team concept where there would be an exchange of information and open communication between the School Board and administration. Therefore the Act 93 team proposes there be, at minimum, one meeting (Board Retreat) per year between the Act 93 Team and the School Board. The annual meeting should focus on the positive aspects of the district, the goals achieved by administration, faculty, staff, and students, and the challenges facing our schools and students.

II. Term of the Compensation Plan

This plan for salary compensation is effective from July 1, 2015 to June 30, 2020 (5 years).

III. Definitions

- A. The term Administrator shall include the following positions for the purpose of this plan:
 - 1. Director of Special Education
 - 2. Director of Secondary Education
 - 3. Director of Elementary Education
 - 4. High School Principal (9-12)
 - 5. Middle School Principal (6-8)
 - 6. Intermediate School Principal (3-5)
 - 7. Primary School Principal (PK-2)
 - 8. Supervisor of Vocational Education
 - 9. Middle-High School Assistant Principal (260 Days)
 - 10. Middle-High School Assistant Principal (225 Days)
- B. **Job Descriptions.** Each administrative position listed in Section III will have specific job related duties and responsibilities which will be outlined in the Administrator's Job Description. Each of the job descriptions for the administrative positions listed in Section III are on file in the Personnel Office of Central Administration Building.
- C. These are the current administrative positions at the Corry Area School District. These position titles can be adjusted by recommendation of the Superintendent and approval by the School Board.

IV. Salary Schedule: Progression and Replacement Salaries

- A. Administrators hired on or after July 1, 2015 will have a salary established based upon the recommendation of the Superintendent. For the years following the year of hire, the employee will have the potential to receive the salary increases for their position as set forth in Appendix A.
- B. Administrators hired prior to July 1, 2015, shall have the potential to receive salary increases as set forth in Appendix A.
- C. The Middle-High School Assistant Principal (260 Days) will receive a salary adjustment based upon the recommendation of the Superintendent once he obtains his appropriate certification.
- D. If an Administrator is reclassified from one administrative position to another, the Administrator's salary for that position will be set forth based upon the recommendation of the Superintendent.
- E. In the event a new administrative position is established which is not listed in Section I, the salary range will be based on a recommendation from the Superintendent for that position.

V. Administrator Evaluation

A. **Administrator Evaluation.** Each District administrator included in Section III will be evaluated by the Superintendent at least once a year and/or additionally by request, to the Superintendent, from the School Board of Directors using the PDE Approved Framework for Leadership Rubric and the end of the year evaluation form 82-2. The Superintendent will provide the School Board the recommended salary increases once Administrators' evaluations are completed.

B. **Performance Based Salary.** Each Administrator listed in Section III will have the potential of earning an amount greater than, equal to, or lesser than the amount indicated for their position in Appendix A. The actual amount of the yearly increase for each Administrator will be determined by the Superintendent through the Administrator's performance on the PDE Approved Framework for Leadership Rubric. The four categories of evaluation will be Distinguished, Proficient, Needs Improvement and Failing. Administrators will be assigned their salary increases from Appendix A based on below:

Distinguished – 100% of the Salary Increase plus an additional .5%

Proficient – 100% of the Salary Increase

Needs Improvement – 50% of the Salary Increase

Failing – 0% of the Salary Increase

C. **Discretionary Increase:** In addition to the potential increase provided for in Appendix A, the Board, in its discretion, may increase the salary of any administrator at any time.

VI. Personnel Practices

A. **Selection of Administrators.** In selecting personnel for new administrative job assignments or vacancies arising from present job assignments, the District will elect the best qualified applicant. However, consideration will be granted to Administrators employed by the District who meet the qualifications outlined and detailed in the applicable job posting/advertisement.

B. **Transfer Requests.** An Administrator may request the District to transfer him/her to a different job assignment by reducing his/her transfer to writing and filing the same with the Superintendent. To be considered complete, a request for transfer must contain: the reasons for requesting the transfer; the specific job assignment sought; including the building location of the job assignment requested; and an explanation of the applicant's qualifications for the job assignment requested.

C. **Involuntary Transfers.** Involuntary transfers shall be made at the discretion of the Superintendent, provided, however, that no provision of this plan shall be construed to deny any Administrator his/her rights pursuant to the Public School Code or other applicable laws and regulations.

- D. **Deadline for Transfers.** All transfers, voluntary or involuntary, shall be accomplished, whenever practicable, so that the Administrator(s) who are transferred will assume their new responsibilities on or before July 1.
- E. **Demotion / Furlough.** Administrators who are demoted or furloughed for any reason must be provided: a written basis for the District's decision to demote or furlough; an opportunity for a hearing before a Committee of the Board. Every effort will be made to complete this process on or before July 1.

VII. Fringe Benefits

The District grants its Administrators the following fringe benefits for the duration of the Plan.

- A. **Health Insurance.** The District shall provide family health insurance as summarized in CBA between CAEA and the District which is the same provided to the members of the Corry Area School District Education Association. If the benefits provided for the Corry Area School District Education Association change, those changes shall be immediately applied to this agreement. Upon request, a copy of the full plan shall be made available at Central Office for review. Effective July 1, 2016, the premium share contribution will be the same as the CBA between CAEA and the District.
 - 2. **Health Insurance "Opt" Out:** Each year, the District will pay \$2,000 to each Administrator who elects to not participate in the District's health insurance plan but chooses to enroll in another health insurance plan or a self-funded plan that is not administered by the District. This payment will be distributed each year as a one-time lump sum payment and will not be included in the Administrator's base salary. A Section 125 flexible benefit plan can be maintained to allow for pretax payment of the employee contribution. Administrators electing to "opt out" of the District's health care plan must submit a written notification to the business manager by June 30, each school year. Administrators that have elected to "opt out" of the District's health care plan and chooses to rejoin the plan during the school year can only rejoin based on an approved qualifying event. If approved, the employee shall be required to reimburse the District the pro rated portion of the "opt out" payment which has not been earned. An approved qualifying event shall be determined by the health insurance administrator and the pro rated reimbursement will be computed on a fiscal year basis.

- B. Dental Insurance.** The District shall provide family dental insurance as summarized in Appendix E which is the same provided to the members of the Corry Area School District Education Association. If the benefits provided for the Corry Area School District Education Association change, those changes shall be immediately applied to this agreement. Upon request, a copy of the full plan will be available at Central Office for review.
- C. Vision Care.** The District will provide vision care as summarized in Appendix E which is the same provided to the members of the Corry Area School District Education Association. If the benefits provided for the Corry Area School District Education Association change, those changes shall be immediately applied to this agreement. Upon request, a copy of the full plan will be available at Central Office for review.
- D. Term Life Insurance.** The District shall provide a life insurance policy for each Administrator equal to \$200,000.00 (TWO HUNDRED THOUSAND DOLLARS). Administrators shall be entitled to purchase additional life insurance at group rates.
- E. Disability Income Protection.** Disability insurance shall be provided for each Administrator through a District funded and administered plan. The District shall pay 100% (ONE HUNDRED PERCENT) of the monthly insurance premium to provide for this benefit.
- F. Physical Examination.** The District may require an Administrator to undergo a physical examination, at any time when his/her fitness for duty is reasonably questioned, and is to be performed by a physician designated by the District.
- G. Vacation.** Administrators shall be provided vacation days as follows:

<u>Years of Service in PSERS</u>	<u>Annual Vacation Days</u>
1 – 3	10 days
4 – 7	15 days
8+	20 days

1. The entitlement of vacation may only occur after July 1 of each year. Each administrator under this Agreement that elects to leave the District for purposes of other employment or retirement after July 1, will be entitled to vacation in accordance with the following schedule:
 - July through September: 25%
 - October through December: 50%
 - January through March: 75%
 - April through June: 100%
2. All vacation days must be pre-approved by the Superintendent and will be taken during non-student days

unless special arrangements are made with the Superintendent.

3. A maximum of two (2) days of unused vacation may be carried over into the next school year. These days must be used in the following year and are not cumulative.
4. After one (1) year of service with the Corry Area School District, Administrators may transfer unused vacation days to sick days.

H. Holidays.

1. All Administrators shall be granted time off from work without loss of pay for the following holidays:
New Years Day and One Other Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and One Other Day
Christmas Day and One Other Day

Plus two (2) additional work days as determined by the superintendent.

I. Leave of Absence. The Administrators shall have the right to petition the Superintendent and Board of Directors for leave of absence approvals.

J. Bereavement Leave.

1. Up to five (5) work days at any one time shall be granted with no deduction in salary to an Administrator because of a death in the immediate family. Members of the immediate family shall be defined as: mother, father, grandfather, grandmother, brother, sister, son, daughter, husband, wife, parent-in-law, or near relative that resides in the same household. Additional days of bereavement leave may be approved at the discretion of the Superintendent.
2. One (1) work day shall be granted with no deduction in salary to an Administrator because of the death of a near relative. A near relative shall be defined as: first cousin, aunt, uncle, niece, nephew, sister-in-law, or brother-in-law. Additional days of bereavement leave may be approved at the discretion of the Superintendent.

K. Professional Memberships. The District will pay the cost of a membership in one (1) professional organization of an Administrator's choosing provided, however, that the Superintendent must approve, in advance, applications for such memberships. The District shall provide the current rate per year per administrator for the cost of membership in a professional organization.

L. Credit Reimbursement.

1. Credit reimbursement shall be provided up to the actual cost of tuition with a maximum of eighteen (18) credits per calendar year. Approval must be obtained from the Superintendent in advance of incurring the expense. To qualify for reimbursement, the Administrator must earn a final grade of "B" in each course.
2. It is agreed that Corry Area School District administrative personnel taking graduate courses and/or training for certification will remain with the District for two (2) years after the completion date of each course. Individuals who choose to leave prior to two (2) years will be required to reimburse the District in full for the cost of the course(s). Cost for the course(s) can be deducted from the Administrator's payroll check.
3. Prior to approval, Administrators shall provide, to the Superintendent, a written plan of study as outlined by the college/university relative to the Administrator's degree objective.

M. Mileage. Mileage allowance shall be provided by the District at the prevailing IRS rate.

N. Sick Leave. The District grants twelve (12) paid sick days annually for administrators on a 260 Day Work Year. Administrators on a 225 Day Work Year will be granted ten (10) paid sick days annually. Each administrator under this Agreement that is not employed a full year after July 1, may accumulate sick leave in accordance with the following schedule:

- July through September: 3 days (2.5 days)
- October through December: 6 days (5 days)
- January through March: 9 days (7.5 days)
- April through June: 12 days (10 days)

1. Unused sick days are cumulative.

O. Personal Days. The District grants three (3) personal days annually. Personal days may accumulate to five (5). Any number of days over five (5) shall be transferred to sick leave.

- P. **Retirement Benefits.** The District agrees to pay each Administrator a retirement benefit as listed below:
1. Administrators shall be eligible to pay premiums and receive benefits of the group hospital and medical plan until age 65 or eligible for Medicare, whichever comes first.
 2. The District grants Administrators occupying job assignments listed in Section I herein, who leave the District and immediately retire into the Pennsylvania School Employees Retirement System, the right to redeem 250 days of unused and accumulated sick leave at a rate of ONE HUNDRED DOLLARS (\$100.00) per day for a total of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00). Any unused or accumulated sick days beyond 250 will be paid at the rate of FIFTY DOLLARS (\$50.00) per day.
 3. Term Insurance will be purchased by the School District for retiring Administrators with at least 20 years of service as an employee and / or administrator with the Corry Area School District. The amount of insurance will be equal to \$100,000.00 (ONE HUNDRED THOUSAND DOLLARS) and coverage will terminate upon the individuals 65th birthday.

VIII. Drug Testing

- A. Drug and Alcohol Testing. The District shall have the right to initiate a drug and alcohol testing program and to require employees to submit to a drug and/or alcohol test under the following circumstances:
1. Work-Related Injury or Accident. An employee who is involved in an accident or near accident or who sustains, or has caused another employee to sustain, a work-related injury on District premises or otherwise while on duty, or who causes damage to property, may be required to submit to drug testing.
 2. Reasonable Suspicion. Where the District has a reasonable suspicion that an employee is under the influence of drugs and/or alcohol, the District may require him/her to submit to drug testing.
 3. Random Drug Testing. The District also shall have the right to subject Act 93 members to random drug tests. Random testing will not be announced in advance. In the event random drug testing occurs, the District will select an outside vendor to perform a computerized, random selection of employees for drug testing. The District will notify employees who are selected for random drug testing on the day that the test is to occur. Employees selected for random drug testing will be required to proceed to the test site immediately or as soon as reasonably possible following his/her notification of drug testing. However, under no circumstances shall an employee be given more than three (3) hours to arrive at the testing facility following his/her notification of testing.

IX. District Reservation of Rights

Nothing contained in this Plan shall be construed to guarantee any Administrator that he/she will continue in his current job assignment until June 30, 2020, or thereafter. The District reserves the right contained in Public School Code to furlough, suspend, demote, discharge, or remove any of its Administrators or to otherwise establish or disestablish administrative job assignments with the provisions of the Public School Code. The District further reserves the right to establish the compensation and fringe benefits for any administrative position not listed in Section I.

X. Statutory Savings Clause

In the event that any provision of this Plan is deemed contrary to law by a court of competent jurisdiction, such legal provision shall be regarded as void and all other provisions of this Plan shall continue in full force and effect.

CONCLUSION

The District and Administrators agree that all items have been reviewed during a meeting and discussion leading to this Agreement, and that no changes will be considered on any item whether contained herein or not during the life of this Agreement without the mutual consent of both parties.

CORRY AREA SCHOOL DISTRICT ADMINISTRATION REPRESENTATIVES

BY:

Bill West

BY:

Walter Peterson

DATE:

May 4, 2016

CORRY AREA SCHOOL DISTRICT BOARD OF EDUCATION

BY:

Chris Hennrich
Board President

BY:

Victoria L. Anderson
Board Secretary

DATE:

May 3, 2016

Person	2014-2015 Current	2015-2016 Adjustment	2015-2016 Salary Increase	2015-2016 Salary	2016-2017 Adjustment	2016-2017 Salary Increase	2016-2017 Salary	2017-2018 Adjustment	2017-2018 Salary Increase	2017-2018 Salary	2018-2019 Salary Increase	2018-2019 Salary	2019-2020 Salary Increase	2019-2020 Salary
Director of Secondary Education	\$91,253.33	\$3,000.00	\$2,363.30	\$96,596.63	\$3,000.00	\$2,236.72	\$101,833.35	\$3,000.00	\$2,328.89	\$107,162.25	\$2,402.12	\$109,564.36	\$2,462.17	\$112,026.53
Director of Elementary Education	\$90,454.33	\$3,000.00	\$2,363.30	\$95,817.63	\$3,000.00	\$2,236.72	\$101,054.35	\$3,000.00	\$2,328.89	\$106,383.25	\$2,402.12	\$108,785.36	\$2,462.17	\$111,247.53
Director of Special Education	\$93,609.33	\$1,000.00	\$1,969.42	\$95,578.75	\$0.00	\$2,236.72	\$98,815.48	\$0.00	\$2,328.89	\$101,144.37	\$2,402.12	\$103,546.48	\$2,462.17	\$106,008.65
Principal - Corry Area Intermediate School	\$92,369.33	\$1,500.00	\$1,969.42	\$95,838.75	\$1,500.00	\$2,236.72	\$99,575.48	\$0.00	\$2,328.89	\$101,904.37	\$2,402.12	\$104,306.48	\$2,462.17	\$106,768.65
Principal - Corry Area Primary School	\$81,500.00	\$3,000.00	\$1,969.42	\$86,469.42	\$3,000.00	\$2,236.72	\$91,706.15	\$0.00	\$2,328.89	\$94,035.04	\$2,402.12	\$96,437.15	\$2,462.17	\$98,899.32
Principal - Corry Area High School	\$93,212.33	\$2,000.00	\$1,969.42	\$97,181.75	\$2,000.00	\$2,236.72	\$101,418.48	\$0.00	\$2,328.89	\$103,747.37	\$2,402.12	\$106,149.48	\$2,462.17	\$108,611.65
Principal - Corry Area Middle School	\$88,212.33	\$1,000.00	\$984.71	\$90,197.04	\$0.00	\$2,236.72	\$92,433.76	\$0.00	\$2,328.89	\$94,762.66	\$2,402.12	\$97,164.77	\$2,462.17	\$99,626.94
Assistant Principal - Corry Area Middle-High School	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,236.72	\$74,736.72	\$0.00	\$2,328.89	\$77,065.62	\$2,402.12	\$79,467.73	\$2,462.17	\$81,929.90
Supervisor of Vocational Education	\$85,177.25	\$2,000.00	\$2,363.30	\$89,540.55	\$2,000.00	\$2,236.72	\$93,777.27	\$0.00	\$2,328.89	\$96,106.17	\$2,402.12	\$98,508.28	\$2,462.17	\$100,970.45
Assistant Principal - Corry Area Middle-High School	\$72,000.00	\$0.00	\$1,969.42	\$73,969.42	\$0.00	\$2,236.72	\$76,206.15	\$0.00	\$2,328.89	\$78,535.04	\$2,402.12	\$80,937.15	\$2,462.17	\$83,399.32
Total	\$787,768.23	\$16,500.00	\$17,921.71	\$894,689.94	\$14,500.00	\$22,367.25	\$931,557.19	\$6,000.00	\$23,288.89	\$960,846.12	\$24,021.15	\$984,867.27	\$24,621.68	\$1,009,488.96
	\$19,694.21		2.50%	\$22,367.25		2.50%	\$23,288.89		2.50%	\$24,021.15		2.50%	\$24,621.68	
	\$1,969.42			\$2,236.72						\$2,402.12			\$2,462.17	

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Distinguished	\$ 2,363.30	\$ 2,681.06	\$ 2,791.59	\$ 2,879.38	\$ 2,951.37
Proficient	\$ 1,969.42	\$ 2,236.72	\$ 2,328.89	\$ 2,402.12	\$ 2,462.17
Needs Improvement	\$ 984.71	\$ 1,118.36	\$ 1,164.45	\$ 1,201.06	\$ 1,231.09
Failing	\$ -	\$ -	\$ -	\$ -	\$ -