

ADMINISTRATOR'S SALARY AGREEMENT
ACTION SALARY GUIDELINES
July 1, 2017—June 30, 2020

I. SALARY RANGE

The Administrative Salary Committee of the School Board shall approve an appropriate salary range for each administrative position.

Each administrator's salary increase shall be awarded on July 1 of each school year until such time the salary reaches the maximum of the range approved by the Board.

II. SALARIES

Administrator	17/18	18/19	19/20
D. Rose	\$90,825	\$93,186	\$95,609
T. Cook	\$87,070	\$89,334	\$91,657
C. Zajac	\$93,533	\$95,965	\$98,460
A. Krahe	\$96,941	\$99,461	\$102,047
D. Mortensen	\$83,242	\$85,407	\$86,261
P. Chodubski	\$99,454	\$102,040	\$104,693
B. Cook	\$99,109	\$101,685	\$104,329
B. Evans	\$100,334	\$101,338	\$102,351
T. Parshall (260)	\$80,114	\$80,915	\$81,725
L. Rimmel (190)	\$56,295	\$56,858	\$57,427
J. Shumaker	\$81,299	\$83,413	\$85,582
M. Oleski	\$79,028	\$81,082	\$83,191

The specified salary will be paid to administrators upon satisfactory performance and who have not yet attained the maximum salary prescribed on the salary range scale. An unsatisfactory end of the school year rating (i.e. Performance Assessment) will eliminate the scheduled salary increase for the subsequent year for that individual.

Assessment:

The superintendent will meet a minimum of two times per year with each administrator, and will share in writing with verbal clarification an assessment of their proficiency. This assessment will be based on their achievement of the administrator's goals and action plan that will be submitted to and approved by the superintendent prior to June 30th.

Unsatisfactory Performance:

If an administrator receives an unsatisfactory performance review from the superintendent for any school year, the administrator shall not receive the salary increase scheduled to be effective for the next year. If the administrator's performance is restored to satisfactory level in the following year and he/she receives a satisfactory evaluation for that year, he/she shall receive the withheld increment for the next year and be restored to the progression at a level one year behind the normal progression. It is understood that the money not paid to the administrator may be used to provide additional training, course work, etc. to help remediate any identified deficiencies. In no event, however, will the administrator be paid any retroactive amount to be made whole for an advancement increment that was withheld under this provision.

III. FRINGE BENEFITS AND APPROVED PREREQUISITES

A. Medical Insurance – 100% Individual, 100% Dependent, \$1,000,000 Major Medical Coverage

- B. Dental & Vision Insurance – 100% Individual, 100% Dependent
- C. Life Insurance – Term Life Insurance equal to 1.25 times annual salary base
- D. Disability Insurance: long term coordinated with sick leave and other disability plans; 60% of salary
- E. Travel and Accident Insurance – (On the job related activities) \$100,000
- F. Sick Leave – 10 days per year cumulative
- G. Annual Leave – 4 days per year with 48-hour notice and at superintendent’s discretion, and will be eligible to: Accumulate up to five (5) days per year (unused to be converted to sick days at the end of each year)
- H. Vacation – 20 days per year
- I. During the period of time from Christmas through New Year, the presence of the administrators is optional. However, the administrators shall be present if there are school related responsibilities consistent with their job requirements and/or if directed to be present by the superintendent.
- J. Bereavement – Multiple days of leave need not be consecutive and it is not required that bereavement leaves begin “immediately following the death,” as is the case in the school code.

Relative	Days Released	Relative	Days Released
Spouse	5 workdays	Son-in-law	5 workdays
Parent	5 workdays	Daughter-in-law	5 workdays
Father-in-law	5 workdays	Stepchild	5 workdays
Mother-in-law	5 workdays	Near Relative in Same Household	3 workdays
Stepparent	5 workdays	Grandparent	3 workdays
Sister	5 workdays	Grandparent-in-law	3 workdays
Brother	5 workdays	Grandchild	3 workdays
Stepsibling	5 workdays	First Cousin	1 workday
Brother-in-law	5 workdays	Aunt	1 workday
Sister-in-law	5 workdays	Uncle	1 workday
Child	5 workdays	Niece	1 workday
		Nephew	1 workday

- K. Staff Development – The board supports the concept of providing optimum opportunity for a staff development program through workshops, state conferences, and national conferences as developed through the annual staff development program. Administrators will be reimbursed for credits as follows:
 1. A maximum of 9 credits per school year are reimbursable. A maximum of 9 credits per administrator are available each year. Any Administrator may request reimbursement for more than 9 credits per year if available as defined by the maximum number (number of administrators X 9). All course requests or program plans must be submitted to the superintendent by April 1 of the year prior to the start of the program or course. The year is defined as July 1 to June 30. If the maximum number of credits is reached the superintendent will approve reimbursement based first on who is enrolled and actively participating in a program prior to the start of the next year, and second by seniority as defined by years in public school administration.
 2. Only classes taken at an accredited college or university are eligible for consideration. The superintendent shall have complete discretion regarding reimbursement eligibility for any course. Credits must be part of a graduate degree program and be in an area(s) of certification, or be in a graduate education course or curriculum. Undergraduate credits, which will improve skills in an area of assignment, may be approved at the sole discretion of the superintendent.
 3. The reimbursement amount is based upon the graduate per credit rate prevailing at Edinboro University of Pennsylvania at the time the credit is taken. If a grade “A” or its equivalent is achieved, a maximum reimbursement of 100% of the prevailing rate will be paid. If a grade of “B” or its equivalent is achieved, a maximum reimbursement of 75% of the prevailing rate will be paid.

4. A grade of "B" or its equivalent or higher is required for reimbursement.
 5. To be eligible for reimbursement, the proposed credits must be submitted to the superintendent for review at least one month prior to the start of the course. Submission of a transcript is required; however, this record must contain the name of the administrator.
 6. Upon receipt of certification of an earned doctoral degree, the administrator will immediately receive a five hundred dollar (\$500.00 stipend with another one thousand dollar (\$1,000) stipend following one year's service in the Harbor Creek School District after receipt of the earned doctoral degree.
 7. In the event that an administrator terminates employment with the Harbor Creek School District for any reason other than retirement or death in less than one year of the last course completed, the administrator will be charged 100% of the reimbursement amount paid by the district during the previous 2 years. In the event that the administrator resigns from HCSD after 1 year but less than 2 years of the last course completed, the administrator will be charged 50% of the credit reimbursement amount paid by the district within the previous 3 years. These funds will be collected through payroll deduction with any remaining funds paid to the district within 90 days from the termination date. The Board must approve any and all exceptions to this that may be the result of an administrator having to resign due to personal or family hardship, including but not limited to relocation of spouse, illness, disability, or resignation due to birth or adoption of a child.
- L. The above benefits shall be minimum standard for all administrators. Other considerations at the time of employment or contract renewal shall be listed separately in their contract.
- M. Retiring administrators may convert the term life insurance plan, after retirement, at their own expense without school district contribution.
- N. A complete physical will be available to one third (1/3) of the total administrators each year, on a voluntary basis.
- O. The board shall add additional fringe benefits to the Administrator's Agreement if these benefits are extended to teachers in their contract negotiations. Should benefit levels, co-pays, deductibles or eligibility be changed for the agreements with the Harbor Creek Education Association (HCEA) or Harbor Creek Educational Support Professionals (HCESP) during the life of this plan, these alterations will replace this plan's benefit provisions.
- P. Compensated leaves will be granted if applied for by February 15, as per the superintendent's discretion and the stipulation of the Pa. School Code.
- Q. Professional Liability: The district shall defend, hold harmless and indemnify administrators from any and all demands, claims, suits, actions and legal proceedings brought against administrators individually or in their official capacity as agents and employees of the district, provided the incident arose while the administrator was acting within the scope of his/her employment and excluding criminal litigation, and as such indemnification is within the authority of the district to provide under state law. In no case will individual board members be considered personally liable for indemnifying Administrators against such demands, claims, suits, actions and legal proceedings.
- R. Retirement:
1. Administrators retiring and eligible for retirement benefits under the PSERS (with a minimum of five (5) years of administrative service with the Harbor Creek School District will qualify for the following options:
 - a. \$225 per each year of service as an administrator in the Harbor Creek School District
 - Or
 - b. An eligible retiring administrator can convert unused accumulated sick leave at the date of retirement to continued health care insurance enrollment or cash, at the rate of \$120 per each accumulated sick day, or a combination of both. At the employee's request, health care insurance (excluding dental and vision), individual or family coverage, will be provided upon surrender of each block of two unused accumulated sick days, subject to the following conditions:
 - 1.) All credited months of coverage paid by employer, prior to the effective month of this benefit, must be exhausted.
 - 2.) This benefit ceases whenever an administrator and spouse become eligible for the Medicare-Medicaid Program.
 - 3.) Administrators with less than 120 sick days will be able to purchase hospitalization coverage according to years of service in the PSERS. Any unused sick days will be used first at the rate of two days per one month. The administrator will pay the cost of hospitalization insurance according to the following table:

<u>Years of Service in the PSERS made by Administrator</u>	<u>% of Payment</u>
0-10	70
11-20	60
21-25	50
26-30	40

2. In the event of death of a retired administrator, prior to his or her eligibility for the Medicare–Medicaid Program or death while in service for the Harbor Creek School District, the administrator’s credited months of coverage may be used in providing to surviving spouse’s individual health insurance coverage, if needed.
 - a. Health insurance for a surviving spouse, or a retired administrator, will be as per conditions above.
 - b. Health insurance for a surviving spouse, or a retired administrator, will be limited to the amount of eligible coverage earned and available.
 - c. It is understood that if an administrator or surviving spouse has exhausted school district paid health insurance benefits, he or she may continue under the School District Group Insurance Plan, at the COBRA rate, until eligible for Medicare-Medicaid.

IV. ADMINISTRATIVE SUBSTITUTES

A covered administrator who must substitute for another on a long-term basis will have an opportunity for salary reconsideration.

V. PARTIES COVERED UNDER THE AGREEMENT

Secondary Principals
 Elementary Principals
 High School Principals
 School Psychologists
 Director of Special Education
 Assistant to the Superintendent Responsible for Curriculum Instruction and Assessment
 Curriculum Director
 Supervisor of Technology
 Supervisor of Transportation and Facilities