

Administration Act 93 Plan

The board of directors of the Selinsgrove Area School District adopts the following Administrator Compensation Plan pursuant to the "Public School Code of 1949," as amended, Section 1164 and Board Policy No. 328, "Administrative Employees-Compensation Plan." 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 communications, decision-making, conflict resolution, and other relationships among the members of the team.

Section 1 Definitions

The term "Administrator" shall include the following positions for the purposes of this Act 93 plan:

- Director of Special Education
- Principal- Selinsgrove Area Elementary School
- Principal- Selinsgrove Area Intermediate School
- Principal- Selinsgrove Area Middle School
- Principal- Selinsgrove Area High School
- Assistant Principal- Elementary/Intermediate School
- Assistant Principal- Selinsgrove Area Middle School
- Assistant Principal- Selinsgrove Area High School

The term "Supervisor" shall include the following positions for the purposes of this Act 93 Plan:

- Director of Food Service
- Director of Facilities & Athletics
- Director of Technology

Job Descriptions and Positions. The Board of School Directors reserves the right, from time to time, based on operational needs to amend or otherwise adjust the job descriptions and/or job responsibilities of Administrative Staff.

NOTE: The Board of School Directors reserves the right to include, exclude or otherwise revise administrative positions or create new positions during the term of this Agreement as operational or program needs arise.

Section 2 Length and Period of Act 93 Compensation Plan

The Act 93 Administrative Compensation Plan will consist of five (5) years **from July 1, 2022 to June 30, 2027** and will run concurrent with the school fiscal year.

Section 3 Administrator Eligibility

In order to be eligible to receive a full salary adjustment, the current positions (listed in section 1) either as an Administrator or Supervisor must be hired prior to October 1st and serve a minimum of nine (9) months. All salary adjustments will be effective July 1 each year of the plan unless specific board action is taken to the contrary.

Section 4 Starting Salaries

Starting salary will be determined by the school board at the time of hire, promotion, or transfer and shall be based on the individuals experience, education, certifications, and job responsibilities.

Section 5 Salary Adjustments

Salary adjustments will be made annually based on the annual evaluation. Adjustments of up to 2.25% may be earned as follows:

1. Performance rating (using PDE school leader rating form for administrators and the SASD performance rating for supervisors):
 - Needs Improvement = 0 - 0.25%
 - Proficient = 0.5 – 0.75%
 - Distinguished = 1.0%
2. Annual Performance Goals:
 - Not Meeting Performance Goals = 0 – 0.25%
 - Proficient-Meeting 75% of Performance Goals = 0.5 – 1.0%
 - Distinguished- Meeting 100% of Performance Goals = 1.25%

Additional increases of up to 1.0% may be earned based on merit as determined by the Superintendent.

Any administrator/supervisor earning a doctorate degree (PhD or EdD) will have an additional \$1800.00 added to their base salary. The initial increase in salary shall be prorated during the first fiscal year in which the degree is officially documented. Should the employee leave the district within a one year following the date of the salary adjustment for doctorate, all money added to the base salary as a result of this section (5) shall be repaid to the district. Should the employee leave prior to completion of a second year following the date of the salary adjustment, 50% of the adjustment shall be repaid to the district. The degree earned must be in a field relevant to the administrator's/supervisor's position.

Section 6 Evaluation

An annual evaluation will be performed by the Superintendent/Assistant Superintendent. The evaluation utilizes the PDE school leader rating process and annual performance goals and objectives.

1. Periodically, but no less than two times per year, the Superintendent or his/her designee shall meet individually with each member of the Administrative Staff to review progress on meeting the goals and objectives. Administrators will provide a portfolio to document activity on achieving goals.
2. Each administrator will complete a self-evaluation and submit it to the reviewer prior to the final evaluation.

Section 7 Work Year

All administrative and supervisory positions are recognized as twelve (12) month positions with 12 paid holidays as follows:

- Independence Day- July 4
- Labor Day- 1st Monday in September
- Thanksgiving Day- 4th Thursday in November
- First Friday after Thanksgiving
- First Monday after Thanksgiving
- Christmas Eve- December 24
- Christmas Day- December 25
- New Year's Eve- December 31
- New Year's Day- January 1
- Good Friday
- Easter Monday
- Memorial Day- Last Monday in May

The Friday or the Monday after shall be recognized as a holiday for all holidays occurring on a Saturday or Sunday. The superintendent shall make the determination of the date for the holiday, which occurs on a Saturday or Sunday. Each administrator/supervisor shall also be eligible for up to 8 superintendent approved days (non-contract days) annually for work that was required to be completed evenings and weekends. The “non-contract days” shall be prorated in the event the administrator/supervisor is not employed within the Selinsgrove Area SD for the duration of the entire fiscal year as an Act 93 Administrator/Supervisor. These days do not carry over nor is there any option for compensation.

Section 8 Vacation

Each administrator/supervisor will receive twenty three (23) vacation days per year. Vacation days will not accumulate but days may be carried over into the next work year and used until the first induction day of the new school year. Up to five (5) unused vacation days at the per diem value (calculated on 240 day work year) shall be contributed into the employees 403(b) account(s). In the final year of employment prior to a regular PSERS retirement, payment of the per diem value of all remaining unused vacation days above 5 shall be made. Vacation days shall be prorated in the event the administrator/supervisor is not employed within the Selinsgrove Area SD for the duration of the entire fiscal year as an Act 93 Administrator/Supervisor.

Section 9 Fringe Benefits

The District shall provide all fringe benefits to each administrator/supervisor as outlined in the contract with the Selinsgrove Area Education Association and as outlined in the individual contracts with the following exceptions:

(a) Life Insurance

Administrative/supervisory positions shall be eligible for term life insurance equivalent to two (2) times annual salary.

(b) Sick Leave and Sick Leave Bank

Administrative/supervisory positions shall be eligible for twelve (12) sick days per year. The per diem value (calculated on 240 day work year) of half the unused annual 12 sick days shall be contributed into the employees 403(b) account(s) and shall be deducted from the administrator/supervisor’s sick day balance. In the final year of employment with the district prior to a regular PSERS retirement, the employee shall have the per diem value of the annual unused sick days (maximum 12 days) for the year contributed into their 403(b) account(s). The unused sick day quantity contributed to the 403(b) account during the final year of employment shall be deducted from the administrator/supervisor’s sick day balance.

Policy 334.1- Administrative Employees-Sick Leave Bank- Administrator/supervisors are included in the plan.

(c) Employment Contract

Each administrator/supervisor shall be issued an annual twelve month employment contract.

(d) Health Insurance

The Board shall pay the hospitalization and medical insurance premium for administrator/supervisor, the dependents of the employees who qualify under the plan(s) selected by the District offered through the Central Susquehanna Trust. The following plans and premium share shall apply as follows:

July 1, 2022 – June 30, 2027 PPO/HMO \$250 Plan, 10% Premium Share of coverage selected by employee

Employees may elect to opt out of the district healthcare plan and receive a \$2,000 payment in June of that year.

Retiree Insurance:

All administrator/supervisors and eligible dependents will be covered by medical insurance upon a regular PSERS retirement* until becoming Medicare eligible provided that the last 8 years of service are with the Selinsgrove Area School District based on the following:

July 1, 2022 – June 30, 2027 PPO/HMO \$250 Plan: Single @ 10.0% premium share; H/W@ 13.5%; Employee/Child(ren) or Family @ 23% premium share

*Regular PSERS retirement is defined as: Age 62 with at least one (1) year of credited service, Age 60 and have 30 or more years of credited service, 35 years of credited service regardless of age, at least age 55 and 25 or more years of credited service.

Retiree premium share can be reduced 1% for every 40 unused sick days the retiree has accumulated.

Retiree will pay the district either the PSER's premium assistance, if eligible, or the premium share, whichever is higher. Whatever premium share rate in the above plans the employee retirees under will remain in effect until Medicare eligible.

Should the administrator/supervisor continue working in another field and be eligible for similar health insurance at the same or lesser cost, then the administrator/supervisor shall forfeit this benefit.

(e) Retirement

For the 403(b) retirement benefits in Section 8 and Section 9 (b), the following shall apply: Administrators shall remain eligible for the severance allowances in the SAEA CBA. Should the administrator/supervisor leave prior to the end of the school year, he/she shall have the severance allowances in the 403(b) provisions in Section 8 and 9 (b) prorated.

(f) Dental Insurance

All administrator/supervisors and eligible dependents will be covered by a group dental plan.

- a. One time \$50 deductible per claimant
- b. Annual \$1,000 maximum benefit per claimant
- c. Co-insurance as defined in the plan
- d. Required one dental checkup per year per person

(g) Vision

The board shall pay up to \$200 during each year of the contract to reimburse the employee for vision expenditures incurred by the employee and/or the eligible dependents of the employee.

(h) Tuition

All administrators/supervisors shall receive reimbursement for tuition costs at the actual rate for accredited programs. Reimbursement will be made as soon as proof of payment is provided. If the course grade is less than a "C", the employee will have to repay the district for the tuition. The number of reimbursable credits is limited to 18 per year. Such reimbursement shall be 100% for the grade of "B" or higher, and 50% for a grade of "C." There shall be no reimbursement for a grade of less than a "C" or a withdrawal. If a course is offered only as a pass/fail, then "pass." All courses must receive prior approval from the superintendent. If the administrator/supervisor leaves the district for employment elsewhere or is terminated for cause within two years after a reimbursement, they shall repay 100% of that reimbursement.

(i) Admission/Entrance Fees

All administrators/supervisors shall receive an events pass to attend all extracurricular and sporting events.