

Act 93 Plan
for the
Jersey Shore Area
School District

Administrative Evaluation
and
Compensation Plan

July 1, 2018 – June 30, 2019

Administrative Compensation and Evaluation Plan 2018-2019

The Jersey Shore Area School District Board of School Directors recognizes the importance of maintaining an effective management team to strengthen the organizational and educational programs of the school district.

Creating and sustaining a professional climate and operational procedures that use the full creative capacities of all administrators is a prime responsibility of the School Board. By its very nature, this calls for common understanding, mutual respect, and a full measure of confidence among all those who work for the system and those who serve on the School Board. Therefore, to provide quality educational programs, the School Board requires a continuous self-improvement salary system demanding that administrators be professionally prepared and possess leadership qualities with power and courage to make intelligent and wise management decisions.

Pursuant to the “Public School Code of 1949” as amended, Section 1164, the School Board adopts the following Administrative Compensation and Evaluation Plan.

1. Definitions

The term “Management Team Member” shall include the following position for the purpose of this Plan:

Administrative Positions:

Certified Administrators:

Assistant Principals

Principals

Director of Pupil Services

Non-Certified Administrators:

Accountant

Assistant Accountant and Human Resources

Athletic Director

Athletic Trainer

Digital Print/Media Specialist

Director of Buildings and Grounds

Director of Technology

Network/Computer Technician Specialist

2. Compensation Plan

The Plan for the Management Team has been determined following a “meet and discuss” session.

3. Compensation and Evaluation Components

Part I ----- Base Salary Increment

Part II ----- Performance Appraisal System

Part III ----- Salary Schedules

Part IV ----- Fringe Benefits

Part I
Base Salary

Base salaries for each position are listed in Part III of this agreement

Part II
Performance Appraisal System

The School Board recognizes the value of continual and systematic evaluation of school's managerial systems and the individuals responsible for the development and implementation of those systems. Administrators will be evaluated by their Supervisor using either Form PDE 82-2 or Form PDE 82-3.

Part III
Salary Schedule

New Hires: The board reserves the right to set the starting salary for any new hire during this agreement

<u>Salaries for existing Act 93 personnel hired prior to this agreement</u>	<u>2018-2019 Salaries</u>
Principal**	104,967
Assistant Principal***	96,946
Director of Pupil Services	96,946
Director of Technology	86,969
Accountant	74,679
Assistant Accountant and Human Resources	52,552
Director of Buildings & Grounds	66,852
Athletics Director	60,837
Digital Print/Media Specialist	39,480
Network/Computer Technician Specialist	52,552
Athletic Trainer*	60,142

*Athletic Trainer 200 days starting with the beginning of the fall PIAA season

**Laura Milarch will receive \$108,689 for the 2018-2019 year

**Reed Mellinger will receive \$111,689 for the 2018-2019 year

***Any Principal or Assistant Principal also named CTE Director will be given an annual \$7,700 stipend

The Board retains the right to adjust an employee's annual salary during the term of this Agreement provided that such adjustment shall not reduce the annual salary in effect.

Part IV Fringe Benefits

The fringe benefits addressed in the agreement between the School Board and the Act 93 Administrators shall apply to the administrators as listed under the definitions of Management Team Members.

1. **Life Insurance:** Administrator will be provided with group term life insurance equal to two (2) times their annual salary (maximum \$200,000).
2. **Sick Leave:** Sick leave will be calculated by earning one (1) day per month of service to the District, or twelve (12) days per year (athletic trainer ten (10) days per year) and will be cumulative. Unused sick leave will be paid at retirement in accordance with \$60/day up to a maximum of 250 days.
3. **Family Leave Days:** Act 93 members will be allowed to use eight (8) sick days as family leave days to attend to the health needs of an immediate member of the family as defined by the PA School Code.
4. **Personal /Emergency Day:** Administrators will have up to two (2) personal days per year and one (1) emergency day per year. Members will be able to carry five personal days. There will be no payout for unused personal days.
5. **Travel Mileage:** Travel mileage will be equal to the approved IRS rate and as approved by the Superintendent.
6. **Post-retirement Health Insurance:** The School District will pay the cost of the employee's health coverage only (no spousal coverage), minus the full Pennsylvania State Employee's retirement subsidy in effect at the time, until such retiree is eligible for alternative health coverage and the annual co-pay in effect for them at the time of their retirement up-to a maximum \$250 monthly. The retiree must meet the following criteria:
 - a. The retiree must be 55 years of age or older upon the date of retirement (This mirrors what is currently in the JSAEA contract)
 - b. The retiree must have at least 10 years of service in the Jersey Shore Area School District
6. **Family Health and Insurance:** Family Health Insurance plan which is equal to the JSAEA contract plan. The following copays will apply each year of the Agreement:

Certificated Administrators:

Traditional Plan	19% of premium
PPO C	15% of premium
CDHP	0% of premium

Non-Certificated Administrators:

Traditional Plan	16% of premium
PPO C	12% of premium
CDHP	0% of premium

The District will deposit the following amounts into HSA accounts for those employees who choose to enroll in the CDHP

2018-19 = \$1,300 single/\$2,600 for all other plans

- a. A member who wants to opt out will notify the Business Office during the open enrollment period, April 15 to 30. The opt-out period will begin on July 1. The \$2,000 opt out will be paid in a lump sum on or before November 30.
 - b. If extenuating circumstances, as defined by COBRA, occur, an opt-out member will be able to enroll in the district health insurance during a non-enrollment period. The entire opt out amount received will be returned to the district.
 - c. Hires after July 1, 2018 will not have the option of choosing the Traditional Plan or the PPO C Plan.
 - d. If, at any time, the premium for any District plan will exceed the threshold amount as stated in the current federal Health Care Reform Act (or as stated in any applicable federal or state legislation enacted hereinafter) so as to subject such a plan to a tax or fee, the parties agree that said plan will either be modified so as to reduce the premium below the threshold amount or eliminated as a plan option in its entirety, in the year prior to the year in which such tax shall be applicable. If such a plan is not modified or eliminated, and such tax is imposed upon the District either directly or indirectly, all employees who enroll in that plan shall pay the entire amount of the tax or fee imposed upon the District relative to the total premium so as to pay the difference, in addition to the agreed upon employee contribution as stated in the contract. As an example, if the employee benefit premium is \$15,000 and the employee's premium contribution is 10% and the tax threshold amount is \$10,000, the employee's total contribution will be \$3,500 (\$1,500 (10% of \$15,000) plus \$2,000 (40% of \$5,000)).
7. **Family Dental Insurance:** Family dental insurance coverage which is equal to that of the JSAEA contract. Orthodontic at 50% coverage/\$1000 per person per year.
 8. **Tuition Reimbursement:** Tuition reimbursement up to the amount charged for graduate credits by the Pennsylvania State University up to a maximum of twelve (12) credits earned during the school year (September to the following September). Any credits earned in excess of twelve (12) will be reimbursed the following year. Payment would be as identified in the JSAEA contract.
 9. **Income Protection (Long-term Disability Insurance):** The Board shall provide disability insurance for each Act 93 member through a carrier to be selected by the Board – monthly benefit of 66 2/3% of salary to age 65. Three month qualifying period and all other inclusions and exclusion as described in current policy.

10. **Professional Organizations:** The District will reimburse each Act 93 member an amount not to exceed \$1,000 per year for membership in approved organizations that relate to his/her specific position on the Management team. Prior approval will be necessary and will be made on an individual basis by the Superintendent.

11. **Longevity Retirement:** Longevity retirement will be paid to all Administrators based on administrative service to the district as follows:

<u>Years of Service</u>	<u>Amount</u>
7 – 15 years	\$10,000
16 – 19 years	\$13,000
20+ years	\$14,000

12. **Vision Plan:** Each team member would have \$600 available for eye examination and eyewear every two years.

13. **Vacation:**

- In addition to 20 vacation days per year provided by Board policy and upon completing five years as an administrator, a team member will be allowed to add one day per year up to five additional vacation days maximum. Members will be able to carry 5 additional days of vacation at one time. Vacation days not used by August 31 beyond the five additional days will be rolled over September 1st into an accumulated account. Upon retirement under a PSERS plan, each Act 93 member would receive \$125 per day for accumulated vacation time in the account up to a maximum of 100 days. Any current year's vacation time would be paid per diem. The athletic trainer being on a 10-month schedule will not receive vacation.