

# **Act 93 Plan for the Jersey Shore Area School District**

**Administrative Evaluation  
and  
Compensation Plan**

**July 1, 2021 – June 30, 2024**

## ***Administrative Compensation and Evaluation Plan 2021 - 2024***

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 possesses 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.

Compensation becomes effective July 1, 2021.

### **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:**

##### **Business**

- Accountant (until 01.01.2022)
- Assistant Accountant and Human Services
- Assistant Business Manager/Director of Accounting

##### **Technology**

- Director of Technology
- Network/Computer Technician Specialist
- Student Data Coordinator

##### **Athletic**

- Athletic Director
- Athletic Trainer

##### **Other**

- Director of Buildings and Grounds
- Digital Print/Media 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.

#### **Administrative Positions**

<b>Certified Administrators**</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23*</b>	<b>23/24*</b>
High School Principal	108673	110303		
Middle School Principal	108406	110032		
Elementary School Principal	108140	109762		
Assistant Principals	99876	101374		
Director of Pupil Services	99876	104000		

#### **Non-Certified Administrators**

##### **Business**

Accountant (till 01.01.2022)	76936	78090
Asst Business Manager/Director of Accounting		TBA
Assistant Accountant and Human Resources	47500	48213

##### **Technology**

Director of Technology	89598	93000
Network/Computer Technician Specialist	54140	57000
Student Data Coordinator		43500

##### **Athletic**

Athletic Director	62676	63616
Athletic Trainer***	61960	62889
<b>Other</b>		
Director of Buildings and Grounds	68873	72000
Digital Print/Media Specialist	40673	41283

The length of the contract will be three (3) years.

\*Salaries may be adjusted annually by the Board on July 1<sup>st</sup> of each subsequent year of this contract which will be determined no later than April 1<sup>st</sup> of that year.

\*\* All certified administrators will be 12 month employees.

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

Any Act 93 member actively serving on the Safe-to-Say Something Team will be given an annual \$1,000 stipend.

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.

### **Act 93 and Board Meeting**

The Board acknowledges and values its employees' commitment and time to the District. A meeting with the board may be set up for general discussions with members of the Act 93 group on an as needed basis. The Board President will contact the Superintendent if the board would like to initiate a meeting. The Superintendent will contact the Board President if the Act 93 Team would like to initiate a meeting.

## ***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:** Administrators will be provided 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 at the rate of \$60/day up to a maximum of 250 days.
3. **Family Leave Days:** Act 93 member 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 (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 and Entertainment:** Travel reimbursement will be paid at the current IRS mileage rate and as approved by the Superintendent. Meals in conjunction with travel will be eligible for reimbursement at the then current IRS rate for the locality where the conference is held.
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 53 year of age or older upon the date of retirement.
  - b) The retiree must have at least 10 years of service in the Jersey Shore Area School District
7. **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 account each year of the agreement for those employees who choose to enroll in the CDHP

\$1,000 single/\$2,000 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 \$5,000 opt out will be paid in a lump sum on or before November 30.
- b. If extenuating circumstances occur, as defined by COBRA, 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)).

**8. Dental Plan:** The Board will provide dental insurance for the employees and their eligible dependents covered by this Agreement, which coverage shall be as follows:

Maximum benefit per individual per policy year:	\$2,500
Deductible:	None

**Co-insurance:**

**Insurance Company pays:**

- |                        |   |
|------------------------|---|
| a) Preventive services | 100% of usual and customary services                          |
| b) Basic service       | 100% of usual and customary services                          |
| c) Major services      | 80% of usual and customary services                           |
| d) Orthodontics        | 50% of usual and customary services up to \$1,000/person/year |

**9. 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 August). Any credits in excess of twelve (12) will be reimbursed the following year. The employee must remain in the employ of the Jersey Shore Area School District for three (3) JSASD school semesters after completion of the course. In the event an employee does not remain for three (3) JSASD school semesters, the cost of the tuition which has been reimbursed will be refunded to the JSASD. Exceptions to this payback provision are as follows:

1. Involuntary termination
2. Disability retirement
3. Death of the employee
4. Furlough/Non-Renewal

NOTE: Involuntary termination would permanently exempt the employee from any payback obligation even if the employee was recalled to the District at some future date.

**10. 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 a described in current policy.

**11. 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.

12. **Longevity Retirement:** Longevity retirement will be paid to all Administrators, employed on or before July 1, 2021, 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

13. **Vision Plan:** The Board agrees to fund the PSEA Health and Welfare Fund, NVA plan for the individual employee. Each employee will have the option of paying the difference between the single and family rate for family coverage.
14. **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 1<sup>st</sup> 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.