

# **Act 93 Plan**

## **for the**

### **Jersey Shore Area**

#### **School District**

**Administrative Evaluation**  
**and**  
**Compensation Plan**

**July 1, 2024 – June 30, 2029**

5 year proposal Version 6/19/24

## *Administrative Compensation and Evaluation Plan 2024 - 2029*

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 are 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.

Section 1164 requires three elements in the plan and permits, at the discretion of the Board, additional items. The three required items are:

- a. A description of the program determining salaries. For example, this could include the evaluation system used to arrive at individual salaries, or a statement as to the formula used to arrive at general percentage increases, or a statement referencing the increase levels to a Board-determined amount reached during the budgetary process.
- b. . Salary amounts or a salary schedule. This section requires enough description so that salaries are listed or that an individual salary can be specifically determined on a stated scale.
- c. . A listing of fringe benefits. The Act envisions that the health care package, vacation, holidays, paid and unpaid leave provisions, severance benefits, and all the other insurance or other types of fringe benefits will be specifically stated.

Compensation becomes effective July 1, 2024.

### **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  
Career and Technical Education Director

#### Non-Certified Administrators:

Assistant Accountant and Human Services  
Assistant Business Manager/Director of Accounting  
Director of Technology  
Network/Computer Technician Specialist  
Student Data Coordinator  
Athletic Director  
Athletic Trainer  
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. Certified administrators will be evaluated by their Supervisor using Form PDE 13-2. Non-certified administrators will be evaluated by their Supervisor using Form PDE 13-3 or an evaluation instrument and method mutually agreed upon in writing by the Board and the Act 93 Team.

### ***Part III*** ***Salary Schedule***

**New Hires:** Will be hired between the minimum and maximum range at the discretion of the School Board. The Board has the authority to go outside of this range on any hire based on experience, qualifications, and regional comparison on the recommendation of the Superintendent.

<b>New Hire Salary Matrix</b>			
<b>Positions</b>		<b>Minimum</b>	<b>Maximum</b>
<b>Certified Administrators</b>	High School Principal	105,000	115,000
	Middle School Principal	100,000	110,000
	Elementary School Principal	97,000	107,000
	Assistant Principals	92,000	102,000
	Director of Pupil Services	95,000	105,000
	Career and Technical Education Director	95,000	105,000
<b>Non-Certified Administrators</b>	Assistant Business Manager/Director of Accounting	47,000	57,000
	Assistant Accountant and Human Resources	45,000	55,000
	Director of Technology	85,000	95,000
	Network/Comp Tech Specialist	55,000	65,000
	Student Data Coordinator	40,000	50,000
	Athletic Director	55,000	65,000
	Athletic Trainer	50,000	60,000
	Building and Grounds	65,000	75,000
	Digital Print/Media	40,000	50,000

The length of the contract will be five (5) years.

During the years that this Plan is in effect, compensation increases equal to the amounts below shall be provided to each member who has received at least a proficient evaluation.

July 1, 2024	3%
July 1, 2025	3%
July 1, 2026	3%
July 1, 2027	2.5%
July 1, 2028	2.5%

All certified administrators will be 12-month employees. The Athletic Trainer will be a 200-day employee 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.

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 ten (10) 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 Days:** Administrators will have three (3) personal days per year. Members will be able to carry eight (8) personal days. If any member has accumulated in excess of eight (8) days, they will be paid per

diem for each personal day over eight (8) in the first pay in October. Any personal days carried over on June 30, 2024 must be used by August 31, 2024. No member will be paid out for any days in excess of 8 until July 1, 2027.

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) at the annual co-pay amount in effect for current employees, minus the full Pennsylvania State Employee's retirement subsidy in effect at the time. This coverage will remain in effect until such retiree is eligible for alternative health coverage. 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 accounts each year of the agreement for those employees who choose to enroll in the CDHP: \$1,000 single/\$2,000 for all other plans. If enrolling after July 1<sup>st</sup>, the HSA contribution will be prorated by month of coverage.

New hires at the time the coverage takes effect will receive an initial HSA contribution of 100% of the IRS deductible that corresponds with the level of elected coverage for the first year of coverage. There will not be any additional HSA contribution by the district for that initial year. Contributions during the succeeding years will be at the above rates.

A member who wants to opt out will notify the Business Office during the open enrollment period. The opt-out period will begin on July 1. The \$5,000 opt out will be paid in a lump sum on or before January 31. 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 pay back for the opt out amount received will be pro-rated and returned to the district. Employees covered under the district plan by another employee do not qualify for the opt out payment.

Employees covered under the district plan by another employee are only entitled to one plan. The employees have the ability to determine which employee to enroll under.

Anyone hired after July 1, 2018 will not have the option of choosing the Traditional Plan or the PPO C Plan.

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 from Delta Dental with the D&P Maximum Waiver Option 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 Services	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 \$1000/per/year

9. **Tuition Reimbursement:** Tuition reimbursement shall be in accordance with the current JSAEA agreement. Any Act 93 member currently enrolled in a Master's/Doctoral program in 2023/2024 will be grandfathered in at the reimbursement rate of the 2023/2024 school year.
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 exclusions as 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 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.

As a 10-month employee, the athletic trainer will not receive vacation.

15. **Retirement notification:** In order to receive retirement benefits outlined in this agreement, the employee must provide 120 calendar day's notice. This can be waived by the board in the case of a medical retirement.
16. **District-owned cell phones:**  
Members who currently are issued district cell phones will receive a one-time \$250 reimbursement toward a new personal phone prior to June 30, 2025. As of July 1, 2025, all members will be off of district cell phone plans. They may port over their current number. Then, the member will be responsible for maintenance, repair, and replacement of their personal device. Each month thereafter, the district will provide each member forty dollars (\$40) per month to utilize their personal device for district business. Members may decline this benefit if they do so in writing to the Superintendent.