

WARREN COUNTY SCHOOL DISTRICT

ADMINISTRATOR EVALUATION

AND

COMPENSATION PLAN

FOR

July 1, 2010-June 30, 2011

ACT 93 ADMINISTRATORS/NON-CERTIFICATED

BOARD APPROVED: _____

I. DEFINITION

The terms of this plan shall apply to members of the administrative team defined within the provisions of Act 93, Section 1164 of Article XI of the School Code, who do not hold PA Ed Admin certification.

II. ADMINISTRATOR EVALUATION

A. General and Specific Purposes

Proper administration of the schools is vital to a successful educational program. The general purpose of the district's administration should be to coordinate and supervise, under the policies of the Board, the creation and operation of an environment in which students learn most effectively. To this end the school board must, in concert with the superintendent, endeavor to create and sustain a professional climate that calls forth and uses the full creative capacities of all administrators. Such a climate calls for common understanding among, mutual respect for and confidence in all members of the leadership team. Thus, when the objective of the school board is to optimize student learning opportunities in an environment which is open, trusting and caring, the evaluation of administrators is a process designed to promote and nurture individual and collective growth.

Specifically, the implementation of a planned program of administrator evaluation should seek to:

1. improve administrator performance;
2. document the evaluation of administrator performance in relationship to general administrator tasks;
3. measure the effectiveness of administrator leadership;
4. assess the compatibility of administrator objectives and district goals;
5. establish a base for planned growth; and
6. provide information to enable informed decisions to be made regarding contract renewal and compensation.

B. Procedures

Each administrator will participate in two evaluation sessions annually. The first, to be held on or about January 15th, will be conducted orally but notes of the session should be retained. On or about May 15 a more formal, written evaluation conference will be held.

The following process will be utilized:

Appraiser

Appraisee

Applicable Directors

Administrative Supervisors

In each case above the Appraiser may seek input from other administrators who may have a reliable basis from which to provide observations or information generally not available to the Appraiser.

C. Goal Development

All administrators shall develop goals annually.

Goals developed by personnel covered by Act 93 other than building principals or assistant principals shall reflect a unique and substantial relationship to other goal emphases in the district. One could serve as a resource for school building goals in one or more buildings, provide leadership in some area identified as a school district goal, or engage in some activity identified as a departmental priority.

In general, goals should:

1. be developed in May for the following year and finalized by October 1st;
2. be based on the parameters described above;
3. be cooperatively developed;
4. be substantive enough to provide a challenge without seriously limiting the ability to carry out the regular job description. This can be done with from one to three specific goals depending on their complexity; and
5. be acceptable to the superintendent or designee and be monitored at least once during the course of the year – probably December or January.

6. Evaluation Categories

To be reconstructed for Act 93 Non-Certificated positions by administration 2010-11.

D.1. Re-Evaluation

Employees under this Plan who receive an evaluation of 'Needs Some Improvement' or 'Needs Major Improvement' in any area of the evaluation will be re-evaluated on or about 90 days from the original date of evaluation. The purpose of this re-evaluation is to provide feedback to the employee on their performance improvement.

III. SALARY RANGE DEVELOPMENT AND ADJUSTMENT

Salary ranges shall be approved by the School Board. The Board will consider adjusting these ranges at the conclusion of each contract.

Annual salary increases for the years of this Agreement (July 1, 2010 through June 30, 2011) for each administrator will be 3.5%.

Title	09/10 Salary	3.5% Increase 10/11 Salary	Difference
Coordinator of Technology/Information Management	\$59,453	\$61,534	\$2,081
Supervisor of Business Information Management	\$49,812	\$51,555	\$1,743
Quality Assurance Supervisor	\$58,382	\$60,425	\$2,043
Technology/Information Systems Specialist	\$54,097	\$55,990	\$1,893
Coordinator of Grants and Foundation Development	\$55,168	\$57,099	\$1,931
Data Systems Specialist	\$48,741	\$50,447	\$1,706
Transportation Manager/Purchasing/Security	\$53,026	\$54,882	\$1,856
Staff Accountant	\$48,741	\$50,447	\$1,706
			\$14,960

IV. PLACEMENT ON AND MOVEMENT THROUGH THE SALARY RANGE

Placement on the salary range and movement through it shall be governed by the following:

- A. ACT 93 (NC) members will be assigned a level in the first year of this Agreement (2010-11).
1. Initial level will be determined based upon the following:
 - a. Date of hire as an administrator covered by ACT 93 (NC)
 - b. Related experience (years – 5) divided by 4 as additional levels.
 - c. Education level
 2. In each subsequent year, each ACT 93 (NC) member will continue at the same level until expiration of agreement.
- B. New employees under ACT 93 (NC) (not yet covered by this agreement as of July 1, 2008)
1. Initial level will be determined based upon the following factors:
 - a. Individuals not on scale will receive an annual increase in their current salary of not more than 20% until they reach Level A.
 - b. Individuals on scale will follow the established formula: (years of related experience minus 5) divided by 4 reflected as additional levels.
 2. Once reaching scale, each ACT 93 (NC) member will continue at the same level until expiration of the agreement.
- C. If an administrator covered by this plan obtains further training, certification and/or degree during this Agreement, they will move diagonally (to the next level) in the following contract year. Examples qualifying include:
- BA/BS Degree
 - MA/MS Degree
 - 450 hours of preapproved training
- D. If an administrator has 30+ years in the District or is off the pay scale, they will be placed at Level U, and receive the base % increase.

E. EVALUATION TOOLS

Evaluation tools will be designed and implemented for ACT 93 (NC) administrators during 2010-11.

V. FRINGE BENEFITS

A. Group Health Benefits

1. The District will make available to administrators a Preferred Provider Organization Plan for health insurance.
2. Employees will contribute, through payroll deductions, the following toward the cost of monthly premiums:

Individual Rate -	\$18.22
Parent/Child Rate -	\$41.96
Parent/Children Rate -	\$43.92
Husband/Wife Rate -	\$50.10
Family Rate -	\$52.06

3. If the premium for the health insurance benefit provided by this Section shall increase on or after July 1, 2010 in excess of 15% in a year, the amount that exceeds 15% will be shared equally by the District and the administrator.
4. Whenever changes are made in the health insurance provided to professional employees, whether in benefits provided or employee contribution required, the same changes will be applicable to employees covered by this Agreement.
5. Act 93 employees that qualify for health care coverage may receive a \$1,000 buyout if they opt to be covered by a provider plan outside of the WCSD. This does not apply to any employee who may be covered by the district's plan through a spouse or family member.

B. Dental Insurance

1. The District shall provide to administrators the basic dental program. The District shall pay the full cost of such insurance coverage unless there are increases on or after July 1, 2010.

2. If the premium for the dental insurance benefit provided by this Section shall increase on or after July 1, 2010 in excess of 15% in a year, the amount that exceeds 15% will be shared equally by the District and the administrator.
3. Whenever changes are made in the dental insurance provided to professional employees, whether in benefits provided or employee contribution required, the same changes will be applicable to employees covered by this Agreement.

C. Life Insurance

One hundred percent (100%) of the premium for a \$100,000 term life insurance per the policy plan will be paid by the Board for the life of this agreement. The Act 93 group member has the option to purchase additional insurance, per the policy plan, to a maximum of \$50,000 at his or her cost.

Coverage and benefits of the District plan are more fully explained in the Employee Group Benefits booklet.

D. 1. Vacation for 260 day administrators)

Years of Service (in PSERS and/or another state retirement system)	Vacation Days
1 – 10	20 days
11 – 24	25 days
25 and over	30 days

In addition, two floating vacation days are also available to administrators. However, these days must be used the week of Christmas break or of July 4th. If not used, they may not be carried over.

Administrators are not to take more than five consecutive days vacation while school is in session.

Up to five vacation days may be rolled over into the next year, but must be used within 1 month (by August 1st). Any other unused days will be paid at the per diem rate of the year they were to be used or may be converted into sick days. If the administrator does not notify the Business Office of the specific option chosen by June

15th, the per diem rate option will be used.

Unused vacation days will be paid at retirement at the per diem rate. However, in the event an administrator retires after July 1, vacation will be prorated.

2. Flex Days (for 220 day administrators)

Administrators working 220 days will work the same 186 days as the teachers with an additional 34 days as determined annually by the district. With the approval of his/her designee principals may substitute up to four (4) scheduled work days for other days.

E. Sick Leave

1. Thirteen (13) days for 260 day administrators and eleven (11) days for 220 day administrators.

F. Holidays

1. For 260 day administrators:

New Year's Day	Day Following Thanksgiving
Good Friday	First Day of Antlered Deer Season
Memorial Day	First Day of Doe Season *
July 3	*(subject to change)
July 4	Day Before Christmas
Labor Day	Christmas
Thanksgiving Day	Day After Christmas

G. Personal Days

1. Personal days for administrative personnel are three (3) days per year, with a maximum accumulation of five (5) days per year.

H. Retirement

1. Participation in The Pennsylvania State Employees Retirement System.
 - a. Administrators of the District who have served at least ten (10) consecutive years in the District shall upon retirement receive a salary payment equal to the product of \$50.00 times the number of unused accumulated sick days credited to the employee's record.

- b. Effective July 1, 2009, Administrators who have at least ten (10) years of service in the District, including the last three (3) immediately prior to retirement, shall receive a special salary increment of \$3,000.00 during the final semester of employment prior to retirement, if the Administrator submits, in writing, an irrevocable retirement notice 180 days prior to retirement date. If illness requires retirement, consideration shall be given to payment of the special increment on the basis of the facts in the individual case, as determined by the District administration.
- c. Administrators who retire from the District shall be entitled to continue to participate in group insurance plan of the District under the following options:

Definitions:

Total Premium Amounts	= Board Share + Employee Share
Board Share	= Total Premium Amount – Employee Share
Years of Service	= PSERS and/or other State Retirement System

OPTION 1 – AGE 58, 20 YRS SERVICE, 10 CONSECUTIVE (USE SICK DAYS)

- Any Administrator who retires from the District and is 58 years old with twenty (20) years of service, at least ten (10) consecutive years of which are in the District, (is entitled to fifty dollars for each unused sick day) may elect to use all or part of such accumulated sick leave to cover medical insurance until he/she attains the age of Medicare eligibility (currently age 65). The retiree will receive their sick day entitlement check from the District. The District will then take the net amount from this entitlement check and divide the net amount by the number of sick days the retiree received. This amount will be what the employee owes for **each** sick day to the District. They may use their sick days on the basis of the following formula:

For example, if the employee who is retiring is entitled to \$5,000 for accumulating 100 sick days, the net amount he would receive would be \$3,500. (Note: This is only an illustration). This would be the equivalent of \$35 per sick day. If the employee was retiring with 29 years of service within the District and was seeking individual coverage, he would owe the District \$70 per month for that type of coverage. However, the employee also would owe the District an additional \$30 per month since the current PSERS subsidy is \$100 per month.

10-14 years service within the District	4 days per month - Individual
	6 days per month - Emp./Spouse
	8 days per month - Family

15-24 years service within the District	3 days per month - Individual
	5 days per month - Emp./Spouse
	6 days per month - Family

24-29 years service within the District	2 days per month - Individual
	3 days per month - Emp./Spouse
	4 days per month - Family

30+ years service within the District	1 days per month - Individual
	2 days per month - Two-Party +

The employee will be responsible for the net amount paid to the District as described above. However, in no event, will the amount owed to the District be less than the subsidy a retired employee is to receive from PSERS (premium assistance), which is subject to change. Any difference between the monthly net amount paid for sick days and the premium assistance subsidy available to the retiree must be paid one month in advance.

- If an employee elects to use their sick days for medical insurance and do not have enough days to get them to the age of Medicare eligibility, they will be responsible to pay the entire cost of the monthly premium for the additional years if they choose to stay on Warren County School District insurance.

OPTION 2 - AGE 58 20 YRS SERVICE, 10 CONSECUTIVE (NO SICK DAYS)

(Sick days not used toward purchase of medical insurance.)

For employees who retire from the District at the age of 58 or older with twenty (20) years of service, at least ten (10) consecutive years of which are in the District, the Board will pay toward their medical insurance from the time of the employee's retirement until such employee shall attain age of Medicare eligibility an amount equal to

the rate which was in effect on the date of retirement. In the event of future premium increases, the retiree will be required to pay the difference between the Board's share rate in effect on the retiree's retirement date and the new premium effective each renewal year.

For example, if a teacher retires and applies for coverage for him/herself and his/her spouse (Employee/Spouse), and the cost of that coverage is \$900 per month, the Board is responsible for paying \$900 per month until the employee attains the age of Medicare eligibility. The employee is responsible for paying the employee's contribution (currently \$50.10 per month), which is subject to change, and any increases in the monthly cost of coverage over the \$900 which is the Board's share.

The employee will be responsible for the sum of the employee contribution toward premium (subject to change) and increases to the total cost of health care premium following employees retirement. However in no event will the payment be less than the subsidy for such benefit a retired employee is eligible to receive from PSERS (premium assistance).

OPTION 3 - SUPERANNUATION

- Administrators who retire from the District on normal superannuation (currently, the member must be age 62 with at least one year of credited service; or, the member must be age 60 with 30 or more years of credited service; or, the member must have 35 years of credited service regardless of age) retiree shall be entitled to continue to participate in group health and dental plans of the District listed, until they attain age of Medicare eligibility by making specific arrangements to pay the entire cost of the premiums to the District one month in advance.

OPTION 4 - COBRA

- All other retirees shall be eligible for COBRA or any subsequent federal health continuation plan that may be in effect at the time of the employee's retirement by making specific arrangements to pay the entire cost of the premiums and any administrative fee.

I. Dues/Membership

1. A maximum of \$500 will be paid annually for dues/membership for administrators' participation in

educational organizations.

2. Up to \$1,000,000 of liability insurance coverage can be purchased using dues for administrators.

J. Conferences

1. All Act 93 personnel will have conferences pre-approved by the appropriate Director and/or the Superintendent.

K. Mileage Reimbursement

1. The mileage reimbursement for Act 93 personnel will be at the prevailing IRS rate.

L. Tuition Reimbursement

1. Total reimbursement for three (3) three-credit courses for a total nine (9) credits per calendar year at The Pennsylvania State rate for A's and B's. C's are reimbursed at a 75% rate. No reimbursement shall be paid for course resulting in a grade below "C."
2. Courses must be approved in writing in the case of each employee by the Superintendent or his/her designated representative prior to the beginning date of the course. Prior oral approval shall be acceptable in emergencies if confirmed in writing by the Superintendent. Courses must be related to individual's specific job field.
3. Evidence of successful completion of the course must be presented along with a receipted tuition statement to the Superintendent or his/her designated representative.
4. Reimbursement shall be made following the next board meeting after the employee presents documentation of successful completion of the course(s).
5. To be eligible for reimbursement, a person must be under full-time annual contract to the district at the time the course work is taken, when reimbursement is requested and when payment is made.
6. There can be no reimbursement of tuition unless the tuition has been paid by the individual, i.e. if attending under a grant, fellowship, scholarship, or similar program wherein

tuition is provided, there shall be no reimbursement of tuition by the school district.

7. Professional personnel on medical leave or maternity leave may make a request for tuition reimbursement, which shall be reviewed by Finance Services and Personnel Committee, who shall grant or deny such request in is [sic] sole discretion.
8. Professional employees of the school district shall, under regulations governing such payments, be eligible to receive reimbursement of one-half tuition costs and fees for the later registration, when such registration is due to the school district employment requirements.

M. Battery Leave Bank

Battery: A violent physical attack that causes injury requiring hospitalization and/or medical treatment. The employee loses work under doctor's orders for recovery.

1. Membership

- a. The Battery Leave Bank is intended for the voluntary use of members of administration. Only participating Battery Leave Bank members may benefit. Battery Leave Bank hereon will be referred to as "Leave Bank".
- b. To become a participating member of the Leave Bank, a member must contribute two (2) sick leave days at the beginning of the project. Appeals to replenish the Leave Bank will be made when the total days fall below 25.
- c. Any member who decides to participate in the Leave Bank after the initial year of the program must donate the total number of sick leave days he/she would have been required to contribute beginning with his/her initial year of eligibility in the program. All donated sick leave days shall be subtracted from the eligible employee's annual sick leave eligibility and accumulated total sick leave days, in that order. Once the sick days have been donated to the Leave Bank, they cannot be withdrawn.

2. Qualifications

- a. Physician's Report: A physician's report describing the individual's injury and including a diagnosis and recovery time shall be forwarded to the Battery Leave Bank Committee Review Board (see page 2) before the employee will be eligible for benefits from the bank. This report will be reviewed every thirty (30) calendar days.
- b. Catastrophic Injury: The Leave Bank is intended to provide additional benefits for members suffering from injuries from an attack on them from anyone while they are performing their duties as an administrator.
- c. Any employee eligible for, or receiving Workmen's Compensation benefits may apply for consideration of Leave Bank benefits. Once eligible, the Leave Bank will cover only the first five (5) days of the leave, after which time, Workmen's Compensation will apply. Leave Bank days and Workmen's Compensation days may not overlap. No administrator can collect more than their daily salary when using the Bank, Worker's Compensation or a combination of both.
- d. Review Board: All applications for bank benefits shall be reviewed for final approval by the Battery Leave Bank Committee consisting of three (3) administrators appointed by the Act 93 Association, Director of Human Resources, and the Superintendent of his/her designee, or person acting in that capacity.

3. Application Procedures

- a. Application shall be made by directing a request in writing to the Battery Leave Bank Committee Review Board (attention Human Resource Office).
- 4. Rate of Pay: All bank benefits will be paid at the employee's regular sick leave rate, minus appropriate deductions.
 - 5. Decisions of the Battery Leave Bank Committee Review Board shall be by majority vote thereof and not subject to redress under the School Code.
 - 6. The association shall indemnify and save the district harmless of and from any and all claims, demands, suits or

other forms of liability that may arise out of, or be made by reason of, action taken or not taken in connection with any aspect of the Battery Leave Bank Program.

7. At the end of each school year, the Act 93 members serving on the Battery Leave Bank Review Committee shall provide the membership with an accounting of the days used and the days remaining in the Leave Bank.
8. If the Leave Bank is exhausted, regardless of the reason for such exhaustion, the district assumes no liability or responsibility for replenishing the supply.

N. Other Fringe Benefits—see attachment.

1. Funeral Leave. See Section 1154 of the School Code.
2. Parental Leave.

An administrator requesting a leave of absence from the Warren County School District because of expected maternity shall be governed by the following:

- a. The beginning date for a maternity leave shall be determined jointly by the employee and the employee's physician. The Superintendent shall be notified as to the beginning day of the leave no later than sixty (60) days before such leave.
- b. Return to work may be made any time within twelve (12) months the date of birth or other termination of pregnancy provided that the Superintendent shall be given notice of the return to work date at the time leave begins and sixty days in advance. Fifteen days notice shall suffice if the pregnancy is terminated by miscarriage or if the infant dies, or if the leave is for a period of sixty days or less.
- c. Upon receipt of such written request for reemployment, the Board shall offer her the same professional assignment she held before going on maternity leave or a substantially equivalent assignment, if said assignments are available. If said assignments are not available, the Board shall offer her any other available assignment for which she is certified until such time as the Board can, through established placement procedures, offer her the

professional assignment she held before, or one substantially similar to it.

- d. An employee may use sick leave for any period of disability related to pregnancy, childbirth or recovery therefrom.
- e. An administrator taking maternity leave shall not forfeit accrued benefits such as seniority for pay purposes, unused accumulated sick leave, unused accumulated personal leave and credits towards sabbatical eligibility.
- f. All extensions or renewals of leaves shall be applied for in writing and may be granted in writing by the Board. Extension may be for up to one additional year and must be requested at least sixty (60) days prior to the scheduled expiration date, or as far in advance as is reasonably possible if the original leave is for less than (60) days.
- g. In case of the adoption of an infant, the employee may apply for maternity leave set forth in the above provisions.
- h. Equal opportunities shall be afforded to administrators requesting paternity leave.
- i. All male employees are granted one (1) day leave of absence for parental responsibilities on the day of birth of a son or daughter. An employee shall be granted one (1) day of leave of absence for parental responsibilities at the time of adoption of a son or daughter. This may be extended in extreme situations at the discretion of the Superintendent of Schools, if a letter giving pertinent facts is submitted to the Human Resource Office. The one (1) day leave granted under this Section shall be without loss of pay by the employee.

3. Sabbatical Leave. See Relevant Sections of the School Code.
4. Military Leave.

A military leave of absence shall be granted in accordance with Section 1176 of the School Code and seniority and unused accumulated sick leave shall be restored to an employee upon his/her return as fully as if he/she had never taken such leave, and he/she shall be restored to the same or similar position.

5. Jury Duty.

An administrator required to serve on jury duty shall be paid the difference between his/her normal salary for such period and the pay received as a juror. Employees shall be required to submit proof of jury service and the amount of pay received.

6. Court Leave.

Any administrator summoned as a witness to appear in any court proceeding within 200 miles of Warren County, in which he/she is a party, shall suffer no loss of pay by reason of such subpoena, except that there shall be deducted from his/her pay the amount of money he/she received for appearing as a witness. To be entitled to the benefits of this Section, the employee must present proof of the service of the subpoena, the time required in court attendance and the amount of pay received therefor.

7. Other Leaves. Other leaves of absence with or without pay may be granted by the Board at its sole discretion upon written request of the Administrator affected.

Any changes made to these benefits that affect professional employees, will be applicable to employees covered by this compensation plan.

O. Physicals

1. All administrators may have a medical physical every two years. Reimbursement shall not exceed \$100.

P. Released Time

1. Administrators holding state or national offices in education related organizations will have five days to attend meetings for the organization with Superintendent approval.

Q. Open Positions

1. Administrators are encouraged to send their requests for transfer in writing to the Superintendent by January.

906969.v1

Appendices (A-C) Need to be rewritten for ACT 93 (NC) administrators 2010-11.

SALARY RANGES AND SCHEDULE

Appendix A

RESPONSIBILITY DESCRIPTORS

for

ADMINISTRATORS TASK AREAS

APPENDIX B
ADMINISTRATOR EVALUATION REPORT

APPENDIX C
ADMINISTRATOR ACTIVITY REVIEW