

## **ACT 93 ADMINISTRATOR COMPENSATION PLAN FOR DECEMBER 1, 2022- NOVEMBER 30, 2026**

After meeting and discussing administrator compensation and benefits with representatives of the Pottsgrove School District Act 93 Administrator Group, the Board of School Directors adopts this plan pursuant to the Public School Code of 1984 as amended by Section 1164 of Act 93.

### **DEFINITIONS**

For the purposes of this plan the term "Administrator" shall include the following positions within the Pottsgrove School District:

- a. High School Principal
- b. Assistant High School Principal
- c. Middle School Principal
- d. Assistant Middle School Principal
- e. Elementary Principals
- f. Assistant Elementary Principal (10 months)
- g. Director of Pupil Services
- h. Supervisor of Special Education
- i. Director of Education and Assessment
- j. Director of Technology
- k. Director of Facilities
- m. Director of Athletics and Co-Curricular Programs
- n. Custodial Supervisor
- o. Coordinator of Special Services

### **PREMISES**

The following key concepts form the basis for the compensation and benefits arrangement provided for under this Administrator Compensation Plan ("ACP"):

- It is recognized that administrative responsibilities are different from teaching responsibilities and require a different compensation and benefits program.
- It is desirable to attract and retain capable building and central office professionals.

- The Board has a duty to be responsive to the Pottsgrove School District's (the "District") ability to pay, recognizing the impact of downswings, as well as upswings in the economy of this District.

**MARKETPLACE\***

The following eight (8) districts were determined to be a reasonable "marketplace" from which to determine the salary data, since they are contiguous to the District, send students to the Western Montgomery Career and Technology Center or have similar demographics to the District.

Boyertown	Owen J. Roberts	Pottstown
Perkiomen Valley	Phoenixville	Methacton
Spring Ford	Upper Perkiomen	

**\*NOTE:** The "Marketplace Districts" used to calculate compensation bands (position-specific minimum, mean, and maximum salary ranges within this Plan) was last re-assessed on July 1, 2014. If the Pottsgrove School District Board of Directors should decide to again re-assess these "Marketplace Districts," and if this reassessment results in changes to any or all of these compensation bands, the newly created compensation bands will be used to determine salary data for people hired on or after the approval date of the reassessment. Salary data for all people hired prior to the approval date of the reassessment will be based on the "Marketplace Districts" outlined in this Plan and will apply for as long as each person remains in their position within the Pottsgrove School District. This applies to all positions within the Pottsgrove School District Act 93 Plan, as well as to any other Pottsgrove School District positions whose salary range is determined utilizing these "Marketplace Districts."

**DESCRIPTION OF ADMINISTRATOR COMPENSATION PLAN**

**Compensation Bands**

In order to be regionally competitive, a compensation band will be created by calculating the mean salary based on the marketplace data above for each Act 93 position. The band minimum will be 20% below the mean and the band maximum will be 20% above the mean.

When an Act 93 member reaches the maximum point on the band, performance increases will become bonuses and will not be added to the member's base salary.

The marketplace data for the current year will be calculated for all new/incoming administrator job offers. Current year marketplace data will also be calculated for any administrator who has reached the band maximum. This will enable the most accurate compensation and band for the administrator.

The Board may consider a salary adjustment for those positions below minimum on the compensation band, based upon the recommendation of the Superintendent.

### Salary Increase Based Upon Performance

A salary increase will be awarded annually to each administrator based on the following two salary administration components:

#### **1) Act 13 Performance Levels with Corresponding Salary Increases**

In this component, performance is assessed utilizing the Framework for Leadership and the achievement of Performance Goals. Assessment will be at one of four levels consistent with Act 13 or successor legislation:

##### **a) Distinguished Performance - 3% increase**

Overall performance consistently exceeds expectations as established within the Framework for Leadership and Performance Goals.

##### **b) Proficient Performance - 2% increase**

Overall performance consistently meets, and in some cases may exceed expectations as established within the Framework for Leadership and Performance Goals.

##### **c) Needs Improvement - 0-1.5% increase**

Overall performance meets expectations in most areas as established within the Framework for Leadership and Performance Goals, but in some areas did not meet expectations and would benefit from improved performance.

##### **d) Failing - 0% increase**

Overall performance consistently did not meet expectations as established within the Framework for Leadership and Performance Goals.

#### **2) Salary Pool**

Starting fiscal year July 1, 2023 and for the term of this agreement, a salary pool of 2% of total base Act 93 Administrator salaries will be established annually. The dollar amount of this pool will be communicated annually to Act 93 Administrator Group participating in this agreement and before compensation increases from the pool are granted. Compensation increases from this salary pool will be awarded annually at the discretion of the Superintendent based on individual achievement against performance goals. Increases will be added to base salary and will be prorated for Act 93 Administrators who have less than one year of service.

Total compensation for any participating Act 93 Administrator in this agreement shall not constitute an annual increase of greater than 6% above the Administrator's previous year's base salary.

### ADMINISTRATOR GOALS

Specific annual Performance Goals for each administrator will be developed by the administrator in cooperation with the Superintendent and approved by the Superintendent each fall. Individual annual Performance Goals will cascade from District Goals, so that there is a specific, tangible link between District Goals and individual Performance Goals.

The performance of each administrator will be appraised according to success in meeting the responsibilities outlined in the Framework for Leadership, and achievement of administrative Performance Goals. Any adjustments to salary will be determined as outlined above.

The Board reserves the right to make adjustments in compensation beyond what is earned by performance at their discretion.

### APPRAISAL PROCESS

The purpose of this appraisal process is to achieve high performance against District and individual Goals by assessing the overall performance of the administrative/supervisory personnel in the Pottsgrove School District. Furthermore, this appraisal process is linked to the District's compensation plan in order to award individual high performance. This appraisal process and compensation plan represents the District's commitment to high individual and organizational performance. The results of the appraisal process will be utilized to: identify and recognize quality supervision and administration; promote and assist professional growth, and provide for continuing interchange of ideas and improvement of communication throughout the school district.

The administrator/supervisor will be appraised on the performance of those tasks specifically designed by the Framework for Leadership as well as by their achievement of a predetermined set of Performance Goals.

The combination of performance of those tasks specifically designed by the Framework as well as by their contribution toward a predetermined set of Performance Goals will be used annually, in accordance with the approved administrative compensation plan, to determine the salary increase for each Pottsgrove School District administrator/supervisor.

## Procedure for Evaluation

Each administrator/supervisor will meet annually with his/her immediate supervisor to review the Framework for Leadership pertaining to his/her position. Achievement on the components of the Framework, balanced with achievement against individual Performance Goals will be the basis for an annual summative evaluation of job performance, in addition to any other mandated components per the Pennsylvania Department of Education if applicable.

Each administrator/supervisor will be evaluated by his/her supervisor (to whom they immediately report). A failing rating in the Framework for Leadership, and/or Performance Goals pertaining to his/her position will result in no increase regardless of the additional mandated components per the Pennsylvania Department of Education.

## Evaluation Timeline

1. By December 15, individual Performance Goals are finalized.
2. By May 30 and October 1, each administrator will provide a written report as well as submit a final written self-assessment on performance to his/her immediate supervisor.
3. By October 30, or if State data are delayed as soon as data are available, each administrator/supervisor meets with his/her supervisor to finalize the summative evaluation and rating of his/her performance based upon the criteria as described above. Information for this conference will include the administrator's/supervisor's self-evaluation, which incorporates staff assessment of performance and the supervisor's observations.

Note: In the event of unusual circumstances as determined by the Superintendent, a Performance Goal may be dropped and not included as part of the evaluation.

## BENEFITS

Specific benefits are outlined in the attachment. It is the intention of the Board of School Directors to offer to Pottsgrove School District Act 93 Administrators, as a minimum, those benefits, which are offered to the teachers of the district. Where benefits are shown under the heading "Same as Professional Staff," it is understood that those benefits are offered under the exact conditions as outlined in the current contract between the Board of School Directors and the teachers' union.

**SEPARATION OF EMPLOYMENT**

Pottsgrove School District Act 93 Administrators who voluntarily resign or separate employment from the District as professional courtesy shall give a minimum of 60 calendar days' notice in writing of their intent to separate. The intent of this notice is to allow time to find a replacement and transition. If a replacement and transition can occur. The Superintendent will consider shorter time frames when extenuating circumstances apply.

The Board of School Directors of the Pottsgrove School District seeks to have a quality program of instruction for the children of the community. The Board insists upon effective management of the schools to achieve the stated goal and, therefore, the Board commits itself to a continuing dialogue with the administrators for the purpose of providing plans of compensation in future years.

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Act 93 Representative

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Board President

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Act 93 Representative

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Board Secretary

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Board Approval Date

## ADMINISTRATOR BENEFITS PACKAGE

### Same as Professional Staff

1. Personal Choice 10-20-70, Personal Choice 310 or 520/80/50 - includes family.
2. Dental, vision, prescription plan - includes family
3. Retirement plan
4. Sick days - one day a month
5. Family leave provision
6. Mileage reimbursement
7. Social Security
8. Worker's Compensation
9. Bereavement days - 4 immediate family; 1 extended family (or same as Professional CBA should that change)
10. Tax sheltered annuities - self pay (also see pages 10 & 11)
11. Optional term life insurance - self pay
12. Retirement benefit - available on a self-pay basis: Personal Choice Plan, Dental, Vision, Prescription. (Enhanced benefit available for qualified individual – see item 14 on page 9)

### Changes or Additions to the Administrative Benefits Package:

1. Life insurance - two times base salary. Any life insurance benefit in excess of \$50,000 will be taxable.
2. Vacation - 20 days (annual)

Vacation day requests must be approved by the Act 93 Administrators' supervisor.

Act 93 Administrators shall be entitled to utilize their full vacation day allotment at the beginning of a fiscal year. New employees shall be credited with a prorated allotment of vacation days based on their start date of employment. In the event of separation from the District, including voluntary resignation, retirement or termination, Act 93 Administrators will receive any accrued vacation pay to which they are otherwise entitled. However, if an Act 93 Administrator uses more vacation and/or days than they have earned during the then fiscal year, the Act 93 Administrator shall be required to reimburse the District for any used but unearned vacation and/or sick days.

At the end of each fiscal year, an Act 93 Administrator may, with the permission of the Superintendent, carry over and/or cash in unused vacation days. All unused vacation days, up to a maximum of 5, will be carried over; unused days in excess of 5, up to a maximum of 10, will be paid at the rate of the Administrator's per diem daily rate; any remaining unused days will be forfeited.

3. Personal days at discretion of Superintendent

4. Holidays

All days during the scheduled school year when school is not in session plus Juneteenth, July 4 and Labor Day. Note: Subject to routinely working one or two days during the winter break holiday in December, and during such other holiday periods that a need arises as determined by the Superintendent.

5. Professional Memberships

Membership in the National/State professional organization of choice - plus one additional membership based on the Superintendent's approval.

6. Conference Attendance

Professional conference attendance premised upon the Superintendent's assessment of the relationship of the conference to the District's goals and/or professional association.

7. Income Protection Plan

Payment of 80% of the annual cost of an income protection plan.

8. Physical Exam

Payment for physical examination once every two years in an amount not to exceed \$250.



**9. Earned Doctorate**

A one-time payment of \$2,000 for the award of an earned doctorate degree when earned during employment at the District. This amount will be added to the base salary and includes any administrator presently holding an earned doctorate.

**10. Tuition Reimbursement**

ACT 93 Administrators will be afforded tuition reimbursement up to Twelve (12) credits at the current Immaculata University rate. Payment will be made in advance when the administrator submits proof of registration and the fee. In order to qualify for reimbursement, a grade of "B" or better must be achieved. If the administrator does not complete the course, or receives a grade less than a "B" all money advances for payment must be returned to the district. Tuition monies may be used for mandated Act 45 and 48 credits with a monetary value not to exceed the above tuition calculation.

Any person taking courses must remain in the employ of the school district for one full calendar year after successfully completing the courses, or he/she must reimburse the Board of School Directors for monies received. If any person leaves within two years of receiving tuition reimbursement, they must reimburse 50% of the monies received. Extenuating circumstances will be considered by the Superintendent.

Tuition reimbursement of up to \$5,250 may be made on a tax free basis, provided that it is made in accordance with a (written) tuition reimbursement plan that conforms to IRC §127. In that event, only the excess amount would be taxable. Otherwise, all tuition reimbursement will be taxable.

**11. Longevity Bonus**

<b>Years of Service at PGSD</b>	<b>One Time Payment Award</b>
5 Years	\$1,000
10 Years	\$2,000
15 Years	\$3,000
20 Years	\$4,000

The Longevity Bonus is a one-time payment that is granted on the date of each anniversary\*, and will not be added to base salary nor made retroactive.

\* Anniversary is defined as the Act 93 Administrator's actual first working day in their position.

12. Severance will be compensated at retirement for Act 93 Administrators – Unused sick days at retirement shall be paid at \$55.00 per day with a limit of 250 days. All payments shall be made in accordance with the termination benefit provision outlined in #16 in this agreement.

13. Notification of Retirement – Any Act 93 Administrator who submits a written notice of retirement by December 30<sup>th</sup> stating that they will be retiring at the end of the same school year will receive an additional \$500.00 in compensation. This compensation shall be paid in full by the last check in June of the same year of retirement.

14. Medical coverage at Retirement:

a. Criteria for Eligibility: The individual seeking retirement must have been at the time of retirement an employee of the Pottsgrove School District for a minimum of ten (10) years as an administrator and completed 30 years of service in the Public School Employees' Retirement System. Individuals who are applying for this benefit must submit their retirement in writing to the Superintendent at least 120 calendar days before the effective date.

b. Medical Coverages: The Board will contribute 50% towards the cost of the core healthcare plan or the cost to maintain a Medicare supplement during the ten-year school term and 50% of the cost of the vision, dental, and prescription plan. This benefit will be in place for the shorter of any of the following time periods:

- A total of 10 years following the effective date of retirement;
- Reinstatement or rehiring of the retiring individual as a full time employee of the district;
- Death of the retiring individual

15. Retirement Savings

The Board shall provide for the creation of a deferred compensation plan such as a 403 (b) or comparable tax sheltered annuity for all Act 93 Administrators. Each year during the term of this agreement, the board shall match the employee's contribution up to 1% of the employee's base annual compensation. Base compensation will be calculated as of December 1st of every year of this agreement.

16. Termination Benefits

All termination benefits shall be paid as non-elective contributions into a 403(b) account established by the administrator. Such contributions shall be in accordance with the terms of this agreement except that no employer contributions, when

combined with the administrator's own 403 (b) deferrals, if any, shall exceed the contribution limits of Section 415 (c) (1) of the Internal Revenue code. If the amount due under this agreement exceeds the applicable limit for any year, the unpaid amount shall be contributed to the Act 93 Administrator's 403 (b) account in the next calendar year. This shall continue until all amounts due under this agreement are paid or until the death of the administrator.

For the purpose of this section, termination benefits are defined as any compensation due the Act 93 Administrator as a result of separation from service with Pottsgrove School District. Termination benefits include earned vacation and sick days.