TYRONE AREA SCHOOL DISTRICT

701 Clay Avenue
Tyrone, PA 16686

Act 93

Middle Management Team Agreement

Covering the period of
July 1, 2024 through June 30, 2027

Board Approved
June 11, 2024

Act 93 Middle Management Team Agreement

Benefits are provided to Middle Management Team personnel who include:

- High School Principal
- Middle School Principal
- Elementary Principal
- Elementary Assistant Principal
- Director of Curriculum and Instruction
- Director of Special Education
- Director of Technology
- Director of Physical Plant
- School Psychologist

1. LEAVES

A. Sick Leave - Accumulation and use of sick leave shall be in accordance with State Law and Policy approved by the Board of School Directors. Employees covered by the contract may participate in the Sick Leave Bank as provided by board policy.

B. Leave of Absence - It shall be the policy of the Board of School Directors to grant leaves of absences to members of the Middle Management Team for reasons deemed appropriate by the Board of School Directors.

C. Sabbatical Leave - Middle Management Team members shall be entitled to sabbatical leave for professional study or recovery of health, in accordance with State statutes, upon written request from the applicant and approval by the Board of School Directors.

2. LEGAL DUTY

Members of the Middle Management Team who are absent from district duties to appear in court in response to an official subpoena shall receive their regular workday salary under this contract.

3. CONTRACT YEAR

The fiscal year for all contracts for the Middle Management Team will begin on July 1 and end on June 30. Administrative salaries of all Team members shall reflect an annual pay increase beginning July 1, commensurate with the current fiscal year. Workdays shall not be accrued to subsequent years, deferred from previous years nor credited from previous years.

4. FRINGE BENEFITS

Hospitalization - For the duration of the contract, Tyrone Area School District shall pay for Employee and eligible covered dependents Highmark PPO Blue Qualified High Deductible Health Plan at the IRS minimum or equivalent coverage as described in *Appendix A* at no premium cost to the employee. The employee shall be responsible to initiate the coverage or to modify the coverage when necessary. through the Business Office.

Health Savings Account (HSA)-The District shall contribute to a health savings account for each employee who receives health insurance pursuant to this Agreement. The payments will be made on the first business day that occurs on or after July 1 of each year and shall be made based on each employee's level of health care coverage on that date as per the following schedule:

COVERAGE	2024-27
Individual	$500
Employee & Dependent(s)	$1,000

Dental Insurance - The Tyrone Area School District shall provide full dental insurance premium coverage for employee and family comparable to United Concordia, Concordia Flex Plan.

Vision Insurance -The Tyrone Area School District shall provide full vision insurance coverage for the employee comparable to the Davis Vision program #4727. Employees shall have the option of purchasing additional dependent coverage.

Life Insurance - A term life insurance policy with an accidental death and dismemberment rider in the amount of $75,730 shall be provided with full premium to be paid by the school district. Professional employees shall be notified if the carrier is changed during the term of this contract.

Long-Term Disability - Insurance will be provided for each member of the Middle Management Team. The plan is as follows:

- This insurance will be provided through a PASBO affiliated or recognized insurance company.
- The benefit schedule includes 60% of the monthly salary to a maximum of $6,500.
- The elimination period shall be the greater of 30 consecutive days or the exhaustion of district provided accumulated sick pay. The benefit duration is a minimum of 12 months up to Social Security Normal Retirement Age.

Errors and Omissions Insurance – The Middle Management Team will be covered with a policy or policies that protect them under bodily and personal injury and against legal suit for "omissions and errors."

5. HOLIDAYS & VACATION DAYS

Twelve (12) month Administrators will receive the following paid holidays unless school is in session: New Year's Eve, New Year's Day, Good Friday, Easter Monday, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and one additional holiday that may be taken on one the following days, at the individual Administrator's choosing: Monday after Thanksgiving, Martin Luther King Day, or Presidents' Day. No holidays shall be credited or debited to the ensuing contract year.

A. Middle Management Team members working twelve months are provided with four weeks (20 days) of annual vacation. If not used, vacation may be accumulated and carried over a two-year period. Use of vacation is at the discretion of the Administrator with the approval of the Superintendent. Accumulated days are always used prior to the use of current vacation days. Up to five (5) days of accumulated unused vacation days may be converted to sick days per year.

B. To better coordinate district assignments and schedules among administrators, past procedures are reduced to writing to better clarify coverage.

   (1) The work year for Administrators working less than 12 months shall include all teacher workdays (187), in addition to being available to work 10 business days prior to the start and 5 business days after the completion of the school term (as defined by the first and last day for professional staff). In addition, Administrators should be available during the summer for related responsibilities, i.e., interviewing for district positions. The remaining days may be worked at the discretion of the administrator as it relates to the workload. These days should be coordinated with the Superintendent. Administrators working on this calendar may observe up to 5 "flex days" during the period stated above, where he/she may exchange one of the required workdays for another day. The flex days may not be scheduled consecutively and must be approved in advance by the Superintendent.

   (2) Administrators committed to a 12-month contract should be available for work 10 business days prior to the start and 5 business days after the completion of the school term (as defined by the first and last day for professional staff). At the Middle School and High School, at least one administrator should be available daily at the school throughout the regular school year. Holidays are exceptions to this procedure.

   (3) Special work assignments, interview schedules, etc., should be coordinated with the Superintendent's Office. Any exceptions to the above should be discussed with the Superintendent.

C. Upon retirement, an Administrator has the option to be paid their per diem rate for up to a total of 40 accumulated and current days in lieu of taking vacation days. If

a Middle Management Team member separates from the District, he or she will receive per diem payment for unused vacation days to a maximum of 40 total days. If the Board of School Directors terminates the employee, no payment will be made.

6. EMPLOYMENT CONTRACT DAYS

- Elementary Principal ---------- 260 Days
- Elementary Assistant Principal---------- 220 Days
- Middle School Principal---------- 260 Days
- High School Principal ---------- 260 Days
- Director of Curriculum and Instruction---------- 260 Days
- Director of Technology---------- 260 Days
- Director of Special Education---------- 260 Days
- Director of Physical Plant ---------- 260 Days
- School Psychologist ---------- 220 Days

7. CONFERENCES

An allocated amount of money will be budgeted for administrative supervisory conferences. The Superintendent shall approve all conference requests.

8. TRANSPORTATION ALLOWANCE

Reimbursement for mileage shall be commensurate with IRS reimbursement rate.

9. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

Each Middle Management Team member may join one or more professional organization related to his or her job classification as approved by the superintendent and budgeted. The Board of School Directors shall pay for such professional dues in total.

10. SEVERANCE PAY

Members of the Middle Management Team, after five (5) years of service, shall receive severance pay for retirement purposes only for accumulated but unused sick leave days. The amount of reimbursement shall be at the employee's current prevailing per diem rate to a maximum of 100 days. Retirement for the purposes of this agreement is the immediate filing and acceptance or vesting of PSERS benefits.

11. PAYMENT OF COLLEGE CREDITS

The Board shall issue credit reimbursement to each employee up to 100% of the actual cost per credit. Payment will follow a two-tiered system as outlined below. The college credits must be successfully completed in the major area of certification. Credits for classes taken in related fields, on-line classes, video classes, and other non-traditional classes require prior approval by the Superintendent. Payment shall be made based on an official transcript with a grade of "B" or better as evidence of satisfactory completion of the course. Monthly payments shall be made upon submission of a transcript for college credits earned annually from July 1 to June 30 in the given year, with a written request attached. College transcript and proof of amount paid (canceled check, credit card receipt, or billing statement from the institution showing the amount paid) shall be submitted to the Business Office by the fifteenth (15th) of each month to receive payment the following month.

Tier 1

100% reimbursement of up to twelve (12) credits per year. Employees who do not continue in full-time employment with the district for four (4) or more years immediately following the completion of the credits referred to herein shall reimburse the District for these credits on their last day of employment.

Reimbursement to the District will be according to the following schedule:

Within Years 1-2 = 100%
Within Year 3 = 75%
Within Year 4 = 50%

Tier 2

100% reimbursement of thirteen (13) to eighteen (18) credits per year. Employees who do not continue in full-time employment with the district for six (6) or more years immediately following the completion of the credits referred to herein shall reimburse the District for these credits on their last day of employment.

Reimbursement to the District will be according to the following schedule:

Within Years 1-2 = 100%
Within Years 3-4 = 75%
Within Years 5-6 = 50%

This provision does not apply to employees who leave employment because of disability retirement due to debilitating health issues, furlough, or retirement.

12. SALARIES

Salaries increases shall be determined based on the schedule outlined below. Any changes in Middle Management Team members shall result in a negotiated starting salary. If in any given year a Middle Management position is extended to require extra days of service beyond that listed in Section 6 a salary adjustment shall be made on a per diem basis that is consistent with the salary for the year in which the change occurs.

Administrators will receive a salary increase of **3.25%** during the first year of this agreement (**2024-25**).

For the **2025-26 and 2026-27** school years, annual salary increases will be determined based on the following:

80% - Based on:

Section A – *Observation and Practice* of the appropriate Pennsylvania Department of Education (PDE) 13-2 or 13-3 rating form (Principals, Assistant Principal, Director of Special Education; Director of Curriculum and Instruction; School Psychologist) **OR**

District-approved Performance Evaluation Form (Director of Technology; Director of Physical Plant)

20% - Based on:

Evaluation of goals using the *Performance Goal Template* provided by PDE (attached).

Administrators may have more than one goal. The weight of each goal will be determined collaboratively between the Administrator and Supervisor. At least one goal (or an annual benchmark for multi-year goals) must use data derived from a source other than state assessment data and must be completed by June 15th of each year to be included in the total calculation for salary increases.

Performance Rating	Salary Increase
0.0 – 0.49 (Failing)	0%
0.5 – 1.49 (Needs Improvement)	2.5%
1.5 – 2.49 (Proficient)	3.0%
2.5 – 3.00 (Distinguished)	3.75%

New Administrators hired at the beginning of or during the 2024-25 or 2025-26 school years will receive an annual increase of 3.0% at the end of his/her first year of employment for the subsequent school year.

13. TERM OF AGREEMENT

The term of this Agreement shall begin July 1, 2024 and shall continue in full force and effect until June 30, 2027.

14. EFFECTIVE DATE AND SIGNATURE

This Act 93 Middle Management Agreement is made this **11th** day of **June 2024** between the Tyrone Area School District and the Middle Management Team.

6/11/24
Date

Rose A. Black, TASD Board President

6/18/24
Date

TASD Act 93 Representative