

East Stroudsburg Area School District
East Stroudsburg, PA 18301



**ADMINISTRATIVE
COMPENSATION
PLAN**

for

2024-2025 through 2028-2029

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Adoption

To comply with Pennsylvania law and to provide for a management team philosophy, the East Stroudsburg Area School District, after Meeting and Discussing with School Administrators, adopts the following revised Compensation Plan for 2024-2025 through 2028-2029 approved by the East Stroudsburg Area School District Board of Education at its regularly scheduled meeting of April 28, 2025.

East Stroudsburg Area School District Board of Education

Michael Catrillo, President

Patricia Rosado, Secretary

Rationale

Pennsylvania law “24 PS 11-1164 Compensation Plans for School Administrators” states:

- (a) As used in this section, the following words will have the following meanings:
- “Administrative compensation” shall mean administrator salaries and fringe benefits and shall include any board decision that directly affects administrator compensation such as administrative evaluation and early retirement programs.
 - “School administrator” shall mean any employee of the school entity below the rank of district superintendent, executive director, director of vocation-technical school, assistant district superintendent or assistant executive director, but including the rank of first level supervisor, who by virtue of assigned duties is not in a bargaining unit of public employees as created under the act of July 23, 1970 (P.L. 563, No. 195), known as the “Public Employee Relations Act.” However, this definition shall not apply to anyone who has the duties and responsibilities of the position of business manager or personnel director, but not to include principals.
 - “School employer” shall mean a board of school directors, the area vocational-technical school board of directors or the intermediate unit board of school directors as defined in this act.
- (b) The purpose of this section is to provide a means by which compensation matters affecting school administrators can be resolved within the framework of a management team philosophy.
- (c) School employers, upon the written request of a majority of the school administrators in the district, shall be required to meet and discuss in good faith with the school administrators an administrator compensation prior to adoption of the compensation plan.
- (d) School employers shall be required to adopt written administrator compensation plans which shall apply to all eligible school administrators, as provided in the section, and which shall continue in effect until a time specified in the compensation plan, but in no event for less than one school year.
- (e) An administrator compensation plan adopted pursuant to this section shall include, but not be limited to, the following items:
1. A description of the program determining administrative salaries.
 2. Salary amounts or a salary schedule.
 3. A listing of fringe benefits.
- (f) School employers and school administrators shall continue to be subject to the act of June 30, 1947 (P.L. 1183, No. 492), referred to as the Public Employee Anti-Strike Law.

Administrator Definitions

The term “Administrator” shall include the following positions for the purpose of this Plan:

Act 93 Administrators

Access Coordinator
Assistant to the Superintendent
Athletic Director(s)
Chief of School Police
Controller
Coordinator of Federal Programs
Coordinator of Food Services
Coordinator(s) of Social Services
Director of Child Accounting
Director of Communications and Operations
Director of Cyber Academy
Director(s) of Education
Director of Fiscal Affairs
Director of Food Services
Director of Technology
Director of Transportation
Director(s) of Pupil Services
Elementary School Assistant Principal(s)
Elementary School Principal(s)
First Level Supervisors
High School Assistant Principal(s)
High School Principal(s)
Intermediate School Assistant Principal(s)
Intermediate School Principal(s)
Supervisor of Buildings and Grounds
Supervisor of Environmental Services
Supervisor of Social Services
Supervisor(s) of Special Education

Term of Plan

From July 1, 2024 until June 30, 2029 with administrative salaries and benefits established by the Board of Education as set forth herein.

If a new Compensation Plan for any fiscal year beyond this Plan has not been developed and approved prior to the end of this Plan, all salaries and fringe benefits will continue in force without reduction or loss of coverage until such time as a new Compensation Plan is developed and approved.

Any references to “salary”, “benefits”, “year”, “annual work year” or the like, and any calculations to be made in connection therewith, are to be based upon the District’s fiscal year which begins July 1 and ends June 30.

Starting Salary

The starting salary shall be prorated based on start date and years of experience/service:

Position	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Assistant Elementary Principal	\$73,336	\$76,336	\$78,054	\$79,615	\$81,008	\$82,223
Assistant Intermediate Principal	\$79,609	\$82,609	\$84,468	\$86,157	\$87,665	\$88,980
Assistant High School Principal	\$86,709	\$89,709	\$91,727	\$93,562	\$95,199	\$96,627
Assistant to the Superintendent	\$119,412	\$122,412	\$125,166	\$127,670	\$129,904	\$131,852
Athletic Director	–	\$110,111	\$112,588	\$114,840	\$116,850	\$118,603
Elementary Principal	\$93,606	\$96,606	\$98,780	\$100,755	\$102,518	\$104,056
Intermediate Principal	\$99,970	\$102,970	\$105,287	\$107,393	\$109,272	\$110,911
High School Principal	\$107,111	\$110,111	\$112,588	\$114,840	\$116,850	\$118,603
Director of Cyber Academy	\$93,606	\$96,606	\$98,780	\$100,755	\$102,518	\$104,056
Director of School Safety/Security	\$79,609	\$82,609	\$84,468	\$86,157	\$87,665	\$88,980
Director (*Certified)	\$86,709	\$89,709	\$91,727	\$93,562	\$95,199	\$96,627
Director (Non-Certified)	\$79,609	\$82,609	\$84,468	\$86,157	\$87,665	\$88,980
Assistant Director	\$73,336	\$76,336	\$78,054	\$79,615	\$81,008	\$82,223
Supervisor	\$73,336	\$76,336	\$78,054	\$79,615	\$81,008	\$82,223
First-Level Supervisor	–	–	\$72,250	\$73,695	\$74,984	\$76,108
Coordinator	\$62,549	\$65,549	\$67,024	\$68,364	\$69,561	\$70,604
Controller	\$73,336	\$76,336	\$78,054	\$79,615	\$81,008	\$82,223

*Certified indicates issuance of Administration/Supervision Certificate

New hires with years of experience within the appointed position, may be compensated using the scale below.

Years of Service	Percentage above the listed starting salary
0 – 1	0%
2 – 3	1%
4 – 5	2%

Workdays

The annual work year for administrators shall be each teacher workday and Mondays through Fridays during the summer recess (except for Independence Day holiday). For the summer months, Act 93 members may work four-day work weeks, starting on the week following the teacher's last work day and concluding two weeks before the teacher's first work day for the upcoming school year. For building-level administrators, they will coordinate to ensure that Monday - Friday, there is at least one representative available per grade span (K - 5, 6- 8, and 9 -12) to manage any emergencies that may occur within the buildings. This is being granted with the understanding that all responsibilities and tasks that must be accomplished will still be done so with efficacy.

This summer schedule will not impact the regularly accrued vacation time. Should Act 93 take vacation time for an entire week, the above mentioned summer schedule is not applicable. They would be expected to take five (5) days worth of time.

This summer schedule does not pertain to the classification of First-Level Supervisors.

First-Level Supervisors Provision

All First-Level Supervisors shall be twelve (12) month employees with a regular work week of forty (40) hours, consisting of five (5) consecutive days per week of eight (8) hours duration each, exclusive of 30 minutes duty-free lunch. In addition, they shall work professional development days, winter/spring recess, and any authorized severe weather/emergency school delay/cancellations.

Compensation (Benefits)

Extension of Benefits

The Board shall provide the employee benefits provided in the existing contract and associated memorandums of understanding with East Stroudsburg Education Association.

The following benefits are provided:

Sick Leave

Administrative sick leave for twelve-month employees shall be twelve (12) days per year and will be accumulative without ceiling.

Attendance Incentive

As an incentive, starting July 1, 2019, for all Administrators to improve and maintain attendance at a high level and to forego unnecessary absence, the following monetary incentive will be paid:

- A. Administrators that utilize zero (0) days of sick leave for a full contracted school year, a monetary incentive in the amount of three hundred Fifty (\$350.00) dollars will be paid in the following fiscal year.
- B. In A above, employees who are absent due to suspension for cause or any unpaid leave will be ineligible for the incentive.

Term Life Insurance

Term life insurance policy equal in value to 2-1/2 times the annual salary shall be provided. This policy will be maintained on all retired administrators with either twenty (20) years of total service in the East Stroudsburg Area School District or at least 10 years of administrative service in the East Stroudsburg Area School District until age 65, but not exceed the number of years accrued in administrative service within the District and will be based upon the annual salary in effect at the time of retirement.

Retired administrators over the age of 65 will have the option of maintaining their policy by paying the premium to the provider. Active administrators will have the option of increasing their coverage by paying the premium to the district.

Vacation

Effective July 1, 2023, twelve (12) month Act 93 members are entitled to vacation with pay on the following basis: Awarded twenty (20) days of vacation issued each year of the contract on July 1st and upon initial hire.

Upon hire, newly hired twelve (12) month employees, working less than a full fiscal year shall be awarded the following vacation days:

<u>Month of Hire</u>	<u>Days Awarded</u>
July	20
August	17
September	15
October	13
November	12
December	10
January	8
February	7
March	5
April	3
May	2
June	0

- a. An Administrator has the option to sell back any unused vacation as of June 30 at their per diem rate of pay during each year of this Agreement as follows:
 - i. A contribution to the Administrator’s district-approved retirement plan;
 - ii. Paid directly to the Administrator as compensation;
 - iii. Converted to sick days (but not to exceed a sick balance of 261 days);
 - iv. Or any combination of (i), (ii) and (iii) at the Administrator’s discretion.

- b. Those vacation days accumulated in excess of 45 days shall, as of December 31 of each year, be paid as follows:
 - i. A contribution to the Administrator’s district-approved retirement plan;
 - ii. Paid directly to the Administrator as compensation;
 - iii. Converted to sick days (but not to exceed a sick balance of 261 days);
 - iv. Or any combination of (i), (ii) and (iii) at the Administrator’s discretion.

Should an employee choose to resign/retire in any fiscal year, the vacation time awarded would be prorated based on the chart below.

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
2	3	5	7	8	10	12	13	15	17	18	20

Upon resignation or retirement, unused vacation days will be paid out or placed in a 403(b) account at the employee’s current daily rate as of June 30th of the same year.

Vacation Time for Longevity: Any administrator working eleven (11) years or more, as an Act 93 member, will receive two (2) additional vacation days to the current twenty (20) day allotment.

Bereavement Leave

Death of Spouse, Parent, Child

Up to five (5) non-consecutive work days leave of absence will be allowed by this agreement for a husband, wife, mother, father, son, daughter, step-father, step-mother, step-son, or step-daughter.

Death of Immediate Family

Up to three (3) non-consecutive work days leave of absence will be allowed by this Agreement. Members of the immediate family shall be defined as a brother, sister, parent-in-law, son-in-law, daughter-in-law, grandchild, grandfather, grandmother or near relative who resides in the same household, or any person with whom the employee has made his/her home. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

Death of a Near Relative

One (1) day's leave of absence will be allowed in the event of the death of a near relative by this Agreement. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

Healthcare Insurance

The Board agrees to provide a group healthcare (medical & prescription) plan for each employee and his/her eligible dependents as outlined in Appendix A of this document. Subsequent to

Board approval, healthcare carriers may be changed provided there is no diminution of the current benefit levels. However, the Board shall not be responsible for changes made unilaterally by the current carrier or changes mandated by applicable federal and/or state laws and regulations.

Healthcare Premium Share

Employees' premium share for their selected medical/prescription coverage shall be the lesser of:

- 10% of the annual premium actuarially determined COBRA rates (less the 2% administrative fee)
- the rates outlined in the Collective Bargaining Agreement between the East Stroudsburg Area Education Association and the District.

The annual healthcare premium share will be divided by the number of pay periods to determine the per pay deduction. In the event an employee continues District medical/prescription coverage while on unpaid leave, the employee will be required to pay the District their respective premium share.

Health Insurance After Retirement

All eligible retired administrators shall receive single coverage health insurance at the level provided for all other staff or until an individual becomes eligible for Medicare, with premiums paid by the District. A retired administrator will be required to pay for any eligible dependent coverage that he/she elects.

Retirees eligible for continued District paid health insurance shall not be required to pay the healthcare premium share.

In order to be eligible for health insurance coverage after retirement, an employee must have either twenty (20) years of total service in the East Stroudsburg Area School District or ten (10) years of service as an administrator in the East Stroudsburg Area School District upon retirement.

Dental Insurance

The Board agrees that the District shall pay the monthly premiums for dental benefits equal to or better than the current dental coverage for each employee covered by this Plan and his/her eligible dependents.

Vision Insurance

The Board agrees that the District shall pay the monthly premiums for vision benefits equal to or better than the current vision care coverage for each employee covered by this Plan and his/her eligible dependents.

Married Couples Employed By District

Duplication of healthcare coverage will not be permitted. If the District employs an administrator's spouse, the couple may elect medical/prescription, dental and/or vision insurance under one employee, but not both.

Extended Sick Leave Benefit

After sick leave is depleted, payment will be made for additional days lost due to illness or injury at the rate of \$125 per day for a total amount of additional days not to exceed ten (10) days for each full year of service to the District. The lifetime maximum number of days for such payment shall not exceed 180. This shall apply unless the illness/injury is qualified for compensation through the Long-Term Disability Plan.

Long-Term Disability Plan

The Board agrees that the District shall pay the premium for employees covered by this Plan for a long-term disability insurance plan that provides (subject to insurer's approval) for a payment of 66 2/3 % of the employee's salary, with an elimination period of the greater of an employee's accumulated sick time or 60 days, and a \$5,000 per month maximum.

Unused Sick Leave at Retirement

The rate paid for unused sick leave at retirement for the length of this Plan shall be \$157.00 per day. This rate shall increase by the same percentage as the teachers' unused sick leave rate increases in each subsequent year during which this Plan may continue in effect. This benefit is subject to the following limitations:

- A. After June 30, 1995, no additional sick days may be accumulated for the purpose of retirement reimbursement above 261 days. Current employees having more than 261 days will have the reimbursable days frozen at the level accumulated as of June 30, 1995.
- B. In order to be eligible for said payment, an employee must have either twenty (20) years of total service in the East Stroudsburg Area School District or ten (10) years of service as an administrator in the East Stroudsburg Area School District upon retirement.
- C. Days transferred from another governmental entity after the effective date of this Plan will not be eligible for reimbursement but may be used for sick leave for illness.
- D. Employees hired on, or after, July 1, 1995, will be eligible for a maximum reimbursement of 261 days, minus the number of days transferred, for unused sick leave at retirement.

Reimbursement for Graduate Course Expense

1. Tuition for graduate course credits and fees relevant to present job responsibilities shall be reimbursed at the actual cost of the course and fees but shall not exceed the cost of graduate course and fees at Lehigh University.

All courses must have the prior approval of the Superintendent. Approval by the Superintendent will be based on relevance to position responsibilities of administrator and on potential benefits to the East Stroudsburg Area School District. A grade of “B” or better is required to qualify for this reimbursement. An administrator shall be permitted a total of twenty-four (24) credits per year. If an administrator is on sabbatical leave, there is no limit.

2. Reimbursement for graduate credits shall be subject to the administrator remaining as an employee in the District for at least three years after completion of the course for which reimbursement is paid. Any administrator leaving the District sooner than three (3) years after completion of the course will be required to repay the District part of the reimbursement, as follows:

Remains less than one year	100% of the amount of the reimbursement paid to the administrator
Remains one year, but less than two years	70% of the amount of the reimbursement paid to the administrator
Remains two years, but less than three years	40% of the amount of the reimbursement paid to the administrator

Repayment shall be made through a deduction in final payroll checks or shall be directly reimbursable by the administrator with a personal check prior to terminating employment with the District.

Reimbursement for Undergraduate Course Expense

An administrator enrolled in approved undergraduate credit courses leading to a degree relevant to present job responsibilities shall be reimbursed at the actual cost of the course and fees, but not to exceed \$4,000 per year. All courses must have the prior approval of the Superintendent. Approval by the Superintendent will be based on relevance to position responsibilities of administrator and on potential benefits to the East Stroudsburg Area School District. A grade of “B” or better is required to qualify for this reimbursement.

Reimbursement for undergraduate credits shall be subject to the administrator remaining as an employee in the District for at least three years after completion of the course for which reimbursement is paid. Any administrator leaving the District sooner than three (3) years after completion of the course will be required to repay the District part of the reimbursement, as follows:

Remains less than one year	100% of the amount of the reimbursement paid to the administrator
Remains one year, but less than two years	70% of the amount of the reimbursement paid to the administrator
Remains two years, but less than three years	40% of the amount of the reimbursement paid to the administrator

Repayment shall be made through a deduction in final payroll checks or shall be directly reimbursable by the administrator with a personal check prior to terminating employment with the District.

Personal Days

Each administrator will receive three personal days per year. Unused personal days will be converted to vacation days on July 1 of the following year.

Longevity Payment

For Longevity purposes all administrators' years of continuous service with the District will commence on July 1, 2019.

In addition to an administrator's base salary, each administrator will have a one-time salary increase, per the schedule below, for continuous service to the District as an Administrator:

- After 5th year of service \$1,500.00
- After 10th year of service \$ 250.00
- After 15th year of service \$ 250.00
- After 20th year of service \$ 500.00
- After 25th year of service \$ 500.00

These amounts will be added to the administrator's base salary after the monetary/percentage compensation has been configured.

Appraisal Technique for Administrators

The Superintendent, after consultation with each administrator, will furnish the Board of Education with information concerning the administrator's performance at least once each year. The Superintendent will complete an annual appraisal of the administrator using the established East Stroudsburg Area School District Administrative Performance Appraisal.

A summary of the appraisal will be provided to the administrator prior to July 1 of any year covered by this Plan, rating his/her performance as either satisfactory or unsatisfactory.

Compensation Methodology

2024-2025 fiscal year salaries will be increased by \$6,000.00 over those established in the 2023-2024 fiscal year, based upon a satisfactory evaluation.

2025-2026 fiscal year salaries will be increased by 4.5% over those established in the 2024-2025 fiscal year, based upon a satisfactory evaluation.

2026-2027 fiscal year salaries will be increased by 4.0% over those established in the 2025-2026 fiscal year, based upon a satisfactory evaluation.

2027-2028 fiscal year salaries will be increased by 3.5% over those established in the 2026-2027 fiscal year, based upon a satisfactory evaluation.

2028-2029 fiscal year salaries will be increased by 3.0% over those established in the 2027-2028 fiscal year, based upon a satisfactory evaluation.

In order to be eligible for an annual salary increase on July 1, an administrator shall have been employed prior to January 1 of the same year. No administrator shall be compensated less than the starting salary for their position.

All matters involving Administrative Compensation shall be established and determined by official action of the Board of Education.

Deferred and Severance Compensation

The school district shall adopt the Kades-Margolis Capital Section 457 Plan and permit all administrative employees to contribute to the plan up to the maximum amount allowed by law.

The school district may make a non-elective employer contribution to the employee's 403(b) retirement program in an amount equal to unused sick and vacation time, or the employee may choose to receive a cash option.

Contributions are limited to IRS Section 415 limits. Excess contributions will be made to the employee's retirement account in the next subsequent year up to the Section 415 limit.

APPENDIX A

Summary of Healthcare Plan

Deductibles (in-network)	Single	Family
January 1, 2025	\$500	\$1,500
January 1, 2026	\$500	\$1,500
January 1, 2027	\$500	\$1,500
January 1, 2028	\$500	\$1,500
January 1, 2029	\$500	\$1,500

Deductible (out-of-network)	Single	Family
January 1, 2025	\$1,000	\$3,000
January 1, 2026	\$1,000	\$3,000
January 1, 2027	\$1,000	\$3,000
January 1, 2028	\$1,000	\$3,000
January 1, 2029	\$1,000	\$3,000

Office Visit Copays (in-network)	PCP	Specialist	Urgent Care	ER
January 1, 2025	\$15	\$15	\$35	\$100
January 1, 2026	\$15	\$15	\$35	\$100
January 1, 2027	\$15	\$15	\$35	\$100
January 1, 2028	\$15	\$15	\$35	\$100
January 1, 2029	\$15	\$15	\$35	\$100

Prescription Drug Copays	Generic	Brand Formulary	Brand Non-Formulary	Delivery Method
January 1, 2025	20% \$20	20% \$20	20% \$20	Retail Mail
January 1, 2026	20% \$20	20% \$20	20% \$20	Retail Mail
January 1, 2027	20% \$20	20% \$20	20% \$20	Retail Mail
January 1, 2028	20% \$20	20% \$20	20% \$20	Retail Mail
January 1, 2029	20% \$20	20% \$20	20% \$20	Retail Mail

Employee Premium Share: *Contribution will be the lesser of 10% of Cobra rates (less the 2% administrative fee) or the rates outlined in the Professional CBA.*

24/25 Fiscal Year	10% of COBRA rates (less the 2% administrative fee)
25/26 Fiscal Year	10% of COBRA rates (less the 2% administrative fee)
26/27 Fiscal Year	10% of COBRA rates (less the 2% administrative fee)
27/28 Fiscal Year	10% of COBRA rates (less the 2% administrative fee)
28/29 Fiscal Year	10% of COBRA rates (less the 2% administrative fee)