

AGREEMENT

BETWEEN THE

BOARD OF SCHOOL DIRECTORS

OF THE

PINE GROVE AREA SCHOOL

DISTRICT

AND THE

ADMINISTRATORS

COMPENSATION PLAN

July 1, 2021 to June 30, 2026

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PINE GROVE AREA SCHOOL DISTRICT
ADMINISTRATIVE COMPENSATION PLAN

WHEREAS, The Board of School Directors of the Pine Grove Area School District recognizes the importance of maintaining an effective Administrative Team to strengthen the administrative and educational programs of the District, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the team members; and

WHEREAS, the Pine Grove Area Board of School Directors has voluntarily endorsed the practice and procedures of open, bilateral meet and discuss as a peaceful, fair and orderly way of conducting its relations with its employees insofar as such practices and procedures are appropriate to the special functions and obligations of the Board, are permitted by law, and are constant with interests of the students, the school system, and the public; and

WHEREAS, pursuant to the provisions of Section 1164 of the Public School Code of 1949, as amended (Act 93 of 1984), the Pine Grove Area School District administrators and the Board of School Directors wish to memorialize their common understanding of the Administrators Contract; and

WHEREAS, the designated representative of the Pine Grove Area School District Administrators have met with representatives of the Board, considered, and discussed with them, administrative salary determination, salary amounts, fringe benefits, and related matters;

NOW THEREFORE, a plan is established as follows:

I. RECOGNITION

- A. The Pine Grove Area School District Administrators, hereinafter called the "Administrators", are hereby recognized by the Pine Grove Area School District, hereinafter called the "Board", as any employee of the District, below the rank of Superintendent and except the Business Manager, who by virtue of assigned duties is not in a bargaining unit of public employees as created by Act 195, Public Employee Relations Act.
- B. While the Management Team concept places emphasis upon shared responsibility and authority among those recognized as Administrators under Section 1164 of the public School Code of 1949, as amended, the Superintendent, Business Manager and the Board, nothing in this Plan is intended to limit the responsibility and authority of the Board ultimately to make decisions, to establish binding policy, and to provide Management Team leadership, consistent with law.

II. ADMINISTRATIVE PERSONNEL EVALUATION AND COMPENSATION PLAN

The general purpose of a personnel evaluation and compensation plan is to serve as the means to improve the management, operation, and educational outcomes of the school district. It functions as a continuous communicative process to facilitate this purpose. The evaluation plan enables the school district to evaluate administrator performance. It also assists each administrator to determine his/her strengths to determine the degree to which the administrator attains his/her objectives; to determine areas where improvement is desired; and, to reinforce the administrator's efforts to improve the school district.

The specific purpose of this Administrative Personnel Evaluation and Compensation Plan is to comply with Act 93, Section 1164, (1984) of the Public School Code of 1949 which requires that each school district shall include, but not be limited to the following items:

- A description of the evaluation system determining administrative salaries.
- Salary amounts or a salary schedule.
- A listing of fringe benefits.

A. Description of the Administrative Evaluation Plan

1. The evaluation of administrators is necessary to promote professional growth and to ensure the attainment of individual and district goals.
2. The evaluation of administrators should be a positive process which encourages and provides for the continued refinement of administrative skills.
3. The performance evaluation of administrators by the Superintendent of Schools should have a direct relationship to the administrator's compensation.
4. The development of an administrative evaluation plan should involve the members of the administrative team and the Board.
5. The administrative evaluation plan should be adopted as policy by the Board.
6. The evaluation of administrators is the responsibility of the Superintendent, and the Board should have access to evaluation results through the Superintendent.
7. Job descriptions should be developed and maintained for all administrative positions and serve as a basis for job evaluation.
8. An organizational chart relating position responsibility and authority should be developed and maintained.
9. Evaluation should be based upon the individual's performance within the organizational structure and specific job description as related to the district goals adopted by the Board.
10. The direct evaluation of an individual's performance should be made by the immediate supervisor.
11. The evaluation process should clearly state the standards against which the administrator will be evaluated.
12. The evaluation plan should include a process for the review of results with the immediate supervisor with an opportunity for review through appropriate channels of authority as deemed necessary for review and redress, if necessary.
13. Timelines for initiating and completing the evaluation process should be clearly defined.
14. Administrators responsible for evaluation should have adequate training to complete the evaluation process.
15. The evaluation plan should be implemented when all parties have had sufficient in-service to gain a thorough understanding of the plan provisions.
16. Evaluation is an on-going process requiring periodic assessment of an individual's performance based on desired outcomes.

17. Evaluation plans should be simple to administer and should not be inordinately time-consuming in implementation.
18. The evaluation process should seek to identify deficiencies and/or individual needs for improvement through structured, well-planned, competent in-service programs.

B. Administrative Evaluation Time Frame

1. By September 15th, the administrator and Superintendent will meet to determine the administrator's annual performance objectives and to establish due dates for completion of the objectives.
2. The administrator and supervisor will confer at least twice annually to discuss the administrator's progress toward meeting the performance objectives. The supervisor is responsible to initiate these conferences, and to prepare the meeting's itinerary to include the following:
 - a) Clarification of directives
 - b) Assistance with sensitive issues
 - c) Awareness of school concerns, community relations and staff morale
 - d) Status report of administrator's progress with his/her objectives
 - e) Status report on improving instruction
3. By November 30th, the administrator and supervisor will meet to review
 - 1) The performance objectives' status, and
 - 2) Job performance of the administrator. Criteria for assessing the administrator shall consist of:
 - Objective accomplishment*
 - Job performance rating**
 - Self evaluation
 - Superintendent's observations

*refer to Administrator's Annual Performance Objectives

 - 3) A written recap of the mid-term evaluation will be included.
4. By April 30th, the administrator will submit a year-end self-evaluation report to the superintendent.
5. By June 1st the administrator and supervisor shall meet to 1) review the final evaluation and 2) sign the written evaluation.
6. By August 1st, the administrator and Superintendent will meet to determine goals and establish due dates for completion of objectives.
7. Administrators who are evaluated by the superintendent must complete the evaluations of those administrators for whom they are responsible before their own evaluation can be scheduled.
8. By the June Board Meeting, the superintendent will present to the Board in executive session, the superintendent's recommendation for each administrator's salary for the next fiscal year based upon the evaluations of the administrator's job performance.

C. Evaluation Instruments

1. The administrator will use the Administrative Job Performance Rating Forms* and an Administrative Evaluation Summary (e.g. Commendations, Concerns and Recommendations and Conclusions) when submitting his/her evaluation.
2. The superintendent will use the same two instruments when evaluating the administrator.

D. Personnel to be Evaluated

<u>Administrator</u>	<u>Evaluator</u>
Admin Assist/Superintendent	Superintendent
Director of Bldg. & Maint.	Business Administrator
Director of Grounds	Business Administrator
Supervisor of Bldg. Maint Grounds	Director of Bldg-Maint / Director of Grounds
Director of Technology	Superintendent
School Psychologist	Director of Special Ed
School Psychologist (10 months)	Director of Special Ed
Social Worker (10 months)	Director of Special Ed

E. Review/Appeals Procedure

1. If an administrator disagrees with an evaluator's rating, he/she may appeal to the superintendent, and subsequently to the Board in writing at the next scheduled Board meeting.

III. TERM OF PLAN

- A. The term of this Compensation Plan shall begin on July 1, 2021, and shall continue in full force and effect until June 30, 2026.

IV. SALARY PROGRAM AND SCHEDULE

- A. The full amount of the annual salary increase as provided for each twelve-month Administrator should be as follows. Ten month administrators are pro-rated accordingly.

12 Month Administrators

July 1, 2021	\$1,900
July 1, 2022	\$2,000
July 1, 2023	\$2,000
July 1, 2024	\$2,100
July 1, 2025	\$2,100

10 Month Administrators

July 1, 2021	\$1,583
July 1, 2022	\$1,667
July 1, 2023	\$1,667
July 1, 2024	\$1,750
July 1, 2025	\$1,750

1. The stated annual salary is not the position salary, but that for the named person in the position. The stated annual salary for any person appointed to fill a position upon the death, resignation, retirement, or termination of employment of any currently employed person or for any person appointed to fill a new position shall be set by the Board at the time of such appointment.
2. The stated annual salary is the amount upon which any salary adjustment shall in the future be based.

3. Any administrator who receives two (2) successive unsatisfactory ratings shall be dismissed from employment pursuant to the applicable sections of the School Code. The process for rating an administrator unsatisfactory requires prior notification, documentation, plan with objectives and a timeline for improvement.
4. The school board reserves the right according to school law to adjust the salary of individual administrators due to: a) position changes including promotions, lateral transfers, and/or other changes and b) as may be necessary for the district to remain competitive within the local job market.
5. There shall be no overtime even though administrators are expected to participate in off-hour meetings as part of their duties.

V. INDIRECT COMPENSATION

A. Fringe Benefits:

Each administrator shall receive at least the same fringe benefits as granted to professional employees in accordance with the Collective Bargaining Agreement, (e.g., emergency leave days, medical coverage, mileage reimbursement, etc.), and such additional benefits as further identified. If your spouse is employed with the Pine Grove School District the medical, dental, vision coverage will be covered by your spouse and not covered under the Administrative Agreement. If both employees work under the Administrative Agreement you are entitled to family coverage under one plan. In either case you will not be entitled to the "buy out" option.

1. Work Year and Non-Working Days:

Based on a 240-day work year (not counting holidays delineated below) for all twelve (12) month administrators.

Based on a 200-day work year (not counting holidays delineated below) for all ten (10) month administrators.

Ten month employees shall have a work year consisting of the year scheduled for professional employees under the agreement with the Pine Grove Area Education Association, plus their remaining unworked days up to 200. For example, in 2020-21 PGAEA is required to work 189 days, therefore all ten (10) month employees will be responsible to work an extra 11 days assigned and approved by their immediate supervisor. The work year will be July 1 through June 30.

If necessary, ten (10) month administrators may be asked by their immediate supervisor to work hours above and beyond their 200 assigned days. Compensation will be set at \$27.00 per hour for work completed. Any work above and beyond 200 days must be pre-approved in writing and a time sheet completed.

Holidays: The Administrators will receive the same days off as delineated in the Teacher Collective Bargaining Agreement. Since professional staff does not work in the summer twelve (12) month administrators will be off for **Independence Day and the day after.**

Weather Emergency Days – On days' school is closed due to inclement weather, administrators are not obligated to report to work.

2. Sick Leave

Twelve (12) days annually for twelve month employees, Ten (10) days annually for ten month employees, cumulative without limit. All current year leave (July 1 – June 30) will be pro-rated upon entry/exit from district employment.

Reimbursement for Administrators for sick leave accumulated while an employee of the PGASD at the time of retirement will be as follows: The district will make a non-elective employer contribution to a 403(b) retirement program, from the existing district vendor list, for each eligible retiring employee in the amount of \$60.00 per day for each available unused sick day.

Excessive absences during a school year may warrant the need to secure a doctor's certificate. This will be at the discretion of the superintendent.

In order to encourage the best attendance possible, all Administrators will have the opportunity to sell back up to five (5) current year sick days. The business administrator must be notified no later than June 15th of this intent. The rate for sell back will be determined by the current teacher substitute rate paid in the district. All district payments will be made into a 403(b) retirement program and must use the existing district vendor list.

3. Vacation Leave:

Ten (10) month administrators do not receive vacation days.

Twelve (12) month administrators are granted twenty (20) paid vacation days per year to be taken from July 1 through August 15 of the succeeding year.

After being employed as an administrator by the District for twenty (20)-years, he/she shall be entitled to five (5) additional vacation days per year. Vacation leave is credited yearly on July 1st but earned throughout the work year. Therefore, all current year leave (July 1 – June 30) will be pro-rated upon entry/exit from district employment.

Administrators must submit for approval summer vacation plans by June 1st to establish a public calendar, in addition the total number of administrators on vacation shall not exceed 20% on any given day The Superintendent shall have discretion to allow beyond 20% providing adequate building coverage.

Vacation leave taken during the academic year must be approved by the superintendent.

Any twelve (12) month administrator shall have the right to "bank" five (5) vacation days per year, to a total of forty-five (45) days. The election to bank any vacation days shall be made as of June 30 of the applicable year provided the employee shall also have the right to convert two (2) non-banked vacation days or personal to two sick days at the same time.

An administrator shall be compensated for the number of vacation days or service increments banked at their per diem rate effective at the time of their death, retirement or termination of employment, provided their employment has not been terminated by the District, and provided further, said administrator has been employed by the District as an administrator for five (5) years.

If an administrator terminates employment before eligibility is attained, banked vacation leave may be converted to sick leave at the rate of two (2) vacation days equaling two (2) sick days.

In the event the right to bank vacation days/service increments is terminated, the employee shall have the right to elect to retain said vacation days/service increments then banked, to be compensated for them at their per diem rate at the time of death, retirement, or termination of employment, provided they meet the requirement set forth in the Agreement to qualify for said payment, at the time of said payment, or to use said vacation days/service increments during the term of their employment.

4. Personal Leave

All administrators shall be granted three (3) personal days, not to exceed 20% on any given day (24-hour notice is required). NO personal days shall be permitted during scheduled in-service days, before or after a holiday during the school year, or during the first or last ten days of school. An Administrator can accumulate up to 5 personal days a year. Any personal days not used beyond the accumulated 5 in a year will be transferred to sick days.

5. Retirement

Any retirement incentive that may be offered to the AFSCME Employees or Professional Staff Employees will also be offered to the Administrative Staff.

6. Life Insurance:

Each administrator shall be provided with term life insurance of \$200,000 per year.

7. Reimbursement for Graduate Credits:

Upon the approval of the Superintendent, each administrator is eligible for tuition reimbursement of 12 credits per year based on the PSU rate (100% reimbursement). Payment will not be made if the employee does not provide evidence of the satisfactory completion (minimum grade of "B" or "PASS") of said graduate course. No reimbursement will be paid for credits earned for participation in a fellowship or when tuition is paid by a scholarship or grant. All course work must assist the individual in their respective position. If an administrator is required to attend classes during the course of a regular work day, said administrator may utilize available leave upon the approval of the Superintendent. This provision also provides for reimbursement of continuing education work pertaining to the individuals' respective position.

If an administrator resigns after receiving credit reimbursement, they must repay PGASD based on the following schedule.

Before one (1) completed year from the date of credit reimbursement	100%
After one (1) completed year from the date of credit reimbursement	75%
After two (2) completed years from the date of credit reimbursement	50%
After the 3 rd completed year from the date of credit reimbursement	0%

Payment in full must be paid to the district within twelve (12) months of the date of resignation.

8. Professional Dues:

Each administrator will have the annual dues for two professional organizations, as appropriate to his/her position, paid by the district.

9. Degree Attainment:

Beginning in the following year, each administrator will receive a \$400 salary adjustment if attaining an Associate Degree while employed by PGASD, an \$800 salary adjustment if attaining a Bachelors Degree while employed by PGASD, a \$1,200 salary adjustment if attaining a Masters Degree while employed by PGASD, and a \$1,600 salary adjustment if attaining a Doctoral Degree while employed by PGASD. For employees who earn more than one degree during their tenure, these numbers are totals. Ex: Admin earns Bachelor's degree they receive +\$800, two years later they earn Master's Degree, they receive +\$400 more for a total of \$1,200.

VI. EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

- A. Whenever an administrator shall participate in extracurricular or co-curricular activities covered by the Agreement with Pine Grove Area Education Association, the Administrator shall receive such supplemental compensation for the position as is provided by the terms of the Agreement with the Pine Grove Area Education Association.

VII. OTHER EMPLOYEE BENEFITS

A. Health Care Insurance:

During the terms of this Compensation Plan, the Board shall provide to such employee benefits to those individuals' covered by this plan, pursuant to the terms of the agreement with the Pine Grove Area Education Association, as amended, which shall include but not be limited to health care insurance; vision care insurance; dental insurance; life insurance and income protection insurance. Medical, Vision Care and Dental Care are only available to those administrators who do not have a spouse working in the district. See page 6 – V. Indirect Compensation, A. Fringe Benefits.

B. Other Benefits:

Employees can participate in a credit union program; conference attendance as approved by the superintendent and Board; and will be reimbursed travel compensation for automobile use at the current IRS rate, provided that proper permission was received in advance for travel reimbursement.

C. Personnel Files:

Administrators shall have the same rights as to personnel files as provided for Bargaining Unit members under the Agreement with the Pine Grove Area Education Association.

VIII. JOB SECURITY

- A. The Pennsylvania School Code of 1949, as amended included certain job security provisions, certification, and other regulatory provisions associated with various classes of employees. This shall apply to administrators as appropriate.

IX. MEET AND DISCUSS

- A. Representatives of administrators and the Board shall meet as required or may meet as requested by either party. In the event a condition occurs that warrants immediate consideration, the administrators or Board may request additional meetings as necessary, provided that when a meeting is required or requested, for which notice may be given more than three (3) days in advance of said meeting, a proposed agenda for the meeting shall be presented to the Superintendent by the Board and administrators at least three (3) days prior to said meeting.

X. GRIEVANCE PROCEDURE


- A. Where a grievance has been presented to an administrator's immediate supervisor, in writing, and a satisfactory resolution of the grievance has not resulted in a written agreement executed by the grieved administrator and his or her immediate supervisor within fifteen (15) calendar days, excluding holidays, to preserve his or her grievance, such grieved administrator shall file a written request for hearing with the Board not later than twenty (20) calendar days, without exclusion, after the date the written grievance was first presented to that administrator's immediate supervisor.
- B. If action by the board with ten (10) calendar days, excluding holiday, following a written grievance with the Board has failed to resolve the grievance to the satisfaction of the affected parties and the grievance is legally recognized independent of this Plan, the grieved party may take such action as authorized by law.

XI. FULL UNDERSTANDING

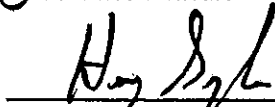
- A. It is the intent of the parties that this agreement shall incorporate their full understanding agreement on the subject covered. In those instances, where the Agreement with the Pine Grove Area Education Association is referred to such reference shall be limited to the specific subject covered by that reference in the Agreement and Amendments which term ends June 30, 2026.

IN WITNESS WHEREOF, the parties hereto have caused this plan to be executed this 20th day of May, 2021

ADMINISTRATIVE REPRESENTATIVES

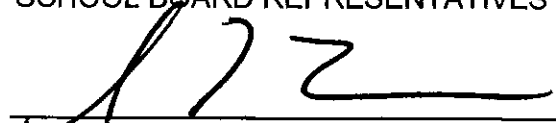


Joanne Brindle



Henry Snyder

SCHOOL BOARD REPRESENTATIVES



David Lukasewicz