

PINE GROVE AREA SCHOOL DISTRICT

CONTRACT FOR EMPLOYMENT OF

BUSINESS ADMINISTRATOR

THIS AGREEMENT is made and entered this 23rd day of September, 2025, by and between the Board of Directors of the Pine Grove Area School District, with office located in Pennsylvania (hereinafter referred to as “District” or “Board” or “Board of Directors”) and Angel A. Green (hereinafter referred to as “Business Administrator”).

WHEREAS, The Business Administrator has agreed to accept said offer; and

WHEREAS, the parties have agreed upon certain terms and conditions of employment and desire to state said terms and conditions to writing;

NOW, THEREFORE, the parties intending to be legally bound hereby, and in consideration of the mutual covenants contained herein, agree as follows:

1. Term

The term of this agreement shall be for the period October 27, 2025 to June 30, 2030.

2. Authority of the District and Business Administrator

The District, on its own behalf and on behalf of the electors of the District, and Business Administrator hereby retain and reserve all power, rights, authority, duties and responsibilities conferred upon and invested in it and in her, respectively, by the laws and the Constitution of the Commonwealth of Pennsylvania save for any power or rights limited by the express terms of this Agreement.

3. Duties and Responsibilities

- A. During the term of this Agreement, the Business Administrator agrees to serve as Chief Financial Officer of the District, and to perform faithfully the duties of Business Administrator in a competent and professional manner in accordance with the laws of the Commonwealth of Pennsylvania, the district job description for the position of Business Administrator (attached and incorporated into this Agreement as Appendix A), the policies of the District and the provisions of this Agreement.

- B. The Business Administrator agrees to devote her full time, attention, energies, skills and labor to her employment as Business Administrator during the term of this Agreement provided, however, that she may undertake, and be compensated for, outside work, including consultative work, speaking engagements, writing, lecturing, adjunct teaching, or other professional services which do not interfere with the Business Administrator’s obligations pursuant to this Agreement, provided the Board is informed of such outside activities.

- C. The Business Administrator may be elected and serve as Secretary or Treasurer for the Board. There will be no additional compensation paid for this duty.

D. During the term of this Agreement, in consideration of the employment, compensation, and other conditions and benefits set forth herein, the Business Administrator shall put forth her best efforts; shall provide quality professional services; and shall faithfully perform the duties and discharge the responsibilities assigned to her as Business Administrator. The Business Administrator shall provide twelve months (12) months, 240 work days, of full and regular service each year.

4. Compensation & Benefits

The Board of School Directors and the Business Administrator agree to the following:

In recognition of the complexity of the position of Business Administrator and the Board's desire to compensate its Business Administrator fairly, and in consideration of the Business Administrator's agreement to perform her duties to the best of her ability, on October 27, 2025 the Board agrees to compensate the Business Administrator in the amount of One Hundred-Twenty Thousand Dollars (\$120,000.00), pro-rated which amount shall be the Business Administrators base salary.

On July 1, 2026, the Business Administrator shall receive an increase of \$3,200; on July 1, 2027, she shall receive an increase of \$3,300, on July 1, 2028 she shall receive an increase of \$3,400; on July 1, 2029 she shall receive an increase of \$3,500; over and above her previous year's base salary, which together shall become her current year's base salary providing the Business Administrator receives a satisfactory evaluation.

The Superintendent shall evaluate and assess in writing the performance of the Business Administrator at least once per each year of this agreement before June 30th. The evaluation and assessment shall be reasonably related to the position description of Business Administrator and the goals and objectives of the District for the year being reviewed.

VACATION LEAVE AND HOLIDAYS

The Business Administrator shall receive twenty-five (25) days of vacation leave starting pro-rated from the date of hire and credited in full all subsequent years starting July 1st.

The Business 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 15th of the applicable year.

Within one month of her death, retirement, disability, or termination, full payment of the individual's accumulated vacation days shall be made as a non-elective employer contribution to the employee's 403(b) retirement program in an amount equal to the number of vacation days accumulated times the individual's per diem rate. The individual shall have no cash option.

SICK LEAVE

The Business Administrator shall receive twelve (12) days of sick leave starting pro-rated on the date of hire and credited in full all subsequent years starting July 1st. The District shall pay the Business Administrator for unused days of sick leave at the time this agreement is terminated for any reason, whether voluntarily or involuntarily, including but not limited to retirement, resignation, termination, death, separation by mutual consent, or non-renewal of this Agreement.

Reimbursement for Business Administrator sick leave accumulated while an employee of the PGASD 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, in the amount of \$75.00 per day for each available unused sick day or in accordance with the PGAEA Collective Bargaining Agreement, whichever amount is greater.

In order to encourage the best attendance possible, the Business Administrator will have the opportunity to sell back up to five (5) current year sick days. The Superintendent 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.

The District shall accept the transfer of accumulated sick leave from the Berks IU provided that the District shall not be required to compensate the Business Administrator for the transferred accumulated sick leave not used as sick leave upon death, retirement or removal from the District and provided further that sick leave accumulated as an employee of the Pine Grove Area School District shall be used for the purpose of sick leave, and exhausted before any transferred, accumulated sick leave days are used for such purpose.

BEREAVEMENT LEAVE

The District Business Administrator shall be entitled to up to five (5) days of bereavement leave, with full pay, because of a death in the Business Administrator's immediate family. "Immediate family" is defined as father, mother, brother, sister, spouse, son, daughter, parent-in-law, stepparent, grandparent, grandchild, someone residing in the same household or any person with whom the Business Administrator lives at the time of said death. The Business Administrator shall be entitled to three (3) days of bereavement leave, with full pay, because of a death of a near relative. "Near relative" is defined as aunt, uncle, niece, nephew, first cousin, son-in-law, daughter-in-law, brother-in-law or sister-in-law. The Business Administrator may use additional days of sick leave for bereavement, in her sole discretion.

PERSONAL LEAVE

The Business Administrator shall receive four (4) days of personal leave with full pay, each year of this Agreement, which shall be pro-rated from date of hire and in full on July 1st of each subsequent year of this Agreement. In addition, the unused portion of such allowance of personal leave shall accrue from year to year; provided that the total number of days of personal leave that may accrue shall not exceed seven (7) days. Any personal days not used beyond the accumulated 7 in a year will be transferred to sick days.

EMERGENCY LEAVE

The Business Administrator shall be entitled to one (1) day of emergency leave, with full pay, each year of this Agreement, which shall be credited in full on date of hire and on July 1st of each subsequent year of this Agreement. Emergency days are not accumulated for future use.

JURY DUTY AND COURT APPEARANCES

The Business Administrator shall be permitted to attend, without loss of pay or benefits, jury duty, court and other judicial and administrative appearances for any proceeding in which he is subpoenaed to appear.

HEALTH INSURANCE BENEFITS

The District shall provide the Business Administrator medical insurance benefits for herself, her spouse and eligible dependents, including but not limited to hospitalization, physician coverage, major medical, prescription, vision, and dental coverage, at least comparable to those provided under the District's collective bargaining agreement with the Pine Grove Area Education Association or the administrator compensation plan adopted pursuant to Section 1164 of the Public School Code (24 P.S. 11-1164) or to any other District employee at the same cost as negotiated in the professional staff contract. The Business Administrator shall have the right, at her sole discretion, to select her medical insurance coverage from the plan coverage offered by the District to any employee.

LIFE INSURANCE

The District shall obtain and pay the full cost of the premiums for the purchase of a term life insurance policy in an amount of Five Hundred Thousand (\$500,000.00) Dollars for the Business Administrator. The Business Administrator shall have the sole right to determine the beneficiary of such policy.

TUITION REIMBURSEMENT, CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

The District shall pay the full cost of tuition and associated fees and books for all graduate courses, including on-line courses, which are related to his job duties, taken by the Business Administrator at an accredited institution, up to a maximum of twelve (12) credits per year at the graduate credit rate of the Penn State University (Schuylkill Campus). The District shall make such payment to the Business Administrator upon her registration for each graduate course, when she submits the tuition bill to the Superintendent for approval; provided that such courses are subject to repayment by the Business Administrator for any course in which the Business Administrator fails to receive a final passing grade.

The District shall pay the full enrollment cost and/or tuition fees for all professional development courses and continuing education courses taken by the Business Administrator during this Agreement; provided that such courses are approved in advance by the Board and subject to repayment by the Business Administrator for any course in which the Business Administrator fails to successfully complete.

EXPENSE AND MILEAGE REIMBURSEMENT

The District shall fully reimburse the Business Administrator for all reasonable expenses incurred by the Business Administrator in the discharge of her duties, upon proper documentation. In addition, the District shall reimburse the Business Administrator usage of her private vehicle in the performance of his duties, as per allowable IRS mileage reimbursement. Monthly reimbursement will be made per receipt of proper documentation.

PROFESSIONAL ASSOCIATIONS

The District shall pay the full cost of the Business Administrator's annual membership and participation in at least two professional associations. The District recognizes the obligation for professional growth and development provided by these affiliations and encourages and permits the Business Administrator to participate actively in the leadership of these organizations by holding office, attending meetings, and serving on committees.

MEETINGS, CONVENTIONS AND SEMINARS

The District encourages the continuing professional growth of the Business Administrator through her participation in activities sponsored by local, state and national school administrator and school board associations as well as seminars and courses offered by public or private education institutions. The District encourages professional growth of the Business Administrator through participation in national, state and local conferences and

seminars. The Business Administrator can attend annually a minimum of one (1) national and one (1) state level conference of her choice and be reimbursed for registration, transportation, lodging and meals for said conference with Board approval.

OTHER BENEFITS

The Business Administrator shall be entitled to any and all benefits and incentives provided to any other District employee, not including the Superintendent, but not limited to all benefits and incentives specified in the District's collective bargaining agreement with the Pine Grove Area Education Association and/or the Administrator compensation plan adopted pursuant to Section 1164 of the Public School Code (24 P.S. 11-1164), even though such benefits are not enumerated in this Agreement. Any increase or improvement in benefits and incentives extended to School District employees, not including the Superintendent, during the term of this Agreement will also be extended to Business Administrator, and become part of this Agreement. Any decrease or reduction in benefits or incentives to School District employees that affect this Agreement will not reduce the benefits and incentives provide to the Business Administrator during the term of this Agreement but may be discussed upon any Agreement renewal. Nothing contained herein shall preclude the School District from providing additional benefits and incentives to the Business Administrator as may be agreed to by the parties.

5. Reappointment & Termination

The Board shall provide the Business Administrator in writing no later than January 1, 2030 of the district's intent not to reappoint the Business Administrator. Should the Business Administrator not be so notified, said Business Administrator shall be reappointed for one (1) year consecutive terms, unless mutually agreed otherwise by the District and Business Administrator.

The agreement may be terminated unilaterally by the resignation of the Business Administrator at any time provided she gives the Board at least ninety (90) days written notice prior to the effective date of resignation.

This agreement may be terminated by the mutual consent and written agreement of the Business Administrator and the Board.

Throughout the term of this agreement, the Business Administrator shall be subject to discharge and termination of this agreement for valid and just cause for the reasons specified in section 1089 of the Public School Code and/or for breach of the terms and conditions of this contract.

All salary and benefits shall cease upon date of death of Business Administrator except any and all death benefits or employee benefits properly payable to survivor of Business Administrator and life insurance coverage in place on the day prior to death.

6. Modification

This Agreement shall not be amended, changed or modified, except in writing approved of and signed by the Business Administrator and approved of by the Board and signed by a duly authorized officer(s) of the Board.

7. Savings

Should any provision of this Agreement be declared illegal or unenforceable by a court of competent jurisdiction, said provision shall be deleted from this agreement to the extent that it violates the law. The remaining provisions shall remain in full force and effect for the duration of the Agreement if not affected by the deleted provision. If any time thereafter such provision shall no longer conflict with the law, then it shall be deemed restored in full force and effect as if it had never been in conflict with the law.

8. Obligations

This Agreement shall be binding upon and shall inure to the benefit of the District and its duly authorized representatives and successors. This Agreement shall be binding upon and shall inure to the benefit of the Business Administrator and, to the extent applicable, her personal representatives and heirs.

9. Statutory Reference

All references to the Public School Code contained herein shall also refer to and incorporate any amendment or recodification of the Public School Code.

10. Applicable Law.

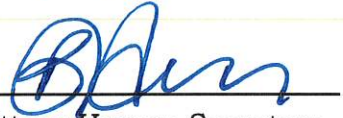
This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Pennsylvania.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties have caused this Agreement to be duly executed the day and year first written below.

PINE GROVE AREA SCHOOL DISTRICT

BY: 
Dave Lukasewicz, President
Board of School Directors

DATE: 11/21/2025

ATTEST: 
Brittney Harner, Secretary
Board of School Directors

BUSINESS ADMINISTRATOR

BY: 
Angel A. Green
Business Administrator

DATE: 11/21/25

WITNESS: 