



# PINE GROVE AREA SCHOOL DISTRICT

*Promoting Growth, Achievement, Success, and Direction for ALL Children!*



*Heath W. Renninger  
Superintendent*

## **IN-SCHOOL SUSPENSION / CVC COORDINATOR EMPLOYMENT CONTRACT**

Memorandum of Agreement, made and entered into this June 15, 2023 between Jeremy Milbrandt, hereinafter called "Employee," and Pine Grove Area School District, hereinafter called "Employer."

It is agreed by and between Employee and Employer that said Employee shall under the authority of the Employer and its successors; serve as an employee in the said school district for a period of 210 days per year.

### **Work Year:**

Based on a 210-day work year. Minimum of 7.5 hours per day. One Saturday morning detention coverage is required per month.

The 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 210. For example, in 2023-24 PGAEA is required to work 188 days, therefore all 210 day employees will be responsible to work an extra 22 days assigned and approved by your immediate supervisor. The work year will be July 1 through June 30.

If necessary, you may be asked to work hours above and beyond your 210 assigned days. Compensation will be set at \$22.00 per hour for work completed. Any work above and beyond 210 days must be pre-approved in writing and a time sheet completed.

### **Sick Leave:**

All current year leave (July 1 – June30) will be pro-rated upon entry/exit from district employment.

Ten (10) days annually, cumulative without limit.

In order to encourage the best attendance possible, the employee 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 \$75.00 per day. All district payments will be made into a 403(b) retirement program and must use the existing district vendor list.



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Superintendent*

**Personal Leave:**

The employee shall be granted four (4) personal days (24 hour notice is required & ½ day increments only). 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 the academic school year. The employee can accumulate up to (6) personal days a year. Any personal days not used beyond the accumulated (6) in a year will be transferred to sick days.

**Emergency Leave:**

The employee shall be granted one (1) emergency day per year. Employee will state in writing the purpose of the use of an emergency day (1/2 day increments only).

**Health Care/Dental/Vision Insurance:**

The Employer shall provide the Employee with the same Health Care Benefits as the AFSCME Full-Time Bargaining Unit Members

**Life Insurance:**

.\$40,000.00 – Same as AFSCME employees.

**Salary:**

The 2023/24 annual salary of this agreement will be \$36,000. Upon the recommendation of the Superintendent, the employee will be eligible for up to a 3.5% salary increase each July 1 thereafter.

This contract shall continue in force year after year, unless terminated by the Employee and/or Employer or by written resignation presented thirty (30) days prior to desired date of termination, or by the Board of School Directors by official written notice presented to the Employee.

**Credit Reimbursement:** (Undergraduate and Graduate Credits eligible)

The Board shall pay reimbursement for the employee’s tuition for undergraduate or graduate courses (must be working towards a Pennsylvania Teaching Certification) up to a cumulative maximum dollar amount equal to but no greater than the dollar cost of twelve graduate credits at the Pennsylvania State University graduate tuition credit rate per fiscal year. The board will not reimburse dues/fees/etc.



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## Requirements for Reimbursement

During the term of this Agreement, approval of the Superintendent must be received before taking either undergraduate or graduate credits.

Credits must be taken at an accredited institution of higher learning. IU credits or IU extension program credits will not qualify for reimbursement.

An official transcript and a satisfactory proof of payment must be submitted to the Superintendent's office.

A grade of B/3.0 or better or "pass" in pass/fail courses, must be attained to qualify for reimbursement. The superintendent may waive the requirement of a grade of B/3.0 or better if, after employee presents evidence the course is deemed to be advanced and/or salient to the employee's certification and education of the students.

If the employee leaves PGASD, the repayment is based upon the following schedule:

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

Upon notification of resignation to the District, the District may deduct up to 50% of the Bargaining Unit Member's net pay from their remaining paychecks toward repayment of any tuition reimbursement owed. Remaining balance must be paid to the district in full by the date of the Bargaining Unit Member's last paycheck from the District.

  
Jeremy Milbrandt

6/14/23  
Date

  
Dave Lukasewicz  
School Board President

6/15/23  
Date

  
Joanne Brindle  
School Board Secretary

6/15/23  
Date

