

AGREEMENT

THIS AGREEMENT made this 9th day of March, 2026, by and between the **BOARD OF EDUCATION OF THE PLEASANT VALLEY SCHOOL DISTRICT**, a Pennsylvania school district, with its principal offices located at 2233 Route 115, Brodheadsville, PA 18322 (hereinafter referred to as “District” or “School District” or “Board”) and **DR. JAMES R. KONRAD** (hereinafter referred to as “Dr. Konrad” or “Superintendent” or “District Superintendent”).

WITNESSETH:

WHEREAS, the Board by action dated March 26, 2026 has voted to re-elect Dr. James R. Konrad District Superintendent for the time period of five (5) years from July 1, 2026 through June 30, 2031.

WHEREAS, the Board desires to provide Dr. Konrad with a written Employment Agreement in order to: (1) enhance administrative stability and continuity within the District, which the Board believes generally improves the quality of its overall educational program; and (2) comply with the employment agreement provisions of Article 10 of the Pennsylvania Public School Code of 1949, as amended (hereinafter referred to as the “Public School Code”); and

WHEREAS, the purpose of this Agreement is for the parties to set forth the understandings governing compensation, fringe benefits, and other terms and conditions of employment reached between District and Dr. Konrad.

NOW, THEREFORE, the Parties intending to be legally bound, based upon the mutual considerations and covenants herein, agree as follows:

1. **Term of District Superintendent.** In consideration of the promises herein contained, the Board has employed Dr. Konrad, and Dr. Konrad hereby accepts said employment

as Superintendent of the District for a term commencing on July 1, 2026 and concluding on June 30, 2031. (“Term”). This Agreement shall terminate immediately upon the expiration of the aforesaid Term unless the Agreement is modified or terminated in accordance with this Agreement or allowed to renew automatically in accordance with Section 1073(b) of the Public School Code.

2. **Initial Annual Salary Compensation.** Dr. Konrad’s base salary for the 2026-2027 school year shall be TWO HUNDRED AND EIGHTEEN THOUSAND DOLLARS (\$218,000.00). Such salary shall be payable monthly or semi-monthly, in accordance with the policies and procedures of the District’s Business Department, less necessary withholdings and deductions required by law.

3. **Compensation Adjustments.** Dr. Konrad shall receive an annual base salary increase in the amount of three percent (3%) per year so long as Dr. Konrad’s end-of-year performance evaluation and goals are deemed at least Proficient/Satisfactory as determined by the Board of Education. In the event Dr. Konrad’s performance is evaluated as Distinguished by the Board of Education in a given year, Dr. Konrad shall receive a four percent (4%) increase to his base salary. In the event the Superintendent receives a Needs Improvement or an Unsatisfactory/Failing rating on his evaluation the Superintendent’s salary shall be frozen at that year’s level. In such a situation, Dr. Konrad’s performance would then be reviewed again mid-year to determine whether an adjustment of salary is warranted by the Board.

(a) Additionally, and notwithstanding the adjustment provision noted above, the Board reserves the right to increase Dr. Konrad’s annual salary adjustment, at its sole discretion, over and above the increases noted under this Section. This may come in the form of a bonus or additional monies added to the base salary of the Superintendent.

(b) In addition to the compensation noted herein, the Superintendent shall receive a longevity bonus in the amount of Two Thousand Dollars (\$2,000.00) in the event he continues to be employed as Superintendent of Schools as of January 1, 2028. The Superintendent shall be eligible for an additional longevity bonus of Two Thousand Dollars (\$2,000.00) in the event he continues to be employed as Superintendent of Schools on January 1, 2030. The longevity bonuses herein shall be payable exclusively into the Superintendent's established 403(b) plan.

4. Performance Review.

(a) There shall be an annual evaluation meeting conducted in executive session, to be held on or before the 30th day of June of each year of this Agreement, unless the parties mutually agree on another date for the evaluation meeting, at which time the Board will provide the Superintendent with a written annual evaluation. The Superintendent shall be evaluated based upon objective performance standards, which may include the following: student achievement on Pennsylvania System of School Assessment ("PSSA") tests, Keystone Exams, or other measures that may be delineated by the Pennsylvania Department of Education; student growth as measured by Pennsylvania Value-Added Assessment System; student attrition and graduation rates; financial management of the District; overall job performance; successful completion or implementation of the Superintendent's professional goals jointly established by the Board and the Superintendent; and/or other additional criteria regarding School District operations that may jointly be agreed upon by the Superintendent and the Board.

(b) The Board and Superintendent hereby mutually agree to develop and finalize objective performance standards for the 2026-2027 school year by June 30, 2026, and which will be attached hereto as Appendix "A" and incorporated herein by reference, and which

shall be reviewed and updated as necessary on or before July 1st of each year of this Agreement unless another date is mutually agreed upon by the Board and District Superintendent. The following provisions shall apply to the Superintendent's annual evaluation process:

(i) The mutually agreed-upon objective performance standards for the assessment of the Superintendent's performance for each school year shall be publicly posted on the District's official website, as required by law;

(ii) All parties shall agree to use Super Eval or another mutually agreed upon evaluation tool;

(iii) Evaluation procedures shall be in accordance with the School Code and State Board of Education regulations;

(iv) A copy of the written evaluation shall be delivered to the Superintendent at the executive session by the President of the Board;

(v) The Superintendent shall have the right to respond in writing to the evaluation and request an opportunity to appear before the Board in a closed executive session;

(vi) The written evaluation and response shall be held in strict confidence between the Board and the Superintendent, and in no manner shall be permitted to be disseminated to the general public by any member of the Board or by any District employee; and

(vii) After completion of the Superintendent's evaluation for a particular school year, the Board shall post on the District's official website the date on which the evaluation was completed and whether the Superintendent satisfied the agreed objective performance standards identified in Paragraph 4.b., as required by law.

5. Benefits Package.

(a) Unless otherwise specified in this Agreement, Dr. Konrad shall receive all of the benefits provided in the fringe benefit program as is applicable and made available to the District's Principals, Assistant Principals, Directors, and/or Supervisors set forth in the District's Administrative/Administrative Support Staff Compensation Plan adopted pursuant to Section 11-1164 of the Public School Code, as amended ("Administrative Plan") that is in effect on the date of this Agreement, a true and correct copy of which is attached hereto, made a part hereof, and marked Appendix "B". Dr. Konrad's eligibility for benefits under the District's Administrative Plan shall be consistent with the terms of the Administrative Plan except as otherwise set forth in this Agreement. Should the Administrative Plan be amended, the fringe benefits contained in the amended Administrative Plan shall be applicable to Dr. Konrad as of the effective date of the amendment, unless otherwise stated in this Agreement. To the extent there is any inconsistency or conflict between the benefits specified in this Agreement and the benefits provided through the District's Administrative Plan, the Superintendent shall receive the benefit most advantageous to the Superintendent. Nothing contained herein shall preclude the District from providing additional benefits and incentives to the Superintendent as may be agreed to by the parties. The parties further agree, Dr. Konrad shall not be eligible for a salary adjustment as the result of his attainment of a doctoral degree.

(b) In consideration for the Superintendent's waiver of healthcare on behalf of himself, his spouse and dependents, the District shall provide for a monthly payment of Five Hundred Dollars (\$500.00) into the Superintendent's 403(b) plan. In the event the Superintendent elects to participate in the District's healthcare plan, payment herein shall cease.

(c) The District shall pay the full cost for all professional development courses and continuing education courses taken by District Superintendent during the Term of this Agreement provided that such courses are approved in advance by the Board.

6. Duties of the Superintendent of Schools.

(a) During the Term of this Agreement, the District Superintendent agrees to serve as Chief Administrator of the School District and Executive Officer for the Board, and to perform the duties of the District Superintendent in a competent and professional manner to the best of his abilities in accordance with the laws of the Commonwealth of Pennsylvania, the District job description for the position of District Superintendent (attached and incorporated into this Agreement as Appendix “C”), the policies of the District and the provisions of this Agreement.

(b) The District Superintendent shall be charged with the administration of the schools under the direction of the Board. The District Superintendent shall be the Chief Executive Officer of the District and, as such, shall be responsible for:

- Planning and initiating programs and policies concerning the organizational, operational and educational function of the District as directed by the Board with ultimate responsibility for the execution of these programs and policies.
- Assisting the Board in developing short-range and long-range goals and methods for the Board to evaluate the operational effectiveness of the District.
- Keeping the Board informed by written and oral reports as to the operation and needs of the District.
- Taking discretionary action in any matters not covered by Board policy and reporting such actions to the Board with recommendations for policy as necessary in order to provide guidance in the future.
- Directing the daily operation of the District schools by organizing, supervising and coordinating the District staff.

- Arranging for the systematic evaluation of District staff by responsible administrators.
- Recommending the employment of, assigning, and supervising the work of all District employees. Recommending promotion, salary changes, demotion or discharge of any District employee rendering unsatisfactory service.
- Establishing internal administrative operational procedures, rules and regulations relating to personnel, financial disbursements and accounting requirements, equipment/facilities operation and use, food service and staffing requirements.
- Developing effective staff development programs that are linked to the District's comprehensive plan and the Board's goals for the District.
- Communicating directly, or through delegation, all personnel actions by the Board to all employees, as appropriate, and receiving from employees communications to be made to the Board.
- Ensuring that District students have equal access to appropriate educational programs, including pupil personnel, extracurricular activities and other supplemental programs deemed necessary.
- Overseeing a timely review of all curricular areas required by law as well as other subjects the Board may require and making recommendations to the Board for the improvement of curriculum.
- Recommending to the Board any major changes in texts and time schedules to be used in District schools.
- Providing for appropriate methods of teaching, supervision and administration in the schools, as he deems necessary and reporting to the Board any insufficiencies that are found.
- Directing the development of and making recommendations for the yearly operating budget on a timely basis that reflects the needs of the District and the use of District assets and resources.
- Establishing and maintaining efficient procedures and effective controls for all expenditures of District funds in accordance with the adopted budget.
- Making recommendations regarding the needs for instructional and non-instructional materials and equipment and recommending plans for improvements, alterations or other changes in the buildings or surrounding grounds.

- Maintaining, directly or through delegation, adequate records for the schools, including a system of financial accounts, business and property records, personnel, school population and scholastic records which are required by law and Board policy.
- Interpreting and/or supervising the implementation of all federal and state laws relevant to education.
- Other professional duties assigned by the Board and in accordance with law.

(c) The District Superintendent shall be responsible for the total day-to-day administration of the District subject to officially adopted policies of the Board. All official contacts between Board Members and the staff of the District shall be through the District Superintendent. Nothing in this section shall preclude the right of Board Members to exercise their responsibilities as individual Board members in the areas of monitoring District operations, conducting oversight activities, or visiting schools, as set forth in Board policy or directed by the Board. Further, nothing herein shall otherwise preclude Board Members from contacting staff in the event of an investigation of the Superintendent or as part of their official roles as Officers of the Board or a Chairperson of a Board Committee.

7. **Technology.** Dr. Konrad shall be entitled to receive a Smartphone mobile phone device and a laptop computer with wireless capabilities to be used for official business purposes in accordance with District policy.

8. **Expense and Mileage Reimbursement.** The District shall fully reimburse the Superintendent for all reasonable expenses incurred by the Superintendent in the discharge of his duties, upon proper documentation submitted to the Business Manager. This shall include reimbursement for mileage associated with the use of the Superintendent's private vehicle in the performance of the Superintendent's duties, which said reimbursement shall be based on the current mileage allowance as established by the Internal Revenue Service ("IRS"), as the same

may be changed or modified from time to time by the IRS. Such expense reimbursement costs shall be estimated for budget purposes and approved by the Board in accordance with Board policy and procedures.

9. Membership Dues, Fees, and Continuing Professional Development. The District agrees to pay for membership dues, fees, and continuing professional development to permit Dr. Konrad to have relevant and significant opportunities for professional development with organizations or entities that could provide Dr. Konrad with information and methodologies that will improve the quality of education in the District. These membership dues, fees, and continuing professional development opportunities shall include American Association of School Administrators, Pennsylvania Association of School Administrators, Association for Supervision and Curriculum Development, participation in community organizations, such as Rotary, Kiwanis, and such other organizations that the Board may preapprove. Notwithstanding the importance the District attaches to Dr. Konrad's participation in such professional development opportunities and involvement with professional organizations and study councils, it is understood that Dr. Konrad's engagement in these activities will not interfere with Dr. Konrad's ability to act as Superintendent of the District and the duties of the Superintendent of the District.

10. Post-Retirement Benefits. Dr. Konrad shall be eligible for any post-retirement benefits consistent with the Administrative Plan.

11. Waiver of Right of Sabbatical Leave. The Superintendent waives any rights that he may have to a sabbatical leave pursuant to the Public School Code of 1949, as amended.

12. Loyalty and Outside Work or Opportunities. Dr. Konrad shall devote his time, attention, knowledge, and skills to the business and interests of the District. Superintendent may, however, undertake compensated or uncompensated consulting work, speaking engagements,

adjunct teaching, and other professional services as set forth herein so long as: (1) such work does not materially interfere with the discharge of Superintendent's duties and responsibilities hereunder; and (2) Superintendent receives preapproval from the Board through the Board President to engage in such activities.

13. **Election as District Superintendent.** Dr. Konrad's election as District Superintendent is subject to the provisions of the Public School Code.

14. **Compensation Obligations.** The obligation of the District to compensate Dr. Konrad during the Term of this Agreement shall be subject to the provisions of law.

15. **Seat on the School Board.** Dr. Konrad shall have a seat on the Board and its committees and shall have the right to speak on all matters before them, but not to vote. The District Superintendent and/or his designee shall have the right to attend all regular and special meetings of the Board and all committee meetings thereof, excepting those relating to the District Superintendent's own employment, and shall serve as advisor to the Board and its committees in all matters affecting the District.

16. **Representation of the Superintendent.** Dr. Konrad represents that, at all times during the Term of this Agreement, he will have a duly issued and validated certificate to act as District Superintendent in the Commonwealth of Pennsylvania and agrees to provide a copy thereof to the District, upon request. Dr. Konrad agrees to promptly notify District if the foregoing representation is no longer true and correct during any period during the Term of this Agreement. Further, Dr. Konrad shall provide any and all necessary state or federal background checks upon hire, including but not limited to Act 34, 151, and 114 clearances. Should clearances not be current and consistent with state regulation, Dr. Konrad shall submit to such clearances.

17. **Separation from Employment.** In the event that Dr. Konrad resigns or separates from his employment with District for any reason other than death, illness, disability, or retirement permanently from public school service in the Commonwealth of Pennsylvania, Dr. Konrad shall give the Board of the District at least ninety (90) days' written notice in advance of his employment severance date. If this Agreement is terminated in this manner, the District shall timely pay and provide to Dr. Konrad all of the aggregate compensation, salary, and benefits including, but not limited to, insurance premiums and coverages, Dr. Konrad earned, accrued and/or is entitled to in accordance with this Agreement through the effective date of his resignation and termination of this Agreement plus any applicable post-employment and/or retirement benefits provided for in this Agreement. The failure of Dr. Konrad to give such required written notice in accordance with this provision shall cause Dr. Konrad to lose any entitlement to any unused vacation days, other payments, benefits, or any other entitlement to be paid upon employment separation whether it be through Board policy or pursuant to the Administrative Plan.

18. **Discharge and Termination.** Dr. Konrad may be discharged, and this Agreement terminated, even during the Term of this Agreement, under Section 1080 of the Public School Code. The Board shall not arbitrarily or capriciously call for his dismissal, and the Superintendent shall, in any event, have the right to written charges, notice of hearing, all elements of due process, and the right to appeal to a court of competent jurisdiction. The Superintendent shall have the right to be represented by counsel at his sole cost and expense. In the event that the Superintendent were to be discharged from employment, the Agreement shall be terminated with no additional compensation or benefits provided and no entitlement to payment for any accrued payments or accrued benefits.

19. Death During Employment. If Superintendent shall die during the Term of this Agreement, the Board shall pay to his surviving spouse or if no surviving spouse to the estate of Superintendent the compensation which otherwise would be payable to Superintendent up to the end of the month in which Superintendent's death occurs. Thereafter, the Board shall have no further responsibilities hereunder, and this Agreement shall terminate automatically. Again, the provisions hereof shall not be deemed to affect any other benefits which may be available to Superintendent, including, but not limited to, those available under applicable retirement programs, health insurance, worker's compensation, or otherwise.

20. Disability. In the event the Superintendent becomes unable to perform the essential functions of his job, with or without reasonable accommodation in accordance with law, by reason of his physical or mental disability as said disability is defined by the Americans with Disabilities Act of 1990, as amended, and said disability continues for a period of more than six (6) calendar months inclusive of all sick or other usable leave to which the Superintendent is entitled under this Agreement or otherwise, the District may, at its discretion, request a health examination by a licensed physician mutually agreed to by the parties. If the consulting physician determines that the disability renders the Superintendent unable to perform the essential functions of his job with or without reasonable accommodation for the foreseeable future, the District may, at its option, terminate this Agreement, whereupon the respective duties, rights, and obligations contained herein shall terminate, except that life and health insurance benefits under this Agreement shall continue until the end of the applicable plan year or until such time as the Superintendent becomes otherwise employed and eligible for other substantially equivalent health and life insurance benefits by virtue of such employment. Notwithstanding any other provision of this Agreement, the District and Superintendent agree that is the express

intention of the parties that the Superintendent and Board have not waived or in any way impaired each parties respective rights under the Americans with Disabilities Act, the Family Medical Leave Act, the Pennsylvania Human Relations Act, the Public School Code, or any other applicable state or federal law.

21. Early Separation Options. The Board and Dr. Konrad may mutually agree in writing, prior to the expiration of the Term of this Agreement, to sever the Superintendent's employment. In the event this option is utilized, the Board and Dr. Konrad shall mutually agree, in writing, the desire to utilize this section. In such event, the Board shall timely pay and provide the Superintendent all of the aggregate compensation, salary, and benefits, including but not limited to, insurance premiums and coverages, the Superintendent earned, accrued and/or is entitled to in accordance with this Agreement through the mutually agreed upon effective date of the termination of this Agreement plus any applicable post-employment and retirement benefits provided for in this Agreement and an additional severance package as follows:

(a) If there are more than two (2) years that remain in this Agreement, the severance package will not exceed one (1) year's salary.

(b) If less than two (2) years remain in this Agreement, the severance package shall not exceed one-half (1/2) of the salary remaining in the Term of this Agreement.

Under no circumstances will the Board pay out to the Superintendent a severance package that exceed the sums set forth in Paragraph 21 (a) and (b) herein. Further, under no circumstances shall the Board pay out to the Superintendent under this section should his employment be terminated for cause pursuant to Section 1080 of the Public School Code.

22. Referrals to Superintendent. The Board, collectively or individually, shall use its best efforts to promptly refer to Superintendent all criticisms, complaints, and suggestions

called to their attention relative to Superintendent or the District for Superintendent's study and recommendation. This provision shall not be deemed to provide for the referral of matters to the Superintendent where the Board deems it inappropriate to do so. Failure to comply with this provision will not be a basis for finding a violation of this Agreement by the Board.

23. **Provisions in Accordance with Public School Code.** This Agreement shall not be in violation of any provisions of the Public School Code and shall be construed as containing and be read in conformity with all provisions of the Public School Code as it relates to the relationship between a "District" and its "Superintendent."

24. **Compliance with Agreement.** Dr. Konrad, the Board and District shall be required to comply with all aspects of this Agreement, any exception thereto being agreed to only by mutual written consent of the Board and Dr. Konrad.

25. **Entire Agreement.** This Agreement contains the entire agreement between the parties and may not be changed, amended, modified or superseded, except by written instrument executed by the parties hereto. This Agreement supersedes any and all other agreements between the parties hereto with respect to the subject matter hereof.

26. **Execution and Counterparts.** This Agreement may be executed in two or more counterparts, each of which, when executed by the parties, shall be considered to constitute one instrument.

27. **Possible Illegalities.** If any one provision of this Agreement shall be declared void or invalid by a court of competent jurisdiction, such void or invalid provisions shall not in any way impair the whole Agreement; the remaining provisions shall be construed as if not containing the provisions or provision held to be void or invalid, and the rights and/or obligations of the parties shall be construed and enforced accordingly.

28. **Enforcement of Agreement.** This Agreement shall be governed, construed, and interpreted in accordance with the laws of the Commonwealth of Pennsylvania and any headings contained in this Agreement are for reference only and shall not in any way affect the meaning or interpretation of this Agreement. Each and every provision of this Agreement has been mutually negotiated, prepared and drafted and in connection with the construction of any provision hereof, no consideration shall be given to the issue of which party actually prepared, drafted or negotiated any provision of this Agreement or its deletion.

29. **Duty to Defend.** The District shall defend, hold harmless, and indemnify Dr. Konrad and his heirs against any civil actions, claims, suits, and/or other legal proceedings brought against Dr. Konrad, in his individual capacity and his official agent and employee capacity of the District, specifically as the result of Dr. Konrad's actions within the scope of his duties as Superintendent of the District, as well as the result of any official directive issued by the Board of the District. This section shall survive the Term of this Agreement.

30. **Reappointment.** Notice of intent to reappoint or not and any obligations thereunder shall be in accordance with the timeline and notice requirements of the Public School Code.

31. **Internal Revenue Code Section 409A Compliance.** This Agreement and its operation are intended to comply with Section 409A of the Internal Revenue Code to the extent such Internal Revenue Code section applies to any non-qualified deferred compensation paid hereunder. The District and Superintendent intend that this Agreement shall be administered, interpreted and construed in a manner consistent with Section 409A of the Internal Revenue Code and the regulations relating thereto so as not to subject the Superintendent to the payment of tax, interest and any tax penalty which may be imposed under Section 409A. The provisions

of this Agreement shall be construed and interpreted in such a manner consistent with such good faith intent. Each payment and each installment described in this Agreement shall be considered a separate payment from each other payment or installment. Notwithstanding any other provision of this Agreement, it is intended that any payment or benefit which is provided pursuant to or in connection with this Agreement which is considered to be nonqualified deferred compensation subject to Section 409A shall be provided and paid in a manner, and at such time and in such form, as complies with the applicable requirements of Section 409A of the Internal Revenue Code. The District and the Superintendent shall cooperate in good faith to modify this Agreement as necessary to comply with the requirements of Section 409A of the Internal Revenue Code and preserve to the maximum extent possible the economic value of the relevant payment or benefit to the Superintendent under this Agreement. This obligation shall survive the termination of this Agreement.

IN WITNESS WHEREOF, intending to be legally bound, the parties have hereunto set their hands and seals the day and year first above written.

BOARD OF EDUCATION OF THE PLEASANT VALLEY SCHOOL DISTRICT

Attest: Tammy Smale
Tammy Smale
Board Secretary

By: Susan Kresge
Susan Kresge
Board President

Witness: Kellen Gaskler James R. Konrad
James R. Konrad

APPENDIX “A”

***2025-2026 Pleasant Valley School District
Objective Performance Standards***

1. Improve student performance and achievement.
2. Provide a safe and positive school environment for all students and personnel.
3. Expand methods for effective and open communication with our stakeholders.
4. Design and deliver a comprehensive staff development program for all personnel to ensure a cycle of continuous growth and improvement.
5. Meet the long-range needs of our students through continuous assessment of facilities and personnel.

2026-2027 Objective Performance Standards to be completed by June 30, 2026.

APPENDIX “B”

Pleasant Valley School District



Administrative / Administrative Support Staff Compensation Plan

2025-2026 through 2028-2029

PLEASANT VALLEY SCHOOL DISTRICT

Brodheadsville, PA 18322

Administrative/Administrative Support Staff Compensation Plan July 1, 2025 – June 30, 2029

The Board of Education of the Pleasant Valley School District adopts the following Administrative/Administrative Support Staff Compensation Plan pursuant the Public School Code as amended and Section 1164.

The Board recognizes the importance of maintaining an effective team to strengthen administrative and educational programs of the district. This compensation plan is intended to provide competitive salaries for all Administrative/Administrative Support Staff. The district's main objective with this plan is to attract, retain, and motivate high quality personnel for lengthy service to the Pleasant Valley School District. Considerations when adopting this plan include the desire to compete with surrounding school districts. The salary schedules included herein are designed to reflect competitive salary levels for four school years. At the end of this agreement the district may need to conduct a review and adjust if appropriate the salary structure in order to remain competitive and provide opportunity for salary movement.

PLEASANT VALLEY SCHOOL DISTRICT

Brodheadsville, PA 18322


**Administrative/Administrative Support Staff Compensation Plan
July 1, 2025 – June 30, 2029**

Groups 1 and 2 Representative:
Date: 12/3/24




Roger B. Pomposello
Principal

Groups 3 Representative:
Date: 12/3/24



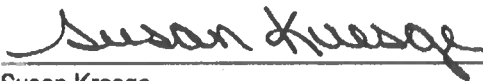
Kathleen M. Franklin
Confidential Secretary

Groups 4 Representative:
Date: 12/3/24




Robert J. Miller
Chief of Police

Board of Education:
Date: 11/26/24



Susan Kresge
School Board President

Attest:
Date: 12/3/2024



Tammy A. Smale
School Board Secretary

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PLEASANT VALLEY SCHOOL DISTRICT

Brodheadsville, PA 18322

Administrative/Administrative Support Staff Compensation Plan July 1, 2025 – June 30, 2029

The Board of School Directors of the Pleasant Valley School District adopts the following Administrative/Administrative Support Staff Compensation Plan pursuant the Public School Code as amended and Section 1164.

Definition: For the purposes of this agreement, the following categories will be used within the agreement and define the titles included within. During this agreement, positions may be added or removed at the discretion of the Board of Directors.

- Group 1: **Administrative / Professional**
- Principals
 - Assistant Principals
 - Assistant Business Manager
 - Directors
 - Special Education Supervisors
 - Police Chief
 - Assistant Police Chief
- Group 2: **Administrative Support Services**
- Supervisor of Transportation
 - Accountant
 - Coordinators
 - Technology Coordinator
 - Technology – Network Administrator
- Group 3: **Central Executive Assistants**
- Confidential Executive Assistants
 - Payroll Specialist
- Group 4: **Police & Security**
- Police Officers
 - Security Officers

GROUP 1: ADMINISTRATIVE / PROFESSIONAL
GROUP 2: ADMINISTRATIVE SUPPORT SERVICES

SALARY COMPENSATION

SEE APPENDIX "A" ATTACHED

In the event a new employee is hired by the district, his/her salary shall be determined by the Board of Education in accordance with the Public School Code of 1949, as amended and within the salary range schedule specified in Appendix B.

The Superintendent may recommend to the Board, a salary adjustment increment in any year of this Agreement, if he/she feels the salary proposed for a particular employee is not warranted or inappropriate for the position and duties of said employee.

DOCTORAL STIPEND

Any certificated employee in Group 1 earning a Doctorate degree from a fully accredited college or university shall receive a salary increase of \$4,000.00. For classwork past the certificate required for their specific job (principal's certificate, reading supervisor's certificate, etc.) and if the employee is enrolled in an approved doctoral program the salary increase will be given in the following increments at the time of receipt of official transcripts verifying credits. The full amount shall not exceed or be less than \$4,000.00 at the awarding of the degree regardless of the total number of credits taken:

30 credits - \$2,000.00
Ed.D./Ph.D. - \$2,000.00

Other non-certificated supervisory employees in Groups 1 and 2 will receive a \$750.00 salary increase upon completion of an Associates or Bachelor's Degree in an appropriate and approved area that is achieved after the employee was hired by the District.

INSURANCE

1. Health and Medical Insurance

Shall receive benefit plans of family medical coverage and applicable employee contributions consistent with the plan or plans as set forth in the negotiated Agreement between the Board of Education and the Pleasant Valley Education Association ("PVEA").

Spousal Eligibility Rule: Beginning July 1, 2025, a spouse of a covered employee who has coverage from another employer has the option to be covered under the PVSD plan consistent with the plan as provided for in the negotiated Agreement between the Board of Education and PVEA.

2. Dental Insurance

Shall receive a benefit plan of family dental coverage and applicable employee contributions consistent with the plan as provided for in the negotiated Agreement between the Board of Education and PVEA.

3. Group Term Life Insurance/Additional Purchase Provision

Life insurance shall equal two times their annual salary up to a maximum of \$150,000.00. Each employee shall receive a minimum of \$100,000.00 in life insurance coverage. Employees shall have the right to purchase additional increments of life insurance coverage in accordance with the policy provisions at their own expense at rates determined by the district.

4. Disability/Income Protection Plan

A disability/income protection plan insurance shall provide equal or superior coverage and quality as that set forth in the current Pennsylvania School Board Association long term disability insurance plan.

5. Insurance Benefits for Retired Employees

Effective July 1, 2025 the healthcare and/or prescription drug plans in place for active employees will be the plans available for retired employees, which is consistent with 24 P.S. 5-513. The plan designs in place for retired employees are subject to change from time to time depending on the changes/modifications in plan designs in place as negotiated between the Board of Education and PVEA.

All eligible retired Group 1 and 2 employees shall receive single coverage health insurance at the level for all professional staff for up to 10 years or until an individual becomes eligible for Medicare, whichever comes first, with premiums paid by the district. An eligible retired employee will be required to pay for any eligible dependent coverage that he/she elects. In order to be eligible for health insurance coverage upon retirement, an employee must have either twenty (20) years of total service in the Pleasant Valley School District or a total of ten (10) years of administrative service in the Pleasant Valley School District. Additional eligibility requires employees to permanently retire into PSERS.

Retirement Compensation may be utilized by employees hired prior to July 1, 2015 for the purpose of health and/or long term care insurance payments upon retirement from the Pleasant Valley School District. The amount of compensation shall equal the number of years of service to the Pleasant Valley School District divided by Thirty-Five (35) then multiplied by the eligible employee's

calculated sabbatical exchange escrow amount. Additional eligibility requires employees to permanently retire into PSERS.

6. Family Vision Coverage

The employer shall provide and pay the premium for vision care for eligible employees and eligible dependents during the terms of the agreement. The employer shall have the right to select the carrier from time to time. The Employer agrees to provide to the membership a list of participating doctors. The employer agrees to provide all employees a current health benefits booklet describing the specifics of vision coverage as soon as the booklet is received from the carrier in electronic form.

7. Flex Spending Accounts 125 Accounts

The District shall adopt a flexible spending account for both medical and dependent care. Any premium share shall be administered through the Section 125 pre-taxes medical account. For administrative convenience, all employee contributions into Section 125 accounts under this Agreement shall be deposited into qualified accounts established for each eligible employee with District approved vendors who shall be responsible for administering such program. Contribution limits for employees for both medical and dependent care into such accounts shall adhere to the Internal Revenue Service limits, which may change from time to time during this Agreement.

LEAVES OF ABSENCE

1. Sick Leave

Twelve month employees will receive Fifteen (15) sick days at the beginning of each fiscal year. These may accumulate with no maximum cap. Each school year, up to five (5) sick days may be used to care for a sick child, newborn or other member of the employee's immediate family household or an employee's parent who may live outside the employee's household.

2. Personal Leave

Shall be entitled to three (3) personal days per school year. Unused personal days may be accumulated and carried over from year-to-year up to a maximum of five (5) days by informing the school district business manager, in writing, no later than June 1 of each school year. In the event the business manager does not receive notification as aforementioned, all unused non-accumulated personal days will be credited to an individual's sick days.

3. Vacation

Shall receive twenty (20) days of vacation leave during the school year. An employee may accumulate a total maximum of thirty (30) days of vacation leave. Any unused non-accumulated vacation days shall be credited to an individual's sick days.

When entering employment with PV or upon separation from employment, vacation days will be prorated based on time employed during that particular school year.

Any new hire after the effective date of this Administrative/Administrative Support Staff Compensation Plan who have the need to use leave days in advance of having earned said days, shall make an application to the Superintendent of Schools, who may award additional days, if the request is warranted, at his/her discretion.

Consecutive vacation days exceeding 2 weeks may only be taken if approved by the Superintendent prior to the date of leave.

Employees will have the opportunity to cash in up to 5 vacation days at the end of the contractual year if not used.

Upon the death of the employee, the beneficiary of said employee will receive the per diem compensation for earned, unused vacation days.

4. Quarter Days

Quarter days are two (2) hour increments of leave

Quarter days can only be used at the beginning or end of the workday/shift

If an employee exceeds the quarter day timeframe (2 Hours) and returns later or leaves earlier, the employee shall be charged with a half day or full day of leave depending on the amount of time he/she left early/returned late.

Quarter days cannot be taken before a holiday, break or on an early release day

Quarter days cannot be taken to extend other paid leave either on its front end (at the end of the day/shift prior to other paid leave) or on its back end (at the beginning of a day/shift following paid leave). The exception is an emergency or illness requiring the use of leave on the day following the usage of a quarter day at the end of the previous day/shift

Quarter days must be entered in AESOP and approved by the employee's supervisor unless necessitated by an emergency in which case such recording in AESOP and notification of supervisor will be done as soon as practicable.

5. Holidays

The holiday schedule for Group 1 and 2 employees shall be as follows:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Monday after Thanksgiving
- Day before Christmas
- Christmas Day
- Winter break between Christmas and New Year's Holiday (Floating Holiday)
- Day before New Year's Day
- New Year's Day
- Martin Luther King Day (unless a snow makeup day for students)
- President's Day (unless a snow makeup day for students)
- Thursday before Good Friday (Floating Holiday)
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day

6. Child Bearing/Child Rearing Leave

Each employee shall be entitled to child bearing/child rearing leave in accordance with district policy provisions and any other applicable federal or state statutes, laws and judicial decisions.

7. Sabbatical Leave

Employees who possess professional certification and are a Tenured Professional Employee under the Public School Code shall be granted sabbatical leave in accordance with the provisions set forth in Sections 1166, 1167, 1168, 1169, 1170, and 1171 of the Pennsylvania Public School Code of 1949, as amended, upon recommendation of the Superintendent of Schools and approval of the Board of Education.

8. Bereavement Leave

Each employee shall be allowed up to five (5) days leave of absence for the death of any of the following family members: a husband, wife, domestic partner, mother, father, son, daughter, step-father, step-mother, step-son, and step-daughter

Each employee shall be allowed up to three (3) days leave of absence for the death of any of the following family members: Brother, sister, parent-in-law, son-in-law, daughter-in-law, grandchild, grandparent, step-grandparent, or near relative who resides in the same household, or any person with whom the employee has made his/her home.

Each employee shall be allowed a one (1) day leave of absence for the death of any of the following family member: first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

Proof of bereavement leave may be requested. Examples of proof can include obituary, funeral notice, memorial card or written request that discloses the deceased's name, date of death, the relationship of the deceased to the employee, and city of death. Additional days may be granted by the Superintendent, if in his/her judgment, the days are warranted.

9. Jury Duty

Each employee shall be entitled to receive jury duty leave in the event said employee is called upon to serve on a jury in the state or federal courts of the Commonwealth of Pennsylvania. Salaries and benefits for such employee shall continue during the term of such leave, as long as said employee reimburses the school district the amount received from said courts as payment for jury duty.

OTHER BENEFITS

1. Education Reimbursement

In order to encourage professional growth and training for the staff, the school district shall pay tuition in accordance with the following guidelines:

Courses taken for which reimbursement is claimed shall be submitted to the Superintendent of Schools for his/her approval prior to registering for the course.

Payment to the employee shall be an advance at the rate of 100% of the actual tuition cost incurred to a limit of \$800 per doctoral credit, \$500 per graduate level credit, for up to 12 credits per fiscal year, which shall not include other fees and costs charged to the employee by the college or university.

Courses taken shall be from an accredited college or university.

In order to be eligible for reimbursement and/or not be required to refund the tuition advancement, each employee must earn in said course a grade of B or better.

Employees shall be responsible to purchase all required textbooks at his/her own expense. The District shall not purchase textbooks for the professional library.

With regard to requests for undergraduate credit reimbursement, such requests by employees shall be reviewed on a case by case basis. Such reimbursements shall be made through an MOU so long as the credits being taken are in the specific field or assignment of the individual seeking such reimbursement.

The employee must remain an employee of the School District in any capacity for a term of thirty-six (36) consecutive months following completion of the course work, otherwise the cost of said course(s) shall be returned to the district as follows:

Time Period	Amount of Repayment
Less than but not equal to one (1) year	100%
One year but less than two (2) years	66%
Two years but less than three (3) years	33%
Greater than or equal to three (3) years	0%

The payback period shall begin on the date of the submission of the transcript/grades to the Superintendent.

The District reserves the right to deduct monies owed under this section from any applicable pay owed to the employee.

In the event a position is eliminated and no other position is available for the employee within the district, the employee shall not be subject to the payback provision of this section.

In the event an employee is terminated for cause, voluntarily resigns or retires, or the position is eliminated and the affected employee declines a position offered within the district, the payback provision will apply.

2. Dues of Approved Professional Organizations

The school district shall pay professional association dues not to exceed \$400 per year for the membership of each employee in said association of his/her choice, subject to approval by the Superintendent of Schools that the association is directly related to the position held by said employee.

3. Severance/Termination

Upon permanent retirement from the Pleasant Valley School District into PSERS, the employee's monetary compensation disbursement for unused sick days will be placed directly into one of the school district's approved Enhanced TSA Programs in the retiree's name. The Board of Education will pay to each employee retiring and eligible to receive a pension from the Public School Employees Retirement System one hundred fifteen (\$115) dollars per day.

Upon non-retirement separation from the Pleasant Valley School District, payout for unused vacation days will be pro-rated based on time employed during the year of separation and payment shall be made directly to the employee. Unused sick days will not be reimbursable.

4. Payment of Salary

Employees shall be paid bi-weekly with the pay dates concurrent with the payment of all PVEA members.

5. Mileage/Telephone Reimbursement

Mileage shall be reimbursed to employees in accordance with the rules and regulations of the Internal Revenue Service Code. Travel within the confines of the High School/Middle School campus and/or the PVE/PVI campus shall not be reimbursed.

6. Home/Car Vandalism

The district shall pay the cost incurred by the employee due to vandalism to the home or care of said employee provided the vandalism is related to the employment and duties performed by said employee. The applicable insurance deductible shall not exceed \$500 per occurrence. In the event that an incident of vandalism occurs as aforementioned, a committee consisting of the Superintendent, a Board member, and another employee shall meet to determine whether or not the vandalism is related to the employment and duties of the employee.

7. Liability Clarification

The school district shall provide a defense and pay all costs and fees associated therewith in the event a person shall institute legal action against an employee which has arisen from the performance of his/her regular and customary duties as set forth in their job description and approved by the Board of Education. In the event any court of competent jurisdiction shall determine liability by any such employee the district shall indemnify and hold such employee harmless, which includes the payment of legal costs, damages, awards, etc. Such indemnification shall not include liability for any intentional negligent act.

8. Administrative/Administrative Support Staff Compensation Plan Extension

If, at the expiration of this Compensation Plan, a new plan has not been approved by the Board of Education, all benefits and salary compensation shall continue until the new Compensation Plan has been approved by the district.

9. Subsequent Laws and Regulations

In the event any laws, statues or regulations are enacted subsequent to the date of this Compensation Plan, the contents of which are inconsistent with any terms or conditions herewith, the provisions of said new law shall take precedence and be controlling the interpretation of this Compensation Plan

10. Strike

Employees are hereby prohibited individually, jointly or severally from participating in any strike, "sick out", "walk out", or any other labor disruption under any circumstances while this Compensation Plan or extensions thereof are in effect.

11. Longevity Award

Longevity will be awarded based on years of service in the position at Pleasant Valley School District in the form of extra vacation time beyond the maximum twenty (20) days as specified in the chart below (See chart):

Years of Service	Earned Extra Vacation Day	Total Vacation Days
11-15	1	20 days + 1 extra
16-20	1	21 days + 1 extra
21-25	1	22 days + 1 extra
26-29	1	23 days + 1 extra
30+	1	24 days + 1 extra

12. Longevity Pay

At the end of this four year Agreement, if the employee remains employed with Pleasant Valley School District for the length of this Agreement (4 years) and maintains a satisfactory or above evaluation for the length of the Agreement, \$2000.00 will be placed directly into one of the school district's approved Enhanced TSA Programs in the employee's name so long as the employee remains employed with the District at the time of the TSA contribution. This deposit will be made during the months of July & August 2029 upon completion of the required paperwork.

13. Summer Work Hours

Employees under this plan can expect that there will be ten (10) Fridays for which they will not be required to report to work. Should a need arise for unforeseen circumstances that warrant an adjustment to the summer work hours contained in this agreement, the Superintendent will provide notice of the revised Summer Work Schedule.

14. Evaluation

Each member of Group 1 and 2 will be evaluated annually by the school district Superintendent or his/her designee.

Prior to July 1 of each year of this Agreement, employees shall be formally evaluated with the exception of Building Principals and Assistant Principals; who will be formally evaluated upon the release of the Pennsylvania School Performance Profile (SPP). Salary increases for Building Principals and Assistant Principals who receive a rating of satisfactory or above will be retroactive to July 1 for the New Year. Any employee who receives a rating of below satisfactory shall not receive the salary increase as stated for that year. On February 1 following the annual evaluation, the affected employee shall be re-evaluated. In the event said employee receives a rating of satisfactory or better at that time, he/she shall receive the salary increase effective immediately which shall not be retroactive, but prorated. In the event said employee is again rated below satisfactory, then he/she will not be eligible until July 1 of the next fiscal year for a salary increase based upon the subsequent evaluation of said employee. Undistributed salary increases shall not be distributed to any other employee for any reason whatsoever and remain the property of the district.

APPENDIX A
SALARY SCHEDULE

GROUP 1

ADMINISTRATIVE – PROFESSIONAL POSITIONS

The salary schedule below represents annual salaries for employees currently employed in the position at the time this agreement is executed. In the event current employees leave the organization the Board shall utilize the salary ranges below when establishing a new salary for a new hire.

POSITION	2025-2026	2026-2027	2027-2028	2028-2029
Director of Special Education	\$124,149	\$129,115	\$134,280	\$139,651
Director of Athletics	\$105,837	\$110,070	\$114,473	\$119,052
Director of Operations	\$107,640	\$111,946	\$116,423	\$121,080
Director of Instructional Technology and Innovation	\$124,800	\$129,792	\$134,984	\$136,184
Principal – High School	\$121,680	\$126,547	\$131,609	\$136,873
Principal – Middle School	\$106,080	\$110,323	\$114,736	\$119,326
Principal – Intermediate School	\$106,564	\$110,826	\$115,259	\$119,870
Principal – Elementary School	\$121,624	\$126,489	\$131,548	\$136,810
Assistant Principal High School 1	\$96,876	\$100,751	\$104,781	\$108,972
Assistant Principal High School 2	\$88,920	\$92,477	\$96,176	\$100,023
Assistant Principal High School 3	\$88,920	\$92,477	\$96,176	\$100,023
Assistant Principal Middle School 1	\$105,921	\$107,121	\$108,321	\$109,521
Assistant Principal Middle School 2	\$89,440	\$93,018	\$96,738	\$100,608
Assistant Principal Intermediate School	\$85,280	\$88,691	\$92,239	\$95,928
Assistant Principal Elementary School	\$85,280	\$88,691	\$92,239	\$95,928
Assistant Business Manager	\$94,723	\$98,512	\$102,453	\$106,551
Supervisor of Curriculum & Instruction 1	\$117,520	\$118,720	\$119,920	\$121,120
Supervisor of Curriculum & Instruction 2	\$107,640	\$111,946	\$116,423	\$117,623
Special Education Supervisor 1	\$91,063	\$94,706	\$98,494	\$102,434
Special Education Supervisor 2	\$91,063	\$94,706	\$98,494	\$102,434
Police Chief (+ carry stipend)	\$90,418	\$94,034	\$97,796	\$101,708
Assistant Police Chief (+ carry stipend)	\$75,348	\$78,362	\$81,496	\$84,756

GROUP 2

ADMINISTRATIVE – SUPPORT SERVICES

The salary schedule below represents annual salaries for employees currently employed in the position at the time this agreement is executed. In the event current employees leave the organization the Board shall utilize the salary ranges below when establishing a new salary for a new hire.

POSITION	2025-2026	2026-2027	2027-2028	2028-2029
Technology Coordinator	\$84,714	\$88,103	\$91,627	\$95,292
Network Administrator	\$84,714	\$88,103	\$91,627	\$95,292
Supervisor of Transportation	\$80,714	\$83,943	\$87,301	\$90,793
Accountant	\$71,776	\$74,647	\$77,633	\$78,833
Coordinator of Child Accounting – PIMS Administrator	\$78,175	\$81,301	\$84,553	\$87,935
ACCESS Coordinator – Human Resource Assistant	\$69,120	\$71,885	\$74,760	\$77,751

APPENDIX B
SALARY RANGES

POSITION	MINIMUM	MAXIMUM
Director of Special Education	\$111,985	\$143,090
Director of Athletics	\$93,185	\$119,070
Director of Operations	\$96,485	\$123,285
Director of Instructional Technology and Innovation	\$104,835	\$133,960
Principal – High School	\$116,565	\$148,945
Principal – Middle School	\$102,000	\$137,500
Principal – Intermediate School	\$102,000	\$137,500
Principal – Elementary School	\$102,000	\$137,500
Assistant Principal High School	\$84,080	\$110,325
Assistant Principal Middle School	\$80,850	\$100,495
Assistant Principal Intermediate School	\$80,850	\$100,495
Assistant Principal Elementary School	\$80,850	\$100,495
Assistant Business Manager	\$88,315	\$112,845
Supervisor of Curriculum & Instruction	\$88,375	\$116,565
Special Education Supervisor	\$81,555	\$104,210
Police Chief	\$86,910	\$111,050
Assistant Police Chief	\$65,205	\$83,320
Technology Coordinator	\$83,455	\$106,640
Network Administrator	\$83,455	\$106,640
Supervisor of Transportation	\$76,175	\$97,335
Accountant	\$58,695	\$75,000
Coordinator of Child Accounting – PIMS Administrator	\$78,175	\$99,890
ACCESS Coordinator – Human Resource Assistant	\$69,120	\$88,320

Consideration for new employees starting salaries shall be based on individual's experience as determined by the Superintendent for recommendation to the Board of Directors. If a new employee's first day worked is after April 1st, said employee will not receive a salary increase for the subsequent school year. Said employee will be eligible for a salary increase on July 1 after completion of one full year of service. The salary ranges above are for consideration by the Board only when hiring new employees. The Board may use this as a guide in its decision but may deviate from the ranges at its discretion.

GROUP 3

EXECUTIVE ASSISTANTS & PAYROLL SPECIALIST

SALARY COMPENSATION

SEE APPENDIX "C" ATTACHED

In the event a new employee is hired by the district, his/her salary shall be determined by the Board of Education in accordance with the Public School Code of 1949, as amended and within the salary range schedule specified in Appendix B.

The Superintendent may recommend to the Board, a salary adjustment increment in any year of this Agreement, if he/she feels the salary proposed for a particular employee is not warranted or inappropriate for the position and duties of said employee.

INSURANCE

1. Health and Medical Insurance

Executive Assistants and Payroll Specialist shall receive a benefit plans of family medical coverage and applicable employee contributions consistent with the plan or plans as set forth in the negotiated Agreement between the Board of Education and the Pleasant Valley Education Support Professionals' Association ("PVESPA").

Spousal Eligibility Rule: Beginning July 1, 2025, a spouse of a covered employee who has coverage from another employer has the option to be covered under the PVSD plan consistent with the plan as provided for in the negotiated Agreement between the Board of Education and PVESPA.

2. Dental Insurance

Shall receive a benefit plan of family dental coverage and applicable employee contributions consistent with the plan as provided for in the negotiated Agreement between the Board of Education and PVESPA.

3. Group Term Life Insurance/Additional Purchase Provision

Shall receive a minimum of \$75,000.00 in life insurance coverage. Employees shall have the right to purchase additional increments of life insurance coverage in accordance with the policy provisions at their own expense at rates determined by the district.

4. Insurance Benefits for Retired Employees

Effective July 1, 2025 the healthcare and/or prescription drug plans in place for active employees will be the plans available for retired employees, which is consistent with 24 P.S. 5-513. The plan designs in place for retired employees are subject to change from time to time depending on the changes/modifications in plan designs in place as negotiated between the Board of Education and PVESPA.

All eligible retired Group 3 employees shall receive single coverage health insurance at the level for all support staff for up to ten (10) years or until an individual becomes eligible for Medicare, whichever comes first, with premiums paid by the district. An eligible retired employee will be required to pay for any eligible dependent coverage that he/she elects. In order to be eligible for health insurance coverage upon retirement, an employee must have twenty (20) years of total service in the Pleasant Valley School District. Additional eligibility requires employees to permanently retire into PSERS.

5. Family Vision Coverage

The employer shall provide and pay the premium for vision care for eligible employees and eligible dependents during the terms of the agreement. The employer shall have the right to select the carrier from time to time. The Employer agrees to provide to the membership a list of participating doctors. The employer agrees to provide all employees a current health benefits booklet describing the specifics of vision coverage as soon as the booklet is received from the carrier in electronic form.

6. Flex Spending Accounts 125 Accounts

The District shall adopt a flexible spending account for both medical and dependent care. Any premium share shall be administered through the Section 125 pre-taxes medical account. For administrative convenience, all employee contributions into Section 125 accounts under this Agreement shall be deposited into qualified accounts established for each eligible employee with District approved vendors who shall be responsible for administering such program. Contribution limits for employees for both medical and dependent care into such accounts shall adhere to the Internal Revenue Service limits, which may change from time to time during this Agreement.

LEAVES OF ABSENCE

1. Sick Leave

Shall be entitled to twelve (12) sick days at the beginning of each fiscal year. These may accumulate with no maximum cap. Each school year, up to five (5) sick days may be used to care for a sick child, newborn or other member of the employee's immediate family household or an employee's parent who may live outside the employee's household.

2. Personal Leave

Shall be entitled to three (3) personal days per school year. Unused personal days may be accumulated and carried over from year-to-year up to a maximum of five (5) days by informing the school district business manager, in writing, no later than June 1 of each school year. In the event the business manager does not receive notification as aforementioned, all unused non-accumulated personal days will be credited to an individual's sick days.

3. Vacation

Shall receive vacation days based on the following schedule:

BEGINNING WITH	UNTIL COMPLETION OF	ENTITLEMENT
1 Month	1 st Year	1 day for each calendar month to a maximum of 10 days
2 nd Year	5 th Year of Service	10 days
6 th Year	10 th Year of Service	15 days
11 th year	End of Employment	20 days

A maximum of ten (10) unused annual vacation entitlement days may be carried forward. These shall be the employee's vacation bank at the end of the contract year. At no time may more than ten (10) days accumulate in the employee's vacation bank. The Superintendent may authorize an extension of vacation time usage beyond the contract year as warranted. Any unused vacation day over ten (10) days will be converted to sick days for the subsequent contract year.

Vacation time may be requested by an employee at any time during the year, but will be scheduled by, and subject to advance approval by the employee's immediate supervisor in accordance with needs of the School District as determined by the supervisor.

When entering employment with PV or upon separation from employment, vacation days will be prorated based on time employed during that particular school year.

Any new hire after the effective date of this Administrative/Administrative Support Staff Compensation Plan who have the need to use leave days in advance of having earned said days, shall make an application to the Superintendent of Schools, who may award additional days, if the request is warranted, at his/her discretion.

Consecutive vacation days exceeding 2 weeks may only be taken if approved by the Superintendent prior to the date of leave.

Employees will have the opportunity to cash in up to 5 vacation days at the end of the contractual year if not used.

Upon the death of an employee, the beneficiary of said employee will receive the per diem compensation for earned, unused vacation days.

4. Quarter Days

Quarter days are two (2) hour increments of leave

Quarter days can only be used at the beginning or end of the workday/shift

If an employee exceeds the quarter day timeframe (2 Hours) and returns later or leaves earlier, the employee shall be charged with a half day or full day of leave depending on the amount of time he/she left early/returned late.

Quarter days cannot be taken before a holiday, break or on an early release day

Quarter days cannot be taken to extend other paid leave either on its front end (at the end of the day/shift prior to other paid leave) or on its back end (at the beginning of a day/shift following paid leave). The exception is an emergency or illness requiring the use of leave on the day following the usage of a quarter day at the end of the previous day/shift

Quarter days must be entered in AESOP and approved by the employee's supervisor unless necessitated by an emergency in which case such recording in AESOP and notification of supervisor will be done as soon as practicable.

5. Holidays

The holiday schedule for all Group 3 employees shall be as follows:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Monday after Thanksgiving
- Day before Christmas
- Christmas Day
- Winter break between Christmas and New Year's Holiday (Floating Holiday)
- Day before New Year's Day
- New Year's Day
- Martin Luther King Day (unless a snow makeup day for students)
- President's Day (unless a snow makeup day for students)
- Thursday before Good Friday (Floating Holiday)
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day

6. Child Bearing/Child Rearing Leave

Each employee shall be entitled to child bearing/child rearing leave in accordance with district policy provisions and any other applicable federal or state statutes, laws and judicial decisions.

7. Bereavement Leave

Each employee shall be allowed up to five (5) days leave of absence for the death of any of the following family members: a husband, wife, domestic partner, mother, father, son, daughter, step-father, step-mother, step-son, and step-daughter

Each employee shall be allowed up to three (3) days leave of absence for the death of any of the following family members: Brother, sister, parent-in-law, son-in-law, daughter-in-law, grandchild, grandparent, step-grandparent, or near relative who resides in the same household, or any person with whom the employee has made his/her home.

Each employee shall be allowed a one (1) day leave of absence for the death of any of the following family member: first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

Proof of bereavement leave may be requested. Examples of proof can include obituary, funeral notice, memorial card or written request that discloses the deceased's name, date of death, the relationship of the deceased to the employee, and city of death. Additional days may be granted by the Superintendent, if in his/her judgment, the days are warranted.

8. Jury Duty

Each employee shall be entitled to receive jury duty leave in the event said employee is called upon to serve on a jury in the state or federal courts of the Commonwealth of Pennsylvania. Salaries and benefits for such employee shall continue during the term of such leave, as long as said employee reimburses the school district the amount received from said courts as payment for jury duty.

OTHER BENEFITS

1. Dues of Approved Professional Organizations

The Board will pay for memberships in professional organizations subject to the approval of employee's direct supervisor, up to a maximum of \$100/per employee annually.

2. Severance/Termination

Upon permanent retirement from the Pleasant Valley School District into PSERS, the employee's monetary compensation disbursement for unused sick days will be placed directly into one of the school district's approved Enhanced TSA Programs in the retiree's name. The Board of Education will pay to each employee retiring and eligible to receive a pension from the Public School Employees Retirement System seventy-five (\$75) dollars per day.

Upon non-retirement separation from the Pleasant Valley School District, payout for unused vacation days will be pro-rated based on time employed during the year of separation and payment shall be made directly to the employee. Unused sick days will not be reimbursable.

3. Longevity Award

Longevity will be awarded based on years of service in the position at Pleasant Valley School District in the form of extra vacation time beyond the maximum twenty (20) days as specified in the chart below (See chart):

Years of Service	Earned Extra Vacation Day	Total Vacation Days
11-15	1	20 days + 1 extra
16-20	1	21 days + 1 extra
21-25	1	22 days + 1 extra
26-29	1	23 days + 1 extra
30+	1	24 days + 1 extra

4. Longevity Pay

At the end of this four year Agreement, if the employee remains employed with Pleasant Valley School District for the length of this Agreement (4 years) and maintains a satisfactory or above evaluation for the length of the Agreement, \$1000.00 will be placed directly into one of the school district's approved Enhanced TSA Programs in the employee's name so long as the employee remains employed with the District at the time of the TSA contribution. This deposit will be made during the months of July & August 2029 upon completion of the required paperwork.

5. Summer Work Hours

Employees under this plan can expect that there will be ten (10) Fridays for which they will not be required to report to work. Should a need arise for unforeseen circumstances that warrant an adjustment to the summer work hours contained in this agreement, the Superintendent will provide notice of the revised Summer Work Schedule.

6. Evaluation

Each member of Group 3 will be evaluated annually by the school district Superintendent or his/her designee prior to July 1 of each year of this Agreement. Any employee who receives a rating of below satisfactory shall not receive the salary increase as stated for the year. On February 1 following the annual evaluation, the affected employee shall be re-evaluated. In the event said employee receives a rating of satisfactory or better at that time, he/she shall receive the salary increase effective immediately which shall not be retroactive, but prorated. In the event said employee is again rated below satisfactory, then he/she will not be eligible until July 1 of the next fiscal year for a salary increase based upon the subsequent evaluation of said employee. Undistributed salary increases shall not be distributed to any other employee for any reason whatsoever and remain the property of the district.

APPENDIX C
SALARY SCHEDULE

GROUP 3

EXECUTIVE ASSISTANTS & PAYROLL SPECIALIST

The salary schedule below represents annual salaries for employees currently employed in the position at the time this agreement is executed. In the event current employees leave the organization the Board shall utilize the salary ranges below when establishing a new salary for a new hire.

POSITION	2025-2026	2026-2027	2027-2028	2028-2029
Executive Assistant to the Superintendent	\$65,836	\$68,470	\$71,208	\$74,057
Executive Assistant to the Director of Human Resources	\$61,310	\$63,762	\$66,313	\$68,966
Executive Assistant to the Business Manager	\$54,639	\$59,639	\$62,025	\$64,506
Payroll Specialist	\$59,564	\$61,947	\$64,424	\$67,001

Executive Assistant to the Superintendent shall receive an annual stipend of \$7,000 for extra duties associated with board meeting preparation and attendance.

APPENDIX D

SALARY RANGES

GROUP 3

EXECUTIVE ASSISTANTS & PAYROLL SPECIALIST

POSITION	MIN	MAX
Executive Assistant to the Superintendent	\$59,564	\$74,701
Executive Assistant to the Director of Human Resources	\$59,564	\$74,701
Executive Assistant to the Business Manager	\$59,564	\$74,701
Payroll Specialist	\$59,564	\$74,701

Consideration for new employees starting salaries shall be based on individual's experience as determined by the Superintendent for recommendation to the Board of Directors. If a new employee's first day worked is after April 1st, said employee will not receive a salary increase for the subsequent school year. Said employee will be eligible for a salary increase on July 1 after completion of one full year of service. The salary ranges above are for consideration by the Board only when hiring new employees. The Board may use this as a guide in its decision but may deviate from the ranges at its discretion.

GROUP 4
POLICE AND SECURITY

SALARY COMPENSATION

SEE APPENDIX "E" ATTACHED

In the event a new employee is hired by the district, his/her salary shall be determined by the Board of Education in accordance with the Public School Code of 1949, as amended and within the salary range schedule specified in Appendix E.

WORK DAY

The normal workday is defined as the employee's regularly scheduled hours. Personnel working eight (8) consecutive hours shall be entitled to a thirty (30) minute paid lunch break. Individuals working a split shift will not be entitled to a lunch break.

HOURS

All applicable time worked in excess of forty (40) hours shall be considered overtime and shall be compensated at one and one-half (1.5) times the employee's hourly rate.

Sick days shall not be applied in the calculation of hours used for determining overtime payment. Personal days, vacation days and holiday pay will be applied in the calculation of hours used for determining overtime payment.

The employee who works on a paid holiday shall be paid time and one-half (1.5) for the hours worked in addition to holiday pay. The holiday starts at 12:01 AM.

When additional work is available, these assignments will be first offered to part-time employees that have the necessary skills and experience to perform such assignments.

OVERTIME GUIDELINES

Overtime shall be calculated for hours in excess of forty (40) hours per work week and shall be compensated at one and one-half (1.5). The work week is considered Sunday through Saturday.

Authority to approve overtime usage will be limited to the Chief of School Police/Security and/or designee and/or school district administration. Overtime shall not be worked without prior approval; however, in extenuating circumstances, there shall be a limit of one (1) hour of overtime without prior approval. It will be the employee's responsibility to contact the appropriate supervisor to explain the circumstances.

Available non-emergency scheduled overtime work shall be offered to non-supervisory security personnel in continuing rotation based on seniority. Each employee shall be selected in turn according to his/her place on the seniority list by rotation, provided that the employee whose turn it is to work is without work

restrictions to perform the specific work required as determined by the Chief of School Police/Security and/or designee and/or school district administration.

DEFINITIONS

Full-Time Police – any Police Officer who is employed for at least ten (10) months and who is regularly schedule to work a minimum of 8 hours per day 40 hours a week during the school calendar year, inclusive of a paid half hour lunch, will be considered a full-time Police Officer. Police Officers who do not meet these two requirements through their regularly scheduled hours will not be considered full-time.

Full-Time Security – any security employee who is employed for twelve (12) months and who averages thirty-five and one-half (35.5) regularly scheduled hours per week will be considered a full-time employee. Employees who do not meet these two requirements through their regularly scheduled hours will not be considered full-time. Any security employee who is employed for at least ten (10) months and who averages at least thirty-five and one-half (35.5) regularly scheduled hours per week will be considered a full-time employee. Employees who do not meet these two requirements through their regularly scheduled hours will not be considered full-time.

Part-Time Police – part-time Police Officers shall be defined as those who are employed for at least (10) months and who average at least 20 hours per week, but not more than thirty-five and one-half (35.5) hours per week. These hours must be regularly scheduled hours of work. Employees who do not meet these two requirements through their regularly scheduled hours will not be considered part-time.

Part-Time Security – part-time Security employees shall be defined as those who are employed for at least (10) months and who average at least 20 hours per week, but not more than thirty-five and one-half (35.5) hours per week. These hours must be regularly scheduled hours of work. Employees who do not meet these two requirements through their regularly scheduled hours will not be considered part-time.

Active Employee – any Police Officer or Security who has not worked in the past twelve (12) months will be removed from the active employee list and will be required to return all school district issued equipment and clothing. If an employee wishes to return to active status, they must initiate the process through a formal application and candidate screening. To retain active status, employees must work at least one duty shift per month and a minimum of ten (10) duty assignments per year.

INSURANCE

7. Health and Medical Insurance

Full-Time Police Officers and Security shall receive a benefit plan of family medical coverage and applicable employee contributions consistent with the plan or plans as set forth in the negotiated Agreement between the Board of Education and the Pleasant Valley Education Support Professionals' Association ("PVESPA").

Spousal Eligibility Rule: Beginning July 1, 2025, a spouse of a covered employee who has coverage from another employer has the option to be covered under the PVSD plan consistent with the plan as provided for in the negotiated Agreement between the Board of Education and PVESPA.

8. Dental Insurance

Full-Time Police Officers and Security shall receive a benefit plan of family dental coverage and applicable employee contributions consistent with the plan as provided for in the negotiated Agreement between the Board of Education and PVESPA.

9. Group Term Life Insurance/Additional Purchase Provision

Full-Time Police Officers and Security shall receive a minimum of \$150,000.00 in life insurance coverage.

All part-time Police Officers and Security shall receive a minimum of \$75,000.00 in life insurance coverage.

Employees shall have the right to purchase additional increments of life insurance coverage in accordance with the policy provisions at their own expense at rates determined by the district.

10. Family Vision Coverage

The employer shall provide and pay the premium for vision care for eligible employees and eligible dependents during the terms of the agreement. The employer shall have the right to select the carrier from time to time. The Employer agrees to provide to the membership a list of participating doctors. The employer agrees to provide all employees a current health benefits booklet describing the specifics of vision coverage as soon as the booklet is received from the carrier in electronic form.

11. Flex Spending Accounts 125 Accounts

The District shall adopt a flexible spending account for both medical and dependent care. Any premium share shall be administered through the Section 125 pre-taxes medical account. For administrative convenience, all employee contributions into Section 125 accounts under this Agreement shall be deposited into qualified accounts established for each eligible employee with District approved vendors who shall be responsible for administering such program. Contribution limits for employees for both medical and dependent care into such accounts shall adhere to the Internal Revenue Service limits, which may change from time to time during this Agreement.

LEAVES OF ABSENCE

1. Sick Leave

All full-time twelve (12) month employees shall be entitled to twelve (12) sick days at the beginning of each fiscal year. These may accumulate with no maximum cap. All newly hired full-time twelve (12) month employees shall be granted one (1) sick day per month of employment to a total not to exceed twelve (12) sick days during the first school year of employment. Each school year, up to five (5) sick days may be used to care for a sick child, newborn or other member of the employee's immediate family household or an employee's parent who may live outside the employee's household.

All full-time ten (10) month employees shall be entitled to ten (10) sick days at the beginning of each fiscal year. These may accumulate with no maximum cap. All newly hired full-time ten (10) month employees shall be granted one (1) sick day per month of employment to a total not to exceed ten (10) sick days during the first school year of employment. Each school year, up to five (5) sick days may be used to care for a sick child, newborn or other member of the employee's immediate family household or an employee's parent who may live outside the employee's household.

2. Personal Leave

All full-time employees shall be permitted two (2) personal days per year with pay. All newly hired full-time employees shall be granted one (1) personal day every six (6) months, up to a total of two (2) personal days during the first year of employment. After five (5) years of completed service with the District, all full-time employees shall be permitted three (3) personal days per year with pay.

All part-time employees shall be permitted one (1) personal day per year with pay. All newly hired part-time employees shall be granted one (1) personal day every six (6) months of continual employment. After five (5) years of completed service with the District, all part-time employees shall be permitted two (2) personal days per year with pay.

Unused personal days may be accumulated and carried over from year-to-year up to a maximum of five (5) days by informing the school district business manager, in writing, no later than June 1 of each school year. In the event the business manager does not receive notification as aforementioned, all unused non-accumulated personal days will be credited to an individual's sick days.

3. Vacation

All Police Officers & Security shall receive vacation days based on the following schedule:

BEGINNING WITH	UNTIL COMPLETION OF	12 MONTH EMPLOYEES	10 MONTH EMPLOYEES
1 Month	1 st Year	1 day for each calendar month to a maximum of 10 days	1 day for each calendar month to a maximum of 10 days
2 nd Year	5 th Year of Service	10 days	7 days
6 th Year	10 th Year of Service	15 days	11 days
11 th year	End of Employment	20 days	14 days

A maximum of ten (10) unused annual vacation entitlement days may be carried forward. These shall be the employee's vacation bank at the end of the contract year. At no time may more than ten (10) days accumulate in the employee's vacation bank. The Superintendent may authorize an extension of vacation time usage beyond the contract year as warranted. Any unused vacation day over ten (10) days will be converted to sick days for the subsequent contract year.

Vacation time may be requested by an employee at any time during the year, but will be scheduled by, and subject to advance approval by the employee's immediate supervisor in accordance with needs of the School District as determined by the supervisor.

When entering employment with PV or upon separation from employment, vacation days will be prorated based on time employed during that particular school year.

Any new hire after the effective date of this Administrative/Administrative Support Staff Compensation Plan who have the need to use leave days in advance of having earned said days, shall make an application to the Superintendent of Schools, who may award additional days, if the request is warranted, at his/her discretion.

Consecutive vacation days exceeding 2 weeks may only be taken if approved by the Superintendent prior to the date of leave.

Employees will have the opportunity to cash in up to 5 vacation days at the end of the contractual year if not used.

Upon the death of an employee, the beneficiary of said employee will receive the per diem compensation for earned, unused vacation days.

4. Quarter Days

Quarter days are two (2) hour increments of leave

Quarter days can only be used at the beginning or end of the workday/shift

If an employee exceeds the quarter day timeframe (2 Hours) and returns later or leaves earlier, the employee shall be charged with a half day or full day of leave depending on the amount of time he/she left early/returned late.

Quarter days cannot be taken before a holiday, break or on an early release day

Quarter days cannot be taken to extend other paid leave either on its front end (at the end of the day/shift prior to other paid leave) or on its back end (at the beginning of a day/shift following paid leave). The exception is an emergency or illness requiring the use of leave on the day following the usage of a quarter day at the end of the previous day/shift

Quarter days must be entered in AESOP and approved by the employee's supervisor unless necessitated by an emergency in which case such recording in AESOP and notification of supervisor will be done as soon as practicable.

5. Holidays

The holiday schedule for all Group 4 employees shall be as follows:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Monday after Thanksgiving
- Day before Christmas
- Christmas Day
- Day before New Year's Day
- New Year's Day
- Martin Luther King Day (unless a snow makeup day for students)
- President's Day (unless a snow makeup day for students)
- Good Friday
- Memorial Day
- Independence Day

6. Child Bearing/Child Rearing Leave

Each employee shall be entitled to child bearing/child rearing leave in accordance with district policy provisions and any other applicable federal or state statutes, laws and judicial decisions.

7. Bereavement Leave

Each employee shall be allowed up to five (5) days leave of absence for the death of any of the following family members: a husband, wife, domestic partner, mother, father, son, daughter, step-father, step-mother, step-son, and step-daughter

Each employee shall be allowed up to three (3) days leave of absence for the death of any of the following family members: Brother, sister, parent-in-law, son-in-law, daughter-in-law, grandchild, grandparent, step-grandparent, or near relative who resides in the same household, or any person with whom the employee has made his/her home.

Each employee shall be allowed a one (1) day leave of absence for the death of any of the following family member: first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

Proof of bereavement leave may be requested. Examples of proof can include obituary, funeral notice, memorial card or written request that discloses the deceased's name, date of death, the relationship of the deceased to the employee, and city of death. Additional days may be granted by the Superintendent, if in his/her judgment, the days are warranted.

8. Jury Duty

Each employee shall be entitled to receive jury duty leave in the event said employee is called upon to serve on a jury in the state or federal courts of the Commonwealth of Pennsylvania. Salaries and benefits for such employee shall continue during the term of such leave, as long as said employee reimburses the school district the amount received from said courts as payment for jury duty.

9. Time Off Request and Call Offs

All time off requests (excluding sick) must have a minimum of 48-hour notice. Sick time off requests must be no less than two (2) hour notice.

It shall be the responsibility of the Police Officer to notify the Chief of School Police/Security at least twelve (12) hours in advance of a scheduled shift if a situation develops wherein an employee is prevented from reporting for duty. Exceptions may be granted due to an unforeseen emergency.

Upon initial hire, the school district will issue and provide full-time employees with the following: Four (4) winter shirts; four (4) summer shirts; four (4) pairs of pants; coats, shoes, and caps as needed; insignia and badge. Police will receive the following additional equipment: gun belt, trouser belt, gun holster, handcuff case, flashlight case, asp baton holster, handcuffs, flashlight, asp baton, as well as a Taser and duty firearm.

Upon initial hire, the school district will issue and provide part-time employees with the following: Two (2) winter shirts; two (2) summer shirts; two (2) pairs of pants; shoes, and caps as needed; insignia and badge. Police will receive the following additional equipment: gun belt, trouser belt, gun holster, handcuff case, flashlight case, asp baton holster, handcuffs, flashlight, asp baton, as well as a Taser and duty firearm.

The school district will replace any issued uniform clothing which becomes unserviceable due to normal wear and tear and/or when clothing becomes damaged in the course of appropriately performing one's duties. All requests for replacement clothing must be made through the Chief of School Police/Security and/or designee. At the conclusion of one's employ, all school district issued clothing articles and equipment shall be returned to the Chief of School Police/Security and/or designee.

OTHER BENEFITS

1. Additional Benefits and Provisions

All Police and Security will receive all benefits afforded and be subject to all provisions pertaining to employees in the PVESPA collective bargaining agreement.

Police Officers are required to utilize school-provided vehicles. However, if a school district vehicle is not available and the Police Officer is required to use their own means of transportation in the performance of their assigned duties, reimbursement will be provided at the IRS rate adjusted following the IRS enactment of the any new rate. All mileage requests must be approved by the Chief of Police/Security or an Assistance Chief of School Police/Security.

2. Probationary Period

All new Police Officers shall serve a probationary period of ninety (90) calendar days starting from the date they are sworn in, during which they may be summarily dismissed by the school district without challenge.

Probation period for Security personnel will no include time serviced in other district positions.

3. Severance/Termination

Upon permanent retirement from the Pleasant Valley School District into PSERS, the employee's monetary compensation disbursement for unused sick will be placed directly into one of the school district's approved Enhanced TSA Programs in the retiree's name. The Board of Education will pay to each employee retiring and eligible to receive a pension from the Public School Employees Retirement System Seventy-Five (\$75) dollar per day. Unused vacation days will be paid at the retiree's per-diem rate.

Upon non-retirement separation from Pleasant Valley School District, payout for unused vacation days will be pro-rated based on time employed during the year of separation and payment shall be made directly to the employee.

Unused sick days will not be reimbursable.

4. Evaluations

Each member of Group 4 will be evaluated annually by the school district Superintendent or his/her designee prior to July 1 of each year of this Agreement. Any employee who receives a rating of below satisfactory shall not receive the salary increase as stated for the year. On February 1 following the annual evaluation, the affected employee shall be re-evaluated. In the event said employee receives a rating of satisfactory or better at that time, he/she shall receive the salary increase effective immediately which shall not be retroactive, but prorated. In the event said employee is again rated below satisfactory, then he/she will not be eligible until July 1 of the next fiscal year for a salary increase based upon the subsequent evaluation of said employee. Undistributed salary increases shall not be distributed to any other employee for any reason whatsoever and remain the property of the district.

5. Longevity Award

Longevity will be awarded based on years of service in the position at Pleasant Valley School District in the form of extra vacation time beyond the maximum twenty (20) days as specified in the chart below (See chart):

Years of Service	Earned Extra Vacation Day	Total Vacation Days
11-15	1	20 days + 1 extra
16-20	1	21 days + 1 extra
21-25	1	22 days + 1 extra
26-29	1	23 days + 1 extra
30+	1	24 days + 1 extra

6. Longevity Pay

At the end of this four year Agreement, if the employee remains employed with Pleasant Valley School District for the length of this Agreement (4 years) and maintains a satisfactory or above evaluation for the length of the Agreement, \$1000.00 will be placed directly into one of the school district's approved Enhanced TSA Programs in the employee's name so long as the employee remains employed with the District at the time of the TSA contribution. This deposit will be made during the months of July & August 2029 upon completion of the required paperwork.

APPENDIX E
SALARY SCHEDULE
GROUP 4
POLICE OFFICERS

The salary schedule below represents annual salaries for employees currently employed in the position at the time this agreement is executed. In the event current employees leave the organization the Board shall utilize the salary ranges below when establishing a new salary for a new hire.

	2025-2026	2026-2027	2027-2028	2028-2029
Entry to End of 4 Years	\$19.76	\$20.55	\$21.37	\$22.23
5 Years to End of 10 Years	\$22.39	\$23.29	\$24.22	\$25.19
Over 10 Years	\$28.90	\$30.06	\$31.26	\$32.51

Additional wage adjusts for sub-supervisory time - \$2.50/hour

Any individual hired to fill a School Police Officer position shall be placed on Step 1 of the salary schedule. However, the Board reserves the right to place that individual at a higher hourly rate on the salary schedule based upon the education, experience and skills needed for a particular position within the school district.

School Police Officers who are approved to carry a weapon on his/her person, as per Board Policy No. 705.1, and who possess particular weaponry on their person while exercising their duties, will receive an additional stipend of \$5000 per plan year.

\$2,500.00 will be dispersed on the first payday in the month of December

\$2,500.00 will be dispersed on the first payday in the month of June

SECURITY POSITIONS

The salary schedule below represents annual salaries for employees currently employed in the position at the time this agreement is executed. In the event current employees leave the organization the Board shall utilize the salary ranges below when establishing a new salary for a new hire.

	2025-2026	2026-2027	2027-2028	2028-2029
Entry to End of 1 Year	\$17.54	\$18.25	\$18.98	\$19.74
1 Year to End of 4 Years	\$18.53	\$19.27	\$20.05	\$20.85
5 Years to End of 7 Years	\$19.00	\$19.76	\$20.55	\$21.37
8 Years to End of 10 Years	\$20.61	\$21.44	\$22.29	\$23.19
Over 10 Years	\$21.00	\$21.84	\$22.71	\$23.62

The position/rank of Sergeant or higher will receive an additional \$2.50 per hour for the life of this plan.

Any individual hired to fill any Security Guard position shall be placed on the entry level grid of the wage schedule. However, the Board reserves the right to place that individual at a higher hourly rate based upon the education, experience, and skills needed for a particular position within the school district.

Police and Security Shift Differentials

\$0.45 for 3:00 p.m. to 11:30 p.m.

\$0.55 for 11:00 p.m. to 7:30 a.m.

Consideration for new employees starting salaries shall be based on individual's experience as determined by the Superintendent for recommendation to the Board of Directors. New employees hired after April 1st will not receive a salary increase for the subsequent school year. Said employee will be eligible for a salary increase on July 1 after completion of one full year of service.

APPENDIX “C”

PLEASANT VALLEY SCHOOL DISTRICT
Brodheads ville, PA 18322

POSITION DESCRIPTION

POSITION: Superintendent

REPORTS DIRECTLY TO: Board of Education (Board)

PURPOSE: To act as the school district's chief school administrative officer who oversees and administers the use of all facilities, property and funds in the best interests of students and the school district and who is responsible for the effective operation of the school district; for effectively interfacing with the school district's internal and external publics; for the general administration of all instructional and non-instructional student programs, business management and other operations of the school district; for informing, advising, and making recommendations to the Board regarding school district activities, operations, and issues; and for effectively carrying out his/her duties pursuant to the PA School Code and all pertinent laws and regulations of the United States, the Commonwealth of Pennsylvania, and the policies, rules regulations of the school district.

FUNCTIONS:

1. Follows all laws, Board Policies, regulations, rules and procedures, and complies with the instructions and/or directives from his/her supervisor(s).
2. Provides instructional leadership for staff in planning, implementing, and evaluating the instructional and non-instructional programs.
3. Oversees and collaborates with supervisors, district-wide administrators, building administrators, department chairpersons, curriculum leaders, and other professional and/or support staff to implement all aspects of the school district's instructional and non-instructional programs and school district operations and activities.
4. Supervises the overall educational program in conjunction with other applicable administrative personnel, rendering guidance and advice as needed.
5. Directs the operations and activities of administrators, seeing that they effectively guide and coordinate the operations and activities of the school district and securing their assistance in formulating necessary programs and/or plans of action.
6. Schedules and conducts meetings of applicable administrative and supervisory staff as needed to coordinate the improvement of the school district's instructional and non-instructional programs and school district operations and activities.

Superintendent Position Description

7. Provides the Board of Education with adequate materials, summary information, and reports relative to school district programs, operations, activities, events, and issues.
8. Helps to enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social, and recreational activities under the direction of the Board.
9. Keeps the Board informed of the condition of the school district's educational system, assuring effective communication between the Board and the staff of the school district by acting as a conduit for such.
10. Prepares the agenda for Board meetings in consultation with the President of the Board.
11. Acts as source of reference for the Board and for problems brought to the Board.
12. As is warranted, prepares and submits recommendations to the Board relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to help ensure the making of informed decisions.
13. Informs the Board of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
14. Develops and recommends to the Board long-range plans consistent with population trends, cultural needs, and the appropriate use of school district facilities, and sees to the development of long-range plans which are consistent with the school district's objectives that have been developed as a result of the strategic planning process and approved by the Board.
15. Develops administrative regulations and procedures to implement the intent established by Board policies, directives, and formal actions.
16. Ensures the execution of all decisions of the Board.
17. Ensures the maintenance of adequate records for the school district, including a system of financial accounts, business and property records, personnel records, school enrollment and scholastic records, as well as all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
18. Is responsible for news releases and/or other items of public interest emanating from the school district which pertain to education matters, policies, procedures, school related incidents or events, and approves media interviews of this nature with school district employees.
19. Ensures optimal use of the staff of the school district, including the delegation of authority and defining the duties of all personnel.
20. Ensures that appropriate staff development training is conducted.

Superintendent Position Description

21. Prior to action by the Board, recommends the hiring, discipline, or termination of school district employees.
22. Ensures high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.
23. Fosters effective relations with employee organizations.
24. Ensures that the development, authorization, and the maintenance of appropriate budgetary procedures are properly administered, including the preparation of the annual proposed budget, in accordance with established timeleines and procedures.
25. Ensures that all funds, physical assets, and other property of the school district are appropriately safeguarded and administered.
26. Files, or causes to be filed, all reports, requests, and appropriations as required by various governing bodies and/or Board policies.
27. Represents the school district as the chief executive officer in dealings with other school systems, professional organizations, business firms, agencies of government, and the general public.
28. Acts as an effective liaison with community persons and/or groups which are interested or involved in the educational programs of the school district and/or its students; other school districts; intermediate unit(s); the PA Department of Education, the U.S. Department of Education, postsecondary institutions, and other school entities.
29. Acts on his/her own discretion in cases where action is necessary on any matter not covered by Board policy or directive and, when practicable, reports such action to the Board as soon as practicable.
30. Works with the Board of Education to develop appropriate programs and policies, upon either the recommendation of the Superintendent or the initiative of the Board, or as recommended by the school distrcit's solicitors(s), the Pennsylvania School Boards Association, and/or as recommended by other noteworthy entities.
31. Approves the vacation schedules for administrators and is personally responsible for all evaluations of administrators.
32. Works effectively with other school district employees and advisors, including auditors, architects, attorneys, consultants, and contractors.
33. Holds such meetings with teachers and other employees as is necessary for the discussion of matters concerning the improvements and welfare of the schools.
34. Effectively handles complaints, comments, concerns, and criticisms regarding the operation of the school district from the public, employees of the school district, students, and Board members.

Superintendent Position Description

35. Aids in the development of public and staff relations communications by reviewing such publications before printing and serving as a focal point for public events and/or programs with regard to the school district.
36. Develops those areas of the school district's budget pertinent to his/her assignment.
37. Maintains contemporary professional awareness and promotes personal professional growth through participation in professional development activities.
38. Must attend, or have a representative attend, all meetings of the Board and all other pertinent meetings.
39. Works the hours necessary to ensure the functions of the position are effectively administered.
40. Performs the work described herein without posing a direct threat to the health or safety of himself/herself or others.

QUALIFICATIONS:

1. Has the ability to read, write, and speak English fluently.
2. Has a Pennsylvania Superintendent's Letter of Eligibility and maintains a current commission.
3. Has a minimum of five (5) years of school-related administrative experience, at least three (3) years of which are at the central office level..
4. Has a strong ability to articulate and communicate with the Board, school district personnel, students, and the school district's internal and external publics.
5. Provides evidence of experience in developing, coordinating, and delivering instructional and non-instructional programs.
6. Has the ability to drive and possesses a valid driver's license.
7. Must possess adequate interpersonal skills, demonstrating the ability to work independently and/or on a team.
8. Must be dependable, punctual, flexible, appropriately attired, neat in appearance, and able to manage time appropriately.
9. Possesses necessary technology-related knowledge and individual computer skills.
10. A working knowledge of the relationships existing between the school district and other educational entities is preferred, including but not limited to:
 - a. Knowledge of in-district and out-of-district placements in which school district students attend and/or are enrolled.
 - b. Knowledge of private educational facilities attended by school district residents.

11. Possesses effective communicative, judgmental, organizational, planning, problem-solving, and human relations skills and has the ability to work cooperatively with employees, other school districts and educational institutions, and the public in satisfying the needs and responsibilities of his/her assigned functions.
12. Provides evidence of professional growth and development by keeping current of issues in the field.

PHYSICAL REQUIREMENTS:

1. Must be able to remain in a stationary position for prolonged periods of time.
2. Must be able to move about the work area to access materials, file cabinets, office machinery, etc.
3. Must be able to operate equipment relative to his/her position for use and simple service or repair.
4. Must be able to travel between school district buildings and other job-related locations as necessary.
5. Must be able to withstand changes in environmental conditions inside and outside of the work facility, and to adapt to these changes.
6. Must be able to attend evening meetings.
7. Must be able to access all work areas and locations.
8. Must be able to lift as required.

This position description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to perform any other duties requested by his/her supervisor(s).

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the school district of any and all reasonable accommodations that will be required.