Lower Dauphin School District

ADMINISTRATIVE COMPENSATION PLAN

July 1, 2023 – June 30, 2027

PREAMBLE

This "Administrative Compensation Plan" was adopted by the Lower Dauphin Board of School Directors at a public meeting on April 17, 2023, as provided for in Section 1164 of the Public School Code.

ARTICLE I

NATURE AND TERMS

1.00 Recognition

The Lower Dauphin School Directors recognizes the importance of maintaining an effective Leadership Team to strengthen the administration and educational programs of the District, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the Team.

While the Leadership Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility.

The purpose of this plan is to provide a means by which compensation and other matters affecting Administrators can be resolved within the framework of a Leadership Team philosophy.

1.01 Plan Application

This "Plan" shall apply to "School Administrators" defined by Section 1164 of the Public School Code including:

- *High School Principal*
- *Middle School Principal*
- *Elementary Principal*
- *Assistant High School Principal*
- *Assistant Middle School Principal*
- *Director of Pupil Services*
- *Assistant to the Superintendent*

ARTICLE II

ADMINISTRATIVE EVALUATION

2.1 Administrative Evaluation

The Lower Dauphin School District recognizes a need for ongoing supervision and evaluation as a means for improving the effectiveness of the administrative staff and of the educational process. A comprehensive program of administrative staff and program evaluation shall include self-assessment and administrative appraisal supplemented by such additional data as may be needed and helpful. The District acknowledges that the evaluative process can serve many purposes for the administration and the Board of School Directors.

A. Goals of the Evaluation Process

The School District recognizes the basic goal of evaluation. The primary goal of the evaluation system is the improvement of the competence and performance of the professional personnel. The specific objectives include:

1. Provide each Administrator with feedback on his/her professional performance through the use of self- and administrative evaluations supplemented as necessary by other data.
2. Provide administrative and supervisory personnel with feedback on professional performance in order that appropriate support can be provided.
3. Provide the Board of School Directors with data that could substantiate the need for additional support required to overcome deficiency in personnel or program.
4. Provide evidence of successful performance required for certification changes by the Department of Education.

2.2 Performance Plan and Evaluation System

The Superintendent, through his/her administrative team, shall be responsible for the evaluation of all employees covered under the Act 93 compensation plan.

An official evaluation should be conducted at least one (1) time per year. If an employee is having difficulties, it is prudent to conduct more than one (1) review. Reviews are

necessary to collect valid information and assure the employee is making every effort to correct identified deficiencies.

Before meeting for the end of the year formal evaluation, a self-analysis of performance should be made by the employee using the district identified forms. This self-analysis must be sent to the immediate supervisor at least two (2) days prior to the scheduled review. In addition, the employee should be prepared to discuss the strengths and weaknesses of his/her performance in relation to the job description of his/her position. Following the final review, within 10 working days, the supervisor shall send to the employee a completed evaluation containing a final overall rating. This completed form containing the final rating and resulting salary increase, if any, should be delivered no later than December 30 of each year.

A copy of the final evaluation will be placed in the employee's personnel file.

If an Administrator is dissatisfied with the final unsatisfactory rating, he/she may appeal the rating as follows: if he/she is an assistant principal the appeal is to the Superintendent; all other members of Act 93 group will appeal to a committee of the Board through a letter to the Superintendent. Any appeal must be made within 10 working days of receipt of the final rating.

The Administrator shall present the reasons for his/her appeal in writing and may discuss those reasons at a private meeting with either the Superintendent (Assistant Principal) or Committee of the Board, depending on the Administrator's position. The decision of the Superintendent (Assistant Principal) or Committee of the Board shall be final, binding and non-appealable.

The PA State-mandated evaluation instrument for Principals, as well as the new evaluation format for other Administrators (attached, Appendix A), will be used as the evaluation system to this Agreement.

Lower Dauphin School District

Administrative Goals and Benchmarks for Merit Pay

The Act 93 Agreement provides for merit pay for each Administrator based on his/her meeting of personal job goals established for the each school year. Merit pay for the 2023-24, 2024-25, 2025-26, 2026-27 school years is from $500 - $1,000 for reaching your goals.

The following guidelines are to be followed:

1. In August/September, each Administrator will develop their personal and professional goals (2-4) and submit them to the Superintendent. It is to be expected for all instructional Administrators (Principals, and Assistant Principals) that at a minimum, one of the goals will be based on leading an **instructional-based goal** with staff members.
2. By September 30, the Superintendent and Administrator will meet to review and if needed, revise his or her personal goals (and benchmarks).
3. By January 31, the Superintendent and Administrator will meet for a mid-year review of progress on personal goals.*
4. By June 15, the Superintendent and Administrator will meet for an end-of-year review of progress on personal goals.*
5. Merit Pay will be distributed in the last paycheck in June to Administrators who have been determined by the Superintendent to have met their personal and/or professional goals. Meeting each professional goal is equal to $500. (Starting a new program, research, etc.) Meeting a personal goal is equal to $250 (i.e. completing course work, etc.)

*Administrator is responsible to collect and submit needed documentation on progress toward meeting goals at the mid-year and end-of-year reviews.

At the end-of-year review, the following questions should be answered for each goal:

a. Was the goal(s) completed?
b. How well was it done?
c. What human, financial and/or physical resources were utilized in completion of each specific goal?
d. What external and/or system constraints existed which may have affected the completion, non-completion or quality of the work?

Lower Dauphin School District
Administrative Goals and Benchmarks

_____ School Year

Name of Administrator: _____

Goal(s):

_____

_____

_____

Benchmarks (If needed):

_____

_____

_____

Mid-Point Review:

Documentation Submitted:

_____

_____

_____

Comments:

_____

_____

_____

End of Year Review:

Documentation Submitted:

_____

_____

_____

Comments: _____

_____

_____

Goal was obtained: _____

Goal was unable to be obtained: _____

Constraints: _____

Merit Pay Awarded: _____

Administrator Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

ARTICLE III

ADMINISTRATIVE BENEFIT PROGRAM

Benefits provided under this agreement shall be:

3.1 Medical Insurance

Benefits for administrative employees shall be provided by the Board of School Directors, and provide two different options.

OPTION 1: PPO Plan

The PPO Plan will be consistent with benefits provided under the professional staff, ELD Agreement. If changes occur to the ELD Agreement during the term of this agreement, the benefits provided to Administrators shall also change.

OPTION 2: Qualified High Deductible Health Plan (QHDHP) with Health Savings Account (HSA)

The Qualified High Deductible Health Plan defines a family as two (2) or more individuals. The QHDHP medical insurance provided will contain a medical deductible of:

School Year	**2023-24**	**2024-25**	**2025-26**	**2026-27**
Individual Plan In-Network/ Out-of-Network	$ 1,500	$ 1,500	$ 1,500	$ 1,500
Family Plan In-Network/ Out-of-Network	$ 3,000	$ 3,000	$ 3,000	$ 3,000

If required by IRS action, the QHDHP deductible amount shall increase to match the minimum IRS guidance to maintain a qualified plan.

LDSD will contribute the following funds into an HSA for an employee enrolled in the QHDHP plan payable in a lump sum and processed by August 15 of each year. New employees to the district shall receive their lump sum into his/her HSA by September 15 for his/her first year.

School Year	2023-24	2024-25	2025-26	2026-27
Individual Plan Contribution by LDSD into HSA	$ 750	$ 750	$ 750	$ 750
Family Plan Contribution by LDSD into HSA	$ 1,500	$ 1,500	$ 1,500	$ 1,500

The schedule below for the proration of contributions will be used for newly hired Employees and/or Employees who have a change in health benefit option from Employee only to some other category (such as, Employee and one (1) child, Employee and spouse, etc.).

First Day of Employment	Percentage of Full Contribution*
On or before August 31	100%
September 1 – October 31	90%
November 1-December 31	75%
January 1-February 28	50%
March 1-April 30	35%
May 1-June 30	15%

Employees who resign/retire from the District on or before December 31 will reimburse the District 50% of the District's contribution for that work year. Exceptions to this repayment may be granted solely by the Superintendent.

For any new employee to the LDSD who enrolls in the QHDHP in their first full year, the District will contribute $1,300 (Individual) or $2,600 (Family) to the new employee's HSA. In all subsequent years, the District will contribute to the HSA consistent with amounts contributed to all other employees as listed above.

Preventive care is covered at 100% and is not subject to the deductible.

After the In-Network deductible is met, there are no medical co-pays and there is no coinsurance as the medical insurance plan covers 100% with the exception to a $100 co-pay for Emergency Room Services; however, the Emergency Room Service co-pay is waived if admitted. The annual In-Network Out-of-Pocket maximum is $3,000 Individual and $6,000 Family. After the Out-of-Network deductible is met the medical plan covers 80% and there is no Out-of-Pocket maximum.

After the In-Network Deductible is met, there are retail prescription co-pays of $8/$35/$50/$70 and mail-in prescription co-pays of $16/$70/$100/$140.

Employee payroll deposits into the HSA are restricted to a single Third Party Administrator. Employees shall annually set their payroll contribution amount during the Open Enrollment period which will be deducted over 18 pays from September through May.

3.2 Term Life Insurance

Provide for each Administrator term life insurance with a face value of 1.5 times the Administrator's base salary.

If the Administrator dies while covered under the District "Group Term Life Insurance," payment shall be made to the named beneficiary on the "Group Term Life Insurance" form filed with the LDSD.

3.3 Dental Insurance

Benefits for administrative employees shall be provided by the Board of School Directors, consistent with benefits provided under the professional staff, ELD Agreement. If changes occur to the ELD Agreement during the term of this agreement, the benefits provided to Administrators shall also change.

3.4 Vision Insurance

Benefits for administrative employees shall be provided by the Board of School Directors, consistent with benefits provided under the professional staff, ELD Agreement. If changes occur to the ELD Agreement during the term of this agreement, the benefits provided to Administrators shall also change.

3.5 Mail Service Pharmaceutical Plan

As part of the Group Medical Plan, LDSD will agree, at no increase in premium cost to the District, to allow Administrators to participate in the Mail Service Pharmaceutical Plan with the co-pay as determined by the Provider of the plan.

3.6 Effective Dates and Termination of Insurance Coverage

Group Medical, Group Term Life, Group Vision, and Group Dental Insurance coverage for each Administrator shall become effective in accordance with the provisions of the group policy and shall terminate upon resignation of an employee at the end of the month of the last day of work of contracted employment. An Administrator who resigns subsequent to the last day of school after serving for an entire school year shall retain all insurance coverage until August 31 of that year.

Current group insurance plans shall remain effective for the first year of the Plan beginning July 1, 2023, and shall continue and remain in full force, with revisions as explained in Article 3.1 – 3.6 for the duration of this plan.

All Administrators who are on leave without pay in conjunction with disability leave will be provided with full insurance coverage as if they were or will be in a compensable position for 93 or more professional days of the school year.

This coverage is subject to replacement during the term of this Plan as explained in Article 3.1 – 3.6 above.

3.7 Extended Coverage

Full-time 12-Month Administrators who retire from the District will be provided insurance coverage up to the age when eligible for Medicare consistent with the types and levels of medical and life insurance coverage currently offered to current Administrators by the LDSD. Retirement is defined as having filed for, qualified for, and enrolled for benefits under the Pennsylvania State Public Employees Retirement (PSERS) Plan.

The following conditions will govern this coverage:

1. The retiree must have been employed:
    a. At least 30 years in education, 20 of which were at LDSD; or
    b. At least 31 years in education, 19 of which were at LDSD; or
    c. At least 32 years in education, 18 of which were at LDSD.
2. The benefits will be suspended during any period in which the retiree is employed by an employer through which medical and life insurance is available as an employer-provided benefit. The retiree is required to notify the LDSD within 30 days of the start of such employment.

If the retiree employed does not qualify in accordance with the information on page 8, the retiree has the option to retain group insurance coverage by paying the

appropriate monthly group premium with a minimum of 10 years service at LDSD and a minimum age of 55.

3.8 Changes in Coverage

Any changes in the carrier for group coverage must result in the coverage being equal to, or better than, the coverage in effect; the comparability is to be determined by the Board. The insurance protection policy referred to in this Plan is the Group Policy Plan in force in the District on the date of the Board's adoption of this Plan.

3.9 Sick Leave

Provide 12 days sick leave per year for full-time employees, which accumulate if not used.

A full-time employee shall be entitled to use six (6) of his/her accumulated sick leave days per year to care for a member of the immediate family during an illness or on the day of surgery of that family member. The "immediate family" is defined to include the employee's grandparents, grandchild, father, mother, brother, sister, son, daughter, spouse, parent-in-law, a near relative who resides in the same household as the employee or any person with whom said employee makes his/her household at the time of illness or surgery. "Near relative" is defined to include the employee's first cousin, aunt, uncle, niece, nephew, brother-in-law and sister-in-law.

3.10 Provisions for Unused Sick Leave Payment

Administrators shall be eligible for a severance unused sick leave payment upon retirement or voluntary resignation by the Administrator.

1. The severance for unused sick leave shall be determined by multiplying $65 by the number of accumulated unused sick leave days actually earned as an employee of the LDSD to a maximum of 250 days.
2. All funds will be rolled into a 403(b) account.
3. To be an eligible retiree, the Administrator shall have completed a minimum of 10 years of service in the LDSD. To be an eligible resigning administrator, the Administrator must complete a minimum of 10 years of service as a member of Lower Dauphin Act 93 group.

3.11 Disability Leave

Whenever an Administrator is unable to perform his/her duties because of illness or disability, and all available sick leave provided under Section 1154 of the Public School Code of 1949, as amended, has been exhausted, the Administrator shall be paid his/her regular per diem rate for a period not to exceed 15 school days. Beginning on the sixteenth (16th) school day of absence from duty because of illness or disability after all available sick leave provided under Section 1154 of the Public School Code of 1949, as amended, has been exhausted, the District shall pay to said Administrator for each day of such absence one-half of the full salary to which the Administrator would be entitled to of the Administrator were actually engaged in the performance of his or her duties. Disability leave "half-pay days" shall be cumulative at the rate of 10 days per full year (prorated, if partial year) of employment in the District with a maximum of the number of days in the administrative work year. All or any part of such accumulated disability leave may be taken with half-pay by an eligible employee in any one or more school years upon certification of disability by a licensed physician in the State of Pennsylvania on a form provided by LDSD.

The accumulated 10 days per year of disability leave for which an Administrator would receive one-half pay may not be added to the normal full pay sick leave day accumulation for reimbursement purposes at the time of retirement.

3.12 Retirement System

Provide membership in the Public School Employee Retirement System (PSERS) upon reaching either 500 hours or 80 days of employment in accordance with law.

3.13 Health Maintenance Program

The LDSD shall participate in an executive health maintenance program which will require each administrator to have a physical once every two (2) years paid for by the District at a health provider selected by the District. Administrators who wish to use their family physician shall use the diagnostic provisions of the District's Medical insurance policy first. Excessive costs (costs not covered) shall be paid after submission of a certified invoice for the difference to a maximum of the amount allotted to the executive health maintenance program. In cases where medical conditions have been identified, the Superintendent has the right to supersede the conditions of this benefit.

3.14 Retirement Plan

The District shall annually on June 15 make a non-elective employer contribution into the Administrator's 403(b) or 457(b) tax-deferred annuity account in an amount equal to 2% of his/her salary for the then current fiscal year ending June 30. The parties agree that these annuity payments are in addition to salary. The amount paid under any of them is not compensation for retirement purposes so that neither an employee nor an employer contribution is due on the payments nor are the payments includable in calculating PSERS benefits.

3.15 Professional Growth

Each Administrator, upon prior approval of the Superintendent, will be permitted to attend one (1) overnight state or national conference during any 24-month period for the purpose of professional development. A maximum of 50% of the administrative staff covered by this plan may attend an overnight state or national conference in any one year. In the event that more than 50% of the administrators wish to attend an overnight state or national conference in a given year, preference will be given to one who has attended such a conference least recently. The Superintendent shall have the discretion to permit administrators to exceed the once every 24 month limit if less than 50% of the staff is involved in conference attendance.

Each Administrator, upon prior approval of the Superintendent, may be permitted to attend seminars and workshops.

3.16 Professional Development

Administrators who continue professional development shall be eligible for reimbursement of tuition, texts, registration fees, activity fees, laboratory fees and materials fees incurred. Each Administrator shall be eligible for advance payment by the District of all tuition, texts, and related fees incurred in the taking of post-baccalaureate or in-service credits at the time of enrollment in the course.

Payment shall be contingent upon the Administrator meeting the following District requirements and subject to the following conditions:

1. The administrator shall show evidence of completing the course and receiving a grade of at least "B" or "PASS" or fully reimburse the District for all prepaid expenses.
2. Course payments made by the District shall not become part of the Administrator's salary.
3. No payment will be made by the District for monies reimbursed through participation in a fellowship or grant.
4. An administrator may continue his/her professional development through attendance at colleges or universities preapproved by the Superintendent to assure quality of program and reasonableness of tuition and shall be eligible for advance payment by the District of all tuition, texts, and related fees up to 18 credits (maximum per contract year) incurred in the taking of graduate courses necessary to be eligible for an advanced degree in the education field.
5. Each graduate or in-service course to be taken has been pre-approved by the Superintendent or his/her designee.
6. The Administrator shall have received approval for reimbursement by signature of the Superintendent or his/her designee on a form provided for that purpose.
7. In the event the employee leaves the employment of LDSD less than one (1) calendar year following reimbursement for tuition, employee shall repay the full amount of the payment made by LDSD on behalf of the employee by personal check or payroll deduction. The timetable for reimbursement begins at the completion date of each course and is calculated at a calendar year, NOT a school year.
    a. If the administrator leaves employment of LDSD more than one (1) calendar year and less than two (2) calendar years following reimbursement for tuition, the employee shall repay 50% of the tuition amount.
    b. If the administrator leaves employment of LDSD within one (1) calendar year following completion of the course, the employee shall repay 100% of the tuition amount.
8. The Administrator shall provide evidence of the following:
    a. An official transcript was submitted showing a final grade of "B" or better in the course.
    b. A receipted tuition bill was provided as evidence of course payment.
9. Travel and lodging expenses shall not be reimbursed.

3.17 Sabbatical Leave

Sabbatical leave of absence shall be issued to certificated administrative staff subject to provisions of the School Code. In order to be eligible for a sabbatical leave the administrator must have been an employee of the District for a minimum of five (5) years and an employee of school districts in the Commonwealth of Pennsylvania for a minimum of 10 years. Such leave shall be for restoration of health. Leave for professional development may be granted by the Board, subject to the provisions of the School Code. Administrators on approved leave for professional development must take a minimum of nine (9) credits per semester.

Such leaves shall be granted for one (1) full year or two (2) consecutive semesters in any two (2) school years at one-half the salary the employee is scheduled to receive for that school year.

3.18 Jury Duty

The District agrees to pay to any administrator who serves on a jury the difference between the amount paid to the employee for his/her service on the jury and his/her regular salary.

3.19 Bereavement Leave

Administrators will be granted bereavement leave in the same manner as granted for other professional personnel.

3.20 Vacation Leave

Provide 15 vacation leave days leave for full-time employees for their first year of service to LDSD. Add one (1) day for each additional year of service up to 20 vacation leave days per year at five (5) years and thereafter.

3.21 Summer Work Schedule

During the (9) nine week summer schedule employees included in the Act 93 agreement will work (4 days/week, 8 hours/day). Each Act 93 member will submit a set summer schedule establishing their 4-day week (e.g. Monday – Thursday, or Tuesday – Friday). The set schedule will be submitted to the superintendent prior to the (9) nine-week schedule.

3.22 Provisions for Unused Vacation Time

Administrators may accumulate unused vacation days to a maximum of 30 days in any fiscal year. Administrators may carry a maximum of 10 days of unused vacation time into the next fiscal year. An administrator who is approved to carry over such time into the next fiscal year may, upon approval of the Superintendent, be reimbursed for four (4) such days at his/her per diem rate. After five (5) years of service to the LDSD, an administrator may be reimbursed for up to six (6) unused vacation days at his/her per diem rate. Days carried from a previous year must be used by October 30 of fiscal year following that for which they were earned. The Superintendent must certify and approve any accumulation, and the accumulation can only occur when the Superintendent deems that the employee was not able to take the total annual vacation leave due to school responsibilities. Furthermore, the Superintendent must approve any vacation time after the normal allotted time in a school year.

Each 12-month administrator will be entitled to 15 holidays each year, as designated by the Superintendent. The Superintendent will determine the holidays and will notify the Leadership Team by July of each year. Days include the following: Independence Day, Labor Day, Thanksgiving and the day after (2), Winter Recess (including Christmas Eve and Day, New Years' Eve and Day) Good Friday (if not a student day) and Memorial Day. Floater days will be offered for years with shorter winter breaks.

3.23 Flex Spending Plan

LDSD agrees to maintain, at Board expense, a Flex Spending Plan for the benefit of administrators which shall enable employees to set aside funds on a pre-tax basis, within the guidelines established by the IRS, for such expenses as additional medical insurance, payment of deductibles, and child care expenses.

3.24 Tax Sheltered Annuity (TSA)

The Board agrees to make available up to seven (7) TSA plans for administrator use. In addition, the Board agrees to match an administrator's contribution to such plans, where legally appropriate and acceptable, or match contributions to a Section 125 plan or an IRA, if legally appropriate and acceptable, with up to $300 per administrator.

3.25 Salary Increases

A. Salary increases or decreases will be made in December and take effect for the first pay in January of each year in this agreement. The salary increase will be based on the Educators of Lower Dauphin (ELD) "**base"** increase:

ELD "base" increases are:

2023-24: (3.5) Used for the 2024 "base" Act 93 increase January 2024

2024-25: (3.4) Used for the 2024 "base" Act 93 increase January 2025

2025-26: (3.4) Used for the 2024 "base" Act 93 increase January 2026

2026-27: Final year of the Act 93 agreement the "base" increase for the new ELD collective bargaining agreement will be used, but the Act 93 agreement base increase will be no lower than (3.4).

Pay increases or decreases, will be based on the annual performance evaluation:

Distinguished: base +.5

Proficient: base +.25

Needs Improvement: base -1%

Failing: No Increase

Year	**Performance Level**	**Base**	**Percentage Increase**
2023-24 (January 2024)	Distinguished	3.5	4.0
2023-24 (January 2024)	Proficient	3.5	3.75
2023-24 (January 2024)	Needs Improvement	3.5	2.5
2023-24 (January 2024)	Failing	3.5	0
2024-25 (January 2025)	Distinguished	3.4	3.9
2024-25 (January 2025)	Proficient	3.4	3.65
2024-25 (January 2025)	Needs Improvement	3.4	2.4
2024-25 (January 2025)	Failing	3.4	0
2025-26 (January 2026)	Distinguished	3.4	3.9
2025-26 (January 2026)	Proficient	3.4	3.65
2025-26 (January 2026)	Needs Improvement	3.4	2.4
2025-26 (January 2026)	Failing	3.4	0
2026-27 (January 2027)	Distinguished	New ELD base (no less than 3.4)	TBD based on new ELD Base

2026-27 (January 2027)	Proficient	New ELD base (no less than 3.4)	TBD based on new ELD Base
2026-27 (January 2027)	Needs Improvement	New ELD base (no less than 3.4)	TBD based on new ELD Base
2026-27 (January 2027)	Failing	New ELD base (no less than 3.4)	TBD based on new ELD Base

Each employee under the Act 93 Compensation Plan will be given annual consideration for an increase in salary.

B. Merit Pay: $500 - $1,000 as determined by evaluation scale. Merit Pay, in any given year, does not become part of the base pay for any subsequent year.

C. In the month following receipt of evidence of completion of a doctoral degree, the Administrator's base salary shall be increased by a gross amount of an additional $125 per pay.

D. Board and Peer Recognition

1. Board Recognition

   Each of the (9) nine School Board Directors will have (2) two votes each to recognize a total of (2) two Act 93 members for performance above and beyond during the year July 1 to May 15 each year of the agreement.

   The votes will be submitted to the superintendent to tally on or before May 15 each year. The recognition will be given to the two Act 93 members at a scheduled June Board Meeting. The two members who receive the most votes will also receive a one-time payment of $750 which will be in the form of a 403b contribution.

   If two Act 93 members are not voted outright, meaning there is a tie for recognition between more than two Act 93 members, the Board President will make the decision on who receives the awards.

2. Peer Recognition

Each of the Act 93 members will have (2) two votes each to recognize a total of (2) two Act 93 members for performance above and beyond during the year July 1 to May 15 each year of the agreement.
The votes will be submitted to the superintendent to tally on or before May 15 each year. The recognition will be given to the two Act 93 members at a scheduled June Board Meeting. The two members who receive the most votes will also receive a one-time payment of $750 which will be in the form of a 403b contribution.

If two Act 93 members are not voted outright, meaning there is a tie for recognition between more than two Act 93 members, the Superintendent will make the decision on who receives the awards.

3.26 Other

A. Such other benefits as may be provided by the Board and delineated under Board policy.

B. COVID Service One-time benefit (summer 2023)

If Act 93 members worked March 1, 2020 – March 1, 2021, the Act 93 member will be provided (1) one additional vacation day to be taken during the (9) nine week summer schedule during the summer of 2023.

If Act 93 members worked March 1, 2021 – March 1, 2022, the Act 93 member will be provided (1) one additional vacation day to be taken during the (9) nine week summer schedule during the summer of 2023.

- This day or days, depending on when the Act 93 member worked between March 1, 2020, and March 1, 2022, must be used during the summer of 2023 before staff returns in August.

3.27 Inclement Weather and School Closings

If the superintendent closes schools due to inclement weather, all offices will be closed and administrative staff will work remotely.

ARTICLE IV

DURATION

The provisions of this Plan shall be effective July 1, 2023, and shall extend to June 30, 2027.

Lower Dauphin School District
2023 Pay Ranges

	Minimum	Midpoint	Maximum
Range 1 Assistant to the Superintendent	**$107,308**	**$128,749**	**$150,189**
Range 2 Director of Pupil Services High School Principal	**$97,505**	**$117,828**	**$138,151**
Range 3 Middle School Principal	**$91,228**	**$109,515**	**$127,698**
Range 4 Elementary Principal	**$86,813**	**$104,155**	**$121,497**
Range 5 High School Assistant Principal Middle School Assistant Principal	**$76,093**	**$91,333**	**$106,572**

* The Pay Ranges will be provided to the Act 93 members on or before January 7th of each year of this agreement.

APPENDIX A

Lower Dauphin School District
Act 93 Performance Review

Name: Evaluator:

a. LEADERSHIP

Indicators:
1. Involves staff in planning
2. Actively encourages high staff morale
3. Works with staff increasing and maintaining an environment conducive to learning
4. Uses supervisory techniques which result in improved staff performance
5. Uses appropriate support staff effectively in the school program
6. Guides work of others to completion
7. Provides for effective use of curriculum materials, instructional supplies and equipment
8. Demonstrates a sense of loyalty to the District and its role in the community

Comments (Strengths and Need for Growth):
Strengths:

Needs:

b. PLANNING, ORGANIZATION & IMPLEMENTATION

Indicators:
1. Arranges budget requests in priority order according to goal and objectives
2. Monitors effectively all programs to achieve maximum results
3. Identifies staff development needs at building/department level and plans activities to meet those needs
4. Implements appropriate and effective approaches to student and staff discipline
5. Conducts productive staff evaluations
6. Utilizes time, finances and resources effectively
7. Maintains and implements safety and security practices and procedures
8. Uses student data in planning, organizing and implementing the instructional program
9. Insures that co-curricular school activities are scheduled effectively

Comments (Strengths and Need for Growth):
Strengths:

Needs:

c. PROBLEM SOLVING AND INITIATIVE

Indicators:

1. Initiates changes needed in supporting the educational program including facilities, materials and equipment
2. Uses available resources and initiative to effect positive solutions to problems within the limits of one's authority
3. Decisions linked to vision, mission and district priorities
4. Decisions evaluated for effectiveness and revised when necessary

Comments (Strengths and Need for Growth):
Strengths:

Needs:

d. INTERPERSONAL RELATIONS

Indicators:

1. Serves as an advocate of students and communicates with them regarding aspects of their school life
2. Facilitates the support and guidance of students/staff
3. Establishes a climate of trust and security for students/staff
4. Establishes and maintains an open communication system with staff
5. Demonstrates concern and openness in the consideration of staff and/or student problems
6. Uses effective techniques in establishing and maintaining good public relations
7. Respects confidences and recognizes matters in which confidentiality is necessary

Comments (Strengths and Need for Growth):
Strengths:

Needs:

e. COMMUNICATION

Indicators:

1. Effective and quality written communications
2. Ability to present and communicate ideas to others effectively.
3. Develops a clear and effective two-way system of communication
4. Keeps all stakeholders (students, staff, parents, fellow administrators, community) informed on district information and initiative

Comments (Strengths and Need for Growth):
Strengths:

Needs:

f. RELIABILITY

Indicators:
1. Follows through with responsibilities, assignments and instructions without continuous supervision
2. Exercises professional judgment in using vacation: is punctual to work, meetings and appointments
3. Responds promptly and willingly to directions and requests from supervisors

Comments (Strengths and Need for Growth):
Strengths:

Needs:

g. PROFESSIONALISM

Indicators:
1. Maintains a positive, proactive attitude
2. Maintains high standards in quality and quantity of work accomplished
3. Accepts constructive suggestions and adapts to change
4. Is Trustworthy, Loyal to District and Community

Comments (Strengths and Need for Growth):
Strengths:

Needs:

h. PROFESSIONAL KNOWLEDGE

Indicators:
1. Determines the extent to which the educational and/or district programs in the school are meeting the needs of students and staff
2. Demonstrates the ability to keep abreast of current and innovative trends in research pertinent to one's field
3. Demonstrates knowledge of educational and administrative applications of technology

Comments (Strengths and Need for Growth):
Strengths:

Needs:

i. COMPLIANCE WITH POLICIES, RULES AND REGULATIONS

Indicators:

1. Understands and complies with Local, State and Federal legal requirements of education
2. Fulfills duties as outlined in job description
3. Completes school district and Pennsylvania Department of Education forms and reports as required
4. Implements budgeting and accounting requirements used by the District in monitoring expenditure of funds in various accounts

Comments (Strengths and Need for Growth):
Strengths:

Needs:

10. Overall I rate my performance this past year as:

___ Distinguished ___ Proficient ___ Needs Improvement ___ Failing

Note: Failing ratings will result in a 0% pay increase for the following year.

_____ _____
Employee Date

_____ _____
Evaluator Date