Mountain View School District



Act 93 Agreement

July 1, 2023 - June 30, 2029

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Administrator Act 93 Plan

Act 93 for Second Line Administrators
Adopted by the Board of Education on May 22, 2023

The following administrator Act 93 plan will be in effect from July 1, 2023 through June 30, 2029.

I. Administrators Covered

Mrs. Erica Loftus	Director of Special Services
Mr. Patrick McGarry	Elementary Principal
Dr. Mark Lemoncelli	Junior/High School Principal
Mr. Anthony Boriga	Assistant Junior/High School Principal
Mr. Timothy Chidester	Supervisor of Maintenance, Buildings and Grounds
Mrs. Ashley Kilmer	District Athletic Director
Dr. Bridget Frounfelker	Director of Curriculum and Instruction and Federal Programs
Ms. Jillian Ambrose	Athletic Trainer
Mr. Kody Fitzgerald	Technology Director

II. Work Year

Administrative staff shall work 260 days per fiscal year. Notification of absence, in advance if not an emergency, shall be made to the superintendent's office. Absence verification forms will be turned in within three days following an absence. Flexible hours are available with superintendent approval.

III. Fringe Benefits

The school district will provide the following fringe benefits:

a. **Health Insurance**

The Board shall provide medical hospitalization insurance for employees and their dependents according to the plan design and health insurance carrier of record in effect as of the date of approval of this Plan OR the most recent plan design and health insurance carrier of record if there have been subsequent changes.

Effective the date of Plan approval, employees shall contribute toward the health insurance premium as follows: 7.0% of the premium according to the employee selected plan option for the following school years: 2023-2024 and 2024-2025. 8.0% of the premium according to the employee selected plan option for the following school years: 2025- 2026, 2026-2027, 2027-2028, and 2028-2029.

b. **Disability Insurance**

Disability Insurance or Income Protection Plan as provided by the carrier.

c. **Dental Insurance**

Dental Insurance will be available as provided by the carrier.

d. **Liability Insurance**

Liability Insurance will be available as provided by the carrier.

e. **Term Life Insurance**

A term life insurance plan in the amount of two (2) times salary will be provided at no premium cost to the employee. The employee shall have the choice to cap life insurance at $50,000.

f. **Unused Sick/Vacation Days**

i. Unused Sick Days

Any administrative employee with at least six (6) years of service in the district shall be entitled to receive additional remuneration at the end of his/her final year of service for unused sick days. The additional remuneration will be calculated as follows:

Unused Sick Days	Amount Per Day
# of Sick Days	$70.00

For example, an administrator with 155 sick days at the time of his/her last day of service shall be remunerated by the following formula:

155 days x $70.00 = $10,850

Payment will be made in two (2) equal payments on or before January 15th of the first and second year. All payments shall be made to the District's 403b account.

i. Unused Vacation Days

Any administrative employee with at least two (2) years of service in the district who is leaving the district with a satisfactory rating for other employment or retirement shall be entitled to receive additional remuneration for unused vacation days with a maximum of 40. The additional remuneration will be calculated by multiplying the number of vacation days (max of 40) by the administrator's per diem rate. Method of payment shall be up to the employee's discretion. Payment shall be issued in the next payment period following the last day of service.

g. **Mileage Reimbursement** - The Board agrees to reimburse administrators the maximum, non-taxable Internal Revenue Service (IRS) rate allowable by the IRS for the use of personal vehicles.

h. **Benefits Waiver**

Voluntary Buyback

To be eligible for the voluntary buyback, an administrator shall provide written documentation that he/she maintains health coverage under another plan or subscribership and therefore will not need the medical insurance coverage provided by the district. Such proof must be presented at the time he/she applies for the waiver. The administrator shall apply for the waiver in writing by April 1st.

An administrator who is eligible for health benefits provided and paid for by the district may voluntarily waive hospital/surgical and medical coverage. In exchange for this annual waiver, the district shall pay the eligible administrator $2500 per year. Payment by the district of the $2500 buyback shall be paid each July 15th or during the federal enrollment period if being deposited to the 125 Plan of the year following the annual waiver. If this is a

mandatory buyout, payment will be made with the first pay of the fiscal year or during the federal enrollment period if being deposited to the 125 Plan. Administrators receiving the voluntary buyback payment may decide whether to receive the payment by payroll check, a deposit into the administrator's 403b plan, or a deposit into a 125 Plan established by the district. New hires shall be eligible for pro-ration during their first year of coverage, based upon their date of eligibility.

Should a life-changing event occur (as defined by the current health insurance carrier of record) that would require the district to reinstate coverage for an administrator who selected the voluntary buyback, the district will pay him or her a monthly prorated portion of the $2500. The pro-rated payment shall be paid no later than July 15th of the year following the buyback.

i. Plan 125

The district offers an IRS Section 125 plan and flexible spending accounts for medical expenses and dependent care to members of the administration.

j. **Credit Reimbursement** - Full-time administrative employees may, in addition to their regular salary, earn a credit reimbursement for course work taken at an approved institution, according to the following stipulations:

- The fiscal school year is considered to be July 1 to June 30.
- Reimbursement will be at 100% for a grade of "A", 80% for grade of "B". Courses graded as a Pass/Fail will be reimbursed at 85%. Reimbursement is limited to 6 credits per fiscal school year.
- The administrator who anticipates taking courses with the credit reimbursement in mind should complete a pre-approval form which can be secured from the business office and be returned in time to allow the superintendent fifteen (15) days to evaluate the request and notify the administrator prior to starting the course regarding reimbursement status. Late approval may be given at the discretion of the superintendent in mitigating circumstances.
- This form will list the course title, the institution of learning, and the number of credits to be taken. Within sixty (60) days of course completion, the applicant will provide documentation providing the grade earned, and proof of payment. If mitigating circumstances prevent submission of such documentation within the sixty (60) day time limit, the applicant shall submit written notification to the superintendent to extend the time period for payment. No credit will be given toward the reimbursement for incomplete or failed courses. No reimbursement will be paid where there is no tuition expense.
- Credits will be accepted only from institutions approved by the Pennsylvania Department of Education for certification purposes.
- Credits must be earned in the applicant's field of assignment or with superintendent approval courses directly related to the administrator's field of assignment. These credits must be at the graduate level.
- An administrator who is working under emergency certification only will not be eligible unless the course will help qualify the administrator for regular certification in his/her field of assignment.
- If an administrator leaves the employment of the district within 18 months of receiving reimbursement for a completed course(s), the administrator shall, in turn, fully reimburse the district for the money paid to the administrator for any course taken during that eighteen-month period.

k. **Professional Association Fees**

The District will pay the fees/dues for up to 1 professional association of the administrator's choice.

l. **Cell Phone Usage**

The District shall pay a $50 per month stipend for each administrator who uses their personal cell phone to conduct District business.

m. **Safe to Say**

The District shall pay $500 annually for each Act 93 member of the Safe to Say team.

n. **Vacation Buy Back**

The administrator shall be reimbursed annually at the applicable per diem rate at the time of accrual for a maximum of five (5) unused vacation days.

IV. Leaves

a. Holidays

Specific holidays shall be granted to administrators who work two hundred sixty (260) days. These holidays will follow the teacher's contract during the school year. The following days will be granted if school is not in session due to summer months or late starts or early ending of the school year:

A. Memorial Day
B. Independence Day
C. Labor Day

Should any of the designated holidays not during the school year occur on Sunday, the following Monday instead of Sunday shall be recognized and observed as the holiday in question. Should any of the designated holidays occur on Saturday, the preceding Friday shall be recognized and observed as the holiday. If the Athletic Director needs to work on a holiday, he/she can take off on another designated day, approved by the high school principal.

b. Sick Leave

Ten (10) sick leave days will be provided as defined in the Public School Code. A newly hired administrator may transfer 25 unused sick days as according to PA Public School Code and additional unused sick days not to exceed 25 days from his/her previous school district with board approval. These additional days may be used only for emergency long-term sick days for the employee or for care-giving of an immediate family member.

c. Vacation Days

Twenty (20) vacation days will be provided per fiscal year. During the first and subsequent years of employment these days shall accumulate at a rate of 1.67 days per month to a maximum of 20 days per year. Vacation days are to be taken during the months of June, July, and August. With prior approval by the superintendent days may be taken during the school year. Unused vacation days can be accumulated to a maximum of forty (40) days. Use of more than twenty (20) vacation days in a fiscal year would require prior Board of Education approval. Any accumulated days above forty (40) will be converted to sick days, as of June 30 or the end of the current fiscal year.

d. Jury Duty

An administrative employee of the school district who is called for jury duty will receive the payment of his or her normal salary. The employee shall pay to the district the jury duty pay given to him/her during the period of jury duty excluding reimbursement for mileage and meal allowance.

e. **Personal Days**

Administrative employees shall be permitted five (5) days per school year of absence from duty, for personal reasons, without loss of pay. Personal leave days taken during the first or last week of school, or immediately preceding or immediately following a vacation or holiday, require the prior approval of the superintendent upon receipt of a written request. The administrative employee's unused personal days shall be accumulated up to ten (10) days. Any days over the limit of ten (10) days will be converted to sick days.

f. **Bereavement Leave**

Whenever a full-time employee shall be absent from duty because of a death in the immediate family or step-family of said employee, there shall be no deduction in wages/salary or benefits of said employee for an absence not in excess of three (3) days. The Superintendent or his/her designee may extend the period of absence with pay at his/her discretion as the circumstances of the case may warrant. Members of the immediate family or step-family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, step-parents, step-children, step-siblings or near relative who resides in the same household, or any person with whom the employee has made his/her home.

Whenever a full-time employee is absent because of a death not in the immediate family or step-family but of a near relative, there shall be no deduction in the wages/salary or benefits of said employee for absence not in excess of one (1) day. The Superintendent or his/her designee may extend the period of absence with pay at his/her discretion as the circumstances in the case may warrant. A near relative shall be defined as first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

g. **Unpaid Leave**

An administrator may request unpaid leave for up to five days of absence by written request to the superintendent prior to the time requested. The superintendent shall approve or disapprove the request. Unpaid leave requests in excess of five days must be submitted to the Board for consideration.

h. **Workers Compensation**

Administrators who are injured on the job and who are found eligible for Workers' Compensation Benefits shall be eligible for benefits consistent with the Pennsylvania Statutes which govern the same.

Absence from duty for administrators who have been determined eligible for benefits shall not be charged against the employee's sick leave during the period of eligibility.

i. **Sabbatical Leave**

Sabbatical leaves will be available per provisions defined in the Public School Code.

j. **Legal Leave**

When subpoenaed, employees shall be granted paid leave to appear or participate in legal proceedings related to employment, unless the employee is in an adversarial position to the district. Any payment received by the employee for being a witness shall be reimbursed to the district.

k. **Delayed Start, Early Dismissals, Snow Days**

In the event of an emergency resulting in a delayed start, an early dismissal, school cancellation for snow or other emergency conditions, administrative employees will adhere to the time commitment of the professional staff.

l. **Summer Hours**

The summer schedule shall begin five (5) days after the last teacher day and end five (5) days before the first teacher day of each school year. Administrative employees shall work between the hours of 8 AM and 2 PM during the summer schedule. Flexible hours may be worked with the superintendent's approval.

V. SALARY

3.0%

Name	Position	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Dr. Mark Lemoncelli	High School Principal	103,809.07	106,923.34	110,131.04	113,434.97	116,838.02	$120,343.16
Mr. Patrick McGarry	Elementary Principal	96,820	99,724.60	102,716.34	105,797.83	108,971.76	$112,240.91
Mrs.Erica Loftus	Director of Special Services	98,345.43	101,295.79	104,334.67	107,464.71	110,688.65	$114,009.31
Dr.Bridget Frounfelker	Director of Curriculum and Instruction	-	-	108,000.00 (hired 7/21/2025)	111,240.00	114,577.20	$118,014.52
Mr.Timothy Chidester	Supervisor of Maintenance	-	-	70,000 (hired 8/18/2025)	72,100.00	74,263.00	$76,490.89
Mrs. Ashley Kilmer	District Athletic Director	-	-	45,000.00 (hired 4/13/26)	46,350.00	47,740.50	$49,172.72
Mr. Anthony Borgia	Assistant Principal Junior/High School	-	-	-	97,233.00 (hired 10/6/26)	100,149.99	103,154.49
Ms. Jillian Ambrose	Athletic Trainer	50,000 (start date April 2023)	51,500	53,045	54,636.35	56,275.44	$57,936.70
Mr. Kody Fitzgerald	Technology Director	-	-	-	68,000.00	70,040.00	$72,141.20