

YOUGH SCHOOL DISTRICT
99 Lowber Road
Herminie, Pennsylvania 15637-1219

ADMINISTRATOR COMPENSATION PLAN
(Eligible Under Act 93 of 1984)
Revised July 15, 2014 to Include School Psychologist Position

I. Term of Compensation Plan

This Plan is effective July 1, 2016, and shall continue until June 30, 2019.

II. Management Team Philosophy

Seeking to provide the optimum-learning environment, the Administrative Team is dedicated to improving the educational process whenever and wherever possible. This endeavor requires much effort and many hours to serve the needs of the students, parents, teaching staff, support staff, central office administration and school board. Our goal is continued improvement in the development of our students through sound instruction, excellent co-curricular and extra-curricular activities, and an attractive physical plant. The administrative team will foster this through effective communications and the creation of a positive and nurturing environment within the district.

III. Positions Covered by this Plan

The Term "Administrator" shall include the following positions for the purposes of this Plan:

Principal, Senior High School
Assistant Principal, Senior High School
Principal, Yough Middle School
Assistant Principal, Yough Middle School
Principal, Elementary
Director of Special Education
School Psychologist
Director of Technology

However, it is understood that the Board of Education has the discretion not to fill any vacant Administrator position and/or may combine positions under one Administrator as the Board of Education deems appropriate.

IV. Salary

A. Salaries for those Administrators currently holding the designated position for the 2016-2017 school year are as follows:

Name	Position	Salary
Earl Thompson	Principal, Senior High School	\$133,762.89
Dan Wilkins	Assistant Principal, Senior High School	\$86,945.93
Kevin Smetak	Principal, Yough Middle School	\$95,481.00
Anthony Natale	Assistant Principal, Yough Middle School	\$70,019.40
Brian Sutherland	Principal Elementary	\$85,120.00
Dawn Hildenbrand	Director of Special Education	\$103,300.46
Jenifer Pappasergi	Principal Elementary	\$89,323.28
Amy Larcinese	Principal Elementary	\$93,578.71
Allison Brooks	School Psychologist (Added for 2014-2015)	\$58,916.09
Andrew Sanders	Director of Technology	\$77,112.18

**An additional one-time salary adjustment of \$4,000 will be made to elementary principals salaries at the start of the new Act 93 agreement on July 1, 2016.

**For any administrator that achieves the credential of Doctor of Education or Doctor of Philosophy they will receive a salary adjustment of \$5,000.

B. It is understood that the salaries for the current Administrators are based upon their experience, years of service and administrative duties in the positions, which they hold. The Board of Education reserves the right to make adjustments to the Administrator's salaries, after notice and right to a hearing by the Administrator, based on reassignment to a different administrative position or the combination of positions under one Administrator. The Board of Education also reserves the right to set the amount of salary for any employee newly hired to fill an Administrative position.

"New hire" is defined as a new employee to the District or a District employee who has moved from another District position, (such as teacher, nurse, etc.) to a first-time administrative position.

C. Annual Increases

(1) The annual administrative salary increase shall be at a rate of 0 to 4 percent. The percentage increase will be based on the administrator's yearly evaluation using the administrative evaluation tool designated by the Superintendent. The increases will be as follows:

<i><u>Score</u></i>	<i><u>Conversion</u></i>	<i><u>Percentage Increase</u></i>
0.00-0.49	0 Failing	0%
0.50-1.49	1 Needs Improvement	2%
1.50-2.49	2 Proficient	3%
2.50-3.00	3 Distinguished	4%

(2) Upon the recommendation of the Superintendent the Board may consider and approve an additional increase to an administrator's compensation.

V. **Fringe Benefits**

During the period beginning July 1, 2016 and ending June 30, 2019, each Administrator shall have such fringe benefits as are presently set forth in this Administrators Compensation Plan as modified to include such fringe benefits as are awarded each year to the professional staff under the Yough Education Association contract then in effect.

INSURANCE PROTECTION

A. **Health Care Insurance**

1. Effective July 1, 2016, the District will provide group medical insurance to Act 93 members through a fully insured Highmark PPO Plan as provided by the Westmoreland County Public Schools Healthcare Consortium.
2. Beginning with the 2011 – 2012 school year, Act 93 members will have the option of selecting PPO-G, PPO-A, or PPO-E through the Westmoreland County Public Schools Healthcare Consortium. The District shall notify all employees prior to the enrollment period for the upcoming school year at which time the employee shall make his/her selection. Any changes, which the Consortium makes to the benefit design, including elimination and replacement with another Plan, shall become part of the coverage under this Agreement provided that the replacement Plan provides equal or substantially similar coverage as the employee's current PPO Plan. Said coverage shall be for each member of the Act 93 and his or her dependents who qualify for such coverage.

The following regulations and conditions shall apply:

- a. Membership is voluntary, but if desired, arrangements shall be made within thirty (30) days after entering active employment.

Exceptions to the foregoing condition shall be limited to:

- (1) An individual transferring from another Highmark Program may transfer on the first of any month.
 - (2) Any emergency situation wherein an employee previously covered by another carrier has lost such coverage as a result of circumstances beyond the control of the employee, such employee may enroll on the first day of any month but will be subject to such waiting periods as prescribed by the carrier for certain coverage.
- b. The following kinds of coverage shall be offered, based on the employee's need:
 - (1) Family
 - (2) Two Person
 - (3) Individual
 - (4) Parent and Child
 - (5) Parent and Children
 - c. Upon signing, where two or more employees or dependents who are otherwise entitled to separate health care coverage's are, by reason of relationship, qualified to be covered as a spouse or dependent of one or another of them, the District's obligation shall be only to provide coverage for one employee as the primary employee under each of the separate coverage's. The District in its sole discretion may provide two individual policies so long as it is to the District's advantage to do so. When it is no longer advantageous, the District may provide a spousal policy. In the event that the District provides two (2) individual policies, the premium contribution to be made by the employees shall not exceed the amount of the premium contribution that would have been made if the District provided a spousal policy to that couple. The person whose birth date is earlier in the calendar year shall be designated as primary.

- d. Effective July 1, 2016, all employees enrolled in Health Care Insurance under this collective bargaining agreement shall pay monthly premium contributions as follows:

PPO G: Individual Coverage All Other Coverage

2016-2017	\$50/Month	\$90/Month
2017-2018	To be consistent with the Teachers Collective Bargaining Agreement	
2018-2019	To be consistent with the Teachers Collective Bargaining Agreement	

PPO A: Individual Coverage All Other Coverage

2016-2017	\$45/Month	\$123/Month
2017-2018	To be consistent with the Teachers Collective Bargaining Agreement	
2018-2019	To be consistent with the Teachers Collective Bargaining Agreement	

PPO E: Individual Coverage All Other Coverage

2016-2017	\$60/Month	\$170/Month
2017-2018	To be consistent with the Teachers Collective Bargaining Agreement	
2018-2019	To be consistent with the Teachers Collective Bargaining Agreement	

- e. Monthly employee premium contributions will be deducted equally from the two (2) employee paychecks each month.
- f. Health Insurance Withdrawal/Buyout

- (1) Any employee may elect to withdraw from the health insurance coverage provided by this Agreement; and in lieu thereof, receive a yearly benefit based on the following chart:

<u>Number of Employees:</u>	<u>Yearly Benefit Amount:</u>
1	\$4,000
2	\$5,000
3	\$6,000
4 or more	\$7,000

- (2) The employee withdrawing from the insurance program must notify the district in writing that he/she is withdrawing from the insurance program effective immediately and must direct the district to immediately cancel his/her insurance with the district insurance carrier. Such written notice must be submitted on a form supplied by the district available in the office of the district business manager and delivered to that office, signed by the employee.

- (3) The monetary benefit provided for herein shall be pro-rated on a monthly basis and paid at the end of each month to the employee who does not participate in health insurance coverage as evidenced by his/her written notice of withdrawal of such insurance.
- (4) An employee may return to the District's health insurance coverage after providing the District acceptable written proof of:
 - (a) Separation or divorce of the spouse carrying insurance;
 - (b) Death, resignation, retirement of the spouse carrying insurance;
 - (c) A significant change in the health coverage of the spouse carrying insurance.
 - (d) An adverse difference in dependent coverage.

B. Section 125 Account

The District will continue to provide a Section 125 Plan of the Internal Revenue Code which allows participants the option of deferring salary on a pretax basis to pay for medical premiums, medical co-pays and deductibles, prescription drugs, dental care, eye care, dependent care, and other qualifying expenses of such plans. This benefit will be consistent with and meet all requirements of Section 125 of the Internal Revenue Code.

C. Group Term Life Insurance

The District agrees to purchase group term life insurance with death and dismemberment rider for each employee for the term of this contract at the following rate:

An amount of life insurance that equals two (2) times the employee's salary, to the nearest One Thousand (\$1,000.00) Dollars.

D. Visual

1. The District agrees to purchase a group vision care plan for each member of the Act 93 and his/her dependents, who qualify, for the five years of this contract. The plan carrier may be changed, but only if the coverage is equal to or better than the current coverage.
2. Participation is voluntary but, if desired, arrangements must be made within thirty (30) days after entering active employment. The employee may choose to withdraw from coverage in the same manner as provided for health insurance withdrawal or may rejoin the coverage in similar fashion. No additional payment shall be made by the District to the employee if the employee chooses to withdraw from the vision coverage.

E. Sickness and Accident Protection

The District agrees to continue to provide income protection with 31st day elimination for each employee.

Benefits include:

1. 66% of the employee's salary (up to a maximum of \$45,000). Maximum monthly benefit Two Thousand Five Hundred (\$2,500.00) Dollars.
2. Benefit period for five (5) years or to age sixty-five (65) whichever comes first.

Employees may not use their accumulated sick leave and collect disability benefits concurrently.

F. Dental

1. The District agrees to purchase a group dental care plan for each member of Act 93 and his/her dependents, who qualify, for the five years of this contract. The plan carrier may be changed, but only if the coverage is equal to or better than the current coverage.
2. Participation is voluntary but, if desired, arrangements must be made within thirty (30) days after entering active employment. The employee may choose to withdraw from coverage in the same manner as provided for health insurance withdrawal or may rejoin the coverage in similar fashion. No additional payment shall be made by the District to the employee if the employee chooses to withdraw from the dental coverage.

G. Other Health Related Benefits

The District shall provide the following other related benefits to each administrator:

Sick Leave

1. Twelve (12) days sick leave per year. Accumulated one (1) per month. All unused sick days will accumulate with no limit.
2. After having attained a minimum of five years of District seniority, all unused sick days at the time of retirement shall be paid at \$50.00 per day. If the employee's termination is for the purpose of accepting a position with another school district or any other reason **except** retirement from the PSERS System, the district will not reimburse the employee for any accumulated sick leave.

Physical Examination

Board will pay a maximum of One Hundred Fifty (\$150.00) Dollars at age forty-five (45) and every other year thereafter per "Administrator" for a physical examination. Reimbursement shall be made only for expenditures not covered by health insurance.

H. The District shall provide the following benefits related to the Administrator's employment:

Liability Insurance

The Board shall pay for a \$1,000,000.00 liability policy for bodily injury and property damage protection for action initiated against an administrator in the performance of his duties.

Professional Dues

The Board shall pay dues in one professional organization, both state and national affiliation.

Tuition Credit

Payment for tuition credits according to the following:

1. The Board agrees to pay the cost of graduate credits for courses that develop the Administrators professionally, educationally, or are of benefit to the District's educational program. Graduate credits for professional and educational development courses will be reimbursed to a maximum equal to the cost of twelve (12) graduate credits per school year at the actual cost not to exceed Five Hundred (\$500.00) Dollars per credit.
2. The above credits must be earned through an accredited college or university campus and be pre-approved by the Superintendent. Distance learning, internet and correspondence courses must be pre-approved by the Superintendent to qualify for reimbursement.
3. The school year shall be defined as the time between September 1 of any given year and August 31 of the following year.
4. Payments shall be made upon completion of the graduate courses and receipt of transcript, or grade sheet denoting a passing grade in a pass/fail course or a grade of "B" or higher, receipted invoice, and required office forms.
5. All such payments shall be made within forty-five (45) days following submission of all required forms, transcripts or grade sheets, and receipted invoice.
6. When an Administrator receives a grant, scholarship, or tuition assistance from a foundation, college, university, the government or other agency to attend graduate courses, District reimbursement shall be limited to the difference between the amount of the grant, scholarship or financial assistance and the cost per credit up to the amount per credit in subparagraph (a).

7. In the event an Administrator voluntarily terminates employment, the Administrator shall reimburse such payments for graduate credits according to the following schedule:

Within one year from receiving credit	100%
Within two years from receiving credit	75%
Within three years from receiving credit	50%
Within four years from receiving credit	25%

The District shall have the right to withhold such reimbursement from the Administrator's last pay. This obligation shall not apply to Administrators whose employment is voluntarily terminated for health reasons, retirement, furlough or by reason of death.

8. Reimbursement shall not be made to persons who are not employees of the District at the time payment is to be made. Reimbursements will still be made to Administrators who have otherwise fulfilled all requirements for reimbursement but who are no longer an employee due to health reasons, retirement, furlough or death.
9. An Administrator may request the district to pay tuition for approved credits upon course registration, provided the Administrator signs a promissory note in the amount of the tuition paid. Upon satisfaction of the requirements of subparagraph (d), the Promissory Note shall be considered paid in full subject to the repayment obligations contained in subparagraph (g). If the Administrator fails to satisfy the requirements of subparagraph (d), the District shall be entitled to payment of the full amount of the promissory note either by voluntary payments from the Administrator in amounts acceptable to the District or by withholding from the Administrator's regular pay; provided that the Administrator shall not be entitled to any further payment for credits under this Article until the promissory note is fully repaid to the District.

Mileage Reimbursement.

The employer agrees to pay the Administrator at the IRS rate for each respective year of the Plan for each mile the Administrator's personal vehicle is used in the performance of work assignments or other employer business.

Vacation Days.

Each Act 93 employee will be entitled to twenty (20) vacation days per year. Vacation days will be accumulated from July 1 of each year to June 30 of each year. The Administrators have the right to use those accumulated days during the immediately preceding July and August months. All use of vacation days must have prior approval of the Superintendent. Vacation days will be earned on a pro-rata basis according to days actually worked. If an employee terminates his or her employment with the District for any reason he or she will only be entitled to be paid for those vacation days not used which had been earned on a pro-rata basis. The Administrator shall reimburse the District for any vacation days taken which had not been earned on a pro-rata basis. A maximum of five (5) vacation days may be carried forward to the following year. At no time will an administrator have more than twenty five (25) vacation days to utilize in any given year. Vacation days over the five (5) allotted that are not used each year will be lost.

Holidays.

The following days shall be recognized as non-paid holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, the first day of deer season, school picnic day, and such other days during the Christmas Holiday when school is not scheduled to be in session and the Superintendent has not scheduled a meeting.

Personal Days

Each Administrator is entitled to three (3) personal days per year to be earned on a pro-rata basis according to days actually worked. Use of personal leave days shall be at the approval of the Superintendent. Upon termination of employment with the District any Administrator so terminated will only be entitled to be paid for those personal days not used which had been earned on a pro-rata basis. If the Administrator had accumulated personal days and failed to use them prior to termination the Administrator will be compensated for all unused days at his or her daily rate. All accumulated personal days may not be carried forward, and any which are not used each year will be added to the Administrator's accumulated sick leave for the following school year.

- I. The District shall provide the Administrator these other benefits as are provided to all professional employees per contract:
1. Temporary Disability Leave according to contract.
 2. Child Rearing Leave according to contract.
 3. Sabbatical Leave according to contract and the School Code.
 4. Jury Duty according to contract and Board policy.
 5. Military Leave according to contract and Board policy.
 6. Bereavement Leave according to contract and the School Code.

J. Retirement Benefits *

Beginning on July 1, 2016 and remaining in effect through June 30, 2019, the District will pay the premiums of the Administrator's PPO Plan coverage up to the amount that was being paid by the District at the time of the Administrator's retirement. The Administrator must pay the premium share contribution, which the employee paid at the time of retirement, and all increase in the health insurance premiums after retirement. Coverage options (i.e., individual, family, husband and wife) will be the same as at the time of retirement. This will continue for 5 years

beyond the Administrator's retirement date or until the Administrator is eligible for another government-sponsored program or until the Administrator is deceased, whichever occurs earlier.

* In order to qualify for the Retirement Benefit, the Administrator must have been hired prior to July 1, 2011 or have 20 years of service in the Yough School District.

EXAMPLES:

Married Retiree passes away - insurance coverage is discontinued. District pays nothing toward the insurance of the surviving spouse.

Retiree marries - insurance changes from Individual to Husband & Wife or to Family. District will pay insurance costs for Husband & Wife and any eligible children. Increased costs in Husband & Wife or family coverage must be paid by the retiree.

Retiree's children reach the age limit for coverage as specified in the insurance plan - insurance changes from Family to Husband & Wife. District pays for Husband & Wife coverage. Increased costs in Husband & Wife coverage must be paid by the retiree.

APPROVED and ADOPTED by the Yough School District Board of Education this ____ day of November 2015.

ATTEST:

YOUGH SCHOOL DISTRICT

By: _____
Suzanne Harvey
Secretary of the Board of Education

By: _____
Christopher Boucher
President of the Board of Education