

**BELLWOOD-ANTIS SCHOOL DISTRICT
ADMINISTRATOR COMPENSATION PLAN
July 1, 2021 through June 30, 2026**

The Board of School Directors of the Bellwood-Antis School District adopts the following Administrator Compensation Plan pursuant to the *Public School Code of 1949, as amended, Section 1164 and Board Policy #328.*”

The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the district, and to establish and improve communications, decision-making, conflict resolution, and other management functions relevant to all members of the Team.

I.	<u>POSITION</u>	<u>TERM</u>
	• Elementary Principal	12 months
	• Middle School Principal	12 months
	• High School Principal	12 months
	• Technology Coordinator	12 months
	• Director of Special Education	12 months
	• School Psychologist	210 Days
	• Director of Instructional Technology	210 Days

II. **CONTRACT**
The fiscal year for all administrative staff will begin July first and end June thirtieth. This agreement shall be effective from July 1, 2021 through June 30, 2026.

III. **SALARY**
The starting salary for an employee newly hired for a position under this policy shall be mutually agreed upon by the candidate and the Board at the time of hiring. No Act 93 employee shall receive a base salary less than any other professional employee of the BAEA based on comparable education level and total years of service. The Board will make the necessary adjustments to the base salary of the Act 93 employee to correct any inequities by mutual agreement with the Act 93 employee.

Salary adjustments for the administration shall be implemented each fiscal year for the period of the contract following the evaluation plan in paragraph VIII and according to the following schedule, present salary plus 1.5 times the annual teacher increase, except for the School Psychologist and Director of Instructional Technology, which shall receive a percentage of Administrator increase based on days worked ($\text{Days worked} / 260 \times 1.5 \times \text{average teacher salary increase}$).

In the event that an agreement with the Teacher’s Union has not been reached, the Act 93 personnel will receive an interim increase of \$500.00 (Five Hundred Dollars). Once the BAEA Contract has been settled, the difference between the \$500.00 and the annual average salary teacher increase, will be paid to the Act 93 personnel

retroactively over the remaining pays of the fiscal year. In the event that the BAEA agreement calls for no increase, the \$500.00 will remain with the Act 93 personnel and be used to set the new base salary.

IV. FRINGE BENEFITS:

A. Sick Leave

One (1) day for each month of employment – unused days – shall accumulate from year to year without limitation. If no sick days are used during the course of the year, the administrator shall receive \$400 bonus. Employees have the option to deposit all reimbursement relating to the above payments into their HSA account during the month of July in accordance with Federal Regulations.

B. Personal Leave

Administrators will receive three (3) days per year and can accumulate up to five (5) personal days to be used in any school year. Any days not used will be paid at a rate of \$75 per day. Employees have the option to deposit all reimbursement relating to the above payments into their HSA account during the month of July in accordance with Federal Regulations.

C. Bereavement Leave

Each administrator will be allowed three (3) days leave with pay for death in the immediate “family”. Additional sick days may be used at the discretion of the individual. One (1) day leave with pay for the death of a “near relative” or “friend”.

D. Insurance Coverage

1. Hospitalization/Health –Medical insurance will be provided for the administrator and their family. The medical plan will include the same plans and options as the BAEA. This includes the same BAEA co-pays, deductibles and plan coverages. The District will contribute 72% of the Act 93 employees’ deductible, while the Act 93 personnel will be required to contribute 28% to the HSA.
2. Liability – personal injury and property damage protection in the amount of one million dollars.
3. Life insurance/accidental death and dismemberment protection in the amount that is twice the amount of the annual salary rounded to the nearest \$1,000.
4. Prescription Drug – family coverage with the deductible and co-pay dependent upon BAEA coverage.
5. Vision Insurance for administrators and their families not less than insurance provided to the BAEA.
6. Dental Insurance for administrators and their families with 100% of the premium covered by the district.

7. Administrators may “opt out” of any health insurance coverage by providing proof of another coverage to the Business Manager of the District, providing the insurance is not provided by a member of the same Health Care consortium as the Bellwood-Antis School District. Additionally, the administrator can reduce their existing health insurance from any coverage to Employee Only coverage. Employees who opt out will be paid 25% of the premium for the coverage he/she held prior to electing to opt out of the coverage or reduction in coverage. The payment of this 25% will be paid over 24 pay periods. An employee may opt out or opt back into coverage one time in a calendar year unless the employee has experienced a spouse’s loss of employment, divorce with spouse, the death of a spouse or retirement.
8. Any other insurance afforded to either the BAEA or the non-professional union.
9. Any insurance plan changes in the BAEA agreement that are less than currently received by the administrators would not take effect until the renewal of this agreement.

E. Holidays

Independence Day, Community Picnic Day, Labor Day, Veteran’s Day, Thanksgiving Day, First Day of Buck, Martin Luther King Day, Christmas Eve, Christmas Day, New Year’s Day, President’s Day, Good Friday, and Memorial Day. If any of the holidays fall on Saturday or Sunday, the Superintendent shall designate any appropriate weekday as that holiday. If an administrator is required to work a holiday another day may be substituted.

F. Vacation

Administrative staff employed for 260 days shall be granted 15 days of vacation per year, 20 days after five (5) years of service, and 25 days after ten (10) years of service. All service must be in the Bellwood-Antis School District. All administrative staff shall be granted four (4) additional vacation days to be used at their discretion subject to the approval of the Superintendent.

The Superintendent shall administer the schedule for use of vacation days. Vacation days earned by June 30 of one school year must be used by August 20th of the next year. At the Superintendent’s discretion and providing that extenuating circumstances exist, he/she may extend the date that vacation days must be used by the administrator. The administrator requesting the extension must do so in writing and give a detailed explanation of the extenuating circumstances.

Vacation must be requested and approved by the Superintendent in advance. Any changes during the year must be requested in writing and

approved by the Superintendent two weeks prior to the intended use of vacation. If **unforeseen or unusual job related circumstances** exist and an administrator cannot use all of their vacation days, the administrator will submit a letter to the Superintendent giving detailed explanation as to why the days could not be used. At the discretion of the Superintendent, the letter will be forwarded to the Board with a request from the Superintendent to have the unused vacation days converted to sick days.

G. Extended Disability Leave

Maximum leave of absence without pay up to two (2) years and continuation of all insurance benefits to a maximum of one (1) year.

H. Termination of Employment by Retirement

Any administrator shall submit a letter of resignation no later than February 1st of the year of retirement indicating plans to enter the Public School Retirement System. The retirement letter should specify the last day worked and the retirement date. Should the retirement letter not be submitted by February 1st of the year of retirement, the administrator loses all retirement benefits of the Act 93 agreement or any future Act 93 Agreements.

Upon retirement, the administrator will receive the BAEA amount per unused sick day to apply toward healthcare. This will be tax free for the retired administrator. This will be utilized by the District to pay health insurance premiums for the employee without the option for employee to receive it as cash, while the monies last.

Unused sick days must go into a Health Retirement Account (HRA) upon retirement at a rate of \$75.00 per day.

I. Longevity Salary

Contingent upon a satisfactory evaluation and in addition to the regular salary increase, each administrator shall be eligible for the following salary adjustments during the listed years:

	<u>Annual Increase</u>	<u>Cumulative Increase</u>
31 st Year	\$1,000	\$1,000
32 nd Year	\$1,000	\$2,000
33 rd Year	\$1,000	\$3,000
34 th Year	\$1,000	\$4,000
35 th Year	\$1,000	\$5,000

Starting with the 36th year, the administrator's salary shall not include any longevity salary. With the implementation of this schedule during

2002-03, if an administrator qualifies, they shall begin receiving the cumulative increase.

The administrator accepting the longevity pay understands that starting with their 36th year their salary will be reduced by **\$7500**. An administrator can refuse longevity pay by doing so in writing to the Business Manager prior to receiving the longevity pay.

Service shall be as defined by PSERS.

Example:	<u>Regular Increase</u>	<u>Longevity Increase</u>	Total
<u>Salary</u>			
30 th Year			
\$70,000			
31 st Year	\$2,325	\$1,000	
\$73,325			
32 nd Year	\$2,325	\$1,000	
\$76,650			
33 rd Year	\$2,325	\$1,000	
\$79,975			
34 th Year	\$2,325	\$1,000	
\$83,300			
35 th Year	\$2,325	\$1,000	
\$86,625			
36 th Year	\$2,325	- \$7,500	
\$79,125			

This individual received an additional \$15,000 during the 31st to 35th years because the increase is cumulative.

J. Retirement Benefits (as applicable for the coverage)

Hospitalization, Prescription, Vision, Dental and any other insurance benefits received during employment will continue with monthly premiums paid to the district.

K. Termination of Employment by Death

In the event of death, it shall be considered the same as retirement and all fringe benefits that either are payable, or an eligibility to continue under a program exists, shall be extended to the retiring employee's estate/dependent until the month and year the employee would have reached age 65.

V. Conferences/Workshops

The board shall pay, within the limits of appropriations, the reasonable expenses (including fees, meals, lodging, and/or transportation) incurred for attending

workshops, conferences or other professional improvement sessions. The Superintendent must approve all requests. The board shall also pay for membership in one professional organization of the administrator's choice.

VI. Transportation Expense

The Board shall reimburse transportation expenses incurred for designated school functions and responsibilities at the rate approved by the Internal Revenue Service.

VII. Tuition Reimbursement

The Board will provide reimbursement equal up to 12 graduate credits per year at the Penn State Rate. The District will pay the lesser of the Penn State Rate or the actual costs of the tuition. Reimbursement will not include other costs (i.e. mileage, books, fees, etc.). All post baccalaureate credits must be earned at a state approved baccalaureate degree granting institution or an institution that is a member of one of the six recognized regional accreditation agencies. No payment will be made thereunder unless prior approval has been given by the Superintendent. Superintendent must approve all course prior to Administrator enrolling into program. All Administrators should seek courses that are scheduled after school hours. If the University requires that Administrators attend classes during school hours, Administrators must use personal or vacation days to attend these classes.

In the event an employee leaves the District within three (3) years of attaining credits, for which he/she was reimbursed, the following obligations shall apply:

1. An employee who leaves the District within one (1) year of attaining credits, for which the District reimbursed, shall owe the District one hundred (100%) percent of the amount of reimbursement.
2. An employee who leaves the District within two (2) years of attaining credits, for which the District reimbursed, shall owe the District seventy-five (75%) percent of the amount of reimbursement.
3. An employee who leaves the District within three (3) years of attaining credits, for which the District reimbursed, shall owe the District fifty (50%) percent of the amount of reimbursement.

VIII. Evaluation Plan

Evaluations shall be performed in accordance with the Bellwood- Antis Board Policy #313. Annual salary adjustments shall be based on a satisfactory evaluation by the Superintendent and paragraph III of the compensation plan. Principals will be evaluated using the Act 82 of 2012 Principal Evaluation System and other Act 93 members will be evaluated using the Non-Teaching Professionals Evaluation System.

IX. Earned Doctorate

Earned doctorate increment: In order to encourage and reward advanced graduate study, administrative employees shall receive a \$2500 increment to their base salary for having attained an earned doctorate at an accredited institution.

X. Goals

Goal Development: All administrators shall develop goals annually. Goals developed will have both building and district level impact. The administrator shall submit goals to the Superintendent before the next academic year. The Superintendent will refine the goals and respond in writing to the administrator. The goals should relate to building initiatives, the district strategic plan or state/national initiatives. Goals must be substantive enough to provide a challenge without limiting the ability to carry out the regular job duties. Goals for each administrator will be forwarded to the Board by the Superintendent. The Superintendent will receive a mid-year report on goal progress from each administrator. This report will be reviewed and forwarded to the Board. Each administrator will present written evidence of goal completion, steps toward goal completion and/or reasons for goal continuation to the Superintendent by June 30th of each academic year. This report will be reviewed and forwarded to the Board prior to the August Board meeting.

XI. Arbitration of Employee Disputes

The parties agree that if an administrator wishes to file a complaint of discrimination for sex, age, disability, national origin, race, or religion, or any or any disputes or controversies arising out of or relating to his/her employment, he/she must first attempt to resolve it by arbitration before a neutral arbitrator provided through the American Arbitration Association. By way of example only, such claims include claims under federal, state and local statutory or common law, such as Title VII of the Civil Rights Act; Civil Rights of 1991; the American with Disabilities Act; the Age Discrimination in Employment Act; the Family and Medical Leave Act of 1993; the Pennsylvania Human Relations Act; The Pennsylvania Public School code of 1949, as amended; the Pennsylvania Local Agency Law; Title IX of the Education Amendments of 1972; the Equal Pay Act; Sections 1981 and 1983 of the Civil Rights Act; and other Federal, State and Local employment statutes.

XII. Benefit Improvements

Any improvement in benefits extended to future BAEA contracts will also be extended to the Act 93 members and become part of this agreement.

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Administrator Compensation Plan
July 1, 2021 through June 30, 2026**

IN WITNESS WHEREOF, the parties have set their hands and seals this 12th day of January, 2021.

BELLWOOD-ANTIS SCHOOL BOARD

BELLWOOD-ANTIS ADMINISTRATORS:

By: _____
Robert Fisher, President

Matthew Stinson, Elementary Principal

By: _____
Kim VanGorder, Board Secretary

Donald Wagner, Middle School Principal

Richard Scheirer, High School Principal

Mike Lingenfelter, Technology Coord.

Carol Beard, Director of Special Ed.

Nicole Engleman, School Psychologist

Jamie Forshey, Director of Instructional
Technology & Media