

CRAWFORD CENTRAL SCHOOL DISTRICT

ADMINISTRATIVE COMPENSATION PLAN

The Crawford Central School District Board of Directors adopts the following Administrative Compensation Plan pursuant to meet and discuss sessions. The Board recognizes the importance of maintaining an effective management team to strengthen the administration and educational programs of Crawford Central School District, to establish and improve communications, promote conflict resolution, facilitate decision making and promote positive relationships among team members.

Term of Plan

This plan is effective beginning July 1, 2018, and shall continue in effect until June 30, 2023.

Definitions

For purposes of this plan, the term "administrator" shall include the following positions:

<u>Position</u>	<u># of Workdays</u>
Director of K-12 Curriculum	249
Director of Educational Technology Integration, Grants, Federal Programs and Community Outreach	249
Director of Special Services	249
MASH Principal	249
MAMS Principal	249
CJSHS Principal	249
MASH Assistant Principal	249
MAMS Assistant Principal/Athletic Director	249
CJSHS Assistant Principal/Athletic Director	206
Director of Building, Grounds and Transportation	249
Elementary School Principals (5)	206
Assistant Business Manager	249

A. LEAVES OF ABSENCE

1. Sick leave, accumulative without limit, is provided at the rate of eleven (11) days per year for ten-month contracts and twelve (12) days per year for twelve-month contracts. Days are credited at the start of the year and are prorated if employment begins after the start of the year. See Policy #334 regarding sick leave.
2. Professional Development leave and military leave are available under the terms of the School Code and local Board Policy.
3. Arrangements for temporary absences, not otherwise provided for, are under the jurisdiction of the Superintendent. This includes "Personal Leave," with pay for short periods of time. (See #5 below)
4. An unpaid leave of absence of up to twelve (12) months duration may be requested for childbearing or childrearing, and/or educational purposes.
5. Requests for leaves of absence, other than those cited, will be presented to the School Board for their consideration. The superintendent's recommendation must accompany the request. This includes sick leave beyond that earned, if circumstances require such consideration.
6. When on unpaid leave, an employee may continue any insurance coverage, if permitted by the carrier, by remitting premium costs to the District.
7. **Bereavement Days** - An employee will be granted up to five (5) work days at any one time in the event of death of the employee's spouse, child, natural parent, step-parent, or step-child.

An employee will be granted up to three (3) work days at any one time in the event of death of the employee's father-in-law, mother-in-law, grandchild, brother, sister, or near relative who resides in the same household, or any person with whom the employee has made his/her home.

An employee shall be granted the day of the funeral in the event of death of a near relative, defined as: first cousin, grandparent, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

B. TERMINAL LEAVE/SEVERANCE PAY

Upon superannuation, early disability retirement under the PSERS, or death while in the District's employment, an employee shall receive the following benefits. In order to be eligible for these benefits, the employee must have completed six full years of employment with the District. These benefits shall not

be payable if the employee is dismissed for cause or resigns for any purpose other than retirement into the PSERS system.

1. Severance pay equal to \$1,300 for each year of service as an Administrator of the District completed prior to July 1, 2014.
2. Reimbursement for unused sick leave at the rate as per Teachers Contract per day.

Payments under this Section B shall be made to a 403(b) account.

C. CONTRACT PERIODS, VACATIONS AND HOLIDAYS

Ten-month employment requires 206 days of work per year. Twelve-month employment requires 249 days of work per year. Days of paid sick leave, personal days, vacation, and days under section 3 below shall count as days of work. Attendance to conduct school business may be necessary at other times. If an employee is specifically directed by the Superintendent or Designee to work in excess of the number of days specified above, he/she shall be compensated at his/her per diem rate of pay for each such day.

1. Twelve-month employees earn twenty (20) vacation days per year. On July 1st of each year, each administrator will receive twenty (20) vacation days. Unused vacation may be accumulated to a maximum of 40 days. As of July 1st, The first ten (10) unused vacation days over the maximum shall be converted to cash and paid to the employee at his/her per diem rate. Unused vacation days over ten (10) shall be converted to sick leave. The administrator also will have the option to have payment made to a 403b plan. Upon termination of employment for any reason, unused vacation shall be paid at the employee's per diem rate.
2. The following holidays are recognized, and except for emergency situations, work will not be required:

New Years, Human Rights Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Monday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.
(12 days)
3. Twelve-month employees are granted four (4) additional work days off during the school year. These days will be given over workdays required during the Christmas holiday and the remaining days used over spring break. The Superintendent or Designee reserves the right to request twelve (12) month administrators to report to work during these days. Should that occur, the days off will be granted later in the year.

D. RETIREMENT HOSPITALIZATION INSURANCE

1. Administrators who have reached age 50 and elect to retire after a minimum of 25 years of credited public school educational service of which the last 6 years shall have been in the Crawford Central School District, shall be eligible to receive up to 10 years of employee and spouse medical and hospitalization benefits subsidized by the School District according to the following provisions:
 - a. Payment by the District shall not exceed a maximum of \$300 per month. Future versions of this plan cannot change this amount for administrators retiring during the term of this plan.
 - b. In the event that a retired administrator, who is entitled to this benefit, works for another employer, the Crawford Central School District shall not be obligated to provide this benefit to the retired administrator if the latter's employer provides an identical or better benefit for said retired administrator.
 - c. Employees qualifying for post-retirement insurance through the payment of \$300 per month shall be eligible to receive this benefit for a maximum period of ten years beginning at retirement and ending upon eligibility, through disability or otherwise, for Medicare or Medicaid. In the event a retired administrator is eligible for insurance benefits through subsequent employment, the administrator's participation in the District's insurance plan shall be secondary to the other available benefits and shall only cover expenses which are not covered by the other insurance plan. To be eligible for the District's monthly insurance subsidy the employee under such circumstances must avail himself of any other available insurance benefits. Otherwise, the District's obligation shall cease.
 - d. The retired administrator and/or spouse shall report to the District immediately if he/she gains employment. Failure to report to the District may result in forfeiture of this retirement benefit.
 - e. The insurance carrier(s) and benefits to be provided to retired administrators shall be the same carrier(s) and benefits provided to the active District administrative employees, as revised from time to time. Any change in active employee benefits shall also apply to retirees.

E. INSURANCE

The District provides:

1. Dental insurance shall be offered on the same terms as one in effect for members of the Crawford Central Education Association bargaining unit. Health insurance shall be provided as described in the attached benefit grid, and shall consist of a qualified high deductible healthcare plan (QHDHP) with a deductible equal to the IRS minimum deductible, with no premium contribution by the employee.
2. Term life and accidental death and dismemberment insurance in the amount of \$75,000.
3. The prevailing vision program provided by the District will cover employee, spouse and dependents.

The District may provide the opportunity for administrators to purchase additional insurance coverage on a payroll deduction basis.

F. PROFESSIONAL DEVELOPMENT

With the authorization of the Superintendent, within budget limitations, payment will be made for:

1. Reimbursement of \$400 per credit hour for professional development activities - in an approved certificate program or other courses in the educational field. If tuition is less than \$400 per credit the dollar difference may be used toward books, fees, etc. The District will, upon recommendation of the Superintendent, provide financial support to participate in conferences, state, regional and national meetings.
2. Annual dues to one state and one national professional organization.

G. MILEAGE REIMBURSEMENT

For authorized District travel in personal vehicles reimbursement per mile will be paid at the current IRS rate.

H. PERSONAL DAYS

Each administrator shall receive four (4) personal days per contract year. If the administrator does not use his/her personal days, the days are added to his/her accumulated sick leave.

I. ADMINISTRATIVE EVALUATION PROCEDURE

Principals will be evaluated in accordance with the Pennsylvania Department of Education mandates.

Central Office Administrators will be evaluated based upon a satisfactory/unsatisfactory format consisting of a rubric of four (4) categories to be consistent with the teacher/principal evaluation instrument.

An unsatisfactory overall rating will result in the employee being placed on a plan of improvement. The plan will consist of identification of improvement needed in a clear and concise manner and also in the presence of an Act 93 representative.

Any Administrator has the right to appeal his/her evaluation. He/she must file a statement of dissent with the immediate supervisor within five (5) working days after the final evaluation. The immediate supervisor must reply in writing within three (3) working days of the statement of dissent. Final appeal will be made to the Board of Directors within 10 days.

The Public School Code contains certain provisions and protections regarding discipline and discharge for employees. Employees subject to this Agreement shall be afforded all of the rights set forth in the School Code in such matters.

J. SALARY

New administrators will be subject to the District learning curve. Placement on the curve is dependent upon years of experience in the position or a similar position. More consideration will be given to experience within the District than from outside. Administrators will be advanced on the learning curve at their anniversary dates.

Learning Curve - 5 years

- 1st year = 90% of maximum
- 2nd year = 94% of maximum
- 3rd year = 96% of maximum
- 4th year = 98% of maximum
- 5th year = 100% of maximum

The maximum salaries for the various positions are set forth in the attached table.

If an employee receives an unsatisfactory rating, no pay increase will be given until the employee receives a satisfactory rating. When the employee subsequently receives a satisfactory rating, the employee will receive the salary he/she would have received had the unsatisfactory rating not been given, but not retroactively.

Uncertified employees working under an emergency certificate will be paid at level one of the learning curve, until they receive the appropriate certification. When such certification is achieved, they will be placed at the appropriate place on the learning curve with placement credit for their service under the emergency certificate.

K. MISCELLANEOUS

The Act 93 group will annually notify the Superintendent as to its representatives.

If there are changes affecting this plan, or new positions to be covered by this plan, the designated Act 93 representatives will be notified and a meeting scheduled to discuss the proposed changes.

SALARIES AT 100% OF LEARNING CURVE

		18-19		19-20		20-21		21-22	22-23
% of Increase		1.0%		1.0%		1.5%		1.5%	2.0%
Director of K-12 Curriculum		\$123,302		\$124,536		\$126,404		\$128,300	\$130,000
Director of Educational Technology Integration, Grants, Federal Programs and Community Outreach		\$123,302		\$124,536		\$126,404		\$128,300	\$130,000
Director of Special Educ.		\$123,302		\$124,536		\$126,404		\$128,300	\$130,000
MASH Principal		\$120,802		\$122,036		\$123,904		\$125,800	\$128,366
MAMS Principal		\$118,302		\$119,536		\$121,404		\$123,300	\$125,866
CJSHS Principal		\$118,302		\$119,536		\$121,404		\$123,300	\$125,866
MASH Assistant Principal		\$109,067		\$110,301		\$112,169		\$114,065	\$116,631
MAMS Ass't.Principal/Athl.Dir.		\$109,067		\$110,301		\$112,169		\$114,065	\$116,631
CJSHS Assistant Principal/Athletic Dir.	94%	\$91,886	96%	\$93,120	98%	\$94,988		\$96,884	\$99,450
Elementary Principals (5)		\$107,001		\$108,235		\$110,103		\$111,999	\$114,565
Dir. of Bldgs., Grnds. & Trans.		\$100,675		\$101,909		\$103,777		\$105,673	\$108,239
Assistant Business Manager	90%	\$61,702	94%	\$65,604	96%	\$68,793	98%	\$72,085	\$76,122

Crawford Central Act 93 Representative

Superintendent of Schools

Crawford Central Act 93 Representative

Crawford Central Act 93 Representative