

AGREEMENT

between the

Central Columbia School District

and the

Central Columbia School District Administrators

2008-2013

Revised 05/17/10

ADMINISTRATION COMPENSATION PLAN

The Board of School Directors of the Central Columbia School District adopts the following Administration Compensation Plan pursuant to the "Public School Code of 1949" as amended, Section 1164. The Board recognizes the importance of an effective Management Team to maintain and strengthen the quality of administration and education programs of the district, as well as to ensure optimal decision-making, conflict resolution, and management.

I. TERM OF COMPENSATION PLAN

This plan is effective **July 1, 2008**, and shall continue to and including **June 30, 2013**.

II. DEFINITIONS

The term "Administrator" shall include the following positions for the purpose of this plan:

- Assistant Elementary/Middle School Principal
- Assistant High School Principal
- Business Administrator/School Board Secretary
- Curriculum Coordinator
- Building and Grounds Director*
- Food Services Director*
- Special Education Director
- Technology Director**
- Assistant Business Administrator/Transportation Supervisor*
- Elementary School Principal
- High School Principal
- Middle School Principal

III. COMPENSATION PLAN

- A. Any Administrator receiving a salary below the state average for that position will receive an adjustment to get to that appropriate state average. The average state salary used as a comparison should be the previous year as the year of salary calculation (e.g. 2008-2009 school year salary compared to 2007-2008 state average). The state average will be taken from the most current appropriate sources of information available from the Pennsylvania School Board Association preceding the final approval of salaries for the new fiscal year. The state average used must be adjusted by the All Cities CPI-U for January that was applicable in that contract year until the average becomes current. Any administrator in the administrative position for which the pay is being calculated less than three years as of November 1, 2007,

must spread any increases equally over the remaining years until after their third year of employment. No newly hired Administrator will receive a below state average salary after being in that position five years and receiving a satisfactory rating. *The Assistant Business Administrator/Transportation Supervisor, *Buildings and Grounds Director, and the *Food Services Director uses 62.5 percent of the Business Administrator's state average. **The Technology Director uses Assistant High School Principal state average. If an administrator begins work after March 1 of any given year, the Board will, at the time of hire, set the prorated salary for the remainder of that year and the salary for the subsequent year, which will, for purposes of this section only, be consider the first year of employment.

- Salary adjustments to the Assistant Business Administrator/Transportation Supervisor and Buildings and Grounds Director's salaries to reach the 62.5% level listed in this section will be implemented in 1/3 increments over three years.
 - Salary adjustment to the Food Service Director as of May 17, 2010, will reach the 62.5% level listed in this section on July 1, 2010, and will not be retroactive to previous years.
- B. Subsequent to the state average adjustment in Section A, administrators will receive a 3.2 percent increase for each year of the agreement based on the satisfactory performance as evidenced through evaluation by the superintendent or designee using the approved evaluation form attached. No increase would be awarded for an overall unsatisfactory rating for the year.
- C. Administrators' salaries in place at the signing of this agreement will not be subject to any retroactive adjustments to the beginning date of this agreement.

IV. EVALUATION

- A. Each Administrator will receive at least one evaluation each year by the superintendent or designee utilizing, but not limited to, the attached evaluation form.
- B. A copy of the evaluation will be provided to the Administrator in an evaluation conference within ten days of an evaluation.
- C. A difference of opinion may be registered by the evaluated Administrator and will, upon receipt by the superintendent, be immediately attached to all file copies. In the event the differences are not resolved, an appeal may be made to the personnel committee of the Board of School Directors who will schedule a hearing to resolve the issue.

V. FRINGE BENEFITS

- A. All Administrators shall be granted one emergency day and two personal days during each year of the agreement. These days will not accumulate. Administrators electing not to take their personal days may apply those to their total accumulative sick days. Twelve-month administrators shall be granted twelve sick days each year of the agreement. Eleven-month administrators shall be granted eleven sick days each year of the agreement. This sick leave shall be accumulative from year to year.
- B. Administrators will receive leave for death in the immediate family, death of a near relative, and death of a person residing in the same household as defined by the School Code, Section 1154.
- C. When absence is required because of jury duty the administrator will receive full salary during this period, but all compensation received from the court for such duty shall be turned over to the district.
- D. All administrators covered by this agreement will receive vacation days consistent with Board Policy #2620.
- E. The district will continue to reimburse administrators for tuition costs from an accredited institute of higher education. The administrator may request reimbursement for tuition when invoiced by the institution. However, if the course is not satisfactorily completed the administrator is required to make appropriate restitution to the district. If the administrator resigns within 36 months of completing reimbursed credits, the administrator must make appropriate restitution to the district for the total amount of tuition before their last payroll disbursement.

- F. The district agrees to provide full family medical insurance coverage for three hundred sixty-five (365) days essentially equal to the 80/20 PPO Plan in place at the signing of this agreement. Those selecting not to utilize paid medical insurance will receive cash in lieu of insurance benefits at the same rate as stated in the professional teachers' contract in effect at that time. The amount will be split into payments, one paid in December and the other in June. An administrator may continue coverage while on an approved unpaid leave of absence by paying the premiums. Any administrator selecting the medical coverage shall contribute:
- a) 6% of the Health Insurance Premium plus .5% of their gross salary toward the cost of the insurance for each year beginning with the 2008-09 school year.
 - b) 6% of the Health Insurance Premium plus .6% of their gross salary toward the cost of the insurance for each year beginning with the 2009-10 school year.
 - c) 7% of the Health Insurance Premium plus .7% of their gross salary toward the cost of the insurance for each year beginning with the 2010-11 school year.
 - d) 8% of the Health Insurance Premium plus .8% of their gross salary toward the cost of the insurance for each year beginning with the 2011-12 school year.
 - e) 9% of the Health Insurance Premium plus .9% of their gross salary toward the cost of the insurance for each year beginning with the 2012-13 school year.

In addition, the District agrees to provide a "Buy-up" option to the Twin PPO Plan beginning July 1, 2008. Employees choosing the Twin PPO Plan will contribute an additional sum per pay period equal to the rate defined in the Professional Teachers contract in effect for that year. Insurance contributions will be made via payroll deduction.

- G. The district agrees to provide full family visual coverage and full family coverage for a basic and supplemental dental plan equal to the existing coverage in place at the signing of this agreement.
- H. The district agrees to provide medical insurance coverage for all retiring administrators based on the unused sick leave days accumulated at the time of retirement. At retirement the benefit will be calculated at the same rate as defined in the Professional Teachers contract in effect for that year. The total sum calculated, shall be utilized to purchase medical insurance at any level offered by the district carrier. If the administrator uses all accumulated monies before reaching eligible age for supplemental insurance, he/she will be eligible to continue such insurance coverage by making payments as provided in Board Policy #1040. This benefit will be discontinued should the retiree die before fully utilizing all monies.
- I. The district will purchase term life insurance equal to three times the administrator's annual salary subject to limits imposed by the carrier.
- J. The district, recognizing the value of educational research findings and other information which Administrators receive from their professional staff, will continue to pay the Administrators' local, state and national association dues.

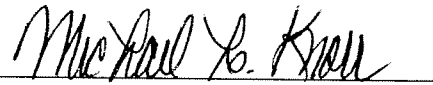
- K. The district will continue to provide the Administrators with group income protection insurance.
- L. Any administrator who retires will receive a retirement increment at the same rate and method as defined by the Professional Teachers contract in effect for that year.
- M. The district agrees to deduct monies for tax-sheltered plans for administrators by means of payroll deduction or direct deposit. The allowable plans are specified in Board Policy #1050 and any other Administrators' Plans in effect on June 30, 2008.
- N. The district agrees to make payroll deductions for the Philadelphia Federal Credit Union and utilize direct deposit for any financial institution. The administrator shall designate to the district those institutions that are to receive direct deposit monies. The district shall establish rules, procedures and forms that it deems necessary to administer payroll deductions and direct deposits.
- O. Administrators may be reimbursed for registration and travel costs for approved conferences, workshops, meetings, or clinics. Mileage will be reimbursed at the rate per mile allowed by the IRS, and lodging at the rate required at the facility that hosts the conference. The administrator must submit the proper forms and substantiating documentation in order to qualify for reimbursement.

VI. CERTIFICATION OF AGREEMENT

This Agreement shall be effective **July 1, 2008**, and shall be in effect through **June 30, 2013**.

Approved this 19th day of November, 2007.

Central Columbia School District
Bloomsburg, PA 17815


School Board President


Administrators' Representative

Attest: 
School Board Secretary

Attachment

CENTRAL COLUMBIA SCHOOL DISTRICT
4777 Old Berwick Road
Bloomsburg, PA 17815

ADMINISTRATIVE PERFORMANCE EVALUATION

Administrator _____ **Title** _____

Time Period: From _____ **To** _____

Evaluator _____ **Title** _____

The administrator indicated above is being evaluated in several key areas using the ratings S - Satisfactory; N - Needs Improvement; and U - Unsatisfactory.

1.	Projects a positive work attitude	S	N	U
2.	Strives for personal professional growth and development	S	N	U
3.	Displays high standards of personal integrity	S	N	U
4.	Uses time efficiently.....	S	N	U
5.	Copes with stress successfully.....	S	N	U
6.	Adapts to change readily	S	N	U
7.	Demonstrates loyalty to the school district	S	N	U
8.	Completes tasks in a timely manner.....	S	N	U
9.	Uses professional judgment effectively	S	N	U
10.	Demonstrates effective planning, scheduling, and organizational skills	S	N	U
11.	Displays ability to delegate responsibility	S	N	U
12.	Works well with others.....	S	N	U
13.	Supports/Promotes staff growth and development.....	S	N	U
14.	Uses communication skills effectively.....	S	N	U
15.	Uses resources efficiently.....	S	N	U
16.	Resolves conflicts successfully	S	N	U
17.	Demonstrates effective supervisory/leadership skills	S	N	U

Evaluation Continued on Reverse Side

COMMENTS:

Signature of Evaluator _____ **Date** _____

--

I acknowledge that I have reviewed this form and that I have been given an opportunity to discuss it with my evaluator.
My signature does not necessarily mean that I agree with this performance evaluation.

Signature of Administrator _____ **Date** _____

Revised 5/20/10