

**AN ADMINISTRATIVE/MEMBERS OF MANAGEMENT TEAM PLAN
FOR SOUTHMORELAND SCHOOL DISTRICT**

July 1, 2022 through June 30, 2025

The membership of the administrative personnel shall include, but not be limited to, the following positions, when they are filled:

ACADEMIC ADMINISTRATORS

Assistant to the Superintendent

High School Principal

Assistant High School Principal

Middle School Principal

Elementary School Principal

Primary Center Principal

ADMINISTRATORS/DIRECTORS

Food Service Director

Technology Coordinator

Computer Network Administrator

Working Custodian Supervisor

School Safety and Security Coordinator and School Police Supervisor

The Board of Directors shall meet with the Administrative/Management Team annually to adjust position titles/responsibilities as necessary, if applicable.

1.0 SALARY

Salaries for those administrators currently holding the designated positions as of July 1, 2022 are as follows:

Academic Administrators	2022-2023	2023-2024	2024-2025
Assistant to the Superintendent	\$120,250	\$120,500	\$120,750
High School Principal	\$119,153	\$119,403	\$119,653
Assistant High School Principal	\$87,061	\$88,454	\$89,869
Middle School Principal	\$94,976	\$96,496	\$98,040
Elementary School Principal	\$97,892	\$99,458	\$101,049
Primary Center Principal/Director of Special Education	\$98,970	\$100,554	\$102,163
Administrators/Directors			
Food Service Director	\$53,000	\$53,848	\$54,710
Technology Director	\$91,875	\$92,125	\$92,375
Computer Network Administrator	\$72,276	\$73,432	\$74,607
Working Director of Buildings/Grounds	\$64,190	\$65,217	\$66,260
Working Custodial Supervisor	\$50,800	\$51,613	\$52,439
Ten Month Administrators/Directors			
School Safety and Security Coordinator and School Police Supervisor	\$54,864	\$55,742	\$56,634

The School Board 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.

2.0 MEDICAL BENEFITS

PPO Option G, vision care coverage, and dental benefits will be provided to the administrator or such plan of general applicability for other district nonprofessional employees then in effect.

2.1 The employer reserves the right to change insurance carriers for coverage referenced in item 2.0 above.

2.2 Waiver of Hospitalization Benefits, (PPOA, Vision, and Prescription Coverage) An employee whose spouse also works in the school district and who is covered by the spouse’s

hospitalization plan may elect to accept one thousand five hundred dollars (\$1500) per year in lieu of coverage. An employee whose spouse works outside of the school district and is covered by their spouse's hospitalization program may accept two thousand (\$2000) dollars per year in lieu of coverage.

- 2.3 The employee contribution toward the monthly Health Care Plan Premium shall be 10% (uncapped). The district will continue to fully fund vision and dental coverage.
- 2.4 Life Insurance: Group Term Life Insurance Policy shall be provided by the employer for all administrators/members of the management team in the amount of \$100,000 for each year of this agreement (subject to Insurance Underwriter's approval).

3.0 LEAVE BENEFITS

- 3.1 Personal Leave Days - Two (2) personal leave days per year, non-cumulative, shall be used at the discretion of the administrator. The Superintendent shall be notified by the administrator at least forty-eight (48) hours in advance of the date requested for a personal day, when possible. The Superintendent may, at his discretion, waive this requirement. Each day of unused personal leave shall be added to the administrator's sick leave the following year.
- 3.2 Emergency Leave Day - An administrator shall be granted one (1) emergency leave day. Upon returning to his/her position, the administrator shall submit, in writing, the reason for his/her absence to the Superintendent for his/her decision.
- 3.3 Sick Leave Days - Sick leave days can be accumulated with no limitations. Ten (10) month administrators will receive thirteen (13) days per school year. Twelve (12) month administrators will receive fifteen (15) days per school year. One sick day can be used as an additional personal leave day per year.
- 3.4 Notification of Accumulation of Sick Leave – Administrators shall be given a written Accounting of accumulated sick leave days, years of service and salary no later than September 30 of each school year. Sick leave shall be credited to the administrator on the first day of July of each school year in accordance with the provisions of the School Code.
- 3.5 Extended Uncompensated Sick Leave – The Board shall grant leave without compensation to any administrator who, because of a single catastrophic accident or illness, uses all of his/her accumulated sick leave in accordance with the following terms:
 - a). If sick leave is totally exhausted after the first day of work in the contract year, the administrator shall be placed on the unpaid sick leave through the following June 30.
 - b). If sick leave is totally exhausted after January 1, the administrator shall be placed on unpaid sick leave until the following January 1.

3.6 Parental Leave – A parental leave not to exceed one (1) year in length shall be granted to Administrator for the purpose of rearing children recently born or adopted. However, upon request, the Board may grant an additional period of time. The administrator shall provide the Superintendent with a minimum of thirty (30) days notice at the beginning of said leave and a minimum of thirty (30) days notice at the end of such leave.

- While on parental leave, no salary shall be paid to said administrator.
- The administrator shall be entitled to continue insurance benefits at his/her own expense by remitting the cost to the school district.
- The administrator may use accumulated sick leave while disabled during pregnancy. All fringe benefits shall apply during the period of such disability at no cost to the administrator. In cases where pregnancy should terminate by medical complications, the administrator requesting leave retains the right to terminate the parental leave with thirty (30) days notice to the employer.
- The administrator shall be entitled to resume his/her former position and shall enjoy all rights and privileges to which the administrator was entitled at the commencement of such leave.

3.7 Legal Leave – The administrator called for jury duty or subpoenaed by the court for school-related business shall be granted leave for the court for this purpose. An administrator shall be paid the difference between his/her per Diem salary and the amount received by him/her for such duty.

The administrator shall suffer no loss of salary, benefits, or other contractual advantage as a result of such leave. Additionally, administrators subpoenaed to court for reasons other than those stated, who have prior approval by the Superintendent, shall receive approved leave without pay.

3.8 Professional Development Leave – Professional development leaves of absence shall be granted to any administrator as outlined in the Pennsylvania School Code. The administrator, while on professional development leave of absence, shall retain all rights granted as though they were in daily attendance. Except for sabbatical leaves taken for the restoration of health, all notifications requesting a sabbatical or professional development leave must be submitted by May 1 of the school year preceding the school year in which the leave will be taken

- The administrator requesting a professional development leave of absence for the purpose of study must earn a minimum of *nine (9) graduate credits or 12 undergraduate credits* from a college or university for each semester of absence.

Following completion of the course(s), transcripts and a receipt from the college or university shall be filed in the office of the Superintendent.

- The administrator taking a sabbatical leave of absence for the purpose of restoration of health shall submit medical verification in writing indicating that the administrator is in need of a sabbatical. Prior to returning to full service, the administrator must submit medical verification in writing indicating that the administrator is able and capable of performing the job responsibilities to which the administrator is assigned.
- The administrator, upon return from sabbatical or professional development leave, will be placed on the salary schedule at the level s/he would have achieved had s/he remained in full service. The administrator will be returned to the same position held prior to the leave of absence.

3.9 Bereavement Leave – Whenever an administrator shall be absent from duty because of a Death in the immediate family of said administrator, there shall be no deduction of salary for said administrator for an absence not in excess of five (5) consecutive calendar days, one of which is the day of interment or cremation.

- Members of the immediate family shall be defined as father, mother, brother, sister, son daughter, husband wife, parent-in-law, daughter-in-law, son-in-law, grandchild, or near relative who resides in the same household or any person with whom the administrator has made his/her home.
- When an administrator is absent because of the death of a near relative or a near relative of his/her spouse, one (1) calendar day of bereavement leave shall be granted. The bereavement day must be either a day of viewing or the day of burial/cremation/memorial service.

4.0 PAY

4.1 Method of Pay – Each administrator shall receive his/her annual salary commencing with the first pay in July, and will be paid every other Friday thereafter. The amount to be received, in equal installments, will be equal to the quotient arrived from dividing the yearly salary by the number of pays for a given school year.

4.2 Travel Pay – Any administrator who must travel during the course of his/her duties shall be Reimbursed at the ration allowable by the Internal Revenue Service.

5.0 LEGAL AID

The legal services of the school district's solicitor will be available for all administrators if and when they are involved in litigation which is directly related to their job responsibilities. The district will continue to maintain its extensive liability insurance protection for Administrators.

6.0 HOLIDAYS

Administrators are entitled to the following paid holiday schedule:

January 1

Good Friday (plus either the Thursday before or the Monday after)

School Picnic

Memorial Day

Independence Day

Labor Day

Veterans' Day

Thanksgiving and the day after

Christmas Day, the day before, and the day after, exclusive of Saturdays and Sundays

**Two (2) Floating Holidays to be used at the discretion of each Tier I or Tier II employee

When school is in session or when an Act 80 day or in-service day occurs on one of the aforementioned days, the holiday may be converted to a vacation day at the discretion of the Tier I or Tier II employee with the approval of the Superintendent.

**Floating Holidays require the approval of the Superintendent and may only be taken when school is not in session, this includes Act 80 days and in-service days.

7.0 VACATION DAYS

Twelve (12) month employed administrators are entitled to twenty (20) days of vacation per school year Ten (10) month employed administrators shall be entitled to ten (10) days of vacation per school year.

- Vacation days are to be submitted to and approved by the Superintendent.
- Unused vacation days may be converted to sick leave days or a limitation of fifteen (15) vacation days may be carried over to the following year, *but no more than fifteen (15) days may ever be totally accumulated and transferred to the following year.*
- The administrator must notify the Superintendent by June 30 of each year as to how the unused vacation days are to be classified.
- The administrator may use no more than thirty-five (35) vacation days in a single school year.

8.0 STATE/NATIONAL EMERGENCY DAY

The Superintendent will notify Administrative/Management Team members whether and which ones' physical presences are required at school or whether and for what period or periods they are to work by electronic, telephonic or other means. There shall be no provision for extra compensation beyond their salary.

9.0 MEMBERSHIP IN PROFESSIONAL ORGANIZATION

The school district will pay the dues of each administrator to one (1) national and one (1) state professional organization.

10.0 ATTENDANCE AT CONFERENCES

The administrator may have the privilege of attending one (1) national professional educational conference once every three (3) years and one (1) state or regional professional educational conference annually. All expenses to be paid by the district will include travel, registration, meals, hotel, and related expenses.

11.0 TUITION REIMBURSEMENT

11.1 Academic Administrators

Tuition will be reimbursed for up to 15 college level credits earned per fiscal year.

The administrator must have prior approval of the Superintendent and the Board of Directors for any courses to be taken. Courses must be applicable to the area of responsibility. The administrator must receive a grade of "C" or better in the course(s) taken and must provide a receipt from the college or university at which the course(s) was taken, as means of verifying cost per credit in order to receive reimbursement. The Board shall pay for credits earned at the graduate rate of the university attended, not to exceed the combined average of graduate rates of University of Pittsburgh, Penn State, Indiana University of Pennsylvania and California University of PA (Pennsylvania Western University). Administrators who were enrolled in a program prior to June 30, 2020 with approval from the Superintendent will be reimbursed at full cost of up to 15 credits per fiscal year.

Administrators/Directors

Tuition will be reimbursed for up to 12 credits per fiscal year at a rate of up to \$200.00, with a lifetime maximum of 36 credits. The administrator must have prior approval of the Superintendent and the Board of Directors for any courses to be taken. Courses must be applicable to the area of responsibility. The administrator must receive a grade of "C" or better in the course(s) taken and must provide a receipt from the college or university at which the course(s) was taken, as means of verifying cost per credit in order to receive reimbursement.

- 11.2 All administrators must submit a request for approval (in writing) to the Superintendent and Board of Directors by December 31 of his or her intention to request credit

reimbursement for the forthcoming fiscal year. The administrator must notify (in writing) the Superintendent and Board of Directors once he or she has a start date for their program. If circumstances change and the administrator does not plan to start a program during that fiscal year they must also notify (in writing) the Superintendent and Board of Directors.

- 11.3 Unless approved by the Superintendent and Board of Directors in advance, credit will not be reimbursed if classes or coursework is taken during the regular school day.
- 11.4 If the employee fails to maintain employment with the district for the periods of time immediately following the day on which the district paid for the credit set forth below, the employee shall reimburse the district or have deducted from any remuneration, including accumulated wages or other monies still due, as follows:
 - a. If within twenty-four (24) months; 100 percent of the amount paid by the district,
 - b. If more than twenty-four (24) and up to thirty-six (36) months: then 50 percent of the amount paid by the district, and
 - c. If more than thirty-six (36) months, then no reimbursement is due.

12.0 RETIREMENT

Refer to the Retirement Plan for Southmoreland School District Administrative/Management Team for Southmoreland School District Administrative/Management Team members who are professional employees for fiscal years 2022-2023, 2023-2024 and 2024-2025.

RETIREMENT INCENTIVE PLAN FOR SOUTHMORELAND SCHOOL DISTRICT ADMINISTRATORS/MEMBERS OF MANAGEMENT TEAM

1.0 ELIGIBLE RETIREE

To be eligible for the Retirement Incentive Plan, the following criteria must be met:

- 1.1 Individual must be a current administrator/member of the management team in the Southmoreland School District and have either reached the age of 62 and/or been employed by the Southmoreland School District for the last (8) years, or acquired at least twenty-five (25) years of service in a retirement system, of which the last eight (8) must have been with the Southmoreland School District.
- 1.2 Six Months Notice – A person may exercise his/her right to retire under this retirement incentive plan by submitting a signed letter of resignation to the office of the Superintendent

on or before 6 months (180) days prior to the effective date of retirement. Health and personal reasons demanding a more immediate retirement decision will be considered by the Board on an individual basis requiring a public vote by the School Board.

- 1.3 The person so exercising his/her right to retirement understands that by delivering the above signed letter that he/she will receive only the benefits of the Plan from the District and that he/she is releasing the District of all rights, charges, claims, demands, actions and causes of action whether by suit, grievance or otherwise that might be associated with this retirement allowance.
- 1.4 The prospective retiree will not be an eligible retiree if:
 - a). he/she has been convicted of a crime listed in 24 PS 1-111 or a felony or misdemeanor involving theft or honesty at any time before the effective date of retirement or;
 - b). has been terminated for cause or is undergoing termination proceedings which ultimately result in his/her termination for cause even if the proceedings extend beyond the proposed effective date of retirement.

2.0 YEARS OF SERVICE

As used herein means completion of at least eighty percent (80%) of the year of school service as a school employee for which the required contributions have been made pursuant to the Public School Employees Retirement Code, 24 PA C.S.A. 8101 et seq. In case of less than eighty percent (80%) of the "year of service." The school employee shall be entitled to a corresponding percentage of a "year of service: in computing eligibility for the benefits herein: e.g., seventy-nine percent (79%) of the year of school service equals seventy-nine (79%) of a year of service."

3.0 PROGRAM

- 3.1 If an eligible retiree notifies the Superintendent of his/her intention to retire by as per 1.2 Above the eligible retiree and spouse shall continue to receive coverage as set forth in the Administrative Members of Management Team Plan (Act 93 of 1984) for that Corresponding period of time for hospitalization, vision care coverage, and dental benefits with the district paying the rate in effect on the effective date of retirement and the retiree responsible for any increased cost to the retiree for six (6) years. In the event of the death of the retiree, the aforementioned benefit shall apply to the surviving spouse.

This benefit shall terminate upon the earliest of:

- a). the death of the eligible retiree who is not married;
- b). the retiree attaining eligibility for Medicare benefits either by age or disability status or in the case of a deceased retiree who left a surviving spouse, when the deceased retiree would have attained the age of eligibility for Medicare benefits; or

c). six (6) years from the effective date of retirement.

3.1.2 If a future Administrative Members of Management Team Plan presents a different Hospitalization, physician and major medical plan or carrier for those fringe benefits coverages, the retiree and/or spouse who opts to receive coverage through the group benefit plan will be enrolled in the new plan equivalent in coverage to that offered to the Administrative Members of Management Team Plan employees but the length will be determined by this plan.

3.2 Payment of Unused Sick Days – In addition to the payment under Section 3.1, an eligible Retiree shall also be eligible to be reimbursed for unused accumulated sick days as follows: Sixty dollars (\$60) per day for each unused sick day up to a maximum of two hundred seventy (270) days.

3.3 Payment of Unused Vacation Days – If the administrator/member of the management team forfeits any of his/her vacation days the year before retirement, the administrator/member of the management team shall receive payment of up to twenty (20) unused vacation days at his/her per diem rate. The per diem rate is calculated by dividing his/her salary by two hundred sixty (260) days. The payment of unused vacation days shall be paid in a lump sum within one (1) month following the effective date of retirement.

3.4 Professional Development Leave – By selecting this “Retirement Incentive Plan” the Retiree surrenders all rights to a professional development leave as outlined in the Pennsylvania School Code. An employee, who subsequent to the submission of a letter of resignation of the Office of the Superintendent with an effective retirement date, finds it necessary to take a professional development leave, may do so by returning all financial inducements received as a result of this “Retirement Incentive Plan for Southmoreland School District Administrators/Members of Management Team,” and by surrendering all rights and privileges, both present and future, enumerated in this plan.

4.0 FINALITY

Once submitted to the Superintendent, a written resignation submitted pursuant to this Retirement Incentive Plan may not be withdrawn without the consent of the Board of School Directors assembled in a public meeting.

4.1 The Board of School Directors shall not withdraw this retirement incentive plan for an eligible employee after he/she has properly elected participation therein.

4.2 Upon the death of the eligible retiree, after having submitted his/her resignation and before

the due date, any payments and benefits still due shall transfer to his/her beneficiary previously designated in a signed writing and filed with the Superintendent; but if none, then to his/her estate.

EFFECTIVE DATE:

This agreement is made and entered into this 14th day of July, 2022 by and between the Southmoreland School District and the Southmoreland Administrative/Management Team.

SCHOOL DISTRICT:

Michelle Williams _____ 7/14/2022 _____
Board President Date

Margaret Parasaw _____ 7/14/2022 _____
Board Secretary Date

ACT 93 LEAD NEGOTIATOR:

[Signature] _____ 7/14/2022 _____
Date



Agenda Item Details

Meeting Jul 14, 2022 - Voting Meeting
Category H. PERSONNEL
Subject 2. Approval of Act 93 Agreement
Access Public
Type Action, Discussion, Information
Recommended Action The Board is asked to approve the District Administrators' Act 93 Agreement for the time period from July 1, 2022 through June 30, 2025.

Public Content

Motion Mr. Frund
Second Mr. Lizza

Roll Call Vote:

Yes Dr. Fike

Yes Mr. Frund

absent Mrs. Geyer

Yes Mr. Lizza

Yes Mrs. ORear

absent Mr. Pawlikowsky

Yes Mr. Shipley

Yes Mrs. Smith

Yes Mrs. Williams

Aye 7 Nay 0 Pass 0 Absent 2

Administrative Content

Executive Content