

Wyalusing Area School District
42 Main Street, PO Box 157
Wyalusing, PA 18853

ACT 93
LEADERSHIP TEAM EVALUATION/COMPENSATION
PLAN

JULY 1, 2016 THROUGH JUNE 30, 2020

“It’s never crowded along the extra mile.”-Wayne Dyer



BOARD ADOPTED: June 13, 2016 (Pending)

WYALUSING AREA SCHOOL DISTRICT

NON-DISCRIMINATION POLICY

The Wyalusing Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender, religion, age, veteran status, political activities, sexual orientation, marital status, or disability in its activities, programs or employment as required by Title VI, Title IX, Section 504, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. In addition, information and grievance procedures referencing Title IX or Section 504 should be directed to the School District Superintendent, Title IX and Section 504 coordinator, in the Wyalusing Area School District Administration Office at 42 Main St. PO Box 157, Wyalusing, PA 18853, or (570) 746-1605.

I. INTRODUCTION:

In compliance with Section 1164 of the Public School Code of 1949, as amended, (Act 93 of 1984) and in recognizing the need for a strong administrative management team, the Wyalusing Area School District Board of Directors establishes this Management Team Evaluation/Compensation Plan.

For the purposes of this Agreement, the term Administrator shall refer to any position covered by this Agreement.

This Agreement shall be in alignment with the Fair Labor Standards Act (FLSA). Any Act 93 employee who is eligible for overtime pay under the FLSA shall be compensated for overtime via compensatory time (comp time) at the rate of 1.5 x the number of hours of overtime worked.

II. TERM OF PLAN:

- A. The Management Team Evaluation/Compensation Plan will be for a term of four (4) years, and will be used to determine salaries for administrators covered under the plan for the period July 1, 2016, through June 30, 2020.

III. PROCEDURES FOR MEET AND DISCUSS:

- A. Session #1

An informal meeting should be conducted between a committee of the Board and a committee of administrators or a representative for the purpose of sharing ideas and concerns pertaining to the evaluation/compensation plan.

- B. Session #2

An informal meeting should be conducted between the committee of the Board and a committee of administrators or a representative for the purpose of presenting specific proposals for new compensation plans or altering the compensation plan already in force.

- C. Session #3

The Management Team Evaluation/Compensation Plan should be presented to the entire Board in a formal setting for their approval.

- D. In the spirit of understanding, both parties agree that communications regarding meet and discuss issues may occur at any time the need arises. This action can be initiated by either party with every effort made to do so by mid-February of each year.

IV. THE EVALUATION PROCESS:

- A. An evaluation system is an important part of the Management Team Evaluation/Compensation Plan. Administrators are evaluated and rated in order to determine their success related to job performance criteria and management objectives. They are also rated to improve their performance and to establish appropriate building and program goals to increase student achievement.

B. Guidelines for a good evaluation system:

- 1.. Evaluation should be carried out in an atmosphere of mutual trust and benefit.
- 2.. Evaluation should focus on growth and development.
- 3.. Evaluation should involve self-evaluation and evaluation by immediate supervisor.
- 4.. Evaluation should be monitored to determine its effectiveness.

C. Developing and prioritizing goals:

1. Management goals/objectives are developed by the Act 93 administrator "Administrator" and the Evaluator.
2. These goals will be agreed upon by the Administrator and the Superintendent.
3. If Board review of goals is requested, it would be completed in the May Board meeting in executive session.

V. EVALUATION/COMPENSATION SCALE: An annual increase will be granted to each Administrator who is evaluated at the level of Adequate or above with the exception that in no event will an Administrator's salary exceed the maximum annual salary as per the contract Administrator salary ranges as per Appendix 1 of this Agreement.

A. The following criteria should be used when utilizing the non-certificated Administrator's job description and yearly goals:

Poor - Does not meet all necessary standards.

Adequate – Meets all necessary standards.

Accomplished – Exceeds necessary standards. Meets high levels of expected performance and successfully completes management objectives.

Strong - Exceeds high levels of expected performance and completes management objectives with distinction.

Superior – Significantly exceeds high level of expected performance. Completes management objectives with distinction. Makes a unique and substantial change/improvement in district operations/student performance.

B. Evaluation scale and numerical rating system.

The following formula will be used in determining the non-certificated administrator's salary increase for the year:

$$(\text{Job Description Criteria}) + (\text{Management Objectives}) = (\text{Rating/Salary Increase})$$

$$(\text{JDC}) \quad + \quad (\text{MO}) \quad = \quad (\text{R/SI})$$

$$\text{Possibility: } (100 \text{ points}) \quad + \quad (30 \text{ points}) \quad = \quad (130 \text{ points})$$

Category	% Range	Point Range	Salary Increase %
Poor	0 - 59%	0 - 77	0%
Adequate	60 - 69%	78 - 90	1%
Accomplished	70 - 89%	91 - 116	2.0%
Strong	90 - 96%	117 - 125	2.5%
Superior	97-100%	126 - 130	3%

Non-certificated educators are required to register in the PDE TIMS (Teacher Information Management System) as a non-certificated educator per PDE guidelines. This applies to any Act 93 non-certificated employee who works with students (i.e. Athletics Game Manager).

Any new evaluation tools required by PDE for certificated employees negate this evaluation model. A “Meet and Discuss” meeting will be held prior to a new model being used. Currently the PDE forms 82-2 and 82-3 are being used for certificated employees. See the samples in Appendix 2.

For Certificated Employees

Rating Category	Total Earned Points	Salary Increase %
Distinguished	2.50-3.00	3%
Proficient	1.50-2.49	2.0-2.75%
Needs Improvement	.50-1.49	1.0-2.0%
Failing	0.00-.49	0%

Administrator salaries must fall within the ranges established in this Agreement. Administrators achieving the maximum salary in their job category will be capped at that level. Annual cost of living raises will be provided based on performance, but the % increase will not be added to the base salary for the next year.

If a poor rating is received, the Administrator will immediately be placed on a corrective action plan. Salary will be frozen until Administrator receives 2 consecutive satisfactory ratings. The Administrator will meet at a minimum on a quarterly basis with the superintendent to monitor the corrective action plan progress. See the sample rating forms at the end of this Agreement.

VI. SALARY ADJUSTMENT SCHEDULE FOR JULY

- A. By mid-June, the Administrator and the Superintendent will meet to discuss the Administrator's management objectives and review the Administrator's job description for the coming school year. (July 1 - June 30)
- B. By July 31, all management objectives and job description criteria will be finalized for the coming school year. (July 1 - June 30)
- C. Quarterly meetings will be held during the year to discuss the progress of the Administrator's management objectives and job description.
- D. By mid-May, each Administrator shall submit a final report on his/her management objectives and a self-evaluation on his/her job description.
- E. By mid-June, all Administrative evaluations will be completed (self-evaluations and supervisor's evaluation) for the July 1 salary adjustment.
- F. Salary adjustments based on the evaluation results will be automatically instituted for the first pay in July.

VII. FRINGE BENEFITS

1. SEVERANCE PAY. Any Act 93 Administrator retiring in accordance with the regulations of the Pennsylvania State Employee Retirement System (Eligible Retiree) shall have the right to retire upon notifying the Secretary of the Wyalusing Area School District in writing at least sixty (60) days in advance. The Eligible Retiree shall be paid as part of the final year's salary by the Wyalusing Area School District forty dollars (\$40) times the years of service employed by the Wyalusing Area School District.

The Wyalusing Area School District shall pay to each Eligible Retiree the sum of thirty-five dollars (\$35) per day for each unused sick leave day to a maximum of two hundred (200) days or seven thousand dollars (\$7000) upon permanent retirement provided the Eligible Retiree is entitled to benefits under the Pennsylvania State Employee Retirement System. The Eligible Retiree shall present proof that he/she has made formal application for retirement prior to payment being issued.

2. EARLY RETIREMENT & SALARY ADJUSTMENTS. During the term of this agreement Act 93 Administrators may present requests for adjustments in salary or early retirement to the Superintendent. Final decisions on salary adjustments and early retirement incentives agreement rest with the Board of Directors.

3. CREDIT REIMBURSEMENT.

The district will pay for college credits in the field of administration, curriculum, or course work in an educational administrative position up to \$3,000 per fiscal year per employee from a United States accredited college or university. For all courses, a grade of "B" or better must be earned to be eligible for reimbursement. All courses taken shall have prior approval from the Superintendent. Persons leaving the district before one calendar year from completion date of the course must repay 100% of the cost. Persons leaving the district before two calendar years from completion date of the course must repay 50% of the cost. Additionally, if a position is eliminated by the School Board, repayment would not be required. The employee must repay any tuition due to the school district. The amount will be withheld from the last paycheck; any balance remaining must be paid within 30 days of separation from employment.

4. HEALTHCARE.

Our district is a member of the Northern Tier Insurance Consortium and coverage is currently provided through Blue Cross of Northeastern Pennsylvania and Highmark Blue Shield. The Consortium follows the contractual plan changes consistent with Blue Cross as they become approved through the Pennsylvania State Insurance Department. Blue Cross, Blue Shield coverage includes dependents to age 26 (coverage may be in place for dependents until the end of the calendar year containing their 26th birthday).

Act 93 Employees will be enrolled in the NTIC HDHP-1 plan effective July 1, 2016.

HDHP-1: The high deductible health care plan currently includes (for the single coverage) a deductible of one thousand two hundred fifty dollars (\$1,250) and a total out-of-pocket maximum of two thousand dollars (\$2,000). The plan also includes (for the non-single coverage) a deductible of two thousand five hundred dollars (\$2,500) and a total out-of-pocket maximum of four thousand dollars (\$4,000). In each case the deductible amount is included as part of the out-of-pocket maximum amount.

HRA – The employer agrees to provide a prepaid Health Reimbursement Account (HRA) in the form of a debit card of two thousand dollars (\$2,000) each day one of each plan year for each Act 93 employee who chooses the single coverage option. The debit card is for prescription use only.

The employer agrees to provide a prepaid HRA in the form of a debit card of four thousand dollars (\$4,000) each day one of each plan year for each Act 93 employee who chooses any of the non-single coverage options. The debit card is for prescription use only.

In each of the above cases (single or non-single coverage) the Act 93 employee shall have access to the HRA on day one of each plan year. The employer shall be responsible for all costs associated with the HRA.

The employer contribution of the HRA (\$2,000 or \$4,000) shall be based on the coverage that the employee is enrolled in at the time of the deposit and shall be reduced or increased throughout the contract year, to reflect enrollment changes due to I.R.S. section 125 qualifying events.

Premium Share

Single Coverage: All Act 93 employees, their first year enrolled in the HDHP-1 single coverage, will be responsible for paying a premium share of one thousand dollars (\$1,000). The employee will have the amount deducted evenly from his/her pay throughout the year to share in the cost of providing insurance. The contribution amounts will be offered on a pre-tax basis subject to Section 125 of the Internal Revenue Code.

Each year thereafter, as an incentive to become a better user of health care, the employee's premium share shall be equal to the amount of the HRA that is used to pay for health care cost during the previous year, the amount not to exceed one thousand dollars (\$1,000).

Non-Single Coverage: All Act 93 employees, their first year enrolled in the HDHP-1 non-single coverage, will be responsible for paying a premium share of one thousand five hundred dollars (\$1,500). The employee will have the amount deducted evenly from his/her pay throughout the year to share in the cost of providing insurance. The contribution amounts will be offered on a pre-tax basis subject to Section 125 of the Internal Revenue Code.

Each year thereafter, as an incentive to become a better user of health care, the employee's premium share shall be equal to the amount of the HRA that is used to pay for health care cost during the previous year, the amount not to exceed one thousand five hundred dollars (\$1,500).

The employee premium share (\$1,000 or \$1,500) shall be based on the coverage that the member is enrolled in on July 1st and shall be reduced or increased throughout the contract year, to reflect enrollment changes due to I.R.S. section 125 qualifying events.

Late Arriving Bills: It may be possible that the employer will not have access to all health care cost incurred by the employee at the time the employees premium share is set. If the employer is notified of additional costs incurred by the employee after the employee's premium share has been set, the employer shall notify the employee at least one paycheck in advance of the issue and the new premium share.

Incorrect Usage – While it is very unlikely, it may be possible that the HRA is used to pay for a procedure not covered by the health care plan. If this is the case, the employee will be notified of the incorrect usage and the employee will have one (1) month to present a repayment plan to the employer for the amount. The plan shall both repay the employer in a timely manner and be affordable to the employee.

Once the plan is agreed to the employer shall reimburse the HRA the amount incorrectly spent. If the plan is not agreed to within one month the employer may stop usage of the HRA.

Should the premiums of the healthcare plan ever increase such that they are within ten percent (10%) of triggering the ACA's excise tax, the parties agree to meet and discuss methods of avoiding/paying the tax. Should the parties not agree and fail to reduce any agreement to writing, each party agrees to follow the Agreement reached by the District and the WAEA.

B. HEALTH CARE BUY-OUT OPTION

Employees shall have the right to opt out of the District-offered health care plan in exchange for monetary compensation.

Employees who elect to opt out of the Health Care Plan shall receive annual compensation in the amount of four thousand dollars (\$4,000), either in payment or as a payment to the employee's 403(b) account, at the employee's discretion. Payment shall be made by separate check in two equal installments of two thousand dollars (\$2,000) in December and May of each year of participation, so long as the participating employee is actively employed and in compensable status at the time payment is made. Whenever an Act 93 employee is married to another district employee, they must utilize this article and only receive one plan. After the date of ratification of this Agreement, any future marriage between an Act 93 employee and another district employee will require the married couple to elect one plan and the couple will not be eligible for the buy-out, unless one or both of the employees was employed by the district prior to June 30, 2016.

Employees who elect compensation in lieu of health care insurance shall not be required to make premium share payments in those years during which they are receiving such compensation.

Participating employees must provide evidence of coverage through a different plan when notifying the School District Business Office annually of their intent to waive the School District's health care plan and to participate in the buy-out program. Notice must be given by March 31 prior to a July 1 enrollment or by November 30, if enrollment is to commence in January. Newly hired employees shall have thirty (30) days from the first active date of employment to waive the health care plan and elect to participate in the buy-out program. Compensation will be pro-rated for program enrollment that is less than one year in duration. Employees who opt out shall be prohibited from reenrolling that year, except in the event of a "life changing event" as described in Section 7.

Participating employees have the right to re-enroll in the District-offered Health Care Plan by electing not to "opt out" for the next contract (benefit) year (and subsequently enrolling at the time of open enrollment) or sooner in the event of a "life changing event," which is defined as one or more of the following:

- Marriage, divorce or legal separation of employee
- Death of employee's spouse or child(ren)
- Birth or adoption of a child(ren) by employee or spouse, change in the number of dependents
- Loss (voluntary or involuntary) of job by spouse
- Change in employment status from full-time to part-time or vice-versa for employee or spouse
- Change in spouse's health insurance coverage, which results in loss of major benefits
- Spouse becomes Medicare eligible
- Any other "event" prescribed by the Internal Revenue Service

In the event of a "life changing event," as verified or confirmed by the School District, and upon written notification to the School District and in compliance with the health insurance plan and applicable IRS regulations, reinstatement of the employee in the School District's health plan will occur immediately. Employees opting-in due to a life changing event will be required to repay, on a pro-rated basis, any opt-out payments received.

The District shall establish and maintain a Section 125 Plan in accordance with established IRS Regulations.

- C. Retirees. The Board agrees that it will make available to all Act 93 employees, who retire subsequent to the effective date of this Agreement per section 2G, a hospitalization, medical service and major medical health insurance plan.

Such coverage shall be available only upon the terms and conditions prescribed therefore by the District's insurance carrier and, if for any reason the same shall become unavailable from the District's insurance carrier, the Board shall be under no responsibility to provide substitute coverage.

Such coverage at the group rate shall be **at the full cost and expense of the retired employees** desiring the same, and the payment therefore shall be received by the Board at least ten (10) days prior to the date the Board is obligated to transmit the same to the Carrier.

In the event payment shall not be received by the Board as herein set forth, the coverage shall be terminated and, in such case, the Board shall be under no liability whatsoever to make the payment or to provide the benefits which would have been provided by the Carrier had the payment been made.

It is understood and agreed that in making this coverage available, the Board is acting only as a conduit for the transmittal of the premium to the Carrier.

- D. Employees hired at less than full-time status will have their benefits prorated. The Athletics Game Manager will receive 50% of all benefits except vacation days. There will be no paid vacation days for part-time Act 93 employees. Other part-time employees will have their benefits prorated based on the number of days he/she works per school year. (Example: 150 days/260 days = 58% of benefits)

5. DENTAL INSURANCE. The Wyalusing Area School District shall assume the costs of dental care as provided for in Blue Shield's Basic Plan of the Full-Payment Prepaid Dental Care Program for all Act 93 Administrators. The Wyalusing Area School District will make available to Act 93 Administrators family vision and family dental insurance at the rates set by the consortium. **The cost of these insurances would be paid for by the Employees through payroll deduction.** Additional benefits include 100% UCR benefits for oral surgery and 50% UCR benefits for periodontics.
6. LIFE INSURANCE. The Wyalusing Area School District shall assume responsibility for a group life insurance policy to be carried on each Act 93 Administrator during the term of this contract in the amount of \$100,000.

Furthermore, the policy shall provide each Act 93 Administrator with an accidental death and dismemberment plan in an amount equal to the life insurance policy within the limitations of the insurance provider. This insurance shall be paid for any losses which result from an accident occurring on or off the job, in addition to any other benefits.

When requested on an individual basis, each Act 93 Administrator shall be permitted to apply for an increase in the amount of life insurance provided by the Wyalusing Area School District. Each Act 93 Administrator must purchase the insurance in blocks of one thousand dollars (\$1000), subject to modification by the insurance company, payable through the use of the payroll deduction system for each pay period. The Act 93 Administrator requesting such additional insurance shall notify the Administration Office by July 1.

7. INCOME PROTECTION PLAN. The Wyalusing Area School District shall pay for the cost of an Income Protection Plan for each Act 93 Administrator with coverage of one thousand dollars (\$1000) per month with such benefits to begin on the ninety-first (91st) day.

When requested on an individual basis, each Act 93 Administrator shall be permitted to apply for an optional increase (buy-up) of income disability insurance up to sixty percent (60%) of the Administrator's salary, subject to modification by the insurance company, payable through the use of payroll deduction system for each pay period. The Administrator requesting such additional insurance shall notify the Administration Office.

8. EMERGENCY AND PERSONAL LEAVE. Each Act 93 Administrator shall be entitled to receive two (2) emergency days per year for business and emergency purposes (defined as any situation demanding immediate attention, or attention which cannot be accomplished other than during the school day) and one (1) personal leave day per year. Personal days are accumulative to a maximum of five (5) days.
9. BONUS (PERSONAL) DAYS. For each fifty (50) days of accumulated sick leave, excluding the twelve (12) days granted for the current year, each Act 93 Administrator shall be granted one (1) bonus (personal) day. Bonus days are not accumulative. Bonus Days may be used in addition to personal days for absences. Bonus Days shall be treated as personal days as far as pre-planned absences and emergencies are concerned. Unused Bonus Days shall be reimbursed at the administrator's per diem rate at the conclusion of each school year.
10. GENERAL AND AUTOMOBILE LIABILITY INSURANCE. The Wyalusing Area School District will pay the cost of general liability, Errors & Omissions insurance, and automobile liability insurance for all Act 93 Administrators during the time which they are engaged in school duties. This coverage will be applicable only after the owner's insurance has been applied. This insurance shall be provided by the Wyalusing Area School District Broker of Record.
11. Technology Allowance. Unless an employee is provided a district cell phone, a Technology allowance of \$50 per month will be reimbursed to each Act 93 employee who is not on a district plan, except the Superintendent's Secretary and School Psychologist, for cell phone/data plan service. A monthly reimbursement form must be submitted to the Business Office.
12. MILEAGE REIMBURSEMENT. Act 93 Administrators shall be reimbursed at the IRS rate effective as of the date of ratification for the use of a personal vehicle in the performance of school duties with the approval of the

Administration. No mileage reimbursement request shall be submitted for on-campus travel from one building to the other.

13. SABBATICAL LEAVE. The Wyalusing Area School District shall pay fifty percent (50%) of the Act 93 Administrator's salary while an Administrator is on sabbatical leave within the provisions of the School Code. Sabbatical leaves of absence may be granted for restoration of health, professional development; or, at the discretion of the Board of Directors, for other purposes.

Sabbatical leaves may be for one half year, one full year, or two half years, which may be nonconsecutive, over a period of two calendar years. Half year sabbaticals for 12 month employees are July 1 through December 31 or January 1 through June 30.

Sabbatical leaves granted for professional development for one-half year shall consist of any of the following or a combination thereof: Nine (9) graduate credits, twelve (12) undergraduate credits, one hundred eighty (180) hours of professional development activities.

Professional development leaves for one year shall consist of any of the following or a combination thereof: Eighteen (18) graduate credits, twenty-four (24) undergraduate credits, three hundred sixty (360) hours of professional development activities.

Credits taken during a sabbatical will be reimbursed as per the credit reimbursement provision of this contract.

Administrators on sabbatical leave shall receive all insurances that are in effect during said sabbatical leave as though in regular full-time attendance.

No more than one Act 93 Administrator may be on Sabbatical Leave at one time. Only certificated Act 93 employees are eligible for Sabbatical leave.

14. MATERNITY LEAVE. Maternity leaves shall be granted to Administrators as follows:

The Act 93 Administrator shall individually apply to the Board in writing stating the length of leave time desired which said period shall not exceed one (1) year, but may be extended by the Board upon reasonable and proper cause shown.

The Act 93 Administrator shall receive no salary, no increments, and no retirement benefits for such leave.

15. LEAVES OF ABSENCE. When leaves of absence are requested by and approved for any Act 93 Administrator, the Wyalusing Area School District shall provide the same coverage of benefits as provided for the Act 93 Administrator in regular full-time attendance provided the Act 93 Administrator shall reimburse the Wyalusing Area School District by the first day of each month the actual cost of such benefits excluding retirement benefits which shall be treated in accordance with the School Code.
16. PAY PERIODS. Pay periods for the Administrators of the Wyalusing Area School District shall be every fourteen (14) days or every other Thursday. In the event that the pay day falls on a day in which school is not in session, payment shall be made on the last school day preceding the date of payment. All employees must use direct deposit. Act 93 employees who work less than 205 days shall submit a timesheet to the payroll office twice monthly (Due every other Friday, the day after the scheduled pay dates.) The timesheets must be signed by the direct supervisor.
17. PAYROLL DEDUCTIONS. The usual deductions taken out of an Act 93 Administrator's paycheck include all taxes required to be withheld on a local, state and federal level, retirement, medical insurance co-payment, and any voluntary employee deductions for additional benefits offered by the District.

Deductions shall be withheld from 24 or 26 pays, based on the requirements of the Business Office.

Should the District receive an order for the garnishment of a member's wages, the District may charge the affected employee a 2% administration fee for the garnishment of wages should the law allow.

- 17. ATHLETIC PASS. Each Act 93 Administrator shall receive a complimentary pass to all Wyalusing Valley High School home athletic events which entitles the employee and one (1) guest to attend.
- 18. BEREAVEMENT LEAVE. Whenever an Act 93 Administrator shall be absent from duty because of a death in the immediate family of said administrator, there shall be no deduction in salary of said administrator for an absence not in excess of five school days. The board of school directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, grandchild, son-in-law, daughter-in-law, husband, wife, parent-in-law, or near relative who resides in the same household, or any person with whom the administrator has made his home.

Whenever an Act 93 Administrator is absent because of the death of a near relative, there shall be no deduction in the salary of said administrator for absence on the day of the funeral. The board of school directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. A near relative shall be defined as first cousin, grandfather, grandmother, grandparent-in-law, aunt, uncle, niece, nephew, brother-in-law or sister-in-law. Special circumstances require the approval of the superintendent.

- 19. VACATION. Vacation is to be used in no less than half-day increments. Effective with this Act 93 Agreement, the following vacation guidelines will apply.

0-1 year of service	5 days
2-4 years of service	10 days
5-8 years of service	15 days
9 plus years of service	20 days

*Part-time employees receive no paid vacation days.

Vacation must be used in the year earned with the exception that five (5) unused days may be converted to sick days on June 30 of each year. Act 93 employees continuing with the district for the next year will have until July 31st to use vacation leave. Unused vacation leave as of July 31st each year will be forfeited. It is mutually understood that Act 93 employees will not use vacation leave during the first 10 days of school (student days) or the last 10 student days of each school year without the express permission of the Superintendent.

- 20. SICK DAYS Administrators (260 day) will receive 12 sick days per year per Section 1154 of the Pennsylvania School Code: In any school year whenever a professional or temporary professional employee is prevented by illness or accidental injury from following his or her occupation, the school district shall pay to said employee for each day of absence the full salary to which the employee may be entitled as if said employee were actual engaged in the performance of duty for a period of ten days. Any such unused leave shall be cumulative from year to year in the school district of current employment or its predecessors without limitation. All or any part of such accumulated unused leave may be taken with full pay in any one or more school years. No employee's salary shall be paid if the accidental injury is incurred while the employee is engaged in remunerative work unrelated to school duties. Non-260 day employees will receive sick days prorated according to the number of days per year the employee is scheduled to work.

VIII. POSITIONS INCLUDED IN THE PLAN AND EVALUATOR'S RESPONSIBILITY:

- A. High School Principal
- B. Supervisor of Special Education (if an employee of the WASD)
- C. Director of Buildings & Grounds

- D. Elementary Principal/Federal Programs Coordinator
- E. Director of Technology
- F. Assistant High School Principal (with input from the High School Principal)
- G. Superintendent's Confidential Secretary
- H. Assistant Director of Technology (with input from the Director of Technology)
- I. Athletics Game Manager (with input from the High School Principal and Assistant Principal)

*New Act 93 Administrator positions may be added with approval of the School Board as the need arises.

IX. ADMINISTRATIVE APPEAL PROCESS:

In the event that an Administrator is not in agreement with the evaluation completed by his evaluator, the person being evaluated will have the opportunity to appeal his/her evaluation. The process to be utilized will consist of an appeal letter developed by the Administrator being evaluated and provided to the superintendent of schools for attachment to his or her evaluation. The Administrator being evaluated will meet and discuss the evaluation with the superintendent of schools with the intent of resolving the problem areas. This may include additional explanation as to the rationale for the evaluation and/or revision of the evaluation. If the evaluation cannot be resolved with the superintendent and upon request by the Administrator being evaluated, the superintendent shall submit the appeal of evaluation to the School Boards' Meet and Discuss Committee for their consideration. If additional explanation is needed by the Meet and Discuss Committee, the Administrator being evaluated may be called upon to provide such information as requested by the Meet and Discuss Committee.

In the appeal process, the evaluated Administrator must submit his/her letter of appeal to the superintendent, Wyalusing Area School District.

SPECIAL NOTES:

Gross mismanagement or misconduct in any single area will be grounds for deviating from the Evaluation/Compensation Plan.

During the term of this agreement, in the event an Act 93 Administrator position is filled or replaced and in consideration of an applicant's previous years of service and/or experience, the Superintendent may request adjustments to the vacation schedule be applied to a new hire. Final decisions on vacation adjustments rest with the Board of Directors.

If the district experiences economic distress or hardship, one or all Act 93 administrators may be furloughed as allowed by law or salaries may be frozen. Economic hardship or distress is measured by the district's reserve bank account and will be recognized if the reserve account falls below 2% or less of the district's budget or is projected to fall below 2% within the next fiscal year.

PAID HOLIDAYS

Twelve-month administrators shall receive the following as un-worked paid holidays:

New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Good Friday	Monday after Thanksgiving
Monday after Easter	Tuesday after Thanksgiving
Memorial Day	Day before Christmas
Independence Day	Christmas Day
Labor Day	Day before New Year's Day
President's Day	

*The paid holidays are subject to change if the Professional Staff Agreement holiday dates change.

WORK DAYS

The work year is defined as 260 work days between July 1 and June 30 less paid holidays as listed above and paid vacation days earned by each Administrator. Per Diem rate will be based on 245 days.

If an administrator's service is less than a full contract year the salary will be determined based upon a calculation of work days completed, holidays completed and a pro-rata calculation of vacation time.

"Extra days" will be provided for leave time when school is scheduled for one of the above listed holidays.

SALARY RANGES	2016-2020 Range	
	Minimum Salary	Maximum Salary
Assistant High School Principal	\$75,746	\$100,672
Business Manager/Comptroller	\$76,615	\$100,456
Athletics Game Manager	\$8,500	\$16,000
Elementary Principal/Federal Programs Coordinator	\$83,592	\$110,489
High School Principal	\$84,412	\$112,489
Superintendent's Confidential Secretary	\$36,421	\$52,647
Director of Buildings & Grounds	\$49,746	\$84,413
Supervisor of Special Education	\$79,575	\$94,539
Director of Technology	\$53,866	\$86,945
Assistant Director of Technology	\$22,500	\$50,647
District School Psychologist	\$60,363	\$82,438

If a member of another bargaining unit such as the WAEA or WAESPA is hired to serve as the Athletics Game Manager, a Technology Support Assistant, or other Administrative functions after their regular contract time, the employee will only receive the benefits provided by their full-time employment through their respective Collective Bargaining Agreement. Only the Act 93 salary range will apply.

NON TEACHING PROFESSIONAL RATING FORM

PDE 82-3 (7/14)

Last Name	First	Middle
District/LEA	School	
Rating Date	Evaluation (Check One) <input type="checkbox"/> Periodic <input type="checkbox"/> Semi-annual <input type="checkbox"/> Annual	

(A) Non Teaching Professional Observation and Practice

Domain	Title	*Rating* (A)	Factor (B)	Earned Points (A x B)	Max Points
I.	Planning & Preparation		25%		0.75
II.	Educational Environment		25%		0.75
III.	Delivery of Service		25%		0.75
IV.	Professional Development		25%		0.75
(1) Non Teaching Professional Observation and Practice Rating					3.00

Domain Rating Assignment 0 to 3 Point Scale (A)	
Rating	Value
Failing	0
Needs Improvement	1
Proficient	2
Distinguished	3

(B) Student Performance/Multiple Measures - Building Level Data

Building Level Score (0 - 107)	
(2) Building Level Score Converted to 3 Point Rating	

(C) Non Teaching Professional Effectiveness Rating - All Measures

Measure	Rating (C)	Factor (D)	Earned Points (C x D)	Max Points
(1) Observation and Practice Rating		80%		2.40
(2) Building Level Rating (or substitute)*		20%		0.60
Total Earned Points				3.00

Conversion to Performance Rating	
Total Earned Points	Rating
0.00 - 0.49	Failing
0.50 - 1.49	Needs Improvement
1.50 - 2.49	Proficient
2.50 - 3.00	Distinguished
Performance Rating	

* Substitutions permissible pursuant to 22 Pa. Code §19.3(IV)(g).

Rating: Professional Employee, OR Rating: Temporary Professional Employee

I certify that the above-named employee for the period beginning _____ and ending _____ has received a performance rating of:
(month/day/year) (month/day/year)

Distinguished Proficient Needs Improvement Failing

resulting in a final rating of:

Satisfactory Unsatisfactory

A performance rating of Distinguished, Proficient or Needs Improvement shall be considered satisfactory, except that the second Needs Improvement rating issued by the same employer within 10 years of the first final rating of Needs Improvement where the employee is in the same certification shall be considered unsatisfactory. A rating of Failing shall be considered unsatisfactory.

Date Designated Rater / Position: _____ Date Chief School Administrator

I acknowledge that I have read the report and that I have been given an opportunity to discuss it with the rater.
My signature does not necessarily mean that I agree with the performance evaluation.

Date Signature of Employee

	F.	Install hardware components	2.00												
	G.	Install software and software updates	2.00												
	H.	Repair hardware and software	2.00												
	I.	Monitor software use for copyright compliance	2.00												
SUBTOTAL			18.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

III.

	A.	Serve as network administrator for all facility networks	2.00												
	B.	Troubleshoot cabling/wireless problems	2.00												
	C.	Plan/design/build network and infrastructure	2.00												
	D.	Ensure firewalls/security are in place	2.00												
	E.	Monitor all network activity for discrepancies	2.00												
SUBTOTAL (WEIGHTED X 2)			20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

IV.

	A.	Ensure virus protection is in place	2.00												
	B.	Ensure routing/network flow is continuous	2.00												
	C.	Ensure network is operational and running	2.00												
SUBTOTAL			6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

V.

	A.	Plan work schedule for/with the Technology Aide	2.00												
	B.	Ensure computers and labs are up all the time.	2.00												
	C.	Communication - Respond to work tickets and telephone messages within a timely manner	2.00												

	D. Building relationships with administrators, faculty, and staff	2.00												
SUBTOTAL		8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL		100.00	0.00											

Evaluation for _____

For the _____ School Year

GOAL NUMBER	VALUE	POOR	ADEQUATE				ACCOMPLISHED			STRONG		SUPERIOR		
		0.00	1.80	3.59	3.60	3.90	4.19	4.20	4.80	5.39	5.40	5.70	5.82	
1.	6.00													
2.	6.00													
3.	6.00													
4.	6.00													
5.	6.00													
TOTAL GOAL POINTS		30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

EVALUATION SCALE

Poor (Does not meet expected levels of performance.)

0-77 points (0-59%)

Adequate (Occasionally meets expected levels of performance.)

78-90 points (60-69%)

Accomplished (Meets expected levels of performance.)

91-116 points (70-89%)

Strong (Exceeds expected levels of performance.)

117-125 points (90-96%)

Superior (Significantly exceeds high level of expected performance)

126-130 points (97-100%)

District Vision Statement

The Wyalusing Area School District will be a model 21st century K-12 small school system that serves as the educational center for the community as it educates students to become knowledgeable, technology proficient, responsible, and productive citizens in a safe school environment. Graduates will be college or career ready to excel in a complex, interconnected, and changing world.

District Mission Statement

The mission of the Wyalusing Area School District is to provide all students with the academic and problem solving skills essential for personal development, responsible citizenship, and life long learning. We will provide a safe, respectful, nurturing, and stimulating environment through an educational partnership among family, school, and community with an innovative curriculum that meets the challenges of tomorrow. We cherish teaching and learning in the Wyalusing Area School District.

Act 93 Renewal Committee – 2016

Mr. Gary Otis, Act 93 Representative
Mr. Mark Boos, Act 93 Representative

Mr. Douglas Eberlin, School Board Member
Mr. Matthew Muench, School Board Member
Mr. Richard Robinson, School Board Member
Mr. Chad Salsman, Ex-officio, School Board President

Mrs. Stephanie Heller, District Business Manager/Comptroller
Dr. Chester Mummau, District Superintendent
Solicitor: Mr. David Conn, Sweet, Stevens, Katz, and Williams