

ADMINISTRATIVE COMPENSATION PLAN FOR
COUNCIL ROCK SCHOOL DISTRICT ADMINISTRATORS
2019-2024

This Plan is adopted by the Council Rock Board of School Directors to fulfill the requirements of Act 93 of 1984, 24 PS §11-1164.

For purposes of this Plan, the Board agrees that the term "Administrator" cover all administrative employees eligible in accordance with Act 93 of 1984, 24 PS §11-1164.

A. Term

This Plan shall be effective from July 1, 2019 and shall continue in effect until June 30, 2024.

B. Salary

During the term of this Plan, no Administrator shall be paid a base salary less than the base salary paid to that Administrator by the District during the prior school year.

For the term of this Plan, the salary of individual Administrators shall be determined by a set of salary targets, attached hereto as Schedule A. Starting salaries for newly-hired Administrators shall be determined and recommended by the Superintendent, considering previous administrative experience and after consideration of salaries of those in subordinate positions as well as salaries of other administrators in the same and super-ordinate positions.

- (1) For the term of this Plan, salary targets shall be determined for these administrative position categories:

Director of K-12 Education	Director of Special Services
Director of Business Administration	Director of Human Resources
Director of Operations	Director of Information Technology
High School Principal	Middle School Principal
Elementary School Principal	High School Assistant Principal
Middle School Assistant Principal	Supervisors
Assistant Business Administrator	Information Technology Manager
Informational Systems Manager	Transportation Manager
Operations/Grounds Manager	Security Manager
Community Relations Specialist	

- (2) For each of the five years of this Plan, an Administrator earning a Satisfactory rating or higher for the prior year's performance and whose salary is less than the salary target established by Schedule A shall receive a 2.00 percent salary increase to be effective July 1 of that Plan year.
- (3) Effective July 1, 2019, in accordance with the established salary targets for each administrative category as set forth in Schedule A, each Administrator earning a Satisfactory rating or higher for the prior year's performance and whose salary is less than the salary target established by Schedule A shall receive a salary accelerator, in addition to the salary increase established by paragraph B(2) above, in the amount of 2.00 percent provided, however, that payment of the salary accelerator established by this paragraph B(3) shall not cause the Administrator's salary to exceed the salary target established in Schedule A.
- (4) For each of the five years of this Plan, an Administrator earning a Satisfactory rating or higher for the prior year's performance and whose salary is at or above the salary target established by Schedule A shall receive a 1.40 percent salary increase to be effective July 1 of that Plan year.
- (5) It is understood that no movement in base salary will be given to any Administrator who does not receive a Satisfactory rating or higher under the terms of the then current Administrators Appraisal Plan.
- (6) During each year of this Plan, position category salary targets shall increase by 1.00 percent unless the salary target is higher than any other paid salary for the same position in the competing four-county Philadelphia metropolitan area (Bucks, Chester, Delaware, and Montgomery counties); then there shall be no change to the target salary.
- (7) During each year of this plan, the District agrees to make a non-elective employer contribution to a 403(b) account established by the Administrator with a provider approved under the District's 403(b) plan, in the amount of \$1,000. The contribution shall not be included in the Administrator's base salary. Such payments shall be made on June 30 of each fiscal year, provided the Administrator completed a full year of administrative service in the Council Rock School District. There shall be no cash option.
- (8) By June 30 of each of the school years covered by this Plan, Administrators will have the option to convert unused vacation days to a contribution to a Tax Sheltered Annuity (TSA) based on their years of service in Council Rock as an Administrator (see schedule below) at their per diem rate. Such rate shall be determined by multiplying the base salary then in effect by 1/260. The conversion days shall be awarded as follows:

A conversion of four (4) vacation days for zero to five (0-5) years of service completed as a CR Administrator.

A conversion of five (5) days for six (6) or more years of service completed a CR Administrator.

Council Rock shall make a non-elective employer contribution to the Administrator's 403(b) tax shelter annuity. There shall be no cash option.

- (9) Administrators who retire or vest for retirement during the term of this Plan shall be permitted to purchase Health and Dental Insurance through the District's group policy by appropriate payments to the District or directly to the carrier. Such participation in the group insurance plan shall be governed by the rules and procedures of the insurance carrier or plan administrator without recourse to the District. Failure to pay the required premiums when due shall result in the termination of that retired Administrator's participation.
- (10) Any Administrator who serves in Council Rock School District for a minimum of six (6) school years shall be eligible to convert unused vacation days to their Tax Sheltered Annuity (TSA) when Administrator provides notice to the District of his/her retirement. That notice may be made up to three years in advance of the retirement date. In those three years (or less) preceding the retirement date, effective June 30th of the school year, the Administrator may convert ten (10) accrued vacation days to his/her TSA. The total conversion in the years preceding retirement may not exceed thirty (30) days. The conversion shall be paid according to the terms set forth in paragraph 8 above.

It is recognized that, in extenuating circumstances only, an Administrator may request the revocation of his/her retirement notice during this three-year period. The Superintendent must approve that revocation, and will do so only in extenuating circumstances. Upon revocation, the provisions of paragraph 10 shall no longer apply to the Administrator. Provided the Superintendent accepts the revocation of the retirement notice, the Administrator must give notice to the school district by December 30th of each subsequent year of his/her intentions for service for the next school year.

- (11) Any monies due to an Act 93 member upon retirement that do not qualify for payment into his/her TSA according to the terms set forth in paragraph 10 above will be paid as an employer contribution to a Health Reimbursement Account (HRA).

C. Benefits and Other Compensation

- (1) Medical Benefits Program: For the term of this plan, Administrators will receive the same medical benefits as provided to the Council Rock Education Association membership, including any premium contributions required of those employees.

- (2) Conditions with Respect to Selection of the Medical Plans: Each married Administrator whose spouse is also employed by the District may elect only one coverage for the spouse, and other eligible dependents under one of the plans available for selection (i.e., one Health Benefit Plan per family). The Administrator or spouse shall receive a one hundred dollar per month Section 125 cash benefit in lieu of additional benefits.
- (3) Dental Insurance: For the term of this Plan, Administrators will receive the same dental benefits as provided to the Council Rock Education Association membership, including any premium contributions required of those employees.
- (4) Other Benefits: In the event that CREA members become eligible for covered benefits not currently available to CRAA Administrators, those same benefits will be provided to CRAA Administrators (e.g., vision plan benefits, orthodontic benefits).
- (5) Life Insurance: The District will provide a term life insurance policy for each Administrator with a death benefit in the amount of two times the base salary of the Administrator for that school year.
- (6) Disability Insurance: Administrators shall be covered during the term of this Plan with a base disability insurance program that provides coverage limits that are equal to those limits provided to Administrators during the 2006-2007 school year. Administrators shall have the option of purchasing additional coverage at their cost.
- (7) Liability Insurance: The District will pay the premium cost for comprehensive errors and omissions liability policy coverage for Administrators that will cover the costs of liability and attorney fees, subject to the limitations and conditions of the policy.
- (8) Dues: The District agrees to pay the annual dues for each Administrator to maintain membership in two state and national and/or professional organizations, subject to the approval of the Superintendent.
- (9) Graduate Credit Reimbursement: For the term of this Plan, the District shall reimburse Administrators for approved graduate credit in taking graduate coursework related to their assignment at seventy-five percent (75%) of the actual cost of each credit up to a cap of \$5,000 for each school year, and with a cap of \$50,000 for all Administrators per fiscal year. These funds will be approved for distribution on a first-come, first-serve basis. Should an Administrator leave service in Council Rock School District, the District may, at its discretion, seek reimbursement from that Administrator for tuition reimbursement for a retroactive period of up to two years from the notice of termination given by the Administrator.

- (10) Mileage Reimbursement: The District agrees to reimburse mileage expenses for Administrators at the then current rate of deductible mileage reimbursement for business travel as established by the Internal Revenue Service; such rate to be established on January 1st of the previous school year.
- (11) Any potential retirement incentive offered to CREA members will also be offered to eligible CRAA members.



D. Work Year and Vacation

- (1) The work year for Administrators is 260 or 261 days, depending on the work year calendar.
- (2) Administrators are entitled to observe eleven (11) paid holidays, provided that those days are recognized by the school calendar as holidays, as follows: Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after Thanksgiving. Administrators may request to exchange Christmas or Good Friday Holidays with other commonly recognized religious holidays for the Jewish or other faiths.
- (3) The District grants to all Administrators the following paid vacation days, awarded on July 1 of each year, based on years of service in education administration according to the following schedule:
- | | |
|------------------------|---------------------------|
| In Year 1 of service - | 20 vacation days per year |
| In Year 2 of service - | 21 vacation days per year |
| In Year 3 of service - | 22 vacation days per year |
| In Year 4 of service - | 23 vacation days per year |
| In Year 5 of service - | 24 vacation days per year |
| In Year 6 of service - | 25 vacation days per year |
| In Year 7 and beyond - | 26 vacation days per year |
- (4) An Administrator who is employed by the District during the school year shall have their vacation days prorated on a monthly basis for the first year worked. For example, a new Administrator who is employed on October 17 will receive 1.75 days of vacation (21/12) for each of the 8 full months in the year to be worked (November-June), for a total of 14 days of vacation available for that year.

(5) Effective July 1, 2019, Administrators may begin to accrue vacation days.

E. Leave from Work

(1) Administrators shall be entitled to twelve (12) paid sick leave days per year. Unused sick leave days will be accumulated from year to year without limitation.

(2) Bereavement leave shall be provided as per school code. With the permission of the Superintendent, leave for bereavement may be extended, with pay, for death in the immediate family or when extensive travel is required to attend services.

(3) Three (3) paid personal business days shall be provided during each school year.

(4) Administrators shall be entitled at retirement, provided such term of service has exceeded six (6) years in Council Rock School District, a lump sum payment for unused accumulated sick leave days at the rate of fifty dollars (\$50) per day, to be paid in accordance with B(11) above.

(5) During the term of this Plan, the terms of the CRAA Sick Leave Bank shall remain in effect for all Administrators.

(6) Administrators called for jury duty shall be paid during such duty without use of vacation, sick leave, or personal leave days. All fees received by the Administrator during jury duty shall be paid to the District. It is understood that the appearance by an Administrator in a judicial or quasi-judicial hearing after the receipt of a subpoena is part of the duties of that Administrator and shall not result in the reduction of vacation days, sick days, or personal leave days.

(7) In the event an Administrator dies while in active service or on approved leave of absence, all payments and rights under this plan shall accrue to the Administrator's beneficiary as designated on the official forms filed with the Pennsylvania State Employee Retirement System in the same amounts and with the same coverage as if that Administrator were retiring.

IN WITNESS WHEREOF, the parties have set their hands and seals intending to be legally bound hereby.

Council Rock Administrators' Association

Council Rock School District



President of CRAA



President of the Board of School Directors



Witness of Co-Officer



Witness of Board Secretary

SCHEDULE A

ADMINISTRATIVE COMPENSATION PLAN FOR COUNCIL ROCK ADMINISTRATORS 2019 – 2020 Salary Targets

Position/Category:	2019-20 Targets:
Director of Business Administration	\$191,500.00
Director of K-12 Education	\$175,000.00
Director of Special Services	\$175,000.00
Director of Human Resources	\$170,000.00
Director of Information Technology	\$167,500.00
Director of Operational Services	\$167,500.00
High School Principal	\$166,000.00
Middle School Principal	\$157,500.00
Elementary School Principal	\$151,250.00
High School Assistant Principal	\$140,000.00
Middle School Assistant Principal	\$134,500.00
Supervisor	\$139,250.00
Assistant Business Manager	\$123,500.00
Information Technology Manager	\$121,500.00
Informational Systems Manager	\$121,500.00
Transportation Manager	\$115,000.00
Operations/Grounds Manager	\$112,000.00
Security Manager	\$112,000.00
Community Relations Specialist	\$107,000.00