

ADMINISTRATIVE COMPENSATION PLAN

The Board of School Directors of Cheltenham School District, having held "Meet and Discuss" sessions in good faith with the Cheltenham Association of School Supervisors and Administrators (CASSA), adopts the Administrative Compensation Plan pursuant to the "Public School Code of 1949", as amended, Section 1164. This amended agreement supersedes all prior amendments.

I. RECOGNITION

The term "Administrator" shall include the following positions for the purpose of this plan. Nothing in this Agreement is intended to obligate the District to maintain the positions set forth above. The Board retains the sole discretion to add, reduce or modify all administrative positions.

Education Administrative Positions - Class A	
Director of Elementary Education	Principal, High School
Director of Secondary Education	Principal, Middle School
Director of Special Education	Principal, 5-6 School
Director of Student Services	Principal, Elementary
Supervisor of Special Education	Vice Principal, High School
Supervisor of STEM	Vice Principal, Middle School
Supervisor of Gifted and Professional Learning	Vice Principal, 5-6 School
Supervisor of Counseling, Holistic Support and K-12 Testing	Director of Athletics and Activities, 7-12
CLASP Administrator	

Education Administrative Positions - Class B
Climate and Culture Administrator, High School
Climate and Culture Administrator, 5-6 School
Climate and Culture Administrator, Elementary School

Business Administrative Positions - Class A
Director of Information Technology
Director of Facilities and Maintenance
Director of Communication and Development
Assistant Director of Facilities and Maintenance
Assistant Director of Information Technology
Supervisor of Instructional Technology and K-12 Data
Finance Manager
Transportation Supervisor
District Security Manager

II. **TERM OF COMPENSATION PLAN**

This plan is effective July 1, 2019, and shall continue until June 30, 2022.

III. **NO STRIKE/NO LOCKOUT PROVISION/STRIKES BY OTHER BARGAINING UNITS**

School employers and school administrators shall continue to be subject to the Act of June 30, 1947 (P.L. 1183, No. 491) commonly known as the "No Strike Act". In the event of a strike by another bargaining unit, CASSA will develop a Strike Emergency Plan.

IV. **DUTIES AND WORKING CONDITIONS**

A. **Job Security and Job Progression**

The provisions of the Pennsylvania School Code shall govern the manner in which job security, job progression and reduction in force practices shall be effected with respect to school administrators. No administrator shall be discharged except as provided by the Pennsylvania School Code. Notification or any proposed changes affecting job security, job description or reassignment of any administrator shall be timely in order to preserve the management team concept.

B. **Working conditions**

Every reasonable attempt should be made to provide administrators with timely strategic information regarding the overall management of the school district. It is assumed that appropriate procedures and a consistent "chain of command" shall be observed wherever reasonably possible.

CASSA executive leadership will meet each month on a regularly scheduled date to discuss information regarding the overall management of the school district.

C. **Job Description**

There will be a current job description for each administrative position, which outlines general and specific responsibilities. Any proposed change in the job description of any administrator is to be done only with prior notification and discussion with CASSA. Nothing in this Plan precludes the District from abolishing or modifying any administrative position referenced in this Plan, if determined by the Board, in its sole discretion, to be in the best interests of the School District subject only to the limitations of the Pennsylvania School Code.

D. **Administrator Work Year**

Administrators have two classifications regarding work year as follows:

CLASS A:

12-month (260 days) work year includes 22 vacation days, 4 personal days, 13 paid holidays and 12 sick days.

CLASS B:

10-month (200 days) work year, 190 days plus 10 extra workdays, 10 sick days and 4 personal days.

V. **ADMINISTRATIVE COMPENSATION**

A. **Salary Schedule**

The salary schedule (attached) represents position maximum salaries which reflect county-wide salary movement trends. In each year of the contract, administrators that have not reached or exceeded maximum salary are eligible for an annual increase of 2% and not to exceed the maximum rate for the position. In the event the 2% increase exceeds the position's maximum salary, the administrator will receive the applicable increase up to the maximum salary and awarded a bonus to adjust for the difference.

Administrators whose current salary exceeds the maximum salary shall remain at their current salary for the term of this Agreement. In each year of the contract, administrators that have reached or exceeded maximum salary as of June 30, 2018 will be awarded a 2% non-accruing bonus. The non-accruing bonus will not accrue to the administrator's annual base salary or be used to calculate future salary increases. The bonus will be based upon the maximum salary for the position as indicated in the attachment and not upon the actual salary for any administrator whose salary exceeds the maximum salary.

Administrators that reflect a satisfactory rating at the end of the fiscal year will receive any applicable increase in the first pay of the fiscal year. An administrator who receives an "unsatisfactory" or "needs improvement" rating on their performance evaluation or is otherwise on an improvement plan in the current fiscal year will not be awarded the annual salary increase or bonus for the following fiscal year.

B. Extra-Duty/Extra-Pay Compensation

Whenever an existing bargaining unit extra-duty/extra-pay position remains unfilled by the bargaining unit, members of the administration may apply for such a position if the same is not barred by any statute or collective bargaining agreement. The administrator will be compensated at the existing bargaining unit salary, and the administrator will be given a supplemental contract with the School District.

C. Other Compensation

1. Administrators will be compensated at the IRS rate for use of their personal auto for travel required in the performance of their duties.
2. Administrators will have the option to contribute to a district 403b tax sheltered annuity plan for which the district will match the contribution up to 4% dependent on the administrator's years of service. Voluntary contributions above 4% do not qualify for the matching employer contribution. For Administrators that have exceeded their maximum salary, the matching contribution will be based on the maximum salary for that position.

The district's contribution is based upon the following:

0-5 years of service	up to but not to exceed 2% match
6-10 years of service	up to but not to exceed 3% match
11+ years of service	up to but not to exceed 4% match

D. Severance Pay

During the terms of this agreement, the district will allow a maximum of \$22,500 severance pay for all administrators who meet one of the following criteria.

1. Must have completed twenty (20) or more years of service in Cheltenham, or

2. Must have five (5) years of service in Cheltenham and qualify for superannuation retirement and retire under the retirement provisions of the Public School Employees' Retirement System.

The Board reserves the right, in its sole discretion, to change the maximum severance pay for any year of this agreement provided that the maximum in any year may not be less than \$22,500. The amount of severance payment is equal to the number of accumulated sick days plus unused personal days times 50% of the per diem rate of the administrator at the time of retirement. Upon death of the administrator, the severance payment will be made to the administrator's beneficiary. Severance payment will also be made to an administrator disabled permanently after fifteen years of service within the district.

The benefits of this provision shall be conditioned upon notification to the district of the intent to retire by each April 30th of this contract except where a change in the retirement law or family or health emergency justify a lesser notification period.

E. Longevity Payment

The District, in addition to the regular annual base salary, will award a longevity payment to each administrator who has completed a minimum of five (5) years of continuous full time service with the District as an administrator as of July 1, 2019. This longevity payment shall be disbursed in full (one payment) with the next regular pay following July 1, 2019. The schedule of amounts payable shall be as follows:

Completion of five (5) years' employment	\$2,500.00
Completion of ten (10) years' employment	\$5,000.00
Completion of fifteen (15) years' employment	\$7,500.00
Completion of twenty (20) years' employment	\$10,000.00

Administrators will receive the most applicable longevity payment (if an administrator has 11 years of service, he/she will be eligible to receive compensation for completion of 10 years of employment only). Pay will be issued based upon placement on the schedule. Administrators that reach a level on the schedule as of his/her anniversary date will be eligible for payment. Longevity payment is applicable for the duration of this contract.

VI. FRINGE BENEFITS

The fringe benefit program for the administrators will include the following maximum coverage afforded to the CEA bargaining unit contained in Article X, of the 2014-2016 CEA contract (or any successor agreement) including Hospitalization, Major Medical, Life Insurance, and Group Dental, Flexplan, and Vision Plan, with the following modifications:

- A. Life Insurance coverage will be at 3 times the salary of each administrator rounded to the nearest \$500 unit.

VII. ABSENCE WITH PAY

The Absence With Pay program for the administrators will include all the provisions afforded to the CEA bargaining unit contained in Article XI of the CEA contract with the following exceptions:

- A. Four days of personal leave for unstated reasons.

- B. When personal matters are critical or serious enough, requiring absence in excess of a four-day limit, a request for additional leave from the administrator's bank of personal days may be made to, and approved by, the Superintendent.
- C. Administrators who so choose shall have the option each year of receiving payment for the unused personal days of those granted for that year at the rate of \$90.00 per day of unused personal leave. Administrators shall use the District's Request for Payment of Unused Personal Days to notify the district of their desire to exercise this option. The form must be submitted to the Human Resources Department at least 10 days before the end of the school year.
- D. Vacation: Beginning July 1 of each fiscal year, twelve (12) month administrators will be granted twenty-two (22) days per year to use during the fiscal year, provided the employee is employed as of July 1 and/or remains employed for the entire fiscal year. Five of those days must be scheduled during the academic year when school is not in session. If an employee resigns, is terminated, or otherwise does not complete an entire fiscal year of employment, the employee will receive a prorated amount of leave (a portion of the days based on the number of calendar days from July 1 to the date of separation) upon separation from employment.

Up to ten days may be returned for compensation payment ("vacation buy-back payout") at the prior year per diem rate or the administrator may elect to have vacation days transferred to their sick bank. .

The per diem rate for purposes of vacation buy-back payout will be capped at the per diem rate for the applicable position's maximum salary as set forth in the salary matrix.

- E. Effective July 1, 2013, administrators will not be eligible for half pay sick days. In lieu of this category of paid time-off, the district will provide a short term disability policy.
- F. Effective July 1, 2013, administrators will not be eligible for a distinct family illness leave category. Instead, up to four days of sick leave annually are allowed for illness of husband, wife, legal dependent living at home, mother, father or legal guardian.

IX. ABSENCE WITHOUT PAY

Prior approval must be secured for absence not otherwise provided for above. Full salary deductions will be made for such absences.

X. PROFESSIONAL DEVELOPMENT

A. Tuition Reimbursement

The District will reimburse administrators for related graduate level or undergraduate level coursework that are approved in advance by the Superintendent or designee. All courses must be job related courses. All course approval request forms must be submitted to the Office of Human Resources for approval by the Superintendent or designee at least ten (10) working days prior to the beginning of the course. Course approval request forms must be submitted with a copy of the course description. Failure to do so may result in no reimbursement. Video, correspondence, home study and continuing education courses (C.E.U.) will not be approved for tuition reimbursement. Online course approval requests are subject to the same provisions governing the CEA agreement. Reimbursement shall be limited to not more than 9 credits per fiscal year (July 1 to June 30) and the rate of reimbursement shall not be more than \$700.00 per credit for graduate level courses and reimbursement shall not be more than \$420.00 per credit for undergraduate level courses. Only grades of "B" or better or "Pass" for a pass/fail course will be recognized for reimbursement. All reimbursement requests must be made upon successful completion of the course and upon application for reimbursement accompanied by

the paid receipt for the course and the grade report. The administrator must submit a copy of the approved course approval request form along with a receipt of payment and an official transcript(s) or grade report(s) within 45 calendar days after completion of the course(s).

B Professional Conferences

The Board shall establish a fund in the amount of \$15,000.00 each year to enable administrators to attend professional conferences. This fund shall be established each year by the Board as part of the annual budget and allocated by the Superintendent or designee. All requests for professional conference(s) attendance must be pre-approved by the Superintendent or designee. Administrators will apply for such funds to attend a professional conference(s) by submitting a request to attend a professional conference(s) to the Superintendent or designee no later than June 1st of each year for the upcoming fiscal year on the appropriate forms. Based upon the requests submitted, the Superintendent or designee will approve or deny the request to attend a professional conference(s). The administrator will receive a response by the Superintendent or designee within 60 calendar days of June 1st. All expenses incurred by the Administrator shall be reasonable and appropriate and shall be subject to review by the Board. All expenses must be itemized and receipts must be presented to the Superintendent or designee for reimbursement.

- C. In the event the administrator resigns within three (3) years of completion of a district reimbursed course or a district paid extended educational experience of 7 days or more, the administrator will be required to refund a pro rata share of the tuition reimbursement or a district paid educational experience of 7 days or more calculated on a monthly basis (1/36th per month). Administrators who retire from PSERS with superannuation or permanent PSERS disability retirement are exempt from this provision.

In witness whereof, the parties of this compensation plan have hereunto set their hands and seal this day and year:

6/14/19 Date

John E. Hayward
Board of School Directors

ATTEST:

Christel Mance
Board Secretary

6/17/19 Date

Justin A. Mellory
Cheltenham Association of School
Supervisors and Administrators

APPENDIX A – CASSA

	MAX 2019-2020	MAX 2020-2021	MAX 2021-2022
Principal, High School	160,000	160,000	160,000
Director of Elementary Education	155,000	155,000	155,000
Director of Secondary Education	155,000	155,000	155,000
Director of Special Education	155,000	155,000	155,000
Principal, Middle School	150,000	150,000	150,000
Principal, 5-6 School	150,000	150,000	150,000
Director of Information Technology	155,000	155,000	155,000
Director of Facilities and Maintenance	155,000	155,000	155,000
Principal, Elementary	140,000	140,000	140,000
Director of Student Services	155,000	155,000	155,000
Vice Principal High School	135,000	135,000	135,000
Vice Principal Middle School/5-6 School	120,000	120,000	120,000
Supervisor of Special Education	128,500	128,500	128,500
Director of Communication & Development	135,000	135,000	135,000
Assistant Director of Information Technology	130,000	130,000	130,000
Assistant Director of Facilities and Maintenance	130,000	130,000	130,000
Supervisor of Instructional Technology and K-12 Data Analysis	125,000	125,000	125,000
Supervisor of Counseling & Holistic Supports	125,000	125,000	125,000
Supervisor of Gifted and Professional Learning	125,000	125,000	125,000
Supervisor of STEM	125,000	125,000	125,000
Director of Athletic and Activities 7-12	105,000	105,000	105,000
Finance Manager	90,000	90,000	90,000
CLASP Administrator	90,000	90,000	90,000
Transportation Supervisor	90,000	90,000	90,000
District Security Manager	90,000	90,000	90,000
Climate and Culture Administrator	105,000	105,000	105,000

