

**SHIPPENSBURG AREA SCHOOL DISTRICT
ACT 93**

In Compliance with Act 93, Section 1164

ADMINISTRATIVE COMPENSATION PLAN

July 1, 2026 - June 30, 2030

Approved by the Board of School Directors on

The Board of School Directors for the Shippensburg Area School District acknowledges the importance of formally recognizing and maintaining an effective Administrative Team. The Board believes that an efficient and effective school administrative team is vital in providing the best educational programs for the students of the Shippensburg Area School District. Administrative performance and attitudes affect the morale, motivation, and performance of both the students and the staff.

This agreement is designed with the intent of helping the Board attract, develop, and retain capable, professional administrators. The Board of School Directors of the Shippensburg Area School District will strive to offer a plan of compensation, based upon responsibility, which will provide fair and adequate incentives for Act 93 administrative personnel.

SECTION I: ACT 93 EMPLOYEES AND POSITIONS/SALARY RANGES-

Positions in the Act 93 group are organized as follows, and starting salaries for such positions are set forth in Appendix A attached hereto:

Tier 1	Tier 4A
Director of Curriculum	School Psychologist (105 days)
Director of Student Services	
High School Principal	Tier 5
	Assistant Business Manager
Tier 2	
Elementary Principals	Tier 6
Middle School Principal	Supervisor of Maintenance
	Supervisor of Custodial Services
Tier 3	Transportation Coordinator
Director of Technology	
Assistant Director of Student Services	
Assistant Director of Special Education	
School Psychologist	
Tier 4	
Assistant Principals	
Director of Athletics	
Director of Operations and Maintenance	

SECTION II: ADMINISTRATION RIGHTS AND BENEFITS

A. Administrators are guaranteed benefits at least equal to those received by members of the Collective Bargaining Agreement between the Shippensburg Area Education Association and the Shippensburg Area School District, unless outlined in this Act 93 Agreement.

B. SALARY

- a. For Administrators with a satisfactory rating, salaries will be increased in each year of the contract as follows:
 - i. Act 93 Administrators with less than 15 years of experience in their Tier will receive a total of 2.5% annual salary increase, which accounts for an annual salary range adjustment (see below) and a 1 step increase (1.25%).
 - ii. Anyone with 15 or more years of experience in their Tier will receive a 2.5% annual salary increase.
 - iii. The minimum and maximum for each salary range increases 1.25% annually, for hiring purposes.
- b. Salaries for new hires will be determined by years of experience in a similar role. The minimum and maximum for each salary range (see Appendix A) will increase 1.25% annually. The salary ladder increases 1.25% over the salary range minimum for each year of service, up to 15 years.
 - i. Years of experience will be determined by Superintendent or Designee.
- c. If less than a satisfactory rating is received, the Administrator will immediately be placed on a corrective action plan. Salary will be frozen until the Administrator receives two consecutive satisfactory ratings. The Administrator will meet at a minimum on a quarterly basis with the superintendent to monitor the corrective action plan progress.

C. CONTRACT DAYS

- a. All employees in the Act 93 group shall have Fridays in June and July off, (a maximum of 8 total) plus up to 4 designated days annually dependent on the district calendar. However, any per diem calculations will be based on a 260-day calendar.

D. HEALTH CARE INSURANCE-

- a. The district will provide a Qualified High-Deductible Health Plan (QHDHP) as described in Appendix F with a deductible that is equal to the IRS minimum guidelines, with an employer contribution into the employee's Health Savings Account (HSA). Preventative and Maintenance drugs will not be subject to the deductible but will have co-pays. The contribution into the HSA account will be 35% of the deductible. Money deposited into the employee's HSA account shall roll over from year to year in compliance with the IRS Regulations. Payment will be pro-rated based upon the employee hiring timeline. One day worked equals one month of HSA money. If required by an IRS action, the QHDHP deductible amount shall be modified to match the minimum IRS guidance to maintain a qualified plan. The parties will split the administrative fees for the HSA equally. If the administrative fee increases, the split will be shared accordingly. The Total Maximum Out of Pocket (TMOOP) limit will be \$3,000/\$6,000 to include the deductible, other out of pocket expenses and prescription. Members of the bargaining unit shall make a co-payment of 5% in 2025/26 of the

premium cost of coverage elected and 6% beginning 26/27. The co-payment shall be divided equally over the 26 pay periods beginning with the first pay of each new school year. The cost to the employee in any given year shall be based on the district's premium cost for the coverage elected by the employee each year.

- b. The deductible for the QHDHP runs on a calendar (January – December) basis. The deductible will reset each January 1. The HSA money will also run on a calendar (January-December) basis. The 35% HSA money will be deposited on the first business day in January each year. Spousal Carve-Out
 - i. Spouses who are eligible for healthcare coverage by the following entities will not be entitled to coverage provided by the district:
 - 1. The Commonwealth of Pennsylvania
 - 2. A Public School District
 - 3. State System of Higher Education Universities (Shippensburg University) or state-owned Universities funded by the State of Pennsylvania.
 - 4. State-related Universities of Pennsylvania (Pennsylvania State University, University of Pittsburgh, Lincoln University, Temple University, etc.)

E. LEAVE BENEFITS

- a. Up to twelve (12) sick leave days per year. (See School Board Policy #334, Sick Leave)
- b. Four (4) personal days for full-time Administrators. (See School Board Policy #336, Personal and Emergency Leaves)
- c. Administrators will receive paid holidays in accordance with the calendar adopted annually by the Board.
- d. Administrators will have the option to telework on Snow Days.

F. VACATION

- a. Twenty (20) vacation days a year for full-time Administrators with a maximum of ten (10) carry over days to be used by June 30th of the following school year. (See School Board Policy #337, Vacation). Unused vacation days in excess of the ten carryover days from the prior school year must be used by October 1st of the new school year.

G. RETIREMENT

- a. "Retirement" is defined under the guidelines of the Pennsylvania Public School Employees' Retirement System
- b. "Service" is defined as "service to the district"
- c. Unused Sick Leave – Section 9.06 in the CBA

It is agreed that upon retirement with no less than five (5) years in PSERS, Compensation for unused sick leave shall be as follows:

Members with 20 or more years	70% of Teacher Sub Rate	65% of accumulated sick days
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Members with 15-19 years	70% of Teacher Sub Rate	60% of accumulated sick days
Members with 10-14 years	70% of Teacher Sub Rate	55% of accumulated sick days
Members with less than 10 years	70% of Teacher Sub Rate	50% of accumulated sick days

All reimbursement due under this section shall be placed in an employee's Health Savings Account (HSA) or district sponsored retirement plan selected by the member. This is an employer contribution and there is no cash option.

The maximum compensation for an individual will not exceed seventeen thousand dollars (\$17,000).

Death of an Administrator Prior to Retirement - In the event of the death of an administrator prior to retirement, the severance payment described above will be made to the beneficiary designated by the administrator under his or her base group life insurance policy and, if the beneficiary is not available, to his or her estate.

H. MISCELLANEOUS BENEFITS

- a. Life insurance equal to two times the Administrator's salary rounded up to the next \$1,000. PSBA Travel-Accident Life Insurance Program (24-hour option) Administrator Option (\$100,000 Travel Accident).
- b. Disability insurance in accordance with the current long-term disability insurance policy.
- c. An annual medical examination (paid to a maximum of \$150 and permitting one day of sick leave for day of medical examination). (See School Board Policy #314, Physical Examination)
- d. All Administrators may attend their state conference on an annual basis. One-half of the Administrators may attend their national conference on an annual basis if the conference is held within a geographical location approved by the superintendent. (See School Board Policy #331, Job Related Expenses) The District will pay 100% of the expenses (food, lodging, mileage) for the conference.
- e. Payroll deductions shall be available for 1st Ed Credit Union, and Pennsylvania State Employees' Credit Union. Payroll deductions for tax-sheltered annuities for Board approved companies shall be available with payment being forwarded to the respective banks or firms. Administrative team requests for participation in tax-sheltered annuities with three (3) or more members shall be approved if accepted by the financial institution.
- f. Administrators shall be eligible for tuition payment for a maximum of twelve (12) credits per contract year. For the purposes of this paragraph, a "school year" shall commence on July 1 and shall end on the following June 30. Credits will be

considered earned by the course completion date referenced on the final grade report regardless of when the course begins. In the event that a member of the bargaining unit who has received tuition payment leaves the district within one (1) year of the completion of the courses covered by this benefit, the member shall reimburse the district one hundred percent (100%) of the total costs of the tuition paid by the district. In the event that a member of the bargaining unit who has received tuition payment leaves the district within two (2) years of the completion of the courses covered by this benefit, the member shall reimburse the district fifty percent (50%) of the total costs of the tuition paid by the district. Other provisions of the in-service education credits shall be defined in the Collective Bargaining Agreement between the SAEA and the SASD.

- g. Administrators using their personal vehicle for school business shall be compensated at the IRS mileage reimbursement rate in effect at the time the mileage is incurred.
- h. Act 93 Members who do not use a district issued cell phone may choose to be reimbursed for use of their personal device at the rate of \$40/month paid biannually. The reimbursement may include an annual subscription to a phone service app to mirror district office phone number, if requested. Each Act 93 employee must provide a copy of one monthly invoice per reimbursement period to the Business Office in December and in June, prior to reimbursement.
- i. The following Leave Benefits shall be consistent with the SAEA Collective Bargaining Agreement
 - j. Bereavement Leave
 - ii. Sabbatical Leave

- iii. Leave without Pay
 - iv. Childrearing Leave
 - v. Military Leave
- i. Act 93 Employees who earn the following Educational Advancement(s) after June 30, 2022, are eligible for additional compensation added to their base salary upon submission of all required documentation to the Human Resources Department as follows:
- i. Master's Degree, Administrative or Supervisory Certificate - \$1,500
 - ii. D.Ed., Ed.D., Ed.S. PhD- \$2,000

SPECIAL NOTES:

Professional Liability: The District shall defend, hold harmless and indemnify an Act 93 Administrator from any and all demands, claims, suits, actions and legal proceedings brought against the Act 93 Administrator in his/her individual capacity or in his/her official capacity as agent and employee of the District, provided the incident arose while the Act 93 Administrator was acting, or reasonably believed he/she was acting, within the scope of his/her employment.

School Code Provisions: The district will follow all Federal, State, Pennsylvania Public School Code and Policy Provisions during implementation of this Act 93 Compensation Plan.

Exceptions to Contract Days/Rights & Benefits: Any exceptions to the above-listed contract days and Rights & Benefits must be approved by the Superintendent and Act 93 representatives, in consultation with the Board of School Directors representative.

APPENDIX A

2026-2027 Salary Ranges by Position

position	hiring minimum	hiring maximum
TIER 1		
	\$108,334	\$128,913
Director of Curriculum		
Director of Student Services		
High School Principal		
TIER 2		
	\$102,291	\$121,722
Elementary Principal		
Middle School Principal		
TIER 3		
	\$94,949	\$112,985
Director of Technology		
Assistant Director of Student Services		
Assistant Director of Special Education		
School Psychologist		
TIER 4		
	\$87,607	\$104,248
Assistant High School Principal		
Assistant Middle School Principal		
Assistant Elementary School Principal		
Director of Athletics		
Director of Operations & Maintenance		
TIER 4A		
	\$49,030	\$58,343
School Psychologist (105 Days)		
TIER 5		
	\$77,332	\$92,021
Assistant Business Manager		
TIER 6		
	\$69,892	\$83,168
Supervisor of Maintenance		
Supervisor of Custodial Service		
Transportation Coordinator		

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE HEREUNTO SET THEIR HANDS AND SEALS.

Shippensburg Area School District


Board President

5/26/26
Date


Board Secretary

5-26-26
Date


Act 93 Representative

5/26/26
Date


Act 93 Representative

5/26/26
Date


Act 93 Representative

5/26/26
Date