

**SHIPPENSBURG AREA SCHOOL DISTRICT  
ACT 93**

In Compliance with Act 93, Section 1164

**ADMINISTRATIVE COMPENSATION PLAN**

**July 1, 2022 - June 30, 2026**

**REVISED JANUARY 23, 2023**

**Approved by the Board of School Directors on January 23, 2023**

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 as follows, and starting salaries for such positions are set forth in Appendix A attached hereto:

- Assistant High School Principal
- Assistant Middle School Principal
- Assistant Director of Student Services
- Director of Athletics
- Director of Curriculum, Instruction, & Assessment
- Director of Facilities & Operations
- Director of Student Services
- Director of Technology
- Elementary Principal
- High School Principal
- Middle School Principal
- School Psychologist
- Transportation Coordinator

## **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 INCREASES**

- a. For Administrators with a satisfactory rating, salaries will be increased in each year of the contract as follows:
  - i. Act 93 Administrators will receive a \$2,500 salary increase each year of this Agreement. For Administrators making \$100,000 or more, the increase will be 2.5% each year of the Agreement.
- b. 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 work a total of 260 days for each contracted school year of this Agreement, unless otherwise stated in this agreement.

### **D. HEALTH CARE INSURANCE**

- a. The District will provide a Qualified High Deductible Health Plan (QHDHP) as described in Appendix D of the SAEA CBA with a deductible of \$1,500/\$3,000, unless such deductible amount would rise in accordance with IRS 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 prorated 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 Act 93 Agreement shall make a co-payment of 5% of the premium cost of coverage elected. 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 January 1 each year.

c. 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; or State-related Universities of Pennsylvania (Pennsylvania State University, University of Pittsburgh, Lincoln University, Temple University, etc.)
4. Spouses who work part-time for the above entities and are eligible for healthcare coverage but must pay a greater cost for the coverage than if he/she was on the District's plan will be eligible for the District healthcare coverage.
5. Spouses of a District employee not employed by the entities noted above are eligible for District healthcare coverage.

**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 Flexible Instructional Days.

**F. VACATION**

Twenty (20) vacation days a year for full-time Administrators with a maximum of ten (10) carry over days to be used by June 30<sup>th</sup> 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 1<sup>st</sup> 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 - It is agreed that upon retirement with no less than twenty- five (25) years in PSERS, compensation for unused sick leave shall be as follows:
  - i. Members with 25 or more years of experience in the District shall receive \$75.00 per day for 60% of all accumulated sick days to a maximum of 170 days.
  - ii. Members with at least 15 but less than 25 years' experience in the District

shall receive \$55.00 per day for 50% of all accumulated sick days to a maximum of 150 days.

- d. 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 the 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. Tuition expense for Administrators will be compensated until the employee has reached a career maximum of \$35,000 for doctorate and/or graduate credits. In the event an administrator who has received such reimbursement leaves the District within two (2) years of completion of the credits, the Administrator shall reimburse the District for the same. 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. The following Leave Benefits shall be consistent with the SAEA Collective Bargaining Agreement
  - i. Bereavement Leave
  - ii. Sabbatical Leave

- iii. Leave without Pay
  - iv. Child Rearing 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. - \$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.

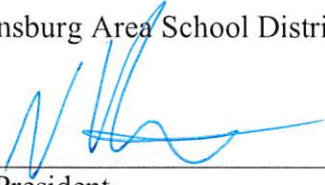
**Exceptions to Contract Days/Rights & Benefits:** Any exceptions to the above-listed contract days and Rights & Benefits must be approved by the Superintendent and Act 93 representatives, in consultation with the Board of School Directors representatives.

**EXHIBIT A**

<b>Salary Minimum 2022-23 and 2023-24</b>	<b>Current Minimum</b>	<b>New Minimum</b>
Assistant High School Principal	\$76,131	\$80,000
Assistant Middle School Principal	\$76,131	\$80,000
Assistant Director of Student Services	\$66,788-225 days	\$78,000- 260 days
Director of Athletics		\$66,000
Director of Curriculum, Instruction, & Assessment	\$80,253	\$90,000
Director of Facilities & Operations	\$60,118	\$67,000
Director of Technology	\$76,131	\$80,000
Elementary Principal	\$80,253	\$85,000
High School Principal	\$93,962	\$99,000
Middle School Principal	\$87,058	\$91,000
Director of Student Services	\$87,058	\$93,000
Transportation Coordinator		\$66,000
School Psychologist		\$85,000
<b>Salary Minimum 2024-25 and 2025-26</b>		<b>Minimum</b>
Assistant High School Principal		\$82,400
Assistant Middle School Principal		\$82,400
Assistant Director of Student Services		\$80,340
Director of Athletics		\$67,980
Director of Curriculum, Instruction, & Assessment		\$92,700
Director of Facilities & Operations		\$69,010
Director of Technology		\$82,400
Elementary Principal		\$87,550
High School Principal		\$101,970
Middle School Principal		\$93,730
Director of Student Services		\$95,790
Transportation Coordinator		\$67,980
School Psychologist		\$87,500

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

Shippensburg Area School District

  
\_\_\_\_\_  
Board President

Jan 23, 2023  
Date

  
\_\_\_\_\_  
Board Secretary

01/23/2023  
Date

  
\_\_\_\_\_  
Act 93 Representative

1/24/23  
Date

  
\_\_\_\_\_  
Act 93 Representative

1/25/23  
Date

  
\_\_\_\_\_  
Act 93 Representative

1/29/23  
Date