

BLOOMSBURG AREA SCHOOL DISTRICT

ACT 93 PLAN

1 July 2021 – 30 June 2026

*Approved by BASD School Board on 20 December 2021
Revision approved by BASD School Board on 17 July 2023*

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The Act 93 Plan will take effect on 1 July 2021, and continue until such time that the board or administrators request a review. The Plan can only be amended by compliance with Act 93.

Recognition

The Board hereby adopts the Administrative Team concept as part of the formal operating policy of the district. In order for this process to succeed, the Board recommends that a schedule of ongoing meetings be developed at this team level.

Positions

For the purposes of this agreement, the Administrative Team shall include the following full-time permanent employees:

Professional Administrative Positions:

- High School Principal (240 days)
- Middle School Principal (240 days)
- Secondary Principal of Students and Programs (240 days)
- Elementary Principal (240 days)
- Director of Special Services (240 days)
- Director of Curriculum, Instruction, and Grant Writing (240 days)
- Athletic Director/Assistant to the Middle School Principal (240 days)

Supervisory Administrative Positions:

- Assistant Business Administrator (240 days)
- Food Service Director (210 days)
- Head of Buildings and Grounds (240 days)
- Operations Director (240 days)
- Technology Director (240 days)

Other personnel as defined under Act 93 by the Board as Professional Administrative/Supervisory Administrative Positions

Administrative Salaries

Newly hired or transferred administrators will negotiate a starting salary with the superintendent followed by the superintendent's recommendation to the board of directors for approval. The newly hired administrator will follow the salary increase schedule of all Act 93 personnel.

The Board retains the right to adjust the administrator's annual salary during the duration of this agreement, provided the adjustment does not reduce the annual salary in effect at any given time.

If satisfactory performance of duties as evidenced through the evaluation process outlined below occurs, the administrator will be awarded an annual salary increase of \$2,500.

Please refer to Appendix A for a listing of salaries for the 2023-2024 school year.

Administrator Evaluation

Each administrator's evaluation will consist of the following components:

- 1) Each administrator will meet with the superintendent during the month of August in order to discuss his/her performance expectations for that current school year. The performance expectations should include a rationale and timetable for completion. The performance expectations will be reviewed and approved by the superintendent. These performance expectations will be used as one component of the administrator's end of the year evaluation process performed by the superintendent. The superintendent will present performance expectations with the school board in executive session by the first school board meeting in October.
- 2) Fulfilling of responsibilities as outlined in job descriptions, the school code and regulations promulgated by the Secretary of Education.
- 3) Completion of evaluations, observations, or the review of the differentiated supervision plans of subordinates.
- 4) Appropriate participation/contribution as a member of the district's administrative team.
- 5) Regular attendance at all school board meetings.
- 6) Participation on committees, task forces, extra-curricular activities, etc.
- 7) Exceptional professional activities such as publications, conference presentations, advanced degrees, and special recognitions.
- 8) A mid-year evaluation conference with the superintendent will be held during the months of January or February. This conference will be used to consider additional performance expectations that may have occurred during the school year, and to evaluate the status of all performance expectations.
- 9) The Faculty Administrative Survey developed by the superintendent in conjunction with the administration will be distributed to the faculty by the end of each school year. Results of the administrative survey will be discussed during each administrative end of the year conference with the superintendent and a summary will be presented to the Board.
- 10) An end of the year evaluation conference with the superintendent will be held during the months of May or June.

Act 93 Benefit Items

Insurance:

The district agrees to provide medical insurance coverage, equal to the existing coverage provided in the collective bargaining agreement entered into between the district and its professional employees, for each administrator, their spouse and dependent children. Those electing not to utilize paid medical insurance offered by the district will receive \$1,800.00 per year in two equal payments in December and June. Any employee covered by this plan shall utilize comparable spousal medical insurance coverage if it is available to them. An administrator may continue coverage while on approved unpaid leave of absence by paying the premiums. Any administrator selecting medical coverage provided by the district shall contribute to that plan as outlined in the chart below. These contributions will be made via payroll deduction.

Year	Employee Responsibility
2021-2022	\$2,400.00
2022-2023	\$2,700.00
2023-2024	\$2,700.00
2024-2025	\$3,000.00
2025-2026	\$3,000.00

The district shall provide term life insurance to each administrator equal to two times of his/her annual salary, up to a maximum of \$200,000.

Sick Leave:

Administrators will be granted twelve (12) accumulated sick days as set forth in policy and as amended from time to time.

Vacation:

Each fiscal year, administrators shall be entitled to 15 vacation days as set forth in policy and as amended from time to time. Up to (10) unused vacation days may be carried over from one year to the next. Ten additional days may be carried over prior to the beginning of the following school year per approval of the Superintendent.

In addition to the above, administrators shall receive as vacation, all school holidays as established by the school calendar.

Emergency Leave:

Two (2) emergency days.

Personal Leave:

Two (2) unrestricted personal days.

Administrators may accumulate up to five (5) personal days which may be carried over into the next fiscal year. Unused personal leave over and above the limit will be re-designated as additional sick leave.

Retirement:

Upon retirement, each administrator who has been employed by the school district will be compensated using the following formula: number of years employed by the district multiplied by \$100.00. Each administrator will be compensated \$40.00 for each unused sick day to a maximum of 250 sick days. This provision applies only to those administrators who meet the official provisions for retirement from the Bloomsburg Area School District under the Pennsylvania Public School Employees Retirement System (PSERS) and is restricted to superannuation retirement, disability retirement or early retirement. In order to receive this severance benefit, the administrator must notify the board of his or her intention to retire six months in advance. The board may waive the provision of notice.

The school district shall make a non-elective employer contribution to the employee's 403(b) retirement program in an amount as described above. The employee shall receive no cash option.

State/National Associations:

The school district will pay the dues to a state and national association for each administrator. Additionally, the district will encourage professional growth through graduate study and in-service opportunities.

Graduate Study:

Graduate Credit Reimbursement – A maximum of eighteen (18) credits per school year as approved by the superintendent. The administrator will reimburse the school district for any tuition paid by the school district for any courses completed within twelve (12) months of the resignation. Reimbursement will be made only for those graduate courses approved by the superintendent for which a final grade of "B" or higher has been earned.

Upon request, the Bloomsburg Area School District shall pre-pay tuition upon enrollment for credits, provided the employee has completed the following:

1. Received the necessary pre-approval from the superintendent;
2. Submits a completed enrollment form; and
3. Submits documentation from the university for payment.

Appendix A: Act 93 Salaries as of 2023-2024 School Year

Professional Administrative Positions:

- High School Principal - \$95,000
- Middle School Principal - \$87,000
- Secondary Principal of Students and Programs - \$87,000
- Elementary Principal (Beaver-Main and W.W. Evans) - \$87,000
- Elementary Principal (Memorial) - \$89,000
- Director of Special Services - \$102,500
- Director of Curriculum, Instruction, and Grant Writing - \$102,500
- Athletic Director/Assistant to the Middle School Principal - \$82,000

Supervisory Administrative Positions:

- Assistant Business Administrator - \$80,000
- Food Service Director - \$71,950 + \$3,000 stipend for summer program = \$74,950
- Head of Buildings and Grounds - \$57,500
- Operations Director - \$80,000
- Technology Director - \$92,600