RIDLEY SCHOOL DISTRICT
ADMINISTRATOR COMPENSATION PLAN

The Ridley Board of School Directors adopts the following Administrative Compensation Plan pursuant to the "Public School Code of 1949" as amended, Act 93, Section 1164.

The School Board recognizes that a thorough and effective school system is vital to providing the best educational program for the pupils of the district and the taxpaying citizens who support the public schools.

Further, such a program can only exist if the day-to-day management of the schools is entrusted to dedicated and competent persons. Good management relies on the abilities of persons to perform the responsibilities of the position for which they were hired.

Based on that responsibility and performance, the Board of School Directors directs the Superintendent to develop regulations that would constitute a plan that would provide fair and adequate financial incentive for all management personnel.

1. Term
   This plan is effective July 1, 2019 and shall continue until June 30, 2025.

2. Membership
   A. Administrators excluded
      (1) District Superintendent
      (2) Business Manager/Board Treasurer
      (3) Assistant to Superintendent/Board Secretary
      (4) Assistant Business Manager
   B. Administrators included
      (1) Level 1, 2, and 3 Directors
      (2) Principals and Assistant Principals
      (3) Level 1 and 2 Supervisors

3. Professional Qualifications.
   All members shall possess all of the qualifications that are required by law in the Commonwealth of Pennsylvania to serve in the assigned job classification and will maintain the same throughout the Term of this Agreement.

4. Duties and Responsibilities.
   All members shall serve in the assigned job classification and will undertake the duties and responsibilities as assigned throughout the Term of this Agreement.

5. Compensation -- Salary and Benefits
   A. Salary. The Board of School Directors and the Membership agree to the following regarding the salary:
      (1) Administrative annual salaries shall annually be increased according to the following table:

      |---------|---------|---------|---------|---------|---------|
      | 2.0%    | 1.8%    | 1.6%    | 1.4%    | 1.2%    | 1.0%    |

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(2) The established annual salary shall be paid in equal installments in accordance with the School District policy or practice.

(3) The salaries for the membership shall not be decreased during the term of this Agreement, or through any amendment or extension of this Agreement, without the written acknowledgement of the Membership representation. Salaries in year one that are not equal to or greater than the indicated starting salaries for the position responsibility factor will be given a one time equity adjustment to place in the position level in year one of the agreement and future increases are based upon percentages as indicated.

(4) Effective 1 July 2019, the School District shall pay the Membership an annual salary based on the Administrative Compensation Table in Appendix A. By July 1st of each subsequent year of this Agreement, the Membership shall receive a minimum salary increase in an amount equal to the percentage indicated on the Administrative Compensation Table of each individual’s prior year’s annual salary. Such increase shall be added to and become part of each member’s then-current annual base salary. The salary increases shall be applied unless the Member’s performance is rated as “unsatisfactory” on the annual performance assessment for the prior school year, in accordance with the provisions of this Agreement.

(5) The School District in so annually increasing salary shall not be considered to have entered into a new Agreement with the Membership or to have extended the termination date of this Agreement.

(6) A newly appointed administrator’s salary shall be determined by the position responsibility factor on the Administrative Compensation Table as recommended by the superintendent and approved by the Board of School Directors.

(7) All evaluations and salary increases shall be made in accordance with the Ridley School District Administrative Performance Appraisal system.

(8) Performance Incentive Payment

(a.) Membership will also receive a separate lump sum payment in the first pay in July equal to 4%, of their prior year’s base salary. This payment may be directed to the administrator's tax sheltered annuity plan or directed as determined by the member with all retirement and tax withholdings that apply.

(b.) The payment is tied to actual and objective work performance standards agreed to at the start of each school year and reported in the member’s Annual Performance Assessment.

B. Benefits. In addition to the annual salary, the Membership shall receive the following benefits and incentives:

(1) Vacation Leave and Holidays

(a.) The Members shall carry forward in this Agreement and be credited on the first day of this Agreement (i.e., 1 July 2019) with all unused vacation leave accrued during employment with the School District. In addition, the Member shall receive 20 (twenty) paid vacation days with one additional paid vacation day shall be added for each year of service to a maximum 25 days for all 12-month administrators, and prorated accordingly for administrators working less than 12-months. Ten unused paid vacation days may be carried over into next fiscal year. No more than such ten days may be accumulated at one time.

(b.) In addition, the Membership shall receive, with full pay, all holidays available to twelve-month administrative employees covered under the School District’s
administrator compensation plan adopted pursuant to Section 1164 of the Public School Code (24 P.S. 11-1164).

(2) Sick Leave
(a.) The Membership shall carry forward in this Agreement and be credited on the first day of this Agreement (i.e., 1 July 2019) with all unused sick leave accrued to date during employment with the School District. The Membership shall receive twelve (12) days of sick leave with full pay each year of this Agreement, which shall be credited in full on 1 July 2019 and on July 1st of each subsequent year of this Agreement.

(b.) In addition, the unused portion of allowance of sick leave shall accrue from year to year without limit. Members may select to cash out no more than five (5) of their available sick days at a rate of $125 per day subject to tax withholdings and is not eligible for retirement withholding, to be paid in the first pay in July.

(3) Personal Leave
The Membership shall carry forward in this Agreement and be credited on the first day of this Agreement (i.e., 1 July 2019) with all unused personal leave accrued to date during employment with the School District. In addition, the Membership shall receive two (2) days of personal leave with full pay each year of this Agreement, which shall be credited in full on 1 July 2019 and on July 1st of each subsequent year of this Agreement. A maximum of five (5) unused days of personal leave may be carried over into subsequent years. On June 30th of each year of this Agreement, any unused personal days in excess of five (5) days shall be converted to days of sick leave.

(4) Bereavement Leave
The Membership shall be entitled to up to five (5) days of bereavement leave, with full pay, because of a death in the Membership’s immediate family. “Immediate family” is defined as father, mother, brother, sister, spouse, son, daughter, parent-in-law, stepparent, stepchildren, stepparent-in-law, stepbrother, stepsister, grandchild, someone residing in the same household or any person with whom the Membership lives. The Membership shall be entitled to one (1) day of bereavement leave, with full pay, because of a death of a near relative. “Near relative” is defined as grandparent, aunt, uncle, niece, nephew, first cousin, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

(5) Jury Duty and Court Appearances
The Membership shall be permitted to attend, without loss of pay or benefits, jury duty, court and other judicial and administrative appearances for any proceeding in which the member is subpoenaed to appear. Payment for jury duty services will be reimbursed to the School District.

(6) Life Insurance
(a) The School District shall obtain and pay the full cost of the premiums for the purchase of a group term life policy with a benefit amount equal to two times the Membership’s annual salary. After age 75, if still employed, the benefit is reduced to one times the Membership’s then-current annual salary paid. The Membership shall have the sole right to determine the beneficiary of such policy.

(b) Upon the Membership’s retirement from the School District, the School District shall continue to pay the full premium cost with a guaranteed issue of $225,000 for the District Membership when the Member reaches the age of 75. The Membership shall have the sole right to determine the beneficiary of such policy.

(c) Detailed policy information shall be provided.
Health Insurance

(a.) The School District shall provide the Membership, spouse, and eligible dependents medical insurance coverage and benefits, including but not limited to hospitalization, physician coverage, major medical, prescription, vision, and dental coverage, or substantial equivalents thereto, under the same terms below.

(b.) Blue Cross Personal Choice (Family) 20/30/70 Plan

(i.) This plan shall be the base plan for the duration of this agreement unless a new comparable base plan is determined through the District’s membership in a healthcare trust. Any changes in the district health insurance program for a comparable plan resulting from future cost saving measures, such as a healthcare trust, may modify this base plan.

(ii.) Administrators shall contribute at the rate per pay indicated on the table below through payroll deduction toward the premium cost of the plan being utilized.

<table>
<thead>
<tr>
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<td>$25.50</td>
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<td>$25.96</td>
<td>$25.96</td>
<td>$26.32</td>
<td>$26.32</td>
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<tr>
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<td>$40.48</td>
<td>$41.04</td>
<td>$41.54</td>
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<td>$43.52</td>
<td>$44.03</td>
<td>$44.73</td>
<td>$45.36</td>
<td>$45.90</td>
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</table>

(c) Prescription Drug Program

(i.) The School District will provide an Employee, Employee and Spouse, Employee and Child, Employee and Children, or Family Prescription Drug Plan from Caremark, or an equivalent program available through the Delaware County Healthcare Trust. This plan shall be the base plan for the duration of this agreement unless a new comparable base plan is determined through the District’s membership in a healthcare trust. Any changes in the district health insurance program for a comparable plan resulting from future cost saving measures, such as a healthcare trust, may modify this base plan.

(ii.) The prescription drug plan will include $15.00 co-pay for generic prescriptions, $30.00 co-pay for preferred brand prescriptions, and $45.00 co-pay for non-preferred brand prescriptions.

(iii.) Specialty injectable medications will require a $65.00 co-pay for a thirty (30) day supply or a $130.00 co-pay for a ninety (90) day supply.

(iv.) The prescription drug plan will include a mandatory mail order requirement for maintenance drugs as defined by the carrier. The mail order service will supply a ninety (90) day supply for the cost of two (2) co-payments at the specific tier. If the individual’s doctor wants the individual to start the drug immediately or determine effectiveness, the initial thirty (30) day supply may be obtained at a retail pharmacy for the appropriate retail co-payment. All subsequent refills must be purchased through the mandatory mail order service.
(d) *Vision Program*
   (i.) Pays usual, customary, and reasonable costs for examinations once every 24 months.
   (ii.) Pays usual, customary rate for lenses and frames once every 24 months.
   (iii.) Premium paid 100% by the District.
   (iv.) Any changes in the district vision program for a comparable plan resulting from future cost saving measures, such as a healthcare trust, may modify this base plan.

(e) *Dental Program*
   (i.) Pays usual, customary, and reasonable costs.
   (ii.) 100% Basic Program
   (iii.) 100% Oral Surgery
   (iv.) 100% Prosthetics
   (v.) 100% Periodontal
   (vi.) 50% Orthodontia
   (vii.) Up to $2,000.00 per administrator and child maximum)
   (viii.) Limit of $2,000.00 per calendar year per person.
   (ix.) Premium paid 100% by the District.
   (x.) Any changes in the district dental program for a comparable plan resulting from future cost saving measures, such as a healthcare trust, may modify this base plan.

(8) *Income Protection/Disability Insurance*
   The School District shall obtain and pay the full cost of the premiums for the purchase of a long-term disability income protection insurance policy for the Membership, which policy shall provide long-term disability income to the Membership in a monthly amount equal to sixty percent (60%) of the Membership’s gross salary to a maximum of $3,500 per month at the time of disability after 90 days of absence. This benefit will integrate with an individual's sick leave. It will also integrate with social security and retirement benefits should the individual begin to collect these sources of income while disabled.

(9) *Liability Insurance*
   The School District shall provide and pay the full cost of legal liability and general liability insurance coverage that provides the Membership coverage for acts and omissions undertaken in the course and scope of employment with the School District.

(10) *Tuition Reimbursement*
   (a) The total tuition reimbursed by the district for all administrators is a maximum of $30,000 per year for tuition of graduate level coursework related to an administrator's current position.
   (b.) The university offering the course must be an established, accredited institution with on-campus classes and may have a distance or online program.
   (c.) The administrator shall submit a request to the Superintendent in writing that includes the name of the institution, course information, and the course tuition amount. The Superintendent will approve the course for reimbursement if it is related to an administrator's current position.
   (d.) Disbursement of funds shall be completed after Board approval at a regular Board meeting following the submission of proof of payment for tuition and a minimum grade report of “B.”
(c) $15,000 of the total fund shall be available to the group that has submitted the
written intent for reimbursement no later then the close of business day on or
before December 31st of the fiscal year in which the course is completed. All
intent requests for reimbursement received by December 31st shall be
considered for a portion of the available fund. If the total of requests equal
$15,000 or less, all tuition requests shall be 100% reimbursed. If the total of
requests exceed $15,000, all tuition requests shall receive an equal share of the
$15,000.

(d) If funds remain after the December 20th deadline, they shall be carried over into
the remaining allotment for the fiscal year. The remaining $15,000 of the allotted
fund and any carried over funds from the December 20th deadline shall be
available to the group for reimbursement no later then the close of business day
on or before June 20th of the fiscal year in which the course is completed. All
requests for reimbursement received by June 20th shall be considered for a
portion of the available fund. If the total of requests equal the total amount or
less, all tuition requests shall be 100% reimbursed. If the total of requests exceed
the total amount available, all tuition requests shall receive an equal share of the
total amount available.

(e) If funds remain after the June 20th deadline and partial tuition amounts were
unpaid from the December 31st deadline, administrators may request the balance
of reimbursement from partial tuition payments not to exceed the $30,000 total
with the amounts determined in the same manner of subsections b and c above.

(f) If a billing or reporting issue limits a member from submitting the proof of
payment or grade verification under the stated time lines, a written request may
be made for approval to be determined by the discretion of the Superintendent.

(11) Meetings, Conferences and Seminars
The duties of the Membership may require participation and presence at meetings,
conferences and/or seminars in order that the Membership can maintain an
awareness of current issues, programs, and information. The Membership’s
attendance at meetings, conferences, seminars, conventions, workshops, in-service
programs, and school activities is deemed necessary by the Board in order to
maintain the knowledge and skills required of the positions. Expense
reimbursement for such activities shall be provided to the Membership in
accordance with School District policies and procedures.

(12) Retirement Severance

(a) An employer contribution shall be made upon retirement into the administrator’s
tax-qualified 403(b) annuity contract or 403(b)(7) custodial account equal to the
value of the administrator’s unused vacation pay plus an amount equal to one-
hundred twenty-five dollars ($125) times the number of available sick leave
days subject to the applicable contribution limit under Sections 403(b), 402(g)
or 415(e) in effect for the year.

(b) This contribution shall be an employer contribution made into a 403(b) account
for the administrator and shall not be considered to be a salary reduction
contribution. Any amount of this severance payment due to the administrator
that exceeds the limit established for the year will be contributed to the
administrator’s 403(b) account at the beginning of the next calendar year.

(c) Upon the Membership’s retirement from the School District, the School District
shall also continue an administrator’s medical plan and prescription drug
coverage, that are considered the District base plans, for the retiree and spouse until they are eligible for Medicare.

(i.) The retiree shall contribute to the District base plan at the rate in effect at the time of retirement.

(ii.) Should a retiree return to service in the Pennsylvania public school system, and the employment does not qualify under the exceptions identified by the Public School Employees’ Retirement System (PSERS), the Ridley School District will no longer pay for a medical or prescription drug plan for the retiree or spouse.

6. Annual Performance Assessment

A. The Superintendent shall evaluate the performance of the Membership at least once a year during the Term of this Agreement. Building principals will receive a copy of the Pennsylvania Department of Education evaluation instrument for the annual performance assessment. In the event the Superintendent determines that the performance of an individual is unsatisfactory in any respect, the evaluation shall describe in writing, in reasonable detail, the specific instances of unsatisfactory performance.

B. The annual performance assessment shall be used for the following purposes:

(1) To strengthen the working relationship between the Superintendent and the Membership and to clarify for the Membership the responsibilities the School District relies on the Membership to fulfill; and

(2) To discuss and establish goals and/or objective performance standards for the Membership.

7. Modification

This Agreement shall not be amended, changed or modified, except in writing acknowledged and signed by the Membership and approved of by the Board and signed by a duly authorized officer(s) of the Board.
## APPENDIX A
### Administrative Compensation Table

<table>
<thead>
<tr>
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<tr>
<td>% INCREASE</td>
<td>2.00%</td>
<td>1.80%</td>
<td>1.60%</td>
<td>1.40%</td>
<td>1.20%</td>
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Future Starting Salaries based on Position Responsibility Factor annually added to Max Teacher per diem rate.

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<tr>
<th>POSITION</th>
<th>POSITION RESPONSIBILITY FACTOR</th>
<th>19-20 STARTING PER DIEM RATE</th>
<th>19-20 New Administrator STARTING SALARY</th>
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<tr>
<td>Max Teacher</td>
<td>n/a</td>
<td>$567.59</td>
<td>$107,843</td>
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<tr>
<td>Principal 1</td>
<td>9%</td>
<td>$618.67</td>
<td>$161,474</td>
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<tr>
<td>Director 1</td>
<td>8%</td>
<td>$613.00</td>
<td>$159,992</td>
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<td>Principal 2</td>
<td>6%</td>
<td>$601.65</td>
<td>$157,029</td>
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<tr>
<td>Director 2/Principal 3/Asst Principal 1</td>
<td>3%</td>
<td>$584.62</td>
<td>$152,585</td>
</tr>
<tr>
<td>Asst Principal 2</td>
<td>1%</td>
<td>$573.27</td>
<td>$149,622</td>
</tr>
<tr>
<td>Director 3</td>
<td>-20%</td>
<td>$454.07</td>
<td>$118,513</td>
</tr>
<tr>
<td>Supervisor Level 1</td>
<td>-35%</td>
<td>$368.93</td>
<td>$96,292</td>
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<tr>
<td>Supervisor Level 2</td>
<td>-50%</td>
<td>$283.80</td>
<td>$74,070</td>
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### Membership and Salary Range

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<th>19-20 MEMBER</th>
<th>COUNT</th>
<th>SALARY RANGE</th>
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<tr>
<td>Principal 1</td>
<td>High School Principal</td>
<td>1</td>
<td>$161,474 – 167,336</td>
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<tr>
<td>Director 1</td>
<td>Director of Personal Learning (Special Education)/ Director of Curricular Innovation/ Director of Staff &amp; Program Development Director of Network Services</td>
<td>4</td>
<td>$159,992 – 163,596</td>
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<tr>
<td>Principal 2</td>
<td>Middle School Principal</td>
<td>1</td>
<td>$157,029 – 162,271</td>
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<tr>
<td>Director 2/Principal 3/Asst Principal 1</td>
<td>Director of Data Quality &amp; Assessment/ Elementary Principal/ High School Assistant Principal</td>
<td>11</td>
<td>$152,585 – 154,634</td>
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<tr>
<td>Asst Principal 2</td>
<td>Middle School Assistant Principal</td>
<td>2</td>
<td>$149,622</td>
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<tr>
<td>Director 3</td>
<td>Director of Facilities/ Director of Pupil Services</td>
<td>2</td>
<td>$118,513</td>
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<tr>
<td>Supervisor Level 1</td>
<td>Supervisor of Technical Services/ Supervisor of Food Services</td>
<td>2</td>
<td>$96,292 – 97,198</td>
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<tr>
<td>Supervisor Level 2</td>
<td>Supervisor of Transportation</td>
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<td>$74,070</td>
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