

ADMINISTRATIVE COMPENSATION PLAN



MECHANICSBURG AREA SCHOOL DISTRICT

JULY 1, 2016 – JUNE 30, 2021

Adopted April 12, 2016

MECHANICSBURG AREA SCHOOL DISTRICT

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ARTICLE I LEADERSHIP TEAM STATEMENT

The Mechanicsburg Area Board of School Directors recognizes the importance of maintaining an effective Leadership Team to strengthen the administration and educational programs of the district, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the Team.

While the Leadership Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Board ultimately to make decisions as prescribed by law.

For the purposes of this policy, the terms herein shall have the following definitions:

- A. Leadership Team Concept - a means whereby educational policies and administrative procedures that define the district's programs and operations are arrived at through shared responsibility and authority.
- B. Leadership Team - composed of the Superintendent and administration, supervisory and administrative support personnel who have significant responsibilities for formulating district policies or administering district programs; and in addition recommend employment, transfer, suspension, discharge, layoff, recall, promotion, assignment, compensation or discipline of employees; direct and supervise other employees; evaluate employees; and adjust complaints.
- C. Leadership Employees - refers to those members of the Leadership Team.

The objectives of the district's Leadership Team are:

- A. To provide input into all policies which directly affect leadership employees in the administration of the school district by:
 - 1. assisting in the development of the educational goals and objectives of the district
 - 2. applying all available knowledge to the improvement of district services
 - 3. providing input into the development of district and department financial plans and budgets
 - 4. providing input into the labor relations policies and practices of the district

5. evaluating proposals made by other employees and making recommendations on the district's response
 6. providing open and frequent communication among members of the Team
- B. To provide a means of addressing the economic and welfare concerns of leadership employees including:
1. position description
 2. evaluation
 3. salaries and fringe benefits
 4. promotion
 5. assignment and transfer

The following administrative guidelines provide for the operation of the Leadership Team, under the direction of the Superintendent of Schools:

- A. That the Leadership Team group meetings will include all leadership employees.
- B. That the Leadership Team shall address itself to:
1. appropriate concerns identified by the Superintendent
 2. appropriate concerns identified by any member of the Team
- C. That the concerns of the Leadership Team will include but not be limited to:
1. the district budget
 2. the district curriculum
 3. personnel management
 4. welfare of leadership employees
- D. That the Leadership Team groups will meet on a regularly organized basis.
- E. That the actions of all members of the Leadership Team be consistent with the professional and ethical standards as adopted by professional leadership associations.

ARTICLE II ADMINISTRATIVE MEET & DISCUSS

The purpose of this committee is to provide a means by which compensation and other matters affecting school administrators can be resolved within the framework of a Leadership Team philosophy.

There is hereby established a committee to be composed of ten members, one from each of the representative leadership groups (A-D below), as follows:

- A. Elementary School Principals
- B. Secondary School Principals
- C. District-level Administrators (Instructional)
- D. District-level Administrators (Non-Instructional)
- E. Superintendent of Schools and Assistant Superintendent/Chief Fiscal Officer
- F. The Personnel contact person of the Board of School Directors and three other School Board members.

The committee shall meet to consult and recommend on matters relating to the implementation of policy matters affecting wages, hours and terms and conditions of employment as well as the impact thereon as required by Section 1164 of Act 93 of 1984. The committee shall meet during the school term as necessary. Said meetings shall be held at a time and place as agreed upon by the chairperson (Personnel contact person of the Board of School Directors) or upon written request from a majority of the eligible school administrators. Special meetings may be scheduled upon the agreement of the chairperson. An agenda for each regular meeting shall be prepared by the Superintendent for distribution to the committee members prior to the meeting. An agenda for special meetings shall be similarly prepared and shall be distributed to the committee members as soon as possible after preparation. A written summary of all committee meetings will be maintained. The meeting notes shall be distributed to all members of the committee.

**ARTICLE III
POSITIONS COVERED UNDER
ADMINISTRATIVE COMPENSATION PLAN**

1. Assistant Facilities Director
2. Assistant Principals
3. Assistant Athletic Trainer
4. Athletic Director
5. Athletic Trainer
6. Business Services Director
7. Computer Technician
8. Database Technician
9. Director of Curriculum and Instructional Technology
10. Director of Student Services
11. Elementary Principals
12. Facilities Director
13. Food Service Director
14. IT Systems Analyst/ Technology Department Coordinator
15. Recreation Director
16. School Psychologists
17. Secondary Principals (High School and Middle School)
18. Social Worker/Home School Visitor
19. Supervisor of Administrative Services
20. Supervisor of Secondary English Language Arts Curriculum
21. Supervisor of Secondary Math Curriculum
22. Supervisor of Special Education

**ARTICLE IV
BENEFIT ACCRUAL
PROFESSIONAL vs. ADMINISTRATIVE STAFF**

Benefits that accrue to the teachers' segment of the professional staff will accrue to the administrative staff, except as otherwise specified in this document.

**ARTICLE V
LEAVE BENEFITS**

A. Sick Leave

Sick leave for administrative personnel shall accumulate at the following rate per school year, effective with the first day of school each year:

190 day employee - 10 days
210 day employee – 10 days
250 day employee - 12 days

The balance of unused personal days, in excess of the maximum accumulated number, are transferred to the employee's sick leave account. Sick leave days will accumulate indefinitely, according to the procedure listed above. Any or all accumulated days may be used in any school year.

Providing there is no interruption of service, up to ninety (90) days of accumulated sick leave may be transferred from another school district within the Commonwealth of Pennsylvania. Sick days must be verified in writing by the previous employer (school district).

The School Code requires school districts to report annually to the employee his or her accumulated sick leave days. Accumulated days are reported on the biweekly payroll voucher. The accumulation of sick days is an excellent "insurance" program in that an employee receives full pay when ill for the maximum number of accumulated sick days.

The Board of School Directors may require the employee to furnish a certificate from a physician verifying that said employee was unable to perform his or her duties during the period of absence for which compensation is required to be paid.

It is unlawful for the employee to claim sick leave if an accidental injury is incurred while the employee is engaged in remunerative work unrelated

to the school assignment. The employer for whom he/she is working at the time of injury is responsible under the Worker's Compensation Law.

B. Personal Leave

Each employee shall be entitled to three (3) personal days per year, with pay, to be used at the discretion of the employee.

Unused personal days contemplated herein may accumulate to six (6) days; all such days in excess of six (6) days accumulated as aforesaid shall be added to and credited toward accumulated sick leave at the beginning of the school year next succeeding the school year in which the unused leave days accumulate in excess of six (6) days. Personal leave shall be recorded in full and half-day increments.

C. Family Illness Leave

Up to two (2) days of paid leave per year may be utilized to care for a member of the immediate family, as defined in Article V, Section D, during an illness, surgery, or for well-care appointments (that cannot be scheduled outside the employee's normal work day) of that family member. The employee's supervisor shall be given as much notice of the need to be absent for this purpose as reasonably possible so that normal school operation can be maintained. Family Illness leave shall be recorded in full and half-day increments.

Family illness leave will accumulate from year to year to a maximum of five (5) days (2 current plus 3 carry over) and may be taken at the discretion of the employee's supervisor.

D. Bereavement Leave

Bereavement leave for the employee's immediate family, shall be for a maximum of five (5) days. Members of the immediate family shall be defined as father, mother, son, daughter, husband or wife. A maximum of four (4) days of bereavement leave shall be granted because of the death of an employee's brother, sister, parent-in-law, grandparent, or near relative who resides in the same household, or any person with whom employee has made his/her home. Bereavement leave shall be granted on the day of the funeral because of the death of a near relative of the employee. Near relative shall be defined as first cousin, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. The Superintendent may extend the period of absence with pay in his/her discretion as the exigencies of the case may warrant.

E. Court Leave

An employee who is required to serve as a juror in a court of record or who is required to testify as a witness for the Commonwealth of Pennsylvania after receipt of a subpoena shall not suffer any net loss in salary, but the employer shall be required to pay the employee only that

portion of his/her wages for the time so consumed which is not paid to the employee as a juror's compensation or witness fee. It is recognized that the Superintendent shall have the right to attempt to obtain the excusal of any employee from service as a juror or attendance as a witness.

F. Extended Illness or Disability

1. Salary Continuation Plan - Doctor's Certificate Required

- a. The eligible employee above must use all accumulated sick leave days first.
- b. The employee must apply for benefits under the long-term disability plan.
- c. He/she must take health sabbatical leave, if qualified, at one-half salary for up to one year.
- d. Upon the completion of the health sabbatical leave, if the employee is still unable to return, up to one year additional disability leave at one-half salary will be granted.
- e. Refer for disability consideration as provided by PSERS.

2. Fringe Benefits

- a. All standard fringe benefits granted to full-time personnel while on active service will be extended to eligible employees while on the salary continuation program.
- b. Exceptions:
 - (1) Health Sabbatical Leave - Only those benefits as provided for in the Pennsylvania School Code of 1949 as amended will accrue while on sabbatical leave.
 - (2) Extended Disability Leave - No accumulation of sick, family illness or personal days while on disability leave.

Flow Chart - Benefits that accrue while on leave.

Type of Leave	Medical Insurance	Dental Insurance	Life Insurance	Vision Insurance	Sick Days	Personal Days
Accum. Sick Leave	Yes	Yes	Yes	Yes	Yes	Yes
Health Sabbat./ Prof. Devt.	Yes	Yes	Yes	Yes	No	No
Extended Disability	Yes	Yes	Yes	Yes	No	No

G. Vacation

Professional employees working 250 days earn vacation at the rate of 1.6 days per month (20 days per fiscal year). Vacation days not used during the 15 months following the prior fiscal year in which they were earned will be transferred to sick leave.

Any annual unused vacation days granted to administrators may be used throughout the entire school year with the approval of the supervisor.

If an employee resigns during a fiscal year, he/she will be paid only for vacation days earned from July 1 of the current year at his/her average daily salary. If an employee resigns at the close of the fiscal year, he/she will be paid for vacation days earned the prior year only (a maximum of 20 days) at his/her average daily salary.

An individual changing from a 250 work day assignment to a 210 work day or less assignment will be paid his/her accrued vacation days as per the schedule listed above for an employee who resigns (the 20 day maximum applies).

ARTICLE VI EMPLOYEE WAGES AND SUPPLEMENTARY FINANCIAL BENEFITS

A. Medical/Hospitalization Insurance

1. The employer shall pay the entire premium cost of individual or employee/dependent coverage for each employee. Such coverage shall be provided under a group insurance plan (s) selected by the Board of School Directors. For the term of this agreement, the following provisions apply:

Medical Insurance

- Mandatory High Deductible Health Plan with Health Savings Account in 2017-18, 2018-19, 2019-20, 2020-21; Optional in 2016-17. PPO Benefits in 2016-17 same as current with 13% premium share.
- Premium Share is 6.5% for the HDHP/HSA for the term of the Agreement. Premium share will be through payroll deduction.
- Deductible - \$1,500 individual / \$3,000 family for the term of the Agreement

- District contribution to Health Savings Account as follows:
 - 2016-17: \$1,500 individual / \$3,000 family
 - 2017-18: \$750 individual / \$1,500 family
 - 2018-19: \$750 individual / \$1,500 family
 - 2019-20: \$600 individual / \$1,200 family
 - 2020-21: \$300 individual / \$600 family
- 2. In the event an employee is granted a child rearing leave, the employer shall continue to pay the said premium for the first twelve (12) weeks of said leave.
- 3. During the term of this agreement, payment of \$1,000 will be made for employee or spouse opt-out of medical coverage. This election must be made prior to September 1 of each year. Payment will be made in two installments - \$500 in October, and \$500 in June. This provision does not apply to married employees who both work for the School District.

B. Dental Care Insurance

1. The employer shall pay the premium cost of individual employee dental care insurance as selected by the employer equivalent in benefits to the group program in effect for the 2015/2016 school year.
2. Each employee shall have the privilege of electing to have family/dependent dental care insurance for his/her spouse and dependent children under the dental care insurance group program equivalent in benefits to the group program in effect for the 2015/2016 school year. The employer shall pay the premium cost attributable to such family/dependent coverage.

C. Vision Care Insurance

1. The employer shall pay the premium cost of individual employee vision care insurance as selected by the employer, equivalent in benefits to the group program in effect for the 2015/2016 school year.
2. Each employee shall have the privilege of electing the insurance carrier's family/dependent vision care insurance equivalent in benefits to the individual group plan in effect for the 2015/2016 school year. The employer shall pay the premium cost attributable to such family/dependent coverage.

D. Group Life Insurance Policy

1. The employer shall pay the premium cost of individual coverage for each medically acceptable employee as determined by the insurance company under a group life insurance program selected by the employer whereby each such employee shall be entitled to death benefits equal to 200% of his/her current base salary, said benefits to be rounded to the nearest thousand dollars (\$1,000). The maximum amount of life insurance to be provided is \$250,000.

E. Long Term Disability Insurance

1. Each administrative employee will be eligible for long-term disability insurance subject to eligibility requirements of the insurance carrier. The long-term disability plan will provide a 60 day waiting period and will provide benefits for up to two (2) years.
2. The employer will pay the premium for long-term disability insurance.

F. Unused Sick Leave at Retirement

At the time of an employee's retirement, the employer shall pay to the retired employee's tax-deferred compensation plan (such as a 403(b) account) a severance bonus computed as follows: the number of allowable sick leave days (as determined by applying the percentage from the following table to the actual number of accumulated sick leave days) times the per diem rate paid by the employer to substitute teachers at the time of retirement. The percentage rate shall be determined by the actual number of full years of the employee's employment in the Mechanicsburg Area School District at the time of retirement.

<u>Number of Years</u>	<u>Percentage of Accumulated Days</u>
15 or more	60%
10 thru 14	45%
less than 10	30%

"Accumulated sick leave" shall mean those days of accumulated sick leave from school years prior to the year of retirement plus a proportionate number of days of sick leave allowed for the year in which retirement occurs as prorated over said school year to the day of retirement. Only those sick leave days accumulated during employment in the School District will be included in the above calculations.

G. Retirement Provision

To the extent permitted by law, applicable governmental regulations and agencies, full-time employees in active service who have been employed in the Mechanicsburg Area School District for at least fifteen (15) years who shall become eligible for retirement as defined in the Public School

Employees Retirement Code and who shall notify the Board in writing of their intent to retire on or before February 15 of their final academic year, shall, subject to the conditions hereafter set forth, upon termination of their employment by retirement, receive payment of the amount indicated below opposite the age of the employee upon the 30th day of June at the end of the employee's final academic year. Such payment shall be made to a tax-deferred compensation plan (such as a 403(b) account).

<u>Age as of June 30</u>	<u>Payment Amount</u>
55 or above	\$10,000

If notice is not given by February 15, the Board shall not be required to pay the aforesaid payment but may do so if, in the Board's sole discretion, it is in the interest of the school district. Upon the giving of written notice of intention to retire and the acceptance thereof by the Board, retirement shall be mandatory. Entitlement to the retirement incentive shall be subject to the following conditions:

1. The employee shall retire both from employment by the Board and from all teaching or employment in the public schools of Pennsylvania which gives the employee the right to elect membership in the Public School Employees Retirement System or from any other employment having a retirement program which is part of or affiliated with the Public School Employees Retirement System of the Commonwealth of Pennsylvania or any successor thereof.
2. The employee shall not be eligible for or subject to disability retirement of any kind.

The payment contemplated herein shall be paid to the employee upon submission of written verification from the Public School Employees Retirement Board that the employee has in fact retired and is receiving benefits.

H. Continuation of Benefits - Retirees

1. Medical and Hospitalization and Dental Insurance
 - a. Full-time employees shall be permitted, to the extent allowed by the carrier of the current plan, if any, to retain medical/hospital/dental coverage as a member of the unit group until age 65 years or meets qualifications for Medicare by paying the current cost thereof to the school district at such time or times as the school district shall direct.
 - b. The employee must retire from active service in the Mechanicsburg Area School District and from all teaching or employment in the public schools of Pennsylvania which

gives the employee the right to elect membership in the Public School Employees Retirement System.

- c. Failure by the employee to make payment to the school district within thirty (30) days of said notice automatically shall terminate any further right of the employee to participate in the program.
- d. Eligibility will be limited to those employees meeting the following qualifications for retirement:

Normal or Superannuation Retirement

- 1. Upon reaching age 62 and completing at least five (5) years of service.
- 2. Upon reaching age 60 with thirty (30) years of completed service.
- 3. Upon reaching thirty-five (35) years of credited service, regardless of age.

Early Retirement

- 1. Upon reaching age fifty-five (55) years or older and have at least twenty-five (25) years of credited service.

Disability Retirement

- 1. Physically or mentally disabled after five (5) years of credited service, and meets the medical requirements of this provision.

I. Tuition Reimbursement

Each employee shall be entitled to receive reimbursement for actual tuition costs incurred for additional education completed during the term of this Agreement to the following applicable extents: One Hundred per centum (100%) of such actual tuition cost but not to exceed eighty-five (85%) of the prevailing Pennsylvania State University Capitol Campus rate per graduate credit for each semester credit hour completed, for Masters level coursework; or eighty-five (85%) of the Duquesne University rate per graduate credit for each semester hour completed for doctoral level coursework. Reimbursement for doctoral dissertation credit hours will only be paid for the years of study prior to the first university extension request. It is understood that no reimbursement for doctoral credit hours will be granted if the administrator is completing the dissertation on a university extension. Credits must be from a four-year degree granting institution in the employee's present area of employment and must indicate a grade level of "B" or above. The maximum number

of credits that may be taken in any one school year (July 1 through June 30) for reimbursement shall be eighteen (18), with exceptions as allowed by the Superintendent or designee.

The employer agrees to reimburse the employee, at the rate set forth above, immediately upon receipt of documentation that the employee has paid his/her tuition to the institution. This payment will only be considered if all outstanding paperwork for prior tuition reimbursement is current and on file with the employer. At the conclusion of the course, the employee will be required to provide the employer with a grade report from the institution, showing successful completion of the course. Failure to provide such proof within sixty (60) days of the completion of the course will result in forfeiture of the reimbursement. At the conclusion of the program in which the employee is enrolled, or at any time requested by the the District, the employee will provide an official transcript to the District documenting all coursework completed.

Payment of such reimbursement shall not become a part of the employee's salary. This reimbursement shall not be paid for any credits earned while the employee is on professional development, health sabbatical leave, or leave without pay; or when the employee's education expense is subsidized by a fellowship, grant or other non-repayable financial assistance program.

Employees are expected to remain with the School District for two years following the receipt of tuition reimbursement. An employee who voluntarily leaves employment of the District before the conclusion of two years of service for other employment shall repay to the District one hundred percent (100%) of the tuition reimbursement received during the last year courses were taken.

J. Travel Reimbursement

Administrative personnel traveling on school business will be reimbursed at the district-approved per-mile rate in effect on July 1 of each fiscal year. Mileage must be recorded on forms provided by the Business Office.

K. Conferences and Conventions

Requests to attend conferences and conventions should be made using the appropriate form. Professional development funds will be budgeted at \$1,500 per administrator per fiscal year.

L. Allowance for Professional Dues

Beginning with the 2000-2001 school year, the School District will pay professional association dues for each administrator for two professional associations per year.

M. Compensation Guidelines

1. During the term of this Agreement, the following salary adjustment percentages will apply: 2016/17 – 3.0% ; 2017/18 - 3.0% ; 2018/19 – 3.0% ; 2019/20 – 3.0% ; 2020/21 – 3.0%

Bonus:

In addition to the above amounts, administrators who score 'Proficient' on the annual performance evaluation and achieve goals set for the year are eligible for a bonus equal to 1% of salary. Administrators who score 'Needs Improvement' or below are not eligible for the bonus. The bonus will not become part of the base salary.

2. Salary adjustments will be distributed based on merit tied to the score on the annual performance evaluation. The distribution scale will be determined by the Superintendent of Schools in consultation with representatives of the Administrative Meet and Discuss Committee.
3. No individual shall exceed the top of the salary range by more than the earned merit. Merit earned in excess of the top of the salary range will be paid as a bonus and will not become part of the base salary.
4. For the term of this agreement, salary ranges shall be adjusted annually by the December-to-December Consumer Price Index (CPI) for all items the previous year, less 1%.
5. Administrators who attain a doctoral degree will be paid a stipend of \$2,000. This stipend will be paid each year and will not become a part of the base salary. This stipend will begin in the school year following the year in which the doctorate was attained, provided that the administrator notifies the Business Office prior to July 1.
6. **Direct Deposit:** Direct deposit of payroll at a bank or financial institution designated by the employee will be mandatory for all employees.

**ARTICLE VII
MISCELLANEOUS EMPLOYEE RIGHTS**

- A. Each employee shall have the right to review the contents of his/her personnel file except for letters of reference which shall be removed by the custodian of such file in the presence of the employee.
- B. Each employee shall be notified in writing by the custodian of the employee's personnel file as to the addition of any material to such file, except as to the receipt of letters of reference.
- C. Each employee shall have the right to submit a written answer to any material in his/her personnel file, which answer shall be kept in said file as long as the material to which the answer is filed remains therein. At such time as the material answered is permanently removed, the answer shall likewise be removed and returned to the employee with the explanation as to the permanent removal of the former material.
- D. To the extent permitted by law, voluntary wage deductions for tax sheltered annuities programs approved by the employer shall be permitted on the basis of voluntary deductions as authorized in writing by the participating employee. Additional programs for tax sheltered annuities will be considered by the employer provided that not less than five (5) employees enroll with a single insurance company program. A new voluntary tax sheltered annuity program constituted as aforesaid may be started at any time although written voluntary wage deduction authorization must be submitted no later than the first day of the month preceding the month in which the wage deductions are to commence. The employer shall only be required to make such voluntary wage deductions for employees transferring into this school district if the employer is then making deductions for a program with the same insurance company as that in which the transferring employee is enrolled.
- E. Vacancy/New Position

In the event a new administrative position is created within the school district, the Superintendent or authorized representative shall promptly post notice of the same in a prominent place in each school building for not less than ten (10) days before the position is filled. In the event a vacancy in an administrative position occurs within the school district, the Superintendent or his authorized representative shall promptly post notice of the same in a prominent place in each school building.

F. Physical Examinations

Administrators are expected to have physical examinations based upon physician recommendations.

G. Liability Insurance

The school district's insurance program shall provide protection for liability claims arising out of any wrongful act while an employee is performing his or her duties relative to the school district. This would include professional liability as well as errors and omissions insurance. This protection does not include protection for any deliberate or willful act or violation of a penal statute of which the insured is aware.

H. Resignation

Administrators employed under the terms of the PA School Code (certification, tenured) are required to provide the employer with 60 days notice of resignation. All other employees are required to provide the employer with 30 days notice of resignation.

I. Cellular Telephone

Administrators holding the position listed below are expected to carry cell phones, at the employee's expense. The administrator must provide his/her cell phone number to the Human Resources Office and must be available for emergencies 24 hours per day, 7 days per week, when not on vacation.

Positions: Assistant Facilities Director, Assistant Principal, Assistant Athletic Trainer, Athletic Director, Athletic Trainer, Computer Technician, Director of Student Services, Elementary Principal, Facilities Director, Food Services Director, High School Principal, IT Systems Analyst/Technology Coordinator, Middle School Principal, Supervisor of Administrative Services, Director of Curriculum & Instructional Technology, Supervisor of Special Education.

**ARTICLE VIII
TERM OF AGREEMENT**

This agreement shall become effective as of July 1, 2016 and shall continue in effect until June 30, 2021.