

Park City School District Administrative Agreement

July 1, 2017 – June 30, 2020

This contract agreement is with school principals, assistant principals, program coordinators that qualify for administrative benefits, and district administrators with the exception of the Superintendent of Schools and the District Business Administrator. This is the entire agreement with no continuation of previous agreements.

Together in partnership, the Park City School District Administrators and the Park City Board of Education commit to **supporting the District Learning Plan of the Park City School District.**

Vision - Park City School District will be a district of choice that provides an innovative and excellent education to all students and fosters learning and success.

Mission - Park City School District empowers students to develop their knowledge, skills, and potential as critical thinkers. We maximize resources for academic rigor and excellence through staff, programs, and technology that make learning relevant to the emerging world in which we live.

Strategic focus areas include:

- Curriculum Instruction Assessment Professional Practice and Growth
- Enrichment and Intervention Socially Responsible Students and Community Partnerships

1. Duration: This agreement will remain in place as an on-going three year agreement based on both parties complying with the process defined in item #8 of the current Park City District Administrative Agreement.
2. Compensation:
 - a. Employees shall be paid according to step and lane schedule (see attachment).
 - b. Step and lane amounts will be increased by \$7,000 on the administrative salary schedule in lieu of performance pay from the 2015 – 2017 contract.
 - c. Steps will be awarded for 2017-18, 2018-19 and 2019-20.
 - d. A 4% Cost of Living Adjustment (COLA) for each of the three years will be provided.
 - e. The District will provide a yearly \$750 longevity stipend after Step 15 (not compounding)
 - f. A yearly stipend of \$5,000 will be given for a doctoral degree related to administrative duties
 - g. A yearly meeting with the Director of Human Resources will take place in August of each year to ensure accurate placement on the schedule
3. Retirement Account: All Park City School District administrators shall receive an additional 7.35% of their base salary to fund a tax-deferred retirement account (i.e. 401K, 503b, 457, etc.) which shall be distributed in twelve (12) monthly installments. Administrators have the option of putting up to the 7.35% into their annual salary instead of a tax-deferred retirement account. This can be adjusted quarterly in any given contract year.
 - a. All administrators will provide a letter to the district business administrator;
 - i. to give notice of the intent to retain up to 7.35% as salary; and
 - ii. if utilizing any portion of the additional 7.35% of salary to fund a tax-deferred retirement account, to give instructions for the distribution of the tax-deferred retirement account contribution.
 - b. Continuation of the retirement account deposit will occur at the start of each new fiscal year of this contract unless the administrator requests a change in writing to the district business administrator in a timely fashion.
 - c. A written accounting of the placement on the salary schedule and the amount of the tax-deferred retirement account will be provided to each administrator at the beginning of each fiscal year.

4. Technology Supplies: Each administrator will be provided with a computer, cell phone and data plan to support their administrative duties. Replacements will be provided under the District replacement schedule.
 - a. The equipment remains district property.
 - b. The administrator will use the equipment within District policy (Policies 5010 and 9110).
 - c. In the event of damage to a district issued computer, administrators would be responsible for a \$100.00 deductible.
5. Professional Development: Each administrator will be provided with funding for attending professional conferences:
 - \$5500 District Administrators
 - \$4000 Building Administrators

An administrator may submit requests to the Superintendent for additional professional development funding based on a specific school or district need. These funds are not intended for working toward an advanced degree. Administrators' semi-annual performance review with their immediate supervisor will include a review of professional development goals. Evaluation shall follow policy 7175 – Administrator Evaluation.

6. Professional Expense Account: To support administrators in their professional duties, each administrator will be provided with a specific professional expense account each contract year based on the following allocations:
 - Building /site: \$25 for each full-time equivalent licensed and classified employee.
 - District administrator: \$1,000

Administrator professional expenses will have a separate account code distinct from Professional Development, Item 4 and Professional Memberships, item 6. This account may be used for professional expenses and staff support activities. The account will be reviewed by May 15th each year with the budget detail sheet provided by the district.

Professional Memberships. Each administrator will be provided with funding for professional association memberships and subscriptions. These professional fees require Superintendent approval. Administrator professional memberships will have a separate account code distinct from Professional Development, Item 5, and Professional Expense, Item 6.

7. Health Insurance: Administrators' base health insurance costs for the length of this agreement will be based on the Board's approved plan. Health Insurance over the three years will be as follows:

- Gold Plan % pay of premium by employer/employee 97/3
- Silver Plan % pay of premium by employer/employee 100/0
- The District will offer a one-time open enrollment HSA sign up incentive to new and existing QHDHP/HSA enrollees in the amount of \$250 Single and \$500 Family for the 2017 plan year. This incentive will be deposited in September 2017 in addition to the current annual HSA employer deposit of \$1000 Single and \$2000 Family for full-time benefits eligible employees (½ paid in September, ½ paid in January). New hires for the 2017-2018 school year are not eligible for the sign up incentive.
- Health Insurance rates for plan years 2017-2019 (first two years of the agreement) should remain the same as the plan year 2016 (Gold/Silver/). If the actuarial calculation for plan year 2018 (year two) reflects a 15% or greater increase, the insurance committee will reconvene to make a recommendation to the compensation team for plan year 2018.
- Health Insurance rates for plan year 2019 (year three) will be reviewed by the insurance committee for recommendations to the licensed negotiations committee

depending on rate increases. If the actuarial calculation for year three is less than 15% based on year one or year two rates, year two rates will continue for year three.

- HSA rates for plan year 2017 will decrease according to actuary recommendation. If the actuarial calculation for plan year 2018 (year two) and/or plan year 2019 (year three) reflects an increase or decrease of 15% or greater, the insurance committee will reconvene to make a recommendation to the compensation team for plan year 2018 and/or 2019.
8. Contract Review: The parties agree to review the financial terms of this agreement by May 15th each year as part of the budgetary process. By February 15th of the school year each party, Administrators and Board, may bring forth up to two items in this agreement for review. Additional items may be reviewed if agreed to by both parties. Any recommended changes would be reviewed by the administrators and the Board and, if ratified, become effective the following year. Each year, as both parties ratify the agreement, the Park City District Administrative Agreement would be in force for the next three consecutive years.
 9. A quarterly meeting between Board representation, district superintendent and two administrative representatives will be scheduled in advance for the school year. This would fit under contract review.
 10. Strategic Planning: A yearly leadership retreat with the Board and district administrators will be held to review and refine core values, overall district direction and strategic plan. The date will be placed on the calendar prior to the commencement of the upcoming school year. The time allotted will be sufficient for the discussion determined for the agenda.
 11. Administrator Evaluation Process: In compliance with Utah state law, a committee of administrators will work to revise the current administrator evaluation policy 7175. The committee charge is to recommend changes to the policy. The draft document will be submitted to the district policy committee for action. The current framework/rubric for administrator evaluation will be reviewed and changes recommended, or the current framework will be replaced. Any changes to the current framework will be approved by the superintendent as the individual responsible for the evaluation of administrators. For the 2017-18, 2018-19 and 2019-20 school years, administrators will receive a final rating on a four-point scale as being 1. Not Effective, 2. Emerging/Minimally Effective, 3. Effective, or 4. Highly Effective. A rating of Effective or Highly Effective will qualify administrators for a step increase where applicable.

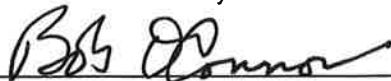
Dated this 20th day of June, 2017



Bob Edmiston, Principal
McPolin Elementary School



Julie Eihausen, President
Park City Board of Education



Bob O'Connor, Principal
Park City High School