

COWAN COMMUNITY SCHOOL CORPORATION

ADMINISTRATOR COMPENSATION
AND
BENEFIT PACKAGE

FOR

2023-2024

Employment Conditions

- A. Definitions: Administrators of Cowan Community School Corporation are required to hold qualifications and/or certifications as specific in the job description and are excluded from the teacher bargaining unit.
- B. Accounting for time worked: Each administrator is contracted for a specified number of “workdays” between July 1 and June 30. The Superintendent, in collaboration with each administrator, will establish a daily and yearly schedule to complete all necessary professional duties.

Generally, the administrator’s year is the school year plus additional days, as approved on the contract with the Board of School Trustees. The planned schedule for completing the workdays will be submitted to the Superintendent upon request. The Superintendent will deal with emergencies on an individual basis.

- C. Pay Dates: Administrators’ salaries will be divided and paid on a 26-pay basis. The School Corporation will not pay any employees ahead of time.
- D. Expense Reimbursement: The Superintendent must authorize all reimbursement for expenses in advance.

Mileage will be approved by the Superintendent for reimbursable automobile miles for necessary travel. A mileage claim must be submitted to the corporation treasurer for reimbursement. The reimbursement mileage rate shall be the IRS approved mileage rate.

- E. Conference Expenses: Conference expenses will be paid for an administrator to attend a conference as per the Superintendent’s approval and available budget.
- F. Professional Membership: The Cowan Community School Corporation will pay membership dues to one corporate or institutional professional organization with possible state and/or national affiliation. Prior approval must be given by the Superintendent. This benefit is contingent upon available funding. The corporation will pay dues for the Superintendent for both IAPSS and IASBO.
- G. Transfer of Sick/Personal Days: Per the Master Teacher Agreement, administrators will be limited to a maximum of 90 accumulated sick days beginning with the 2023-24 school year. Beginning July 1, 2023, administrators new to Cowan may bring a maximum of 30 days per year from Sick or Personal Days available at the last school district for a maximum of 3 years. No transfers shall cause an accumulation of over 90 days. Potential accumulations above 90 prior to the 2023-2024 school year will be honored for those new administrators beginning employment after January 1, 2020 when administrators new to Cowan were allowed to bring a maximum of 30 days per year from Sick or Personal Days

available at the last school district for a maximum of 4 years. No transfer can cause an accumulation of over 120 days for those beginning employment prior to July 1, 2023 or 90 days for those beginning employment after July 1, 2023. For new administrators beginning employment prior to January 1, 2020, accumulations above 90 prior to the 2023-24 school year will be honored. However, no new days will be accumulated to totals already beyond the 90-day limit.

Fringe Benefits - (This section does not apply to Speech Language Pathologist)

- A. Administrators will receive all fringe benefits granted to teachers plus any additions authorized by the Board of School Trustees. The Corporation will pay the 3% retirement contribution to the Indiana State Teacher Retirement Fund (TRF).
- B. Vacation Days: Twelve-month administrators will receive paid vacation as per the following.

Superintendent – 20 days (Prorated if hired after July 1)

Corporation Treasurer – 20 days (Prorated if hired after July 1)

Cowan will reimburse 50% of an employee's awarded vacation days at an employee's daily rate if still unused by June 30 at the conclusion of the fiscal year. An employee must still be employed on June 30 to receive this benefit. (Examples: An employee is awarded 20 vacation days for the year. No more than 10 days can be paid after June 30th if unused. If 15 days remain, the payout would be 10 x daily rate. If 8 days remain, the payout is 8 x daily rate.)

- C. Holidays: Paid holidays are granted to personnel contracted for 260 days annually. The nine paid holidays are:

Fourth of July

Labor Day

Thanksgiving (2 days)

Christmas (2 days)

New Years Day

Friday of Spring Break Week

Memorial Day

- D. Insurance:

1. Medical Insurance will be provided for a single or family plan by the corporation with the corporation paying all but \$1 of the premium cost of the HDHP 1 Plan. Administrators may choose to pay the difference for a more expensive plan or to open and fund a HSA (Health Savings Account).

2. Dental Insurance will be provided with the corporation paying the premium.
 3. A \$50,000 term life insurance and accidental death & dismemberment policy will be provided by the corporation.
 4. Long-Term Disability Insurance will be provided by the corporation.
 5. Vision Insurance will be provided by the corporation.
 6. Additional life or supplemental insurance may be available at the employee's expense.
 7. A Section 125 program is available for each employee. Insurance deductions can be made through Section 125. Medical Reimbursement and dependent care reimbursement are available.
 8. Termination of service, whether voluntary or involuntary, cancels all rights to insurance program being paid for by the Corporation. COBRA benefits are available as per the Health Insurance Portability Act of 1996. If an employee qualifies for early retirement pay, as per the current Master Teacher Agreement, the employee has the right to continue in the medical and life insurance plans at the employee's expense. For insurance benefits during a leave of absence, please consult board policy.
 9. Employees may choose optional insurance with companies that have been approved for payroll deductions. Full costs of optional insurance are to be paid by the employee (20 or 24 pay deduction period.)
- E. Corporation Treasurer shall receive the same number of paid absences as teachers as per the Master Agreement between the Cowan Community Classroom Teachers Association and the Board of School Trustees of the Cowan Community School Corporation but is NOT subject to the 90-day cap.
- F. Employee holding the position of Corporation Treasurer if eligible for retirement under the provisions of the Indiana Public Employee Retirement Fund (PERF), with a minimum of fifteen (15) years of service with the Cowan Community School Corporation shall receive severance pay at the rate of \$30.00 per day of accumulated sick leave days.
- G. Employee holding the position of Superintendent will be evaluated annually by the Board and rated using the same categories applied to teachers & other administrators: "Highly Effective", "Effective", "Improvement Necessary", or "Ineffective." Like any certificated employee, any salary changes will be based upon performance. NO increase will be awarded for a rating of "Improvement Necessary" or "Ineffective".
- H. Beginning July 1, 2024 The Superintendent will earn a base pay increase each year of a minimum of 1.5% up to \$5,000 as determined by the school board for an Effective rating. The superintendent will earn a base pay increase each year of a minimum of 2.0% up to \$7,000 as determined by the school board for a Highly Effective rating. Increases will continue until the next Public Hearing is held.

- I. The Superintendent shall have a three (3) year continuous contract from July 1, 2023 through June 30, 2026. Salary changes begin July 1 of the corresponding school year. The length of the contract will be extended by one (1) year each July 1st, unless the board votes to not allow for the 1-year extension. However, the Agreement can be canceled by the Board for the same list of reasons applicable to cancelation of the contract of an 'established teacher' found in I.C. 20-28-7.5-1(e). The Superintendent can cancel the agreement by giving 90 days written notice of resignation/retirement.
- J. For the Superintendent, an additional 5% shall be contributed to a 401a. This additional 5% is in addition to the 1.5% contributed to a 401a and 1.5% contributed to a VEBA for teachers and other administrators.

ADMINISTRATIVE POSITIONS DAYS, BENEFITS, SALARY

POSITION	DAYS	VACATION	RETIREMENT	CONTRACT BEGINS/ENDS	SALARY
<u>Central Office</u>					
Superintendent	260	20	TRF	July 1, 2023 June 30, 2026	\$122,000
Treasurer	260	20	PERF	July 1	\$72,000
Speech Lang. Pathologist	185	N/A	TRF	7-1-2023 6-30-2024	\$71,129**

** ALL benefits, including medical insurance, shall be the same benefits and costs as teachers in the bargaining unit.

When teachers receive stipends through grant funds for performance/appreciation incentives, Cowan shall match the corresponding amount for certified administrators not receiving the stipend. The amount will correspond to the final evaluation rating.

The Superintendent shall receive all benefits available to other administrative staff except for medical insurance. For medical insurance, the Superintendent will be paid a salary stipend in the amount of the cost of HDHP 1 (High Deductible Health Plan) offered by the school corporation. This salary stipend must be used to purchase the HDHP 1 plan offered by the school corporation. If the Superintendent does not purchase the HDHP 1 plan offered by the school corporation, the Superintendent will not be entitled to this salary stipend. This salary stipend shall be paid on each payroll where insurance payments are deducted from the Superintendent's paycheck.

The Treasurer will receive HDHP 1 (High Deductible Health Plan) Medical, Dental, Vision, and Long-Term Disability insurance with the corporation paying all but \$1. The Treasurer may choose to purchase a more expensive plan and pay the difference. The Treasurer may choose to open and fund a HSA (Health Savings Account) to offset the high deductibles of the medical insurance.

All positions listed above receive \$50,000 in term life insurance.

ADMINISTRATIVE POSITIONS DAYS, BENEFITS, SALARY

Building Administrators

EL Principal	220	N/A	TRF	July 1, 2023 June 30, 2025	\$97,000
EL Asst. Princ.	205	N/A	TRF	July 1, 2023 June 30, 2025	\$73,000
HS Principal	230	N/A	TRF	July 1, 2023 June 30, 2025	\$99,000
HS Asst. Princ./DTE	210	N/A	TRF	July 1, 2023 June 30, 2025	\$80,000
HS Asst. Princ/AD	215	N/A	TRF	July 1, 2023 June 30, 2025	\$82,000

When teachers receive stipends through grant funds for performance/appreciation incentives, Cowan shall match the corresponding amount for certified administrators not receiving the stipend. The amount will correspond to the final evaluation rating.

All positions listed above receive HDHP 1 (High Deductible Health Plan) Medical, Dental, Vision, and Long-Term Disability insurance with the corporation paying all but \$1. Administrators may choose to purchase a more expensive plan and pay the difference. Administrators may choose to open and fund a HSA (Health Savings Account) to offset the high deductibles of the medical insurance.

All positions listed above receive \$50,000 in term life insurance.