

BOARD OF EDUCATION SPECIAL MEETING MINUTES  
May 24, 2019

The Board of Education met in special session at 6:30 am in the Administration Conference Room. President Aldrich called the meeting to order. Present were Mr. Aldrich, Mr. Cooper, Mrs. Russel, Dr. Siebenaler Wilson, Treasurer Mr. Barnhart, Assistant Superintendent Mr. Roth, and Superintendent Mr. Kurt.

**2019-005-015 CONSENT ITEMS (A-C)**

It was motioned by Mr. Cooper, seconded by Mrs. Russel to approve consent items A-C.

**CERTIFICATED PERSONNEL**

A. Retirement

Mark Dickman (Social Studies, High School) (34 years)  
Reason: Retirement Effective: May 28, 2019

Ellen Laube (Math, High School) (34 years)  
Reason: Retirement Effective: May 28, 2019

Steve McAdoo (Social Studies, High School) (18 years)  
Reason: Retirement Effective: May 28, 2019

B. Amended Administrative Compensation Plan Philosophy & Goals

The superintendent recommends the amended Administrative Compensation Plan Philosophy & Goals as shown in **EXHIBIT A**.

C. Supervisor of Compliance & Educational Programs

Janice Panuto  
Salary MA+30, Year 12 @ \$96,760  
Effective July 30, 2019 (one-year contract, 224 days/year)

Roll call: Mr. Cooper, aye; Mrs. Russel, aye; Mr. Aldrich, aye; Dr. Siebenaler Wilson, aye. President Aldrich declared the motion carried.

**2019-005-016 ADJOURNMENT**

It was motioned by Mrs. Russel, seconded by Dr. Siebenaler Wilson to adjourn the meeting at 6:42 am.

Roll call: Mrs. Russel, aye; Dr. Siebenaler Wilson, aye; Mr. Aldrich, aye; Mr. Cooper, aye. President Aldrich declared the motion carried.

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Treasurer

\_\_\_\_\_  
President

**NOTE: To be read and approved on June 3, 2019 at 6:00 PM at Millstream Café.**

# EXHIBIT A

This version includes highlights and strikethroughs from previous plan. It simply shows the addition of the new Supervisor of Compliance position with no base salary changes and updated health insurance language.

For Board Approval 5/24/19

FINDLAY CITY SCHOOL DISTRICT  
Findlay, Ohio

## **ADMINISTRATIVE COMPENSATION PLAN** **PHILOSOPHY & GOALS**

School systems, like industrial, business, military or government organizations are becoming increasingly complex in terms of their day-to-day operations. Schools now involve more diverse pupils, programs, personnel, funds, facilities and problems than at any other time. With the new Ohio Teacher Evaluation System, principals are more responsible and more accountable for student and teacher performance. In turn their supervisors become more responsible and accountable for their performance. Moreover, it is anticipated that the complexities of running a building and a large school system will increase in the years ahead.

As the difficulty of maintaining an effective school system has increased, so has the need to attract and retain a high level of administrative competency. The importance of good leadership within organizations has now been well documented in behavioral science research and exists as one of the most important single variables in terms of organization productivity. Consequently, every community has a vital interest in the quality of its school administrative staff, as well as, a compensation system conducive to this end.

Many organizations are becoming cognizant of the fact that an important means to developing a good administrative team is through a more systematic approach to compensation planning. Inequities caused by crude or nonexistent compensation plans, by imbalances between administrative and non-administrative salaries, and insensitivity to the unique responsibilities between different administrative roles have created serious problems in motivating and retaining competent leaders.

In an effort to combat these problems, we believe that a systematic plan for the compensation of Findlay City School District administration is needed. Such a plan has been developed in keeping with the following goals:

- A. Attracting and retaining competent career personnel.
- B. Motivating personnel to optimum performance.
- C. Creating incentives for continued professional growth.
- D. Relating compensation levels to the importance and difficulty of positions.
- E. Making the plan internally consistent and externally competitive with other comparable schools.
- F. Providing for differences in years of service and training.
- G. Promoting cohesiveness and pride as a member of an administrative team.
- H. Satisfying the psychological and economic needs of individuals.
- I. Providing for the easy accommodation of future positions without significant changes in the salary schedule.

## ADMINISTRATOR BENEFITS PROVISIONS

The following benefit provisions apply to all those persons employed by the Board of Education in a central office or building level administrative position under the proper administrative certification and officially classified as an administrator.

### I. LEAVE PROVISIONS

#### **A. Sick Leave**

##### Accumulation

An administrator shall earn and accumulate sick leave credit in accordance with Section 3319.141 of the Ohio Revised Code. Those administrators employed after August 1, 1987 may accumulate a maximum number of sick leave days equal to one (1) contract year. However, at the end of each school year any sick leave days earned in that year in excess of the administrator's accumulated days but not used will be banked to the administrator's credit for purposes of the severance stipend described in Section II- Retirement Benefits, Section B. If the administrator becomes eligible for and takes payment under Section II - Retirement Benefits, Section B, the total accumulated days banked to the administrator's credit, if any, will be added to the administrator's accumulated sick leave total before calculating the severance stipend due the administrator.

##### Advance of Sick Leave Days

A newly hired administrator and any administrator who has exhausted his/her sick leave shall be credited with not less than five (5) days of sick leave provided for in Section 3319.08 of the Ohio Revised Code. These five (5) days, or any portion thereof, may be used in case said administrator is unable to work because of any of the prescribed reasons for the use of sick leave, after the beginning of his/her employment but before he/she has accumulated that amount of sick leave.

#### **B. Personal Leave**

Each administrator shall be granted three (3) non-cumulative days of personal leave per year. The days may be requested for personal reasons upon the administrator's filing a request with the Superintendent at least one week in advance of the anticipated absence except in cases of extreme emergency.

An administrator may elect to be paid for available personal leave days not used during a particular school year at the rate of \$50 per unused day (which amount shall be prorated in the case of a part-time employee). To be eligible for such payment, the administrator must give the District Treasurer written notice of such election by not later than June 1 of the school year in question. Payment will be made by not later than the last regularly scheduled payday in July following the school year. An administrator who elects to be paid under this provision must take payment for all personal days not used during the school year.

If an administrator does not elect to take payment for unused personal leave days under the above subsection, the administrator's unused days, if any, will be banked to the administrator's credit for purposes of the severance stipend. If the administrator becomes eligible for and takes payment under the Retirement Plan the administrator will receive, in addition to any other payment that is due under that subsection, pay for all accumulated banked personal leave days based on the following formula: Total number of banked days x the administrator's daily rate of pay at the time of final service x 25%. This daily rate will be calculated on a 184 day school year for those hired before 1/1/16 under this plan. Those hired on or after 1/1/16 under this plan will base the daily rate on their school year's contract length. Payment under this provision will be made at the same time as payment is made under the retirement plan.

**C. Assault Leave**

1. An administrator who is absent from work due to a physical disability resulting from an assault which occurred in the course of Board employment while performing assigned regular duties pursuant to a contract shall be eligible to receive assault leave for the period of disability, not to exceed the remainder of the school year or one hundred twenty (120) work days, which-ever is greater. The Board may require a medical examination, at Board expense, of an administrator claiming more than fifteen (15) days of assault leave.
2. An administrator desiring said assault leave shall file a notice with the Superintendent, which indicates the nature of the injury, the date of its occurrence, the name of the individual(s), if known, causing the assault, the facts surrounding the assault, and a statement that the administrator has filed juvenile or criminal charges against the person(s) making the assault or has attempted to file such charges.
3. If medical attention is required, the administrator shall supply a certificate from a licensed physician.
4. Leave granted under this section shall not be charged against sick leave earned or earn able under Section 3319.141 of the Ohio Revised Code or leave granted under any other administrator benefit provision.

**D. Compensatory Leave**

1. Due to the unique demands of administrative personnel which often require duty during other than regular school hours or on designated holidays, each person covered under these provisions may be granted compensatory leave.
2. Use of compensatory leave must be approved in advance by the Superintendent of Schools.

**E. Paid Holidays**

Paid holidays are the same as those provided full time classified personnel and are as follows:

Labor Day	Day before/after New Year's Day
Thanksgiving Day	Martin Luther King Day
Day after Thanksgiving Day	Good Friday
Christmas Day	Memorial Day
Day before/after Christmas	Independence Day *
New Year's Day	(*12 month employees only)

**F. Vacation**

All Administrators hired with start dates after August 1, 2011 on a 260-day work year contract shall initially receive a minimum of 15, but no more than 20 vacation days their first year as determined by the Superintendent at the time of hire. Each of the following years of their 260-day contract will accrue at a rate of one (1) additional vacation day more than the previous year's vacations days (e.g. 15 days in year 1, 16 days in year 2, 17 days in year 3, etc.), not to exceed 25 days per year.

All Administrators hired with start dates on or before August 1, 2011 on a 260-day work year contract shall receive twenty-five (25) workdays of vacation, exclusive of holidays granted to all regular non-teaching employees of the District. All earned but unused vacation during the contract year may be accumulated to a total accumulated



maximum of 75 days. No more than 25 (twenty-five) vacation days may be taken during any contract year, unless approved by the Superintendent.

Every fiscal year, administrators may elect to sell back to the Board up to ten (10) days of unused vacation time at the per diem rate applicable to him/her then in effect.

Administrators will have their first year's vacation posted immediately upon employment. In the first month of their second year, vacation will begin accruing monthly at the rate of 1/12 of their annual vacation allotment.

Upon separation from employment, an Administrator leaving prior to the end of his/her contract year will have the balance of their unused vacation days paid at his/her current rate of pay for all accrued and unused vacation days. In the case of an Administrator's death, such payment will be made in accordance with Section 2113.04 of the Ohio Revised Code or to the employee's estate.

## **II. RETIREMENT BENEFITS**

### **A. Board Pick up of Retirement Contributions**

The Board shall designate each employee's mandatory contributions to the State Teachers Retirement System and School Employees Retirement System of Ohio as "picked up" by the Board as contemplated by Internal Revenue Service Ruling 77-464 and 81-36, although they shall continue to be designated as employee contributions as permitted by Attorney General Opinion 82-097, in order that the amount of the employee's income reported by the Board as subject to federal and Ohio income tax shall be the employee's total gross income reduced by the then current percentage amount of the employee's mandatory State Teachers Retirement System and School Employee Retirement System contribution which has been designated as picked up by the Board, and that the amount designated as picked up by the Board shall be included in computing final average salary, provided that no employee's total salary is increased by such "pick up," nor is the Board's total contribution to the State Teachers Retirement System and School Employees Retirement System of Ohio increased thereby. The Board shall pick up and pay 100% of the administrator's retirement contribution. The amount picked up by the Board shall be added to the administrator's annual compensation for STRS/SERS purposes only.

If Ohio law prohibits the Board from picking up STRS/SERS contributions as a fringe benefit, then the Board will contribute an amount equal to the STRS/SERS employee share contributions to the Ohio Public Employee Deferred Compensation Program for the benefit of the employee.

### **B. Severance Pay**

1) An administrator with five (5) or less years of administrative service with the Findlay City School District, upon resignation from the Findlay City School District and retirement from active service, shall be entitled to a severance pay benefit.

The Board of Education will grant severance pay to each administrator at the time of verification of retirement, on the basis of 30% of accumulated sick leave to a maximum of fifty (50) days at the daily rate of pay being received at the time of final service. This daily rate will be calculated on a 184-day school year for those hired before 1/1/16 under this plan. Those hired on or after 1/1/16 under this plan will base the daily rate on their school year's contract length. An additional five (5) days of severance pay, based upon 30% of additional accumulated sick leave, shall be granted if the written notice of retirement is received by the superintendent before or on April 1 of the year of retirement. The Administrator must have been an employee of the Findlay Board of Education at the time of retirement.

Verification of retirement means that the employee is first eligible for retirement payments from the State Teachers Retirement System (STRS) and/or School Employees Retirement System (SERS) when employment ceases. Also, retirement payments must be received from the STRS or SERS within one year of the effective date of the employee's notice of his/her retirement from employment with the Findlay City Schools.

2) Any administrator with more than 5 years of administrative experience with the Findlay City School District, who becomes first eligible for retirement with STRS or SERS will receive a severance payment of 25% of his/her accumulated sick leave at the daily rate of pay being received at the time of final service. This daily rate will be calculated on a 184-day school year for those hired before 1/1/16 under this plan. Those hired on or after 1/1/16 under this plan will base the daily rate on their school year's contract length. Administrators with more than 5 years of administrative experience may instead elect to receive their severance pay based on the calculation and limitations as outlined in Section II, B, 1 above, if they so choose.

Resignations for retirement purposes must be received by the Superintendent before or on April 1 of the school year in which the employee wishes to retire. The employee must agree to retire at the end of the contract year in which the employee becomes eligible. Failure to meet the April 1 deadline or complete the contract year will disqualify the employee from Section II, B, 2 and his/her severance will be calculated based on Section II, B, 1.

3. Payment of severance will be made according to the tax deferred Voya Financial Accumulated Leave Plan. For those who are not eligible for the Accumulated Leave Plan, payment will be made per IRS guidelines within 2 ½ months of separation or December 31<sup>st</sup>, whichever is later. If none of the severance is being tax deferred, the employee may inform the District Treasurer in writing that a one-time lump sum payment is preferred, in which case a single payment for the entire amount due will be made after January 1 of the year next following retirement, but in no case will the payment be later than March 31.

4. Administrators applying for and/or receiving disability retirement are not eligible to participate in this plan.

5. No person shall be eligible to draw severance pay more than once from the Findlay City Schools.

### III. INSURANCE

#### A. Hospitalization/Major Medical

The administrator will, by payroll deduction, contribute the following monthly amount toward the cost of medical insurance at the rate of 25% for the original plan, 18% for option B and 0% for HSA. ~~Effective 1/1/19 only two (2) plans will be available. One of which will be an HSA and the other will be a plan with benefits similar to the current option B.~~

HSA contributions: HSA family plan enrollees will have \$250 placed into their HSA account each quarter per HSA guidelines. HSA single plan enrollee amounts will be half of the family amounts.

Any employee who is a policy holder to one of Findlay's health plan coverages will have a \$500 payment made to them each year in which they attend one informational meeting on the use of their health insurance as scheduled by the health insurance committee.

These additional insurances are provided:

#### B. Life Insurance (2 units)

- C. Vision and Dental Insurance at no cost if enrolled in Hospitalization/Major Medical. Administrators may elect Vision and Dental coverage without other medical coverage if they pay 14% of the premium. The employee share of 14% will increase by two percentage points every calendar year until it matches the employee share on the original medical plan (i.e. 14% in 2015, 16% in 2016, 18% in 2017, 20% in 2018, etc.)

The benefits provided to administrators by Section 125 of the Internal Revenue Code shall be made available to all administrators. All benefits available under Section 125 will be provided so that an administrator's contribution toward the cost of insurance fringe benefits will be made with pre-tax dollars and an employee may elect to redirect a portion of his/her salary into dependent care and unreimbursed medical expenses using pre-tax dollars. Neither the Board nor an administrator shall incur any fee for the set-up, enrollment, and administrative services provided in connection with the plan.

#### **IV. REIMBURSEMENT FOR GRADUATE WORK**

Approved graduate work will be reimbursed at a rate of 70% of tuition costs of twelve (12) quarter hours or eight (8) semester hours to a maximum of \$1,200.00, in any school year. To become eligible for the reimbursement, proof of successful completion of the course(s) must be filed in the office of the Assistant Superintendent.

These hours must receive advanced approval from the Assistant Superintendent for reimbursement.

#### **V. PROFESSIONAL DUES**

Effective July 1, 2006, full-time administrators will have an amount included in their salary to help pay for their professional dues to organizations whose functions relate to educational services. This eliminates the past practice of reimbursement to administrators of professional dues. Because of this allowance administrators are expected to pay for their own professional dues and are not to seek reimbursement nor are they to pay for them with district funds unless authorized by the Superintendent. The professional dues component included in each administrator's salary will be based on the following formula:  $\$500 / 184 \text{ days} \times \text{contracted days}$ .

#### **VI. SALARIES**

Salaries for certificated administrators will be determined according to the Administrative Compensation Plan. Any administrator who receives an overall performance evaluation rating of "Needs Improvement" or "Unsatisfactory" may be excluded from an increase on the base, but not excluded from an increase due to years of service. If the administrator's performance evaluations subsequently improve sufficiently to warrant a base increase, the amount of increase will be established by the Board in the exercise of its managerial discretion and may deviate from the percentage increase in base salary that appears in this policy and that would otherwise apply. The base salary for administrators for ~~FY19 (2018/2019)~~ **FY20 (2019-20)** school year is \$55,855.

### **ADMINISTRATIVE COMPENSATION PLAN**

#### **General Formula**

In keeping with the compensation plan's philosophy and goals, a formula for determining each administrator's annual compensation has been developed which incorporates the variables of position responsibility, education, experience, and days due in arriving at a total decimal factor which is then multiplied by the established base salary for a



given contract year. The dollar amount of the administrative base is an arbitrary figure which can be adjusted on an annual basis in order to provide cost of living increases or to maintain a competitive status with current trends. In simplified terms, the formula would be as follows:

$$\text{Position Salary} = (\text{responsibility factor} + \text{education factor} + \text{years of service factor} + \text{contract length factor}) \times \text{Base Salary} + \text{professional dues component per Section V} + \text{cell phone allowance per Section VII}$$

Explanation of Factors and Range of Factor Values:

i. Responsibility

The range of position factors have been established in order to recognize unique differences in administrative roles with regard to such criteria as position hierarchy within the district organization chart, span of control, contact with public, unique services performed, student population, amount of fiscal authority and accountability, degree of conflict or tension encountered, frequency of demands beyond regular school hours and special skills or competencies required. While these are relative criteria that can be weighted in a variety of ways, it is important to note that they were systematically incorporated into the formula.

Assistant Superintendent.....	1.525
Director of Student Services.....	1.425
Director of Career Tec. ED.....	1.425
Curriculum Director/Technology Director.....	1.275
Director of Online Learning & Homeless Liaison.....	1.275
<b>Supervisor of Compliance &amp; Educational Programs.....</b>	<b>1.275</b>
Supervisor/Coordinator.....	1.175
High School Principal.....	1.425
Associate High School Principal.....	1.300
Director of Operations.....	1.300
Assistant High School Principal/Asst. CTC Dir.....	1.275
Middle School Principal/Athletic Director .....	1.275
Assistant Middle School Principal.....	1.200
Elementary Principal (enrollment 425+).....	1.275
Elementary Principal (enrollment under 425).....	1.225
Dean of Students.....	1.000

ii. Training & Education

A widely accepted formula for productivity includes the factors of motivation (desire to achieve) x training (ability to achieve). In recognizing the changing complexity of administrative roles, the following factor range has been established to provide an incentive for continued professional growth.

B. A. Degree.....	-.01
M. A. Degree.....	.00
M. A. Degree+10 (sem. hrs.).....	.01
M.A. Degree+20 (sem. hrs.).....	.02
M.A. Degree+30 (sem. hrs.).....	.03
Specialist Degree.....	.05
Ph. D. Degree.....	.07



iii. Years of Service

The years of service range is intended to ensure a moderate increase on a yearly basis and provide a fair differential for years in the field of administration under an appropriate certificate regardless of the position held. An increased .02 is provided between years five and ten as an added incentive to promising administrators to remain within the system.

<u>Year</u>		<u>Year</u>		<u>Year</u>		<u>Year</u>	
0	.00	9	.13	18	.23	27	.32
1	.01	10	.15	19	.24	28	.33
2	.02	11	.16	20	.25	29	.34
3	.03	12	.17	21	.26	30	.35
4	.04	13	.18	22	.27	31	.36
5	.05	14	.19	23	.28	32	.37
6	.07	15	.20	24	.29	33	.38
7	.09	16	.21	25	.30	34	.39
8	.11	17	.22	26	.31	35	.40

iv. Contract Length (Days Due)

The decimal factors included under contract length have been established to provide an allowance for days due beyond the regular school year for teachers.

204 days	.12
209 days	.16
224 days	.24
260 days	.36

v. Performance Pay

Based on an administrator’s evaluation (yearly performance, goals etc.) a performance bonus may be authorized by the superintendent yearly that ranges from 0-3% of the administrator’s base salary. In no event will the annual total pool of dollars exceed \$30,000 distributed to all administration, including those covered under this plan and the special areas compensation plan.

**VII. CELL PHONE ALLOWANCE**

Effective 01/01/2011, per policy 7.17 the District stopped providing various cell phones and began a Tiered Phone Compensation program based on the attached document where particular positions will have an amount included in their salary to help pay for required cell phone plans as determined by the Superintendent. This eliminates the past practice where the district purchased separate phones and plans for various employees. It allows the employee to use their personal phone for school-related matters rather than carrying different phones at different times. The allowance is to help cover the costs for such phones and required plans. Upon request, employees will need to provide the Treasurer with a portion of their bill showing their cell phone number and that their plan covers the requirements of their tier.

Approved 6/23/08	Readopted 7/21/08
Revised 6/20/11	Approved 6/17/13
Approved 5/18/15	Approved 5/9/16
Revised 5/7/18	Approved 7/9/18
<b>Approved 5/24/19</b>	