



**Park City School District Administrative Agreement
July 1, 2020 – June 30, 2024**

OUR MISSION

Our mission is to inspire and support all students equitably to achieve their academic and social potential.

OUR VISION

Park City School District is student-centered with a focus and emphasis on the whole child — our students are safe, supported, engaged, challenged, and healthy. We continuously deliver efficient, effective, and transparent communication about the District.

STRATEGIC PILLARS

Academic Success: Develop the potential of every student through data-driven and best learning practices to be academically successful and prepared for life beyond graduation. Provide safe, optimal and equitable learning environments for all students and staff.

Excellent Personnel: Create a culture of respect for all employees through recruiting, retaining, and providing professional development, while building the district's leadership capacity.

Leadership: Provide districtwide leadership that exhibits transparency, clarity and accountability at all times and in all situations.

Communication: Continuously deliver efficient, effective, and transparent communication about Park City School District.

Community Alliances: Partner with families and the community for the general well-being and education of our collective student base while including a culture of inclusiveness and respect for the rich diversity of our community.

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.

1. Duration: This agreement will remain in place for four (4) years for fiscal years, 2021, 2022, 2023 and 2024 and is based on:
 - a. Both parties complying with the process defined in item 11 of this Administrative Agreement.
 - b. Available funding over the contract period in accordance with the following parameters:
 - i. Economic Triggers that need to be met:
 1. WPU minimum increase 1% per year

2. Property tax revenue growth minimum increase 3% per year
3. Unreimbursed COVID-19 costs do not exceed 1.5% of operating budget
- ii. Outcomes of economic triggers
 1. Met – compensation package advances as agreed upon
 2. Not Met – negotiation team reconvenes to discuss mitigating measures that may be implemented and reach agreement for the particular fiscal year in question
2. Compensation:
 - a. Employees shall be paid according to step and lane schedule (see attachment).
 - b. 2.5% COLA each year of the contract
 - c. Step and lane funded for fiscal years 2021, 2022, 2023 and 2024
3. The District will provide a yearly \$750 longevity stipend after Step 16 (not compounding).
4. A yearly stipend of \$5,000 will be given for a doctoral degree related to administrative duties
5. A yearly review by the Executive Director of Human Capital and Culture and employee will take place in August of each year to ensure accurate placement on the schedule.
6. 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 the 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, no later than Sept 15.
7. 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.
8. Professional Development: Each administrator will be provided with funding for attending professional conferences:
 - a. \$5500 District Administrators
 - b. \$4000 Building Administrators
 - c. 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.
 - d. Administrators' semi-annual performance review with their immediate supervisor will include a review of professional development goals. Evaluation shall follow policy 7175 – Administrator Evaluation.
9. 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:
 - a. Building /site: \$25 for each full-time equivalent licensed and classified employee.
 - b. District administrator: \$1,000
 - c. Administrator professional expenses will have a separate account code distinct from

Professional Development. 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.

- d. 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.
10. Health Insurance: Administrators' base health insurance costs for the length of this agreement will be based on the Board's approved plan.
- a. Employee contribution to monthly premiums remain the same as FY2020 for FY 2021
 - b. Health insurance plan design remains the same as FY2020 for FY2021.
 - c. Health insurance premiums are anticipated to increase over contract period. The Health Insurance committee will develop options before each plan year to manage any increased costs which may include increased contributions by district and employees.
11. 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 through the agreement period.
- a. A quarterly meeting between Board representation, district superintendent and two or three administrative representatives will be scheduled in advance for the school year. This would fit under contract review.
12. 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.
13. 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.

Dated this 26th day of August, 2020



Caleb Fine, Principal
Treasure Mountain Middle School



Andrew Caplan, President
Park City Board of Education



Tracy Fike, Assistant Principal
Park City High School



Traci Evans, Executive Director of Educational Programs
Park City School District