

Meet and Discuss Rights

Pennsylvania Principals and Supervisors

Key Elements of Act 93

Basic Elements of Act 93 of 1984

- The right for administrators to meet and discuss in good faith with the school board
- The right to a written compensation plan as board policy whether or not it is requested
- A plan that includes a description of the compensation and benefits



Definition of the Management Team

- Board of School Directors
- Superintendent and other commissioned officers
- All district administrators and supervisory personnel



Meet and Discuss

- The board must meet, in good faith, upon a request from a majority of school administrators and supervisors.

Who?

- Any administrator/supervisor who is not a commissioned officer
- Business managers, human resource directors and vocational directors are not eligible.

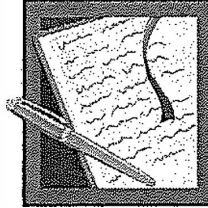
What?

- Administrator compensation
- Benefits
- Related issues such as retirement and evaluation
- Other items upon agreement of the board



How?

- Majority of those referred to as administrators in the district request the right to meet



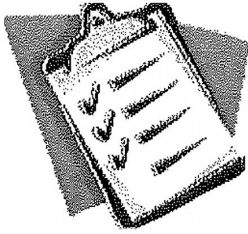
- A letter signed by the majority of administrators/supervisors must:
 - Request meet and discuss
 - Specify the issues that are requested for discussion
 - Suggest possible meeting times

When?

- Request can be made at any time

Meetings

- Only one meeting is required.
- PAESSP suggests 3 meetings:
 - Informal session – share district strengths and accomplishments
 - Presentation of specific proposals
 - Follow-up session and board response



The Plan

- Duration of agreement
- Description of the salary determination process
- Salary amounts or a salary schedule
- Listing of fringe benefits
- Not required, but important:
 - Evaluation plan
 - Right to additional meet and discuss for non-compensation items
 - Grievance procedure

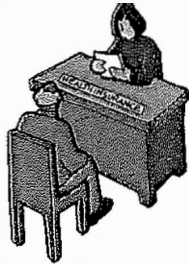
Legal Status of Compensation Plans

- Boards are required to have a compensation plan in place at all times.
- The plans are legally binding for the time specified in the compensation plan.
- No changes can be made, except by mutual consent.



Recommended Compensation Plan Features

- Introductory Material
- Term of Agreement
- Management Team Philosophy
- Meet and Discuss Schedule
- Listing of Administrative Positions Covered by the Plan
- Detailed Compensation Plan
- Salary Listing or Salary Schedule
- Listing of Fringe Benefits
- Related Policies:



- Evaluation
- Termination
- Access to Personnel Files
- Creation of New Positions
- Right of Input Into District Policy Development
- Grievance Procedures



Strategies

Meeting 1:

- Inform them that the administration wants to be included in the management team to work with the superintendent and the board in the development and achievement of board goals.
- Meet with the board and the superintendent in an informal social setting to kick off the Meet and Discuss process.
- Make a special effort to complement the board and the superintendent for their efforts in a difficult job.
- Share information with the board about the key elements of your job, how difficult they are and how well you do them.
- Inform them of important successes for which the administration is responsible.
- Reinforce the importance of the administration being an active contributing member of the management team. The critical goal is district-wide success.



Meeting 2:

- Present a reasonable proposal to the board.
- Demonstrate that it is in line with compensation packages for neighboring districts and maintains the corridor between administrators and teachers.
- Include contract provisions concerning provision of adequate resources to do the job.
- Accentuate your firm commitment to student success.
- Think on the long-term basis.
- Take small steps toward your goals.
- Do not anger the community. Remember, salary is the most visible thing you can ask for.



Remuneration Items to Consider:

- ✓ Board Contribution to a 403b or 457 Plan
- ✓ Retirement Health Care
- ✓ Retirement Bonus
- ✓ Payment of Uncovered Health Costs
- ✓ Long Term Care Insurance
- ✓ Laptop Computer
- ✓ Reimbursement for Home Online Service
- ✓ Reimbursement for Basic Telephone Service
- ✓ Payment for Unused Sick Leave @ Retirement
- ✓ “Sell Back” for Unused Vacation
- ✓ Full Paid Graduate Credits
- ✓ Full Paid Sabbatical for Study
- ✓ Payment @ Retirement in Lieu of Sabbatical
- ✓ Create 125 Cafeteria Plan for Benefits
- ✓ Payment for Opting Out of Health Care
- ✓ Stipend for Residence in the District
- ✓ Payment of Employee Retirement Contribution