

AGREEMENT  
UPON  
SALARIES AND TERMS  
AND  
CONDITIONS OF EMPLOYMENT

BETWEEN

THE BLACK HORSE PIKE  
REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION

AND

THE BLACK HORSE PIKE  
ADMINISTRATORS ASSOCIATION

JULY 1, 2003

TO

JUNE 30, 2006

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**AGREEMENT BETWEEN**  
**THE BLACK HORSE PIKE**  
**REGIONAL SCHOOL DISTRICT**

**BOARD OF EDUCATION**  
**AND**

**THE BLACK HORSE PIKE**  
**ADMINISTRATORS ASSOCIATION**

**JULY 1, 2003 TO JUNE 30, 2006**

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**PREAMBLE**

The parties to this Agreement are the Board of Education of the Black Horse Pike Regional School District, hereinafter called the "Board," and the Black Horse Pike Administrators Association, hereinafter known as the "Association."

The parties have reached certain understandings which they desire to confirm in this Agreement; therefore, in consideration of those mutual covenants, it is hereby agreed as follows:

**ARTICLE I; RECOGNITION**

**A. DEFINITION OF THE UNIT**

The Board recognizes the Administrators Association as the exclusive representative for the unit described herein for the purposes of collective negotiations with respect to grievances and terms and conditions of employment. The Administrators Association unit shall consist of the professional staff employees who hold the positions of principal, vice principal, director of instruction and any future position for which a New Jersey Principal's Certificate is required with the exception of an assistant superintendent.

The Board agrees not to negotiate concerning administrators in the unit defined above with any organization or individual other than the Administrators Association for the duration of this agreement.

**B. DEFINITION OF EMPLOYEE OR ADMINISTRATOR**

Unless otherwise indicated, the term "employee" or "administrator" when used in this agreement, shall refer to all employees represented by the Administrators Association as defined in Section A of this article.

## **ARTICLE II: ASSOCIATION AND MEMBERS' RIGHTS AND PRIVILEGES**

### **A. ASSOCIATION**

1. The Association shall have the right to meet on school premises upon seeking and receiving prior approval of the principal.
2. The Association and its members may use mailboxes and interschool mail to communicate with the membership, except that State statutes and Board policies prohibiting the distribution of campaign materials related to national, State, municipal, county, and School Board elections must be strictly followed.
3. The Administrators Association agrees to reimburse the Board for actual cost of School District supplies used for Association business.
4. The Board will consider suggestions of the Association relative to the school calendar. The Board reserves unto itself the right to establish the school calendar. Association calendar suggestions must be filed with the superintendent by February 1 of the preceding school year to be considered.

### **B. MEMBERS**

1. When an administrator is required to appear before the principal, superintendent, the Board or a committee of the Board concerning a matter which could adversely affect continuation of that administrator in his/her office, position, or employment, including a verbal reprimand, or the salary or any increments pertaining thereto, the administrator shall be given prior written notice of the reason(s) for meeting and shall be entitled to have a representative present to advise him/her.
2. Adverse or positive written communication regarding the performance of an administrator by a superior, parent, pupil, student teacher, or another person will be called to the attention of the administrator within ten calendar days of its receipt, except during school closing periods of two or more days and emergency closing days which shall not toll at all.
3. The Board shall communicate planned administrative force reductions to the Administrators Association at least 60 days prior to implementation. Discussions on the topic may be requested by either party.

## **ARTICLE III: GRIEVANCE PROCEDURE**

### **A. DEFINITIONS**

1. A "grievance" is a complaint by the Administrators Association alleging misinterpretation, misapplication or violation of the Agreement, Board policy New Jersey Administrative Code or New Jersey Statutes.

2. An "aggrieved person" or the "aggrieved" is an administrator or group or administrators making the claim and/or filing the formal grievance.
3. The "respondent" is the person or group of persons against whom the claim is made.

#### **B. EFFORTS TO RESOLVE INFORMALLY**

1. Nothing in this article or this agreement shall be construed to limit the right of an individual administrator, a group of administrators, officers of the Administrators Association, or a representative of the Administrators Association to discuss any and all matters of school or Association business with an administrator or the superintendent.
2. A formal written grievance may not be filed until the aggrieved has attempted to resolve the complaint through informal discussion with the respondent.

#### **C. FILING PROCEDURE**

1. A written grievance must be filed within 20 calendar days of the alleged occurrence. The standard form for filing grievances is attached to this agreement as Schedule A.
2. Incomplete grievance forms may be returned to the Administrators Association for required data. The superintendent's time deadline to respond shall not begin to toll until the incomplete form is returned. A grievance form may not be returned to the Association more than one time at each level.
3. Once the grievance has been defined by the Association on the initial form, it shall remain firm for the duration of the process. The Administrators Association may present additional information for consideration if such information was not available to the Association when the original grievance was filed.

#### **D. REPRESENTATION AT INFORMAL DISCUSSIONS**

During informal meetings to discuss grievances, the Association, the respondent, and the superintendent shall be entitled to invite attendees of their choice, except that representation shall be limited to two persons each. This provision can be waived only by mutual agreement.

#### **E. LEVEL ONE: PRINCIPAL**

1. Initial grievances vice principals have with a principal or principals must be filed with the principal. Grievances of the principals may be taken directly to the superintendent at Level two.

2. Grievances must be stated in writing on the form attached as Schedule A and shall make known full details of the grievance. The complaint shall specify:
  - a. The nature and date of the alleged occurrence in reasonable detail, indicating portions of The Agreement, Board Policy, Administrative Code or New Jersey Statute alleged to Have been misinterpreted, misapplied or violated;
  - b. the nature and extent of any injury, loss or inconvenience;
  - c. the results of informal discussions;
  - d. why grievant was dissatisfied with the decision rendered; and
  - e. expected relief, corrective action or alternatives thereof.
3. The principal may convene a discussion session with the aggrieved and respondent, if deemed necessary to arrive at further understanding of the matter, to conduct fact-finding, or to arrive at a mutually satisfactory settlement of the problem. Such a session must be convened within seven working days of receipt of the written grievance. Whether or not an informal session is convened, the principal must respond in writing to the complaint within ten working days.
4. In a response to a given grievance, the principal may not countermand directives given by the superintendent or the Assistant.

**F. LEVEL TWO: SUPERINTENDENT**

1. Initial grievances with the Board, superintendent or a member of the District Office staff may be filed directly with the superintendent.
2. Grievances must be stated in writing on the form attached as Schedule A and shall make known full details of the grievance. The complaint shall specify:
  - a. the nature and date of the alleged occurrence in reasonable detail, indicating portions of the Agreement, Board Policy, Administrative Code or New Jersey Statute alleged to have been misinterpreted, misapplied or violated;
  - b. the nature and extent of any injury, loss or inconvenience;
  - c. the results of informal discussions;
  - d. why grievant was dissatisfied with the decision rendered; and
  - e. expected relief, corrective action or alternatives thereof.

3. The superintendent may convene a discussion session with the aggrieved and respondent, if deemed necessary to arrive at further understanding of the matter, to conduct fact-finding, or to arrive at a mutually satisfactory settlement of the problem. Such a session must be convened within seven working days of receipt of the written grievance. Whether or not an informal session is convened, the superintendent must respond in writing to the complaint within ten working days.

#### **G. LEVEL THREE: BOARD OF EDUCATION**

If the grievance has not been resolved satisfactorily at Level Two, the Administrators Association may appeal directly to the Board of Education within seven working days after receipt of the superintendent's written response. The written appeal shall be directed to the board secretary/business administrator.

1. The appeal may be stated on the established grievance form and any necessary attachments. The appeal must state specifically why the superintendent's response is not satisfactory. The appeal may offer alternative solutions.
2. The Board President shall arrange to conduct an informal discussion on the matter at the next regular workshop session of the Board, provided the grievance appeal reaches the board secretary/business administrator at least five working days prior to that meeting. The Board, the superintendent, assistant superintendent, the respondent, and the grievant shall be invited to attend the informal discussion session.
3. The written decision of the Board shall be delivered to the parties within five working days after the next regular monthly meeting of the Board following the workshop session at which the informal discussion took place. The decision of the Board of Education shall be final.

#### **H. OTHER CONSIDERATIONS**

1. When an appeal is moved to a higher level, the entire file containing all correspondence and decisions shall be transmitted with the appeal. Upon final resolution of a grievance, the entire file shall be forwarded to the Office of Superintendent for permanent maintenance.
2. Informal sessions shall be scheduled so as not to conflict with duties of administrators.
3. Time limits must be respected by the parties unless a change is mutually agreed. If time limits are not observed by the principal, the grievant may proceed unchallenged to the level of superintendent. If the superintendent does not adhere to time limits, the grievant may proceed unchallenged to the level of the Board of Education. If the Association fails to adhere to the time limits, the matter shall be considered dropped without challenge or recourse.
4. Grievance statements must be specific. Witnesses and respondents must be clearly identified in the initial written grievance.



5. When an administrator selects representation other than the Association, a representative of the Association shall have the right to be present and to state Association views at Levels One, Two and Three of this grievance procedure.

## **ARTICLE IV: DURATION**

### **A. AGREEMENT DURATION**

This agreement shall be effective for the period from July 1, 2003, to June 30, 2006, inclusive.

### **B. BARGAINING LIMITATION**

The Association and the Board for the life of this Agreement each waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

### **C. MODIFICATION OF THIS AGREEMENT**

The Agreement shall not be modified in whole or in part by the parties except by written instrument duly executed by both parties.

## **ARTICLE V: TUITION REIMBURSEMENT**

The Board of Education encourages professional growth of administrators and, therefore shall reimburse them for earned graduate credits in accordance with the following rules and conditions:

### **A. AVAILABLE FUNDS**

Eligible staff members shall be reimbursed only for actual costs of tuition, not to exceed a total of \$6,000 per school year for all unit members. If eligible reimbursements exceed that total, the \$6,000 shall be prorated on a percentage basis on the basis of the amount requested and approved. Administrators shall not be reimbursed for more than 12 graduate credits per year.

### **B. APPLICATIONS**

Advance application shall be made by December 1 of the school year of course enrollment. Applications shall be filed on the form attached as SCHEDULE C. All applications are subject to approval of the superintendent, who may approve only graduate courses meeting the following criteria:

1. leading to a higher educational job certification,
2. perceived to be of value to the applicant in serving the District,
3. or leading to a doctorate degree in school administration, and
4. offered by a college or university whose graduate credits are acceptable to the New Jersey State Board of Examiners for certification purposes.

With the prior approval of the superintendent, tuition for undergraduate courses which will enhance administrative skills may be reimbursed.

### **C. REIMBURSEMENTS OF TUITION**

Within 120 days of course completion, a copy of the payment receipt issued by an accredited college or university shall be submitted to the office of superintendent with the appropriate declaration form attached to a purchase request for payment.

The office of superintendent must receive purchase requests, declaration forms, transcripts and tuition payment receipts prior to recommending approval of payment by the Board of Education.

Provided all conditions have been met, reimbursement normally will be made to applicants within 60 days following receipt of the documents required by this provision. Payment shall be processed by the board secretary/business administrator within ten working days following Board approval.

### **D. GRADE REQUIREMENT**

The administrator must earn a grade of "B" or higher, its equivalent, or "pass" in a pass/fail grading system, as documented by an official transcript received no later than 90 days following completion of the course. Should administrative difficulties preclude timely receipt of the transcript, a letter of explanation from the appropriate college or university official may be used as a basis to extend the transcript submission deadline.

### **E. OTHER REQUIREMENTS**

Subject to the conditions described in this article and subject to receipt of official college transcripts, verification of courses as graduate credit, verification of actual tuition costs, verification of available funds and substantiation that the college or university offers graduate credits acceptable to the New Jersey State Board of Examiners for certification purposes, and upon receipt of a signed voucher required by statute, tuition shall be reimbursable to supervisors within 15 days after the Board meeting subsequent to administrators meeting all of these requirements and conditions.

## ARTICLE VI: HEALTH BENEFITS PROGRAM

For all full time administrators, the Board shall provide the identical family health care, dental and prescription insurance programs which are negotiated with the Black Horse Pike Education Association.

1. Any employee otherwise entitled to full family health insurance coverage shall have the option to withdraw from such coverage and to be paid a sum equal to 40% of the family premium coverage for each year that the withdrawal remains in effect. All withdrawals from health insurance coverage shall be for a minimum of one year corresponding to the benefits period established by the Board's carrier. The cash payment shall be a stipend payable quarterly.
2. In addition to the family health insurance coverage, the employee shall be given the option to withdraw from other insurance coverage available by the Board of Education and to be paid a sum equal to 40% of said coverage. All withdrawals from the insurance coverage shall be for a minimum of one year corresponding to the benefits period established by the Board's carrier. The cash payment shall be in the form a stipend payable quarterly.
3. Notwithstanding the above, the employees who have a change in status, e.g. termination of employment, divorce (copy of the decree required), legal separation (copy of decree required), death (copy of certificate required), group contract/policy terminated, military discharge (Form D0214) required, which causes them to lose coverage elsewhere shall be entitled to re-enroll in the health plan during the plan year providing the employee gives the Board notice of the change in status within sixty (60) days of the event causing the change; otherwise all elections or cash options shall be in effect for the entire twelve (12) month benefit period. The Board's obligation for the cash option shall be pro-rated for those employees subject to a change in status.
4. Return to benefits plan for reasons other than change in status is subject to the terms of the carrier.
5. The parties agree that the cash options provision shall be rescinded if there is any tax liability (state or federal) to employees who continue to choose benefits.

## ARTICLE VII: SICK LEAVE

### A. ENTITLEMENT AND NOTIFICATION

Twelve month administrators shall be entitled to twelve sick leave days each school year. Unused sick leave shall accumulate from year to year without a limit. On or about September 1 of each school year, administrators shall receive a notice which details the number of sick leave days accumulated as of June 30 of that calendar year.

## **B. PREVIOUSLY EMPLOYED ADMINISTRATORS**

All unused accumulated sick leave at the time of separation shall be restored to a person who was employed previously in the District and who returns to the District as an administrator, unless the person was paid for that sick leave, in which case no days will be restored.

## **C. PAYMENT FOR UNUSED SICK LEAVE AT RETIREMENT**

Upon simultaneous retirement from the teaching profession and retirement from the service of the Board, as confirmed by the New Jersey Teachers' Pension and Annuity Fund (TPAF), an administrator shall receive compensation for unused accumulated sick leave as follows:

1. The administrator has been employed continuously by the Board, including periods of approved leave of absence for a period of 15 complete years or more;
2. The administrator shall notify the Board of intent to retire by November 1 of the year prior to the fiscal year in which retirement will take place. In the event of an unforeseen disability retirement or other extraordinary circumstance, the Board of Education may accept a later notice but payments shall be deferred one year to allow for budgeting of funds.
3. The formula for calculation of this benefit shall be arrived at by taking a retiring administrator's final yearly salary, multiplying that by .002 then multiplying that by the number of available sick days up to 175 days.
4. The following applies to those members who do not qualify under the conditions set forth in Paragraphs 1 and 2: Administrators shall be paid for the accumulated sick leave at the rate of \$45.00 per day for the life of this contract.
5. Payments made under Paragraph 3 of the aforesaid agreement may be made at the Board's option in two equal payments, one on June 30 of the retirement year, and the second payment on July 15 of the year after retirement.

It is intended by both the Board and the administrators that benefits payable under this contract provision will accrue to the administrators' estate in the event of the death of the administrator.

## **ARTICLE VIII: TEMPORARY LEAVES OF ABSENCE**

### **A. PERSONAL LEAVE**

Administrators shall be entitled to two personal leave days each school year. Application for such leave must be filed at least five school days in advance. The five day notice may be waived by the superintendent in emergency situations explained to the superintendent. Approval may be granted only for obligations which cannot be reasonably met during non-work hours. Only in unusual circumstances may the superintendent grant leave for a holiday or day preceding or following a school recess.

Unused personal leave shall not accumulate from year to year. Unused days are to be converted to accumulated sick leave which may be used after the administrator has acquired tenure as an administrator.

#### **B. BEREAVEMENT LEAVE**

The superintendent may grant up to three days at any one time in the event of the death of an administrator's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grand parent or grand child. One day may be granted in the event of the death of a member of the family who is not listed. Additional absence due to emotional disability may be charged to an administrator's accumulated sick leave upon request. In the event of the death of an administrator, the superintendent shall determine who will represent the District at services. If other administrators wish to attend those services during work hours, personal leave may be requested for that purpose.

#### **C. CONVENTIONS, WORKSHOPS AND SEMINARS**

Upon approval of the superintendent, administrators may volunteer or be assigned to attend one-day conferences or seminars at Board expense. Any conference which requires lodging, more than one meal, and/or public carrier transportation, must be approved in advance by the Board.

The director of instruction may request Board of Education approval to attend one national convention each school year.

One building principal may attend either one state or one national conference per year on a rotating basis at Board of Education expense.

#### **D. OTHER TEMPORARY LEAVES**

Other temporary leaves of absence with or without pay may be granted to administrators at the discretion of the superintendent.

### **ARTICLE IX: EXTENDED LEAVES OF ABSENCE**

#### **A. FAMILY ILLNESS LEAVE**

Upon Board approval, a leave of absence for up to one employment year may be granted without pay for the purpose of attending a sick member of an administrator's immediate family. Additional time may be considered and granted at the Board's discretion.

#### **B. PUBLIC OFFICE LEAVE**

The Board may grant a leave of absence without pay to any administrator to serve in an elected or appointed office.

### **C. MILITARY LEAVE**

For the period of induction or initial enlistment, military leave without pay shall be granted upon request to any administrator who is inducted into or who enlists in a branch of the Armed Forces of the United States. An extension of military leave may be granted by the Board at its discretion.

### **D. MATERNITY DISABILITY AND CHILD - REARING LEAVE**

Not to exceed 24 months, a pregnant administrator may request a child-rearing leave without pay immediately following the delivery of a child. During a period of physician-certified medical disability due to pregnancy, the administrator may utilize accumulated sick leave at her option. The Board reserves the right to require a pregnant administrator to initiate a medical leave of absence if her services diminish noticeably or if she is unable to produce certification from her physician that she is medically able to continue her normal duties. The Board reserves the right to require a pregnant administrator to undergo a medical examination by a school medical inspector or another physician retained by the Board, to determine if the administrator is medically able to continue to perform her duties.

### **E. OTHER MEDICAL DISABILITY LEAVE**

Upon written recommendation of an administrator's physician, the Board may grant a medical disability leave without pay for a period not to exceed one calendar year. The Board reserves the right to require an administrator to undergo an examination by a school medical inspector or a physician retained by the Board, to determine if an administrator is medically able to perform his/her duties. Extensions of medical disability leave may be considered by the Board at its discretion. Even if the administrator's sick leave expires during a period of medical disability, the Board shall continue to pay medical benefit premiums for the administrator.

### **F. SABBATICAL LEAVE**

Sabbatical leave shall be available to administrators under the following conditions:

1. Only one sabbatical leave per year may be granted to this group.
2. The purpose of a sabbatical leave shall be limited to full time pursuit of a higher degree which must be conferred at the end of the leave period, or as soon after as possible, depending upon established schedules for graduations of conferring institutions.
3. The administrator must have completed seven full school years of service with the District by the first day of the requested sabbatical leave.
4. An administrator on sabbatical leave shall be paid at 50 percent for a full year of leave at the salary rate he/she would have received had he/she remained on active duty.
5. Upon return from a sabbatical leave, the administrator shall be placed on the salary schedule at the level which would have been attained if active employment had been continuous during the period of sabbatical leave.

6. By written contractual agreement, consummated prior to leaving for an approved sabbatical leave, the administrator must guarantee to the Board that two additional years of service in the District will be rendered immediately and continuously following a return to the District on the agreed upon date. Acknowledgment of such an agreement shall be incorporated into the application for sabbatical leave or consideration will not be given by the Board.
7. Requests for sabbatical leave must be submitted to the superintendent in writing in a format requested by the superintendent, by November 1 of the school year prior to the school year for which sabbatical leave is to be taken. When possible, Board action on such requests shall be taken at the regular December Meeting of the Board.
8. The superintendent shall report all requests for sabbatical leaves to the Board within 30 days after the deadline date for receiving requests. The superintendent shall submit a recommendation to the Board which outlines the qualifications of each candidate and a course of action considered best by the District.

#### **G. OTHER EXTENDED LEAVES**

Other extended leaves of absence without pay may be granted by the Board at its discretion.

#### **H. FAMILY LEAVE ACTS**

Where applicable, all time granted for temporary and extended leaves of absence shall count toward the Board's obligations under the State and Federal Family Leave Act.

### **ARTICLE X: COMPENSATION**

#### **A. SALARY GUIDE**

Salaries of administrators covered by this Agreement shall be according to the salary guides set forth as Schedule B attached hereto.

#### **B. COCURRICULAR BONUSES**

Administrators who assume cocurricular duties shall be paid according to the guide negotiated with the Black Horse Pike Education Association which is established as Board Policy GCBBA; "Cocurricular Salary Guide,"

#### **C. INITIAL SALARY**

When accepting employment as an administrator, initial placement on the salary guide shall be as agreed by the Board and the administrator.

#### D. SERVICE INCREMENT

An additional increment of \$150.00 over and above the base salary shall be awarded to each administrator upon completion of three full years of continuous service to the District. Similar additional increments of \$150.00 shall be given after completion of the sixth, ninth, twelfth, fifteenth, eighteenth, twenty-first, and twenty-fourth full year of continuous service in the District.

#### E. INCREMENT

To be eligible for a full increment, an administrator must have been employed as an administrator by the District during the prior year for at least 120 days.

The Board reserves the right for inefficiency and/or other good cause to withhold the salary increment for an administrator. Once withheld, an increment shall be deemed to have lapsed. The Board may, at its discretion, restore a previously withheld increment upon recommendation of the superintendent.

#### F. PROMOTIONS

An administrator may be upgraded from one classification to another upon recommendation of the superintendent and approval of the Board of Education. When a promotion occurs, the administrator shall not sustain a salary reduction because of placement on a different salary guide.

#### G. TRAVEL REIMBURSEMENT

Mileage reimbursement for travel approved in advance by the Office of the Superintendent shall be at 32.5 cents per mile. Such travel reimbursement would cover the costs of travel to professional conferences, regional, and State business meetings. This amount may be adjusted upward by the Board at its discretion.

### ARTICLE XI: WORK YEAR AND DAY

- A. The salary guides for administrator positions shall be as shown on Schedule B. Salary deductions for days not worked shall be at 1/240th of base salary.
- B. Administrators shall not be required to come to the school plant on emergency closing days or on holidays which appear in the regular school calendar.
- C. The work day for administrators shall be as established through continuous past practice.
- D. Administrators shall be assigned as needed to supervise school activities which occur during non-school hours. Assignments shall be rotated on an equal basis.



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An additional increment of \$150.00 over and above the base salary shall be awarded to each administrator upon completion of three full years of continuous service to the District. Similar additional increments of \$150.00 shall be given after completion of the sixth, ninth, twelfth, fifteenth, eighteenth, twenty-first, and twenty-fourth full year of continuous service in the District.

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To be eligible for a full increment, an administrator must have been employed as an administrator by the District during the prior year for at least 120 days.

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- B. Administrators shall not be required to come to the school plant on emergency closing days or on holidays which appear in the regular school calendar.
- C. The work day for administrators shall be as established through continuous past practice.
- D. Administrators shall be assigned as needed to supervise school activities which occur during non-school hours. Assignments shall be rotated on an equal basis.

- E. Administrators may be required to attend evening in-service sessions sponsored by the principal, by Central Office, or by an outside consultant group arranged by the Board or Central Office.
- F. Administrators are required to return to school for evening chaperoning duties without additional compensation.
- G. Lunch periods for administrators may be taken on or off school premises.(GCBC)

**ARTICLE XII - VACATIONS AND HOLIDAYS**

- A. Between September and June, when school is in session for pupils, all administrative staff members will be permitted to remain away from their respective offices when school is closed for staff and pupils.
- B. Vacation entitlement for administrators shall be as follows:

SERVICE TO THE DISTRICT	VACATION ENTITLEMENT
After one full year	15 days
After two full years	15 days
After three full years	20 days
After ten full years	21 days
After 15 full years	22 days
After 20 full years	23 days

Administrators who are promoted to their positions from within the District shall be entitled to 20 vacation days after their third year of service to the District. The proration for less than a full year of service to the District shall be as shown on the table in Section Three of this Article.

C. Vacation may be taken only after completion of the school year in which it is earned (July 1 to June 30). When employment in the District begins after July 1 of the first year as an administrator or ends before June 30 of the final year as an administrator, the vacation entitlement shall be as shown on the chart below:

WHEN EMPLOYED FOR:		Vacation Days Earned By Administrators Who Have the Following Years of Service to the District				
At Least	But Less Than	1 or 2	3 to 10	11 to 15	16 to 20	Over 20
49 Weeks	52 weeks	14	18	19	20	21
46 weeks	49 weeks	13	17	18	19	20
43 weeks	46 weeks	12	16	17	18	19
40 weeks	43 weeks	11	15	16	16	17
37 weeks	40 weeks	10	14	14	15	16
34 weeks	37 weeks	9	13	13	14	15
31 weeks	34 weeks	8	11	12	13	13
28 weeks	31 weeks	8	10	11	11	12
25 weeks	28 weeks	7	9	10	10	11
22 weeks	25 weeks	6	8	8	9	9
19 weeks	22 weeks	5	7	7	8	8
16 weeks	19 weeks	4	6	6	6	7
13 weeks	16 weeks	3	5	5	5	5
10 weeks	13 weeks	2	3	4	4	4
7 weeks	10 weeks	2	2	2	2	3
4 weeks	7 weeks	1	1	1	1	1
0 weeks	4 weeks	0	0	0	0	0

D. Administrators are required to take their vacation days by the end of each school year.

1. For administrators employed by the District prior to July 1, 1993, some accumulation of vacation time may occur; however, no more than two year's earned vacation may be carried past June 30 into the following school year and no administrator may take into the following year a higher number of days than had been accumulated as of June 30, 1993.
2. Administrators hired on or after July 1, 1993, may not accumulate any vacation days. All earned vacation days must be used during the school year they are awarded.
3. If the superintendent and/or Board of Education require(s) an administrator to work during a planned vacation period, the superintendent may ask the Board to adopt a resolution to permit that administrator to carry only those days into the next school year to be used during that calendar year. If the days cannot be used during that year, the superintendent may ask the Board to adopt a resolution to pay that administrator for any remaining days and remove them from the records. Such payment will be at a per diem rate equal to 1/240th of the administrator's base salary (excluding service increment for which payment had already been received) earned during the school year the vacation

### ARTICLE XIII - DUES TO ORGANIZATIONS

The Board shall underwrite membership of administrators to professional organizations as shown:

A. Principals

- a) National Association of Secondary School Principals
- b) New Jersey Principals and Supervisors Association
- c) Camden County Secondary School Principals Association
- d) Association for Supervision and Curriculum Development
- e) New Jersey Association for Supervision and Curriculum Development

B. Director of Instruction

- a) National Association of Secondary School Principals
- b) New Jersey Principals and Supervisors Association
- c) Association for Supervision and Curriculum Development
- d) New Jersey Association for Supervision and Curriculum Development

C. Vice Principals

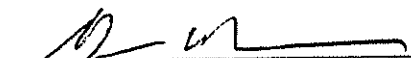
- a) National Association of Secondary School Principals
- b) New Jersey Principals and Supervisors Association
- c) Camden County Secondary School Principals Association

Upon written presentation of the administrator to the superintendent, the superintendent may request Board consideration for other memberships.

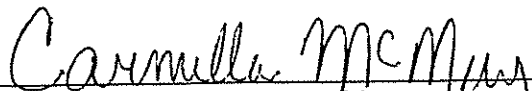
IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their respective officers on this 3rd day of February, 2004.

ATTEST:

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION



Dennis M. Vespe  
Acting Board Secretary/Business Administrator

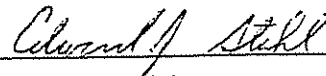


Carmella McMurray, President

BLACK HORSE PIKE ADMINISTRATORS ASSOCIATION



Frank Palatucci  
Negotiating Team



Edward Stahl  
Negotiating Team

SCHEDULE A

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT  
580 Erial Road, Blackwood, New Jersey 08012

ADMINISTRATORS' ASSOCIATION GRIEVANCE FORM

LEVEL ONE

GRIEVANT \_\_\_\_\_

DATE FILED \_\_\_\_\_

- a) Nature and date of alleged occurrence in reasonable detail, including a citation of the sections of the Agreement, Board Policy , Administrative Code, or New Jersey Statute alleged to have been misinterpreted, misapplied, or violated (Add additional sheets if needed).
- b) Nature and extent of injury, loss or inconvenience.
- c) Results of informal discussions.
- d) Why dissatisfied with decision(s) rendered.
- e) Expected relief, corrective actions or alternatives.

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

RESPONSE BY PRINCIPAL

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

**SCHEDULE A  
(Continued)**

LEVEL TWO

Why dissatisfied with the principal's response:

---

Signature of Association Official

---

Date

RESPONSE BY SUPERINTENDENT

---

Signature of Superintendent

---

Date





**SCHEDULE B**

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT  
580 Erial Road, Blackwood, New Jersey 08012**

**SALARY GUIDES FOR ADMINISTRATORS  
July 1, 2003 to June 30, 2006**

1. Initial placement on the salary guides shall be based upon school employment experience, military service up to a maximum of four years and educational background. (Policy GCBA)
2. Whenever a person accepts a promotion or an appointment to an administrative position, initial placement on the guide shall be at a point agreed by the candidate and the Board of Education. (Policy GCBA)
3. For the duration of the contract July 1, 2003 to June 30, 2006, members of the unit will receive annual increases to their base salaries at the rate of 4.5% for each year of the contract.

Refer to the chart below for initial placement on the guide:

	Principal's & Director of Instruction	Vice Principals
Minimum Starting Salary	\$85,000	\$72,000

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT  
580 ERIAL ROAD, BLACKWOOD, NEW JERSEY 08012**

**APPLICATION FOR REIMBURSEMENT OF  
TUITION FOR GRADUATE CREDITS FOR  
SUPERVISORY AND ADMINISTRATIVE PERSONNEL**

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Please be advised that it is my intent to enroll in and complete the following graduate course(s) during the \_\_\_\_\_ school year for which I respectfully request reimbursement consideration:

NAME OF GRADUATE COURSE	NO. OF CREDITS	ANTICIPATED COST PER CREDIT HOUR

My reasons for enrolling in these graduate level courses include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For Office Use Only**

	<u>DATE</u>	<u>OTHER</u>
Application	_____	_____
Acknowledged	_____	_____
Approved	_____	_____
Rejected	_____	_____
Tuition Receipt	_____	_____
Declaration Form	_____	_____
Transcript	_____	_____
Payment Approval	_____	_____

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Filed

## ADMINISTRATOR'S SALARY SCHEDULE

NAME	YEAR 1		YEAR 2		YEAR 3		
	2003-2004 Base Salary	2003-2004 Service Increment	2004-2005 Base Salary	2004-2005 Service Increment	2005-2006 Base Salary	2005-2006 Service Increment	2005-2006 Total Salary
Barr, Charles	107,455	1,200	112,290	1,200	117,344	1,200	118,544
Boonard, Carol	107,272	600	112,099	750	117,144	750	117,894
Carruth, Joseph	88,161	150	92,128	150	96,274	150	96,424
Hollinshead, Richard	113,702	1,200	118,819	1,200	124,165	1,200	125,365
Kelleher, Catherine	84,365	900	88,161	900	92,129	900	93,029
Leek, Marcia	104,500	1,200	109,203	1,200	114,117	1,200	115,317
Lucente, Louis	110,955	1,200	115,948	1,200	121,166	1,200	122,366
Milavsky, Robert	84,365	600	88,161	600	92,129	600	92,729
Murphy, Robert	84,365	1,200	88,161	1,200	92,129	1,200	93,329
Palatucci, Frank	120,271	450	125,683	600	131,339	600	131,939
Robinson, Mae	88,161	150	92,128	150	96,274	150	96,424
Stahl, Edward	106,754	1,200	111,558	1,200	116,578	1,200	117,778
Strauss, Ronald	84,365	0	88,161	150	92,129	150	92,279