

FINAL

AGREEMENT

between the

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION

and the

SCOTCH PLAINS-FANWOOD ADMINISTRATIVE GROUP

JULY 1, 2011 – JUNE 30, 2014

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ARTICLE I

RECOGNITION

- A. The Scotch Plains-Fanwood Board of Education, hereinafter referred to as the "Board," recognizes the Scotch Plains-Fanwood Administrative Group, hereinafter referred to as the "Group," as the exclusive representative concerning terms and conditions of employment for all full-time personnel in the following job classifications:

High School Principal
Middle School Principal
Elementary School Principal
High School Assistant Principal
Middle School Assistant Principal

- B. Unless otherwise indicated, the terms "member" or "administrator" or "group member" when used hereinafter in this Agreement shall refer to all personnel represented by the Group as defined in Section A. above. Reference to either male or female members shall include the opposite sex.

ARTICLE II

NEGOTIATION PROCEDURES

- A. Parties agree to enter into collective negotiations pursuant to NJSA 34:13A-1 et seq. as amended, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment for all employees for whom the Group is recognized to negotiate. The time to commence negotiations shall be in accordance with PERC rules, or later, if the parties agree, in each year in which a contract is subject to re-negotiation. Any agreement so negotiated shall be applicable to all personnel for whom the Group is recognized to negotiate.
- B. Neither party shall have any control over the negotiating representative of the other party.
- C. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- D. The Board agrees to negotiate with the Group whenever terms and conditions of employment are modified as a result of administrative reorganization. The negotiation shall commence within a reasonable time after the reorganization takes place. Any negotiated settlement shall be retroactive to the effective date of the modification of terms and conditions of employment unless a different date is agreed to.

ARTICLE III

RIGHTS OF ADMINISTRATORS

- A. The Group may use the school building facilities at all reasonable hours for meetings before or after normally scheduled school sessions subject to the reasonable rules and regulations which uniformly apply to the use of school facilities. Bulletin boards, administrators' mailboxes, and inter-school mail shall be made available to the Group. School duplicating equipment may be utilized, but the Group shall purchase privately all expendable materials and supplies.
- B. The Board agrees to make available to the Group in response to reasonable requests from time to time, public information which the Group requires to process professional grievances, to administer this Agreement, and to formulate contract proposals.
- C. Whenever any administrator is required to appear before the Board or any committee thereof concerning any matter of discipline which could adversely affect the continuation of that administrator in his/her office, position or employment, then he/she shall be given prior written notice of the reasons for such meeting and shall be entitled to have a representative of the Group present to advise him/her and represent him/her during such a meeting.

ARTICLE IV

GRIEVANCE PROCEDURE

- A. Definition
 - 1. A "grievance" shall mean a complaint by an administrator or a group of administrators that there has been to him/her or to them, or to the Group, an inequitable, improper, or unjust application, interpretation, or violation of this Agreement.
 - 2. "Aggrieved party" shall mean any person or group of persons in the Group filing a grievance. However, when a group is involved the grievance shall be processed as an individual grievance.
 - 3. "Days" shall mean working days as specified for twelve-month employees.
 - 4. The "immediate superior" shall mean the person so designated by the District's organization chart.

B. Declaration of Purpose

1. It is the purpose of this procedure to secure, at the lowest possible level, equitable solutions to grievances of Group members through procedures under which they may present grievances free from coercion, interference, restraint, discrimination, or reprisal, and by which there is adequate opportunity to dispose of differences in a professional manner, without, where possible, involving the Board in time-consuming and costly proceedings.

C. 1. A grievance to be considered under this procedure must be initiated within ten (10) days of its occurrence.

2. Failure at any step of this procedure to communicate in writing the decision on a grievance within the specified time limit shall permit the aggrieved party to proceed to the next step. Failure of the aggrieved party at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

3. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

4. Level One

The aggrieved party shall first discuss the grievance with his/her immediate superior with the objective of resolving the matter informally. The immediate superior shall meet with the aggrieved party within five (5) days after receiving notice of the grievance. The immediate superior shall render a decision within five (5) days after said meeting.

5. Level Two

If as a result of the discussion the aggrieved party is not satisfied with the disposition of the grievance at Level One, he/she may formally file the grievance in writing with the Superintendent within five (5) days after the decision at Level One, or ten (10) days after the grievance was informally presented, whichever is sooner. The Superintendent shall meet with the aggrieved party prior to communicating his/her written decision. The Superintendent's written decision shall be rendered within ten (10) days after the formal grievance was delivered to him/her.

6. Level Three

If the aggrieved party is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within ten (10) days after the grievance was delivered to the Superintendent, he/she may within five (5) days after a decision by the Superintendent or ten (10) days after the grievance was filed with the Superintendent at Level Two, whichever is sooner, submit the grievance through the Superintendent to the Board of Education. The Board, or a committee designated by the Board, shall meet with the aggrieved party and the Superintendent prior to communicating the Board's written decision. The Board's written decision shall be rendered within twenty (20) days after the grievance is received by the Board's secretary.

7. Level Four - Arbitration

- (a) If the aggrieved party is not satisfied with the disposition of the grievance at Level Three, within five (5) school days after receipt of the Board's decision, or if no decision has been rendered, within thirty-seven (37) calendar days after the grievance was delivered to the Board, the aggrieved party may request that the Group submit the grievance to arbitration. If the Group determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after the request of the aggrieved party by submitting a demand for arbitration to the American Arbitration Association and to the Board of Education.
- (b) The parties shall be bound by the rules and procedures of the American Arbitration Association.
- (c) The arbitrator shall be empowered to hold a hearing or hearings and to obtain all relevant data concerning the grievance. He/she shall render a written decision within thirty (30) days after the completion of the hearing or hearings or submission of any additional data. A copy shall be simultaneously furnished to the Group and to the Board. The arbitrator shall limit himself/herself to the issue submitted and shall consider nothing else. He/she can add nothing to nor subtract anything from this Agreement between the parties or any policy of the Board of Education. The award of the arbitrator shall be final and binding on the parties.

It shall be the function of the arbitrator, and he/she shall be empowered except as his/her powers are limited below, after due investigation, to make a decision in cases of alleged violation, misinterpretation, or misapplication of this Agreement.

In the event that a case is appealed to an arbitrator on which he/she determines he/she has no power to rule or which he/she determines is not

arbitrable, it shall be referred back to the parties without decision or recommendation on its merits.

The fact that the grievance has been considered by the parties in the preceding steps of the grievance shall not constitute a waiver of jurisdictional limitations upon the arbitrator in this Agreement.

The cost for the services of the arbitrator, including per them expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Group. Any other expenses incurred shall be paid by the party incurring same.

D. Miscellaneous

1. The aggrieved party must be present and may be accompanied and represented at all stages of the formal grievance (Level Two and beyond) by legal counsel or a representative from the local, state or national association.
2. Notices of grievances at all levels will be filed on forms jointly prepared by the Group and the Superintendent so as to facilitate operation of the grievance procedure.
3. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives.
4. While any proceeding is pending and until a final determination has been reached, all proceedings shall be private and any preliminary disposition will not be made public without the agreement of all parties.
5. It is agreed that the Board and the Group shall individually assume costs in connection with the processing of the grievance. In the event, however, that the grievance is processed through arbitration, the Group and the Board shall equally share the costs.
6. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

ARTICLE V

PROTECTION OF MEMBERS AND PROPERTY

The Board of Education agrees to take all reasonable precautions under State Law to protect the health and safety of its administrators.

ARTICLE VI

GROUP MEMBERS EMPLOYMENT

- A. The Board agrees to hire only certificated personnel or those eligible for certification for every administrative position for which a New Jersey State certification is required, unless such personnel are not available.
- B. Members shall be notified in writing of their contract status and salary status for the ensuing year not later than May 15th of each year.

ARTICLE VII

EVALUATION OF GROUP MEMBERS

Administrators shall be evaluated in accordance with the provisions of NJAC 6:3-4.1 (Supervision of Instruction: observation and evaluation of non-tenured teaching staff members) and NJAC 6:3-4.3 (Evaluation of tenured teaching staff members).

A. Guidelines for the completion of the administrative evaluation form:

- 1. Instructional Leadership
- 2. Supervisory Management
- 3. Personnel Administration

B. General Considerations

The purpose of evaluation is to provide the basis and guidelines for the growth and improvement and/or the recording of weaknesses and deficiencies of a staff member in the fulfillment of his or her role and responsibility.

The second purpose is to provide the basis for the formulation of judgment regarding employment, salary determination, dismissal, maintenance, and/or reappointment to create a systematic approach to compensation and promotion.

C. Procedure

- 1. It is agreed that the accomplishment of the basic day-to-day managerial and supervisory function of the administrator which gives direction to the operation of the school, the supervision of staff and the improvement of instruction, remains the central basis for evaluation. Each administrator shall develop specific objectives i.e., professional development plan and school and/or district objectives. The time line for the development and implementation of these

objectives shall be consistent with the school year. Tentative objectives for the subsequent school year shall be considered during the summer and shall be refined by the administrator and submitted to the Superintendent and/or designee as the basis for a conference to be held during the summer. During that conference, a free exchange will take place resulting in statements of objectives to be pursued during the school year. Objectives will be agreed to before the end of September.

2. Following the summer conference, a periodic conference(s) shall be held as deemed necessary by either party and prior to the April 15th summary evaluation report for non-tenured administrators and May 15th for tenured administrators. This report conference shall serve to evaluate and/or revise these objectives and to report the degree of progress made.
3. Minimum of one formal evaluation report will be filed by the Superintendent for each tenured administrator during any given year and a minimum of three evaluations shall be made for a non-tenured administrator.

The evaluation report is to be filed by May 15th.

4. The judgments made on evaluation reports for principals and assistant principals should represent the opinions of more than one supervisor. The final evaluation is the responsibility of the Superintendent. A conference shall be held with a draft document with each administrator prior to the final written evaluation report. The written evaluation report shall be compiled and submitted to the administrator within ten (10) days following the date of the conference.
5. As soon as it is determined that an administrator is not meeting expectations, as delineated in the evaluation criteria, and needs to correct specific deficiencies in order to be recommended for reemployment or salary increase, a conference will be held with the evaluator to discuss the situation. As an outcome of the conference, a written statement detailing specific deficiencies and suggestions for improvement will be given to the staff member within five (5) working days. In order to provide the evaluatee sufficient time to implement suggestions for improvement, a written statement shall precede the March evaluation with as much lead time as possible.
6. No evaluation report shall be filed in the Superintendent's office or shared with the Board of Education before the staff member has had the opportunity to read it, discuss it with the Superintendent, and offer written comments to be appended. To this end, the evaluation reports shall be shared with the evaluatee no less than ten (10) days prior to the date concluding the evaluation period.
7. Should an administrator be invited to a conference with the Board or a committee of the Board in which the continuation of his or her employment or maintenance

of his or her salary will be discussed, the staff member has the right to be accompanied by an organizational representative or legal counsel of his (her) choosing. Should an administrator be involved in a conference in which he (she) perceives the content of which is deleterious to his (her) employment status, he (she) may adjourn the conference in order to obtain said representation or counsel. The adjourned conference must be reconvened at the convenience of both parties, but within five (5) working days of its initiation.

ARTICLE VIII

FAIR DISMISSAL PROCEDURE

A. Notification of Status

1. Date

On or before May 15th of each year, the Board shall give to each non-tenured administrator continuously employed since the preceding September 30th either:

- (a) A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment, or
- (b) A written notice that such employment shall not be offered.

2. Reasons and Hearings

Any non-tenured member of the Group who receives a notice of non-reemployment may request either reasons and a hearing or both concerning the non-reemployment in accordance with the provisions of N.J.A.C. 6:3-1.20.

B. Notification of Intention to Return

If the non-tenured administrator desires to accept such employment, he shall notify the Board of such acceptance, in writing, on or before June 1st in which event such employment shall continue as provided for herein. In default of such notice the Board shall not be required to continue the employment of the administrator.

ARTICLE IX

PERSONAL AND ACADEMIC FREEDOM

- A. The personal life of members is not an appropriate concern nor within the purview of the Board of Education except as it may interfere with the effective performance of his assigned functions within the school district.

- B. Members shall be entitled to full rights of citizenship, and no religious, social or political activities of any administrators or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such member, providing said activities do not violate any local, state or federal law.

- C. The Board and the Group agree that academic freedom is essential to the fulfillment of the purposes of the Scotch Plains-Fanwood School District, and they acknowledge the fundamental need to protect administrators from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their job functions. Accordingly, they agree as follows:
 - 1. In performing their job functions, administrators shall be guaranteed full freedom in expressing their personal opinions on all matters relevant to the school and society provided, however, that when they do so they shall make every effort to indicate that they are speaking personally and not on behalf of the school, its administration or the Board.

 - 2. Administrators shall not be censured nor restrained in the performance of their job functions on the ground that the material discussed and/or opinions expressed are distasteful or embarrassing to those in authority in the school system. It shall be understood that administrators shall act and speak with the best interest of the district in mind.

ARTICLE X

GROUP PARTICIPATION IN THE DEVELOPMENT OF POLICY

It is clearly understood that the Board of Education is solely responsible for the development and adoption of policy. However, the value of the advice of the district's administrative leadership is recognized by the Board.

- 1. Representatives of the Administrative Group shall be provided with the opportunity to meet with the Superintendent on policy issues prior to the public introduction of the policy.

- 2. It is also understood that such policy issues remain confidential within the Group until such policy is publicly introduced by the Board of Education for first reading.

ARTICLE X1

SCHOOL CALENDAR

Prior to submitting the proposed school calendar to the Board of Education, the Superintendent shall submit the proposed calendar to the Group and shall meet, upon request, with appropriate officials of the Group to discuss and consider revisions of the calendar. Such meetings shall in no way limit the role of the Superintendent in recommending to the Board of Education the adoption of the school calendar, nor shall it in any way abridge or modify the final authority of the Board of Education in connection with its adoption.

ARTICLE X11

DEDUCTIONS FROM SALARY

- A. The Board agrees to deduct from the salaries of its administrators, dues for any combination of such associations as said administrators individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 3 10, Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the Treasurer of the Group by the 15th of each month following the monthly pay period in which deductions were made. The Group Treasurer shall disburse said monies to the appropriate association or associations.
- B. If during the life of this Agreement there shall be any change in the rate of membership dues, the Group shall furnish to the Board written notice prior to the effective date of such change and shall furnish to the Board the new authorizations from its members showing the individual deduction authorizations and the total authorized deductions for each employee, it being understood that the only obligation of the Board shall be to remit to the Group the total deduction and not the individual deductions. It shall be the obligation of the Group from the total deduction to make the further individual deductions authorized by the members.
- C. The program now in force for payroll deductions with the Union County Teachers' Federal Credit Union shall remain.

ARTICLE XIII

PROFESSIONAL GROWTH

- A. The Board agrees to make available a total of \$15,000 annually for the reimbursement for administrators' costs of tuition for courses taken for professional development in each school year.
1. An administrator shall apply for reimbursement under the following procedure:
 - a. Prior to beginning the course, the administrator shall advise the office of the Superintendent of Schools of the title of the course, the nature of the course, the number of credits, if the course is part of a matriculated program, and the institution where the course will be taken.
 - b. Upon completion of the course, the administrator shall present to the office of the Superintendent, evidence of the tuition cost incurred and evidence of the grade received.
 2. An administrator shall be reimbursed up to a maximum of six (6) credits per session, for the tuition cost incurred if he or she has followed the procedures of Section 1. a. and b., and if:
 - a. the course is part of a program leading to an advanced degree in an area of education. Courses should be taken at an accredited college of university,
 - b. the grade received was B or better,
 - c. tuition reimbursement shall include reimbursement for the NJPSA mentoring program for new administrators,
 - d. the administrator has not received or will not receive reimbursement from some other source.
 3. The Board agrees to pay other reasonable expenses incurred by an administrator in connection with workshops, seminars, conferences, and membership in professional organizations, for which a member obtains prior approval of the Superintendent, or which the administrator is required by the administration to take and/or attend.
 4. The Board agrees to make available up to \$200 per administrator each contract year to purchase books, equipment and/or other educational resource materials according to the discretion of the individual member following established

accounting procedures. Such materials would become the property of the Scotch Plains-Fanwood Board of Education.

5. Administrators who accept tuition reimbursement for courses commencing on or after July 1, 2011, must remain in the employ of the Board for a minimum of one (1) school year following the course completion date. Administrators who voluntarily terminate their employment with the Board sooner than the expiration of one (1) year following the course completion date shall be required to reimburse the Board for the amount of tuition reimbursement received by the administrator. The refund to the Board shall be pro-rated based on the number of month less than one (1) year. Example: The course ends on December 31, 2011, and the administrator voluntarily terminates his/her employment with the Board on June 30, 2012, the administrator must repay fifty percent (50%) of the tuition reimbursement cost. The administrator's refund shall be deducted from his/her last paycheck. If the administrator's notification of voluntary termination is received following the issuance of the administrator's last paycheck the administrator shall be obligated to repay the Board at the same time that the administrator notifies the Board of his/her intention to resign.

ARTICLE XIV

SICK LEAVE

- A. Sick leave is hereby defined to mean the absence from his/her post of duty of any person because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities on account of a contagious disease or being quarantined for such a disease in his/her immediate household.
- B. The granting of sick leave shall not be intended to entitle any administrator, in the event extensive sick leave is not required, to accumulate more than twelve (12) days of unused sick leave in accordance with the provisions of NJSA 18A:30-7. Unused sick days shall accumulate without limit.
- C. Upon recommendation of the Superintendent specific circumstances necessitating the need for sick leave over and above the amount accumulated shall be considered in a positive manner by the Board.
- D. Employees who retire and who will be eligible to receive TPAF pension checks immediately after retirement shall be entitled to receive severance pay based upon accumulated sick leave days as follows:

1. Eighty-five dollars (\$85) per accumulated sick leave day at the time of retirement to a maximum of one hundred seventy (170) days.
2. Payment for accumulated sick leave days shall be made in either a lump sum payment during July immediately following retirement or in two or three equal payments occurring in the first, second and/or third July following retirement at the option of the retiree.
3. In the event of the death of an employee who has at least ten (10) years of service in the district, the employee's estate shall receive payment in accordance with this Section.

ARTICLE XV

TEMPORARY LEAVES OF ABSENCE

During the calendar year, administrators shall be entitled to the following temporary leaves of absence without loss of pay which shall be non-cumulative:

1. A total of three days leave of absence for such personal or other matters which require absence during the year. Application to the Superintendent for personal leave shall be made at least five (5) days before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than he/she is taking it under this section. Personal leave may not be used to extend a school holiday or recess period except for the purpose of attending a graduation or wedding of an immediate family member defined as: parent, child, or spouse when that event occurs on the day in question or during the adjacent holiday period. A day surrounding a weekend of Saturday or Sunday is not considered a school holiday or recess, unless a holiday should precede or follow the weekend. A day required for religious observance may be taken contiguous with a holiday if so stated.
2. The actual time necessary for appearance in court or before a state administrative agency pursuant to a duly issued subpoena for school related business. The subpoena shall be presented to the immediate superior in advance of the appearance at court or the administrative agency for approval.
3. Members of the New Jersey National Guard and United States Military Reserves shall be entitled to fifteen (15) days annual training leave of absence upon submission of a copy of their orders to active duty without loss of pay or time on all days on which he shall be engaged in field training. An administrator will make every effort to take this field training during non-school periods whenever possible.
4. Temporary leaves of absence without loss of pay may be granted by the Superintendent of Schools.

5. A maximum of five (5) days at any one time in the event of the death of a mother, father, spouse, Civil Union partner, child, sibling, or grandchild. A maximum of three (3) days in the event of the death of a daughter-in-law, son-in-law, father-in-law, mother-in-law, grandmother, grandfather or civil union partner. A maximum of two (2) days in the event of the death of an employee's brother-in-law, sister-in-law, aunt or uncle.

ARTICLE XVI

EXTENDED LEAVES OF ABSENCE

The Board may grant such leaves of absence without pay as it may deem necessary and appropriate.

ARTICLE XVII

BLANKET BENEFITS

- A. The Board shall provide for and pay the cost of a health insurance program. Such program shall include medical-surgical and major medical coverage for the employee and his/her family. Each employee who is enrolled in the health insurance plan shall contribute one and one-half percent (1.5%) of her/his pensionable salary toward the cost of medical insurance. The contribution shall be made through payroll deduction. The employee contribution of one and one-half percent (1.5%) shall remain in effect for the duration of this Agreement unless State law requires a different employee contribution, in which case the one and one-half percent (1.5%) contribution shall cease and be replaced by the State mandated contribution.
- B. The Board agrees to provide a dental insurance plan for the employee and his/her family.
- C. 1. The Board shall provide for Health Care Insurance for individuals within the unit who retire within the contract period, after serving the Scotch Plains-Fanwood School District for twenty (20) or more years. The coverage provided shall be that under the current contract less Medicare when the individual is eligible for Medicare. The cost of Retirement coverage shall be as follows:

1st year of retirement	100% paid by the Board
2nd year of retirement	90% paid by the Board
3rd year of retirement	80% paid by the Board
4th year of retirement	70% paid by the Board
5th year of retirement	60% paid by the Board
and from the 6th year forward	50% paid by the Board.

2. The individuals so covered shall be required to pay the necessary contribution of the Board in advance of the payment of the premium by the Board.
 3. Effective July 1, 2010, this section is only available to administrators who were hired by the Board on or before September 30, 1994.
- D. The group insurance benefits described above shall be identical to the group insurance benefits granted to the district's teachers.

ARTICLE XVIII

LONG-TERM DISABILITY INSURANCE

- A. The Board shall maintain a group long-term disability insurance policy for all administrators. The Board may also include non-Administrative Group employees such as the Superintendent, Assistant Superintendents, Business Administrator, Personnel Specialist and Directors in the disability insurance policy.
- B. The disability insurance policy shall provide payments for total disability that are sixty percent (60%) of the administrator's salary up to a maximum of seven thousand dollars (\$7000) per month. The qualifying period shall be ninety (90) days. The definition of disability shall be the definition contained in the 1999-2000 insurance policy.

ARTICLE XIX

TRAVEL EXPENSES

Each member of the Group shall receive an annual stipend as reimbursement for all required use of personal automobiles for travel within and outside the boundaries of the School District. In addition, members shall be reimbursed at the rate per mile that is set by State regulations for all required travel to locations more than fifty (50) miles from the School District. The annual stipend shall be three hundred dollars (\$300).

ARTICLE XX

WORK CALENDAR AND VACATION

- A. The contractual year for a member of the Group shall run from July 1 through June 30. Included within this work year shall be:

1. Twenty-five (25) days paid vacation. Administrators hired on or after July 1, 2010, shall be entitled to twenty-three (23) vacation days.
 2. Following the completion of six (6) years of administrative service in the school district the paid vacation shall increase to thirty (30) days. Administrators hired on or after July 1, 2010, shall be entitled to twenty-three (23) vacation days and after six years twenty-eight (28) vacation days per year.
 3. Thirteen (13) paid holidays as designated in the school calendar including Independence Day and Labor Day.
- B. The Superintendent shall be notified a minimum of two (2) workdays prior to the taking of vacation days of the employee's intent to take vacation days. Approval or disapproval of the requested days shall be consistent with the needs of the District. Shorter notification may be acceptable based on the needs of the District.
- C. 1. Earned vacation days may be accumulated up to a maximum of fifty (50) days. The maximum number of vacation days eligible for conversion to cash at termination of employment shall be fifty (50) days. The conversion of vacation days to cash shall be based on 1/260 of the administrator's annual salary at the time of conversion.
2. For administrators initially employed in vacation-eligible positions after June 30, 1994: the maximum accumulation and conversion shall be thirty (30) vacation days. Administrators hired on or after July 1, 2010, shall be entitled to twenty-three (23) vacation days and after six (6) years, twenty-eight (28) vacation days per year.
- D. Administrators who are required to report to work on approved scheduled vacation days shall be granted another vacation day in lieu of the day worked even if required to work less than a full day.

ARTICLE XXI

SALARY PLAN

- A. Salary guides for the duration of the Agreement are attached hereto as Appendix A.
- B. When an administrator is temporarily promoted to a higher paying position, the administrator shall be compensated in accordance with Appendix A after thirty (30) calendar days in the higher paying position. This section shall not apply to temporary promotions resulting from vacations.

- C. Each administrator initially employed as an administrator within the Scotch Plains-Fanwood School District prior to July 1, 1997 shall be entitled to a longevity payment of seven hundred and fifty dollars (\$750) per year after fifteen (15) years of teacher/supervisor/administrator experience, seven (7) years of which shall be in the Scotch Plains-Fanwood School District. The amount of the longevity payment shall increase to three thousand five hundred dollars (\$3,500) per year after twenty-five (25) years of teacher/supervisor/administrator experience, thirteen (13) years of which shall be in the Scotch Plains-Fanwood School District. Administrators who are initially employed as an administrator within the Scotch Plains-Fanwood school District on or after July 1, 1997 shall not be entitled to a longevity payment.

ARTICLE XXII

NOTICE PROVISIONS

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or by certified mail at the following addresses:

1. If by the Group, to the Board at Evergreen Ave. & Cedar St.
Scotch Plains, N.J. 07076
2. If by the Board, to the Group at Evergreen Ave. & Cedar St.
Scotch Plains, N.J. 07076

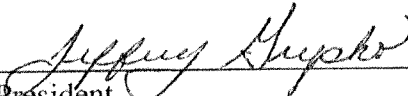
ARTICLE XXIII


DURATION

- A. This Agreement shall be effective July 1, 2011, and shall continue and remain in full force and effect through June 30, 2014 and shall continue from year to year thereafter unless either party notifies the other of its intention to resume negotiations. Such notice shall be timely in accordance with the rules for commencing negotiation as established by PERC and shall designate the specific articles or sections of the Agreement to be negotiated. The party receiving the notice of intent to negotiate may also present articles and sections for negotiation.

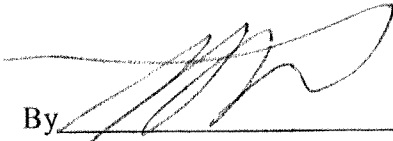
B. IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be affixed hereto all on this day of September 27, 2011.


**SCOTCH PLAINS-FANWOOD
ADMINISTRATIVE/SUPERVISORY
GROUP**

By 
President

Attest: 
Secretary

**SCOTCH PLAINS-FANWOOD
BOARD OF EDUCATION**

By 
President

Attest: 
Secretary

APPENDIX A SALARY GUIDES

2011-12

ELEMENTARY PRINCIPAL					MIDDLE SCHOOL PRINCIPAL				
Step	MA	MA + 30	6TH YEAR	PhD	Step	MA	MA + 30	6TH YEAR	PhD
1	122773	125448	128759	131693	1	131693	134369	137798	140613
2	124110	126786	130095	133031	2	133031	135706	139135	141951
3	125448	128124	131820	134369	3	134369	137044	140472	143289
4	126786	129462	132766	135706	4	135706	138382	141809	144627
5	128124	130800	134101	137044	5	137044	139720	143145	145964
6	129462	132138	135436	138382	6	138382	141058	144482	147302
7	130800	133476	136771	139720	7	139720	142396	145818	148640
8	132084	134814	138065	141058	8	141058	143734	147155	149978
9	133476	136153	139442	142396	9	142396	145072	148491	151316
10	134814	137491	140777	143734	10	143734	146411	149828	152654
11	136153	138829	142113	145072	11	145072	147749	151165	153992
12	137491	140166	143448	146411	12	146411	149087	152502	155331
13	138829	141504	144784	147749	13	147749	150424	153838	156669
OG	148283			152058					

HIGH SCHOOL PRINCIPAL					HIGH SCHOOL VICE PRINCIPAL				
Step	MA	MA + 30	6TH YEAR	PhD	Step	MA	MA + 30	6TH YEAR	PhD
1	140613	143289	146856	149532	1	111176	113852	117420	120096
2	141951	144627	148194	150871	2	112515	115190	118758	121435
3	143289	145964	149532	152209	3	113852	116528	120096	122773
4	144627	147302	150871	153547	4	115190	117866	121435	124110
5	145964	148640	152209	154885	5	116528	119204	122773	125448
6	147302	149978	153547	156222	6	117866	120542	124110	126786
7	148640	151316	154885	157560	7	119204	121435	125448	128124
8	149978	152654	156222	158898	8	120542	123218	126786	129462
9	151316	153992	157560	160236	9	121880	124556	128124	130800
10	152654	155331	158898	161574	10	123218	125894	129462	132138
11	153992	156669	160236	162912	11	124556	127233	130800	133476
12	155331	158007	161574	164250	12	125894	128571	132138	134814
13	156669	159345	162912	165589	13	127233	129908	133476	136153
					14	128571	131246	134814	138757
					15	130939	132584	136153	140108

MIDDLE SCHOOL VICE PRINCIPAL				
Step	MA	MA + 30	6TH YEAR	PhD
1	102257	104932	108500	111176
2	103594	106270	109838	112515
3	104932	107608	111176	113852
4	106270	108946	112515	115190
5	107608	110284	113852	116528
6	108946	111622	115190	117866
7	110284	112960	116528	119204
8	111622	114298	117866	120542
9	112960	115636	119204	121880
10	114298	116975	120542	123218
11	115636	118313	121880	124556
12	116975	119650	123218	125894
13	118313	120988	124556	127233
14	119650	122326	125894	128571
15	120988	123664	127233	129908

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ELEMENTARY PRINCIPAL					MIDDLE SCHOOL PRINCIPAL				
Step	MA	MA + 30	6TH YEAR	PhD	Step	MA	MA + 30	6TH YEAR	PhD
1	123679	126374	129323	132533	1	132665	135361	138815	141650
2	125026	127722	130665	133880	2	134013	136707	140162	142998
3	126374	129070	132398	135226	3	135361	138055	141509	144346
4	127722	130418	133347	136572	4	136707	139403	142855	145694
5	129070	131766	134689	137918	5	138055	140751	144202	147041
6	130418	133114	136029	139265	6	139403	142099	145549	148389
7	131766	134462	137370	140612	7	140751	143447	146894	149737
8	133058	135810	138670	141958	8	142099	144795	148241	151085
9	134462	137157	140053	143305	9	143447	146143	149587	152433
10	135810	138505	141394	144652	10	144795	147491	150934	153781
11	137157	139853	142735	145998	11	146143	148839	152281	155129
12	138505	141200	144077	147345	12	147491	150187	153627	156477
13	139853	142548	145418	148691	13	148839	151534	154974	157825
OG	150908			154749					

HIGH SCHOOL PRINCIPAL					HIGH SCHOOL VICE PRINCIPAL				
Step	MA	MA + 30	6TH YEAR	PhD	Step	MA	MA + 30	6TH YEAR	PhD
1	141650	144346	147940	150636	1	111997	114692	118287	120983
2	142998	145694	149288	151984	2	113345	116040	119635	122331
3	144346	147041	150636	153332	3	114692	117388	120983	123679
4	145694	148389	151984	154680	4	116040	118736	122331	125026
5	147041	149737	153332	156028	5	117388	120084	123679	126374
6	148389	151085	154680	157375	6	118736	121432	125026	127722
7	149737	152433	156028	158723	7	120084	122331	126374	129070
8	151085	153781	157375	160071	8	121432	124128	127722	130418
9	152433	155129	158723	161419	9	122780	125476	129070	131766
10	153781	156477	160071	162767	10	124128	126824	130418	133114
11	155129	157825	161419	164115	11	125476	128172	131766	134462
12	156477	159173	162767	165463	12	126824	129520	133114	135810
13	157825	160521	164115	166811	13	128172	130867	134462	137157
					14	129520	132215	135810	139781
					15	131906	133563	137157	141142

MIDDLE SCHOOL VICE PRINCIPAL				
Step	MA	MA + 30	6TH YEAR	PhD
1	102909	105601	109193	111886
2	104255	106948	110539	113233
3	105601	108295	111886	114578
4	106948	109641	113233	115925
5	108295	110988	114578	117271
6	109641	112334	115925	118618
7	110988	113681	117271	119965
8	112334	115028	118618	121311
9	113681	116374	119965	122658
10	115028	117721	121311	124005
11	116374	119068	122658	125351
12	117721	120413	124005	126698
13	119068	121760	125351	128044
14	120413	123106	126698	129391
15	121760	124453	128044	130737

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ELEMENTARY PRINCIPAL					MIDDLE SCHOOL PRINCIPAL				
Step	MA	MA + 30	6TH YEAR	PhD	Step	Step	MA	MA + 30	6TH YEAR
1	124643	127359	130591	133567	1	133699	136416	139898	142755
2	126001	128718	131945	134924	2	135058	137774	141255	144114
3	127359	130076	133695	136281	3	136416	139132	142612	145472
4	128718	131435	134654	137637	4	137774	140491	143970	146831
5	130076	132793	136009	138994	5	139132	141849	145327	148188
6	131435	134152	137362	140351	6	140491	143208	146684	149547
7	132793	135510	138716	141708	7	141849	144566	148040	150905
8	134096	136869	140029	143066	8	143208	145925	149397	152264
9	135510	138227	141425	144423	9	144566	147283	150754	153622
10	136869	139586	142780	145780	10	145925	148642	152111	154981
11	138227	140944	144134	147137	11	147283	150000	153468	156339
12	139586	142302	145489	148494	12	148642	151359	154826	157698
13	140944	143660	146843	149851	13	151359	152716	156183	159056
OG	153533			157442					

HIGH SCHOOL PRINCIPAL					HIGH SCHOOL VICE PRINCIPAL				
Step	MA	MA+30	6TH YEAR	PhD	Step	MA	MA+30	6th Year	PhD
1	142755	145472	149094	151811	1	112871	115587	119210	121927
2	144114	146831	150453	153170	2	114229	116945	120568	123285
3	145472	148188	151811	154528	3	115587	118304	121927	124643
4	146831	149547	153170	155887	4	116945	119662	123285	126001
5	148188	150905	154528	157245	5	118304	121021	124643	127359
6	149547	152264	155887	158603	6	119662	122379	126001	128718
7	150905	153622	157245	159961	7	121021	123285	127359	130076
8	152264	154981	158603	161319	8	122379	125096	128718	131435
9	153622	156339	159961	162678	9	123737	126454	130076	132793
10	154981	157698	161319	164036	10	125096	127813	131435	134152
11	156339	159056	162678	165395	11	126454	129171	132793	135510
12	157698	160415	164036	166753	12	127813	130530	134152	136869
13	159056	161773	165395	168112	13	129171	131887	135510	138227
					14	130530	133246	136869	140872
					15	132935	134604	138227	142243

MIDDLE SCHOOL VICE PRINCIPAL				
Step	MA	MA + 30	6TH YEAR	PhD
1	103506	106214	109826	112535
2	104859	107568	111180	113889
3	106214	108923	112535	115243
4	107568	110277	113889	116597
5	108923	111632	115243	117952
6	110277	112986	116597	119306
7	111632	114340	117952	120660
8	112986	115695	119306	122015
9	114340	117049	120660	123369
10	115695	118404	122015	124724
11	117049	119758	123369	126078
12	118404	121112	124724	127433
13	119758	122466	126078	128787
14	121112	123820	127433	130142
15	122466	125175	128787	131495

