

AGREEMENT BETWEEN  
THE MULLICA TOWNSHIP BOARD OF EDUCATION  
AND  
THE MULLICA TOWNSHIP PRINCIPALS AND SUPERVISORS ASSOCIATION

July 1, 2018 – June 30, 2021

**ARTICLE I  
RECOGNITION**

- A. The Mullica Township Board of Educations (hereafter called the "Board") hereby recognizes the Mullica Township Principals and Supervisors Association (hereafter called the Administrators Association) as the sole representative for collective negotiations concerning terms and conditions of employment for all certified administrative personnel, excluding the Superintendent, the Business Administrator and/or Board Secretary, and all employees considered confidential by law.
- B. Unless otherwise indicated, the term "administrator", when used hereafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined.

**ARTICLE II  
NEGOTIATION PROCEDURE**

- 1. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of administrators' employment. Any agreement so negotiated shall apply to all administrators, be reduced to writing, be signed and ratified by the Board and the Administrators' Association. Negotiations shall begin no later October 15 of the calendar year preceding the calendar year in which the Agreement expires.

**ARTICLE III  
GRIEVANCE PROCEDURE**

**A. Purpose**

The purpose of this procedure is to secure at the lowest level possible a resolution to problems, which from time to time affect administrators. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

**B. Definition**

- 1. The term "grievance" means a complaint or claim over the interpretation, application or alleged violation of negotiated agreements, board policies and administrative decisions affecting employees' terms and conditions of employment.
- 2. A grievance to be considered under this procedure must be initiated by the administrator or Association within ten (10) days of its occurrence.
- 3. The grievance shall include the names of the aggrieved.

**C. Procedure**

- 1. An administrator or group of administrators having a grievance shall present the grievance to the superintendent within ten (10) calendar days of its occurrence.
- 2. The superintendent shall attempt to resolve the grievances as quickly as possible and shall within fifteen (15) calendar days after the presentation of the matter to him/her, notify all parties of his/her decision in writing.
- 3. Should the superintendent fail to reach a decision, or should the aggrieved be dissatisfied with the decision, the matter shall be referred to the Board at the next regular board meeting for determination.

4. The Board shall reach a decision within forty (40) calendar days of the time the grievance is referred to it and shall notify all persons of the decision in writing. The decision of the Board shall be final.

**D. Other Provisions**

1. All hearings hereunder shall be conducted privately.
2. All documents, communications, and records during the process 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 until the grievance is resolved.
3. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself or at his/her option by a representative selected by him/her.
4. The Board shall secure all parties to a grievance free from restraint, interference, coercion, discrimination, or reprisal in representing his/her appeal with respect to his/her grievance.

**ARTICLE IV**

**COMMUNITY COMPLAINTS AND INQUIRIES**

- A. Any misunderstandings or disputes between the public and school district administrators should be, to the extent possible be settled by direct, informal discussions among the interested parties. Any criticism of an administrator shall be made in confidence and not in the presence of teachers, parents, students, or at a public gathering. The administrator shall be given the opportunity to respond to and/or rebut such complaint and shall have the right to be represented by the Association or legal counsel at any meetings or conferences held in accordance with Board Policy #1312.

**ARTICLE V**

**VACATION FOR TWELVE-MONTH ADMINISTRATORS**

- A. All twelve (12) month administrative supervisory employees will be entitled to annual vacation days according to this article:
  1. All vacation must be approved in advance by the superintendent and certified by the board secretary.
  2. Vacations must be taken within the school year (July 1-June 30) immediately following the year in which it was earned. Any exceptions to this item must be requested by the employee and approved by the superintendent. The superintendent may permit employees to carryover vacation during the months of July and August. Employees hired before 2010 had their vacation back loaded. These employees utilize the previous year's vacation time. All employees hired after this dates have their vacation front loaded.
  3. A "Vacation Request" form must be presented to the superintendent not less than ten (10) working days before the requested vacation. Exceptions may be granted by the superintendent.
  4. No more than one person should be approved for vacation during the same time period, except during the time periods when school is closed. Vacations during regular school days should be avoided. Exceptions may be granted by the superintendent. In all cases

the operational, administrative, and supervisory needs of the school district must be considered before vacations are approved.

5. Accrued vacation time will be paid to an employee upon his/her termination or retirement, and upon his/her death.
6. VACATION SCHEDULES

Years of Service	# of Workdays
1-2	12
3-4	15
5 and beyond	20

7. A member who resigns or retires during the contract year shall receive vacation days prorated to the number of months employed in that year. A member who resigns or retires during the contract year, and who has used all vacation days shall have vacation days deducted from his/her salary prorated to the number of months remaining in that contract year.

**ARTICLE VI  
COMPENSATION AND RELATED BENEFITS**

A. HOLIDAYS

Paid holidays are as follows:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Spring Break
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Winter Break
- Veterans Day
- Thanksgiving Day

B. FRINGE BENEFITS

Administrators will receive the fringe benefits equal to those of their MTEA/MTBOE Agreement:

- Administrative leave
- Family leave
- Death in the family leave
- Health
- Dental and prescription insurance
- Payroll deductions
- State guidelines will be followed for health care contributions

C. SICK LEAVE

Sick leave shall be 12 days per year – accumulative. Reimbursement at retirement for accumulated sick leave shall be as follows:

1. Each member of the unit retiring from the district with five years of service as an administrator in the district shall be entitled to compensation for unused sick leave at the rate of \$100 per day with a maximum payment of \$10,000.

D. EMERGENCY SCHOOL CLOSINGS

Administrators, supervisors, and coordinators shall not be required to report to duty when schools are officially closed for severe weather situations or other emergencies unless they are requested to do so by the superintendent.

E. DISABILITY PLAN

The Board shall provide administrators with UNUM (Mass Group Marketing) Disability Plan C1. Board contribution not to exceed \$50.00 monthly.

F. PROFESSIONAL ASSOCIATIONS

The Board shall provide membership in professional associations relevant to the administrator's areas of specialization, including:

NJPSA  
NAESP  
NASSP  
Phi Delta Kappa  
ASCD

But only to the extent provided by the Board for prior years.

G. TUITION REIMBURSEMENT

1. A maximum of six graduate level courses per contract year shall be eligible for reimbursement for the unit and shall be the prevailing Rowan University rate. An individual in the unit will be reimbursed for no more than three (3) courses per contract year.
2. Members of the unit receiving tuition reimbursement shall remain employed by the Mullica Township School District for two (2) years subsequent to the date of receipt of tuition reimbursement or said employee shall forfeit such tuition reimbursement and if paid, must reimburse the District unless contract was not renewed by the Board.

**ARTICLE VII  
JOB RELATED EXPENSES**

- A. The Board will provide for the payment of the actual and necessary expenses, including travel expenses, of any administrator of the district incurred in the course of performing services for the district, whether within or outside the district, under the direction of the Board.
- B. The use of a personal vehicle shall be considered a legitimate job expense if the travel is among schools to which the administrator is assigned, travel is authorized in advance by the superintendent, or the use of a personal car for special or emergency purposes is a recognized part of the administrator's job responsibilities.
- C. Vouchers for mileage reimbursement must be approved by the Superintendent and submitted to the Board Secretary.
- D. The Board of Education recognizes that a staff member's attendance at professional conferences, meetings, and other events where attendance is associated with the member's position is of benefit to the school district. When recommended by the superintendent and approved by the board, staff members shall be eligible for job related expenses.

1. TRAVEL  
Mileage reimbursement will follow the State of New Jersey reimbursement plan for employees.
2. MEALS  
Daily maximum reimbursement allowed for meals in accordance to state regulations.
3. LODGING  
Administrators attending official meetings and conventions are authorized to stay and be reimbursed for the official convention lodging rate at the designated headquarters hotel or motel of the convention or meeting.
4. REGISTRATION  
As approved the Board of Education.

**ARTICLE VIII  
ADMINISTRATOR SALARY SCHEDULE**

SY	Salary Increase (Percentage)
2018-2019	2.50%
2019-2020	2.25%
2020-2021	2.00%

Administrator	2018-2019	2019-2020	2020-2021
Donna Leshner	\$ 108,194	\$ 110,628	\$ 112,841
Maris Lynn	\$ 100,000	\$ 102,250	\$ 104,295

**ARTICLES IX**

- A. This agreement shall be effective July 1, 2018 and continue in effect until June 30, 2021 and /or a new agreement is negotiated between the Association and the Board of Education.
- B. All Board of Education polices officially adopted affecting administrator's terms and conditions of employment shall remain in full force.
- C. This agreement shall not be modified in whole or part by the parties except by an instrument, in writing, duly executed by both parties.

Mullica Township Board of Education

By: Kristi Hanselmann  
Mrs. Kristi Hanselmann  
Board President

By: Karen Gfroehrer  
Ms. Karen Gfroehrer  
Board Secretary

Date: 6/27/2018

Mullica Township Principals & Supervisors Association

By: Maris Lynn

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: 7/3/18