

COLLECTIVE BARGAINING AGREEMENT

Between the

BELLMAWR BOARD OF EDUCATION

And the

BELLMAWR ADMINISTRATORS' ASSOCIATION

July 1, 2022 to June 30, 2025

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ARTICLE I
RECOGNITION

A. Pursuant to Chapter 303 and Chapter 123, Public Laws of New Jersey in 1968 and 1974, the Board hereby recognizes the Bellmawr Administrators' Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all specified certificated personnel whether under contract, on leave, or employed by the Board as follows:

Principal	Director of Special Services
Vice Principal	Director of Curriculum and Instruction
Supervisor	Director of Early Childhood
Chief Academic Officer	Director of Mathematics
Director of Technology	

ARTICLE II
MANAGEMENT TEAM STATEMENT

- A. We, members of the Bellmawr Administrators' Association, believe that our primary purpose in administering and supervising the public schools of Bellmawr Township is to provide the optimum education of which we are capable for each child in attendance. To that aim, we Administrators can only become more efficient and effective through joint participation with the Superintendent and the Board of Education at the management level.
- B. We firmly believe and pledge that we "as administrators" should and shall function as a team, harnessing our total knowledge and experience with that of the Board, working cooperatively and closely together to provide the best possible education for the children of Bellmawr Township.

ARTICLE III
GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim based upon an event or condition which affects the terms and conditions of employment of an Administrator or group of Administrators and/or the interpretation, meaning or application of any of the provisions of this Agreement which has not been settled amicably after a conference between the aggrieved person and the supervisor with whom they have a conflict. A complaint of a non-tenured Administrator or probationary employee which arises by reason of their not being re-employed shall not be considered, subject to a grievance procedure.
2. An "aggrieved person" is the person or persons making the claim.

3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the terms and conditions of employment of administrators. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any administrator having a grievance to discuss the matter informally with any appropriate member of the administration providing he has worked through the accepted chain of command having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

C. Procedure

1. 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.
2. In the event a grievance is filed at such time that it cannot be processed through all steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, should result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
3. Preparation for filing a Grievance
 - a. An aggrieved person shall first discuss it with their Principal or immediate supervisor, either directly or through the Association's designated Representative, with the objective of resolving the matter informally. No grievance shall be brought to the preparatory period if thirty (30) school days have lapsed since the grievance occurred.
4. Level One
 - a. If the aggrieved person is not satisfied with the disposition of his grievance at the preparatory level, he may file duplicate copies of the grievance in writing to the PR & R chair within ten (10) school days after the grievance was presented, together with a report setting forth the action taken, the efforts made and investigation conducted in attempting to resolve the grievance.

- b. The PR & R shall forward a duplicate copy of the written grievance and report to their principal or immediate supervisor within five (5) school days, after having received said information.
- c. The Principal or immediate supervisor shall forward the duplicate copy of the written grievance and report of the aggrieved person together with their report of the aggrieved person together with their report setting forth the action taken, the efforts made and investigation conducted in attempting to resolve the grievance to the Superintendent of Schools within five (5) school days after having received a copy of the grievance and report.

5. Level Two

- a. The Superintendent shall hold a hearing on the grievance within ten (10) school days after the grievance is filed with the Superintendent. The aggrieved person and representative of the PR & R committee shall be present at the hearing and may present such facts as are relevant to the grievance being considered.
- b. The Superintendent shall render a written decision on the grievance within five (5) school days after the conclusion of the hearing. A copy of such decision shall be forwarded immediately to the PR & R chair which shall notify the aggrieved person.

6. Level Three

- a. In the event that the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or in the event no decision has been rendered by the Superintendent within five (5) school days after the conclusion of the hearing or fifteen (15) school days after the grievance has been filed with the Superintendent, they may request the PR & R chair to appeal the grievance to the Board, in which event the PR & R chair shall take the appeal by notifying the Superintendent in writing.
- b. A quorum of the Board shall meet in executive session with the grievant and representatives of the PR & R committee on the grievance at its next regularly scheduled meeting after the appeal is filed to review the relevant facts presented at Level Two. The aggrieved person and representatives of the PR & R committee shall be present solely for the purpose of reviewing the accuracy of the facts presented.
- c. The Board shall render a written decision on the grievance within twenty (20) school days after the meeting. A copy of such decision shall be forwarded immediately to the PR & R chair which shall notify the aggrieved.

7. Level Four

- a. In the event that the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or in the event that the Board does not render a decision within twenty (20) school days after having met with the grievant and representatives of the PR & R committee or thirty (30) calendar days after the appeal was filed with the Superintendent, they may, within five (5) school days after PR & R committee receives notice of the decision by the Board, request in writing that the PR & R committee determines that the grievance is meritorious and submitting it to arbitration is in the best interests of the Bellmawr School System, it may submit the grievance to Arbitration by so notifying the Superintendent within fifteen (15) school days after receipt of a request for submission by the aggrieved person.
- b. Within ten (10) school days after such written notice of submission to arbitration, the Board and the PR & R Committee shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. In the event no arbitrators can be agreed upon, the Board and the Association shall each select an arbitrator who in turn will select a third arbitrator.
- c. The arbitrator so selected shall confer with the representatives of the Board and the PR & R Committee and hold hearings promptly and shall issue their decision not later than twenty (20) days from the date of the close of the hearing or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to them. The arbitrator's decision shall be in writing and shall set forth their findings of fact, reasoning and conclusion on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.
- d. The costs for the services of the arbitrator, including per diem 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 Association if binding arbitration is mutually agreed upon. Any other expenses incurred shall be paid by the party incurring same. In the event that one party wants to enter into binding arbitration and the other party disagrees, all costs shall be borne by the losing party. If the arbitrator renders a compromise decision, the arbitrator shall have, at his discretion, the right to divide portions of the cost amongst both parties involved. All costs include expert fees and legal fees.

D. Rights of Administrators to Representation

1. No reprisals of any kind shall be taken by the Board or by any member of the administration against any aggrieved person, any building representative, and any member of the PR & R Committee or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and sufficient copies distributed to each building representative, school office, and President of the Association, so as to facilitate operation of the grievance procedure.
2. 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, heretofore referred to in this Article.
3. All Administrators, including the aggrieved person shall be required to continue to follow all directives of the Superintendent or his representatives, regardless of the pendency of any grievance, until such grievance is properly determined. Whenever a grievance is filed, the Administrator will continue to perform all duties, until such time as the final and binding award has been rendered.
4. Unless mutually agreed to otherwise, failure on the part of the grievant or the Association to proceed from one level to the next within the stated limits shall be construed as an abandonment of the grievance.
5. Unless mutually agreed to otherwise, failure on the Board of Education or the Administration to respond within the stated limits shall result in a termination of the grievance in favor of the aggrieved.

ARTICLE IV
SICK LEAVE

- A. All administrators employed on a ten (10) month contract shall be entitled to ten (10) sick leave days each school year. All administrators employed on a twelve (12) month contract shall be entitled to twelve (12) sick leave days each school year. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. Upon successful application to the New Jersey Pension and Annuity Fund, a retiring administrator shall be reimbursed financially for unlimited accumulated sick days. A reimbursement of one hundred (\$100) dollars per accumulated sick day shall be for the duration of the contract (July 1, 2022 – June 30, 2025).
- C. Should sick leave reimbursement be \$15,000 or less, the Board agrees to a lump sum payout by July 15 for a June 30 retiree and January 15 for a December 31 retiree of the administrator's last year. A payout that exceeds the above figures will be paid out over three (3) or five (5) years, as selected by the administrator in equal installments complying with the above dates.

- D. In the event of the death of the retiree prior to the completion of payments for sick leave reimbursement, the Board agrees to complete payments to the retiree's estate within one (1) year of death.
- E. Administrators starting work in the district July 1, 2007 – May 21, 2010 shall have a reimbursement cap of twenty thousand (\$20,000) dollars.
- F. Administrators starting work in the district after May 21, 2010 shall have a reimbursement cap of fifteen thousand (\$15,000) dollars.

ARTICLE V
SALARIES

- A. Administrators who are hired before January 1, 2020 shall be reimbursed for the cost of dues up to a maximum of \$1,000. Administrators who are hired on or after January 1, 2020 shall not be reimbursed for the cost of dues for any professional organization.
- B. Longevity (in the role of an Administrative title only) to be added to base:
 - 1. 10 to 15 years - \$500
 - 2. 16 to 19 years - \$1,000
 - 3. 20 or more years - \$1,500

Administrators hired after January 1, 2020 shall not be eligible for longevity.

ARTICLE VI
LEAVES OF ABSENCE

- A. Administrators shall be entitled to three (3) personal leave days per year.
- B. Administrators shall be entitled to up to 5 days in the event of the death of an association member's spouse, domestic partner, or civil union partner, child, parent, grandparent, grandchild, father-in-law, mother-in-law, brother, sister, son-in-law, daughter-in-law, brother-in-law, and sister-in-law and any other co-habitor of the immediate household. Administrators shall be granted up to two (2) days in the event of death of an Administrator's relative outside the member's immediate family as defined above. A form shall be submitted to the Superintendent indicating the reason for the absence.
 - 1. In the event of a death of a student in the Bellmawr School System, the Superintendent shall grant to a maximum of three (3) administrators sufficient time off to attend the funeral.
 - 2. In the event of the death of an administrator in the Bellmawr School System a mutual decision will be reached by the Association President and the Superintendent concerning the arrangements.

C. In the event of serious illness of an administrator's spouse, child, son-in-law, daughter-in-law, parent, grandparent, grandchild, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, and any other co-habitor of the immediate household, the administrator shall receive four (4) days leave.

1. This limit may be extended by the Superintendent, at his/her sole discretion, upon the request by the administrator. Form A-4 will be submitted to the superintendent within two (2) working days following the administrator's return to work as a condition of being paid. Also the required doctor's/nurse's note will be submitted within ten (10) working days.

ARTICLE VII
WORK YEAR, HOLIDAYS, AND VACATION

A. Administrators shall work the teacher's calendar, and shall be entitled to paid holidays as set forth below:

- | | |
|-------------------------------|----------------------------|
| 1. Fourth of July | 9. Christmas Day |
| 2. Labor Day | 10. New Years Eve |
| 3. Columbus Day | 11. New Years Day |
| 4. Veterans Day | 12. Martin Luther King Day |
| 5. NJEA Convention (2) | 13. Presidents Day |
| 6. Thanksgiving Day | 14. Good Friday |
| 7. Day after Thanksgiving Day | 15. Easter Monday |
| 8. Christmas Eve | 16. Memorial Day |

B. Each administrator shall be entitled to twenty (20) vacation days per year. Up to five (5) unused vacation days may be carried over to the next school year. The maximum amount of vacation days banked shall not exceed the amount allowed by current law.

C. The Board and the Association recognizes and agree that the administrators' responsibility to their profession generally entails the performance of duties and the expenditure of time beyond the normal working day. The administrators are entitled to regular time and work schedules on which they can rely in the ordinary course, and which will be fairly and evenly maintained, to the extent possible, throughout the school system, except in emergencies and instances of staffing exigencies, and without prejudice to voluntary professional service above and beyond contract requirements. PTA meetings, parent evening conferences and special meetings, functions and activities are considered part of normal professional duties, which may be beyond the regular work day.

D. The regular work day shall not be changed without notice to and discussion with the Association.

ARTICLE VIII
INSURANCE PROTECTION

- A. The Board shall continue to provide the health-care insurance protection P.L. 2011, c. 78, employees shall contribute towards the cost of the premium of all health insurance plans. The Board shall pay the premium for each administrator as applied for, beginning on the first day of September. All Administrators shall be enrolled in Direct 15/25, unless they select a plan with premium costs that are less expensive than Direct 15/25.

Effective January 1, 2021, the Board shall offer the New Jersey Educators Health Plan (“NJEHP”), or its equivalent. Effective January 1, 2022, the Board shall offer the Garden State Health Plan (“GSHP”), or its equivalent. Any administrator hired on or after July 1, 2020 who is eligible for health benefits shall be required to enroll in the NJEHP in accordance with law. Such administrators may enroll in the GSHP at his/her option. Administrators hired prior to July 1, 2020 may enroll in the NJEHP or GSHP, when offered, at their option.

Administrators enrolled in the NJEHP or GSHP shall make payments toward the cost of coverage in accordance with P.L. 2020, c. 44 (“Chapter 44”). Administrators enrolled in any other health benefit plan shall make payments toward the cost of coverage in accordance with P.L. 2012, c. 78 (“Chapter 78”).

1. For each administrator who remains in the employ of the Board of Education for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing July 1 and ending June 30.
2. Administrators who sign contracts after the beginning of the school year, who are still employed by the Board in June of that year shall contribute toward their succeeding July and August insurance premiums in an amount equal to the percentage of months [one tenth (1/10)] not worked in the school year at the level of coverage they have selected commencing September first (1).
3. Optional (for administrators)
 - a. The Board and Association agree to establish a cash option in lieu of health benefits based on P.L. 2011, c. 78 and subject to standard IRS regulations pursuant to Section 125, Cafeteria Plans.
 - i. Criteria - Spouses who are employed by any state agency are not eligible for this option.
 - b. An administrator otherwise entitled to health insurance benefits, medical, prescription, dental and vision shall have the option to withdraw from such coverage and to be paid a sum equal to twenty-five (25) percent of Board's cost of health benefits. This sum shall not exceed five thousand (\$5,000) dollars. All withdrawals from health insurance coverage shall be for a minimum of one year corresponding to the benefits period established by the carrier. Level of coverage effective at time of contract ratification.

The cash payment shall be made at the end of the school year (available on the last day of school) or in the event of employment termination, a prorated amount shall be paid when the next available payroll is processed.

- c. All payments in lieu of health benefits are subject to taxation for State and Federal purposes.
 - d. Notwithstanding the above, administrators who have a change in status [i.e. termination of employment, divorce (copy of decree required), death (copy of death certificate required), group contract policy terminated, military discharge (Form DD214 required)] which causes them to lose coverage elsewhere shall be entitled to re-enroll into the health benefits program provided by the Board and at the coverage level previously held prior to "Cash option."
 - e. Coverage will begin the first of the month following reapplication for all reasons of termination of health benefits as defined in A-2 except death of insured spouse in which case coverage shall begin immediately after certifying officer is notified of insured spouse becoming deceased.
 - f. The Bellmawr Administrators' Association and the Board of Education will implement the Cafeteria Plan whenever said plan is recognized by any health carrier.
4. All administrators shall be provided with the following insurance coverage as per P.L. 2011, c. 78.
- a. Family General Health Coverage
 - i. Prescription
 - ii. Dental
 - iii. Vision
- B. Any administrator who chooses not to participate in the health insurance plan may participate in the NJEA approved/adopted disability plan as described in the proposal on file in the office of the board secretary.
- C. The Board shall offer a prescription drug plan for eligible Administrators and their dependents. Administrators enrolled in such plan shall make payments toward the cost of prescription in accordance with Chapter 78, unless the administrator is enrolled in the prescription plan(s) offered under the NJEHP or the GSHP, or their equivalents. Administrators enrolled in the NJEHP or GSHP plans shall make payments in accordance with Chapter 44.
- D. The Board shall offer a dental insurance plan for eligible Administrators and their dependents. Administrators enrolled in such plan shall make payments toward the cost of dental in accordance with Chapter 78.

- E. The Board shall offer a vision insurance plan for eligible Administrators and their dependents. Administrators enrolled in such plan shall make payments toward the cost of vision in accordance with Chapter 78.

ARTICLE IX
PROFESSIONAL DEVELOPMENT

- A. Tuition Reimbursement shall be available to administrators in the amount of \$2,000 per administrator per year. Any administrator who takes advantage of the reimbursement must remain in the district for a minimum of three (3) years or the funds shall be reimbursed to the district. Administrators may be entitled to reimbursement for pursuing graduate studies pursuant to the following provisions:
 - 1. The courses taken are at the graduate level and are related to the administrator’s present job responsibilities;
 - 2. The courses are previously approved, in writing, by the Superintendent;
 - 3. The courses are taken at or online through a college or university accredited by the Council for Accreditation of Educator Preparation (CAEP); and
 - 4. The administrator achieves a grade of “B” or better as provided on the final transcript.
- B. A one-time payment shall be made to any administrator for advance degree status upon completion of the required credits. Such payments are set forth below:

MA+30 -	\$500
MA+45 -	\$1,500
Doctorate -	\$2,500

As of July 1, 2013, new hires are not eligible for the above payments unless the credits are obtained while employed by the Bellmawr School District.

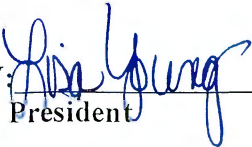
ARTICLE X
DURATION

- A. This Agreement shall be in full force and effect from July 1, 2022 - June 30, 2025.

The parties set forth their signatures below to signify complete and full agreement on the above contract.

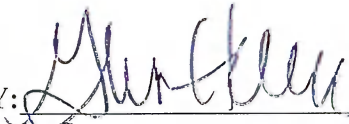
BELLMAWR BOROUGH
BOARD OF EDUCATION

BELLMAWR ADMINISTRATORS'
ASSOCIATION

BY:  _____
President

BY:  _____
President

BY:  _____
Secretary

BY:  _____
Secretary

SALARIES AND SALARY GUIDES

2022-2023

Step	Principal/CAO	Cert. Director	Super/VP	Non-Cert. Director
1	116,844	104,844	92,844	88,672
2	118,544	106,544	94,544	90,372
3	120,244	108,244	96,244	92,072
4	121,944	109,944	97,944	93,772
5	123,644	111,644	99,644	95,472
6	125,344	113,344	101,344	97,172
7	127,044	115,044	103,044	98,872
8	128,744	116,744	104,744	100,572
9	130,444	118,444	106,444	102,272
10	132,144	120,144	108,144	103,972
OG1	121,596	147,504	106,596	
OG2	156,493			
OG3	157,965			

2023-2024

Step	Principal/CAO	Cert. Director	Super/VP	Non-Cert. Director
1	119,103	107,103	95,103	90,931
2	120,803	108,803	96,803	92,631
3	122,503	110,503	98,503	94,331
4	124,203	112,203	100,203	96,031
5	125,903	113,903	101,903	97,731
6	127,603	115,603	103,603	99,431
7	129,303	117,303	105,303	101,131
8	131,003	119,003	107,003	102,831
9	132,703	120,703	108,703	104,531
10	134,403	122,403	110,403	106,231
OG1	125,555	151,463	110,555	
OG2	160,452			
OG3	161,924			

2024-2025

Step	Principal/CAO	Cert. Director	Super/VP	Non-Cert. Director
1	121,481	109,481	97,481	93,309
2	123,181	111,181	99,181	95,009
3	124,881	112,881	100,881	96,709
4	126,581	114,581	102,581	98,409
5	128,281	116,281	104,281	100,109
6	129,981	117,981	105,981	101,809
7	131,681	119,681	107,681	103,509
8	133,381	121,381	109,381	105,209
9	135,081	123,081	111,081	106,909
10	136,781	124,781	112,781	108,609
OG1	129,633	155,541	114,633	
OG2	164,530			
OG3	166,002			

Any longevity amount earned as per Article V, Paragraph C shall be added to the above-listed base salary.