

AGREEMENT

between

READINGTON TOWNSHIP BOARD OF EDUCATION

and

READINGTON TOWNSHIP ADMINISTRATORS' ASSOCIATION

JULY 1, 2011 through JUNE 30, 2014

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PREAMBLE

This agreement is entered into this first day of July, 2011, by and between the Board of Education of Readington Township, New Jersey, hereinafter called the “Board”, and the Readington Township Administrators' Association, hereinafter called the “Association”. The Board and the Association, in consideration of the promises herein contained, hereby enter into this agreement for a term commencing July 1, 2011, and ending June 30, 2014.

ARTICLE I
RECOGNITION

In accordance with N.J.S.A. 34:13A et seq., the Board hereby recognizes the Association as the exclusive representative for collective negotiations for the school district’s administrative and supervisory personnel employed within the following titles:

- 1. Principal
- 2. Vice Principal
- 3. Director
- 4. Supervisor

The Association represents a negotiating unit whose membership has similar interests and responsibilities. The word “administrator” appearing in this contract designates the personnel employed in the above positions.

ARTICLE II
NEGOTIATION PROCEDURE

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- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin not later than the date required by law. Any Agreement so negotiated shall apply to all personnel recognized in Article I, be reduced to writing and, after ratification by the Board and the Association, be signed by the Board and the Association.
- B. During negotiations, the Board and the Association shall present relevant data, discuss issues, exchange points of view, and make proposals and counter proposals. The Board shall provide for inspection, upon reasonable request, such pertinent information regarding terms and conditions of employment and benefits as is in the public domain.
- C. Neither party in any negotiation shall have any control over the selection of the negotiating representatives of the other party.
- D. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- E. The Board agrees not to negotiate concerning said administrators in the negotiating unit as defined in Article I of this Agreement with any organization other than the

1 Association for the duration of this Agreement, unless the legally designated
2 negotiations representative has been changed.

3 F. This Agreement shall not be modified in whole or in part by the parties except by an
4 instrument in writing duly executed by both parties.

5 **ARTICLE III**
6 **GRIEVANCE PROCEDURE**

7 A. **Purpose.**

8 1. The purpose of this procedure is to secure, at the lowest possible level, an
9 equitable solution to grievances which may arise affecting the terms and
10 conditions of this Agreement, and to resolve such grievances as quickly as
11 possible so as to assure efficiency and administrator morale. The parties
12 agree that this procedure will be kept as informal as may be appropriate.

13 2. Nothing contained herein shall be construed as limiting the right of any
14 administrator having a grievance to discuss the matter informally with any
15 appropriate member of the Administration and having the grievance adjusted
16 without intervention of the Association.

17 B. **Definition.**

18 1. The term “grievance” shall refer to an allegation by an administrator, with
19 representation, that there has been a misinterpretation, violation, or
20 misapplication of Board policy, this Agreement, or an administrative decision.

21 2. An “aggrieved person” is the person or persons making the claim that a
22 grievance has occurred relating to his/her terms and conditions of
23 employment as set forth in this Agreement. The term “grievance” and the
24 procedure relative thereto, shall not be deemed applicable if either the alleged

1 misinterpretation, violation, or misapplication of this Agreement, or the
2 redress sought concerns:

- 3 a. The failure or refusal of the Board to renew the contract of a non-
4 tenured administrator or to exercise the severance provision of any
5 individual employment contract;
- 6 b. Any matter wherein a specific method of review is set forth by law, rule,
7 regulation, Order of the State Commissioner of Education, or by the
8 State Board of Education;
- 9 c. Any complaint by any personnel occasioned by the non-renewal in any
10 position for which tenure is either not possible or not required.

11 C. Procedure.

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

16 2. Sequence of Levels for Resolving Grievances.

17 a. Level One. Any administrator having a grievance shall, within ten (10)
18 work days of the occurrence thereof or from when the administrator
19 could reasonably have been expected to have knowledge of the
20 occurrence, submit said grievance in writing to the Superintendent and
21 shall meet with the Superintendent in an effort to resolve the matter.

22 b. Level Two. If the aggrieved person is not satisfied with the disposition
23 of his/her grievance at Level One, or if no decision has been rendered

1 within ten (10) work days after the grievance was delivered to the
2 Superintendent, he/she may, within ten (10) work days after a decision
3 by the Superintendent, or twenty (20) work days after the grievance
4 was submitted to the Superintendent, whichever is sooner, submit the
5 grievance to the Board of Education.

6 c. Level Three. If the aggrieved person is not satisfied with the
7 disposition of the grievance at Level Two, or if no decision has been
8 rendered within thirty (30) work days after the grievance was delivered
9 to the Board, the Association may, within ten (10) work days of the
10 Board's decision, or forty (40) work days from the date on which the
11 grievance was submitted to the Board, whichever is sooner, submit the
12 grievance to binding arbitration if the grievance alleges a violation of
13 the specific and express written terms of the Labor Agreement as
14 defined in Section B.1 of this Article. On all other grievances, the
15 decision of the Board will be final.

16 3. Procedure for Invoking Arbitration.

17 a. The demand for a list of arbitrators shall be made to the Public
18 Employment Relations Commission in accordance with its rules and
19 regulations.

20 b. The arbitrator shall be limited to the facts as presented to him/her in
21 rendering his/her decision. He/she shall not have the authority to add
22 to, modify, or detract from the specific and express terms of the
23 Agreement. His/her decision shall be binding.

1 c. The costs for the services of the arbitrator, including per diem
2 expenses, if any, and actual and necessary travel, subsistence
3 expenses, and the costs of the hearing room, if any, shall be borne by
4 the party who loses the grievance. Any other expenses incurred shall
5 be paid by the party incurring same.

6 D. Rights of Employees to Representation.

7 1. Any aggrieved person may be accompanied at all stages, including Level One
8 of the grievance procedure, by his/her representative. The Association shall
9 have the right to be present and to state its views at all stages of the
10 grievance procedure.

11 2. Any participant in the grievance process shall be assured freedom from
12 restraint, interference, coercion, discrimination, or reprisal by reason of such
13 participation.

14 E. Miscellaneous.

15 1. If, in the judgment of the Association, a grievance affects a group or class of
16 administrators, the Association may initiate such grievance by submitting it in
17 writing to the Superintendent of Schools directly, and the processing of such
18 grievance shall be commenced at Level One. This grievance shall be signed
19 by at least one of the administrators who claims to be an aggrieved person.

20 2. Forms for filing grievances, serving notices, making appeals, making reports
21 and recommendations, and other necessary documents shall be prepared
22 jointly by the Superintendent and the Association and given appropriate
23 distribution so as to facilitate operation of the grievance procedure.

1 3. All meetings and hearings with the Board under this procedure shall be
2 conducted in closed session and shall include only the aggrieved person and
3 his/her designated or selected representatives, unless the administrator
4 chooses to exercise his/her right to have the matter heard in open session.

5 **ARTICLE IV**
6 **RESPONSIBILITIES**

7 In consideration of the employment, salary and benefits provided herein, the
8 administrator agrees to faithfully perform his/her duties, all in accordance with the
9 laws of the State of New Jersey, and rules and regulations adopted by the State
10 Board of Education, and the policies and decisions of the Board.

11 **ARTICLE V**
12 **ADMINISTRATOR EMPLOYMENT**

13 Each administrator shall be notified of his/her contract and salary status for the
14 ensuing contract year no later than the date required by law.

15 **ARTICLE VI**
16 **RIGHTS**

17 A. The Board and the Association agree that the private and personal life of an
18 administrator is within the appropriate concern and attention of the Board only when
19 it interferes with the administrator's responsibilities to and relationship with the
20 students and/or the school system.

21 B. Any tenured administrator not residing in the Readington Township School District
22 may request that any of his/her children be admitted as a student into the
23 Readington Township Schools.

24 1. The Board and the Superintendent shall decide whether there is appropriate
25 space and school available for the child.

- 1 2. The Board shall decide what the tuition rate shall be for the child.
- 2 3. The tenured administrator shall accept whatever grade placement the district
3 administrators feel is appropriate for the child.
- 4 4. The tenured administrator shall accept whatever classroom teacher(s) the
5 child is assigned to by the district administrators.
- 6 C. The Board and the Association agree that there shall be no discrimination in the
7 hiring, training, assignment, promotion, transfer, or discipline of members or in the
8 application or administration of this agreement on the basis of race, color, creed,
9 religion, national origin, sex, age, domicile, physical handicap or marital status. Any
10 alleged violation shall be brought to the appropriate agency (state or federal) for
11 review.
- 12 D. If any provision of this Agreement or any application of this Agreement to any
13 administrator or group of administrators is held to be contrary to law, then such
14 provision or application shall not be deemed valid and subsisting, except to the
15 extent permitted by law, but all other provisions or applications shall continue in full
16 force and effect.
- 17 E. Nothing contained herein shall be construed to deny or restrict the Board of its
18 rights, responsibilities and authority under N.J.S.A. 18A, School Laws of New
19 Jersey, or any other national, state, county, district, or local laws or regulations as
20 they pertain to education.
- 21 F. The Board, on its own behalf, on behalf of the citizens of the Township of
22 Readington, New Jersey, subject to the limitations of this Agreement, hereby retains
23 and reserves unto itself all powers, rights, authorities, duties and responsibilities

1 conferred upon and vested in it by the laws and the Constitution of State of New
2 Jersey and of the United States of America:

- 3 1. to approve what is considered to be the school program or curriculum;
- 4 2. to introduce or modify co-curricular activities or other special school
5 programs;
- 6 3. to approve textbooks;
- 7 4. to approve the types and amounts of instructional materials and equipment to
8 be available;
- 9 5. to set policy for grade placement, promotion, and retention of pupils;
- 10 6. to apply for and use federal or state funds;
- 11 7. to approve the number, type, assignments, and qualifications of personnel;
- 12 8. to approve personnel evaluation report formats, procedures for staff
13 evaluations, and uses of evaluations.

14 **ARTICLE VII**
15 **SALARY/PERFORMANCE COMPENSATION**

- 16 A. Salary Compensation: (See Salary Compensation - Distribution Grid in Appendix A.)
- 17 B. Administrators shall receive such salaries for their first year of employment as may
18 be negotiated between the individual and the Board. For any year subsequent to the
19 initial year of hire, salary increases shall be based on the salary distribution grid as
20 defined in Appendix A of this Agreement.
- 21 C. Upon the granting of tenure, an administrator shall receive a one-time only payment
22 of \$1000, which is not to be included in the administrator's base salary for future
23 salary calculations. This stipend will be considered during the administrator's
24 pension calculation if allowed by the TPAF.

1 D. In the event that an administrator is required or expected to attend an evening
2 meeting, he/she shall be reimbursed up to \$15 for dinner expenses.

3 E. Upon the receipt of an earned doctorate from an accredited university, an
4 administrator shall receive an annual five hundred dollar (\$500) stipend which is not
5 to be included in the administrator's base salary for future salary calculations. The
6 stipend will be considered during the administrator's pension calculation, if allowed
7 by the TPAF.

8 **ARTICLE VIII**
9 **WORK YEAR**

10 Vacations.

11 A. Each administrator will work a 12-month year and shall be granted 22 vacation days
12 annually at a time approved by the immediate supervisor (if appropriate) and the
13 Superintendent. Each administrator will earn 1.8 days per month.

14 B. Vacation can be taken at any time during the contract year with the approval of the
15 Superintendent.

16 C. If, at separation of employment, an administrator has exceeded the number of
17 earned vacation days, he/she shall compensate the Board for all unearned vacation
18 days at a per diem rate of 1/240 of the administrator's current salary. Effective July
19 1, 2013, the per diem rate will change to 1/260th of the administrator's current
20 salary.

21 D. The administrator shall attempt to schedule his/her vacation days so as to minimize
22 interference with his/her primary responsibilities.

23 E. Administrators may accumulate unused vacation days from one year to the next.
24 The total number of accumulated days may not exceed forty-five (45) as of August

1 31 of any contract year. If on July 1 of any year, the total number of accumulated
2 vacation days exceeds 45, excess days must be used prior to August 31. Effective
3 July 1, 2013, the total number of accumulated unused vacation days may not
4 exceed ten (10) days as of August 31 of any contract year. If on July 1, 2013, an
5 administrator has accumulated in excess of 10 unused vacation days, those excess
6 days will be liquidated at a per diem rate of 1/240th of his/her current salary.

7 F. Upon separation of employment from the district, an administrator or his/her estate
8 shall be compensated for cumulative earned vacation days to a maximum of 45 days
9 at a rate of 1/240th of his/her current salary per day. Effective July 1, 2013, an
10 administrator or his/her estate shall be compensated for a maximum of ten (10)
11 cumulative prior earned vacation days, in addition to a maximum of twenty-two (22)
12 vacation days the administrator is eligible to accrue during his or her current year of
13 employment, at a per diem rate of 1/260th of his/her current salary.

14 G. The administrator shall complete and forward to the Superintendent all required
15 documentation for vacation day requests in accordance with Board policy. The
16 Board Secretary shall be responsible for maintaining the records of the
17 administrator's earned and accrued vacation days.

18 Holidays.

19 A. Each full-time administrator shall receive eleven (11) paid holidays. If not taken in
20 accordance with the district's scheduled holidays, each administrator shall be
21 entitled to the equivalent number of days as "floating holidays" in lieu of any financial
22 remuneration.

- 1 B. Requests for floating holidays shall be made in accordance with procedures for
2 regular vacation day requests.
- 3 C. All requests shall be reviewed by the Superintendent and granted in accordance with
4 the best interests of the District's operation in mind.
- 5 D. Floating holidays must be taken within the contract year, July 1 to June 30.
- 6 E. A list describing the paid holidays will be distributed to the administrators by the
7 Superintendent before each contract year.
- 8 F. Administrators shall receive Winter Recess as defined by the Readington Township
9 School District's school calendar.
- 10 G. If the district's schools are closed for reasons of safety, such as weather conditions,
11 then the district's schools are closed for administrators.
- 12 H. The Board of Education acknowledges and supports efforts by the Superintendent of
13 Schools to develop innovative nontraditional scheduling accommodations which do
14 not interfere with the orderly operation of the school district. Neither the creation nor
15 implementation of any such schedules shall be subject to the Grievance Procedure
16 contained within this Agreement and shall be subject to the discretion of the
17 Superintendent.

18 **ARTICLE IX**
19 **LEAVES OF ABSENCE**

- 20 A. Sick Leave.
- 21 Each administrator shall be entitled to one sick day per month. Sick days can be
22 taken each contract year as of the first official day of said contract year, whether or
23 not he/she reports for duty on that day. Unused sick leave days shall be
24 accumulated from year to year with no maximum limit. The Board Secretary shall be

1 responsible for maintaining the records of the administrator's earned and accrued
2 sick days.

3 1. Eligibility. All benefits of this provision shall be paid to the administrator upon
4 their retirement or to his/her estate upon their death.

5 2. Payment for accumulated unused sick days shall be reimbursed as follows:

6 *Effective through and including June 30, 2007:*

7 1 - 150 days: per diem rate of \$60

8 each day over 150 days: per diem rate of \$70

9 *Effective July 1, 2007 and thereafter:*

10 1-100 days: per diem rate of \$75

11 3. The maximum lump sum payable to any administrator upon his/her retirement
12 or death is \$7,500. However, an administrator who was eligible to receive
13 payment in excess of \$7,500 as of June 30, 2007 shall continue to be eligible
14 to receive up to the amount earned as of June 30, 2007 upon his/her
15 retirement at the per diem rate in effect on June 30, 2007.

16 B. Short-Term Leave.

17 The following leaves of absence may be granted to all administrators:

18 1. Emergency leave, up to a maximum of four (4) work days per contract year,
19 because of serious illness or accident in the immediate family.

20 2. Bereavement leave, up to a maximum of five (5) work days per death per
21 contract year, if necessary, because of a death in the immediate family.

22 3. Immediate family is defined as the administrator's spouse, child, step-child,
23 grand-child, parent, stepparent, sibling, grandparent, aunt, uncle, son-in-law,

1 daughter-in-law, mother-in-law, father-in-law, or person living with the
2 administrator in a spousal relationship.

3 4. Personal Leave.

4 a. Each administrator shall be granted three (3) work days leave from
5 his/her duties for personal reasons for each contract year. The
6 administrator shall give notice to the Superintendent at least three (3)
7 work days before such leave is taken, except in the case of an
8 emergency. The administrator has only to say that he/she is going to
9 take such leave and state the specific day(s).

10 b. Any personal day unused by the end of the school year shall be added
11 to the administrator's accumulated sick leave bank.

12 C. Extended Leave of Absence.

13 Whenever applicable, all extended leaves under this article shall be counted and run
14 concurrently with leave available for the same circumstances under federal and state
15 statutes.

16 Employees requesting extended leaves shall be informed of their eligibility for leave
17 under law and this Agreement.

18 1. Child-Care Leave.

19 a. Child-care leave shall be available to tenured Administrators only,
20 upon the birth or adoption of a child. Time spent on child-care leave
21 shall count concurrently as leave available under federal and state
22 laws.

- 1 b. A tenured administrator requesting child-care leave shall provide no
2 less than sixty (60) calendar days written notice to the Board before
3 the anticipated delivery date when requesting child-care leave. In case
4 of adoption, the administrator shall provide written notification to the
5 Board when application for the adoption is made and shall file their
6 written request for a specific leave period as soon as the administrator
7 is notified of the date of custody.
- 8 c. Contractual child-care leave shall commence upon the termination of
9 disability leave or at the beginning of a scheduled marking period
10 immediately preceding the anticipated birth or adoption date, or at the
11 end of any family leave.
- 12 d. Child-care leave shall end on the last day of the school year in which
13 the leave commenced.
- 14 e. A tenured administrator eligible for child-care leave may choose to
15 return from a child-care leave either at the beginning of a school year
16 or on the first day of the third marking period.
- 17 f. A tenured administrator eligible for child-care leave may apply for an
18 extended child-care leave of up to one additional school year.
19 Applications for an extended child-care leave shall be filed by April 1st
20 immediately preceding the July in which the leave is to commence.
21 Only one year of extended child-care leave shall be granted per
22 eligible tenured administrator in any three-year period who was actively
23 employed for the full three years.

1 2. Disability Leave.

2 An employee who anticipates a disability shall, if possible, notify the Board at
3 least ninety (90) days prior to the anticipated commencement of the disability
4 or as soon as the employee knows of it. In the case of pregnancy, the
5 employee shall inform their immediate supervisor of the anticipated delivery
6 date.

7 D. Other Leave.

8 Other leaves of absence, for hitherto unspecified reasons, may be granted by the
9 Board upon the recommendation of the Superintendent.

10 E. Leave Procedures.

- 11 1. All requests for initial leaves of absence and extensions or renewals of leaves
12 of absence shall be applied for in writing as soon as possible.
- 13 2. Upon recommendation of the Superintendent and approval of the Board,
14 additional leave may be granted.

15 **ARTICLE X**
16 **HEALTH INSURANCE**

17 A. The Board shall pay the premium cost for all employees and their dependents for
18 health benefits in accordance with the New Jersey School Employees Health
19 Benefits Plan. The Administrator shall pay the contribution required for his/her
20 salary range, but not less than 1.5 % of his/her base salary, as required by N.J.S.A.
21 18A:16-17, as may be amended during the term of this Agreement, which shall be
22 deducted from his/her salary and/aid, in equal installments, in accordance with the
23 payroll schedule for all other employees

- 1 B. The Board shall pay one-hundred percent (100%) of the premium cost of dental
2 coverage for the administrator and his/her dependent(s) in accordance with the level
3 of benefits provided by the Board on June 30, 2001.
- 4 C. Effective July 1, 2008, prescription drug claims shall be eligible for reimbursement
5 under the New Jersey School Employees Health Benefits Plan.
- 6 D. The Board shall maintain and bear the administrative costs of a Section 125 plan
7 pursuant to which administrators would be entitled to contribute pre-tax dollars for
8 health care premium payments, unreimbursed medical expenses, and
9 child/eldercare reimbursement.
- 10 E. Administrators shall be permitted to purchase disability insurance at their sole and
11 absolute cost with appropriate payroll deductions, provided that a disability plan is
12 offered by the Board to any other District employees.

13 **ARTICLE XI**
14 **PROFESSIONAL GROWTH**

- 15 A. The Board encourages the continuing professional growth of the administrators
16 through their participation in the following:
- 17 1. The operations, programs and other activities conducted or sponsored by
18 local, state, and national school administrator associations.
 - 19 2. Seminars and courses offered by public or private educational institutions.
 - 20 3. Informational meetings with other persons whose particular skills or
21 backgrounds would serve to improve the capacity of the administrator in
22 performing his/her professional responsibilities for the Board.
 - 23 4. Visits to other institutions.
 - 24 5. Other activities promoting the professional growth of the administrator.

- 1 B. Each administrator shall prepare a proposed annual Professional improvement Plan
2 (PIP). The PIP shall contain information on specific professional developmental
3 activities that the administrator feels will be beneficial to him/her in the performance
4 of his/her job. The PIP shall include a description of activities with estimates of the
5 time commitment required and the costs associated with the activities, including
6 registration, travel, lodging and food expenses. Each proposed PIP should be
7 subject to review, modification, and approval by the Superintendent. The Board
8 shall permit a reasonable amount of professional time for the administrator for such
9 activities as are approved in the PIP, subject to the following conditions:
- 10 1. Prior written notice to and approval by the Superintendent shall be required
11 for each activity.
 - 12 2. Professional time shall not be taken to the extent it interferes with the
13 administrator's primary job-related responsibilities.
- 14 C. The Board agrees to reimburse the administrator for reasonable expenses incurred
15 in connection with professional activities contained within the PIP up to the budgeted
16 level. It shall be the administrator's responsibility to keep written records and
17 receipts of all expenditures and to keep all such expenditures within budgeted
18 amounts.
- 19 D. New Jersey Expedited Certification for Educational Leadership ("NJ EXCEL"). An
20 administrator may obtain reimbursement of reasonable expenses associated with NJ
21 EXCEL. Eligibility for such reimbursement requires strict adherence to the PIP
22 procedure as outlined above. An administrator must express his or her intent to
23 attend NJ EXCEL in his or her PIP and obtain Superintendent approval before any

1 request for reimbursement of reasonable expenses associated with NJ EXCEL will
2 be considered. Any administrator receiving reimbursement from the Board under
3 this provision must serve a minimum of two (2) years in the District after completing
4 NJ EXCEL. In the event that the administrator fails to serve a minimum of two (2)
5 years in the District after completing NJ EXCEL, he/she shall be subject to
6 repayment of 100% of the reimbursed expenses if he/she leaves the District in the
7 first year following reimbursement (pro-rated on a monthly basis) and 50% of the
8 reimbursed expenses if he/she leaves in the second year following reimbursement
9 (pro-rated on a monthly basis). Should it be necessary to initiate a lawsuit to recover
10 any reimbursed expenses under this Paragraph, the Board will also seek collection
11 costs, including attorneys' fees and costs of suit. This return of service obligation
12 shall not apply in cases of termination of employment by action of the Board,
13 disability retirement with the Teachers' Pension and Annuity Fund or death.

14 E. Professional time shall be considered working time, in that, no deduction from
15 salary, vacation time, or personal leave time shall be made for attendance or
16 participation in activities meeting the criteria above. No professional time may be
17 taken, however, for attendance or participation in activities for which the
18 administrator is compensated by an outside organization, unless approved in
19 advance by and subject to such conditions as the Board may set.

20 F. Tuition Reimbursement.

21 As part of its professional development program, the Board shall reimburse the
22 administrator for registration fees, tuition expenses, and textbooks for graduate
23 school course work as it directly relates to his/her employment and in accordance

1 with procedures outlined below. Eligibility to receive tuition reimbursement shall be
2 determined in accordance with N.J.S.A. 18A:6-8.5.

3 In our rapidly changing society, administrators must constantly review curricular
4 content, teaching methods and materials, educational philosophy and goals, social
5 changes, and other topics related to education. The Board recognizes that it shares
6 with its teaching and administrative staff responsibility for the updating of an
7 administrator's knowledge and skills. The Board and the Association support the
8 principles of the continual training of administrators and the improvement of
9 instruction. To work towards the ends stated above, the Board agrees to implement
10 the following:

- 11 1. Prior to enrollment, all courses must be approved by the Superintendent.
- 12 2. The institution in which the administrator seeks enrollment shall be a duly
13 authorized institution of higher education as defined in N.J.S.A. 18A:3-15.3.
- 14 3. The course or degree must be related to the employee's current or future job
15 responsibilities.
- 16 4. Payment of per credit tuition costs will be up to the Rutgers rate for graduate-
17 level courses. (Other student fees are not included.)
- 18 5. Any reimbursement shall be contingent upon receipt of a grade of B or better.
- 19 6. The maximum number of credits eligible for reimbursement is twelve (12) per
20 contract year per administrator. Any credits in excess of 12 must be
21 approved by the Superintendent.
- 22 7. Administrators will be reimbursed for the cost of textbooks, to a maximum of
23 one hundred dollars (\$100) per approved course, upon submitting receipts.

- 1 8. The total cost to the Board for “tuition reimbursement” expenses as described
2 within the provisions described above shall not exceed \$25,000 in any
3 contract year, with a maximum reimbursement to any administrator of \$3,100.
- 4 9. An administrator who is enrolled in a doctorate program may be reimbursed
5 up to the Rutgers rate for courses taken within the doctorate program. (Other
6 student fees are not included.)
- 7 10. The administrator must have been employed by the Board for a minimum of
8 one (1) year prior to becoming eligible for tuition reimbursement, except when
9 an administrator, who is already enrolled and matriculated in a doctoral
10 program that otherwise, meets the requirements of this Article, commences
11 employment with the Board. This exception shall also apply to a teacher
12 currently employed by the Board who receives a promotional transfer to an
13 administrator position and who, at the time of the transfer, is already enrolled
14 and matriculated in a doctoral program that otherwise meets the requirements
15 of this Article.
- 16 11. Any administrator receiving tuition reimbursement from the Board must serve
17 a minimum of two (2) years in the District after completing his/her coursework.
18 In the event that the administrator fails to serve a minimum of two (2) years in
19 the District after completing his/her coursework, he/she shall be subject to
20 repayment of 100% of reimbursed tuition if he/she leaves the District in the
21 first year following reimbursement (pro-rated on a monthly basis) and 50% of
22 the reimbursed tuition if he/she leaves in the second year following
23 reimbursement (pro-rated on a monthly basis). Should it be necessary to

1 initiate a lawsuit to recover any reimbursed tuition under this Paragraph, the
2 Board will also seek collection costs, including attorney's fees and costs of
3 suit. This return of service obligation shall not apply in cases of termination of
4 employment by action of the Board, disability retirement with the Teachers'
5 Pension and Annuity Fund or death.

6 G. New Jersey Leaders to Leaders State-Approved Comprehensive Mentoring and
7 Induction Program. The District is required to register all individuals for this Program
8 who are newly hired into positions that require principal certification (i.e. principal,
9 vice/assistant principal, director, assistant director). These individuals hold a
10 Certificate of Eligibility for Principal and must complete the State-required two-year
11 Residency for Standard Principal Certification. Such individuals must pay the
12 Registration Fee associated with completing the Program, which includes a two-year
13 administrative fee paid to the Foundation for Educational Administration and two
14 separate mentor stipends paid directly to the mentor. Upon completing the Program,
15 a new administrator must submit proof of registration, proof of completion, and proof
16 of payment to the Superintendent or his/her designee be eligible for reimbursement.
17 Once deemed eligible, the Board agrees to reimburse the cost of the Program to the
18 administrator up to a combined maximum of \$3,300. Any administrator receiving
19 reimbursement from the Board must serve a minimum of two (2) years in the District
20 after completing this Program. In the event that the administrator fails to serve a
21 minimum of two (2) years in the District after completing this Program, he/she shall
22 be subject to repayment of 100% of the reimbursed fees if he/she leaves the District
23 in the first year following reimbursement (pro-rated on a monthly basis) and 50% of

1 the reimbursed fees if he/she leaves in the second year following reimbursement
2 (pro-rated on a monthly basis). Should it be necessary to initiate a lawsuit to recover
3 any reimbursed tuition under this Paragraph, the Board will also seek collection
4 costs, including attorneys' fees and costs of suit. This return of service obligation
5 shall not apply in cases of termination of employment by action of the Board,
6 disability retirement with the Teachers' Pension and Annuity Fund or death.

7 H. Professional Day(s). The Superintendent may grant to an administrator professional
8 day(s) each contract year to attend meetings, workshops, or other such events that
9 will contribute to the administrator's professional growth and related district goals.

10 **ARTICLE XII**
11 **PROFESSIONAL DUES**

12 A. The Board shall pay the administrator's membership fees in professional
13 organizations, at the discretion of and recommendation by the Superintendent, in an
14 amount not to exceed \$1,200 per contract year. Memberships shall be in such
15 organizations which the administrator deems necessary to maintain and/or improve
16 his/her professional skills.

17 B. Each administrator will forward to the Superintendent, for his/her approval, on or
18 before September 1 of each school year, a listing of organizations he/she wishes to
19 join. Approval requests will then be submitted to the Board for approval of payment.
20 Additional requests during the year may be submitted to the Superintendent for
21 approval on a case by case basis.

ARTICLE XIII
SALARY INCREASES

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Salary increases/settlement rates shall be as follows:

- A. 2011-2012: 2.2% increase in the 2010-2011 salary base for those unit members affected by the predecessor CNA. Those members are Matthew Hall, Karen Tucker, Kristen Higgins, and Ana DeRosa. Salaries for all unit members shall be as set forth in Appendix A.
- B. 2012-2013: 2.0% increase in the 2011-2012 salary base for all eight (8) unit members. Salaries shall be as set forth in Appendix A.
- C. 2013-2014: 2.0% increase in the 2012-2013 salary base for all eight (8) unit members. Salaries shall be set forth in Appendix A.

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DURATION

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This agreement shall be effective as of July 1, 2011, and shall continue in effect until

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June 30, 2014, or until a successor agreement has been property negotiated.

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by

5

their respective presidents on the day and year above written.

6

**READINGTON TOWNSHIP
ADMINISTRATORS' ASSOCIATION**

**READINGTON TOWNSHIP
BOARD OF EDUCATION**

BY: _____
Kristen Higgins, President

BY: _____
David Livingston, President

BY: _____
Karen Tucker, Secretary

BY: _____
Steffi-Jo DeCasas, Secretary

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APPENDIX A

Salary Compensation – Distribution

<u>Administrator/Position</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Ann DeRosa/Principal	\$125,775	\$128,290	\$130,856
Karen Tucker/Supervisor	\$121,279	\$123,704	\$126,178
Kristin Higgins/Principal	\$120,646	\$123,059	\$125,520
Sharon Moffat/Principal	\$120,000	\$122,400	\$124,848
Paul Nigro/Principal	\$108,000	\$110,160	\$112,363
Matthew Hall/Supervisor	\$107,701	\$109,855	\$112,052
Kari McGann/Supervisor	\$99,999	\$101,999	\$104,039
Liana Chernoff/Vice--Principal	\$82,000	\$83,640	\$85,313

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