

AGREEMENT

by and between

POINT PLEASANT ADMINISTRATORS' ASSOCIATION

and

POINT PLEASANT BOARD OF EDUCATION

2008 - 2009

2009-2010

2010 - 2011

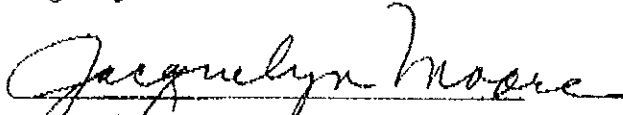
Memorandum of Agreement

July 11, 2008

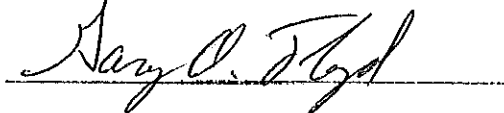
Be it resolved the Point Pleasant Administrators Association and the Point Pleasant Board of Education negotiations committee agree to terms for a new successor contract for the period beginning July 1, 2008 through June 30, 2011 as follows:

1. No change in existing contract language
2. Agree to the attached new salary schedule for all administrators

Signed for the Point Pleasant Administrators Association:



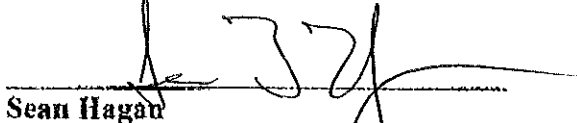
 Jacquelyn Moore



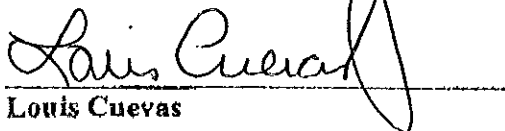
Signed for the Point Pleasant Board of Education:



 John MacDermant



 Sean Hagan



 Louis Cuevas

Final Sum

Administrators Salary Guide 2008-2011

First	Last	Position	Location	Salary 2007-2008	MS +30 Stipend	Actual 2007-2008	2008-2009		2009-2010		2010-2011		2010-2011	
							Base salary	Total w/ MS Stipend	Base salary	Total w/ MS Stipend	Base salary	Total w/ MS Stipend	Base salary	Total w/ MS Stipend
Linda	Rocco	Principal	HS	\$ 127,000.00		\$ 127,000.00	\$ 132,080.00	\$ 137,363.20	\$ 142,657.73	\$ 142,657.73	\$ 142,657.73	\$ 142,657.73		
Alfonse	Robert	Principal	MS	\$ 117,908.00		\$ 117,908.00	\$ 122,624.32	\$ 127,529.29	\$ 132,630.46	\$ 132,630.46	\$ 132,630.46	\$ 132,630.46		
Carol	Clark	Principal	OR	\$ 110,260.00	725	\$ 110,260.00	Retired	Retired	Retired	Retired	Retired	Retired		
James	Karaba	Principal	NB	\$ 103,000.00	725	\$ 103,725.00	\$ 114,670.40	\$ 119,257.22	\$ 124,027.50	\$ 124,027.50	\$ 124,027.50	\$ 124,027.50		
Sheila	Buck	Acting Prin	OR	\$ 105,000 prorated	725	\$ 105,725.00	\$ 109,925.00	\$ 113,568.00	\$ 118,835.72	\$ 123,163.61	\$ 123,163.61	\$ 123,163.61		
Jackie	Moore	Vice Principal	HS	\$ 110,260.00	725	\$ 110,985.00	\$ 115,395.40	\$ 119,982.22	\$ 124,752.50	\$ 124,752.50	\$ 124,752.50	\$ 124,752.50		
Kevin	McDermitt	Vice Principal	HS	\$ 108,700.00		\$ 108,700.00	\$ 113,048.00	\$ 117,569.92	\$ 122,272.72	\$ 122,272.72	\$ 122,272.72	\$ 122,272.72		
Ed	Kenney	Vice Principal	HS	\$ 109,482.00		\$ 109,482.00	\$ 113,871.68	\$ 118,426.55	\$ 123,163.61	\$ 123,163.61	\$ 123,163.61	\$ 123,163.61		
Gary	Floyd	Vice Principal	MS	\$ 100,084.00	725	\$ 100,809.00	\$ 104,087.36	\$ 108,250.85	\$ 112,580.89	\$ 112,580.89	\$ 112,580.89	\$ 112,580.89		
Barbara	Hanno	Vice Principal	MS	\$ 94,000.00	725	\$ 94,725.00	\$ 97,760.00	\$ 101,670.40	\$ 105,737.22	\$ 105,737.22	\$ 105,737.22	\$ 105,737.22		
Derek	Hulse	Vice Principal	NB	\$ 83,000.00		\$ 83,000.00	\$ 86,320.00	\$ 89,772.80	\$ 93,363.71	\$ 93,363.71	\$ 93,363.71	\$ 93,363.71		
Shauna	Schubiger	Vice Principal Daycare/Supervisor		\$ 58,936.67		\$ 58,936.67	\$ 63,000.00	\$ 66,320.00	\$ 69,772.80	\$ 69,772.80	\$ 69,772.80	\$ 69,772.80		
Edward	McNeil	Guidance Director		\$ 112,275.00	725	\$ 113,000.00	\$ 117,491.00	\$ 121,438.64	\$ 126,294.11	\$ 126,294.11	\$ 126,294.11	\$ 126,294.11		
Corinne	Brennan	Daycare/Supervisor		\$ 105,285.00		\$ 105,285.00	\$ 113,656.40	Retired	Retired	Retired	Retired	Retired		
William	Larkin	Athletic Director		\$ 125,868.00	725	\$ 126,593.00	\$ 131,627.72	\$ 136,139.83	\$ 141,584.38	\$ 141,584.38	\$ 141,584.38	\$ 141,584.38		
Tom	Fro	Puprt Personnel Services		\$ 114,079.00	1000	\$ 115,079.00	\$ 119,642.16	\$ 123,387.85	\$ 128,323.36	\$ 128,323.36	\$ 128,323.36	\$ 128,323.36		
Total				\$ 1,702,955.67	5350	\$ 1,707,405.67	\$ 1,671,295.44	\$ 1,619,948.76	\$ 1,624,573.76	\$ 1,699,371.71	\$ 1,699,371.71	\$ 1,699,371.71		

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ARTICLE 1

RECOGNITION

A. Unit Membership

In accordance with Chapter 123, Public Law of 1974, the Board hereby recognizes the Association as the Exclusive and sole representative for the collective negotiations concerning the terms and conditions of employment for all personnel employed by the Board as follows:

1. Principals
2. Assistant Principals
3. Supervisors
4. Director

And any new classes of employees to be discussed and agreed upon mutually.

B. Definition

Unless otherwise indicated, the term "administrator" when used hereinafter in this agreement, shall refer to all professional employees represented by the association in the negotiating unit as above defined, and references to male administrators shall include female administrators.

ARTICLE 2

NEGOTIATION PROCEDURE

A. Deadline Dates

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 administrators' employment. PERC rules and regulations existing at the time will be followed.

B. Negotiating Team Authority

Neither party on any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, and make counter proposals in the course of negotiations.

C. Modification

1. Understanding of Parties

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 times they negotiated or executed this Agreement.

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.

ARTICLE 3

GRIEVANCE PROCEDURE

A. Definition

1. The term "grievance" means a complaint or claim that there has been an improper application, interpretation or violation of any term or provision of this contract or administrative decisions affecting the terms and condition of employment of a member or group of members.
2. The term "grievance" shall not apply to:
 - a. Any matter for which a method of review is prescribed by law, or
 - b. Any rule or regulation of the State Commissioner of Education, or
 - c. Any matter according to law that is limited to action by the Board alone, or
 - d. A complaint of a non-tenure member arising by reason of his/her not being re-employed.

B. Procedure

1. Filing A Grievance

A grievance may be filed by an individual member, a group of members, or by the Association, either in its own name or as the representatives of a group or class whose individual signatures shall not be necessary. Any grievances must be lodged at the proper initiating levels within twenty-five (25) work days of the happening of the event, or the individual should have known of its happening.

2. Failure To Communicate A Decision

Failure at any step to communicate the decision on a grievance within the specified time limitation shall permit the grievance to be presented. Failure to appeal within

the specified time limitations from an answer which is unsatisfactory shall be deemed to constitute an acceptance of such response as dispositive.

3. Informal Attempt To Resolve

An individual administrator who has a grievance shall discuss it first with his immediate supervisor in an attempt to resolve the matter informally.

4. Level One - Immediate Supervisor

If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant within five (5) work days, he shall set forth his grievances in writing to the immediate supervisor specifying:

- a. the nature of the grievance;
- b. the nature and extent of the injury, loss or inconvenience;
- c. the result of the previous discussion;
- d. his dissatisfaction with decisions previously rendered. The immediate superior shall communicate his decision to the grievant in writing within five (5) work days of receipt of the written grievance.

5. Level Two - Superintendent of Schools

The grievant, no later than five (5) work days after receipt of the immediate superior's decision, may appeal this decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing reciting the matter submitted to the immediate superior as specified above and his dissatisfaction with the decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) work days. The Superintendent shall communicate his decision in writing to the grievant and the immediate superior.

6. Level Five - Arbitration

If the decision of the Superintendent does not resolve the grievance to the satisfaction of the Association, notice of intention to proceed to arbitration shall be given to the Superintendent within fourteen (14) work days after the receipt of the decision which is being appealed.

The grievance not resolved by timely resort to the foregoing procedure shall be subject to arbitration initiated and conducted under the rules of the N.J. Public Employee Relations Commission and/or the American Arbitration Association.

The arbitrator shall limit himself to the issues submitted to him. He can add nothing to, nor subtract anything from, the agreement between parties or any policy of the Board of Education. The opinion and award shall be final and binding.

7. Right To Representation

The individual will represent himself/herself at the Superintendent's level. The Association has the right to be represented by proper legal counsel or representatives of the Association at any hearing of a grievance at the Board of Education Level.

The Board and the Association shall assure the individual freedom from the restraint, interference, coercion, discrimination, or reprisal in presenting his appeal with respect to his personal grievances.

8. Separate Grievance File

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.

9. Meeting and Hearings

No meetings or hearing conducted under this procedure shall be public. The only parties in attendance shall be the parties in interest and the designated or selected representatives contemplated in this Article.

C. Costs

The fees and expenses of the arbitrator are the only costs which will be shared equally by the two parties.

ARTICLE 4

ADMINISTRATOR RIGHTS

A. Required Meetings or Hearings

Whenever any administrator is required to appear in a formal meeting and hearing before the Superintendent, Board, or any committee or member thereof concerning any matter that could result in the termination of employment of that administrator, he shall be given prior notice (which will be in written form) of the reasons for such meeting or interview and shall have a representative of the Association and/or attorney present to advise him and represent him during such meeting or interview.

B. Criticism of Administrators

Any criticism by a superior or Board member of an administrator shall be made in private and not in the presence of teachers, parents, students or public gathering.

C. Chain of Command

Personnel matters shall be processed through the usual administrative channels utilizing the normal chain of command.

D. Board Meetings - Resource Personnel

1. Administrators and supervisors present at Board Meetings shall be available as resource persons to the Board. Topics on which insufficient information is available may be deferred to a later date for research and/or reporting to the Board.
2. Administrative personnel in attendance at Public Board Meetings are representatives of the Board of Education and shall participate in public discussion only at the request of the Board of Education.
3. Members of the Association may be required to attend regular and special meetings of the Board of Education as part of their regular job description.

E. Negotiations

At the discretion of the Board of Education, the Point Pleasant Administrators Association will be afforded an opportunity to offer input regarding any negotiation proposals between the Board of Education and any other employee units to advise on the impact of proposals.

ARTICLE 5

ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

The Board of Education agrees to furnish the Administrator's Association all information which is public, upon reasonable request.

B. Released Time For Meetings

Whenever any member of the Association is mutually scheduled by the parties to participate in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay and/or benefits.

C. Use of School Buildings

Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere with or interrupt normal school operations. This should be cleared for permission by the Superintendent with prior notification and approval.

D. Use of School Equipment

The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, and other duplicating equipment when such equipment is not otherwise in use after receiving permission and notification from the Superintendent. The Association shall pay for the reasonable cost of all materials, supplies, and equipment incident to such use with prior notification and approval.

E. Use of School Mails

The Association and its representatives shall have the right to communicate information of interest to the members through the use of regular intra and inter-school mail. Prior notification and permission of the Superintendent must accompany such use.

F. Exclusive Rights

The rights and privileges of the Association and its members as set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the Administrators.

ARTICLE 6

ADMINISTRATIVE LOAD

A. In The Event of Administrative Reorganization

In the event of permanent administrative reorganization, the impact on the working conditions of the members of the unit will be negotiated.

B. When Students Are Not in Attendance During the School Year

The need for Administrators to be present in their normal place of work during the school calendar year on days (snow days) when students or teachers are not in attendance shall be at the discretion of the Superintendent.

C. Secretarial Assistance

Wherever possible, qualified secretarial assistance shall be provided administrators during summers. Administrators shall periodically review the job performance of the secretarial staff for optimum productivity and utilization.

ARTICLE 7

EVALUATION

A. Right to Full Knowledge

The Board of Education and the Superintendent subscribes to the principle that an employee has the right to full knowledge regarding the judgment of his superiors respecting the effectiveness of his performance and that, further, he is entitled to receive such recommendations that will assist him in increasing the effectiveness of his performance.

B. Frequency of Review

Therefore, the Superintendent shall establish supervisory procedures that will guarantee a minimum of one written evaluation per year for tenured administrators. The first written evaluation shall occur no later than January 30 during each school year. Non-tenured administrators will be entitled to three written evaluations with the third written evaluation completed by May 30 of the school year. Each written evaluation of any administrator will be followed by a conference within (15) fifteen days. Discussion of the professional improvement plan of the administrator will be part of the final evaluation and will serve as a basis for the annual summary conference. The annual written performance report will result from the discussion of items covered during the annual summary conference.

C. Evaluation Instrument

1. Copies of Reports

Each administrator shall sign all copies of each written evaluation attesting to the fact that the contents of the evaluation are known to him. Furthermore, each

administrator shall receive a copy of each written evaluation. A signature does not signify acceptance of or agreement with the contents.

2. Right of Administrator to Respond

A conference shall be arranged between the evaluator and the administrator as soon as possible after receipt of the written evaluation by the administrator. At such time, the administrator is entitled to have his response to the evaluation heard and appended to the evaluation report within three (3) working days.

3. Employment Notification

Each administrator, tenured or non-tenured, will receive written notice prior to May 30 of each school year, whether or not the Superintendent intends to recommend a renewal of the individual's contract no later than June 15 of the school year or three days after the first Board of Education meeting in June, whichever is first.

ARTICLE 8

LEAVES OF ABSENCE

A. Sick Leave

1. Accumulative

All full time administrators shall be entitled to one (1) sick day per month under contract per year. Unused days of sick leave shall be accumulated from year to year. After fifteen (15) years of district employment, an administrator shall be entitled to fourteen (14) days sick leave per contract year. These are also accumulative.

2. Extended Illness

Where, in a protracted illness, an administrator shall have exhausted his accumulated days of sick leave, he shall have the right to appeal to the Board for additional days of sick leave.

3. Absence Due to Other Causes

The purpose of leaves of absence is to provide time for emergency needs. Leaves of absence to conduct other business or gainful employment and not directly related to the school program are not eligible under these policies.

- a. An employee may be allowed a maximum of five (5) school days absence in any one year with full pay because of death within the immediate family. These days shall not be deducted from the accumulative sick leaves. Immediate family is defined to include—husband, wife, parents, sisters, brothers, sons, daughters, in-laws (parents). Three (3) school days bereavement shall be granted for death of son-in-law/daughter-in-law. These bereavement days must be taken within a seven (7) calendar day period from the day of death.
- b. In case of death of a relative of the second degree, absence of one full day may be allowed with full pay. This day shall not be deducted from the accumulative sick leave. Definition: "second degree relative" shall be understood to include--aunt, uncle, grandparents, nephew, niece, cousin, in-laws and grandchildren.
- c. All new administrators may transfer up to thirty days sick leave accrued from other public school districts within the state upon application and verification.
- d. Leave is provided for three (3) days per school year for bonafide business of personal nature, such as requires the employee's presence during working hours and which cannot be attended to at any other time, provided, however, that the Superintendent approves the leave in advance. Such approved leave shall be without reduction or loss of pay. All personal leave days not taken by the end of the contract year will be converted to sick leave and added to the administrator's accumulation to the extent the law will allow. One half day personal days will be granted only with prior approval from the Superintendent or his designee.
- e. A doctor's certificate is required for any absence before or after a holiday period. Failure to submit a doctor's certificate shall result in full loss of pay.
- f. Leave for military purposes shall be in accordance with the applicable statutes. Arrangement shall be made whenever possible to have such leave during other than the school year.

4. Addition

Leave of absence without normal rate of pay.

A leave of absence for a period not exceeding two (2) days, other than that defined in these policies, and receiving prior approval by the Superintendent of Schools, shall be considered leave with full deduction of pay.

5. Computation of Salary Deduction

Any deduction for leave of absences without pay shall be made on the following basis:

- a. Ten (10) month employees - 1/200 of the annual salary.

- b. Twelve (12) month employees 1/240 of the annual salary.

6. Absence Due to Extended Illness

- a. When an administrator's absence under the terms of this article exceeds the annual sick leave and the accumulated sick leave, the employee may request, and the Board may grant, extended sick leave on a case by case basis in accordance with the terms of N.J.S.A. 18A:30-6.
- b. Periodic physician reports and medical evaluations may be required at the discretion of the Board of Education.

7. Maternity Leave of Absence

An Administrator shall notify the Superintendent of Schools as soon as her pregnancy is medically certified.

Tenured and non-tenured administrators may remain in regular administrating status during those months of pregnancy which occur during the school year for which she has signed a contract for employment, provided, however, that the Board of Education may remove any pregnant administrator from her administrating duties on any one of the following bases:

- a. Performance. Her administrative performance has substantially declined from the time immediately prior to her pregnancy.
- b. Physical Incapacity. Her physical condition or capacity is such that her health would be impaired if she were to continue administrating, and which physical incapacity shall be deemed to exist only if:
 - 1) the pregnant administrator fails to produce a certification from her physician that she is medically able to continue administrating or
 - 2) the Board of Education's physician and the administrator's physician agree that she cannot continue administrating or
 - 3) following any differences of medical opinion between the Board's physician and the administrator's physician, the Board requests expert consultation in which case the Ocean County Medical Society shall appoint an impartial third physician who shall examine the administrator and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue administrating. The cost shall be shared equally by the administrator and the Board.
- c. Just Cause. Any other "just cause" as defined in N.J.S.A. Title 18A.

8. The Board shall grant extended leaves of absence without pay to pregnant administrators under the following terms:

Leaves terminating within school year. Any tenured or non-tenured administrator seeking a leave of absence for pregnancy and wishing to return to employment

within a school year in which she commences her leave shall apply to the Board of Education for said leaves at any time prior to birth. At the time of application, the administrator shall specify in writing the date on which she wishes to commence leave and the date which she wishes to return to work after birth.

9. Leaves terminating subsequent to the school year. Any tenured administrator seeking a leave of absence for pregnancy and wishing to return to employment subsequent to the school year in which she commences her leave shall apply for said leave at any time prior to birth. At the time of application, the administrator shall specify the date on which she wishes to commence leave and the fact that she wishes that leave to extend beyond the school year in which that leave commences. The maternity leave of absence shall be without pay. The administrator may return to employment at the beginning of any of the three school years following the school year in which her leave commences. The expiration of all maternity leaves of absence shall coincide with the beginning of the school year and the administrator shall give the Board written notice of her intention to return by April 1, or no less than four months prior to the beginning of a school year in which she wishes to return.
10. a. Leaves of absence of any non-tenured administrator shall not extend beyond the end of the contract school year in which that leave is obtained.
- b. Maternity leave time shall not be credited toward salary or inservice increments nor shall the time involved in such pregnancy leaves be counted toward the fulfillment of the time requirements for acquiring tenure.
- c. Prior to return to active employment from maternity leave, the administrator shall produce a certificate from her physician stating that she is physically capable of resuming her duties, provided that if the Board's physician is in disagreement, that conflict of medical opinion shall be resolved in the same manner as is set out in paragraph 7.b.3).

B. Temporary Leaves of Absence

All full-time administrators shall be entitled to the following leaves of absence with pay during each school year.

1. Jury Duty

In case of required jury duty an administrator shall be allowed time off for jury service. He shall be paid the difference between his regular pay and jury pay. He shall make every attempt to use educational exemption.

2. Legal

In case of required appearance in a court of law in any matter arising out of the administrator's performance of his/her professional duties, an administrator shall be granted time off without reduction in pay for such appearance.

3. Professional Conferences

Each administrator shall be entitled to a maximum of two (2) professional conferences or conventions per year without a reduction in pay. Expenses

incurred by members as a result of their attendance and participation in these conferences or conventions shall be at the discretion of the Board of Education.

4. Good Cause

Other leaves of absences without pay may be granted by the Board for good reason.

C. Return From Extended Leave

1. Salary

Upon return from extended leave granted by the Board, an administrator will not be credited toward new salary increments or in-service benefits.

2. Benefits

All benefits to which an administrator was entitled at the time his leave of absence commenced, including unused accumulated sick leave, shall be restored to him upon return, and he will be assigned to the same position which he held at the time said leave commenced, if available or, if not, to a substantially equivalent position.

3. Extensions and Renewals

All extensions or renewals of leaves, if granted, shall be applied for and granted in writing.

ARTICLE 9

WORK YEAR, WORK DAY, NON-WORK DAYS AND RETIREMENT

A. Work Year

1. The work year for all administrators and supervisors covered by this Agreement shall be two hundred and thirteen (213) work days.
2. Each member shall submit his/her work calendar to the Superintendent of Schools prior to the contract year (July 1). The Superintendent shall monitor the schedule of each administrator to insure the normal operation of the schools. Any changes to the work year calendar must be submitted to the Superintendent no less than seven (7) days in advance of any planned date change.

B. Work Day

Each administrator shall work in accordance with established district practices. Administrators are expected to participate in other activities related to their employment in the district beyond what is considered the normal work day.

C. Non-Work Days

1. All week days in the year in excess of the 213 days each member is required to work, will be time off in the form of holidays, school recesses and non-work days.
2. In the development of a work schedule, members of the unit may schedule seven (7) non-work days, but no more than five (5) consecutive non-work days during the academic year. In addition, no more than two (2) non-work days shall be scheduled to extend school holidays and recess periods during the academic year. All non-work days must receive prior approval by the superintendent or his designee.

D. Retirement Benefits

A retirement leave policy based upon retirement consideration shall be effected for the Point Pleasant Administrators' Association which will provide upon retirement, pay granted at the rate of .0025 x step 1 MA - Teachers' Guide per day for accumulated unused sick leave with the total cost per person not to exceed 50% of the final year's salary payable upon retirement. This shall be interpreted to mean all district earned sick days that have been accumulated in the past and up to and including the current contractual school year. In order to be eligible for any payment of sick leave, the employee must have fifty (50) days of accumulated sick leave earned in the district at the time of retirement. If the threshold is met, the employee shall be paid for those fifty (50) days under the agreed payment schedule. Days for long term illness for more than twenty (20) consecutive days will not affect the threshold of fifty (50) days. An administrator must provide sixty days notice for retirement or other termination of employment. In the case of retirement, failure to do so will result in forfeiting benefits until the following school year. In the event of the death of an administrator, the monies due to him/her for accumulated unused sick leave shall be paid to his/her estate by the Board of Education. Any new staff member to the district covered by the Agreement hired after July 1, 1999, maximum compensation will be \$15,000.00.

ARTICLE 10

ADMINISTRATIVE VACANCIES

A. Notice

A notice of vacancy in an administrative position shall be sent to the Association five (5) days before the final date when applications must be submitted. The notice of vacancy shall set forth the position, its general qualifications and main duties.

B. Timing for Decision

The candidates will be notified in writing when the position has been filled.

ARTICLE 11
SCHOOL CALENDAR

Representatives of this association shall participate in the formation of the school calendar prior to being adopted by the Board of Education.

ARTICLE 12
TRANSFER OF PERSONNEL

A. Voluntary Transfer

A request may be granted if:

1. A vacancy exists.
2. The qualifications of the administrator involved meet the requirements of the available position in terms of professional preparation, experience, and certification.

B. Procedure for Processing Transfer Requests

1. The request for transfer shall be submitted to the Superintendent.
2. The Superintendent shall acknowledge receipt of the request and schedule an interview with the transfer candidate as soon as possible.
3. The Superintendent shall inform the transfer candidate of the status of the request in writing within sixty (60) days.

C. Implementation

1. To implement the foregoing, known vacancies will be advertised within five (5) days from the date they become official.
2. Administrators currently employed, who apply for posted vacancies, shall be provided an interview. Both parties recognize that it is the prerogative of the Board, and the Board decision is final.

ARTICLE 13

PROFESSIONAL DEVELOPMENT

A. Professional Dues

The Board of Education shall pay the State dues for the New Jersey Principals and Supervisors Association for each unit member.

B. Reimbursement of Tuition

1. Reimbursement

The Board of Education shall reimburse members of the Association for all tuition costs for approved college and university courses, successfully completed at the approved teacher rate of time of course.

2. Number of Credits

No more than six (6) credits of reimbursement shall be taken in any one semester.

3. Proof of Taking Courses

The district shall request a transcript of course grades and a bursar's receipt (or a cancelled check or other verified receipt) from the university as demonstration of successful completion and assurance of payment by the administrator.

4. Approval for Courses

Courses must be approved by the Superintendent prior to registration within five (5) days after the request.

5. Time Limit for Reimbursement

Payment will be made upon re-employment the following school year.

ARTICLE 14

DEDUCTIONS FROM SALARY

A. Association Payroll Dues Deduction

1. The Board agrees to deduct from the salaries of its administrators dues for any one or combination of associations as said administrators individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969 (NJSA 52:14-159e) and under rules established by the State Department of Education. The person designated shall distribute such monies to the appropriate association or associations.

2. Each of the associations shall certify to the Board in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

B. Local, State and National Services

The Board agrees to deduct from administrators' salaries money for local, state and/or national association services and program as said administrators individually and voluntarily authorize the Board to deduct and to transmit monies promptly to such associations. Any administrator may have such deductions discontinued at any time upon sixty (60) days' written notice to the Board and appropriate association.

C. Tax Sheltered Annuity

Any employee may authorize the Board to make deductions for the purpose of tax sheltered annuities pursuant to the provisions of R.S. 18A:66-127, et seq., and the terms of a group contract approved by the Board.

ARTICLE 15

MISCELLANEOUS PROVISIONS

A. Personnel Selection Process

Administrative

At the discretion of the Superintendent, the Association will assist in recruitment and recommendation of administrative personnel.

B. Participation in Administrative Policy Making

A representative of the Association, whenever possible, will be consulted and given an opportunity to participate in the development of all administrative policies and procedures at the Superintendent's level.

C. Use of Automobiles

All members of the Association shall be reimbursed at the approved Board rate per mile for use of their own automobile in the performance of their duties.

D. Job Description

Each administrator shall have a detailed job description. Such descriptions shall be written jointly by the administrator and Superintendent and then sent to the Board of Education for approval. A copy of each job description will be given to the Association. The job description is a guideline used in the evaluative process of the administrator and is not an instrument used in limiting the functions.

- E. The costs involved in the preparation and printing of this agreement between the Point Pleasant Borough Administrator's Association and the Point Pleasant Borough Board of Education shall be shared equally by both parties.

ARTICLE 16

INSURANCE PROTECTION

- A. The insurances in effect for employees shall be the plans covering teachers during the term of this agreement.
- B. Upon retirement administrators and supervisors leaving the Point Pleasant School District would receive the option of remaining in the medical group under contract with the Board of Education, but the individual must assume total payment of the group insurance.
- C. Upon the death of an active or retired administrator, the surviving spouse may elect to remain in the plan but must assume the total payment.

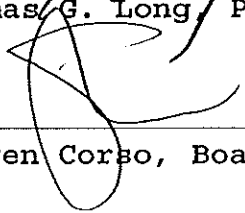
ARTICLE 17

DURATION OF AGREEMENT

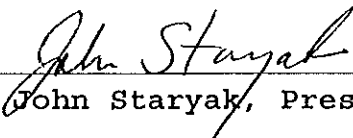
- A. This Agreement shall be effective as of July 1, 2005 and shall continue in effect until June 30, 2008, subject to the parties' right to negotiate over a successor Agreement as provided in Article 2.
- B. IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its president and secretary, and the Board has caused this Agreement to be signed by its president and attested by the Board Secretary and the Board has placed its corporate seal hereon to take effect on the day and year first written above.

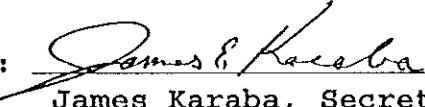
POINT PLEASANT BOARD OF EDUCATION

By: 
Thomas G. Long, President

By: 
Steven Corbo, Board Secretary

POINT PLEASANT ADMINISTRATORS' ASSOCIATION

By: 
John Staryak, President

By: 
James Karaba, Secretary

SALARY

July 1, 2005	\$5,000 per unit member as shown in Appendix A
July 1, 2006	\$5,000 per unit member as shown in Appendix A
July 1, 2007	\$5,000 per unit member as shown in Appendix A

Any new member to the Association, initial salary will be negotiated between the individual and the Board of Education. For the remainder of the contract, new employees not listed in Appendix A will receive a 4.9% salary increase or to a maximum of \$5,000.00.

NOTES:

Effective July 1, 1998, there shall be an annual stipend of \$725 for attainment of thirty graduate credits in education. Effective July 1, 1999, there shall be an annual stipend of \$1,000 for a Doctoral degree.