

AGREEMENT  
BETWEEN THE  
NORTH HUNTERDON-VOORHEES REGIONAL  
HIGH SCHOOL DISTRICT  
ADMINISTRATORS' ASSOCIATION  
AND THE  
NORTH HUNTERDON-VOORHEES REGIONAL  
HIGH SCHOOL DISTRICT  
BOARD OF EDUCATION

July 1, 1994 - June 30, 1997

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>Page</u>
I	RECOGNITION-----	1
II	NEGOTIATION PROCEDURE-----	2
III	GRIEVANCE PROCEDURE-----	3
IV	ADMINISTRATOR RIGHTS-----	7
V	ASSOCIATION RIGHTS AND PRIVILEGES-----	8
VI	MANAGEMENT RIGHTS CLAUSE-----	10
VII	LOAD AND HOURS-----	11
VIII	EVALUATION-----	12
IX	LEAVES OF ABSENCE-----	14
X	SABBATICAL LEAVE-----	17
XI	WORK YEAR-----	20
XII	ADMINISTRATIVE VACANCIES-----	21
XIII	SCHOOL CALENDAR-----	22
XIV	TRANSFER OF PERSONNEL-----	23
XV	PROFESSIONAL DEVELOPMENT-----	24
XVI	INSURANCE PROTECTION-----	25
XVII	LEGAL ASSISTANCE-----	27
XVIII	DEDUCTIONS FROM SALARY-----	28
XIX	MISCELLANEOUS PROVISIONS AND BENEFITS-----	29
XX	SALARY GUIDE-----	31
XXI	PRINCIPAL INCENTIVE PLAN-----	35
XXII	DURATION OF AGREEMENT-----	36

ARTICLE I  
RECOGNITION

A. Unit Membership

In accordance with Chapter 123, Public Laws of 1974, the Board hereby recognizes the Administrators' Association, affiliated with the New Jersey Association of Secondary School Principals and Supervisors, as the exclusive and sole representative for the collective negotiation concerning the terms and conditions of employment for Assistant Superintendent for Supportive Services, Administrative Assistant to the Superintendent, Principals, Assistant Principals, Directors of Athletics and Coordinators of Special Services under contract or on authorized leave. All other personnel are excluded.

B. Definition

1. "Board" shall herein refer to the North Hunterdon-Voorhees Regional High School District Board of Education.

2. "Association" shall herein refer to the North Hunterdon-Voorhees Regional High School District Administrators' Association.

3. "Administrator" shall herein refer to members of the bargaining unit as defined in Article I, Section A above.

4. "Full Time," for the purpose of benefits only, shall be an assignment of at least sixty (60%) percent of the normal work load and salary for members of the bargaining unit as defined in Article I, A. above. Employees working less than one hundred (100%) percent of the normal work load shall have their pay appropriately pro-rated.

ARTICLE II  
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. Negotiations shall begin in accordance with PERC rules during the calendar year preceding the calendar year in which this agreement expires.

B. Negotiating Team Authority

Neither party in 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, consider proposals, and make counterproposals in the course of negotiations subject to ratification by the Board and the Association in order to enter binding agreements.

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 III  
GRIEVANCE PROCEDURE

A. Definitions

The term "grievance" means a complaint or claim that there has been a loss, injury, or inconvenience as the result of an improper application, interpretation or violation of any term or provision of this contract affecting a member or group of members.

B. Procedure

1. Filing a Grievance

A grievance may be filed by an individual member, a group of members, or by the Association, as the representative of a group or class whose individual signatures shall not be necessary. Any grievance must be lodged at the proper initiating level within thirty (30) working days from the allegedly improper application, interpretation, or violation.

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 aggrieved to proceed to the next step. 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. However, if the grievant is the Association, the initial discussion

shall be at the level of the Board of Education; and, in such event, if the problem is not resolved to the satisfaction of the Association within ten (10) working days after the conclusion of the discussion, the procedures prescribed in the subsections of this section B shall become applicable.

4. Level One - Immediate Superior

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

- a. the nature of the grievance, including the specific section of the contract involved;
- b. the nature and extent of the injury, loss or inconvenience;
- c. the result of the previous discussion;
- d. the dissatisfaction with decisions previously rendered;
- e. the relief sought.

The immediate superior shall communicate a decision to the grievant(s) in writing within three (3) working days of the receipt of the written grievance.

5. Level Two - Superintendent of Schools

The grievant, no later than five (5) working 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 the 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) working days. The Superintendent shall communicate a decision in writing to the grievant and the immediate superior.

6. Level Three - Board of Education

If the grievance is not resolved to the grievant's satisfaction, no later than five (5) working days after the receipt of the Superintendent's decision, the grievant may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent, who shall attach all related papers and forward the request to the Board of Education. The Board, or a Committee thereof, shall review the grievance and shall at the option of the Board, hold a hearing with the grievant and render a decision in writing within thirty-five (35) calendar days of receipt of the grievance by the Board.

7. Level Four - Arbitration

If the decision of the Board does not resolve the grievance to the satisfaction of the grievant and the Association chooses to proceed, notice of intention to proceed to arbitration shall be given to the Board by the Association through the Superintendent within ten (10) working days after the receipt of the decision which is being appealed.

The grievance shall then be subject to arbitration initiated and conducted under the rules of the American Arbitration Association.

The Arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. 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. Only the Board, the aggrieved, and appropriate officials of the Association shall be given copies of the Arbitrator's Opinion and Award. This shall be accomplished within thirty (30) calendar days of the completion of the Arbitrator's hearings.

8. Right to Representation

Rights of Administrators to representation shall be as follows:

Grievants may be represented at all stages of the grievance by their representative(s) and/or an attorney selected and approved by the Association.

When a grievant is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance to the Superintendent or any level, be notified that the grievance is in process, and have the right to be present and present its position in writing at all hearing sessions held concerning the grievance, and shall receive a copy of all decisions rendered.

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

9. 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.

10. Meetings and Hearings

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

C. Costs

Each party will bear the total cost incurred by themselves.

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



ARTICLE IV  
ADMINISTRATOR RIGHTS

A. Rights and Protection in Representation

Administrators shall enjoy all rights as provided in Chapter 123, P.L. 1974.

B. Just Cause Provision

No Administrator shall be disciplined, reduced in rank or compensation, or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure.

C. Required Meetings or Hearings

Whenever Administrators are required to appear before the Board, Superintendent, or any committee or member thereof concerning any matter that could result in the termination of employment of that Administrator, they shall be given prior notice (which will be in written form) of the reasons for such meetings or interview and shall be entitled to have (a) representative(s) of the Association and/or attorney present to advise them and represent them during such meeting or interview. Any suspension shall be with pay until formal determination by the Board of Education.

D. Reprimand

The Board and the Association agree that as a matter of practice, any reprimand of an Administrator with respect to the performance of employment shall be made in confidence and not in public. The Board retains the right to question an Administrator in public in regard to any statement made in public. The Administrator has the right not to comment or to request a private session at that time. The Board shall honor such request or cease further discussion on that issue.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

The Board agrees to furnish to the Association in response to reasonable requests from time to time all available public information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certified personnel, agendas, and minutes of all Board meetings, census data, and such other information that shall assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of the Administrators, together with information which may be necessary for the Association to process any grievance or complaint.

B. 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 their duties and/or normal school operations.

C. Use of School Equipment

The Association shall have the right to use school facilities and equipment, including typewriter, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. Use of secretarial personnel for Association business on school time is not authorized.

D. 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, as defined in the unit, and to no other organization.

E. Released Time for Meetings

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

ARTICLE VI

MANAGEMENT RIGHTS CLAUSE

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this agreement, in accordance with applicable laws and regulations (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or for other legitimate reasons; (d) to maintain efficiency of the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted; (f) to take whatever action may be necessary to carry out the mission of the school district in situations of emergency; and (g) to establish and approve curriculum and to expect administrators to follow the approved curriculum.

ARTICLE VII  
LOAD AND HOURS

A. Administrators shall not be required to clock-in and clock-out, but may be expected to devote the time necessary to fulfill their responsibilities.

ARTICLE VIII

EVALUATION

A. Right to Full Knowledge

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

B. Procedures

The Board, in consultation with Administrators, will adopt policies and procedures for evaluating tenured and non-tenured Administrators.

C. Evaluation Procedures

1. Copies of Reports

Each Administrator shall sign all copies of each evaluation which shall be in writing, attesting to the fact that the contents of the evaluation are known to him. No evaluation may become part of an Administrator's personnel file without the Administrator's signature. Further, the Administrator shall receive a copy of each evaluation. Any material that the employee sees and refuses to sign, may be signed by the President of NHVRHSDAA to indicate the material had been read to the Administrator in question.

2. Rights 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 respond to the evaluation.

3. Notice of Contract Renewal

Each non-tenured Administrator shall receive written notice prior to April 30 of each year, whether or not the Superintendent intends to recommend a renewal of contract for the ensuing year.

ARTICLE IX  
LEAVES OF ABSENCE

A. Sick Leave

Accumulative

All full time Administrators shall be entitled to twelve (12) days sick leave per year. Unused days of sick leave shall be accumulated from year to year.

B. Jury Duty

In case of required jury duty an Administrator shall be allowed time off for jury service with regular pay provided the administrator endorses the check for jury duty to the school district.

C. Extended Leaves of Absence

1. Maternity/Paternity

(a) Natural Birth

The Board shall grant maternity/paternity leave without pay to any tenured Administrator upon request subject to the following stipulations and limitations:

(1) Maternity leave shall commence and shall terminate (up to one (1) year later) on the date requested by the employee, subject to Board approval.

(b) Adoption

Any Administrator adopting an infant child shall receive leave in accordance with item 1(a) of this Article, which shall commence upon receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption.



2. Good Cause

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

3. Return from Leave

All benefits to which Administrators were entitled at the time of their leave of absence, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to them upon return, and they shall be assigned to the same positions held at the time said Board approved leave commenced if the leave is for twelve (12) months or less. For a Board approved leave in excess of (12) months the Administrator may be assigned to a substantially equivalent position upon return from leave within this approved leave period.

4. Extension and Renewals

All extensions or renewals of leaves shall be applied for 60 days in advance and responded to in writing.

D. Personal Leave

Full-time administrators shall be granted three (3) days of absence without reason for personal business without loss of pay. Unless an emergency arises, two (2) days notice in advance must be given to the immediate supervisor who will notify the Superintendent. No personal days are permitted immediately before or after a holiday nor are they accumulative. Additional personal leave days must be granted with the approval of the Superintendent. It is understood that the Superintendent's decision shall not be arbitrary or capricious.

E. Additional Emergency Days

Up to five (5) days at any time in the event of death of an employee's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, or

other member of the immediate household shall be granted. Additional emergency leave may be approved by the Superintendent.

F. Court Appearance

Time necessary for appearance in any legal proceedings connected with a person's employment or with the school system shall be granted if the employee is by law required to attend on behalf of the Board of Education.

ARTICLE X  
SABBATICAL LEAVE

A. Qualifications

1. Sabbatical leaves may be granted to administrators for Board approved study that advances candidates' professional qualifications and/or capability to contribute to the educational system, or other objective that the Board may deem appropriate.

2. The candidate will have completed at least seven (7) full school years of service in the district, the last three (3) of which must have been consecutive as an Administrator. No individual will be granted more than one (1) sabbatical leave within a fifteen (15) year period.

B. Number of Leaves

One leave per year will be granted to an Administrator who meets the qualifications.

C. Application Procedures

Requests for sabbatical leaves must be received by the Superintendent in approved written form no later than November 1 and action must be taken no later than February 15 of the school year prior to the school year for which the leave is requested. The request should outline in detail the administrator's proposed educational plan.

D. Salary and Benefits

An employee on leave shall be paid one-half (1/2) their salary for a full year leave or full salary for one-half (1/2) year leave.

From this compensation shall be made the regular deductions for TPAF and other deductions required by law or at the request of the administrator.

During a sabbatical leave year, Administrators shall accrue sick leave and personal days proportional to the portion of the school year actually worked, i.e., one semester sabbatical equals 1/2 sick and personal days accrued.

E. Criteria for Selection

Criteria for granting sabbatical leaves of absences shall be established by the Board of Education, following consultation with the Association.

F. Conditions: Grantees will agree in writing:

1. that they will not accept full time or part-time employment outside the district during the period of their leave, except where approved by the Superintendent;

2. that unless terminated, they will return to employment within the district for at least one year;

3. that they will, within three months of their return to normal duties, submit a written report to the Board of activities undertaken and accomplished during the leave; and

4. that in the event of termination of employment they will relinquish the leave on the date of termination.

Grantees further agree that if the above stipulations are not complied with and/or the purpose of the leave is not fulfilled they will repay all salary monies received during the leave.

G. Should the Board terminate the position of an employee on sabbatical, that employee shall not be required to pay salaried monies received up to the time of termination.

ARTICLE XI

WORK YEAR

A. Days Required

Administrators will not be required to work on days during the teacher work year when school is not in session.

B. Vacation

Twenty-two (22) days vacation will be granted each year according to a schedule mutually agreed upon by the administrator and immediate supervisor to insure that supervision of the building and other functions will be continuous. One (1) additional day will be given to administrators with 12 years of service in the district not to exceed a total of 23 vacation days. This additional day can only be taken during summer vacation. No more than twenty (20) work days of vacation may be taken at any one time without special permission of the Superintendent. Vacation may be taken at any time during the year with the approval of the Superintendent.

C. Banking

An administrator may bank up to fifteen (15) unused vacation days to be used at the administrator's discretion according to a schedule mutually agreed upon with the immediate supervisor.

D. Separation From Service

1. A member who dies before his contract period is completed shall have payment for his accrued, pro-rated vacation days given to his estate.
2. A member who resigns or retires during the contract year shall receive cash payment for his accrued, pro-rated vacation days.

ARTICLE XII  
ADMINISTRATIVE VACANCIES

A. Notice

A notice of vacancy in an administrative position shall be sent to each administrator and a copy shall be sent to the Association ten (10) working days before the final date when applications must be submitted. The notice of vacancy shall set forth for the the position its qualifications, duties, and the rate of compensation. Modified qualifications will require a new posting and a new 10 day application period.

B. Promotions

When a promotional vacancy is being filled all in-house qualified administrative applicants will be given an interview.

C. Promotions from Within

In filling promotional vacancies to open positions, the Board shall consider the professional qualifications, background, attainments, and other relevant factors, for all applicants from within the district. Administrators currently employed will be given preference over candidates from outside the district when all other factors are equal. This filling of a vacancy is the prerogative of the Board, and the decision of the Board with respect to such matters shall be final.

ARTICLE XIII

SCHOOL CALENDAR

Representatives of this Association shall be afforded the opportunity to submit recommendations on the formation of the school calendar prior to its being adopted by the Board of Education. Decisions of the Board shall be final and binding.



ARTICLE XIV  
TRANSFER OF PERSONNEL

A. A request for transfer shall be submitted to the Superintendent for endorsement.

B. The Superintendent shall acknowledge receipt of application and schedule an interview with the administrator making application.

C. The Superintendent shall inform the transfer candidate of the final decision in writing within sixty (60) calendar days.

ARTICLE XV  
PROFESSIONAL DEVELOPMENT

A. Reimbursement of Tuition

1. Reimbursement

The Board of Education shall reimburse members of the Association for all tuition costs, not to exceed the tuition costs at Rutgers University, for approved graduate college and university courses directly related to the administrator's current area of professional responsibilities. Grade B or better, or "Pass" in a Pass/Fail course, is required for reimbursement. College and University courses must be from accredited institutions approved by the State of New Jersey. Exception to: 1.) Administrators matriculated in a degree program at a specific institution prior to July 1, 1994 and 2.) Administrator enrolled in individual courses at specific institutions prior to July 1, 1994.

2. Proof of Taking Course

Grade slips shall be considered as proof of having taken a course or courses.

3. Approval for Courses

Graduate courses must be approved by the Superintendent prior to registration. Administrators seeking reimbursement for undergraduate courses must present a rationale acceptable to the Superintendent.

4. Time Limit for Reimbursement

Reimbursement shall follow within sixty (60) days of submission of an itemized voucher with grade slips attached.

ARTICLE XVI  
INSURANCE PROTECTION

A. Full Health Care Coverage

The Board shall provide each full time employee defined in Article I with single or family plan medical insurance providing coverage similar to N.J. Blue Cross-Blue Shield with Rider J and including the 120-day program. The Board shall also provide for single or family major-medical coverage.

B. The particular plan and carrier shall be agreed upon in writing between the Board and the Association at least 90 days prior to the first effective date of the Agreement, and that agreement shall be attached hereto.

C. The Board will pay one hundred (100) percent of the cost of employee coverage and ninety (90) percent of the cost of dependent coverage. Employees may elect to waive dependent coverage.

D. The following provisions will be incorporated into the health insurance policy:

- Mandatory Second Surgical Opinion
- Hospital Pre-certification
- Increase in the major medical co-insurance factor from 80% of \$2000 to 80% of \$5000.

E. Dental Insurance

The Board shall provide each full-time Administrator with family dental insurance as described below:

Calendar Year Maximum	\$1,250.00
Deductible.	00.00
Payment Basis	UCR
Preventive Services Co Insurance	100%
Basic Services Co Insurance	100%
Major Services Co Insurance	50%
Orthodontic Benefit (50%) Lifetime Maximum	1000.00

The particular carrier shall be agreed upon in writing between the Board and the Association at least ninety (90) days prior to the first effective date of the Agreement, and that Agreement shall be attached hereto.

ARTICLE XVII  
LEGAL ASSISTANCE

The Board shall give full support as required by Title 18A, including legal and other assistance for Administrators while acting in the discharge of their duties.

ARTICLE XVIII  
DEDUCTIONS FROM SALARY

A. Association Payroll Dues Deduction

1. The Board agrees to deduct from the salaries of its Administrators dues for the New Jersey Association of Secondary Principals and Supervisors, and National Association of Secondary School Principals, 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 (N.J.S.A. 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. The Association shall certify to the Board in writing, the current rate of membership dues.

3. Any Administrator may have such deductions discontinued at any time upon sixty (60) days written notice to the Board and appropriate Association.

B. Tax Sheltered Annuity

An 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 XIX

MISCELLANEOUS PROVISIONS AND BENEFITS

A. Selection of Professional and Non-Professional Personnel

The Building Administrator shall recommend the appointment of all professional and non-professional personnel to his building. The Superintendent and Board shall have final authority in all personnel matters.

B. Use of Automobile

Administrators will be reimbursed monthly for the use of their automobile based on the rate established by the IRS. In no case will second trips from home be reimbursed.

C. Reimbursement of Unused Sick Days

Any employee who has worked at least twenty (20) full years in the North Hunterdon-Voorhees Regional High School District shall, upon retirement or resignation, be reimbursed for all accumulated but unused sick days. The rate of payment shall be one (1) day's pay for each two (2) unused sick days, calculated from the average salary paid during the final three (3) years of employment. The reimbursement shall be paid to the former employee or his designated beneficiary in five (5) equal installments payable on or about September 1 of each of the five (5) school years following his retirement or resignation.

D. Physical Exam

The Board of Education agrees to pay a maximum of \$950.00 over the life of this contract for annual administrative physicals.

In addition, each administrator during the life of this agreement shall be reimbursed for one medical stress test. Reimbursement shall be made upon presentation of an appropriate bill or receipt.

E. Disability/Income Protection

In lieu of establishing a sick bank, the Board of Education agrees to reimburse \$275.00 per annum to each administrator upon presentation of a bona fide income protection/disability policy made out in the name of the administrator and an appropriate bill or receipt for payment.

F. Professional Association Affiliation

The Board agrees to pay dues to one state and one national professional association for each administrator. The choice of organization shall be made by the administrator. Payment shall be made upon presentation of an approved bill made out in the name of the administrator.

G. Tenure

Any Administrator who either currently has tenure or earns tenure during the life of this contract shall receive \$2000 added to base pay each year.

H. Educational Stipends

An additional stipend, added to the yearly salary base shall accrue to each administrator who possesses the following:

Extra Stipends

Second Masters	\$ 500
Doctorate	1500



ARTICLE XX

Salary Guide

1994-95

<u>Step</u>	<u>PRINCIPAL</u>	<u>ASS'T. PRIN./AD/COORDINATOR</u>
1	\$82,500	\$67,550
2	83,150	68,150
3	85,000	70,650
4	86,900	73,650
5	90,650	75,550
6	92,650	77,550
7	93,500	79,600
8	95,250	81,600

Initial placement for new administrators on the above Salary Schedule will be determined by the Superintendent and approved by the Board of Education. Total previous experience will be evaluated for initial placement.

ARTICLE XX

Salary Guide

1995-96

<u>Step</u>	<u>PRINCIPAL</u>	<u>ASS'T. PRIN./AD/COORDINATOR</u>
1	\$85,000	\$69,000
2	86,000	70,800
3	87,000	71,450
4	88,500	74,300
5	90,000	77,500
6	93,800	79,500
7	95,000	81,400
8	97,950	83,900

Initial placement for new administrators on the above Salary Schedule will be determined by the Superintendent and approved by the Board of Education. Total previous experience will be evaluated for initial placement.

ARTICLE XX

Salary Guide

1996-97

<u>Step</u>	<u>PRINCIPAL</u>	<u>ASS'T. PRIN./AD/COORDINATOR</u>
1	\$86,900	\$71,500
2	87,500	73,500
3	89,000	74,000
4	91,350	75,300
5	93,000	78,350
6	95,950	81,650
7	97,500	84,000
8	100,450	86,100

Initial placement for new administrators on the above Salary Schedule will be determined by the Superintendent and approved by the Board of Education. Total previous experience will be evaluated for initial placement.

APPENDIX A TO

ARTICLE XX

Administrators not at maximum (Step 8) will advance one step on the salary guide each year unless

1.) employment provisions as contained within this contract are not met by the administrator or 2.) the Board takes appropriate action withholding an increment.

At the end of the 1996-97 school year Step #1 of the salary guide will be eliminated and a seven step guide will remain.

ARTICLE XXI  
PRINCIPAL INCENTIVE PLAN

As part of the compensation package, the Board and the Association agree to implement, with a maximum of \$3000 each, an incentive plan for Principals. The Board has also agreed to implement, with a maximum of \$1500 each, an incentive plan for Assistant Principals, Athletic Directors and Coordinators. Following consultation with each Principal, the Superintendent shall determine those Form A objectives applicable to the incentive plan. The Superintendent alone shall determine the degree to which each objective has been satisfactorily completed by the Principals and shall, for Assistant Principals, Athletic Directors, and Coordinators, determine degree of completion after consultation with the Principal. After determining the degree of completion of all objectives, the Superintendent shall order payment based upon the degree of completion of applicable objectives.

ARTICLE XXII  
DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 1994, and shall continue in effect until June 30, 1997, subject to the Association's right to negotiate over a successor agreement as provided in Article II. This agreement shall not be extended orally and it is understood that it shall expire on the date indicated.

IN WITNESS THEREOF, the parties hereto have caused this agreement to be signed by their respective Secretaries, all on the day and year first above written.

NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT ADMINISTRATORS' ASSOCIATION

by: \_\_\_\_\_ Date \_\_\_\_\_  
                    President

Attest: \_\_\_\_\_  
                    Secretary

NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT BOARD OF EDUCATION

by: \_\_\_\_\_ Date \_\_\_\_\_  
                    President

Attest: \_\_\_\_\_  
                    Secretary