

AGREEMENT

between

READINGTON TOWNSHIP BOARD OF EDUCATION

and

READINGTON TOWNSHIP ADMINISTRATORS' ASSOCIATION

JULY 1, 2014 through JUNE 30, 2017

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PREAMBLE

This agreement is entered into this first day of July, 2014, 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, 2014, and ending June 30, 2017.

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

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

- 1 and, after ratification by the Board and the Association, be signed by the Board and
2 the Association.
- 3 B. During negotiations, the Board and the Association shall present relevant data,
4 discuss issues, exchange points of view, and make proposals and counter proposals.
5 The Board shall provide for inspection, upon reasonable request, such pertinent
6 information regarding terms and conditions of employment and benefits as is in the
7 public domain.
- 8 C. Neither party in any negotiation shall have any control over the selection of the
9 negotiating representatives of the other party.
- 10 D. This Agreement incorporates the entire understanding of the parties on all matters
11 which were or could have been the subject of negotiation. During the term of this
12 Agreement, neither party shall be required to negotiate with respect to any such
13 matter, whether or not covered by this Agreement, and whether or not within the
14 knowledge or contemplation of either or both of the parties at the time they negotiated
15 or executed this Agreement.
- 16 E. The Board agrees not to negotiate concerning said administrators in the negotiating
17 unit as defined in Article I of this Agreement with any organization other than the
18 Association for the duration of this Agreement, unless the legally designated
19 negotiations representative has been changed.
- 20 F. This Agreement shall not be modified in whole or in part by the parties except by an
21 instrument in writing duly executed by both parties.

ARTICLE III
GRIEVANCE PROCEDURE

A. Purpose.

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to grievances which may arise affecting the terms and conditions of this Agreement, and to resolve such grievances as quickly as possible so as to assure efficiency and administrator morale. The parties agree that this procedure will be kept as informal as may be appropriate.
2. Nothing contained herein shall be construed as limiting the right of any administrator having a grievance to discuss the matter informally with any appropriate member of the Administration and having the grievance adjusted without intervention of the Association.

B. Definition.

1. The term "grievance" shall refer to an allegation by an administrator, with representation, that there has been a misinterpretation, violation, or misapplication of Board policy, this Agreement, or an administrative decision.
2. An "aggrieved person" is the person or persons making the claim that a grievance has occurred relating to his/her terms and conditions of employment as set forth in this Agreement. The term "grievance" and the procedure relative thereto, shall not be deemed applicable if either the alleged misinterpretation, violation, or misapplication of this Agreement, or the redress sought concerns:
 - a. The failure or refusal of the Board to renew the contract of a non-tenured administrator or to exercise the severance provision of any individual employment contract;

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

10 3. Procedure for Invoking Arbitration.

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

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

18 c. The costs for the services of the arbitrator, including per diem expenses,
19 if any, and actual and necessary travel, subsistence expenses, and the
20 costs of the hearing room, if any, shall be borne by the party who loses
21 the grievance. Any other expenses incurred shall be paid by the party
22 incurring same.

1 D. Rights of Employees to Representation.

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

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

9 E. Miscellaneous.

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

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

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

1
2 **ARTICLE IV**
RESPONSIBILITIES

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

7 **ARTICLE V**
8 **ADMINISTRATOR EMPLOYMENT**

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

11 **ARTICLE VI**
12 **RIGHTS**

- 13 A. The Board and the Association agree that the private and personal life of an
14 administrator is within the appropriate concern and attention of the Board only when
15 it interferes with the administrator's responsibilities to and relationship with the
16 students and/or the school system.
- 17 B. Any tenured administrator not residing in the Readington Township School District
18 may request that any of his/her children be admitted as a student into the Readington
19 Township Schools.
- 20 1. The Board and the Superintendent shall decide whether there is appropriate
21 space and school available for the child.
 - 22 2. The Board shall decide what the tuition rate shall be for the child.
 - 23 3. The tenured administrator shall accept whatever grade placement the district
24 administrators feel is appropriate for the child.

1 4. The tenured administrator shall accept whatever classroom teacher(s) the child
2 is assigned to by the district administrators.

3 C. The Board and the Association agree that there shall be no discrimination in the hiring,
4 training, assignment, promotion, transfer, or discipline of members or in the application
5 or administration of this agreement on the basis of race, color, creed, religion, national
6 origin, sex, age, domicile, physical handicap or marital status. Any alleged violation
7 shall be brought to the appropriate agency (state or federal) for review.

8 D. If any provision of this Agreement or any application of this Agreement to any
9 administrator or group of administrators is held to be contrary to law, then such
10 provision or application shall not be deemed valid and subsisting, except to the extent
11 permitted by law, but all other provisions or applications shall continue in full force and
12 effect.

13 E. Nothing contained herein shall be construed to deny or restrict the Board of its rights,
14 responsibilities and authority under N.J.S.A. 18A, School Laws of New Jersey, or any
15 other national, state, county, district, or local laws or regulations as they pertain to
16 education.

17 F. The Board, on its own behalf, on behalf of the citizens of the Township of Readington,
18 New Jersey, subject to the limitations of this Agreement, hereby retains and reserves
19 unto itself all powers, rights, authorities, duties and responsibilities conferred upon and
20 vested in it by the laws and the Constitution of State of New Jersey and of the United
21 States of America:

22 1. to approve what is considered to be the school program or curriculum;

23 2. to introduce or modify co-curricular activities or other special school programs;

- 1 3. to approve textbooks;
- 2 4. to approve the types and amounts of instructional materials and equipment to
- 3 be available;
- 4 5. to set policy for grade placement, promotion, and retention of pupils;
- 5 6. to apply for and use federal or state funds;
- 6 7. to approve the number, type, assignments, and qualifications of personnel;
- 7 8. to approve personnel evaluation report formats, procedures for staff
- 8 evaluations, and uses of evaluations.

9 **ARTICLE VII**
10 **SALARY/PERFORMANCE COMPENSATION**

- 11 A. Salary Compensation: (See Salary Compensation - Distribution Grid in Appendix A.)
- 12 B. Administrators shall receive such salaries for their first year of employment as may be
- 13 negotiated between the individual and the Board. For any year subsequent to the
- 14 initial year of hire, salary increases shall be based on the salary distribution grid as
- 15 defined in Appendix A of this Agreement.
- 16 C. Upon the granting of tenure, an administrator shall receive a one-time only payment
- 17 of \$1000, which is not to be included in the administrator's base salary for future salary
- 18 calculations. This stipend will be considered during the administrator's pension
- 19 calculation if allowed by the TPAF.
- 20 D. In the event that an administrator is required or expected to attend an evening
- 21 meeting, he/she shall be reimbursed for dinner expenses in accordance with the
- 22 applicable regulations.
- 23 E. Upon the receipt of an earned doctorate from an accredited university, an
- 24 administrator shall receive an annual five hundred dollar (\$500) stipend which is not

1 to be included in the administrator's base salary for future salary calculations. The
2 stipend will be considered during the administrator's pension calculation, if allowed by
3 the TPAF.

4 **ARTICLE VIII**
5 **WORK YEAR**

6 **Vacations.**

- 7 A. Each administrator will work a 12-month year and shall be granted 22 vacation days
8 annually at a time approved by the immediate supervisor (if appropriate) and the
9 Superintendent. Each administrator will earn 1.8 days per month.
- 10 B. Vacation can be taken at any time during the contract year with the approval of the
11 Superintendent.
- 12 C. If, at separation of employment, an administrator has exceeded the number of earned
13 vacation days, he/she shall compensate the Board for all unearned vacation days at
14 a per diem rate of 1/260 of the administrator's current salary.
- 15 D. The administrator shall attempt to schedule his/her vacation days so as to minimize
16 interference with his/her primary responsibilities.
- 17 E. Administrators may accumulate unused vacation days from one year to the next. The
18 total number of accumulated days may not exceed ten (10) as of August 31 of any
19 contract year. If on July 1 of any year, the total number of accumulated vacation days
20 exceeds 10, excess days must be used prior to August 31.
- 21 F. Upon separation of employment from the district, an administrator or his/her estate
22 shall be compensated for cumulative earned vacation days to a maximum of ten (10)
23 cumulative prior earned vacation days, in addition to a maximum of twenty-two (22)

1 vacation days the administrator is eligible to accrue during his or her current year of
2 employment, at a per diem rate of 1/260th of his/her current salary.

- 3 G. The administrator shall complete and forward to the Superintendent all required
4 documentation for vacation day requests in accordance with Board policy. The Board
5 Secretary shall be responsible for maintaining the records of the administrator's
6 earned and accrued vacation days.

7 Holidays.

- 8 A. Each full-time administrator shall receive eleven (11) paid holidays. If not taken in
9 accordance with the district's scheduled holidays, each administrator shall be entitled
10 to the equivalent number of days as "floating holidays" in lieu of any financial
11 remuneration.
- 12 B. Requests for floating holidays shall be made in accordance with procedures for regular
13 vacation day requests.
- 14 C. All requests shall be reviewed by the Superintendent and granted in accordance with
15 the best interests of the District's operation in mind.
- 16 D. Floating holidays must be taken within the contract year, July 1 to June 30.
- 17 E. A list describing the paid holidays will be distributed to the administrators by the
18 Superintendent before each contract year.
- 19 F. Administrators shall receive Winter Recess as defined by the Readington Township
20 School District's school calendar.
- 21 G. If the district's schools are closed for reasons of safety, such as weather conditions,
22 then the district's schools are closed for administrators.

1 H. The Board of Education acknowledges and supports efforts by the Superintendent of
2 Schools to develop innovative nontraditional scheduling accommodations which do
3 not interfere with the orderly operation of the school district. Neither the creation nor
4 implementation of any such schedules shall be subject to the Grievance Procedure
5 contained within this Agreement and shall be subject to the discretion of the
6 Superintendent.

7 **ARTICLE IX**
8 **LEAVES OF ABSENCE**

9 A. Sick Leave.

10 Each administrator shall be entitled to one sick day per month. Sick days can be taken
11 each contract year as of the first official day of said contract year, whether or not
12 he/she reports for duty on that day. Unused sick leave days shall be accumulated
13 from year to year with no maximum limit. The Board Secretary shall be responsible
14 for maintaining the records of the administrator's earned and accrued sick days.

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

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

18 *Effective July 1, 2007 and thereafter:*

19 1-100 days: per diem rate of \$75

20 3. The maximum lump sum payable to any administrator upon his/her retirement
21 or death is \$7,500.

22 B. Short-Term Leave.

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

- 1 1. Emergency leave, up to a maximum of four (4) work days per contract year,
2 because of serious illness or accident in the immediate family.
- 3 2. Bereavement leave, up to a maximum of five (5) work days per death per
4 contract year, if necessary, because of a death in the immediate family.
- 5 3. Immediate family is defined as the administrator's spouse/partner, child, legal
6 ward, foster child, step-child, grand-child, parent, step-parent, legal guardian,
7 sibling, son-in-law, daughter-in-law, mother-in-law, father-in-law, and other
8 relatives residing in the administrator's household.
- 9 4. Personal Leave.
 - 10 a. Each administrator shall be granted three (3) work days leave from
11 his/her duties for personal reasons for each contract year. The
12 administrator shall give notice to the Superintendent at least three (3)
13 work days before such leave is taken, except in the case of an
14 emergency. The administrator has only to say that he/she is going to
15 take such leave and state the specific day(s).
 - 16 b. Any personal day unused by the end of the school year shall be added
17 to the administrator's accumulated sick leave bank.

18 C. Extended Leave of Absence.

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

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

1 1. Child-Care Leave.

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

1 immediately preceding the July in which the leave is to commence. Only
2 one year of extended child-care leave shall be granted per eligible
3 tenured administrator in any three-year period who was actively
4 employed for the full three years.

5 2. Disability Leave.

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

11 D. Other Leave.

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

14 E. Leave Procedures.

15 1. All requests for initial leaves of absence and extensions or renewals of leaves
16 of absence shall be applied for in writing as soon as possible.

17 2. Upon recommendation of the Superintendent and approval of the Board,
18 additional leave may be granted.

19 **ARTICLE X**
20 **HEALTH INSURANCE**

21 A. The Board shall pay the premium cost for all employees and their dependents for
22 health benefits in accordance with the New Jersey School Employees Health Benefits
23 Plan. The Administrator shall pay the contribution required for his/her salary range,
24 but not less than 1.5 % of his/her base salary, as required by N.J.S.A. 18A:16-17, as

- 1 3. Informational meetings with other persons whose particular skills or
- 2 backgrounds would serve to improve the capacity of the administrator in
- 3 performing his/her professional responsibilities for the Board.
- 4 4. Visits to other institutions.
- 5 5. Other activities promoting the professional growth of the administrator.
- 6 B. Each administrator shall prepare a proposed annual Professional improvement Plan
- 7 (PIP). The PIP shall contain information on specific professional developmental
- 8 activities that the administrator feels will be beneficial to him/her in the performance
- 9 of his/her job. The PIP shall include a description of activities with estimates of the
- 10 time commitment required and the costs associated with the activities, including
- 11 registration, travel, lodging and food expenses. Each proposed PIP should be subject
- 12 to review, modification, and approval by the Superintendent. The Board shall permit
- 13 a reasonable amount of professional time for the administrator for such activities as
- 14 are approved in the PIP, subject to the following conditions:
- 15 1. Prior written notice to and approval by the Superintendent shall be required for
- 16 each activity.
- 17 2. Professional time shall not be taken to the extent it interferes with the
- 18 administrator's primary job-related responsibilities.
- 19 C. The Board agrees to reimburse the administrator for reasonable expenses incurred in
- 20 connection with professional activities contained within the PIP up to the budgeted
- 21 level. It shall be the administrator's responsibility to keep written records and receipts
- 22 of all expenditures and to keep all such expenditures within budgeted amounts.

- 1 D. New Jersey Expedited Certification for Educational Leadership ("NJ EXCEL"). An
2 administrator may obtain reimbursement of reasonable expenses associated with NJ
3 EXCEL. Eligibility for such reimbursement requires strict adherence to the PIP
4 procedure as outlined above. An administrator must express his or her intent to attend
5 NJ EXCEL in his or her PIP and obtain Superintendent approval before any request
6 for reimbursement of reasonable expenses associated with NJ EXCEL will be
7 considered. Any administrator receiving reimbursement from the Board under this
8 provision must serve a minimum of two (2) years in the District after completing NJ
9 EXCEL. In the event that the administrator fails to serve a minimum of two (2) years
10 in the District after completing NJ EXCEL, he/she shall be subject to repayment of
11 100% of the reimbursed expenses if he/she leaves the District in the first year following
12 reimbursement (pro-rated on a monthly basis) and 50% of the reimbursed expenses
13 if he/she leaves in the second year following reimbursement (pro-rated on a monthly
14 basis). Should it be necessary to initiate a lawsuit to recover any reimbursed
15 expenses under this Paragraph, the Board will also seek collection costs, including
16 attorneys' fees and costs of suit. This return of service obligation shall not apply in
17 cases of termination of employment by action of the Board, disability retirement with
18 the Teachers' Pension and Annuity Fund or death.
- 19 E. Professional time shall be considered working time, in that, no deduction from salary,
20 vacation time, or personal leave time shall be made for attendance or participation in
21 activities meeting the criteria above. No professional time may be taken, however, for
22 attendance or participation in activities for which the administrator is compensated by

1 an outside organization, unless approved in advance by and subject to such
2 conditions as the Board may set.

3 F. Tuition Reimbursement.

4 As part of its professional development program, the Board shall reimburse the
5 administrator for registration fees, tuition expenses, and textbooks for graduate school
6 course work as it directly relates to his/her employment and in accordance with
7 procedures outlined below. Eligibility to receive tuition reimbursement shall be
8 determined in accordance with N.J.S.A. 18A:6-8.5.

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

- 17 1. Prior to enrollment, all courses must be approved by the Superintendent.
- 18 2. The institution in which the administrator seeks enrollment shall be a duly
19 authorized institution of higher education as defined in N.J.S.A. 18A:3-15.3.
- 20 3. The course or degree must be related to the employee's current or future job
21 responsibilities.
- 22 4. Payment of per credit tuition costs will be up to the Rutgers rate for graduate-
23 level courses. (Other student fees are not included.)

- 1 5. Any reimbursement shall be contingent upon receipt of a grade of B or better.
- 2 6. The maximum number of credits eligible for reimbursement is twelve (12) per
- 3 contract year per administrator. Any credits in excess of 12 must be approved
- 4 by the Superintendent.
- 5 7. Administrators will be reimbursed for the cost of textbooks, to a maximum of
- 6 one hundred dollars (\$100) per approved course, upon submitting receipts.
- 7 8. The total cost to the Board for "tuition reimbursement" expenses as described
- 8 within the provisions described above shall not exceed \$25,000 in any contract
- 9 year, with a maximum reimbursement to any administrator of \$3,100.
- 10 9. An administrator who is enrolled in a doctorate program may be reimbursed up
- 11 to the Rutgers rate for courses taken within the doctorate program. (Other
- 12 student fees are not included.)
- 13 10. The administrator must have been employed by the Board for a minimum of
- 14 one (1) year prior to becoming eligible for tuition reimbursement, except when
- 15 an administrator, who is already enrolled and matriculated in a doctoral
- 16 program that otherwise, meets the requirements of this Article, commences
- 17 employment with the Board. This exception shall also apply to a teacher
- 18 currently employed by the Board who receives a promotional transfer to an
- 19 administrator position and who, at the time of the transfer, is already enrolled
- 20 and matriculated in a doctoral program that otherwise meets the requirements
- 21 of this Article.
- 22 11. Any administrator receiving tuition reimbursement from the Board must serve
- 23 a minimum of two (2) years in the District after completing his/her coursework.

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

12 G. New Jersey Leaders to Leaders State-Approved Comprehensive Mentoring and
13 Induction Program. The District is required to register all individuals for this Program
14 who are newly hired into positions that require principal certification (i.e. principal,
15 vice/assistant principal, director, assistant director). These individuals hold a
16 Certificate of Eligibility for Principal and must complete the State-required two-year
17 Residency for Standard Principal Certification. Such individuals must pay the
18 Registration Fee associated with completing the Program, which includes a two-year
19 administrative fee paid to the Foundation for Educational Administration and two
20 separate mentor stipends paid directly to the mentor. Upon completing the Program,
21 a new administrator must submit proof of registration, proof of completion, and proof
22 of payment to the Superintendent or his/her designee be eligible for reimbursement.
23 Once deemed eligible, the Board agrees to reimburse the cost of the Program to the

1 administrator up to a combined maximum of \$3,300. Any administrator receiving
2 reimbursement from the Board must serve a minimum of two (2) years in the District
3 after completing this Program. In the event that the administrator fails to serve a
4 minimum of two (2) years in the District after completing this Program, he/she shall be
5 subject to repayment of 100% of the reimbursed fees if he/she leaves the District in
6 the first year following reimbursement (pro-rated on a monthly basis) and 50% of the
7 reimbursed fees if he/she leaves in the second year following reimbursement (pro-
8 rated on a monthly basis). Should it be necessary to initiate a lawsuit to recover any
9 reimbursed tuition under this Paragraph, the Board will also seek collection costs,
10 including attorneys' fees and costs of suit. This return of service obligation shall not
11 apply in cases of termination of employment by action of the Board, disability
12 retirement with the Teachers' Pension and Annuity Fund or death.

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

16 **ARTICLE XII**
17 **PROFESSIONAL DUES**

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

23 B. Each administrator will forward to the Superintendent, for his/her approval, on or
24 before September 1 of each school year, a listing of organizations he/she wishes to