

AGREEMENT  
 between the  
EAST HANOVER BOARD OF EDUCATION  
EAST HANOVER, N.J.  
 and the  
EAST HANOVER SCHOOL ADMINISTRATORS ASSOCIATION  
  
JULY 1, 2013 - JUNE 30, 2016

Article	Title	Page
	Table of Contents	1
I	Recognition	2
II	Negotiation Procedure	2
III	Grievance Procedure	3-5
IV	Association Rights and Privileges	5
V	Board Rights	5-6
VI	Work Hours	6-7
VII	Salaries	7
VIII	Insurance	7-8
IX	Sick Leave	8-9
X	Temporary Leaves	9-10
XI	Vacations	11
XII	Promotions and Vacancies	12
XIII	Administrator Evaluation	12
XIV	Professional Development	12-13
XV	Payroll Savings Deduction	14
XVI	Miscellaneous	14-15
XVII	Duration of Agreement	15
Appendix A	Salary Schedule	16

This agreement is entered into on the 15th day of April 2013 by and between the BOARD OF EDUCATION OF EAST HANOVER, MORRIS COUNTY, NEW JERSEY, hereinafter called the "Board" and the EAST HANOVER ADMINISTRATORS ASSOCIATION, hereinafter called the "Association."

The Administrators' Salary Guide agreed to as a result of collective negotiations between the Board and the Association for the school years July 1, 2013 thru June 30, 2016 shall be as set forth on Appendix A annexed hereto.

**ARTICLE I: RECOGNITION**

- A. Pursuant to the provisions of Chapter 303, Public Laws 1968, the Board hereby recognizes the Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for the following personnel:

Principal  
Assistant Principal/Director of Technology  
Director of Special Services

- B. Unless otherwise indicated, the term "administrators," when hereinafter used in this Agreement, shall refer to all employees in the bargaining unit as defined above.
- C. For the purposes of ten-month administrators only, student recess period is defined as every day schools are closed for students, exclusive of staff in-service days, between the first day of school and the last day of school as delineated by the school calendar each year.

**ARTICLE II: NEGOTIATION PROCEDURE**

- A. The parties agree to enter into collective negotiations in accordance with Chapter 303, Public Laws 1968, in a good-faith effort to reach agreement concerning the terms and conditions of administrators' employment.
- B. No later than February 1, 2016 negotiations for a successor Agreement shall be initiated. Any Agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced in writing and signed by all the parties.
- C. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by the Board of Education President, an Association representative, and the Board Secretary/Business Administrator.
- D. This Agreement, as dated above, shall take effect on July 1, 2013 and shall continue to be in force and effect without change until June 30, 2016 except that any mutually agreed upon amendments hereto, shall be embodied in writing and signed by the parties.

## ARTICLE III: GRIEVANCE PROCEDURE

### A. Definition

1. A "grievance" shall mean a claim in writing by any administrator or group of administrators or the Association that there has been to him, her, or them misinterpretation, misapplication, or a violation of any of the provisions of this Agreement. A grievance to be considered under this procedure must be initiated by the aggrieved party within thirty (30) calendar days of the time that the aggrieved party knows or should know of its occurrence, otherwise, the same shall be deemed to have been abandoned. The term grievance shall not include the following:
  - a) Matters where a specific method of review is prescribed by law,
  - b) Matters, which according to law, are beyond the scope of Board authority,
  - c) The failure or refusal of the Board to renew a contract of a non-tenured administrator,
  - d) A complaint by any administrator occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required.
2. An "aggrieved party" is a person or persons or the Association or either claiming the grievance

### B. Procedure

1. It is agreed by both parties that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.
2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
3. It is understood that aggrieved parties shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
4. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. All time periods contained in this grievance procedure may be extended by mutual agreement of the parties in writing.

### C. Grievance Levels

#### 1. Level One

Any administrator who has a grievance shall discuss it first with his/her immediate supervisor in an attempt to resolve the matter informally at that level. If, as a result of the discussion, the matter is not resolved to the satisfaction of the administrator within five (5) working days, h/she shall set forth within the five (5) working day period his/her grievance in writing to his/her immediate supervisor on the grievance forms provided in the Administrative Manual. The immediate supervisor shall communicate his/her decision to the administrator in writing within five (5) working days of receipt of the written grievance.

2. Level Two

Any administrator whose immediate supervisor is not the Superintendent of Schools shall, no later than five (5) working days after the receipt of the immediate supervisor's decision (if the same is not satisfactory), appeal the same to the Superintendent of Schools. The appeal to the superintendent must be made in writing with a copy to the immediate supervisor as specified above and the reasons for this dissatisfaction with the decision previously rendered. The superintendent shall attempt to resolve that matter as quickly as possible within a period not to exceed ten (10) working days. The superintendent shall communicate his/her decision in writing to the administrator and immediate supervisor.

3. Level Three

If the grievance is not resolved to an aggrieved party's satisfaction, he/she, no later than five (5) working days after receipt of the superintendent's decision whether under Level One or Level Two, may request a review and hearing by the Board of Education. The request shall be submitted in writing with complete documentation to the Board in care of the Board Secretary with a copy to the superintendent. The Board may consider the appeal on the written record submitted to it, or the Board may, on its own election, conduct a hearing. If the Board elects to conduct a hearing, it shall be held within twenty-one (21) working days of the receipt of the grievance appeal and shall, in writing, notify all interested parties through the Superintendent of Schools of its determination.

4. Level Four

In the event any party is dissatisfied with the disposition of the grievance at Level Three, he may, within five (5) working days after the decision by the Board, request in writing that the grievance be submitted to arbitration. An aggrieved party, in order to process his grievance beyond Level Three, must have his request for such action accompanied by the written recommendation for such action by the Association. At the same time, a request for a list of arbitrators shall be made to the American Arbitration Association. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator. The decision of the arbitrator shall be advisory only.

The rules and procedures of the American Arbitration Association shall be followed by the arbitrator. The decision of the arbitrator shall be in writing and shall set forth his findings of fact, reasoning, and conclusions on the issues submitted. The decision of the arbitrator shall be advisory only. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by or in violation of any law (including the School Laws as embodied in N.J.S.A.), or which would require an act by the Board which it is without legal authority to do, or which is in violation of the terms of this Agreement; and he/she shall have no power to add to or subtract from or modify any of the terms of the Agreement, nor shall he/she in any case have power to rule on any issue or dispute excepted from this grievance procedure by any other provision of this Agreement, including any decision provided by this Agreement to be made at the discretion of the Superintendent or the Board.

D. Forms and Costs

1. Forms pertaining to the filing and processing of grievances shall be prepared by the Superintendent or his/her designee after consultation with the Association and shall be given appropriate distribution.
2. Each party shall bear the total costs incurred by itself, and the fees and expenses of the arbitrator are the only costs that will be shared by the parties, and they will be shared equally.

**ARTICLE IV: ASSOCIATION RIGHTS AND PRIVILIGES**

- A. The members of the Association shall have opportunity to review all future East Hanover Township Education Association/East Hanover Township Board of Education contracts prior to ratification thereof by the Board.
- B. Administrators shall not be required to act as negotiator for the Board with any employee majority representative negotiating an agreement respecting terms and conditions of employment, or to be present at such negotiating sessions as Board representatives.
- C. The foregoing limitation is not intended to restrict in any way the participation of administrators away from the negotiating table, whether as consultants or otherwise, to and with the Superintendent and/or Board, in connection with any negotiations of any agreement respecting terms and conditions of employment with any employment majority representative other than the Association.
- D. The Board recognizes that the Association may not by agreement delegate that authority and responsibility, which by law are imposed upon and lodged with the Association and which by law, may not be delegated to another person or entity.
- E. The Board agrees to grant the Association and its representatives the privilege of using facilities and equipment, as has been extended in the past.
- F. The Board agrees that release time without loss of pay may be granted by the Superintendent of Schools to the President of the Association and his/her representative, when reasonably necessary to carry on business of the Association.

**ARTICLE V: BOARD RIGHTS**

- A. The Association recognizes that the Board may not by agreement delegate authority and responsibility, which by law are imposed upon and lodged with the Board.
- B. It is understood by all parties that, under the rules of the Courts of New Jersey and the State Commissioner of Education, the Board is forbidden to waive any rights or powers granted it by law.
- C. The Board of Education, subject only to the express provisions of this Agreement, reserves to itself all rights of management of the School District and full jurisdiction and authority over

matters of policy, rules, regulations, and practices in furtherance thereof and reserves, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the Constitution and Laws of the State of New Jersey and the United States.

- D. By way of illustration and not by way of limitation of the rights reserved to the Board, are the rights:
1. To direct employees of the school district,
  2. To hire, assign, promote, transfer, and retain employees covered by this Agreement within the school district, or to suspend, and for just cause to demote, discharge, or take other disciplinary action against employees,
  3. To relieve employees from duties because of lack of work or other legitimate reasons,
  4. To maintain the thoroughness and efficiency of the school district operations entrusted to it,
  5. To determine the methods, means, and personnel by which such operations are to be conducted,
  6. To subject to paragraph C, to take whatever other actions may be necessary to accomplish the mission of the School District in any situation.
- E. Each administrator shall be required to attend one Board of Education meeting per month. Each new administrator hired after July 1, 1997 shall be required to attend all Board meetings, not to exceed two per month, unless excused by the Superintendent. Requests to the superintendent for absence should be made in writing, 48 hours in advance, unless an emergency.

#### **ARTICLE VI: WORK HOURS**

- A. A regular work day for administrators is defined as an eight (8) hour day, inclusive of a one (1) hour lunch period, but exclusive of attendance at Board meetings pursuant to Article V(E). Since each school's starting time is different from one another, the start time for each principal/assistant principal shall reflect his or her school's hours. The start time for each administrator who is not a principal or assistant principal shall be established by the Superintendent.
- B. Since administrators routinely work beyond an eight (8) hour day, the Board and Superintendent agree to be flexible at those few times when an administrator may request, with prior written approval from the Superintendent of Schools, to modify those hours when in his/her judgment such modification would not create an unreasonable burden or detriment to the school or district. In the case of a personal emergency, the Superintendent shall facilitate the necessary coverage from within the unit to accommodate the circumstances.
- C. Each ten month administrator employed as such in the district after September 1, 2004, shall work from ten business days prior to September 1<sup>st</sup> and shall not be required to report for work during a student recess period. Notwithstanding, each ten month administrator, if requested by the Superintendent and approved by the Board, shall attend any workshop, conference, or other professional development during the NJEA/NJPSA convention period (maximum two days) without additional salary compensation.



- D. Each ten month administrator employed as such in the district as of September 1, 2004 shall not be required to report for work during a student recess period. Notwithstanding, each ten month administrator, if requested by the Superintendent and approved by the Board, shall attend any workshop, conference, or other professional development during the NJEA/NJPSA convention period (maximum two days) without additional salary compensation.
- E. In the event any part of a student recess period is cancelled and not rescheduled by the district, it is understood that each ten month administrator shall report for work during that period at no additional compensation. In the event any part of a student recess period is cancelled and rescheduled by the district, the student recess period shall apply to the rescheduled date(s) and each ten month administrator shall not be required to report for work during that rescheduled period.
- F. Notwithstanding the required ten business day period prior to September 1<sup>st</sup> for each ten month administrator hired after September 1, 2004, each ten month administrator who works during any part of a student recess period and/or any part during the period July 1<sup>st</sup> to September 1<sup>st</sup> does so voluntarily without additional compensation.

**ARTICLE VII: SALARIES**

- A. The salaries of all administrators covered by this Agreement and currently employed by the Board are set forth in Appendix "A" which is attached hereto and made a part hereof.
- B. All advancement on the guide, including annual increments and raises as set forth in the salary guides now in effect, as the same may be adopted from time to time by the Board of Education, shall not be considered automatic; advancement on any such guide shall require favorable evaluation reports based on Board policy, covering the professional competence, the performance of duties assigned, and record of attendance of each employee by the Superintendent, and approval by the Board of Education.
- C. In addition to the salaries set forth in Appendix "A," administrators entitled thereto shall receive an additional, cumulative, compensation for service in the East Hanover Township District as follows:

Longevity: Experience in East Hanover

Completion of years 10-14	\$500 each year
Completion of years 15-19	\$800 + \$500 each year =\$1,300
Completion of years 20-21	\$1,000 + \$800 +\$500 each year =\$2,300
Completion of 25 <sup>th</sup> year	\$1,100 + \$1,000 + \$800 + \$500 = \$3,400

**ARTICLE VIII: INSURANCE**

- A. Effective November 1, 2009 the Board will enroll all employees into the New Jersey State Health Benefits Program (NJSHBP) including the NJSHBP Prescription Plan.

B. In the event the Board wishes to change providers in the future, the successor plans shall equal or exceed the existing benefits level.

C. Dental Plan

- a. In the event the Board wishes to change dental providers in the future, the successor dental plan shall equal or exceed the existing dental plan.
- b. All members of the Association who participate in the Dental Plan shall contribute one hundred dollars (\$100.00) annually towards the plan through a payroll deduction plan.
- c. The Board agrees to cap the dental plan at the rates for single, subscriber and spouse, family, employee and child, and employee and children in effect as of July 1, 2005. The capped rates are as follows:

Singe Employee:	\$44.49 per month
Employee and Spouse:	\$77.98 per month
Employee and child:	\$77.98 per month
Family:	\$134.65 per month
Employee and children:	\$134.65 per month

Any increase in the memorialized rates of July 1, 2005, as of June 30, 2006, shall be paid by the employee through a payroll deduction equivalent to the increase.

**ARTICLE IX: SICK LEAVE**

A. All administrators employed on a 12 month contract shall be entitled to 14 sick leave days each school year as of the first official day of said school year.

1. During the first (1<sup>st</sup>) through fifth (5<sup>th</sup>) year of employment in the District, twelve (12) sick leave days per year shall be accumulative.
2. Effective year six (6), all fourteen (14) sick leave days per year shall be accumulative.
3. Non-tenured administrators shall be permitted to draw upon a sick day bank equal to the difference between the number of sick days currently allotted and forty-eight (48). In the event an administrator shall leave the employ of the district before the completion of his/her fourth (4) year of service, then he/she shall reimburse the board for any sick days advanced and used beyond those allotted in accordance with Article IX,A,1.

B. The Superintendent may require submission of a physician's certificate as a condition to obtaining sick leave of more than three (3) consecutive days or after five (5) single days in an academic year.

C. Ten Month Administrators

1. Each ten-month administrator shall be entitled to ten (10) sick days annually. Each ten month administrator shall not be able to accumulate more than ten (10) sick days annually.
2. Each non-tenured ten month administrator shall be permitted to draw upon a sick day bank equal to the difference between the number of sick days currently allotted and forty-eight (48). In the event a ten month administrator shall leave the employee of the district before the completion of his/her fourth (4) year of service as an administrator in



the district, then he/she shall reimburse the board for any sick days advanced and used beyond those allotted in accordance with Article IX,C,1.

- D. Additional sick leave benefits may be granted by the Board in its sole discretion after consideration of each case on its individual merits.
- E. An administrator who has worked in the East Hanover School District for at least ten (10) years, and who has vested rights in the pension plan, and who retires from the profession shall be eligible for payment for unused accumulated sick leave as follows:
  - 1. Upon retirement, the retiring administrator shall be compensated for accumulated sick leave calculated at a rate of ninety-five dollars (\$95) per day for up to two hundred (250) days accumulated as an administrator or not to exceed the dollar amount capped by regulations set forth in N.J.A.C 6A:23, at time of retirement. All sick days accumulated and earned while the administrator was a member of the East Hanover Education Association (EHEA), if any, shall be paid in accordance with the terms set forth in the EHEA Agreement in effect at the time the administrator retires.
  - 2. Employees participating in this retirement plan shall have two options concerning payment, as follows:
    - a) Option 1: 100% payment as of July 1 immediately following the school year in which the retirement occurs
    - b) Option 2: 50% payment as of July 1 and 50% payment during the following January.
- F. Any sick days accumulated and earned while an administrator was a member of the East Hanover Education Association (EHEA) may be used by the administrator provided all accumulated sick days accumulated as a member of the EHAA (administrator) are used first.

## ARTICLE X: TEMPORARY LEAVES

### A. Personal Days

- 1. All employees shall have three (3) personal leave days without reason in a school year, none of which are accumulative. When the three (3) personal leave days without reason have been utilized, an employee may request and may be granted up to two (2) additional personal leave days without reason. These two (2) additional days shall be with pay but not accumulative.
- 2. All personal days shall require a minimum of two school days written notice, except in emergencies. In emergency situations, the two day requirement days may be waived at the discretion of the Superintendent provided the absent employee completes the district approved personal day request form not later than the second day he/she returns to work. The reason for the emergency must be stated on the form.
- 3. No personal leave days shall be taken by an employee on the day before or the day after or on school and/or legal holidays and vacations, except for good cause and with the approval of the Superintendent whose decision shall be final and not subject to the grievance procedure.

## B. Death

1. All temporary leave days provided for herein are for the sole purpose of arranging and attending funeral services and providing for a reasonable mourning period.
  - a) Death in immediate family or household:
    - 1) Up to a maximum of five (5) consecutive working days for a death in the immediate family during the course of any school year shall be granted. In the event of a second death in the immediate family during the same school year, up to three (3) consecutive days shall be granted. If less than five (5) days were taken for the first death, the difference may be added to the days needed for the second death, not to exceed a combined total of eight days.
  - b) "Immediate family" includes mother, father, mother- and father-in-law, sister, brother, wife, husband, son or daughter of the employee, son or daughter in-law, and grandchild.
  - c) A member of the "household" includes anyone who resides within the same family unit as the employee and who is regarded, generally speaking, as a member of the family.

## C. Quarantine

1. An employee who is quarantined may be entitled to an excused absence when the appropriate medical report of quarantine is submitted.

## D. Legal Duty or Jury Service

1. Where personal responsibility or interest is not involved, time may be granted to an employee who is required to appear in court subject to prior approval by the Superintendent of Schools. In any event, whenever an employee is required to appear in court, that employee must first request in writing from the court or other authority that the matter be postponed to the summer months, with a copy of that letter forwarded to the Superintendent.
2. Those who serve on jury duty will be allowed the necessary days, but an employee excused from jury duty early enough to return to work should do so.

## E. Leave of Absence (prolonged illness beyond sick leave provisions)

1. Leave of absence with or without pay may be granted by the Board depending upon the experience of the employee within the system. Such leave of absence shall not exceed one (1) year and may be without benefit of experience increment credit. The Board may request a certificate from the physician for illness of four (4) or more days. After a long illness, a thorough checkup by the school physician may be required.

## ARTICLE XI: VACATIONS

- A. All administrators under 12 month contracts shall be entitled to an annual vacation period of twenty-three (23) days next following the school year of service for which vacation has been earned.
  1. Seven such days can be used during the Easter recess, Christmas recess, or the mid semester recess so long as at least two unit members are present and not on vacation. If more than one unit member applies for a particular recess, only one such application will be approved by the Superintendent. No unit member shall be able to use such vacation days during the same recess period in successive years, unless no other unit member requests such particular recess.
  2. Each twelve (12) month administrator serving less than one (1) full school year shall earn vacation time at the rate of two (2) days per month for each full month of service in such school year, up to a maximum of twenty-three (23) days for a full year's service.
- B. Vacation time shall be scheduled by mutual agreement between the Superintendent and the administrator involved.
- C. If for any reason vacation time cannot be scheduled in full during the months of July or August following the school year in which same has been earned, the unused vacation time shall not accumulate from year to year but shall be scheduled by the Superintendent after consultation with the administrator involved, for use within the school year following the school year in which the vacation time was earned.
- D. All administrators under 12 month contracts shall continue to report for duty during student recess periods as their positions shall require or as may be determined by the Superintendent, provided that if any administrator is required by the Superintendent to work more than one-half time during any student recess period, then compensatory time for such excess over half time will be allowed (as scheduled by the Superintendent) during the school year in which the student recess period occurred.
- E. Up to five (5) unused vacation days may be converted to sick days and up to five (5) unused vacation days may be carried to the next school year.
- F. Since each ten month administrator employed as such in the district after September 1, 2004 shall not be required to report for duty during student recess periods, the annual work year for each such ten month administrator shall be ten (10) business days prior to September 1<sup>st</sup> (with no additional pay, in accordance with Article VI, C) through June 30<sup>th</sup>.
- G. Each ten month administrator employed as such in the district as of September 1, 2004 shall not report for duty during student recess periods and the annual work year for such ten month administrators shall be September 1<sup>st</sup> through June 30<sup>th</sup>.
- H. Each ten month administrator shall not be entitled to any vacation day(s).

**ARTICLE XII: PROMOTIONS AND VACANCIES**

- A. The Board agrees to notify the Association as soon as practicable of vacancies in administrative positions.

**ARTICLE XIII: ADMINISTRATOR EVALUATION**

- A. The Superintendent shall develop goals and objectives in consultation with each administrator for each academic year by August 31 immediately preceding the reopening of school in September. The administrator is expected to progress towards these goals and objectives throughout the school year.
- B. The Superintendent shall meet with each tenured administrator no less than twice each year by December 15 and April 15, and each non-tenured administrator no less than three times each year by November 15, January 30, and April 15, to discuss and formally review his/her progress.
- C. On or about May 30, the Superintendent shall meet with each administrator to determine whether goals and objectives have been met.
- D. All evaluations and progress reports shall be signed by the administrator and the Superintendent or the administrator's immediate supervisor where applicable.
- E. An administrator shall have the right, upon request to the Superintendent, to review the contents of his/her personnel file in the presence of the Superintendent or his/her designee.
- F. No material derogatory to an administrator's conduct, service, or character shall be placed in his/her personnel file unless the administrator has been given an opportunity to review the material. The administrator shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The administrator shall also have the right to submit a written answer to such material.
- G. The provisions of Paragraph F and G are not intended to apply to material such as school transcripts or references submitted in connection with an application for the administrator's position or promotion or transfer to another position.

**ARTICLE XIV: PROFESSIONAL DEVELOPMENT**

- A. Reimbursement by the Board to professional staff members pursuing graduate credit will be made under the following conditions and provisions:
  - 1. For graduate courses in applicant's area of certification. Other courses outside the area of certification may be requested and approved for reimbursement with the final consent of the Superintendent of Schools and the Board.
  - 2. Limited to courses for which a final grade of B or better and/or graduate school requirements for continued matriculation have been earned, as determined by an official transcript.

3. All courses to be taken at an accredited college or university as recognized by the New Jersey State Department of Education.
  4. In order to receive reimbursement, applicant must be in the employ of the school at the time the claim is made and must present a receipt of payment from the college or university, together with an official transcript and claim form. An applicant who wishes to be reimbursed for graduate credits taken during the spring or summer term of any given year must have been granted and accepted an employment contract for the following year. Reimbursement will be subject to the following limitations:
    - a) The Board will reimburse the professional staff member for up to one hundred percent (100%) of his/her credit charges up to a maximum of nine (9) credits per person annually. Such reimbursement, however, shall not exceed the per hour graduate credit charge in effect at Rutgers University.
    - b) All employees receiving reimbursement in accordance with this article are required to return to the East Hanover Township School District for the one school year following completion of 1-4 credits of coursework, or for the two school years following the completion of 5 or more credits of coursework that were reimbursed. In the event that such an employee does not return to the district following the completion of courses as set forth above, the employee shall pay to the board the prorated share of said tuition costs, unless the administrator leaves the district as a result of a reduction in force, non renewal except for cause, or medical disability.
- B. Applications and requests are to be submitted to the Superintendent of Schools for recommendation to the Board and must be approved before enrolling for course work. The following application deadlines apply:
1. June 15 for summer courses
  2. September 15 for fall semester courses
  3. December 15 for inter-session courses
  4. January 15 for spring semester courses.
- C. The Board will fully cover the costs for attendance at workshops, seminars and conferences that it deems beneficial to an Administrator, provided the Superintendent approves attendance in advance. Cost should be in accordance to the NJOMB regulations.
- D. The Board shall pay the membership dues of each Association member to the National Association of Elementary School Principals (NAESP), the New Jersey Principals and Supervisors Association (NJPSA), the Morris County Association of Elementary and Middle School Administrators (MCESMA), and/or other professional organizations in an amount not to exceed thirteen hundred (\$1,300) per administrator provided that the organization is approved by the Superintendent.
- E. The district shall fully subsidize an annual institutional membership to the Association for Supervision and Curriculum Development (ASCD).

**ARTICLE XV: PAYROLL SAVINGS DEDUCTIONS**

- A. The Board agrees, upon individual and voluntary authorization of each employee, to deduct and withhold any amount of each monthly base salary for the contract year beginning July 1 and ending June 30.
- B. Said monthly deduction monies shall be transmitted in two checks each month to the savings, TSA, or other such account of the employee's choice
- C. Employee authorization shall be in writing.
- D. Any employee may have such deductions discounted or changed at any time upon sixty (60) days written notice to the Board Secretary. Only one (1) change shall be made during each contract year.

**ARTICLE XVI: MISCELLANEOUS**

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall be in full force and effect.
- B. Any individual contract between the Board and an individual administrator heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains language inconsistent with the Agreement, then this Agreement, during its duration, shall be controlling.
- C. This Agreement incorporates the entire understanding of the parties on all matters, which were or could have been the subject of negotiation. During the terms of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement, except as otherwise provided by Chapter 303, P.L. of New Jersey 1968.
- D. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by written notice to the following addresses:
  - 1. If by Association, to "Board of Education of East Hanover, the Township of East Hanover, New Jersey," 20 School Avenue, East Hanover, New Jersey 07936.
  - 2. If by Board, to "East Hanover School Administrators Association" to the attention and location of the then president of the Association.
- E. Each principal or assistant principal shall be reimbursed \$25.00 and all other administrators shall be reimbursed \$35.00 a month for travel expenses. This payment shall be in lieu of mileage reimbursement for all in-county reimbursable travel. Additional mileage reimbursement shall apply for authorized travel outside the county at the prevailing NJOMB rate.



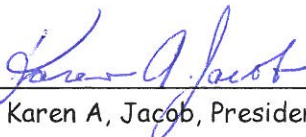
- F. Each administrator shall receive a meal allowance at the prevailing rate set by the Office of Management and Budget, for each evening activity at which he/she is in attendance.
- G. Any Administrator attending an overnight function, such as the 8<sup>th</sup> grade Washington D.C. trip, will receive a stipend of \$500.00 for each night.

**ARTICLE XVII: DURATION OF AGREEMENT**

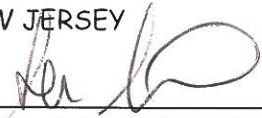
- A. This Agreement shall be effective on July 1, 2013 and shall continue in effect until June 30, 2016. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing signed by both parties.
- B. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

DATED: May 13, 2013

EAST HANOVER SCHOOL  
ADMINISTRATORS' ASSOCIATION

By:   
Karen A, Jacob, President

THE BOARD OF EDUCATION  
OF THE TOWNSHIP OF EAST  
HANOVER, MORRIS COUNTY,  
NEW JERSEY

By:   
Séan Sullivan, President

By:   
Debbie Muscara, Business Office

APPENDIX A

SALARY SCHEDULE (A)  
 July 1, 2013 thru June 30, 2016

	2.0%	2.0%	2.0%
Year	13-14	14-15	15-16
<b>Administrator</b>			
Michael Calomino	\$112,640.64	\$114,893.45	\$117,191.32
Stacie Costello	\$129,455.34	\$132,044.45	\$134,685.34
Melissa Falcone	\$131,253.60	\$133,878.67	\$136,556.25
Karen Jacob	\$140,428.50	\$143,237.07	\$146,101.81
Kerry Quinn	\$126,600.36	\$129,132.37	\$131,715.01
TOTALS	\$640,378.44	\$653,186.01	\$666,249.73

Kj/5-7-13