

C. Jonette
Tue 10/18/96

#2559

AGREEMENT

BETWEEN

ROCKAWAY TOWNSHIP BOARD OF EDUCATION

AND

ROCKAWAY TOWNSHIP ADMINISTRATORS' ASSOCIATION

1996 - 1999

PURPOSE

The general purpose of this agreement is to foster mutual support and loyalty between the administrative team and the Board of Education working as a management team.

The administrative team and Board recognize the need for cooperation, understanding, and mutual support to operate an effective program of educational opportunity in the Rockaway Township school district.

Specifically, this agreement is intended to:

1. Develop a mechanism for establishing appropriate scales of compensation and other economic benefits for members of the administrative team.
2. Insure that the conditions of employment and prerogatives needed by Administrators to carry out their responsibilities are assured in writing by the Board of Education.
3. Insure that all levels of Administrators have an input, as part of the administrative team, in any negotiations with all bargaining units.

RECOGNITION

The Board hereby recognizes that the Rockaway Township Administrators' Association represents principals, assistant principals, and supervisors, in all discussions with the Board pertaining to economic matters and conditions of employment.

MANAGEMENT TEAM

The Board hereby recognizes that the management team concept is part of its formal operating policy in the district.

DEFINITIONS

The term Board, when used in this Agreement, shall refer to the Rockaway Township Board of Education.

The term Administrative Team, when used in this Agreement, shall refer to those persons employed as principal, assistant principal, supervisor, and central office administrators.

The term Association, when used in this Agreement, shall refer to the principals', assistant principals' and supervisors' group.

NEGOTIATION PROCEDURE

A. DEADLINE DATES

The parties agree to enter into collective negotiations over a successor agreement in accordance with NJS.34:13A-1 et.seq., in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment of administrative personnel. Negotiations shall begin no later than February 1 and no earlier than January 2 of the final school year that this contract is in effect.

B. STATUTORY SAVINGS CLAUSE

Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations.

C. UNDERSTANDING OF PARTIES

This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. 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 of 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.

D. BOARD'S RIGHTS

(a) The Board reserves unto 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 (1) to direct employees of the school district; (2) to hire, promote, transfer, assign and retain employees in position in the school district and to suspend, demote, discharge or take other disciplinary action against employees, with just cause; (3) to relieve employees from duty because of lack of work or for other legitimate reasons; (4) to maintain efficiency of the school district operations entrusted to them; (5) to determine the methods, means and personnel by which such operations are to be conducted; and (6) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

(b) The exercise of the foregoing powers, rights, authority, duties or other responsibilities of the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the express terms of this Agreement and then only to the extent such terms hereof are in conformance with the Constitution and laws of New Jersey and of the United States.

(c) Nothing contained herein shall be construed to deny or restrict the Board in its exclusive right to administer itself and control the work of its personnel, nor to deny or restrict the Board in any of its rights, responsibilities and authority under N.J.S.A. 18A or any other national or state law or local ordinance.

GRIEVANCE PROCEDURE

A. Definitions

1. The term "grievance" means a complaint by any Administrator or the Association that, as to that Administrator, there has been a personal loss or injury because of an administrative or Board of Education decision affecting said Administrator or an unjust application, interpretation or violation of a policy or agreement.
2. The term "administrator" shall mean any regularly employed individual who is a member of the bargaining unit.
3. The term "employee" shall include any organization, agency, or person authorized or designated by any employee or group of employees, or by a public employees' association, or by the Board to act on its or their behalf and to represent it or them.
4. The term "immediate supervisor" shall mean the person to whom the aggrieved Administrator is directly responsible.
5. The term "party" shall mean an aggrieved administrator, the administrator's immediate superior, the school principal, or any staff members below the Superintendent who may be affected by the determinations in connection with the procedure herein established.
6. The term "administrative or Board of Education decision" within the meaning of this Contract and grievance procedure, is defined as being that which does not involve the interpretation, application or violation of terms or provisions of this Contract.

B. Policy

1. All interested parties shall endeavor to secure a rapid and equitable determination to employee grievances at the lowest possible level. Proceedings shall be kept as informal and confidential as possible.
2. Both the Board and Association shall insure all parties at all levels of the grievance procedure, freedom from restraint, interference, coercion, discrimination and reprisal.
3. In the presentation of a grievance, the Administrator shall have the right to present his own appeal or to designate a representative to appear with him at any step in his appeal.
4. Nothing herein contained shall be construed to limit the right of any Administrator having a grievance to process it through all prescribed levels with or without intervention by the Association, as the employee may elect. The Association shall, however, be given the opportunity to be present at all hearings conducted after Level One, and shall, with permission of the Administrator, have access to all pertinent documentation. Written notification of all meetings conducted on all levels, except the informal level of the grievance procedure, shall be forwarded to the grievant with a copy to the Association President.

5. The Board shall have the right to designate a representative to participate at any stage of the grievance procedure.
6. Failure at any level of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved Administrator to proceed to the next level. Failure at any level of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed to be an abandonment of the grievance or acceptance by the Administrator of the decision rendered at this level. Time limits may be waived only with the written consent of all parties at each level.
7. It is understood that the Administrator 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.
8. When a grievance is not resolved favorable to the employee at any level before arbitration, the determination of the Administration or the Board shall contain reasons for such decision. It is agreed, however, that the reasons so set forth shall not thereby act as a limitation on any defenses which the Administration or the Board may raise, should the dispute subsequently reach the arbitration level. The reason or reasons so set forth shall not be deemed in any way to restrict the Board's right to raise such arguments as it deems applicable should a dispute reach arbitration, and the Board shall not be barred from raising such additional arguments as it deems appropriate in any other forum.

C. Procedure

1. Filing a Grievance

A grievance may be filed by an individual member, a group of members or by the Association, either in its own name or as the representative of a group or class whose individual signatures shall not be necessary. Any grievance must be lodged at the proper initiating level within ninety (90) calendar days of the happening of the event.

2. Failure to Communicate a Decision

Failure at any step to communicate the decision on a grievance within the specified time limitation shall constitute acceptance of a grievance as sustained. Failure to appeal an answer which is unsatisfactory within the specified time limitations shall be deemed to constitute an acceptance of such response as dispositive.

3. Informal Attempt to Resolve a Complaint

An individual who has a complaint shall discuss it first with his immediate supervisor in an attempt to resolve the matter informally. However, if the complainant is the Association, the initial discussion shall be at the level of the Superintendent; and, in such event, if the problem is not resolved to the satisfaction of the Association within fourteen (14) calendar days after the conclusion of the discussion, the procedure prescribed in the subsections of this section 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 complainant within seven (7) calendar days, he shall set forth his grievance in writing to the immediate superior, specifying:

- a. the nature of the grievance;
- b. the nature and extent of the injury, loss or inconvenience;
- c. the result of the previous discussion;
- d. his dissatisfaction with decisions previously rendered.

The immediate superior shall communicate his decision to the grievant in writing within seven (7) calendar days of receipt of the written grievance.

5. Level Two - Superintendent of Schools

The grievant, not later than seven (7) calendar 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 and his dissatisfaction with the decisions previously rendered, as specified above. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed fourteen (14) calendar days. The Superintendent shall communicate his decision in writing to the grievant and the immediate superior.

6. Level Three - Board of Education

If the grievance is not resolved to the satisfaction of the grievant, he, no later than seven (7) calendar days after the receipt of the Superintendent's decision, 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, notice of intention to proceed to arbitration shall be given to the Board through the Superintendent within fourteen (14) calendar days after the receipt of the decision which is being appealed.

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

The arbitrator shall limit himself to the issues submitted to him. He can add nothing to, nor subtract anything from, the Agreement between parties or any policy of the Board of Education. The opinion and award shall be advisory. 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 given within thirty (30) calendar days of the completion of the arbitrator's hearings.

8. Right to Representation

Rights of employees to representation shall be as follows: Any grievant may be represented at all stages of the grievance procedure by himself, or, at his option, by (a) 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 be notified, at the time of submission of the grievance to the Superintendent, or at any later level, that the grievance is in process. The Association shall 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.

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 the designated or selected representatives contemplated in this article.

D. Costs

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. Any other costs shall be borne by the party incurring them.

Where, however, the grievant elects to proceed without the Association's concurrence, the costs shall not be borne or shared by the Association.

Time lost by any grievant and/or his representative(s) due to arbitration proceedings shall not be charged to personal time nor shall there be any loss in pay. Every attempt shall be made to hold hearings after school hours.

ADMINISTRATORS' WORK YEAR

Work year for principals shall be 215 days. Work year for assistant principals shall be 205 days. Work year for supervisors shall be 215 days. However, on days when schools have been closed because of inclement weather, Administrators will report for work when and if each individual determines it is safe to leave home or immediate neighborhood. In any event, days on which schools are closed for inclement weather shall be counted as work days for all Administrators whether or not each Administrator was able to report to work.

PROFESSIONAL ACTIVITIES

- A. Association members shall be encouraged to attend and be reimbursed for expenses incurred in attending local, state, regional and national professional conferences or meetings. Association members agree to share information from such meetings with the Board and other professional staff members.
- B. The Board agrees, at its own discretion, to involve Association representatives in negotiating or collective bargaining sessions by inviting the team to participate in a consultative role in contract negotiations with bargaining units representing other employee groups with whom Association has contact during the course of their duties.

Representatives of elementary and/or middle school principals shall specifically be involved in this process as members of the Administrative Team.

LEAVES OF ABSENCE

A. Sick Leave

1. Definition: Sick leave is defined to mean the absence from his or her post of duty of a regularly employed school Administrator because of:
 - a. Personal disability due to illness or injury, or because of exclusion from school by the school physician on account of a contagious disease or being quarantined for such disease in his or her immediate household. Personal illness may further be construed to mean illness requiring home or hospital confinement, followed by a period of convalescence.
 - b. A requirement for diagnostic tests, medical, or dental treatment which cannot be scheduled for a time when school is not in session.
2. Regular Sick Leave
 - a. Administrators shall be entitled to sick leave with full pay at the rate of fourteen (14) days per year, as of the first day of the contractual year, July 1.
 - b. Any unused days of sick leave shall accumulate without limit to be used for additional sick leave as needed in subsequent years.
 - c. Upon retirement, each Administrator shall be compensated for unused accumulated sick days according to the following formula:
 1. One day's pay for each three accumulated unused sick days for the first ninety-nine (99) sick days accrued.
 2. One day's pay for each two accumulated unused sick days from one hundred (100) thru one hundred ninety-nine (199) sick days accrued.

3. One day's pay for each accumulated unused sick days in excess of one hundred ninety-nine (199).
4. All calculations shall include unused sick days prorated at the Administrator's salary in his/her last year of employment.
5. The basis for payment shall be 1/215th for principals, 1/205th for assistant principals, and 1/215th for supervisors of the salary received during the last year in the employment of the district.
6. In the event of the death of an Administrator while in service, his/her estate shall be paid the full sick day retirement benefit.
7. The maximum amount that can be received upon retirement is \$14,000.00. This cap will apply to all members of Association except: Stephen Gottlieb, Edwin Johnston, Sylvia Ziegler. The following caps apply to the named administrators:*

Stephen Gottlieb	\$85,311
Edwin Johnston	\$29,805
Sylvia Ziegler	\$95,650

*Monies to be distributed at principal's option in (1) lump sum or over 2-3 years.

3. Extended Sick Leave with Full Pay

In the event that sick leave accumulation is exhausted, Administrators shall be granted additional full pay allowance for the extended illness subject to the following conditions:

- a. That a request for full pay allowance is made in writing to the Superintendent.
- b. That the additional sick leave full pay allowance be based on five (5) days for each year or portion thereof that a person has been employed as an Administrator.
- c. That an additional sick leave full pay allowance beyond that provided in sub-paragraph "b" above be granted to each Administrator who was employed in Rockaway Township as a tenured teacher. Said additional allowance will provide five (5) days for each year that the Administrator was employed as a tenured teacher.
- d. That the allowance shall take effect on the expiration of the regular full pay sick leave allowance prior to the application of the extended sick leave with partial pay provisions of this Article.

4. Extended Sick Leave with Full or Partial Pay

The application of the additional sick leave full pay allowance will be for hospitalization and/or home confinement during the employment of any one Administrator, except that if it is not entirely used in one period, the Administrator may request any balance of the full days be applied to a subsequent sick leave period under the same conditions as originally granted.

B. Leaves of Absence

1. Temporary Leaves of Absence

Administrators shall be entitled to temporary, noncumulative leaves of absence with full pay as follows:

- a. Up to five (5) days per occurrence when death occurs in the immediate family (spouse, child, parent, brother, sister, mother-in-law, father-in-law, grandparents, and any other members of the immediate household.)
- b. Up to two (2) days per occurrence to attend the funeral of a close friend or relative other than immediate family.
- c. Up to five (5) days to care for members of the immediate family who are ill.
- d. Up to three (3) days per contract year to attend to matters of personal business.
- e. Administrators called for jury duty shall be paid an amount equal to the difference between the Administrator's daily salary and the jury duty fee paid by the court (not including travel allowances or reimbursement of expense) for each school day the employee reports for or performs jury duty, provided that the Administrator cooperates with the Administration in seeking to be excused from such duty.
- f. Administrators shall be granted leave with full pay for time necessary to appear in any legal proceedings connected with their employment or with the school system, if the Administrator is required by law to appear.
- g. Brief leaves of absence with full pay will be granted to Administrators required to perform short periods of military duty during the school year, in accordance with Chapter 351, Section 38:23-1, of the Revised Statutes of New Jersey. A copy of the military orders shall be filed with the Secretary of the Board.

2. Extended Leaves of Absence Excluding Sabbatical Leave

- a. The Board shall grant extended leaves of absence without pay to Administrators for reasons specified in succeeding paragraphs. Unless otherwise indicated, the following conditions will apply to such leaves.
 - (1) Requests for extended leave shall be made in writing to the Superintendent at the earliest possible date.
 - (2) Eligibility shall be extended to all Administrators.
 - (3) All extended leave shall be limited to the school year in which the leave commences and the following year, not to exceed a total of two school years.

- (4) Salary increment and tenure credit shall not accrue unless the Administrator has worked for more than one hundred (100) days in the contract year.
 - (5) Sick leave shall not accrue, but unused sick leave days held at the start of the leave shall be reinstated.
 - (6) Written notice of intention to return or resign as well as requests for extension of leave shall be submitted to the Superintendent by April 1, of the year in which the leave expires.
 - (7) An Administrator returning from extended leave shall do so at the beginning of the normal contract. Reinstatement during the contract year shall be at the discretion of the Board unless previously agreed upon, in writing, by both parties.
 - (8) Administrators returning from extended leave of absences shall reassume the position and assignment held prior to going on leave.
- b. Military leave without pay shall be granted to any Administrator regardless of tenure status who is inducted for one period of service in any branch of the Armed Forces of the United States. A copy of military orders shall accompany the written request for such leave. Regular salary increments shall accrue.
- c. A maternity leave of absence without pay shall be granted under the following conditions:
- (1) The Administrator shall notify the Superintendent in writing as soon as her pregnancy is medically confirmed.
 - (2) An Administrator adopting an infant child shall be entitled to similar leave, commencing with his/her receiving de facto custody of the infant, or earlier if necessary to fulfill the requirements for adoption.
- d. Any Administrator regardless of tenure status, who sustains an injury in the performance of assigned duties, free of any negligence on his/her part, which causes loss of time and is compensable under the New Jersey Labor and Workmen's Compensation Law, shall receive full salary for a maximum period of one calendar year, provided that the Administrator shall forward to the Board Office all Workman's Compensation and Disability checks (properly endorsed) received in connection with such injury. Such absence shall not be charged against the Administrator's sick leave. Sick leave shall accrue.
- e. Any Administrator who has exhausted all paid sick leave to which he or she is entitled and who cannot perform assigned duties due to illness or injury, shall be granted a leave of absence without pay for such time as is necessary for complete recovery, not to extend beyond June 30 of the school year following the commencement of the leave. Further extensions may be granted at the discretion of the Board.

- f. A leave of absence without pay may be granted to any Administrator for up to one full school year for full-time attendance at an accredited graduate school.
- g. Other leaves of absence without pay may be granted by the Board upon recommendation of the Superintendent.

3. Sabbatical Leave

Sabbatical leaves are granted in order to increase the overall abilities and areas of understanding of Rockaway Township Administrators and thus provide the school district with more highly educated and more widely learned administrative personnel. Sabbatical leave will be granted to full-time graduate study, or part-time graduate study with an accredited institution subject to the following conditions:

- a. Sabbatical leaves shall be limited to one administrator per year.
- b. Formal application must be made to the Superintendent of Schools on or before the last school day in February of the academic year immediately prior to the time during which the sabbatical leave is requested.
- c. Minimum of seven (7) total years of service in Rockaway Township.
- d. Each recipient of a sabbatical leave must agree to serve at least one (1) year in the district after completion of leave.
- e. Sabbatical leaves will be granted in one or two categories:
 - (1) Full-time - In the case of full-time sabbatical leave, the Administrator is allowed one full fiscal year leave of absence, or portion thereof, at 50% of the salary normally received if not on leave. Full-time sabbatical leaves are limited to one year but may be supplemented by up to one additional fiscal year's leave of absence without pay.
 - (2) Part-time - In the case of part-time sabbatical leave, the Administrator is allowed up to two (2) fiscal years partial leave of absence at 75% of the salary normally received if not on leave. Normally, this will consist of the Administrator working one-half of the regular schedule; e.g., twenty hours per week instead of forty hours. Vacations, holidays, sick days, etc., would be handled as they would during a normal working schedule. Specific work/release arrangements during part-time sabbatical leave are to be arranged between the Administrator involved and his/her superior and/or the Superintendent, subject to the approval of the Board of Education.
- f. Administrators on sabbatical leave retain all rights such as tenure, sick leave, pension, increments, insurance benefits and previous position.
- g. Salary deductions which are mandated by law or which an Administrator elects to continue shall be deducted by the Board during the sabbatical leave. The Administrator shall notify the Superintendent as to where paychecks are to be sent during the period of leave.

- h. The final decision to grant or deny sabbatical leave shall be by the Board of Education after receiving the recommendation of the Superintendent. The Superintendent shall inform the Administrator of any recommendation prior to submitting it to the Board for their decision. The Superintendent shall convey any recommendation to the Administrator within ten (10) days of receipt of the request, and the Board will take appropriate action within sixty (60) calendar days of receipt of the Superintendent's recommendation. In the event the Board should deny a sabbatical leave to an association member, a reason will be given.
- i. Those Administrators granted leaves for study are required to file transcripts with the Superintendent's office upon returning to the district.

INSURANCE PROTECTION

- A. Full family hospitalization and medical coverage shall be available by a plan providing comparable or better coverage than the plan in effect for the 1995-96 school year. The Board shall pay the full premium for each member and, where appropriate, for family plan insurance coverage. The Board shall have the right to change insurance carriers provided that the plan shall at all times provide for comparable or better coverage than the plan in effect for the 1995-96 school year; then and in that event, the Association may proceed through the grievance procedure to determine whether the coverage provided is comparable to or better than that which was in effect for the 1995-96 school year.
- B. The Board shall notify the carrier to provide to each member a description of the health care insurance coverage provided under this Article at the beginning of each school year, which shall include a clear description of conditions and limits of coverage as listed above.
- C. For the 1996-99 school years the Board will assume the cost of payment of the family plan for the same Dental plan, including orthodontic coverage, to a maximum of \$9.53 monthly for single coverage and \$28.60 for family coverage. Any excess above such rates shall be borne by each employee through a payroll deduction plan.
- D. Upon retirement each Administrator shall be entitled to continued coverage of dental insurance coverage identical to that coverage provided to Administrators actively employed.
- E. Starting in 1996-97 school year, a health care insurance co-payment of \$500.00 per year will be deducted from each employee's salary.
- F. Co-payment schedule:

1997-98	\$625.00
1998-99	\$750.00
- G. If health benefits plan changes are made to program in place during 1995-96 year this contract will include those changes and a co-pay adjustment will be made for the 1997-99 years.

EVALUATIONS

- A. All principals will be evaluated at least once a year by the Superintendent of Schools. Assistant principals will be evaluated at least once a year by the principal. Supervisors will be evaluated at least once a year. Such evaluations will be completed no later than March 1st of each year.
- B. A non-tenured Administrator whose contract will not be renewed shall, upon request, be granted a hearing with the Superintendent, at which time the Superintendent shall state the reasons for his decision.
- C. Notification of non-renewal of a non-tenured Administrator's contract will be made no later than the last day of March. The Superintendent may extend the deadline when, in his judgment, further evaluation is required, provided that the Administrator is notified of the extension on or before the final school day in March.

SALARIES

- A. The base salaries for school years 1996-99 shall reflect an increase for each member as indicated below:

1996-97	3.0%
1997-98	3.0%
1998-99	2.75%

Included in the base pay for each year of the contract will be an additional payment of \$500 as compensation for the reduced value of the cafeteria plan (see letter E under Salaries below).

- B. Longevity Payments

All longevity payments will be frozen at current levels each year according to schedule below:

Mr. Gottlieb	\$1650
Mr. Johnston	\$2475
Mrs. Ziegler	\$2325

- C. Payment for Outstanding Performance

For the 1996-99 school years, the Board, at its option and with the Superintendent's recommendation, may award a sum \$1,000 to \$1,500 to any administrator or supervisor for an outstanding performance or accomplishment.

- D. Merit Pay

For the 1996-99 school years an administrator or supervisor who receives an overall rating of "superior" shall receive an additional increase equal to two (2) percent of his/her base salary.

E. Cafeteria Plan

1. The Board of Education will establish a drawing account for each administrator according to the following schedule:

1996-97	\$1000
1997-98	\$500
1998-99	-0-

Unused funds shall accrue to the following year. The drawing account shall be used to reimburse administrators for expenses incurred by them and/or their families in the following areas:

- a. Medical expenses not paid/reimbursed under the existing medical/surgical plan.
 - b. Dental expenses not paid/reimbursed under the existing dental plan.
 - c. Deductibles not compensated by the medical/surgical or dental plan.
 - d. Employee contributions to an HMO.
 - e. Cost of doctor visit for eye examination.
 - f. Cost of eyeglasses, contact lenses, and medication.
 - g. Prescription drugs.
 - h. Non-prescription vitamins or mineral/nutritional supplements.
 - i. Chiropractor office visits and treatment.
 - j. Uncompensated or partially compensated treatments by a physical therapist.
 - k. Liability insurance.
 - l. Income or disability protection insurance.
 - m. Life insurance.
2. Access to the Administrator's drawing account shall be accomplished by the presentation of proof of expense or payment to the Board Secretary by an Administrator on the first of the month. Proof of expense shall be any of the following:
- a. Receipt for payment or copy thereof with copy of insurer's statement and/or bill where applicable.
 - b. Paid bill or copy thereof with copy of insurer's statement where applicable.
 - c. Canceled check or copy thereof with copy of insurer's statement and/or bill where applicable.
 - d. Money order stub or copy thereof with copy of insurer's statement and/or bill where applicable.

F. Early Notification of Retirement

An Association member who gives the Board one (1) year advance notice of a retirement to be effective on July 1 shall receive an additional increase of \$2,500. The Board may at its own option and in its own best interest, agree to a shorter notification period in individual situations.

- G. The starting salary for newly hired administrators and supervisors will be determined through agreement between the individual concerned and the Board of Education

DURATION OF AGREEMENT

This Agreement shall remain in full force and effect for the period of three years commencing July 1, 1996, and shall expire at midnight, June 30, 1999.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries.

ROCKAWAY TOWNSHIP ADMINISTRATORS' ASSOCIATION

By *Sylvia Ziegler* _____ *October 7, 1996*
President Date
By *Stephen Bollett* _____ *10/8/96*
Secretary Date

ROCKAWAY TOWNSHIP BOARD OF EDUCATION

By *Robert M. ...* _____ *10/16/1996*
President Date
By *OTING AM Slunt* _____ *10/16/96*
Secretary-Business Administrator Date