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MANAGEMENT TEAM AGREEMENT

BETWEEN

**THE LOWER CAMDEN COUNTY REGIONAL
PRINCIPALS AND SUPERVISORS ASSOCIATION**

AND

**THE LOWER CAMDEN COUNTY REGIONAL
BOARD OF EDUCATION**

JULY 1, 1995 - JUNE 30, 1998

PREAMBLE

TO PROVIDE EXCELLENCE IN EDUCATION BY CHANNELING ALL AVAILABLE RESOURCES TOWARD THAT END AND TO ENSURE THAT GRADUATES ARE FULLY PREPARED TO PURSUE THEIR INDIVIDUAL CAREER CHOICE TO THEIR POTENTIAL.

PHILOSOPHY STATEMENT

The LOWER CAMDEN COUNTY REGIONAL HIGH SCHOOL BOARD OF EDUCATION and the ADMINISTRATORS' ASSOCIATION agree to work as a Management Team* in order to promote educational excellence, to ensure that all student receive a thorough and efficient education and to provide educational services in the most cost-efficient manner. FURTHERMORE, both parties agree to do whatever is necessary to create an environment of trust and mutual respect.

To this end, the Board of Education and the Administrators' Association recognize the role of the Board of Education, that is, to establish policy and serve in the capacity of employer; as well as the role of the administrative staff to implement Board policy and serve as the leaders of the schools' educational program.

In order to function in these roles, the Administrative Association agrees to:

- Pursue professional excellence at all times
- Continually improve management skills
- Serve as models of professional excellence to all members of the staff
- In policy and personnel matters, to follow the administrative chain of command at all times
- Provide advice and consultations regarding personnel and policy matters through established channels
- Avoid public criticism of the Board of Education, its members and policies
- Uphold all policies of the Board of Education

In addition, the Board of Education agrees to:

- Provide administrators with opportunities to improve their management skills
- Provide incentives to administrators to improve these skills
- Respect the administrative chain of command by not discussing policy matters and professional appointments with administrators unless they have cleared this with the Superintendent and the Board of Education
- Avoid public criticism of administrators
- Refrain from interference in the day to day operations of the schools and limit their activities to policy making
- Provide the necessary resources, within financial constraints, to ensure the accomplishment of the District's educational goals

* The Management Team is a formally constituted body of administrators who exercise collaboratively all the administrative processes: goal setting, planning, organizing, coordinating, communicating, decision-making, and evaluating. It is composed of central office and building level administrative and supervisory personnel. The Management Team is responsible for executing the policies of the School Board. As in other collaborative efforts, when appropriate, input is gathered from teachers, students, parents and the community.

RECOGNITION

In accordance with N.J.S.A. 34:13A-1 et. seq., the Board recognizes the Lower Camden County Regional Principals and Supervisors Association herein known as "the Association", as the exclusive and sole representative for discussion of the terms and conditions of employment of all certified personnel, whether under contract, on leave, on a per diem basis, employed, or to be employed by the Lower Camden County Regional High School District #1 Board of Education, hereinafter known as "the Board" including only: Principals, Assistant Principals, and Instructional Supervisors.

ASSOCIATION/ADMINISTRATION/BOARD
LIAISON

In order to properly implement effective and continuing communication and to resolve differences, Association representatives will meet with the Superintendent and Board representatives on a regular basis.

RESOLVING DIFFERENCES

DEFINITION

A difference is any complaint or claim that there has been an improper application, interpretation, or violation of any term or provision of this Agreement, administrative decision, board policy, or state statute affecting an individual, group of members or the association.

PURPOSE

The purpose of this procedure is to resolve, at the lowest possible level, problems which may from time to time arise affecting members of the management team. Both parties agree that these proceedings will be kept as informal as possible and confidential as may be appropriate at any level of the procedure in order to ensure the management team concept.

PROCEDURE

The individual, a group or the association having the complaint should contact the appropriate individual within the chain of command within twenty (20) work days of the event or when the complainant first becomes aware of the occurrence.

In the event that the concern is not resolved to the satisfaction of the individual, group or association the matter may be brought to the Board Liaison committee within five (5) work days.

In the event that these procedures do not resolve the issue, the matter may be brought to the full Board of Education at their next regularly scheduled meeting, with a response due from the Board in ten (10) days.

No administrator shall be disciplined, reprimanded, reduced in rank or compensation, or given adverse evaluation of his services without just cause.

No complaint shall be the basis of an unfavorable evaluation or disciplinary action, nor shall a record of any complaint be made part of an administrator's personnel file unless the administrator has been formally notified of the existence of the complaint and given full opportunity to respond.

The Board of Education shall not discuss at a public meeting a complaint against an administrator if said discussion could result in a possible imposition of penalty or discipline without adequate prior notice to the administrator.

EVALUATION

All evaluations shall be conducted in accordance with state law and administrative code.

LEAVES OF ABSENCE

SICK LEAVE

Twelve month administrators shall be allowed sick leave with full pay for twelve (12) work days in an academic year (July 1 - June 30). Ten month administrators (ie. Instructional Supervisors) shall be allowed sick leave with full pay for ten (10) work days in an academic year. If any such person requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such sick leave not utilized that year shall be accumulated to be used for additional sick leave as needed in subsequent years. The need for presentation of a medical certificate after sick leave shall be at the discretion of the Board of Education. Administrative employees will be paid for unused sick leave upon retirement from the school district.

The administrator will be paid according to the following formula:

Administrators sick leave benefits will be computed at the per diem rate for each member, not to exceed \$30,000. Members shall begin receiving this benefit upon the completion of five (5) years of administrative service and when leaving the District in good standing. Administrators under contract in any position in the district as of June 30, 1992, shall apply all years of service in the district toward the sick leave retirement benefit.

The sick leave retirement benefit shall be paid in one lump sum, OR in three (3) annual installments not to exceed \$10,000.

The administrator, in order to be eligible for this benefit, must notify the Board in *NOVEMBER* prior to the adoption of the budget for the fiscal year in which he plans to retire. The only exception to this rule would be an unforeseen illness that necessitated retirement and when applicable to the beneficiary of the administrative employee.

TEMPORARY LEAVES OF ABSENCE

All administrative employees shall be entitled to the following leaves of absence with pay:

Death in Family

Every administrator shall be granted leave, without deduction, of up to five (5) days in case of death within the immediate family i.e. father, mother, brother, sister, husband, wife, child, mother-in-law, father-in-law. This leave may be extended by use of personal leave.

Funerals

An allowance of one (1) day shall be granted to attend the funeral of other relatives of the administrative employee - i.e. uncle, aunt, grandmother, grandfather, cousin. This leave may be extended by the use of personal leave.

Personal

Twelve month administrators shall be granted personal leave of no more than four (4) days per year without deduction for urgent personal reasons. Ten month administrators (ie. Instructional Supervisors) shall be granted personal leave of no more than three (3) days per year without deduction for urgent personal reasons. Except in extreme emergency, personal leave must be approved in advance.

This personal leave, if unused at the conclusion of the fiscal year, shall be added to the accumulated sick leave on the first day of the next fiscal year.

Legal

Each administrative employee shall be granted time off without deduction in pay for any appearance in a court of law, or other judicial proceeding, wherein the administrative employee's presence is required by the Board of Education, the Superintendent, or as a result of subpoena by another district employee.

EXTENDED LEAVES OF ABSENCE

A leave of absence, without pay, for up to one (1) year shall be granted for child rearing to tenured administrators.

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

RETURN FROM LEAVE

Upon return from leave granted by the Board, the administrator's salary shall be fixed in accordance with the provisions of the salary guide. All benefits to which an administrator was entitled at the time his leave of absence commenced shall be restored and he/she shall be assigned the same position.

VACATION

Vacation accrues for the twelve (12) month period commencing July 1 through June 30. Administrators with less than one (1) full year of administrative service in the District shall receive vacation prorated on a base of fifteen (15) days. Vacation will be credited at the commencement of the following fiscal year.

Vacation days are not cumulative from one fiscal year to the next fiscal year, but seven (7) days vacation may be "banked" to be used the following year.

If an administrator retires or resigns during the contract year, he/she shall receive all earned prorated vacation days or full payment for all said days at the discretion of the Board of Education. If an administrator is unable to use earned vacation prior to June 30th due to illness, the unused vacation time may be carried over to be used during the following fiscal (July 1 - June 30) year. If an administrator dies during the year, the beneficiary shall be paid for all unused vacation.

Administrators with one or more years of administrative service in the District shall receive vacation in accordance with the following schedule*:

- 1 - 5 consecutive years of administrative service to the district: 15 days
- 6 - 19 consecutive years of service to the district: 20 days (Minimum of 5 years in Administration)
- 20+ consecutive years of service to the district: 25 days (Minimum of 5 years in Administration)

Instructional Supervisors shall be employed on a ten (10) month basis (September 1 to June 30) and therefore will not be entitled to any vacation benefits and will not be required to work during Winter and/or Spring Recesses.

*Administrators under contract as of June 30, 1989 shall apply all years of service in the district toward vacation entitlement.

HOLIDAYS

All administrators shall receive annually a minimum of fifteen (15) holidays plus two (2) additional days when school is closed for the Convention in November.

When school is unexpectedly closed for students and teachers due to inclement weather or emergency conditions, administrators shall not be required to report to work.

ADMINISTRATIVE VACANCIES

All vacancies in administrative positions, caused by death, retirement, discharge, resignation, or by the creation of new positions, shall be filled pursuant to the following:

- Such vacancies shall be adequately publicized, including a notice in every school (by position, through the Superintendent's bulletin, or otherwise) as far in advance of the date of filling such vacancy as possible (ordinarily at least thirty (30) days in advance and in no event less than seven (7) days in advance). The Superintendent may concurrently publicize the position outside the school district.

- Said notice of vacancy shall clearly set forth the qualifications for the position.

WORKDAY/WORKLOAD

The approved normal office hours will be from 7:30 a.m. to 4:00 p.m., or 8:00 a.m. to 4:30 p.m. depending upon the circumstances in each building. Should a situation arise, it is understood that an administrator may be required to work beyond normal work hours. Instructional Supervisors will teach three (3) classes per day. The remaining periods will be used for Instructional Supervisor responsibilities. Administrators will not be permitted to accept either coaching or extra-curricular positions.

PROFESSIONAL DEVELOPMENT

The Board of Education will provide each twelve month administrator an annual sum of \$800 and ten month administrators (ie. Instructional Supervisors) a sum of \$650 for the purposes of:

• **Association Memberships**

Association Memberships may include National, State, County and local.

• **Conferences/Workshops**

Overnight conferences/workshops will include payment for lodging and meals according to Board Policy #4133. Transportation fees (mileage and tolls) will be paid by the Board for a radius of

seventy-five (75) miles from the school to which the administrator is assigned.

Conferences or workshops are not to exceed three (3) days during the school year and five (5) days during the summer. An extension may be granted by using personal and/or vacation days.

- Special Meetings/Conferences/Workshops

When it is recommended by the Superintendent that an administrator attend a conference/workshop or a special meeting, all costs of such attendance will be paid/ reimbursed by the Board of Education in accordance with Board Policy #4133.

- National Convention

Attendance at the PSA National Convention will be limited to one (1) senior high administrator and one (1) junior high administrator per year. The method used for determining attendance at such conferences shall be seniority. Cost will be paid by the Board in accordance with Policy #4133. Ten month administrators (ie. Instructional Supervisors) are not eligible to attend a national convention as determined by the seniority list of administrators.

Professional development monies not used by participating staff members will be forfeited at the close of each year.

The aforementioned criteria are intended as guidelines. The Superintendent reserves the right to approve/disapprove requests based upon the merit of the request. Decisions made by the Superintendent will be considered final.

ADVANCED STUDY

The Board of Education will provide a total annual sum of \$20,600 for the purpose of administrators' advanced study for graduate credit. From that total sum, the Board of Education will provide each twelve month administrator an annual sum of \$800 and each ten month administrator (ie. Instructional Supervisors) an annual sum of \$600 for registration, tuition and fees for graduate study at any accredited college.

The cost of tuition, registration and fees shall be paid at

the exact cost but not exceeding the above listed limit.

Notification must be given the Superintendent prior to engaging in any graduate studies for which reimbursement will be requested. A standardized form will be used for the purpose of this notification.

Reimbursement will be granted only during the year in which the approved course was taken and completed.

Reimbursement shall be based upon the furnishing of satisfactory proof of payment to the college and the submission of an official transcript, or certified statement, with a grade acceptable to the college for graduate credit.

In the event the entire \$20,600 is not utilized in any given year, each administrator previously qualifying for this benefit during the year may apply for any unused portion.

Administrators requesting this benefit must apply in writing to the Superintendent between June 1 and June 15. Between June 16 and June 30, the Superintendent will review all requests and determine who is eligible and the amount of the benefit. Decisions made by the Superintendent will be considered final.

HEALTH INSURANCE PROTECTION

All health insurance benefits provided shall be the same as those provided by the Board to the Educational Association.

PROTECTION OF ADMINISTRATORS AND THEIR PROPERTY

The Board shall reimburse administrators for the reasonable cost (not to exceed \$200.00) of any clothing or personal property torn or damaged as a result of restraining students in the discharge of their duties within the scope of employment.

USE OF AUTOMOBILE

All members of the Association who may be required to use their own automobiles in the performance of their duties shall be reimbursed at the rate approved by the Board.

SALARY

- A. The salaries of all administrators covered by this Agreement are set forth in the Administrator Salary Guide.
- B. Each Lower Camden County Regional High School District Number One administrator shall continue to be placed on the proper step of the salary guide; however, the Board reserves the right to withhold any and all increments within the procedure as outlined in Title 18A:29-14.
- C. To be eligible for a salary increment, 10-month employees must work at least 100 days in the school year, and 12-month employees must work at least 120 days in the fiscal year.
- D. Adjustments will be made to administrators obtaining an advanced degree or sufficient credits to warrant adjustment on the salary guide, if evidence is presented prior to July 1 or January 20. Evidence shall be in the form of an official transcript or a certified letter from the college which will be followed later by a transcript.

FUTURE CONTRACT NEGOTIATIONS

The parties agree to enter into negotiations over a successor agreement in accordance with N.J.S.A. 34:13A-1 et. seq., in good faith effort to reach agreement on all matter concerning the terms and conditions of Administrators' employment. Negotiations shall begin no later than January 1, 1998.

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

Lower Camden County Regional
School District #1
Board of Education

Lower Camden County Regional High
Principals and Supervisors
Association

BY: Ray J. Cal 7/11/95
President

BY: Ernest Benson
President

BY: Leta Willard
Secretary

BY: Leslie Hellier
Secretary

Dated: July 11, 1995

Dated: July 10, 1995

Principal 1995/1996			
Step	Masters	Masters + 30	Doctorate
1	67,780	69,780	71,780
2	69,780	71,780	73,780
3	71,780	73,780	75,780
4	73,780	75,780	77,780
5	75,780	77,780	79,780
6	77,780	79,780	81,780
7	81,170	83,170	85,170
8	82,170	84,170	86,170
9	84,170	86,170	88,170
10	86,170	89,630	91,630
11	88,170	90,170	92,170
12	90,170	92,170	94,170

Principal 1996/1997			
Step	Masters	Masters + 30	Doctorate
1	69,030	71,030	73,030
2	71,030	73,030	75,030
3	73,030	75,030	77,030
4	75,030	77,030	79,030
5	77,030	79,030	81,030
6	79,030	81,030	83,030
7	81,030	83,030	85,030
8	84,930	86,930	88,930
9	86,930	88,930	90,930
10	88,930	90,930	92,930
11	90,930	93,770	95,770
12	93,930	95,930	97,930

Principal 1997/1998

Step	Masters	Masters + 30	Doctorate
1	70,440	72,440	74,440
2	72,440	74,440	76,440
3	74,440	76,440	78,440
4	76,440	78,440	80,440
5	78,440	80,440	82,440
6	80,440	82,440	84,440
7	82,440	84,440	86,440
8	85,800	87,800	89,800
9	88,870	90,870	92,870
10	91,870	93,870	95,870
11	93,870	95,870	97,870
12	95,870	98,110	100,000

Assistant Principal 1995/1996

Step	Masters	Masters + 30	Doctorate
1	64,000	66,000	68,000
2	66,500	68,500	70,500
3	68,310	70,800	72,800
4	70,610	72,810	74,810
5	72,810	75,000	77,000
6	75,310	77,310	81,810
7	77,810	79,810	81,810
8	80,310	82,310	84,310
9	84,510	85,140	86,710
10	86,000	87,960	89,960
11	87,500	89,500	91,500
12	89,500	91,500	93,500

Assistant Principal 1996/1997

Step	Masters	Masters + 30	Doctorate
1	65,000	67,000	69,000
2	66,990	68,990	70,990
3	69,600	71,600	73,600
4	71,490	74,100	76,100
5	73,900	76,200	78,200
6	76,200	78,490	80,490
7	79,000	81,000	83,000
8	82,000	84,000	86,000
9	85,000	87,000	89,000
10	88,420	89,080	90,720
11	90,500	92,030	94,030
12	92,500	94,500	96,500

Assistant Principal 1997/1998

Step	Masters	Masters + 30	Doctorate
1	66,130	68,130	70,130
2	68,130	70,130	72,130
3	70,130	72,130	74,130
4	72,850	74,850	76,850
5	74,830	77,560	79,560
6	77,350	79,750	81,750
7	79,750	82,140	84,140
8	83,000	85,000	87,000
9	86,500	88,000	90,000
10	89,500	91,500	92,500
11	92,520	93,210	94,920
12	94,520	96,290	98,290

Instructional Supervisor 1995/1996			
Step	Masters	Masters + 30	Doctorate
1	52,000	54,000	56,000
2	54,000	56,000	58,000
3	56,000	58,000	60,000
4	59,410	61,410	62,720
5	60,440	62,440	64,400
6	62,000	64,000	66,000
7	64,000	67,280	69,280
8	66,340	68,340	70,000
9	68,000	70,000	72,000
10	70,000	72,000	74,000
11	72,000	74,000	76,000
12	74,000	76,000	78,000

Instructional Supervisor 1996/1997			
Step	Masters	Masters + 30	Doctorate
1	54,000	56,000	58,000
2	56,000	58,000	60,000
3	58,000	60,000	62,000
4	60,000	62,000	63,500
5	61,600	63,600	65,030
6	62,670	64,670	66,670
7	64,670	66,670	68,670
8	66,670	69,750	71,750
9	68,770	70,770	72,770
10	70,770	72,770	74,770
11	72,770	74,770	76,770
12	74,770	76,770	78,770

Instructional Supervisor 1997/1998

Step	Masters	Masters + 30	Doctorate
1	55,000	57,000	58,500
2	56,500	58,500	60,500
3	58,000	60,000	62,000
4	59,880	61,880	63,880
5	61,880	63,880	65,880
6	63,880	65,880	67,430
7	64,980	66,980	68,980
8	66,980	68,980	70,980
9	68,980	72,310	74,310
10	71,300	73,300	75,300
11	73,300	75,300	77,300
12	75,300	77,300	79,300

LOWER CAMDEN COUNTY REGIONAL
HIGH SCHOOL DISTRICT NUMBER ONE

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT
NOTIFICATION OF COURSE BEING TAKEN

To: Superintendent of Schools

From: _____ (Name of Employee)

_____ (Location)

Date: _____

I plan to take the following graduate course/courses for which I will request reimbursement:

NAME OF UNIVERSITY OR COLLEGE: _____

COURSE NO. _____ TITLE: _____

COURSE NO. _____ TITLE: _____

COURSE NO. _____ TITLE: _____

Are you receiving any other financial assistance? _____

If so, indicate the amount(s) and what organization: _____

SEMESTER TO BE TAKEN

___ SUMMER ___ FALL ___ SPRING

The course or courses will be taken and completed in the fiscal year:

July 1, 19____ ending June 30, 19____

ESTIMATED COSTS: Tuition: \$_____ Other: \$_____ Total: \$_____

Tuition: \$_____ Other: \$_____ Total: \$_____

Tuition: \$_____ Other: \$_____ Total: \$_____

Signature of Employee: _____

NOTE: Upon receiving this form, the Superintendent will affix his signature and return a copy to the employee as an acknowledgement.

SIGNATURE OF SUPT: _____ DATE: _____