

## Certification

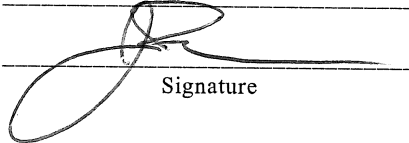
I declare to the best of my knowledge and belief that the attached document(s) are true electronic copies of the executed collective negotiations agreement(s) and the included summary is an accurate assessment of the collective bargaining agreement for the term beginning 7/1/2017 thru 6/30/2020.

Employer: Readington Township BOE

County: Hunterdon

Date: 2/5/2018

Name: Jason M. Bohm  
Print Name

Title: Business Administrator  
  
Signature

**New Jersey Public Employment Relations Commission**  
**NON-POLICE AND FIRE**  
**COLLECTIVE NEGOTIATIONS AGREEMENT SUMMARY FORM**

Line #

**SECTION I: Parties and Term of Contracts**

1 Public Employer: Readington Township BOE County: Hunterdon  
 2 Employee Organization: RTAA Number of Employees in Unit: 8  
 3 Base Year Contract Term: 7/1/2014-6/30/2017 New Contract Term: 7/1/2017-6/30/2020

**SECTION II: Type of Contract Settlement (please check only one)**

4  Contract settled without neutral assistance  
 5  Contract settled with assistance of mediator  
 6  Contract settled with assistance of fact-finder  
 7  Contract settled with assistance of super-conciliator  
 8 If contract was settled in fact-finding, did the fact-finder issue a report with recommendations?  
 Yes  No

**SECTION III: Salary Base**

The salary base is the cost of salaries in the final year of the expired or expiring agreement. This is the base cost from which the parties negotiate the salary increases.

9 Salary Costs in Base Year \$ 968844  
 10 Longevity Costs in Base Year \$ 0  
 11 Total Salary Base \$ 968844

**SECTION IV: Salary Increases for Each Year of New Agreement\***

	Year 1	Year 2	Year 3	Year 4	Year 5
12 Effective Date (month/day/year)	<u>7/1/2017</u>	<u>7/1/2018</u>	<u>7/1/2019</u>		
13 Cost of Salary Increments (\$)	<u>8685</u>	<u>25415</u>	<u>27124</u>		
14 Salary Increase Above Increments (\$)	<u>0</u>	<u>0</u>	<u>0</u>		
15 Longevity Increase (\$)	<u>0</u>	<u>0</u>	<u>0</u>		
16 Total \$ Increase (sum of lines 13-15)	<u>8685</u>	<u>25415</u>	<u>27124</u>		
17 New Salary Base (\$)	<u>977529</u>	<u>1002944</u>	<u>1030068</u>		
18 Percentage increase over prior year	<u>2.5</u> %	<u>2.6</u> %	<u>2.7</u> %		

*\*If contract duration is longer than five years, please add an additional page.*

**SECTION V: Increases in Other Contractual Economic Items or Newly Added Economic Items\***

19	Item Description	Base Year Cost (\$)	Year 1 Increase (\$)	Year 2 Increase (\$)	Year 3 Increase (\$)	Year 4 Increase (\$)	Year 5 Increase (\$)
	Tuition Reimburse	25000	5000	0	0		
	Off-Guide Comp.	0	4000	0	0		
20	Totals(\$):	25000	34000	34000	34000		

*\*If contract duration is longer than five years, please add an additional page.*

**SECTION VI: Medical Costs**

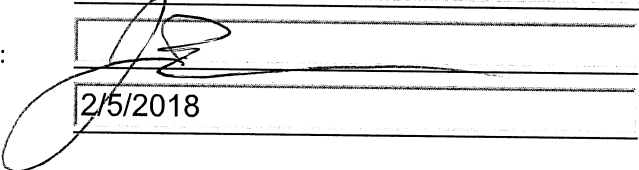
	Base Year	Year 1	
21	Health Plan Cost	\$ 125018	\$ 133247
22	Prescription Plan Cost	\$ In Health	\$ In Health
23	Dental Plan Cost	\$ 4576	\$ 4576
24	Vision Plan Cost	\$ 0	\$ 0
25	Total Cost of Insurance	\$ 129594	\$ 137823
26	Employee Insurance Contributions	\$ 43143	\$ 45661
27	Employee Contributions as % of Total Insurance Cost	33.3 %	34.3 %

**Section VI: Medical Costs (continued)**

28 N/A	Identify any insurance changes that were included in this CNA.
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**SECTION VII: Certification and Signature**

29 The undersigned certifies that the foregoing figures are true:

Print Name:	<u>Jason M. Bohm</u>
Position/Title:	<u>Business Administrator</u>
Signature:	
Date:	<u>2/5/2018</u>

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Send this completed and signed form along with an electronic copy of the contract and the signed certification form to: [contracts@perc.state.nj.us](mailto:contracts@perc.state.nj.us)

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NJ Public Employment Relations Commission  
Conciliation and Arbitration  
PO Box 429  
Trenton, NJ 08625  
Phone: 609-292-9898

Revised 8/2016

**AGREEMENT**

**between**

**READINGTON TOWNSHIP BOARD OF EDUCATION**

**and**

**READINGTON TOWNSHIP ADMINISTRATORS' ASSOCIATION**

**JULY 1, 2017 through JUNE 30, 2020**



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**PREAMBLE**

This agreement is entered into this first day of July, 2017, by and between the Board of Education of Readington Township, New Jersey, hereinafter called the "Board", and the Readington Township Administrators' Association, hereinafter called the "Association". The Board and the Association, in consideration of the promises herein contained, hereby enter into this agreement for a term commencing July 1, 2017, and ending June 30, 2020.

**ARTICLE I**  
**RECOGNITION**

In accordance with N.J.S.A. 34:13A et seq., the Board hereby recognizes the Association as the exclusive representative for collective negotiations for the school district's administrative and supervisory personnel employed within the following titles:

- 1. Principal
- 2. Vice Principal
- 3. Director
- 4. Supervisor

The Association represents a negotiating unit whose membership has similar interests and responsibilities. The word "administrator" appearing in this contract designates the personnel employed in the above positions.

**ARTICLE II**  
**NEGOTIATION PROCEDURE**

A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin not later than the date required by law. Any Agreement so negotiated shall apply to all personnel recognized in Article I, be reduced to writing

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



**ARTICLE III**  
**GRIEVANCE PROCEDURE**

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A. Purpose.

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

B. Definition.

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

- 1           b. Any matter wherein a specific method of review is set forth by law, rule,  
2 regulation, Order of the State Commissioner of Education, or by the  
3 State Board of Education;
- 4           c. Any complaint by any personnel occasioned by the non-renewal in any  
5 position for which tenure is either not possible or not required.

6 C. Procedure.

- 7           1. Time Limits. Since it is important that grievances be processed as rapidly as  
8 possible, the number of days indicated at each level should be considered as  
9 a maximum, and every effort should be made to expedite the process. The  
10 time limit specified may, however, be extended by mutual agreement.
- 11           2. Sequence of Levels for Resolving Grievances.
- 12           a. Level One. Any administrator having a grievance shall, within ten (10)  
13 work days of the occurrence thereof or from when the administrator  
14 could reasonably have been expected to have knowledge of the  
15 occurrence, submit said grievance in writing to the Superintendent and  
16 shall meet with the Superintendent in an effort to resolve the matter.
- 17           b. Level Two. If the aggrieved person is not satisfied with the disposition  
18 of his/her grievance at Level One, or if no decision has been rendered  
19 within ten (10) work days after the grievance was delivered to the  
20 Superintendent, he/she may, within ten (10) work days after a decision  
21 by the Superintendent, or twenty (20) work days after the grievance was  
22 submitted to the Superintendent, whichever is sooner, submit the  
23 grievance to the Board of Education.

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

3. Procedure for Invoking Arbitration.

- a. The demand for a list of arbitrators shall be made to the Public Employment Relations Commission in accordance with its rules and regulations.
- b. The arbitrator shall be limited to the facts as presented to him/her in rendering his/her decision. He/she shall not have the authority to add to, modify, or detract from the specific and express terms of the Agreement. His/her decision shall be binding.
- c. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the costs of the hearing room, if any, shall be borne by the party who loses the grievance. Any other expenses incurred shall be paid by the party incurring same.

1 D. Rights of Employees to Representation.

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

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

9 E. Miscellaneous.

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

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

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

1 ARTICLE IV  
2 RESPONSIBILITIES

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

7 ARTICLE V  
8 ADMINISTRATOR EMPLOYMENT

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

11 ARTICLE VI  
12 RIGHTS

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

- 1           4.     The tenured administrator shall accept whatever classroom teacher(s) the child  
2                   is assigned to by the district administrators.
- 3    C.     The Board and the Association agree that there shall be no discrimination in the hiring,  
4           training, assignment, promotion, transfer, or discipline of members or in the application  
5           or administration of this agreement on the basis of race, color, creed, religion, national  
6           origin, sex, age, domicile, physical handicap or marital status. Any alleged violation  
7           shall be brought to the appropriate agency (state or federal) for review.
- 8    D.     If any provision of this Agreement or any application of this Agreement to any  
9           administrator or group of administrators is held to be contrary to law, then such  
10           provision or application shall not be deemed valid and subsisting, except to the extent  
11           permitted by law, but all other provisions or applications shall continue in full force and  
12           effect.
- 13   E.     Nothing contained herein shall be construed to deny or restrict the Board of its rights,  
14           responsibilities and authority under N.J.S.A. 18A, School Laws of New Jersey, or any  
15           other national, state, county, district, or local laws or regulations as they pertain to  
16           education.
- 17   F.     The Board, on its own behalf, on behalf of the citizens of the Township of Readington,  
18           New Jersey, subject to the limitations of this Agreement, hereby retains and reserves  
19           unto itself all powers, rights, authorities, duties and responsibilities conferred upon and  
20           vested in it by the laws and the Constitution of State of New Jersey and of the United  
21           States of America:
- 22           1.     to approve what is considered to be the school program or curriculum;  
23           2.     to introduce or modify co-curricular activities or other special school programs;



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

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

6 Vacations.

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



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

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

7 Holidays.

8 A. Each full-time administrator shall receive eleven (11) paid holidays. If not taken in  
9 accordance with the district's scheduled holidays, each administrator shall be entitled  
10 to the equivalent number of days as "floating holidays" in lieu of any financial  
11 remuneration.

12 B. Requests for floating holidays shall be made in accordance with procedures for regular  
13 vacation day requests.

14 C. All requests shall be reviewed by the Superintendent and granted in accordance with  
15 the best interests of the District's operation in mind.

16 D. Floating holidays must be taken within the contract year, July 1 to June 30.

17 E. A list describing the paid holidays will be distributed to the administrators by the  
18 Superintendent before each contract year.

19 F. Administrators shall receive Winter Recess as defined by the Readington Township  
20 School District's school calendar.

21 G. If the district's schools are closed for reasons of safety, such as weather conditions,  
22 then the district's schools are closed for administrators.

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

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

9 A. Sick Leave.

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

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

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

18 *Effective July 1, 2007 and thereafter:*

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

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

22 B. Short-Term Leave.

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

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

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

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

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1. Child-Care Leave.

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

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

5 2. Disability Leave.

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

11 D. Other Leave.

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

14 E. Leave Procedures.

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

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

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

21 A. The Board shall pay the premium cost for all employees and their dependents for  
22 health benefits in accordance with the New Jersey School Employees Health Benefits  
23 Plan. The Administrator shall pay the Tier 4 contribution required for his/her salary  
24 range as set forth in Chapter 78, Public Laws 2011, but not less than 1.5 % of his/her

1 base salary, as required by N.J.S.A. 18A:16-17, as may be amended during the term  
2 of this Agreement, which shall be deducted from his/her salary and/aid, in equal  
3 installments, in accordance with the payroll schedule for all other employees

4 B. The Board shall pay one-hundred percent (100%) of the premium cost of dental  
5 coverage, less the Tier 4 contributions set forth in Chapter 78, Public Laws 2011, for  
6 the administrator and his/her dependent(s) in accordance with the level of benefits  
7 provided by the Board on June 30, 2001.

8 C. Prescription drug claims shall be eligible for reimbursement under the New Jersey  
9 School Employees Health Benefits Plan.

10 D. The Board shall maintain and bear the administrative costs of a Section 125 plan  
11 pursuant to which administrators would be entitled to contribute pre-tax dollars for  
12 health care premium payments, unreimbursed medical expenses, and child/eldercare  
13 reimbursement.

14 E. Administrators shall be permitted to purchase disability insurance at their sole and  
15 absolute cost with appropriate payroll deductions, provided that a disability plan is  
16 offered by the Board to any other District employees.

17 **ARTICLE XI**  
18 **PROFESSIONAL GROWTH**

19 A. The Board encourages the continuing professional growth of the administrators  
20 through their participation in the following:

21 1. The operations, programs and other activities conducted or sponsored by local,  
22 state, and national school administrator associations.

23 2. Seminars and courses offered by public or private educational institutions.

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

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



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

3 F. Tuition Reimbursement.

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

- 10 1. Prior to enrollment, all courses must be approved by the Superintendent.
- 11 2. The institution in which the administrator seeks enrollment shall be a duly  
12 authorized institution of higher education as defined in N.J.S.A. 18A:3-15.3.
- 13 3. The course or degree must be related to the employee's current or future job  
14 responsibilities.
- 15 4. Payment of per credit tuition costs will be up to the Rutgers rate for graduate-  
16 level courses. (Other student fees are not included.)
- 17 5. Any reimbursement shall be contingent upon receipt of a grade of B or better.
- 18 6. The maximum number of credits eligible for reimbursement is twelve (12) per  
19 contract year per administrator. Any credits in excess of 12 must be approved  
20 by the Superintendent.
- 21 7. Administrators will be reimbursed for the cost of textbooks, to a maximum of  
22 one hundred dollars (\$100) per approved course, upon submitting receipts.

1           8.     The total cost to the Board for “tuition reimbursement” expenses as described  
2                     within the provisions described above shall not exceed \$30,000 in any contract  
3                     year. No administrator may receive reimbursement in any contract year that is  
4                     more than the number of Superintendent-approved credits multiplied by the  
5                     Rutgers graduate tuition rate.

6           9.     An administrator who is enrolled in a doctorate program may be reimbursed up  
7                     to the Rutgers rate for courses taken within the doctorate program. (Other  
8                     student fees are not included.)

9           10.    If the total amount of requests for tuition reimbursement in any year exceed  
10                    \$30,000 the administrators submitting the requests will receive partial  
11                    reimbursement. This amount shall be calculated as follows:

12                    
$$\frac{\text{Number of credits the administrator submitted for tuition reimbursement}}{\text{Total number of credits submitted by all administrators for tuition reimbursement}} \times 30,000$$

13           11.    The administrator must have been employed by the Board for a minimum of  
14                    one (1) year prior to becoming eligible for tuition reimbursement, except when  
15                    an administrator, who is already enrolled and matriculated in a doctoral  
16                    program that otherwise, meets the requirements of this Article, commences  
17                    employment with the Board. This exception shall also apply to a teacher  
18                    currently employed by the Board who receives a promotional transfer to an  
19                    administrator position and who, at the time of the transfer, is already enrolled  
20                    and matriculated in a doctoral program that otherwise meets the requirements  
21                    of this Article.

22           12.    Any administrator receiving tuition reimbursement from the Board must serve  
23                    a minimum of two (2) years in the District after completing his/her coursework.

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

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

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

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

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

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

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

1 join. Approval requests will then be submitted to the Board for approval of payment.  
2 Additional requests during the year may be submitted to the Superintendent for  
3 approval on a case by case basis.

4 **ARTICLE XIII**  
5 **SALARY INCREASES**

6 Salary increases/settlement rates shall be as follows:

7 A. 2017-2018: 2.5% increase in the 2016-2017 salary base for those unit members  
8 affected by the predecessor CNA. Those members are, Karen Tucker, Kristen  
9 Higgins, Ann DeRosa, Sharon Moffat, Paul Nigro, Stacey Brown, Jonathan Moss, and  
10 Sarah Pauch. Salaries for all unit members shall be as set forth in Appendix A.

11 B. 2018-2019: 2.6% increase in the 2017-2018 salary base for all eight (8) unit members.  
12 Salaries shall be as set forth in Appendix A.

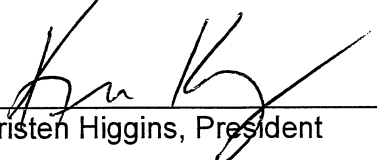
13 C. 2019-2020: 2.7% increase in the 2018-2019 salary base for all eight (8) unit members.  
14 Salaries shall be set forth in Appendix A.


15 **DURATION**

16 This agreement shall be effective as of July 1, 2017, and shall continue in effect until  
17 June 30, 2020, or until a successor agreement has been property negotiated.

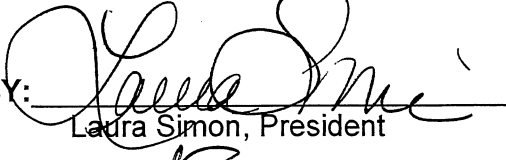
18 **IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed  
19 by their respective presidents on the day and year above written.

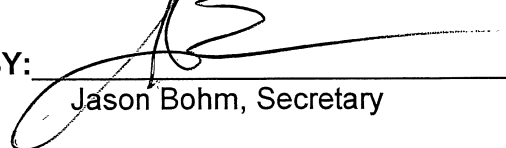
**READINGTON TOWNSHIP  
ADMINISTRATORS' ASSOCIATION**

BY:   
\_\_\_\_\_  
Kristen Higgins, President

BY:   
\_\_\_\_\_  
Karen Tucker, Secretary

**READINGTON TOWNSHIP  
BOARD OF EDUCATION**

BY:   
\_\_\_\_\_  
Laura Simon, President

BY:   
\_\_\_\_\_  
Jason Bohm, Secretary

20

1  
2  
3

**APPENDIX A**

**Salary Compensation – Distribution**

<b><u>Administrator/Position</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>	<b><u>2019-2020</u></b>
Ann DeRosa/Principal	\$143,176	\$146,899	\$150,865
Karen Tucker/Supervisor	\$138,057	\$141,647	\$145,471
Kristin Higgins/Principal	\$137,337	\$140,907	\$144,712
Sharon Moffat/Principal	\$136,601	\$140,152	\$143,936
Paul Nigro/Principal	\$122,942	\$126,138	\$129,544
Stacey Brown/Supervisor	\$103,524	\$106,216	\$109,083
Sarah Pauch/Supervisor	\$102,660	\$105,329	\$108,173
Jonathan Moss/Vice-Principal	\$93,232	\$95,656	\$98,284

In each of the three years of this Agreement, the Board will also pay \$4,000 in the form of a non-pensionable, off-guide, lump sum to be distributed to the administrators as determined by the Association. No later than May 1 of each year, the Association shall provide the Board with a list identifying the non-pensionable stipend amount for each employee. The Association shall distribute the monies in a fair and equitable manner. There shall be no rollover of unused money from year to year, and the \$4,000 fund shall be fully exhausted in each year. The Board shall issue a lump sum, non-pensionable payment in the final paycheck of the school year

This stipend will “sunset,” and be null and void upon the last day of this agreement, June 30, 2020.

4  
5  
6