

# 2537

**AGREEMENT**

**between**

**READINGTON TOWNSHIP BOARD OF EDUCATION**

**and**

**READINGTON TOWNSHIP ADMINISTRATORS ASSOCIATION** —

**JULY 1, 1995 through JUNE 30, 1998**

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PREAMBLE

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ 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".

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. Elementary School Principal
2. Middle School Principal
3. Assistant Principal
4. Director
5. Supervisor

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

ARTICLE II

TERM

The Board and the Association, in consideration of the promises herein contained, hereby enter into this agreement for a term commencing July 1, 1995 and ending June 30, 1998.

ARTICLE III

CERTIFICATION AND RESPONSIBILITIES

All administrators shall hold valid and appropriate certificates for their job title.

In consideration of the employment, salary and benefits provided herein, the Administrator agrees to devote his/her full time labor and attention to his/her employment and to faithfully perform his/her duties, all in accordance with the laws of the State of New Jersey, and rules and regulations adopted by the State Board of Education, and the policies and decisions of the Board. See attached job descriptions.

## ARTICLE IV

### RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict the board of its rights, responsibilities and authority under N.J.S.A. 18A, School Laws of New Jersey, or any other national state, county or district or local laws or regulations as they pertain to education.
- B. The Board and the Association agree that the private and personal life of an employee is within the appropriate concern and attention of the Board only when it interferes with the employee's responsibilities to and relationship with students and/or the school system.
- C. The Board and the Association agree that there shall be no discrimination and that all practices, procedures, and policies of the school system and the Association shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of members or in the application or administration of this agreement on the basis of race, color, creed, religion, national origin, sex, age, domicile, physical handicap, or marital status. Any alleged violation shall be brought to the appropriate agency (state or federal) for review.
- D. If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE V

SALARY/PERFORMANCE COMPENSATION

Administrators employed as of July 1, 1995 shall receive for satisfactory performance, as judged by the superintendent, increases for each year of the Agreement in accordance with the attached salary guide below.

Administrators employed subsequent to July 1, 1995 shall receive such salaries for the duration of this Agreement as may be negotiated between the individual and the Board. For any year subsequent to the initial year of hire, such increases shall be no more than \$3,000 and no less than \$1,200.

GUIDE

	1995-96	1996-97	1997-98
Ihnat, G	97,811	99,011	100,211
Knauth, D.	90,341	91,541	92,741
Kindler, J.	87,445	88,645	89,845
Bush, S.	82,837	84,037	85,237
Gillock, J.	77,800	80,800	83,800
Matula, J.	72,167	75,167	78,167
Fedyna, F.	69,900	72,900	75,900



ARTICLE VI

WORK YEAR

Vacations - Each Administrator working a 12 month year shall be granted 22 vacation days annually at a time approved by the immediate supervisor (if appropriate) and the Superintendent.

Any accrued unused vacation days in excess of five (5) shall be forfeited. The Administrator shall attempt to schedule his/her vacation days so as to minimize interference with his/her primary responsibilities to directly administer/supervise their school or departments.

The Administration shall promptly file time-off slips with the Board Secretary in accordance with Board policy. The Board Secretary shall be responsible for maintaining written documentation of the Administrator's earned and accrued vacation and sick days.

Each Administrator shall receive eleven (11) paid holidays as follows:

- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Martin Luther King, Jr. Birthday
- Friday before Presidents' Day
- Presidents' Day
- Good Friday
- Easter Monday
- Memorial Day
- Veterans Day

If the district's calendar changes such that any of the days listed above are not holidays, each Administrator shall receive additional "floating holidays" to assure a total of eleven paid holidays.

The Administrator shall receive Winter break as defined by the districts's calendar.

Administrators are expected to make all reasonable efforts to report to work unless notices of school closings due to inclement weather specifically mention, "schools and offices."

The Board of Education acknowledges and supports efforts by the Superintendent of Schools to develop innovative non-traditional scheduling accommodations which do not interfere with the orderly operation of the school district. Neither the creation nor implementation of any such schedules shall be subject to the grievance procedure contained within this Agreement, but shall be voluntarily agreed to in the sole discretion of the Superintendent and the affected employee.

ARTICLE VII

SICK LEAVE

The Administrator working a "12 month year" shall be entitled to 12 days of sick leave annually and reimbursement for unused days as per the terms of the Readington Education Association Agreement.

## ARTICLE VIII

### OTHER LEAVES

Other leaves of absence may be granted to the Administrator by the Board of Education in accordance with the provisions set forth in the Readington Education Association Agreement. To the extent set forth therein, those leaves may include but are not limited to: emergency leave, child rearing leave, and personal leave.

## ARTICLE IX

### INSURANCE AND HEALTH

The Board shall provide the Administrator with coverage by the district's hospital services plan, the district's medical surgical plan, dependent coverage to age 23, and major medical coverage with the district's carrier. This coverage shall be the same as provided to teaching staff represented by the Readington Education Association in its agreement commencing July 1, 1995. Any subsequently negotiated changes in coverage shall be applicable to the Administrator.

The Board shall include the Administrators in the Board's group disability insurance policy as negotiated from time to time by the Readington Education Association.

The Board shall provide the Administrator with a program of dental care as negotiated from time to time by the Readington Education Association.

The Board shall provide the Administrator with a prescription program as negotiated from time to time by the Readington Education Association.

## ARTICLE X

### PROFESSIONAL GROWTH

The Board encourages the continuing professional growth of the Administrators through their participation in the following:

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

Seminars and courses offered by public or private educational institutions.

Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Administrators to perform their professional responsibilities for the Board.

Visits to other institutions; and

Other activities promoting the professional growth of the Administrator.

Each Administrator shall prepare a proposed annual Professional Development Plan (PDP). The PDP shall contain information on specific professional developmental activities that the Administrator feels will be beneficial to him/her in the performance of his/her job. The PDP shall include a description of the activity, estimated professional time in conjunction with the activity, and estimated costs (including registration, travel, lodging, and food). Each proposed PDP shall be subject to review, modification, and approval by the Superintendent.

The Board shall permit a reasonable amount of professional time for the Administrator for such activities as are approved in the PDP, subject to the following conditions:

Prior written notice to and approval by the Superintendent shall be required for each activity.

Professional time shall not be taken to the extent it interferes with the Administrator's primary job-related responsibilities.

The Board agrees to reimburse the Administrator for reasonable expenses incurred in connection with professional activities contained within the PDP up to the budgeted level. It shall be the Administrator's responsibility to keep written records of all expenditures and to keep all such expenditures within budgeted amounts.

Professional time shall be considered working time, in that no deduction from salary, vacation time, or personal leave time shall be made for attendance or participation in activities meeting the criteria above. No professional time may be taken, however, for attendance or participation in activities for which the Administrator is compensated by an outside organization, unless approved in advance by and subject to such conditions as the Board may set.

## ARTICLE XI

### TUITION REIMBURSEMENT

As part of its professional development program, the board shall reimburse the Administrator for registration fees, tuition expenses, and textbooks for graduate school course work as it directly relates to his/her employment, in accordance with procedures which are contained in the Board's Agreement with the Readington Education Association commencing July 1, 1995 and as negotiated from time to time by the Readington Education Association.



## ARTICLE XII

### PROFESSIONAL DUES

The Board shall pay 100% of the Administrator's membership fees in professional organizations in an amount not to exceed \$600. Memberships shall be in such organizations which the Administrator deems necessary to maintain and/or improve his/her professional skills.

Each Administrator will forward to the Superintendent, for his approval, on or before September 1 of each school year, a listing of organizations he/she wishes to join. Approval requests will then be submitted to the Board for approval of payment.

IN WITNESS THEREOF, they set their hand seals to this Employment Contract effective on the day and year first above written.

BOARD OF EDUCATION OF THE  
READINGTON TOWNSHIP SCHOOL DISTRICT.

By *Eric H. [Signature]* 9/19/95

President

ATTEST:

*[Signature]* 9/20/95  
Secretary

READINGTON TOWNSHIP ADMINISTRATORS  
ASSOCIATION

By *Ju Fedyna* 9/14/95

President

ATTEST:

*Jean M. Matula*  
Secretary