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17-99  
P. G. - U. P. N. Bd. of Ed.  
160 W. MAIN ST.  
PENNS GROVE, N. J. 08069

AGREEMENT BETWEEN THE BOARD OF EDUCATION  
AND THE ADMINISTRATORS' ASSOCIATION - 1974-1975

ARTICLE I

RECOGNITION

The Penns Grove-Upper Penns Neck Regional Board of Education recognizes the Penns Grove-Upper Penns Neck Regional School District Administrators' Association as the sole and exclusive representative for collective negotiations concerning the terms and conditions of employment for Administrators of the District. Included in this group are all School Principals, the Assistant Principals, Director of Guidance, and Supervisors and Coordinators.

ARTICLE II

NEGOTIATION OF A SUCCESSOR AGREEMENT

All negotiations shall be as provided in accordance with the provisions of Chapter 303 of the Public Laws of 1968 in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment.

The agreement shall remain in force for a period of one year beginning on July 1, 1974 and shall terminate on June 30, 1975. This contract shall stay in effect beyond the June 30, 1975 date if it is mutually agreed to do so by the Administrators and the Board.

ARTICLE III

GRIEVANCE

1. Grievances under this procedure must be initiated within 30 days of occurrence, signed by all parties in interest, and deal only with the operation of this agreement. The number of days indicated at each level are maximum and if a grievance is not processed within the stated limits the grievance is automatically denied and dropped.
2. It is understood that administrators 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.

### 3. Level One

Any administrator who has a grievance shall discuss it first with the superintendent in an attempt to resolve the matter informally.

### Level Two

If informal attempts are unsuccessful the administrator shall set forth his grievance in writing to the superintendent within seven (7) calendar days of the aforesaid discussion, who shall give his decision within seven (7) calendar days of receipt of the written grievance.

### Level Three

The superintendent's decision may be appealed within seven (7) calendar days of its receipt by the grieving administrator by submitting a further written statement to the School District Office directed to the Board of Education.

### Level Four

At the discretion of the Board of Education written grievances shall be considered by a committee named for the purpose or by the Board acting as a Committee of the Whole, who shall give a written decision within thirty (30) calendar days.

4. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

## ARTICLE IV

### ADMINISTRATORS' CALENDAR

The following Administrators shall be employed from September 1 to that date which is one (1) week after the last working day of the regular school year:

Broad Street School Principal  
Paul W. Carleton School Principal  
Field Street School Principal  
Lafayette-Pershing Complex Principal  
West Harmony Street School Principal  
Middle School Assistant Principal  
High School 2nd Assistant Principal

ADMINISTRATORS' CALENDAR

The following administrators will be employed from July 1 to June 30 of each year covered by this contract:

Penns Grove High School Principal  
 Penns Grove Middle School Principal  
 Penns Grove High School Assistant Principal  
 Penns Grove High School Director of Guidance  
 Coordinator of Special Services  
 Supervisor of Curriculum and Instruction  
 Coordinator of Federal & State Programs (Titles)

Administrators employed from July 1 to June 30 will be granted four weeks of paid vacation during the summer recess which shall be scheduled with the consent and advice of the Superintendent of Schools.

ARTICLE V

PROFESSIONAL MEETINGS

Administrators' requests to attend professional meetings shall be considered on an individual basis.

ARTICLE VI

PROFESSIONAL GROWTH

All administrators of the Penns Grove-Upper Penns Neck Regional School District are eligible to apply for reimbursement of 60% of the cost of course credits based on the cost of credits attained at Glassboro State College. Not more than 12 semester hour credits taken during any fiscal year will be reimbursable.

Administrators shall receive reimbursement for courses related to their administrative assignment which are taken between July 1st and June 30th. Each request for reimbursement shall be substantiated by an appropriate college transcript.

ARTICLE VII

FRINGE BENEFITS

1. The Board shall pay the cost and any increases in the cost of Blue Cross-Blue Shield and Major Medical for the Administrative employee and family, except that any increased benefits negotiated by the Education Association shall be incorporated in this article.
2. Sick policy for each Administrator be the same as agreed upon with the Penns Grove-Upper Penns Neck Regional Education Association as outlined in Article XXII of the Teachers' contract.

FRINGE BENEFITS

3. Sabbatical leave shall be granted to one Administrator each school year. To be eligible, an Administrator shall have served 12 years in this School District, of which five (5) years shall be in an Administrative position.

ARTICLE VIIIADMINISTRATIVE PROCEDURES

The District Administration shall develop a listing of substitute secretaries, special teachers, regular classroom teachers, and nurses, (within reason) by September 1st of each school year.

ARTICLE IXSALARIES

1. See attached sheet

ARTICLE XSCHOOL CALENDAR

The Administrators' Association should be consulted concerning the school calendar for the ensuing year prior to its adoption by the Board of Education.

PROPOSED ADMINISTRATORS' SALARY GUIDE - 1974-1975

<u>POSITION</u>	<u>PROPOSED SALARY 1974-1975</u>
High School Principal	\$ 21,849.00 **
Middle School Principal	19,076.00 **
*Carleton Principal	16,765.00
*Field Street Principal	17,343.00
*Lafayette-Perishing Complex Principal	16,303.00
*Broad Street Principal	15,031.00
*West Harmony Principal	15,494.00
High School 1st Assistant Principal	19,423.00 **
*High School 2nd Assistant Principal	16,264.00
*Middle School Assistant Principal	13,760.00
High School Guidance Director	16,996.00 **
Special Services Coordinator	15,840.00 **
Federal Funding Coordinator	15,840.00 **
Curriculum Supervisor	15,840.00 **

\*In addition, with the approval of the Superintendent, the above Administrator may be employed one week prior to September 1st on a per diem basis.

\*\* Means 12 Month Positions.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective officers.

Penns Grove-Upper Penns Neck Regional Board of Education

By Wiley M. Branan, President  
Wiley M. Branan

By Robert L. Hayes, Secretary  
Robert L. Hayes

Penns Grove-Upper Penns Neck Regional School District Administrators' Association

By Robert J. Meyer, President  
Robert J. Meyer

By William T. Sorrels, Chairman, Negotiations Committee  
William T. Sorrels

Signed This 25th Day of March, 1974