

**AGREEMENT BETWEEN THE  
PLEASANTVILLE ADMINISTRATORS ASSOCIATION  
AND THE  
BOARD OF EDUCATION OF THE  
CITY OF PLEASANTVILLE**

**JULY 1, 2008 TO JUNE 30, 2010**

## TABLE OF CONTENTS

<b>PREAMBLE</b>		4
<b>ARTICLE I</b>		
	RECOGNITION	5
	A. UNIT	5
	B. DEFINITION OF ADMINISTRATOR	5
<b>ARTICLE II</b>		
	NEGOTIATION OF SUCCESSOR AGREEMENT	5
	A. DEADLINE DATE	5
	B. MODIFICATION	6
<b>ARTICLE III</b>		
	GRIEVANCE PROCEDURE	6
	A. DEFINITIONS	6
	B. PURPOSE	6
	C. PROCEDURE	7
	LEVEL I	7
	LEVEL II	7
	LEVEL III	8
	LEVEL IV	8
	LEVEL V	8
<b>ARTICLE IV</b>		
	RIGHTS OF PARTIES	10
	A. RIGHTS AND PROTECTION IN REPRESENTATION	10
	B. STATUTORY SAVINGS CLAUSE	10
	C. JUST CAUSE PROVISION	11
	D. RECOGNITION OF MANAGERIAL AUTHORITY	11
	E. ASSOCIATION PRIVILEGES	11
<b>ARTICLE V</b>		
	OTHER BENEFITS	11
	A. FULL HEALTH CARE COVERAGE	11
	B. DESCRIPTION TO ADMINISTRATORS	12
	C. PRESCRIPTION PLAN	12
	D. DENTAL PLAN	12
	E. OPTICAL PLAN	12
	F. HEALTH INSURANCE WAIVER	12
	G. MILEAGE REIMBURSEMENT	12
	H. REIMBURSEMENT FOR UNUSED SICK LEAVE	12
	I. PROFESSIONAL ORGANIZATION(S) FEES	13
	J. COMBINATION OF BENEFITS	13
	K. ADMINISTRATIVE VACANCIES	13
	L. TRANSFER	13

<b>ARTICLE VI</b>	MISCELLANEOUS	13
	A. MINUTES	13
	B. DUES DEDUCTION	14
	C. NOTIFICATION OF CONTRACT AND SALARY	14
	D. ZIPPER CLAUSE	14
	E. REQUIRED MEETINGS OR HEARINGS	14
	F. CRITISM OF EITHER PARTY	14
	G. NON-DISCRIMINATORY POLICY	14
	H. SALARY	14
	I. ACTING POSITION / OTHER DUTIES	15
	J. LIASON MEETINGS WITH SUPERINTENDENT	15
<b>ARTICLE VII</b>	WORK YEAR	15
<b>ARTICLE VIII</b>	DAYS AND HOURS OF WORK	15
	A. WORK DAY	15
	B. INCLEMENT WEATHER	15
	C. HOLIDAYS	16
<b>ARTICLE IX</b>	TEMPORARY LEAVE	16
	A. SICK LEAVE	16
	B. TYPES OF LEAVE	16
	C. TEMPORARY MILITARY LEAVE	17
	D. OTHER LEAVE	17
	E. RETURN FROM LEAVE	17
	F. VACATION	17
<b>ARTICLE X</b>	PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENT	18
	A. REIMBURSEMENT	18
	B. PRIOR CONSULTATIONS	18
	C. SUBMISSION OF PROOF	18
	D. EXCEPTION	18
	E. REIMBURSEMENT FOR CONFERENCES	19
	F. APPROVAL ELECTIVES	19
<b>ARTICLE XI</b>	SALARIES	19
	A. SALARY GUIDE	19
<b>ARTICLE XII</b>	DURATION OF AGREEMENT	20
	A. DURATION PERIOD	20
	B. STATUS OF INCORPORATION	21

## **PREAMBLE**

This Agreement is between the Board of Education of the City of Pleasantville and the Pleasantville Administrators Association in accordance with Chapter 123, Public Laws of 1974, of the State of New Jersey.

## ARTICLE I

### RECOGNITION

#### A. Unit

The Pleasantville Board of Education (“Board”) recognized the Pleasantville Administrators Association (“Association”) as the sole and exclusive majority representative for collective negotiation concerning grievances and terms and conditions of employment in accordance with Chapter 123 for the following certificated staff members:

- High School Principal
- Middle School Principal
- Elementary School Principals
- Supervisors
- Assistant High School Principals
- Assistant Middle School Principals
- Assistant Elementary School Principals

but excluding all others not listed above and:

- Superintendent of Schools
- Assistant Superintendents
- Directors
- Board Secretary / Business Administrator
- Assistant Business Administrator
- Technology Network Engineer
- Personnel Administrator

#### B. Definition of Administrator

Unless otherwise indicated, the term “administrator(s),” when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined and references to male administrators shall include female administrators.

## ARTICLE II

### NEGOTIATION OF SUCCESSOR AGREEMENT

#### A. Deadline Date

The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws of 1974, of the State of New Jersey, in a good faith effort to reach agreement on all matters concerning the terms and conditions of administrators’ employment. Such

negotiations shall begin no later than the date as specified by the New Jersey Public Employment Relations Commission unless mutually agreed by the parties. Any agreement so negotiated shall apply to all the administrators of the bargaining unit, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

**B. Modification**

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.

**ARTICLE III**

**GRIEVANCE PROCEDURE**

**A. Definitions**

1. Grievance

A grievance is a claim by an administrator or the Association based upon the interpretation, application or violation of this Agreement, Board policies or administrative decisions affecting employees' terms and conditions of employment.

2. Time Limit

A grievance to be considered under this procedure must be initiated in writing within twenty (20) school days from the event of the time when the grievant knew or could have known of the occurrence.

3. Aggrieved Person

An "Aggrieved Person/Association" is the person or persons or the Association making the claim. Such person must be present at each level of the grievance procedure.

4. Party of Interest

A "Party of Interest" is a person or persons or Association making the claim or any authorized representative of the Board of Education or the Association necessary for resolution of the grievance.

**B. Purpose**

The purpose of this procedure is to secure, at the lowest possible level, resolution of differences concerning the terms and conditions of employment of the employees covered by this Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at each level of the procedure.

## **C. Procedure**

### **1. (a) Failure to Communicate**

Failure at any step of the procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to advance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision.

### **(b) Continuation of Assignment**

It is understood that any employee grievant shall, during the pendency of any grievance, continue to observe all legal and required assignments and rules and regulations of the Board of Education until such grievance and any effect thereon shall have been duly determined.

### **(c) Year-End Grievance**

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the last day of school attendance, and, if left unresolved until the first day of school attendance, could result in irreparable harm to the party in interest, the time limits set forth herein may, with the agreement of both parties, be reduced so that this grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as it practicable.

### **2. Level I – Immediate Supervisor**

An administrator with a grievance shall first discuss it with his/her immediate supervisor with the objective of resolving the matter informally. To clearly identify the alleged grievance and to expedite settlement, the aggrieved person shall prepare a written grievance statement identifying the circumstances involved and the desired reparation; and this statement shall be addressed to the immediate supervisor who shall give his/her decision within ten (10) school days. The aggrieved person may elect to have an Association representative accompany him/her at this level if he/she so desires. Such representative may voice the Association's viewpoint if he/she so desires.

### **3. Level II – Superintendent / Designee**

The aggrieved person, no later than fifteen (15) school days after receipt of the decision of the immediate supervisor, may appeal to the

Superintendent of Schools or his designee. The appeal must be made in writing specifying:

- (a) the nature of the grievance
- (b) the results of previous discussion; and
- (c) his/her dissatisfaction with the decisions previously rendered.

The Superintendent or his designee shall attempt to resolve the matter as quickly as possible, but within a period not to exceed fifteen (15) school days from the receipt of the appeal. The decision shall be communicated in writing to the aggrieved person.

#### 4. Level III – Superintendent

If the Level II appeal does not go to the Superintendent, or if the aggrieved person is not satisfied with the decision at Level II, the aggrieved person, no later than fifteen (15) school days after receipt of the decision at Level II, may appeal to the Superintendent of Schools. The appeal must be made in writing specifying:

- (a) the nature of the grievance
- (b) the results of previous discussion; and
- (c) his/her dissatisfaction with the decisions previously rendered

The Superintendent or his designee shall attempt to resolve the matter as quickly as possible, but within a period not to exceed fifteen (15) school days from the receipt of the appeal. The decision shall be communicated in writing to the aggrieved person.

#### 5. Level IV - Board of Education

If the grievance is not resolved to the grievant's satisfaction, no later than fifteen (15) school days after receipt of the Superintendent's decision the grievant may request a review by the Board. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance and at the option of the Board hold a hearing with the aggrieved person and render a decision in writing and forward copies thereof to the grievant within twenty (20) calendar days of the date of the hearing. A representative of the Association may be present and speak to the issue if he/she so desires.

#### 6. Level V – Arbitration

If the decision of the Board does not resolve the grievance to the satisfaction of the grievant and if the grievance pertains to a specific and express provision of this Agreement, a notice of intention to



proceed to binding arbitration shall be given to the Board through the Superintendent within fifteen (15) school days after the receipt of the decision which is being appealed.

The grievance not resolved by timely resort to the foregoing procedures shall be subject to arbitration initiated and conducted under the rules of NJ Public Employee Relations Commission.

The arbitrator shall limit himself to the issues submitted to him which fall within the scope of the contract. He can add nothing to, nor subtract anything from, the Agreement between parties or any policy of the Board. The opinion and award shall be binding upon the parties to this Agreement. Only the Board, the aggrieved and appropriate officials of the Association shall be given copies of the arbitrator's opinion and award. It is further understood that past practice determinations shall not be subject to an arbitrator's decision.

#### 7. Costs

The fees and expenses of the arbitrator are the only costs which will be shared by the two parties to the arbitration, i.e., the Board and the Association and such costs will be shared equally. Any other costs shall be borne by the party incurring them.

Time lost during work hours by any grievant and/or his employee representative due to mutually scheduled arbitration proceedings shall not be charged to personal time nor shall there be any loss of pay.

#### 8. Rights to Representation

- (a) Any aggrieved person may be presented at all states of the grievance procedure by himself, or, at his option, accompanied by a representative selected or approved by the Association.
- (b) Neither party to this Agreement shall take any reprisal(s) against any party in interest for his participation in this grievance procedure.
- (c) A representative of the Association may be present and speak to the issue if he/she so desires.

#### 9. Meetings

All meetings and hearings under this procedure shall not be conducted in public and shall include only parties in interest and their designated or selected representative.

10. Group Grievance

If in the judgment of the Association a grievance affects a group or class of employees, the Association may submit such grievances in writing to the Superintendent of Schools directly and the proceeding of such grievance shall commence at Level Three (3). The affected administrator(s) shall be specifically identified by the Association.

11. 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 personal file of any of the participants.

**ARTICLE IV**

**RIGHTS OF THE PARTIES**

**A. Rights and Protection in Representation**

Pursuant to Chapter 123, both parties to this Agreement recognize that each administrator has the right to freely organize, join and support the Association and its affiliates for the purpose of engaging in professional negotiation or to refrain from such activity. Neither party will directly or indirectly discourage or deprive or coerce any administrator in the employment of any rights conferred by Chapter 123 or any other laws of the State of New Jersey or the Constitutions of the State of New Jersey and the United States of America. Both parties further agree that they shall not discriminate against any administrator with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association and its affiliates, collective negotiations with the Board or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

**B. Statutory Savings Clause**

Nothing contained herein shall be constructed to deny or restrict to any administrator such rights as he may have under the State of New Jersey School Laws or other applicable laws and regulations. The rights granted to administrators hereunder shall be deemed to be in addition to those provided elsewhere in the law.

**C. Just Cause Provision**

No administrator shall be disciplined, reduced in rank or compensation or deprived of any commonly applied professional advantage without just cause. Any such action shall be subject to the grievance procedure herein set forth.

#### **D. Recognition of Managerial Authority**

Both parties as components of managerial authority in the school district reaffirm that the sovereign authority of the people is inherently resident with the legally constituted Board of Education of the City of Pleasantville, who in the name of the people, reserves all managerial rights and prerogatives not specifically relinquished. Both parties further affirm that they shall not sanction, approve or abide participation by any employee or group of employees in a concerted slowdown or work stoppage. As co-functional managerial partners interested in the thorough and efficient operation of the school system and mindful of their responsibilities both to the Board and the Association, herein reaffirm these fundamental principals.

#### **E. Association Privileges**

The Association shall be granted the privileges of reasonable use of the building to hold its meetings and use of the school equipment and interschool mail facilities for Association business. The Association shall pay for the reasonable costs of all materials and supplies incident to the use of equipment. The reasonable use of district buildings and school equipment must not conflict with the district's programs, activities, or operations.

### **ARTICLE V**

#### **OTHER BENEFITS**

##### **A. Health Care Coverage**

The Board shall provide health care protection designed below.

The health insurance carrier(s) shall be determined by the Board for the basic hospitalization and medical-surgical coverage and for the major medical coverage. Such coverage shall be Preferred Provider Plan (PPO) coverage with a \$10.00 co-pay for routine office visits. The Board shall pay 96% of the premium per category and the Administrator shall pay 4%. The Board reserves the option to offer alternative health care coverage plans as a "Point of Service" plan to employees who will then have the option of selecting these alternate coverages with no co-pay of premium.

Employees who are eligible to retire pursuant to state law will receive individual medical health benefits from the State Health Benefits Plan at no cost to the retiree. All employees who retire shall be allowed to remain as part of the District's group plan and shall be responsible for payment at the group rates until eligible for Medicare. Upon eligibility for Medicare, retirees will not be allowed to participate in the District's group plans.

## **B. Description to Administrators**

If petitioned, the Board shall request the carrier(s) to provide to each Administrator a description of the health care insurance coverage provided under this Article which shall include a clear description of conditions and limits of coverage.

## **C. Prescription Plan**

The Board shall provide a fifteen dollar (\$15.00) brand name and \$0.00 dollar (\$0.00) generic brand co-pay Family Prescription Plan. For mail order 90-day supply of prescription drugs, there shall be a co-pay of a one dollar (\$1.00) for generic and twenty dollar (\$20.00) for brand names.

## **D. Dental Plan**

Dental coverage shall be the same plan (or equal) as in 2007-2008 with an orthodontic rider, but the Board shall pay up to \$850.00 (2008-2009) and \$900.00 (2009-2010), with the eligible employee Administrator paying in any additional cost.

## **E. Optical Plan**

The Board shall provide for the employee (only) up to \$250.00 for each fiscal year (July 1 through June 30 of the Agreement) optical service upon presentation of receipts from licensed physicians and optometrists. Such receipts should be paid by the Board as soon as possible after presentation to the Board Secretary.

## **F. Health Insurance Waiver**

Subject to the conditions of the Section 125 (IRS Code) addendum to this Agreement, an employee may waive medical insurance and/or prescription plan coverage and receive a cash option or flexible spending plan.

## **G. Mileage Reimbursement**

Mileage for necessary travel on school business shall be reimbursed according to State statutes and shall not exceed the limits of the law.

## **H. Reimbursement for Unused Sick Leave**

Reimbursement for unused sick leave may be granted to administrators who have served as certified employees of the district for a minimum of ten (10) consecutive years at the time of retirement. Such administrators will be paid at a rate of twenty percent (20%) of the retiree's daily rate of pay at the date of retirement for each unused sick day, if eligible. The daily rate of pay is defined as 1/200<sup>th</sup> of a ten (10) month employee's annual salary and 1/240<sup>th</sup> of a twelve (12) month employee's annual salary. An administrator must have accumulated at least one hundred (100) days of unused sick leave to be eligible. The maximum allowable sick leave payment is not to exceed \$17,500. Notice of retirement must be given to the Superintendent, in writing, at least twelve (12) months in advance. If notice is not given in a timely

fashion, then the compensation shall be deferred until one (1) year later. If the employee should die after retirement and prior to receiving payment, then such funds shall be paid to the employee's estate.

**I. Professional Organization(s) Fees**

Administrators shall be reimbursed a maximum of \$825.00 for membership in approved professional organization(s). Such reimbursement is subject to prior approval by the Superintendent of Schools concerning the appropriateness of any organization(s) or reimbursement. Such approval shall not be unreasonably withheld.

**J. Combination of Benefits**

Two (2) administrators / teaching staff members married to each other shall have the right to combine insurance premiums for participation in one (1) category.

**K. Administrative Vacancies**

1. Notice

A notice of vacancy in an administrative position for an employment position covered by this agreement, shall be posted and a copy shall be sent to the Association President ten (10) days before the final date when applications must be submitted. The qualifications and duties shall be given or mailed upon receipt of a written request for an application to the position. The rate of compensation shall be based upon an existing schedule or will be negotiable with the Board.

2. Implementation

Any unit member expressing an interest and holding proper certification will be considered for such vacancies.

**L. Transfer**

Any employee who might be transferred shall be given thirty (30) calendar days' notice, except when transferred during July and in cases of emergency.

**ARTICLE VI**

**MISCELLANEOUS**

**A. Minutes**

The Official minutes and Agenda of Board meetings shall be sent to the Association President when they are sent to the Board members.

## **B. Dues Deduction**

The Board will provide for dues deductions in accordance with the requirements of State of New Jersey Law. The Association shall hold the Board harmless for any costs associated with making those deductions.

## **C. Notification of Contract and Salary**

Administrators shall be notified of contractual status and salary (if determined) for the following school year by proceeding May 15, or as required by law or regulation.

## **D. Zipper Clause**

In accordance with law, this Agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable or permissively negotiable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

## **E. Required Meetings or Hearings**

Whenever any administrator is required to appear before the Superintendent concerning a disciplinary matter, then he/she shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting. It is understood that the Administrator shall provide the Superintendent with reasonable notice of an Association representative's attendance at such meeting.

## **F. Criticism of Either Party**

Both parties to this Agreement reaffirm that criticism of the other party, or its members should not be made in the presence of students, teachers, parents, or other public gatherings including public Board meetings.

## **G. Non-Discriminatory Policy**

Both parties to this Agreement confirm that all persons are entitled to equal employment opportunities and there shall be no discrimination because of race, creed, color, national origin, sexual orientation, age or sex.

## **H. Salary**

The administrator salary ranges shall be shown in Article XI-A. If an Administrator covered by this contract is transferred to a lesser paying position their salary shall remain frozen until such time as the salary is equal to that of the new position. In the event an Administrator is transferred or promoted to a higher paying position they will move horizontally on the salary guide to determine the new salary.

**I. Acting Position / Other Duties**

1. If the Board appoints an Administrator to an “acting position” in a higher job title and if such services exceeds 15 consecutive work days, then the administrator shall receive \$100.00 per day. The administrator in the acting position must be filling in a vacancy or an extended leave and must be performing the duties of the two positions.
2. In the event an administrator is given duties of a position that has been vacated but not eliminated and such service exceeds 30 consecutive work days, then the administrator shall receive additional compensation of \$50.00 per day.

**J. Liaison Meetings with Superintendent**

The President of the Association and/or his/her representative(s) shall meet with the Superintendent at the request of either party within seven (7) calendar days of said request, but these meetings shall not exceed two (2) per month unless by mutual consent. These meetings shall be of a reasonable length to discuss the areas of concern.

**ARTICLE VII**

**WORK YEAR**

The work year shall be July 1<sup>st</sup> to June 30<sup>th</sup>. Nothing herein precludes the established of new ten (10) month positions as provided by law.

**ARTICLE VIII**

**DAYS AND HOURS OF WORK**

**A. Work Day**

The minimum work day for Administrators covered by this Agreement shall be eight (8) hours, inclusive of a lunch period appropriate to each building. Administrators are expected to attend a reasonable number of extracurricular functions.

**B. Inclement Weather**

On days when all other employees are off due to inclement weather, administrators shall not be required to be in attendance at work.

### **C. Holidays**

All holidays granted to teachers on the adopted school calendar (including, where appropriate, Independence Day and Labor Day) shall be granted to all administrators.

## **ARTICLE IX**

### **TEMPORARY LEAVE**

#### **A. Sick Leave**

New employees to the School District who are members of the Association are eligible to transfer up to twenty (20) unused sick days from previous employment in another public school district. The number of unused sick days must be certified by the person in charge of personnel from the new employee's former school district and the Board must grant the applicable number of sick days. They are entitled to use twenty-five percent (25%) of the sick days in their first full calendar year of employment. In their second (25%) full calendar year of employment, they are entitled to use another twenty-five percent (25%) of the sick days. In their third calendar year of employment, they are entitled to use another twenty-five percent (25%) of the sick days. The remaining twenty-five percent (25%) of the sick days will be usable at the end of their fourth calendar year of employment. All sick days granted pursuant to this provision are cumulative as set forth in this Agreement.

Each Administrator shall be provided twelve (12) days sick leave per work year, in accordance with N.J.S.A. 18A:30-01, et. seq.

#### **B. Types of Leave**

##### **1. Temporary Leave**

##### **(a) Personal Leave**

Three (3) days of leave of absence shall be granted for personal, legal, business, household or family matters which require absence during school hours. Application to the Superintendent or designee for personal leave shall be made at least one (1) week before taking such leave (except in case of emergencies), and the applicant for such leave shall not be required to state the reason for taking such leave other than that he/she is under this Section. No personal leave can be taken before or after a holiday during the months of September through June.



(b) Unused Days

Unused personal leave will be converted to accumulated sick leave at the close of the school year.

(c) Bereavement Days

Leave without loss of pay not to exceed a total of five (5) days per year shall be granted by the Superintendent of Schools. Said leave applies to the death of any of the following: husband, wife, child, sister, brother, father, mother, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt or uncle.

**C. Temporary Military Leave**

1. Time necessary for persons called into temporary active duty or any unit of the United States Reserves or the New Jersey National Guard shall be granted, in accordance with applicable state or federal statutes. Each Administrator must attempt, in writing, to request this leave within ten (10) days of notification by the military with a copy of the military order to be submitted to the Superintendent of Schools.

2. Nothing herein precludes opportunity to request of the Superintendent (or his designee) use of personal leave day for a reason other than those specified above, however, approval or denial rests solely with the Superintendent and such decision on the request is not grievable.

**D. Other Leave**

Leave taken pursuant to the above temporary leaves shall be in addition to any sick leave to which an administrator is entitled.

**E. Return from Leave**

An administrator who is granted an extended leave of absence by the Board shall not receive increment credit for time spent on a leave granted pursuant to any section of this Article, except as mandated by an applicable law.

**F. Vacation**

Administrators shall receive fifteen (15) paid vacation days per year beginning at the end of the first year of service. An additional five (5) paid vacation days will be earned at the end of five (5) accrued years of administrative service in the district provided any interruption in service does not exceed one (1) calendar year.

Vacation schedules shall be submitted to the Superintendent of Schools in advance for approval. Up to ten (10) days of vacation may be carried over with express written approval of the Superintendent. If an Administrator is

unable to take vacation because he/she must fulfill the requirements of his position, and with the Superintendent's approval, unused vacation days may be paid off at the Administrator's per diem rate, each year.

Administrators should avoid using vacation days when school is in session (normally) and immediately before or after holidays and, in no instance, may this provision exceed ten (10) days in one (1) school year.

Administrators may not use vacation days during the last two weeks of August without the consent of the Superintendent, which consent shall not be unreasonably withheld. Administrators in the same building cannot be on vacation at the same time.

## **ARTICLE X**

### **PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENT**

#### **A. Reimbursement**

The Board shall provide an annual budget to reimburse tenured members of the Association for all approved tuition costs up to nine (9) graduate/doctoral credits annually. There will be an annual cap of \$25,000. Annually is defined as that period from July 1<sup>st</sup> to June 30<sup>th</sup>. The amount reimbursed will be prorated if the requested amount exceeds the cap of \$25,000.

#### **B. Prior Consultation**

The Superintendent of Schools must be consulted with and grant approval for the registration for graduate courses or a doctoral program. Once the Superintendent's approval has been granted for a doctoral program, all required courses shall be reimbursed in accordance with this Agreement. The Superintendent must approve reimbursement for courses required by the doctoral program.

#### **C. Submission of Proof**

Funds will be reimbursed upon submission to the Office of the Superintendent of Schools evidence of participation, official proof of a "B" grade or better of the graduate course and proof of costs for tuition.

#### **D. Exception**

Reimbursement will not be given for:

1. Courses taken to satisfy certification requirement;
2. Conferences, workshops, seminars, or institutes not approved in writing by the Superintendent and the Board.

**E. Reimbursement for Conferences**

Attendance at conferences, workshops, and/or seminars requested in writing by an administrator to the Superintendent of Schools and approved by the Board shall be reimbursed according to State statutes and shall not exceed the limits of the law. If the administrator does not attend the conference, workshop, or seminar, he/she must reimburse any pre-paid costs to the district within ten (10) days after the scheduled event provided the absence was not due to unforeseen circumstances outside the administrator’s control with supporting documentation approved by the Superintendent.

**F. Approval Electives**

Administrators who are matriculating in a Doctoral Degree program shall be reimbursed for elective courses outside their current teaching field or staff assignment. Approval shall not be unreasonably withheld.

**ARTICLE XI**

**SALARIES**

**A. Salary Guide**

Base salaries, longevity compensation and stipends for unit members should be per the following salary guides:

2008 – 2009 3.85% increase (\$3,800 divided equally)

<b>PLEASANTVILLE PUBLIC SCHOOLS – ADMINISTRATORS ASSOCIATION SALARY GUIDE 2008 – 2009</b>						
<b>YEARS</b>	<b>STEP H</b>	<b>HS PRIN.</b>	<b>MS PRIN.</b>	<b>ELEM. PRIN.</b>	<b>12 MO. SUP.</b>	<b>ASST. PRIN.</b>
0	1	107,950	100,750	99,650	95,950	95,950
1	2	108,950	101,750	100,650	96,950	96,950
2	3	109,950	102,750	101,650	97,950	97,950
3	4	110,950	103,750	102,650	98,950	98,950
4	5	111,950	104,750	103,650	99,950	99,950
5	6	112,950	105,750	104,650	100,450	100,450
6	7	113,418	107,206	106,153	101,420	101,420
7	8	114,592	108,406	107,304	102,594	102,594
8	9	115,766	109,608	108,455	103,768	103,768
9	10	116,940	110,806	109,606	104,942	104,942
10	11	118,116	111,982	110,806	106,118	106,118
11	12	119,290	113,158	111,982	107,293	107,293
12	13	120,466	114,333	113,158	108,488	108,488
13	14	122,016	115,883	114,708	110,038	110,038

**Note** – All administrators off guide receive a \$3,800 increase above their 07-08 salary

2009 – 2010 3.5% increase (\$3,600 divided equally)

**PLEASANTVILLE PUBLIC SCHOOLS – ADMINISTRATORS ASSOCIATION  
SALARY GUIDE 2009 – 2010**

YEARS	STEP H	HS PRIN.	MS PRIN.	ELEM. PRIN.	12 MO. SUP.	ASST. PRIN.
0	1	110,550	103,350	102,250	98,550	98,550
1	2	111,550	104,350	103,250	99,550	99,550
2	3	112,550	105,350	104,250	100,550	100,550
3	4	113,550	106,350	105,250	101,550	101,550
4	5	114,550	107,350	106,250	102,550	102,550
5	6	115,550	108,350	107,250	103,550	103,550
6	7	116,550	109,350	108,250	104,050	104,050
7	8	117,018	110,806	109,753	105,020	105,020
8	9	118,192	112,006	110,904	106,194	106,194
9	10	119,366	113,208	112,055	107,368	107,368
10	11	120,540	114,406	113,206	108,542	108,542
11	12	121,716	115,582	114,406	109,718	109,718
12	13	122,890	116,758	115,582	110,893	110,893
13	14	124,066	117,733	116,758	112,088	112,088

**Note** – All administrators off guide receive a \$3,600 increase above their 08-09 salary

Educational Stipend:  
Masters + 30 \$975.00  
Doctorate \$1,000.00

Longevity:

After 15 years in the district \$1,100.00  
 After 20 years in the district \$1,400.00 (In addition to the \$1,100.00 previously earned after 15 years in the district)  
 After 25 years in the district \$1,700.00 (In addition to the \$2,500.00 previously earned after 20 years in the district)  
 After 30 years in the district \$2,000.00 (In addition to the \$4,200.00 previously earned after 25 years in the district)

**ARTICLE XII**

**DURATION OF AGREEMENT**

**A. Duration Period**

This Agreement shall be effective for the period commencing July 1, 2008 and shall continue in effect until June 30, 2010, subject to administrator's right to negotiate over a successor agreement as provided in Article II. It is agreed between the parties, however, that the terms and conditions set forth herein shall continue to extent of the provisions of P.E.R.C. and/or New Jersey courts of jurisdiction.

**B. Status of Incorporation**

In witness whereof the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, all on the day and year first stated below:

FOR THE ASSOCIATION

FOR THE BOARD OF EDUCATION

\_\_\_\_\_  
, President

\_\_\_\_\_  
, President

\_\_\_\_\_  
, Secretary

\_\_\_\_\_  
, Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date