

## TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
I	Recognition .....	1
II	Negotiations Procedure .....	1
III	Rights of Administrators .....	2
IV	Grievance Procedure .....	3
V	Protection of Members and Property .....	7
VI	Group Members Employment .....	8
VII	Evaluation of Group Members .....	8
VIII	Fair Dismissal Procedure .....	10
IX	Personal and Academic Freedom .....	11
X	Group Participation in the Development of Policy .....	12
XI	School Calendar .....	12
XII	Deductions From Salary .....	12
XIII	Professional Growth .....	13
XIV	Sick Leave .....	16
XV	Temporary Leaves of Absence .....	17
XVI	Extended Leaves of Absence .....	18
XVII	Blanket Benefits .....	18
XVIII	Long Term Disability Insurance .....	19
XIX	Travel Expense .....	19
XX	Work Calendar and Vacation .....	20
XXI	Salary Plan .....	21
XXII	Notice Provisions .....	21
XXIII	Duration .....	22
	Appendix A—Salary Guides .....	23



**ARTICLE I**  
**RECOGNITION**

- A. The Scotch Plains-Fanwood Board of Education, hereinafter referred to as the "Board", recognizes the Scotch Plains-Fanwood Administrative Group, hereinafter referred to as the "Group," as the exclusive representative concerning terms and conditions of employment for all full-time personnel in the following job classifications:

High School Principal  
Middle School Principal  
Elementary School Principal  
High School Assistant Principal  
Middle School Assistant Principal

- B. Unless otherwise indicated, the terms "member" or "administrator" or "group member" when used hereinafter in this Agreement shall refer to all personnel represented by the Group as defined in Section A. above. Reference to either male or female members shall include the opposite sex.

**ARTICLE II**  
**NEGOTIATION PROCEDURES**

- A. Parties agree to enter into collective negotiations pursuant to NJSA 34:13A-1 et seq. as amended, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment for all employees for whom the Group is recognized to negotiate. The time to commence negotiations shall be in accordance with PERC rules, or later, if the parties agree, in each year in which a contract is subject to re-negotiation. Any agreement so negotiated shall be applicable to all personnel for whom the Group is recognized to negotiate.
- B. Neither party shall have any control over the negotiating representative of the other party.

- C. 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.
- D. The Board agrees to negotiate with the Group whenever terms and conditions of employment are modified as a result of administrative reorganization. The negotiation shall commence within a reasonable time after the reorganization takes place. Any negotiated settlement shall be retroactive to the effective date of the modification of terms and conditions of employment unless a different date is agreed to.

### ARTICLE III

#### RIGHTS OF ADMINISTRATORS

- A. The Group may use the school building facilities at all reasonable hours for meetings before or after normally scheduled school sessions subject to the reasonable rules and regulations which uniformly apply to the use of school facilities. Bulletin boards, administrators' mailboxes, and inter-school mail shall be made available to the Group. School duplicating equipment may be utilized, but the Group shall purchase privately all expendable materials and supplies.
- B. The Board agrees to make available to the Group in response to reasonable requests from time to time, public information which the Group requires to process professional grievances, to administer this Agreement, and to formulate contract proposals.
- C. Whenever any administrator is required to appear before the Board or any committee thereof concerning any matter of discipline which could adversely affect the continuation of that administrator in his/her office, position or employment, then he/she shall be given prior written notice of the reasons for such meeting and shall be entitled to have a representative of the Group present to advise him/her and represent him/her during such a meeting.

**ARTICLE IV**  
**GRIEVANCE PROCEDURE**

A. **Definition**

1. A "grievance" shall mean a complaint by an administrator or a group of administrators that there has been to him/her or to them, or to the Group, an inequitable, improper, or unjust application, interpretation, or violation of this Agreement.
2. "Aggrieved party" shall mean any person or group of persons in the Group filing a grievance. However, when a group is involved the grievance shall be processed as an individual grievance.
3. "Days" shall mean working days as specified for twelve-month employees.
4. The "immediate superior" shall mean the person so designated by the District's organization chart.

B. **Declaration of Purpose**

1. It is the purpose of this procedure to secure, at the lowest possible level, equitable solutions to grievances of Group members through procedures under which they may present grievances free from coercion, interference, restraint, discrimination, or reprisal, and by which there is adequate opportunity to dispose of differences in a professional manner, without, where possible, involving the Board in time-consuming and costly proceedings.

- C. 1. A grievance to be considered under this procedure must be initiated within ten (10) days of its occurrence.

2. Failure at any step of this procedure to communicate in writing the decision on a grievance within the specified time limit shall permit the aggrieved party to proceed to the next step. Failure of the aggrieved party at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
3. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
4. Level One  
The aggrieved party shall first discuss the grievance with his/her immediate superior with the objective of resolving the matter informally. The immediate superior shall meet with the aggrieved party within five (5) days after receiving notice of the grievance. The immediate superior shall render a decision within five (5) days after said meeting.
5. Level Two  
If as a result of the discussion the aggrieved party is not satisfied with the disposition of the grievance at Level One, he/she may formally file the grievance in writing with the Superintendent within five (5) days after the decision at Level One, or ten (10) days after the grievance was informally presented, whichever is sooner. The Superintendent shall meet with the aggrieved party prior to communicating his/her written decision. The Superintendent's written decision shall be rendered within ten (10) days after the formal grievance was delivered to him/her.
6. Level Three  
If the aggrieved party is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within ten (10) days after the grievance

was delivered to the Superintendent, he/she may within five (5) days after a decision by the Superintendent or ten (10) days after the grievance was filed with the Superintendent at Level Two, whichever is sooner, submit the grievance through the Superintendent to the Board of Education. The Board, or a committee designated by the Board, shall meet with the aggrieved party and the Superintendent prior to communicating the Board's written decision. The Board's written decision shall be rendered within twenty (20) days after the grievance is received by the Board's secretary.

7. Level Four - Arbitration

- (a) If the aggrieved party is not satisfied with the disposition of the grievance at Level Three, within five (5) school days after receipt of the Board's decision, or if no decision has been rendered, within thirty-seven (37) calendar days after the grievance was delivered to the Board, the aggrieved party may request that the Group submit the grievance to arbitration. If the Group determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after the request of the aggrieved party by submitting a demand for arbitration to the American Arbitration Association and to the Board of Education.
- (b) The parties shall be bound by the rules and procedures of the American Arbitration Association.
- (c) The arbitrator shall be empowered to hold a hearing or hearings and to obtain all relevant data concerning the grievance. He/she shall render a written decision within thirty (30) days after the completion of the hearing or hearings or submission of any additional data. A copy shall be simultaneously furnished to the Group and to the Board. The arbitrator shall limit himself/herself to the issue submitted and shall consider nothing else. He/she can add nothing to nor subtract anything from this Agreement

between the parties or any policy of the Board of Education. The award of the arbitrator shall be final and binding on the parties.

It shall be the function of the arbitrator, and he/she shall be empowered except as his/her powers are limited below, after due investigation, to make a decision in cases of alleged violation, misinterpretation, or misapplication of this Agreement.

In the event that a case is appealed to an arbitrator on which he/she determines he/she has no power to rule or which he/she determines is not arbitrable, it shall be referred back to the parties without decision or recommendation on its merits.

The fact that the grievance has been considered by the parties in the preceding steps of the grievance shall not constitute a waiver of jurisdictional limitations upon the arbitrator in this Agreement.

The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Group. Any other expenses incurred shall be paid by the party incurring same.

D. Miscellaneous

1. The aggrieved party must be present and may be accompanied and represented at all stages of the formal grievance (Level Two and beyond) by legal counsel or a representative from the local, state or national association.
2. Notices of grievances at all levels will be filed on forms jointly prepared by the Group and the Superintendent so as to facilitate operation of the grievance procedure.



3. 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.
4. While any proceeding is pending and until a final determination has been reached, all proceedings shall be private and any preliminary disposition will not be made public without the agreement of all parties.
5. It is agreed that the Board and the Group shall individually assume costs in connection with the processing of the grievance. In the event, however, that the grievance is processed through arbitration, the Group and the Board shall equally share the costs.
6. 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 personnel file of any of the participants.

#### ARTICLE V

#### PROTECTION OF MEMBERS AND PROPERTY

The Board of Education agrees to take all reasonable precautions under State Law to protect the health and safety of its administrators.

## ARTICLE VI

### GROUP MEMBERS EMPLOYMENT

- A. The Board agrees to hire only certificated personnel or those eligible for certification for every administrative position for which a New Jersey State certification is required, unless such personnel are not available.
- B. Members shall be notified in writing of their contract status and salary status for the ensuing year not later than May 15th of each year.

## ARTICLE VII

### EVALUATION OF GROUP MEMBERS

Administrators shall be evaluated in accordance with the provisions of NJAC 6A:10-2.4 Evaluation of teaching staff members and NJAC 6A:10-2.5 Corrective action plans for all teaching staff members.

#### A. General Considerations

The purpose of evaluation is to provide the basis and guidelines for the growth and improvement and/or the recording of weaknesses and deficiencies of a staff member in the fulfillment of his or her role and responsibility.

The second purpose is to provide the basis for the formulation of judgment regarding employment, salary determination, dismissal, maintenance, and/or reappointment to create a systematic approach to compensation and promotion.

B. Procedure

1. Evaluation of Group members shall be conducted in accordance with applicable statutes and regulations.
2. The final evaluation is the responsibility of the Superintendent. A conference shall be held with a draft document with each administrator prior to the final written evaluation report. The written evaluation report shall be compiled and submitted to the administrator within ten (10) days following the date of the conference.
3. As soon as it is determined that an administrator is not meeting expectations, as delineated in the evaluation criteria, and needs to correct specific deficiencies in order to be recommended for reemployment or salary increase, a conference will be held with the evaluator to discuss the situation. As an outcome of the conference, a written statement detailing specific deficiencies and suggestions for improvement will be given to the staff member within five (5) working days. In order to provide the evaluatee sufficient time to implement suggestions for improvement, a written statement shall precede the March evaluation with as much lead time as possible.
4. No evaluation report shall be filed in the Superintendent's office or shared with the Board of Education before the staff member has had the opportunity to read it, discuss it with the Superintendent, and offer written comments to be appended. To this end, the evaluation reports shall be shared with the evaluatee no less than ten (10) days prior to the date concluding the evaluation period.
5. Should an administrator be invited to a conference with the Board or a committee of the Board in which the continuation of his or her employment or maintenance of his or her salary will be discussed, the staff member has the right to be accompanied by an organizational representative or legal counsel of his (her)

choosing. Should an administrator be involved in a conference in which he (she) perceives the content of which is deleterious to his (her) employment status, he (she) may adjourn the conference in order to obtain said representation or counsel. The adjourned conference must be reconvened at the convenience of both parties, but within five (5) working days of its initiation.

## ARTICLE VIII

### FAIR DISMISSAL PROCEDURE

#### A. Notification of Status

##### 1. Date

On or before May 15th of each year, the Board shall give to each non-tenured administrator continuously employed since the preceding September 30th either:

- (a) A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment, or
- (b) A written notice that such employment shall not be offered.

##### 2. Reasons and Hearings

Any non-tenured member of the Group who receives a notice of non-reemployment may request either reasons and a hearing or both concerning the non-reemployment in accordance with the provisions of N.J.A.C. 6:3-1.20.

#### B. Notification of Intention to Return

If the non-tenured administrator desires to accept such employment, he shall notify the Board of such acceptance, in writing, on or before June 1<sup>st</sup> in which event such employment shall continue as provided for herein. In default of such notice the Board shall not be required to continue the employment of the administrator.

## ARTICLE IX

### PERSONAL AND ACADEMIC FREEDOM

- A. The personal life of members is not an appropriate concern nor within the purview of the Board of Education except as it may interfere with the effective performance of his assigned functions within the school district.
- B. Members shall be entitled to full rights of citizenship, and no religious, social or political activities of any administrators or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such member, providing said activities do not violate any local, state or federal law.
- C. The Board and the Group agree that academic freedom is essential to the fulfillment of the purposes of the Scotch Plains-Fanwood School District, and they acknowledge the fundamental need to protect administrators from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their job functions. Accordingly, they agree as follows:
1. In performing their job functions, administrators shall be guaranteed full freedom in expressing their personal opinions on all matters relevant to the school and society provided, however, that when they do so they shall make every effort to indicate that they are speaking personally and not on behalf of the school, its administration or the Board.
  2. Administrators shall not be censured nor restrained in the performance of their job functions on the ground that the material discussed and/or opinions expressed are distasteful or embarrassing to those in authority in the school system. It shall be understood that administrators shall act and speak with the best interest of the district in mind.

**ARTICLE X**

**GROUP PARTICIPATION IN THE DEVELOPMENT OF POLICY**

It is clearly understood that the Board of Education is solely responsible for the development and adoption of policy. However, the value of the advice of the district's administrative leadership is recognized by the Board.

1. Representatives of the Administrative Group shall be provided with the opportunity to meet with the Superintendent on policy issues prior to the public introduction of the policy.
2. It is also understood that such policy issues remain confidential within the Group until such policy is publicly introduced by the Board of Education for first reading.

**ARTICLE XI**

**SCHOOL CALENDAR**

Prior to submitting the proposed school calendar to the Board of Education, the Superintendent shall submit the proposed calendar to the Group and shall meet, upon request, with appropriate officials of the Group to discuss and consider revisions of the calendar. Such meetings shall in no way limit the role of the Superintendent in recommending to the Board of Education the adoption of the school calendar, nor shall it in any way abridge or modify the final authority of the Board of Education in connection with its adoption.

**ARTICLE XII**

**DEDUCTIONS FROM SALARY**

- A. The Board agrees to deduct from the salaries of its administrators, dues for any combination of such associations as said administrators individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with

Chapter 3 10, Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the Treasurer of the Group by the 15th of each month following the monthly pay period in which deductions were made. The Group Treasurer shall disburse said monies to the appropriate association or associations.

- B. If during the life of this Agreement there shall be any change in the rate of membership dues, the Group shall furnish to the Board written notice prior to the effective date of such change and shall furnish to the Board the new authorizations from its members showing the individual deduction authorizations and the total authorized deductions for each employee, it being understood that the only obligation of the Board shall be to remit to the Group the total deduction and not the individual deductions. It shall be the obligation of the Group from the total deduction to make the further individual deductions authorized by the members.
- C. The program now in force for payroll deductions with the Union County Teachers' Federal Credit Union shall remain.

### ARTICLE XIII

#### PROFESSIONAL GROWTH

A. Tuition

The Board agrees to make available a total of \$25,000 annually for the reimbursement for administrators' costs of tuition for courses taken for professional development in each school year.

- 1. An administrator shall apply for reimbursement under the following procedure:
  - a. Prior to beginning the course, the administrator shall advise the office of the Superintendent of Schools of the title of the course, the nature of the

course, the number of credits, if the course is part of a matriculated program, and the institution where the course will be taken.

- b. Upon completion of the course, the administrator shall present to the office of the Superintendent, evidence of the tuition cost incurred and evidence of the grade received.
2. An administrator shall be reimbursed up to a maximum of fifteen (15) credits per school year, for the tuition cost incurred if he or she has followed the procedures of Section 1. a. and b., and if:
  - a. the course is part of a program leading to an advanced degree in an area of educational administration. Courses should be taken at an accredited college of university,
  - b. the grade received was B or better,
  - c. tuition reimbursement shall include reimbursement for the NJPSA mentoring program for new administrators,
  - d. tuition reimbursement shall include up to 12 credits (4 semesters) of dissertation writing.
  - e. the administrator has not received or will not receive reimbursement from some other source.
3. Administrators who accept tuition reimbursement for courses must remain in the employ of the Board for a minimum of one (1) school year following the course completion date. Administrators who voluntarily terminate their employment with the Board sooner than the expiration of one (1) year following the course



completion date shall be required to reimburse the Board for the amount of tuition reimbursement received by the administrator. The refund to the Board shall be pro-rated based on the number of month less than one (1) year.

Example: The course ends on December 31, 2011, and the administrator voluntarily terminates his/her employment with the Board on June 30, 2012, the administrator must repay fifty percent (50%) of the tuition reimbursement cost. The administrator's refund shall be deducted from his/her last paycheck. If the administrator's notification of voluntary termination is received following the issuance of the administrator's last paycheck the administrator shall be obligated to repay the Board at the same time that the administrator notifies the Board of his/her intention to resign.

B. Other

1. The Board agrees to pay other reasonable expenses, which include travel (i.e. airfare, mileage over 50 miles, train), accommodations, and registration fees, incurred by an administrator in connection with workshops, seminars, conferences, and membership in professional organizations that are aligned with district strategic goals. The member will obtain prior approval of the Superintendent unless the administrator is required by the administration to take and/or attend. If a request is denied, there will be a written response as to why it is denied. The Superintendent's approval or denial is not subject to the grievance procedure.
2. The Board agrees to make available up to \$200 per administrator each contract year to purchase books, equipment and/or other educational resource materials according to the discretion of the individual member following established accounting procedures. Such materials would become the property of the Scotch Plains-Fanwood Board of Education.

## ARTICLE XIV

### SICK LEAVE

- A. Sick leave is hereby defined to mean the absence from his/her post of duty of any person because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities on account of a contagious disease or being quarantined for such a disease in his/her immediate household.
  
- B. The granting of sick leave shall not be intended to entitle any administrator, in the event extensive sick leave is not required, to accumulate more than twelve (12) days of unused sick leave in accordance with the provisions of NJSA 18A:30-7. Unused sick days shall accumulate without limit.
  
- C. Upon recommendation of the Superintendent specific circumstances necessitating the need for sick leave over and above the amount accumulated shall be considered in a positive manner by the Board.
  
- D. Employees who retire and who will be eligible to receive TPAF pension checks immediately after retirement shall be entitled to receive severance pay based upon accumulated sick leave days as follows:
  - 1. Eighty-five dollars (\$85) per accumulated sick leave day at the time of retirement to a maximum of one hundred seventy (170) days.
  
  - 2. Payment for accumulated sick leave days shall be made in a lump sum payment during July immediately following retirement.

3. In the event of the death of an employee who has at least ten (10) years of service in the district, the employee's estate shall receive payment in accordance with this Section.

## ARTICLE XV

### TEMPORARY LEAVES OF ABSENCE

During the calendar year, administrators shall be entitled to the following temporary leaves of absence without loss of pay which shall be non-cumulative:

1. A total of three days leave of absence for such personal or other matters which require absence during the year. Application to the Superintendent for personal leave shall be made at least five (5) days before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than he/she is taking it under this section. Personal leave may not be used to extend a school holiday or recess period except for the purpose of attending a graduation or wedding of an immediate family member defined as: parent, child, or spouse when that event occurs on the day in question or during the adjacent holiday period. A day surrounding a weekend of Saturday or Sunday is not considered a school holiday or recess, unless a holiday should precede or follow the weekend. A day required for religious observance may be taken contiguous with a holiday if so stated.
2. The actual time necessary for appearance in court or before a state administrative agency pursuant to a duly issued subpoena for school related business. The subpoena shall be presented to the immediate superior in advance of the appearance at court or the administrative agency for approval.
3. Members of the New Jersey National Guard and United States Military Reserves shall be entitled to fifteen (15) days annual training leave of absence upon submission of a copy of

their orders to active duty without loss of pay or time on all days on which he shall be engaged in field training. An administrator will make every effort to take this field training during non-school periods whenever possible.

4. Temporary leaves of absence without loss of pay may be granted by the Superintendent of Schools.
5. Bereavement Leave: A maximum of five (5) days at any one time in the event of the death of the employee's mother, father, spouse, child, sibling, or grandchild. A maximum of three (3) days at any one time in the event of the death of the employee's daughter-in-law, son-in-law, father-in-law, mother-in-law, grandmother or grandfather. A maximum of two (2) days at any one time in the event of the death of an employee's brother-in-law, sister-in-law, aunt or uncle. Bereavement days should be taken concurrent with the death of the relatives identified above. Arrangements to take the days at a time other than in conjunction with the death must be made with the Superintendent within seven (7) days of the death.

## ARTICLE XVI

### EXTENDED LEAVES OF ABSENCE

The Board may grant such leaves of absence without pay as it may deem necessary and appropriate.

## ARTICLE XVII

### BLANKET BENEFITS

- A. The Board shall provide for and pay the cost of a health insurance program. Such program shall include medical-surgical and major medical coverage for the employee and his/her family. Each employee who is enrolled in the health insurance plan shall contribute toward the cost of medical insurance in accordance with the provisions of

Chapter 78, Laws of New Jersey. The contribution shall be made through payroll deduction.

- B. The Board agrees to provide a dental insurance plan for the employee and his/her family.
- C. The group insurance benefits described above shall be identical to the group insurance benefits granted to the district's teachers.

### ARTICLE XVIII

#### LONG-TERM DISABILITY INSURANCE

- A. The Board shall maintain a group long-term disability insurance policy for all administrators. The Board may also include non-Administrative Group employees such as the Superintendent, Assistant Superintendents, Business Administrator, Personnel Specialist and Directors in the disability insurance policy.
- B. The disability insurance policy shall provide payments for total disability that are sixty percent (60%) of the administrator's salary up to a maximum of seven thousand dollars (\$7000) per month. The qualifying period shall be ninety (90) days. The definition of disability shall be the definition contained in the 1999-2000 insurance policy.

### ARTICLE XIX

#### TRAVEL EXPENSES

Each member of the Group shall receive an annual stipend as reimbursement for all required use of personal automobiles for travel within and outside the boundaries of the School District. In addition, members shall be reimbursed at the rate per mile that is set by State regulations for all required travel to locations more than fifty (50) miles from the School District, as well as for tolls and parking. The annual stipend shall be three hundred dollars (\$300).

## ARTICLE XX

### WORK CALENDAR AND VACATION

- A. The contractual year for a member of the Group shall run from July 1 through June 30. Included within this work year shall be:
1. Twenty-five (25) days paid vacation. Administrators hired on or after July 1, 2010, shall be entitled to twenty-three (23) vacation days.
  2. Following the completion of six (6) years of administrative service in the school district the paid vacation shall increase to thirty (30) days. Administrators hired on or after July 1, 2010, shall be entitled to twenty-three (23) vacation days and after six years twenty-eight (28) vacation days per year.
  3. Fourteen (14) paid holidays as designated in the school calendar including Independence Day, Labor Day, and the Friday of the annual NJEA Workshop.
- B. The Superintendent shall be notified a minimum of two (2) workdays prior to the taking of vacation days of the employee's intent to take vacation days. Approval or disapproval of the requested days shall be consistent with the needs of the District. Shorter notification may be acceptable based on the needs of the District.
- C. The conversion of vacation days to cash shall be based on 1/260 of the administrator's annual salary at the time of conversion. The maximum accumulation and conversion shall be thirty (30) vacation days or twenty-eight (28) vacation days, depending on the date of hire as an administrator.
- D. Administrators may carry over from year-to-year a maximum 30, 28, 25 or 23 vacation days, the number of days earned in the prior year.

- E. Administrators who are required to report to work on approved scheduled vacation days shall be granted another vacation day in lieu of the day worked even if required to work less than a full day.
  
- F. Administrators have the option of one Writing Day per school year. This is a day where the administrator will work from home. This day shall require the advance approval by the Superintendent. This day will be entered into the absence management system and approved in advance of using the day. This day will be a day when students and teachers are not in attendance in the schools.

**ARTICLE XXI**

**SALARY PLAN**

- A. Salary guides for the duration of the Agreement are attached hereto as Appendix A.
  
- B. When an administrator is temporarily promoted to a higher paying position, the administrator shall be compensated in accordance with Appendix A after thirty (30) calendar days in the higher paying position. This section shall not apply to temporary promotions resulting from vacations.

**ARTICLE XXII**

**NOTICE PROVISIONS**

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or by certified mail at the following addresses:

- A. If by the Group to the Board of Education:

512 Cedar Street  
Scotch Plains, New Jersey 07076

B.. If by the Board of Education to the Group:

Administrators' Office  
512 Cedar Street  
Scotch Plains, New Jersey 07076

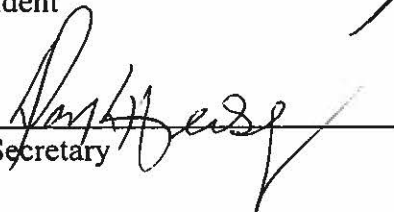
**ARTICLE XXIII**

**DURATION**

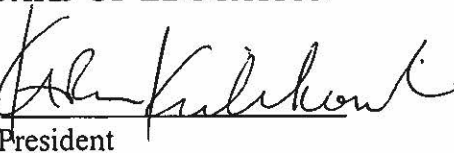
- A. This Agreement shall be effective July 1, 2020, and shall continue and remain in full force and effect through June 30, 2025 and shall continue from year to year thereafter unless either party notifies the other of its intention to resume negotiations. Such notice shall be timely in accordance with the rules for commencing negotiation as established by PERC and shall designate the specific articles or sections of the Agreement to be negotiated. The party receiving the notice of intent to negotiate may also present articles and sections for negotiation.
- B. IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be affixed hereto all on this day of March 12, 2020.

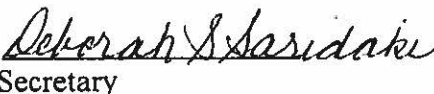
**SCOTCH PLAINS-FANWOOD  
ADMINISTRATIVE GROUP**

By   
President

Attest:   
Secretary

**SCOTCH PLAINS-FANWOOD  
BOARD OF EDUCATION**

By   
President

Attest:   
Secretary



**APPENDIX A SALARY GUIDES  
2020-2021**

**ELEMENTARY PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	140,072	142,772	146,172	149,072
2	141,499	144,199	147,599	150,499
3	142,927	145,627	149,027	151,927
4	144,354	147,054	150,454	153,354
5	145,782	148,482	151,882	154,782
6	147,210	149,910	153,310	156,210
7	148,637	151,337	154,737	157,637
8	150,007	152,707	156,107	159,007
9	151,493	154,193	157,593	160,493
10	152,920	155,620	159,020	161,920
11	154,348	157,048	160,448	163,348
12	155,776	158,476	161,876	164,776
13	157,203	159,903	163,303	166,203

**MIDDLE SCHOOL PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	149,589	152,289	155,689	158,589
2	151,017	153,717	157,117	160,017
3	152,445	155,145	158,545	161,445
4	153,871	156,571	159,971	162,871
5	155,299	157,999	161,399	164,299
6	156,727	159,427	162,827	165,727
7	158,154	160,854	164,254	167,154
8	159,582	162,282	165,682	168,582
9	161,010	163,710	167,110	170,010
10	162,438	165,138	168,538	171,438
11	163,865	166,565	169,965	172,865
12	165,293	167,993	171,393	174,293
13	169,515	172,215	175,615	178,515

**MIDDLE SCHOOL VICE PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	117,858	120,558	123,958	126,858
2	119,280	121,980	125,380	128,280
3	120,704	123,404	126,804	129,704
4	122,127	124,827	128,227	131,127
5	123,551	126,251	129,651	132,551
6	124,974	127,674	131,074	133,974
7	126,397	129,097	132,497	135,397
8	127,821	130,521	133,921	136,821
9	129,244	131,944	135,344	138,244
10	130,668	133,368	136,768	139,668
11	132,091	134,791	138,191	141,091
12	133,515	136,215	139,615	142,515
13	134,938	137,638	141,038	143,938
14	136,360	139,060	142,460	145,360
15	137,784	140,484	143,884	146,784

**APPENDIX A SALARY GUIDES  
2020-2021 (Continued)**

**HIGH SCHOOL PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	159,107	161,807	165,207	168,107
2	160,534	163,234	166,634	169,534
3	161,962	164,662	168,062	170,962
4	163,390	166,090	169,490	172,390
5	164,816	167,516	170,916	173,816
6	166,244	168,944	172,344	175,244
7	167,672	170,372	173,772	176,672
8	169,099	171,799	175,199	178,099
9	170,527	173,227	176,627	179,527
10	171,955	174,655	178,055	180,955
11	173,382	176,082	179,482	182,382
12	174,810	177,510	180,910	183,810
13	176,238	178,938	182,338	185,238
OG				188,216

**HIGH SCHOOL VICE PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	127,700	130,400	133,800	136,700
2	129,127	131,827	135,227	138,127
3	130,554	133,254	136,654	139,554
4	131,982	134,682	138,082	140,982
5	133,409	136,109	139,509	142,409
6	134,837	137,537	140,937	143,837
7	136,265	138,965	142,365	145,265
8	137,692	140,392	143,792	146,692
9	139,120	141,820	145,220	148,120
10	140,548	143,248	146,648	149,548
11	141,975	144,675	148,075	150,975
12	143,403	146,103	149,503	152,403
13	144,831	147,531	150,931	153,831
14	146,259	148,959	152,359	155,259
15	148,786	151,486	154,886	157,786

**APPENDIX A SALARY GUIDES  
2021-2022**

**ELEMENTARY PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	143,764	146,464	149,864	152,764
2	145,191	147,891	151,291	154,191
3	146,619	149,319	152,719	155,619
4	148,046	150,746	154,146	157,046
5	149,474	152,174	155,574	158,474
6	150,902	153,602	157,002	159,902
7	152,329	155,029	158,429	161,329
8	153,699	156,399	159,799	162,699
9	155,185	157,885	161,285	164,185
10	156,612	159,312	162,712	165,612
11	158,040	160,740	164,140	167,040
12	159,468	162,168	165,568	168,468
13	160,895	163,595	166,995	169,895

**MIDDLE SCHOOL PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	153,281	155,981	159,381	162,281
2	154,709	157,409	160,809	163,709
3	156,137	158,837	162,237	165,137
4	157,563	160,263	163,663	166,563
5	158,991	161,691	165,091	167,991
6	160,419	163,119	166,519	169,419
7	161,846	164,546	167,946	170,846
8	163,274	165,974	169,374	172,274
9	164,702	167,402	170,802	173,702
10	166,130	168,830	172,230	175,130
11	167,557	170,257	173,657	176,557
12	168,985	171,685	175,085	177,985
13	173,207	175,907	179,307	182,207

**MIDDLE SCHOOL VICE PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	121,550	124,250	127,650	130,550
2	122,972	125,672	129,072	131,972
3	124,396	127,096	130,496	133,396
4	125,819	128,519	131,919	134,819
5	127,243	129,943	133,343	136,243
6	128,666	131,366	134,766	137,666
7	130,089	132,789	136,189	139,089
8	131,513	134,213	137,613	140,513
9	132,936	135,636	139,036	141,936
10	134,360	137,060	140,460	143,360
11	135,783	138,483	141,883	144,783
12	137,207	139,907	143,307	146,207
13	138,630	141,330	144,730	147,630
14	140,052	142,752	146,152	149,052
15	141,476	144,176	147,576	150,476

**APPENDIX A SALARY GUIDES  
2021-2022 (Continued)**

**HIGH SCHOOL PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	162,799	165,499	168,899	171,799
2	164,226	166,926	170,326	173,226
3	165,654	168,354	171,754	174,654
4	167,082	169,782	173,182	176,082
5	168,508	171,208	174,608	177,508
6	169,936	172,636	176,036	178,936
7	171,364	174,064	177,464	180,364
8	172,791	175,491	178,891	181,791
9	174,219	176,919	180,319	183,219
10	175,647	178,347	181,747	184,647
11	177,074	179,774	183,174	186,074
12	178,502	181,202	184,602	187,502
13	179,930	182,630	186,030	188,930
OG				191,908

**HIGH SCHOOL VICE PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	131,392	134,092	137,492	140,392
2	132,819	135,519	138,919	141,819
3	134,246	136,946	140,346	143,246
4	135,674	138,374	141,774	144,674
5	137,101	139,801	143,201	146,101
6	138,529	141,229	144,629	147,529
7	139,957	142,657	146,057	148,957
8	141,384	144,084	147,484	150,384
9	142,812	145,512	148,912	151,812
10	144,240	146,940	150,340	153,240
11	145,667	148,367	151,767	154,667
12	147,095	149,795	153,195	156,095
13	148,523	151,223	154,623	157,523
14	149,951	152,651	156,051	158,951
15	152,478	155,178	158,578	161,478

**APPENDIX A SALARY GUIDES  
2022-2023**

**ELEMENTARY PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	147,871	150,571	153,971	156,871
2	149,298	151,998	155,398	158,298
3	150,726	153,426	156,826	159,726
4	152,153	154,853	158,253	161,153
5	153,581	156,281	159,681	162,581
6	155,009	157,709	161,109	164,009
7	156,436	159,136	162,536	165,436
8	157,866	160,566	163,966	166,866
9	159,292	161,992	165,392	168,292
10	160,719	163,419	166,819	169,719
11	162,147	164,847	168,247	171,147
12	163,575	166,275	169,675	172,575
13	165,002	167,702	171,102	174,002

**MIDDLE SCHOOL PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	157,388	160,088	163,488	166,388
2	158,816	161,516	164,916	167,816
3	160,244	162,944	166,344	169,244
4	161,670	164,370	167,770	170,670
5	163,098	165,798	169,198	172,098
6	164,526	167,226	170,626	173,526
7	165,953	168,653	172,053	174,953
8	167,381	170,081	173,481	176,381
9	168,809	171,509	174,909	177,809
10	170,237	172,937	176,337	179,237
11	171,664	174,364	177,764	180,664
12	173,092	175,792	179,192	182,092
13	177,314	180,014	183,414	186,314

**MIDDLE SCHOOL VICE PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	125,657	128,357	131,757	134,657
2	127,079	129,779	133,179	136,079
3	128,503	131,203	134,603	137,503
4	129,926	132,626	136,026	138,926
5	131,350	134,050	137,450	140,350
6	132,773	135,473	138,873	141,773
7	134,196	136,896	140,296	143,196
8	135,620	138,320	141,720	144,620
9	137,043	139,743	143,143	146,043
10	138,467	141,167	144,567	147,467
11	139,890	142,590	145,990	148,890
12	141,314	144,014	147,414	150,314
13	142,737	145,437	148,837	151,737
14	144,159	146,859	150,259	153,159
15	145,583	148,283	151,683	154,583

**APPENDIX A SALARY GUIDES  
2022-2023 (Continued)**

**HIGH SCHOOL PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	166,906	169,606	173,006	175,906
2	168,333	171,033	174,433	177,333
3	169,761	172,461	175,861	178,761
4	171,189	173,889	177,289	180,189
5	172,615	175,315	178,715	181,615
6	174,043	176,743	180,143	183,043
7	175,471	178,171	181,571	184,471
8	176,898	179,598	182,998	185,898
9	178,326	181,026	184,426	187,326
10	179,754	182,454	185,854	188,754
11	181,181	183,881	187,281	190,181
12	182,609	185,309	188,709	191,609
13	184,037	186,737	190,137	193,037
OG				196,015

**HIGH SCHOOL VICE PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	135,499	138,199	141,599	144,499
2	136,926	139,626	143,026	145,926
3	138,353	141,053	144,453	147,353
4	139,781	142,481	145,881	148,781
5	141,208	143,908	147,308	150,208
6	142,636	145,336	148,736	151,636
7	144,064	146,764	150,164	153,064
8	145,491	148,191	151,591	154,491
9	146,919	149,619	153,019	155,919
10	148,347	151,047	154,447	157,347
11	149,774	152,474	155,874	158,774
12	151,202	153,902	157,302	160,202
13	152,630	155,330	158,730	161,630
14	154,058	156,758	160,158	163,058
15	156,585	159,285	162,685	165,585

**APPENDIX A SALARY GUIDES  
2023-2024**

**ELEMENTARY PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	152,300	155,000	158,400	161,300
2	153,727	156,427	159,827	162,727
3	155,155	157,855	161,255	164,155
4	156,582	159,282	162,682	165,582
5	158,010	160,710	164,110	167,010
6	159,438	162,138	165,538	168,438
7	160,865	163,565	166,965	169,865
8	162,235	164,935	168,335	171,235
9	163,721	166,421	169,821	172,721
10	165,148	167,848	171,248	174,148
11	166,576	169,276	172,676	175,576
12	168,004	170,704	174,104	177,004
13	169,431	172,131	175,531	178,431

**MIDDLE SCHOOL PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	161,817	164,517	167,917	170,817
2	163,245	165,945	169,345	172,245
3	164,673	167,373	170,773	173,673
4	166,099	168,799	172,199	175,099
5	167,527	170,227	173,627	176,527
6	168,955	171,655	175,055	177,955
7	170,382	173,082	176,482	179,382
8	171,810	174,510	177,910	180,810
9	173,238	175,938	179,338	182,238
10	174,666	177,366	180,766	183,666
11	176,093	178,793	182,193	185,093
12	177,521	180,221	183,621	186,521
13	181,743	184,443	187,843	190,743

**MIDDLE SCHOOL VICE PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	130,086	132,786	136,186	139,086
2	131,508	134,208	137,608	140,508
3	132,932	135,632	139,032	141,932
4	134,355	137,055	140,455	143,355
5	135,779	138,479	141,879	144,779
6	137,202	139,902	143,302	146,202
7	138,625	141,325	144,725	147,625
8	140,049	142,749	146,149	149,049
9	141,472	144,172	147,572	150,472
10	142,896	145,596	148,996	151,896
11	144,319	147,019	150,419	153,319
12	145,743	148,443	151,843	154,743
13	147,166	149,866	153,266	156,166
14	148,588	151,288	154,688	157,588
15	150,012	152,712	156,112	159,012

**APPENDIX A SALARY GUIDES  
2023-2024 (Continued)**

**HIGH SCHOOL PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	171,335	174,035	177,435	180,335
2	172,762	175,462	178,862	181,762
3	174,190	176,890	180,290	183,190
4	175,618	178,318	181,718	184,618
5	177,044	179,744	183,144	186,044
6	178,472	181,172	184,572	187,472
7	179,900	182,600	186,000	188,900
8	181,327	184,027	187,427	190,327
9	182,755	185,455	188,855	191,755
10	184,183	186,883	190,283	193,183
11	185,610	188,310	191,710	194,610
12	187,038	189,738	193,138	196,038
13	188,466	191,166	194,566	197,466
OG				200,444

**HIGH SCHOOL VICE PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	139,928	142,628	146,028	148,928
2	141,355	144,055	147,455	150,355
3	142,782	145,482	148,882	151,782
4	144,210	146,910	150,310	153,210
5	145,637	148,337	151,737	154,637
6	147,065	149,765	153,165	156,065
7	148,493	151,193	154,593	157,493
8	149,920	152,620	156,020	158,920
9	151,348	154,048	157,448	160,348
10	152,776	155,476	158,876	161,776
11	154,203	156,903	160,303	163,203
12	155,631	158,331	161,731	164,631
13	157,059	159,759	163,159	166,059
14	158,487	161,187	164,587	167,487
15	161,014	163,714	167,114	170,014



**APPENDIX A SALARY GUIDES  
2024-2025**

**ELEMENTARY PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	156,934	159,634	163,034	165,934
2	158,361	161,061	164,461	167,361
3	159,789	162,489	165,889	168,789
4	161,216	163,916	167,316	170,216
5	162,644	165,344	168,744	171,644
6	164,072	166,772	170,172	173,072
7	165,499	168,199	171,599	174,499
8	166,869	169,569	172,969	175,869
9	168,355	171,055	174,455	177,355
10	169,782	172,482	175,882	178,782
11	171,210	173,910	177,310	180,210
12	172,638	175,338	178,738	181,638
13	174,065	176,765	180,165	183,065

**MIDDLE SCHOOL PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	166,451	169,151	172,551	175,451
2	167,879	170,579	173,979	176,879
3	169,307	172,007	175,407	178,307
4	170,733	173,433	176,833	179,733
5	172,161	174,861	178,261	181,161
6	173,589	176,289	179,689	182,589
7	175,016	177,716	181,116	184,016
8	176,444	179,144	182,544	185,444
9	177,872	180,572	183,972	186,872
10	179,300	182,000	185,400	188,300
11	180,727	183,427	186,827	189,727
12	182,155	184,855	188,255	191,155
13	186,377	189,077	192,477	195,377

**MIDDLE SCHOOL VICE PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	134,720	137,420	140,820	143,720
2	136,142	138,842	142,242	145,142
3	137,566	140,266	143,666	146,566
4	138,989	141,689	145,089	147,989
5	140,413	143,113	146,513	149,413
6	141,836	144,536	147,936	150,836
7	143,259	145,959	149,359	152,259
8	144,683	147,383	150,783	153,683
9	146,106	148,806	152,206	155,106
10	147,530	150,230	153,630	156,530
11	148,953	151,653	155,053	157,953
12	150,377	153,077	156,477	159,377
13	151,800	154,500	157,900	160,800
14	153,222	155,922	159,322	162,222
15	154,646	157,346	160,746	163,646

**APPENDIX A SALARY GUIDES  
2024-2025 (Continued)**

**HIGH SCHOOL PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	175,969	178,669	182,069	184,969
2	177,396	180,096	183,496	186,396
3	178,824	181,524	184,924	187,824
4	180,252	182,952	186,352	189,252
5	181,678	184,378	187,778	190,678
6	183,106	185,806	189,206	192,106
7	184,534	187,234	190,634	193,534
8	185,961	188,661	192,061	194,961
9	187,389	190,089	193,489	196,389
10	188,817	191,517	194,917	197,817
11	190,244	192,944	196,344	199,244
12	191,672	194,372	197,772	200,672
13	193,100	195,800	199,200	202,100
OG				205,078

**HIGH SCHOOL VICE PRINCIPAL**

Step	MA	MA + 30	6th Yr	PhD
1	144,562	147,262	150,662	153,562
2	145,989	148,689	152,089	154,989
3	147,416	150,116	153,516	156,416
4	148,844	151,544	154,944	157,844
5	150,271	152,971	156,371	159,271
6	151,699	154,399	157,799	160,699
7	153,127	155,827	159,227	162,127
8	154,554	157,254	160,654	163,554
9	155,982	158,682	162,082	164,982
10	157,410	160,110	163,510	166,410
11	158,837	161,537	164,937	167,837
12	160,265	162,965	166,365	169,265
13	161,693	164,393	167,793	170,693
14	163,121	165,821	169,221	172,121
15	165,648	168,348	171,748	174,648