

AGREEMENT

BETWEEN

THE PITMAN BOARD OF EDUCATION

&

THE PITMAN ADMINISTRATORS ASSOCIATION

2024-2029

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ARTICLE I

RECOGNITION

- A. The Pitman Board of Education, hereinafter known as the “Board”, hereby recognizes the Pitman Administrators Association, hereinafter known as the “Association”, as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all totally certified full-time personnel under contract and employed by the Board and assigned as an employee with administrative and supervisory responsibilities which shall include the following:

12 Month Positions

- A. High School Principal
- B. Middle School Principal
- C. Director of Guidance
- D. Director of Special Services
- E. Three Elementary Principals
- F. Director of Athletics
- G. Director of Curriculum and Instruction
- H. Supervisor of Technology, Data & Assessment

11 Month Positions

None at this time.

10 Month Positions

- A. High School Assistant Principal
- B. Middle School Assistant Principal

All administrators who are currently employed in the above listed positions will remain in these positions until they vacate them for any reason (i.e. retirement, resignations, etc.)

The Association agrees that at the time of vacancy the Board can evaluate the position and assign any new administrator to a 12, 11 or 10 month employment contract.

At no time shall there be less than five (5) twelve month administrative positions in the district.

All Assistant Principals will be hired as ten (10) month, +15 day contracted employees.

- B. The Association hereby recognizes the Board as the legal authority elected as representatives of the people and further recognizes the responsibilities of the Board and the Superintendent of Schools for the conduct and operation of the School district in compliance with New Jersey Statutes Title 18A.

ARTICLE II

NEGOTIATIONS PROCEDURE

The parties agree to enter into collective negotiations for a successor agreement in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement concerning terms and conditions of employment. Negotiations shall begin no later than 30 days after the P.A.A. notifies the Board of its intent to begin negotiations on a successor agreement.

ARTICLE III

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 2024 and shall continue in effect until June 30, 2029, and shall be subject to the right to negotiate a successor Agreement as provided above.
- B. This Agreement shall not be modified in whole or in part except by an amendment in writing duly executed by both parties.
- C. Neither party to the negotiations shall have any control over the selection of the negotiations representative of the other party.

ARTICLE IV

BOARD RIGHTS

- A. The Board and Association recognize that the Board has certain powers, discretions and duties that, under the Constitution and laws of the State of New Jersey, particularly Title 18A, may not be delegated, limited or abrogated by agreement with any party. Accordingly, any provision of this Agreement, or any application, shall have effect only to the extent permitted by law, but all other provisions or applications of this Agreement shall continue in full force and effect.

ARTICLE V

GRIEVANCE PROCEDURE

- A. A “Grievance” shall mean a claim by the employee or the Association, based upon the interpretation, application or violation of this Agreement, policies and administrative decisions concerning terms and conditions of employment.
- B. A grievance to be considered under this procedure must be initiated by the employee or Association within thirty (30) calendar days from the time of its occurrence.
- C. Failure of this procedure to communicate the decision on a grievance within the specified time limits shall permit the employee or the Association to proceed to the next step. Failure 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.
- D. It is understood that employees shall, during and notwithstanding the tendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board.
- E. A grievance shall be discussed first with the Superintendent of Schools in an effort to informally resolve the matter. However, if the matter is not resolved as a result thereof within five (5) school days from the said discussion, the grievance shall be set forth in writing to said Superintendent of Schools setting forth:
 - 1. The nature of the grievance
 - 2. Article and section of the Agreement allegedly violated
 - 3. The result of the previous discussion
 - 4. The remedy sought
- F. The Superintendent of Schools shall endeavor to communicate his response to the written grievance in writing within ten (10) school days of receipt thereof.
- G. If the grievance is not resolved to the employee’s or Association’s satisfaction, he or she, no later than five (5) school days after receipt of the Superintendent’s decision, may request a review by the Board of Education. 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 of Education. The Board, or a committee thereof, shall review the grievance and shall hold a hearing with the employee within thirty (30) days after receipt of the request for review. The Board shall render a decision in writing and forward copies thereof to the employee and to the Association within thirty (30) days following said hearing.

- H. If the decision of the Board does not resolve the grievance to the satisfaction of the Association and the Association wishes review by a third party, it shall notify the Board and the Superintendent within ten (10) school days of receipt of the Board's decision.

ARTICLE VI

EVALUATION

- A. All administrative employees covered by this agreement will be evaluated in a manner that is consistent with Achieve NJ evaluation protocols as delineated by the New Jersey Department of Education.
1. Principals and Assistant Principals – evaluations will include multiple measures of performance, including: scores for principal practice; student achievement data (which may include Student Growth Objectives (SGO) Average, Administrative Goals, Median Student Growth Percentile (mSGP); and evaluation leadership. Weighting of scores will be consistent with NJDOE weights.
 2. Other administrators – evaluations will include a framework for measuring administrator practice, as well as evaluation leadership.
- B. Non-tenured administrators are required to have a minimum of three observations per school year. Tenured administrators are required to have at least two observations per school year. Any administrator who receives an Ineffective or Partially Effective summative rating must have one additional observation per year as part of a Corrective Action Plan (CAP).
- C. Corrective Action Plan (CAP): Any administrator who is rated Ineffective or Partially Effective on his or her evaluation will receive additional support through a CAP. The CAP will include timelines for corrective action and clearly delineate responsibilities of the administrator versus the district in implementing the plan.
- D. Summative rating: This overall evaluation score is determined annually and combines the multiple measures of administrator practice; evaluation leadership; and student growth (if applicable). Administrators earn one of four ratings: Highly Effective, Effective, Partially Effective, or Ineffective.
- E. On or before May 15th of each year, the Board shall give to each non-tenure employee a written offer of a contract for the next year or a written notice that such employment shall not be offered.
- F. Evaluations are performed within the electronic system and an electronic portfolio for each administrator will be maintained, and can be accessed by both the employee and the Superintendent. Results are reviewed annually by both parties. Additionally, written copies of observations/summative evaluations shall be maintained within the personnel file of each administrator. All employees, if they so desire, may submit a written response to an evaluation; it will be acknowledged by both parties, and a copy attached to the evaluation (hard copy and electronic).

ARTICLE VII

LEAVES OF ABSENCES

A. Bereavement Leave

1. Any employee under contract with the Board shall be entitled to a non-deductible leave of absence from service as necessary in the event of death in his or her immediate family.
2. Up to five (5) days' leave in event of a death in the employee's immediate family. Immediate family shall mean (1) husband or wife, (2) father, mother, brother, sister, son, daughter or other persons who have assumed comparable responsibility.
3. Up to three (3) days' leave in event of death of a brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchild, grandparent, aunt, uncle, niece or nephew.
4. An employee may be granted one (1) day per year in the event of death of a close personal friend.
5. Each case must be documented in writing and presented to the Superintendent of Schools, either before or after the period of leave.
6. In emergencies, additional bereavement leave time may be granted at the discretion of the Superintendent.

B. Personal Business Leave

1. Five (5) personal days shall be granted during a school year for one's personal business that cannot be conducted outside the realm of the normal working day. Unused personal days per year will be converted to sick leave days.
2. Personal leave ordinarily is not granted immediately before or after a holiday or school closing. However, the Superintendent may, in his discretion, grant such a request for a proper reason.
3. Application for such leave shall be made to the Superintendent, or the employee's immediate supervisor at least two (2) school days before such leave is to begin. In case of serious emergencies, such leave requests may be granted immediately by the superintendent or immediate supervisor.

C. Sick Leave

1. All twelve (12) month employees are entitled to twelve (12) sick days each fiscal year; eleven (11) month employees are entitled to eleven (11) sick days; ten (10) month employees are entitled to ten (10) sick days. Sick leave

allowances during the year of service for employees whose employment is subsequent to the beginning of the school year and for those who terminate their services prior to the expiration of such year shall be prorated according to the ratio that the number of days of possible service bears to the total number of days of service during the contract year. Unused sick days are cumulative as per Article VII, Section I.

D. Child Rearing Leave

1. The Board of Education hereby agrees to fully comply with federal and state law decisions including the New Jersey Division on Civil Rights with respect to maternity leave. (Compliance with Family Leave Act of 1993)

E. Sabbatical leave

1. A sabbatical leave may be provided to an employee upon the recommendation of the Superintendent of Schools and approved by the Board of Education. Sabbatical leave will be considered for the purpose of advanced study at an institution of higher learning. The applicant must have completed six (6) consecutive fiscal years in the District in order to be eligible.
2. Approval may be granted for one full year of study at half pay, with full pay for one half year. As a condition to granting sabbatical leave, the employee shall enter into a contract, as prescribed by the Board, to continue in service in the District for a period of two (2) years after the termination of the sabbatical leave.
3. If any employee fails to continue to provide a service to the District after such leave of absence, the employee shall repay to the Pitman Board of Education a sum of money bearing the same ratio to the amount of salary received while on leave of absence that the unperformed part of the subsequent two years' service bears to the full two years.

F. Military Leave

1. The Board of Education shall grant military leave to an employee in accordance with the appropriate provisions of the New Jersey Statutes Annotated Title 18A.

G. Jury Duty

1. Any employee who is called for jury duty shall receive an amount of money equal to his daily rate, less the amount of money received daily for serving as a juror.

H. Witness in Court

1. Employees may be absent with loss of pay when the absence is in obedience to legal process. Legal process shall mean a summons to appear as a witness in court in the State of New Jersey, or in court of the United States, in a case to which the person summoned is not a party and also such that the individual has no option but to appear.
2. In the case of the employee receiving compensation to appear as a witness in court, the Board of Education shall pay said employee an amount of money equal to his daily rate.

I. Sick Leave Reimbursement

1. As of July 1, 2006, tenured administrators are eligible for sick leave reimbursement upon retirement from the TPAF.
2. As of July 1, 2006, all sick days earned prior to 6/30/06 will be paid out at the rate of \$75.00 per day.
3. As of July 1, 2006, all sick days earned after to July 1, 2006, will be paid at the rate of \$85.00 per day for the duration of the contract.
4. As of July 1, 2015 a 2-tier cap will be applied to sick day:
 - a. \$15,000 cap for sick days paid out over a two year period for all members of the PAA employed by the Pitman Board of Education as of 9/1/05 as listed in Schedule A.
 - b. \$10,000 cap for sick days paid out over a one year period for all members of the PAA employed by the Pitman Board of Education after 7/1/06.
5. After reaching and maintaining the cap in 4.a, and b., three (3) unused personal days that convert to sick days will be paid at the end of the year at the rate listed in 3 upon retirement.
6. In the event an administrator shall die during the course of employment, the eligibility rule shall be amended so that the administrator's estate shall be paid for the eligible unused sick leave.

ARTICLE VIII

VACATIONS

All Twelve (12) month employees shall be granted 4 weeks vacation upon completion of the first year. Eleven (11) and ten (10) month employees will not be granted vacation. Vacation days for any employee who begins employment after July 1 will be prorated.

- A. An effort shall be made to schedule vacations in accordance with the employee's wishes, subject, however, to the needs of the School District, as determined by the Superintendent of Schools.
- B. Each year of service an employee in the Pitman Schools shall be counted toward administrative vacation time, when one assumes a full-time administrative position.
- C. Upon the death of an employee, the Board of Education will pay his/her estate a sum of money equivalent to the salary of his/her unused vacation days.
- D. An administrator may carry over 10 days of accumulated vacation time to another fiscal year at the discretion of the Superintendent.
- E. Upon retirement PAA members will be paid up to a maximum of 30 days at their per diem rate – 20 from the current year and up to 10 as per letter D above.

ARTICLE IX

HOLIDAYS

- A. Employees shall be granted time off with pay for the legal holidays which are set forth in the school calendar. However, the Superintendent of Schools reserves the right to require them to work during other times that school is in session when, in his discretion, the workload dictates the need therefore.

ARTICLE X

VOLUNTARY AND INVOLUNTARY TRANSFERS

- A. General – The Board and the Association recognize that from time to time it may be necessary to reassign and/or transfer employees. These decisions, whether referring to voluntary or involuntary reassignments and transfers, shall rest with the board and its decisions in regard thereto shall be final.

- B. Notification of Vacancies
 - 1. All vacancies in administrative positions shall be adequately publicized by the Superintendent. Qualified employees may submit their applications in writing to the Superintendent within then (10) school days of the public notice. The Superintendent, or his designee, shall acknowledge in writing the receipt of all such applications and shall grant each qualified candidate a personal interview.
 - 2. Each employee who applied shall receive notification from the Superintendent when a selection has been made.
 - 3. Nothing herein shall be construed to require the Board to fill the vacancy from applicants from within the School system.

- C. Involuntary Reassignment and/or Transfer
 - 1. Notice of an involuntary reassignment or transfer shall be given to the affected employee as soon as practicable.
 - 2. Upon receipt of said notice, the affected employee may request a meeting with the Superintendent of Schools which shall be granted within a reasonable time following said request. At that meeting, the employee shall be advised of the reason for said reassignment and/or transfer.

ARTICLE XI

INSURANCE COVERAGE

A. The entire annual medical, prescription, and dental insurance premium for individual, parent/child(ren), employee/spouse and/or family coverage will be paid by the Board for each employee who remains in the employment of the Board for the full school year minus any mandatory employee contributions as per P.L. 2011, Chapter 78. The following are conditions for medical and prescription coverage effective July 1, 2018:

Medical:	PCP/Specialist co-pay \$10/\$30
	Starting in 2018-2019, Emergency Room co-pay increases to \$200 and outpatient surgical copay increases to \$200. The Board will reimburse employees \$150 per ER visit and \$200 per outpatient surgery.
	Starting in 2018-2019, inpatient hospital copay increases to \$200/day for a maximum of 5 days. The Board will reimburse employees \$200 per day for a maximum of 5 days. Reimbursements will be made quarterly.
Prescription:	Retail co-pays (Generic/Brand) 20% copayment
	Mail order co-pays (Generic/Brand) \$10

B. Employees who voluntarily elect to waive coverage shall be entitled to the following payment in lieu of benefits:

Single	\$2,500.00
Parent/Child(ren)	\$3,500.00
Employee/Spouse	\$3,500.00
Family	\$5,000.00

Employees must apply each year during open enrollment. 50% of the amount will be paid in the second pay in December, 50% in the second pay in June.

C. Unmarried employees with no immediate family dependents shall be eligible for individual coverage only.

D. If an active employee dies, the Board will continue to pay the entire medical, prescription, and dental insurance premium for family, spouse, and/or child coverage for a period of six months after the employee's death.

ARTICLE XII

PROFESSIONAL DUES AND INCOME PROTECTION PLAN

- A. The Board of Education shall provide each full-time administrator \$2,800.00 for years 2020-2021 and 2021-2022 and \$2,600 for 2022-2023 and \$2,400 for 2023-2024 towards an income protection plan and /or membership in professional organizations. In addition, the amount can also be used to cover areas of professional development and allow for individual administrators to deduct additional monies from payroll to cover professional development.
- B. The aforementioned shall be subject to the approval of the Superintendent on a yearly basis.

ARTICLE XIII

TRAVEL REIMBURSEMENT

- A. An employee utilizing his/her personal vehicle in the performance of school related duties shall be reimbursed according to the Core Regulations.
- B. An employee traveling outside the District on school business, as approved by the Superintendent, shall be reimbursed at the aforementioned rates.

ARTICLE XIV

TUITION REIMBURSEMENT

- A. The Board of Education, in order to implement its philosophy of encouraging educational improvement, shall pay up to the total cost (100%), at the New Jersey State University rate, of graduate level credits taken at an approved college or university, subject to the following conditions:
1. An employee may undertake 12 credit hours each year to be paid by the Board of Education.
 2. The course(s) must receive prior written approval by the Superintendent of Schools. Courses must be of such a nature that are a benefit to the District.
 3. The Board shall reimburse up to the total costs of tuition, at the New Jersey State University rate. Such reimbursement shall be made after the course(s) are been completed upon presentation of receipted bills and transcripts of credit. An employee must receive a grade of B or better, or P for pass in order to qualify for reimbursement.
 4. The cost of tuition for a course(s) not completed shall be borne by the individual employee.
 5. A tenured employee receiving tuition reimbursement shall remain in the district for one (1) year after completion of the course(s), or the tuition reimbursement monies received the previous year must be returned, in full, to the Board of Education.
 6. Non-tenured administrators are eligible for tuition reimbursement under the same conditions, however, if a non-tenured administrator voluntarily leaves the employment of the district prior to attaining tenure, the total amount of tuition reimbursement shall be returned to the district prior to voluntary separation.

ARTICLE XV

HOURS OF WORK

- A. The Board of Education recognizes the fact that an employee's hours of work cannot be fixed. However, it is expected that each employee shall work the required number of hours per week to perform his/her job in an effective and efficient manner.
- B. It is also recognized by the Board of Education that there will be times when an employee, in fulfilling his/her duties and responsibilities, will be required in attendance during the evening, or weekend, and when the latter occurs the employee may ask for compensatory time off. The Superintendent shall review the request and may, in appropriate cases, grant the same.
- C. Compensation will be provided for chaperoning overnight trips at a rate of \$200.00 per night.

ARTICLE XVI

MISCELLANEOUS

- A. The annual employment increment and/or adjustment increment is not to be construed as automatic. The increment and/or adjustment is the maximum dollars an employee is eligible to receive based upon a satisfactory yearly evaluation by the Superintendent of Schools.
- B. The withholding of a total employment increment and/or adjustment increment shall be in accordance with Title 18A:29-14 of the New Jersey Statutes Annotated – Education Laws.
- C. The dismissal or reduction in compensation of a tenured person shall be in accordance with Title 18A6-10 to 6-17 of the New Jersey Statutes Annotated – Education Laws.
- D. The first year's salary is negotiable for a new employee. The salary for subsequent years of employment will be based on the agreement between the Pitman Administrators Association and the Pitman Board of Education.
- E. Employees may submit to the Board, through the Superintendent, requests to attend national, state and local professional conferences or meetings. Any approval granted shall provide for Board payment of reasonable expenses incurred in connection therewith.
- F. Two administrators each year, upon request, and with the approval of the Superintendent, may attend a national convention for which the Board of Education will assume 100% of incurred allowable expenses per Core Regulations toward registration, transportation, hotel and meals beginning July 1, 2009. The approval of the individual's attendance will be at the Superintendent's discretion. In the event no administrators attend a national convention, \$3,000 may be used for professional development/speakers in that fiscal year as a group.
- G. Each administrator can receive cell phone reimbursement up to \$75 per month with submitting a copy of monthly charges.

ARTICLE XVII

SALARIES

- A. Effective July 1, 2024, each employee covered by this agreement shall receive a salary in accordance with Schedule B. Annual increases in individual salaries are as follows:

Year	Increase
2024-25	3.3%
2025-26	3.5%
2026-27	3.5%
2027-28	3.8%
2028-29	3.8%

- B. The \$10,000 Director of Guidance pensionable stipend will be extended for the 2024-25 school year. Effective July 1, 2025, this pensionable stipend will cease to be offered to the Sr. High School Principal and funds will be reallocated to the four other building principals as a result of the assumption of extra duties and responsibilities. This reallocation will take place over the remaining four (4) years of the contract and be phased in based on \$625 annual increments per individual, for a sum of \$2,500 per individual (which equates to \$10,000 in total).

SCHEDULE A

Sick Leave Reimbursement

1. Cherie Lombardo
2. Christopher Morris

SCHEDULE B

Salary Schedule

NAME	MONTHS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
		2024-25	2025-26	2026-27	2027-28	2028-29
Caltabiano, Ryan	12	139,000	143,865	148,900	154,558	160,432
Lombardo, Cherie	12	186,764	182,951	189,354	196,549	204,018
Mason, Karolyn	12	125,566	130,585	135,781	141,565	147,570
Morris, Christopher	12	150,296	156,182	162,273	169,064	176,114
Sager-Miller, Kiersten	12	112,997	117,577	122,317	127,590	133,063
Stewart, Kristen	12	130,448	135,639	141,011	146,995	153,206

SIGNATURES

ON BEHALF OF THE PITMAN BOARD OF EDUCATION:

April Miller
April Miller, Board President

8/22/2024
Date

ON BEHALF OF THE PITMAN ADMINISTRATORS ASSOCIATION:

Karolyn Mason
Karolyn Mason, PAA President

8/22/2024
Date

Attest:

Robert Miles
Robert Miles, Board Secretary

08/22/2024
Date