

**COLLECTIVE BARGAINING AGREEMENT
BETWEEN
MOUNTAIN LAKES BOARD OF EDUCATION
AND
MOUNTAIN LAKES ADMINISTRATORS ASSOCIATION
JULY 1, 2023– JUNE 30, 2028**

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Article I Recognition

A. The Mountain Lakes Board of Education (Board) recognizes the Mountain Lakes Administrators' Association (Association) as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all certified personnel in the unit described below.

Description of the collective negotiations unit (hereafter referred to as administrators): all principals, vice-principals, supervisors of instruction, coordinators, athletic director, directors of guidance and special services.

All gender specific references shall be deemed to include all genders.

Article II Negotiation Procedure

A. The Board and the Association agree to carry out negotiations in accordance with Chapter 123, C.34:13A-5.4 and those rules and regulations established by the New Jersey Public Employment Relations Commission ("NJPERC").

Article III Grievance Procedure

A. A grievance is a claim by an administrator or the Association that there has been a violation of this Agreement, a Board policy, or an administrative decision which sets or affects terms and conditions of employment.

B. A grievant shall have the right to file a grievance alone, or to designate a representative to appear with the grievant and to present arguments on the grievant's behalf at any step of the procedure.

C. A group grievant shall have the right to designate representatives to appear with or for it at any step of the procedure; a member of the grieving group shall be present to clarify issues.

D. The right to have someone speak on the grievant's behalf does not relieve the grievant of the responsibility to answer direct questions.

E. All parties to this Agreement shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in processing a grievance.

F. Time Limits

1. Failure at any step to communicate the decision on a grievance within the specified time limits shall permit the grievance to proceed to the next step.

2. Failure at any step to appeal a grievance to the next step within the specified time limits shall be deemed to be a waiver of further appeal of the decision.

3. Time limits may be extended by mutual agreement for a period not to exceed ten (10) business days.

4. A grievance, to be considered valid, must be initiated within thirty (30) calendar days from the date of the incident or the actual implementation of the action.

G. Level I

1. If a grievant believes that there is the basis for a grievance, the grievance should be discussed with the grievant's immediate superior with the objective of resolving the grievance informally.

2. If the grievance is not resolved satisfactorily within five (5) business days, the grievant may proceed to Level II.

H. Level II

1. If the resolution at Level I is not satisfactory or if the grievant is a principal, the grievant may then submit a written grievance within five (5) business days to the superintendent.

2. The grievance must be submitted in writing and must include:

- a. A statement of the nature of the grievance and the relevant facts.
- b. The section of the Agreement, the violation of which is being grieved.
- c. The method of remediation sought.

3. The superintendent must meet with the parties not more than ten (10) business days after receipt of the grievance.

4. The superintendent shall communicate the decision in writing, with supporting reasons, within ten (10) business days to the grievant.

I. Level III

1. If the superintendent's decision is unacceptable, the grievant may submit the grievance to the Board within ten (10) business days after receipt of the superintendent's decision.

2. The Board may request the grievance be submitted through written statements or by means of a closed session conference, in either case together with supporting evidence. Either procedure must be completed within twenty (20) calendar days following receipt of the unacceptable Level II decision.

3. The Board will have twenty (20) calendar days to render a decision or to schedule a hearing. If a hearing is scheduled, the Board will have ten (10) business days after the hearing to render a decision.

J. Level IV

1. If the Board's decision is unacceptable or not rendered within the time limits set forth in Level III, the grievance may be appealed in writing within the next ten (10) calendar days to advisory arbitration.

2. The Board's decision shall not be arbitrated in the following matters:

a. Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the New Jersey Commissioner of Education, or

b. A complaint of a non-tenured administrator which arises by reason of the non-tenured administrator not being reemployed, or

c. A complaint by any administrator occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required, or

d. A complaint by an administrator arising from his/her assignment, transfer or reassignment, or

e. A matter which, according to law is exclusively within the discretion of the Board, or

f. Warnings, letters of reprimand and/or criticism of an administrator's performance.

K. Procedure for Securing the Services of an Arbitrator

1. Either party may request the NJPERC to submit a roster of persons qualified to function as arbitrators.

2. If the parties are unable to agree upon a mutually satisfactory arbitrator from the submitted list, they will request the NJPERC to submit a second roster of names.

3. If agreement cannot be obtained on an arbitrator from the second roster of names, the NJPERC may be requested by either party to designate an arbitrator.

4. The arbitrator will confer with the parties and hold hearings promptly and will issue a decision not later than twenty (20) days after the close of the hearing. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator can add nothing to nor subtract anything from the agreement between the parties.

5. The cost of arbitration shall be shared equally by the parties involved.

Article IV Benefits

A. Health Benefits

Administrators are eligible for membership in the District's medical insurance plan which includes medical, prescription, hospital, and major medical coverage, subject to the premium contribution as per applicable state law (requirements of P.L. 2011, Chapter 78).

It is agreed that the Association may be integrated into a program with another insurance carrier at the discretion of the Board, subject to notification and consultation with the Association, providing the coverage remains substantially equivalent.

Eligible administrators shall be as defined under Item C of this section. Eligible dependents shall be as defined by the guidelines set forth in the agreement between the Board and the insurance carrier.

B. Dental Program

All administrators are eligible for membership in the District's dental care plan, subject to the premium contribution as per applicable state law (requirements of P.L. 2011, Chapter 78).

C. Eligible Administrators

For purposes of medical and dental coverage, eligible administrators are those who are regularly employed full-time, working at least twenty-five (25) hours per week in the District. Ineligible full-time administrators are those administrators on leave of absence for more than thirty (30) days duration, unless otherwise eligible under the federal or state medical leave acts.

D. Application for Coverage

Each eligible administrator will complete an application form provided by the insurance carrier.

Termination of Insurance

An administrator's insurance terminates for herself or himself and her/his dependents when her/his employment terminates.

Interpretation of Coverage

In assuming a portion of the premium cost, the Board assumes no further responsibility regarding interpretation of the policy, processing of claims, or any matter which is determined by the insurance carrier.

E. Insurance Coverage

The Board shall provide Workers' Compensation Insurance and shall save harmless every administrator from financial loss because of alleged negligence within the scope of his duties which results in accidental bodily injury or property damage.

F. Tuition Reimbursement

An administrator new to the district is not eligible for tuition reimbursement until he/she begins his/her second year in the district. Administrators who are recognized as full-time employees are eligible for course reimbursement of tuition and fees for New Jersey state universities as well as private institutions and out-of-state universities. Administrators must present grades of B or higher in a class for which reimbursement is being sought.

If an administrator voluntarily leaves the employ of the Board within one (1) year from the date of receipt of tuition reimbursement, he or she shall reimburse the Board the full cost of reimbursement. If an administrator shall leave the employ of the Board within two (2) years of the date of reimbursement, he or she shall reimburse the Board fifty (50) percent of the reimbursement.

A maximum pool of \$40,000 shall be available for all administrators in the Association during any individual year of the contract. If the tuition pool is not exhausted, then an administrator may apply for reimbursement up to a maximum of \$20,000 per school year. In the event that the number of Association members requesting reimbursement in any one (1) year exceeds the maximum pool, the amount received by each requesting member will be prorated.

1. Administrators intending to take courses during the fiscal year 2023 (July 1, 2023 to June 30, 2024) shall make it known by filling out the appropriate form prior to June 15, 2023. Administrator intending to take courses during the fiscal year 2024 (July 1, 2024 to June 30, 2025) shall make it known by filling out the appropriate form prior to June 15, 2024. Administrators intending to take courses during the fiscal year 2025 (July 1, 2025 to June 30, 2026) shall make it known by filling out the appropriate form prior to June 15, 2025. Administrator intending to take courses during the fiscal year 2026 (July 1, 2026 to June 30, 2027) shall make it known by filing out the appropriate form prior to June 15, 2026. Administrator intending to take courses during the fiscal year 2027 (July 1, 2027 to June 30, 2028) shall make it know by filing out the appropriate form prior to June 15, 2027.

2. In order for a course to be eligible for tuition reimbursement, a request for Course Approval for specific courses must be approved by the Board prior to the beginning of the course.

3. Only those courses directly applicable to the administrator's improvement in the position shall be considered for reimbursement. Consideration for reimbursement shall not be limited to the administrator's job assignment.

4. For other than full-time professional staff, payment will be prorated according to the percent of full-time employment rendered by an administrator to the district during the time he/she is taking the course.

5. Tuition reimbursement shall be paid by the end of the month in which the superintendent receives a report card or transcript provided that such proof, as well as the administrator's signed claim form, is supplied to the superintendent by the thirtieth of the month.

6. Reimbursement for summer courses will be made by the end of September provided that the administrator is still employed by the Board and that the superintendent receives a report card or transcript together with a signed claim form from the administrator by the thirtieth of that month.

G. Vacation

All administrators employed on a twelve-month (12) basis will be allowed twenty-three (23) vacation days annually. Each twelve-month (12) administrator shall be entitled to at least twelve (12) but no more than fourteen (14) holidays observed in the school calendar each year. The precise number of holidays in a particular year shall be based on whether Rosh Hashanah or Yom Kippur is celebrated during the school week. The holidays are as follows:

- Labor Day
- Rosh Hashanah
- Yom Kippur
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Good Friday
- Presidents' Day
- Memorial Day
- July 4th

The specific days that any administrator takes will be determined in conjunction with the superintendent. Twelve-month (12) administrators employed for part of a year will be allowed a proportionate part of twenty-three (23) vacation days.

Vacation time taken during the school year must be approved, in advance, by the superintendent. Vacation time may be carried over into the following year if some part of it shall not have been taken at the Board's request. In addition, an administrator may carry over five (5) vacation days, with the permission of the superintendent, to be used no later than December 31st of that same year.

H. Work Year

Twelve-month (12) employees shall work a 260-day calendar, less twenty-three (23) days of paid vacation and the holidays as outlined in Article IV Section G. Vacations are to be mutually developed by the superintendent and administrator. Twelve-month (12) employees have the option to work remotely when school is not in session September through the last day of school in June; provided however, that twelve-month (12) employees shall not work remotely from the day of graduation to June 30th of any school year. Twelve-month (12) employees also have the option to work remotely one day per week, starting in July and ending the second to last full week in August, for a total of eight (8) days. These days must be mutually agreed upon with the superintendent.

I. Conferences and Conventions

Administrators may attend and receive reimbursement for conferences and conventions, during the school year, subject to the approval of the superintendent and the Board, within budgetary limitations and in compliance with the State of New Jersey Travel and Reimbursement regulations.

If monies otherwise budgeted for tuition reimbursement are not projected to be expended, employees may apply for conferences to be paid for by said funds, subject to approval by the superintendent and the Board.

J. Accumulated Sick Leave

Administrators retiring from public education (TPAF) shall receive the following compensation for unused sick days:

- Sixty-five dollars (\$65) per day for the first seventy-five (75) days and eighty dollars (\$80) per day for all days thereafter not to exceed \$15,000.
- For employees hired or appointed into the bargaining unit after July 1, 2011 payout at retirement for accumulated sick days shall not exceed \$7,500.00.

To receive payment in the following school year for unused accumulated sick leave as set forth above, the administrator must notify the Board of their intention to retire by February 1 of the current school year. If notification is received after February 1, payment will not be made until the second year following the current school year. If an administrator who has notified the Board of his/her intent to retire in accordance with the provisions set forth herein above subsequently is deceased prior to the effective date of his/her retirement, the payment to which said administrator would have been entitled under this provision shall be paid to the administrator's estate.

K. Waiving of Health Benefits

Should an administrator elect to waive health insurance coverage, they will receive the lesser of five thousand dollars (\$5,000.00) or twenty-five percent (25%) of the premium required to be paid by the Board each year.

Article V
Administrator Absence

A. An administrator may be absent from school because of personal illness in accordance with the following provisions:

1. A twelve-month (12) administrator shall be granted eighteen (18) days sick leave per year of which the first twelve (12) will be cumulative. .

a. As absences because of illness occur, they will be deducted first from the annually allowed cumulative days.

b. When these are exhausted, absences because of illness will be deducted from the non-cumulative sick days annually provided.

c. When these are exhausted, absences because of illness will be deducted from any sick leave accumulated during previous years.

2. A twelve-month (12) administrator hired or appointed into the bargaining unit after contract ratification by both sides after July 1, 2014, shall be granted twelve (12) days sick leave per year.

3. Administrators employed for less than full-time shall receive a daily sick leave allowance in proportion to the time for which they are regularly scheduled.

4. Unused cumulative sick leave days will be added to the administrator's accumulated sick leave balance in the ensuing years.

5. The accumulation of sick leave allowance shall be limited to consecutive and uninterrupted service.

a. A leave of absence as granted by the Board does not constitute an interruption of service.

b. A full-time administrator is rendering consecutive service as long as the individual or the Board does not officially terminate the employment contract.

6. A record kept in the office of the superintendent shall determine the number of accumulated days. Administrators will receive an annual statement of their accumulated sick leave.

7. Full salary shall be paid to all administrators for absence due to illness until such accumulated leave is used up. If the administrator is granted extended sick leave by the Board, the per diem pay shall be calculated as follows:

a. For all administrators on a twelve-month (12) basis, one two-hundred sixtieth (1/260) of the annual salary.

8. Absence due to an infectious disease as specified by the Mountain Lakes Board of Health, contracted in the performance of duties, shall not cause deduction from the regular or accumulated sick leave.

9. Administrators who are absent because of personal illness for a period of more than three (3) consecutive days may be required to file with the superintendent a certificate from their physician attesting to the illness and the necessity for the absence. Administrators who wish a leave of absence due to illness or health reasons shall file with the superintendent for such leave. The Board reserves the right to grant special extension of such leave in individual cases, which, in its judgment, are deserving of such.

B. In addition to leave for personal illness as defined above, an administrator may be allowed up to five (5) school days in any one year with full pay because of critical illness within the immediate family. Additional days may be granted with deductions of substitute's salary when, in the opinion of the superintendent, such absence is necessary and unavoidable.

"Immediate family" shall be understood to include spouse, parent, child, brother, sister, mother-in-law, father-in-law, and any other member of the administrator's immediate household.

"Critical illness" shall be construed to mean of the nature of or constituting a crisis requiring emergency medical treatment or hospitalization.

C. In addition to leave for personal illness as defined above, administrators shall be allowed, with full pay, up to five (5) school days for death within the immediate family. The number of school days allowed off with pay will be mutually agreed by the administrator and the superintendent for each incident. Additional days may be granted with deductions of substitute's salary, where, in the opinion of the superintendent, such additional absence is necessary and unavoidable.

D. In the case of death of a relative of the second degree, administrators shall be allowed, with full pay, absence of up to one (1) school day.

The number of school days allowed off with pay will be mutually agreed to by the administrator and the superintendent for each incident.

Additional days may be granted with deductions of substitute's salary where, in the opinion of the superintendent, such additional absence is necessary and unavoidable.

A relative of the second degree shall be understood to include brother-in-law, sister-in-law, uncle, aunt, nephew, niece, cousin, and grandparent.

E. Application for use of the allowance provided under Article V, C, must be made in writing to the superintendent within five (5) school days subsequent to the absence.

F. Personal Leave

All administrators shall be allowed a maximum of three (3) workdays in any one (1) year with full pay upon notification of the superintendent.

**Article VI
Leaves of Absence**

A. The Board will grant family and medical leave in accordance with the requirements of the Family and Medical Leave Act ("FMLA") and the New Jersey Family Leave Act ("NJFLA"), which provide for unpaid leave in the circumstances set forth below. Please note that if an employee qualifies for leave under both the FMLA and NJFLA, the leave periods will run concurrently.

1. Eligibility

To qualify for FMLA leave, the employee must have worked for the School for at least twelve (12) months or fifty-two (52) weeks. The 12 months or 52 weeks need not have been consecutive. In addition, the employee must have worked at least 1,250 hours during the 12-month period. To qualify for NJFLA leave, the employee must have been employed by the School for at least twelve (12) months and have worked at least 1,000 hours during the previous 12-month period.

2. Leave Policy

Eligible employees may receive up to twelve (12) weeks of unpaid leave (or twenty-six (26) weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period under the FMLA; or twelve (12) weeks of unpaid leave every twenty-four (24) months under the NJFLA. While on leave, the School will maintain group health insurance coverage for all employees at the same level and under the same circumstances as when they were actively working.

3. Leave Entitlement

a. FMLA

Employees may take up to twelve (12) weeks of unpaid FMLA leave in a 12-month period, which is measured backward from the date the employee uses the leave under the policy, for any of the following reasons:

- i. the birth of a child and in order to care for that child within the twelve (12) months following the birth of the child;

- ii. the placement of a child for adoption or foster care and to care for the newly placed child within the twelve (12) months following the placement of the child;
- iii. to care for a spouse, child, or parent with a serious health condition;
- iv. to care for an employee's own serious health condition; or
- v. a qualifying exigency of a spouse, child or parent who is a member (or retired member) of the military reserves or National Guard on active duty or called to active duty in support of a "contingency operation."

A "serious health condition" is defined generally as an illness, injury, impairment, or physical or mental condition that involves inpatient care, continuing treatment, or any period of incapacity.

b. NJFLA

Employees may take up to twelve (12) weeks of unpaid NJFLA leave in a 24-month period, which is measured backward from the date the employee uses the leave under the policy, for any of the following reasons:

- i. the birth of a child of the employee;
- ii. the placement of a child with the employee in connection with the adoption of such child by the employee; or
- iii. to care for a family member (as described below) with a serious health condition.
- iv. Family members include:
 - 1. a biological, adopted, foster or step-child under 18 years and children over 18 years old who are incapable of self-care because of physical or mental impairment;
 - 2. a biological, adoptive, foster or step-parent, parent-in-law, or legal guardians; and

3. a spouse or partner in a civil union couple.

c. Military Caregiver Leave

FMLA authorizes leave for family members to care for a covered member of the military who suffered a serious injury or illness. Eligible employees may take up to 26 weeks of leave.

d. New Jersey Family Leave Insurance Law (also referred to as Paid Family Leave)

i. Under the New Jersey Family Leave Insurance Law (NJFLIL), eligible employees may take up to six (6) weeks of paid leave to:

1. bond with a child/ during the first twelve (12) months after a child's birth or after the placement of an adopted child, if the employee or the domestic partner or civil union partner of the employee is a biological parent of the child; or
2. care for a child, spouse, domestic partner, civil union partner or parent with a serious health condition.

ii. To be eligible for NJFLIL leave, an employee must have

1. worked at least twenty (20) weeks for the School; or
2. earned at least one thousand (1,000) times the New Jersey minimum wage during the twelve (12) months preceding the leave.

iii. This program is financed by employee contributions. The School deducts the contributions from employee wages. During paid leave, eligible employees may receive up to two-thirds of their average weekly wage, up to a weekly maximum of \$524.

iv. If an employee is eligible for paid leave benefits under the NJFLIL as well as leave under the FMLA/NJFLA,

such leave will run concurrently. Please note, an employee will only be required to use up to two (2) weeks of his or her NJFLIL paid leave if the leaves run concurrently.

4. Notice of FMLA/NJFLA Leave

Employees seeking to use FMLA/NJFLA leave are required to provide the Superintendent with thirty (30) days advance notice of the need to take such leave when the need is foreseeable and such notice is practicable. If this is not possible, employees must at least give notice as soon as practicable.

5. Certification of Need for FMLA/NJFLA Leave

- a. The School will require an employee, who seeks to take FMLA leave for his or her own serious health condition, to provide the School with medical certification of the employee's condition. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of the continuation of leave.
- b. Likewise, under the NJFLA, an employee seeking to use NJFLA leave must submit certain documentation to the School. Upon an employee's request for leave, the School will issue the appropriate leave paperwork, including a medical certification form. Failure to return the medical certification form in a timely manner may result in the delay or denial of leave and/or benefits, denial of reinstatement, or termination of employment for unauthorized absence.
- c. The School reserves the right to ask for a second or third medical opinion, at its own expense, regarding the serious health condition that warrants FMLA or NJFLA leave. Employees are expected to fully cooperate with the School in obtaining medical opinions that the School may require.

6. Intermittent and Reduced Schedule Leave

- a. FMLA and NJFLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek or hours per work day.

- b. For intermittent leave or leave on a reduced leave schedule under the FMLA that is taken because of one's own serious health condition, to care for a parent, son, or daughter with a serious health condition, or to care for a covered service member with a serious injury or illness, there must be a medical need for leave and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule. When FMLA leave is taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if the School agrees.
- c. When medically necessary, an employee may take NJFLA leave on an intermittent or reduced leave schedule. Employees needing intermittent or reduced schedule NJFLA leave must attempt to schedule their leave so as not to disrupt the School's operations.

7. Job Reinstatement

Generally, employees will be reinstated to the same position held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, employees have no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee would have been laid off had he or she not gone on leave, or if his or her position had been eliminated during the leave, then he or she will not be entitled to reinstatement. Prior to being allowed to return to work, an employee wishing to return to work from a serious health condition must submit an acceptable release from a health care provider that certifies the employee can perform the essential functions of the job as those essential functions relate to the employee's serious health condition.

B. Leaves of absence for extended periods for reasons other than those stated above may be granted by the Board to administrators under tenure. Administrators who are on such leave of absence will not be remunerated in any way, either by salary or fringe benefits, by the Board. Neither will they receive longevity credit on the guide for the time they were on leave.

Article VII Salaries

A. The salaries for administrators covered by this Agreement are set forth in Schedule A attached hereto and made a part thereof. The parties agree that this schedule reflects an increase of (i) 3.4% for the 2023-2024 school year, (ii) 3.4% for the 2024-2025 school year, (iii) 3.4% for the 2025-2026 school year, (iv) 3.4% for the 2026-2027 school year, and (v) 3.4% for the 2027-2028 school year.

B. Annual increments and/or raises, as set forth in the administrator's salary guide now in effect, shall not be considered automatic.

C. Annual increments and/or raises may be withheld when, in the judgment of the Board, the performance of an administrator is judged less than satisfactory based on the provisions of Article VIII Administrator Evaluation. The provisions of the governing New Jersey statutes will be followed by the Board.

D.

LONGEVITY: Paid in addition to the base salary of employees of the District working as administrators on or before June 30, 2023.

The total longevity payment after completion of ten (10) years of service\$3,500

The total longevity payment after completion of fifteen (15) years of service.....\$7,000

For employees hired on or before June 30, 2023, years of service, for the purpose of this agreement, will mean years that the employee worked as a full-time, certificated staff member for the Board. Association members who have already achieved ten (10) or fifteen (15) years longevity will be entitled to a retroactive longevity adjustment to equal the new cumulative longevity payments to a maximum of \$7,000.

For employees hired after July 1, 2023, the following noncumulative longevity payments shall be made to employees who have worked as a full-time administrators for the Mountain Lakes Board of Education.

Years of Service	Longevity Payments
15 Years	\$3,500
20 Years	\$7,000

E. Said increases are one time only and non-recurring for replacement employees performing these services:

1. Effective the 2011–2012 school year, an employee serving as the National Honor Society advisor shall have his or her base salary increase by \$2,500.

2. If the Right-To-Know Coordinator position is assigned to a member of the Association, the member appointed shall receive compensation in the amount of \$6,300 per year for the 2023-2024 school year, and \$2,500 per year for each of the remaining years of the Agreement.

3. Effective the 2012–2013 school year, an employee serving as the Mountain Lakes Summer School Academy Principal shall have his or her base salary increase by \$6,000.

F. Administrative Mentorships:

1. The Association member appointed to serve as the administrative mentor shall receive the mentorship fee designated by the State.
2. Any administrator completing a mentorship for their certification through the New Jersey Leaders to Leaders (NJL2L), or any other state approved organization shall have their fee paid by the Board.
3. Professional membership dues for the New Jersey Principals and Supervisors Association (NJPSA) for each administrator shall be paid by the Board.

G. Every effort will be made to have supervisors maintain a one (1) course teaching load. If an increase is necessitated to provide proper student programing, the superintendent will work collaboratively with the Association to ensure equity in the responsibilities among supervisors.

H. The minimum salary for all future hiring of administrator positions is \$110,000.

I. Special Project Bonus

Administrators may elect to design a Special Project at any point during the duration of this Agreement. Only administrators that earn a rating of "highly effective" or "effective" on their respective final summative rating are eligible to participate in this program. Administrators that are eligible to participate may elect to participate as an individual or as part of a team of other administrators that are eligible to participate.

The project should be related to the District's Long Range Education Plan, and the selected special project must be mutually agreed upon by the superintendent and the administrators that elect to participate. Interested

administrators that are eligible to participate must submit their proposed special project to the superintendent for consideration no later than November 15 of each year.

The successful completion of the project, as determined by the superintendent in his/her sole discretion, will result in a one-time Special Project Bonus Payment of \$1,000 to the individual administrator or, if applicable, to each member of a team of administrators.

Any decision of the superintendent in connection with the special project shall be final and binding, and shall not be subject to the grievance procedures in this Agreement or any other challenge.

For future reference/clarification, the Association and the Board agree on the following listing of all current administrators' years of service in the District:

Schedule A

ADMINISTRATOR SALARY GUIDES

2023-2024								
Job Title	Last Name	First Name	FTE	District Start Date	Salary as of 6/30/23	2023/24	Longevity	Pensionable salary
Principal*	Higgins	Patrick	1	7/17/2023	159,000	160,333	0	160,333
Athletic Director	Wallace	Kevin	1	9/1/1998	129,500	133,903	7,000	140,903
Principal*	Carlson	Erik	1	7/1/2018	149,461	155,876	0	155,876
Assistant Principal	Cortese	Lisa	1	9/1/2003	135,400	140,004	7,000	147,004
Special Services Director	DiGiacinto	Kerry	1	1/5/2015	185,880	192,200	0	192,200
Supervisor#	Fusco	Darrell	1	9/1/1997	142,090	146,921	7,000	153,921
Supervisor^	Henry	Nathan (Paul)	1	7/1/2008	142,654	147,504	7,000	154,504
Principal*	Lazeration	Julie	1	4/11/1994	179,117	186,540	7,000	193,540
Principal	Mangili	Richard	1	10/6/2020	172,250	178,107	0	178,107
Guidance Director*	Searles	Ray	1	11/23/2020	140,000	144,760	0	144,760
Supervisor	Moschella	Trina	1	10/17/2022	147,500	152,515	0	152,515
*Inclusive of school testing coordinator role								
^Inclusive of National Honor Society advisor role								
#Inclusive of Alumni relations role								

2024-2025							
Job Title	Last Name	First Name	FT E	District Start Date	2024/25	Longevity	Pensionable salary
Principal*	Higgins	Patrick	1	7/17/2023	165,784	0	165,784
Athletic Director	Wallace	Kevin	1	9/1/1998	138,456	7,000	145,456
Principal*	Carlson	Erik	1	7/1/2018	161,175	0	161,175
Assistant Principal	Cortese	Lisa	1	9/1/2003	144,764	7,000	151,764
Special Services Director	DiGiacinto	Kerry	1	1/5/2015	198,735	0	198,735
Supervisor#	Fusco	Darrell	1	9/1/1997	151,916	7,000	158,916
Supervisor^	Henry	Nathan (Paul)	1	7/1/2008	152,519	7,000	159,519
Principal*	Lazeration	Julie	1	4/11/1994	192,882	7,000	199,882
Principal	Mangili	Richard	1	10/6/2020	184,162	0	184,162
Guidance Director*	Searles	Ray	1	11/23/2020	149,682	0	149,682
Supervisor	Moschella	Trina	1	10/17/2022	157,701	0	157,701
*Inclusive of school testing coordinator role							
^Inclusive of National Honor Society advisor role							
#Inclusive of Alumni relations role							

2025-2026							
Job Title	Last Name	First Name	FTE	District Start Date	2025/26	Longevity	Pensionable salary
Principal*	Higgins	Patrick	1	7/17/2023	171,421	0	171,421
Athletic Director	Wallace	Kevin	1	9/1/1998	143,163	7,000	150,163
Principal*	Carlson	Erik	1	7/1/2018	166,655	0	166,655
Assistant Principal	Cortese	Lisa	1	9/1/2003	149,686	7,000	156,686
Special Services Director	DiGiacinto	Kerry	1	1/5/2015	205,492	3,500	208,992
Supervisor#	Fusco	Darrell	1	9/1/1997	157,082	7,000	164,082
Supervisor^	Henry	Nathan (Paul)	1	7/1/2008	157,705	7,000	164,705
Principal*	Lazeration	Julie	1	4/11/1994	199,440	7,000	206,440
Principal	Mangili	Richard	1	10/6/2020	190,424	0	190,424
Guidance Director*	Searles	Ray	1	11/23/2020	154,771	0	154,771
Supervisor	Moschella	Trina	1	10/17/2022	163,062	0	163,062
*Inclusive of school testing coordinator role							
^Inclusive of National Honor Society advisor role							
#Inclusive of Alumni relations role							

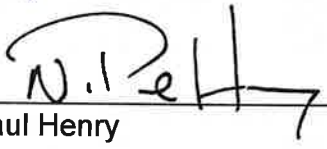
2026-2027							
Job Title	Last Name	First Name	FTE	District Start Date	2026/27	Longevity	Pensionable salary
Principal*	Higgins	Patrick	1	7/17/2023	177,249	0	177,249
Athletic Director	Wallace	Kevin	1	9/1/1998	148,031	7,000	155,031
Principal*	Carlson	Erik	1	7/1/2018	172,322	0	172,322
Assistant Principal	Cortese	Lisa	1	9/1/2003	154,775	7,000	161,775
Special Services Director	DiGiacinto	Kerry	1	1/5/2015	212,478	3,500	215,978
Supervisor#	Fusco	Darrell	1	9/1/1997	162,422	7,000	169,422
Supervisor^	Henry	Nathan (Paul)	1	7/1/2008	163,067	7,000	170,067
Principal*	Lazeration	Julie	1	4/11/1994	206,221	7,000	213,221
Principal	Mangili	Richard	1	10/6/2020	196,898	0	196,898
Guidance Director*	Searles	Ray	1	11/23/2020	160,033	0	160,033
Supervisor	Moschella	Trina	1	10/17/2022	168,606	0	168,606
*Inclusive of school testing coordinator role							
^Inclusive of National Honor Society advisor role							
#Inclusive of Alumni relations role							

2027-2028							
Job Title	Last Name	First Name	FTE	District Start Date	2027/28	Longevity	Pensionable salary
Principal*	Higgins	Patrick	1	7/17/2023	183,276	0	183,276
Athletic Director	Wallace	Kevin	1	9/1/1998	153,064	7,000	160,064
Principal*	Carlson	Erik	1	7/1/2018	178,181	0	178,181
Assistant Principal	Cortese	Lisa	1	9/1/2003	160,037	7,000	167,037
Special Services Director	DiGiacinto	Kerry	1	1/5/2015	219,703	3,500	223,203
Supervisor#	Fusco	Darrell	1	9/1/1997	167,945	7,000	174,945
Supervisor^	Henry	Nathan (Paul)	1	7/1/2008	168,611	7,000	175,611
Principal*	Lazeration	Julie	1	4/11/1994	213,233	7,000	220,233
Principal	Mangili	Richard	1	10/6/2020	203,593	0	203,593
Guidance Director*	Searles	Ray	1	11/23/2020	165,474	0	165,474
Supervisor	Moschella	Trina	1	10/17/2022	174,339	0	174,339
*Inclusive of school testing coordinator role							
^Inclusive of National Honor Society advisor role							
#Inclusive of Alumni relations role							

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their respective presidents, attested by their respective secretaries.


**MOUNTAIN LAKES
ADMINISTRATORS ASSOCIATION**



Kerry DiGiacinto
President


Paul Henry
Secretary

Dated: 11/20/23

**MOUNTAIN LAKES BOARD
OF EDUCATION**


Joanne Barkauskas
Board President


Alex Ferreira
Business Administrator/
Board Secretary

Dated: 11-21-23