

AGREEMENT

BETWEEN THE

LINDENWOLD ADMINISTRATORS' ASSOCIATION

AND THE

LINDENWOLD BOARD OF EDUCATION

2025-2028

Article I

RECOGNITION

In accordance with chapter 123 of the public Laws of New Jersey of 1974, the Lindenwold Board of Education recognizes the Lindenwold Administrators Association (L.A.A.) as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment of all Non-confidential Administrators.

- a) The term "Administrator" or "Administration" when used hereinafter in this Agreement shall refer to all employees represented by the name of the employee organization in the negotiating unit as above defined.
- b) The term "Employee" shall be used interchangeably with the term "Administrator" or "Administration."
- c) The term "Building Administration" when used hereinafter in the Agreement shall refer to the administrators assigned to a specific building and takes part in supervising the daily operations within that building: Building Principal, and Assistant Principal assigned to a specific building.
- d) The term "District Administration" when used hereinafter in this Agreement shall refer to administrators who supervise staff throughout the District: Director of Curriculum, Director of Special Services, Director of Pupil Services, Intervention Supervisor, Community and Inclusion Coordinator, and all Instructional Supervisors.
- e) The term "Central Office Administration" when used hereinafter in this Agreement shall refer to: Director of Curriculum and the Director of Special Services.
- f) The term "Board" shall include its members and designated agents.

Article II

LEAVES

A. Sick Leave

1. The definition for sick leave as applied in interpretation of this agreement shall be as stated in N.J.S.A. 18A:30-7.
2. All administrators of this unit shall be afforded twelve sick days per contract year, the unused portion being accumulative from year to year within the bounds of N.J.S.A. 18A:30-7.

3. All members of this unit shall access the status of unused sick leave on the employee online portal.
4. In the event any member of this unit is absent for reasons of illness for three or more consecutive days, the Superintendent may require a physician's certificate to account for the absence. In the event such certification is requested and is not presented upon request, the superintendent may direct the Secretary of the Board of Education to deduct from the next regular pay check the appropriate number of per diems (a per diem is defined to be 1/260th of the annual base salary of the 12 month employee).
5. The Board agrees to pay, upon retirement of the member the following rates for unused sick leave;

- +15 years of service with Lindenwold Board of Education # of days *
\$200 per day not to exceed \$15,000
- +10 years of service with Lindenwold Board of Education # of days *
\$150 per day not to exceed \$15,000

The members must notify the school district no later than December 1, of the preceding school year except in medical emergencies. In addition, the employees must retire under the New Jersey Pension Statutes to qualify for said reimbursement.

Sick and vacation leave balances shall be paid upon retirement and paid into a 403(B) or 457 final pay plan account.

B. Sabbatical Leave

Upon recommendation of the Superintendent, a sabbatical leave may be granted to any member of this unit by the Board, subject to the following conditions;

1. The leave may only be used for study in a recognized graduate level college or university for the purpose of general enhancement of the educational resources of the school district.
2. The sabbatical leave applicant shall present verification of intent to attain:
 - a. No less than twelve hours of graduate study applicable to the improvement of the current employment responsibilities.
 - b. At least one interim report.
 - c. Proof that the original intent has been attained.
3. Only one member of this unit may be granted a sabbatical leave per year.
4. Request for sabbatical leave must be received by the Superintendent, in writing, in such form as may be required and shall be in the Superintendent's possession no later than December 31st of the calendar year preceding the school year for which the sabbatical leave is requested.
5. Recipient of a sabbatical leave would retain and receive all negotiated benefits during the term of the sabbatical leave.
6. The recipient would be eligible for the following employment considerations upon return:
 - a. The salary increments will be added as if the employee had been in the employment of the Board actively during the time of the sabbatical.
 - b. Accumulated sick leave shall be retained.
 - c. Sick leave shall continue to accumulate during the term of the sabbatical as if the employee were actively employed by the Board of Education only during the summer sabbatical.

7. All applicants shall have completed seven years in an administrative position in the employment of the Lindenwold Board of Education.
8. There shall be two kinds of sabbatical leaves.
 - a. A sabbatical leave may be granted for one full year and the recipient shall receive 60% of their salary as determined by their then appropriate position on the unit salary schedule. This sabbatical plan shall be available to all members of the unit.
 - b. All members of the unit may choose the option of a summer sabbatical in accordance with the following terms:
 1. A summer sabbatical may be granted for up to but not more than two consecutive summers.
 2. Summer sabbaticals shall be subject to conditions of this article with the exception of paragraph 8a.
 3. The administrators choosing this option shall be available to pursue their graduate study as of the first work day after the last teacher work day of the school year. This shall be providing the recipient has completed all the school closing requirements to the satisfaction of the Superintendent. The last day of the summer sabbatical shall be August 31st and the recipient shall report to work on the first central office work day of September.
 4. During the years of the summer sabbatical option, vacation entitlement shall be forfeited.
 5. Salary for the summer option shall be at full salary.
 - c. Prior to commencing the sabbatical leave, an administrator shall enter into a contract to return to active service in the District for a period of at least two (2) years after the expiration of such leave. Such contract shall provide for the return of all money received while on sabbatical leave in the event that the

administrator does not return to active service, provided, however, that such reimbursement shall not be required where the failure is due to pregnancy, total incapacity or other incapacity of a physical or mental nature. A determination concerning such a return of funds received while on sabbatical leave shall be within the sole discretion of the Board.

C. Other Allowable Absences

1. All employees shall be granted five personal days to be used each fiscal year.
2. Any unused personal days shall be converted to sick days; for up to a maximum of 15 total days carried over in accordance with N.J.S.A. 18A:30-7.
3. Any member who becomes pregnant must apply in writing to the Superintendent for a leave of absence at the end of the first trimester or before the end of the fourth month of pregnancy. The Board of Education shall grant such leave of absence, without pay, not to exceed more than two years from the effective date of leaving.
4. All members are entitled to five consecutive personal days for bereavement in the immediate family, unless otherwise approved by the Superintendent. The definition of "immediate family" shall be spouse, live-in partner, child, parent, brother or sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, and grandchildren, regardless of place of residence.

Article III

GRIEVANCE PROCEDURE

A. Definition

A "grievance" shall mean a complaint by an administrator of the Lindenwold School System that there has been to him/her a personal loss because of a violation, misinterpretation or inequitable application or the specific

provisions of this contract. The association also has the right to file a “class action” grievance in the event that the loss affects more than one member of the Association.

When the terms and conditions of the employment of an individual change, the unit shall negotiate the impact of such changes.

B. Procedure

Level 1 – Informal Action

Should any member of the unit feel aggrieved regarding the position responsibilities that member should attempt to resolve said complaint(s) with the Superintendent of Schools. All grievances should be filed within thirty days of the occurrence of the specific problem.

Level 2 – Formal Action

Should the member feel that the grievance has not been satisfactorily resolved, the member should submit, in writing, a statement of the grievance and the expected resolution, to the Superintendent within five working days of the Level 1 meeting with the Superintendent.

Level 3 – Superintendent of Schools / Board of Education

Should the member feel that the grievance has not been satisfactorily resolved by the Superintendent, the member may, within five working days of the receipt of the Superintendent’s response submit a written request for a hearing with the Board of Education. The Board will hold a hearing within fifteen working days of receipt of the written request, and will respond to the member, in writing, within ten working days following the hearing.

Level 4 – Arbitration

A. Any grievance not resolved to the satisfaction of the member after review by the Board of Education, shall, at the request of the L.A.A., be submitted to binding arbitration.

- B. Within ten working days after such written notice of submission to arbitration, the Board and the L.A.A. shall attempt to agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon an arbitrator, or to receive a commitment from one mutually chosen, a request for a list of arbitrators may be made to the American Arbitration Association or PERC in the selection of an arbitrator.
- C. The arbitrator so selected shall confer with the representative of the Board and L.A.A. and hold hearings promptly and shall issue a decision not later than twenty days from the close of hearings, or, if oral hearings have been waived, then from the date the final statements and proofs of the issues are waived, then from the date the final statements and proofs of the issues are submitted to the arbitrator. The arbitrator's decision shall be in writing and shall set forth the findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or decision which is in violation of the terms of this agreement. The decision of the arbitrator shall be submitted to the Board and the L.A.A. and shall be final and binding on the parties.
- D. The costs of the services of the arbitrator, including per diem expenses, if any, and the actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the L.A.A. Any other expenses incurred shall be paid by the party incurring same.
- E. 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 IV

VACATION

- A. Vacation Entitlements for all members of the unit shall be subject to the following guide:

Years in Admin Unit	Vacation Days
1	17
2	18
3	19
4	20

- B. However, no more than half the entitled vacation days may be used by administration during the academic school year unless otherwise approved by the Superintendent.
- C. If a building administrator requests to use five consecutive vacation days during the school year, no other administrator assigned to that building will be permitted to use vacation time during that same 5-day period unless otherwise approved by the Superintendent.
- D. The Building Principal must notify the Superintendent of his/her intended multi-day vacation during the academic school year and he/she must identify administrative building coverage during that time.
- E. No more than a total of two vacation days may be used (before or after) an extended paid winter break or extended paid spring break during the academic school year unless otherwise approved by the Superintendent.
- F. Vacation time will not be approved during the first two weeks of September, the month of June up until the last day of school for students, or during the identified July Administrative Retreat days, unless there is an extenuating circumstance as approved by the Superintendent. Retreat Days will be identified by the Superintendent by September of the preceding year.
- G. Vacation days are not cumulative from one fiscal year to the next, but a total of seven (7) days per year may be "banked" to be used in a subsequent year and unused vacation may be reimbursed with the Superintendent's approval, not to exceed 3 days each year of the contract.

- H. If a member retires or resigns during the contract year, he or she shall receive full payment for all pro-rated vacation days based upon the members' per-diem rate for that year. In the event of a member's death while employed by the Board, his/her estate shall receive full compensation at the Administrator's current daily rate for each unused vacation day.

Article V

ADMINISTRATIVE EXPENSES PROFESSIONAL & EDUCATIONAL DEVELOPMENT

The Board will agree to:

- A. paying of one state and one national dues for each member of the unit not to exceed \$1,300.
- B. paying all mileage and travel expenses to workshops, between schools, and any other school business at the current allowable rate provided by the New Jersey Department of Education Rules and Regulations and in accordance with 16-11 OMB Circular;
- C. Other school business will be considered travel to local, regional, state, and county meetings as part of employees' job responsibilities and all fees, including travel, will be reimbursed subject to NJ travel regulations and GSA established rates.
- D. Beginning with the first year of employment, employee is eligible for the annual graduate school tuition, not to exceed the then-current expense of the 9-credit tuition rate as set by Rowan University. The course shall be approved by the Superintendent prior to registration. In order to receive reimbursement an employee must receive a grade of "B" or better for graduate courses pertaining to or enhancing their educational field. If an Administrator leaves voluntarily, they will be required to reimburse the district 100 percent of all monies for educational courses taken within the most recent two (2) years. Reimbursement will be due within one year of leaving.

- E. Professional Conferences – The BOE encourages networking, on-going professional learning, and participation in local, regional, state, and national professional organizations. Therefore, members of the L.A.A. may attend ONE in-state professional conference per year located within our regional driving area and excludes airfare.:
- a. Supervisors: NJPSA Fall Conference or a content specific focused conference located within our regional area (NJ, NY, PA, DE, MD, VA, DC)
 - b. Building Administrators, District Administrators (exception Supervisors): NJPSA Fall Conference, Techspo, or NJASA Spring Conference
 - c. Central Office Administrators: NJPSA Fall Conference, School Board Conference, Techspo, or NJASA Spring Conference

Conference attendance will require advance Board approval and the administrators will be required to present their new learning during district staff in-service days or district after school in-services (as appropriate) as well as the next Lion Summer Leadership Retreat. This will be organized with the Director of Curriculum. It will be expected that administrators will network with school districts they are interested in learning more from as a result of the conference networking experience. The administrator's PD should be relevant, reflect how other districts are applying that learning in successful ways, and how it could be applied to the Lindenwold School District.

- F. Annual National Conference –Building Principals, Director of Pupil Services and Central Office Administrators shall have the approval to attend no less than one national conference over the life of the contract with expenses paid up to \$3,000 per person by the district. Administrators will adhere to a set rotation to ensure everyone is afforded their opportunity within the life of the contract. Conference attendance will require advance Board approval and the administrators will be required to present their new learning during district staff in-service days or district after school in-services (as appropriate) as well as the next Lion Summer Leadership Retreat. This will be organized with the Director of Curriculum.

Article VI

INSURANCE PROTECTION

- A. All full time employees shall be entitled to full family health benefits and shall pay towards their insurance premium in accordance with PL Chapter 78 or Chapter 44 legislation, as applicable.

The Board of Education shall provide reimbursement for eye care hardware (lenses, frames, contact lenses) for the employee only up to a maximum of \$500 over the life of the contract.

The Board agrees to reimburse the employee at the rate of 25% of the current premium medical coverage, 25% of the premium for prescription coverage, and 25% of the premium for dental coverage, at the level of participation for which the employee is eligible should the employee opt not to accept any or all of these coverages from the Lindenwold Board of Education - not to exceed \$5,000.

- B. Other Insurance Provisions

1. Income Disability Plan

- a. The Board will pay up to \$225.00 per month for the cost of an individual member's disability choices for all administrators.

Article VII

ANNUAL WORK CALENDAR

All members of the unit shall:

- A. Work the teachers' annual work calendar.
- B. Are not required to report to work during the winter/ spring break.

- C. Are expected to be available for emergency meetings when deemed necessary by the Superintendent during district “paid breaks” (i.e. winter / spring). Use of technology to attend such necessary meetings will be approved.
- D. May be required to report to work to handle emergencies as needed during extended closures.

Academic School Year Schedule – September 1st – Final Student Day, June

- A. Building Principals are expected to report to work before the staff are contractually required to report to work and they are expected to remain until all student buses have been cleared following after-school club dismissal (e.g. all students have safely returned home at the end of the day). Occasional conflicts and alternative arrangements must be shared with the District Superintendent.
- B. Supervisors will work an expected daily schedule; however, district administration may flex their hours to meet the needs of the district and/or day’s responsibilities. Changes to one’s expected schedule must be communicated to the Director of Curriculum and Superintendent.
- C. The Superintendent reserves the right to temporarily assign administration to duties which support the overall effective operation of the District.
- D. The Board of Education and the Association recognize and agree that the unit members' responsibility to their profession generally entails the performance of duties and the expenditure of time beyond the normal working day. The unit members are entitled to regular time and work schedules on which they can rely in the ordinary course and which will be fairly and evenly maintained, to the extent possible, throughout the school system, except in emergencies and staffing emergencies.
- E. The length of the regular work day shall be eight (8) hours. PTA meetings, parent evening conferences, after school programs, and special meetings, functions or activities are considered part of normal professional duties, which may be beyond the regular eight (8) hour day.

- F. For the elementary extended school day program, the supervisors serving at the elementary level in any capacity, in addition to the building principal, will share supervision responsibility on a rotating basis to be collaboratively established among the administration.
- G. Regular duty hours, once fixed, shall not be changed without a week's notice, unless due to an emergent situation.
- H. Where there are exceptional demands on an individual for time over and beyond the regular work day, as hereinbefore set forth, the Superintendent or the Superintendent's designee may work out, with the individual concerned, an arrangement for compensatory time off.

Summer Schedule: June – August

- A. All members of this unit shall work 4-day weeks for no less than a total of 7 weeks during July and August. Each work day will total no less than 8 hours a day,
- B. The 4-day work weeks will be designated by the Superintendent annually.
- C. During 4-day work weeks, schools must be "covered" by administration and open at all times.
- D. All administrative summer days during the summer must be recorded on the administrative summer calendar.
- E. Administrators must work with colleagues to identify coverage in an administrator's absence. Conflicts and alternative arrangements with coverage must be reported to the Superintendent.

EVENING EVENTS AND SPECIAL MEETINGS

- A. Building Principals, Directors, and Central Office Administrators shall be required to attend one Board of Education meeting each month, unless excused

by the Superintendent. In the event the employee is unable to attend, he/she should immediately notify the Superintendent and the employee should make arrangements for another individual to present in his/her place.

- B. Administrators shall be expected to attend specific Board of Education meetings, at the request of the Superintendent.
- C. At least one building administrator must be present to supervise any and all after-school and evening school/district sponsored events / activities held by their building including in person or virtual events, unless excused by the Superintendent. These events can be defined as any event/activity sponsored by the School District and not an outside organization. In the event the Building Administrator has a conflict, he/she must notify the Superintendent immediately and assist in finding an alternate / substitute administrator to assume the supervision responsibilities.
- D. Central Office, Building Administration, and District administration are expected to attend District Sponsored Community Evening events: (ex.. Hispanic Heritage, Black History, Juneteenth, etc.), unless excused by the Superintendent.
- E. Building Administration must attend their own building events and activities.
- F. For events occurring over multiple evenings (i.e. Theater Performances, Back-to-School Nights, etc.), Central Administration and District Administration will be expected to attend a minimum of one date as approved by the Superintendent in order to ensure at least one representative is present at each performance/event. Central and District Administration must also attend building events and activities as assigned by the Superintendent:(ex.. Back-to-School Nights, Title I Nights, Concerts, Theater, Art Shows, District Hispanic Heritage Night, Graduation, Curriculum Nights etc.), unless excused by the Superintendent.

Article VIII

TRANSFER OF PERSONNEL

- A. Transfers

When transfers of employees are being considered by the Board every effort shall be made to provide for a smooth transition and to guarantee that all aspects of thorough and efficient management procedures shall be safeguarded. Transfers shall therefore follow these procedures:

1. All vacancies shall be posted;
2. All transfer requests must be made in writing to the Superintendent;
3. The Superintendent shall acknowledge receipt of the transfer request and shall inform the transfer candidate of the final decision in writing;
4. Unless a transfer is by the request of the employee, any transfer shall require 5-day notice with the transferred employee provided with all information available in order to become acquainted with the school, the curriculum, the students, and the parents;
5. The 5-day notification period shall not apply in emergency situations that threaten the educational process.

Article IX

MISCELLANEOUS

- A. This agreement shall be construed as though it were Board Policy for the term of this agreement and the Board shall carry out the commitments contained herein and give them full force and effect as though they were Board Policy.
- B. Copies of this agreement shall be printed at the expense of the Board of Education and shall be distributed to the members of the unit by the Board.
- C. Should this agreement conclude prior to the completion of a succeeding agreement, the provisions herein shall be continued until the acceptance of such successor agreement by both parties.

- D. Nothing herein shall be changed, altered or deleted without the mutual consent of the Board and the L.A.A.
- E. In the event of a RIF or expansion within the unit, the unit shall have the right to negotiate the impact.
- F. The Board reserves the right to negotiate and set an entry level salary for any new hire on any given step within the negotiated guide, but at or above the minimum salary.
- G. Any mentored principal or assistant principal will be reimbursed by the BOE his/her required mentoring fees, not to exceed \$4,500 upon satisfactory completion of mentoring.
- H. Every administrator has the responsibility to enforce BOE rules and procedures fairly, equally, courteously, and consistently.
- I. All members must be notified of all proposed addendums to this contract. Addendums will be approved by majority vote.
- J. When a member is assigned additional responsibilities the member through the association has the right to negotiate.

Article X

ADMINISTRATIVE SALARY GUIDE

The Board will adhere to the following minimum/maximum salary guide for members:

12 Month Positions	Minimum	Maximum
Director of Curriculum	\$130,000	\$175,000
Director of Special	\$130,000	\$175,000
HS Principal	\$130,000	\$175,000
MS Principal	\$125,000	\$165,000
ES Principal	\$120,000	\$155,000
HS Assistant Principal	\$105,000	\$150,000
MS Assistant Principal	\$105,000	\$140,000
Director of Guidance	\$105,000	\$140,000
Director of Athletics	\$100,000	\$140,000
Supervisors	\$100,000*	\$135,000
Community & Inclusion Coordinator	\$100,000*	\$135,000
Preschool Assistant Principal	\$100,000	\$135,000

*Minimum salary will be \$95,000 for the 2025–2026 school year and then increased to \$100,000 for the following 2 years of the contract.

Employees that are at or above the maximum salary range as of July 1, 2025, 2026 or 2027 will be given an increase, noted as “reduced equal dollar” below. Employees that are below the maximum salary range as of July 1, 2025, 2026 or 2027 will receive equal dollar increases, noted as “equal dollar” below. Increases are calculated based on the prior year total salaries of all employees less the capped salary increases; increased at 3.5% (inclusive of longevity) over the 3 years. Value of equal dollars shown below:

	<u>Equal Dollars-</u>	<u>Reduced Equal Dollars</u>
2025–2026	\$5,175	\$3,563
2026–2027	\$4,620	\$3,135
2027–2028	\$4,963	\$3,245

Longevity will be paid after completion of 15 years as a Lindenwold Administrator at the value of \$800. Longevity will be paid after completion of 20 years as a Lindenwold Administrator at the value of \$1,300 (value not cumulative).

See Appendix A for Salary Schedules for existing unit members.

Administrators serving in administrative roles for the Twilight Alternative School Program beyond the traditional school day will be paid an hourly rate. Individuals serving in the role of Twilight Administrator will be paid a rate of \$63 per hour, beginning at the time that the individual has fulfilled their current contractual day, not to exceed 4 hours each day. Administrators that are approved to work Saturday detentions, will be paid \$63 per hour.

Article XI

COMPLAINT PROCEDURE

- A. Any complaint regarding an Administrator made by any member of the Board, Superintendent, Teacher, Parent, Student, or other person who may influence an evaluation shall be brought to the attention of the Administrator in written form by the Superintendent. This written statement shall contain the name of the complainant, the complaint, and be accompanied by a copy of the complaint writing. Any complaint received concerning an administrator by the Board or by the Superintendent must be presented to the Administrator with a ten-day period of the receipt of the complaint.
- B. The Administrator shall have the right to respond, in writing, to any such complaint within five work days after receiving it in written form from the Superintendent. This written response shall be attached to, and become part of, the original complaint.
- C. The Administrator shall have the right to be represented by the Association or legal counsel at any meeting or conferences regarding such a complaint.

Article XII

DURATION OF AGREEMENT

- A. This agreement shall be in effect as of July 1, 2025 and shall continue in effect until June 30, 2028. This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

- B. In witness whereof the Administrative unit has caused this Agreement to be signed by its' designated chairpersons and the Board has caused this Agreement to be signed by its' President, by its' Secretary and corporate seal to be placed hereon, all on the day and year first above written.

Lindenwold Administrators'
Association:

Lindenwold Board of
Education:

By *Dr. Sandra M. B.*
Chairperson

By *Cathy Moncrief*
President

By *Michelle Bernadine*
Chairperson

By *Kate H.*
Secretary