



An Agreement between the

**Lakewood Administrators  
Association**

and the

**Lakewood Board of Education**

for the period

July 1, 2024 to June 30, 2027

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## **MISSION STATEMENT**

The Lakewood Administrators Association and the Lakewood Board of Education recognize that the primary goal of the Lakewood Public Schools is to provide its students with the highest quality educational experience possible. To that end, the Administrators' Association and the Board of Education further recognize that all individuals engaged in supporting and providing instruction to the Lakewood student body should exhibit personal and professional accountability for the educational growth and success of the students in their charge.

**ARTICLE I**  
**RECOGNITION**

The Lakewood Board of Education hereby recognizes the Lakewood Administrators' Association as the exclusive representative for collective negotiations concerning terms and conditions of employment for all certificated administrators who are directly employed by the Board in the following positions:

**Including:** All principals, assistant principals, directors and supervisors.

**Excluding:** All other certificated staff members, and all non-certificated employees.

Unless otherwise indicated, the term "administrator" when used hereinafter in the Agreement, will refer to all professional employees represented by the Association in the negotiating unit as above defined.

**ARTICLE II**  
**NEGOTIATION OF SUCCESSOR AGREEMENT**

The parties agree to enter into collective negotiation in accordance with the provisions of Chapter 123, Public Laws 1974 and a good faith effort to reach agreement concerning the terms and conditions of administrators' employment. Negotiations will begin no later than November 1st of the calendar year proceeding the calendar year in which this Agreement expires.

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

**ARTICLE III**  
**GRIEVANCE PROCEDURE**

Any member or class of members of the Association or representatives of the Association shall have the right to assert a claim through administrative channels based upon the interpretation, application or violation of this Agreement, policies or administrative decisions affecting terms and conditions of employment. With respect to his/her personal grievances, he or she shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal. He or she shall have the right to present his/her own appeal or designate representatives of the Lakewood Administrators' Association or another person of his/her own choosing to appear with him/her or for him/her in any step of his/her appeal.

**Step One:**

All grievances will be discussed informally with the immediate supervisor, and if not resolved moved to Step 2.

**Step Two:**

All grievances by an administrator shall be submitted to the Superintendent of Schools and shall be placed in writing specifying:

- a) The Nature of the grievance;
- b) The nature and extend of the injury, loss or inconvenience;
- c) The result of previous discussion;
- d) His/her dissatisfaction with the decisions previously rendered; and
- e) The specific relief sought

The grievance must be filed within fifteen (15) school days of the attempt at an informal settlement. The Superintendent or designee has fifteen (15) school days to respond in writing to the grievance.

**Step Three:**

If the Superintendent does not settle the grievance at Step 2, then the grievance and all associated material shall be submitted to the Board of Education within fifteen (15) school days. The Board of Education or a committee thereof shall meet with the Superintendent or designee, the Association President and/or grievance committee chairperson, and grievant. The Board and the Association retain the right that either side may have representatives present. The matter shall be heard in closed session no later than the second Board meeting after receipt of the grievance by the Board Secretary. Any timeline herein specified may be extended by mutual agreement of the parties, in writing. If the matter is not resolved, the Association may move the grievance to Step Four, Binding Arbitration.

**Step Four:**

At the request of the Association, only grievances asserting a claim based upon the interpretation, application, or violation of the express terms of this Agreement shall be submitted to binding arbitration. Any claim based upon the nonrenewal of a non-tenured administrator shall not be subject to arbitration, except as permitted by statute. All parties are bound by the rules of the PERC with respect to selection of an arbitrator and its procedures.

The decision of the arbitrator will be accepted as final and binding by the parties. 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.

The costs for 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 Association. Any other expenses incurred shall be paid by the party incurring same.

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this article.

If the grievant is successful, all references to the grievance shall be removed from the grievant's personnel file.

**ARTICLE IV**  
**SICK LEAVE**

All members of the Lakewood Administrators' Association shall be entitled to one (1) sick day for each month of their yearly employment contract: e.g., twelve (12) month employment contract equals twelve (12) sick days per year. Said days shall be available to the employee at the commencement of the employee's work year. Unused sick leave days shall be accumulated from year to year with no limit.

For each complete year of service beyond three (3) years, the administrator will be eligible for a maximum of an additional five (5) days of sick leave. For example, after five (5) complete years of service, the administrator is eligible for ten (10) days of additional sick leave; after nine (9) complete years of service, the administrator is eligible for thirty (30) days of additional leave. An administrator may only use the maximum additional days for which he or she eligible two (2) times during his/her career in the Lakewood school district. Additional leave may be requested through the Superintendent. The rate of pay will be pro-rated at one-half (1/2) of the regular salary for each additional sick day used.

In the event of extreme personal illness or documented similar crisis, an administrator may, with the approval of the Board of Education, draw upon his/her bank of accumulated leave days, provided that all available sick leave, vacation and personal leave time has been exhausted.

In the event of the death of a member, payment shall be made to the member's estate as if the member had retired in accordance with Article V, Section G.

**ARTICLE V**  
**RETIREMENT BENEFITS**

- A. All administrators upon retirement from a State administered retirement system shall be paid for unused sick and personal leave calculated at 50% of the total number of accumulated unused sick days and personal days times the per diem rate of their final year's salary.
- B. Administrators shall provide notice in writing to the Board by January 15<sup>th</sup> for a retirement effective date no sooner than June 30<sup>th</sup> but no later than September 15<sup>th</sup>.
- C. Administrators that retire shall receive ½ of their unused sick and personal leave within 30 days of their retirement and the balance by the following January 5<sup>th</sup>. The payments shall be deposited into a Board approved Post Retirement Deferred Compensation Plan in accordance with applicable Internal Revenue Service regulations. There is no option to have unused sick leave paid in cash.
- D. Administrators hired before May 22, 2010 are "grandfathered" and shall have their payments for unused sick and personal leave capped as follows:

25 or more years in the district	\$50,000
20 to 24 years in the district	\$35,000
15 to 19 years in the district	\$27,500
Less than 15 years in the district	\$22,500

- E. Administrators hired after May 22, 2010, but before October 29, 2018, shall have their payments for unused sick and personal leave capped at \$15,000 regardless of the number of years in the district, in accordance with Chapter 3, P.L. 2010 and N.J.S.A. 18A:30-3.6.
- F. Administrators hired after October 29, 2018 shall have their payment for unused sick and personal leave capped at \$10,000 regardless of the number of years in the district.
- G. Administrators that submit their intention to retire that pass away prior to their effective date of retirement, but after the Board accepts their letter of retirement, shall have their sick leave paid to their estate.
- H. Administrators shall have unused personal days as provided for in Article VII: A accrued for retirement purposes only.
- I. It is expressly agreed by both parties that the Board shall not be held liable for any additional payments to administrators, nor shall administrators be liable for any refunds due the district for prior year retirement payouts because of revised language changing the “grandfather” date from July 1, 2009 to May 22, 2010.

**ARTICLE VI**  
**CONTRACTUAL WORKDAY COMPUTATION**

When computing contractual workdays for retirement and other purposes, a divisor of 240 days should be used for all members of the unit.

The school year for administrators will begin on July 1 and end on June 30. The normal workday and work week shall be as follows:

**Summer hours shall be in effect beginning July 1st and end five days prior to the first day of school for teachers. Contract days shall be in effect each week beginning the week in which July 1st falls and ending the Monday prior to the start of the school year.**

Hours for the remainder of the school year shall coincide with the hours of the school assigned, and include lunch as needed, unless authorized differently by the Superintendent, but shall be no less than eight hours per day and shall include all holidays given to other certificated staff.

It is understood that unit members’ professional responsibilities may extend beyond the above contractual assignment times.

In the event an administrator is assigned additional duties by the Superintendent and/or the



Board, he/she shall be paid at the rate of \$80.00 an hour for weeknights and \$120.00 an hour for weekends or holidays. Additional duties must be approved by the Superintendent and placed on a Board agenda.

The hourly rate shall increase by \$5 per year for the life of the contract.

**ARTICLE VII**  
**TEMPORARY LEAVES OF ABSENCE**

- A. All administrators employed by the Lakewood Board of Education prior to July 1, 1993 are entitled to five (5) days of personal, non-accumulative leave of absence without reason given. Administrators hired after July 1, 1993 shall be entitled to four (4) days of personal leave without reason given. The request for leave shall be made to the superintendent's office forty-eight (48) hours in advance of the leave requested, except in the case of emergencies. Unused personal leave shall be accumulative for retirement purposes only in accordance with Article V.
- B. Each unit member shall be entitled to up to five (5) days bereavement leave in the case of death in the immediate family:

The immediate family shall include: father, mother, step-father, step-mother, spouse, domestic partner, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild or a relative living as a member of the immediate household.

**ARTICLE VIII**  
**EXTENDED LEAVES OF ABSENCE**

- A. Personal leaves of absence without pay may be granted by the Board.
- B. An administrator returning from a personal leave to an open position will be placed at salary consistent with his/her position in relation to other administrators of equal training and experience.

**ARTICLE IX**  
**PROFESSIONAL LEAVES OF ABSENCE**

All administrators may be entitled to professional leaves of absence for the purpose of enhancing their professional skills and strengthening the quality of education in the Lakewood school system.

Said professional leave may be used singularly, collectively, or a part thereof with the superintendent's approval.

Application for professional leave will be made to the administrator's immediate superior, or in cases where the immediate superior is the superintendent, directly to the superintendent. All applications for professional leave shall be forwarded to the Superintendent/ designee for approval or disapproval.

Whenever practical, requests for professional leave shall be made at least one (1) month in advance of the date requested. An administrator shall be entitled upon board approval to specified remuneration for said day(s), which may include materials pertinent to the request, registration fees, fixed charges, lodging, meals, and travel expenses.

**ARTICLE X**  
**INSURANCE PROTECTION**

- A. Subject to provisions of C. 44, P.L. 2020 and C. 78, P.L. 2011 the Board of Education shall pay full premium costs for medical and prescription coverage for all employees and dependents. Each administrator shall contribute toward the cost of insurance premiums pursuant to the requirements of C. 44, P.L. 2020 and C. 78, P.L. 2011 in accordance with their choice of health plan. Should said laws expire or change during the term of this contract, such that employee contributions are no longer required, it is agreed that employee contributions shall continue through the term of this contract and until a successor agreement is ratified by both parties in accordance with the law in effect at that time.
- B. Effective July 1, 2019 through June 30, 2020, all newly hired Category I and Category II Administrators and their dependents shall have the SEHBP Direct 15 as their base plan until they obtain tenure. Upon obtaining tenure, the Category I and Category II Administrators and their dependents shall be eligible to select the SEHBP Direct 10 as their base plan subject to and in accordance with the provisions of C. 44, P.L. 2020 and C. 78, P.L. 2011, respectively.
- C. Any change in medical insurance carrier shall be equal to or better than the NJ Direct 10 Plan. Any change in Prescription insurance shall be equal to or better than the current coverage with Benecard. Any change in dental insurance shall be equal to or better than the current coverage with Metlife. Any change in vision care shall be equal to or better than the current coverage with National Vision Administrators.
- D. The Board will pay premium costs for Vision insurance for all members and their dependents. (Twelve months on exam, no deductible, lenses and frames)

- E. The Board will pay premium costs for Dental insurance for all members and their dependents.
- F. The Board shall continue full benefit coverage for any administrator that has exhausted all sick and personal leave, or is on an extended leave due to illness, for a period not to exceed one year.
- G. The Board shall pay all employees eligible for medical insurance waivers \$5,000 (Five thousand dollars) or 25% (Twenty-five percent) of the premium, whichever is less. The waiver will be calculated using the NJ Educator Health Plan premium and the highest priced Benecard prescription plan premium rate. The medical and prescription waivers, although individually calculated, shall not exceed a combined total of \$5,000 (Five thousand dollars).

**ARTICLE XI**  
**SUMMER HOURS**

Summer hours for twelve (12) month administrators shall be from 8 a.m. to 3 p.m. four (4) days a week (Monday through Friday).

Summer hours shall begin on July 1 and remain in effect until the last five (5) full workdays prior to the opening of school in September.

There will be building coverage by an administrator five days per week during the summer, i.e., Principal or Assistant Principal, unless an emergency situation arises.

**ARTICLE XII**  
**ADMINISTRATORS' RIGHTS**

**Rights and Protection in Representations**

Pursuant to Chapter 123, Public Laws 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other connected activities for mutual aid and protection.

As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any administrator in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any administrator with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association and its affiliates, collective negotiations with the Board, or his/her institutions of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms and conditions of employment.

**Statutory Savings Clause**

Nothing contained herein shall be construed to deny or restrict to any administrator such rights as he/ she may have under New Jersey School laws or other applicable laws and regulations. The rights granted to members hereunder shall be deemed to be in addition to those provided elsewhere.

**Required Meetings or Hearings**

Whenever any administrator is required to appear formally before the Board or any committee member, representative or agent thereof concerning any matter which could adversely affect the continuation of that administrator in his/her office, position or employment or the salary or any increments pertaining thereto, then the Superintendent shall attempt to give five (5) days prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.

**ARTICLE XIII**  
**STAFFING**

All board and administrative decisions affecting the placement of professional, paraprofessional and non-professional personnel shall include the input of the building administrator of the particular building affected, whenever administratively possible as determined by the Superintendent or his/her designee.

**Management Rights**

The Board, on its own behalf and on behalf of the citizens of the Township of Lakewood, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities offered upon and vested in its bylaws and Constitution of the United States, including, but without limiting the generality of the foregoing, the right:

- 1) To the executive management and administrative control to the school system and its properties and facilities, and the activity of its employees;
- 2) To hire all employees, and subject to the provisions of law, to determine their qualifications and the conditions for their confirmed employment, or their demotion or dismissal and to promote and transfer all such employees.
- 3) To determine assignment to schools or any other building under the control of the Board, to determine hours of work, duties, responsibilities and all other terms and conditions of employment.
- 4) To determine the methods, means and personnel by which such operations are to be conducted; and
- 5) To take actions which are necessary to carry out the mission of the school district in situations of emergency.

The exercise of the foregoing powers, right, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the extent such specific and express terms hereof are in conformance with the Constitution and Laws of the State of New

Jersey and the Constitution and Laws of the United States.

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Laws of New Jersey, or any other national, county, district or local laws or regulations as they pertain to education.

**No Strike Clause**

It is agreed that grievance machinery being made available for the orderly settlement of disputes, there will be no strike, job action, slow down or similar activity by the L.A.A. or its members designed to impede or obstruct the normal, orderly operations of the schools.

**Role of Administrators in a Strike of Other School Employees**

It will be the responsibility of the administrators to keep school open when directed during a strike.

This responsibility will include involvement in staffing, scheduling, safety measures, supervision of instruction, pupil control, verification of attendance, and other such measures necessary for the continuance of the educational program, provided adequate substitute staffing is provided.

**ARTICLE XIV**  
**PROFESSIONAL DEVELOPMENT**  
**AND EDUCATIONAL IMPROVEMENT**

To work toward the end stated above, the Board agrees to implement the following:

- A. The Board agrees to give credit on the salary guide for those graduate courses which enable the administrator to improve his/her professional background.
- B.
  - 1. The Board agrees to reimburse administrators for the cost of six (6) graduate credits per year, including on-line courses offered by accredited colleges or universities that offer traditional undergraduate and graduate programs, non-articulated credits and NJPSA Project Excel, at the tuition rate charged by Rutgers University, or the actual cost, whichever is less. All credits must be approved by the Superintendent of Schools/designee prior to enrollment in order to receive reimbursement or for the additional compensation set forth in the salary guide.
  - 2. Before an on-line course is approved, the Superintendent will establish that the academic rigor of the course is equivalent to a course taken in person.
  - 3. The Board's maximum liability under this provision shall be \$10,000 annually. Payments will be made on a 'first come, first served' basis.
- C. Upon successful completion and documentation of a grade of "B" or better in the approved course; payment will be made to the administrator. In a case where a course is deemed to be a pass/fail course, administrators will receive reimbursement for obtaining a passing grade.

- D. A unit member who receives reimbursement and who then leaves the District's employment within two (2) years of the receipt of the reimbursement, except in a retirement situation, a separation due to disability, death, or a reduction-in-force shall reimburse the District 100% of that reimbursed amount. The application form for reimbursement shall contain an acknowledgement by the applying unit member that the provisions of the prior sentence are in effect and that the unit member shall reimburse the District pursuant to it, and that the above monies may be withheld from the final paycheck(s) of the departing unit member.

Does not include Professional Development Courses recommended by the District for professional growth, and for which college credits are not received.

## ARTICLE XV ASSOCIATION RIGHTS AND PRIVILEGES

### Released Time for Meetings

Upon the mutual consent of the parties, representatives of the association or any administrator may, during working hours, participate in negotiations, grievance proceedings, conferences or meetings with the Board of Education or its authorized designees, without suffering a loss in pay.

### Liaison Meetings

The Superintendent shall meet with the Association's representatives (the president plus two (2) other members) on a quarterly basis to review and discuss problems and practices of mutual concern. The Association and the Superintendent may mutually agree to meet on a less frequent basis.

## ARTICLE XVI SALARIES

Base salary increases for administrators for the contract period of **July 1, 2024, through June 30, 2027** (the "contract period"), shall be determined pursuant to the following provisions:

- A. Salaries shall be paid by direct deposit.
- B. Salaries shall be paid on the 15th and the 30th of each month.
- C. When a payday falls on or during a holiday or vacation, administrators shall receive their paychecks on the last previous working day.
- D. Initial placement within the range for new administrators shall be the prerogative of the Board of Education.
- E. If a twelve-month employee is employed on or before January 15<sup>th</sup>, in the school year, the employee will receive the negotiated salary increase for the next school year. If the employee is not employed until after January 15<sup>th</sup>, the employee will not receive the negotiated salary increase for the next school year.
- F. Non-tenured administrators shall be notified of their contract and salary status according to law.
- G. Administrators must work at least one-half plus one (1) day of their regular work year to qualify for advancement of one (1) step on the salary guide for the following contract year.

Salary Guides will be listed separately: Principals, Assistant Principals and Supervisors/Directors

**ARTICLE XVII**  
**VACATIONS & HOLIDAYS**

- A. All vacation days may be taken individually or in multiple day combinations with the approval of the Superintendent of Schools or his/her designee. Twelve (12) month administrators shall be entitled to a vacation period of seventeen (17) working days. The seventeen (17) vacation days shall be credited on July 1st of each school year. If a twelve (12) month administrator hired after July 1, 1991, leaves the district during the school year, a pro-rata salary deduction for used, but as yet unearned, vacation days shall be made from the administrator's final paycheck, based on 1.42 days for each month not worked.

Seven (7) of the seventeen (17) days must be taken during the summer. The remaining ten days (10) days may be taken during the school year. Five (5) vacation days may be carried over to the following school year. With the approval of the superintendent or his/her designee, an administrator may carry over additional vacation days or receive compensation for these days should a situation arise in which the administrator is not able to use the allotted vacation days within the specified year.

- B. Holidays for administrators shall be consistent with the school calendar, except where necessary for budgets and emergencies declared by the Board of Education.
- C. The Board of Education, in June of each year, may buy back, at the employee's request and with the approval of the administration, up to five (5) unused vacation days at the employee's then current per diem rate. Should the employee desire to buy back days, notice will be provided to the Superintendent by April 1. The Superintendent will notify the employee by April 15<sup>th</sup> if the request is denied.

Employees may rollover up to ten (10) unused vacation days to the next school year with approval of the Superintendent. Rolled over unused vacation days must be used in the next school year, if not used the days will be forfeited.

- D. At separation from the district, the employee may be paid for no more than five (5) days plus one year's earned vacation days. For employees hired after October 29, 2018 payment for unused vacation days shall be capped at \$10,000.
- E. The unused accrued vacation time of any administrator who dies while employed by the Lakewood Board of Education shall be credited to the administrator's estate at the rate of salary being paid during the year of death.

**ARTICLE XVIII**  
**INCLEMENT WEATHER**

Administrators shall not report to work on days which are officially declared to be "snow days."

**ARTICLE XIX**  
**PERSONAL PROPERTY LOSS**

The Board will provide to the Association one thousand two hundred dollars (\$1,200.00) per year, to be paid by July 1st of each school year, to replace any personal property damaged during the line of duty.

The Association will maintain and dispense the claims to employees in the unit.

Any unused balance will be returned to the Board by June 30th of each school year along with a detailed accounting of how the funds were spent and the amount remaining.

**ARTICLE XX**  
**SABBATICAL LEAVE**

The Board of Education, at its discretion, may approve a sabbatical leave for an administrator under the following conditions:

- A. In order to be eligible for a sabbatical leave, an administrator must have served at least eight (8) years in the Lakewood school system, of which at least four (4) must be as an administrator in the district.
- B. The program of studies must be accredited through the National Council for the Accreditation of Teacher Education (NCATE).
- C. Application for sabbatical leave must be accompanied by the submission of a written plan noting the manner in which the program will enhance the administrator's professional competence.
- D. Application for sabbatical leave shall be submitted to the Superintendent no later than February 15 for the ensuing school year for Board and/or Superintendent's action by March 30.
- E. The duration of the sabbatical leave shall not exceed one (1) school year. No more than one administrator may be granted a sabbatical leave during any given school year.
- F. The administrator shall agree in writing to commit himself/herself to continue employment in the Lakewood school district for at least five (5) years following the completion of the sabbatical leave.



- G. The Board will pay one-half (1/2) of the administrator's annual salary and will consider the period of the sabbatical in all ways comparable to a similar period of professional service in the district as to benefits and status.
- H. In the event an administrator cannot fulfill the obligation of five (5) years service to the district following completion of the sabbatical, the administrator will repay to the Board of Education that portion of the sabbatical salary received on a pro-rated basis for any portion of the five (5) years service time not completed.

**ARTICLE XXI**  
**MISCELLANEOUS**

**Nondiscrimination**

The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system shall clearly exemplify that there shall be no discrimination in the hiring, training, assignment, promotion, transfer or discipline of members or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.

**Savings Clause**

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

**Compliance Between Individual Contract and Master Agreement**

Any individual contract between the Board and an individual member, covered under this Agreement, heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, should be controlling.

**Board Rights Clause**

It is the right of the Board, except as limited by the provisions of this Agreement, to determine the standards of services to be offered by its schools; to determine the standards of selection for employment; to direct its employees; to take disciplinary action; to relieve its employees from duty for legitimate reasons; to maintain the efficiency of its operations; to determine the methods, means and personnel by which its operations are to be conducted; to take all necessary actions to carry out its mission in emergencies; and to exercise complete control and discretion over its organization and the technology of performing its work. The Board's decisions on those matters are not within the scope of collective bargaining, but notwithstanding the above, questions regarding the practical impact that decisions on the above matters have on employees do lie within the scope of collective bargaining agreements.

**Evaluations**

Administrators will perform evaluations according to state guidelines. An administrator is expected to perform as many additional evaluations as he or she deems necessary, unless

additional evaluations are requested by the central administration, to adequately document and/or improve poor performance on the part of those individuals supervised by the administrator.

**Membership Professional Associations**

The Board shall pay each unit member's dues for the New Jersey Principals' and Supervisors' Association to a maximum of \$1,000.

**ARTICLE XXII**  
**TRAVEL**

Reimbursement for professional travel within and outside the district shall be at the rate established by the State Office of Management and Budget.

**ARTICLE XXIII**  
**WORK FROM HOME**

Administrators may work remotely from home six (6) days per school year, in order to catch-up on paperwork.

Remote days must be approved by the Superintendent in advance utilizing Frontline.

Only one building administrator, on any given day, may take a remote day, so that there is appropriate building coverage on any given day.

**ARTICLE XXIV**  
**POSTING PROCEDURES**

**Administrative Vacancies**

A notice of vacancy in an administrative position shall be sent to all administrators, via email, once all operational transfers are made, if applicable, and a position is determined to be vacant by the Superintendent based on the needs of the district.

**ARTICLE XXV**  
**NOTICE**

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by e-mail or registered letter at the following addresses:

If by the Association, to the

Lakewood Board of Education  
200 Ramsey Avenue  
Lakewood, New Jersey 08701

If by the Board, to the

Lakewood Administrators Association President

Lakewood Public Schools  
Lakewood, New Jersey 08701


This Agreement is entered into as of the 1st day of July 2024, by and between the Lakewood Board of Education, Lakewood, New Jersey and the Lakewood Administrators Association, and shall continue in effect through June 30, 2027.

**Appendix A: Salary Guides**


Salaries will be adjusted by an annual percentage as follows:

- a. 2024-25: 4.00% inclusive of increments effective July 1, 2024
- b. 2025-26: 4.00% inclusive of increments effective July 1, 2025
- c. 2026-27: 4.00% inclusive of increments effective July 1, 2026

**FOR THE LAKEWOOD ADMINISTRATORS ASSOCIATION:**

  
\_\_\_\_\_

**FOR THE LAKEWOOD BOARD OF EDUCATION:**

  
\_\_\_\_\_

Moshe Bender  
Board President

  
\_\_\_\_\_

Kevin Campbell  
Assistant Business Administrator/Board Secretary

**APPENDIX A**

**L.A.A. Salary Guides**

**CATEGORY I: Principals**

**PRINCIPAL**

	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
1	\$118,303	\$118,303	\$118,303
2	\$122,562	\$123,032	\$123,032
3	\$127,158	\$127,458	\$127,958
4	\$131,736	\$132,238	\$132,538
5	\$137,005	\$137,005	\$137,525
6	\$140,993	\$142,485	\$142,485
7	\$146,280	\$146,625	\$148,185
8	\$152,131	\$152,131	\$152,491
9	\$153,631	\$158,216	\$158,216
10	\$155,131	\$159,756	\$164,545
11	\$156,919	\$161,331	\$166,140
12	\$158,419	\$163,196	\$167,785
13	\$159,919	\$164,759	\$169,724
14	\$161,419	\$166,297	\$171,354
15	\$162,919	\$167,856	\$172,954
16	\$164,419	\$169,426	\$174,554
17	\$165,919	\$170,976	\$176,194
OG	\$176,937	\$184,015	\$191,375
OG	\$179,549	\$186,731	\$194,200
OG	\$187,843	\$195,356	\$203,171

Movement from Step 17 to OG is calculated  
as the prior year salary multiplied by 104%

**ADDENDS TO SALARY FOR DEGREE STATUS**

MA+15	\$ 3,000
MA+30	\$ 5,000
EdD/PhD	\$ 6,000

**APPENDIX A**

## L.A.A. Salary Guides

### CATEGORY II: Assistant Principals

#### ASSISTANT PRINCIPAL

	2024-25	2025-26	2026-27
1	\$107,190	\$107,190	\$107,190
2	\$111,853	\$111,473	\$111,473
3	\$116,327	\$116,327	\$115,927
4	\$119,649	\$120,980	\$120,980
5	\$125,114	\$124,435	\$125,819
6	\$129,307	\$130,119	\$129,412
7	\$134,479	\$134,479	\$135,323
8	\$139,274	\$139,858	\$139,858
9	\$140,274	\$144,845	\$145,453
10	\$141,274	\$145,885	\$150,638
11	\$143,613	\$146,925	\$151,708
12	\$144,613	\$149,357	\$152,808
13	\$146,313	\$150,397	\$155,331
14	\$151,108	\$152,166	\$156,391
15	\$152,108	\$157,152	\$158,253
16	\$156,332	\$158,197	\$163,438
17	\$159,654	\$162,585	\$164,518
OG		\$166,040	\$172,681
OG	\$176,418	\$183,475	\$190,814

Movement from Step 17 to OG is calculated as the prior year salary multiplied by 104%

#### ADDENDS TO SALARY FOR DEGREE STATUS

MA+15	\$ 3,000
MA+30	\$ 5,000
EdD/PhD	\$ 6,000

#### APPENDIX A

**L.A.A. Salary Guides**

**CATEGORY III: Supervisors/Directors**

**SUPERVISOR/DIRECTOR**

	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
1	\$107,190	\$107,190	\$107,190
2	\$111,853	\$111,473	\$111,473
3	\$116,327	\$116,327	\$115,927
4	\$119,649	\$120,980	\$120,980
5	\$125,114	\$124,435	\$125,819
6	\$129,307	\$130,119	\$129,412
7	\$134,479	\$134,479	\$135,323
8	\$139,274	\$139,858	\$139,858
9	\$140,274	\$144,845	\$145,453
10	\$141,274	\$145,885	\$150,638
11	\$143,613	\$146,925	\$151,718
12	\$144,613	\$149,357	\$152,798
13	\$146,313	\$150,397	\$155,331
14	\$151,108	\$152,166	\$156,391
15	\$152,108	\$157,152	\$158,253
16	\$156,332	\$158,197	\$163,438
17	\$159,654	\$162,585	\$164,528
OG			\$169,088
OG		\$166,040	\$172,681
OG	\$167,642	\$174,347	\$181,321
OG	\$173,746	\$180,695	\$187,923
OG	\$177,995	\$185,115	\$192,519

Movement from Step 17 to OG is calculated as the prior year salary multiplied by 104%

**ADDENDS FOR DEGREE STATUS**

MA+15	\$ 3,000
MA+30	\$ 5,000
EdD/PhD	\$ 6,000

## MEMORANDUM OF AGREEMENT

The LAKEWOOD BOARD OF EDUCATION (hereinafter "The BOARD") and the LAKEWOOD ADMINISTRATORS ASSOCIATION (hereinafter "The ASSOCIATION") have entered into collective negotiations for a successor Agreement to the Agreement which expires June 30, 2021, and subject to ratification by the BOARD and the ASSOCIATION hereby agree as follows:

1. The term of the new Agreement shall be from July 1, 2024 through June 30, 2027.

2. Salary Increases

Effective July 1, 2024, salaries for bargaining unit members shall be increased by an average of 4.0% inclusive of increments.

Effective July 1, 2025, salaries for bargaining unit members shall be increased by an average of 4.0% inclusive of increments.

Effective July 1, 2026, salaries for bargaining unit members shall be increased by an average of 4.0% inclusive of increments.

Salary guides and distribution of increases shall be mutually developed by the Association and the Board and subject to approval by the Board.

There shall be no increase to Addends to Salary for degrees attained.

3. Revisions to the 2021-24 Agreement

**Page 3:**

**Step Two Grievance Add:**

**Add:**

All grievances by an administrator shall be submitted to the Superintendent of Schools and shall be placed in writing specifying:

- a) The Nature of the grievance;
- b) The nature and extend of the injury, loss or inconvenience;
- c) The result of previous discussion;
- d) His/her dissatisfaction with the decisions previously rendered; and
- e) The specific relief sought

**Page 4**

**Article VI**

**Contractual Workday Computation**

**REMOVE: Paragraphs 2 and 3 (below)**

Solely for purposes of determining when unit members are eligible for additional compensation for supervision of programs outside of their regular contractual assignment, the parties agree that the regular administrative school day assignment shall be as follows:

High School: 6:55 a.m. to 2:55 p.m.

Middle School: 6:55 a.m. to 2:55 p.m.



## MEMORANDUM OF AGREEMENT

Clarke, Oak, Clifton: 7:40 a.m. to 3:40 p.m. Spruce, Piner, LECC: 8:25 a.m. to 4:25 p.m.

*The above times may be adjusted by the Superintendent in the event school starting and ending times are revised. It is understood that unit members' professional responsibilities extend beyond the above contractual assignment times.*

*Work outside of contractual hours that has been approved by the Superintendent and the Board shall be paid at the rate of \$80.00 (Eighty Dollars) per hour for weeknights and \$120.00 (One Hundred Twenty Dollars) per hour for weekends and holidays with a one-hour minimum payment.*

### **ADD:**

The school year for administrators will begin on July 1 and end on June 30. The normal workday and work week shall be as follows:

**Summer hours shall be in effect beginning July 1st and end five days prior to the first day of school for teachers. Contract days shall be in effect beginning the week in which July 1st falls and ending the Monday prior to the start of the school year.**

Hours for the remainder of the school year shall coincide with the hours of the school assigned, and include lunch as needed, unless authorized differently by the Superintendent, but shall be no less than eight hours per day and shall include all holidays given to other certificated staff.

It is understood that unit members' professional responsibilities may extend beyond the above contractual assignment times.

In the event an administrator is assigned additional duties by the Superintendent and/or the Board, he/she shall be paid at the rate of \$80.00 an hour for weeknights and \$120.00 an hour for weekends or holidays. Additional duties must be approved by the Superintendent and placed on a Board agenda.

The hourly rate shall increase by \$5 per year for the life of the contract.

### **Page 6**

#### **Article VII B**

##### **Update List to reflect:**

Each unit member shall be entitled to up to five (5) days bereavement leave in the case of death in the immediate family:

The immediate family shall include: father, mother, step-father, step-mother, spouse, domestic partner, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild or a relative living as a member of the immediate household.

## MEMORANDUM OF AGREEMENT

**Page 9**

### **Article XIII**

#### **Staffing**

All board and administrative decisions affecting the placement of professional, paraprofessional and non-professional personnel shall include the input of the building administrator of the particular building affected, whenever administratively possible as determined by the Superintendent or his/her designee.

**ADD:**

### **Article XIII**

#### **Management Rights**

The Board, on its own behalf and on behalf of the citizens of the Township of Lakewood, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities offered upon and vested in its bylaws and Constitution of the United States, including, but without limiting the generality of the foregoing, the right:

- 1) To the executive management and administrative control to the school system and its properties and facilities, and the activity of its employees;
- 2) To hire all employees, and subject to the provisions of law, to determine their qualifications and the conditions for their confirmed employment, or their demotion or dismissal and to promote and transfer all such employees.
- 3) To determine assignment to schools or any other building under the control of the Board, to determine hours of work, duties, responsibilities and all other terms and conditions of employment.
- 4) To determine the methods, means and personnel by which such operations are to be conducted; and
- 5) To take actions which are necessary to carry out the mission of the school district in situations of emergency.

The exercise of the foregoing powers, right, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific; extent such specific and express terms hereof are in conformance with the Constitution and Laws of the State of New Jersey and the Constitution and Laws of the United States.

Decisions affecting the placement of professional, paraprofessional and non-professional personnel shall include the input of the building administrator of the particular building affected, whenever administratively possible as determined by the Superintendent or his/her designee.

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Laws of New Jersey, or any other national, county, district or local laws or regulations as they pertain to education.

## MEMORANDUM OF AGREEMENT

### ADD:

#### **No Strike Clause**

It is agreed that grievance machinery being made available for the orderly settlement of disputes, there will be no strike, job action, slow down or similar activity by the LAA or its members designed to impede or obstruct the normal, orderly operations of the schools.

#### **Role of Administrators in a Strike of Other School Employees**

It will be the responsibility of the administrators to keep school open when directed during a strike.

This responsibility will include involvement in staffing, scheduling, safety measures, supervision of instruction, pupil control, verification of attendance, and other such measures necessary for the continuance of the educational program, provided adequate substitute staffing is provided.

### **Page 9**

#### **Article XIV**

#### **Professional Development and Education Improvement**

### **ADD:**

C. Upon successful completion and documentation of a grade of "B" or better is the approved course; payment will be made to the administrator. In a case where a course is deemed to be a pass/fail course, administrators will receive reimbursement for obtaining a passing grade.

D. A unit member who receives reimbursement and who then leaves the District's employment within two (2) years of the receipt of the reimbursement, except in a retirement situation, a separation due to disability, death, or a reduction-in-force shall reimburse the District 100% of that reimbursed amount. The application form for reimbursement shall contain an acknowledgement by the applying unit member that the provisions of the prior sentence are in effect and that the unit member shall reimburse the District pursuant to it, and that the above monies may be withheld from the final paycheck(s) of the departing unit member.

Does not include Professional Development Courses recommended by the District for professional growth, and for which college credits are not received.

### **Page 10**

#### **Article XVI**

#### **Salaries**

Base salary increases for administrators for the contract period of **July 1, 2024, through June 30, 2027** (the "contract period"), shall be determined pursuant to the following provisions:

- A. Salaries shall be paid by direct deposit.
- B. Salaries shall be paid on the 15th and the 30th of each month.
- C. When a payday falls on or during a holiday or vacation, administrators shall receive their paychecks on the last previous working day.
- E. Initial placement within the range for new administrators shall be the prerogative of the Board of Education.

## MEMORANDUM OF AGREEMENT

- F. If a twelve-month employee is employed on or before January 15<sup>th</sup>, in the school year, the employee will receive the negotiated salary increase for the next school year. If the employee is not employed until after January 15<sup>th</sup>, the employee will not receive the negotiated salary increase for the next school year.
- G. Non-tenured administrators shall be notified of their contract and salary status according to law.
- H. Administrators must work at least one-half plus one (1) day of their regular work year to qualify for advancement of one (1) step on the salary guide for the following contract year.

**Salary Guides will be listed separately: Principals, Assistant Principals & Supervisors/Directors**

**Page 10**

### **ARTICLE XVII**

### **VACATIONS & HOLIDAYS**

#### ARTICLE XVII VACATIONS & HOLIDAYS

- A. All vacation days may be taken individually or in multiple day combinations with the approval of the Superintendent of Schools or his/her designee. Twelve (12) month administrators shall be entitled to a vacation period of seventeen (17) working days. The seventeen (17) vacation days shall be credited on July 1st of each school year. If a twelve (12) month administrator hired after July 1, 1991, leaves the district during the school year, a pro-rata salary deduction for used, but as yet unearned, vacation days shall be made from the administrator's final paycheck, based on 1.42 days for each month not worked.

Seven (7) of the seventeen (17) days must be taken during the summer. The remaining ten days (10) days may be taken during the school year. Five (5) vacation days may be carried over to the following school year. With the approval of the superintendent or his/her designee, an administrator may carry over additional vacation days or receive compensation for these days should a situation arise in which the administrator is not able to use the allotted vacation days within the specified year.

**Page 11**

### **REMOVE**

All twelve (12) month administrators employed before July 1, 1991 are grandfathered under the old system, in which accumulated days, at the rate of 1.42 days per month, are awarded in the successive year.

## MEMORANDUM OF AGREEMENT

Page 14  
Article XXIV  
Posting Procedures  
REMOVE

**ADD:**

**Administrative Vacancies**

A notice of vacancy in an administrative position shall be sent to all administrators, via email, once all operational transfers are made, if applicable, and a position is determined to be vacant by the Superintendent based on the needs of the district.

**NEW LANGUAGE:**

Administrators may work remotely from home six (6) days per school year, in order to catch-up on paperwork.

Remote days must be approved by the Superintendent in advance utilizing Frontline.

Only one building administrator, on any given day, may take a remote day, so that there is appropriate building coverage on any given day.

4. All other provisions of the 2021-24 Collective Bargaining Agreement, except those listed in Section 3 above shall be carried over without change into the new Agreement.
5. The parties acknowledge that the terms and conditions contained herein are subject to ratification by the Board and the Association. The parties agree to recommend the terms contained herein for ratification to their respective constituent bodies. All terms and conditions agreed to herein shall remain settled and incorporated into the new Agreement. Any terms and conditions not contained herein shall remain in full force and effect for the duration of the successor Agreement.

**MEMORANDUM OF AGREEMENT**

IN WITNESS WHEREOF, the undersigned have placed their signatures:

FOR THE LAKEWOOD  
BOARD OF EDUCATION

FOR THE LAKEWOOD  
ADMINISTRATORS ASSOCIATION

*Philip G. ... ABA/BS*  
*Mark ...*  
*Ronald A. Winter*

*Deborah Muzzo*

Date: 4/18/2024



# Lakewood Board of Education

200 Ramsey Avenue, Lakewood, NJ 08701

Main Office: (732) 364-2400 Fax: (732) 905-3687

Laura A. Winters, Ed.D, Superintendent of Schools

## RESOLUTION

5. That the Board approves the Memorandum of Agreement (MOA), Salary Guides and Collective Bargaining Agreement with the Lakewood Administrators Association (LAA) for the period July 1, 2024 through June 30, 2027, which was ratified by the LAA membership.

MOTION TO APPROVE TO ACCEPT THE ADDITIONS TO THE AGENDA, BUSINESS & SUPERINTENDENT AGENDA AS AMENDED (passed)

Motion: Mr. Stern                      Second: Ms. Gonzalez

9 Ayes: Mr. Bender, Ms. Gonzalez, Mr. Greenwald, Mr. Grunhut, Mr. Nakdimen,  
Mr. Raitzik, Mr. Rodriguez, Mr. Stern, Mr. Zlatkin

0 Nays:

0 Abstained:

0 Absent:

## CERTIFICATION

I, Kevin Campbell, Assistant Business Administrator/ Board Secretary to the Board of Education of the Township of Lakewood, hereby certify the foregoing is a true copy of the Resolution adopted by the Board of Education of the Township of Lakewood, County of Ocean, at the public meeting held on the 17th day of April 2024.



Kevin Campbell, Assistant Business Administrator/ Board Secretary