

New Pathways

HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover
Superintendent of Schools

Kimberly Cook
President - Hillside Board of Education

REQUEST FOR CLASS TRIP

School Name: HIA

"School Business" will be automatically recorded for teachers in charge, chaperones listed below.
"Request for Absence" not required.

Destination: Town/State Newark, NJ
Date of Application: 12/19/22

Facility/Attraction: Glass Roots
Date of Trip: March 16, 2023

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):
A trip to Glass Roots provides a STEAM experience, which supports innovation goals at HIA. Scholars will participate in hands-on glass making and learn from professional artists. It also supports NJ Visual Arts Standards: VA 6-8 1.5, 8 Pr. 5 and VAG-8 1.5, 8 Cr. 2.

Number of Students: 27 Grade: 8 Means of Transportation: Bus

Describe how students are selected to participate in Trip:

All Scholars will attend

Time of Departure: 9:00 am Expected Time of Return: 12:00 pm Teacher In Charge: Rachel Thomas
Chaperones accompany students: 3-4

Name of Bus Company: _____ Price Per Bus: _____ Total Cost for Buses: _____

(Company must be on current approved list of transportation contractors)

Paid By: Please check if Applies

Cost of Transportation Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Admission Fees Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Lunch Expenses Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Other Expenses Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Total Assessment Per Student: \$ _____ (When paid by Student/Parent)					

Principal's Approval: _____ Date: _____

(Signature)

Out-of-State Trip Requiring Board Approval _____ (Check by Superintendent)

Date Buildings & Grounds/LRPF Committee will Review (for Out-of-State Trips) _____

Date of Board of Education Meeting to Take Action on Out-of-State Trips _____

Check One

Approved by Board: _____ Rejected by Board: _____

(Superintendent's Signature)

(Date)

New Pathways

HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover
Superintendent of Schools

Kimberly Cook
President - Hillside Board of Education

Request for Transportation

Please allow at least one week for approval

Date of Application: Dec 19, 2022 Date of Trip: March 16, 2023

Destination: Newark Glass Roots

Address: 10 Bleeker St. Newark, NJ 07102

Phone Number: 973-353-9555

Purpose of trip: Field Trip Visual Arts

Mode of Transportation:

Grade: 8 Number of Students: 27 School: HIA

Teacher(s) in Charge: Rachel Therres

List of Chaperones: TBD

Departure Time: 9:00am Return Time: 12:00pm

Price per Bus: _____

Approved By: [Signature]
Principal

1/18/23
Date

Superintendent of Schools

Date

Business Administrator

Date

GLASSROOTS

**PROGRAM FY2023
AGREEMENT FOR SERVICES**
This agreement is between

GlassRoots, Inc. ("GlassRoots")
10 Bleeker Street Newark, NJ 07102
Michelle Knox
(973) 353-9555 (Office)
mknox@glassroots.org

Rachel K. Therres
Art Educator
Hillside Innovation Academy
rtherres@hillsidek12.org
908-589-7390 x6130

FOR GLASSROOTS USE ONLY: 3030 Workshop & Lesson Fees

Field Trip
March ~~15~~ and ~~16~~ 2023
9:30- 11:30 am
2 groups of 27 and 23 students each day
Up to 50 students for a total \$1250

Flame Shop

The Art of Beadmaking- This class introduces participants to the art of beadmaking using a torch. Basic techniques will be demonstrated. Participants will create their own decorative beads to take home.

Etching:

Using handheld small etching tools, students will learn how to draw directly on a glass object such as a bowl, drinking glass, or plate. Pigment may be introduced into the marks to enhance the surface design.

Glass

Blowing Demonstration:

Watch professional glassblowers explore forming 2100-degree molten glass into functional utilitarian objects while explaining the history and science of glassmaking. The artists will gather, spin, form, and blow this magical material transforming it from a liquid to a solid right before your eyes!

GlassRoots and Organization agree to the following:

A. CONTRACTED PROGRAMS

GlassRoots agrees to conduct workshops at 10 Bleeker St Newark, NJ

- o All participants must be at least 10 years old and are required to bring a completed, signed Participant Release Form in order to participate in any workshop. Forms are provided in English and Spanish and are attached to this contract.
- o Groups are required to pay for the contracted number of attendees. Changes in group size must be communicated to GlassRoots at least 48 hours before the visit. Groups in excess of the contracted number must pay for additional attendees prior to the beginning of the workshop.
- o GlassRoots group workshops are subsidized, for this reason, organizations cannot collect fees that exceed 25%

- o Neither party may assign or delegate its rights or duties under this Agreement without the prior written approval of the other party.
- o This Agreement will be governed in accordance with the laws of New Jersey, excluding any conflict or choice of law provisions.

In witness whereof, the respective parties understand and agree to carry out the services & responsibilities contained herein.

Agreed and Accepted:

By: GlassRoots Organization

Participant

Date

State: _____ Zip: _____ Phone: _____

Email: _____ Emergency Contact: _____

Emergency Phone: _____

We ask this question for the purposes of understanding the population we serve, as well as fulfilling our grant reporting requirements. Your response is optional and will be reported anonymously.

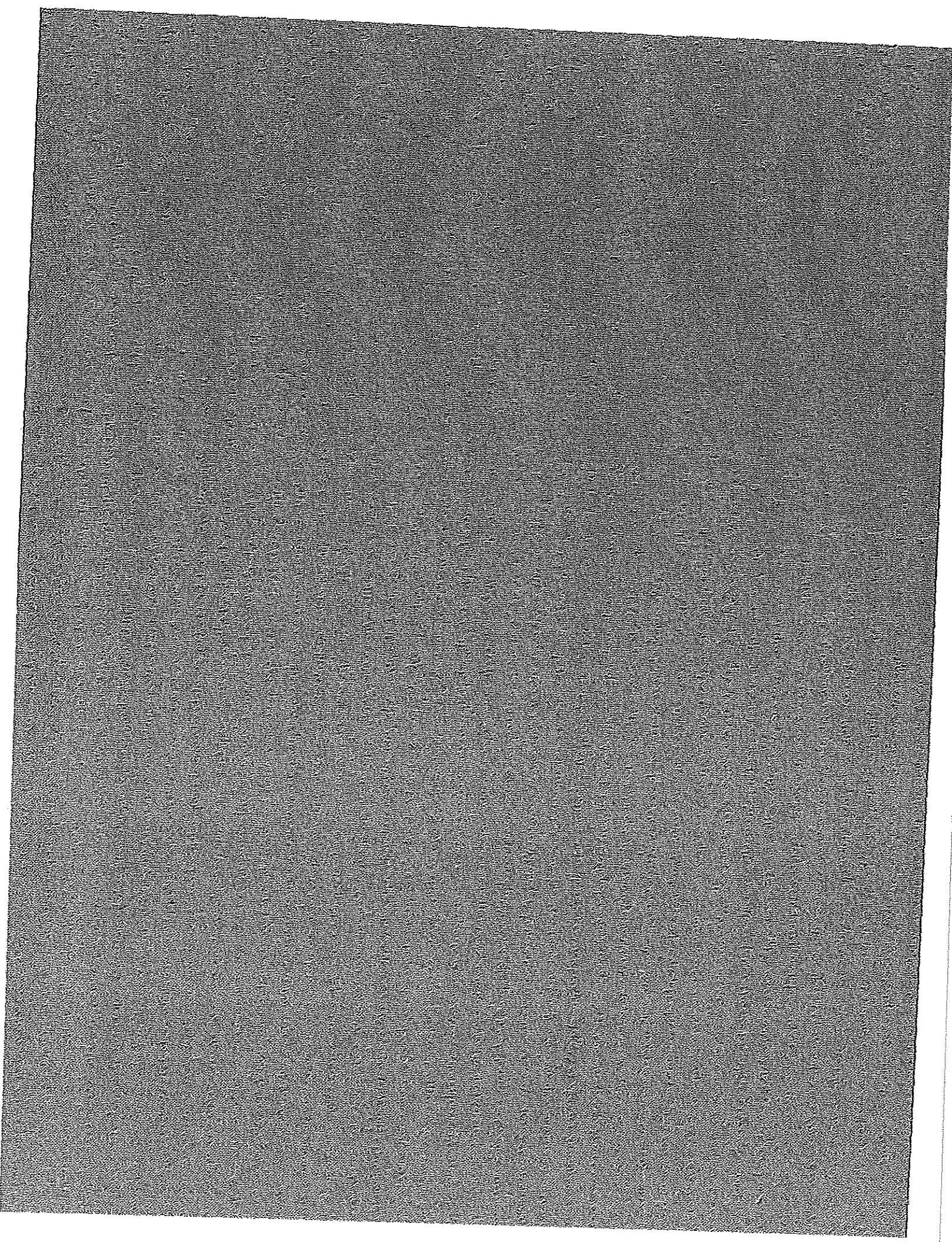
Gender: Male: ___ Female: ___ Non-binary or gender non-conforming: ___ Prefer not to say: ___

GlassRoots Agreement:

I recognize that working with glass involves risk of personal injury. I assume full responsibility for my/my child's safety in connection with these activities and release GlassRoots, its officers, trustees, employees and agents from liability for injury related to these activities. I also acknowledge that GlassRoots is in no way responsible for the protection, care or insurance coverage for tools, work in progress or works of art in the event of damage or destruction, nor for anything me or my child bring to class or leaves behind after departure.

I hereby give permission to GlassRoots the absolute right and permission to publish, copyright and use my/my child's name, photographic likeness, and video likeness in all forms and media for advertising, trade and any other lawful purposes. I hereby relinquish any right that I may have to examine or approve the completed product or products or the advertising copy or printed matter that may be used in conjunction therewith or the use to which it may be applied. I have carefully read this agreement and I understand and accept all terms and policies stated herein.

Participant's Signature: _____ Date: _____

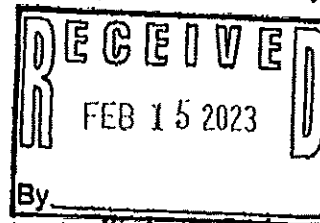


HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover
Superintendent of Schools

Kimberly Cook
President - Hillside Board of Education



REQUEST FOR CLASS TRIP

School Name: Hillside High

"School Business" will be automatically recorded for teachers in charge, chaperones listed below.
"Request for Absence" not required.

Destination: Town/State Rahway, NJ
Date of Application: 2/13/23

Facility/Attraction: Rahway YMCA
Date of Trip: 3/3/23

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):

Dance Union Festival sponsored by Carolyn Dorfman
Dance Company

Number of Students: 20 Grade: 9-12 Means of Transportation: School Bus

Describe how students are selected to participate in Trip:

Dance Ensemble and Dance 1, 2, 3 class

Time of Departure: 8:30 Expected Time of Return: 3:00pm Teacher In Charge: MS. LOTR
Chaperones accompany students: MS. Saladella Cuna

Name of Bus Company: _____ Price Per Bus: _____ Total Cost for Buses: _____
(Company must be on current approved list of transportation contractors)

Paid By: Please check if Applies

Cost of Transportation Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Admission Fees Per Student: \$ <u>0</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Lunch Expenses Per Student: \$ <u>0</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Other Expenses Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Total Assessment Per Student: \$ _____ (When paid by Student/Parent)					

Principal's Approval: Christina M. Sauer
(Signature)

Date: 2/13/23

Out-of-State Trip Requiring Board Approval _____ (Check by Superintendent)

Date Buildings & Grounds/LRPF Committee will Review (for Out-of-State Trips) _____

Date of Board of Education Meeting to Take Action on Out-of-State Trips _____

Check One

Approved by Board: _____ Rejected by Board: _____

(Superintendent's Signature)

(Date)

6th Annual Dance Union Festival

6th Annual Dance Union Festival

March 2 - 9, 2023 | Co-Sponsored by The Gateway Family YMCA - Rahway Branch 

Join Carolyn Dorfman Dance for the sixth annual Dance Union Festival – a celebration of the unique and diverse dance community across Union County.

Schedule of Events

Dance Union "On the Move" for Union County Middle Schools, Senior Groups, and Organizations Serving People with Disabilities - We can come to your location!

Thursday, March 2nd at 9:00 - 10:00 am and 10:00 - 11:00 am

Tuesday, March 7th at 9:00 - 10:00 am

Thursday, March 9th at 9:00 - 10:00 am and 10:00 - 11:00 am

Tailored, interactive classes with the company. Contact us to book a virtual or in-person class.

Master Classes and Mini-Showing of Dorfman Repertory

Rahway YMCA, 1564 Irving Street, Rahway, NJ 07065

Friday, March 3rd at 9:30 - 10:20 am - Pilates

10:30 am - 12:00 pm - Dorfman Technique and Repertory

12:30 - 1:15 pm - Mini-showing of Dorfman Repertory - Open to the public

1:45 - 2:30 pm - Mini-showing of Dorfman Repertory - Open to the public

Lunch will be provided. (\$5 per student, budget permitting)



O/K

Performance for Dance Studios, Professional Companies/Artists, and Community Groups

Kent Place School, 42 Norwood Avenue, Summit, NJ 07902

Sunday, March 5th at 3:00 - 5:00 pm

Tickets on sale soon: \$15 Adults, \$9 Students/Seniors

To register for one or more events, click here: <https://forms.gle/mf12akwDLdxEnzBt6>

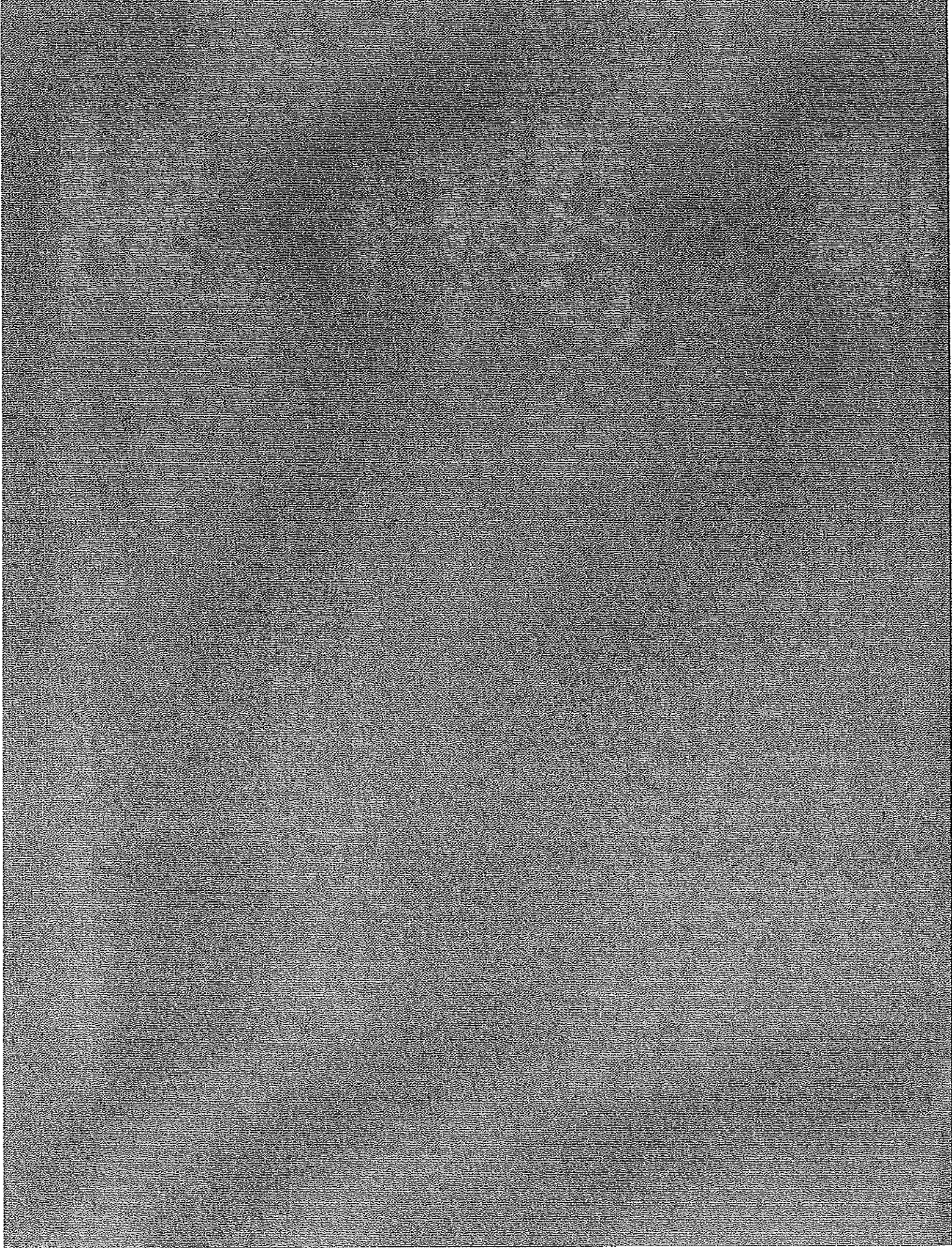
For more information, contact us at (908) 687-8855 or info@carolyndorfman.dance.

This arts program is made possible in part by a HEART (History, Education, Arts Reaching Thousands) Grant from the Union County Board of Chosen Freeholders.



Carolyn Dorfman Dance welcomes all audiences to events. If you require ADA services, please contact Carolyn Dorfman Dance at 908-687-8855 or info@carolyndorfman.dance at least two weeks prior to the scheduled event.

Carolyn Dorfman Dance • 2780 Morris Avenue, Suite 2-C, Union, NJ 07083 • 908-687-8855 • info@carolyndorfman.dance

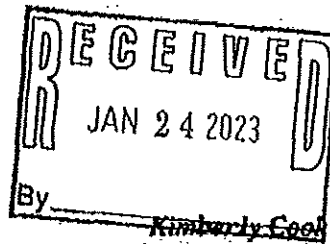


HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover
Superintendent of Schools

President - Hillside Board of Education



REQUEST FOR CLASS TRIP

School Name: Hillside High School

"School Business" will be automatically recorded for teachers in charge, chaperones listed below.
"Request for Absence" not required.

Destination: Town/State Union, New Jersey Facility/Attraction: Union H.S. League Drill Comp
Date of Application: Jan 20, 2023 Date of Trip: March 4, 2023

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):

JROTC to participate in Northern League Competition

Number of Students: 20-30 Grade: 9-12 Means of Transportation: School Bus
Describe how students are selected to participate in Trip:
Volunteer

Time of Departure: 7:00 AM Expected Time of Return: 4:00 PM Teacher In Charge: LTC Drakeford, MSgt Diaz
Chaperones accompany students: -

Name of Bus Company: Share Vans Price Per Bus: \$500 Total Cost for Buses: \$500 EST.
(Company must be on current approved list of transportation contractors)

Paid By: Please check if Applies

Cost of Transportation Per Student: \$ <u>24</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input checked="" type="checkbox"/> Other
Admission Fees Per Student: \$ <u>0</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Lunch Expenses Per Student: \$ <u>10</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input checked="" type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Other Expenses Per Student: \$ <u> </u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Total Assessment Per Student: \$ <u>10</u> (When paid by Student/Parent)					

Principal's Approval: Christine M. Silver

Date: 1/20/23

(Signature)

Out-of-State Trip Requiring Board Approval (Check by Superintendent)

Date Buildings & Grounds/LRPF Committee will Review (for Out-of-State Trips)

Date of Board of Education Meeting to Take Action on Out-of-State Trips

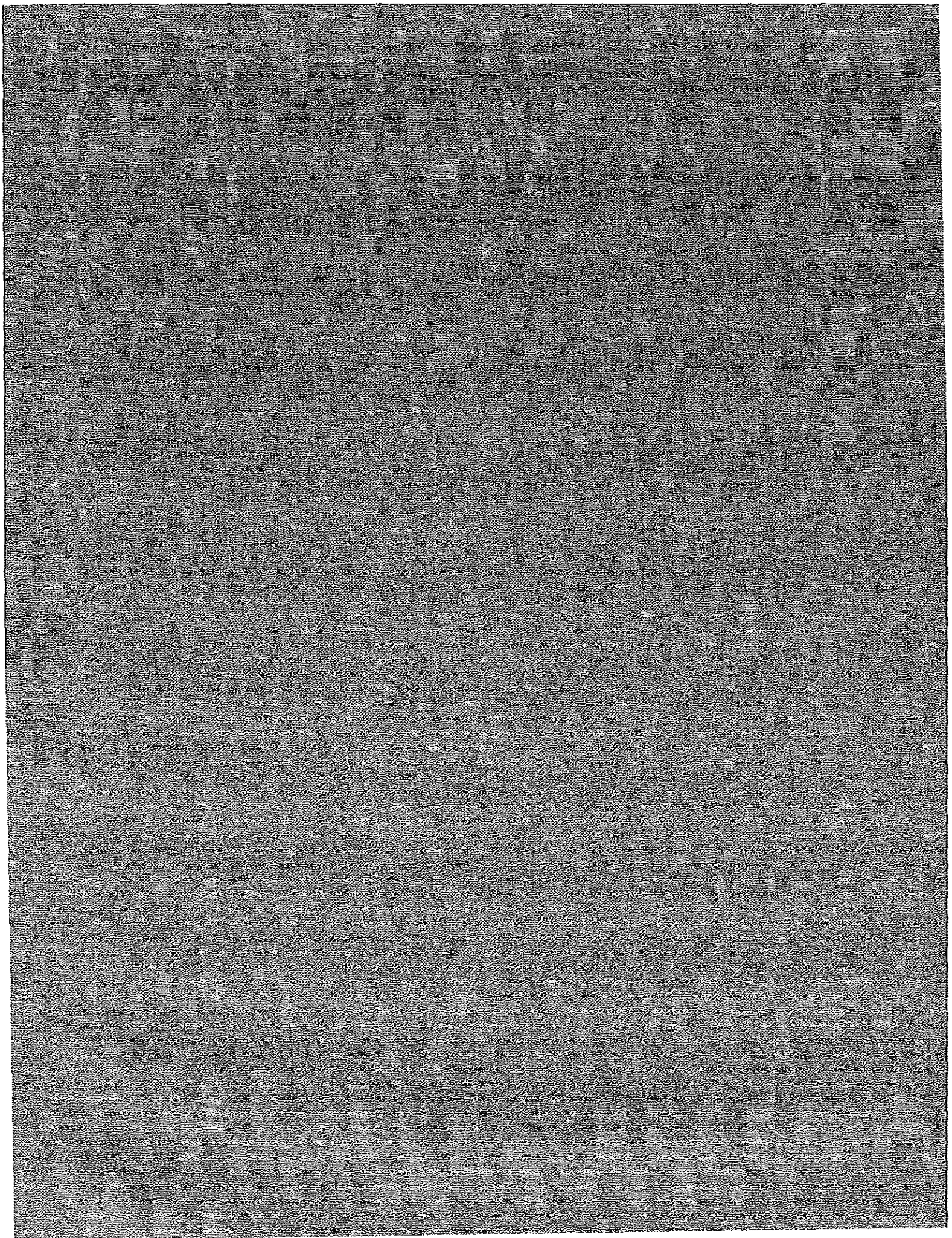
Check One 2/23/23

Approved by Board:

Rejected by Board:

(Superintendent's Signature)

(Date)

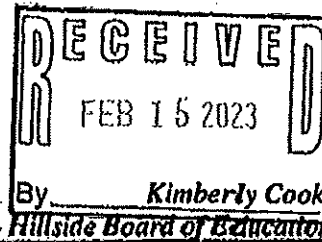


HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover
Superintendent of Schools

By Kimberly Cook
President - Hillside Board of Education



REQUEST FOR CLASS TRIP

School Name: Hillside High School

"School Business" will be automatically recorded for teachers in charge, chaperones listed below.
"Request for Absence" not required.

Destination: Town/State Union City
Date of Application: 1/17/23

Facility/Attraction: Union City High School
Date of Trip: 3/11/23

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):

New Jersey High School Dance Festival. Students take class perform and watch a professional dance concert

Number of Students: 20 Grade: 9-12 Means of Transportation: School Bus

Describe how students are selected to participate in Trip:

Students are members of HHS Dance Ensemble.

Time of Departure: 8:30AM Expected Time of Return: 3:30 Teacher In Charge: M.B. LOUIS
Chaperones accompany students: Sala Della (bus pick-up)

Name of Bus Company: District Price Per Bus: _____ Total Cost for Buses: _____
(Company must be on current approved list of transportation contractors)

Paid By: Please check if Applies

Cost of Transportation Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Admission Fees Per Student: \$ <u>20</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Lunch Expenses Per Student: \$ <u>0</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Other Expenses Per Student: \$ <u>0</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Total Assessment Per Student: \$ <u>20</u> (When paid by Student/Parent)					

Principal's Approval: Christine Melville
(Signature)

Date: 2/18/23

Out-of-State Trip Requiring Board Approval _____ (Check by Superintendent)

Date Buildings & Grounds/LRPF Committee will Review (for Out-of-State Trips) _____

Date of Board of Education Meeting to Take Action on Out-of-State Trips _____

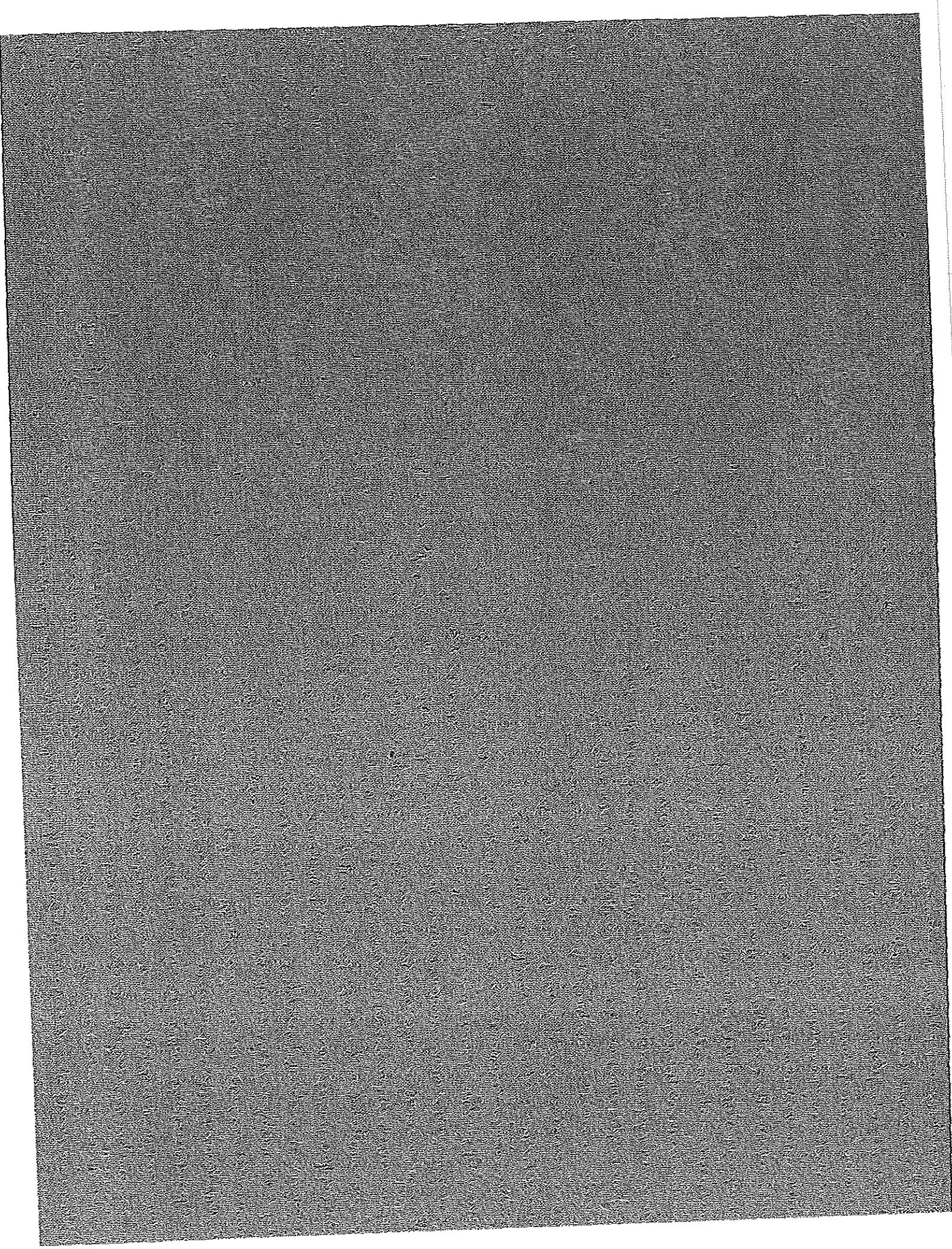
Check One

Approved by Board: _____

Rejected by Board: _____

(Superintendent's Signature)

(Date)

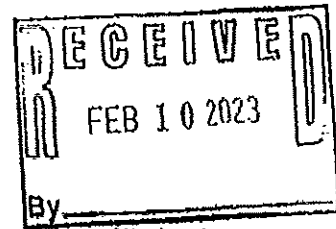


New Pathways

HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover
Superintendent of Schools



Kimberly Cook
President - Hillside Board of Education

REQUEST FOR CLASS TRIP

School Name: Hillside High School

"School Business" will be automatically recorded for teachers in charge, chaperones listed below.
"Request for Absence" not required.

Destination: Town/State Clark NJ Facility/Attraction: Oak Ridge Park
Date of Application: 2/2/23 Date of Trip: Apr 1/19, 2023

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):
Brief training session that will outline techniques of proper tree planting & care. Part of 2023 Arbor Day Tree planting program. Sponsored by The Union County Board of County Commissioners.

Number of Students: 3 Grade: 12, 11, 10 Means of Transportation: School Bus

Describe how students are selected to participate in Trip:
Students from Hillside Garden Club were chosen when asked if they wanted to attend the training session.

Time of Departure: 9:15 am Expected Time of Return: 12:15 Teacher In Charge: Melissa Ambrose
Chaperones accompany students: Melissa Ambrose, Paul Skelton

Name of Bus Company: School Bus Price Per Bus: 0 Total Cost for Buses: 0
(Company must be on current approved list of transportation contractors)

Paid By: Please check if Applies

Cost of Transportation Per Student: \$	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Admission Fees Per Student: \$	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Lunch Expenses Per Student: \$	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Other Expenses Per Student: \$	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Total Assessment Per Student: \$ (When paid by Student/Parent)					

Principal's Approval: [Signature] Date: 2/8/23
(Signature)

Out-of-State Trip Requiring Board Approval (Check by Superintendent)

Date Buildings & Grounds/LRPF Committee will Review (for Out-of-State Trips)

Date of Board of Education Meeting to Take Action on Out-of-State Trips

Check One

Approved by Board: _____ Rejected by Board: _____

(Superintendent's Signature)

(Date)



Melissa

COUNTY OF UNION

DEPARTMENT OF ENGINEERING, PUBLIC WORKS & FACILITIES MANAGEMENT
Joseph A. Graziano Sr., Director

January 25, 2023

Re: 2023 ARBOR DAY TREE PLANTING PROGRAM

**BOARD OF
COUNTY COMMISSIONERS**

SERGIO GRANADOS
Chair

KIMBERLY PALMIERI-MOUDEN
Vice-Chairwoman

JAMES E. BAKER, JR.

JOSEPH C. BODEK

DR. ANGELA R. GARRETSON

BETTE JANE KOWALSKI

LOURDES M. LEON

ALEXANDER MIRABELLA

REBECCA WILLIAMS

EDWARD T. OATMAN
County Manager

AMY CRISP WAGNER
Deputy County Manager

BRUCE H. BERGEN, ESQ.
County Counsel

JAMES E. PELLETTIERE
Clerk of the Board

JOSEPH J. POLICAY, JR. CPWM
Division Director

Dear Principal,

In recognition of Arbor Day, the Union County Board of County Commissioners, in cooperation with the Union County Shade Tree Advisory Board, will be sponsoring the 2023 Union County Arbor Day Tree Planting Program. This program offers schools throughout Union County a tree, free of charge, to be planted on school property, preferably by students.

Each school that wishes to participate will receive an Eastern Redbud (*Cercus Canadensis*), which will be covered with purple flowers in the spring. At arrival, the tree will weigh approximately 20 pounds and measure approximately 5 feet in height. This tree will grow to be 15 to 20 feet tall, and will bloom each spring.

To request a tree for your school, please complete the enclosed registration form and return it by April 1, 2023 to Madeline Brigantino via email mbrigantino@ucnj.org, fax (908) 789-3674 or mail to Madeline at the County of Union, Department of Engineering, Public Works & Facilities Management, 2325 South Avenue Scotch Plains, NJ 07076. Requests will be on a first come, first served basis.

Participants are encouraged to attend a brief training session that will outline the techniques of proper tree planting and care. Each school is welcome to send up to three students and two adults to one of the training sessions listed. All students must be accompanied by at least one adult. Training will be held at Oak Ridge Park (County Maintenance Yard), 136 Oak Ridge Road, Clark on either April 18th or April 19th. Rain or shine. Should you choose to attend training, please insert the requested information under the date of your choice on the enclosed registration form. Your tree can be taken with you at that time.

Should you choose not to attend training, you can pick up your tree at Oak Ridge Park, 136 Oak Ridge Road (County Maintenance Yard) Clark, from 9:00a.m. to 4:00p.m on Tuesday, April 18th or 9:00am to 12:00 noon on Wednesday, April 19th with your confirmation letter.

For further information regarding this program, please contact Union County 4-H Agent, Chairman of the Union County Shade Tree Advisory Board, James Nichnadowicz at 908-654-9854 or email jnichnadowicz@ucnj.org.

Respectfully,

Commissioner Lourdes Leon
Union County Board of County Commissioners
Liaison to the Union County Shade Tree Advisory Board

DIVISION OF PUBLIC WORKS

2371 South Avenue

Scotch Plains, NJ 07076

(908)789-3660

Fax (908)789-3227

www.ucnj.org

We're Connected to You!

REGISTRATION FORM

2023 Arbor Day Tree Planting Program

**Sponsored by the Union County Board of County Commissioners
In cooperation with the Union County Shade Tree Advisory Board**

To request a free tree for your school, please complete the form below and email, mail or fax to:

Madeline Brigantino
Union County Engineering, Public Works & Facilities Management
2325 South Avenue
Scotch Plains, New Jersey 07076
Fax (908) 789-3674
Phone (908) 789-3653
mbrigantino@ucnj.org

Requests must be received by April 1, 2023

Name of School Hillside High School

Address of School 1085 Liberty Avenue, Hillside, NJ 07205

Contact Name & Phone Number Melissa Ambrose, 908-652-1585

Contact Fax Number (908) 282-5844

Contact E-mail Address mambrose@hillsidekl2.org

Training is optional, although highly recommended. Both sessions are identical, however date preference is of your choice.

Our school will be attending training as follows:

TRAINING: Tuesday, April 18, 2023 from 10:00am to 11:30am

Student Name(s) _____

Adult Name(s) _____

TRAINING: Wednesday, April 19, 2023 from 10:00a.m. to 11:30am

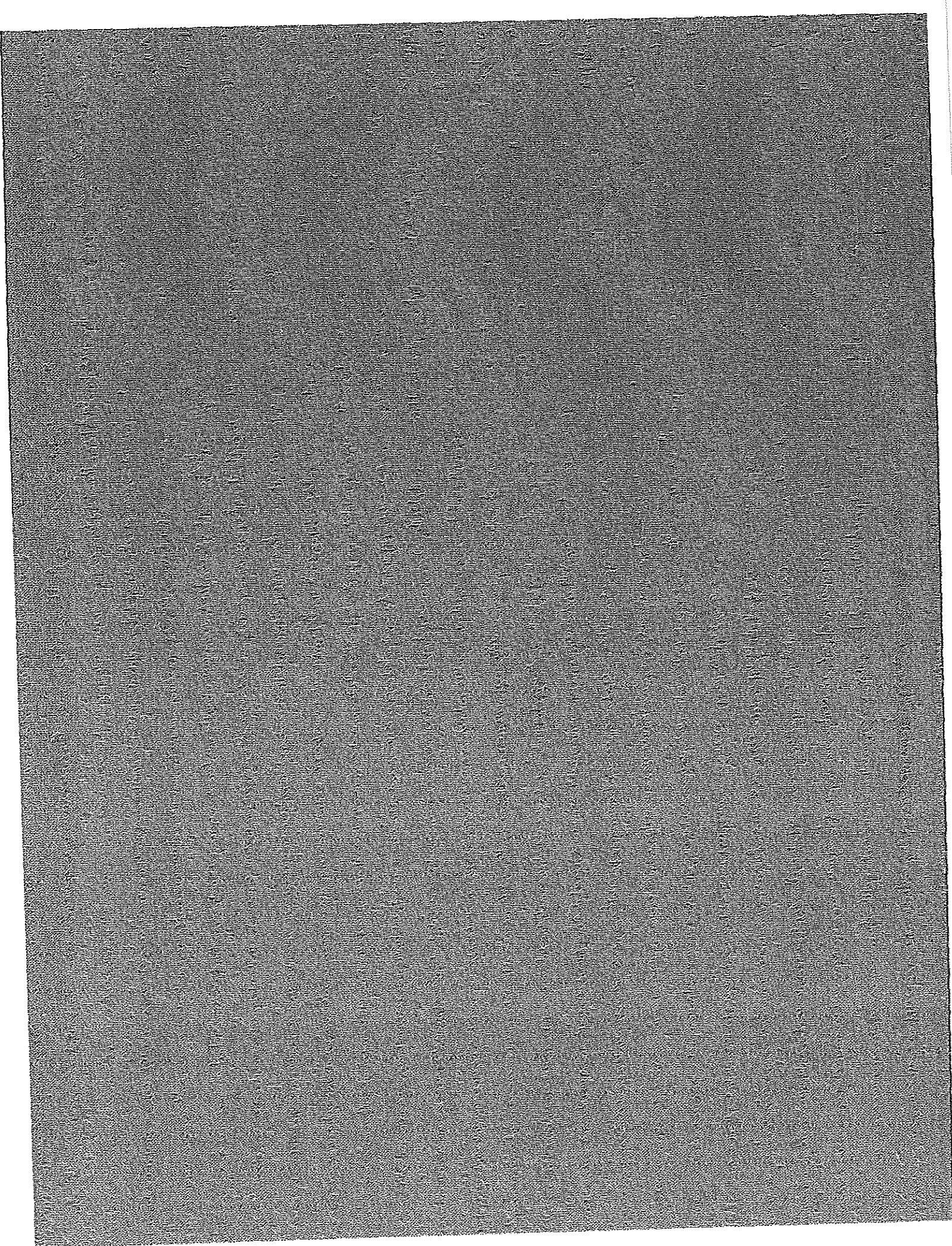
Student Name(s) Nicole Lopez, Gabriela Velasquez, Marc Edouard

Adult Name(s) Melissa Ambrose, Paul Skelton

For further information regarding this program please contact

Union County 4-H Agent, Chairman of the Union County Shade Tree Advisory Board

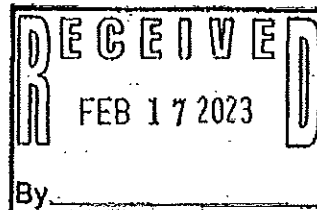
James Nichnadowicz at 908-654-9854 or email jnichnadowicz@ucnj.org



HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover
Superintendent of Schools



Kimberly Cook
President - Hillside Board of Education

REQUEST FOR CLASS TRIP

School Name: Hillside Innovation Academy

"School Business" will be automatically recorded for teachers in charge, chaperones listed below.
"Request for Absence" not required.

Destination: Town/State Washington D.C.

Facility/Attraction: Nat'l Museum for African American History & Culture

Date of Application: February 16, 2023

Date of Trip: March 23, 2023

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):

Black History for students, relates to Social Studies curriculum and Amistad Law.

Number of Students: 99 Grade: 7th Means of Transportation: Bus

Describe how students are selected to participate in Trip:

All students will be given the opportunity to participate.

Time of Departure: 7:00 AM Expected Time of Return: 9:00 PM Teacher In Charge: Samuel MORS

Chaperones accompany students: _____

Name of Bus Company: _____ Price Per Bus: _____ Total Cost for Buses: _____

(Company must be on current approved list of transportation contractors)

Paid By: Please check if Applies

Cost of Transportation Per Student: \$ <u>45-60</u>	<input type="checkbox"/> Bd of Ed	<input checked="" type="checkbox"/> School Fund	<input checked="" type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Admission Fees Per Student: \$ <u>0</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Lunch Expenses Per Student: \$ <u>individual cost</u> <u>13-20</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input checked="" type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Other Expenses Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input checked="" type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Total Assessment Per Student: \$ <u>80</u>					
(When paid by Student/Parent)					

Principal's Approval: Dr. Sch

(Signature)

Date: 2/17/23

Out-of-State Trip Requiring Board Approval _____ (Check by Superintendent)

Date Buildings & Grounds/LRPF Committee will Review (for Out-of-State Trips) _____

Date of Board of Education Meeting to Take Action on Out-of-State Trips _____

Check One

Approved by Board: _____

Rejected by Board: _____

(Superintendent's Signature)

(Date)

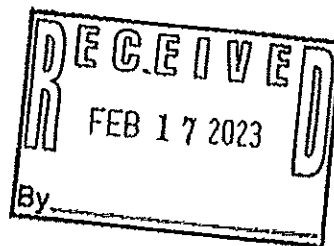
New Pathways

HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover
Superintendent of Schools

Kimberly Cook
President - Hillside Board of Education



Request for Transportation

Please allow at least one week for approval

Date of Application: 2/17/23 Date of Trip: 3/23/2023

Destination: African American Museum

Address: WADC

Phone Number: _____

Purpose of trip: alignment to Aristad Curriculum in SS

Mode of Transportation: _____

Grade: 7/8 Number of Students: open to all 99 School: H1A

Teacher(s) in Charge: Samuel Moss

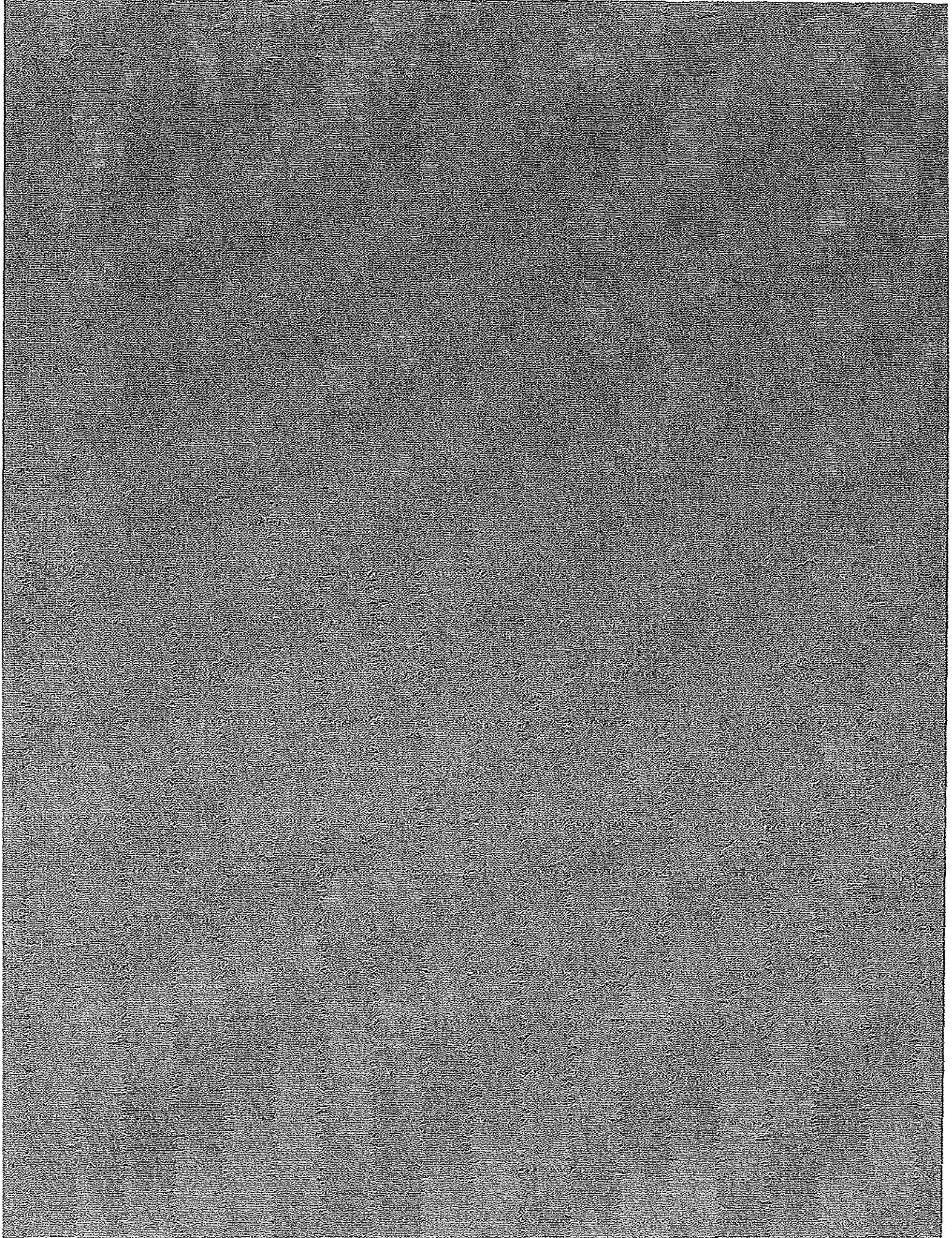
List of Chaperones: Dr. Silva Joyce Muckers R. Thomas
Lady Dofel Adam Panfatico
Mariela Vazquez Lani Grimes
James Jayner Henry Eckenberg

Departure Time: 7AM Return Time: 19:00pm
Price per Bus: \$3475 x 2 all cost paid by parents/school

Approved By: Dr. Glover 2/17/23
Principal Date

Superintendent of Schools Date

Business Administrator Date

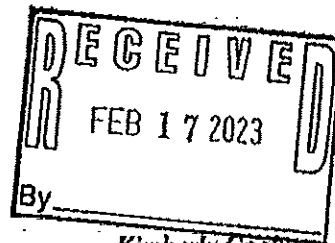


HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover
Superintendent of Schools

Kimberly Cook
President - Hillside Board of Education



REQUEST FOR CLASS TRIP

School Name: Hillside Innovation Academy

"School Business" will be automatically recorded for teachers in charge, chaperones listed below,
"Request for Absence" not required.

Destination: Town/State Hillside, NJ

Facility/Attraction: Community Foodbank of NJ

Date of Application: 2/13/2023

Date of Trip: March 7, March 16, March 30, April 4, April 6

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):

HIA seeks permission to participate in volunteer service learning - opportunities at the Community Foodbank of NJ for a total of 2 hours on the dates listed above.

Number of Students: 99 students

Grade: 7 and 8

Means of Transportation: District bus

Describe how students are selected to participate in Trip:

All scholars will participate in community service activities at the Community Foodbank of NJ on their homeroom's designated date.

The CFBNJ limits its services to 30 volunteers per visit. Each of our 5 homerooms will have participated by April 6th.

Time of Departure: 9:00am Expected Time of Return: 11:00 Teacher In Charge: Ms. Marielis Vazquez

Chaperones accompany students: Ms. Marielis Vazquez - School Counselor and 1 homeroom teacher. 1 additional support staff will attend if the homeroom class has more than 20 scholars.

Name of Bus Company: _____ Price Per Bus: _____ Total Cost for Buses: _____

(Company must be on current approved list of transportation contractors)

Paid By: Please check if Applies

Cost of Transportation Per Student: \$ <u>1</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Admission Fees Per Student: \$ <u>0</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Lunch Expenses Per Student: \$ <u>0</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Other Expenses Per Student: \$ <u>0</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Total Assessment Per Student: \$ <u>0</u> (When paid by Student/Parent)					

Principal's Approval: _____

(Signature)

Date: 2/13/23

Out-of-State Trip Requiring Board Approval _____ (Check by Superintendent)

Date Buildings & Grounds/LRPF Committee will Review (for Out-of-State Trips) _____

Date of Board of Education Meeting to Take Action on Out-of-State Trips _____

Check One

Approved by Board: _____

Rejected by Board: _____

(Superintendent's Signature)

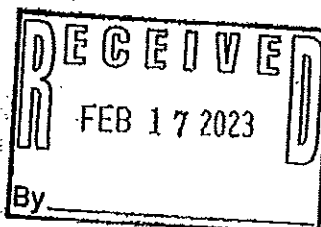
(Date)

New Pathways

HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover
Superintendent of Schools



Kimberly Cook
President - Hillside Board of Education

Request for Transportation

Please allow at least one week for approval

Date of Application: 2/17/23

Date of Trip: March 3/7, 16, 30, April 4, 6

Destination: CFBNS

Address: Hillside, NJ

Phone Number: _____

Purpose of trip: Volunteer Service Learning Activity

Mode of Transportation: _____

Grade: 7-8

Number of Students: 99

School: H11A

Teacher(s) in Charge: Marichus Vazquez

List of Chaperones: Ms L. Dofel

Mr. A. Pantastico
Henry Eisenberg

James Joyner
Paul Gruber

Departure Time: 9 am

Return Time: 11 am

Price per Bus: District Bus

Approved By: R. Glover

Principal

Date: 2/17/2023

Superintendent of Schools

Date

Business Administrator

Date

HILLSIDE PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: HR Coordinator

QUALIFICATIONS:

1. Must have a Bachelor's degree or higher in the field of Human Resources, Business Administration or Education Administration
2. Minimum of 2-3 years experience in Human Resources
3. Knowledge of attendance and personnel management systems
4. Must understand teacher certification process
5. Excellent administrative and IT skills with the ability to multi-task and adapt in a fast-paced environment
6. Excellent verbal and written communication skills
7. Excellent interpersonal and customer service skills
8. Excellent organizational skills and attention to detail
9. Working understanding of human resources principles, practices and procedures
10. Excellent time management skills with a proven ability to meet deadlines
11. Ability to function well in a high-paced and at times stressful environment
12. Proficient in Microsoft Office Suite or related software
13. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Director of Human Resources, Talent, and Evaluations

JOB GOAL: The Human Resources Coordinator is a confidential employee responsible for supporting a comprehensive program of personnel functions for classified and certificated staff. Primary categories of oversight include managing personnel data and requirements to ensure compliance with local, state, and Federal requirements; assist in developing processes for full cycle recruitment and the onboarding of new staff members; working collaboratively with payroll and attendance functions.

PERFORMANCE RESPONSIBILITIES:

1. Assists with recruitment and interview process. Tracks status of candidates in HRIS and responds with follow-up letters at the end of the recruiting process.
2. Develops, implements, and follow-up on programs such as in-service workshops and employee orientation.
3. Monitor monthly vacation accruals, and yearly sick leave accruals of all employees. At beginning of each school year, notifies all employees of accrued time. Monitors employees' sick leave at least quarterly to ensure that proper procedures are being followed by all school sites and departments.
4. Schedules meetings and interviews as requested by the Director of Human Resources.

5. Makes photocopies; mails, scans and emails documents; and performs other clerical functions.

Job Description
HR Coordinator

6. Develops and maintains relationships with college and university placement offices.
7. Schedules and attends career fairs as to generate qualified applicants.
8. Performs other related duties as assigned.

TERMS OF EMPLOYMENT:

Twelve-month year. Confidential employee. Salary to be determined.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

HILLSIDE PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Webmaster/Communication Specialist

QUALIFICATIONS:

1. Bachelor's degree in Computer Science or related field; coursework in digital media, web design, and/or computer programming highly preferred.
2. Knowledge of computer systems, including hardware, software and networking required
3. Extensive knowledge of website management, analytics, design, and SEO best practices and standards.
4. Working knowledge of or ability to quickly learn web content management systems, applications, and tools used by the organization.
5. Highly proficient with HTML/CSS; working knowledge of XML, SQL, JavaScript, and other programming languages.
6. Excellent verbal and written communication skills.
7. Proficient with Microsoft Office Suite or related software.
8. Strong analytical, troubleshooting, and problem-solving skills.

REPORTS TO: Technology Manager/Superintendent Designee

JOB GOAL: Leads the school district in creative digital ideating and responsible for developing, monitoring, and maintaining the district website. Manages district marketing strategies, as well as social media content, and publications (in-print and digital).

PERFORMANCE RESPONSIBILITIES:

1. Maintains and supports the Hillsidek12.org website, provides assistance to end-users.
2. Provides general website maintenance, including content updates, adding new pages, and removing items that are out of date or no longer valid.
3. Support district creation and implementation of a comprehensive marketing plan to create brand recognition, grow relationships, and expand resources.
4. Develop and implement social media content across a range of platforms
5. Create graphics (in-print and digital) and digital media marketing materials for events, content, and promotions.
6. Design and maintain monthly digital newsletter, as well as quarterly print publication highlighting staff and students/district workers.
7. Manage acquisition of photos and video content throughout the school district from in-person and virtual events to be utilized for social media, and publication on the school website.
8. Maintain library of digital creations, content, and photos/videos.
9. Work to improve Hillside district website SEO and social optimizations.
10. Adjusts schedule as needed to accommodate district needs.
11. Performs other duties as assigned by the Technology Manager.

TERMS OF EMPLOYMENT:

12-Month Position. Salary to be determined.

EVALUATION:

Performance will be evaluated in accordance with Board policies and procedures.

***AGREEMENT BETWEEN THE
HILLSIDE BOARD OF EDUCATION
AND
THE HILLSIDE ADMINISTRATORS' ASSOCIATION***

JULY 1, 2021 THROUGH JUNE 30, 2024

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PREAMBLE

Pursuant to Chapter 123, Public Laws of 1974 of the State of New Jersey, this Agreement is hereby entered into on May 5, 2015 by and between the Board of Education of the Township of Hillside, New Jersey, hereinafter referred to as the "Board" and the Hillside Administrators' Association, hereinafter referred to as the "Association."

ARTICLE I **RECOGNITION**

1-1 Pursuant to Chapter 123, Public Laws of 1974, the Board hereby recognizes the Association as the exclusive representative for the purpose of collective negotiations concerning terms and conditions of employment for all certified personnel under contract by the Board as included herein:

Principals
Vice Principals
Administrative Supervisor
Athletic Director
Director of Guidance
Academic Supervisor
Educational Data Supervisor

but excluding among others:

Superintendent of Schools
Business Administrator/Board Secretary
Assistant Business Administrator/Assistant Board Secretary
Director of Curriculum and Instruction
Director of Special Services
Director of Data
Director of Human Resources and Talent Acquisition

1-2 All new employees may apply for membership in the Association in accordance with the provisions of Chapter 123, Laws of 1974. Nothing herein shall be construed as making Association membership a condition of employment, nor shall any individual be compelled to join the Association at any time. However, in accordance with the provisions of Chapter 123,

Laws of 1974, and as heretofore set forth in this Agreement, the Association shall be recognized as the exclusive collective bargaining representative for the members of the unit described.

1-3 Unless otherwise indicated, the term “administrators” when used hereinafter in this Agreement shall refer to all employees represented by the Association in the negotiating unit as above defined, and reference to employees shall be deemed to include both the male and the female, except when the context clearly limits the intent to one sex, and words used in the singular shall include words in the plural as the text so requires.

ARTICLE II
NEGOTIATION PROCEDURES

2-1 The parties agree to enter into collective negotiations over a successor Agreement in accordance with the provisions of Chapter 123, Public Laws of 1974; such negotiations shall apply to the unit defined in Article I, be reduced to writing, be ratified by the Association, be approved by the Board, and be signed by the Association and the Board.

2-2 Representatives of both the Board and the Association agree that their members shall be given full authority to negotiate, but not to contract prior to ratification by the bargaining unit and approval by the Board.

2-3 During negotiations, the Board and the Association shall present relevant data, exchange points of view and make proposals and counter-proposals. The Board shall make available to the Association for inspection at reasonable times that information which is available to the public.

2-4 Neither party in any negotiations shall have control over the selection of the negotiating representatives of the other party.

2-5 Pursuant to Chapter 123, Public Laws of 1974, the Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement, with any organization other than the Association for the duration of this Agreement.

2-6 During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

2-7 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.

2-8 This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all negotiable issues, which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. The parties agree that during the negotiations resulting in this Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to any term and condition of employment as to which the parties are obligated to collectively negotiate.

ARTICLE III
GRIEVANCE PROCEDURES

3-1 Definition

3-1.1 A "Grievance" shall mean a complaint by an employee of the Hillside Board of Education that there has been to the administrator a personal loss or injury because of an interpretation, application or violation of policies, agreements, or an administrative decision. A complaint will not be processed as a grievance under this procedure if it involves or applies to any matter, which according to law, is beyond the scope of the Board authority. A complaint of a non-tenure administrator which arises by reason of: (1) his/her not being re-employed, or (2) having his/her contract terminated by notice pursuant to his/her individual contract or otherwise, or (3) a complaint by any personnel 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, shall not be subject to arbitration under this procedure. A grievance to be considered under this procedure must be initiated in writing by the employee within thirty (30) calendar days of its occurrence or within thirty (30) calendar days after the employee would reasonably be expected to know of its occurrence.

3-2 Procedure

3-2.1 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time-limits shall be deemed to be in acceptance of the decision rendered at that step. Under extreme circumstances, the time-limits may be extended by mutual agreement in writing.

3-2.2 It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

3-2.3 An employee shall have the right to present his/her own grievance or to designate a representative approved by the Association to appear with him/her at any step in his/her appeal. When a majority representative has been selected, a minority organization shall not present or process grievances.

3-2.4 When a member of the negotiating unit represented by the Association presents his/her own grievance, the Association shall have the right to state its views, in writing, to the Board prior to the Board's hearing if the appeal proceeds to the Board, and to appear at the Board's hearing with the grievant if such a hearing is held.

3-2.5 Any employee who has a grievance shall discuss it first with his/her immediate Supervisor. A dated written record of such meeting shall be made and signed by the administrator and the supervisor with a copy given to each. The date set forth on such record shall be considered the initiation date of the grievance.

3-2.6 If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, he/she shall set forth his/her grievance in writing to the Superintendent of Schools specifying: (A) the nature of the grievance; (B) the nature of the injury or loss; (C) the results of previous discussions; and (D) the basis for his/her dissatisfaction with decisions previously rendered. The Superintendent of Schools shall communicate his/her decision to the employee, in writing, within a period not to exceed ten (10) school days after receipt of the written grievance.

3-2.7 If the grievance is not resolved to the employee's satisfaction, he/she may no later than five (5) school days after receipt of the Superintendent of Schools' decision, request a review by the Board. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall hold a hearing with the employee, if so requested, within fifteen (15) school days of the date of receipt by the Superintendent of Schools of the request for review by the Board. The Board shall review the grievance and render a decision, in writing, within thirty (30) calendar days of receipt of the grievance by the Superintendent of Schools for review by the Board or within twenty (20) calendar days of the hearing with the employee, whichever comes later.

3-2.8 In the event that the decision of the Board does not resolve the grievance to the satisfaction of the grievant, notice of intention to proceed to arbitration shall be given by the Association to the Board through the Superintendent of Schools within ten (10) work days after receipt of the decision of the Board which is being appealed. If the underlying dispute is submitted to any other administrative or judicial tribunal, the issue shall not be submitted to arbitration, as it is the intention of the parties to avoid a multiplicity of forums to resolve an issue.

3-2.9 In the event timely written notice of arbitration is made known to the Superintendent, the Board and the Association shall endeavor to select a mutually satisfactory person to act as arbitrator. If the Board and the Association cannot agree on an arbitrator mutually satisfactory to them, within five (5) work days after receipt of notice of the request to arbitrate, either the Board or the Association may request the American Arbitration Association, in writing, to submit a panel of arbitrators from which an arbitrator may be selected in accordance with the rules and

regulations of the Board. The request to the American Arbitration Association must be mailed within ten (10) work days after the Superintendent receives notice of the request to arbitrate and a copy must be served upon the Superintendent within that period of time.

3-2.10 The arbitrator shall be limited to evidence and arguments presented by the parties or their representatives and shall consider nothing else. (Only the Board, the employee, and the Association shall be given copies of the arbitrator's decision.) This shall be accomplished within fifteen (15) days after receipt hereof. The decision of the arbitrator shall be considered by both parties to be binding in all but monetary issues. The arbitrator's decision shall be considered to be advisory only and non-binding on monetary issues.

3-2.11 Costs

Each party will bear the total of the costs it has incurred. The fees and expenses of the arbitrator will be shared equally by the parties. Where, however, an Association member elects to proceed to arbitration without the Association's concurrence, the costs shall not be borne nor shared by the Association. It is expected that hearings related to the process of arbitration will be conducted outside of school hours. The time lost by the employee must be without pay or charged as a personal day.

3-3 Miscellaneous

3-3.1 If a particular grievance shall affect a group or class of administrators, the Association may join in processing the grievance and become a party thereto. All documents, communications and records dealing with the processing of a grievance may be filed provided, however, that such documents, communications, or records will not be forwarded to any prospective employer of the grievant, nor will such documents be revealed or the grievance be alluded to in any communication between the administration and said prospective employer. A

copy of such grievance(s) shall, upon request, be given to the employee. Hearings pertaining to grievances shall not be held in public.

3-4 Board Grievance

3-4.1 The Board shall have the right to institute a grievance against the Association for alleged failure to abide, insofar as legally possible, by the terms and conditions of this Agreement, as such terms and conditions relate to the contractual responsibilities of the Association only.

3-4.2 The Board shall institute action under the provisions hereof within forty-five (45) calendar days of the occurrence complained of, or within forty-five (45) calendar days after the Board would reasonably be expected to know of its occurrence.

3-4.3 The Board or its representative shall meet no later than ten (10) school days with the Executive Committee of the Association. In the event the grievance is not resolved, the Board may request the appointment of an arbitrator. The Board and the Association shall endeavor to select a mutually satisfactory person to act as arbitrator. If the Board and the Association cannot agree on an arbitrator mutually satisfactory to them within five (5) school days after receipt of notice of the request to arbitrate, the Board or the Association may request the American Arbitration Association, in writing, to submit a panel of arbitrators from which an arbitrator may be selected in accordance with the rules and regulations of the Board. The request to the American Arbitration Association must be mailed within ten (10) school days after the Association receives notice of the request to arbitrate and a copy must be served upon the Association within that period of time.

3-4.4 The following procedure will be used to secure the services of an arbitrator: (A) a request by either party will be made to the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question; (B) if the parties are

unable to determine within five (5) school days of receipt of the roster, a mutually satisfactory arbitrator from the submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator. The arbitrator shall be limited to evidence and arguments presented by the parties or their representatives and shall consider nothing else. Only the Board, the employee and the Association shall be given copies of the arbitrator's decision. This shall be accomplished within fifteen (15) days after receipt thereof. The decision of the arbitrator shall be considered by both parties to be binding in all but monetary issues. The arbitrator's decision shall be considered to be advisory only and non-binding on monetary issues. The advisory opinion shall not be deemed admissible as evidence in any other legal forum, and shall have no preferential effect on future grievances.

3-4.5 Each party will bear the total of the costs it has incurred. The fees and expenses of the arbitrator will be shared equally by the parties. It is expected that hearings related to the process of arbitration will be conducted outside of school hours. If said hearings are conducted during school hours, time lost by the employee(s) must be without pay or charged as a personal day, unless the grievance is sustained. In such an event, the time lost by said employee(s) will be considered as school business days.

ARTICLE IV
RIGHTS OF THE PARTIES

4-1 Pursuant to Chapter 123, Public Laws of 1974, the Board hereby agrees that every employee of the Board, included in the unit as set forth under Article I, shall have the right freely to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations. As a duly elected body exercising governmental power under 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 of 1974.

4-2 Unless a just cause therefore appears, no employee shall be disciplined. Any such action by the Board or any agent or representative thereof, shall not be made public until formal action thereon, is taken by the Board. Discharge of a non-tenured administrator, in accordance with his/her individual contract with the Board, shall not be considered a disciplinary action.

4-3 Whenever any administrator is required to appear before the Board or any committee 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 he/she shall be given 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. Any suspension of an administrator may be with or without pay.

4-4 The Board may not delegate powers and responsibilities which, by law, are imposed upon and lodged with the Board. Any contract must include and therefore be subject to the New Jersey School Laws and all other applicable laws, regulations and statutes.

4-5 The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authorities, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and of the United States.

4-6 The Board reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations, (A) to direct employees of the school district; (B) to hire, promote, transfer, assign, and retain employees in positions within the school district and to suspend, demote, discharge, or take disciplinary action against employee(s); (C) to relieve employee(s) from duties because of lack of work, or for other legitimate reasons; (D) to maintain the efficiency of the school district operations entrusted to them; (E) to determine the methods, means, and personnel by which such operations are to be conducted; (F) to take whatever actions that may be necessary to carry out the mission of the school district in situations of emergency; (G) to establish, modify, change, or abandon operating methods, to assure efficient and economical operation, or to subcontract same, subject to applicable laws and regulations; (H) to determine the school calendar and hours of operation; (I) to establish grade levels and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary and/or advisable by the Board; and (J) to control the means and methods of instruction, the selection of textbooks and other teaching materials, aids and equipment.

4-7 The Board agrees to furnish upon request of the Association, a current roster of personnel annually.

4-8 The Association and its representatives shall have the privilege to use school buildings at reasonable hours for meetings.

4-9 The Association shall have the reasonable use of the interschool and intra-school mail facilities and school mail boxes as it deems necessary.

4-10 Use of the school building, facilities and equipment shall be subject to the rules and regulations set forth by the Superintendent.

ARTICLE V
PROTECTION OF ADMINISTRATORS

5-1 Pursuant to statute, administrators shall immediately report cases of assault suffered by them in connection with their employment to the Superintendent of Schools.

5-2 No administrator shall inflict or cause to be, inflicted corporal punishment upon a pupil attending school; but any administrator may, with the scope of his/her employment, use and apply such amounts of force as is reasonable and necessary:

- (a) To quell a disturbance, threatening physical injury to others;
- (b) To obtain possession of weapons or other dangerous objects upon a person or within the control of a pupil;
- (c) For the purpose of self-defense;
- (d) For the protection of persons or property; and
- (e) Such acts, or any of them, shall not be construed to constitute corporal punishment within the meaning and intent of this section.

5-3 Whenever any civil action has been or shall be brought against any administrator for any act or omission arising out of and in the course of the performance of the duties of such office, position, or employment, the Board shall defray all costs of defending such actions, including reasonable counsel fees and expenses, together with costs of appeal, if any, as determined by the Board through the Board Counsel, and shall save harmless and protect such person from any financial loss resulting therefrom; and said Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses. Counsel shall be appointed and paid for by the Board.

5-4 Should any criminal action be instituted against any administrator for *any* act or omission arising out of and in the course of the performance of the duties required by such positions, and

should such proceeding be dismissed or result in a final disposition in favor of the administrator, the Board shall reimburse the administrator for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals. However, any dismissal of criminal proceedings as a result of entry into a pre-trial intervention or other criminal diversion program, shall not entitle the administrator for the costs associated with his/her entry into such a program, inclusive of reasonable attorney fees and expenses.

5-5 A. The Board shall establish a fund of \$2,000 for each fiscal year. Such fund shall be for the purpose of reimbursing administrators for the loss or damage to their personal clothing or cars while in the performance of their duties.

B. The money in said fund shall not accumulate from year-to-year.

C. Once the fund has been exhausted in any one (1) year, no claim for reimbursement shall be honored.

D. Any claim for reimbursement must be submitted, in writing, on the established form, to the Superintendent of Schools within ten (10) days from the date of the occurrence of such loss. Such claim shall include the nature of the loss or damage, the time, place, the circumstances surrounding the loss or damage, and estimate of damage.

E. Reimbursement for job related personal vehicle damage will be a maximum payout not greater than the employee's insurance deductible per incident.

F. The Superintendent shall evaluate all claims and advise the employee of his/her decision. Such decision shall not be subject to the grievance procedure.

ARTICLE VI
ASSIGNMENTS, TRANSFERS AND REASSIGNMENTS

6-1 The Board, through its agents, shall make all assignments, transfers and reassignments of administrators and their duties.

6-2 During the school year, notice of all open administrative positions in the Hillside Schools shall be posted in all schools and sent to the Association President. The posting notice shall set forth the qualifications for the position and the minimum salary the Board expects to pay. Individuals interested in applying for the position shall do so in the manner prescribed in the notice within fifteen (15) days after the date of the notice. No permanent appointment to a position posted shall be made until fifteen (15) days after the posting notice has been issued.

6-3 During the summer period when school is not regularly in session, administrators who desire to apply for any certified administrative positions shall submit their names to the Superintendent, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. During the summer months, all administrative vacancies shall be posted to each administrator's voice mail box.

ARTICLE VII
DEDUCTIONS FROM SALARY

7-1 The Board agrees to deduct from the salary of any administrator dues, if any, for the Association. Such deductions shall be made in compliance with *N.J.S.A. 52:14-15.9(e)* and under rules established by the State Department of Education. All monies, so deducted, together with records of any corrections, shall be transmitted to the treasurer of the Association by the fifteenth of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate Association(s). Administrators' authorization for salary deductions shall be in writing.

7-2 The Association named in Section 7-1 hereof shall certify to the Board, in writing, the current rate of its membership dues. If the Association shall change the rate of its membership dues, it shall give the Board written notice prior to the effective date of such change.

7-3 The notice of an administrator's withdrawal shall be filed prior to December 1st and become effective as of the next January 1st, succeeding the date on which notice of withdrawal, if filed.

7-4 The Association is hereby granted the exclusive right to dues deductions for the duration of this Agreement. The Association will indemnify and hold harmless the Board against any and all claims arising out of the deduction of dues.

ARTICLE VIII
INSURANCE

8-1 A. The Board shall provide for all full-time employees hired on or before December 31, 2005, and their eligible dependents, full health and medical care coverage. All employees covered by this agreement shall contribute towards health insurance on Tier 4 of Chapter 78 throughout the life of this agreement. All full-time employees hired on or after January 1, 2006, and their eligible dependents, shall be enrolled in the Point of Service (POS) Plan. The Board shall pay the full premium (except as noted below) of such coverage for each eligible full-time employee and for eligible dependents. Any such employee, and their eligible dependents who opts to enroll in the Direct Access Plan must pay the difference in the premium cost between the POS plan and the Direct Access Plan. Any such employee shall be entitled to select the Direct Access Plan at no additional cost to the employee if the employee is rehired for a fourth consecutive year (tenure year) by the Board. Employees will contribute towards their health insurance premiums in accordance with Chapter 2 of the Laws of 2010 and Chapter 78 of the Laws of 2011.

B. The Board will continue to provide a Prescription Plan for the duration of this Agreement. Effective January 1, 2006, the employee co-pay shall be seven dollars (\$7.00) for generic and twelve dollars (\$12.00) for brand name prescriptions, respectively.

C. The Dental Plan in force on June 30, 1988, will continue in force during the period of this Agreement with the following change in benefits on the effective date listed:

Effective Date	Description of Change
September 1, 1998	Revision Payment for Preventive and Diagnostic Services will increase from 75% to 100% of usual, customary and reasonable fees for such services.
January 1, 2006	Increase the Annual Maximum Benefit from \$1,500.00 to \$2,000.00. Increase the Lifetime Orthodontia Maximum from \$1,500.00 to \$2,000.00.

D. Employees, upon retirement from a qualified State Pension Plan on or after July 1, 1986, will be permitted to purchase prescription and dental coverage by payment of the full group rate premium for themselves and all eligible dependents for which coverage is desired. For the purposes of this Article, full-time employees shall be defined as an employee who works an average of twenty (20) hours per week or more.

E. Effective January 1, 2006 eligible employees who have medical, prescription and dental coverage provided elsewhere may opt to waive Board-paid insurance for a cash payment as follows:

Coverage	Medical	RX Drug	Dental	Total
Single	\$750	\$275	\$50	\$1,075
Employee/Child(ren)	\$1,100	\$375	\$75	\$1,550
Employee/Spouse	\$1,600	\$625	\$85	\$2,310
Family	\$1,900	\$650	\$100	\$2,650

Payment shall be made in two installments (December/June) in each school year in which coverage is waived. If the employee should lose coverage from the alternative source during the year, he/she shall be immediately returned to the District's insurance plan(s) with the coverage to which he/she was previously eligible. Any such employee returning to the District's insurance

plan(s) will receive a prorated portion of the cash benefit for the amount of time that they were not enrolled in the respective plans. Employees may re-enroll in the District's insurance plan(s) during any open enrollment period for a subsequent year.

F. The Board shall establish a Section 125 IRS plan and bear the cost of the administration of the plan.

G. Reimbursement for gym membership shall not be a benefit that is considered part of "equal to or better" in the event that the insurance carrier is changed.

ARTICLE IX
SICK LEAVE

9-1 Sick leave is hereby defined to mean the absence of an employee from his/her post of duty, of any administrator, because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being, as confirmed by a licensed medical doctor, quarantined for such a disease in his/her immediate household.

9-2 All administrators of the Hillside School District shall be allowed sick leave with full pay for a minimum of one (1) day for each month employed in any school year. The year's allotment of personal illness days will be available on the first workday of the year.

9-3 Whenever any administrator entitled to sick leave is absent from his/her post of duty as a result of a personal injury caused by an accident arising out of and/or in the course of his/her employment, the Board shall pay to such administrator the full salary or wages for the period of such absence charged to the annual sick leave or the accumulated sick leave. Salary or wage payments provided for in accordance with applicable laws, shall be made for absence during the waiting period and during the period the administrator received, or was eligible to receive, a temporary disability benefit under Chapter 15 of Title 34, Labor and Workmen's Compensation, of the Revised Statutes. Any amount of salary or wages paid or payable to the administrator shall be reduced by the amount of any Workmen's Compensation award made for temporary disability.

9-4 If any such administrator requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years.

9-5 Upon termination of employment of any administrator from the Hillside School District, the Board shall issue, at the request of the employee, a certificate stating such administrator's unused accumulation of sick leave days as of the date of such termination. Such certificate shall be filed with the new employer within one (1) year of the date of such new employment.

9-6 An administrator who elects to retire under one of the plans of the N.J.T.P.A.F. shall be paid, based upon unused accumulated sick days at the rate of:

Maximum Per Diem for employees hired up to and including July 1, 2008.

	<u>Maximum Cap</u>	<u>Per Diem</u>
7/1/03-6/30/04	\$22,500.00	\$110.00
7/1/04-6/30/05	\$22,500.00	\$110.00
7/1/05-6/30/06	\$22,500.00	\$110.00
7/1/06-6/30/07	\$22,500.00	\$110.00
7/1/07-6/30/08	\$22,500.00	\$110.00
7/1/08	\$22,500.00	\$110.00

The Maximum Per Diem for employees hired after July 1, 2008 shall be capped at \$15,000 at \$50 per day.

Should the State of New Jersey impose a different cap, or make the 2008 regulations governing the payment of sick leave at retirement apply, those regulations shall prevail.

*Notice must be received no later than ninety (90) calendar days prior to the effective date of retirement, provided that such notification shall not be given later than the last business day in January of the year in which the administrator is retiring. Later notification will result in the incentive compensation being paid in the second successive budget year (i.e., notification on February 15, 2006 will result in payment on or about July 15, 2007). The estate of any administrator who dies while in the employ of the Hillside Board of Education, shall also be eligible to receive the above compensation. This provision is intended as an attendance incentive compensation. Should the Board of Education determine that this provision has not served the

intended purpose of improving attendance, the Board shall abrogate this provision upon the expiration of the contract.

ARTICLE X
TEMPORARY LEAVE OF ABSENCE

10-1 Administrators shall be entitled to a leave of absence with full pay up to a maximum of two (2) days in any contract year for personal business. If unused, these days may be accumulated and added to the respective administrator's bank of sick days. Any administrator employed less than a full contract year (10 or 12 months), but more than one-half of the contract year (5 or 6 months), shall be granted a maximum of one (1) day for personal or business reasons. Any administrator employed one-half or less than one-half of the contract year (5 or 6 months) shall not be eligible for this fringe benefit in such contract year.

10-2 For serious illness in the immediate family (husband, wife, children and other members of the same home, father and mother, brothers and sisters, grandfather and grandmother, father-in-law and mother-in-law) shall be granted up to a maximum of three (3) days in any contract year. Any administrator employed less than a full contract year (10 or 12 months), but more than one-half of the contract year (5 of 6 months), shall be granted a maximum of one and one-half (1 1/2) days for such reasons. Any administrator employed one-half or less than one-half of the contract year (5 or 6 months) shall not be eligible for this fringe benefit in such contract year. A doctor's certificate must be furnished, upon request of the Superintendent of Schools, indicating who is ill and the nature of such illness. For illness in the immediate family - illness is defined as one necessitating the care of a physician and the presence of the employee.

10-3 All leaves of absence referred to in Section 10-1 are subject to the following conditions:

(a) At least three (3) days notice shall be given in requesting a personal day through the Superintendent of Schools. Lacking such notice, the absence may be considered unauthorized and an administrator's pay will be deducted proportionately.

(b) Personal days will not be granted the day immediately preceding nor following a vacation, nor school holiday, nor during the first and last week of the school year.

(c) The Superintendent of Schools, in the best educational interest of the school district, is empowered to deny any requests for the above days. Such denial shall be subject to grievance procedures.

10-4 Up to five (5) consecutive days in any contract year may be granted for death in the immediate family (husband, wife, children and other members of the same home, father and mother, brothers and sisters, brother-in-law and sister-in-law, grandchildren, grandfather and grandmother, father-in-law and mother-in-law).

10-5 Extensions to any temporary leaves of absence referred to in Sections 10-1 thru 10-4 outlines may be made at the discretion of the Superintendent of Schools.

10-6 A regularly appointed administrator who is required to undergo military field training or to attend service school for a period of two (2) weeks or less during any school year shall be granted leave of absence with pay. In addition, all administrators who are members of the organized militia shall be entitled to leave of absence from their respective duties without loss of pay or time on all days during which they shall be engaged in active duty, active duty for training, or other duty ordered by the Governor; provided however, that the leaves of absence for active duty or active duty for training shall not exceed ninety (90) days in the aggregate in any one (1) year. Leave of absence for such military duty shall be in addition to the various leaves pursuant to this Agreement or any other rule, regulation and/or agreement. Further, any administrator who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve, or United States Marine Corps Reserve, or any other organization affiliated therewith, shall be entitled to leave of absence from his/her

respective duty without loss of pay or time on all days on which he/she shall be engaged in field training. Such leave of absence shall be in addition to the regular vacation allowed such administrator.

10-7 All administrators employed on a twelve-month basis shall be entitled to accrue vacation, with pay, in accordance with the following schedule:

- (a) Less than one (1) year employment in an administrative position - two (2) accrued work days for each full month of employment.
- (b) One (1) year or more employment in an administrative position - twenty-four (24) work days.

10-8 Administrators who earn vacation days during a fiscal year ending June 30th must utilize such days during the ensuing 12 months and may only carry over 7 vacation days to the following year. At least 10 vacation days each year must be used during July and August. Vacation cannot be taken during the last two weeks of school, the last week of August, or the first two weeks of school, except with prior Superintendent approval.

NOTE: Employee's service is computed as of June 30th to determine the amount of vacation days earned for the following school year.

10-9 Administrators employed on a twelve-month basis shall be authorized absences from duty of up to six (6) days in each of the contract years. Such absences to be determined by Superintendent of Schools in the administrative calendar.

10-10 A. Maternity

- 1. All pregnant employees may apply for a leave of absence without pay, except as provided in C-5 (v) below. Upon request, such leave shall be granted for a reasonable period of time to a specific date, following birth.

2. Maternity leave shall be granted subject to the following conditions:
 - i) An employee shall notify the Superintendent of her pregnancy as soon as it is medically confirmed.
 - ii) A request for maternity leave shall include a statement from a physician confirming the pregnancy and anticipated date of birth.
 - iii) Exact date of the leave will be arranged, if possible, before the beginning of the semester.
 - iv) A statement from a physician certifying that the employee is physically able to return to duty shall be furnished to the Board before the employee is permitted to return from maternity leave.
3. A tenured employee's return date to employment shall be extended for a period of time not to exceed one (1) year, in addition to the balance of the year in which the leave is first requested for reasons associated with pregnancy, birth or related cause. Additional maternity leave time may be granted at the Board's discretion. Upon request, tenured employees on extended maternity leave shall continue to receive the health insurance benefits of Article VIII for up to twelve (12) months following the expiration of any covered leave under the Family Medical Leave Act and/or the New Jersey Family Leave Act. However, the leave of absence granted to a non-tenured employee hereunder, may not be extended beyond the end of the contract school year in which the leave is obtained. Upon request, non-tenured employees on extended maternity leave shall continue to receive the health insurance benefits of Article VII following

the expiration of any covered leave under the Family Medical Leave Act and/or the New Jersey Family Leave Act for a period of time not to exceed the end of the contract school year.

4. Except as provided above, no employee shall be barred from returning to duty after the birth of her child solely on the grounds that there has not been a time lapse between the birth and her desired date of return.
5. No employee shall be removed from her duties during pregnancy except upon one of the following:
 - i) Any employee who wishes to exercise their rights under the Family Medical Leave Act or the New Jersey Family Leave Act may do so within the parameters governing the statute and appropriate case law.
 - ii) In addition, personal sick leave may be used for a leave of absence, which begins as the result of a physical disability. Employees who take a voluntary leave of absence prior to their period of actual disability are not entitled to use sick leave for a disability, which occurs later. The period of disability for the purpose of this section shall be defined as the period commencing one month before the anticipated delivery date and ending one month after the actual delivery, or such period of actual disability as certified to the Board by the attending physician.

6. An employee on maternity leave shall have the opportunity to substitute in the Hillside School District in the area of her certification/qualifications at the discretion of the Superintendent of Schools.
 7. Any tenured employee adopting an infant child may be granted a leave up to a period of two (2) years without pay. Such leave shall commence upon her receiving defacto custody of said infant, or earlier, if necessary, to fulfill the requirements for the adoption. Employees requesting such leave shall give no less than 90 days notification. Upon request, tenured employees on extended leave shall continue to receive the health insurance benefits of Article VII for up to twelve (12) months following the expiration of any covered leave under the Family Medical Leave Act and/or the New Jersey Family Leave Act.
 8. Return from maternity leave, leave for adoption purposes or extended leaves will generally occur at the beginning of a school year. Individuals desiring to return from such leaves must notify the Superintendent before April 1st immediately preceding the school year in which they intend to return.
- B. The Board, upon the recommendation of the Superintendent, may grant other requests for leaves of absence, without pay. Upon request, employees on extended unpaid medical leave for their own serious health condition (other than leave covered by worker's compensation) shall continue to receive the health insurance benefits of Article VII for up to twelve (12) months following the expiration of any covered leave under the Family Medical Leave Act.

- C. Upon return from leave granted pursuant to Sections A and B of this Article, an employee shall be considered as if he/she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent, where applicable. An employee shall not receive increment credit for time spent on a leave granted pursuant to Sections C and D of this Article.
 - D. All extensions or renewals of leaves shall be applied for and, if granted, be in writing. The Board, upon the recommendation of the Superintendent, shall act upon such extensions or renewals. Such request must be made prior to February 1st.
 - E. The period of time granted to a non-tenured employee for a leave of absence shall not be counted or considered in the calculation of service time to determine whether such employee is entitled to obtain tenure status.
- 10-11 Leaves of absence under the Federal Family Leave Act shall run concurrently with sick leave.

ARTICLE XI
EXTENDED LEAVE OF ABSENCE

11-1 Requests for leaves of absence may be granted by the Board upon the recommendation of the Superintendent of Schools.

11-2 All extensions or renewals of leaves shall be applied for in writing and either granted or refused in writing. Such extensions or renewals are subject to the approval of the Board which shall act to approve or reject upon the recommendation of the Superintendent of Schools. Such requests must be made prior to February 1st of the year in which such leave expires.

ARTICLE XII
EVALUATION OF ADMINISTRATORS

12-1 The minimum number of observations for all non-tenured and tenured administrators shall be in accordance with the requirements set forth in the Teacher Effectiveness and Accountability for the Children of New Jersey ("TEACHNJ") Act and implementing regulations. In addition, all non-tenured and tenured administrators shall receive an annual summative evaluation.

12-2 A statement of Educational Objectives for the school year starting in September will be submitted by each administrator to the Superintendent of Schools by June 1st.

12-3 A written report summarizing results of the Educational objectives shall be forwarded to the Superintendent of Schools by:

April 1 - Non-Tenured Administrators

May 15 - Tenured Administrators

12-4 Administrators are to receive their evaluations 24 hours prior to a post-evaluation conference.

ARTICLE XIII

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

13-1 The Board agrees to reimburse individual administrators for the cost incurred in connection with the taking of graduate level courses related to their respective current positions at a university or an institution accredited by the State of New Jersey, exclusive of those required for certification, subject to the following:

- (a) The administrator must obtain prior written approval of the course by the Superintendent of Schools.
- (b) The maximum amount of money to be reimbursed to any individual administrator for courses successfully completed in the period beginning July 1, 2011 and ending June 30, 2014 shall be one thousand five hundred dollars (\$1,500) per year.
- (c) At the conclusion of the new course(s), an administrator will submit the following materials to the Superintendent of Schools for processing of tuition reimbursement:
 - 1) Paid bursar's receipt for tuition from the college.
 - 2) Official college transcript or official grade report indicating a grade of "B" or better with credit in order to be reimbursed.
 - 3) Purchase Order - claim for reimbursement.
- (d) Administrators who are reimbursed for graduate level courses must complete the program for which they are being reimbursed within five (5) calendar years of commencement. After five (5) calendar years, the District will no longer reimburse the Administrator for the program.

13-2 Administrators are encouraged to attend local, state and national conferences or meetings that are related to professional responsibilities.

- (a) The request to attend meetings shall be submitted, in writing, to the Superintendent of Schools, who will make recommendations to the Board for its approval concerning the value of the requested participation.
- (b) The Superintendent of Schools shall provide for equitable and rotating attendance among the administrators. The rotation will be based upon the administrators' continuous seniority without regard to the contract term, provided that any future contract that changes the rotation system shall prevail.
- (c) Reimbursement for itemized expenses incurred shall be in accordance with established Board policy for travel. These expenses would include transportation, food, lodging and registration fees.
- (d) Administrators agree to share information from such meetings with the Board and the professional staff members by written summary and/or oral report of significant highlights.

13-3 Two administrators may attend an out-of-state conferences per year on a rotation basis as determined by the Superintendent. Each year, one administrator shall be chosen from an elementary school and one administrator shall be chosen from a secondary school. For purposes of this provision only, grades 6-12 shall be considered to be secondary.

13-4 The Board shall pay \$100.00 per membership towards a maximum of two (2) professional associations or reimburse up to a maximum of \$200 annually for membership in NJPSA. Such professional associations will include county, state, and national organizations. The Board shall not pay for membership in the HAA.

ARTICLE XIV
MISCELLANEOUS PROVISIONS

14-1 This Agreement shall be construed as though it were a Board policy for the term of said Agreement and the Board and the Association shall carry out the commitments contained herein and give them full force and effect.

14-2 Any provisions of this Agreement or a similar provision in another Agreement between other parties shall be adjudicated illegal, invalid, or unenforceable for any reason, then such provision shall, of course, no longer be binding upon the parties, but shall be considered severable from all other provisions herein which shall remain in full force and effect.

14-3 Any administrator's contract between the Board and individual administrator during the term hereof executed, shall be subject to and consistent with, the terms and conditions of this Agreement. In case any such administrator's contract contains any language inconsistent with this Agreement, the provisions of this Agreement shall be controlling during the term thereof. However, the provisions of this Section 14-3 shall not apply to any provisions in any contract between the Board and an individual non-tenure administrator providing for termination of the employment of such administrator on written notice for the period of time prescribed in such individual contract.

14-4 14.4 – The Board shall post the Agreement with the HAA on the district website within 30 days after the Board and the HAA have ratified same.

14-5 Nothing in this Agreement shall operate retroactively unless expressly so stated.

14-6 Whenever any notice is required to be given by either of the parties to this Agreement, to the other, pursuant to the provisions of this Agreement, either party may do so by telegram, registered or certified mail, at the following addresses:

- (a) If by the Association, to Board of Education of Hillside, at their appropriate address, and
- (b) If by Board, to the President of the Association at his/her appropriate address as filed with the Board of Education, fifteen (15) days after his/her installation.

14.7 Administrators assigned to two positions shall be compensated as follows: After 20 days at \$100 per day, and after 30 days at \$150 per day.

ARTICLE XV
REASONABLE SCHEDULING OF SPECIAL MEETINGS: REPRESENTATION AT
REGULARLY SCHEDULED BOARD MEETINGS

- 15-1 A. As much advanced notice as possible for required meetings shall be given to administrators whose attendance is required.
- B. Such special meetings called by the Board shall end at a reasonable hour.

ARTICLE XVI
SUMMER WORK SUBSTITUTE ADMINISTRATORS; STAFF DEVELOPMENT

16-1 All administrators employed on a ten-month basis will be employed for five (5) days prior to the arrival of teaching staff.

16-2 Substitute Administrators: When an administrator as assigned by the Superintendent serves as a substitute for a superior positioned administrator, (i.e., vice principal to principal, principal to director), then said individual will receive additional compensation at the rate of \$100.00 per diem.

16-3 Staff Development: The Superintendent may schedule staff development during the school day and may include after school hours, which will end no later than 6:00 p.m. on a day when school is in session.

16-4 Effective July 1, 2005, all elementary school principals (Pre-K – 6) and the Athletic Director will become twelve month employees. It is expressly agreed that twelve month employees 1.) are prohibited from taking vacation during the two- (2) week period preceding the first day of classes in any school year, and 2.) cannot take more than five (5) consecutive vacation days at any time during the school year while classes are in session. Further, the use of vacation time by covered employees remains subject to and governed by existing Board policies and guidelines, as amended from time to time at the discretion of the Board. The change from eleven month to twelve month status shall not give rise to an increase in compensation.

ARTICLE XVII
SALARIES

17-1 The salaries of all administrators covered by this Agreement for the term herein are set forth in Appendix A-2, which is attached hereto and made a part thereof. Compensation shall be calculated at the following rates:

Year	Increase
2021-2022:	3.0%
2022-2023:	3.0%
2023-2024:	3.0%

Unit member members hired on or after 7/1/2008 will not receive an increase in the first year of this Agreement. Thereafter, all tenured and non-tenured employees on the payroll as of 7/1/2008 will receive the above increases. New hires will receive increases consistent with the parties' practice.

17-2 Effective July 1, 2011, if an employee earns their 30th credit beyond their Masters Degree after working for the District for more than 12 months, she/he will receive one time, a non-recurring payment of \$2,500. If an employee earns a Ph.D. or Ed.D. after working for the District for more than 12 months, she/he shall receive one-time, a non-recurring payment of \$2,500. These payments will not be added to, nor otherwise increase the employee's base salary. Payment will be made at the beginning of the next contract year after becoming eligible for such payment.

17-3 Hourly pay for the Saturday Academies will increase to \$55 effective 7/1/09.

17-4 Mileage reimbursement will be subject to State regulation.

17-5

All ten month employees shall be given the option to elect a summer pay program. They may have one-tenth (1/10) of their regular gross payroll withheld and paid over four equal payments in the summer (July and August) in accordance with the regular payroll schedule. Employees choosing this option must enroll for the ENTIRE fiscal year no less than seven (7) working days before the first payroll of the year.

Payments in July and August will be made according to the District's payroll schedule. Payments will be remitted as LIVE CHECKS. Payments will be remitted as a Direct Deposit.

Note that interest earned from deposits of summer savings deductions will be prorated according to individual contributions and paid to all participants in the last summer check.

17-5 All provisions of the 2020-2021 agreement shall be continued without change into the successor agreement except as set forth herein.

17-6 All other proposals not incorporated herein shall be deemed withdrawn by the party who submitted such proposal.

ARTICLE XVIII
LONGEVITY INCENTIVE COMPENSATION

18-1 Those employees who are entitled to longevity in the 2011-2012 school year will have the sum of \$1,600 added to their base salary retroactively to the 2011-2012 school year.

Those employees who are entitled to longevity in the 2012-2013 school year will have the sum of \$1,600 shall be added to their base salary in the 2012-2013 school year.

Those employees who are entitled to longevity in the 2013-2014 school year will have the sum of \$1,600 shall be added to their base salary in the 2013-2014 school year.

Those employees who are not entitled to any longevity during the term of the 2011-2014 collective bargaining agreement will receive a one-time, non-recurring payment of \$1,000 in the 2013-2014 school year. Said sum will not be added to their base salary.

Upon the expiration of the 2011-2014 collective bargaining agreement, all longevity provisions will cease to exist for this bargaining unit. Additional, new employees hired on or after July 1, 2011 shall not be entitled to any longevity, except as outlined above.

ARTICLE XIX
DURATION OF AGREEMENT

This Agreement shall become effective on July 1, 2021 and shall continue in effect until June 30, 2024. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. Any extensions shall be mutually agreed upon in writing by the parties to the Agreement, and unless such extensions are agreed upon, this contract shall expire on the date indicated herein.

In witness whereof, the parties hereto, have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries and their corporate seals to be placed hereon, all on the day and year first written above.

HILLSIDE ADMINISTRATORS' ASSOCIATION

By: _____

By: _____

HILLSIDE BOARD OF EDUCATION

By: _____

By: _____

APPENDIX A-1
RULES AND REGULATIONS - REVISED 1998

Be it resolved that the following schedule for the administration of salaries for administrators shall be retroactive to July 1, 2021 and shall supersede any and all schedules or resolutions previously adopted for administrators.

1. This salary guide is not to be considered as a contract between the administrator and the Board of Education.
2. Salary as indicated on this salary guide may be withheld from the individuals upon recommendation of the Superintendent of Schools with the approval of the Board of Education in accordance with law.
3. Experience gained in any school system or in fields of work that are closely related to the prospective assignments in the Hillside Public Schools shall be considered by the Superintendent of Schools with the approval of the Board of Education.
4. Administrators' salaries shall be classified according to their administrative and teaching experience and training level as to set-up under the provisions of this salary guide.

A.P. Morris/Early Childhood Center					
N/A					
Ola Edwards Community School					
N/A					
Deanna Taylor Academy					
N/A					
Hurden Looker					
Craig	Philippa		\$100		1yr
WOK					
Hillside High					
Ebong	Ekponwan		\$500		8yrs
Frisch	Howard		\$200		2yrs
Lofton	Kenny		\$300		3yrs
Administration Building					
Leonardis	Matthew		\$500		13yrs