

MEMORANDUM OF AGREEMENT BETWEEN THE TOWNSHIP OF UNION BOARD OF EDUCATION AND THE UNION TOWNSHIP ASSOCIATION OF SCHOOL ADMINISTRATORS (UTASA)

This Memorandum of Agreement ("MOA") is entered into by and between the Township of Union Board of Education ("Board") and the Union Township Association of School Administrators ("Association" or "UTASA") for the purpose of memorializing the terms agreed upon in negotiations for the successor collective bargaining agreement. This MOA is subject to ratification of the UTASA membership and the Board of Education.

The parties hereby agree to incorporate the following modifications into the new collective negotiations agreement, effective **July 1, 2024**, unless otherwise noted:

1. Recognition (Article 1.01)

The Board recognizes the Association as the exclusive representative for collective negotiations for the following titles: Principals, Vice Principals, Athletic Director, 10-month Supervisors, and 12-month Supervisors. All other positions are excluded from the unit.

2. Work Year (Article 7.01, 7.02, 7.03)

- Ten-month Supervisors and Vice Principals: School year is September 1–June 30 plus the last **seven (7) working days** in August, and three (3) additional flexible days in July or August.
- Principals: School year is September 1–June 30 plus the last **two (2) weeks** of August, and ten (10) additional flexible days in July or August.
- PD/Training: When feasible, PD/training sessions shall not be scheduled on four (4) of the last ten (10) working days in August. The last four (4) working days **prior to teachers reporting** shall not be designated as mandatory PD days, **unless mutually agreed upon**.

3. Vacation Carryover (Article 7.08.1)

Any vacation days previously accumulated by a Principal must be used by **June 30, 2027**, or they will be forfeited.

4. Sick Leave (Article 11.01)

- Ten-month Supervisors and Vice Principals: 10 sick days per year
- Principals: 11 sick days per year
- Twelve-month administrators: 12 sick days per year

5. Personal Days (Article 11.10)

- Ten-month Supervisors, Vice Principals, and Principals: 5 personal days
- Twelve-month administrators: 6 personal days

Personal days do not require a reason but may not be used before or after a holiday. No more than 2 consecutive personal days may be used without prior approval of the Superintendent.

6. Sick Leave Calculation (Article 11.12)

- Principals: 1/220
- Ten-month Supervisors and Vice Principals: 1/210
- Twelve-month administrators: 1/240

7. Salary Increases (Article 20.10.1, 20.10.2, 20.10.3)

- 2024–2025: 3.5%
- 2025–2026: 3.25%
- 2026–2027: 3.25%

8. Principal Stipends (Article 20.10.5)

- High School Principal: Annual stipend of **\$10,000**
- Middle School Principal: Annual stipend of **\$7,000**

These stipends are in recognition of their responsibilities and are subject to regular payroll and tax withholding.

9. Department Stipend (Article 20.10.7)

Principals and Vice Principals required to supervise and evaluate a department shall receive an annual stipend of **\$4,500**.

10. Athletic Director Transition Salary Adjustment (Article 20.10.8)

The Athletic Director shall receive a one-time salary adjustment of **\$4,500** for the 2024–2025 school year due to the transition to a 12-month position.

11. Administrator Base Hiring Minimum (Exhibit A)

Principal	\$125,000
12 Month Supervisor/Athletic Director	\$113,000
10 Month Vice Principal	\$107,000
10 Month Supervisor	\$105,000

12. Promotion Guide (Article 20.11 / Exhibit B)

Effective July 1, 2024, the promotion guide shall be applied as follows:

Position	Supervisor 10 Month	Supervisor/ Athletic Director 12 Month	Vice Principal	Principal
Supervisor 10 Month	X	\$8,000.00	\$6,000.00	\$12,000.00
Supervisor/ Athletic Director 12 Month	X	X	\$0.00	\$12,000.00
Vice Principal	X	\$8,000.00	X	\$12,000.00

Tentatively Agreed to on:

March 10, 2025 – April 1, 2025

Township of Union Board of Education		Union Township Association of School Administrators	
Signature:		Signature:	<i>Yvonne Lorenzo</i>
Name:		Name:	Yvonne Lorenzo
Title:		Title:	President
Date:		Date:	April 1, 2025