

AGREEMENT BETWEEN
BOARD OF EDUCATION OF THE CITY OF WOODBURY, NJ
AND THE
WOODBURY ADMINISTRATORS' AND SUPERVISORS'
ASSOCIATION
2002 - 2005

AGREEMENT

This Agreement is entered into on this ____ day of _____, 2002, by and between the Board of Education of the City of Woodbury, New Jersey, hereinafter referred to as the "Board", and the Woodbury Administrators' and Supervisors' Association, hereinafter referred to as the "Association".

ARTICLE I- RIGHTS AND RESPONSIBILITIES OF THE BOARD OF EDUCATION

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, 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, including all decisional law Education of the State of New Jersey, and the provisions of this Agreement shall be construed in the light of the management prerogatives vested in the Board by the foregoing legal authorities.

The Board of Education retains the right, in accordance with applicable State and Federal 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 other disciplinary action against employees; (c) to maintain the efficiency of the School District operations entrusted to them; (d) to determine the methods, means and personnel by which such operations are to be conducted; (e) to relieve employees from duties because of insufficient enrollment or for other legitimate reasons; and (f) to take whatever actions may be necessary to carry out the operations of the School District in situations of emergency.

ARTICLE II- RECOGNITION

- A. The Board recognizes the Woodbury Administrators' and Supervisors' Association (WASA) as the exclusive representative pursuant to the provisions of "Chapter 303, Public Laws 1968, Public Employees Negotiations Law", for collective negotiations concerning the terms and conditions of employment for all administrators and supervisors, including principals, assistant principals, supervisors, and directors excluding the Superintendent of Schools, and Business Administrator.
- B. Unless otherwise indicated, the term "administrators" when used hereafter in this Agreement shall refer to all employees of the Board represented by the Association in the negotiating unit as defined above.

ARTICLE III- GRIEVANCE PROCEDURE

A. Definition

A Grievance is defined as an alleged violation of a specific article or Section of this Agreement. A grievance will be presented in the following steps:

B. Procedure

Informal

Within seven (7) school days of the time a grievance arises, the employee, either directly or accompanied by his unit Representative, will present the grievance to the Superintendent. Within seven (7) school days after presentation of grievance, the Superintendent shall give his/her answer orally to the employee.

Step One

1. Within five (5) school days of the oral answer, if the grievance is not resolved it shall be stated in writing, signed by the grievant and lodged with the Superintendent on the form provided in Appendix "A" of this Agreement.
2. The "Statement of Grievance" shall name the employee involved, shall state the facts giving rise to the grievance, shall identify by appropriate reference all the provisions of this Agreement alleged to be violated, shall state the contention of the employee and of the Association with respect to these provisions, and shall indicate the specific relief requested.
3. Within five (5) school days after receiving the grievance, the Superintendent shall communicate his/her answer in writing to the grievant.

Step Two

1. Within five (5) school days after receiving the decision of the Superintendent, an appeal of the decision of the Superintendent, may be made to the Board. It shall be in writing and accompanied by a copy of the decision at Step One.
2. No later than fifteen (15) calendar days after receiving the appeal, the Board or a committee (consisting of three or more members) thereof shall hold a hearing on the grievance at a special meeting.
3. Within ten (10) school days after the hearing the Board or its committee shall communicate its decision in writing, and state its reasons, if any, to the grievant.
4. The grievant may not present any material, allegation or remedy that was not presented in Step One.

Step Three

1. Within fifteen (15) calendar days after receipt of the decision of the Board, the Association may submit the grievance to arbitration under and in accordance with the Rules of the American Arbitration Association.

2. Powers of the Arbitrator — It shall be the function of the arbitrator, and he shall be empowered except as his powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement.
 - (a) He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
 - (b) He shall have no power to establish salary structures.
 - (c) He shall have no power to rule on any of the following:
 - (1) the termination of services of or failure to reemploy any nontenured employee.
 - (2) any claim or complaint for which there is another remedial procedure or course established by law or by regulation having the force of law, including any matter subject to the procedures specified in provisions of Title 18A, N.J. Statutes.
 - (d) He shall have no power to change any practice, policy, or rule of the Board nor to substitute his judgment for that of the Board to decide. In rendering decisions, an arbitrator shall give due regard to the responsibility of the Board as to the reasonableness of any such policies, practice, rule or action taken thereunder.
 - (e) He shall have no power to decide any question which, under this Agreement is within the responsibility to the Board to decide. In rendering decision, an arbitrator shall give due regard to the responsibility of the Board and shall so construe such responsibilities except as they may be specifically conditioned by this Agreement.
 - (f) In the event that a case is appealed to an arbitrator on which he had no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
 - (g) The fact that the grievance has been considered by the parties in the preceding steps of the grievance, shall not constitute a waiver of jurisdictional limitations upon the arbitrator in this Agreement.
3. The decision of the arbitrator shall be binding.
4. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses of witnesses called by the other.

C. Appearances and Representation

1. Hearings held under this procedure shall be conducted at a time and place, which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Such hearings may be conducted during nonschool hours, unless there is mutual agreement for other arrangements.
2. The Board and the Association are responsible for the payment of their own representatives and witnesses involved in any grievance meeting.
3. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by the Association, or by a representative selected or approved by the Association.
4. The Board and the Association shall assure the grievant freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his appeal with respect to his personal grievance.
5. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

D. Time Limits

1. Time limits provided in this Agreement may be extended by mutual agreement when signed by the parties.
2. Failure at any step of this procedure to communicate the decision on a grievance within this specified time limit shall permit the Association to lodge an appeal at the next step of this procedure.
3. Any grievance not advanced from one step to the next within the time limits of that step shall be deemed terminated by the answer at the previous step.
4. Any grievance, which arose prior to the effective date of this Agreement, shall be processed under the terms of the Agreement in effect on the date of initiation.
5. Any grievance, which has not been processed prior to the completion of the school year, will continue open, and will follow the outlined steps during the summer months. Saturdays, Sundays, holidays and Fridays when offices are closed during the summer vacation period will not be counted as school days. After the grievance has been initiated and responded to within the specified time limits at the appropriate first step of this procedure, either party shall be able to extend the time limits to the reopening of school in September by written notification to the other party.

ARTICLE IV- ASSOCIATION RIGHTS AND PRIVILEGES

- A. Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times subject to administrative approval and provided that this shall not interfere with or interrupt normal school operations.
- B. The Association shall have the use of school mailboxes. Placement of materials will be made by the authorized representative of the Association or his designee. Materials placed in mailboxes shall bear the name of said representative or of the Association.

ARTICLE V- SCHOOL CALENDAR

The Board, through its Superintendent, will seek the view of the administrators through the Association Chairman, before adoption of the school calendar. This discussion could include, but not be limited, to vacations, holidays, work year and in-service days. However, the Board reserves the right to make the final decision on the calendar.

ARTICLE VI- SALARIES

- A. The salaries of all administrators covered by this Agreement are set forth in Appendix B, attached hereto and made a part hereof.
- B. Authorized payroll deductions from salary may be made for any of the following reasons:
 - 1. Contribution to the tax sheltered annuity determined by the Board if authorized by the employee.
 - 2. Washington National Insurance Company.
 - 3. The annual dues for professional association(s) as voluntarily authorized by individual administrators. Only one (1) deduction monthly will be made and remitted to the Association for the total amount of such dues, and the Association agrees to remit to the individual professional associations the amounts authorized by the administrators, and to save Board harmless from any claim or suit arising therefrom.
 - 4. ABCO Public Employees Federal Credit Union.
 - 5. Gloucester County United Way.

ARTICLE VII- HEALTH INSURANCE

- A. The Board agrees to provide health insurance coverage for each administrator and supervisor. The Board will offer husband and wife, parent and child, or full-family health insurance coverage to each administrator and supervisor who desires such coverage according to the administrators'/supervisors' needs. The cost of this dependent coverage shall be shared with the Board paying eighty-five percent (85%) and the administrator and supervisor paying fifteen percent (15%) of the annual premium cost.

The insurance will cover the New Jersey State Health Benefits Program or equivalent coverage.

1. For all individuals hired after June 30, 1996, the Board agrees to provide health insurance coverage (medical, dental and Blu-Bank) at the negotiated percent for each individual who is regularly employed for thirty (30) or more hours per week.
- B. The cost of the dental insurance coverage (New Jersey Dental Service Plan I.A.) for each administrator and supervisor shall be shared with the Board paying eighty-five (85%) and the administrator and supervisor paying fifteen percent (15%) of the annual premium cost.
- C. The Board will reimburse each administrator and supervisor for personal and/or family prescription or optical expenses that are not covered by insurance. In order to receive reimbursement the administrator and supervisor must present dated receipts and proof of rejection by an insurance carrier for each individual year. Payments will be made for the preceding twelve (12) months provided the administrator/supervisor submits the required verification and vouchers as stated below.

Reimbursement shall be made up to the following amounts per administrator and supervisor:

July 2002	-	\$775
July 2003	-	\$775
July 2004	-	\$775

2. Prior to requesting reimbursement, the administrator and supervisor must submit the billing of eligible items to any insurance carrier, which provides or may provide coverage for such service. This includes not only insurance coverages provided by the Board, but insurance coverages provided privately or by some other employer. The Board shall have the right to require the employee to verify, under oath, that said coverage does not exist, if such is the case.
3. The Board shall not be required to consider any item for reimbursement until the administrator/supervisor has presented a receipt bill or other proof of payments of such cost and evidence that the administrator and supervisor has sought insurance coverage for such cost and such coverage has been denied.
4. Proof of payment and evidence that the claim is not covered by other insurance shall be presented to the Secretary of the Board of Education, along with a voucher requesting reimbursement, not later than June 30th or September 30th of each year. The Board shall pay the reimbursement to which the administrator and supervisor is entitled not later than the July 31st or October 30th immediately following the June or September filing deadline.
5. In order to be eligible for the reimbursement provided in this paragraph, the proof of payment and evidence of no coverage by other insurance must be presented by

September 30th for any service rendered prior to the immediately preceding June 30th. Any claim not presented by September 30th shall be waived and the employee shall thereafter have no further claim to reimbursement under this paragraph.

6. The Board will provide written instructions for completing vouchers, thereafter, incorrect or incomplete submissions will be rejected and the employee shall thereafter have no further claim to reimbursement under this section for the year in question.

ARTICLE VIII- TRANSFERS AND REASSIGNMENTS

- A. A copy of an administrators' vacancy listing, noting official openings, shall be posted in the main office of each school building on the office bulletin board at such times as vacancies occur.
- B. Notice of involuntary transfer or reassignment should be sent in writing to the administrator as soon as practicable and, except in case of emergency, not later than April 30th and the reason for the change in assignment or school location will be discussed between the administrator involved and the Superintendent.

ARTICLE IX- PROMOTIONS

- A. Administrators who desire to apply for a vacancy in a promotional position with the School District shall submit their applications in writing to the Superintendent. The Superintendent shall acknowledge, in writing, receipt of all applications. When the vacancy is filled, the Superintendent may destroy all applications for said position.
- B. Each vacancy shall require a separate application.
- C. In the event a vacancy should occur during the summer period when school is not regularly in session, a notice of said vacancy shall be posted in the Superintendent's office and a notice sent to the President and Secretary of the Association.

ARTICLE X- ADMINISTRATORS EVALUATION

- A. All evaluations of an administrator shall be made openly and with the knowledge of the Administrator.
- B. Administrators will be afforded the opportunity to review with the individual making a written report of the observation the contents thereof and to append his or her comments with respect to such contents. If requested, such opportunity will be provided within ten (10) school days of completion of the written evaluation.
- C. Administrators shall be notified of any comments, which reflect on their professional performance, which are placed in their personnel files. Administrators shall have the opportunity to append their comments with respect to such contents.

- D. An administrator may review his cumulative personnel folder, with the exception of information secured on a confidential basis such as pre-employment information, in the presence of the Superintendent or with his knowledge and approval.

ARTICLE XI- PROFESSIONAL DEVELOPMENT

- A. The Board of Education will refund to administrators the cost of tuition and books for in-service college courses taken under the following conditions:
1. The course must be approved by the Superintendent in advance in writing as being a subject matter course in a field in which the individual is working or is certified; e.g., English, Mathematics, Science, etc. In addition, administrators may, subject to the prior approval of the Superintendent, take one (1) course in an allied field or one (1) televised course per school year provided the course is relative to the administrator's assignment in the Woodbury School District. The determination as to relevance shall rest solely with the Superintendent. This course shall be limited to three (3) credits per school year and shall be included as part of the nine (9) credits eligible for reimbursement. The Superintendent shall indicate approval or disapproval in writing within fifteen (15) school days of receipt of the request.
 2. The course must be at the graduate level of credit unless the Superintendent approves an undergraduate course in a particular case.
 3. The Board will reimburse administrators for tuition cost for up to nine (9) credits per year completed between July 1st and June 30th. The reimbursement rate per credit shall not exceed the rate charged per credit by State Colleges. In addition, administrators shall be eligible for reimbursement for the cost of books at the rate of fifty dollars (\$50) per course not to exceed one hundred and fifty dollars (\$150) per year. Such refunds will be made in September and February of each year for the preceding six (6) months to administrators still in the Board's employ upon presentation of the receipt bills and transcript of credit or official report of grade from evidencing satisfactory completion of the course.
- B. Administrators who take college courses for credit while in the employ of the Board shall have the transcript of credit or official report of grade form recorded in their files in the Superintendent's office.
- C. In special cases, where the Board may wish to have an administrator become certified in a particular area, or may wish to have an administrator take a specific kind of training course to meet some need of the School, it will pay the full expense of such training.
- D. Each administrator/supervisor covered by this Agreement shall be permitted to attend one national professional association conference, every other year, with an expense allowance of \$1500.00 plus registration fee paid by the Woodbury Board of Education.

- E. Each administrator/supervisor covered by this Agreement shall have basic membership dues paid by the Woodbury Board of Education for one national or state. professional association, and A.S.C.D.
- F. An administrator will be required to reimburse the Board of Education for all graduate class costs and/or professional certification started within 12 months of the date that individual voluntarily terminates his/her employment in the district. Individuals who voluntarily terminate their employment for the following reasons shall be exempt from this clause:
- 1) pregnancy
 - 2) transfer/relocation of spouse's employment
 - 3) extended/long-term illness
 - 4) death of an immediate family member
 - 5) retirement
- Any extenuating circumstance other than employment in another district may be appealed at the superintendent level only.

All monies up to \$4,000. total owed to the district must be repaid by individual contract terms not extending beyond one calendar year of termination of employment. Monies owed beyond \$4,000. must be repaid within two calendar years by individual contract with Woodbury Public Schools.

ARTICLE XII- LEAVES OF ABSENCE

A. Sick Leave

1. All administrators under contract shall be entitled to sick leave on the basis of one (1) day per month of employment each school year, i.e., ten (10) days for ten-month employees and twelve (12) days for twelve-month employees, as of the first official day of school years whether or not they report for duty on that day.
2. When an administrator's absence due to personal illness exceeds the total number of sick leave days accumulated the administrator may be granted a leave of absence covering the remaining period of illness with or without pay.
3. Sick leave referred to herein will be defined in applicable New Jersey Statutes now or hereafter in effect.
4. Administrators shall be given a written accounting of accumulated sick leave days no later than September 30th of each school year.
5. Each administrator's unused personal leave days as specified in Section B.4 of this Article will be accumulated for the administrators future use as extended sick leave days. These accumulated unused personal leave days shall be available for use by the administrators sick leave days after all current and accumulated sick leave days have been exhausted.

6. Upon the death of an administrator or supervisor, all unused sick days and accumulated personal leave days will be payable to his/her estate. This shall be calculated at the rate of one-two hundredth (1/200) of their annual salary and paid as two (2) full days of pay for every five (5) days of unused days accrued.

B. Personal Leave of Absence

The Board realizes that unusual circumstances other than illness occasionally make it necessary for Administrators to be absent from school. The Board establishes the following list as maximum days administrators and supervisors may be absent for other acceptable reasons during a school year without loss in salary. This time expires at the end of each school year and is therefore not accumulative.

1. An allowance of up to five (5) days leave per occurrence shall be granted for a death in the immediate family. Immediate family may be considered father, mother, spouse, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, and members of the household.
2. An allowance of up to three (3) days leave may be granted for serious illness in the immediate family. (Immediate family same as No. 1 above.)
3. An allowance of one (1) day leave may be granted for the death of other relatives.
4. An allowance of up to three (3) days leave per school year with prior notification to the Superintendent may be granted for reasons of a personal nature. These include, but not limited to:
 - (a) Court Subpoena.
 - (b) Marriage of an employee or marriage of father, mother, brother, sister, son or daughter.
 - (c) Personal business which cannot be handled outside of school hours, unless the requested leave day falls on a Monday, Friday, or any day preceding or following a school holiday, in which case the request must include a specific reason which shall be subject to approval by the Superintendent.
 - (d) Religious holidays.
5. Educational leaves may be granted with prior approval of the Superintendent for:
 - (a) Attendance at conferences for professional improvement.
 - (b) Representing the school or profession at civic, public, or educational meetings.
 - (c) Visiting other schools for self-improvement.

- (d) Serving on evaluation committees.
- 6. An allowance for one (1) day may be granted for the purpose of providing transportation to or from the hospital in the event of childbirth by the spouse.
- 7. For the protection of the employee and for proper payroll accounting and audit, every request for a personal leave of absence of a full day or more must be made to the Superintendent in writing. Absence not covered by any of the above provisions will cause salary deductions at the rate of 1/20th of the monthly salary for each day's absence.

C. Vacation

All 12-month employees represented by the Woodbury Administration and Supervisors Association shall be entitled to 20 vacation days per year. Effective July 1, 1997, no more than five (5) vacation days may be accumulated for use in subsequent years. Carried over days may never be "cashed in".

ARTICLE XIII- EXTENDED LEAVES OF ABSENCE

- A. Occasionally, it is necessary for administrators or supervisors to be absent for long periods of time generally as the result of emergencies or other circumstances beyond the control of the administrators or supervisors.
- B. Tenure, pension, and other employment rights of employees who shall enter military service shall be protected as set forth in Title 18A:6-33 and Public Laws of 1994— Chapter 226.
- C. Due to a medical disability which is substantiated by a certificate from a medical doctor, an administrator or supervisor shall be granted an extended leave of absence without pay; however, during the period of the administrators or supervisors personal medical disability accumulated sick leave benefits shall be paid until such benefits are exhausted or the personal medical disability has terminated. During such time of medical disability leave, the administrator or supervisor shall be covered by existing health insurance and benefits in accordance with the rules established by the health insurance carrier. The Board reserves the right to seek medical confirmation of the sick leave due to medical disability examined by a physician selected by the Board. Conflicting medical opinions will be resolved by an examination by a mutually agreeable third doctor whose decision shall be binding.
- D. 1. Administrators and supervisors may apply for a child-rearing leave of absence in conjunction with a sick leave of absence for child-rearing purposes. The child rearing leave shall commence on the date specified by the administrator and will continue for the balance of the school year in which the birth occurs. Application for child-rearing leave may be made to the Superintendent at least ninety (90) calendar days prior to the proposed commencement of the leave.

2. Administrators and supervisors, upon written request, shall be granted a child-rearing leave for one (1) additional school year (September-September) immediately following the school year in which the initial child-rearing leave was granted, provided that this additional leave does not extend the total leave time beyond twenty-four (24) calendar months.
 3. Child-rearing leave shall be without pay. Upon request, the Board Secretary will provide the administrator and supervisors with the necessary information in order that the administrator and supervisor can take over payment of insurance premiums.
- E. Administrators and supervisors adopting an infant child shall receive similar leave which shall commence upon him receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption. The Board reserves the right to set the term of the leave within reasonable limits in the best interest of the school.
- F. All benefits to which administrators and supervisors were entitled at the time the leave commenced and which are still available to the administrators and supervisors at the time of return and he shall be assured his original position or similar position within the area of his interests, abilities, and training following the completion of leave, provided he notifies the Superintendent of Schools of his intent to return prior to February 1st.
- G. Leave for emergency military duty up to ninety (90) calendar days will be granted by the Board to any regular employee who is a duly qualified member of the reserve components of the armed forces and who is called into temporary active duty, provided, such obligation cannot be fulfilled on days when school is not in session. During the leave, the administrators and supervisors shall receive his regular salary in addition to any pay he receives from the state or federal government. This provision specifically excludes periods of basic military training.
- H. Other leaves of absence, without pay, may be granted by the Board which, in its opinion, are for good reasons.

ARTICLE XIV- MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement shall be found to be contrary to law, that portion of the provision shall be considered void, but all other provisions and portions of the provision not voided shall continue to be in full force and effect. Written notice will be sent to the President of the Association should this occur.
- B. The Board and the Association agree that there shall be no discrimination against any administrator on the basis of race, creed, color, national origin or sex.
- C. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the

Association for the life of this Agreement each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not be within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement.

- D. This Agreement shall not be modified in whole or in part by the parties except by instrument in writing duly executed by both parties.
- E. The Board agrees, subject to reasonable requests, to provide the Association with relevant information, which is in the public domain, and within the knowledge of the Board. The cost, if any, of compiling and furnishing such information to the Association would be borne by the Association.

F. Travel Allowance

A car allowance of \$30.00 per month will be paid to those administrators with district-wide responsibilities, i.e. the Director of Special Services, the District Curriculum Coordinators, the Director of Athletics/Activities, and the like. A car allowance of \$25.00 per year will be paid to all other administrators covered by this Agreement.

G. Retirement

1. Upon retirement in accordance with the provisions of the Teachers' Pension and Annuity Fund, administrators and supervisors shall be paid two (2) full days' pay calculated at the rate of one-two hundredth (1/200) of their annual salary for every five (5) days unused sick and accumulated personal leave days accrued. Any total amount greater than \$10,000 owed to an individual retiree must be paid by the Board of Education over a minimal period of three school fiscal years. Administrators and supervisors may request payment over a period of three (3), four (4) or five (5) years.
2. For all employees hired after June 30, 1996, the payment for unused sick leave accrued is capped at a maximum of \$15,000, upon retirement, in accordance with the Teachers' Pension and Annuity Fund.

H. Administrative Disbursement Account

Each administrator/supervisor covered by this Agreement will have available an account containing up to One thousand Dollars (\$1,000.00) per year to cover the additional cost of medical, dental, and disability insurance not covered by Article VII, A and B, the cost of which will be paid by the Board directly to the insurance carrier.

I. Incentives

1. Terms & Conditions

This option is available only for administrators with satisfactory annual performance reviews and the recommendation of the Superintendent.

Option for \$1,000 bonus in addition to salary.

a. Purpose

The purpose of this incentive is to promote significant progress toward attainment of the strategies of the strategic plan via strong individual contributions that go beyond the status quo and the administrator's traditional responsibilities as outlined in their job description. The administrator must propose an eleven-month plan for action that is supported and approved by the Superintendent. The plan must be fully enacted, reported upon and presented for acceptance as a successful project.

b. Design

The proposal must include:

- identified goal
- expected outcome
- timeframe
- action plan (research, meetings, monitoring, communication, etc.)
- assessment of effectiveness

c. Timeline for Implementation

All proposals for consideration by the Superintendent must be submitted by August 1st of each year. Responses from the Superintendent are due to each administrator by August 21st. Final reports are due by June 30th. Payment for successful completion of each plan will be in the July 15th pay.

d. Recommendation to Board

By June 30 of each year, the Superintendent will recommend payment to each administrator who has successfully met the obligations of proposal, implementation and reporting.

ADMINISTRATIVE INCENTIVE

Name _____

School Year _____

This incentive is to promote significant progress toward attainment of the strategies of the Woodbury School District's strategic plan via strong individual contributions that go beyond the status quo and the administrator's traditional responsibilities as outlined in their job description. The administrator must propose an eleven-month plan for action that is supported and approved by the Superintendent. The plan must be fully enacted, reported upon and presented for acceptance as a successful project. See Administrators' Contract Article XIV – Miscellaneous Provisions: Section I – Incentives for descriptive details.

I. Identified Goal

II. Expected Outcome

III. Timeframe

IV. Action Plan Design (research, meetings, monitoring, communications, etc.)

V. Assessment of Effectiveness

Proposal submitted by:

Administrator: _____ **Date:** _____

Approved by:

Superintendent: _____ **Date:** _____

ARTICLE XV- DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 2002, and shall continue in effect until June 30, 2005.

Woodbury Administrators and Supervisors Association

Woodbury Board of Education

APPENDIX A

WOODBURY SCHOOL DISTRICT GRIEVANCE FORM

Grievant's Name: _____

Date & Time Presented: _____

School: _____

Provision or Agreement Violated: _____

Nature of Violation (Describe fully: What, Where, When)
(If additional space is required, attach second sheet.)

Relief Sought by Aggrieved or Association:

Signature of Grievant: _____

Association Rep.: _____

Received by: _____ Date: _____ Time: _____

All grievances are to be presented at Step 1 except grievances initiated in accordance with the provisions of Article IV, Sections C.3 or C.8.

STEP 1 ANSWER

By: _____ Title: _____ Date: _____

Received: Assoc. Rep. _____ Date: _____ Time: _____

Aggrieved: _____ Date: _____ Time: _____

STEP 2

By: _____ Title: _____ Date: _____

Received: Assoc. Rep. _____ Date: _____ Time: _____

Aggrieved: _____ Date: _____ Time: _____

STEP 3

By: _____ Title: _____ Date: _____

Received: Assoc. Rep. _____ Date: _____ Time: _____

Aggrieved: _____ Date: _____ Time: _____