

**New Jersey Public Employment Relations Commission**  
**NON-POLICE AND FIRE**  
**COLLECTIVE NEGOTIATIONS AGREEMENT SUMMARY FORM**

Line #

**SECTION I: Parties and Term of Contracts**

<b>1</b>	Public Employer: <input style="width: 95%;" type="text" value="West Milford Board of Education"/>	County: <input style="width: 90%;" type="text" value="Passaic"/>
<b>2</b>	Employee Organization: <input style="width: 95%;" type="text" value="WM Educational Secretaries Association"/>	Number of Employees in Unit: <input style="width: 15%;" type="text" value="30"/>
<b>3</b>	Base Year Contract Term: <input style="width: 95%;" type="text" value="July 1, 2015 - June 30, 2018"/>	New Contract Term: <input style="width: 95%;" type="text" value="July 1, 2018 - June 30, 2021"/>

**SECTION II: Type of Contract Settlement (please check only one)**

<b>4</b>	<input checked="" type="checkbox"/> Contract settled without neutral assistance
<b>5</b>	<input type="checkbox"/> Contract settled with assistance of mediator
<b>6</b>	<input type="checkbox"/> Contract settled with assistance of fact-finder
<b>7</b>	<input type="checkbox"/> Contract settled with assistance of super-conciliator
<b>8</b>	If contract was settled in fact-finding, did the fact-finder issue a report with recommendations?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION III: Salary Base**

The salary base is the cost of salaries in the final year of the expired or expiring agreement. This is the base cost from which the parties negotiate the salary increases.

<b>9</b>	Salary Costs in Base Year	\$ <input style="width: 95%;" type="text" value="1,309,420"/>
<b>10</b>	Longevity Costs in Base Year	\$ <input style="width: 95%;" type="text" value="0"/>
<b>11</b>	Total Salary Base	\$ <input style="width: 95%;" type="text" value="1,309,420"/>

**SECTION IV: Salary Increases for Each Year of New Agreement\***

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>12</b> Effective Date (month/day/year)	<input style="width: 95%;" type="text" value="7/1/18"/>	<input style="width: 95%;" type="text" value="7/1/19"/>	<input style="width: 95%;" type="text" value="7/1/20"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>13</b> Cost of Salary Increments (\$)	<input style="width: 95%;" type="text" value="5,158"/>	<input style="width: 95%;" type="text" value="3,963"/>	<input style="width: 95%;" type="text" value="1,661"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>14</b> Salary Increase Above Increments (\$)	<input style="width: 95%;" type="text" value="21,030"/>	<input style="width: 95%;" type="text" value="22,749"/>	<input style="width: 95%;" type="text" value="25,585"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>15</b> Longevity Increase (\$)	<input style="width: 95%;" type="text" value="0"/>	<input style="width: 95%;" type="text" value="0"/>	<input style="width: 95%;" type="text" value="0"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>16</b> Total \$ Increase (sum of lines 13-15)	<input style="width: 95%;" type="text" value="26,188"/>	<input style="width: 95%;" type="text" value="26,712"/>	<input style="width: 95%;" type="text" value="27,246"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>17</b> New Salary Base (\$)	<input style="width: 95%;" type="text" value="1,335,608"/>	<input style="width: 95%;" type="text" value="1,362,320"/>	<input style="width: 95%;" type="text" value="1,389,566"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>18</b> Percentage increase over prior year	<input style="width: 95%;" type="text" value="2.0"/> %	<input style="width: 95%;" type="text" value="2.0"/> %	<input style="width: 95%;" type="text" value="2.0"/> %	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

*\*If contract duration is longer than five years, please add an additional page.*

**SECTION V: Increases in Other Contractual Economic Items or Newly Added Economic Items\***

19	Item Description	Base Year Cost (\$)	Year 1 Increase (\$)	Year 2 Increase (\$)	Year 3 Increase (\$)	Year 4 Increase (\$)	Year 5 Increase (\$)
	Principal's Secretary Stipend	7,200	0	0	0		
20	Totals(\$):	7,200	0	0	0		

*\*If contract duration is longer than five years, please add an additional page.*

**SECTION VI: Medical Costs**

		Base Year	Year 1
21	Health Plan Cost	\$ 403,435.08	\$ 409,318.08
22	Prescription Plan Cost	\$ N/A	\$ N/A
23	Dental Plan Cost	\$ 9,139.20	\$ 9,139.20
24	Vision Plan Cost	\$ N/A	\$ N/A
25	Total Cost of Insurance	\$ 412,574.28	\$ 418,457.29
26	Employee Insurance Contributions	\$ 60,291.74	\$ 61,345.18
27	Employee Contributions as % of Total Insurance Cost	14.61 %	14.65 %

Section VI: Medical Costs (continued)

28 Identify any insurance changes that were included in this CNA.

SECTION VII: Certification and Signature

29 The undersigned certifies that the foregoing figures are true:

Print Name: Barbara Francisco  
Position/Title: Business Administrator/Board Secretary  
Signature: Barbara Francisco  
Date: 12/30/19

Send this completed and signed form along with an electronic copy of the contract and the signed certification form to: [contracts@perc.state.nj.us](mailto:contracts@perc.state.nj.us)

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