

AGREEMENT BETWEEN  
THE BOARD OF EDUCATION OF THE  
BOROUGH OF GLEN ROCK  
AND  
THE GLEN ROCK SCHOOL ADMINISTRATORS  
ASSOCIATION  
JULY 1, 2019  
THROUGH  
JUNE 30, 2022

**PREAMBLE**

THIS AGREEMENT is made and entered into by and between the GLEN ROCK BOARD OF EDUCATION (hereinafter referred to as the "Board") and the GLEN ROCK SCHOOL ADMINISTRATORS ASSOCIATION (hereinafter referred to as the "Association.")

**ARTICLE 1.0 PRINCIPLES**

While in effect, this Agreement establishes the terms and conditions of employment of those Administrators of the Glen Rock School District set forth in Article 2.0.

**ARTICLE 2.0 RECOGNITION**

The Board recognizes the Association as the sole and exclusive bargaining agent for the purpose of collective negotiation on terms and conditions of employment for those Administrators covered by this Agreement.

- Principals
- District Director of Special Services
- District Director of Curriculum and Instruction
- Director of Student Personnel Services (Guidance)
- Assistant Principals
- Director of Athletics

All positions included in the recognition clause are hereinafter referred to collectively in this Agreement as "Administrators" or "Employees."

**ARTICLE 3.0 TERMS AND CONDITIONS OF EMPLOYMENT**

Section 3.1 Medical Insurance

3.1.1. The Board shall provide the Association members a medical insurance program through the New Jersey School Employees Health Benefits Program, subject to the right of the Board to change carriers, with individual or family coverage which is fully paid by the Board, subject to contributions by the Association members via payroll deduction. The Association members will make contributions toward the premium for health coverage pursuant to P.L. 2001, ch. 78. The insurance contributions shall be deducted from the Association members' salaries and paid, in equal installments, in accordance with the payroll schedule for all other professional staff.

3.1.2. The Board shall provide the Association members with individual or family dental and orthodontic coverage under Delta Program 1B with a maximum benefit of two thousand and 00/100 dollars (\$2,000) per school year.

3.1.3. The Board will reimburse Association members up to \$300.00 per contract year for costs not covered by the Administrator's medical insurance for a yearly physical at a physician of the Administrator's choice.

3.1.4 For Administrators hired after ratification of this agreement, NJ Direct 15 shall be the base health plan. The NJ Direct 10 health plan or equivalent plan will not be available to employees hired after ratification of this agreement.

3.1.5 Each Administrator that voluntarily elects to change from the existing New Jersey School Employees Health Benefits Program plan to the Aetna Freedom Zero plan or the NJ Direct Zero plan for the 2020 calendar year shall receive a one-time incentive payment equal to 25% of the overall net savings achieved by the District as a result of such Administrator's election during the 2020 calendar year. Such incentive payment shall be made in two (2) equal payments; one paid in June 2020 and one paid in December 2020.

Section 3.2 Tuition Reimbursement and Professional Organizations

3.2.1. An Administrator is entitled to a reimbursement of 75% of tuition costs up to a maximum of three thousand dollars (\$3,000) per annum for approved courses taken while under contract in Glen Rock. Courses must be at the graduate level and relate to the person's assignment in the district and must have prior approval of the Superintendent. This reimbursement will be non-accumulative.

3.2.2. Tuition reimbursement shall be paid with respect to those courses in which a grade of "B" or better is attained, or a "P" in a pass/fail course. If the course is either graded or pass/fail, the Administrator must take the grade option.

3.2.3. Administrators are entitled to up to three professional organization memberships per Administrator per contract year at Board expense; not to exceed one thousand three hundred dollars (\$1,300) per year in the aggregate.

3.2.4 Conference reimbursement: four (4) Administrators, with pre-approval of the Superintendent, will be permitted to attend one national conference annually at a cost not to exceed two thousand five hundred dollars (\$2,500) per Administrator. Reimbursement or payment for such expenses shall be made in accordance with Board policies, N.J.S.A. 18A:11-12 and the State's regulations regarding travel covered under Circular letter 08-13-OMB, and any subsequent circular letters which may be issued by the State Office of Management and Budget.

Section 3.3 Comments of Commendations and Complaints

3.3.1. Commendations

3.3.11 All commendations received shall be place in the Administrator's file.

3.3.1. Complaint Procedure

3.3.2.1 In the event specific charges are to be brought against an Administrator, the specifics of said charges shall be communicated to the Administrator in writing by the Superintendent. Should a hearing be held with respect to such

charges, the Administrator shall be afforded the opportunity to present evidence and to provide such other defenses as may be appropriate. Copies of records of any such hearings are to be placed in the Administrator's file and shall be provided to the Administrator as well.

3.3.2.2 Any complaint which is to be used in an evaluation or a hearing shall be shared with the Administrator within 30 school days or will not be used. The Administrator shall have the right to know the identity of the complainant if such complaint will be used in an evaluation or hearing. Nothing contained herein shall apply to charges filed pursuant to the provisions of the Tenure Administrators Hearing Law.

#### Section 3.4 Sick Leave

Administrators shall be granted a minimum of one sick day for each month reflected in the term of the Administrator's individual employment contract. If an Administrator has been hired after the school year has commenced or has notified the Board that he/she was either resigning during the school year or taking a leave of absence for a part of the school year, and the Administrator had not otherwise utilized his/her annual allotment of sick days prior thereto, then the Administrator shall be credited with one sick day for each month of employment during the year in question.

#### Section 3.5 Vacations

3.5.1 Each Administrator will receive vacation days according to the following schedule:

- Less than four years of service- 15 days
- More than four years of service- 22 days

3.5.2 Each Administrator will utilize eleven days or less of uninterrupted vacation time during any period of the contract, and may receive the balance of his/her vacation time provided such vacation period is NOT consecutive with the previous vacation period. Under special circumstances, such as an extended overseas trip, the Superintendent may grant permission for the Administrator to take more than eleven consecutive days of vacation.

3.5.3 Each Administrator will submit a vacation request to the Superintendent for approval at least ten (10) days prior to taking three (3) or more consecutive vacation days.

3.5.4 During the months of July and August, an Administrator may be assigned by the Superintendent to such duties as are necessary for district needs, in addition to the Administrator's assigned duties.

3.5.5 Earned vacation time shall normally be used no later than five working days prior to the first school day for the teacher of the school year immediately

following the school year in which the vacation was earned. If circumstances prevent the Administrator from using the vacation time prior to the above stated date, the vacation will be taken at a time mutually agreeable to the Administrator and the Superintendent.

Vacation days accrued beyond 10 days on a yearly basis may be used in case of illness or family leave as approved by the Superintendent.

3.5.6 In addition to the vacations specified in Sections 3.5.1 and 3.5.2, established holidays as indicated in the adopted school calendar for each pertinent year shall continue to be granted. Administrators may be required to work, upon request of the Superintendent or building administrator, if any emergency situation arises.

3.5.7 Newly hired Administrators may with prior approval of the Superintendent, utilize up to five (5) vacation days they would have otherwise accrued/been granted the subsequent July 1<sup>st</sup>.

### Section 3.6 Personal Days

3.6.1 Personal Days may be granted by the Superintendent for the following reasons:

- Serious illness in the immediate family \*
- Marriage
- Legal Responsibility
- Appearance in Court
- Religious Holiday
- Personal Business
- Immediate Family Wedding \*
- Immediate Family Graduation \*
- Immediate Family Bereavement \*
- Paternity

\* Immediate family is defined as spouse, parent, child, brother, sister, grandparent, grandchildren, spouse's parent, spouse's child, spouse's brother, spouse's sister, spouse's grandparent, spouse's grandchildren domestic partner or other blood relative residing in the Administrator's household.

## **ARTICLE 4.0 SEPARATION PAY**

### Section 4.0 Requirements

4.0.1 Upon voluntary termination of employment in the Glen Rock School District, any Administrator covered by this Agreement shall be eligible for separation pay if the Administrator resigns for the purposes of retirement and meets the following requirements:

4.0.2 Certificated employment in Glen Rock for at least eight (8) years

4.0.3 Separation pay shall be based on accumulated, unused sick leave.

#### Section 4.1 Rate of Pay

4.1.1 Unused Sick Days- Retiree- The rate of pay for a Retiring Administrator Shall be \$150 per unused day to a maximum payable amount of \$15,000 for the duration of the contract to the extent permitted by New Jersey law.

4.1.2 Unused Vacation Days-Retiree/Resigning- If an Administrator is asked or directed by the Superintendent to give up scheduled vacation days; or must give his/her vacation days due to the workload of the job; and this results in the accumulation of more than ten (10) days which are carried over to the time of separation, the Superintendent may choose to grant the vacation days prior to retirement or resignation. Earned vacation time shall normally be used no later than five working days prior to the first school day for the teachers of the school year immediately following the school year in which the vacation was earned. No more than ten vacation days may be accrued from year to year. No financial reimbursement will be made for unused vacation days accrued at the election of the Administrator. If circumstances prevent the Administrator from using the vacation time prior to the above stated date, the vacation will be taken at the time mutually agreeable to the Administrator and the Superintendent.

If the Superintendent directs the Administrator to forfeit vacation days not taken and accrued beyond ten (10) days to a maximum of fifteen (15) days on a yearly basis, the vacation days may be taken at a time mutually agreeable to the Administrator and the Superintendent. If circumstances prevent the Administrator from using the vacation days prior to the above stated date, the Superintendent may agree to reimburse the Administrator at the contract rate of the year the days were accrued.

#### Section 4.2 Procedure for Payment

4.2.1 Notice of application for separation pay must be given to the Superintendent no later than December 15 or six months prior to the time of separation.

4.2.2 Separation pay shall be paid in the June or July following separation or may be paid in partial payments over the following two years, based on the payment choice of the retiring Administrator.

4.2.3 For purposes of calculating separation pay when a contract year is not completed, the Administrator shall receive credit for one day of unused sick leave for each month of the uncompleted year prior to separation.

4.2.4 If an Administrator applies for separation pay, but dies before it is paid, payment shall be made to the Administrator's estate.

## **ARTICLE 5.0 SALARIES**

Section 5.1 The Salaries for all Administrators covered by this Agreement are set forth in Appendix A.

Section 5.2 The Board will determine the initial salary of a newly hired Administrator which shall be no less than the minimum salary for the position covered by the applicable guide or greater than the maximum salary for the position covered by the applicable guide.

Section 5.3 The differential pay for a Doctorate Degree shall be \$2,500.00 per year for all three contract years. This will not be considered as part of the percent increase used in developing the guides.

Section 5.4 The differential pay for the Athletic Director will be 3% of the annual salary reflected in Appendix A. This will not be considered as part of the percent increases used in developing the guides.

Section 5.5 Members appointed to cover an additional administrative position on an interim basis, by Board resolution, shall be paid when the assignment goes beyond 30 consecutive working days @ \$2,200 per month, retroactively to the first day of the appointment. The payment shall be commensurate with the district's regular bimonthly pay schedule on the 15<sup>th</sup> and 30<sup>th</sup> of the month.

Section 5.6 A stipend for district-wide responsibilities that exceed the job description of an Administrator shall be paid to the Administrator with the designated assignment. This will not be considered as part of the percent increases used in developing the guides based on approved job description with negotiated stipend. A stipend of \$1,850 per school year shall be paid to the Administrator who performs the duties of District Anti-Bullying Coordinator and District School Safety Specialist. The stipend for District Anti-Bullying Coordinator and the District School Safety Specialist shall be paid at the conclusion of the 2019-2020, 2020-2021 and 2021-2022 school years after the completion of duties for the school year in question.

## **ARTICLE 6.0 ANNUAL EVALUATIONS**

The District will adopt the new state evaluation program, which is designed to recognize those who excel, identify those who need additional support, and provide meaningful feedback and professional development to help every educational professional grow in their position.

## **ARTICLE 7.0**

## **GRIEVANCE PROCEDURE**

### Section 7.1 General Provisions

7.1.1 The Grievance Procedures purpose is to provide for an orderly settlement of differences between the parties of the Agreement in a fair and equitable manner.

7.1.2 The Administrator has the right to present a Grievance in accordance with these procedures, within thirty (30) days of the alleged grievable action, free from coercion, interference, restraint, discrimination or reprisal. "Grievance" shall mean a claim by an Administrator or group of Administrators that there has been an interpretation or application of this Agreement or Board of Education policies which involves a negotiable term and condition of employment of the person(s) making the claim.

7.1.3 The Administrator has the right to have a representative at any step of these procedures.

7.1.4 All hearings shall be confidential.

7.1.5 If the Grievance is not resolved within the prescribed time, the Administrator has the right to move directly to the next step as described below in this Article unless time limits are extended by mutual agreement. If the Administrator fails to meet the time limits prescribed for filing or moving a grievance to its next step, that grievance shall be considered forfeited.

7.1.6 Each party has access to all official statements and records pertaining to the Grievance.

7.1.7 All records pertaining to the Grievance shall be filed separately and shall not be kept in the personnel file of the Administrator.

### Section 7.2 Informal Presentation of the Grievance

7.2.1 Any Administrator who has a Grievance shall present the Grievance to his/her immediate supervisor in an attempt to resolve the Grievance informally.

7.2.2 If within ten (10) school days the differences are not resolved satisfactorily after a conference or conferences with the Immediate Supervisor, the Administrator may present the Grievance to the Superintendent.

7.2.3 Within ten (10) school days after at least one joint conference the differences are not resolved satisfactorily; the Administrator shall notify the



Superintendent and Immediate Supervisor that he/she is going to proceed to the formal presentation of the Grievance.

7.2.4 In the event that the immediate supervisor is the Superintendent, the Administrator will meet informally with the Superintendent and another member of the Association. If no resolution, a formal grievance may be filed with the Board.

7.2.5.1 then 7.2.2 and 7.2.3 do not apply;

7.2.5.2 then the number of school days in 7.2.4 changes to twenty (20)

7.2.5.3 then Section 7.3, paragraph 7.3.1.2 below does not apply.

7.2.6 If the immediate supervisor is an Administrator included in Article 2.0, "Recognition,"

7.2.6.1 then the immediate supervisor shall be deemed the Superintendent and paragraph 7.2.5 shall apply.

### Section 7.3 Formal Presentation and Hearing of the Grievance

7.3.1 Within five (5) school days after the Administrator has notified the Superintendent of his/her intention to proceed to the formal presentation,

7.3.1.1 The Administrator shall present to the Superintendent a copy of the written Grievance which states the nature, the recourse sought, the results of the informal conferences, and the reason for the Administrator's dissatisfaction with the decision or decisions previously rendered on a form provided by the school district.

7.3.1.2 The Immediate Supervisor shall present to the Superintendent a written copy of the decision and the reasons for it.

7.3.2 A hearing shall be held no later than ten (10) school days after the Administrator has informed the Superintendent of his/her intention to proceed to formal presentation. All parties involved shall be notified by the Superintendent of the date, time and place of this hearing. Oral and written statements may be presented by all parties and questions may be asked by the Superintendent to clarify issues, elicit facts and contentions.

7.3.3 At least three (3) school days prior to the hearing each party shall notify the other parties in writing of the name and affiliation of the representatives who will be present.

7.3.4 After all evidence, oral and written, has been presented, the Superintendent shall render a determination within ten (10) school days during which

the Superintendent is present. The determination shall be in writing, and copies shall be forwarded to all involved parties.

7.3.5 If the differences are not resolved satisfactorily through the hearing above, the Administrator may appeal to the Board.

#### Section 7.4 Appeal to the Board

7.4.1 Within five (5) school days of the presentation of the Superintendent's written determination to the Administrator, the Administrator may appeal in writing to the Board for a hearing to review the Superintendent's determination.

7.4.2 Within fifteen (15) school days of the receipt of the Administrator's appeal by the Board, a hearing shall be held.

7.4.3 The Superintendent shall submit all official records pertaining to the Grievance to the Board.

7.4.4 The Administrator, the Immediate Supervisor, the Superintendent, and their Representatives shall have the right to be present at the hearing and to present testimony.

7.4.5 Within fifteen (15) school days after the conclusion of the hearing, the Board shall deliver its decision in writing to the Administrator.

7.4.6 If the Administrator and the Association are not satisfied with the decision of the Board, and the Grievance alleges a violation of the specific and express written terms of this Agreement, the Association may proceed to Arbitration.

#### Section 7.5 Arbitration

7.5.1 Within ten (10) school days after receipt of the Board's decision, the Association shall notify the Board in writing that it wants the Administrator's grievance submitted to arbitration.

7.5.2 Within ten (10) school days after receipt of the Association's notification by the Board, the Board and the Association shall:

7.5.2.1 Jointly agree upon an acceptable Arbitrator:

7.5.2.2 Obtain a commitment from the Arbitrator to serve;

7.5.2.3 Request, if agreement on either 7.5.2.1 or 7.5.2.2 is not reached, of P.E.R.C. a list of Arbitrators. This action binds the parties by the rules and procedures of P.E.R.C.

7.5.3 The Arbitrator, within twenty (20) school days after

\*conferring with the Board and the Administrator or their representatives,  
or

\*receiving final statements and proofs from the parties if the conferences are waived,

\*shall deliver a written decision to the Board and the Association.

7.5.4 The Arbitrator's decision shall be in writing and shall set forth the findings of facts, reasoning and conclusion on the issue submitted. The Arbitrator shall be limited to the issues submitted and shall consider nothing else. The Arbitrator shall be without power or authority to make any decision which violates, adds to, subtracts from or modifies in any way the specific and express terms of this agreement. The arbitrator shall be bound by the provisions of this Agreement and restricted to the application of the facts presented involving the specific grievance.

7.5.5 The decision of the arbitrator shall be submitted to the Board and the Association and shall be binding only if the grievance alleges a violation of this Agreement, Board Policy or Administrative decisions.

## **ARTICLE 8 FULLY BARGAINED CLAUSE**

This Agreement represents and incorporates the complete and final understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter, whether or not covered by the Agreement and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or executed this Agreement.

## **ARTICLE 9 MODIFICATION OF AGREEMENT**

Section 9.1 This Agreement shall not be modified in whole or in part by the parties except by a written instrument duly executed by both parties. The failures of either party to exercise any right it may have under this Agreement shall not constitute a waiver of that right.

Section 9.2 As prescribed by law, 120 days prior to election, the Board agrees to enter into negotiations with the Association over a successor Agreement.

**ARTICLE 10            MANAGEMENT RIGHTS**

Section 10.1 The Board reserves to itself sole jurisdiction and authority to:

10.1.1 direct Administrators of the school district;

10.1.2 hire, promote, transfer, assign and retain Administrators in positions in the school district and to suspend, demote, discharge or take disciplinary action against Administrators.

10.1.3 relieve Administrators from duty because of other legitimate reasons;

10.1.4 efficiently direct school and district operations;

10.1.5 direct methods, means and personnel by which such operations are to be conducted; and

10.1.6 take whatever actions may be necessary to accomplish the mission of the school district.

Section 10.2 The Board recognizes and acknowledges the professional management status of the members of the Glen Rock School Administrators Association. Such recognition and acknowledgement shall be thoroughly evidenced through all factors related to the establishment of salaries, other compensations, participation in the budget-making process, hiring procedures, staff evaluations, and other managerial prerogatives provided by Title 18:A or mutually agreed upon between the Board of Education and the Administrators Association.

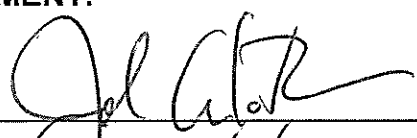
Section 10.3 If any provisions of this Agreement or any application of this Agreement to any member or members of the Association is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law.

**ARTICLE 11            DURATION**

Section 11.1 The provisions of this Agreement shall become effective as of July 1, 2019 and shall remain in full force and effect until June 30, 2022.

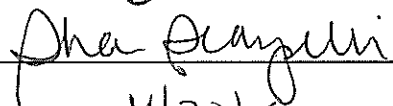
Section 11.2 Both parties agree not to propose other changes for negotiations until the opening of negotiations for the 2021-2022 contract year.

IN WITNESS WHEREOF, THE PARTIES HAVE DULY EXECUTED THIS AGREEMENT.

  
\_\_\_\_\_  
Date: 4/11/19

By: President

GLEN ROCK SCHOOL  
ADMINISTRATORS' ASSOCIATION

  
\_\_\_\_\_  
Date: 4/30/19

By: President

GLEN ROCK BOARD OF EDUCATION

APPENDIX A

High School Principal

	2019-2020	2020-2021	2021-2022
Minimum Salary	\$134,741	\$138,918	\$143,086
Maximum Salary	\$187,072	\$192,871	\$197,852

Middle School Principal

	2019-2020	2020-2021	2021-2022
Minimum Salary	\$129,616	\$133,634	\$137,643
Maximum Salary	\$166,669	\$174,335	\$179,317

Elementary Principals

	2019-2020	2020-2021	2021-2022
Minimum Salary	\$123,384	\$127,209	\$131,025
Maximum Salary	\$176,457	\$181,927	\$186,908

Assistant Principals

	2019-2020	2020-2021	2021-2022
Minimum Salary	\$114,138	\$117,676	\$121,206
Maximum Salary	\$134,920	\$139,102	\$144,083

Directors

	2019-2020	2020-2021	2021-2022
Minimum Salary	\$129,616	\$133,634	\$137,643
Maximum Salary	\$181,770	\$187,405	\$192,386

Any administrator, who receives a salary above the minimum salary or below the maximum salary for the position covered by the applicable guide, shall receive a five thousand and sixty-nine dollars (\$5,069.00) increase in the previous year's base salary for the 2019-2020 school year, a 3.1% increase in the previous year's base salary for the 2020-2021 school year and a four thousand, nine hundred and eighty-one dollars (\$4,981.00) increase in the previous year's base salary for the 2021-2022 school year. Such increases for the 2019-2020 school year shall result in an aggregate increase of 3.25%, and such increases for the 2021-2022 school year shall result in an aggregate increase of 3.0%.

The following salaries are the salaries for the currently employed administrators who receive a salary above the minimum salary and below the maximum salary for the position covered by the applicable guide:

<b>Name</b>	<b>Position</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
J. Arlotta	High School Principal	\$187,072	\$192,871	\$197,853
J. Wirt	Middle School Principal	\$166,669	\$171,836	\$176,817
K. Regan	Director of Curriculum and Instruction	\$181,770	\$187,405	\$192,386
L. Wolff	Director of Student Personnel Services	\$181,770	\$187,405	\$192,386
L. Edwards	Director of Special Services	\$162,177	\$167,205	\$172,186
J. Craft	Elementary Principal	\$135,569	\$139,772	\$144,753
E. Thompson	Elementary Principal	\$176,457	\$181,927	\$186,908
I. Pierides	Elementary Principal	\$162,574	\$167,614	\$172,595
K. LaCroix	Elementary Principal	\$148,188	\$152,782	\$157,763
F. Violante	Director of Athletics	\$165,694	\$170,831	\$175,812
B. Pepe	Assistant Principal	\$134,920	\$139,103	\$144,084
C. Bacolas	Assistant Principal	\$129,670	\$133,690	\$138,671

Nothing contained herein shall be interpreted as conferring a right of re-employment or preventing the Board from withholding an administrator's increment in accordance with law.