

MASTER AGREEMENT

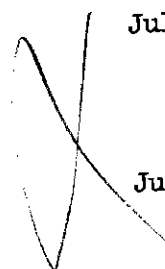
BETWEEN

GLEN RIDGE BOARD OF EDUCATION

AND

GLEN RIDGE ADMINISTRATORS' ASSOCIATION

LIBRARY
Management and
Plans
1981
UNIVERSITY



July 1, 1980

to

June 30, 1982

MASTER AGREEMENT BETWEEN GLEN RIDGE BOARD OF EDUCATION AND
GLEN RIDGE ADMINISTRATORS ASSOCIATION
1980-82

ARTICLE I

A. UNIT MEMBERSHIP

In accordance with Chapter 303 of Employer/Employee Relations Act of 1968, as amended, the Glen Ridge Board of Education hereby recognizes the Glen Ridge Administrators Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all certified and non-certified personnel employed by the Glen Ridge Board of Education, including only: Principals, Assistant Principals, Coordinator of Physical Education and Health and Supervisors of Instruction.

B. DEFINITION

Unless otherwise indicated, the term "administrator" when used hereinafter in this AGREEMENT, shall refer to all professional employees represented by the association in the negotiating unit as above defined.

ARTICLE II - NEGOTIATION PROCEDURE

A. DEADLINE DATES

The parties agree to enter into collective negotiations over a successor agreement in accordance with the Employer/Employee Relations Act of 1968, as amended, in a good faith effort to reach agreement on all those matters which are present during negotiations concerning the terms and conditions of administrators' employment.

B. NEGOTIATING TEAM AUTHORITY

Neither party in any negotiations shall have any control over the selection of negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals and make counterproposals in the course of negotiations.

C. MAINTAINING CURRENT BENEFITS

In the event that a successor agreement is not concluded prior to the expiration dates indicated in this contract, the salary guide, fringe, and leave benefits of this agreement shall remain in full force and effect until such time as a successor is concluded.

D. MODIFICATION

Understanding of Parties

This AGREEMENT incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. 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 times they negotiated or executed this AGREEMENT.

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.

ARTICLE III - GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A "grievance" shall mean a complaint by a person or persons covered by this AGREEMENT, relating to the application of, or interpretation of, of the provisions of this AGREEMENT, except the following shall not be the basis of any grievances:
 - a. The method of review as prescribed by law.
 - b. Any matter where the Board is without authority to act, and
 - c. The Board's right to hire, re-employ or terminate the services of any prospective or non-tenure administrator.
2. A "grievant" is a person or persons covered by this AGREEMENT asserting a grievance.
3. A "party in interest" is a person or persons asserting a claim or against whom a claim has been made.

B. PROCEDURE

1. Filing a Grievance

A grievance may be filed by an individual member, a group of members, or by the Association. Any grievance must be lodged at the proper initiating level within thirty (30) calendar days of the occurrence of the event.

2. Failure to Communicate a Decision

Failure at any step to communicate the decision on a grievance within specified time limitation shall constitute acceptance of a grievance as sustained. Failure to appeal within the specified time limitations from an answer which is unsatisfactory shall be deemed to constitute an acceptance of such responses as dispositive.

3. Level One - Superintendent of Schools

The grievant shall set forth his grievance in writing to the Superintendent of Schools specifying:

- a. the nature of the grievance
- b. the nature and extent of the injury, loss or inconvenience
- c. the section of contract alleged to have been violated

The Superintendent or designee shall communicate a decision in writing to both the grievant and immediate supervisor within five (5) work days of the written grievance.

4. Level Two - Board of Education

If the grievance is not resolved to the grievant's satisfaction, within five (5) work days after the receipt of the Superintendent's decision, the grievant may request a review by the Board of Education. The request shall be submitted in writing to the Secretary of the Board, who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and shall at the option of the Board hold a hearing with the grievant, and render a decision in writing within thirty-five (35) calendar days of receipt of the grievance by the Secretary of the Board.

5. Right to Representation

Rights of administrators to representation shall be as follows:

Any grievant must be present at all stages of the grievance procedure and may be represented by a representative of the Association and/or an attorney of the grievant's choice.

The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting an appeal with respect to personal grievances.

6. Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

7. Meetings and Hearings

No meeting or hearing conducted under this procedure shall be public. The only parties in attendance shall be the parties in interest and the designated or selected representatives contemplated in this article.

C. COSTS

Each party will bear the total cost incurred by itself. Time lost by any grievant and/or representative due to these procedures shall not be charged to personal time nor shall there be any loss in pay.

ARTICLE IV - ADMINISTRATORS RIGHTS

A. RIGHTS AND PROTECTION IN REPRESENTATION

Pursuant to Chapter 303 of Employer/Employee Relations Act of 1968, as amended, the Board hereby agrees that these employees of the Board as defined in Article I have the right freely to organize, join and support the Association for the purpose of engaging in collective negotiations.

B. JUST CAUSE PROVISION

No administrator shall be disciplined, reduced in rank or compensation or deprived of any benefit covered in this AGREEMENT without just cause. Any such action asserted by the Board, shall be subject to the grievance procedure and the limitations as set forth in Article III. The granting of tenure shall not be considered a professional advantage as covered in this clause.

C. REQUIRED APPEARANCES

Whenever any administrator is required to appear before the Superintendent, Board or any committee or member thereof for the purpose of discussing the possible termination of employment of that administrator, the administrator, shall be given prior notice (which will be in written form) of the reasons for such meeting or interview and may (at the administrator's discretion) have (a) representative(s) of the Association and/or attorney present to represent and advise during such meeting or interview. (Any suspension shall be with pay until formal determination by the Board of Education).

D. CRITICISM OF ADMINISTRATORS

Administrators shall be shown all written communications that are critical of their performance and shall be afforded an opportunity to respond. No criticism by the Superintendent or a Board member of an administrator shall be made in the presence of students, parents or at a public gathering, nor shall any administrator criticize a supervisor or Board member in the presence of student, parents or at a public gathering. Nothing in this paragraph shall be construed to interfere with the appearance of the Superintendent or Board members at public hearings involving the Glen Ridge School District.

ARTICLE V - EVALUATION

A. RIGHT TO FULL KNOWLEDGE

The Board of Education and Superintendent subscribe to the principle that any administrator has the right to full knowledge regarding the judgment of the individual's superiors respecting the effectiveness of performance. To this end, all materials shall be kept in a personnel file, available for the administrator's inspection upon request, and shall constitute the only file kept on the administrator.

B. FREQUENCY OF REVIEW

Therefore, the Superintendent shall establish supervisory procedures that will guarantee a minimum of two (2) written evaluations per year for each non-tenure administrator. The first written evaluation shall be no later than December 1st. The second written evaluation shall be no later than March 30th. Tenure administrators shall receive at least one written evaluation each year no later than March 30.

C. EVALUATION INSTRUMENT

Administrators shall be evaluated on the basis of criteria established by the Superintendent and the Board and documented in the Superintendent's Evaluation Procedure. As an integral part of this Evaluation Procedure, Administrators will establish personal goals in conference with the Superintendent.

D. EVALUATION PROCEDURES

1. Copies of Reports

Each administrator shall sign the original copy of all written evaluations attesting to the fact that the contents of the evaluation are known to him or her. No written evaluation may become part of an administrator's personnel file without the administrator's signature. Further, each administrator shall receive a copy of each written evaluation.

2. Right of Administrator to Respond

A conference shall be arranged between the evaluator and the administrator written 7 school days after receipt of the written evaluation by the administrator. At such time, the administrator is entitled to have a personal response to the evaluation appended to the evaluation report.

3. Notice of Contract Renewal

Each non-tenure administrator shall receive written notice, prior to April 30 of each year, whether or not the Superintendent intends to recommend a renewal of contract for the ensuing year.

ARTICLE VI - LEAVES OF ABSENCE AND INSURANCE

A. Sick Leave. "Sick leave" is defined to mean the absence of any administrator from his or her post of duty because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district medical authorities on account of a contagious disease or being quarantined for such a disease in his or her immediate household.

B. Administrators shall be entitled to twelve (12) days accumulative sick leave each year.

C. Personal. Each administrator may, upon written application and approval of the Superintendent, be absent with full pay for a maximum of five (5) days in one school year for personal business which is defined as business which cannot be scheduled at any time other than regular school hours. It is the intention that this leave shall be for reasons of hardship or other pressing need and not personal convenience. An administrator must specify his reason for requesting a personal leave, said leave shall be non-accumulative.

D. Professional. Absence with full pay may be allowed for worthwhile educational experiences, trips involving school business and attendance at Association conferences by the incumbent officers or their designees. The Superintendent's advance approval will be required for over-night and longer trips.

E. Leave Without Pay. Any administrator may upon written request and with the approval of the Superintendent and Board of Education, be granted an unpaid leave for the following reasons: prolonged illness, needed rest accompanied by a physician's certificate, necessities of home, professional improvement when the administrator is not eligible for sabbatical leave, employment as a teacher at a United States military installation abroad, teaching assignment in Peace Corps, or any other activities which would, in the opinion of the Board or the Superintendent, redound to the future benefit of the Glen Ridge School System.

All benefits to which the administrator is entitled at the time of such leave of absence, including unused accumulative sick leave, shall be restored upon his return, and he will be assigned to the position he held at the time said leave began, if possible, or to a substantially equivalent position.

Requests for such leaves must be received no later than April 1st of the year preceding the school year for which the unpaid leave is requested. In cases of personal emergency, the application date may be waived.

An extension of the absence or a second leave of absence may be granted at the will of the Board upon recommendation of the Superintendent.

F. Maternity leave will be granted under applicable statutes.

G. Any administrator adopting an infant child may receive similar leave which shall commence upon receiving defacto custody of the infant or earlier if necessary to fulfill the requirements of the adoption.

H. Military Leave. Military leave of absence shall be granted for administrators who are inducted for military duty in any branch of the Armed Forces of the United States. Administrators on military leave shall be given benefit of any salary increments which would have been credited to them had they remained in the active service of the district, as provided by Title 18A, New Jersey Law.

I. Good Cause. Leaves of absence with pay may be granted by the Board for good reason, but would not include marriage and honeymoon.

J. Insurance benefits shall be granted to the administrators in accordance with the following schedule:

1. Full family coverage as detailed in the group health insurance contract held by New Jersey Blue Cross/Blue Shield, or its equivalent, including:
 - a. Rider J
 - b. Usual, Customary or Reasonable Fee Program (UCR)
 - c. Full Family \$1.00 co-pay prescription coverage
 - d. Dependents to age 23
 - e. Emergency room rider
 - f. Vision care rider
2. Full family Major Medical coverage as contracted with Prudential Insurance Co., or its equivalent.
3. Full family Dental Insurance as detailed in the group plan contract by New Jersey Dental Service Plan.

ARTICLE VII - SABBATICAL LEAVE

A. Sabbatical leaves of absence may be granted for professional improvement upon recommendation of the Superintendent and approval of the Board for reasons of value which, in the opinion of the Board, shall render a benefit to the School District, subject to the following conditions:

1. Applicants must have held an administrative position for five (5) continuous years.
2. The leave may encompass one full year at half pay or one-half year at full pay.
3. Any administrator granted a sabbatical must agree by promissory note to continue working two years in the school system following the sabbatical leave.
4. Salary after returning will be equal to the level the administrator would have received had the administrator continued in his position.
5. An administrator may elect, with Board approval, in lieu of a full year sabbatical to take one, two or three summers exclusively for study in planned academic program.

ARTICLE VIII - VACATIONS

A. Each twelve month administrator shall be entitled to twenty (20) days vacation per year during periods of time when school is not in session with prior approval of the Superintendent of Schools.

B. The following holidays shall be considered vacation days in addition to the above vacation schedule:

NJEA Convention, Thanksgiving and the day following, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, Good Friday, Memorial Day, July Fourth and Labor Day.

C. Ten month administrators will follow the teachers' contract for vacations.

ARTICLE IX - ADMINISTRATIVE VACANCIES AND TRANSFERS

A. NOTICE

A notice of vacancy in an administrative position shall be sent to each administrator and a copy shall be sent to the Administrators Association fifteen (15) work days before the final date when applications must be submitted. The notice of vacancy shall set forth the position, qualifications, its duties and the salary range.

B. NOTIFICATION

The Chairperson of the Association will be notified in writing by the Superintendent of the identity of the person selected.

C. TRANSFERS

An administrator's request for transfer will be granted if:

1. A vacancy exists.
2. The qualifications of the administrator involved meet the requirements of available position in terms of professional preparation, experience and certification.
3. The Board and Superintendent feel the transfer would be in the best interests of the school district.

ARTICLE X - SCHOOL CALENDAR

Representatives of the Administrators Association shall participate in the formulation of the school calendar prior to its adoption by the Board of Education.

ARTICLE XI - PROFESSIONAL RIGHTS AND RESPONSIBILITIES

A. Principals will be afforded the opportunity to review and comment upon any curriculum change, programmatic revision or administrative reorganization prior to its approval by the Board. All such comment and review must take place within a reasonable period of time.

B. Principals shall have the primary responsibility, subject to final review and approval of the Superintendent, in the hiring of all staff who are evaluated by them. The Principals shall be represented on the Screening Committee for the selection of all other Administrators. Representation on the Screening Committee shall be by a member or members selected by the Superintendent or his designee.

ARTICLE XII - PROFESSIONAL DEVELOPMENT

A. PROFESSIONAL DUES

The Board of Education recognizes the value of professional organizations and agrees to pay the dues up to \$200 for each administrator who joins professional organizations appropriate to position. Prior approval of the Superintendent must be obtained. Unused monies at the end of the year shall be allocated to members having dues in excess of \$200 in proportion to these excess amounts.

B. REIMBURSEMENT OF TUITION, FEES AND BOOKS

1. Reimbursement

The Board of Education shall reimburse members of the Association for all tuition, fees and book costs for approved college and university courses, up to a maximum of three hundred and fifty dollars (\$350.00) for any given contract. Unused monies at the end of the year shall be allocated to members having approved costs in excess of the \$350 allotment in proportion to these excess amounts.

2. An administrator shall present ample proof of having met course requirements to the Superintendent of Schools.
3. Courses must be approved by the Superintendent prior to registration.
4. Any administrator granted funds under this Article will agree in writing to return to the school district following completion of the approved graduate courses for one school year. The administrator before being granted such funds will agree by signing a promissory note to remit to the Board the monetary amount paid except if there should occur any physical incapacities during this time, the Board may relieve the administrator of such obligation.
5. Administrators may by prior agreement with the Superintendent and the Board, attend seminars and conventions, undertake consulting work, speaking engagements, writing, lecturing, or other similar professional duties and obligations insofar as they do not infringe on the needs and operation of the Glen Ridge Schools.

ARTICLE XIII - PROFESSIONAL COMPENSATION

A. SALARY SCHEDULE

The basic salary schedule for all persons covered by this Agreement is set forth in a separate attachment and is considered part of this Agreement. Such salary schedule shall remain in effect during the term of this Agreement.

B. LONGEVITY

Each administrator covered by this Agreement shall receive longevity payments of \$200 after 20 and \$250 after 25 years of service in Glen Ridge. Calculations for longevity payments shall be made by adding the number of years of experience credited by the Board at initial employment to the number of years of service in Glen Ridge.

C. TAX SHELTERED ANNUITIES

Any administrator may authorize the Board to make deductions for the purpose of tax sheltered annuities, pursuant to the provisions of the RS 18A:66-127 et ref. and the terms of a group contract approved by the Board. The Glen Ridge Board of Education will pay \$500 per member annually toward a tax sheltered annuity.

ARTICLE XIV

JOB DESCRIPTION

Each administrator shall have a job description, which outlines the basic duties currently assigned to each position.

ARTICLE XV

This AGREEMENT shall be in effect as of July 1, 1980, and shall continue until June 30, 1982, subject to the Associations right to negotiate a successor agreement as provided in Article II. This AGREEMENT shall not be extended orally.

ARTICLE XVI

If any provision of this AGREEMENT is found to be contrary to law or decision of a court of proper jurisdiction, then that provision shall not be controlling but all other provisions herein shall continue in full force and effect for its term.

GLEN RIDGE ADMINISTRATORS' ASSOCIATION

By David Mattoni
President

GLEN RIDGE BOARD OF EDUCATION

By Harold Stiles
President

By Rose M. McCaffrey
Board Secretary

Administrative Salary Guide
1980-81

	Principals; Director of PPS	Assistant Principals	Coordinator of Health & P.E.
1	\$28,000	\$25,850	\$25,600
2	29,000	27,000	26,700
3	30,000	28,300	27,800
4	31,100	29,600	29,100
5	32,200	31,075 (1)	31,048 (1)
6	33,300	32,265	
7	34,320 (1)	33,457 (1)	
8	35,310 (1)		
9	36,770		
10	38,225 (2)		

Conditions

19% salary increase (10% per administrator - 1st year and 9% (package) based upon establishment of a ratio guide, during the 2nd year) with conditions as follows:

- A. The parties will commence deliberations no later than October 1, 1980, and conclude deliberations, if possible, by March 1, 1981, as regards the establishment of a ratio guide, or as otherwise mutually agreed.
- B. It is agreed that the adjustment of the Primary Principal's step on the salary guide for 1980-81 will have no bearing on the ultimate ratio guide negotiated for any administrative or supervisory position for 1981-82.

Supervisors to receive teachers' step on guide + \$1,500 stipend; the job description for those supervisors to assist with any administrative assignments will be revised no later than August 31, 1980.

Administrative Salary Guide
1980-81

	Principals; Director of FPS	Assistant Principals	Coordinator of Health & P.E.
1	\$28,000	\$25,850	\$25,600
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