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BRIDGETON PUBLIC SCHOOLS

Bridgeton, New Jersey

**THIS BOOK DOES
NOT CIRCULATE**

AGREEMENT BETWEEN

BRIDGETON BOARD OF EDUCATION AND
ASSOCIATION OF BRIDGETON ADMINISTRATORS

FOR SCHOOL YEAR: 1971-72
1972-73

(Beginning July 1, 1971)
(Ending June 30, 1973)

ARTICLE ONE

RECOGNITION

- 1.1 The Bridgeton Board of Education, hereinafter called the Board, hereby recognizes the Association of Bridgeton Administrators, hereinafter called the ABA, as the majority and exclusive representative of Principals, Assistant Principals, Teaching Principals, Guidance Directors, Assistant Guidance Directors, Directors, Supervisors, Coordinators, Psychologist, Social Workers, Speech Pathologist and Learning Disability Specialist for the purpose of collective negotiations concerning terms and conditions of employment.
- 1.2 Unless otherwise indicated, the term employees when used hereinafter shall mean all employees eligible for representation by the ABA; and references to male employees shall include female employees as well.
- 1.3 The negotiating unit as defined in 1.1 comprehends employees on authorized leaves of absence as well as employees under contract.
- 1.4 No substitute employees shall be represented by ABA.
- 1.5 Only the classes of employees specifically mentioned in 1.1 shall be included in the present negotiating unit.

ARTICLE TWO

NEGOTIATION PROCEDURE

- 2.1 The Board and the ABA agree to enter into collective negotiations over a successor Agreement in a good-faith effort to reach agreement on all negotiable matters concerning terms and conditions of employment.
- 2.2 The ABA shall submit to the Board on or before October 9, 1972 a complete list of the proposals it wants to negotiate for the successor Agreement.
- 2.3 Neither the Board nor the ABA shall have any control over selection of the negotiating team of the other party.
- 2.4 Negotiations shall begin not later than December 1, 1972 except by mutual agreement.
- 2.5 During negotiations the Board and the ABA negotiating teams shall have the right to present relevant data, to exchange points of view, and to make proposals and counterproposals.
- 2.6 The Board shall make available to the ABA upon specific request all records, data, and information of the Bridgeton New Jersey School District that the Board and ABA deem pertinent to the negotiations.
- 2.7 Any successor Agreement shall apply to all employees in the negotiating unit.
- 2.8 Any successor Agreement shall be reduced to writing and adopted and signed by the ABA and Board.

ARTICLE III

GRIEVANCE PROCEDURE

3.1 A "grievance" shall mean an appeal by an employee or the ABA of the Board's interpretation of a negotiated and duly executed agreement between the Board and ABA, or the complaint by an employee that he has suffered a personal loss, injury, or inconvenience because of a violation or inequitable application of established Board policies and administrative decisions affecting employees.

3.2 Procedure:

3.2.1 Step 1. Any employee who has a grievance shall discuss it first with his immediate supervisor in an attempt to resolve it informally.

3.2.2 Step 2. If the aggrieved employee is not satisfied with the results of Step 1, within ten (10) school days after the act which caused the grievance, he shall set forth his complaint in writing to his immediate superior, stating the date, time (if applicable) place and article of Board and ABA Agreement or policy which he feels has been misinterpreted, violated, or inequitably applied. Within three school days after receipt of the written complaint, the immediate superior shall communicate his decision in writing to the employee, giving reasons for his decision.

- 3.2.3 Step 3. If the aggrieved employee does not accept the decision rendered in Step 2, within five school days after receipt of the decision he shall appeal the decision to the building principal of the school or to the Superintendent of Schools whichever is applicable. If applicable the appeal must be in writing setting forth the grievance and the aggrieved employee's reasons for not accepting the decision rendered in Step 2. Within five school days after receipt of the appeal, the Superintendent of Schools shall communicate his decision in writing to the employee, giving reasons for his decision.
- 3.2.4 Step 4. If the aggrieved employee does not accept the decision rendered in Step 3, he shall have the right to appeal the decision rendered to the Board. (a) Any appeal to the Board shall be within fifteen (15) school days after the decision in Step 3 is rendered and shall be in writing, stating the grievance and the reasons for not accepting the decision rendered in Step 3. (b) Within fifteen (15) days after receipt of the written appeal the Board shall hear the grievance. (c) Within fifteen (15) days after hearing the grievance, the Board shall communicate its decision in writing to the employee, giving reasons for its decisions. A copy of the decision shall be sent to the Superintendent.

- 3.2.5 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a decision within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
- 3.2.6 Any aggrieved employee may be represented at any or all steps of this procedure by himself, or, at his option, by a representative selected or approved by the ABA. When an employee is not represented by the ABA, the ABA shall have the right to be present and to state its views at all steps of the proceedings.
- 3.3 No reprisals of any kind shall be taken by the Board against any employee represented by the ABA for his having participated in a grievance proceeding.
- 3.4 All documents, communications and records dealing with the processing of a grievance shall be kept in a separate grievance file and shall not be kept in the personnel file of any of the participants.
- 3.5 Forms for filing grievances, serving notices, filing appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent of Schools and the ABA and given appropriate distribution in order to facilitate smooth functioning of the grievance procedure.
- 3.6 All meetings and hearings under this grievance procedure shall not be conducted in public and shall be attended only by the parties and/or their representatives and a representative of the ABA.

ARTICLE FOUR

EMPLOYEE RIGHTS

- 4.1 The Board hereby agrees that every employee eligible for representation by the ABA negotiating unit shall have the right freely to organize, join, and support the ABA for the purpose of engaging in collective negotiations for mutual aid and protection. As a duly selected body exercising governmental power under color of law of the State of New Jersey, the Board agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by laws of the State of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to working hours, wages, or any terms or conditions of employment by reason of his membership in the ABA, his participation in any legal activities of the ABA, collective negotiations with the Board, or his institution of any grievance under this Agreement.
- 4.2 Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- 4.3 No employee shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure set forth in ARTICLE 5.

616. Whenever any employee is required to appear before the Commission or any committee or subcommittee of the Commission, or any other body which could exercise effective jurisdiction over the employment of any individual, employee or any member or any witness to proceedings, he shall be given prior written notice of the time and place of such hearing or interview and shall be entitled to have a representative of the ABA present to advise him and to represent him during such hearing or interview.

ARTICLE VIII

ABA RIGHTS AND PRIVILEGES

- 5.1 The Board agrees to furnish to the ABA in response to specific and reasonable requests available information concerning the financial resources of the district, including annual financial reports, school audits, register of certificated personnel, enrollment data, names and addresses of all employees, and agenda and minutes of all public meetings.
- 5.2 Whenever any representative of the ABA or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.
- 5.3 Representatives of the ABA, pertinent affiliates of the New Jersey Education Association, and the National Education Association, with permission of the Superintendent, shall be permitted to transact official ABA business on school property provided that this shall not interfere with or interrupt normal school operations.
- 5.4 The ABA and its representatives shall have the privilege of using school buildings at all reasonable hours for meetings. Approval of the Superintendent shall be required. The Superintendent will notify the building principal.
- 5.5 The ABA shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary.

5.6 The rights and privileges of the ABA and its representatives as set forth in this Agreement shall be granted only to the ABA as the majority and exclusive representative of employees eligible for representation by the negotiating unit as defined in ARTICLE I.

ARTICLE SIX

SCHOOL CALENDAR

6.1 The Superintendent shall establish a committee to develop and recommend a school calendar for the school year 1972-73. the ABA shall have the right to have representation on this committee.

ARTICLE SEVEN

EMPLOYMENT

- 7.1 For the purpose of computing salaries, employees shall be given full credit for all comparable outside experience gained in a duly accredited school.
- 7.2 Employees shall be notified of their contract and salary status for the ensuing year not later than April 1, 1972.

ARTICLE EIGHT

SALARIES

- 8.1 The salary schedules for all employees eligible for representation by the ABA negotiating unit are set forth in Tables I and II which is attached hereto and made a part of this Agreement.
- 8.2 Effective July 1, 1971 each employee shall be placed on the proper step on the teacher's salary guide as indicated in TABLE I of this Agreement.
- 8.3 Effective July 1, 1972 each employee shall be placed on the proper step on the teacher's salary guide as indicated in TABLE II of this Agreement.
- 8.4 Employees may individually elect to have ten percent (10%) of their monthly salaries deducted from their pay and deposited in their own savings account at Century Federal Savings and Loan Association. Employees wishing to have such an arrangement shall notify the Business Office.
- 8.5 Employees shall be paid twice monthly. The pay dates shall be set by the Board. In the event that the regular pay day falls on a week-end or school holiday, pay day shall be the last working day preceding the week-end or holiday.
- 8.6 Administrative and Specialists Salary Scales are predicated upon a Masters Degree. The Board agrees to pay an additional \$600.00 in 1971-72 for a Masters + 30 and \$600.00 additional for a doctorate. The Board agrees to pay an additional \$700.00 in 1972-73 for a Masters + 30 and \$700.00 additional for a doctorate.

ARTICLE NINE

FRINGE BENEFITS

- 9.1 INSURANCE: The Board shall give written notification, at the time of hiring of all employees new to the district, that the responsibility for filling out the proper cards rests with the employee. No employee shall be covered unless he has requested coverage and has signed the necessary documents.
- 9.2 The Board agrees to pay the premiums which shall provide the health care insurance protection designated below:
- A. The Board agrees to pay the premium for Blue Cross and Blue Shield, including Rider J for all employees (Effective July 1, 1971).
 - B. The Board agrees to pay full Major Medical for all employees as soon as possible but no later than January 3, 1972.
- 9.3 The Board agrees to pay the premiums which shall provide the health care insurance protection designated below:
- A. Twenty-five percent (25%) of full family policy of Blue Cross and Blue Shield and Rider J and Family Major Medical for all employees above and beyond the cost of individual coverage already being paid by the Board.
 - B. The Board agrees to pay full Major Medical for all employees.
- 9.4 EDUCATIONAL IMPROVEMENT:
- Eligibility for reimbursement is entirely dependent upon the employee's meeting the State requirements for certification in his position and completion of his Bachelor's Degree. The Board agrees to reimburse employees the tuition costs of up to six graduate credits. Reimbursement shall be

based on Glassboro State College's current tuition rates for graduate studies. Employees must satisfactorily complete a graduate course of study and present evidence of satisfactory completion to the Superintendent of schools not later than April 30th for courses taken during the fall semester and not later than December 1st for courses taken during the spring semester and summer months.

To be eligible for reimbursement, graduate courses must have prior approval by the Superintendent of Schools and must be in the educational field or related to the employee's work and must be actually taken during the school year for which reimbursement is requested. Carryover of credits from one year to another for the purpose of increased reimbursement shall not be permitted.

9.5 All elementary schools shall have a full-time 180 day secretary.

9.6 Twelve month employees shall receive twelve (12) sick days per year.

ARTICLE TEN

TERMS OF THIS AGREEMENT

- 10.1 The term of this Agreement shall run from July 1, 1971 to June 30, 1973, inclusive.
- 10.2 During the term of this agreement neither the Board nor the ABA shall be required to negotiate with respect to any matters which were or which could have been the subject of negotiation whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement with the exception of remunerations which are considered extras.
- 10.3 This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing and duly executed by both parties.
- 10.4 Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing and adopted and signed by the ABA and Board.
- 10.5 Except as this Agreement herein provides, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any employee benefit existing prior to its effective date.

- 10.6 The party receiving the aid shall notify the donor of its receipt of such aid or Federal aid within five days after receipt of such aid.
- 10.7 Failure of either party to keep any part of this Agreement does not automatically make the entire Agreement void.
- 10.8 Nothing contained in this Agreement shall be construed to deny or restrict the Board of its rights, responsibilities and authority under the New Jersey School Laws or any other national, state, county or local laws as they pertain to operation of the school district.

SIGNED:

Bridgeton Board of Education

Robert C. Sheldon
 President, Bridgeton Board of
 Education

Vice President, Bridgeton Board
 of Education

Association of Bridgeton Administrators

Daniel C. Blum
 President, Association of
 Bridgeton Administrators

Vice President, Association of
 Bridgeton Administrators

Cora E. Fisher
 Negotiations Unit,
 Association of
 Bridgeton Administrators

Table I

NEGOTIATED ADMINISTRATIVE AND SPECIALISTS AND SALARY SCALES
1971-1972

Administrators Scales

	Elem. Principals	Asst. Principals Title I Coord. Fed. Prog. Coord. Special Ed. Dir.	Dir. of Elem. Ed. J.H.S. Principal	Sr. High Principal
	A	B	C	D*
1	12,015	13,485	14,320	
2	12,390	13,910	14,820	
3	12,765	14,335	15,320	
4	13,140	14,760	15,820	
5	13,515	15,185	16,320	
6	13,940	15,660	16,870	
7	14,315	16,085	17,370	
8	14,690	16,510	17,870	
11	14,790	16,610	17,970	
16	14,890	16,710	18,070	
21	14,990	16,810	18,170	

* The absence of salary figures on this scale does not indicate an acceptance of last year's salary scale in this area, but rather indicates that this scale is to be the subject of further negotiations and the agreed-upon salary when settled will be added to and become a part of this total agreement.

Specialists Scales

	Soc. workers(10 mo.) Learn. Dis. Sp.	Asst. Guid. Director Chief Soc. Worker	Guid. Directors Psychologist
	A	B	C
1	9,350	10,650	13,000
2	9,650	10,980	13,400
3	9,950	11,310	13,800
4	10,250	11,640	14,200
5	10,550	11,970	14,600
6	10,900	12,350	15,050
7	11,200	12,680	15,450
8	11,500	13,010	15,850
11	11,600	13,110	15,950
16	11,700	13,210	16,050
21	11,800	13,310	16,150

Table II

NEGOTIATED ADMINISTRATIVE AND SPECIALISTS SALARY SCALES

1972-1973

Administrators Scales

	Elem. Principals	Asst. Principals Title I Coord. Fed. Prog. Coord. Special Ed. Dir.	Dir. of Elem. Ed. J.H.S. Principal	Sr. High Principal
	A	B	C	D*
1	12,975	14,565	15,465	
2	13,380	15,025	16,005	
3	13,785	15,480	16,545	
4	14,190	15,940	17,085	
5	14,595	16,400	17,625	
6	15,050	16,910	18,215	
7	15,455	17,370	18,755	
8	15,860	17,830	19,295	
11	15,960	17,930	19,395	
16	16,060	18,030	19,495	
21	16,160	18,130	19,595	

*The absence of salary figures on this scale does not indicate an acceptance of past year's salary scale in this area, but rather indicates that this scale is to be the subject of further negotiations and the agreed upon salary when settled will be added to and become a part of this total agreement.

Specialists Scales

	Soc. workers (10 mo.) Learn. Dis. Sp.	Asst. Guid. Director Chief Soc. Worker	Guid. Directors Psychologist
	A	B	C
1	10,100	11,500	14,040
2	10,420	11,860	14,470
3	10,745	12,215	14,905
4	11,070	12,570	15,335
5	11,395	12,925	15,770
6	11,770	13,330	16,250
7	12,090	13,690	16,680
8	12,415	14,045	17,115
11	12,515	14,145	17,215
16	12,615	14,245	17,315
21	12,715	14,345	17,415