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SAYREVILLE BOARD OF EDUCATION AND
SAYREVILLE PRINCIPALS' ASSOCIATION AGREEMENT

X July 1, 1983 through June 30, 1984

**SAYREVILLE BOARD OF EDUCATION AND
SAYREVILLE PRINCIPALS' ASSOCIATION AGREEMENT**

PREAMBLE

THIS AGREEMENT, made this 15th day of June, One Thousand Nine Hundred and Eighty Three between the BOARD OF EDUCATION, FOR THE SCHOOL DISTRICT OF THE BOROUGH OF SAYREVILLE in Middlesex County New Jersey, (hereinafter referred to as the Board) and the SAYREVILLE PRINCIPALS ASSOCIATION (hereinafter referred to as the Association) WITNESSETH THAT:

The Board and the Association agree to the following terms and conditions of employment for the fiscal year July 1, 1983 to June 30, 1984. Negotiations for a successor agreement shall commence no later than September 30, 1983.

ARTICLE I

RECOGNITION

The Board hereby recognizes the Sayreville Principals Association as the exclusive negotiating agent for all of its members.

ARTICLE II

NEGOTIATION PROCEDURES

- 1. The Board's representatives will meet with the Association's representatives for the purpose of discussion and reaching mutually satisfactory agreements.**
- 2. Upon request of either party for a meeting to open negotiations, a mutually acceptable date shall be set not more than fifteen calendar days following such requests. ALL issues proposed for discussion shall be submitted in writing by the association to the Board or its delegated representatives at the first meeting. The second meeting and all necessary subsequent meetings shall be called at times and in a place mutually agreed upon by the parties, and with the minimum possible time between meetings.**
- 3. Negotiating teams will continue to meet for the purpose of freely exchanging facts, opinions, proposals, and counter-proposals in an effort to reach mutual understanding and agreement.**
- 4. It is agreed that the association shall be afforded the opportunity to review and express opinions on terms and conditions of employment that are negotiated with other units in matters that reflect upon the function of the administrators; such as, e.g. school calendar.**

5. When consensus is reached covering the areas under discussion, the proposed agreement shall be reduced to writing. All agreements shall take full force and effect upon ratification by the Association and the Board of Education.
6. Any section of this article may be altered or suspended by mutual agreement.

ARTICLE III

GRIEVANCE PROCEDURE

1. **Definition:** A grievance is a claim based upon the interpretation, meaning or application of any of the provisions of this agreement.
2. **Step 1:** The Association, a principal or vice-principal with a grievance shall first discuss it with the Superintendent with the objective of resolving it informally.
3. **Step 2:** If the Association or the aggrieved person is not satisfied with the disposition of his grievance at Step 1, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he may, within five (5) school days after the decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that the Association submit his grievance to the Board of Education, The Board of Education, within twenty (20) school days after receipt of said grievance, will set forth in writing, its decision.

ARTICLE IV

GRIEVANCE PROCEDURE PARTICIPATION

The Association shall be required to comply with the conditions of Article III, Grievance Procedure Level One of the current SEA-Board of Education Agreement. Further, the affected principal or principals shall be expected to be present at Level Two and Level Three of the above mentioned Grievance Procedure.

ARTICLE V

PROFESSIONAL IMPROVEMENT

1. Course Reimbursement

The Board will provide reimbursement of up to \$450.00 for the 83-84 school year for courses taken by members of the Association. Such courses cannot be taken for certification and must be approved by the Superintendent before application is made. Reimbursement shall be made when evidence of courses taken and successful completion have been submitted to the Superintendent for payment.

2. Professional Meetings and Conferences

The Board and the Association mutually agree that members of the Association shall be allowed to attend conferences in accord with the following:

- A. Requests to attend professional meetings and conferences shall be submitted to and approved by the Superintendent and the Board. Payment for expenses incurred while attending said meetings and conferences shall be limited to \$75.00 per day for a maximum of five days. Further, transportation expenses up to a maximum of \$300.00 will be considered for payment to National Conferences.

ARTICLE VI

SABBATICAL LEAVE

Request for sabbatical leave may be granted to a principal by the Board of Education for educational purposes. To be eligible, one must show proof of matriculation for a Doctorate degree program subject to the following conditions:

1. If there are sufficient qualified applicants, sabbatical leaves shall be limited to two (2) principals at any one time, one elementary, and one secondary.
2. Requests for sabbatical leave must be received by the Superintendent in writing no later than February 1st, and action must be taken on all such requests no later than May 1st, of the school year preceding the school year for which the sabbatical leave is requested.
3. The applicant must have seven (7) years experience in the Sayreville School System.

4. A principal on sabbatical leave for a full school year shall be paid by the Board at 50 percent of the salary rate which he would have received if he had remained on active duty.
5. Upon return from sabbatical leave, a principal shall retain salary, seniority, retirement and tenure rights as if they were regular employment.
6. The recipients of sabbatical leaves shall agree in writing to return to the Sayreville School District for a period of at least two years after the leave. Failure to comply with this section will require reimbursement of salary received during said leave.
7. Final selection of recipients shall be made by the Superintendent of schools and requires approval by the Board of Education.
8. The recipients of sabbatical leaves shall prepare and submit written reports for evaluations of the education work or research undertaken during the leave. Number and frequency of written reports submitted by the candidate to the Board of Education will be determined by the Superintendent and will depend on the course of study being pursued by the candidate.
9. Should the recipient not receive his Doctorate within two (2) years after returning to the Sayreville School District, he is to reimburse the Board 50% of the pay he received while on Sabbatical.

ARTICLE VII

INSURANCE PROTECTION, FRINGE BENEFITS, AND SICK LEAVE

1. Insurance Protection

A. The Board shall provide the health care insurance protection designated below. The Board shall pay full premium for each principal and in cases where appropriate for family-plan insurance coverage.

1. For each principal who remains in the employ of the board by accepting a contract for the ensuing year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing July 1 and ending June 30.

Insurance Coverage includes:

- a. Blue Cross
 - b. Blue Shield - 14/20 Series
 - (1) The Board's contribution on an annual basis shall not exceed \$48.00 per unit member times the number of such unit members on staff as of October 1st of each school year.
 - c. Rider J
 - d. Medical Emergency Rider
 - e. Major Medical
 - f. Dependent coverage to age twenty-three (23) for students.
 - g. Dental Plan
 - (1) Effective July 1, 1983, New Jersey Dental Service Plan, Inc., Plan 4A or its equivalent. Single, Two Party and Three Party maximum Board contribution costs shall be determined at the time that 1983-1984 costs are made available to the Board. The maximum monthly cost for 1983-1984: One Party, \$8.42; Two Party, \$13.92; Three Party, \$21.49.
- B. The Board shall provide to each principal a description of the health-care insurance coverage provided under this Article, and as provided by the carrier.
- C. The Board shall reserve the right to consider other plans, subject to Article 2 of this Agreement.

2. Fringe Benefits

- A. **Personal Absence:** All principals and vice-principals are entitled to four (4) days with pay for personal business which require absence during school hours. The applicant need not be required to state the reason for taking such leave other than that it is being taken under this section.

The applicant must submit and receive approval from the Superintendent three (3) days before taking such leave. Applicants shall not request personal days immediately before and after a holiday. Regulations in this paragraph may be waived in case of an emergency. Unused personal days will be transferred to the individual's sick leave at the end of each school year. The maximum number of personal days combined with sick days not to exceed fifteen (15) accumulated in any one year.

B. Other Personal Absence:

1. An allowance of three (3) school days will be granted without deduction in pay in case of death of father, mother, sister, brother, husband, wife, son, daughter, father-in-law, mother-in-law, grandfather, grandmother, grandchild, provided these days can be taken within seven (7) calendar days of the aforementioned death. An allowance of one (1) day will be granted without deduction in pay in case of death of stepfather, stepmother, brother-in-law, sister-in-law, and son/daughter-in-law.
2. Personnel absenting themselves and failing to comply with the procedures delineated above will be deducted 1/240 of the annual salary for such day's absence.
3. Other leaves of absence with pay may be granted by the Board for good reason. Personal leave shall be in addition to any sick leave to which the principal or vice-principal is entitled.
4. An allowance of one working day for attendance at delayed funeral services in the above mentioned categories under extenuating circumstances may be granted according to the discretion of the Superintendent.

C. Maternity Leave: Personnel requiring time off for reasons of maternity are required to request such leave of the Board in writing, through the Superintendent, as soon as the need is deemed necessary, but not less than sixty (60) days prior to the leave's taking effect.

A normal maternity leave shall be one year from the effective date of the leave ending on the next first day of September following the full year. By the prior April 1st, the leave recipient must submit, in writing, to the Superintendent her intention of returning to the system. If no intention is submitted, it will be agreed that the recipient desires to terminate her employment.

Maternity leaves, as described above, are granted only to employees under tenure.

In the case of an unusual pregnancy or birth, the Superintendent may, with the approval of the Board, terminate the leave earlier than specified providing an administrative position is available within the recipient's certification.

Maternity leave policy shall be in accordance with applicable laws.

D. Other leaves of absence may be granted by the Board for good reason.

- E. All benefits to which a principal or vice-principal was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him/her upon his/her return.

All applications for extensions or renewals of leaves shall be made in writing.

Personnel leaving for maternity purposes shall have extended insurance coverage until their termination of pregnancy.

- F. Longevity: Longevity increments will be paid each year as per the following guide based on continuous service in the Sayreville School System, or at any higher amount negotiated with another unit for 1981-83.

<u>Start of Service Year</u>	<u>Increment</u>
16-20	\$300.00
21-25	400.00
26-30	500.00
31-35	600.00
36-40	700.00
41-	800.00

- G. Mileage: Personnel required to utilize personal vehicles in the conduct of school business shall be reimbursed at the rate of 18¢ per mile, or at the amount negotiated with any district unit.

3. Sick Leave

- A. All principals and vice-principals shall be entitled to twelve (12) sick leave days each year. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. A principal or vice-principal with fifteen (15) years of service in the Sayreville School System with a good attendance record shall receive a termination bonus of 1% of his/her salary for every three (3) years of service. Good attendance record shall be defined to mean a person who is able to maintain an average of 60% of their accumulated leave days per year for the last fifteen years of service except in extreme cases where use of the total number of leave days used for extended leave is totally beyond the principal's or vice-principal's control. Timely notice of intent to apply for the termination bonus must be given to the Board of Education.

4. Vacation: Vacation times for principals and vice principals during the summer shall be set at the discretion of the Superintendent.

The Superintendent can allow portions of vacations during the school year upon application.

Principals and vice-principals are entitled to vacation time as follows:

0-9 years continuous service in the Sayreville School System - 20 working days.

10 or more years continuous service in the Sayreville School System - 24 working days.

5. Miscellaneous

- A. A centralized call-in for teacher substitutes at the elementary level will continue for this contract period.
- B. The Sayreville Principals' Association will have the right to review any negotiation proposals between the Board and any other employee units, before final acceptance by the Board, that may affect the terms and conditions of our employment. The Association has the right to make recommendations to the Board.

ARTICLE VIII

SALARY GUIDE (12 MONTH) FOR 1983-84

Base for 1983-84 - \$23,635.00

Position Factors

Vice-Principal	1.20
Elem. Principal	1.25
Jr. H.S. Principal	1.45
Sr. H.S. Principal	1.55

Experience

.05 per year (The factor is cumulative for a period of 9 years for a total of .45).

Salary is computed by multiplying the base by the factors to which an individual is entitled.

(Salary Guide attached).

All other terms and conditions and benefits of employment relating to the parties to this Agreement and duly approved by the Board, which are not specifically altered, amended or deleted by the written provisions of this Agreement, shall remain in full force and effect as it specifically set set forth here at length.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, or caused these to be signed by their proper corporate officers and their proper corporate seal to be hereto affixed, the date and year first above written.

**SAYREVILLE PRINCIPALS
ASSOCIATION**

By _____
Robert Decker, President

By _____
Peter Fland, Secretary

Date _____

**BOARD OF EDUCATION OF THE
BOROUGH OF SAYREVILLE IN
MIDDLESEX COUNTY, NEW JERSEY**

By _____
Randy Corman, President

By _____
Robert J. Fleming, Secretary

Date _____

Negotiating Team:

Mr. David Tuller
Mr. John Singer

Negotiating Team:

Mrs. Gertrude Goldkopf
Mr. James Duffy
Mr. Jeffrey Staniszewski

1983-84 SALARIES

Base - \$23,635.

	<u>BASE</u>		<u>LONGEVITY</u>	<u>TOTAL</u>
Mr. H. Dill	\$47,270.	+	\$600.	\$47,870.
Miss R. Whitney	43,725.			43,725.
Mr. J. Singer	40,180.	+	500.	40,680.
Mr. R. Dill	40,180.	+	500.	40,680.
Mr. E. Adams	40,180.			40,180.
Mr. D. Shanks	40,180.			40,180.
Mr. P. Fland	40,180.			40,180.
Mr. D. Tuller	40,180.			40,180.
Mr. R. Decker	40,180.	+	300.	40,480.
Mr. E. Weber	38,998.	+	300.	39,298.
Mr. R. Reichenbach	38,998.	+	500.	39,498.