

AGREEMENT

BETWEEN

DEPTFORD TOWNSHIP BOARD OF EDUCATION

AND

**DEPTFORD ASSOCIATION OF SCHOOL ADMINISTRATORS
AND SUPERVISORS**

JULY 1, 2011 - JUNE 30, 2014

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ARTICLE I

RECOGNITION

- A. The Deptford Township Board of Education, Deptford Township, Gloucester County, hereafter known as the “Board”, hereby recognizes the Deptford Association of School Administrators and Supervisors, hereafter known as the “Association”, as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all totally certified, full-time personnel under contract and employed by the Board and so assigned as an employee with administrative and supervisory responsibilities which shall include:

High School Principal
Middle School Principal
Elementary School Principal
High School Vice-Principal
Middle School Vice-Principal
Elementary School Vice-Principal
Supervisor of Curriculum and Instruction
Director of Student Personnel Services
Director of Special Services and Special Programs
Supervisor of Curriculum, Instruction and Technology
Supervisor of Buildings and Grounds
Supervisor of Food Services
Supervisor of Transportation
Assistant Supervisor of Buildings and Grounds
Assistant Director of Special Education
Basic Skills Supervisor
Director of Curriculum

- B. The Association hereby recognizes the Board as the legal authority elected as representatives of the people and further recognizes the responsibilities of the Board and the Superintendent for the conduct and operation of the school district in compliance with New Jersey Statutes Title 18A.

ARTICLE II

NEGOTIATIONS PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement and they agree that this Agreement shall remain in force until such time as a new Agreement is reached in accordance with Chapter 123 Public Laws of 1974. Such negotiations shall begin no later than 120 days prior to the annual school board election in the year the contract expires.
- B. The Board agrees to furnish the Association, upon reasonable request, such information as will assist the Association in developing intelligent, feasible and constructive proposals on behalf of the employees, students and the school system. This information may include a complete and accurate financial report and tentative budget for the next school year.
- C. The Association agrees to furnish the Board and Superintendent, upon reasonable request, research information and data gathered by the Association that will assist the Board and the Superintendent in the development of sound educational programs.
- D. During the term of this Agreement neither party shall be required to negotiate with respect to any matter whether or not covered by this Agreement and whether or not within the knowledge and/or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- E. This Agreement shall not be modified in whole or in part by the parties except by mutual consent. Board policy shall prevail on all matters not covered by this Agreement.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definitions

1. **Grievance** - is defined as an alleged violation, misinterpretation or misapplication of this Agreement.
2. **Aggrieved** - is defined as the employee making the complaint.
3. **Days** - means school attendance days.

B. Time Limits

A grievance shall be processed within the specified time limits. Time limits may be extended by mutual agreement. Any grievance not advanced from one step to the next within the time limits of that step shall be considered dropped.

C. Record Keeping

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.

D. Representation

The aggrieved may be represented at all stages of the grievance procedure by himself or at his option by a representative. When the aggrieved is not represented by the Association, the Association shall have the right to be present as an observer. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their representatives and counsel.

E. Procedure

Level I - Step A - Informal

Within ten (10) school days of the time a grievance occurs, the aggrieved shall first discuss this grievance with the Superintendent of Schools or his/her designee directly with the objective of resolving the matter informally.

Level I - Step B

If the aggrieved person is not satisfied with the disposition of his/her grievance after informal discussion or if no decision has been rendered within five (5) school days after presentation of the grievance, he/she may file the grievance with the Superintendent or his/her designee within ten (10) school days of receipt of the Superintendent or his/her designee's answer. The grievance shall be stated in writing and signed by the aggrieved.

The "Statement of Grievance" shall name the individual employee or employees involved, shall state the facts giving rise to the grievance, shall identify the alleged infraction of this Agreement, shall state the contention of the employee with respect to the alleged infraction and shall indicate the specific relief sought.

Level II

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level I, or if no decision has been rendered within ten (10) school days after presentation of the grievance to the Superintendent, the aggrieved person may within ten (10) school days file the grievance in writing with the Board of Education. The aggrieved person shall be granted a hearing with the Board of Education within ten (10) school days of the receipt of the written grievance. The Board shall give the aggrieved person an answer in writing within five (5) school days of the date of the hearing.

Level III

In the event that the grievance shall not have been disposed of at Level II, the aggrieved may within thirty (30) school days after the Superintendent's decision refer the unsettled grievance to advisory arbitration (non-binding).

F. Advisory Arbitration (Non-Binding)

The Advisory Arbitrator (non-binding) shall be selected within thirty (30) days following the request of either party to the other under the rules and procedures of the American Arbitration Association.

The Advisory Arbitrator (non-binding) shall be limited solely to making recommendation in cases of alleged violations of the specific article and sections of this Agreement.

The Advisory Arbitrator (non-binding) shall have the authority to confer separately or jointly with the Board, Superintendent and the Association or to use any other source of information.

The Advisory Arbitrator (non-binding) shall make recommendations for resolution within thirty (30) days. The recommendations shall be submitted to both parties, the Board and the Association. The Board shall render its decision prior to the Advisory Arbitrator's (non-binding) recommendations being made public by either party.

The Advisory Arbitrator's (non-binding) recommendations after twenty (20) days may be made public by either party, the Board or the Association.

G. Costs

The cost and expense incurred in securing and utilizing the services of the Advisory Arbitrator (non-binding) shall be the shared responsibility of the parties engaging his services.

H. The Following Matters Shall Not Be Arbitrable:

1. The failure or refusal of the Board to renew a contract of a non-tenured Administrator.
2. Matters where a method of review is prescribed by law or by any rule, regulation of the State, Commissioner of Education or the state Board of Education.
3. Matters where the Board is without authority to act.
4. Matters involving the statutory or discretionary powers of the Board.

ARTICLE IV

RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict any employee such rights as he/she may have under New Jersey School Law.
- B. No employee shall be disciplined without just cause.
- C. Nothing contained herein shall be construed to deny the Board or the Superintendent their rights at any time to call a meeting of the supporting staff to present its position in any matter that in its judgment may affect the educational program.
- D. The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject to the limitation imposed by the language of this Agreement, in accordance with applicable laws and regulations (a) to direct employees of the school district; (b) to hire, promote, transfer, assign and retain employees in positions in the school district and for just cause to suspend, to demote, discharge or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or for other legitimate reasons; (d) to maintain the efficiency of the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted; and (f) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.
- E. The Association has the right to recommend through proper channels to the Board of Education such statements of policy related to their operations as they shall deem necessary or desirable.

ARTICLE V

PRIVILEGES

- A. The Association or its named representative shall be privileged to transact official Association business on school property at reasonable times, provided that this shall not interfere with or interrupt any individual assignment or the normal operation of the school.

- B. The Association or its named representative shall be privileged to process school building use applications for unit activities.

ARTICLE VI

WORK CALENDAR - WEEK - YEAR - LENGTH OF DAY

- A. The work calendar shall be set forth by the Board of Education.
- B. Work Week - The work week shall consist of five (5) full working days, Monday through Friday inclusive, except where legal holidays and vacation periods are included in the work calendar.
- C. Work Year - The work year shall be:

Ten-month contract: September 1 to June 30 - Additional days shall be compensated at 1/200 per diem

Twelve-month contract: July 1 to June 30

The number of work days should be approved by the Board of Education in the prescribed work calendar. Legal holidays shall be:

4th of July
Labor Day
Columbus Day
Thanksgiving (Thursday and Friday)
Christmas Vacation (consistent with teachers' calendar)
New Years Day
Martin Luther King Day
Presidents Weekend (Friday and Monday)
Spring Recess (Good Friday and Easter Monday)
Memorial Day

- D. Work Day - Administrator's work day shall begin no later than 15 minutes before teachers' contracted time and departure 45 minutes after student dismissal. District Administrators' work day should follow Blackwood Terrace Administrators hours and be equivalent to School Administrators' hours.

Administrators recognize that as salaried employees they are obligated to attend school functions over and above the hours designated above without overtime, compensatory time or further salary compensation. Examples of duties outside work day are

attendance at PTA meetings, family activity nights, sporting events, dances, back to school night, academic activities (i.e. book fair, spelling bee, math night) and Board meetings as required.

High School and Middle School night activities attendance requirements should be evenly and appropriately distributed among building Administrators assigned to their building.

- E. Attendance sign-in sheets shall be executed daily evidencing time arrived and time departed from school including any extra time as forth in Paragraph D above.
- F. Snow day cancellations shall apply to students only. The Superintendent can modify length of existing day to provide for late opening. In the event the State of New Jersey declares a State of Emergency closing, then and in that event all schools will be closed.

ARTICLE VII

EMPLOYMENT

- A. The best qualified shall be given full consideration. Licensing requirements shall be made known to all applicants for professional positions. The Board shall act upon the recommendation of the Superintendent
1. Agreement as to Initial Salary - Whenever a person shall hereafter accept office, position or employment as a member of the Deptford Township Public School District, his/her initial place on the salary schedule shall be at such a point as may be agreed upon by the employee and the Deptford Township Board of Education.
 2. Academic Year - Shall mean the period between the opening day of school in Deptford Township after the general summer vacation or ten (10) days thereafter and the next succeeding summer vacation.
 3. Year of Employment - Shall mean employment as a fully licensed employee for one academic year in any publicly owned or operated college, school or other institution of learning for one academic year in this or any other state or territory of the United States.
 4. Credit for Military Service - Every member who, after July 1, 1949, has served or hereafter shall serve in the active military or naval service, in the women's army corps, the women's reserve of the naval reserve, or any similar organization authorized by the United States to serve with the army or navy, in times of war or an emergency, or for or during any period of training, or pursuant to or in connection with the operation of any system of selective service, shall be entitled to receive equivalent years of employment credit for such service as if he/she had been employed for the same period of time in some publicly owned or operated college, school or institution of learning in this or any other state or territory of the United States, except that the period of service shall not be credited toward more than three (3) employment or adjustment increments.

ARTICLE VIII

ASSIGNMENTS, TRANSFERS AND REASSIGNMENTS

- A. Transfer of professional personnel shall take place when deemed necessary by the Superintendent and approved by the Board. Employees may also request a transfer. However, such transfer shall be solely within the discretion of the Superintendent and subject to Board approval.
- B. Transfer shall be restricted normally to the opening date of school or it may be made at other times when deemed necessary by the Superintendent.

Seniority may be a factor in evaluating the transfer of an employee.

Requests for transfer may be renewed annually.

Tentative assignments shall be announced with the issuance of salary statements and/or contracts.

ARTICLE IX

PROFESSIONAL MEMBERSHIP AND DUES

The Board of Education shall reimburse administrators for membership dues for the New Jersey Principals and Supervisors Association (PSA) and the National Association of School Principals (Elementary and Secondary) or the Association of Supervision and Curriculum Development (ASCD).

ARTICLE X

SICK LEAVE

- A. Definition of Sick Leave - Sick leave is hereby defined to mean absence from duty of any person because of physical disability, illness or injury or quarantine or exclusion from work by medical authorities.
- B. Sick Leave Allowable - All persons who are steadily employed full-time by the Board of Education shall be allowed sick leave with full pay as follows:
- | | |
|-------------------|---------|
| Ten-month term | 10 days |
| Twelve-month term | 12 days |
- C. Accumulated Sick Leave - Allowable sick leave not utilized in any year shall be cumulative to be used for additional sick leave in subsequent years.
- D. Physician's Certificate Required for Sick Leave - A physician's certificate may be required by the Superintendent of Schools when it appears that there has been an abuse of sick leave or excessive absences on the part of an Administrator.
- E. Workers' Compensation - Workers' compensation awards shall be deducted from the regular salary of the employee for the days' absence covered by the Workers' Compensation Act. The time lost from employment under the Worker's Compensation Act shall not be deducted from days permitted for regular sick leave allowance.
- F. Unused Sick Leave
1. An employee's unused sick leave at the time of retirement under TPAF/PERS shall be sold back to the Board at the rate of \$150.00 for each unused sick day subject to a maximum of \$15,000.00. Employees that have exceeded \$15,000.00 as of July 1, 2011 shall be capped at that number and receive a letter from the School Business Administrator to be placed in their personnel file certifying said calculation.
 2. The retirement under TPAF/PERS is defined to mean leaving active service and contemporaneously beginning the receipt of pension payments. Deferred retirement is expressly excluded from the definition.

3. Failure of an employee to notify the Board in writing of his/her retirement at least six (6) months prior thereto shall result in the payment being delayed until July 15 of the following year at the Board of Education's sole discretion.

ARTICLE XI

PERSONAL LEAVE/VACATION

- A. The Superintendent may grant administrative leave (not to be accumulated) to any regularly employed person for the following emergencies or conditions:
1. Bereavement leave up to three (3) consecutive days within one week (7 days) from the date of the death of immediately family members defined as mother, father, mother-in-law, father-in-law, children, grandchildren, husband, wife, civil union partner, brother or sister. Additional emergencies will be judged upon a request by the Superintendent of Schools. Up to two (2) consecutive days beginning with the date of death of a grandparent, sister-in-law or brother-in-law.
 2. Personal Leave - (legal, household, family business): Every Administrator shall be granted a minimum of three (3) personal leave days per year without deduction. If not used at the conclusion of the fiscal year, the days shall be added to the accumulated sick leave on the first of the next fiscal year. Personal business is that which cannot be conducted outside the normal work day. Forty-eight (48) hours notice shall be given except in approved emergencies.
 3. Professional Conference - Such requests shall be submitted in writing six (6) weeks in advance of the day requested.
- B. Earned Vacation - One (1) day per month worked shall be earned to be used in the following school year. Three (3) additional days' vacation shall be earned after the completion of three (3) continuous years of employment (under contract as a 12-month administrator). Five (5) additional days' vacation shall be earned after the completion of five (5) continuous years of employment (under contract as a 12-month administrator) in the district. Accumulated vacation days shall not exceed twenty (20) per year. No current employee shall lose vacation days as a result of the new vacation calculation above.

Guidelines shall be as follows:

1. Vacations will be granted only at times of the year when they will not interfere with the normal operation of the school.

2. Vacation leave of four (4) or more days must receive approval of the employee's immediate supervisor at least four (4) weeks in advance of beginning date of leave. (Special consideration may be given to emergencies, i.e. illness, etc.)
3. A maximum of twenty-five (25) days vacation earned may be taken in any one year from July 1 to June 30.
4. A total of twenty-five (25) days vacation may be accumulated to be applied to any one year's vacation allowance except that the Superintendent may deny any request which asks for more than ten (10) consecutive work days during the months of July and August and five (5) consecutive work days during the months of September through June. Any action taken in response to a request for vacation days which makes it impossible for an Administrator to take up to twenty-five (25) days of his accumulated days prior to June 30 of the school year in which the days are requested will result in the administrator receiving financial compensation for the days denied. The compensation will be based on the administrator's salary prorated to a daily basis, 1/260th for the 12 month employees and 1/200th for 10 month employees (per code).
5. Accumulated vacation days shall be approved by the Superintendent of Schools.
6. Requests for vacation:

Requests for vacation must be made in duplicate on the appropriate request form. One signed copy will be returned to the employee as soon as a decision can be made.
7. All vacations are subject to final approval of the Superintendent of Schools.
8. An Administrator who dies before his/her contract period is completed shall have payment for his/her vacation days given to his/her estate.

ARTICLE XII

INSURANCE PROTECTION

Current insurance coverages, including dental, shall remain in effect as exists in the previous negotiated agreement between the parties. Insurance premium contributions shall be made as required under new state laws. The Association agrees to modify current insurance coverage to mirror future insurance coverage negotiated between the Board and the DEA successor negotiated agreement.

- A. The Board shall not be obligated to pay premiums for any employee during the time that the employee is on an unpaid leave of absence except as may be required by the New Jersey Family Leave Act. However, where not so required, the employee may elect to maintain his/her coverage in effect at his/her own expense during the course of the unpaid leave of absence by making arrangements for reimbursement of premiums paid by the Board.
- B. All insurance coverage is by the approved Board/Association vendor.

ARTICLE XIII

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. The Board of Education recognizes the value of professional development and educational improvement and agrees to pay administrators for conferences and courses up to and including the following amounts, with prior approval of the Superintendent: effective July 1, 2012 through June 30, 2014 - \$1,450.00.

- B. All requests for travel reimbursement must be in accordance with the OMG Circular and State of New Jersey Travel Regulations and Board of Education Policy/Regulations 3440. Mileage allowance will be permitted for intra-district travel for staff required to move between schools.

ARTICLE XIV

TAX SHELTERED ANNUITY FUND

RETIREMENT PROGRAMS

The retirement programs shall remain as per the current agreement except that the Association agrees to modify per future agreement with the DEA.

A. Special Pay Plan for Retirement

The Deptford Township Board of Education hereby extends a “Special Pay Plan” (403B Plan) for retirement to members of the Deptford Association of School Administrators and Supervisors (DASAS) subject to the following terms and conditions:

1. Plan Requirements - At retirement as per Article X Section F of the contract, all eligible members of DASAS are required to deposit unused accumulated sick days (as per the approved rate) and eligible unused vacation days into an employee account in an Internal Revenue Service (IRS) approved 403B Plan up to the IRS approved amount (2010-2011 - \$49,000). The employee will then determine how the money is to be distributed.

It is a requirement of the plan that all eligible members of DASAS participate in the plan.

2. Plan Administrator - The plan will be processed through a third party administrator via a “Special Pay Plan” (403B Plan) approved by the IRS.
3. Vacation Day Pay Out - Upon retirement a member of DASAS is required to deposit up to a maximum of twenty-five (25) unused vacation days into the Special Pay Plan (403B Plan).
4. Accumulated Unused Sick Days - Members of DASAS who have ten (10) or more years in the district are required to deposit accumulated unused sick days into the Special Pay Plan (403B Plan) at the rate of \$150.00 per day.

ARTICLE XV

MISCELLANEOUS PROVISIONS

- A. The Board will be informed only through the Superintendent in any matter requiring its decision. Any employee or employee group should communicate through the proper channels of authority. When the matter requires Board action it shall be directed through proper channels to the Board of Education.
- B. It is agreed by both parties that the negotiations will be conducted without the use of pressure tactics. The parties also agree, during the period of negotiations, that the only publicity accorded the negotiations by the parties will consist of a joint press release or, in the event the parties are unable to agree upon wording, a joint press release stating that “no progress has been made”.
- C. It is understood by all parties that under the ruling of the Courts of New Jersey and the State Commissioner of Education, the Board of Education is forbidden to waive any rights or powers granted it by law.
- D. The parties agree to follow the procedures outlined in the Agreement and to use no other channels to resolve any question or proposal until the procedures within this Agreement are fully exhausted.
- E. Terms of contract of non-tenured personnel are negotiable only between the individual and the Board.
- F. There shall be no discrimination in practices and procedures of the school system policies in hiring, training assignments, promotions, transfer or discipline of employees on the basis of race, creed, color, religion, national origin, sex, domicile, marital status or Association activities.
- G. All employees’ paychecks will be directly deposited into an account designated by the employee.
- H. Whenever any notice is required to be given by either party of the Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so in writing with signed receipt of delivery at the following addresses:

1. If by the Association to the Board -

Deptford Township Board of Education
Administrative Building
2022 Good Intent Road
Deptford, NJ 08096

2. If by the Board to the Association -

The school building where the President of the Association is assigned.

ARTICLE XVI

ADMINISTRATIVE SALARY SCHEDULE

- A. Effective July 1, 2011, the salaries for administrators shall reflect a 2% raise as described in Exhibit A.
- B. Effective July 1, 2012, the salaries for administrators shall reflect a 2% raise as described in Exhibit A
- C. Effective July 1, 2013, the salaries for administrators shall reflect a 2% raise as described in Exhibit A.

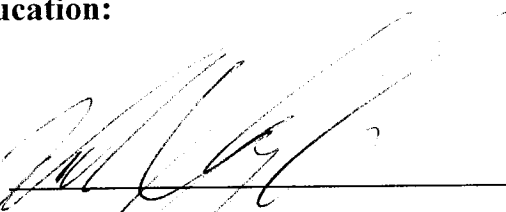
ARTICLE XVII

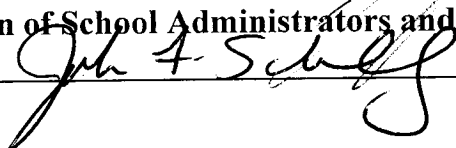
AGREEMENT

IT IS AGREED between the Board of Education of Deptford Township in the County of Gloucester, party of the first part, and the Deptford Association of School Administrators and Supervisors, party of the second part, that the content of this Agreement shall be effective as of July 1, 2011 and shall continue in effect until June 30, 2014.

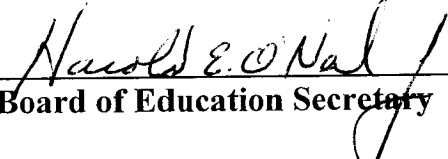
Resolution of Adoption by the Board of Education:

Date: 4/10/12

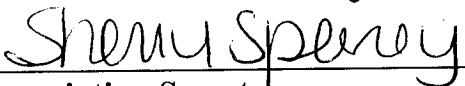
Deptford Township Board President: 

Deptford Association of School Administrators and Supervisors President: 

Attested:


Board of Education Secretary

4/10/12
Date


Association Secretary

Jan. 10, 2012
Date

EXHIBIT A

DEPTFORD TOWNSHIP BOARD OF EDUCATION
DASAS SALARY GUIDE

Name	2011-12 Salary	2012-13 Salary	2013-14 Salary
Allen, Melvin	97,885	99,843	101,840
Barnes, Nathan	89,990	91,790	93,626
Bilda, Maureen	103,681	105,754	107,869
Collins, Jonathan	93,434	95,302	97,208
Colamarco, Franco	86,037	87,758	89,513
Condo, Don	78,587	80,159	81,762
Dietz, Arthur	99,482	101,472	103,501
Gioffre, Maria	109,258	111,444	113,672
Harwell, Fran	104,208	106,292	108,418
Hohns, Deborah	76,023	77,544	79,095
Huminski, Matthew	74,407	75,895	77,413
Jones, Shelli	97,920	99,878	101,876
Lamb, Nina	69,360	70,747	72,162
Matthews, Kim	104,456	106,545	108,676
McCoy, Gloria	129,044	131,625	134,257
Petito, Mark	94,873	96,770	98,706
Scerbo, Jackie	101,693	103,726	105,801
Schilling, John	104,002	106,082	108,204
Speeney, Sherrie	99,379	101,366	103,393
Van Lays, Barbara	80,932	82,550	84,201
Wert, Brian	109,994	112,193	114,437