

APPROVED

AGREEMENT
BETWEEN
THE

WATERFORD TOWNSHIP BOARD OF EDUCATION

AND THE

WATERFORD TOWNSHIP PRINCIPALS AND
SUPERVISORS ASSOCIATION

2002-2003
2003-2004
2004-2005

APPROVED

PHILOSOPHY STATEMENT

The Waterford Township Principals and Supervisors Association agrees to work as a team with the Waterford Township Board of Education in order to promote educational excellence in a cost effective manner and to ensure that all students receive a thorough and efficient education.

The administrators agree to implement policy as established by the Board of Education as well as serve as the leaders of the schools' educational program.

The Association agrees to:

- Pursue excellence at all times.
- Continually improve management skills.
- Serve as role models of professional excellence to all staff members.
- Follow administrative chain of command at all times when dealing with policy and personnel matters.
- Uphold all policies of the Board.

The Board of Education agrees to:

- Provide administrators with opportunities to improve their management skills.
- Provide incentives to administrators to improve these skills.
- Respect the administrative chain of command by not discussing policy matters and professional appointments with administrators unless they have cleared this with the Superintendent and the Board.
- Provide necessary resources, within financial constraints, to ensure the accomplishment of the district's educational goals.

RECOGNITION

In accordance with N.J.S.A.34:13A-1 et. Seq., the Board recognizes the Waterford Township Principals and Supervisors Association herein known as "the Association", as the exclusive and sole representative for discussion of the terms and conditions of employment of all certified personnel whether under contract, on leave, on a per diem basis, employed, or to be employed by the Waterford Township Board of Education, hereinafter known as "the Board" including only Principals, Assistant Principals, Supervisors, and Director of Curriculum and Instruction.

RESOLVING DIFFERENCES

Definition

A difference is any complaint or claim that there has been an improper application, interpretation, or violation of any term or provision of this Agreement, administrative decision, board policy, or state statute affecting an individual, group or members, or the Association.

Purpose

The purpose of this procedure is to resolve, at the lowest possible level, problems which may from time to time arise affecting members of the Administration. Both parties agree that these proceedings will be kept as informal as possible and confidential as may be appropriate at any level of the procedure.

Procedure

The individual, a group, or the Association having the complaint should contact the Superintendent within twenty (20) work days of the event or when the complainant first becomes aware of the occurrence.

In the event that the concern is not resolved to the satisfaction of the individual, group, or the Association, the matter may be brought to the Board within five (5) working days.

A response would be due from the Board in ten (10) working days after their regular scheduled meeting.

No administrator shall be disciplined, reprimanded, reduced in rank or compensation, or given adverse evaluation of his services without just cause.

No complaint shall be the basis of an unfavorable evaluation or disciplinary action, nor shall a record of any complaint be made part of an administrator's personnel file unless the administrator has been formally notified of the existence of the complaint and given full opportunity to respond.

The Board of Education shall not discuss at a public meeting a complaint against an administrator if said discussion could result in a possible imposition of penalty or discipline without adequate prior notice to the administrator.

EVALUATION

All evaluations shall be conducted in accordance with state law and administrative code.

SICK DAYS

Each administrator shall have a number of sick days equal to the months of his/her contract. These days shall accumulate from year to year. When leaving the school district, administrators shall be reimbursed at a daily rate fixed by the following formula for all accumulated sick leave to a maximum of 200 days.

0.0015 x salary

PERSONAL LEAVE

Each administrator shall have three (3) personal days which will accumulate as sick leave if they are not used.

TEMPORARY LEAVE

- A. Administrators shall be excused from duty, with pay, for up to five (5) days in the event of the death of a husband, wife, child, parent, or step-parent.
- B. Administrators shall be excused from duty, with pay, for up to three (3) days in the event of the death of a brother, sister, mother-in-law, or father-in-law.
- C. Administrators shall be excused from duty, with pay, for two (2) days in the event of the death of a grandparent or grandchild.
- D. Administrators shall be excused from duty, with pay, for one (1) day in the event of the death of an aunt, uncle, niece or nephew, sister-in-law, or brother-in-law.
- E. Administrators shall be excused from duty, with pay, for any necessary court and/or administrative agency appearance connected with the administrator's employment or school system.

F. Administrators shall be granted a leave of absence, without pay, for up to one (1) year for child rearing.

G. Other leaves of absence with or without pay may be granted by the board.

VACATIONS/HOLIDAYS

A. Twelve (12) month administrators shall have twenty (20) days of paid vacation.

B. Vacations shall be scheduled so that there is always appropriate administrative coverage for the district.

C. It is the intent of the Board that administrative vacation time should be used to support the physical and mental health of the management team. However, the board realizes that from time to time, due to the demands of the job, vacation time may not be fully used. On these occasions, the administrator shall have three options for the unused days:

1. Use the time in the following July or August as vacation.
2. Convert the unused days to sick days which shall accumulate and be eligible for Severance pay as specified in another section.
3. Be paid a fee per unused days calculated by the formula $0.5 \times (\text{annual salary}/220)$.

D. Administrators shall be entitled to the following holidays:

Martin Luther King's Birthday

Lincoln's Birthday

President's Day

Spring Recess (when schools are closed)

Memorial Day

Independence Day

Labor Day

Columbus Day

General Election Day

Veterans Day

Teacher's Convention Days

Thanksgiving Day

Friday after Thanksgiving

Christmas Recess (when schools are closed)

Holidays falling on Saturday shall be celebrated on Friday and those falling on Sunday shall be celebrated on Monday.

HEALTH BENEFITS AND INSURANCE PROTECTION

- A. The Board will pay complete individual coverage and family coverage as per the benefits listed in Appendix A (Health Insurance) throughout the term of this agreement.
- B. During the term of this contract, the Board of Education shall maintain dental insurance for employees as per the benefits listed in Appendix A-2 (Dental Insurance).
- C. The Board will provide, at its own expense, the present prescription coverage level for both individual coverage and family coverage. The co-pay program shall include a \$2.00 fee for prescriptions of generic drugs, \$10.00 fee for prescriptions of brand name drugs and a \$0 co-pay for mail-order as outlined in Appendix A-3.
- D. The parties agree to establish a Section 125 (I.R.S. Code) plan for the purpose of making available a cash option.
1. An employee otherwise entitled to insurance coverage shall have the option to withdraw from any such coverage and to be paid a sum equal to one (1) of the eligible premium coverage(s) for each year that the withdrawal remains in effect. All withdrawals from insurance coverage shall be for a minimum of one (1) year corresponding to the benefits period established by the carrier. The cash payment shall be in the form of a stipend payable bi-monthly and shall be fifty percent (50%) of the employees eligible coverage under the traditional plan (medical, dental, prescription).
 2. Notwithstanding the above, employees who have a change in status (e.g. termination of employment, divorce, (copy of decree required), legal separation (copy of decree required), death (copy of certificate required), military discharge (form DD214 required). which causes them to lose coverage elsewhere shall be entitled to re-enroll in the health plan during the year provided the employee gives the Board notice of the change in status within sixty (60) days of the event causing change. Otherwise, all elections for a cash option shall be in effect for the entire twelve (12) month benefit period. The Board's obligation for the cash option shall be prorated for those employees subject to a change in status.
 3. Return to the benefits plan for reasons other than change of status is subject to the terms of the carrier.
- E. The Board shall purchase the I, II, and III plans of Washington National Insurance and life insurance at the maximum benefit level for all administrators.

PROFESSIONAL DEVELOPMENT/EDUCATIONAL IMPROVEMENT

The Board agrees to pay the full cost of registration and other reasonable expenses incurred in order for an administrator to attend conferences, seminars, workshops and other professional meetings, and other means to keep abreast of model educational thought including graduate level study not to exceed \$3000.00 per administrator per year.

Prior Board approval is needed for any sum over \$250.00. Receipts are required. Mileage allowance shall be as specified by the Board. For graduate level studies, receipts and satisfactory completion of courses or programs are required (grade report or transcript if requested). Approval for courses or programs shall be by the Superintendent for all other administrators and by the Board for the Superintendent.

ASSOCIATION MEMBERSHIP

Each administrator will be entitled to association memberships of his or her choice which are paid for by the Board up to a maximum of \$800.00.

SABBATICAL LEAVE

A. Purpose - a sabbatical leave may be granted to one administrator for a period of not greater than one year by the Board for study, including study in another area of specialization, for travel, or for other reasons of value to the school system.

B. Conditions

1. Request for sabbatical leave must be received by the superintendent in writing no later than December 1st of the school year preceding the leave. Action must be taken by February 1st of the school year preceding the leave.
2. Sabbatical leave is available to all tenured administrators.
3. Pay - an administrator on sabbatical leave shall receive no compensation by the Board during the period of absence.
4. Return - upon return from sabbatical leave an administrator shall be placed on the salary schedule at the step following the step that he or she was on prior to the taking of the leave.

ADMINISTRATIVE VACANCIES

All vacancies in administrative positions, caused by death, retirement, discharge, resignation or by the creation of new positions, shall be filled pursuant to the following:

-Such vacancies shall be adequately publicized, including a notice in every school (by position, through the Superintendent's bulletin, or otherwise) as far in advance of the of filling such vacancy as possible (ordinarily at least thirty (30) days in advance and in event less than seven (7) days in advance). The Superintendent may concurrently publicize the position outside the school district.

-Said notice of vacancy shall clearly set forth the qualifications for the position.

OTHER BENEFITS

It is recognized by all the administrators that the Waterford Township School District is excellent. Therefore, the Board of Education shall permit children of administrators to attend school in the Waterford Township School District. The tuition for said attendance would be absorbed by the Board of Education.

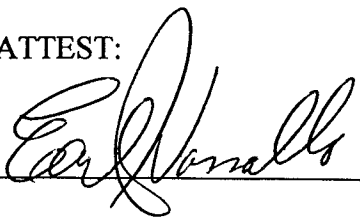
SALARY GUIDE

Salaries will be paid based upon the attached schedule, Appendix B.

FUTURE CONTRACT NEGOTIATIONS

The parties agree to enter into negotiations over a successor agreement in accordance with N.J.S.A.34:13A-1 et seq., in a good faith effort to reach agreement on all matters concerning the terms and conditions of Administrators' employment. Negotiations shall begin no later than January 1, 2001.

ATTEST:



Secretary

WATERFORD TOWNSHIP BOARD
OF EDUCATION

BY: 

President

ATTEST:

Ed Donallo

WATERFORD TOWNSHIP PRINCIPALS
& SUPERVISORS ASSOCIATION

BY:

Chris M. Camp

Kenneth Hall

Teresa Drew

Willie H. ...

Justin J. Schwan

Appendix A
Health Insurance - CURRENT PLAN

BENEFIT	TRADITIONAL COMPONENT
Contract/Benefits booklet received	Yes
Number of plans offered	1
Open enrollment period	Yes
Member may switch plans during open enrollment/begin new level of benefits	Yes
Appeal procedure for disputed claims	Insurance providers, then to State Health Benefits Commission
Coverage categories	Single Husband/Wife Parent/Child Family
Surcharge included in rates/premiums	N/A
Definition of full-time employee	Employee works Minimum of 20 hr./week
Definition of dependent child	Unmarried children; includes stepchildren, foster children, legal wards
Maximum age for dependent Coverage	End of calendar year in which child turns 23; continued coverage over 23 if handicapped
Dependent child must be full-time student	No
Full coordination of benefits in-district/out-of-district	With PPO/HMO in-district/out-of-district
Reimbursement for Medicare B by Board of Education for active employee and/or spouse	Yes
Method of premium payment (monthly premium, minimum premium, reserves, self-insurance, reinsurance, etc.	Monthly Premium
Automatic "spin-off" from basic to major medical	Yes
Which organ transplants are covered	Heart, lung, heart-lung, Pancreas, kidney, cornea, liver, certain bone marrow
Benefits covered from "First Dollar"	Hospital, skilled nursing facility, "PAT", some surgical, hospital for accidental injury, some diagnostic lab & x-ray, physical therapy, radiotherapy
Plan permits cobra-covered employee to return to group plan at retirement	Yes
Home health care	60 visits in 61 days following hospital discharge
Restriction on hospital usage	All hospital in NJ covered
Managed care component for mental and nervous disorders	No

Managed care component for alcohol/substance abuse	No
Mandatory second surgical opinion requirement	No
Penalty for not obtaining mandatory second surgical opinion	None
Pre-admission certification required	No
Penalty for not obtaining "PAC" for hospital/procedure	None
Continued stay review (CSR) for hospitalization	No
First dollar coverage in-hospital treatment-mental and nervous disorders	100% for 20 days at member facility, balance at 80% after deductible up to annual/lifetime max.
First dollar coverage for lab and diagnostic benefits	X-ray Therapy-\$500 Lab-Pathology-\$25 Radium Therapy-\$150 Diagnostic X-ray-\$125 Physical Therapy-\$50 Balance at 80% after deductibles

MAJOR MEDICAL

Maximum out-of-pocket expenses	\$100 deductible per employee \$400 coinsurance per person; only 1 dependent pays deductible
Stop-loss/Threshold limit	80% of UCR up to \$2,000 after deductibles. Then 100% of UCR
Definition of usual customary and reasonable Determination of UCR	Claims paid up to 90th percentile of UCR NJ and out-of-state zip code where treatment occurs
Prescription drug co-payments covered	Yes
Dollar limit for out-of-hospital mental and nervous disorders-annual/lifetime	\$10,000 Annual \$20,000 Lifetime
Restoration clause for mental and nervous disorders	Up to \$2,000 per year for additional \$20,000. Lifetime/total \$40,000
Restoration clause for all other major medical	Up to \$2,000 per year
Lifetime limits of major medical	\$1,000,000 per person plus restoration benefits
Honors deductibles and coinsurance paid under existing plan	Yes
Chiropractic care	Covered at 80% after deductible, provided it is medically necessary and not for maintenance
Maternity	Some first dollar coverage. Balance at 80% under major medical up to \$2,000. 100% after \$2,000
Physical therapy	\$50 at 100% out-of-hospital, balance to major medical at 80% after deductible

Prescription Lens Reimbursement \$200 every 24 months

POINT OF SERVICE BENEFIT	
Contract/benefits booklet received	Yes
Number of plans offered	1
Open enrollment period	Yes
Member may switch plans during open enrollment/begin new level of benefits	Yes
Appeal procedure for disputed claims	Insurance providers, then to State Health Benefits Commission

Coverage categories		Single Husband/wife Parent/Child Family
Surcharge included in rates/premiums		N/A
Definition of full-time employee		Employee works minimum of 20 hrs. per week
Definition of Department child		Unmarried children: includes step children, foster children, legal wards

**Appendix A
Health Insurance**

BENEFIT		POINT OF SERVICE
Maximum age for dependent coverage		End of calendar yr. In which child turns 23; continued coverage over 23 if handicapped
Dependent child must be full-time student		No
Full coordination of benefits in-district/out-of-district		With traditional/HMO in-district or other SHBP with non-SHBP plans out-of-district
Reimbursement for Medicare by Board of Education for active employee and/or spouse		Yes
Monthly premium method of premium payment (monthly premium, minimum premium, reserves, self-insurance, reinsurance, etc.)		Monthly premium
Plan permits cobra-covered employee to return to group plan at retirement		Yes

Appendix A

BENEFIT	IN-NETWORK	OUT-OF-NETWORK
Benefits covered from "First Dollar"	Most expenses some after \$5.00 co-payment	Emergency accidental injury after \$25.00
Skilled nursing facility	100 days per yr. At 100% in member facility	60 days per yr. at 70% after ded.
Home health care	100%	70% after ded.
Sufficient no. of providers both hospitals and physicals in area	Yes	N/A
Number of providers	53 + NJ hosp. 4,000 + NJ phys. 38 + NY hosp. 2,400 + NY phys. 32 + PA hops. 2,000+ PA hops. Plus Prucare Providers in other states	
List of PPO/POS providers submitted	Yes	N/A
Deductibles and coinsurance	Co-payments \$5 per office visit \$25 per emergency room; 10% out-patient mental health	Deductibles \$100 per hosp. Stay per indiv., \$250 per hosp. stay per family most expenses: \$100/\$250 per year
Maximum out-of-pocket expenses	\$400 per individual \$1,000 per family	30% of all exp. except 50% for in-patient drug and mental disorders to \$2,000 per individual or \$5,000 per family
Lifetime limits for mental health and drug related care	\$15,000 Annual \$50,000 Lifetime	\$15,000 Annual \$50,000 Lifetime
Lifetime limits for all others expenses	Unlimited	\$1,000 per person

Mental health and drug abuse-in-hospital	100% up to 25 days Balance at 90% up to annual/lifetime limits	50 days at 50% after ded. up to annual/lifetime limits
Mental health and drug abuse-out-of-hospital	90% up to annual/lifetime limits	70% after ded. up to appeal/lifetime limits
Alcohol abuse	In-patient: 100% Out-patient: 90% up to annual/lifetime limits	In-patient: 70% after ded. Out-patient: 70% after ded. up to annual/lifetime limits
Prescription drug/co-payment coverage	90% covered 30% coinsurance	70% covered 30% coinsurance
Chiropractic care	90% covered 10% coinsurance	70% covered 30% coinsurance
Maternity	100% after \$5 co-payment for 1 st visit	70% covered 30% coinsurance
Physical therapy	90% covered 10% coinsurance	70% covered 30% coinsurance

Prescription Lens Reimbursement \$200 every 24 months

BENEFIT	RETIREE COVERAGE
Decrease in benefits for Medicare-eligible retirees	No
Plan pays the difference between Medicare and UCR allowance	Yes
Rate/premium reduced for Medicare eligible retirees	Trad: 34%-47% reduction NJ Plus: 39%-51% reduction Memo re: SHBP rate revised annually
Automatic "Spinoff" from Medicare to secondary plan	Yes

Appendix B-2

**Waterford Township
Board of Education
Administrators**

Description of Covered Services

See following page for program descriptions

If you are in
Premier

Preventive & Diagnostic Services (After Deductible)

100%

- Exams, Cleanings, (each twice per calendar year per person, ages 14 and older are considered adults)
- X-rays-full mouth series or panoramic (either one, once in three years)
- X-rays-bitewing (twice per calendar year)
- X-rays-single films (multiple x-rays on the same date of service will not exceed the benefit of a full-mouth series)
- Fluoride Treatment (once per calendar year, for eligible children to age 19, combinations with cleanings are applied to time limits for both)
- Space Maintainers (once per space for missing posterior primary teeth, for children under age 14)

Remaining Basic & Crowns (After Deductible)

80%

- Crowns and crown-related procedures (post and core, core buildup, etc., once every five years, permanent teeth only, for ages 12 and older)
- Inlays (inlays are only payable when done in conjunction with an onlay; by themselves they are given the alternate benefit of an amalgam filling)
- Consultations (payable once per specialty in a calendar year but may reduce the approved charge for the final treatment rendered by the same dentist)
- Fillings – composite and amalgam (composite fillings on back teeth are given the alternate benefit of an amalgam filling, payable once per year for decay or fracture only)
- Extractions, Oral Surgery (impacted wisdom teeth claims should first go to medical carrier)
- Endodontics (root canals on permanent teeth and root surgery each once per tooth per 24 months)
- Periodontics (have specific frequency limitations, pre-treatment estimate is strongly recommended - e.g. surgery once per 36 months)
- Sealants (1st and 2nd permanent, decay-free molars, once in a lifetime per tooth, for children to age 16)
- Emergency Care (Necessary palliative treatment for minor dental pain)
- Repair of Dentures (Repair of existing prosthetic appliances)

Prosthodontics (After Deductible)

60%

- Bridge Work (once every 5 years, for ages 16 and older) (bridges with four or more missing teeth in that arch may be given an alternate benefit of a partial denture)
- Full and Partial Dentures (either one, once every 5 years, partial dentures for ages 16 and older) (fixed bridges and removable partial dentures are not benefits in the same arch; benefits will be provided for the removable partial denture only)

	<u>If you are in Premier</u>
Calendar Year Maximum (per person)	\$2,000.00
Calendar Year Deductible	
• Individual	\$25.00
• Family (family deductible is accumulated by individual deductibles)	\$75.00
 <u>Orthodontia (Employee and Dependents)</u>	 50%
Orthodontic treatment is a benefit limited to once in a lifetime.	
• Maximum (Lifetime)	\$1,000.00
• Deductible (Lifetime)	N/A

Description of Programs

Delta Premier - See explanation under "Product Descriptions" section at back of booklet.

Under all programs, non-participating dentists may balance bill above the maximum allowable charge.

Appendix A-3

**WATERFORD TOWNSHIP
BOARD OF EDUCATION**

**Prescription Drug Program
Benefits Summary**

\$2/\$10 Generic Incentive Program

\$0 Mail Order

Includes Needles & Syringes

Includes Contraceptives

Excludes Smoking Determents

Excludes Rogaine

Excludes Retin A

Excludes Fertility Drugs

Excludes Anti-Obesity Drugs

Excludes Vitamins & Minerals

Dependent Handicapped Children to Age 19

Students to Age 23

Appendix B
Salaries 2002-05

	2002-03	2003-04	2004-05
Charles DelCamp	\$106578.	\$110459.	\$114540.
Tina Drew	83998.	87879.	91960.
Kenneth Hall	81018.	84899.	88980.
Dr. Will Maddox	75659.	79540.	83621.
Newlin Schoener	92821	96970.	101334.