

EMPLOYMENT CONTRACT AGREEMENT
BETWEEN
CLEARVIEW BOARD OF EDUCATION
AND THE
CLEARVIEW ADMINISTRATORS

July 1, 2006 - June 30, 2009

Approved by Board of Education: March 2006

IDENTIFICATION OF ADMINISTRATORS

The Clearview Administrators include all building level administrators (Principals, Assistant Principals), the Supervisor of Activities/Athletics, and the Director of Special Services. This group will be identified as administrators throughout the wording of the contract.

LONGEVITY

The following monies will be added to the yearly contracted salary of each administrator of the district who is receiving his/her consecutive contract of:

<u>Contract</u>	<u>2006/2009</u>
10 to 14	\$300.00
15 to 19	\$500.00
20 to 24	\$1,000.00
25 +	\$1,200.00

INSURANCE PROTECTION

Retirement-Sick Leave Benefit

Upon retirement from this district (as determined by the N.J.T.P.A.F.) an administrator will be reimbursed for unused sick leave with a limit of 180 days if he or she has accumulated a minimum of 120 sick days. Payment shall be at the following rates:

2006/2007	\$90.00 per day
2007/2008	\$90.00 per day
2008/2009	\$90.00 per day

VACATION

- A. All administrators shall receive 20 days vacation after completion of one (1) year's service as a full time administrator in this district.
- B. **Accumulation**
 - 1. Wherein any fiscal year, the vacation or part thereof is not granted by reason of pressure of school district business, such vacation periods or parts thereof not granted, shall accumulate and shall be granted during the next succeeding year (fiscal) only. If granted, the vacation must be taken, or any unused leave would be forfeited. However, if the administrator's

presence is required and the Board of Education does not grant the requested vacation leave within the scope of the policy, and as a result, the employee would, in effect, lose vacation time, the administrator would be paid for that equal time.

If at the time of resignation or retirement, said employee having unused vacation time accumulated that had been denied after request, this and/or current accrued vacation shall be either granted or reimbursement given.

The Board will extend to administrators the option of "selling back" vacation days (to be paid at one-half (1/2) per diem rate of salary) or "carrying over" unused vacation days to next year. The intent is to insure that administrators use vacation time for its intended purpose.

For the 2006/2007, 2007/2008, and 2008/2009 school years, administrators will be permitted to sell back six (6) vacation days or carry over five (5) vacation days.

However, there will be a total limit of five (5) days if a combination of sell back and carry over is used.

Example:	Sell Back - 3 days	Carry Over 2 days = total 5 days
	Sell Back - 1 day	Carry Over 4 days = total 5 days

HOLIDAYS

The following days are holidays for all employees:

- (1) New Year's Eve Day and New Year's Day
- (2) Martin Luther King Day
- (3) Presidents' Day and the Friday preceding
- (4) Holy Thursday, Good Friday, Easter Monday
- (5) Memorial Day
- (6) July Fourth - If July 4th falls on a Tuesday or Thursday, it shall result in a four-day weekend. If it falls on a Saturday or Sunday, it shall be taken as a holiday on the workday designated as the National Holiday
- (7) Labor Day and the Friday preceding
- (8) Thanksgiving Day and the Friday immediately following
- (9) Christmas and Christmas Eve Day

However, with regard to winter recess when such a recess exists:

1. All administrators will work two days during winter recess.
2. If winter recess fails to exist due to an emergency, no benefit shall automatically

accrue to the administrators nor shall the impact be negotiable.

INCLEMENT WEATHER

When schools are closed because of inclement weather, each administrator shall follow the directive of the Superintendent concerning his or her attendance during the day of closing or any portion thereof.

TRAVEL EXPENSE

When administrators must use their own automobile for school district business, they will be paid the prevailing I.R.S. rate per mile.

TEMPORARY LEAVE OF ABSENCE

- A. Professional days shall be granted at the discretion of the Superintendent.
- B. There shall be three (3) personal days granted at the discretion of the Superintendent. Personal days are to be used only for such personal business matters as appearance in Court, settlement of purchase and sale of real estate, call by I.R.S. for review of tax returns, graduation when receiving a degree and such other personal business matters that are not possible to transact during out-of-school hours. Up to three (3) personal days per year, if unused, may be applied to accumulated sick leave.

ADMINISTRATIVE EMPLOYERS

Administrators and all parties of this contract should be notified of their contract and salary status for the ensuing year no later than April 30th, and the employee must return contract indicating his/her desire for the ensuing year by May 15th.

EDUCATIONAL IMPROVEMENT

The Board will grant tuition reimbursement on the following basis.

- 1. The administrator must submit the request to the Superintendent at least forty-five (45) days prior to enrollment, and shall include the school, the course (it must be for graduate credit), and how the course will benefit the educational program of the District.

2. The Superintendent will place the request on the Board agenda for the next regularly scheduled Board meeting with a recommendation. The Board will act, and its decision shall be final.
3. If the request is approved and the course is successfully completed (B or better), then the administrator will be reimbursed for full tuition, but not to exceed the tuition charged by Rowan University for graduate credit. Moreover, the maximum amount an administrator will be reimbursed for courses completed within one (1) year (July 1 to June 30) will be equivalent to the tuition charged by Rowan University for twelve (12) graduate credits.
4. To receive reimbursement, the administrator must present documentary evidence of the cost and successful completion within thirty (30) days after receiving the official grade. After reviewing official documentation, reimbursement will be made within sixty (60) days. If administrator resigns or retires prior to completing the following school year, he/she shall reimburse the Board for any tuition paid for those courses taken.
5. If the Board requires any administrator to take a course, the Board will reimburse for one hundred percent (100%) of the books, fees and tuition.

FRINGE BENEFIT

The Board of Education will provide membership in one (1) professional organization for each administrator selected at the option of the administrator with the approval of the Superintendent.

All health and/or medical benefits/coverages provided will be the same as those set forth for the professional staff in the Clearview Education Association contract existing in that year; except for a disability plan and a family prescription plan which are provided to administrators by the Board. Administrators will also be granted a family dental plan.

Additionally dollar coverages for medical benefits will be equal to those provided teachers in the CEA via their "pooling" procedures if in operation.

PROFESSIONAL DEVELOPMENT

The Board continues to encourage administrative participation in professional development activities as approved by the Superintendent of Schools. Clearview administrators

will be permitted to attend a National Educational Conference or Convention on an alternating year basis, upon the approval of the Superintendent of Schools. A Principal and Assistant Principal attending in the same year will not be from the same school.

GRIEVANCE PROCEDURE

LEVEL I

Should any administrator feel aggrieved regarding his/her position responsibilities, he/she should attempt to resolve his/her complaint(s) with his/her immediate supervisor. All grievances should be filed within thirty (30) days of the occurrence of the specific problem.

LEVEL II

Should the administrator feel that his/her grievance has not been satisfactorily resolved, he/she should submit, in writing, a statement of the grievance and his/her expected resolution to the Superintendent of Schools, within five (5) working days of his/her meeting with his/her immediate supervisor.

Within five (5) working days of receipt of the written grievance, the Superintendent or designee will meet with the administrator to discuss the grievance. The Superintendent shall respond to the administrator, in writing, within five (5) days of his/her meeting with the administrator.

LEVEL III

Should the administrator feel that his/her grievance has not been satisfactorily resolved by the Superintendent of Schools, he/she may, within five (5) working days of the receipt of the Superintendent's response, submit a written request for a hearing with the Board of Education. The Board of Education will hold a hearing within fifteen (15) working days of receipt of the written request, and will respond to the administrator, in writing within ten (10) working days following the hearing.

LEVEL IV

If a decision of the Board does not resolve the grievance to the satisfaction of the administrator, and the administrator wishes review by a third party, the grievance may be submitted to non-binding mediation, as long as the grievance concerns a matter that is an allegation that a provision of the contract has been violated. If mediation is requested, he administrator shall notify the Board of Education within ten (10) days of receipt of the Board's decision in Level III. The notification to the Board of Education shall be submitted to the Office of the Superintendent of Schools.

Grievances concerning (1) any matter for which a specified method of review is prescribed, either by law or in any regulation of the State Commissioner of Education, or any matter which, according to law, is either beyond the scope of the Board authority, or limited to action by the Board alone; (2) a complaint of a non-tenure administrator which arises by reason of his/her not being re-employed; (3) a complaint by any administrator occasioned by an appointment to or lack of appointment to, retention or lack of retention in these positions, in which tenure is either not possible or not required; (4) any matter not part of this Agreement; and (5) any Board policy shall not be deemed to be eligible for mediation. Following mediation, the decision of the Board will be considered final.

Services of a Mediator:

The following procedures shall be used to secure the services of a mediator.

1. Once the Board of Education has received the notification within the time limits stated above, the administrator may request the Public Employment Relations Commission mediator selection procedures be invoked. It will be the responsibility of the parties to follow those selection procedures in determining who shall serve as mediator in each instance. The cost of the services of the mediator shall be shared equally by the parties in interest.

GENERAL

1. Administrators are entitled to representation at any level.
2. Position retention is not subject to grievance.
3. Every attempt should be made to resolve grievances at the first level.

SALARY GUIDE

Position	2006/2007	2007/2008	2008/2009
Middle School Principal	\$119,700	\$125,000	\$130,500
High School Principal	\$113,130	\$119,353	\$125,022

Director of Special Services	\$99,617	\$104,348	\$109,042
M.S. Asst. Principal	\$82,264	\$85,555	\$88,977
Sup./Activities and Athletics	\$82,551	\$86,812	\$91,294
H.S. Asst. Principal	\$82,176	\$86,449	\$91,411
H.S. Asst. Principal	\$75,338	\$79,314	\$83,678

APPROVED:

Clearview Regional Administrators:

Clearview Regional Board of Education:

Administrator Representative/Negotiator

Diane Reuter, President
Board of Education

Administrator Representative/Negotiator

John Horchak III
Asst. Superintendent for Business & Operations