

**Master Agreement
Wood-Ridge Administrators Association
Wood-Ridge Board Of Education
July 1, 2013 - June 30, 2014**

Preamble

This agreement is entered into between the Board of Education of Wood-Ridge, NJ, hereinafter called the Board, and the Wood-Ridge Administrators and Supervisors Association, hereinafter called the Association.

In consideration of the following mutual covenants, it is hereby agreed as follows:

Article I

A. In accordance with Membership, Chapter 123, Public Laws of 1974, the Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all administrative personnel, whether under contract or on leave of absence, employed by the Board, including supervisory titles such as Principals, Assistant Principals, Coordinators, Supervisors, and any new supervisory titles which shall be established by the Board.

B. Unless otherwise indicated, the "administrative personnel," when used hereinafter in this agreement shall refer to all professional employees represented by the Association in the negotiating unit as above defined.

C. Nothing contained herein shall be construed to deny or restrict any administrator such rights as he/she may have under New Jersey Laws or any other applicable laws and regulations.

Article II

Negotiations Procedure

A. The Board agrees not to negotiate with any organization other than the Association for the duration of this Agreement.

B. This Agreement shall not be modified in whole or in part by parties except by an instrument in writing duly executed by both parties.

C. This Agreement shall be in effect **July 1, 2013, and shall continue in effect until June 30, 2014**, subject to the Association's right to negotiate a successor agreement as provided herein.

Article III Grievance Procedure

A. Definitions

1. A "grievance" is a complaint or claim based upon an event or condition which affects terms and conditions of employment of an administrator or group of administrators, and/or the interpretation, application, or violation of any of the provisions of this Agreement.

2. A "party of interest" is the person making the claim and any person who might be required to take action.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise, affecting the welfare or terms and conditions of employment of administrators. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

2. Nothing contained herein shall be construed as limiting the right of any administrator having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted with the intervention of the Association, provided the adjustment is not inconsistent with the terms of the Agreement.

C. Procedure

1. Filing a Grievance: A grievant shall institute a claim within ten (10) work days from the date of the occurrence giving rise to the grievance.

a. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

b. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, June 30, the time limits set forth herein shall be reduced so that the grievance procedure may be processed prior to the end of the school year or as soon as thereafter as practical.

2. Level One - Superintendent (informal procedure)

An administrator with a grievance, within ten (10) work days, shall first discuss it with the Superintendent or his designee, either directly or through the Association's designated representative, with the objective of resolving the matter informally.

3. Level Two - WRAA and Superintendent (formal procedure)

If, as a result of the informal discussion, the matter is not resolved to the satisfaction of the aggrieved employee, but in no case later than ten (10) work days from the alleged occurrence giving rise to the grievance, he/she shall set forth the complaint in specific detail in writing to the WRAA. The WRAA may refer the grievance to the

Superintendent of Schools or his/her designee. The Superintendent shall communicate his/her decision in writing to the employee within 10 work days of the receipt of the written complaint.

4. Level Three - Board of Education

If the aggrieved employee is not satisfied with the disposition of the grievance at level two or, a decision has not been rendered by the Superintendent within thirty (30) working days, the WRAA may submit a written request within thirty (30) working days of the Superintendent's written decision, or lack of response, to the Board, for a hearing. Within thirty (30) working days of the receipt of the aggrieved person's notice, the Board shall meet to discuss the complaint. The aggrieved person may have a representative of the Association present at the meeting, if he/she so desires. Within thirty (30) working days after the Board's hearing, the Board's decision shall be sent in writing to the aggrieved person and to the Association.

5. Level Four- Arbitration

a. If the decision, or lack of decision, by the Board, does not resolve the grievance to the satisfaction of the grievant, notice of intention to proceed to arbitration shall be given to the Board through the Superintendent within thirty (30) working days after receipt of the appealed decision.

b. Within thirty (30) working days after such notice of submission to arbitration, the Board and the Grievance Committee shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the Public Employees Relations Commission by either party. The parties shall then be bound by the rules and procedures of the Public Employees Relations Commission. Arbitration to be advisory only.

c. All aggrieved parties shall continue under the direction of the Board and Administration pending the outcome of the grievance.

d. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

D. Rights of Administrators to Representation

1. Any party of interest may be represented at all stages of the grievance procedure by him/herself, or at his/her option, by the representative and/or an attorney selected or approved by the Association and Board.

2. Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two and Three of the grievance procedure shall be in writing, setting forth the decision and the reasons therefore, and shall be transmitted promptly to all parties of interest and to the Chairman of the Association Grievance Committee.

3. All documents, communications, and records dealing with the processing of a grievance shall be filed.

4. Meetings and Hearings- All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties of interest and their designated or selected representatives, heretofore referred to in this Article.

5. Processing of grievances at Levels One and Two shall not interfere with the assigned duties of the parties of interest or their designated or selected representatives, heretofore referred to in this Article.

Article IV
Association Rights and Privileges
Use of School Buildings

1. Representatives of the Association, the New Jersey Principals and Supervisors Association, the NJASA, the NASSP, the NAESP, and the NASA shall be permitted to transact official Association business at approved school facilities at all reasonable times, provided that this shall not interfere with nor interrupt normal school operations.

2. The Association shall have the right to use the district inter-school mail facilities and school mail boxes.

3. Exclusive rights- The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the administrators, and to no other organization.

4. Regarding requests for information, they shall be made in advance by written notice to the Superintendent's office; they shall not interfere with normal office procedures of the Board; no records shall leave the Board of Education offices; and, expenses of duplicating any data shall be borne by the Association.

Article V
Administrators' Work Year and Work Day

A. The work year for all administrators shall be on a twelve (12) month basis. Each administrator is entitled to twenty-two (22) working days of vacation annually, credited as two (2) per month for the first ten (10) months of the contract year and one (1) per month for the last two (2) months of the contract year. The work year for all administrators shall include the extended school recess periods occurring during February and spring, and two (2) days during Christmas recess, with the exception of: the legal holidays which fall during these extended school recess periods, and the recess period known as the PSA convention. *Administrators are entitled to take their vacation days upon accrual, except as otherwise provided in this Article, without other restrictions, e.g. minimum time under contract in the district. Administrators may take*

vacation when school is in session upon the prior approval of the superintendent of schools.

B. Administrators are not required to work any days when schools are closed for inclement weather.

For any emergency closing other than weather, administrators shall be required to work.

C. Administrators will not schedule vacation leave one week before the opening of school, for students, and will be available during the last week in August for emergency purposes. Administrators will present a vacation schedule to the Superintendent by May 1, which allows for one school based administrator to be in-district during July and August.

D. All vacation days shall be used no later than one year after the vacation days are accrued. An extension may be granted by the superintendent and the Board upon good cause shown. No vacation days shall be otherwise accumulated with the exception of those unused vacation days accumulated during the administrator's final year of employment, which shall be compensated in an amount calculated by multiplying the number of unused vacation days in the final year of employment by $1/240$ of the administrator's final year's salary.

E. Any banked or accumulated vacation days available to an administrator as of June 30, 2004 may be used by such administrator in subsequent years and upon retirement or resignation, the remaining accumulated days earned prior to July 1, 2004 shall be compensated by multiplying the number of days by $1/240$ of the administrator's last year's salary, but such compensation shall not exceed \$10,000, with any amount in excess thereof being deemed waived by the administrator. In addition thereto, such administrators shall be eligible for compensation for unused vacation days accumulated during the final year of employment as set forth in Section D above.

Payment of unused vacation days payable to member's estate in the event of death during contract period.

F. All administrators shall be at their work site and be available for parent conferences one-half hour prior to the school day and one hour after the conclusion of the school day, with the exception of the day before a holiday.

G. Administrators shall provide **60** days notice of intent to terminate employment/ retire. The **60** day notice to retire will be waived if legislation dictates a shorter window for retirement.

Article VI Salaries

A. The salaries of all administrators covered by this agreement are set forth in Schedule "A" which is attached hereto and made a part thereof.

B. Administrators employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.

**Article VII
Administrator Assignment Notice**

All administrators will be given written notice of their building assignments for the forthcoming year by July 1.

**Article VIII
Voluntary Transfers and Reassignments**

Administrators who desire a change in assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than March.

Such statement shall include the position to which the administrator wishes to be assigned or the school or schools to which the administrator wishes to be transferred, in order of preference.

**Article IX
Involuntary Transfers and Reassignments**

Notice of involuntary transfer or reassignment shall be given to administrators by July 1 or at the discretion of the Superintendent.

**Article X
Administrator Evaluation**

A. 1. All monitoring or observation of the work performance of an administrator shall be conducted openly and with full knowledge of the administrator.

2. Administrators shall be evaluated in writing only by the Superintendent no later than June 30 of any given school year.

3. An administrator shall be given a copy of any evaluation report prepared by his evaluator at least 1 day before any conference to discuss it. No such report shall be submitted to the central office, placed in the administrator's file, or otherwise acted upon without prior conference with the administrator.

B. 1. An administrator shall have the right, upon reasonable request and notice, to review the contents of his/her personnel file and to receive copies of any document contained therein. An administrator shall be entitled to have a representative of the Association accompany him/her during such a review.

2. No material derogatory to an administrator's conduct, service, character or personality shall be placed in his/her personnel file unless the administrator has had an opportunity to review the material. The administrator shall acknowledge that he/she has had the opportunity to review the material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicated agreement with the contents thereof. The administrator shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy.

3. Although the Board agrees to protect the confidentiality of personal references, academic credentials and other documents of a similar nature, it shall not establish any separate personnel file which is not available for the administrator's inspection.

C. Any complaints regarding an administrator made to the Superintendent or any member of the Board by any parent, student, or other person which are used in any manner in evaluating an administrator shall be promptly investigated and called to the attention of the administrator. The administrator shall be given an opportunity to respond to and/or rebut such complaint, and shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

D. 1. Prior to any annual evaluation report, the Superintendent shall have had appropriate communication, including, but not limited to, all steps in Section 2 below, with said administrator regarding his performance as an administrator.

2. Interim evaluation report shall be presented to the administrator by the Superintendent periodically in accordance with the following procedures:

a. Such reports shall be issued in the name of the Superintendent based upon observation.

b. Such reports shall be addressed to the administrator.

c. Such reports shall be written in narrative form and shall include when pertinent:

(1) Strengths and/or areas for improvement of the administrator as evidenced during the period since the previous report.

(2) Specific suggestions as to measures which the administrator might take to improve his/her performance.

Article XI Facilities

The Board and the Association agree that in planning for future use of the schools and facilities, the Association shall have the opportunity to express its opinion and make recommendations to the Board.

Article XII
Sick Leave

A. 1. The total number of days of sick leave that may be used by an employee in any one school year shall be the current annual sick leave allowance of twelve (12) days, plus the accumulated unused sick leave of previous years.

2. On the first official school day of each year every administrator shall be given written notification of the number of sick days he/she has accumulated as of that date.

B. When an employee's allowable sick leave has been exhausted for the current year, due to serious illness, the Board of Education at its sole discretion, may grant additional leave upon a showing of good cause on a case by case basis.

C. When quarantine is not because of personal illness, the employee shall be allowed full pay, providing a certificate from the health officer of the community or from the school physician is presented and filed with the Superintendent.

D. Any employee absence resulting from personal injury, caused by an accident or contagious disease arising out of his employment, shall be paid up to 1 year without having such absence charged to his annual sick leave; such salary is to be reduced by the amount of any Workman's Compensation temporary disability award.

Article XIII
Temporary Leaves of Absence

A. Administrators shall be entitled to the following temporary leave of absence with full pay for each school year:

1. Personal days- An allowance of up to three (3) personal days shall be granted for personal business which cannot be conducted outside school hours and religious holidays. Provisions governing the use of personal days are the following:

a. Applications for such leave shall be made to the Superintendent at least three (3) days before taking such leave (except in cases of emergency).

b. Personal days shall not be approved on the first student day or last student day of the year. Only two administrators can take personal days before or after a holiday. Should more than two administrators make such a request, the determination of which administrators will be granted those personal days shall be on a first-come first-served basis.

2. Bereavement Leave

a. Up to seven (7) consecutive calendar days shall be allowed, at any one time, in the event of death of an administrator's spouse, child, parent, brother, sister, mother-in-law, father-in-law, or any relative residing within the household of the administrator. Up to seven (7) calendar days shall be allowed at any one time, in the

event of death of any other member of the administrator's household with the approval of the Superintendent.

b. Absence due to death in non-immediate family (grandparents, grandchild, nephew, niece, aunt, uncle, cousin, brother-in-law, sister-in-law, son-in-law, or daughter-in-law) not living within the household of the administrator, will be allowed, with pay, for the day of the funeral.

3. Leaves taken pursuant to subsection 1-2 above shall be in addition to any sick leave to which the administrator is entitled.

B. Administrators shall be entitled annually to accumulate a maximum of two (2) unused personal days and convert them to sick days.

C. Only upon retirement an administrator shall be entitled to receive compensation for accumulated sick leave. Non-tenured administrators who are non-renewed for the following year will not be eligible for any sick leave payout. The compensation shall be calculated by multiplying the number of accumulated sick days by \$30.00 (thirty dollars). This shall apply up to a dollar value not to exceed \$7,000.00 (seven thousand dollars) at the time of retirement or upon resignation.

Article XIV

Extended Leaves of Absence

A. No leave or absence will be granted without the statement of an approximate return date.

B. Leaves of absence without pay may be granted by the Board for good reason. All administrators who are on any type of an extended leave of absence must give at least thirty (30) days notice to the Superintendent of their intention to return to employment.

C. All benefits to which an administrator 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 return.

D. All extensions or renewals of leaves of absence under this article shall be applied for and granted or denied in writing.

D. Professional Leave: Each administrator may be allowed professional time for attendance at conferences, meetings, and professional visitations without deduction of pay, with the approval of the Superintendent.

Article XV

Tuition Subsidy/ Professional Development

A. Administrators under contract for a minimum of one (1) year, may pursue professional study in any accredited college, university, and the NJ Leaders to Leaders Institute and present the tuition cost to the Board of Education for reimbursement.

College and university courses must be at the graduate level. The tuition is capped at a maximum pool of \$10,000.00 *per year for the bargaining unit*.

If an administrator received any type of reimbursement of tuition from any other source, that amount will be applied to the allowance reducing the amount available from the Board of Education. The Board will honor and reimburse within the next monthly accounting cycle college or university courses showing a final grade of "B" or higher. All courses must have prior approval of the Superintendent for tuition reimbursement.

B. A total of two (2) national conferences per year shall be permitted to the membership of the W-RAA. Conference attendance shall be agreed upon and approved by the Superintendent. Administrators shall be permitted to attend the annual conference sponsored by the Foundation for Educational Administration and NJ PSA. All payments for conference attendance and travel shall be determined by NJ Fiscal Accountability, Efficiency and Budgeting Procedures.

C. Dues for professional organizations up to \$900.00 per member will be reimbursed by the Board of Education.

Article XVI ***Doctoral Degree Salary Adjustment***

Administrators holding a doctoral degree will receive an additional \$2,500.00 salary adjustment each year.

Article XVII **Protection of Administrators, Students, and Property**

A. If legal action is taken against any administrator which was a result of him/her carrying out administrative duties, the Board will provide legal assistance.

B. When absence arises from assault or injury incurred while in the performance of said duties, the administrator shall not forfeit any sick leave or personal leave. The Board reserves the right to have such reason for absence verified by the Board appointed physician.

C. Administrators shall immediately report cases of assault suffered by them in connection with their employment to the Superintendent in writing.

Article XVIII **Insurance Protection**

The Board will pay full premium for employee and family dental insurance coverage with the same benefits as previously existing and with the addition of

coverage for orthodontia at a fifty (50%) per cent co-insurance rate with a maximum of eight hundred dollars (\$800.00) per case.

The district shall provide a prescription plan affiliated with the New Jersey State Health Benefits Prescription Plan.

In the event an administrator passes away while an active member of the Association and a district employee, accumulated sick leave and vacation entitlement compensation will be paid to the estate of the deceased administrator.

Article XIX Board's Rights and Responsibilities

A. The Board, on its own and on behalf of the citizens of the Borough of Wood-Ridge, Bergen County, New Jersey, hereby retains and reserves onto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws of the Constitutions of the state of New Jersey and the United States.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Board, the adoption of policy, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only in specific and express terms thereof which are in conformance with the Constitution and Laws of the United States and this collective bargaining agreement.

C. Nothing contained herein shall be construed to deny or restrict the Board's rights, responsibilities, and authority under NJSA 18.1-1, or any other federal, state, county, or local laws or regulations.

Article XX Miscellaneous Provisions

A. If any provision of the Agreement or any application of this Agreement to any employee or group of employees is held to be contrary of law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. Any individual contract between the Board and an individual administrator, heretofore, or hereto after executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement during the duration shall be controlling.

C. The Board and the Association agree that there shall be no discrimination in the hiring, training, assignment, promotion, transfer or discipline of administrators or in the application of administration of the Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status, or non-membership in the Association.

D. Copies of this Agreement shall be printed at the expense of the WRAA within a reasonable time after the Agreement is signed and presented to all administrators now employed or hereafter employed by the Board.

E. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by registered letter at the following addresses:

1. If by the Association to the Board at 540 Windsor Rd., Wood-Ridge, NJ 07075.
2. If by the Board to the Association at 151 First St. Wood-Ridge, NJ 07075.

Article XXI
Duration of Agreement

This Agreement shall be effective as of July 1, 2013, shall continue in effect through June 30, 2014, subject to the rights to negotiate a successor agreement as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

In witness whereof the Association has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its president, attested to by its secretary and its corporate seal to be placed hereon.

Schedule A.
Salary Guide
2013-2014

Year 1 = 2% + \$4242.00

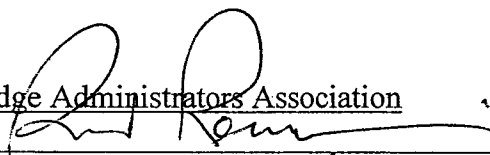
Administrator 2013-2014
Anthony Albro 110,129.00
Principal

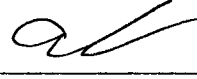
Dr. Sue DeNobile 122,354.00
Principal

Robert Recchione 143,481.00
Principal

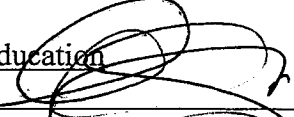
Michael Oppido 94,353.00
Asst. Principal

Jason Cata 82,600.00
AD/ Supervisor

Wood-Ridge Administrators Association
By  President

By  Secretary

Date 5/7/14

Wood-Ridge Board of Education
By  President

By  Secretary

Date 5/7/14