

Agreement

Between

Stafford Township Board of Education

And

Stafford Township Administrator's Association

July 1, 2004 – June 30, 2007

Table of Contents

Preamble		3
Article I	Recognition	4
Article II	Negotiating Procedures	5
Article III	Grievance Procedures	6
Article IV	Administrator's Rights	8
Article V	Working Conditions	9
Article VI	Professional Association and Conventions	13
Article VII	Salary Guide	14
Article VIII	Duration of Agreement	16

Preamble

The Stafford Township Board of Education and the Stafford Township Administrative Association recognize that theirs is a common goal; the development of an educational program of the highest quality for the benefit of the children of our district. We believe that, to fulfill this responsibility, a relationship predicated upon this common goal must be developed and maintained between the Board of Education and the Association.

Implicit in such a relationship are open avenues of communication among the Board, the Administrative staff and the faculty. It is our belief that we can best obtain our common objective if each utilizes the experience and counsel of the other in the formulation of policies that involve areas of mutual concern.

The Stafford Township Administrative Association, recognizing that school administration is a profession, wishes to reaffirm as part of this agreement that it adheres to and will continue to adhere to the code of ethics of the profession. Furthermore, the Association will continually encourage all administrators of the Stafford Township School District to abide by this code.

THIS AGREEMENT IS MADE AND ENTERED INTO on the 1st day of July, 2004, by and between the Stafford Township Board of Education of Stafford Township, New Jersey (hereinafter called the "Board") and the Stafford Township Administrative Association (hereinafter called the "Association".)

Article I

Recognition

- A. The Board hereby recognizes the Stafford Township Administrative Association as the exclusive bargaining representative, as defined in Section 7, Chapter 303, Law of 1968, for the following employees under contract or leave: Principal, Director, 10-month supervisor.

- B. The term "Administrator" when used hereinafter in this agreement shall refer to all employees represented by the name of the employee organization in the bargaining or negotiating unit, as above defined.

Article II

Negotiating Procedure

- A. The parties agree to enter into collective negotiations over an agreement in accordance with Chapter 303, Public Laws 1968.
- B. Negotiations will begin not later than November 1st of the calendar year proceeding the calendar year in which this agreement expires. In the event either party desires any change in the current Agreement, notice should be given to the other party by registered mail, to be received not later than November 1st, setting forth which articles are to be negotiated, it being understood that every article to be negotiated must be specifically set forth in said notice. If such notice is not received by either party by November 1st, as aforesaid, the terms and conditions of this agreement will continue for a full year following its expiration date.
- C. This agreement shall not be modified in whole or in part by the parties except by an instrument mutually agreed upon in writing and executed by both parties.

Article III

Grievance Procedures

The Board and Association agree that the resolution of grievances in an efficient and fair manner is essential to the successful operation of the school system. A grievance procedure is therefore established to provide for the resolution of administrative grievances.

A. Definitions:

1. A grievance means a written complaint by an employee or the Association that, as to him/her, there has been an inequitable, improper or unjust application of the negotiated agreement, board policy, or administrative procedure.
2. An employee shall mean any administrator acting as an individual or the Association.
3. The term representative shall include any organization, agency, or person authorized by the Association or by the Board to act on their behalf.
4. The term party means an aggrieved employee of the Association.

B. Procedures:

1. Step One: An employee or group shall first discuss the problem area with his/her immediate supervisor in order to resolve the grievance in an informal manner.
2. Step Two: If the grievance has not been resolved to the satisfaction of the employee, he/she shall prepare and send to the supervisor within five (5) school days, a written statement which includes:
 - The nature of the grievance
 - The results of the informal meeting
 - The basis of dissatisfaction with the supervisor's resolution(s)
3. Step Three: The supervisor will reconsider the issue in view of the statements and schedule a formal meeting.
4. Step Four: The supervisor will, within five (5) school days, prepare and send to the employee, his/her written statement representing a final administration decision, stating reasons for such.
5. Step Five: The employee, within five (5) school days, may request in writing to the supervisor, a hearing before the Board of Education.

6. Step Six: The supervisor will submit the written statement at the next regularly scheduled Board of Education meeting and a special meeting will be set within two (2) weeks of the regular Board meeting.
7. Step Seven: The employee, with representation if desired, will meet with the Board of Education for a formal hearing.
8. Step Eight: The Board of Education will present a final decision to the employee within two (2) weeks after the hearing.
9. Step Nine: In the event an employee is dissatisfied with the determination of the Board, he/she shall have the right to request advisory arbitration pursuant to the rules and regulations established by Public Employment Relations Commission under the provisions of Chapter 303, Laws of 1968. Such requests will be made within fifteen (15) days after the Board decision.

Article IV

Administrator's Rights

- A. Whenever an administrator is required to appear before the Superintendent, or his/her designee, Board, or any committee or member thereof concerning any matter that could adversely affect the continuation of that Administrator in his/her office, position, or employment; or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise and represent him/her during such meeting or interview.

- B. The Association and its representative may use school buildings at all reasonable hours for meetings, with prior authorization of the Superintendent of Schools.

- C. The Association may use school facilities and equipment at reasonable times, when the equipment is not otherwise in use. The Association will provide all materials and supplies at its own cost and expense. However, the prior approval of the Superintendent of Schools must be obtained.

Article V

Working Conditions

1. Contract Provisions:

- A. Work Year – 12 months – Principal/Director
Work Year – 10 months - Supervisor
- B. Holidays – The administrators will work the same number of scheduled days as the teachers during the regular school year unless emergency circumstances require attendance as directed by the superintendent.
- C. Work Day – Hours to be assigned by the Superintendent
- D. The Board retains the right to set the administrators' calendar and retains the right to add days for professional responsibilities after consultation with Association.
- E. Vacation – 1st year of employment -3 weeks
2nd year of employment – 4 weeks

Vacation days are subject to prior approval by the superintendent. No vacation days shall be approved during periods of new employee training and Summer Institute.

F. Sick Leave and Personal Leave

- 1. All administrators employed shall be entitled to twelve (12) sick days each school year.
- 2. In addition to sick days, all administrators shall be entitled to four (4) days of leave of absence each school year for illness in the immediate family. Immediate family is defined as child, spouse, or any blood relative living in the administrator's household. This leave time is non-accumulative.
- 3. Additionally, all administrators shall be entitled to three (3) days leave of absence for personal business which cannot otherwise be conducted during other than school hours. These days shall not be taken in conjunction with school holidays.
- 4. Any unused non-accumulative days shall be credited to an administrator's record of accumulative sick leave days at the conversion of one (1) day's accumulative credit for every two (2) non-accumulative days not used. If none of the seven (7) non-accumulative days are used, a credit of three and one half (3 ½) accumulative days shall be given.

5. Sick Leave Upon Retirement:

- a. Any employee leaving the employ of the Board with fifteen (15) but less than twenty (20) years of service in the Stafford Township School District shall upon departure be paid for the accumulative sick time in accordance with the following schedule:
% is based on per diem formula.

(Formula = accumulated days x per diem rate x correlated percentage)

<u>DAYS</u> <u>ACCUMULATED</u>	<u>PERCENTAGE UPON</u> <u>RETIREMENT</u>
0 - 29	NONE
30 - 59	25%
60 - 89	40%
90 - 119	50%
120 - 150	75%

\$15,000 MAXIMUM CAP

NOTICE: For budget purposes, notice shall be given in September of the year preceding termination.

- b. Any employee leaving the employ of the Board with twenty (20) or more years of service in the Stafford Township School District shall, upon departure, be paid for accumulated sick time in accordance with the following schedule.

% is based on per diem formula.

(Formula = accumulated days x per diem rate x correlated percentage)

<u>DAYS</u> <u>ACCUMULATED</u>	<u>PERCENTAGE UPON</u> <u>RETIREMENT</u>
0 - 29	NONE
30 - 59	25%
60 - 89	30%
90 - 119	40%
120 - 149	50%
150 - 179	70%
180 - 209	85%
210 - 239	100%

\$15,000 MAXIMUM CAP

NOTICE: For budget purposes, notice shall be given in September of the year preceding termination.

6. Death in Family – In the event of death in the immediate family, the administrator will be excused from duty without loss of pay for a period not to exceed five (5) days. An administrator will be excused one day for an aunt or uncle for observation of the funeral.
 - Immediate family shall include: spouse, children, parents, grandparents, grandchildren, sibling, sibling’s spouse, guardian or any other who are dependent upon or who reside with the employee.
 - Parents, grandparents, siblings, or sibling’s spouse are included.

G. Insurance Protection –

1. Effective upon ratification of this Agreement, new employees shall receive Blue Select employee only coverage (with the option to purchase Blue Select Family coverage) until tenure, or the first day of the fourth year of employment. When such employees either achieve tenure, or complete their first day of their fourth year of employment, the Board will pay the full cost of Blue Select family coverage. “Blue Select” refers to the Blue Select plan currently offered as an option in the Board’s health package.
2. New employees listed in Article I "Recognition" Section A, who do not receive tenure, will receive single health benefit coverage until the first day of the 4th consecutive year, then will receive the full family health benefit plan.
3. Prescription co-pay - \$20.00 for the name brand and \$7.00 for the generic brand (for the duration of this contract). Effective July 1, 2004, mail order for a 90 day supply would be \$7.00 if a generic drug is utilized or \$20.00 if a brand name drug is utilized.
4. The board and association agree that the present insurance plan has sufficient coverage for the duration of this agreement.
5. The board further agrees to continue payments of the premium for existing health insurance coverage of either the individual or family.
6. Vision Plan
 The maximum insurance payment by the Board shall be:

2004-2005	-	\$260.00 per year
2005-2006	-	\$280.00 per year
2006-2007	-	\$300.00 per year
7. Flexible Spending Account Plan – FSA
 The board agrees to implement an FSA plan and fund the administrative cost of the plan. The board at it’s discretion will decide the parameters of the plan and reserves the right to terminate the plan at the end of the plan year with 30 days written notice.

8. The Board agrees to pay for a Disability Plan of Choice by the STAA not to exceed \$1,000 for each administrator.
 9. Any administrator whose spouse is employed by the Stafford Township Board of Education will be entitled to only one family medical and prescription health care package in addition to full dental and vision. The administrator will be paid a cap of \$4,000 for the difference in coverage benefits. An out of district appointed administrator's health care benefit package will be subject to negotiations between the employee and Board of Education.
 10. The Board will provide the STAA with certification that in the event an administrator, whose spouse is employed by the district and is the primary source for health benefits, will be eligible to receive state health benefits upon retirement from the district.
- H. Building Assignment - By Board of Education upon the recommendation of the Superintendent.

Article VII

SALARY GUIDE - Directors and Principals

	2003-2004	2004-2005		2005-2006		2006-2007
			3%		3%	
1		71,000	2,175	73,175	2,240	75,415
2		73,175 (LC)	2,240	75,415 (LC)	2,307	77,722 (LC)
3	70,000 (SD)	75,415 (DA)	2,307	77,722 (DA)	2,377	80,099 (DA)
4	72,600	77,722 (SD)	2,377	80,099 (SD)	2,448	82,547 (SD)
5	74,700 (BD)	80,099	2,448	82,547	2,521	85,068
6	77,000	82,547 (BD)	2,521	85,068 (BD)	2,500	Off-Guide
7	79,000 (FV) (AV)	85,068 (FV) (AV)	2,500	Off-Guide		
8	81,300	Off-Guide +2,500				
9	83,500					
10	85,800 (CS)					
11	88,000					
12	89,500 (TS)					
Off-Guide + 2,500						
		88,300 (CS)	2,500	90,800 (CS)	2,500	93,300 (CS)
		92,000 (TS)	2,500	94,500 (TS)	2,500	97,000 (TS)
			2,500	87,568 (FV) (AV)	2,500	90,068 (FV) (AV)
					2,500	87,568 (BD)

The Board reserves the right to hire on any step without regard to years of experience. Individuals hired prior to July 1, 1994 shall be entitled to a \$1,000 per year salary adjustment.

10 Month Supervisor Salary Guide

SALARY GUIDE FOR TEACHERS 2004-2007

2003-2004	Steps	2004-2005	Steps	2005-2006	Steps	2006-2007
Steps						
1	→ 1	\$35,000	→ 1	\$38,000	→ 1	\$41,000
2	→ 2	\$35,323	→ 2	\$38,520	→ 2	\$41,500
3	→ 3	\$35,423	→ 3	\$39,033	→ 3	\$42,000
4	→ 4	\$35,473	→ 4	\$39,133	→ 4	\$42,698
5	→ 5	\$35,963	→ 5	\$39,183	→ 5	\$42,798
6	→ 6	\$36,560	→ 6	\$39,673	→ 6	\$42,848
7	→ 7	\$36,983	→ 7	\$40,270	→ 7	\$43,345
8	→ 8	\$38,846	→ 8	\$40,693	→ 8	\$43,985
9	→ 9	\$40,334	→ 9	\$42,556	→ 9	\$44,359
10	→ 10	\$41,224	→ 10	\$44,044	→ 10	\$46,256
11	→ 11	\$43,309	→ 11	\$44,934	→ 11	\$47,744

*All off guide steps shall receive an increase of \$4,000 in each contract year.
 **Teacher's Salary Guide +\$5,000

1. Bonus

In addition to the annual salary all STAA members will be eligible to receive up to a 2% bonus per year. Criteria for bonus awards will be mutually agreed upon between the Stafford Township Board of Education and STAA.

2. The Stafford Township Board of Education believes learning to be a life long endeavor and as such encourages its administrators to pursue quality professional development avenues. Therefore the following graduate credit guide has been established in order to encourage administrators in this pursuit.

- | | |
|--------------------|---------|
| a) MA + 15 Credits | \$500 |
| b) MA + 30 Credits | \$1,500 |
| c) Doctoral Degree | \$3,000 |

Only those graduate level credits earned (from an appropriately accredited institution) following award of a Master's Degree will qualify for MA + credits. No credit earned prior to issuance of a Master's Degree will be credited to the MA + steps.

All credits must be related to responsibilities and administrators must receive at least grade of "B" or its equivalent.

All administrators eligible for a graduate guide adjustment shall have their pay adjusted to the above level by December 31, 2002. The district must have all appropriate paperwork for review prior to any adjustment being made.

3. Military service will be applied to sick leave and personal leave benefits.

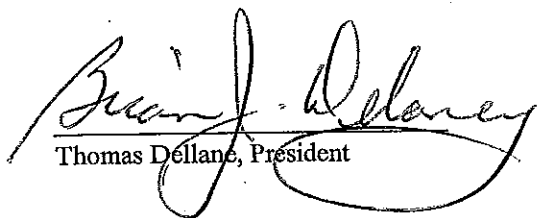
Article VII

Duration of Agreement

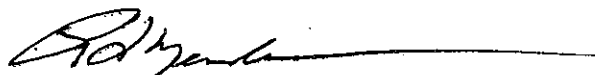
- A. This agreement shall be effective as of the 1st day of July 2004 and shall continue in effect until June 30, 2007, subject to the Association's right to negotiate an Agreement as provided in Article II hereof. This agreement shall continue in effect from year to year unless notice is received as set forth in Article II hereof.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their respective president, attested by their respective secretaries, and their corporate seals to be hereunto affixed:

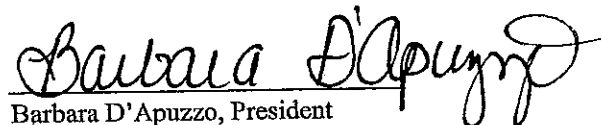
STAFFORD TOWNSHIP
BOARD OF EDUCATION



Thomas Dellane, President

ATTEST:


Ronald L. Meinders, Superintendent

STAFFORD TOWNSHIP
ADMINISTRATOR'S
ASSOCIATION


Barbara D'Apuzzo, President


Susan D'Alessandro, Vice President

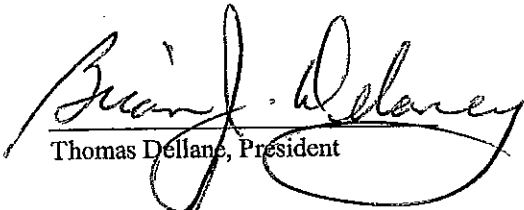
Article VII

Duration of Agreement

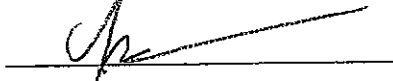
- A. This agreement shall be effective as of the 1st day of July 2004 and shall continue in effect until June 30, 2007, subject to the Association's right to negotiate an Agreement as provided in Article II hereof. This agreement shall continue in effect from year to year unless notice is received as set forth in Article II hereof.

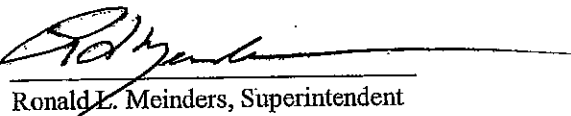
IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their respective president, attested by their respective secretaries, and their corporate seals to be hereunto affixed:

STAFFORD TOWNSHIP
BOARD OF EDUCATION

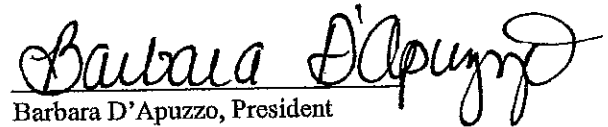

Thomas Dellane, President

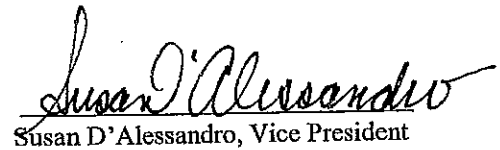
ATTEST:




Ronald L. Meinders, Superintendent

STAFFORD TOWNSHIP
ADMINISTRATOR'S
ASSOCIATION


Barbara D'Apuzzo, President


Susan D'Alessandro, Vice President