

AGREEMENT BETWEEN
THE
PARK RIDGE BOARD OF EDUCATION
AND
PARK RIDGE ADMINISTRATORS ASSOCIATION

July 1, 2002 to June 30, 2005

PARK RIDGE, NEW JERSEY

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ARTICLE I
RECOGNITION

- A. During the term of this Agreement, the Park Ridge Board of Education, hereunder referred to as the Board, recognizes the Park Ridge Administrators Association, hereunder referred to as the Association, as the exclusive representative for collective negotiations concerning the terms and conditions of employment between the Board and the following full-time certified employees:

JUNIOR/SENIOR HIGH SCHOOL PRINCIPAL

ELEMENTARY SCHOOL PRINCIPALS

JUNIOR/SENIOR HIGH SCHOOL ASSISTANT PRINCIPAL

DIRECTOR OF SPECIAL SERVICES

DIRECTOR OF CURRICULUM/TECHNOLOGY

- B. Unless otherwise indicated, hereunder the term "administrator" will refer to the above listed employees under the employment of the Board.

ARTICLE II
NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The Board and the Association agree to enter into negotiations over a successor agreement in accordance with the rules and regulations of the Public Employment Relations Commission. The parties of this Agreement pledge to engage in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Negotiations shall begin according to the time established by the Public Employment Relations Commission.
- B. In the event that a successor agreement has not been ratified by both parties, the existing contract will remain in force until such ratification.

ARTICLE III
GRIEVANCE PROCEDURE

- A. The term "grievance" is defined to mean a complaint or claim that there has been an improper application, interpretation, or violation of any term or provision of the Agreement, affecting a member or group of members of the Association. The grievance procedure shall not apply to the refusal of the Board to renew a contract of a non-tenured member, the withholding of an increment and/or adjustment, or in any instance where the Board is without authority or in matters where method of review is prescribed by any law, rule, regulation, or directive or by-law of the State Commissioner of Education or the State Board of Education. The purpose of this procedure is to secure, at the lowest possible administrative level, an equitable solution to problems which may arise affecting the terms and conditions of this Agreement, and to resolve such grievances as soon as possible so as to assure efficiency and promote employee morale.
- B. No grievance shall be filed later than thirty (30) school days after the alleged grievance becomes known or shall have been known to the grievant person. The grievance procedure shall be substantially as follows:
Step 1: Informal discussion with the immediate supervisor of the grievant. If no agreement is reached, the grievance shall be submitted in writing within five (5) school days.

Step 2: The written grievance should be presented to the Superintendent of Schools by the grievant and a meeting shall be held within ten (10) school days of the meeting. The Superintendent's answer, in writing, shall be delivered to the grievant within ten (10) school days of the meeting.

Step 3: If the matter is not settled, the grievance, presented in writing, shall be discussed at a meeting of the Board of Education. This meeting will occur within twenty-five (25) school days of the presentation of the grievance to the Board. Response from the Board, in writing, will be presented within ten (10) school days thereafter.

Step 4: If a grievance has not been resolved at Step 3, then within fifteen (15) school days after receipt of the written decision of the Board, or the expiration of the time limits for making such decision, the grievant or his/her representative(s) or the Association may submit to the Board a written notice for appointment of an arbitrator who shall be empowered to review the grievance and render an opinion and award which shall be advisory only.

Timelines listed above may be modified by mutual agreement.

Selection of the arbitrator shall be from a list to be supplied by the Public Employment Relation Commission, and selection is to be made by the rules and regulations of said Board. Cost of the arbitration shall be divided equally among the parties, and each party shall be responsible for its own legal expenses.

ARTICLE IV
ADMINISTRATORS' RIGHTS

Administrators shall enjoy all rights granted under and by virtue of the provisions of Chapter 303 of the Laws of 1968 or under any other law of the State of New Jersey, the United States, and the Constitution of the United States and of the State of New Jersey. They shall not be discriminated against, coerced, or reprimanded, by virtue of their exercise of such rights.

ARTICLE V
BOARD RIGHTS

The Board retains and reserves unto itself, without limitations, all the powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and of the United States, by the decisions of the Courts of the United States and the State of New Jersey, the Commissioner of Education, and the State Board of Education of the State of New Jersey by the Rules and Regulations of the State Board of Education of the State of New Jersey, subject to the terms of this Agreement.

ARTICLE VI
ASSOCIATION RIGHTS AND PRIVILEGES

- A. Representatives of the Association, the New Jersey Principals and Supervisors Association, the National Association of Secondary School Principals and the National Association of Elementary Principals shall be permitted to transact official business on school property.

The Association and its representatives shall be permitted the use of school buildings for meetings at the conclusion of normal work hours.

- B. The Association shall be permitted to use school facilities and equipment including typewriters, copying/duplicating equipment, calculators, computers and all types of audiovisual equipment. The Association shall pay for the reasonable cost of all materials and supplies incident to such use. The use of all equipment is subject to availability with school functions being given priority and the Association being responsible for any damages incurred due to their use.

ARTICLE VII
SALARIES
Park Ridge Administrators Association

The minimum entry level salaries for new administrators to the Park Ridge Administrators Association will be established as follows. These figures will serve as the salary guide for new PRAA members for the duration of the present contract.

<u>Position</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
<i>Directors*</i>	88,000- 98,000	91,000-101,000	93,000-103,000
<i>Elementary Principals*</i>	92,000-102,000	95,000-105,000	98,000-108,000
<i>H.S. Vice Principal *</i>	88,000- 98,000	91,000-101,000	94,000-104,000
<i>H.S. Principal</i>	100,000-110,000	103,000-113,000	106,000-116,000

Salary Guide for current PRAA members
July 1, 2002 - June 30, 2005

The base salary guide for current members of the Park Ridge Association shall be established as follows:

<u>Position</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
<i>Directors: Technology</i>	88,697	93,806	97,089
<i>Special Ed.</i>	91,143	96,392	99,767
<i>Elementary Principal(EB)</i>	92,112	97,743	101,356
<i>Elementary Principal(WR)</i>	102,826	108,748	112,555
<i>H.S. Vice Principal</i>	92,000 *	96,370	99,743
<i>H.S. Principal</i>	110,766	117,145	121,246

The salary increases reflect 3.78%, 4.81% and 3.53% on average. Additional merit increases will be granted to all current administrators on June 30th contingent upon the individual administrator's completion of 80% of activities as noted in the Park Ridge Board of Education's Goals for the school year just completed. Only those goals that apply to the individual school(s) will be applicable in determining the percentage of goals to be completed by the building administrator. The percentage of achievement will be certified by the Superintendent by June 15th of each year.

*Contractual Obligation

The administrators will facilitate the action plans developed by the Strategic Plan Phase II Committee and will participate and supervise the development of the action plans associated with other building goals/initiatives. The high school principal and vice principal will develop appropriate action plans for the high school vice principal based upon the overall action plan developed for the high school. All action plans will be mutually signed off by July 1 unless an extension of the timeline is mutually agreeable.

In the event unforeseen factors prevent the successful completion of the goals, the administrator will have the right to request *an* additional 30 days to complete those activities that may not be completed according to the time frames as noted. This request must be submitted, in writing, prior to May 1st. When the administrator has completed the necessary activities as established within the time frame, the Superintendent will certify this to the Board and the administrator will be granted merit within 30 days pending that certification.

The following salary guide reflects average merit increases as indicated:

<u>Position</u>	<u>1%</u> <u>2002-2003</u>	<u>0%</u> <u>2003-2004</u>	<u>2%</u> <u>2004-2005</u>
Directors: Technology	89,552	93,806	98,965
Special Ed.	92,021	96,392	101,694
Elementary Principal(EB)	93,000	97,743	103,314
Elementary Principal(WR)	103,817	108,748	114,729
H.S. Vice Principal	92,000 *	96,370	101,670
H.S. Principal	111,833	117,145	123,588

New administrators will be eligible for a merit increase during their first year of employment based on the following guidelines. New Administrators hired on/before July 1st and September 30th of the current contract year shall be eligible for the entire merit amount upon completion of 80% of the relevant objectives. Administrators hired between October 1st and December 30th of the current contract year shall be eligible for a merit increase of 75% of the specified amount upon successful completion of 60% of 80% of the District/Building identified goals and objectives agreed to by the individual administrators and the Superintendent.

Additional provision:

On termination of employment in Park Ridge, the administrator will receive additional severance pay at the rate of \$100 per year of service in Park Ridge.

***Contractual Obligation – Merit does not apply**

ARTICLE VIII

PERSONAL ILLNESS

All Association members employed on a twelve month basis shall be entitled to seventeen (17) days sick leave each year. Of the seventeen (17) days sick leave allowed per year, the first twelve (12) are cumulative.

ARTICLE IX
UNUSED SICK LEAVE FOR RETIRING ADMINISTRATORS

The Board shall pay an administrator retiring from the district partial payment for unused sick leave days. ***The partial payment shall be a lump sum of \$105 (2002-2003); \$115 (2003-2004); \$125 (2004-2005)***, times the number of unused sick leave days, up to and not to exceed two hundred (200) sick leave days. The administrator must have completed a minimum of **15** years experience in Park Ridge, and have accumulated a minimum of fifty (50) sick leave days **with the exception of the high school principal, who will be eligible for the reimbursement of unused sick leave days at the end of 2004-05 school year.** At the retiring administrator's option, the administrator may elect to receive payment on the July 15th or January 15th following retirement.

"Retiring administrator" for the purpose of this article shall be defined as an administrator, who, upon cessation of employment with the Board, applies for and receives a retirement allowance from the Teachers' Pension and Annuity Fund. The Board will consider individual cases which may not specifically be covered by the above definition, but meet the general criteria of retirement as defined above.

Should an administrator receive extended sick leave or have received extended sick leave as a teacher or administrator, as provided in NJSA 18A: 20-6, the total days of such extended leave shall be deducted from accumulated sick leave applicable to determining payment for unused sick under this Article. Should such deduction reduce the accumulated sick leave days below fifty (50), the administrator would become ineligible for partial payment for unused sick leave.

ARTICLE X
HEALTH INSURANCE

A. Health Benefits

Administrators who are employed thirty (30) hours or more per week shall be entitled to participate in the Health Benefit Insurance Plan or a plan which is equal to that provided to other certified personnel within the district.

- a. The cost of administrator and dependent coverage will be borne by the Board of Education.
- b. The Board shall request from the carrier for distribution to new members of the unit, and others on request, a description of the health-care insurance coverage provided under this Article no later than the beginning of each school year, which shall include a description of conditions and limits of coverage as defined in the master policies and contracts mentioned above.
- c. The Board and the Association will establish a qualified cafeteria plan within the meaning of Section 125 of the Internal Revenue Code of 1986.

B. Dental

Administrators who are employed thirty (30) or more per week shall be entitled to participate in a dental insurance plan ***similar to that provided to other certified personnel within the district with an upgrade in coverage to \$2000/person.*** The cost of administrator and dependent coverage will be borne by the Board.

Optical Plan

There will be an Optical Plan that is *similar to that provided to other certified personnel within the district with an upgrade in coverage.*

Increase the benefits of the vision plan as follows:

Benefit:

Exam	\$50	Frames	\$ 55
Single vision lenses	\$50	Elective contact lenses	\$115
Bifocal lenses	\$70	Medically necessary	
Trifocal lenses	\$90	Contact lenses	\$220
Lenticular lenses	\$90		

D. Health Benefits for Retiring Administrators

The Board shall assume the cost of the State health Benefit insurance Plan for a retiring administrator and dependent(s), provided that the administrator shall have had twenty-five (25) years credit in a State or locally administered retirement system or for an administrator who retires on a disability pension based on fewer years of service credited in such retirement systems. This provision shall not include administrators who elect deferred retirement. The benefit shall be provided to survivors of a deceased administrator, provide he/she was covered as a dependent under the Health Benefits Program immediately preceding the retirement or the death of the active or retired administrator, further provided that he/she was the administrator's beneficiary and immediately applied for and receives a life annuity available to him/her at the administrator's death, paid by a State or locally administered retirement or plan. All aspects of this benefit are to be consistent with present State law and subject to change should the law be modified during the life of this contract.

ARTICLE XI
PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

Each member of the PRAA shall be allowed a sum not to exceed **one thousand two hundred dollars (\$1,200)** for subscriptions to professional journals and membership in professional associations. Administrators must submit evidence in advance to the Superintendent for approval that demonstrates how the subscriptions and/or memberships will contribute to his/her role in the improvement of the Park Ridge school system.

Each member of the PRAA shall also be eligible for a sum not to exceed four thousand dollars (\$4,000) per school year for tuition. Administrators must submit evidence in advance to the Superintendent for approval that demonstrates how the course(s) contribute to his/her role in the improvement of the Park Ridge Public School system.

- A. To be eligible for tuition reimbursement, the administrator must furnish an explanation of how the course will contribute to his/her professional role in the improvement of the Park Ridge school system.

- B. Part-time administrators will be reimbursed on a pro-rated basis. For example, an administrator employed on a half-time basis will be reimbursed one-half of **\$1,200 or \$600.00 and one-half of \$4,000 which is \$2,000.**

- C. In-school year and summer courses are included.

- D. Written evidence of earned credit at appropriate degree level must be presented to the Superintendent. Marks of "B" or better, or their equivalent, must be earned to qualify for reimbursement except that two grades of "C" (total of six credits) per each 30 credits or degree program may be earned provided that a corresponding grade of "A" must be earned to balance each "C". Pass (P) will be accepted if marks are given only on a Pass (P), Fail (F) basis.
- E. Tenured administrators will receive reimbursement within 60 days of presenting written evidence of successful completion of course and payment of tuition, registration, and laboratory fees. Non-tenured administrators will receive reimbursement during October for the previous school year (July 1 to June 30) after presenting written evidence of successful completion of course and payment of tuition, registration, and laboratory fees. A first year or newly appointed administrator may not receive reimbursement for courses taken prior to commencement of employment. Administrators are not eligible for reimbursement for courses taken to meet administrator's certification. Should an administrator's employment be discontinued, all course reimbursement monies not previously received become uncollectible. However, a tenured administrator who is not reemployed due to a reduction-in-force shall be entitled to full reimbursement under this policy.
- F. In the event that graduate study, approved by the Superintendent, is offered at a time that conflicts with the regular work schedule of the administrator, adjustments in the administrator's work schedule may be arranged, consistent with maintenance of appropriate school and program supervision and approval of the Superintendent.
- G. Administrators will be eligible to attend regional and/or national conventions or other Professional development seminars during the course of the year. With the approval of the Superintendent, the Board of Education will reimburse the administrator for expenses related to the attendance at such events. This includes items such as registration, travel reimbursement, meals, lodging, etc.

ARTICLE XII
CURRENT BENEFITS

All terms and conditions of employment applicable on the effective date of this EMPLOYMENT CONTRACT shall continue to be so applicable. Unless otherwise provided in this EMPLOYMENT CONTRACT, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any administrator's benefits existing prior to its effective date.

DURATION OF THIS AGREEMENT

This agreement shall be effective as of July 1, 2002 and shall continue until June 30,2005,or until a subsequent successor agreement has been approved by the parties.

IN WITNESS WHEREOF, The Park Ridge Board of Education has hereto caused its corporate seal to be affixed hereunto and this agreement to be executed by its proper corporate officers; and the Park Ridge Administrators Association has hereunto set its hand and seal, this _____ day of _____, 2002.

Attest:

PARK RIDGE BOARD OF EDUCATION

By: _____
Keith Lambregtse, President

By: _____
Kathleen Coleman, BOE Negotiator

Attest:

PARK RIDGE ADMINISTRATORS ASSOCIATION

By: _____
Jacquelyn Cochran, PRAA Negotiator

By: _____
William Schmalz, PRAA Negotiator

W:Contracts/Staff/Administrators
04/11/02

Certification

I declare to the best of my knowledge and belief that the attached document(s) are true electronic copies of the executed collective negotiations agreement(s).

Name Catherine Mozak

Title Superintendent