

AGREEMENT

between the

VERONA ADMINISTRATORS ASSOCIATION

and the

BOARD OF EDUCATION OF VERONA

Essex County

New Jersey

July 1, 2012 to June 30, 2015

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**PREAMBLE**

This Agreement is entered into this

20<sup>th</sup> day of June, 2012

by and between the Board of Education of Verona, and the Township of Verona, New Jersey, hereinafter called the "Board", and the Verona Administrators' Association, hereinafter called the "Association".

W I T N E S S E T H:

WHEREAS, the members of the profession are particularly qualified to advise the formulation of policies and program designated to improve educational standards, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

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

**ARTICLE I**  
**RECOGNITION**

Pursuant to Chapter 123, Public Laws of 1974, the Verona Board of Education recognizes the Verona Administrators Association as the exclusive negotiating representative for collective negotiations concerning the terms and conditions of Administrators employment for the unit described herein, including:

Principal, High School  
Principal, Middle School  
Principals, Elementary Schools  
Assistant Principal, High School  
Assistant Principal, Middle School  
Director of Guidance  
Director of Athletics  
Supervisors of Special Education, Humanities and Math/Science

**ARTICLE II**  
**USE OF SCHOOL PROPERTY FOR MEETINGS**

Representatives of the Verona Administrators Association shall be permitted to transact official Association business on school property at all reasonable times provided it does not interfere with the normal school operations.

**ARTICLE III**  
**FUTURE NEGOTIATING AGREEMENT**

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Statute to reach agreement on matters concerning the terms and conditions of Administrators' employment.
- B. The Board agrees to make available to the Association, in response to reasonable requests, from time to time, all available public information concerning the financial resources of the district, and both parties agree to make available to each other, upon request, all available public or non-confidential information pertaining to matters under discussion.
- C. Periodic reports to the public on the progress of negotiations shall only be issued with the mutual approval of the parties.
- D. This Agreement, once negotiated, incorporates the entire understanding of the parties, and shall not be modified in whole or in part by the parties, except by an instrument in writing, duly executed by both parties.
- E. During the course of teacher negotiations, representative Administrator(s) agreed upon by the Superintendent and Administrators shall advise the Board of Education on administrative implications of negotiated language under consideration for agreement.

**ARTICLE IV**  
**TERMS OF EMPLOYMENT**

- A. Twelve-month employees shall be the High School Principal, Middle School Principal, High School Assistant Principal, and Middle School Assistant Principal. The work year will be July 1-June 30 with 22 vacation days.
- B. Elementary Principals, Athletic Director and Director of Guidance are 10.5 month employees who work September 1- June 30 plus 10 additional days between 7/1-8/31. If mutually agreed upon workdays after the last day for teachers can be worked in the following July or August.
- C. Supervisors are 10.5 month employees who work the teacher calendar plus 10 additional days.
- D. Twelve month employees will be granted 12 sick days, 5 family illness days and 3 personal days per year prorated.
- E. 10.5 month employees will be granted 10 sick days, 5 family illness days and 2 personal days per year prorated.
- F. Any 10.5 month VAA member who is required to work more summer days than described above will be compensated at the per diem rate of 1/210 of their regular salary. All extra days must be approved by the superintendent prior.
- G. Any VAA member who is required to chaperon an overnight trip will be compensated at the rate of \$100 per night. Any member who receives a stipend for an overnight activity will not be eligible for the \$100 per night.

All VAA members shall submit their mutually agreed upon outside of the school year calendars to the Superintendent no later than the final Administrative Council meeting in June.

In the event that attendance of administrators and supervisors is required for workshops relevant to district initiatives or vital school business, the Superintendent shall notify members of the VAA in a timely manner.

**ARTICLE V**  
**CALENDAR HOLIDAYS AND VACATIONS**

All Administrators are to be granted the established holidays and vacation days in the school calendar which are granted to the teachers.

**ARTICLE VI**  
**SALARY DETERMINATION – 2012-2015**

A. Salaries for the district Administrators in this Agreement are as follows:

Name	Salary 2012/13	Salary 2013/14	Salary 2014/15
CESA	148625	150407	152896
MCNEAL	139607	141389	143878
FARISHIAN	136590	138372	140184
ALBANO *	135196	136978	138790
RAMPOLLA	126244	128026	129838
LANZO *	127612	129394	131883
MONACELLI	116025	117807	120296
GALBIERCZYK	110449	112231	114720
VENEZIA	111561	114423	116235
FREUND	104733	106515	109004
FERLAUTO	101798	103580	106069
SANTORA *	99945	102747	104559
BANGIA *	95720	98502	100314
* includes \$2500 stipend each year			

- B. The Board of Education and the Superintendent shall be free to negotiate the initial contract with newly-hired Administrative personnel regarding their starting salaries.
- C. It is agreed that the Board of Education may withhold increments and/or raises pursuant to the New Jersey Statutes - 18A:29-14.

**ARTICLE VII**  
**COMMUNICATIONS**

All communications and requests for meetings between the Board and the Association shall be in writing and directed to the Superintendent or Board Secretary and the Secretary of the Verona Administrators Association.

**ARTICLE VIII**  
**BENEFITS**

- A. All leave benefits and insurance benefits accorded the teachers, as a group, will be granted to Administrators. In the event the teachers' coverage is modified during the term of this contract, negotiations will be re-opened to reflect any changes.
- B. Administrators who exceed their contractually required days, shall with prior approval from the Superintendent, be compensated at their per diem rate with BOE approval.
- C. Each Administrator shall receive paid memberships to the following:
  - All Administrators - ASCD
  - Elementary Administrators - NAESP
  - All Middle School and High School Administrators - NASSP
  - All Administrators - NJPSA
  - Director of Athletics - NJADA
  - National School Counseling Association
- D. For all VAA members who are employed prior to July 1, 2012. The Board shall pay \$650.00 per year premium for enrollment in short-term Class E income protection insurance as offered by Prudential Insurance Company of America. The Board of Education shall also pay \$96.00 per year for each Administrator for enrollment in the NJCSA supplemental long-term Disability Plan III as offered by the Prudential Insurance Company of America. If the premiums are increased for Class E income protection or for NJCSA long-term Disability Plan III, the Board shall pay up to 15% increase per year.

- E. The Board of Education will grant an unused sick day termination plan which will pay each VAA employee \$90 per day.
1. Administrators with ten (10) or more years of service in the district who retire from the district and who apply to receive pension benefit payments upon retirement from the district or are terminated as a result of a reduction-in-force shall be eligible for compensation for unused accumulated sick days with the following stipulations.
  2. Those administrators and/or supervisors retiring from the district shall receive sick day payout compensation over a four-year period following his/her retirement. Equal payments shall be made during the first pay period of July following retirement and the following 3 Julys.
- F. Administrators and/or supervisors taking approved graduate courses at an accredited college or university will be reimbursed at 100% per credit. The rate used to determine reimbursement will be existing graduate credit cost as established at Montclair State University for an in-state student. The tuition reimbursement shall be capped at 9 graduate credits for a one year duration (July 1 - June 30). The administrator must notify the Superintendent by March of budget year in order to accrue reimbursement. If an administrator leaves the district within one year of receiving tuition reimbursement, then he/she will reimburse the district all tuition reimbursement for the previous year. The board reserves the right to increase the number of credits on a case by case basis.
- G. Administrators that possess an earned doctorate in the field of education or related field, shall, upon proof of conferred degree, receive a \$2,500.00 stipend in addition to their base salary.
- H. An additional stipend of \$2,500.00 shall be granted to the principal of the building where the integrated Pre-School Program is housed. This stipend will be in addition to any base salary. If the pre-kindergarten program is removed the stipend will be removed.

**ARTICLE IX**  
**SUMMER TEACHING**

Administrators working a twelve-month contract shall be permitted to teach a college course during the summer work day provided compensatory time (if any) due the Verona School System can be accomplished.

**ARTICLE X**  
**CONFERENCES AND CONVENTIONS**

Administrators may choose to attend a minimum of one national conference or convention every three years during the school year or during additional work days as defined in Article IV, Section A, subject to approval of the Superintendent. Funds shall be allocated in the budget to allow for such conferences unless financial constraints make it imprudent to do so.

**ARTICLE XI**  
**GRIEVANCE PROCEDURE**

- A. The purpose of this grievance procedure is to provide an orderly internal mechanism for the settlement of problems as they relate to Administrators.
- B. Definitions:
1. A grievance is a claim based upon an event or condition which affects terms and conditions of employment of an Administrator or Administrators regarding the interpretation, application or violation of policies, agreements or administrative decisions affecting them.
  2. An aggrieved person is the person or persons making the claim.
  3. Immediate superior shall be the Superintendent of Schools, except in the case of an Assistant Principal it shall be the Principal.
- C. Nothing in this Agreement shall prevent any Administrator from discussing his/her grievance with his/her appropriate superior, provided that the resolution of the grievance is not inconsistent with terms and conditions of employment of the employees represented by the Verona Administrators Association.
- D. Procedure:
1. Step One
    - a. An administrator having a grievance shall, within twenty school days of the alleged grievance, discuss it with his/her immediate superior.
    - b. If the grievance of an Assistant Principal is not resolved within five school days after discussion with the Principal, it shall be referred in written form to the Superintendent.
  2. Step Two - If a grievance is not resolved by the Superintendent within five school days after the presentation of the grievance, the aggrieved person may within five school days thereafter refer the grievance in written form to the Board of Education.
  3. Step Three - Within ten school days after the receipt of the grievance the Board shall hold a hearing on the grievance. A written decision shall be rendered within five school days after the hearing.
  4. Step Four



- a. Within ten school days after receipt of the Board's decision or within fifteen school days after the completion of the hearing, the aggrieved person, if not satisfied, shall notify the Board in writing of his/her intent to submit the grievance to an impartial third party.
- b. If the parties cannot agree upon a third party within five school days after the notification by the aggrieved person, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and regulations of the American Arbitration Association in the selection of an arbitrator.

5. Miscellaneous

- a. The costs, fees, and expenses for the arbitrator shall be shared equally by the parties participating in the grievance.
- b. All decisions shall be in writing with supportive reasons provided.
- c. All grievance hearings shall be conducted in private and shall include only such parties in interest and their designated or selected representatives.
- d. If a grievance is submitted in June, July, or August, the time limits specified in this Article shall be considered as week days rather than school days.
- e. Time limits specified in this Article may be extended by mutual agreement of the concerned parties.

ARTICLE XII  
EFFECTIVE DATE AND SIGNATURES

The terms of this contract will remain in effect from  
July 1, 2012 through June 30, 2015

VERONA ADMINISTRATORS ASSOCIATION

Richard Rampolla  
\_\_\_\_\_  
President

DATE: June 20, 2012

WITNESS

[Signature]  
\_\_\_\_\_  
Name

DATE: 6/20/12

VERONA BOARD OF EDUCATION

[Signature]  
\_\_\_\_\_  
~~President~~

DATE: 6/20/12

WITNESS

[Signature]  
\_\_\_\_\_  
Name

DATE: 6/20/12