

EMPLOYMENT CONTRACT

ADMINISTRATORS

THIS EMPLOYMENT CONTRACT is made and entered into this 1st day of July, 2004 by and between the Wallington Board of Education, with offices at Jefferson School, Pine St., Wallington, NJ 07057 (hereinafter referred to as the “Board”) and

Members of the Wallington Public School Administrators Unit: Junior-Senior High School Principal, Junior-Senior High School Vice-Principal and Elementary School Principal (hereinafter referred to as the “Administrators”).

WITNESSETH:

WHEREAS, the Board desires to provide the Administrators with a written employment contract in order to enhance administrative stability and continuity within the schools, which the Board believes generally improves the quality of its overall educational program; and,

WHEREAS, the Board and the Administrators believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their administrative functions in the operation of the education program of the schools;

NOW THEREFORE, the Board and the Administrators, for consideration herein specified, agree as follows:

1. TERM

The Board, in consideration of the promise herein contained of the Administrators, hereby employs, and the Administrators hereby accept employment as Administrators for a term commencing July 1, 2004 and ending on June 30, 2007.

2. ADMINISTRATOR CERTIFICATION AND ESPONSIBILITIES

A. Certification - The Administrators shall hold a valid and appropriate certificate to act as a school principal or vice-principal in the State of New Jersey.

B. Duties – The Administrators shall represent the Board and Superintendent of Schools in all aspects of supervision and curriculum, including the fiscal operation and instructional programs of the schools. They should be prepared to make recommendations to the Superintendent of Schools regarding

selection, placement, transfer and dismissal of personnel, both instructional and non-instructional.

The Principals will be required to attend the first Board of Education meeting of each month, and be on call for any additional board or committee meetings, as requested by the Superintendent of Schools or his/her designee. The principals will report to the Board, verbally and in writing, on the activities of importance for that month at the first meeting.

All duties assigned to the Administrators by the Board should be appropriate to and consistent with the professional role and responsibility of the Administrators, and shall be set by the Board policy and in the job description (attached hereto and incorporated herein by reference) which may be modified by mutual agreement from time to time, consistent with the intent set forth above.

The parties agree that the Administrators shall have the right to legal assistance in carrying out his/her duties at the expense of the Board provided that they have conformed with the Board's policies, rules, regulations and State law.

C. Work Day

The Administrators work day will begin no later than 7:45 a.m. and end no earlier than 4:00 p.m.

Fifty (50) minutes will be provided for lunch, which may begin no earlier than 11:30 a.m. and end no later than 1:00 p.m.

D. Work Year

The Principals' work year will be from July 1 – June 30.
The Vice-Principal's work year will be September 1 – June 30. He/She will be required to work five (5) days following teacher dismissal in June, five (5) days prior to teacher arrival in September and ten (10) additional days during the summer. An additional five (5) days may be approved by the Superintendent of Schools. The Vice-Principal will be compensated at the rate of 10% of his/her base pay for the summer duty.

The principals will be required to report to work one day during the February or spring vacation on an "as need" basis as determined by the Superintendent of Schools and/or the School Board Secretary. The Christmas recess will be voluntary.

If a principal will be away on a scheduled vacation during one of these time periods he/she will make the day up at another time. A “work day” will be a minimum of six hours within the 7:45 a.m. to 4:00 p.m. framework.

Building Coverage

With the exception of emergent situations, or the approval of the Superintendent of Schools, the buildings must be under the direct supervision of an administrator from September 1 to June 30. He/she is to be on duty in the building.

Jr/Sr. High School – The Principal or Vice-Principal must be physically on duty at all times during the school day (8:00 a.m. to 4:00 p.m.). Lunches should be staggered. In the event that they are both out for the aforementioned reasons the Superintendent of Schools must be notified, and building supervision must be formally transferred to a supervisor(s).

Elementary Schools – The Principal or Supervisor of Elementary School Services must be on duty at all times during the school day (8:00 a.m. to 4:00 p.m.). Lunches should be staggered. When either of these two personnel is out the other assumes responsibility for both schools. In such a case the one who is in should remain in Gavlak School. If both are out for some emergent reason, the authority will be with the Superintendent of Schools.

3. COMPENSATION

A. Longevity

- 20+ years of service in the District - \$1,500
- 25+ years of service in the District - \$ 500
- 30+ years of service in the District - \$ 500
- 35+ years of service in the District - \$ 500

B. Compensation for Credit Acquisition (As of 1996-97)

MA + 15	MA + 30	DR.
\$1,200	\$1,200	\$1,250

C. Salary

2004-05 – Increase of 4.9% over the 2003-04 base salary
2005-06 – Increase of 4.9% over the 2004-05 base salary
2006-07 – Increase of 4.9% over the 2005-06 base salary
Longevity will be included in this calculation, however, the Vice-Principal’s summer compensation will not be included in the percentage calculation.

	2004-05	2005-06	2006-07
Dr. Pompeo	\$117,666	\$123,432	\$129,480
Mr. Markey	\$115,476	\$121,134	\$127,068
Mr. Kicinski	\$ 99,794	\$104,685	\$109,815

(includes the 10% for summer work)

D. Supervision

The junior/senior high school principal and vice-principal will receive stipends of \$1,225 each for all supervisory duties that they have to assume, despite the number of departments without a supervisor.

E. Saturday Detention Coverage

The compensation will be \$30 per hour for an administrator and \$25 for other staff who supervise this duty. Students will be offered the chance to do an assignment assigned by the vice-principal, or his designee. If they do so in an acceptable manner they can be excused 30 minutes early.

4. LEAVES

The Board will provide the following leaves to the Administrators:

A. Vacation

The Principals shall be granted twenty-two (22) vacation days annually, all of which shall be available to them on July 1st of each year. A total of three (3) unused vacation days not taken between July 1 and August 30 may be taken during the subsequent school year with the approval of the Superintendent. A record of the Principals’ vacation days will be kept in the Superintendent’s office and the Board Secretary’s office with those of all other twelve-month staff. This list will be provided for Board approval each year.

B. Holidays

The Administrators shall be entitled to all holidays provided to the regular teaching staff in addition to legal holidays that fall in July and August.

C. Sick Leave

The Principals shall be allowed twelve (12) sick days leave annually. The unused portion of such leave, at the end of any year, shall be cumulative. The Administrators shall be compensated at the same rate as the WEA members for all unused sick time at the time of retirement.

The Vice-Principal will be allowed (10) sick days unless his/her status is changed to twelve-months.

D. Personal Leave

The Administrators shall be granted two (2) non-cumulative days of absence annually with pay for personal matters that require absence during school hours, to be used at their discretion. Any unused personal days at the end of each school year will be added to their accumulated sick day total.

E. Serious Illness in the Immediate Family

An allowance of up to two days leave shall be granted for the immediate family in case of serious illness. Employees are to report the person(s) in the immediate family who is ailing to the Superintendent of Schools when calling in the information regarding the absence. Illness in the immediate family days may be taken on a one-half day basis. Immediate family shall be considered as father, mother, spouse, child, brother, sister, grandmother, grandfather, mother-in-law, father-in-law, son-in-law, daughter-in-law, **step children, brother-in-law, sister-in-law**, or "significant other." (The days will begin to be assessed the day following the date of death.)

F. Death in the Immediate Family

An allowance of five consecutive calendar days shall be granted for bereavement. "Immediate family" will be as identified in item "E"

G. Death of Other Relative or Close Friend

An allowance of one bereavement day leave shall be granted with pay for attendance at a funeral of "other relative." An allowance of up to two bereavement days per year shall be granted with pay for attendance at a funeral of a "close friend."

5. HEALTH INSURANCE

A. The Board agrees to provide the Administrators at a minimum, and at no cost for premiums, the medical, dental and prescription insurance coverage plans provided to all employees.

B. The Board shall provide a maximum of \$300 annually to each Administrator for a medical physical.

6. JOB RELATED EXPENSES

A. The Board shall reimburse the Elementary School Principal for **in-district and out-of-district** transportation expenses at the rate of \$20 per month for the period of time from September to June of each school year (\$200 per year).

B. Membership Fees – The Board shall pay the cost of the following membership fees:

Dr. Pompeo - Principals' & Supervisors' Association (PSA)
National Association of Secondary School Principals (NASSP)
Association for Supervision & Curriculum Development (ASCD)
Bergen County Secondary School Principals & Supervisors Association. (BCSSPSA)

Mr. Markey - Bergen County Elementary School Principals & Supervisors Association (BCESPSA)
Principals & Supervisors Association (PSA)

Mr. Kicinski - Principals & Supervisors Association (PSA)
Bergen County Secondary School Principals & Supervisors' Association.

C. The Administrators will be compensated at the rate of \$350 each, provided receipts are provided, for attendance at the PSA or NJEA convention in Atlantic City.

7. EVALUATION

The Principals shall be evaluated by the Superintendent in writing at least once per year, on or before April 30. Before final Board action, a copy shall be provided to the Principals, and they shall meet with the Superintendent to discuss the findings. The annual evaluation shall be

based upon goals and objectives of the district, the responsibilities of the Principals as set forth in the job description for the position, and such other criteria as the State Board of Education shall by regulation prescribe.

The Vice-Principal shall be evaluated in writing by the High School Principal at least once per year, on or before April 30. Before final Board action, a copy shall be provided to the Vice-Principal, and he/she shall meet with the Principal to discuss the findings. The annual evaluation shall be based upon goals and objectives of the district, the responsibilities of the Vice-Principal as set forth in the job description for the position, and such other criteria as the State Board of Education shall by regulation prescribe.

8. TERMINATION OF EMPLOYMENT CONTRACT

The Agreement may be terminated by:

- A. Mutual agreement of the parties**
- B. A 60 day notice of termination in writing by the Administrator**

Whereas, the Administrators have approved of the terms and conditions of this Employment Contract, and

Whereas, this Employment Contract has been approved by a vote of the Members of the Wallington Board of Education at its meeting of _____, and has been made a part of the minutes of that meeting.

IN WITNESS WHEREOF, they set their hands and seals to this Employment Contract effective on the day and year noted.

_____ Administrators' Representative	_____ Board President
_____ Date	_____ Date

(The absence of any item(s) previously considered as included in the administrators' duties and responsibilities from this document do not preclude it/them from adherence. Any items concerning provisions for all employees in the WEA contract also pertain to the administrators, even if not specifically listed here.)

