

2551

AGREEMENT
BETWEEN
STAFFORD TOWNSHIP BOARD OF EDUCATION
AND
STAFFORD TOWNSHIP ADMINISTRATOR'S ASSOCIATION
JULY 1, 1995 - JUNE 30, 1998

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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 this 7th day of December, 1995, 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:
Administrator
- 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 preceding 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 it's 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 or her, there has been an unequitable, 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. Procedure

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;
 - a. The nature of the grievance.
 - b. The results of the informal meeting.
 - c. The basis of dissatisfaction with the supervisor's resolutions.
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) days, prepare and send to the party his/her written statement representing a final administration decision, stating reasons for such.
5. Step Five: The employee, within five (5) 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 request will be made within fifteen (15) days after the Board decision.

ARTICLE IV

ADMINISTRATOR RIGHTS

- A. Whenever any Administrator is required to appear before the Superintendent, 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 it's representative may use school buildings at all reasonable hours for meeting, with prior authorization of the Superintendent of Schools.
- C. The Association may use school facilities and equipment, including typewriter, mimeograph machines, or other duplicating equipment, and calculating machines, at reasonable times, when such equipment is not otherwise in use. The Association will provide all materials and supplies at it's own cost and expense. However, the prior approval of the Superintendent of Schools must be obtained.

ARTICLE V

WORKING CONDITIONS

Contract Provisions

- A. Work year - 12 months.
- B. Holidays: The following paid holidays are included in the regular work year;

Labor Day

July 4 - if it falls on a weekend, the following Monday will apply.

Christmas Eve

Christmas Day - if it falls on a weekend, the following Monday will apply.

New Years Eve

New Years Day - if it falls on a weekend, the following Monday will apply.

Good Friday

Thanksgiving Day and the day after

The following paid holidays are included if school is not in session. If school is in session, another day off will be granted with pay, and the administrators will work the holidays that school is in session:

Veterans' Day

Memorial Day

Washington's Birthday

Lincoln's Birthday

Columbus Day

Martin Luther King Day

Election Day

NJEA Convention

- C. Work Day - Hours to be assigned by the Superintendent.
- D. 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 - End of 1st year - 3 weeks

End of 2nd year - 4 weeks

Vacation is non-accumulative and scheduled with approval of the Superintendent.

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 (3-1/2) accumulative days shall be given.
5. Sick day provision for retirement - tables of pay for accumulated sick time for 15 years of service and 20 or more years of service - same as teacher's contract, up to a maximum of \$15,000.

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.

a. Immediate family shall include: spouse, children, parents, grandparents, grandchildren, brother, brother's spouse, sister, sister's spouse, guardian or any other who are dependent upon or who reside with the employee.

b. Parents, grandparents, brothers, sisters of spouse are included.

G. Insurance Protection

1. The Board and the Association agree that insurance protection shall be as stated in the teacher's contract.

2. The Board further agrees to continue payment of the premium for existing health insurance coverage of either the individual or family plan.

3. Prescription Drug Coverage shall be eight dollars (\$8.00) co-pay for non-generic and two dollar (\$2.00) for generic.

4. The Board agrees to pay for a Disability Plan not to exceed \$1,000.

5. Dental - same as teacher's contract.

6. Vision - same as teacher's contract.

H. Building Assignment- By Board of Education upon recommendation of the Superintendent.

ARTICLE VI

PROFESSIONAL ASSOCIATIONS AND CONVENTIONS

- A. The Board will pay for membership dues in the N.J.P.S.A.
- B. Provision will be made in the budget for attendance at workshops and conventions with cost and selection with the Superintendent's approval as per Board Policy.

ARTICLE VII

SALARY GUIDE 1995-1998

<u>Step</u>	<u>95-96</u>	<u>96-97</u>	<u>97-98</u>
1	52,000	53,000	54,000
2	54,000	54,000	55,000
3	55,500	56,400	57,000
4	57,000	58,500	59,000
5	59,000	60,500	61,000
6	61,000	62,000	63,000
7	62,300	63,500	64,500
8	63,300	65,100	66,000
9	65,400	66,200	68,000
10		68,350	69,150
11			71,450

The Board reserves the right to hire on any step without regard to years of experience.

1. Stipends for credits and degrees above Master's level as follows:
 - a. MA Degree - no additional compensation (see note * below)
 - b. MA + 15 credits - total additional \$450
 - c. MA + 30 - total additional \$1,000 (Mr. Sokol)**
 - e. Doctoral Degree - total additional \$1,500 (Dr. Coppola)

Note: Ms. Haley and Mrs. Cribbs shall be "grandfathered" at the rate of \$600 for their MA degrees. Ms. Haley and Mrs. Cribbs agree to receive no additional compensation beyond their \$600 until the MA+30 level is reached, at which time they will move to step "c" of the above guide and the compensation shall be \$1,000. Until they reach the MA+30 level, Ms. Haley and Mrs. Cribbs will continue to receive the \$600 stipend they currently receive.

**Mr. Sokol moves off of the "old" \$25 per credit beyond Masters system and onto the new MA+30 step "c" listed above. (Mr. Sokol has 33 credits beyond Masters.)

2. Longevity - \$1,000 after 10 years of service in the district.
3. Military service will be applied to sick leave and personal leave benefits.

ARTICLE VIII

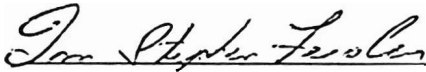
DURATION OF AGREEMENT


A. This agreement shall be effective as of the 1st day of July 1995 and shall continue in effect until June 30, 1998, 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

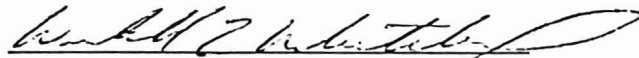
STAFFORD TOWNSHIP
ADMINISTRATOR'S ASSOCIATION


Mr. Steve Fessler, BOE President

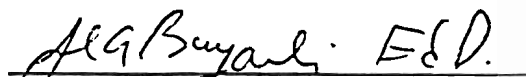

Dr. John Coppola, President STAA


ATTEST:

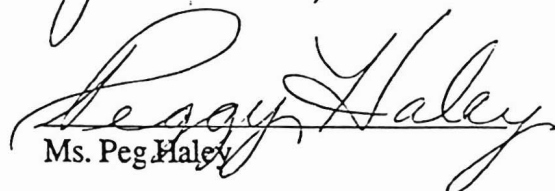
ATTEST:


Mr. Whitehead, BOE Vice-President


Mr. Thomas Sokol


Dr. John A. Byarski, Superintendent


Mrs. Yvonne Cribbs


Ms. Peg Haley

TO: Dr. Buyarski / Mr. Fessler / Mr. Whitehead
FROM: Stafford Township Administrators Association
DATE: 11/15/95
RE: Settlement Agreement

The Stafford Township Administrators Association has met and has agreed to the following mutually negotiated issues in an effort to reach a conclusion to the negotiating process:

- 1) Easter and Christmas recess: no change
- 2) Board Meeting attendance: as needed and at Superintendent's request (past practice)
- 3) Vacation time: no change
Vacation to be used in advance: no change - past practice
- 4) Payment for unused sick days upon retirement: maximum \$15,000 (same as STEA)
- 5) Health Benefits: Full coverage for all existing administrators (employed during the 1994-95 school year.) Any new administrators hired July 1, 1995 or after will be offered the single coverage plan. Upon earning tenure, such administrators will be provided with family coverage.
- 6) Prescription: \$8.00 co-pay non-generic / \$2.00 co-pay generic (same as STEA)
- 7) Washington National Disability Insurance: Board to pay coverage up to \$1,000. Additional coverage may be purchased by administrator.
- 8) Membership dues to the New Jersey Principals and Supervisors Association (NJ-PSA) shall be paid by the Board in full (no change.)
- 9) Longevity: \$1,000 after 10 years employment in the district.
- 10) Stipends for credits and degrees above Master's level as follows:
 - a-MA Degree - no additional compensation (see note * below)
 - b-MA + 15 Credits - total additional \$450
 - c-MA + 30 - total additional \$1,000 (Mr. Sokol) **
 - e-Doctoral Degree - total additional \$1,500 (Dr. Coppola)

* Note: Ms. Haley and Mrs. Cribbs shall be "grandfathered" at the rate of \$600 for their MA degrees. Ms. Haley and Mrs. Cribbs agree to receive no additional compensation beyond their \$600 until the MA + 30 level is reached, at which time they will move to step "c" of the above guide and the compensation shall be \$1,000. Until they reach the MA+30 level, Ms. Haley and Mrs. Cribbs will continue to receive the \$600 stipend they currently receive.

** Mr. Sokol moves off of the "old" \$25 per credit beyond Masters system and onto the new MA+30 step "c" listed above. (Mr. Sokol has 33 credits beyond Masters)

Salary Guide

STEP	(Current) 94-95	(Year 1) 95-96	(Year 2) 96-97	(Year 3) 97-98
1	50,000	52,000	53,000	54,000
2	52,000	54,000 (YC)	54,000	55,000
3	53,500	55,500	56,400 (YC)	57,000
4	55,100	57,000	58,500	59,000 (YC)
5	58,000	59,000	60,500	61,000
6	59,600 (H)	61,000	62,000	63,000
7	60,600 (S)	62,300 (H)	63,500	64,500
8	62,600 (C)	63,300 (S)	65,100 (H)	66,000
9	64,500	65,400 (C)	66,200 (S)	68,000 (H)
10	67,000		68,350 (C)	69,150 (S)
11	70,000			71,450 (C)

NOTE:

- (YC) = Mrs. Cribbs
- (H) = Ms. Haley
- (S) = Mr. Sokol
- (C) = Dr. Coppola