

AGREEMENT
BETWEEN THE
SADDLE BROOK BOARD OF EDUCATION
AND THE
SADDLE BROOK ADMINISTRATORS ASSOCIATION
FOR THE
SCHOOL YEARS
2017-2018
2018-2019
2019-2020
SADDLE BROOK, NEW JERSEY

ARTICLE I

RECOGNITION

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certified administrators, whether under contract, on leave, on a per diem basis, employed or to be employed by the Board excluding: Superintendent of Schools and School Business Administrator.

The Association represents the administrative titles listed below:

- Principals
- Vice-Principals
- Directors
- Supervisors

B. Unless otherwise indicated, the term "administrators", when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined.

ARTICLE II

A. Maintaining Current Benefits

Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any employee's benefit existing prior to its effective date.

B. Modification - Understanding of Parties

This Agreement incorporates the entire understanding of the parties in all matters which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the contemplation of either or both parties at the time they negotiated or executed this Agreement.

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

This Agreement shall be effective as of July 1, 2017, and

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shall continue in effect until June 30, 2020, subject to the Association's right to negotiate over a successor agreement, as provided herein.

ARTICLE III

Fringe Benefits

A. 1. All employees will be required to pay a percentage of the "cost of coverage," which is defined as the premium or periodic charges for health/medical and prescription plan, based on an employee's/member's base salary and level of coverage chosen, pursuant to P.L. 2011, c.78. However, employees shall continue to contribute three percent (3%) of base salary towards the "cost of coverage" until the contributions required by c.78 exceed three percent of an employee's salary, at which point, each employee shall be required to contribute to the "cost of coverage," in accordance with c.78.

2. An employee/staff member choosing to opt out/waive health benefits shall do so in accord with this sub-paragraph. For those waivers filed on or after the effective date of Chapter 2, P.L. 2010, the amount of the payment to the employee/staff member for the waiver pursuant to this sub-paragraph shall not exceed 25% or \$5,000.00, whichever is less, of the amount saved by the Board because of the employee's/staff member's waiver of coverage. Payment shall be made as follows: one-half of opt out/waiver amount shall be paid by December 15 and the balance paid by June 15 of each year.

3. Individuals who elect to decline coverage will have the right to re-enroll immediately for their choice of coverage should family circumstances change such that their coverage is lost. Circumstances include, but are not limited to death, divorce, loss of employment of the insurer or any other event that results in loss of or diminution of the insurance. Re-enrollment for any other reason can only occur during an open enrollment period. The effective date of coverage is subject to the carrier's requirements.

4. Section 125

The Board shall establish a plan pursuant to Section 125 of the Internal Revenue Code (26 U.S.C. 125) for payment of any medical insurance premium costs to an employee and a Flexible Spending Account for payment of qualified medical expenses as permitted by law.

5. All employees hired on or after July 1, 2017 shall be enrolled in the equivalent of the State Employee Health Benefits plan 20/30, or in a less costly plan.



B.1. The Board agrees to provide without cost to the employee dental insurance. The Board shall have the right to change the carrier providing that such change does not result in any loss of benefit.

2. Current deductible limits for Basic Services will be changed to a \$50.00 annual deductible for a single employee and a maximum \$150.00 annual deductible for a family. In the event a family consists of less than 3 members the deductible will be reduced to reflect \$50.00 per family member. For example, if there are two (2) members in the family the annual deductible will equal \$100.00 per year.

C. The Board shall provide a \$10.00 co-pay for generic drugs/\$20.00 co-pay for name brands, full family prescription plan. Mail order co-pays shall be two times the name brand or generic co-pay. The start date for the changes to the prescription co-pays shall be two months after ratification of this agreement by both parties. Should the State make changes to the SEHBP prescription plan, rendering the prescription plan not equal to or better than the current plan, the Board shall not be subject to any claim, grievances, or Unfair Practice Charge by the Association and the terms of the SEHBP prescription plan shall govern.

ARTICLE IV

ACTING SUPERINTENDENT-COMPENSATION

An Administrator assigned responsibilities of the position of Acting Superintendent during an extended absence of the superintendent of more than five (5) consecutive days shall be compensated consistent with law and county requirements.

ARTICLE V

PROFESSIONAL DUES

The Board of Education recognizes the value of professional organizations and agrees to pay annually the dues for administrators who join any professional organizations: including but not limited to: NASSP; APA; NAESP; NJPSA; to a maximum of \$1,500.00 per administrator in per school year.

ARTICLE VI

TERMS OF EMPLOYMENT

Administrators shall work every day school is in session. In addition, they shall work during the following school vacation

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periods:

1. Summer Recess.
2. Vacation may be taken during these periods with the prior approval of the superintendent.
3. Administrators will follow the holiday schedule as listed in Article X.

ARTICLE VII

REIMBURSEMENT FOR GRADUATE COURSES

Each administrator shall be reimbursed for a maximum of 9 graduate credits per year at the rate of \$150.00 per credit hour, which graduate courses shall be related to the staff member's current job function. Each staff member must receive prior approval of the Superintendent before enrolling in each graduate course.

The cost of Leader to Leader for new administrators who are being mentored shall be borne equally by the Board and the employee on a 50/50 basis annually. The Board's contribution shall not exceed a total of \$1,650.00 per employee.

The Board shall pay the cost of the "Leader to Leader Program," at a maximum amount of three thousand three hundred dollars (\$3300.00) over two years.

ARTICLE VIII

SALARIES

Salary guide for existing staff as of July 1, 2017 for the 2017-18 school year

Name	Position	Base Salary
Jaynelen Behre Jenkins	Elementary Principal	\$143,166
Brenda Coffey	Assistant Principal	\$122,492
David Gelber	Assistant Principal	\$117,570
Christopher Tanneillo	Supervisor	\$113,864
John Lawlor	MS/HS Principal	\$144,367
Robert Lehmann	Supervisor	\$108,170
Susan Nogaj Matteson	Supervisor	\$113,622
Francis Santora	Director of Spec. Ser.	\$133,622
Toni Violetti	Elementary Principal	\$125,089
Deborah Wunder	Elementary Principal	\$124,500

Salaries for the 2018-19 school year

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2.9% increase on above 2017-18 base salaries
Salaries for the 2019-20 school year

2.9% increase on above 2018-19 base salaries

All employees hired after July 1, 2017 will receive the percentage increases (highlighted) in 2018-2019 (2.9%) and 2019-2020 (2.9%) if eligible.

	<u>Minimum</u>	<u>Maximum</u>
Elementary Principal	\$110,000	\$160,000
Assistant Principal	\$100,000	\$140,000
Middle/High Principal	\$130,000	\$165,000
Director	\$105,000	\$155,000
Supervisor	\$90,000	\$135,000

Longevity:

Longevity for existing employees shall be revised as follows:
After the completion of 12 years of service as a member of the SBAA, \$2,000.00, after the completion of 18 years of service as a member of the SBAA, \$2,500.00, after the completion of 21 years of service as a member of the SBAA, \$3,000.00.

Stipend:

Masters +45 \$500
Doctorate \$2,500

ARTICLE IX

GRIEVANCE PROCEDURE

A. Definitions

1. Grievance
A grievance is a claim by an administrator based upon interpretation, application, or violation of this agreement affecting an employee or group of employees.
2. Aggrieved Person
An aggrieved person is the person or persons making the claim.
3. Party In Interest
A party in interest is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Procedure

1. Informal Action

Any employee shall first discuss it with his immediate supervisor within ten (10) calendar days of the date of the alleged action in an attempt to resolve the matter informally. If the complainant is the Association, the initial discussion shall be at the level of the Superintendent.

2. Level One-Immediate Superior

(a) If, as a result of the discussion, the matter is not resolved to the satisfaction of the complainant within fifteen (15) calendar days of the date of the alleged grievance, the employee shall set forth the grievance in writing to the immediate superior.

(b) If a grievance is not set forth in writing within fifteen (15) calendar days of the alleged grievance, the grievant shall be precluded from remedy.

(c) The immediate superior shall communicate the decision to the grievant in writing within seven (7) calendar days of the receipt of the written grievance.

3. Level Two-Superintendent of Schools

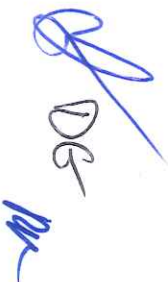
The grievant, no later than seven (7) calendar days of receipt of the immediate superior's decision, may appeal the decision to the Superintendent in writing citing the matter in question and the decision previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed fourteen (14) calendar days. The decision shall be communicated in writing to the aggrieved person and the immediate supervisor.

4. Level Three-Board of Education

If the grievance is not resolved to the grievant's satisfaction, no later than seven (7) calendar days after the receipt of the superintendent's decision, the employee may request a review by the Board. The request shall be submitted in writing with the secretary of the Board with copies to the Superintendent. The board, or a committee of the board, shall review the grievance and shall, at the option of the Board, hold a hearing with the grievant. The grievant may request him/herself or elect to be represented by a representative of choice. The board will render a decision in writing within fifteen (15) calendar days of the date it received the grievance.

5. Level Four-Advisory Arbitration

If the decision of the Board does not resolve the grievance to the satisfaction of the grievant, Notice of Intent to proceed to advisory arbitration shall be given to the Board through the Superintendent within fourteen (14) calendar days after the

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receipt of the decision being appealed. The advisory arbitration shall be conducted under the rules of the New Jersey Public Employee Relations Commission (PERC).

ARTICLE X

VACATIONS AND PERSONAL DAYS

Administrators hired prior to July 1, 2011, shall receive 24 vacation days per year which must be scheduled with the prior approval of the Superintendent. Administrators hired after July 1, 2011 shall be entitled to twenty (10) vacation days per year which must be scheduled with the prior approval of the Superintendent. All vacation days shall be taken in the year in which they are earned. Vacation days may not be accumulated from year to year. Administrators will have paid time off on all days that the entire district staff is off, pursuant to the Board approved school calendar, which begins on the first day of school for staff and ends on the last day school for staff each year. The Administrators will have July 4th and Labor Day off during the summer months each year.

Upon the request of the Superintendent, Association members may be requested to work, in lieu of entitled vacation, time up to a maximum of five (5) days. Administrators will be compensated at their per diem rate for any days worked in lieu of vacation.

Administrators shall receive three (3) personal days per year which are to be scheduled with the prior approval of the Superintendent, absent emergency circumstances.


ARTICLE XI

UNUSED SICK DAYS-REIMBURSEMENT

Each employee shall be provided with thirteen (13) sick days per year. Upon retirement from the Saddle Brook School System, an employee shall be entitled to payment at his/her per diem rate for unused sick days at the rate of one (1) day for every three (3) days of accumulated sick days to a maximum of twenty thousand (\$20,000.00)dollars per retiree.

For employees hired on or after July 1, 2014, each employee shall be provided with thirteen (13) sick days per year. Upon certified TPAF retirement from the Saddle Brook School System, after 15 years of continuous employment within the district, inclusive of Board approved leaves, an employee shall be entitled to payment for unused sick days at a rate of \$150/day for accumulated sick days to a maximum of fifteen thousand (\$15,000) dollars per retiree.

In order to be eligible for the above sick leave


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reimbursement, an employee must notify the Board by December 31, or at least sixty days prior to the actual date of retirement. If notification is not provided in accordance with the preceding sentence, then the sick leave payout may be delayed.

ARTICLE XII

PROFESSIONAL IMPROVEMENT

With prior approval by the Superintendent of Schools and the Board of Education, the administrator will receive reimbursement for expenditures for professional advancement and improvement.

ARTICLE XIII

PROFESSIONAL RESPONSIBILITIES

1. As an educational leader of this district, each administrator is expected to develop and conduct at least one (1) professional workshop per year. In the event the workshop is cancelled for lack of attendance, the administrator will not be penalized.

2. As a member of the district's administrative team, each administrator may be asked to coordinate one (1) or more district level role functions at no additional compensation. Examples of such functions include, but are not limited to the following:

Affirmative Action-Equal Opportunity Officer
Limited English Proficiency Coordinator
504 Compliance Office
Teacher Recognition Program Coordinator
District Mentor Program Coordinator

3. As a member of the district administrative team, all administrators are expected to attend one (1) district level evening meeting (*i.e.* board meetings) per month at no additional compensation, if requested by the Superintendent of Schools.

4. All administrators are expected to comply with requests for information and other written reports in a timely and expeditious manner.


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Dated: 12/13/17

SADDLE BROOK ADMINISTRATORS' ASSOCIATION


By: Christanneillo 

Its President

By: David A. Gelber 

Its Secretary

SADDLE BROOK BOARD OF EDUCATION

By: 
Michael Accomando
Its President

By: 
RAYMOND KARATY
Its Board Secretary