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AGREEMENT
between the
VERONA ADMINISTRATORS' ASSOCIATION
and the
BOARD OF EDUCATION OF VERONA
Essex County
New Jersey

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ARTICLES OF AGREEMENT

- I As recorded in the December 30, 1968 minutes, the Verona Board of Education recognizes the Verona Administrators' Association as the exclusive negotiating representative for the unit described below:

Principals, elementary and
middle schools
Principals, secondary schools
Curriculum Director
Vice-principal, secondary school
Assistant Principal, middle school

- II All items agreed upon in negotiations are to be reduced to writing, signed by the President of the Board of Education, the President of the Verona Administrators' Association, and be approved by the Board of Education.
- III The members of the Verona Administrators' Association who are ten month employees shall have a period of employment extending from September 1 to June 30 during any contract year. Administrators whose services are required for an additional period of time during the months of July and August, shall be considered twelve month employees. Twelve month employees shall work twenty additional working days during the months of July and August. The twenty additional working days will be mutually agreed upon by the administrators and the Superintendent of Schools.
- IV All administrators are to be granted the established calendar holidays in the school calendar which are granted to the teachers.

- V All administrators shall receive 10 days vacation to be taken during the Christmas, Winter or Spring vacations by mutual agreement of the Superintendent and the Administrators' Association.
- VI All communications and requests for meetings between the Board and the Association shall be in writing and directed to the Board Secretary and the Secretary of the Verona Administrators' Association.
- VII All leave benefits and insurance benefits accorded the teachers, as a group, will be granted to administrators. Twelve month administrators shall be granted 12 days accumulative sick leave.
- VIII Administrators working a twelve month contract shall be permitted to teach a college course during the summer work day providing compensatory time (if any) due the Verona School system, can be accomplished.
- IX Administrators may attend conventions and conferences, during the school year, subject to the approval of the Superintendent, and within budgetary limitations.
- X The members of the Association, and their assignments for the 1969-1970 school year are as follows:
 - 1. Malcolm Rainey - Curriculum Director
 - 2. Edwin Willard - Principal, Verona High School
 - 3. Vice Principal, Verona High School
 - 4. Benedict LoCicero - Principal, Verona Middle School
 - 5. Woodrow Litwhiler - Assistant Principal, Verona Middle School
 - 6. Theodore Bland - Principal, Laning and Brookdale Avenue Schools
 - 7. John LaVigne - Principal, F. N. Brown School
 - 8. Herbert Babb - Principal, Forest Avenue School

XI GRIEVANCE PROCEDURE

1. The purpose of this grievance procedure is to provide an orderly internal mechanism for the settlement of problems as they relate to administrators.
2. Definitions:
 - a. 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.
 - b. An aggrieved person is the person or persons making the claim.
 - c. Immediate superior shall be the Superintendent of Schools, except in the case of a Vice Principal it shall be the Principal.
3. Nothing in this agreement shall prevent any administrator from discussing his grievance with his 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.
4. Procedure: Step One
 - a. An administrator having a grievance shall, within 20 school days of the alleged grievance, discuss it with his immediate superior.
 - b. If the grievance of a Vice Principal is not resolved within 5 school days after discussion with the Principal it shall be referred in written form to the Superintendent.

Step Two

If a grievance is not resolved by the Superintendent within 5 school days after the presentation of the grievance, the aggrieved person may within 5 school days thereafter refer the grievance in written form to the Board of Education.

Step Three

Within 10 school days after the receipt of the grievance the Board shall hold a hearing on the grievance. A written decision shall be rendered within 5 school days after the hearing.

Step Four

- a. Within 10 school days after receipt of the Board's decision or within 15 school days after the completion of the hearing, the aggrieved person, if not satisfied, shall notify the Board in writing of his intent to submit the grievance to an impartial third party.
- b. If the parties cannot agree upon a third party within 5 school days after the notification by the aggrieved person, a request for a list of arbitrators may be made to the American Arbitration Association. The parties shall then be bound by the rules and regulations of the American Arbitration Association in the selection of an arbitrator.

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.

XII The terms of this contract will remain in effect from July 1, 1969 through June 30, 1970, and may not be altered by either party without the consent of both parties.

SIGNATURES:

VERONA BOARD OF EDUCATION

VERONA ADMINISTRATORS' ASSOCIATION

President

President

Date: _____

Date: _____