

# **MANAGEMENT TEAM AGREEMENT**

*BE TWEEN*

**THE WINSLOW TOWNSHIP  
ADMINISTRATORS ASSOCIATION**

**and**

**THE WINSLOW TOWNSHIP BOARD  
OF  
EDUCATION**

**July 1, 2004 – June 30, 2007**

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**Management Team Agreement Between  
The Winslow Township Administrators Association  
And  
The Winslow Township Board Of Education**

**PREAMBLE**

This agreement entered into this 3<sup>rd</sup> Day of May, 2004, by and between the Board of Education of Winslow Township, Atco, New Jersey, hereinafter called the "Board", and the Winslow Township Administrators Association, hereinafter called the "Association".

**PHILOSOPHY STATEMENT**

The Winslow Township Board of Education and the Winslow Township Administrators Association agree to work as a Management Team in order to promote educational excellence, to ensure that all students receive a thorough and efficient education, and to provide educational services in the most cost-efficient manner.

Furthermore, both parties agree to do whatever is necessary to create an environment of trust and mutual respect.

To this end, the Board of Education and the Administrators Association recognize the role of the Board of Education, that is, to establish policy and serve in the capacity of employer; as well as the role of the administrative staff to implement Board policy and serve as the leaders of the schools' educational program.

The Management Team is a formally constituted body of administrators who exercise collaboratively all the administrative processes: goal setting, planning, organizing, implementing, coordinating, communicating, decision-making, and evaluating, it is composed of central office and building level administrative and supervisory personnel. The Management Team is responsible for executing the policies of the School Board. As in other collaborative efforts, when appropriate, input is gathered from teachers, students, parents, and community.

**In order to function in these roles, the Association agrees to:**

- Pursue professional excellence at all times
- Continually improve management skills
- Serve as models of professional excellence to all members of the *staff*
- In policy and personnel matters, to follow the administrative chain of command at all times
- Provide advice and consultations regarding personnel and policy matters through established channels
- Avoid public criticism of the Board, its members, and its policies
- Uphold all policies of the Board

**In addition, the Board of Education agrees to:**

- Provide administrators with opportunities to improve their management skills
- Provide incentives to administrators to improve these skills
- Respect the administrative chain of command by not discussing policy matters and professional appointments with administrators unless they have cleared this with the Superintendent and the Board
- Avoid public criticism of administrators
- Refrain from interference in the day to day operations of the schools and limit their activities to policy making
- Provide the necessary resources, within financial constraints, to ensure the accomplishment of the Districts educational goals

## **RECOGNITION**

In accordance with N.J.S.A. 34: 13A-1 et. seq., the Board recognizes the Winslow Township Administrators Association herein known as "the Association", as the exclusive and sole representative for discussion of the terms and conditions of employment of all certified personnel, whether under contract, on leave, on a per diem basis, employed, or to be employed by the Winslow Township Board of Education, hereinafter known as "the Board" including only Principals, Assistant Principals, Supervisors, Guidance Director and Athletic Director.

## **RESOLVING DIFFERENCES**

### **Definition**

A difference is any complaint or claim that there has been an improper application, interpretation, or violation of any term or provision of this Agreement, administrative decision, board policy, or state statute affecting an individual, group of members, or the Association.

### **Purpose**

The purpose of this procedure is to resolve, at the lowest possible level, problems which may from time to time arise affecting members of the Management Team. Both parties agree that these proceedings will be kept as informal as possible and confidential as may be appropriate at any level of the procedure in order to ensure the Management Team concept.

## **Procedure**

### **Level I**

The individual, a group, or the Association having the complaint should contact the appropriate individual within the chain of command within twenty (20) workdays of the event or when the complainant first becomes aware of the occurrence.

### **Level II**

In the event that the concern is not resolved to the satisfaction of the individual, group, or the Association, the matter may be brought to the Superintendent within five (5) working days

### **Level III**

In the event that these procedures do not resolve the issue, the matter may be brought to the Personnel Committee of the Board of Education with a response due from the Committee within ten (10) working days.

### **Level IV**

If the decision of the Personnel Committee does not resolve the grievance to the satisfaction of the grievant the matter may be brought to the full Board at their next regularly scheduled meeting, with a response due from the Board in ten (10) working days.

No administrator shall be disciplined, reprimanded, reduced in rank or compensation, or given adverse evaluation of his/her services. No complaint shall be the basis of an unfavorable evaluation or disciplinary action, nor shall a record of any complaint be made part of an administrator's personnel file unless the administrator is the subject of the complaint, has been formally notified of the existence of the complaint, has been given full opportunity to respond.

The Board of Education shall not discuss publicly a complaint against an administrator which could result in an imposition of penalty or discipline, without adequate prior notice to the administrator.

## **UNIT MEMBER RIGHTS**

Whenever a unit member is required to appear before the Board or any agent thereof concerning any matter which could adversely effect the unit member's position, employment or salary, or any increments pertaining thereto, then the unit member 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 give advise and representation during such meeting or

interview. The unit member shall be notified of meetings and or conferences with administrator(s) with the subject of the meeting being clearly stated. Said meeting shall be held at a mutually agreed upon time whenever possible.

### **EVALUATION**

All evaluations shall be conducted in accordance with state law, administrative code and Board of Education policy.

### **LEAVES OF ABSENCE**

#### **Sick Leave**

Twelve month administrators shall be allowed sick leave with full pay for thirteen (13) working days in an academic year (July 1-June 30). Ten-month administrators shall be allowed sick leave with full pay for eleven (11) working days in an academic year.

If any such person requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such sick leave not utilized that year shall be accumulated to be used for additional sick leave as needed in subsequent years. The need for presentation of a medical certificate after sick leave shall be at the discretion of the Board of Education.

#### **Unused Sick Leave Upon Retirement**

Administrative employees will be paid for unused sick days upon retirement at the rate of forty percent (40%) of their daily rate with a maximum of one hundred ten (110) days. An Administrator with fifteen plus (15+) years of service within the district will be paid for unused sick days upon retirement at the rate of forty-five percent (45%) of their daily rate with a maximum of one hundred ten (110) days

The administrator, in order to be eligible for this benefit, must notify the Board of Education in November prior to the adoption of the budget for the fiscal year in which he/she plans to retire. The only exception to this rule would be an unforeseen illness that necessitated retirement and, when applicable, to the estate of the administrative employee.

The sick leave retirement benefit shall be paid in one lump sum or in three (3) annual installments, at the discretion of the administrative employee. In addition, to the extent permitted by law, the sick leave retirement benefit may be paid by the Board, in whole or in part as designated by the employee, directly into a tax-deferred plan designated by the employee and recognized under IRS code.

### **Temporary Leaves of Absence**

All administrative employees shall be entitled to the following leaves of absence with pay:

#### **Death in Family**

Every administrator shall be granted leave, without deduction, of up to five (5) days in case of death within the immediate family (i.e., father, mother, brother, sister, husband, wife, child, mother-in-law, father-in law). This leave may be extended by the use of personal leave.

#### **Funerals**

An allowance of one (1) day shall be granted to attend the funeral of other relatives of the administrative employee (i.e., uncle, aunt, grandmother, grandfather, cousin, niece, and nephew). This leave may be extended by the use of personal days.

#### **Personal**

All administrators shall be granted personal leave of no more than three(3) days per year without deduction for personal reasons. Except in emergency, personal leave must be approved in advance.

This personal leave, if unused at the conclusion of the fiscal year, shall be added to the accumulated sick leave on the first day of the next fiscal year.

#### **Legal**

Each administrative employee shall be granted time off without deduction in pay for any appearance in a court of law, or other judicial proceeding, wherein the administrative employee's presence is required by the Board of Education, the Superintendent, as a representative of the district, or as a result of a subpoena by another district employee in the course of his/her employment with the Winslow Township Board of Education.

#### **Extended Leaves of Absence**

A leave of absence, without pay, for up to one (1) year shall be granted for child rearing to tenured administrators. Other leaves of absence without pay may be granted by the Board for good reason.

### **Return from Leave**

Upon return from leave granted by the Board, the administrator's salary shall be fixed in accordance with the provisions of the salary guide. All benefits to which an administrator was entitled at the time his/her leave of absence commenced shall be restored, and he/she shall be assigned the same position, if the position still exists within the organization.

### **VACATION**

Vacation accrues for the twelve (12) month administrators commencing July 1 through June 30. Vacation will be credited at the commencement of the following fiscal year. Vacation days are not cumulative from one fiscal year to the next fiscal year, but five (5) days vacation may be carried over to be used the following year or be reimbursed in cash upon advance written notice of intention.

If an administrator retires or resigns during the contract year, he/she shall receive all earned prorated vacation days or full payment for all said days at the discretion of the Board of Education. If an administrator is unable to use earned vacation prior to June 30th due to illness, the unused vacation time may be carried over to be used during the following fiscal year (July 1-June 30). If an administrator dies during the year, the estate shall be paid for all unused vacation.

Administrators with one or more years of administrative service in the District shall receive twenty (20) days vacation a year.

During the first year of administrative service in the district, twelve month administrators will receive ten (10) vacation days. Administrators employed after September will earn one (1) vacation day per month.

Administrators working on a ten (10) month basis (September 1 .June 30) will not be entitled to any vacation benefits and will not be required to work during winter and or spring recesses. They shall work five days in August to help prepare for the opening of school. Should the Board determine that the administrator will become twelve (12) month employees, they will receive the same terms and conditions as all other twelve (12) month employees in this bargaining unit.

### **HOLIDAYS**

Twelve month administrators shall receive annually a minimum of fifteen (15) holidays and two (2) professional days for the teachers' convention in November. Administrators will not be required to work during winter and/or spring recesses.

Ten month Assistant Principals shall not work any of the days that the teachers have off during the school year since they do not earn vacation. .



## **INCLEMENT WEATHER**

When school is unexpectedly closed for students and teachers due to inclement weather or emergency conditions, administrators shall be required to report to work at the discretion of the Superintendent.

## **ADMINISTRATIVE VACANCIES**

All vacancies in administrative positions, caused by death, retirement, discharge, resignation or by the creation of new positions, shall be filled pursuant to the following:

Such vacancies shall be adequately publicized, including a notice in every school (by position, through the Superintendent's bulletin, or otherwise) as far in advance of the date of filling such vacancy as possible (ordinarily at least thirty (30) days in advance and in no event less than seven (7) days in advance). The Superintendent may concurrently publicize the position outside the school district. Said notice of vacancy shall clearly set forth the qualifications for the position

## **WORKDAY/WORKLOAD**

The Administrators' workday shall be defined as the time that is necessary to provide for continuous building supervision when either students and or staff are expected to be present. Excluded are time periods when the facilities have been contracted for outside use.

## **PROFESSIONAL DEVELOPMENT**

With the approval of the Superintendent, the Board of Education will provide each administrator the following;

### **Advanced Study**

Includes registration, tuition, fees, books and incidental materials, etc. for advanced study at any accredited college with the maximum of \$1,800. Transportation cost will be at the expense of the administrator.

### **Conferences/Workshops**

The Board of Education recognizes the value of professional development. Each administrator shall be allotted \$2,500 per year for attendance at conferences and conventions at the discretion of the Superintendent. Reimbursement for travel, registration, meals and miscellaneous expenses shall be consistent with Board policy.

## **ASSOCIATION MEMBERSHIPS**

Each administrator will be entitled to association memberships of his or her choice, paid for by the Board up to a maximum of one percent (1%) of his/her salary or nine hundred dollars (\$900), whichever is higher.

## **HEALTH INSURANCE PROTECTION**

Health and Insurance benefits shall be provided for all administrators and their eligible dependents by the Board of Education at no premium cost to the administrators.

These benefits shall include the following:

Medical, Dental, and Vision as currently offered to all other groups. Prescription coverage shall be with the following co-pays: 2004-2005 \$15.00 name brand, \$10.00 generic and mail order, 2005-2007 \$20.00 name brand, \$10.00 generic and mail order. Coverage in these plans shall be equal to or better than that provided to any other bargaining group. If the Board of Education successfully negotiates changes in any of the existing plans of health insurance protection with any other group which exceeds the administrators' health insurance protection, this article will be subject to re-negotiation with the Board of Education and the Administrators.

The Board will also provide Health Maintenance Organization (HMO) options for members of the Association.

## **PROTECTION OF ADMINISTRATORS AND THEIR PROPERTY**

The Board shall reimburse administrators for the reasonable cost (not to exceed \$200) of any clothing or personal property torn or damaged as a result of restraining students in the discharge of their duties within the scope of employment.

### **USE OF AUTOMOBILE**

All members of the Association who may be required to use their own automobiles in the performance of their duties shall be reimbursed at the mileage rate approved by the Board.

## **SALARY**

### **Salary Schedules**

<b>SALARY RANGES 2004-2005</b>	
<b>High School Principal</b>	<b>91,635 – 116,505</b>
<b>Middle School Principal</b>	<b>87,053 – 110,680</b>
<b>Elementary Principal</b>	<b>82,470 – 104,854</b>
<b>High School AP/AD/GD</b>	<b>77,889 – 99,028</b>
<b>Middle School AP</b>	<b>76,057 – 96,699</b>
<b>Elementary AP</b>	<b>65,060 – 82,718</b>
<b>Supervisors</b>	<b>65,520 – 88,775</b>

All salary ranges are to be increased by 4% for the 2005-2006 and 2006-2007 school years. The negotiated agreement was for 4.5% per year, the Association used .5% per year to make adjustments to member salaries.

**FUTURE CONTRACT NEGOTIATIONS**

The parties agree to enter into negotiations over a successor agreement in accordance with N.J.S.A. 34:13A-1 et seq., in a good faith effort to reach agreement on all matters concerning the terms and conditions of Administrators' employment. Negotiations shall begin no later than January 1, 2007.

**DURATION OF AGREEMENT AND SIGNATURES**

This agreement shall be effective as of July 1, 2004, and shall continue in effect until June 30, 2007. This agreement shall not be extended by oral or written Agreement, and it is expressly understood that it shall expire on the date indicated.

To the extent any term of this agreement is deemed unenforceable, such term shall be severed, and the remainder of the agreement shall remain in full force and effect.

This agreement may only be modified in writing, signed by both the President and Secretary of the Board and the President of the Association, and accompanied by resolutions of ratification by both the Board and the Association.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed by their respective members

**WINSLOW TOWNSHIP BOARD OF EDUCATION**

By *Robert M. Evans*  
President, Board of Education

By *J.P.C.G.*  
Board Secretary/Business Administrator

**WINSLOW TOWNSHIP ADMINISTRATORS ASSOCIATION**

By *Alicia J. Eney*  
Negotiation Team Member

By *Mary Ann [Signature]*  
Negotiation Team Member