

4-1086

06-10

THIS DOES NOT  
CIRCULATE

MILLVILLE BOARD OF EDUCATION  
Millville, New Jersey

AGREEMENT

Between: Millville Board of Education

and

Millville Administrators Association  
1973-1976

Effective Date: July 1, 1973 through June 30, 1976

LIBRARY  
Institute of Management and  
Labor Relations

SEP 24 1978

RUTGERS UNIVERSITY.

MILLVILLE BOARD OF EDUCATION

MILLVILLE, NEW JERSEY

A G R E E M E N T

Between:

Millville Board of Education

and

Millville Administrators' Association

Effective Date:

July 1st, 1973, through June 30, 1976

Agreement Date:

TABLE OF CONTENTS

	<u>Page</u> <u>No.</u>
PREAMBLE . . . . .	1
ARTICLE 1, Recognition. . . . .	1
ARTICLE 2, Successor Agreement. . . . .	2
ARTICLE 3, Grievance Procedure. . . . .	3
ARTICLE 4, Salaries . . . . .	4
ARTICLE 5, Teacher Evaluation . . . . .	5
ARTICLE 6, Promotions . . . . .	5
ARTICLE 7, Leave of Absence . . . . .	5
ARTICLE 8, Professional Improvement & Dues. . . . .	6
ARTICLE 9, Rights & Responsibilities of the Parties. . . . .	7
ARTICLE 10, Insurance. . . . .	7
ARTICLE 11, Administrative Responsibility. . . . .	7
ARTICLE 12, Duration of Agreement. . . . .	8

PREAMBLE

This agreement entered into this 30th day of June, 1973, between the Board of Education of Millville, Cumberland County, New Jersey, hereinafter called the "Board," and the Millville Administrators' Association, hereinafter called the "Association."

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Millville School District is their mutual aim, and

WHEREAS, the Board, pursuant to Chapter 303, P. L. 1968, herein agrees to negotiate with the designated or selected representatives of the Association of the City of Millville, and

WHEREAS, the parties have reached certain understandings desire to confirm this agreement as follows:

ARTICLE 1

Recognition

1:1 The Board hereby recognizes the Administrators' Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for the following personnel:

- a. Guidance Counselors
- b. Psychologists
- c. Principals
- d. Vice Principals
- e. Coordinators
- f. Directors of Education
- g. Assistant Business Manager

## ARTICLE 2

### Successor Agreement

- 2:1 The parties agree to enter into collective negotiation for a successor agreement beginning on or before November 1 of the calendar year preceding the calendar year in which this agreement expires. The Association shall furnish to the Board, by November 1, all proposals.
- 2:2 Nothing in Chapter 303 shall be construed to annul or modify, or to preclude the renewal or continuation of any agreement heretofore entered into between any public employer and any employee organization, nor shall any provision of Chapter 303 annul or modify any statute or statutes of this State.
- 2:3 The Board agrees that representatives designated or selected by public employees for the purposes of collective negotiation by the majority of the employees in a unit appropriate for such purposes or by the majority of the employees voting in an election conducted by the commission as authorized by Chapter 303 shall be the exclusive representatives for collective negotiation concerning the terms and conditions of employment of the employees in such unit. Nothing herein shall be construed to prevent any official from meeting with an employee organization for the purpose of hearing the views and requests of its members in such unit so long as:
- a. The majority representative is informed of the meeting.
  - b. Any changes or modifications in terms and conditions of employment are made only through negotiations with the majority representative.
  - c. A minority organization shall not present or process grievances.
- 2:4 This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- 2:5 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.

## ARTICLE 3

### Grievance Procedure

#### 3:1 DEFINITION

3:1.1 "Grievance" is an appeal by a member (or members) of this unit, of the interpretation, application, or violation of this Agreement, Board policies or administrative decisions.

#### 3:2 PROCEDURE

3:2.1 Any aggrieved member shall first discuss said grievance with his principal (or immediate superior) in an attempt to resolve the matter informally. If the member does not discuss the grievance with the principal or immediate superior within fifteen (15) school days after the occurrence which occasioned the grievance, the grievance shall be considered as waived.

If, as a result of the discussion, the matter is not resolved to the satisfaction of the member within three (3) school days, the grievance shall be reduced to writing, indicating specifically under which Article the grievance is taken, and submitted as a formal grievance to the principal or immediate superior.

3:2.2 Whenever a formal written grievance is submitted, it shall be processed in accordance with the following procedure:

- a. Level One - Within three (3) school days after receipt of the formal written grievance, the principal or immediate superior shall render a decision in writing to the aggrieved member.
- b. Level Two - Any member not satisfied with the disposition of the grievance by the principal or immediate superior may resubmit said grievance to the Superintendent of Schools. The Superintendent shall request a report on the grievance from the principal (or his immediate superior), shall confer with the concerned parties, and upon request, with the member or principal or his immediate superior separately. The Superintendent shall, within ten (10) school days from the receipt of the grievance, communicate his decision in writing along with supporting reasons to the member and the principal (or his immediate superior).
- c. Level Three - Any member not satisfied with the disposition of the grievance by the Superintendent of Schools may request a review by the Board of Education within five (5) school days after receipt of the Superintendent's decision. The request shall be submitted in writing through the Superintendent of Schools, who will attach all related documents and forward the request to the Board of Education. The Board shall review the grievance and within a period of thirty (30) days shall render a decision in writing to the aggrieved member.

- d. Level Four - If the decision by the Board does not resolve the grievance to the satisfaction of the aggrieved party, he shall notify the Board through the Superintendent within ten (10) days of receipt of the Board's decision of his intent to seek litigation from the Commissioner of Education or the Courts.

3:3 REPRESENTATION

- 3:3.1 The employee may, beyond Level One in the Grievance Procedure, be accompanied by a representative of the Association. When a member is not represented by the Association, the Association shall have the right to be an observer at the discussions beyond Level One.

3:4 FAILURE TO APPEAL

- 3:4.1 Failure in any level of the procedure to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

3:5 CONTINUATION OF DUTIES

- 3:5.1 It is understood that members shall during and notwithstanding the pendency of any grievance, continue to function in their duties until such grievance and any effect thereof shall be fully determined.

ARTICLE 4

Salaries

- 4:1 Salaries for members of the Association for the 1973-1976 contract year shall be attached as Appendix A of this Agreement.
- 4:2 By April 30th of each year, non-tenure administrators and supervisors shall receive notification of the Board's intention of renewing or not renewing their contracts for the ensuing year.
- 4:3 Administrators and supervisors shall return contracts signed or unsigned to the Board of Education within two weeks after they have been issued.
- 4:4 When a payday falls on a Monday, Tuesday, Wednesday, Thursday, or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last working Friday preceding each payday.

- 4:5 Each administrator and supervisor employed on a twelve-month basis shall be paid in twenty-four semi-monthly installments.
- 4:6 An additional increment of \$600 shall be paid upon the completion of a Masters plus thirty credits.

#### ARTICLE 5

##### Teacher Evaluation

- 5:1 Teacher evaluation shall be conducted in accordance with State Law and Board of Education policy.

#### ARTICLE 6

##### Promotions

- 6:1 All vacancies in the areas of administration and supervision shall be posted as they occur and shall be adequately publicized by the Superintendent.
- 6:2 Serious consideration will be given to applicants from within the system for all posted positions and acknowledgement by the Superintendent of those applications will be sent to those applicants within ten (10) days.

#### ARTICLE 7

##### Leave of Absence

##### 7:1 SICK LEAVE

- 7:1.1 An employee is entitled to an annual leave of absence on account of personal illness for a period of fifteen (15) school days at full pay.
- 7:1.2 If any such person requires in any school year less than this specified number of days of sick leave with pay allowed, a maximum of twelve (12) days of such sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years.
- 7:2 A maximum total allowance of five (5) days per year, which shall be deducted from the total of fifteen (15) days granted for sick leave under 7:1, shall be granted for a combination of the following reasons:



- 7:2.1 Death in the Immediate Family: Immediate family shall be considered grandparent, parent, brother, sister, husband, wife, child, or other relative living with the family.
- 7:2.2 Serious Illness in the Immediate Family: Immediate family same as 7:2.1 above. Maximum days that may be used for this is three (3) days in any one year.
- 7:2.3 Personal Days: An employee is entitled to an annual leave of absence on account of the death of a relative, a wedding, a religious holiday, business or other justifiable personal reasons for a period of two (2) school days at full pay. Such leave of absence must receive prior approval by the Superintendent upon the written application of the employee.

### 7:3 SCHOOL BUSINESS

- 7:3.1 Permission may be granted by the Superintendent for members to attend meetings or conventions concerning school business, and also to visit a designated school, not more than one day a year without loss of pay.

## ARTICLE 8

### Professional Improvement and Dues

- 8:1 The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of educational performance and attitudes. The Board and the Association support the principle of continuing training of the professional staff and the improvement of instruction.
- 8:1.1 To work toward the ends stated above, the Board agrees to implement the following during the 1973-76 school years:
- 8:1.2 To pay the full cost of six (6) credits taken beyond the Master's degree, with recommendation of the Superintendent and the prior approval of the Board of Education.
- 8:1.3 To pay the expenses (including fees, meals, lodging and transportation) incurred by Administrators, or Supervisors, who attend workshops, seminars, conference, conventions, in-service training sessions or other such sessions upon the recommendation of the Superintendent and prior approval of the Board of Education.
- 8:1.4 The Board will assume the expenses of memberships in professional organizations that enhance and promote the leadership role of administrators in accordance with the attached list. Exceptions must have prior Board of Education approval.

## ARTICLE 9

### Rights and Responsibilities of the Parties

- 9:1 The parties mutually agree to take cognizance of the respective Legal, Ethical, and Moral rights and responsibilities of each other.

## ARTICLE 10

### Insurance

- 10:1 Effective July 1, 1973, the Board of Education will continue to provide at no cost to the staff; coverage of Blue Cross, Blue Shield, Rider J, and major medical for all employees defined in Article 1 of this contract.
- 10:2 Commencing in 1973-74 the Board shall provide dependent coverage at the rate of 50% of the cost, Blue Cross, Blue Shield, Rider J and major medical coverage; 1974-75, 75% of the cost; 1975-76, 100% of the cost; for such staff who elect to have this coverage. For single staff members the Board shall provide at no cost to the administrator Blue Cross, Blue Shield, Rider J and major medical coverage, as provided by the N. J. State Health Benefits Plan.
- 10:3 For each administrator who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period.
- 10:4 The Board shall provide to each administrator a description of the health-care insurance coverage provided under this Article, no later than the beginning of the 1973-74 school year, which shall include a clear description of conditions and limits of coverage as listed above.
- 10:5 It is further understood and agreed that the administrators covered by this agreement shall receive the same family coverage benefits and premium payment consideration as that given to other school employees.

## ARTICLE 11

### Administrative Responsibility

- 11:1 As in the past, administrators are encouraged to make recommendations as to the need for additional personnel to the Board of Education through the appropriate administrative channels.

ARTICLE 12

Duration of Agreement

12:1 This Agreement shall be effective as of July 1, 1973, and shall continue in effect until June 30, 1976, subject to the Administrators' Association's right to negotiate over a successor Agreement as provided in Article 2.

12:2 In witness whereof, the Administrators' Association has caused this Agreement to be signed by two negotiators designated by members of said Administrators' Association, and the Board has caused this Agreement to be signed by two of its members, one of whom is the President of the Board, on the day and year first written above.

ADMINISTRATORS' ASSOCIATION

by *Stanley Miller*  
by *W. Simpson*

MILLVILLE BOARD OF EDUCATION

by *Lee Bennett*  
President  
by *Elizabeth A. Lewis*

*David Green, Bd Secy*  
5-6-74

REFERRING TO GUIDES ATTACHED HEREWITH

It is understood that all salaries incorporated herein apply only if the individual named is continued in the employment of the Millville Board of Education. Nothing herein is to be construed as according individual contract rights which must be acted upon individually by the Board of Education.

GUIDE

High School Principal

	<u>1972-1973</u>	<u>1973-1974</u>	<u>1974-1975</u>	<u>1975-1976</u>
1		17,400	18,200	19,000
2		18,050	18,850	19,650
3		18,700	19,500	20,300
4	19,168	19,350	20,150	20,950
5		20,000	20,800	21,600
6		20,650	21,450	22,250
7		21,300	22,100	22,900
8		21,950	22,750	23,550

\* Add \$100 for each year of administrative experience beyond #8.

Puzak	19,168	20,000	21,450	22,900
-------	--------	--------	--------	--------

Administrative Experience will be negotiated at the time of employment. It may be based on any relevant experience. Once the position on the guide is established, the individual will move up sequentially unless the increment and/or raise is withheld for cause, pursuant to Title 18A.

GUIDE

Jr. High Principal

	<u>1972-1973</u>	<u>1973-1974</u>	<u>1974-1975</u>	<u>1975-1976</u>
1		17,000	17,800	18,600
2		17,600	18,400	19,200
3		18,200	19,000	19,800
4		18,800	19,600	20,400
5		19,400	20,200	21,000
6		20,000	20,800	21,600
7		20,600	21,400	22,200
8	18,324	21,500	22,000	22,800

\* Add \$100 to guide figures for each year of administrative experience beyond #8

VanGilder      18,324              20,016              21,708              23,500

Administrative Experience will be negotiated at the time of employment. It may be based on any relevant experience. Once the position on the guide is established, the individual will move up sequentially unless the increment and/or raise is withheld for cause, pursuant to Title 18A.

in Campbell

6-2 - 6550

6-3 - 6550

6-4 - 7100

6-5 - 8805 *1.1 Bank*

6-6 - 8740

6-67 - 9245

7-68 - 10750

7-69 - 12344

7-70 - 15660 *M + 30*

*(Inc. 3310)*

*1.25  
1.3  
VP*

7-71 - 16,756 *790*

7-72 - 17,730

7-73 -

73-74

74-75

75-76

GUIDE

/ Elementary Principal, Directors, Elementary Vice Principal,  
Sr. & Jr. High Vice Principals

	<u>1972-1973</u>	<u>1973-1974</u>	<u>1974-1975</u>	<u>1975-1976</u>
1		14,500	15,350	16,300
2		15,000	15,850	16,800
3		15,500	16,350	17,300
4		16,000	16,850	17,800 ✓
5		16,500	17,350	18,300
6		17,000	17,850	18,800
7		17,500	18,350	19,300
8		18,000	18,850	19,800

\* Add \$100 to Guide for each year of Administrative experience beyond #8.

Note: Elementary Vice Principal Guide, less \$500  
Directors Guide, plus \$500

Administrative Experience will be negotiated at the time of employment. It may be based on any relevant experience. Once the position on the guide is established, the individual will move up sequentially unless the increment and/or raise is withheld for cause, pursuant to Title 18A.



Actual Salaries for Personnel Included herein:

	<u>1972-1973</u>	<u>1973-1974</u>	<u>1974-1975</u>	<u>1975-1976</u>
Garton	17,044	18,063	19,082	20,200
Simkin	13,275	15,450	17,625	19,900
Miskelly	17,044	18,030	19,015	20,100
Cox	18,674	19,316	19,958	20,700
Mackey	15,740	16,760	17,780	19,300
Reger	16,050	17,400	18,750	20,200
Easter	15,910	17,373	18,836	20,400
Miller	13,583	15,156	16,728	18,800
Rush	14,738	15,926	17,113	18,800
Kuchinski	14,350	16,000	17,650	19,300
D'Ambrose	<u>18,995</u>	<u>19,597</u>	<u>20,199</u>	<u>21,100</u>
	175,403	189,071	202,736	218,800

The 1973-1974 TEACHER SALARY GUIDE is to be attached  
as it applies to GUIDANCE COUNSELORS.

APPENDIX A  
MILLVILLE PUBLIC SCHOOLS  
Millville, New Jersey  
School Year 1974-1975

*APPLIES TO GUIDANCE COUNSELORS						
Step	No Degree	Bachelors Degree	Bachelors +30 cr.	Masters Degree	Masters + 30 cr.	Doctorate
1	\$8,100	\$8,700	\$9,000	\$9,300	\$9,900	\$10,500
2	8,400	9,000	9,300	9,600	10,200	10,800
3	8,700	9,300	9,600	9,900	10,500	11,100
4	9,000	9,600	9,900	10,200	10,800	11,400
5	9,300	9,900	10,200	10,500	11,100	11,700
6	9,700	10,200	10,500	10,800	11,400	12,000
7	10,100	10,600	10,900	11,200	11,800	12,400
8	10,400	11,000	11,300	11,600	12,200	12,800
9	10,700	11,300	11,600	11,900	12,500	13,100
10	11,000	11,600	11,900	12,200	12,800	13,400
11	11,300	11,900	12,200	12,500	13,100	13,700
12	11,600	12,200	12,500	12,800	13,400	14,000
13	11,900	12,600	12,900	13,200	13,800	14,400
14	12,200	13,000	13,300	13,600	14,200	14,800
15	12,600	13,400	13,700	14,000	14,600	15,200
16	13,000	13,800	14,100	14,400	15,000	15,600
17	13,400	14,200	14,500	14,800	15,400	16,000

## APPENDIX A

## MILLVILLE PUBLIC SCHOOLS

Millville, New Jersey

School Year 1975-1976

\*APPLIES TO GUIDANCE COUNSELORS

Step	No Degree	Bachelors Degree	Bachelors +30 cr.	Masters Degree	Masters + 30 cr.	Doctorate
1	\$8,600	\$9,200	\$9,500	\$9,800	\$10,400	\$11,000
2	8,900	9,500	9,800	10,100	10,700	11,300
3	9,200	9,800	10,100	10,400	11,000	11,600
4	9,500	10,100	10,400	10,700	11,300	11,900
5	9,800	10,400	10,700	11,000	11,600	12,200
6	10,100	10,700	11,000	11,300	11,900	12,500
7	10,500	11,000	11,300	11,600	12,200	12,800
8	10,900	11,400	11,700	12,000	12,600	13,200
9	11,200	11,800	12,100	12,400	13,000	13,600
0	11,500	12,100	12,400	12,700	13,300	13,900
1	11,800	12,400	12,700	13,000	13,600	14,200
2	12,100	12,800	13,100	13,400	14,000	14,600
3	12,400	13,200	13,500	13,800	14,400	15,000
4	12,800	13,600	13,900	14,200	14,800	15,400
5	13,200	14,000	14,300	14,600	15,200	15,800
6	13,600	14,400	14,700	15,000	15,600	16,200
7	14,000	14,800	15,100	15,400	16,000	16,600

Actual Salaries for Guidance Counselors Included herein:

	<u>1973-1974</u>	<u>1974-1975</u>	<u>1975-1976</u>	
Blair Cambell	17,930	17, 930	17,930	
Rodger Setser	12,830	13,200	14,200	14,200
Nancy Reiss	10,000	10,800	11,600	
Charles Brett	11,400	12,200	13,000	13,000
Robert Corson	13,040	14,000	15,000	
Dorothy Meckel	9,100	9,900	10,700	10,700
James Passaro	11,100	11,900	12,700	12,700

Actual Salary for Assistant Business Manager included in the agreement between Millville Board of Education and Millville Administrators' Association.

	<u>1973-1974</u>	<u>1974-1975</u>	<u>1975-1976</u>
D. Oliver Johnson	9,750	10,700	11,650

ADMINISTRATORS' ASSOCIATION

by *S. Larry Miller*  
 by *R. Simpson*

MILLVILLE BOARD OF EDUCATION

by *Law Bennett*  
 by *Elizabeth M. Pizzi*

*Daniel Green, Bd. Secy*  
*5-21-74*