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1966-1971

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

1970 - 1971

PREAMBLE

This agreement is entered into this _____ day of _____, 19____, by and between the Board of Education of Verona, the Borough of Verona, New Jersey, hereinafter called the "Board", and the Verona Administrators' Association, hereinafter called the "Association."

W I T N E S S E T H:

WHEREAS, the members of the profession are particularly qualified to advise the formulation of policies and programs designed to improve educational standards, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I.

RECOGNITION

"Pursuant to Chapter 303, Public Laws, 1968, the Verona Board of Education recognizes the Verona Administrators' Association as the exclusive negotiating representative for collective negotiations concerning the terms and conditions of administrators' employment for the unit described herein, including:

Principals, Elementary
Principals, Middle School
Principal, High School
Supervisor of Curriculum and Instruction
Assistant Principal, High School
Administrative Assistant/Guidance, Middle School

ARTICLE II.

USE OF SCHOOL PROPERTY FOR MEETINGS

Representatives of the Verona Administrators' Association shall be permitted to transact official Association business on school property at all reasonable times.

ARTICLE III.

FUTURE NEGOTIATING AGREEMENT

- A. Such negotiations shall begin not later than October 15, 1970, and an agreement between the representatives of the parties shall be reduced to writing not later than December 21, 1970.
- B. The parties agree to negotiate in a good faith effort to reach agreement pursuant to Chapter 303, Public Laws of 1968.
- C. The Board agrees to make available to the Association, in response to reasonable requests, from time to time, all available public information concerning the financial resources of the district, and both parties agree to make available to each other, upon request, all available public or non-confidential information pertaining to matters under discussion.
- D. Periodic reports to the public on the progress of negotiations shall only be issued with the mutual approval of the parties.
- E. This agreement, once negotiated, incorporates the entire understanding of the parties, and shall not be modified in whole or in part by the parties, except by an instrument in writing, duly executed by both parties.
- F. During the course of teacher negotiations representative administrator (s) agreed upon by the Superintendent and Administrators shall be present and shall advise the Board of Education on administrative implications of negotiated language under consideration for agreement.

ARTICLE IV.

TERMS OF EMPLOYMENT

- A. The members of the Verona Administrators' Association, who are ten-month employees, shall have a contract period of employment dating September 1 through June 30, but shall be required to work three days prior to the official opening of school and five days after the official closing of the school attendance registers. Twelve-month employees shall work twenty additional days during the months of July and August. The twenty additional working days will be mutually agreed upon by the administrator and the Superintendent of Schools.

- B. All administrators shall receive ten vacation days to be taken during the Christmas, Winter or Spring vacations, by mutual agreement of the Superintendent and the individuals involved or at other times in exceptional cases by approval of the Superintendent.

ARTICLE V.

CALENDAR HOLIDAYS

All administrators are to be granted the established holidays
in the school calendar which are granted to the teachers.

ARTICLE VI.

1970-1971 SALARY DETERMINATION

1. A responsibility factor shall be assigned for each position to determine an administrator's salary for a basic ten-month work year. Twelve-month administrators will receive an additional one-tenth of their ten-months salary, computed in accordance with the responsibility factors.

For ten-month administrators, compensation for work days from July 1, 1970, through August 31, 1970, shall be at the per diem rate of 1/200 of the contractual salary.

The responsibility factor for each position shall be as follows:

<u>Responsibility Factor</u>	<u>10 months</u>
Middle School Administrative Asst./Guidance	1.15
High School Assistant Principal	1.20
Elementary School Principals	1.25
Middle School Principal	1.30
High School Principal	1.35
Supervisor of Curriculum and Instruction	1.35

2. The Board of Education and the School Superintendent shall be free to negotiate the initial contract with newly-hired administrative personnel. In general, the salaries of administrators not under tenure will be determined by multiplying the (responsibility factor) x (position on Teachers' Guide) = (10 months salary).
3. For administrators under tenure the responsibility factor for each position will be applied to the top of the guide (sixth level). Upon issuance of the tenure contract new administrators shall receive full salary adjustments

1970-1971 Salary Determination -- cont'd.

based upon this concept.

4. Administrators with the earned doctorate degree shall receive additional remuneration in the amount of \$650.00.
5. Implementation of the responsibility factor shall become effective with the issuance of the 1970-1971 contracts, but no salary increase shall exceed \$2500.00.

ARTICLE VII.
COMMUNICATIONS

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.

ARTICLE VIII.

LEAVE AND INSURANCE BENEFITS

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.

ARTICLE IX.

SUMMER TEACHING

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.

ARTICLE X.

CONFERENCES AND CONVENTIONS

Administrators may attend conventions and conferences, during the school year, subject to the approval of the Superintendent, and within budgetary limitations.

ARTICLE XI.

MEMBERSHIP ASSIGNMENTS

The members of the Association and their assignments for the 1970-1971 school year are as listed below.

1. Malcolm Rainey -- Supervisor of Curriculum and Instruction
2. Edwin Willard -- Principal, Verona High School
3. Le Rue Stellfox -- Assistant Principal, Verona High School
4. Benedict LoCicero -- Principal, Whitehorne Middle School
5. Woodrow Litwhiler -- Administrative Assistant/Guidance,
Whitehorne Middle School
6. Herbert Babb -- Principal, Forest Avenue School
7. Theodore Bland -- Principal, Laning and Brookdale Avenue Schools
8. John LaVigne -- Principal, F. N. Brown School

Changes in assignment will be accomplished by agreement between the Superintendent and the administrators involved, subject to Board approval.

ARTICLE XII.

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.

Grievance Procedure cont'd.

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.

ARTICLE XIII

EFFECTIVE DATE AND SIGNATURES

The terms of this contract will remain in effect from July 1, 1970 through
June 30, 1971

SIGNATURES:

VERONA BOARD OF EDUCATION

VERONA ADMINISTRATORS' ASSOCIATION

President

President

Date: _____

Date: _____