

AGREEMENT
BETWEEN
TOWN OF BOONTON BOARD OF EDUCATION
AND
BOONTON ADMINISTRATORS' ASSOCIATION

JULY 1, 2004 through JUNE 30, 2007
APPROVED:

ARTICLE I

Recognition

- A. The Board of Education of the Town of Boonton (hereinafter referred to as “the Board”) recognizes the Boonton Administrators’ Association (hereinafter referred to as “the Association”) as the exclusive representative of those people as defined in this section as provided in the Employer – Employee Relations Act of 1968 as amended.
- B. The term “administrator” shall refer to the High School Principal, High School Vice Principal, Middle School Assistant Principal, Elementary School Principal, Director of Special Services, Director of Guidance, Director of Curriculum and Athletic Director.

ARTICLE II

Negotiating Procedure

- A. Attaining Objectives:
 - 1. Attainment of the objectives for the educational program of the school systems requires mutual understanding and cooperation between the Board and the Association.
 - 2. The Board and the Association agree to enter into collective negotiations in accordance with Chapter 303, Public Laws 1968: Chapter 123, P.L. 1974 (and as above Article I) in a good faith effort to reach agreement on matters concerning the terms and conditions of employment.
 - 3. Negotiations shall begin not later than the date prescribed by the Public Employment Relations Commission.
- B. During the negotiations, the Board and the Association shall present relevant data, exchange points of view, and /or make proposals and counterproposals.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
- D. This Agreement shall not be modified in whole or in part except in writing duly executed by both parties.

ARTICLE III

Grievance Procedures

A. Definition

1. The term "grievance" means a complaint or claim that there has been improper application, interpretation, or violation of any term or provision of the contract, as it is constituted, or administrative decisions affecting any member of the unit.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party of interest" is the person or persons making the claim and any other person who might be required to take action, or against whom action might be taken, in order to resolve the claim.
4. Any grievance must be filed at the proper initiating level within fifteen (15) calendar days of the happening of the event.
5. All matters related to discharge or deduction in pay shall not be the subject of a grievance, but shall be processed by the grievant to the Commissioner of Education as provided under Article 18A:1, et.seq. as amended.
6. A Complaint of a non-tenured employee which arises by reason of his / her not being re-employed, or a complaint by any employee occasioned by lack of appointment to, or lack of retention in, any position for which tenure either is not possible or not required may not be appealed further than the Board of Education. This clause should not be construed to interfere with a non-tenured employee's statutory rights, if any.
7. Failure at any step of this process to communicate the decision on a grievance within the specific time limit shall merit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specific time limits may be deemed to be a waiver of further appeal of the decision.
8. The decision of the Board of Education shall be the final step in the grievance procedure and shall be binding upon the grievant and the Board of Education.

B. Level 1- Informal Attempt to Resolve

An individual or group of administrators who has a grievance must discuss it first with his/hers immediate supervisor in an attempt to resolve the matter informally. If the problem is not resolved to the satisfaction of the grievant within ten (10) working days after the conclusion of the discussion, the grievant may proceed to Level 2.

C. Level 2- Immediate Supervisor

If, as a result of the informal discussion, the matter is not resolved to the satisfaction of the grievant, he/she may set forth his/hers grievance in writing to the immediate supervisor specifying:

1. The nature of the grievance;
2. The nature and extent of the injury, loss or inconvenience;
3. The result of the previous discussion;
4. The provision of the Agreement which is violated;
5. The dissatisfaction with previously rendered informal and/or formal decisions;
6. The Vice Principals, Assistant Principal, Director of Guidance, and Athletic Director shall initiate the grievance procedure at the principal's level, unless the principal is a "party of interest." Then in such case the "aggrieved person" shall initiate the grievance procedure at the superintendent's level. The principal shall communicate his/her decision to the grievant in writing.
7. The Principals, Director of Curriculum, and Director of Special Services shall initiate the grievance procedure at the superintendent's level. The superintendent shall communicate his/hers decision in writing to the grievant within five (5) workdays of the receipt of the written grievance.
8. The grievant shall abide by the decision of the superintendent while the grievance is progressing through the levels.

D. Level 3 - Board of Education

If the grievance is not resolved to the grievant's satisfaction, he/she, no later than five (5) working days after the receipt of the superintendent's decision, may request a review by the Board. The request shall be submitted in writing through the superintendent, who shall attach all related papers and forward the request to the Board. The Board shall review the grievance and shall hold a hearing with the

grievant and render a decision within thirty (30) calendar days of the receipt of the grievance by the Board.

- E. When an employee is not represented by the Association, the Association shall be notified in advance of all scheduled grievance meetings, shall have the right to be present at all grievance meetings held at the level of the superintendent or the Board, and shall be notified of the settlement.
- F. The Association or designated representatives shall receive a copy of the disposition of all grievances at all levels.

ARTICLE IV

Administrators' Work Year

- A. All administrators will be twelve (12) month employees.
- B. Twenty-one (21) vacation days will be granted to all twelve-month employees. One additional day will be added upon the completion of fifteen (15) years of service to the Boonton School System. Full vacations will be granted to employees who have worked one academic year or more. Employees who have worked less than one academic year are entitled to a prorated vacation based on the number of the months employed. The formula for this prorated time will equal 1.75 earned vacation days per month. Fifteen (15) of the twenty-one (21) vacation days must be taken during the summer months. Six (6) vacation days may be taken during the school year. Vacation days do not accumulate from year to year.

The Board recognizes the fact that there are situations, which have prevented an administrator from taking the fifteen (15) allotted days during the summer months and the six (6) during the school year. These situations are ones of emergent needs that are known to the superintendent and Board. In these situations, the administrator, the superintendent, and the Board shall mutually agree that these unused vacation days be carried over to be used in the future or, upon the administrator's separation from employment with the district, the Board will pay all unused vacation days at the per diem rate of the administrator's final annual salary, up to a maximum of twenty one (21) days. In the event of an unpaid leave of absence for any reason, the administrator shall be permitted to be paid during that time for any unused accumulated vacation time at his/her option.

- C. Administrators shall be "on call" during NJEA Convention, winter, midwinter, and spring recesses. Should an administrator be out of state during a school recess, the superintendent shall be informed of his/hers location along with a pre-approved coverage plan.
- D. Administrators shall be required to work all other days during the school year.

ARTICLE V **Miscellaneous Provisions**

A. Sick Leave

All full-time administrators shall be entitled to fourteen (14) days of sick leave per year. Unused days of sick leave shall be accumulated from year to year.

B. Temporary Leaves of Absence

1. Bereavement. Absence due to death in an administrator's immediate family or household shall be permitted for a period of three (3) consecutive workdays. When unusual circumstances require additional time for such leave, application shall be made to the superintendent of schools. Immediate family shall be defined as mother, father, spouse, child, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, and son-in-law. A member of the immediate household shall be defined as a person living in the same household and whose legal residence is the same. In the event of the death of a friend or a relative outside of the immediate family or household, as defined above, one day shall be granted for funeral attendance.
2. One or more days, but not to exceed three (3) days, may be taken without reason with the approval of the superintendent. These days are for personal business, which could not be scheduled at a time other than a school day. Personal days not used will be converted to unused sick days. A personal day will not be taken immediately before or after a school holiday.

C. Membership Fees

The Board shall pay one hundred percent (100%) of the administrator's membership fees and/or charges to the Principal and Supervisors Association (PSA). In addition, the administrator may use a portion of the reimbursement for Professional Improvement monies (\$4,500) to subscribe to or join other professional organizations, which the administrator deems appropriate to maintain and/or improve his/her professional skills.

D. Professional Growth of Administrators

A sum of \$4,500, for the duration of this agreement, will be budgeted annually for the administrator to attend state and local conferences every year. At a minimum, the administrator shall be permitted to attend, at his/her option, a national conference every other year with the approval of the superintendent. The sum shall also be used for seminars, workshops, professional memberships or college reimbursement with the approval of the superintendent. All over night

conferences shall require a written report to the Board at the completion of the conference.

E. Insurance

1. The Board agrees to provide and pay for membership in the State Health Plan of New Jersey, including Blue Cross, Blue Shield with Rider J, and major medical for all qualified administrators and dependents as defined by the plan operators. Eligible administrators must work twenty (20) hours per week. If the administrator were part of the group plan upon retirement, the Board would agree to keep him/her in the plan if he/she paid the premium until he/she reached the age of 70.
2. The Board agrees to provide and pay for the membership in the dental plan for all qualified administrators and dependents.
3. The Board agrees to pay for the contributory insurance of the state pension plan each year of the contract.
4. Any modification of insurance benefits agreed to by other units and provided to non-unit employees shall be applicable to this unit as well.
5. The Board reserves the right to transfer the insurance coverage to other insurance companies, but agrees that if this is done, the coverage shall equal or be better (by mutual consent) than that presently existing.

F. Mandatory Physical Examination

Each Administrator shall undergo a physical examination every two (2) years. The Board shall reimburse the administrator for all expenses incurred in an amount not to exceed \$500.00 for those costs not covered by the health insurance program already provided.

- G. Upon retirement, an administrator shall receive payment of \$40.00 per day for total of accumulated sick days.
- H. Any complaints regarding an administrator made to a superior or a board member must be made in writing. The administrator will be given the opportunity to respond or rebut such complaint and shall have the right to be represented by the Association of legal counsel at any meetings or conferences regarding such complaint. If the criticism is verbal, it shall be made in confidence and not in the presence of teachers, students, parents, or at a public meeting.

Any complaints made by administrators regarding the Board or any individual Board member, must be made in writing to the Board through the superintendent. If the criticism is verbal it shall be made in confidence to the superintendent and/or Board, and not in the presence of teachers, students, parents, or at a public meeting.

ARTICLE VI

Salaries

For the three years of this agreement (effective July 1, 2004 through June 30, 2007), the salaries for the members of this bargaining unit shall be set forth in Schedule A below:

Schedule A Salaries, actual figures inclusive of incentives and adjustments, but exclusive of longevity:

Administrator	Position	2004 - 2007
Branch, Lois	Director of Guidance	\$109,827
Christman, James	Director of Curriculum	\$101,509
Cucchiara, Carl	BMS Assistant Principal	\$92,679
Derczo, Michael	Elementary Principal	\$106,252
Kennedy, Patricia	Elementary Principal	\$96,532
Open	BHS Principal	
Open	HS Vice Principal	
Modla, Gus	Athletic Director	\$93,028
Open	Director of Special Services	

For the purpose of providing guidelines in hiring, this contract provides minimums and maximums, based on actual figures for the positions presently filled, and suggested figures for the positions that are open as of June 22, 2004.

Position	Minimum	Maximum
Directors	\$101,509	\$117,015
High School Principal	\$98,000	\$119,945
High School AP/VP/AD	\$75,000	\$105,311
Elementary Principal	\$96,532	\$116,040

Effective July 1, 2005 to June 30, 2006

All eligible members of the administration unit shall receive a 4.5% salary increase.

Middle School Assistant Principal receives an adjustment on base salary in each year of the contract of \$1,000 (already reflected for 2004/2005 in Schedule A).

Director of Curriculum receives an adjustment on base salary in each year of the contract of \$2,000 (already reflected for 2004/2005 in Schedule A).

In addition, each administrator shall be eligible for a performance incentive based on the satisfactory completion of all performance objectives of 1 %.

Effective July 1, 2006 to June 30, 2007

All eligible members of the administration unit shall receive a 4.5% salary increase.

Middle School Assistant Principal receives an adjustment on base salary in each year of the contract of \$1,000 (already reflected for 2004/2005 in Schedule A).

Director of Curriculum receives an adjustment on base salary in each year of the contract of \$2,000 (already reflected for 2004/2005 in Schedule A).

In addition, each administrator shall be eligible for a performance incentive based on the satisfactory completion of all performance objectives of 1 %.

1. The parties further agree that the performance achievement accomplished by individual administrators shall be in addition to the above stated salaries and computed into the following year's base salary.
2. The parties mutually agree that the performance criteria shall be mutually developed by the individual administrator and their immediate supervisor and approved by the Superintendent of Schools. This process shall begin immediately to develop these criteria and the goals and objectives shall be available for implementation no later than the first school day of October of the contract year.
3. Evidence of performance of the incentive goals shall be provided no later than June 15th of the respective years of the contract.
4. Notwithstanding anything in this Agreement to the contrary, any employee who enters as an individual terminal employment agreement with the Board shall be entitled to such terms and conditions as are contained in that agreement in lieu of this Agreement.

B. Longevity

Administrative staff shall be entitled to longevity experience in Boonton according to the following schedule:

During Years:	Amount
5 th – 10 th Year	\$200
11 th – 15 th Year	\$300
16 th – 20 th Year	\$600
21 st Plus	\$1,750

ARTICLE VIII
Duration of the Agreement

This Agreement shall be effective July 1, 2004 and shall continue in effect until June 30, 2007.

IN THE WITNESS WHEREOF, the parties hereto have signed this Agreement this DATE.

Boonton Administrators' Association

Town of Boonton Board of Education

James D. Christman
Representative, Boonton Administrators'
Association

Michael A. Bouroult
President, Boonton Board of Education