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A G R E E M E N T

between the

BOARD OF EDUCATION OF WARREN TOWNSHIP

THE COUNTY OF SOMERSET, NEW JERSEY

and the

WARREN TOWNSHIP ELEMENTARY

SCHOOL ADMINISTRATORS ASSOCIATION

for the

School Year 1977 - 78

June, 1977

ARTICLE I

RECOGNITION

Pursuant to the provisions of C. 303 of the Laws of New Jersey, 1968, the Warren Township Board of Education hereby recognizes the Warren Township Elementary School Administrators Association as majority representative and as the exclusive and sole representative for collective negotiations for its members concerning terms and conditions of employment for the following personnel, whether under contract, on leave, now employed or as may be hereafter employed by the Board:

Principals

Vice-Principals

Child Study Team Director

The term "administrator" when used hereinafter in this agreement shall refer to all employees in the bargaining unit as above defined and references to male administrators shall include female administrators.

ARTICLE II

NEGOTIATIONS PROCEDURE

The parties agree to enter into collective negotiations over a successor Agreement in accordance with C. 303, P.L. of New Jersey 1968, such negotiations shall begin not later than September 15.

### Level Two

If, as a result of the informal discussion based upon the written grievance, the matter is not resolved to the satisfaction of the administrator within ten working days from the date of the informal discussion, he shall again present his grievance in writing to the Superintendent of Schools specifying:

1. The nature of the grievance and the date of the event.
2. The solution sought.
3. The result of previous informal discussion.
4. Dissatisfaction with the conclusion(s) reached by the Superintendent after the informal discussion:

A copy of the grievance shall be promptly forwarded to the administrator and/or the W.T.E.S.A.A. by the Superintendent. The Superintendent shall communicate his decision, with specific reasons, to the administrator within ten working days of the receipt of the written grievance.

### Level Three

If the administrator is not satisfied with the disposition of his grievance at Level Two, he may file his grievance in writing with the Board of Education (copy to the Superintendent) within five (5) working days after receipt of decision at Level Two. The Superintendent shall forward all related papers to the Board of Education within ten working days after the filing of the grievance with the Board of Education. The Board shall review the grievance and render a decision in writing within twenty (20) calendar days of receipt of the grievance by the Board; if, in the Board's judgment, a hearing is to be scheduled with the administrator such hearing shall be held within 20 working days of the receipt of the grievance by the Board, and a decision shall be rendered in writing within ten working days of the hearing.

### Level Four

Appeals beyond Level Three may be made as prescribed by law.

Grievance Procedure, cont.

D. Rights of Administrators to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option by a representative selected or approved by the Association.
  2. When an administrator is not represented by the Association in the processing of a grievance, the Association shall, at the time of the submission of the grievance at Level Two, with the consent of the aggrieved, be notified that the grievance is in process, have the right to be present and present his position in writing at all meetings held with the administrator concerning the grievance and shall receive a copy of all decisions rendered.
- E. Any grievance processed by the Association must be with the consent of the aggrieved party.

ARTICLE IV

ASSOCIATION RIGHTS AND PRIVILEGES

- A. Whenever any member of the Association or any administrator is mutually scheduled by the parties to participate during work hours in negotiations, grievance proceedings excluding Level Four, conferences or meetings, he shall suffer no loss in pay.
- B. The rights and privileges of the Association and its members as set forth in this agreement shall be granted to the Association as the representative of the administrators, and to no other comparable administrator organizations.
- C. The Board agrees to furnish the Association in response to reasonable requests, available information concerning the financial resources of the district, i.e., A-4 audit, A-7 report, agendas and minutes of all public board meetings, census data, individual and group teacher health insurance premiums relative to cost with names and classifications of illness to be withheld.

ARTICLE V

CONTRACTUAL YEAR

- A. The contractual year for twelve (12) and ten (10) month administrators shall include vacation policy as amended by the Board June, 1974.
- B. Three Convention days - N.J.C.S.A. Spring Conference (2 days) and N.J.E.P.A. (1 day) shall be allowed annually.
- C. Unused vacation days are not cumulative.

## c. Salaries — 1977-78

	Salary 1976-77	Step On 1977-78 Guide	X Ratio	Base Salary 1977-78
J. Ciklamini	\$24,833	\$20,400*	1.25 + .04	\$26,316
M. Gallina	20,438	17,470	1.25	21,838
A. Gundersen	26,097	19,700y	1.35 + .04	27,383
L. Israel	17,625	15,970	1.20	19,164
O. Mansbery	27,975	19,700y	1.45 + .04	29,353
B. Marganoff	20,945	18,870*	1.18	22,267

\* 10-month position, includes \$400 for doctorate  
y 12-month position

2. Each ratio may be adjusted from 0 to +.03 as a result of performance evaluation. For 1977-78 performance evaluation will be based upon evaluation completed April, 1978 by the Superintendent employing an instrument developed by the Superintendent with the advice and counsel of the W.T.E.S.A.A. In case of impasse on any specific item of the evaluation instrument, that item will be submitted to the chairman of the personnel committee for resolution. This ratio is not cumulative and will be determined for each individual each year.
3. Ten month administrators may need additional time to open or/ and close school. Up to two weeks additional work may be authorized upon recommendation of the Superintendent. Compensation shall be at 2.5% of the previous monthly salary, per week.
4. Procedure
  - a. The Superintendent shall meet with the administrator to discuss his evaluations of that administrator as it appears on Forms A and C. The administrator shall be allowed sufficient time to register the scores and make notes on his personal copy.
  - b. The Superintendent shall prepare a narrative evaluation report based on Forms A and C and the current objectives. Two copies of the narrative shall be given to each administrator. One copy (which will constitute the Board file copy) shall be signed by the administrator and returned. The administrator's signature shall only signify he/she acknowledges receipt of the narrative. Within one week each administrator may register in writing either on the narrative or as an attachment any disagreement(s). No administrator shall be required to sign a blank or incomplete evaluation form.

5. The Board of Education may withhold for inefficiency or other good cause, all or part of the employment increment of any administrator in any year by a majority vote of all members of the Board of Education in accordance with established grievance procedures outlined in this W.T.E.S.A.A. contract. Written notice of such action, together with the reasons therefore, shall be given to the administrator concerned.

#### ARTICLE VIII

##### AMENDMENT AND DURATION OF CONTRACT

This contract shall remain in full force and effect from July 1, 1977 through June 30, 1978.