

AGREEMENT

BETWEEN

THE WANAQUE BOARD OF EDUCATION

AND

THE WANAQUE BOROUGH PRINCIPALS' ASSOCIATION

JULY 1, 1994 TO JUNE 30, 1997

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ARTICLE I - RECOGNITION

The Wanaque Borough Board of Education ("Board") hereby recognizes the Wanaque Borough Principals' Association ("WBPA") as the exclusive and sole representative for collective negotiations concerning grievances and terms and the conditions of employment for all full-time and part-time certified Principals.

ARTICLE II - NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The parties agree to enter into collective negotiations in accordance with the rules and regulations as established by the Public Employment Relations Committee (PERC).
- B. Any agreement so negotiated shall be reduced to writing, signed by the Board and the WBPA, and be adopted by both parties.
- C. The term of this agreement shall be July 1, 1994 through June 30, 1997.
- D. All terms and conditions of this agreement shall remain in effect until replaced by a successor agreement.

ARTICLE III - EVALUATION OF PRINCIPALS

All monitoring or evaluation of the work performance of a principal shall be done openly, with the full knowledge of the employee, and in compliance with N.J.S.A. 18A-1 et seq.

Principals shall be evaluated only by persons certified as School Administrators.

ARTICLE IV - OPEN COMMUNICATIONS

The Board of Education believes and recognizes the right of any principal to discuss with the Board of Education any matter of concern to that principal, without fear of reprisal. As a matter of good judgment and courtesy, the matter should first be discussed with supervisory administrators. If mutual satisfaction is not reached the matter should be brought before the Board of Education.

ARTICLE V - PRINCIPALS' BENEFITS

A. Vacation

1. Employees shall be granted 20 days vacation each year, exclusive of legal and school holidays.
2. After completion of five (5) full years of service as a principal in the district, an additional five (5) days vacation shall be granted.
3. A maximum of ten (10) days may be carried forward into the next school year. However the annual summer vacation shall not exceed thirty (30) consecutive school days. Days not used shall be lost.
4. Principals shall not be subject to any mandatory school closing in July or August.
5. Vacation time may be requested during the regular school year subject to the following limitations:
 - (a) No more than five (5) consecutive school days at a time may be requested.
 - (b) Request for use of vacation time must be made in writing to the Superintendent not less than ten (10) school/business days prior to the desired date.
 - (c) Only one principal at a time shall be permitted to utilize vacation time.
 - (d) In all cases, the Superintendent shall have discretionary authority to waive or modify these limitations due to extenuating circumstances regarding vacation scheduling requests.
6. One (1) principal must be present daily in each building the last two weeks of the summer to assure the readiness of the respective buildings for the arrival of staff and students. The Superintendent shall have discretionary authority over the scheduling of coverage for each building.

B. Professional Development and Education Improvement

1. The Board agrees to fund an employee tuition reimbursement program for the duration of the principal's employment in the district subject to prior approval of courses by the Superintendent of Schools. To receive such approval, the course subject matter must be related to the requirements of the principal's position, and must tend to enhance the district's educational goals.
2. Upon submission to the Superintendent of proof of successful completion of the approved course(s), reimbursement of all course costs up to a maximum of \$750.00 per course shall be made. A limit of two (2) courses per principal per semester shall apply. All textbooks covered by this agreement shall become property of the principal.
3. Reimbursement shall be made upon submission to the Superintendent of proof of successful completion of course(s) with a minimum grade of 'B-', or Pass, if Pass/Fail is the method of evaluation.

C. Holidays and Recesses

1. During recesses when students and teachers are not in attendance, the Superintendent may exercise his/her authority to require all principals' to be present in the district to facilitate the smooth operation of the district.
2. Notice of the Superintendent's intention to require principals' attendance shall be given not less than ten (10) school/business days prior to the scheduled recess and shall designate day(s), date(s) and approximate length of work day.
3. The use of vacation time may be requested by a principal for use during recesses in accordance with contract provisions and subject to the Superintendent's approval.

D. Health Insurance

1. The Board of Education shall pay the premium for New Jersey Public Employees' Health Benefits Plan.
2. The Board of Education shall pay 100% of the premium

for dependents of full-time principals who desire their dependents to be covered by the aforementioned plan.

3. The Board agrees to fully subsidize the cost of an annual thorough physical examination for principals by the physician of his/her choice. Such examination shall include but not be limited to blood tests, x-rays, eye examination, etc. The cost shall not exceed \$400.00 per principal. The cost of eye glasses, hearing aids, wheelchairs, crutches or other medically related aids may be considered allowable expenditures in this amount.
4. (a) The Board of Education shall provide each principal with a dental insurance plan and pay the premium for said principal.
(b) The Board of Education shall pay the premium for dependents of principals who desire this coverage under the dental plan.
(c) The cost of the dental premium is capped at \$750.00 per principal. Any rebates which are returned to the district shall be credited to future premiums exceeding the cap.
5. The Board of Education will fund a disability plan at a cost not to exceed \$800.00 per principal. This plan will be selected by the WBPA.

E. Leave Without Loss of Salary

1. Personal

- (a) All principals shall be entitled to five (5) days leave of absence per school year. Other than emergencies, a three day advance notice shall be given to his/her immediate supervisor. In the event an employee does not use his/her personal days, such days not utilized shall accumulate as sick days.
- (b) Professional days may be granted upon recommendation of the Superintendent. Where appropriate, approval by the board of Education shall be secured.

2. Bereavement

The Board of Education shall allow five (5) days leave of absence at any one time for death in the immediate family. Immediate family shall be defined as spouse, children, step-children, parents, siblings, grandparents, and grandchildren of the employee or spouse. In circumstances where five (5) days are insufficient to fulfill the intent of this leave, the Superintendent shall have the discretionary authority to extend the period beyond the five (5) days.

3. Personal Illness

(a) Principals shall be entitled to fourteen (14) cumulative sick days per school year.

(b) Principals shall be given a written accounting of accumulated sick leave at the start of each school year.

F. Extended Leaves of Absence - Without Pay

The Board shall grant maternity/paternity leave, without pay, to a principal who is expecting a child, upon request, subject to the following stipulations and limitations:

1. Principals requesting a leave shall notify the Superintendent no less than sixty (60) calendar days prior to the date s/he intends to commence his/her leave. The notification should also specify the date of return.
2. A non-tenured principal may receive a leave up to June 30 of the current school year.
3. Each non-tenured principal shall receive statutory notice of his/her employment of April 30 of each school year. S/he shall accept or decline such offer for the succeeding school year by June 1.
4. Each tenured principal shall receive similar leave, except said leave, if extended beyond the current school year, shall be continued for one full school year. Said tenured principal returning to his/her position shall return on July 1 of the succeeding school year unless a shorter time is agreed to by the employee and the Board.

5. Any principal adopting a child shall receive a similar leave as enumerated above when s/he receives de facto custody of the child.

H. Professional Associations

1. Dues - As the law shall permit, the Board agrees to pay current membership dues for each principal in The Association for Supervision and Curriculum Development, county, state, and national Principal's Associations, and any other appropriate job related associations or societies as approved by the Superintendent.
2. Conferences
 - 1) In accordance with Board Policy #2401 the board shall subsidize up to \$1,100.00 per conference, a maximum of one (1) national conference on alternating years and one state conference every year.
 - 2) No more than one (1) principal may attend any conference at the same time if school is in session.
 - 3) All conference requests must be made in writing to the Superintendent not less than thirty (30) school/business days in advance, with information included as to the content of the conference and value to the district.
 - 4) No principal shall be excused from the district when on site State Department of Education monitoring is scheduled to take place.
 - 5) The Superintendent shall forward all requests for attendance at conferences and/or workshops to the board with his/her recommendation and supporting data.
3. Subscriptions - The Board of Education agrees to purchase subscriptions to professional journals as

deemed appropriate by the Superintendent.

I. Termination Pay

- A. Any principal who retires or resigns pursuant to TPAF regulations (not vesting) shall be entitled to receive forty dollars (\$40.00) per day for each unused sick day to a maximum of \$4,000.00.

J. Incentive for Good Attendance

- A. Any principal who has perfect attendance for the year beginning July 1 and ending June 30 shall receive a stipend of \$500.00 This stipend shall be payable to the administrator in the month of July immediately following the year with perfect attendance.

ARTICLE VI - SABBATICAL LEAVE

- A. Sabbatical leave for approved study, travel, or research may be granted by the Board of Education, upon recommendation of the Superintendent of Schools, after a principal has worked at least seven (7) consecutive years in the Wanaque School District. The determination of an approved program of study, travel or research will be at the sole discretion of the Board of Education and will be based on the benefit to the district.
- B. No more than one (1) principal may be on sabbatical leave at any one time.
- C. Requests for sabbatical leave for the ensuing school year shall be made in writing through the Superintendent of Schools to the Board of Education by April 1st of each year. Such request shall include a complete statement of aims and objectives and the procedures whereby these aims and objectives are to be achieved.
- D. The sabbatical leave is granted without pay for a maximum period of one year. However, the Board of Education will provide a stipend equal to but not greater than the cost of the health insurance premium paid for that principal in the employment year immediately preceding sabbatical leave.
- E. Principals on sabbatical leave may participate in any tuition reimbursement program currently in effect in the district.

- F. Upon return from sabbatical leave, a principal will receive full credit for the time spent on such leave towards the next salary increment provided s/he has successfully fulfilled the program of study, travel, or research approved by the Board of Education.
- G. During the course of the sabbatical leave, the principal shall make such regular written reports to the Superintendent of Schools as s/he may require. Upon completion of the leave a final written report shall be made to the Superintendent of Schools and the Board of Education.
- H. As a condition for receiving a sabbatical leave, the principal shall be deemed to have agreed, by acceptance of such leave, to continue in the service of the Wanaque School District for a period of one (1) year after the expiration of the sabbatical leave. Voluntarily failing to so continue in service, the individual shall repay to the Board of Education the full cost of the stipend provided while on leave and any tuition reimbursement receive.

ARTICLE VII - SALARIES

Step 1	\$62,588.
Step 2	65,882.
Step 3	69,350.
Step 4	73,000.
Step 5	76,650.
Step 6	80,482.

DATED THIS 18th DAY OF OCTOBER 1994


 THOMAS LAIRD, PRESIDENT
 WANAQUE BOARD OF EDUCATION


 WANAQUE BOROUGH
 PRINCIPALS' ASSOCIATION

ATTEST: 