

Contract 1759

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AGREEMENT

between

THE WANAQUE BOARD OF EDUCATION

and

THE WANAQUE BOROUGH ADMINISTRATORS' ASSOCIATION

July 1, 1992 to June 30, 1994

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ARTICLE I - RECOGNITION

The WANAQUE BOROUGH BOARD OF EDUCATION ("Board") hereby recognizes the WANAQUE BOROUGH ADMINISTRATORS' ASSOCIATION ("WBAA") 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, Vice-Principals, Administrative Assistants, and the Supervisor of Special Services, hereinafter referred to as "Administrators".

If during the life of this agreement any new certified administrative positions are created, such positions shall become part of this Association provided the following criteria are met:

- A. The position must be subordinate to the Superintendent of Schools (excluding the Assistant Superintendent).
- B. The position is not recognized by any other bargaining unit.
- C. The position must be filled by personnel holding current and/or appropriate New Jersey Administrative Certification.
- D. The position must provide line authority from the Superintendent to the employee.

ARTICLE II - NEGOTIATIONS 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 WBAA, and be adopted by both parties.
- C. The term of this agreement shall be July 1, 1992 through June 30, 1994.
- D. All terms and conditions of this agreement shall remain in effect until replaced by a successor agreement.

ARTICLE III - EVALUATION OF ADMINISTRATORS

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

Administrators 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 administrator to discuss with the Board of Education any matter of concern to that administrator, without fear of reprisal. As a matter of good judgment and courtesy to the administrators' supervisors, the matter should first be discussed with these supervisory administrators. If mutual satisfaction is not reached the matter should be brought before the Board of Education.

ARTICLE V - ADMINISTRATOR 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 an administrator 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.
4. Administrators 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 administrator 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) administrator 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 reimbursements program for the duration of the employee'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 employee'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 \$500.00 per course shall be made. A limit of two (2) courses per administrator per semester shall apply. All textbooks covered by this agreement shall become property of the administrator.

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 WBAA members to be present in the district to facilitate the smooth operation of the district.

2. Notice of the Superintendent's intention to require WBAA members' 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 an administrator 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 employees 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 every employee 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 \$330.00 per employee for 1992-93 and \$360.00 for 1993-94. 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 administrator with a dental insurance plan and pay the premium for said administrator.
 - (b) The Board of Education shall pay the premium for dependents of full-time administrators who desire this coverage under the dental plan.
 - (c) The cost of the dental premium is capped at \$550.00 per employee in 1992-93 and \$600.00 for 1993-94. 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 \$625.00 per employee for 1992-93 and \$700 for 1993-94. This plan will be selected by the WBAA.

E. Leave Without Loss of Salary

1. Personal

- (a) All employees shall be entitled to three (3) 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) All employees shall be entitled to twelve (12) cumulative sick days per school year.

(b) Employees 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 any employee who is expecting a child, upon request, subject to the following stipulations and limitations:

1. Employees 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 employee may receive a leave up to June 30 of the current school year.

3. Each non-tenured employee 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 employee shall receive similar leave, except said leave, if extended beyond the current school year, shall be continued for one full school year. Said tenured employee 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 employee adopting a child shall receive a similar leave as enumerated above when s/he receives de facto custody of the child.

G. Study Time

1. The Superintendent of Schools shall review and consider requests from any employee for scheduled time off from the regular work day when time is needed for pursuing advanced studies.

2. Such requests will be submitted in written detail (i.e., reasons, dates, times, and number of hours needed) at least four (4) weeks prior to the start of studies. Employee release one (1) day a week at 2:30 p.m. shall be at the discretion of the Superintendent of Schools; any other time shall require approval of the Board of Education. Requests that are for more than one afternoon a week or for a departure time prior to 2:30 p.m. will be considered unusual and shall be submitted to the Board of Education for disposition.

H. Professional Associations

1. Dues - As the law shall permit, the Board agrees to pay current membership dues for each employee 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. Conventions

(a) National

1) In accordance with Board Policy #346, the board shall subsidize up to \$1,1000.00 per convention, a maximum of four (4) National conventions for the WBAA over the life of this contract as follows:

2 administrators	1992-93
2 administrators	1993-94

2) No more than one (1) administrator may attend any convention at the same time.

3) All convention 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 convention and value to the district.

4) No administrator 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 conventions and/or workshops to the board with his/her recommendation and supporting data.

(b) State - All employees may attend the State administrators' conference.

3. Subscriptions - The Board of Education agrees to purchase subscriptions to professional journals as deemed appropriate by the Superintendent.

I. Termination Pay

A. Effective July 1, 1990, any administrator 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 \$4000.

J. Incentive for Good Attendance

A. Effective July 1, 1992, any administrator who has perfect attendance for the year beginning July 1 and ending June 30 shall receive a stipend of \$200. 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 an employee 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) individual 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 employee in the employment year immediately preceding sabbatical leave.

E. Individuals on sabbatical leave may participate in any tuition reimbursement program currently in effect in the district.

F. Upon return from sabbatical leave, an individual 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 individual 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 individual 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 received.

ARTICLE VII - SALARIES

A. Annual Compensation

	<u>1992-93</u>	<u>1993-94</u>
Administrative Assistant to the Superintendent	\$53,422	\$56,627
Supervisor of Special Services	\$61,727	\$65,431
Principal	\$65,501	\$69,431

B. Longevity

Longevity payments shall be added to an employees' base pay commencing with the year of employment indicated:

	11 th	15 th	20 th	25 th	30 th
Bachelors	\$1,000.	\$1,200.	\$1,400.	\$1,600	\$1,800.
Masters	1,050.	1,260.	1,470.	1,680.	\$1,880.
Masters + 30	1,100.	1,320.	1,540.	1,760.	\$1,960.

Longevity will be computed on years of active employment service with the Wanaque District.

WANAQUE BOARD OF EDUCATION

WANAQUE BOROUGH
ADMINISTRATORS' ASSOCIATION

Mary S. Fordham
3/8/93

Charles Donnelly
2/23/93

DATE:

DATE:

ATTEST:

Wm. S. Lewis