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Contract no. 598

16-13



AGREEMENT

BETWEEN:

THE WANAQUE BOARD OF EDUCATION (Passaic)

and

THE WANAQUE BOROUGH PRINCIPALS' ASSOCIATION

JULY 1, 1989 - JUNE 30, 1992

Prepared by

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ARTICLE I
RECOGNITION

The WANAQUE BOROUGH BOARD OF EDUCATION ("Board") hereby recognizes the WANAQUE BOROUGH PRINCIPALS ASSOCIATION ("W.B.P.A."), 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 (P.E.R.C.).
- B. Any agreement so negotiated shall be reduced to writing, signed by the Board and the W.B.P.A., and be adopted by both parties.
- C. The term of this agreement shall be July 1, 1989 through June 30, 1992.
- 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 will be granted.

3. A maximum of ten (10) days may be carried forward in to 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.
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 \$375.00 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.

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 W.B.P.A. members to be present in the district to facilitate the smooth operation of the district.
2. Notice of the Superintendent's intention to require W.B.P.A. 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 \$300.00 per employee. 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 \$425.00 per employee in 1989-90, \$500.00 for 1990-91 and \$500.00 for 1991-92. 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 \$575.00 per employee. This plan will be selected by the Wanaque Borough Principals' Association.

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 at any one time for death in the immediate family. Immediate family shall be defined as parent, sibling, parents-in-law, and grandparents 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, with out 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. 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 \$1,100.00 per convention, a maximum of five (5) National conventions for the W.B.P.A. over the life of this contract as follows:

2 administrators 1989-90

2 administrators 1990-91

2 administrators 1991-92

- 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.

Effective July 1, 1990 any administrator who retires pursuant to T.P.A.F. regulations (not vested) shall be entitled to receive thirty five dollars \$(35.00) per day for each unused sick day to a maximum of \$3,500.

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 requests 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 VI - SALARIES

A. Annual Compensation

	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Administrative Assistant to the Superintendent	\$42,411	\$46,016	\$49,927
Supervisor of Special Services	\$49,004	\$53,169	\$57,689
Principal	\$52,000	\$56,420	\$61,216

B. Longevity*

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

1989-90	11th	15th	20th	25th	30th
Bachelors	\$540.	\$680.	\$810.	\$950.	\$1,080
Masters	560.	700.	840.	980.	1,120.
Masters + 30	590.	730.	880.	1,030.	1,170.
1990-91 and 1991-92					
Bachelors	\$820.	\$1,000.	\$1,200.	\$1,400.	\$1,600
Masters	860.	1,050.	1,260.	1,470.	1,680
Masters + 30	900.	1,100.	1,320.	1,540.	1,760.

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

WANAQUE BOARD OF EDUCATION

WANAQUE BOROUGH PRINCIPALS'
ASSOCIATION

Sharon L. Dickman

Frank Edwards
President

DATE: 9/11/90

DATE: 9-10-90

ATTEST:

Wanda S. Curwiel