

4-1019

07-105

THIS BOOK DOES
NOT CONCITATE

A G R E E M E N T B E T W E E N

C E D A R G R O V E B O A R D O F E D U C A T I O N

A N D

C E D A R G R O V E S C H O O L
A D M I N I S T R A T O R S A S S O C I A T I O N

C O N T R A C T Y E A R 1 9 7 1 - 1 9 7 2

PREAMBLE

This Agreement entered into this first day of July, 1971, by and between the Board of Education of Cedar Grove, New Jersey hereinafter called the "Board" and the Cedar Grove School Administrators Association, hereinafter called the "Association."

The Board has an obligation, pursuant to Chapter 303, Public Laws 1968, to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment.

The parties have reached certain understandings which they desire to confirm in this Agreement.

The Board and the Association agree as follows:

ARTICLE I TERM OF THE AGREEMENT

This agreement shall take effect on July 1, 1971, and end on June 30, 1972, but with the approval of both parties hereto, may be renewed for successive terms of one year each subject to such modifications as may be mutually agreed upon for any such year.

ARTICLE II RECOGNITION

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all certificated personnel listed below, whether under contract or on leave, employed by the Board:

Principals
 Vice-Principals
 Assistant to the Superintendent for Curriculum Coordination
 and Development
 Superintendent's Administrative Assistants
 Directors

but excluding:

Superintendent	Counselors	Social Workers
Teachers	Librarians	Non-professional staff
Nurses	Psychologists	Board Secretary

Unless otherwise indicated, the term "administrators," when used hereinafter in this agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined.

ARTICLE III ADMINISTRATIVE SALARY DETERMINATION

Administrative salaries will be determined annually using the plan detailed in this article.

The base will be the average New Jersey elementary principal's salary, rounded off to the nearest one hundred dollars, for the year preceding the year that the agreement is in force.

The base will be increased, as applicable, by dollar amounts based on four criteria described herein:

1. Administrative Experience

For the first year of employment in the position, allowance for prior administrative experience will be determined between the Board and the individual administrator. In all other cases the following dollar values will apply:

<u>Years Administrative Experience in Cedar Grove</u>	<u>Amount</u>
1	\$ 346
2	692
3	1038
4	1384
5	1730
6 and up	2076

2. Level of Educational Preparation

The M.A. level is base zero. In 1971-72 an additional \$700 will be added to the base for all administrators who have completed 32 credits above an M.A.

3. Position Responsibility

The position responsibility criterion will be applied to all 12 month administrators. The amount to be added to the base is determined according to the hierarchy outlined herein. At least the smallest dollar amount in each range must be applied.

<u>Position</u>	<u>Amount</u>
High School Principal	\$4325 - \$4671
Elementary Principal	2422 - 2768
Center School Principal	2076 - 2422
High School Vice Principal	1211 - 1557
Assistant to the Superintendent	1038 - 1384
Director	0 - 346

4. Performance

An amount not to exceed \$1211 may be added to the base when, in the opinion of the Board, an administrator's performance for the preceding year has exceeded the basic requirements of the position.

ARTICLE IV GRIEVANCE PROCEDURE

An administrator may request, through established channels, reconsideration of his salary determination or consideration of grievances pertaining to terms and conditions of employment contemplated or effected by the Board. In addition to, or in lieu thereof, he may follow the procedure set forth in the further provisions of this Article IV. In either event, at the request of the administrator, the salary or grievance in question will not be presented at a public meeting until reconsideration is completed.

At any time subsequent to an administrator's receipt of the notification specified in the second paragraph of Article V hereof, but not later than fourteen calendar days after the administrator receives his contract or letter of employment setting forth the amount of salary that is the source of his dissatisfaction, he may submit to the Superintendent a written request for the appointment of a Review Panel, a member of which must be named in such request. Within two school days after receipt of such request, the Superintendent shall name a second member of the Review Panel. The two members so named, within two additional working days, shall name a third member. The members of the Review Panel must be employees of the Board included in job classifications represented by the Association for purposes of negotiations. Within three working days after appointment of such third member, the Review Panel shall meet with the dissatisfied administrator. At such meeting, the administrator will be given reasonable opportunity to present his position with regard to his alleged grievance, including such voluntary oral

or written statements of other persons as he may deem important. The Review Panel may also accept such oral or written statements of other persons as it may deem appropriate. If at least two members of the Review Panel agree in whole or in part with the administrator's position, the Panel, at its option, may request a conference with the Board. The date of such request must be made within ten days of the initial panel meeting. The Board shall schedule the conference to be held within the next twenty working days or at such other date as may be mutually agreeable. At such conference the Review Panel and the administrator will be given a reasonable opportunity to present the facts related to the complaint and their position relating thereto, including such voluntary oral or written statements of other persons as they may deem important. The Board may also consider such oral or written statements of other persons as it may deem appropriate.

Within ten working days after such conference(s), the Board will prepare a written decision on the complaint, copies of which will be delivered to the administrator and each member of the Panel by the Superintendent. For the purposes of Article IV of the Agreement, the Board's decision shall be final and conclusive.

For alleged grievances other than salary considerations, a similar procedure will be followed.

Nothing herein is intended as an infringement upon or limitation of any rights, under law, of an employee of the Board.

ARTICLE V ISSUANCE OF CONTRACTS

Each year it shall be the practice of the Board to consider evaluations, offer contracts, and set salaries of the professional staff in the following order: (1) Teachers, (2) Administrators subject to this Agreement, (3) Board Secretary and Superintendent. It is recognized that Board action will in most years be taken on groups (2) and (3) on a date(s) later than the date of such action with respect to group (1).

Whenever the Board in conference plans a specific action with respect to an administrator's salary, the Superintendent shall, within two working days following such conference (but prior to public

disclosure), notify orally the administrator of the contemplated course of action.

Whenever the Board at a public meeting authorizes the issuance of a contract or letter of employment for an administrator, the Secretary of the Board shall, within five working days following such meeting, issue a written contract or letter to the administrator.

ARTICLE VI NEW POSITIONS OR DUTIES

Whenever a new administrative position is created, or whenever the Association and the Board agree that the duties of an existing position are being substantially revised, determination of salary for such position shall for two school years be determined by the Board without regard to this Agreement. It is the intention of the Board that it will negotiate, during the second of such school years, with the Association to determine applicable Merit-Responsibility pay ranges for the purposes of this Agreement.

ARTICLE VII MEDICAL INSURANCE

The medical benefits accorded to the members of the Association shall be the same as those accorded to the membership of the C.G.E.A.

IN WITNESS WHEREOF, the Board and the Association have caused this Agreement to be signed as of the date first above mentioned.

CEDAR GROVE BOARD OF EDUCATION

By John M. Garland, Jr.
President

CEDAR GROVE SCHOOL ADMINISTRATORS ASSOCIATION

By Robert D. Davis
President