

SAYREVILLE BOARD OF EDUCATION AND
SAYREVILLE PRINCIPALS' ASSOCIATION AGREEMENT

PREAMBLE

THIS AGREEMENT, made this 6th day of November, One Thousand Nine Hundred and Seventy-Five, between the BOARD OF EDUCATION, FOR THE SCHOOL DISTRICT OF THE BOROUGH OF SAYREVILLE in Middlesex County, New Jersey, (hereinafter referred to as the Board) and the SAYREVILLE PRINCIPALS' ASSOCIATION (hereinafter referred to as the Association) WITNESSETH THAT:

The Board and the Association agree to the following terms and conditions of employment for the fiscal year July 1, 1976 to June 30, 1977. Negotiations for a successor agreement shall commence no later than August 31, 1976.

ARTICLE I

RECOGNITION

The Board hereby recognizes the Sayreville Principals' Association as the exclusive negotiating agent for all of its members.

ARTICLE II

NEGOTIATION PROCEDURES

1. The Board's representatives will meet with the Association's representatives for the purpose of discussion and reaching mutually satisfactory agreements.
 2. Upon request of either party for a meeting to open negotiations, a mutually acceptable date shall be set not more than fifteen calendar days following such requests. ALL issues proposed for discussion shall be submitted in writing by the Association to the Board or its delegated representatives at the first meeting. The second meeting and all necessary subsequent meetings shall be called at times and in a place mutually agreed upon by the parties, and with the minimum possible time between meetings.
 3. Negotiating teams will continue to meet for the purpose of freely exchanging facts, opinions, proposals, and counter-proposals in an effort to reach mutual understanding and agreement.
 4. It is agreed that the Association shall be afforded the opportunity to review and express opinions on terms and conditions of employment that are negotiated with other units in matters that reflect upon the function of the administrators; such as, e.g. school calendar.
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5. When consensus is reached covering the areas under discussion, the proposed agreement shall be reduced to writing. All agreements shall take full force and effect upon ratification by the Association and the Board of Education.
6. Any section of this article may be altered or suspended by mutual agreement.

ARTICLE III

GRIEVANCE PROCEDURE

1. Definition: A grievance is a claim based upon the interpretation, meaning or application of any of the provisions of this agreement.
2. Step 1: The Association, a principal or vice principal with a grievance shall first discuss it with the Superintendent with the objective of resolving it informally.
3. Step 2: If the Association or the aggrieved person is not satisfied with the disposition of his grievance at Step 1. or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he may, within five (5) school days after the decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that the Association submit his grievance to the Board of Education. The Board of Education, within twenty (20) school days after receipt of said grievance, will set forth in writing, its decision.

ARTICLE IV

GRIEVANCE PROCEDURE PARTICIPATION

The Association shall be required to comply with the conditions of Article III, Grievance Procedure Level One of the current SEA-Board of Education Agreement. Further, the effected principal or principals shall be expected to be present at Level Two and Level Three of the above mentioned Grievance Procedure.

ARTICLE V

PROFESSIONAL IMPROVEMENT

1. Tuition Reimbursement

The Board will provide reimbursement of up to \$250.00 for courses taken during a school year by members of the Association. Such courses cannot be taken for certification and must be approved by the Superintendent before application is made. Reimbursement shall be made when evidence of courses taken and successful completion have been submitted to the Superintendent for payment.

2. Professional Meetings and Conferences

The Board and the Association mutually agree that members of the Association shall be allowed to attend conferences in accord with the following:

- A. Requests to attend professional meetings and conferences shall be submitted to and approved by the Superintendent and the Board. Payment for expenses incurred while attending said meetings and conferences shall be limited to \$50.00 per day for a maximum of three days, except for National Conferences. Payment for expenses incurred while attending National Conferences shall be limited to \$50.00 per day for a maximum of five days. Further, transportation expenses up to a maximum of \$250.00 will be considered for payment to National Conferences.

ARTICLE VI

SABBATICAL LEAVE

Request for sabbatical leave may be granted to a principal by the Board of Education for educational purposes. To be eligible, one must show proof of matriculation for a Doctorate degree program subject to the following conditions:

1. If there are sufficient qualified applicants, sabbatical leaves shall be limited to two (2) principals at any one time, one elementary and one secondary.
 2. Requests for sabbatical leave must be received by the Superintendent in writing no later than February 1st, and action must be taken on all such requests no later than May 1st, of the school year preceding the school year for which the sabbatical leave is requested.
 3. The applicant must have seven (7) years experience in the Sayreville School System.
 4. A principal on sabbatical leave for a full school year shall be paid by the Board at 50 percent of the salary rate which he would have received if he had remained on active duty.
 5. Upon return from sabbatical leave, a principal shall retain salary, seniority, retirement and tenure rights as if they were in regular employment.
 6. The recipients of sabbatical leaves shall agree in writing to return to the Sayreville School District for a period of at least two years after the leave. Failure to comply with this section will require reimbursement of salary received during said leave.
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7. Final selection of recipients shall be made by the Superintendent of Schools and require approval by the Board of Education.
8. The recipients of sabbatical leaves shall prepare and submit written reports for evaluations of the education work or research undertaken during the leave. Number and frequency of written reports submitted by the candidate to the Board of Education will be determined by the Superintendent and will depend on the course of study being pursued by the candidate.
9. Should the recipient not receive his Doctorate within two (2) years after returning to the Sayreville School District, he is to reimburse the Board 50% of the pay he received while on sabbatical.

ARTICLE VII

INSURANCE PROTECTION, FRINGE BENEFITS, AND SICK LEAVE

1. Insurance Protection

The Board shall provide the insurance protection designated below. The Board will pay the full premium for each principal or vice principal and where appropriate for family plan insurance coverage. The Board will provide insurance coverage for the full twelve (12) month period from July 1, 1976 to June 30, 1977.

Insurance Coverage: As provided for any other professional unit.

2. Fringe Benefits

A. Personal Absence

All principals and vice-principals are entitled to four (4) days with pay for personal business which require absence during school hours. The applicant need not be required to state the reason for taking such leave other than that it is being taken under this section. The applicant must submit and receive approval from the Superintendent three (3) days before taking such leave. Applicants shall not request personal days immediately before and after a holiday. Regulations in this paragraph may be waived in case of an emergency. Unused personal days will be transferred to the individual's sick leave at the end of each school year. The maximum number of personal days combined with sick days not to exceed fifteen (15) accumulated in any one year.

B. Other Personal Absence

- 1) An allowance of three (3) school days will be granted without deduction in pay in case of death of father, mother, sister, brother, husband, wife, son, daughter, father-in-law, mother-in-law, grandfather, grandmother provided these days can be taken within seven (7) calendar days of the aforementioned death. An allowance of one (1) school day will be granted without deduction in pay in case of death of stepfather and stepmother.
- 2) Personnel absenting themselves and failing to comply with the procedures delineated above will be deducted 1/240 of the annual salary for such day's absence.
- 3) Other leaves of absence with pay may be granted by the Board for good reason. Personal leave shall be in addition to any sick leave to which the principal or vice-principal is entitled.
- 4) An allowance of one working day for attendance at delayed funeral services in the above mentioned categories under extenuating circumstances may be granted according to the discretion of the Superintendent.

C. Maternity Leave

Personnel requiring time off for reasons of maternity are required to request such leave of the Board in writing, through the Superintendent, as soon as the need is deemed necessary, but not less than sixty (60) calendar days prior to the leave's taking effect.

A normal maternity leave shall be one year from the effective date of the leave ending on the next first day of September following the full year. By the prior April 1st, the leave recipient must submit, in writing to the Superintendent her intention of returning to the system. If no intention is submitted, it will be agreed that the recipient desires to terminate her employment.

Maternity leaves, as described above, are granted only to employees under tenure.

In the case of an unusual pregnancy or birth, the Superintendent may, with the approval of the Board, terminate the leave earlier than specified providing an administrative position is available within the recipient's certification.

Maternity leave policy shall be in accordance with applicable laws.

D. Other leaves of absence may be granted by the Board for good reason.

E. 1) All benefits to which a principal or vice-principal was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him/her upon his/her return.

2) All applications for extensions or renewals of leaves shall be made in writing.

3) Personnel leaving for maternity purposes shall have extended insurance coverage until their termination of pregnancy.

F. Longevity

1) A longevity increment, non-cumulative of \$50.00 shall be paid each year beginning with the 16th year of continuous service in Sayreville and continuing through and including the 20th year of continuous service in Sayreville.

2) The longevity increment shall be calculated on the basis of \$50.00 for every five (5) years of continuous service in the Sayreville School System, to be included in the principal's or vice-principal's salary following his/her 20th year of continuous service.

G. Mileage

Personnel required to utilize personal vehicles in the conduct of school business shall be re-imbursed at the rate of 12¢ per mile.

3. Sick Leave

A. All principals and vice-principals shall be entitled to twelve (12) sick leave days each year. Unused sick leave days shall be accumulated from year to year with no maximum limit.

B. A principal or vice-principal with fifteen (15) years of service in the Sayreville School System and with a good attendance record shall receive a \$700.00 termination bonus. Good attendance record shall be defined to mean a person who is able to maintain an average of 40% of their accumulated leave days per year for the last fifteen (15) years of service except in extreme cases where use of the total number of leave days are used for extended leave that is totally beyond the principal's or vice-principal's control.

4. Vacation

- A. Vacation times for principals and vice-principals during the summer shall be set at the discretion of the Superintendent.
- B. The Superintendent can allow portions of vacations during school year upon application.
- C. Principals and vice-principals are entitled to vacation time as follows:

0-9 years continuous service in the Sayreville School System - 20 working days.

10 or more years continuous service in the Sayreville School System - 24 working days.

5. Miscellaneous

A centralized call-in for teacher substitutes at the elementary level will continue for this contract period.

ARTICLE VIII

SALARY GUIDE (12 MONTH) FOR 1976-77

Base for 1976-77 = \$15,000.

Position Factors

Vice-Principal	1.20
Elem. Principal	1.25
Jr.H.S. Principal	1.45
Sr.H.S. Principal	1.55

Experience

.05 per year (The factor is cumulative for a period of 9 years for a total of .45)

Salary is computed by multiplying the base by the factors to which an individual is entitled.

All other terms and conditions and benefits of employment relating to the parties to this Agreement and duly approved by the Board, which are not specifically altered, amended or deleted by the written provisions of this Agreement, shall remain in full force and effect as it specifically set forth here at length.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, or caused these to be signed by their proper corporate officers and their proper corporate seal to be hereto affixed, the date and year first above written.

SAYREVILLE PRINCIPALS'
ASSOCIATION

By *Robert Decker*
Robert Decker, President

By *Peter Fland*
Peter Fland, Secretary

Date *April 1, 1976*

BOARD OF EDUCATION OF THE
BOROUGH OF SAYREVILLE IN
MIDDLESEX COUNTY, NEW JERSEY

By *Douglas A. Cowan*
Douglas A. Cowan, President

By *Robert J. Fleming*
Robert J. Fleming, Secretary

Date *April 1, 1976*