

**GLASSBORO
PRINCIPALS AND SUPERVISORS
ASSOCIATION**

2013 – 2016

FINAL CONTRACT AGREEMENT

Effective July 1, 2013 through June 30, 2016

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ARTICLE I – RECOGNITION

Pursuant to Chapter 303, Public Laws of 1968 and Chapter 123, Public Laws of 1974, the Board of Education of the Glassboro Public Schools, Glassboro New Jersey recognizes the Glassboro Principals and Supervisors Association, hereafter known as “GPSA” as the representative of all personnel designated by the Board of Education as principals, assistant principals, and supervisors, excluding confidential supervisors, for the purpose of collective negotiations concerning the terms and conditions of employment.

ARTICLE II - PROCEDURES FOR MEETINGS

- A. The respective parties shall submit to each other, at least three (3) school days prior to the meeting, an agenda for the meeting. The negotiator of the respective teams shall determine the agenda and shall establish mutually acceptable meeting dates.
- B. It is further agreed by the respective parties, during the period of negotiations, that the only publicity accorded the negotiations by the parties will consist of a joint press release.
- C. The result of negotiations shall be a written and signed Agreement between GPSA and the Glassboro Board of Education.

ARTICLE III - MANAGEMENT RIGHTS CLAUSE

All of the powers, rights, prerogatives, duties, responsibilities and authority the Board had prior to the signing of this Agreement are retained by the Board, except those contained expressly in this Agreement and only to the extent that they are specifically modified by this Agreement, and are not contrary to public policy, nor any law of the State of New Jersey or of the United States.

ARTICLE IV - WORK CONTINUITY CLAUSE

- A. During the period of this Agreement, GPSA and its members and members of the bargaining unit represented by GPSA shall not have the right to engage in any slow down, work stoppage, strike, or other similar type of concerted action activities.
- B. GPSA agrees that if any type of concerted action activity occurs as noted above, GPSA will immediately take all necessary steps to terminate such activities and will condemn such activities.

ARTICLE V - CONDUCT OF ASSOCIATION BUSINESS

No administrator or GPSA representative is permitted to conduct GPSA business during his/her respective working hours without approval of the Superintendent of Schools. Any such action will result in disciplinary action by the Board of Education. Approval or denial must be given by the Superintendent and/or his/her designee, either in writing or verbally, within three (3) working days, excluding any and all federal/state/public holidays, of the request for approval.

ARTICLE VI - GRIEVANCE PROCEDURES

- A. A grievance is a claim by an individual administrator or by GPSA that there has been a violation of the interpretation or application of the Agreement or administrative decisions, or Board of Education policies, related to and under the terms of this Agreement.
- B. No grievance shall be considered under the terms of this agreement unless it is presented to the Superintendent within twenty-eight (28) calendar days of the time when the administrator first had knowledge of such grievance.
- C. The purpose of this procedure is to secure, at the lowest level, equitable solutions to the problems, which may arise under the provisions of this Agreement.
 - 1. An individual administrator and/or GPSA representative, including an NJPSA representative or attorney, shall first discuss the alleged grievance with the Superintendent. If the need arises for the involvement of an NJPSA representative or attorney to discuss the alleged grievance with the Superintendent, the GPSA shall provide the Superintendent with at least twenty-four (24) hours' written notice of the NJPSA representative's or attorney's involvement in the matter. Upon receipt of that written notice, the Superintendent shall have the option to notify Board counsel within twenty-four (24) hours so that Board counsel can be involved in any and all discussions among the NJPSA representative and/or attorney, and the Superintendent
 - 2. If a satisfactory solution has not been reached within seven (7) calendar days from the date the grievance is discussed with the Superintendent, the grievance shall be reduced to writing in triplicate on forms provided by the Board and shall specify the Article(s) and section(s) of the Agreement claimed to have been violated. The forms shall show the date of the discussion with the Superintendent and the date of filing of the form, and shall be signed by the administrator and/or GPSA representative. If such written formal grievance is not filed within ten (10) calendar days after the initial discussions in Step 1, the grievance shall be considered to be waived. Grievance forms shall be developed by the Board and shall be provided to the administrators upon request.
 - 3. If a grievant is not satisfied with the disposition of his/her written grievance in Step 2, or if no decision has been rendered within seven (7) calendar days after presentation of the written grievance, he/she may refer to the Board or its

designated committee. The Board, or its designated committee, may at its discretion, formally with the grievant, review the grievance. The Board shall render its decision within thirty-one (31) calendar days from the submission of the grievance to the Board.

4. Within thirty-one (31) calendar days of the Board's decision, the grievant shall have the option to appeal that Board decision to the New Jersey Public Employment Relations Commission ("NJ PERC"). In accordance with NJ PERC's regulations, an arbitrator shall be assigned to conduct an arbitration hearing to resolve the grievance. The arbitrator's written decision regarding his/her conclusions concerning the grievance shall be binding. Both parties will share equally (50% each) in the costs of the arbitrator's professional services. If the grievance is not submitted to NJ PERC by end of the 31st calendar day (which shall be considered 11:59 P.M. on that specific calendar day), then the grievance shall be considered abandoned.
5. An administrator and/or GPSA representative during the course of the processing of a grievance shall continue to follow administrative directives.
6. The filing or pendency of any grievance shall not interrupt the work or operation of the school district in any way. Any member of this bargaining unit utilizing this grievance procedure maintains any and all rights to any other type of litigation regarding the matter that is the subject of the grievance.

ARTICLE VII - VACATION

- A. Only personnel appointed to a twelve (12) month contractual position shall be entitled to a vacation allowance. Personnel appointed to a twelve (12) month position shall be entitled to twenty (20) working days vacation. With approval of the Superintendent, each twelve month Administrator will be permitted to receive 100% of per diem rate for up to a maximum of five unused vacation days. Request should be made in writing to the Superintendent by May 30 of the carry-over year.
- B. Personnel appointed to a ten and one-half (10 1/2) month contractual position (September 1 to June 30, plus two weeks at Supervisor's discretion from July 1 to August 30) shall not be entitled to a vacation allowance.
- C. Personnel covered by this Agreement must report for work on all other days scheduled as working days by the Board of Education. Specific days to be taken as vacation days for employees covered by this Agreement must be submitted to the Superintendent of Schools for his/her approval. Approval or denial must be given by the Superintendent and/or his/her designee, either in writing or verbally, within three (3) working days, excluding any and all federal/state/public holidays, of the request for approval. If an employee seeks to utilize vacation time during the first (1st) two (2) weeks of school, any and all usage of vacation time shall strictly be at the discretion of the Superintendent.

- D. It shall be the responsibility of the administrative staff to develop plans for the staffing of schools and offices during July and August and any such plans must have the approval of the Superintendent of Schools.
- E. Administrators will be able to carry over a maximum of ten (10) vacations days. This applies only to administrators appointed to a twelve (12) month contractual position.

ARTICLE VIII - SICK LEAVE AND ABSENCE

A. Sick Leave

- 1. Absence for personal illness or personal injury allowed up to eleven (11) days for ten and one-half month administrators and twelve (12) days for twelve-month administrators without pay deduction. Medical verification may be required.
- 2. If less than the allotted sick leave is used during a school year, the balance of unused time shall be cumulative without limit.
- 3. Should all accumulated sick leave of an administrator be used in any one year, upon presentation of a medical certificate requesting further sick leave, additional sick leave may be recommended by the Superintendent of Schools and may be granted by the Glassboro Board of Education.

B. Other Absence

- 1. Family Illness
In the case of critical illness in the family of an administrator which requires that administrator to be absent from work, such absence may be allowed without deduction of payment. This provision is to be used for emergency purposes only related to critical illness. If an employee seeks to utilize critical illness days, the employee shall provide the District with a doctor's note indicating the need for such leave. The maximum number of critical illness days that can be used in any school year for twelve (12) month employees is three (3). The maximum number of critical illness days that can be used in any school year for ten (10) month employees is five (5).
- 2. Personal Leave
 - (a) Administrators under contract shall be allowed personal leave without pay deduction for a maximum of three (3) days during each school year for twelve (12) month administrators and three (3) days during each school year for ten and one-half (10%) month administrators. Administrators shall not be required to cite a reason when requesting personal leave.

- (b) Application for personal leave shall be made to the administrator's immediate supervisor five (5) days before such leave will be approved by the Superintendent. In serious emergencies, requests may be immediately granted by the administrator's immediate supervisor. Approval or denial of the request of the application must be given by the Superintendent and/or his/her designee, either in writing or verbally, within three (3) working days, excluding any and all federal/state/public holidays, of the request for application. The decision of the Superintendent in these matters shall be final and binding, and not subject to the grievance procedure of the agreement.
- (c) Personal leave days shall be accumulated as stipulated in paragraph "G" of Article VIII.
- (d) For the protection of the employee, and for proper payroll accounting and audit, personal leave days must be accounted for and reported to the Superintendent.

3. Quarantine

Absences due to quarantine not involving personal illness allowed without deduction upon filing of certificate of quarantining officer.

4. Other

Other Leaves of absence with pay may be granted by the Board of Education upon the Superintendent's recommendation.

C. Maternity Leave

- 1. An administrator requesting a leave of absence for disability for maternity reasons shall request such leave in writing, at least thirty (30) days prior to the date for the commencement of the leave. The request shall state the date for the commencement of the leave, and the date of return. Administrators returning from maternity leave may return on a date collaboratively agreed upon by the Superintendent and administrator.
- 2. Disability for maternity reasons for which sick days are used will commence on the date requested by the administrator, provided that a physician's certification of disability is submitted before commencement of the leave.
- 3. Disability for maternity reasons for which sick days are used will terminate on the date requested by the administrator, provided that physician's certification is submitted stating that the employee is physically able to work, prior to the date of termination of such leave.

4. An extended leave of absence under this Article may be granted for the remainder of a contract year and for one additional school year.
5. In the event that sick days are not available to an administrator, the administrator may request a leave of absence without pay for disability for maternity reasons, provided that a physician's certification is submitted verifying the disability.
6. Existing State and Federal statutes shall supersede policies for maternity leave.

D. Days for Funeral

Absence due to death in the immediate family is allowed without deduction up to five (5) days. Immediate family is defined to mean, husband, wife, domestic partner from a civil union, father, mother, child, siblings, grandparents, parents-in-law, step-parents, stepchildren, step-siblings, uncle, aunt, niece, nephew or members of the household. Employees may, on a case-by-case basis, submit requests for funeral leave for a former member of the employee's household who is not included in this list.

E. Court Order

Administrators are allowed to attend court appearances with no deduction of pay for up to a maximum of five (5) days in any given school year (July 1 to June 30). Such absences from work are allowable for all court appearances with the exception of the following: court appearances in which the administrator is alleged to be involved in a matter involving moral turpitude and for court appearances caused by an administrator's suit against the Board. For those two (2) exceptions, the employee will be allowed to attend the court appearances, but will not be paid for any days absent from his/her position. For all court appearances, all administrators must provide proof of such appearance, and such proof must be submitted to the Board of Education prior to appearing in Court.

F. Jury Duty

1. In the event that an administrator is required to serve as a juror, he/she shall be paid his/her salary in full for that period of time in which he/she serves.
2. The amount of money received by the administrator for his/her jury service shall be submitted as a reimbursement to the Board of Education for the salary received.

G. Personal Days Converted to Unused Sick Leave

Three days of unused personal leave for twelve (12) month administrators and three days of unused personal leave for ten and one-half (10%) month administrators may be permitted to accumulate into sick leave each year. All persons covered by this Agreement, if they have any unused personal leave at the end of the school year, may

transfer that personal leave into their sick leave. A record of such transfer shall be maintained in conformance with the district sick leave allowance records.

ARTICLE IX - HEALTH BENEFITS

- A. All unit members shall contribute towards the cost of their health insurance in accordance with Chapter 78, P.L. 2011. If that law is repealed or if the law "sunset" and no new law replaces it, the parties shall immediately re-open negotiations regarding Article IX, subparagraph A only.
- B. Health care coverage shall consist of a commercial Quality Point of Service plan from a major healthcare provider with:
- a \$5 co-pay for in-network primary care and \$5 co-pay for in-network specialist care for the 2013-2014 School Year
 - a \$10 co-pay for in-network primary care and \$10 co-pay for in-network specialist care for the 2014-2015 School Year.
 - a \$12 co-pay for in-network primary care and \$12 co-pay for in-network specialist care for the 2015-2016 School Year.
- C. Prescription Drug coverage will be provided utilizing a two-tier (generic/brand) structure with a co-pay structure of \$5 for covered generic drugs and \$15 for covered brand name drugs. There shall be no reimbursement by the district for costs of co-pay or costs in excess of copays.
- D. The Board shall pay 100% per annum per administrator for administrator only dental plan. Said amount may also be utilized as credit toward cost of family coverage or the greater of the existing law pertaining to mandatory insurance contributions as of the commencement date of this contract.
- E. The Board shall determine the carrier for all insurance benefits provided that the benefits are equal to or greater than the plan for the 2004-2005 school year.
- F. The Board shall contribute toward the premium for disability insurance provided by private carriers as follows:
- SY 2013-2014 \$75 per month per administrator
SY 2014-2015 \$75 per month per administrator
SY 2015-2016 \$80 per month per administrator
- The Board shall pay the full cost of the premium for disability insurance provided by the Board carrier.
- G. Insurance buy out will be capped at \$2,000.00 for medical/prescription and \$100 for dental..

ARTICLE X - ATTENDANCE AT CONVENTIONS AND MEETINGS

All requests for administrators to attend national or PSA conventions shall be submitted to the Superintendent for approval. In each year of the contract, a maximum of two (2) administrators shall be allowed to attend a convention whose location exceeds a distance of 200 miles from the District.

ARTICLE XI - SEVERANCE PAY FOR ADMINISTRATORS

Upon retirement with proof of such retirement provided to the Board of Education, the Board shall pay all administrators for unused accumulated sick leave at the rate of \$115.00 per day up to a maximum payout of \$15,000.00. In order to qualify for such payment at retirement, administrators must have completed a minimum of fifteen (15) consecutive years of service in the Glassboro School District.

ARTICLE XII - REIMBURSEMENT FOR PROFESSIONAL COURSES

A. Graduate/Undergraduate Courses

Administrators will be reimbursed for graduate or undergraduate courses taken provided the administrator earns a grade of "B" or higher. Reimbursement for graduate and undergraduate course work taken shall be the equivalent to Rowan University's costs per credit for graduate work and Rowan University's costs per credit for undergraduate work.

B. In order for a board of education to provide to an employee tuition assistance for coursework taken at an institution of higher education or additional compensation upon the acquisition of additional academic credits or completion of a degree program at an institution of higher education:

(i) The institution shall be a duly authorized institution of higher education as defined in Section 3 of P.L. 1986, c.87 (C.18A:3-15.3)

(ii) The employee shall obtain approval from the superintendent of schools prior to enrollment in any course for which tuition assistance is sought. In the event that the superintendent denies the approval, the employee may appeal the denial to the board of education.

(iii) The tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities."

C. Application for Reimbursement

The tuition reimbursement period shall cover September 1 through August 31 of each school year. Application for reimbursement for professional courses will be submitted to the Superintendent's office by October 1 of each school year.

Payment will be made in October of the school year following the year in which the courses were taken, contingent upon the receipt of official transcripts showing grades of "B" or higher and upon presentation of proper receipts for tuition. Following receipt of reimbursement, the administrator is required to provide a return of service to the District of at least two (2) full school years. If the administrator does not work for at least those two (2) full school years, the administrator is required to pay the District for all monies reimbursed for completion of the coursework.

D. Memberships

The Board shall pay for memberships in a professional organization related to the administrator's employment.

E. Professional Development

Professional development funds not to exceed \$500.00 per year shall be awarded to each administrator for the purpose of professional development activities paid via voucher or reimbursement with appropriate documents/receipts.

F. Residency Fee

The Board shall pay the residency fee for new administrators.

ARTICLE XIII - WORK YEAR

- A. The Board of Education retains the right to determine the actual work year of each administrator. All administrators will be present for duty on every work day designated by the Board of Education, except on those days where the administrator had received approval for vacation leave as enumerated in Article VII, Vacation, of this Agreement.
- B. The Board of Education reserves the right, upon written notice to the administrator affected, to reduce the actual work year of the administrator to ten and one-half months.
- C. The Board of Education reserves the right to establish the work year of any administrative employee.
- D. In the event the length of the work year is reduced from one year (Year A) to the following year (Year B), an administrator shall receive a salary for Year B equivalent to

what he/she did in fact receive for Year A. For the year following Year B (Year C), as long as said year is covered by this current contract, an administrator shall receive a salary for Year C equivalent to what he/she would have expected to receive for Year B had there been no reduction in the length of the work year.

In the event the length of the work year is reduced mid-year (Year A), the administrator's salary shall not be reduced during Year A and he/she will continue to receive that same salary for the next year (Year B). For the year following Year B (Year C), as long as said year is covered by this current contract, an administrator shall receive a salary for Year C equivalent to what he/she would have expected to receive for Year B had there been no reduction in the length of the work year.

ARTICLE XIV - HOLIDAYS

- A. Administrators covered by this Agreement will be available for meetings, assignments and any other work at the discretion of the Superintendent on all days except employee vacation days and the legal holidays as designated by the State of New Jersey.
- B. In case of an emergency, the Superintendent may contact an administrator for work on New Jersey State legal holidays or during vacation periods. Upon receiving contact from the Superintendent, the administrator will report to work at the location designated by the Superintendent to assist the Superintendent in the handling of the emergency situation. Per diem compensation or compensatory time shall be granted as agreed upon between the administrator and the Superintendent.
- C. In the event schools are closed because of snow or ice, all members of the bargaining unit are excused from work unless required to report to work by the superintendent.

ARTICLE XV - EVALUATION OF PERSONNEL

- A. Evaluation of GPSA members for the purpose of making recommendations to the Board of Education in such areas as retention, dismissal, promotion and granting tenure shall be the responsibility of the Superintendent of Schools.
- B. Each administrator will list major administrative objectives for the school year. These administrative objectives shall be related to major responsibilities of the administrator's position description and any major responsibilities assigned to the administrator by the Superintendent that are related to the position description of the administrator.
- C. During a meeting, prior to September 1 of each school year, the Superintendent of Schools and the individual GPSA member will state performance objectives relating to major supervisory and administrative duties. Following the conference the Superintendent shall prepare a written evaluation of the performance of each administrator in accordance with existing laws. A copy of the signed form will be given to the GPSA member.

- D. Unit members shall have the right to discuss all evaluations and append their comments before said evaluations are placed in the members' personnel files.
- E. The member shall have the right to review material within his/her personnel file upon request to the Superintendent of Schools.

ARTICLE XVI - SALARIES

For the length of this contract, each administrator will receive a raise as indicated below, assuming that there is no reduction in the length of the work year. In the event there is such a reduction, reference is hereby made to Article XIII, Work Year, sub-paragraph D. to determine an administrator's applicable salary for that given year which is covered by this contract. For the length of the contract, each administrator will receive a raise as indicated:

Effective July 1, 2013 - 2.3%
Effective July 1, 2014 - 2.4%
Effective July 1, 2015 - 2.4%

A. Advancement

Advancement from "Masters" to "Masters +45" shall result in an increment of \$700. Advancement from "Masters+45" to "Masters+80+ or "Doctorate" shall result in an increment of \$925.

Any administrator planning to advance as above shall inform the Superintendent, in writing, as soon as the requirements for advancement have been met. Advancement will be made within thirty (30) days after the receipt of the official confirmation of advancement by the Superintendent's office.

B. Merit Compensation

The Board of Education reserves the right to make individual compensation awards that shall be considered merit increase, and the right to make any salary adjustment relevant to merit increase.

C. Incremental Withholding

The Board of Education reserves the right to withhold any part of an administrative salary increase, salary adjustment, or salary increment of any person covered by this Agreement, in accordance with Title 18A. Persons who suffer such a withholding of a salary adjustment payment or increment shall be subject to the provisions of Title 18A, for the appeal of such actions to the Board of Education.

D. Supplemental Contracts

Any administrator may be awarded a supplemental contract in addition to salary stipulated under Article XVI, Section A of this agreement.

E. Coaching/Co-Curricular

Any administrator appointed to a coaching or co-curricular position shall receive the same amount of compensation as designated for that position in the contract between the Board and the Glassboro Education Association. Such compensation shall be in addition to the salary stipulated under Article XVI, Section A of this Agreement.

F. Notification

Written notification of all salaries and supplemental contracts for each contract year, under this Agreement, will be sent by the Superintendent of Schools to the President of OPSA by April 1.

G. Effective Date

This agreement shall be effective July 1, 2013, and shall continue in full force and effect until June 30, 2016.

ARTICLE XVII - TRAVEL ALLOWANCE

All requests made for travel reimbursement for mileage shall be made in accordance with applicable New Jersey law. All submissions for reimbursement shall be made to the Business Office on a quarterly (1/4ly) basis either on or before the following dates:

9/30 12/31 3/31 6/30

ARTICLE XVIII - SEPARABILITY

If any part, clause, portion or Article of this Agreement is subsequently deemed by a Court of competent jurisdiction to be illegal, such clause, portion or Article may be deleted and the remainder of the Agreement not so affected shall continue in full force and effect, absent the affected clause.

ARTICLE XIX - FULLY BARGAINED CLAUSE

This written Agreement incorporates the entire understanding of the respective parties concerning the terms and conditions of employment which were the subject of collective negotiations.

ARTICLE XX - DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2013 and shall continue in full force and effect until June 30, 2016.

Collective negotiations concerning a successor Agreement shall commence no later than September 15, 2015.

This agreement may be extended only upon the mutual written agreement of the respective parties and this Agreement shall terminate unless otherwise provided for in writing as of June 30, 2016.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, and attested by their respective secretaries, all on the day and year below written.

Signed this _____ day of _____ 20____

Peter Calvo, President
Board of Education

George J. Weeks, President
Glassboro Principals and
Supervisors Association

Walter Pudelko, Secretary
Board of Education

Kriston Matthews, Vice President
Glassboro Principals and
Supervisors Association

APPENDIX A - Salary Guides

		2.3%	2.4%	2.4%
Position	Name	Salary 13-14	Salary 14-15	Salary 15-16
Principal - High School	Santina Haldeman - RETIRED 2014	\$ 159,116.91		
Principal - High School	Danielle Sneathen	\$ 115,000.00	\$ 117,760.00	\$ 120,586.24
Principal - Intermediate School	Kriston Matthews	\$ 122,142.79	\$ 125,074.22	\$ 128,076.00
Principal - Bowe School	Ron Ferraro - Demoted 2013			
Principal - Bowe School	Wanda Pichardo		\$ 106,000.00	\$ 108,544.00
Principal - Bullock School	Joe DePalma - RETIRED 2014	\$ 123,174.09		
Principal - Bullock School	Rich Taibi		\$ 102,998.00	\$ 105,469.95
Principal - Rodgers School	Rich Taibi (Transferred 2014)	\$ 95,699.60		
Principal - Rodgers School	Aaron Edwards		\$ 95,000.00	\$ 97,280.00
Supervisor Special Services	Bill Lundahl - RETIRED 2014	\$ 134,746.94		
Supervisor Special Services	TBD		\$ -	\$ -
Asst Principal - High School /Athletic Director	Jeff Cusack	\$ 111,206.75	\$ 116,494.86	\$ 119,290.73
Asst Principal - High School	Cynthia Bodden	\$ 111,922.60	\$ 114,608.75	\$ 117,359.36
Asst Principal - Intermediate School	LaVonya Wilson-Mitchell	\$ 97,456.42	\$ 99,795.38	\$ 102,190.47
Asst Principal - Bowe (10.5 mos)	Brandi Sheridan	\$ 81,840.00		
Asst Principal - Bowe (10.5 mos)	Ron Ferraro	\$ 97,456.42	\$ 97,456.42	\$ 99,795.37
Supervisor of Curriculum	Brandi Sheridan		\$ 83,804.16	\$ 85,815.46
Supervisor of Building Maintenance	Drew Sole	\$ 103,651.52	\$ 106,139.15	\$ 108,686.49
Supervisor of Transportation	Susan Spence	\$ 68,356.86	\$ 69,997.42	\$ 71,677.36
Director of Technology	George Weeks	\$ 120,804.71	\$ 123,704.02	\$ 126,672.92
	Total	\$1,624,415.62	\$1,356,213.23	\$1,388,762.35