

AGREEMENT
between the
VERONA ADMINISTRATORS ASSOCIATION

and the

VERONA BOARD OF EDUCATION

Essex County

New Jersey

July 1, 2021 to June 30, 2024

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PREAMBLE

This Agreement is entered into this 1st day of July, 2021 and shall run through June 30, 2024 by and between the Board of Education of Verona, and the Township of Verona, New Jersey, hereinafter called the "Board", and the Verona Administrators' Association, hereinafter called the "Association".

WITNESSETH:

WHEREAS, the members of the profession are particularly qualified to advise the formulation of policies and programs designated to improve educational standards, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I **RECOGNITION**

Pursuant to Chapter 123, Public Laws of 1974, the Verona Board of Education recognizes the Verona Administrators Association as the exclusive negotiating representative for collective negotiations concerning the terms and conditions of Administrators employment for the unit described herein, including:

Principal, High School
Principals, Middle School
Principals, Elementary Schools
Assistant Principal, High School
Director of School Counseling
Director of Athletics & Special Programs
Supervisors of Special Services, Humanities and STEM

ARTICLE II **USE OF SCHOOL PROPERTY FOR MEETINGS**

Representatives of the Verona Administrators Association shall be permitted to transact official Association business on school property at all reasonable times provided it does not interfere with the normal school operations.

ARTICLE III
FUTURE NEGOTIATING AGREEMENT

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Statute to reach agreement on matters concerning the terms and conditions of Administrators' employment.
- B. The Board agrees to make available to the Association, in response to reasonable requests, from time to time, all available public information concerning the financial resources of the district, and both parties agree to make available to each other, upon request, all available public or non-confidential information pertaining to matters under discussion.
- C. Periodic reports to the public on the progress of negotiations shall only be issued with the mutual approval of the parties.
- D. This Agreement, once negotiated, incorporates the entire understanding of the parties, and shall not be modified in whole or in part by the parties, except by an instrument in writing, duly executed by both parties.
- E. During the course of teacher negotiations, representative Administrator(s) selected by the Superintendent will cooperate with the Board of Education on administrative implications of negotiated language under consideration for the agreement.

ARTICLE IV
TERMS OF EMPLOYMENT

- A. Twelve-month employees shall be the High School Principal, Middle School Principal, High School Assistant Principal, Director of School Counseling, and Director of Athletics and District Special Programs. The work year will be July 1-June 30 with 22 vacation days. Twelve-month administrators who begin or end their employment mid-year shall have their vacation days prorated. Administrators may carry over a maximum of 5 vacation days per year to the following school year.
- B. Elementary Principals and Supervisors are 10.5 month employees who work September 1- June 30 plus 10 additional days between 7/1-8/31. 10.5 month administrators who are responsible to work after the last day for teachers until June 30th may, upon approval of the Superintendent, request to take days off in June which shall be made up in July/August in addition to the regular summer work days.
- C. Twelve month employees will be granted 12 sick days, 5 family illness days and 3 personal days per year prorated.

- D. 10.5 month employees will be granted 10 sick days, 5 family illness days and 2 personal days per year prorated.
- E. Any VAA member who is required to work more summer days than described above will be compensated at the per diem rate of 1/210 of their regular salary. All extra days must have prior approval by the Superintendent.
- F. Any VAA member who is required to chaperone an overnight trip will be compensated at the rate of \$100 per night. Any member who receives a stipend for an overnight activity will not be eligible for the \$100 per night.
- G. All VAA members shall submit their mutually agreed tentative work schedule (outside of the school year calendars) to the Superintendent no later than the final Administrative Council meeting in June. In the event that attendance of administrators is required for workshops relevant to district initiatives or vital school business, the Superintendent shall notify members of the VAA in a timely manner.
- H. All VAA Administrators may utilize up to 1 telecommunication day between September 1st - June 30th and a maximum of 2 telecommunication days during July 1st - August 31st with prior Superintendent approval.

ARTICLE V

CALENDAR HOLIDAYS AND SCHOOL RECESS

All Administrators are to be granted the established holidays and school recess in the school calendar that are granted to the teachers.

ARTICLE VI

COMMUNICATIONS

All communications and requests for meetings between the Board and the Association shall be in writing and directed to the Superintendent or Board Secretary and the Secretary of the Verona Administrators Association.

ARTICLE VII

BENEFITS

- A. All leave benefits and insurance benefits according to the current health plan will be granted to Administrators. Administrators will contribute 31% of health care premiums. All relevant terms of health insurance plans shall apply and be governed by the applicable statutes and regulations from the State of NJ for the duration of this agreement.
- B. Administrators who exceed their contractually required days, shall with prior approval

from the Superintendent, be compensated at their per diem rate with BOE approval. All determinations by the Superintendent and the Board of Education on compensation shall be on a case by case basis and not subject to the grievance procedure.

- C. Administrators shall receive paid memberships to the following:
- All Administrators - ASCD
 - Elementary Administrators - NAESP
 - All Middle School and High School Administrators - NASSP
 - All Administrators - NJPSA
 - Director of Athletics - NJADA
 - Director of School Counseling - National School Counseling Association
- D. For all VAA members who are employed prior to July 1, 2012, the Board shall pay the full premium for enrollment in short-term Class E income protection insurance as offered by New York Life. The Board of Education shall also pay the full premium for each Administrator for enrollment in the NJCSA supplemental long-term Disability Plan III as offered by the New York Life. If the premiums are increased the Board shall pay up to 15% increase per year. For administrators hired on or after July 1, 2012, the Board of Education shall pay annual premiums as follows: 50% for 2021-22, 75% for 2022-23, and 100% for 2023-24. Administrators may opt into the disability insurance in any given year and contribute their designated portion accordingly as outlined in this payment schedule. In the event that the BOE chooses to switch carriers, the new carrier must be equal or better than the current disability insurance policy.
- E. The Board of Education will grant an unused sick day termination plan which will pay each VAA employee \$100 per day.
1. Administrators with ten (10) or more years of service in the district who retire from the district and who apply to receive pension benefit payments upon retirement from the district shall be eligible for compensation for unused accumulated sick days with the following stipulations:
 - a. Those administrators retiring from the district shall receive sick day payout compensation over a four-year period following his/her retirement. Equal payments shall be made during the first pay period of July following retirement and in July each of the three subsequent years.
 - b. VAA staff hired on/after July 1, 2015 will be limited to \$15,000 total cap for unused sick day payout.
 - c. Should an administrator hired before May 21, 2010 die during the payout period, any remaining sick day compensation will be paid to the estate of the administrator as applicable by law.

- F. Administrators taking approved graduate or doctoral courses at an accredited college or university will be reimbursed at 100% per credit. The rate used to determine reimbursement will be the existing graduate/doctoral credit (whichever is higher) cost as established at Rutgers University for an in-state student. The tuition reimbursement shall be capped at 9 graduate/doctoral credits for a one-year duration (July 1- June 30). The administrator must notify the Superintendent by March of the budget year in order to accrue reimbursement. The Board agrees to reimburse the Administrator an additional 9 credits per year up to two years after completion of coursework. If an administrator leaves the district within one year of receiving tuition reimbursement, then s/he will reimburse the district all tuition reimbursement for the previous year. The board reserves the right to increase the number of credits on a case-by-case basis. Reimbursement will be made by June 30th of each academic year. The District will reimburse a maximum of 18 graduate/doctoral credits per academic year for the VAA membership. Funds will be dispersed in a manner proportional to the total number of credits earned by all Administrators.
- G. Administrators that possess an earned doctorate in the field of education, shall, upon proof of conferred degree, receive a \$3,250 stipend for Doctorate for 2021-22, \$3,500 for 2022-23, and \$3,750 for 2023-24 in addition to their base salary. Administrators who begin or end their employment mid-year shall have their stipend(s) prorated.
- H. An additional stipend of \$2,500.00 shall be granted to the principal of the building where the integrated Pre-School Program is housed. This stipend will be in addition to any base salary. If the pre-kindergarten program is removed the stipend will be removed. Administrators who begin or end their employment mid-year shall have their stipend(s) prorated.
- I. Administrators shall be compensated for facilitating District committees that extend beyond the normal workday and/or outside of the unit member's job description. Assignment to the Committee Facilitator stipend shall be at the discretion of the Superintendent of Schools and will be approved in advance by the Board of Education. The District shall post available stipend positions and outline in writing the purpose of the committee, scope of work, length of time, and rate of pay at an hourly rate of \$50 per hour up to \$5,000 annually (based on project duration or sharing of responsibilities between two or more administrators) and is inclusive of meeting preparation time.

ARTICLE VIII
SALARY DETERMINATION – 2021 - 2024

- A. Salaries for the district Administrators in this Agreement are as follows:

The salary chart below indicates the percentage increase to the base salary of each VAA member as follows: 3.2% for 2021-2022, 3.25% for 2022-2023, 3.3% for 2023-2024.

Last Name	First Name	2021-22	2022-23	2023-24
*Lanzo	Anthony	152,787	157,897	163,242
Cogdill	Josh	149,531	154,390	159,485
Venezia	Gina	143,192	147,846	152,725
Monacelli	Jeffrey	142,739	147,378	152,242
Galbierczyk	David	139,211	143,735	148,478
#Freund	Howard	136,551	140,907	145,475
Lancaster	Thomas	135,000	139,388	143,987
Stevenson	Glen	130,216	134,448	138,884
Schels	Steven	130,006	134,231	138,661
Merkler	Robert	130,000	134,225	138,654
Stuto	Nicole	123,485	127,498	131,706
Palmerezzi	Laura	120,000	123,900	127,989
^Gadaleta	Jennifer	112,515	116,172	120,005

*Includes \$3,250 stipend for Doctorate for 2021-22; \$3,500 for 2022-23, and \$3,750 for 2023-24

Includes \$2,500 stipend for Preschool Integrated Program

^Reflects a change in work year from 10.5 to 12 month employee.

Administrators who begin or end their employment mid-year shall have their stipend(s) prorated.

Due to retirement, Yvette McNeal's prorated salary is \$167,076 from July 1, 2021 - August 31, 2021.

- B. The Board of Education and the Superintendent shall be free to negotiate the initial contract with newly-hired Administrative personnel regarding their starting salaries.
- C. It is agreed that the Board of Education may withhold increments and/or raises pursuant to the New Jersey Statutes - 18A:29-14.

ARTICLE IX **SUMMER TEACHING**

Administrators working a twelve-month contract shall be permitted to teach a college course during the summer workday provided compensatory time (if any) due the Verona School System can be accomplished, and with prior approval of the Board.

ARTICLE X **CONFERENCES AND CONVENTIONS**

Administrators may choose to attend a minimum of one national conference or convention every three years during the school year or during additional workdays as defined in Article IV, Section

A, subject to approval of the Board. Funds shall be allocated in the budget to allow for such conferences unless financial constraints make it imprudent to do so.

ARTICLE XI GRIEVANCE PROCEDURE

A. The purpose of this grievance procedure is to provide an orderly internal mechanism for the settlement of problems as they relate to Administrators.

B. Definitions:

1. A grievance is a claim based upon an event or condition which affects the terms and conditions of employment of an Administrator or Administrators regarding the interpretation, application or violation of policies, agreements, or administrative decisions affecting them.
2. An aggrieved person is the person or persons making the claim.
3. Immediate superior shall be the Superintendent of Schools, except in the case of where the superior of the association member is another member of the district other than the Superintendent.

C. Nothing in this Agreement shall prevent any Administrator from discussing his/her grievance with his/her appropriate superior, provided that the resolution of the grievance is not inconsistent with terms and conditions of employment of the employees represented by the Verona Administrators Association.

D. Procedure:

1. Step One

- a. An administrator having a grievance shall, within twenty school days of the alleged grievance, discuss it with his/her immediate superior.
- b. If the grievance is not resolved within five school days after the discussion with his/her immediate superior, it shall be referred in written form to the Superintendent.

2. Step Two - If a grievance is not resolved by the Superintendent within five school days after the presentation of the grievance, the aggrieved person may within five school days thereafter refer the grievance in written form to the Board of Education.

3. Step Three - A conference with the Board of Education to discuss the grievance

shall be held within 30 calendar days upon the request of either party. A written decision shall be rendered within five school days after the hearing.

4. Step Four

- a. Within ten school days after receipt of the Board's decision or within fifteen school days after the completion of the hearing, the aggrieved person, if not satisfied, shall notify the Board in writing of his/her intent to submit the grievance to an impartial third party.
- b. If the parties cannot agree upon a third party within five school days after the notification by the aggrieved person, a request for a list of arbitrators may be made to PERC by either party. The parties shall then be bound by the rules and regulations of PERC in the selection of an arbitrator.
- c. Arbitrators' determinations are deemed "advisory" unless otherwise disciplinary in nature as permitted by law.

5. Miscellaneous

- a. The costs, fees, and expenses for the arbitrator shall be shared equally by the parties participating in the grievance.
- b. All decisions shall be in writing with supportive reasons provided.
- c. All grievance hearings shall be conducted in private and shall include only such parties in interest and their designated or selected representatives.
- d. If a grievance is submitted in June, July, or August, the time limits specified in this Article shall be considered as weekdays rather than school days.
- e. Time limits specified in this Article may be extended by mutual agreement of the concerned parties.

ARTICLE XII
NEGOTIATIONS TEAM


Verona Board of Education (VBOE):
Mr. Tim Alworth & Mrs. Sara Drappi

Verona Administrator Association (VAA):
Dr. Anthony Lanzo, Mr. Robert Merkler & Mr. Jeffrey Monacelli


ARTICLE XIII
EFFECTIVE DATE AND SIGNATURES

The terms of this contract will remain in effect from
July 1, 2021 through June 30, 2024

VERONA ADMINISTRATORS ASSOCIATION



VAA Co-President
DATE: 9-17-2021




VAA Co-President
DATE: 9-21-2021


WITNESS

Name
DATE: _____

VERONA BOARD OF EDUCATION



President
DATE: 8/31/2021



School Business Administrator/Board Secretary
DATE: 8/31/2021

WITNESS



Name
DATE: 9/22/2021