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**Agreement**

between the

**Saddle Brook  
Board of Education**

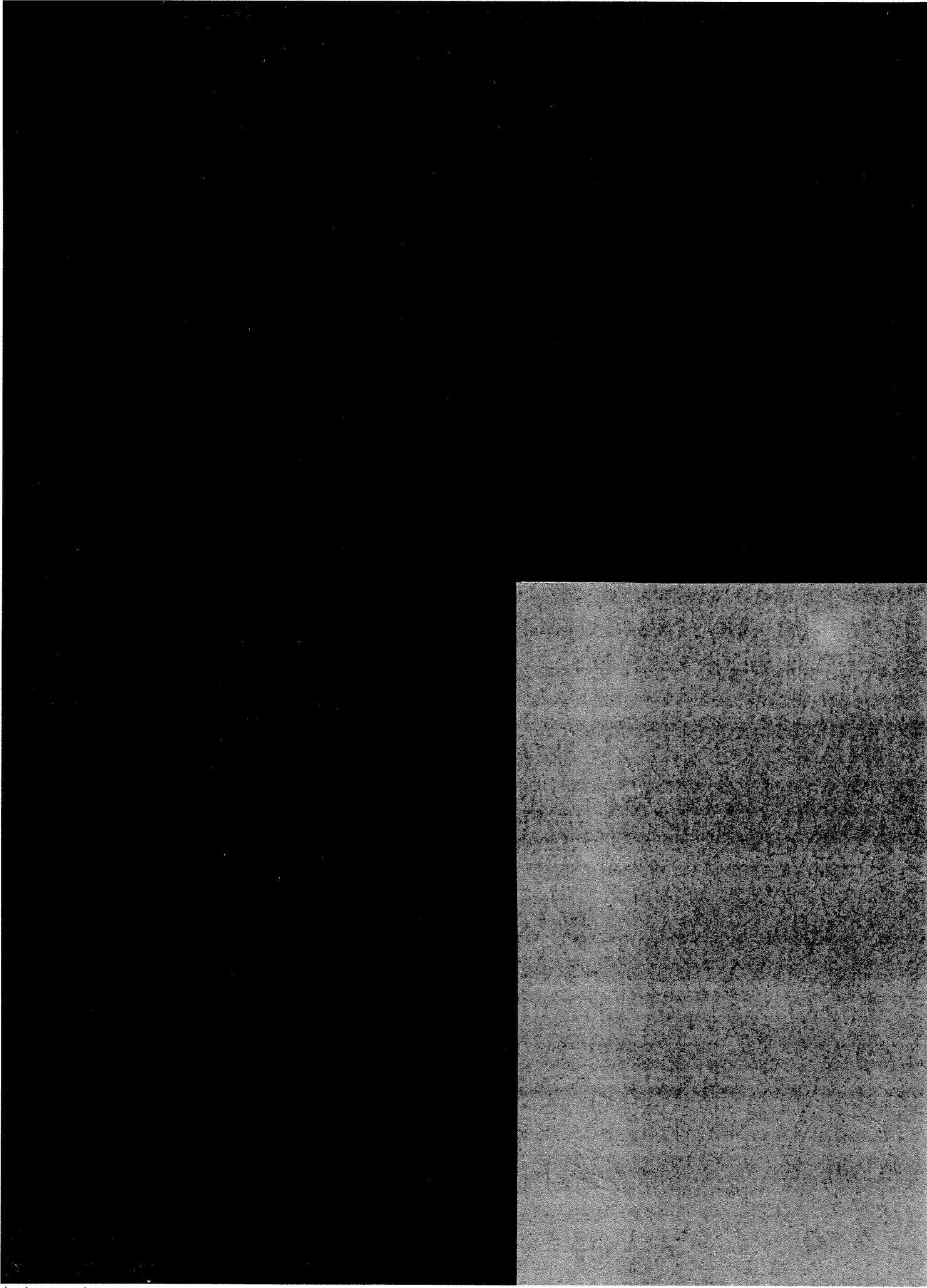
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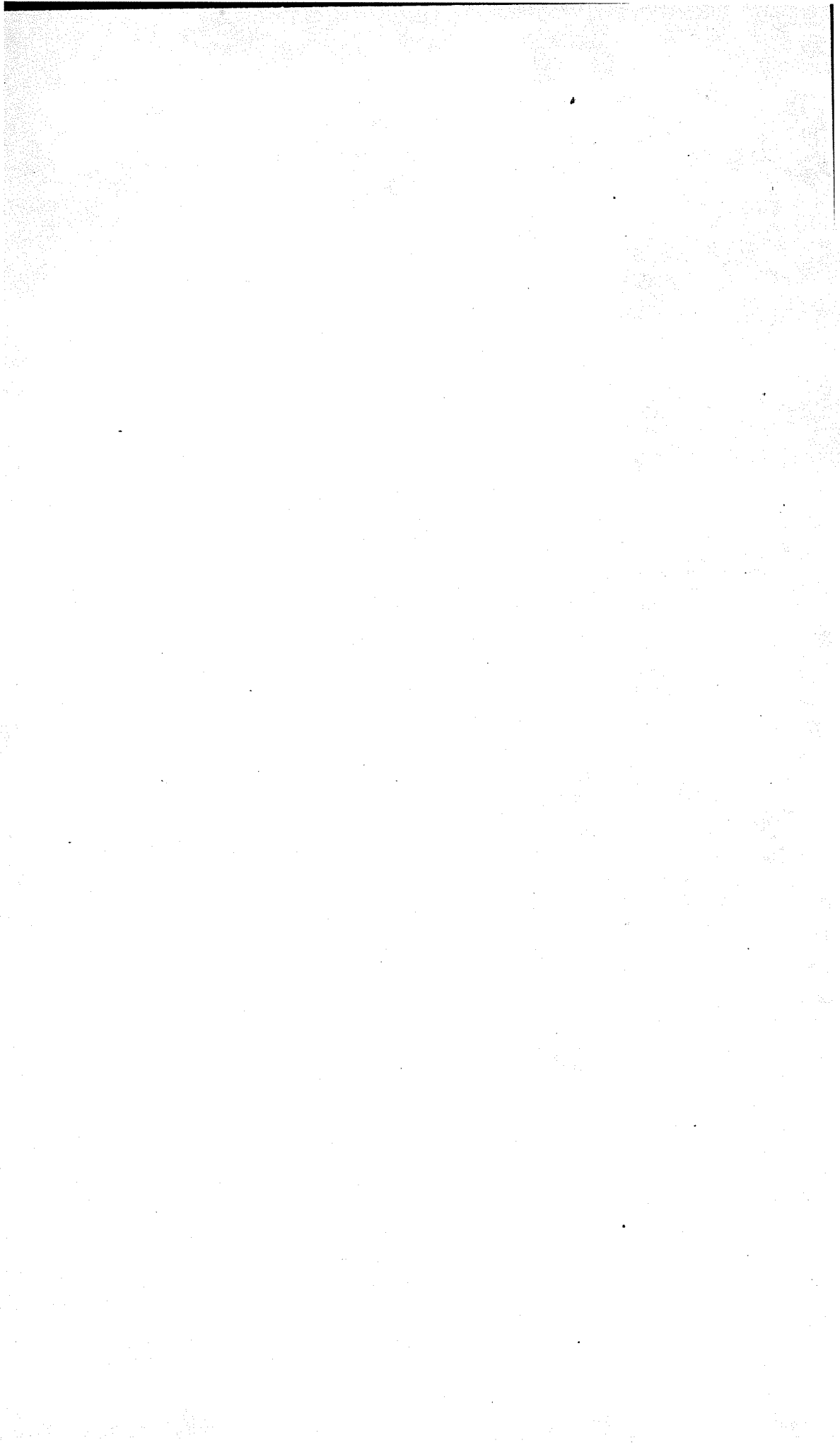
**Saddle Brook  
Education Association**

for the

**SCHOOL YEAR 1973-74**

**Saddle Brook, New Jersey**





**AGREEMENT**

**between the**

**SADDLE BROOK BOARD OF EDUCATION**

**and the**

**SADDLE BROOK EDUCATION ASSOCIATION**

**for the**

**School Year — 1973-74**

**Saddle Brook, New Jersey**



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## **PREAMBLE**

This Agreement entered into this 14th day of March, 1973 by and between the Board of Education of the Township of Saddle Brook, New Jersey, hereinafter called the "BOARD", and the Saddle Brook Education Association, hereinafter called the "ASSOCIATION."

## **WITNESSETH**

WHEREAS, the Board and the Association recognize and declare that providing education for the children of the Saddle Brook School District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS, the Board has no 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, and

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

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

## **ARTICLE I – RECOGNITION**

- A.** The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certificated personnel, whether under contract, on leave, on a per diem basis, employed or to be employed by the Board, including: all classroom teachers, department chairmen, learning disabilities personnel, psychologists and social worker, guidance personnel, nurses, librarians, and full-time supplemental teachers but excluding: Superintendent of Schools, Principals, and Vice Principals.
- B.** Unless otherwise indicated, the term “teachers,” when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and references to male teachers shall include female teachers.

## **ARTICLE II – NEGOTIATION OF SUCCESSOR AGREEMENT**

- A.** The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws of 1968 in a good-faith effort to reach agreement of all matters concerning the terms and conditions of teachers’ employment. Such negotiations shall begin not later than October 15 of the calendar year preceding the calendar year in which this Agreement expires.
- B.** The Board shall make available to the Association for inspection all pertinent records, data, and information concerning the Saddle Brook School District.
- C.** 1. Representatives of the Board and the Association’s negotiating committee shall meet upon request, at a mutually agreed time, for the purpose of reviewing the administration of the Agreement, and to resolve



problems that may arise. These meetings are not intended to bypass the grievance procedure.

2. All meetings between the parties shall be regularly scheduled, whenever possible, to take place when the teachers involved are free from their assigned instructional responsibilities, unless otherwise agreed.

## **ARTICLE III – GRIEVANCE PROCEDURE**

### **A. Definitions**

#### **1. Grievance**

A grievance is a claim by a teacher or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting a teacher or group of teachers.

#### **2. Aggrieved person**

An “aggrieved person” is the person or persons or the Association making the claim.

#### **3. Party in interest**

A “party in interest” is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

### **B. Procedure**

1. Since it is important that grievances be processed as rapidly as possible, the number of days should be considered as maximum and every effort be made to expedite the process.

2. In the event a grievance is filed at a time which, if left unresolved for the indicated periods of time, could result in irreparable harm to a party in interest, the time limits shall be reduced so that the grievance procedure may be exhausted as soon thereafter as is possible.

3. If, as a result of discussion with the principal, a matter is not resolved to the satisfaction of the

aggrieved employee, he shall set forth his complaint in writing to the principal with a copy to the Superintendent. The principal shall communicate his decision to the employee with a copy to the Superintendent in writing within five school days of the receipt of the written complaint.

4. The professional employee may appeal the principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing with a copy to his principal and must set forth the grounds upon which the complaint is based. The Superintendent will attempt to resolve the matter as expeditiously as possible, but within a period not to exceed ten school days. The Superintendent shall communicate his decision in writing, along with supporting reasons, to the professional employee.

5. If the matter is not settled after reaching the Superintendent of Schools, it may be referred to the PR&R Committee of the Association for consideration. The committee shall make a determination as soon as possible, but within a period not to exceed ten school days.

6. If the PR&R Committee determines that the complaint has or may have merit, it shall recommend that the complaint be heard by the Board.

However, the aggrieved party shall have the option of directly appealing to the Board, or requesting advisory arbitration prior to any such hearing before the Board.

#### **ARTICLE IV – TEACHING HOURS AND TEACHING LOAD**

- A. 1. The practice in the high school of teachers indicating their presence for duty by placing initials in the appropriate column of the faculty "sign-in" roster shall be uniformly applied.

- B.** 1. All teachers shall have a duty-free lunch period.
2. The present lunch period for pupils in the elementary school is sixty (60) minutes. Teachers shall have a daily duty-free lunch period of at least fifty-five (55) minutes.
3. The present lunch period for pupils in the senior high school is forty-five (45) minutes. Teachers shall have a daily duty-free lunch period of at least forty (40) minutes.
- C.** The present policy that teachers may leave the building without requesting permission during their scheduled duty-free lunch periods, and during their preparation periods on pay days, after notifying the principal, shall be uniformly applied.
- D.** 1. The practice of using a regular teacher as a substitute thereby depriving him of his preparation period is undesirable and shall be discouraged. In those cases where regular substitutes are not available, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers a teacher may be assigned to serve as a substitute. Volunteers and assigned teachers shall be paid five dollars (\$5.00) per hour or major portion of an hour, "and \$2.50 for ½ hour (30 minutes). Total coverage for one school day shall not exceed \$30.00." The above practice shall be uniformly applied.
2. Such coverage shall be arranged by the principal of the school in question and shall be distributed as equitably as possible among the teachers in said school.
- E.** 1. The Board and the Association agree that extra-curricular activities are educationally worthwhile.
2. Teacher participation in extra-curricular activities which extend beyond the regularly scheduled in-school day shall be voluntary and shall be compensated in accordance with an agreed upon schedule.

3. Field trips shall be scheduled and implemented in a manner which shall be mutually agreed upon by the teachers participating in them. Written permission for field trips shall be obtained from the Superintendent to guarantee insurance coverage as a school sponsored activity.

## **ARTICLE V – TEACHER EMPLOYMENT AGREEMENT**

- A.** The Board agrees to hire only certificated teachers holding standard certificates issued by the New Jersey State Board of Examiners for every teaching assignment.
- B.** 1. The maximum credit granted for combined past teaching and armed service experience is ten (10) years.
2. The maximum credit for armed service experience is four (4) years.
3. A beginning inexperienced teacher will be granted a maximum of two (2) years armed service experience the first year of teaching in Saddle Brook. An extra increment will be granted each successive year for each additional year of armed service until the maximum of four (4) years has been reached. The same provisions shall apply to service in the Peace Corps, Vista or National Teacher Corps and, time spent on a Fulbright Scholarship.
4. An additional five hundred dollars (\$500) will be paid to persons with eighteen (18) years or more service in Saddle Brook.
- C.** Previously accumulated unused leave days shall be restored to all returning teachers.
- D.** 1. Non-tenure teachers shall be advised by April 15th of the intention of the Board not to rehire.
2. So far as is practicable, a teacher shall be advised of a change in his subject or grade placement before he leaves for his summer vacation.

## E. REIMBURSEMENT FOR GRADUATE COURSES

The Board agrees to reimburse teachers taking graduate courses which have been approved by the Superintendent of Schools at the following rate:

Fifteen (\$15) per credit to a maximum of six (6) credits during a given year.

The Superintendent must be in receipt of an official transcript of course completion before payment is made to the teacher.

## ARTICLE VI – SALARIES

The salaries of all teachers covered by this Agreement are set forth below:

### SALARY GUIDE

Experience	BA	BA+15	MA	MA+15	MA+30
0	8770)	9070)	9470)	9870	10270)
1	9070) 300	9370) 300	9770) 300	10170	10570) 300
2	9370)	9670)	10070)	10470	10870)
3	9720)	10020)	10420)	10820)	11220) 350
4	10120)	10420)	10820)	11220)	11620)
5	10520)	10820)	11220)	11620)	12020)
6	10920) 400	11220) 400	11620) 400	12020) 400	12420) 400
7	11320)	11620)	12020)	12420)	12820)
8	11720)	12020)	12420)	12820)	13320)
9	12220)	12520)	12920)	13320)	13820)
10	12720)	13020)	13420)	13820)	14320)
11	13220)	13520)	13920)	14320)	14820)
12	13720) 500	14020) 500	14420) 500	14820) 500	15320) 500
13	14220)	14520)	14920)	15320)	15820)

14	)	15420)	)	15820)	)	16320)
15	)		)		)	16820)

Those teachers who have been on a maximum step for at least one (1) year shall receive the following adjusted salaries:

14520 (300) 14840 (320) 15860 (440) 16285 (465) 17355 (535)

Guidance personnel shall be paid in accordance with the teacher salary guide and shall receive an additional stipend of \$200.

The salaries of all coaches covered by this Agreement are set forth below:

	1	2	3	4	5
Football					
Head	917	1014	1112	1211	1308
Ass't.	557	655	753	852	
Basketball					
Head	883	982	1079	1177	1277
Ass't.	557	655	753	852	
Wrestling					
Head	622	720	818	917	1064
Ass't.	425	561	622	720	
Baseball					
Head	622	720	818	917	1014
Ass't.	425	561	622	720	
Track					
Head	622	720	818	917	1014
Ass't.	425	561	622	720	
Soccer					
Head	561	622	720	818	917
Ass't.	393	459	557	655	
Cross Country					
Head	490	589	687	785	
Indoor Track					
Head	359	459	557	655	
Tennis					
Head	557	655	753	852	
Bowling					
Head	292	351	410	467	
Golf					
Head	292	351	410	467	

Cheerleaders	
Head	351
Ass't.	234
Majorettes	
Head	351

The stipends for teachers involved in extra-curricular activities shall be as indicated below:

<b>Position</b>	<b>Stipend</b>
Head Nurse	331
Junior Class Advisor	204
Senior Class Advisor	265
Senior Play Advisor	353
High School Yearbook Advisor	502
Student Council Advisor	386
High School Band Director	728
Elementary Band Director	410
Elementary Choral Director	410
High School Literary Magazine Advisor	110
High School Newspaper Advisor	502
Athletic Director of High School	992
Department Chairmen	827
Head Teacher at Coolidge	827
Home Economics Coordinator	237
Girls Health & Physical Ed Coordinator	292
Girls Intramurals	585
Boys Intramurals	585
Speech Coordinator	237
Elementary Athletic Supervisor	827

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## **ARTICLE VII – INSURANCE PROTECTION**

The Board agrees to provide without cost to the employee the Public and School Employee Health Insurance Program administered through the New Jersey Division of Pensions under individual plan.

The Board agrees to provide 100% of the cost of the above program under the family plan where applicable to the employees.

## **ARTICLE VIII – TEACHER ADMINISTRATION LIAISON**

The Teacher-Administration Liaison Committee shall consist of an equal representation from the Association and the Administration and/or Board. The committee will jointly explore and investigate each of the following, but will not be limited to:

- Assignment, Reassignment and Transfer of Teachers
- Promotions
- Teacher Evaluation
- Teacher Facilities and Supplies
- Professional Development
- Curriculum Study
- Protection of Teachers, Students and Property
- Classroom Discipline

## **ARTICLE IX – WITHHOLDING OF INCREMENTS**

It shall be clearly understood by both parties that the salary schedules do not guarantee an automatic salary increase. The Board reserves the right to withhold for inefficiency or other good cause, any and all employment adjustments and increments. In the event the Board wishes to exercise such a right, it does hereby agree to follow this procedure:

1. Whenever the Superintendent of Schools decides to submit a recommendation to the Board to withhold a



**1972-1973**

**Board of Education**

President..... Alfred Dellon  
Vice President..... Raymond Santa Lucia

Lawrence Biggs	Peter Lo Dico
Michael A. Brett	Adeline Goldsholl
Charles P. Ernest	Cornelius C. Sears

James T. Shanahan

**Negotiations Committee**

Michael A. Brett - Chairman  
Charles P. Ernest  
Peter Lo Dico  
Cornelius C. Sears  
Raymond Santa Lucia

**1972-1973**

**Saddle Brook Education Association**

President..... Paul W. Sabo  
Vice President..... Helen MacDonald  
Treasurer..... Phil Demarest  
Secretary..... Barbara Yarosz

**Negotiations Team**

Elaine K. Rudrow  
Shirley Sotnick  
Bernard J. McGarry  
Thomas S. Di Lauro

**AGREI**

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