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THIS BOOK DOES  
NOT CIRCULATE

AGREEMENT

between

NORTH HUNTERDON REGIONAL HIGH SCHOOL

TEACHERS' ASSOCIATION

and the

NORTH HUNTERDON REGIONAL HIGH SCHOOL DISTRICT

BOARD OF EDUCATION

1971-72

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ARTICLE I

RECOGNITION

- A. The North Hunterdon Regional High School Board of Education hereby recognizes the North Hunterdon Regional High School Teachers' Association as the exclusive representative for the purposes of negotiation under Chapter 303, New Jersey Public Laws of 1968.
  
- B. The Board of Education of the North Hunterdon Regional High School recognizes classroom teachers, guidance counselors, librarians, coaches, nurses, subject area representatives, master teachers, pro-tempore personnel as being within the negotiation unit of the North Hunterdon Regional High School Teachers' Association.

ARTICLE II

NEGOTIATION PROCEDURE

- A. The contractual parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, New Jersey Public Laws of 1968, in a good faith effort to reach agreement on the terms and conditions of teachers' employment within the spirit of the law. Such negotiations shall begin not later than October 1 of the calendar year preceding the calendar year in which this Agreement expires. Any agreement so negotiated shall apply to all members of the negotiating unit, be reduced in writing, be signed by the Board of Education and by the Association, and be adopted by the Board and the Association.
- B. The contractual parties mutually pledge that their representatives shall be clothed with authority to make proposals, consider proposals, and make counter proposals in the course of negotiations.
- C. This Agreement shall not be modified in whole or in part by the contractual parties except by an instrument in writing duly executed by both parties.

## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. Definitions

1. A grievance shall mean a complaint by a teacher that there has been to him a personal loss, injury, or inconvenience because of a violation, misinterpretation, or inequitable application of Board policy, this Agreement, or an Administrative decision affecting teachers.
2. An "aggrieved person" is the person or persons making the claim.
3. 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. Purpose

1. The purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems which may from time to time arise affecting the terms and conditions of employment of teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the Administration and having the grievance adjusted without the intervention of the Association provided the adjustment is not inconsistent with the terms of this agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

#### C. Procedure

Level One - An employee's problem or complaint, after having been discussed with his immediate supervisor and/or with any other person involved, shall be submitted in writing to his coordinator within forty-five (45) working days of the cause of complaint. A decision must be returned within five (5) working days. In the event of an unfavorable decision or no decision within the time stipulated herein, the employee may initiate procedures set forth in Level Two (2). A working day shall be any day, Monday through Friday, except holidays, recognized in the annual school calendar as a day when employees are required to be in attendance at the school.

C. Procedure (Continued)

Level Two - Within five (5) days of the unfavorable actions stipulated in Level One, the employee shall submit his petition in writing, inclosing all pertinent correspondence, to the Superintendent, who shall assign it to the proper Assistant Superintendent. The Assistant Superintendent shall render his decision within the stipulations aforementioned in Level One. An unfavorable decision, or no decision within the stipulated period shall entitle the employee to initiate procedures set forth in Level Three.

Level Three - Within five (5) days of the unfavorable action stipulated in Level Two, the employee may file his petition with all supporting papers to the Association. The Association within three (3) days shall then refer the petition in writing, with all supporting papers, to the Superintendent. The Superintendent shall return his decision within five (5) working days of receipt of the petition. In the event of an unfavorable decision, or no decision within the stipulated period the employee may institute action under the provisions of Level Four.

Level Four - Within five (5) days of receipt of unfavorable action, or in the case of no action at Level Three, the employee may again refer his petition to the Association. After a review of the circumstances involved, the Association may recommend no further action on the part of the employee and render no further support of his petitions. However, the Association may recommend further action. In such a case, it will forward a letter through the Superintendent to the President of the Board, requesting a hearing before a joint committee of the Board and the Association. Said committee shall consist of two members of the Board, two members of the Association, and a fifth member mutually agreeable to the parties concerned. The letter should contain a resume of the points at issue including the reasons for dissatisfaction with previous decisions. The requested hearing should be scheduled within fifteen (15) working days of receipt by the Superintendent or the Association and/or the employee notified as to reasons for delay. The joint committee shall render a decision within ten (10) working days or file an acceptable reason for the lack thereof. Nonobservance of the stipulations of the provisions of this paragraph, or the return of an unfavorable opinion, may be grounds for actions set forth in Level Five.

Level Five -

- a. Within five (5) days of the establishment of unfavorable decisions or lack of actions stipulated in Level Four, the employee of the Association may submit a letter to the Board requesting that his petition be placed for arbitration. Within ten (10) days of the submission of the request for arbitration, the Association and the Board shall attempt to agree to a mutually acceptable arbitrator and shall attempt to obtain a commitment from said arbitrator to serve. In the event that agreement cannot be reached, the Board and the Association shall request the aid of the Public Employees Relations Commission, in obtaining such an individual.

C. Procedure (Continued)

Level Five (Continued)

- b. The arbitrator's decision shall be in writing and shall set forth the facts upon which his decision is based. The Board and the Association shall receive the Arbitrator's decision as final and binding upon both parties.
- c. All costs of arbitration including, but not limited to, per diem, travel expenses, subsistence, and costs for hearing area, shall be borne equally and jointly by the Board and the Association. Expenses incidental to, but not directly a part of the arbitration process, shall not be the responsibility of the Board or the Association, either singly or jointly.
- d. No claim by a teacher shall constitute a grievable matter beyond Level Four or be processed beyond Level Four if it pertains to (1) a complaint of a nontenure teacher which arises by reason of his not being re-employed, (2) any rule or regulation of the State Commissioner of Education, (3) any matter which according to law is beyond the scope of Board authority.

D. Miscellaneous

1. If in the judgment of the Association through its representatives, a grievance affects a group or class of teachers, the Association or its representatives may submit such grievance(s) in writing to the Superintendent and the processing of such grievance(s) shall begin at Level One (1). The Association through its representatives may process such grievance(s) through all subsequent levels of the grievance procedures, even though the aggrieved person, or persons, do not wish to do so.
2. All meetings and hearings held under these procedures shall be closed to the public, and shall include only such parties as are in interest and/or their designated representatives as set forth in these articles.



ARTICLE IV

SCHOOL CALENDAR

- A. The school calendar shall be established by the Board of Education upon the recommendation of the administration after their consultation with representatives of the Teachers' Association.
- B. The normal school work year for teachers employed on a ten-month basis shall not exceed 186 days in attendance.

When a teacher's attendance beyond 186 days is required, he shall be reimbursed at the rate of 1/200th of his annual salary for each day in excess of 186. Similarly, unexcused absence of less than 186 days shall be forfeit at the rate of 1/200th of his annual salary for each day in deficit.

## ARTICLE V

### RIGHTS AND PRIVILEGES OF THE ASSOCIATION

- A. The Board of Education agrees to make available to the Association all relevant public information concerning the financial resources of the district together with public information which may be necessary for the Association to process any grievance.
- B. Whenever any representative of the Association or any teacher is mutually scheduled by the Board of Education and the North Hunterdon Regional High School Teachers' Association to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.
- C. Representative of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not intrude into, interfere with, or interrupt normal school operations.
- D. The Board extends the following privileges to the Association for the conduct of its official business.
  1. The use of the school building at all reasonable hours when appropriately scheduled through the Assistant Superintendent in charge of buildings.
  2. The use of designated facilities and equipment when not in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use, and be responsible for breakage as they shall cause to occur.
  3. The use of a bulletin board in each faculty lounge and teachers' dining room.
  4. The use of school mailboxes shall be limited to official internal Association business.

## ARTICLE VI

### ABSENCES AND LEAVES

#### A. Leaves of Absence With Pay:

1. Personal Days - Teachers shall be granted three (3) days of absence annually for personal business without loss of pay. The Assistant Superintendent in charge of Instruction must be notified two (2) days in advance. No personal days are permitted immediately before or after a holiday. Personal days are not accumulative.
2. Additional Emergency Days - Up to five (5) days at any one time in the event of the death of a teacher's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, brother-in-law, sister, sister-in-law, and any other member of the immediate household shall be granted. Additional emergency leave may be approved by the Superintendent.
3. Sabbatical Leave - A sabbatical leave shall be granted to a teacher by the Board of Education for Board approved study, including study in a related area of specialization, for approved travel, or other reasons of value to the school system.
  - a. If there are sufficient qualified applicants, sabbatical leave shall be granted according to the following schedule:
    - 1 for every 1 to 49 teachers
    - 2 for every 50 to 99 teachers
    - 3 for every 100 to 149 teachers
    - 4 for every 150 to 199 teachers
  - b. The teacher has completed at least seven full school years of service in the North Hunterdon Regional High School District.
  - c. Requests for sabbatical leave must be received by the Superintendent of Schools in writing in such form as determined by the Board of Education and Superintendent, no later than November fifteenth (15) and action must be taken no later than February fifteenth (15) of the school year preceding the school year for which the sabbatical leave is requested.
  - d. A teacher on an approved sabbatical leave shall be paid one-half (1/2) his salary for a full-year sabbatical or full salary for one-half (1/2) year sabbatical.
  - e. Upon return from sabbatical leave a teacher shall be placed on the appropriate salary schedule (step and column) of the salary guide.
  - f. Any teacher granted a sabbatical leave shall upon notice of said grant sign a two-year (2) contract. The first year of said contract shall be the sabbatical year

A. Leaves of Absence With Pay: (Continued)

4. Time necessary for appearance in any legal proceeding connected with the teacher's employment or with the school system or in legal proceedings if the teacher is by law required to attend.
5. The required number of days approved by the coordinator and Assistant Superintendent in charge of Curriculum, at the end of the school year and/or at the beginning of a school year, as may be required to attend summer school classes and/or travel to the place where such classes are held.

B. Leaves of Absence Without Pay:

1. A leave of absence without pay of indeterminate time shall be granted for the purpose of caring for a sick member of the teacher's immediate family.
2. Other leaves of absence without pay may be granted at the discretion of the Board of Education for good reason. This will include requests for participation in the Peace Corps, VISTA, National Teachers Corps, exchange teaching, and other similar programs.
3. Upon return from leave as set forth above, a teacher shall be considered as if he were actively employed by the Board of Education during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent, up to a maximum of two (2) incremental increases over his salary schedule at the time of his leave. However, time spent on said leaves shall not count toward fulfillment of the time requirement for acquiring tenure.
4. Maternity Leave:
  - a. A teacher shall notify the Superintendent of her pregnancy as soon as it is medically confirmed. Said teacher may request a maternity leave without pay and said leave shall be granted. A maternity leave of absence shall be for a period of at least one and one-half years (18 calendar months) beginning not less than 6 months before the approximate date of expected confinement and ending not earlier than a year from the following September, except in cases of still birth in which case the teacher may elect to return to her position at an earlier date. Upon the recommendation of the Superintendent and the approval of the Board, a teacher may leave at a later date or return at an earlier date than provided herewith. The expiration of all maternity leaves of absence shall coincide with the beginning of the school year.

4. Maternity Leave: (Continued)

- b. Any female teacher adopting an infant child may receive similar leave which shall commence upon her receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements of adoption.
  - c. Nothing in these regulations shall be construed as obligating the Board of Education to grant leaves of absence to married women employees who are not on tenure.
- C. All benefits to which a teacher was entitled at the time his leave of absence commenced, including maternity leave, unused accumulated sick leave, and credits toward sabbatical eligibility, shall be restored to him upon his return.
- D. Sick Leave:
- 1. As of September 1, 1971, all teachers employed shall be entitled to (ten) 10 sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.
  - 2. In addition, 20 noncumulative sick days will be granted upon exhaustion of all cumulative sick leave. Illnesses covered by these additional days must be certified medically.

In case of emergency--sudden illness or any other unforeseeable incident, teachers are to call the number and individual specified.

Hours for calling:

Evenings - NO LATER THAN 10 P.M.

Mornings - NO EARLIER THAN 6:30 A.M.  
AND BEFORE 7:00 A.M.

- 3. Standby plans, class rolls, and/or seating charts must be filed by teachers in the Curriculum and Instruction Center ready for a substitute in the event of an absence, expected or unexpected.
- 4. Plans must:
  - a. Be specific--using only the word "read," or "discuss" is completely inadequate.
  - b. Identify books in which assignments are made and indicate where books are located.
  - c. Give the exact location of film or filmstrips to be shown.
  - d. Not necessarily be plans the teacher himself would teach.

## ARTICLE VII

### EVALUATION

The Board and the Association recognizes that:

- A. Evaluation can be useful as an aid for:
  - 1. Retention, guidance, and promotion of staff members.
  - 2. Staff Members.
  - 3. Self-improvement.
  - 4. Administrator-staff rapport.
- B. Our functional evaluative program presupposes qualified evaluators.
- C. Evaluation loses its effect when it becomes punitive.
- D. The person being evaluated shall have full knowledge of the procedure, the qualifications of the evaluator, and the findings thereof:
  - 1. Teachers shall be evaluated by persons certified by the State of New Jersey to supervise instruction, Coordinators, and Assistant Superintendent in charge of curriculum.
  - 2. Teachers shall be given a copy of their ratings or any other written evaluations of their work prepared by their supervisor and shall have the right to discuss such ratings or comments with their supervisor and to append their comments before it is placed in their personnel files.
  - 3. All such written evaluations must bear the signatures of both the evaluator and the teacher evaluated.
- E. Procedure:
  - 1. Supervisory evaluation reports will be presented to the teacher by the Assistant Superintendent periodically according to the following procedure:
    - a. Such reports will be issued in the name of the Assistant Superintendent based upon a compilation of reports, of observations, and of discussions with any or all supervisory personnel who come into contact with the teacher in their supervisory capacity.

E. Procedure: (Continued)

- b. Instructional leaders are asked to counsel teachers on a regular, informal basis in order to improve instruction.
- c. The specified instructional leaders are asked to submit the attached evaluation form to the Assistant Superintendent as indicated below.
  - (1) First evaluation - nontenure teachers - October-November
  - (2) Second evaluation - nontenure teachers - January-February
  - (3) Third evaluation - nontenure teachers should be made when desired
  - (4) Evaluation of tenure teachers shall take place at some time during the school year.
  - (5) In all instances evaluation should not be based on a single observation of the teacher concerned.
- d. Each nontenure teacher shall have a specific conference with his coordinator and the Assistant Superintendent between January and April. A specific conference for tenure teachers shall be held at the discretion of the Assistant Superintendent as he deems necessary. The teacher's performance is to be discussed at this conference.
- e. A final evaluation is then given to the Superintendent for his information and for placement in the personnel file.
- f. A copy of the final evaluation is given to the teacher, his immediate supervisor, and the Assistant Superintendent retains a copy.

ARTICLE VIII

PERSONNEL FILES

Official teacher files shall be maintained in accordance with the following procedures:

- A. Administrators will be encouraged to place in the file information of a positive nature indicating special competencies, achievements, performances, or contributions of an academic, professional, or civic nature. All material received from and signed by responsible sources concerning a teacher's conduct, service or character may be placed in the file.
- B. Any materials regarding a teacher made by a member of the administration, parent, student, or other person which are used in any manner in evaluating the professional competency of a teacher shall be promptly investigated and called to the attention of the teacher in writing, prior to filing in said teacher's file. This material shall be signed by the teacher prior to his receipt of a duplicate copy.

The teacher shall be given the opportunity to respond in writing to and/or rebut such material and such response shall be placed in the teacher's file.

- C. All materials destined for the teacher's personnel file shall be signed by the teacher in question, duplicated, and given to said teacher for his own disposition with the express understanding that such signature in no way indicates agreement with the content thereof. Any material not signed by the teacher in question and duplicated may not be used in the grievance or evaluation procedure.
- D. Pre-employment records and letters of recommendation are to be excluded from the duplication process. Materials existing prior to the 1970-71 contract and not duplicated according to the provisions thereof are not available for duplication after the expiration of said contract.



ARTICLE IX

TEACHER EMPLOYMENT

- A. The Board of Education retains the freedom to hire those persons whom the State of New Jersey gives them the authority to hire.
- B. Teachers shall be notified of their contract and salary status for the ensuing school year no later than April 1 of the preceding year.
- C. Every effort shall be made to notify teachers of the courses (subjects) they are scheduled to teach no later than May 1 of the preceding school year. In the event of an emergency a thirty (30) day grace period will be allowed. If any change in the subjects that a teacher is to teach is made after the above time limits, said teacher shall be notified immediately.
- D. Teachers of agriculture shall be employed for a twelve-month period with two weeks summer vacation.

ARTICLE X

PROFESSIONAL IMPROVEMENT AND MEDICAL INSURANCE

A. Graduate Study Payments:

1. A teacher to be eligible must have received a second-year contract. Teachers who are awarded a contract on a probationary basis shall not be eligible.
2. Reimbursement shall be for tuition only and cannot be granted from more than one source.
3. Courses may be taken for enrichment and/or professional improvement.
4. Undergraduate courses may be paid for by the Board of Education for personnel employed in the vocational areas.
5. Attendance must be at an accredited college or university.
6. Courses must be approved prior to registration by a committee composed of the Superintendent, Assistant Superintendent, Curriculum and Instruction, and the Coordinator.
7. Reimbursement shall cover full tuition costs for all approved graduate courses completed in the teacher's subject field and half the tuition costs of nonsubject field graduate courses.
8. Reimbursement shall cover full tuition costs of all graduate courses taken and completed while on an approved leave of absence for the purpose of pursuing a recognized advance study program leading to a degree.
9. Graduate study credits are limited to six per high school semester for actively employed teachers.
10. Notification of intention to take courses should be submitted on a specific request form by November 15 for the purpose of budgeting funds.

- B. Medical Insurance: The Board of Education shall provide to the members of the North Hunterdon Regional High School Negotiating Unit, full Blue Cross-Blue Shield payments for single and/or family plan, plus Rider J, including the 120-day program. The Board shall also provide full payment of single and/or family major-medical coverage.

ARTICLE XI

PERSONAL AND ACADEMIC FREEDOM

- A. The personal life of a teacher is not an appropriate concern or attention of the Board except as it may directly prevent the teacher from performing properly his assigned functions during the workday.
- B. Teachers shall be entitled to full rights of citizenship, and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing said activities do not violate any local, state, or federal law.
- C. The Board recognizes that academic freedom is essential to the fulfillment of the purposes of the North Hunterdon Regional High School District, and acknowledges the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions.

## ARTICLE XII

### TEACHING HOURS AND TEACHING LOAD

- A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in" or "clock out."
- B. Teachers shall report in time to assume their first assignment and remain until they have completed their last regular assignments. However, their total in-school work day shall not exceed more than seven and one-half ( $7\frac{1}{2}$ ) continuous hours which shall include a duty-free lunch period. No teacher shall be required to stay later than 5:00 p.m. for regularly assigned teaching duties. Teachers who are asked and agree to teach beyond the seven and one-half ( $7\frac{1}{2}$ ) hours shall be reimbursed at the rate of \$7.50 per hour. Subject area class trips when teacher initiated or volunteered for by a teacher are nonreimbursable as an extension of the teaching day.
- C. The daily teaching load shall not exceed six periods of pupil contact per day, excluding I & R and A.M. Duty. The teachers shall not be assigned more than five teaching periods per day, unless the teacher elects to assume a sixth teaching period in lieu of a nonteaching duty. Teachers shall also be assigned ten C & I periods per week. Of these ten, no less than one C & I period per day may be assigned. A split teaching period shall be considered as one period of pupil contact.
- D. Whenever possible, regular classroom teachers shall not be required to change teaching stations more than two (2) times during the school day.
- E. Teachers shall have a daily duty-free lunch period equivalent to that of the students.
- F. Teachers may leave the building upon notification to the administrator in charge during their duty-free lunch periods and at other times with permission of the Superintendent, or Assistant Superintendent, or coordinator.
- G. Teachers may be required to remain after the end of the regular work day, without additional compensation, for the purpose of attending faculty or other professional meetings two (2) days each month. Such meetings shall begin no later than ten (10) minutes after the student dismissal time, and every effort should be made to prevent meetings from exceeding 60 minutes. If additional time is needed students shall be dismissed early. One of the two (2) meetings mentioned above shall be considered a faculty meeting and one for curriculum and instruction. Four (4) additional meetings may be called at the discretion of the Superintendent.

- H. The notice of any regular meeting shall be given to the teachers seven (7) days prior to the meeting. An agenda shall be given to the teachers one (1) day prior to the meeting. Teachers shall have the opportunity to suggest items for the agenda.
- I. Exceptions to any of the above provisions may be made only in cases of emergency. The Association shall be notified in each such instance in advance, if possible.
- J. The summer work schedule for teachers of agriculture will be considered to be six hours per day, five days per week, during July and August.

## ARTICLE XIII

### TEACHER FACILITIES

The Board of Education shall make all reasonable effort to provide the following facilities:

1. Space in each classroom in which teachers may store instructional materials and supplies.
2. A teacher work area containing equipment and supplies to aid in the preparation of instructional materials.
3. In addition to the aforementioned teacher work area, an appropriately furnished room which shall be reserved for the exclusive use of teachers as a faculty lounge. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.
4. A serviceable desk, chair, and filing cabinet for the use of each teacher.
5. A communication system so that teachers can communicate with the main building office from their classrooms.
6. Well-lighted and clean teacher rest rooms, separate for each sex and separate from the students' rest rooms.
7. A separate, private dining area for the exclusive use of the teachers.
8. Adequate working facilities identified exclusively for teacher use.
9. Suitable closet space for each teacher to store coats, overshoes, and personal articles.
10. Copies, exclusively for each teacher's use, of all texts used in each of the courses he is to teach.
11. Adequate chalkboard space in every classroom.
12. Teaching materials should be made available through a weekly requisition.

ARTICLE XIV

CLASS SIZE

- A. The Board recognizes that the maximum class size should be consistent with the available facilities and resources of the school system and community. The Board recognizes the class size recommendations of the State Department of Education and takes them into consideration in their planning. However, this shall not be construed so as to hinder the flexibility of the School District in establishing class size involving team teaching, large group instruction, etc.
- B. Marginal classrooms should be used only under extreme emergencies.

ARTICLE XV

NONTEACHING DUTIES

- A. Teachers shall not normally be required to make collections for outside vendors, such as pictures, insurance, and so forth.
- B. The Board of Education not only recognizes the desirability of employing aides to perform certain nonteaching duties under the direction of the teacher or teachers to whom they are assigned, but also that the decision of hiring and stipulating of the assignment rests with the Board of Education. Such aides will be hired when practical.
- C. Use of personal cars for school trips is forbidden, unless voluntary and permission has been granted by the Superintendent or Assistant Superintendent. When personal cars are used voluntarily and with administrative approval, reimbursement shall be at the rate of twelve cents (12¢) per mile in addition to full reimbursement for any tolls or parking fees.



ARTICLE XVI

VOLUNTARY REASSIGNMENTS

1. No later than April 1 of each school year, the Superintendent shall give to the Association and post in the school a list of the known vacancies which shall occur during the following school year.
2. Teachers who desire a change in grade and/or subject assignments may file a written statement of such desire with the coordinators no later than April 15. Such statement shall include the grade and/or subject to which the teacher desires to be assigned.
3. As soon as practicable, and no later than May 1, the Superintendent shall post in the school and give to the Association a system-wide schedule showing the names of all teachers who have been reassigned and the nature of such reassignment.

## ARTICLE XVII

### PROMOTIONS

- A. The notice of a vacancy stating the qualifications for the positions, its duties, and the rate of compensation shall be sent to each member of the professional staff and a copy of record shall be sent to the Association thirty (30) days before the final day when applications must be submitted.
- B. Teachers who desire to apply for such vacancies are to submit their applications in writing to the Superintendent within the time specified within the notice. When the vacancy described in the notice is filled, the Superintendent may destroy all applications for said position.
- C. In filling promotional vacancies to administrative positions, the Board shall consider the professional qualifications, background, attainments, and other relevant factors, including service in the school district, of all applicants from within the school district, as applicants outside the school district. This filling of a vacancy is the prerogative of the Board, and the decision of the Board with respect to such matters shall be final.
- D. The Association shall have the right to make promotional recommendations, through the Superintendent to the Board. The Superintendent shall reply to the Association prior to any such Board appointment, when practicable.

ARTICLE XVIII

DISCIPLINARY POLICY

The Disciplinary Policy of North Hunterdon Regional High School shall be established by the Board of Education. The Administration after their consultation with representatives of the Teachers' Association shall have the right to forward recommendations to the Board for possible implimentation.

ARTICLE XIX

HOME TEACHING AND SUMMER EMPLOYMENT

- A. All openings for positions in summer curriculum employment, home teaching, and/or any other professional positions shall be adequately publicized according to the time limits prescribed in Article XVII for promotional announcement.
- B. In filling such positions, the Board shall consider the professional qualifications, background attainments, and other relevant factors, including service in the district of all applicants. Teachers employed in the North Hunterdon Regional High School district should have priority to such assignments. Appointment will be at the discretion of the administration.

ARTICLE XX

SALARIES

- A. The following agreement for the Administration of salaries for teachers in the North Hunterdon Regional High School District shall become effective July 1, 1971.
- B. Experience:
1. Experience gained in any school system or in fields of work closely related to the prospective assignment locally shall be evaluated by the Superintendent or his designated assistant with the approval of the Board of Education.
  2. For the proper placement on the salary guide, new teachers will receive full credit for successful experience in some other school system for the first ten years.
- C. Military Experience: Each complete year of active full-time military service or major portion of a year in the armed forces of the United States up to four years, shall be credited as teaching experience. This credit shall be awarded as follows: (1) Credit up to two years shall be granted at the time of employment; (2) a third year if it exists shall be awarded with the second teaching contract and an existing fourth year with the third teaching contract. Credit for military service has no legal bearing upon retirement credit.
- D. Adjustments:
1. Teachers who plan to complete sufficient college work to entitle them to a classification under a higher bracket during a particular fiscal year shall notify the Superintendent, in writing, prior to November 15th of the preceding fiscal year. Certification of such advancement shall be forwarded to the Board of Education. Graduate work submitted for advance classification must meet the conditions described in Title 18A, Section 29-6, New Jersey Public Laws.
  2. Adjustments in salary made necessary because of a change in years or training shall be made at the usual issuance of contract. Those who qualify for adjustment to a new classification during the summer months, after the regular contracts have been issued, shall receive revised contracts during the first part of September providing Item Number 1 has been complied with.
  3. The annual contract salary will be considered full remuneration for all services rendered and required to be done except for the several fees as stipulated in the contract. The fees shall be paid in addition to and separate from the contract salary.

E. Adjustment to Guide:

1. Adjustment to guide for regular teachers shall be in full, beginning September 1, 1971.
2. The qualifications for placement on the guide in Column 2, 3, 4, 5, 6
  - a. Columns 2, 3
    - (1) Credits beyond an A.B. degree must be graduate credits.
    - (2) For placement on Column 2, a minimum of fifteen (15) graduate credits beyond the A.B. degree is required.
    - (3) For placement on Column 3 a minimum of thirty (30) graduate credits beyond the A.B. degree or a Master's Degree out of field is required.
  - b. Column 4 - A teacher must have a Master's degree in field, or a Master's Degree out of field plus fifteen (15) graduate credits in field.
  - c. Column 5
    - (1) A teacher must have a Master's degree in field plus fifteen (15) graduate credits. (Total graduate credits must equal 45, of which 27 must be in field.)
    - (2) Or a teacher must have a Master's degree out of field plus 30 graduate credits. (Total graduate credits must equal 60 of which 24 must be in field.)
  - d. Column 6 - A teacher must have a Master's Degree in field plus 30 graduate credits. (Total graduate credits must equal 60 of which 36 must be in field.)
3. The teacher must present a bonafide transcript to support his claim for advancement to a new salary column.

F. Steps:

For the purpose of Administration of the salary guide, each step shall be defined as one calendar year of experience and its evaluation as such, whether teaching or other appropriately related experience be involved, shall not be counted as such a step unless a substantial (5 months) proportion of each calendar year involved shall have been served and in no case shall any partial steps be added to the total experience unless more than one-half of the step being considered shall have been appropriately served and evaluated.

G. Super Maximum:

When a teacher reaches the limit of the salary guide in his particular classification, the Board of Education reserves the right to make additional salary increments over and beyond the salary policies, as the individual case merits the adjustment.

H. Increments:

A teacher shall have been in the employ of the Board of Education not less than five months of the previous school year to be eligible for an increment the following school year.

I. Nondegree:

All teachers employed in the North Hunterdon Regional High School District who do not have the equivalent educational training of a Bachelor's Degree shall be considered as having such training only insofar as it concerns interpretation of this salary guide.

J. Special Fields:

In employing and retaining teachers in the various special areas in which teacher shortages exist, the Board of Education reserves the right to make additional salary increments over and beyond the salary agreement, as the individual cases merit the adjustment.

K. Pay Days:

1. Teachers may individually elect to have ten (10) percent of their monthly salary deducted from their pay. These funds shall be paid to the teacher on the final pay day in June or in two equal payments on July fifteenth and August fifteenth as the teacher elects.
2. When a payday falls on or during a school holiday, vacation, or weekend, teachers shall receive their pay checks on the last previous working day.
3. Teachers shall receive their final checks on the last working day in June upon completion of their duties.

L. Teachers of Agriculture:

1. Payment for all services of teachers of agriculture will be determined by the regular teachers' guide plus \$1,600.00 for the summer. The \$1,600.00 applies to instructors employed at the time of this agreement.
2. The total salary of teachers of agriculture will be paid in twenty-four (24) equal installments.

ARTICLE XXI

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 2, 1971, and shall continue in effect until July 1, 1972, subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.
- B. Copies of this Agreement shall be reproduced and the cost thereof shared equally by the Board and Teachers' Association within thirty (30) days after the Agreement is signed and presented to all teachers now employed, hereafter employed, or considered for employment by the Board.
- C. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so in writing.
- D. Option 1 (For Incorporated Local Association)

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

NORTH HUNTERDON REGIONAL HIGH  
SCHOOL TEACHERS' ASSOCIATION

NORTH HUNTERDON REGIONAL HIGH  
SCHOOL BOARD OF EDUCATION

By \_\_\_\_\_  
President

By \_\_\_\_\_  
President

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_  
Secretary

Signed copies are in the hands of the North Hunterdon Regional High School Teachers' Association and the North Hunterdon Regional High School Board of Education.

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INTRODUCTION TO SCHEDULE A AND A SUPPLEMENT

The following provisions shall apply to Schedule A and A Supplement.

1. To determine the salary amount for 1971-72, multiply the 1970-71 salaries by 5.1 percent and add the appropriate increment.
2. Said schedule will become effective as of September 1, 1971, or as soon as legally allowable.
3. The North Hunterdon Regional High School Board of Education and the North Hunterdon Regional High School Teachers' Association agree to a Board-Administration-Teacher study of Teacher Compensation. No later than May 1, 1972, the appropriate study committee shall submit its final report of recommendations to both the Board of Education and the Teachers' Association. In the event that the parties fail to agree to a new type schedule of payments by June 1, 1972, discussions will begin promptly by the parties for the 1972-73 Salary Guide using the 1970-71 guide as adjusted by the fact-finders recommended increases for the 1971-72 guide as the basis for negotiations.

STEP	RATIO	AB	AB 15	SCHEDULE A			
				AB 30(1) MA NON-FD	MA FIELD MA 15(2)	MA FD 15(3) MA 30(4)	MA FD 30(5)
1	1.00	7,500	7,875	8,250	8,625	9,000	9,375
2	1.0475	7,860	8,250	8,640	9,035	9,425	9,820
3	1.095	8,220	8,625	9,030	9,445	9,850	10,265
4	1.1425	8,580	9,000	9,420	9,855	10,275	10,710
5	1.19	8,940	9,375	9,810	10,265	10,700	11,155
6	1.2375	9,300	9,750	10,200	10,675	11,125	11,600
7	1.285	9,660	10,125	10,590	11,085	11,550	12,045
8	1.3325	10,020	10,500	10,980	11,495	12,075	12,490
9	1.38	10,380	10,875	11,370	11,905	12,400	12,935
10	1.4275	10,740	11,250	11,760	12,315	12,825	13,380
11	1.475	11,100	11,625	12,150	12,725	13,250	13,825
12	1.5225		12,000	12,540	13,135	13,675	14,270
13	1.57			12,930	13,545	14,100	14,715
14	1.6175				13,955	14,525	15,160
15	1.665					14,950	15,605
16	1.7125						<u>16,050</u>
INCREMENT		360	375	390	410	425	445

- (1) Graduate Credits
- (2) MA in Field or MA nonfield 15 Graduate Credits in field
- (3) MA in Field 15 Graduate Credits (Total Graduate Credits 45), 27 Graduate Credits in Field
- (4) MA Nonfield 30 Graduate Credits (Total Graduate Credits 60), 24 Graduate Credits in Field
- (5) MA in Field 30 Graduate Credits (Total Graduate Credits 60), 36 Graduate Credits in Field

SCHEDULE A SUPPLEMENT

NONDEGREE SALARY GUIDE - VOCATIONAL TEACHERS

- A. Degree teachers placed on regular guide as per degree
- B. Nondegree teachers on nondegree guide
- C. Recommended guide:

Step	1.	\$ 7,200
	2.	7,525
	3.	7,850
4.5%	4.	8,175
\$325	5.	8,500
	6.	8,825
	7.	9,150
	8.	9,475
	9.	9,800
	10.	10,125
	11.	10,450

- 1. One-year credit on guide for each two years of trade experience.
- 2. One-year credit for each year of military experience. Maximum of four years. Awarded two years the first year of teaching. Remaining credit, one per year - maximum four.
- 3. Ten years of trade experience or teaching experience plus sixty (60) credits, includes certification credits, adv. to A.B. column of salary guide.
- 4. Ninty credits plus certification to advance to A.B. Column I.
- 5. Credit given for public school training.

NOTES

- 1. Must qualify for certificate for any column advance.
- 2. Degree credits, not including certification credits, are eligible for payment.

SCHEDULE B

EXTRA-DUTY PAYMENTS FOR NONATHLETIC ASSIGNMENTS

<u>POSITION</u>	<u>PROBATIONARY</u>	<u>FINAL</u>
1. Yearbook Advisor	\$525.00	\$735.00
2. Yearbook Assistant	265.00	370.00
3. Regitonian--News Column	525.00	735.00
4. All Plays and Shows (Two for Musicals)	210.00	370.00
5. Dramatics and Stage Coordinator	315.00	525.00
6. Set Supervisor and Designer (per set)	105.00	160.00
7. Student Council Advisor	370.00	525.00
8. National Honor Society	160.00	265.00
9. Band-Twirlers	420.00	525.00
10. Class Advisors		
(a) Senior--including Class Trip	315.00	525.00
(b) Junior--including Prom	315.00	525.00
(c) Sophomore	265.00	420.00
(d) Freshman	210.00	370.00
(e) Assistant Advisors	105.00	160.00
12. Dances		
(a) Head Chaperone	30.00 per dance	
(b) Assistant Chaperones	20.00 per dance	
13. Club Advisors	80.00	105.00
14. Make-up Supervisor	5.25 per hour	
15. After-School Supervisor	5.25 per hour	
16. Home Instruction	7.90 per hour	
17. Summer employment for teachers performing educational duties at the school	5.25 per hour	

NOTES:

1. Two extra-duty payment levels, probationary and final.
2. Advisors being paid for first time begin on probationary level.
3. Advisors formally paid and continuing in the area go to final step.
4. Probationary period not to be longer than one year.
5. If in any one year a teacher or teachers are responsible for more than one approved play or show, they shall be paid for the first production at the probationary salary and any subsequent production at the final salary.
6. Sponsorship of clubs growing out of curricular or subject areas are not reimbursible. Administration must approve all clubs and activities for payment.

SCHEDULE C

FOUR-STEP GUIDE

<u>POSITION</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Football--Head	1,050	1,210	1,365	1,575
Football--Assistants	600	700	800	950
Wrestling--Head	900	1,105	1,315	1,525
Wrestling--Assistants	600	700	800	900
Basketball--Head	900	1,105	1,315	1,525
Basketball--Assistants	600	700	800	900
Baseball--Head	600	700	800	900
Baseball--Assistants	450	550	650	750
Soccer--Head	600	700	800	900
Soccer--Assistants	450	550	650	750
Track--Head	600	700	800	900
Track-Assistants	450	550	650	750
Fencing--Head	600	700	800	900
Fencing--Assistants	450	550	650	750
Cross Country--Head	400	500	600	700
Golf--Head	250	300	350	400
Girls Hockey--Head	400	500	600	700
Girls Hockey--Assistant	200	250	300	350
Girls Basketball--Head	400	500	600	700
Cheerleader--Head	200	250	300	350
Cheerleader--Assistant	150	200	250	300
Trainer	650	700	750	800
Athletic Director	1,315	1,420	1,525	1,630

OTHER CONSIDERATIONS:

1. All individuals will be placed in the guide on the basis of one step per year of coaching experience at North Hunterdon Regional High School.

OTHER CONSIDERATIONS: (Continued)

2. Continuing increments for 1972-1973 depend upon rehiring and administrative approval. Probationary coaches will remain at their 1971-1972 salary for the 1972-1973 school year. If they are rehired for 1973-1974, they will go to their 1973-1974 step.
3. Newly hired, inexperienced coaches will be placed on the first step. Experienced coaches will be placed on step as recommended by the administration and approved by the Board of Education.
4. Vacancy of coaching position or new coaching positions will be posted in the Teachers' Dining Room as soon as openings occur.
5. Preparation of facilities for all athletic events will be under the direction of the Athletic Director.
6. Coaches will be notified of their being rehired within 45 days after completion of their respective coaching season.
7. Payment shall be made according to the following schedule:
  - A. Fall sports - ~~November 30~~ *DECEMBER 15*
  - B. Winter sports - ~~March 30~~ *APRIL 15*
  - C. Spring sports - last June paycheck

SCHEDULE D

SUBJECT AREA REPRESENTATIVES AND MASTER TEACHERS

1. Subject Area Representatives and Master Teachers shall be notified formally, in writing, by the Board of Education, not later than June 15 of the school year preceding service. The Board appointment shall specify title(s), salary(ies), and teaching load.
2. Job descriptions for both Subject Area Representatives and Master Teachers shall be available prior to appointment, and shall be subject to review upon request of the majority of appointed personnel.
3. Subject Area Representatives and Master Teachers shall when necessary and as part of their job be available for a maximum of two days following the last day of school for teachers.
4. Appointment as a Subject Area Representative or Master Teacher shall be on an annual basis, according to provisions stated in Item 1 (above).
5. In order that he may check class coverage and assist substitute teachers within his area, beginning September, 1971, no subject Area Representative shall have an assignment prior to the first regular teaching assignment wherever possible.
6. Beginning September, 1971, each Subject Area Representative and Master Teacher shall be provided with suitable conference area, always accessible and furnished with desk, files, and two or more chairs for his individual use wherever possible.
7. Payments for the positions of Subject Area Representative and Master Teacher are:

15 or more teachers	\$735.00
10-14 teachers	630.00
5-9 teachers	525.00
0-4 teachers	105.00 per teacher

8. Class load for Subject Area Representative and/or Master Teachers:

15 or more teachers	- maximum of 2 pupil contact periods <del>throughout year</del>
10-14 teachers	- maximum of 3 pupil contact periods <del>throughout year</del>
5-9 teachers	- maximum of 4 pupil contact periods <del>throughout year</del>
0-4 teachers	- maximum of 5 pupil contact periods <del>throughout year</del>

9. For the purpose of salary and class load, each Subject Area Representative and/or Master Teacher will be considered as one of the teachers in his area.
10. Payments to Subject Area Representatives and Master Teachers shall be made at the end of the school year upon completion of their duties.
11. Payments for special areas:

Library Representative.....\$500.00  
Audio-Visual Representative...\$300.00