

AGREEMENT

between

**THE NORTHERN VALLEY
REGIONAL HIGH SCHOOL
DISTRICT BOARD OF EDUCATION**

and

**THE NORTHERN VALLEY
EDUCATION ASSOCIATION**

July 1, 2003 – June 30, 2006

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PREAMBLE

This agreement developed and entered into by the Northern Valley Regional High School District Board of Education, hereinafter referred to as the "Board," and the Northern Valley Education Association, hereinafter referred to as the "Association," shall be in force for the period specified in "Duration" (p. 29), unless changed by the procedures provided in the Agreement.

TABLE OF CONTENTS

ARTICLES applying to All Employees	1
Recognition	1
Negotiation of Successor Agreements	2
Grievance Procedure	2
Definitions	2
Purpose	3
Time Limits	3
Outline of Procedures	3
Teacher-Board Committee	4
Schedule I - Order of Appeals	7
Salaries	8
Deductions from Salary	9
Insurance Protection	11
Temporary Leaves of Absence	12
Extended Leaves of Absence	13
Bonus for Accumulated Sick Days	15
Miscellaneous Provisions	16
ARTICLES applying to Teaching Staff Members	17
In -School Work Year	17
Teacher In-School Work Day	18
Teaching Work Load	18
Sabbatical Leave	18
Tuition Aid Program	21
Professional Assignments	23
Co-Curricular Program	24
ARTICLES applying to Operations and	
Maintenance Employees	24
Work Schedule	24
Holidays and Vacations	25
Tenure	27
Uniforms	27
Salary Guide Incentive for Job-Related Education	27

ARTICLES applying to Technology Technician	28
Work Year	28
Work Day.....	28
DURATION	29
Teacher's Salary Guide 2003-2004	30
Teacher's Salary Guide 2004-2005	31
Teacher's Salary Guide 2005-2006	32
Summer School Salary Schedule 2003-2004	33
Summer School Salary Schedule 2004-2005	34
Summer School Salary Schedule 2005-2006	35
Operations and Maintenance Salary Guide 2003-2004	36
Operations and Maintenance Salary Guide 2004-2005	37
Operations and Maintenance Salary Guide 2005-2006	38
Special Assignments Salary Guide 2003-2004	39
Special Assignments Salary Guide 2004-2005	40
Special Assignments Salary Guide 2005-2006	41
Special Assignments Co-Curricular 2003-2004	42
Special Assignments Co-Curricular 2004-2005	43
Special Assignments Co-Curricular 2005-2006	44
NEGOTIATIONS COMMITTEE	45

ARTICLES APPLYING TO ALL EMPLOYEES

MEMORANDUM OF INTENT

In order to consolidate those items which have been resolved, it is mutually agreed by the Board and the Association that the welfare of the students is of paramount importance and will be the first concern of both parties. It is also agreed that both parties are desirous of formulating an orderly procedure of collective negotiations concerning conditions of employment between the Board and the Association and that mutual understanding and cooperation prevail at all times. Therefore, it is mutually agreed as follows:

Article I RECOGNITION

A. The Board recognizes the Association as the exclusive representative of the following employees for the purposes of collective negotiations concerning the terms and conditions of employment:

Teachers, including
guidance counselors
librarians
learning disabilities specialists
coordinators of trades and industries
coordinators of distributive education
coordinators of clerical-secretarial work experience program
social workers
school psychologist
speech/language specialist
reading specialist
school nurses
janitors
janitor-maintenance
maintenance
occupational therapists
physical therapists
summer school

B. Any change in job title will not exclude that employee from the membership unit provided there are no changes in duties.

C. All other employees of the Northern Valley Regional High School District are specifically excluded from the provisions of this Agreement.

D. The parties agree that the Board reserves all rights, authority and responsibilities, in accordance with applicable laws and regulations including but not limited to New Jersey Statutes Annotated Title 18A, Education and New Jersey Administrative Code, Title 6, Education.

E. The Association recognizes the Board of Education as the public agency charged by the Legislature, under the mandate of the Constitution, with the management and organization of the Northern Valley Regional High Schools.

Article II

NEGOTIATION OF SUCCESSOR AGREEMENTS

A. The Board agrees to negotiate with the Association over a Successor Agreement. Any agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by the parties.

B. During discussions, the Board and the Association shall continue to present relevant data, exchange points of view and make proposals and counter-proposals of mutual interest. Upon request from the Association, the Board will make available for inspection to the Association's negotiating unit all information from its public records relevant to the subject matter of the negotiating session.

C. Neither party of any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power to consider proposals and make counter proposals in the course of negotiations. Final acceptance of the proposed contract is subject to majority approval of the voting membership of both parties.

D. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

E. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of this Agreement shall continue to be so applicable during the term of this Agreement.

Article III

GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A "grievance" is a claim by an employee or the Association based upon the interpretation, application or violation of this agreement, policies or administrative decisions affecting an employee or a group of employees.

2. Aggrieved Person

An "aggrieved person" is the person or persons on behalf of whom the Association is making the claim.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. At all levels, the grievance procedure shall include only such parties in interest and their designated or selected representatives.

C. Time Limits

1. The number of days indicated at each level shall be considered as a maximum and every effort shall be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.
2. In the event a grievance is filed at such a time that it cannot be processed through all the stages in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

D. Outline of Procedures

Level One

Any employee who has a grievance shall, within fifteen days, discuss it first with his principal (or immediate supervisor) in an attempt to resolve the matter informally at that level (Schedule I, entitled "Order of Appeals," is attached hereto and made a part hereof).

If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five school days, he shall set forth his complaint, in writing, to the principal and his supervisor. The principal shall communicate his decision to the employee in writing within five school days of receipt of the written complaint.

Level Two

The employee may, within five school days, appeal the principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing and must set forth the grounds upon which the grievance is based. The Superintendent shall request a report on the grievance from the principal and shall confer with the

concerned parties or, upon request, with the aggrieved party or principal separately. He shall attempt to resolve the matter as quickly 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 aggrieved party, the supervisor and the principal.

Level Three

In the event that any supervisor, principal or superintendent shall fail to act in accordance with these regulations, or in the further event that said employee is dissatisfied with the supervisor's, principal's, or superintendent's determination, the employee may submit his grievance in writing to the Teacher-Board Committee, setting forth each step taken, the result achieved at each level and the reason for the employee's dissatisfaction with the earlier determination.

TEACHER-BOARD COMMITTEE

1. Composition of Committee—A Teacher-Board Committee composed of three members designated by the local Education Association and four members of the Board of Education shall be created for the purpose of conducting professional discussions in good faith on grievances involving salaries, personnel policies, working conditions, fringe benefits and other conditions.
2. Responsibilities and duties of the Teacher-Board Committee shall be to:
 - a. Elect a chairman;
 - b. Evaluate the problems presented to the committee;
 - c. Gather facts to provide for a complete understanding of these problems;
 - d. Discuss and attempt to arrive at a solution in keeping with the philosophies of each organization;
 - e. Present conclusions and recommendations to the aggrieved.

3. The Duties of the Chairman shall be to:

- a. Convene meetings:
 - (1) at the request of the Association representatives;
 - (2) at the request of the Board of Education;
 - (3) at the discretion of the Superintendent.
- b. act as Chairman of all meetings of the Teacher-Board Committee;
- c. notify all interested parties of the determination made by the Committee.

Level Four

- A. If the Teacher-Board Committee determines that the grievance has or may have merit, it shall recommend that the grievance be heard by the Board of Education or a committee of the Board. The Teacher-Board Committee shall take steps as deemed necessary and desirable to affect an equitable determination of the grievance and shall within twenty school days from the receipt of said grievance, submit its findings to the Board of Education.
- B. If the Board is required to make an independent determination, it shall invite the grievant to present his/her case to the entire Board, and it shall approve or reject the Teacher-Board Committee's determination at its next monthly meeting or within thirty days, and shall provide for notification to all interested parties of its determination.
- C. The determination and decision of the Board of Education is final unless and until this decision is set aside by higher authority.

F. Schedule I - Order of Appeals

FROM	to Col.1	to Col.2	to Col.3	to Col.4	to Col.5
Teachers	District Supervisors	Principal	Superintendent	Teacher-Board Committee	Board
Counselors	Guidance Director	Principal	Superintendent	Teacher-Board Committee	Board
Librarians	Principal Director	Superintendent		Teacher-Board Committee	Board
Nurses	Principal Supervisors	Superintendent		Teacher-Board Committee	Board
Psychologist	Director of Region III	Superintendent		Teacher-Board Committee	Board
Social Worker	Director of Region III	Superintendent		Teacher-Board Committee	Board
Learning Disabilities Teacher	Director of Region III	Superintendent		Teacher-Board Committee	Board
Janitors	Head Custodian	Principal	Superintendent	Teacher-Board Committee	Board
Janitor Maintenance	Head Custodian	Principal	Superintendent	Teacher-Board Committee	Board
Maintenance Workers	Head Custodian	Principal	Superintendent	Teacher-Board Committee	Board

Article III-A
GRIEVANCE PROCEDURE
Rights and Protection in Representation

- A. Pursuant to Chapter 123, Public Laws of 1974, the Board hereby agrees that every employee of the Board shall have and shall be protected in the exercise of, the right, freely and without fear of penalty or reprisal, to form, join, and assist any employee organization or to refrain from any such activity. As a duly elected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974 or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association and its affiliates, participation in any activities of the Association and its affiliates, collective negotiations with the Board, or institution of any grievance, complaint or proceeding under this agreement or otherwise with respect to any terms or conditions of employment.
- B. Whenever any teacher is required to appear before the Superintendent or a designee, Board, or any committee, member, representative or agent thereof concerning any matter which could adversely affect the continuation of that teacher in office, position or employment, or the salary or any increments pertaining thereto, then the teacher shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise and represent the teacher during such meeting or interview.
- C. The Board shall not establish any separate personnel file unless it is available for the teacher's inspection, with the exception of personal references solicited by the Board at the time of employment. This provision shall not limit the Board's right to establish personnel files as may be required in the operation of the school system, with the understanding that such files will be available for the teacher's inspection. Teachers shall have the right, upon request at a mutually convenient time to review the contents of these personnel files in the presence of a person authorized by the Board. After an initial review of personnel file, in the presence of a person authorized by the Board of Education a teacher may request a second review of the files accompanied by a representative of the Association, in the presence of the person authorized by the Board of Education.

- D. The Board and the Association agree that there shall be no discrimination in the policies and practices of the District. Said policy of non-discrimination shall be in accordance with Title VI and Title IX and any other applicable State or Federal Legislation.
- E. A full-time tenured teacher in the District shall be entitled to enroll dependent children in either high school at no tuition, provided the children shall not compete in interscholastic activities unless meeting eligibility requirements met by other students and provided the enrollment of such dependent child has no financial impact on the district.

Article IV

SALARIES

- A. The 2003-2004 Salary Guide shall be revised by 2.0%.
- B. The 2004-2005 Salary Guide shall be revised by 2.0%.
- C. The 2005-2006 Salary Guide shall be revised by 2.0%.

B. All employees will be paid not later than their regularly scheduled pay day. In those cases where initial checks may be delayed because of the relationship of employment date to payroll preparation date, the employee may be advanced, on the pay days between employment and the 15th of the succeeding month, an amount up to 99% of the net amount due the employee. Such advances will be deducted from the initial regularly prepared salary check.

C. Certified employees will be allowed credit on the salary guide as follows:

1. Full credit for the year if employee is under contract before November 1 and assigned full teaching assignment.
2. One-half year of credit for full assignment and contract issued between November 1 and February 28 or a contract of one full semester for full assignment.
3. No credit for services on or after March 1.

D. Part-time certified employees will receive one-half year of credit on the salary guide if their employment is under contract and equals one half of the regular teaching assignment for a full year or equals a full teaching assignment for a minimum of ninety days. No credit will be allowed for substitute teaching unless it is under a long-term substitute contract, in which case it will be equated as explained above.

Article V

DEDUCTIONS FROM SALARY

A. The Board agrees to deduct Association dues from the salaries of employees upon request in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 25:14-15.9e).

B. Representation Fee

1. **Purpose of Plan:** If a Bargaining Unit Member does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association or majority representation.
2. **Amount of Fee:** Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees and assessment charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will not exceed 85% of that amount.

The Association will certify to the Board, prior to the start of each membership year, that the amount of the representation fee to be assessed does not exceed 85% of dues, fees and assessments that are expended a) for partisan, political or ideological activities or causes that are only incidentally related to terms and conditions of employment; or b) applied toward the cost of benefits available only to members of the majority representative.

3. **Deduction and Transmission of Fee:** The Board agrees to deduct from the salary of any Bargaining Unit Member who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section B above and promptly will transmit the amount so deducted to the Association.

The Board agrees to deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each Bargaining Unit Member during the remainder of the membership year in question. The deductions will begin 30 days after the Bargaining Unit Member begins his or her employment in a bargaining unit position.

The Association, before any deductions are made, must first establish a demand and return system. This system will provide that a non-union member may appeal the amount of the representation fee assessed against him/her. The Association will provide the non-member with a full and fair hearing, and has the burden of proof in justifying the amount of the fee. Non-members who are dissatisfied with the outcome of their appeal at the local level may appeal further. All funds in this instance will be held in escrow during that period of time.

4. **Indemnification and Save Harmless Provision:** The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that the Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph.

5. **Termination of Employment:** If a Bargaining Unit Member who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said Bargaining Unit Member during the membership year in question and promptly forward same to the Association.

The procedure explained above will apply to all association members and not just to those who pay a representation fee. This is meant to provide equal treatment for association and non-association members.

6. **Mechanics:** Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

Article VI

INSURANCE PROTECTION

A Joint Advisory Board-NVEA Committee shall be established to review Health Insurance Coverage and applicable costs. The Committee shall consist of two members of the Board; two members of the NVEA, Superintendent of Schools and Assistant Superintendent for Business. The names of the representatives shall be provided by the NVEA to the Superintendent by no later than January 1, 2004.

A. The Board shall provide health-care insurance protection as designated below:

1. The Board will pay 100% of the premium of all employees and dependents (family) in the The New Jersey State Health Benefits Program.
2. Provisions of the health-care insurance program shall be detailed in master policies and contracts agreed upon by the Board and the Association and shall include:

Hospital room and board and miscellaneous costs

Out-patient benefits

Laboratory fees, diagnostic expenses and therapy treatments

Maternity costs

Surgical costs

Major-medical coverage

B. The Board shall provide to each employee a description of the health-care insurance coverage provided under this Article which shall include a clear description of conditions and limits of coverage as listed above.

C. The Board shall provide and pay the premium for a Dental Insurance Program for the employees and their dependents covered by the agreement during 2003-2006 contract years.

D. The Board shall provide and pay the premium for an Optical Insurance Program for the employees covered by the agreement during the 2003-2006 contract years.

Article VII

TEMPORARY LEAVES OF ABSENCE

A. Sick Leave:

1. The sick leave allowance for all 10 month employees will be 10 days annually, cumulative from year to year and 12 days annually for 12-month contract employees, cumulative from year to year.
2. The following absences will not be chargeable to the Sick Leave Allowance:

Absence from school due to being quarantined by the Board of Health for a contagious disease within the employee's household;

Absence from school due to an injury sustained while on official business of the school which is eligible for Workmen's Compensation.

B. Discretionary Leave:

The Superintendent shall grant up to three days a year leave of absence with pay to a Board employee. Application to the employee's principal or other immediate supervisor for personal leave shall be made at least five days before taking such leave except in the case of emergencies. A stated reason shall not be required for such days

except for a day immediately before or after a vacation or holiday. A personal day immediately before or after a vacation will require a documented, written reason and the approval of the Superintendent. It is understood that the decision of the Superintendent regarding personal days immediately before or after vacations or holidays will be final and not subject to the grievance procedure.

C. Death in Family.

Three days absence with pay are allowed for death in the "immediate" family. One day's absence with pay is allowed for "second-degree" relatives. The "immediate" family is considered to include wife, husband, father, mother, son, daughter, brother, sister, mother-in-law, father-in-law and grandparents. "Second-degree" relatives are considered to be aunt, uncle, cousin, brother-in-law and sister-in-law.

D. Hardship Cases

Any unique hardships, caused by circumstances not covered above, may be reviewed by the superintendent upon the request of the employee.

E. Paternity Leave

Two days absence with pay is allowed for immediate paternity leave in case of birth or adoption.

Article VIII

EXTENDED LEAVES OF ABSENCE

A. Maternity Leave:

The Board of Education shall grant any request for a maternity/paternity leave of absence. This absence shall be in accordance with the following provisions:

1. A request for maternity/paternity leave must be submitted at least 60 days prior to commencement of such leave. The request for maternity/paternity leave shall state a specific commencement date at any time prior to the expected date of birth and a specific return date which in no case shall be later than the first day of the second September following the beginning of the maternity leave.

2. At the employee's request, or at the request of the Board of education and upon the recommendation of the superintendent, the commencement and/or return dates may be extended or reduced for a reasonable period for medical reasons associated with the pregnancy or the birth. In no case shall the employee on maternity/paternity leave be returned to duty until the Board's contractual obligations for the employee's replacement have been fulfilled and such action is deemed by the Board to be in the best interests of the pupils and the school under the then existing circumstances of any individual case.
3. No salary or other fringe benefits shall be paid to an employee on maternity/paternity leave of absence, and time spent on maternity leave of absence shall not count toward placement on the salary guide or seniority.
4. The Board of Education shall not be obligated to extend the maternity/paternity leave of absence of a non-tenured employee beyond the expiration date of the employment contract in effect at the time the maternity leave of absence commences.
5. Any employee giving notice of intent to adopt an infant child shall receive similar leave which shall commence upon the receipt of **de facto** custody of said infant, or earlier if necessary to fulfill the requirements for the adoption, providing the superintendent received notice at the time of the making of the application for adoption.
6. Notwithstanding the provisions set forth above, upon the recommendation of the superintendent, the Board of Education may require a maternity leave of absence to commence on a date earlier than applied for if the pregnant employee is determined to be not medically able to continue teaching or perform other regular duties by written notice following examination and consultation by employee's physician and Board physician.

However, if there is a difference of medical opinion between the physicians, the two shall in good faith designate a third impartial physician who shall examine the employee, and whose medical opinion shall be conclusive and binding on the medical capacity to continue teaching or other regular duties.

B. General (Extended Leaves)

1. Other leaves of absence without pay may be granted by the Board for good reason.
2. All benefits to which an employee was entitled at the time his leave of absence commenced, including unused accumulated sick leave and longevity credits, shall be restored to him upon his return.
3. All extensions or renewals of leaves shall be applied for and granted on the recommendation of the superintendent and approval of the Board.

Article IX

BONUS FOR ACCUMULATED SICK DAYS

The employee shall notify the Board of Education of his/her intention to retire by January 1, to be eligible for the bonus for accumulated sick days earned to be paid on July 1st. If the employee notifies the Board of Education after January 1, it will result in the payment of the bonus the following year on July 1st. This is necessary for budgetary purposes.

Upon retirement from the Northern Valley Regional School District an employee must be employed at least fifteen (15) years in the school district to be eligible for the following payment of accumulated sick days:

First Year Teacher - \$100 per day
Custodian and Maintenance - \$50 per day
Technology Personnel - \$75 per day
Second and Third Year Teacher - \$50 per day
Custodian and Maintenance - \$25 per day
Technology Personnel - \$37.50 per day

Article X

MISCELLANEOUS PROVISIONS

A. Conflict with Existing Law:

1. If any provision of the Agreement is held to be contrary to law, then such provision shall be deemed invalid and all other provisions shall continue in full force and effect.
2. The Association and the Board recognizes the strikes and other forms of work stoppages by employees are contrary to public policy. The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association, therefore, agrees that there shall be no strikes, work stoppages, or other concerted refusal to perform work, by the employees covered by this Agreement nor any instigation thereof.

B. Violation of Contract

1. Should either the Board of Education or the Northern Valley Education Association feel that a violation of contract has occurred or that an interpretation of a contract is required, then at the request of either party, in writing, setting forth the nature of the alleged violation or misinterpretation and outlining the facts and circumstances, the superintendent shall call a meeting of the respective negotiations committees within fifteen (15) calendar days after receipt of such written notice.
2. In the event the two negotiating committees cannot agree within ten days, either party may appeal to the appropriate agencies or courts.

C. Printing of Agreement

Copies of this Agreement shall be printed after agreement between the parties on format, at the expense of both the Board and the

Association, share and share alike. The Agreement shall be presented to all persons designated in Article I-A, herein, now employed, hereafter employed, or considered for employment by the Board. The method of reproduction and the selection of the printer will be mutually agreed upon by both parties.

D. Notice:

All communications between the parties relating to this Agreement shall be made in writing, addressed and given to the President and Secretary of the Association and to the Superintendent and Board Secretary on behalf of the Board.

**ARTICLES APPLYING TO
TEACHING STAFF MEMBERS**

Article XI

IN-SCHOOL WORK YEAR

A. The in-school work year for the ten (10) month professional staff shall be 185 days and additional days for teachers new to our district for purposes of orientation as the Administration shall determine. The in-school work year schedule shall be published not later than May 1 preceding the school year in which it is to become effective.

B. The superintendent shall prepare a student calendar and shall consult with the Association, other individuals and organizations within the school system, and, as he sees fit, individuals and organizations other than within the school community and shall recommend a student calendar to the Board.

C. The superintendent shall consult with the Association, other individuals and organizations within the school system prior to any modification of the "in-school work year" due to an emergency situation.

D. It is hereby understood that the student calendar is a nonnegotiable item.

Article XII

TEACHER IN-SCHOOL WORK DAY

The teacher in-school work day shall be seven and one half (7.5) hours of scheduled time. In addition, there will be regular faculty meetings and such other meetings which the administration may consider necessary.

Article XIII

TEACHING WORK LOAD

The teaching work load shall be:

- A. Fourteen to seventeen periods of classroom contact in a four day cycle. One professional period and one lunch period shall be assigned each day and all other periods to be assigned as needed.
- B. The instructional period shall be 58 minutes.
- C. It is agreed that teachers who travel and lose their lunch period once every four days shall not have duties assigned.
- D. It is agreed that under certain circumstances the administration may assign up to 18 instructional periods per cycle when the Board of Education deems it educationally necessary.
- E. It is agreed that under certain circumstances a teacher may be assigned a sixth class. Any teacher assigned a sixth class that extends beyond 8 days shall be paid at the rate of \$55 per day beginning with the seventh day retroactive to the first day.

Article XIV

SABBATICAL LEAVE

A. **Purpose:** A Sabbatical Leave Policy is herewith established to benefit the student body, curriculum, faculty, and administration of the Northern Valley Regional High School District. It provides for releasing no teacher (2003-2004), one teacher (2004-2005) and one teacher (2005-2006) from regular teaching duties in order that these employees may undertake courses of study or other endeavors which in the opinion of the committee, will benefit the students of the district as well as the teacher. The Sabbatical Leave Policy shall terminate June 30, 2006.

B. Eligibility: All certified employees (hereafter referred to as employees) with seven years of accredited service as teachers or administrators in this district are eligible.

C. Application Procedure: The employee shall make a written request to the superintendent. The request should not exceed 1000 words and should state the length of leave, the purpose of leave, and an outline of activities which indicates the expected benefits to self and school.

The Superintendent as chairman of the selection committee shall:

1. Inform the employee of the date of receipt of application;
2. Advise the Board and applicants, in writing, of the recommendations of the selection committee;
3. Advise the employee promptly, in writing of the decision of the Board.

Applications may be filed any time during the school year. However, those filed by February 1 will be acted upon at the March Board meeting; those filed after February 1 will be acted upon at the discretion of the Sabbatical Leave Committee and the Board.

D. Selection: Leaves will be recommended by a selection committee composed of the Association, administration and Board representatives and will be awarded by the Board. The Sabbatical Leave Selection Committee shall be chaired by the superintendent of schools and shall be composed of three members of the Board, three members of the Association designated by its executive committee and the building principals, none of whom may be its current applicants.

E. Requirements: The recipient shall establish a specific goal, make interim reports and submit a final summary of accomplishments to the school system. The recipient also accepts the moral and professional

obligation to rejoin the faculty after the leave and remain for at least two years. The Board accepts the obligation to provide the necessary funds and to review and take prompt action of the selection committee's recommendations. The Board shall also periodically review operation of this policy, revising it as required to assure it is fulfilling its purpose.

F. Authorized Leaves: Leaves of absence without pay shall not be construed as part of the three percent quota. The obligation of the employee to return to the school system shall be waived in the event of poor health, pregnancy and/or other unusual circumstances at the discretion of the Board.

Sabbatical leaves shall not be granted for the purpose of engaging in gainful occupations or for the purpose of studying a trade or another profession, except where it can be clearly shown that in the opinion of the committee such study will benefit the school system. Outside activities in which the employee is engaged for pay during the regular school year may be continued, but must not be expanded in any way during the period of the leave except as approved by the Board.

G. Forfeiture of Leave: If there is evidence that the employee is not fulfilling the purpose of the leave, the Board may terminate the leave after a hearing with the employee.

H. Interruption of Leave: Should the program of study or itinerary being pursued by the employee on a sabbatical leave be interrupted by serious accident or illness during such leave, this fact shall not constitute a breach of the conditions of such leave nor prejudice the employee against receiving all the rights and benefits provided for under the terms of the program, providing the Board is notified of such accident or illness by registered letter within ten days of its occurrence.

A leave may be terminated or interrupted by mutual consent of the employee and the Board without prejudice to all parties.

Maternity, sickness and accident policies of the Board will apply.

I. **Salary - Base Pay:** The salary paid the employee during the sabbatical leave shall be fifty percent (50%) of his or her contractual pay for a full year's sabbatical leave. The Board shall continue to pay any contributions it normally pays or would pay. Contributions normally made by the individual employee shall be paid by the employee. The payroll policy of the Board will apply. The period of sabbatical leave shall count as regular service.

J. **Reporting:** The employee shall submit periodic reports at three-month intervals during his sabbatical leave and a final summary of accomplishments, incorporating any recommendations applicable to the school system.

K. **Reinstatement:** At the expiration of the sabbatical leave, the employee shall be reinstated in the position held by such employee at the time the leave was granted.

Article XV

TUITION AID PROGRAM

A. The Northern Valley Regional High School Board of Education will provide a Tuition Aid Plan as approved. Paragraph (B) applies to all employed during the 2003-2006 school years.

B. "Generally, the plan contemplates that such study will be in the specific field in which the employee is instructing or such course will improve the job performance and contribute to the individual's professional progress. For professional staff, the studies should be at the graduate level, except in the case in which the subject supervisor, principal, and superintendent consider undergraduate courses to be more beneficial to the District."

All others shall be governed by the following.

B1. "Generally, the plan contemplates that study for a Masters Degree will be in the specific field in which the employee is instructing and courses beyond the Masters Degree will improve the job performance and contribute to the individual's professional progress. For the professional staff, the studies should be at the graduate level, except in the case in which the department chairman, principal, and superintendent consider undergraduate courses to be more beneficial to the district."

C. The plan is subject to the following features:

1. Control of the plan will remain with the Board of Education.
2. Applicant must receive approval to pursue courses from the department chairperson, principal and superintendent prior to two weeks before registration.
3. If the initial request for tuition aid is denied, a tuition-aid committee of one administrator and two teachers will try to resolve the difference.

D. The Board of Education will pay tuition in accordance with the following provisions:

1. Tuition reimbursement will be granted for approved courses to those certified teachers who have completed the first three years of employment and have received tenure.
2. Tuition reimbursement will be granted to all other personnel at the discretion of the superintendent.
3. Tuition reimbursement will not exceed \$1,200 per individual per year. Sixty thousand dollars (\$60,000) will be allotted for each contract year. Six hundred dollars (\$600) will be allotted for each custodial, maintenance, and technology personnel. This money will be part of the \$60,000 in the overall fund.
4. Tuition reimbursement is not applicable during any leave of absence.

E. All regular full-time employees will be eligible to participate in the plan. Employees granted any form of leave shall not be eligible for tuition reimbursement.

F. The plan will operate July 1 through June 30. Credits earned will be evaluated and, where applicable, applied toward salary improvement, if transcripts are submitted prior to October 1. Transcripts received after this date will be credited to the next annual salary.

G. Professional improvement is expected of employees of the Northern Valley Regional High School District.

H. The sixty thousand dollars (\$60,000) annual tuition aid will be dispensed in two separate times priority, programs, e.g., \$30,000 for summer and fall requests (July 1st to December 31st) and \$30,000 for spring requests (January 1st to June 30th). Unused monies for the summer/fall of \$30,000 will carry over to the spring fund of \$30,000. Unused monies in the spring fund will carry over to the subsequent years in the contract.

Article XVI

PROFESSIONAL ASSIGNMENTS

Professional assignments will be made each September, for those activities which have been scheduled, according to the following guidelines:

A. All staff may be required to be present for Back-to School Night and Graduation.

B. All staff may be assigned to chaperone one additional activity.

C. If additional chaperones are needed beyond the three (3) required duties above, these shall be volunteers and shall be compensated at the rate of \$25.00 per activity.

D. With the exceptions of the following assignments (Back to School Night, College Night, and Graduation), guidance counselors will have eight (8) additional working days each school year. Those days must fall between September 1 and June 30 and will be divided as follows: one full day at the start of the school year, one full day at the end of the school year, and not more than 8 guidance sponsored evening programs, each equaling one-half a work day. Counselors will be paid for these days on a per diem basis, thereby increasing their annual salary to reflect the additional 8 working days.

E. The President of the NVEA shall not be assigned any duties.

Article XVII

CO-CURRICULAR PROGRAM

A. The Board and the Association agree that co-curricular activities listed in Appendix B, Schedule 7 (B-7) are educationally sound. This list is not intended to restrict the formation of new activities.

B. Teacher participation in co-curricular activities shall be compensated according to the rate of pay in Appendix B, Schedule 7 (B-7).

C. The Board will publish the job descriptions to correspond to the activities listed in Appendix B, Schedule 7.

D. Contracts for such activities will be issued to the individual advisor before the activity begins. If a contract is terminated prior to the stated duration of the contract, the stipend shall be pro-rated for the period of time under which the contract was in effect.

ARTICLES APPLYING TO OPERATIONS AND MAINTENANCE EMPLOYEES

Article XVIII

WORK SCHEDULE

A. Work Day - the work day will be eight hours exclusive of meal period.

B. Work Week

1. The work week will be forty hours, Monday through Friday.

2. All other scheduled work will be compensated according to the Overtime Schedule.

3. A prior notice of three (3) working days will be given to all employees prior to any shift change. In the case of an emergency situation, the prior notification may be reduced to 24 hours.

C. Overtime

1. Overtime shall be at the rate of time and one-half for hours worked beyond the forty-hour work week. Unscheduled overtime on Sundays and holidays will be at a double time rate.
2. If overtime is not continuous with the normal shift hours due to an emergency situation, then there will be a guaranteed minimum of four hours of overtime compensation. If an employee is called in before or after his scheduled work hours for continuous hours of work, he will receive overtime compensation for the additional hours.

Article XIX

HOLIDAYS AND VACATIONS

A. Holidays

1. The work year for all Operations and Maintenance employees shall consist of twelve (12) months. Weekends and the following holidays are excluded as workdays: Independence Day*, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and the Day after Thanksgiving, Christmas Eve Day", Christmas Day***, New Year's Eve Day", New Year's Day***, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day. When Columbus Day, Veteran's Day, and Martin Luther King Day are days in which school is in session, "in-lieu of days" will be awarded at the rate of one-to-one. These "in-lieu of days" will be taken by the Operations and Maintenance employees on a date when school is not in session.

(a)*If Independence Day falls on a Saturday, the Friday before will be granted as a holiday. If this day falls on a Sunday, the Monday after will be granted as a holiday.

(b)**If Christmas Eve Day and New Year's Eve Day fall on a Saturday or Sunday, "in-lieu" of days will be awarded at the rate of one-to-one.

(c)***If Christmas Day and New Year's Day fall on a Sunday, the Mondays after will be granted as a holiday.

2. Work Schedules will be arranged to omit the Saturday mornings following (1) Thanksgiving, (2) Good Friday as well as (3) Independence Day, (4) Christmas and (5) New Year's if such days fall on a Friday. Any employee required to work on such Saturdays will be compensated at the rate of one and one half.

The days on which the "in-lieu of" days may be used will be determined by the mutual convenience of the employee and the Building and Grounds Supervisor. If the employee and the Building and Grounds Supervisor cannot agree on an "in-lieu-of" date, the employee and the Building and Grounds Supervisor will appeal to the building Principal and the President of the Northern Valley Education Association who shall together decide when the "in-lieu-of" day shall be taken.

B. Vacations

Vacation time is earned from July 1 of each year and granted as follows:

1. Two (2) weeks after one (1) year of service.
2. Three (3) weeks after five (5) years of service.
3. Four (4) weeks after ten (10) years of service.

Those employed on a twelve-month contract with less than one year of service will be granted a vacation on a pro-rated schedule as approved by the Superintendent.

Vacation schedules will be posted no later than May 1.

Vacations may be taken between September 1 and June 30 according to the following rules:

I. One (1) employee per building may take up to five (5) consecutive vacation days at one time, to be granted on a "first come, first served basis."

2. No employee may take vacation days during the first two (2) weeks of September or the last two (2) weeks of June.

3. Thirty (30) days advance notice must be given by the employee.

Vacation schedules will be posted no later than May 1.

Vacations may not accrue from year to year and employees will not be paid for vacation time not taken.

Article XX

TENURE

Tenure shall be obtained after five (5) full years and one (1) day of employment.

Article XXI

UNIFORMS

Each employee will be granted \$475 (2003-2004), \$500 (2004-2005) and \$525 (2005-2006) for uniforms in one sum per year payable on the 1st pay period in September. Though no receipts will be required, it is understood that the money will be used for cleaning and maintaining uniforms, purchasing work shoes, safety shoes or work boots, and purchasing a winter coat.

Article XXII

SALARY GUIDE INCENTIVE FOR JOB-RELATED EDUCATION

An additional amount of \$300.00 per annum shall be added to an employee's gross salary in the event that the employee successfully completes a Board-approved job-related educational program of 30 credit hours or its equivalent.

**ARTICLES APPLYING TO
DISTRICT TECHNOLOGY TECHNICIAN**

Article XXIII

WORK YEAR - HOLIDAYS AND VACATIONS

A) Holidays

The Work year for all audio-visual personnel shall consist of twelve (12) months. Weekends and the following holidays are excluded as workdays: Independence Day*, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve Day, Christmas Day**, New Years Eve Day, New Years Day**, Martin Luther King Day, President's Day, Good Friday, Memorial Day. When Columbus Day, Veterans Day or Martin Luther King Day are days on which school is in session, "in-lieu of" days will be awarded. The "in-lieu-of" days will be taken at a time mutually agreeable to the employee and the administration.

(a) *If this days falls on a Saturday, the Friday before will be granted as a holiday. If the day falls on a Sunday, the Monday after will be granted as a hoilday.

(b) **If Christmas and New Years Day falls on a Sunday, the Mondays after will be granted as a holiday.

B. Vacations

Vacation time is earned from July 1 of each year and granted as follows:

1. two (2) weeks after one (1) year of service
2. three (3) weeks after five (5) years of service
3. four (4) weeks after ten (10) years of service

Article XXIV

WORK DAY

The work day for audio-visual personnel shall be seven (7) consecutive hours in length. When audio-visual personnel are needed to provide services beyond the regular school day, the employee shall be notified of such a change in schedule at least one (1) week in advance. Such changes in schedule shall not exceed six (6) times per school year.

DURATION

The provisions of this Agreement will be effective as of July 1, 2003, and will continue and remain in force and effect through June 30, 2006.

In the event either party herein should desire to amend this Agreement prior to its expiration, such party shall notify the other party in writing and request a meeting for such purpose not less than ten days before the date of such meeting. The notice of the meeting shall set forth an agenda which shall include:

- A. The provisions of the Agreement to be amended;
- B. The proposed amendment;
- C. The reasons, specifically stated, for such amendment.

If the other party, for any reasons whatever, should decline to attend such a meeting, it shall notify in writing the party requesting the same at least two days before the date of such meeting, and the failure of such party to attend such meeting shall not be sufficient grounds to constitute an impasse under the terms of R.S. 34:13A-6 (b). Further, in the event such meeting is held and no agreement is reached between the parties amending the Agreement, then neither party shall be charged with having created an impasse as set forth in said statute. It is understood and agreed that this Agreement shall not be amended except by an instrument in writing duly executed by both parties.

**BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
DEMAREST, NEW JERSEY 07627
Proposed TEACHERS' SALARY GUIDE 2003-2004**

STEP	R	Scale I Bachelors	Scale II B+15	Scale III Master	Scale IV M+15	Scale V M+30	Scale Va M+45
1	1.03	\$44,183	\$45,508	\$49,043	\$51,252	\$53,461	\$55,671
2	1.05	\$46,392	\$47,718	\$51,694	\$53,903	\$56,112	\$58,322
3	1.1	\$48,601	\$49,927	\$54,566	\$56,775	\$58,984	\$61,193
4	1.15	\$50,810	\$52,136	\$57,438	\$59,647	\$61,856	\$64,065
5	1.2	\$53,020	\$54,345	\$60,310	\$62,519	\$64,728	\$66,937
6	1.25	\$55,229	\$56,554	\$63,182	\$65,391	\$67,600	\$69,809
7	1.3	\$57,438	\$58,763	\$66,054	\$68,263	\$70,472	\$72,681
8	1.35	\$59,647	\$60,973	\$68,925	\$71,135	\$73,344	\$75,553
9	1.4	\$61,856	\$63,182	\$71,797	\$74,007	\$76,216	\$78,425
10	1.45	\$64,065	\$65,391	\$74,669	\$76,878	\$79,088	\$81,297
11	1.5	\$66,275	\$67,600	\$77,541	\$79,750	\$81,959	\$84,169
12	1.55	\$68,484	\$69,809	\$80,413	\$82,622	\$84,831	\$87,041
13				\$83,285	\$85,494	\$87,703	\$89,912
14				\$86,157	\$88,366	\$90,575	\$92,784

- Experience credit for military service will be awarded for each full year of military service up to a maximum of four (4) years, e.g. one (1) full year of military service equals one (1) experience step on the salary guide. Five (5) months equals one full year of service.
- Experienced teachers, new to the district, will be hired in at a negotiated salary determined by the Superintendent and ratified by the Board of Education. In all cases they will be placed on the appropriate educational scale.
- Increment and adjustments shall be granted only upon the recommendation of the Superintendent of Schools and the approval of the Board of Education.
- Teachers employed prior to the 1973-74 School Year and who have completed three years of continuous service by the beginning of the school year and who are employed on Scale I or Scale II as of the 1999-2000 school year will receive a long service increment of \$300. There will be an additional long service increment of \$300 to any teacher employed on Scale I or Scale II as of the 1999-2000 school year and who has completed ten (10) years of continuous service by the beginning of the school year.
- Teachers employed on Scale III, IV, V, & Va who have reached Step 14 of the respective Guide by the beginning of the school year shall receive a long service increment of \$2,600. You may advance on the salary guide a maximum of one step and/or one scale in a complete school year. EXCEPTION: Permission is granted to move two scales when teacher is on a sabbatical. To advance to Scales IV, V, Va, credits must be earned after the Masters Degree has been conferred.
Teacher holding Doctorate Degree will be paid \$600 more than the commensurate step on Scale VA(M+45) R=1976-77 "Ratio Teachers' Salary Guide (1.00-2.10)

**BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
DEMAREST, NEW JERSEY 07627
Proposed TEACHERS' SALARY GUIDE 2004-2005**

STEP	R	Scale I Bachelors	R	Scale II B+15	R	Scale III Master	R	Scale IV M+15	R	Scale V M+30	R	Scale Va M+45
1	1	\$45,067	1.03	\$46,419	1.11	\$50,024	1.16	\$52,278	1.21	\$54,531	1.26	\$56,784
2	1.05	\$47,320	1.08	\$48,672	1.17	\$52,728	1.22	\$54,982	1.27	\$57,235	1.32	\$59,488
3	1.1	\$49,574	1.13	\$50,926	1.235	\$55,658	1.285	\$57,911	1.335	\$60,164	1.385	\$62,418
4	1.15	\$51,827	1.18	\$53,179	1.3	\$58,587	1.35	\$60,840	1.4	\$63,094	1.45	\$65,347
5	1.2	\$54,080	1.23	\$55,432	1.365	\$61,516	1.415	\$63,770	1.465	\$66,023	1.515	\$68,277
6	1.25	\$56,334	1.28	\$57,686	1.43	\$64,446	1.48	\$66,699	1.53	\$68,953	1.58	\$71,206
7	1.3	\$58,587	1.33	\$59,939	1.495	\$67,375	1.545	\$69,629	1.595	\$71,882	1.645	\$74,135
8	1.35	\$60,840	1.38	\$62,192	1.56	\$70,305	1.61	\$72,558	1.66	\$74,811	1.71	\$77,065
9	1.4	\$63,094	1.43	\$64,446	1.625	\$73,234	1.675	\$75,487	1.725	\$77,741	1.775	\$79,994
10	1.45	\$65,347	1.48	\$66,699	1.69	\$76,163	1.74	\$78,417	1.79	\$80,670	1.84	\$82,923
11	1.5	\$67,601	1.53	\$68,953	1.755	\$79,093	1.805	\$81,346	1.855	\$83,599	1.905	\$85,853
12	1.55	\$69,854	1.58	\$71,206	1.82	\$82,022	1.87	\$84,275	1.92	\$86,529	1.97	\$88,782
13					1.885	\$84,951	1.935	\$87,205	1.985	\$89,458	2.035	\$91,711
14					1.95	\$87,881	2	\$90,134	2.05	\$92,387	2.1	\$94,641

- Experience credit for military service will be awarded for each full year of military service up to a maximum of four (4) years, e.g. one (1) full year of military service equals one (1) experience step on the salary guide. Five (5) months equals one full year of service.
- Experienced teachers, new to the district, will be hired in at a negotiated salary determined by the Superintendent and ratified by the Board of Education. In all cases they will be placed on the appropriate educational scale.
- Increment and adjustments shall be granted only upon the recommendation of the Superintendent of Schools and the approval of the Board of Education.
- Teachers employed prior to the 1973-74 School Year and who have completed three years of continuous service by the beginning of the school year and who are employed on Scale I or Scale II as of the 1999-2000 school year will receive a long service increment of \$300. There will be an additional long service increment of \$300 to any teacher employed on Scale I or Scale II as of the 1999-2000 school year and who has completed ten (10) years of continuous service by the beginning of the school year.
- Teachers employed on Scale III, IV, V, & Va who have reached Step 14 of the respective Guide by the beginning of the school year shall receive a long service increment of \$2,900. You may advance on the salary guide a maximum of one step and/or one scale in a complete school year. EXCEPTION: Permission is granted to move two scales when teacher is on a sabbatical. To advance to Scales IV, V, Va, credits must be earned after the Masters Degree has been conferred.
Teacher holding Doctorate Degree will be paid \$600 more than the commensurate step on Scale VA(M+45) R=1976-77 "Ratio Teachers' Salary Guide (1.00-2.10)

**BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
DEMAREST, NEW JERSEY 07627
Proposed TEACHERS' SALARY GUIDE 2005-2006**

STEP	R	Scale I Bachelors	R	Scale II 13+15	R	Scale III Master	R	Scale IV M+15	R	Scale V M+30	R	Scale Va M+45
1	1.03	\$45,968	1.11	\$47,347	1.16	\$51,024	1.21	\$53,323	1.26	\$55,621	1.32	\$57,920
2	1.05	\$48,266	1.17	\$49,645	1.22	\$53,783	1.27	\$56,081	1.32	\$58,379	1.385	\$60,678
3	1.1	\$50,565	1.235	\$51,944	1.285	\$56,770	1.335	\$59,069	1.4	\$61,367	1.45	\$63,666
4	1.15	\$52,863	1.3	\$54,242	1.35	\$59,758	1.4	\$62,057	1.45	\$64,355	1.515	\$66,654
5	1.2	\$55,162	1.365	\$56,541	1.415	\$62,746	1.465	\$65,045	1.5	\$67,343	1.58	\$69,642
6	1.25	\$57,460	1.43	\$58,839	1.48	\$65,734	1.53	\$68,033	1.58	\$70,331	1.645	\$72,629
7	1.3	\$59,758	1.495	\$61,137	1.545	\$68,722	1.595	\$71,021	1.66	\$73,319	1.71	\$75,617
8	1.35	\$62,057	1.56	\$63,436	1.61	\$71,710	1.66	\$74,008	1.725	\$76,307	1.775	\$78,605
9	1.4	\$64,355	1.625	\$65,734	1.675	\$74,698	1.725	\$76,996	1.79	\$79,295	1.84	\$81,593
10	1.45	\$66,654	1.69	\$68,033	1.74	\$77,686	1.79	\$79,984	1.855	\$82,283	1.905	\$84,581
11	1.5	\$68,952	1.755	\$70,331	1.805	\$80,674	1.855	\$82,972	1.92	\$85,271	1.97	\$87,569
12	1.55	\$71,250	1.82	\$72,629	1.87	\$83,662	1.92	\$85,960	1.985	\$88,259	2.035	\$90,557
13			1.885		1.935	\$86,650	1.985	\$88,948	2.05	\$91,246	2.1	\$93,545
14			1.95		2	\$89,638	2.05	\$91,936		\$94,234		\$96,533

- Experience credit for military service will be awarded for each full year of military service up to a maximum of four (4) years, e.g. one (1) full year of military service equals one (1) experience step on the salary guide. Five (5) months equals one full year of service.
- Experienced teachers, new to the district, will be hired in at a negotiated salary determined by the Superintendent and ratified by the Board of Education. In all cases they will be placed on the appropriate educational scale.
- Increment and adjustments shall be granted only upon the recommendation of the Superintendent of Schools and the approval of the Board of Education.
- Teachers employed prior to the 1973-74 School Year and who have completed three years of continuous service by the beginning of the school year and who are employed on Scale I or Scale II as of the 1999-2000 school year will receive a long service increment of \$300. There will be an additional long service increment of \$300 to any teacher employed on Scale I or Scale II as of the 1999-2000 school year and who has completed ten (10) years of continuous service by the beginning of the school year.
- Teachers employed on Scale III, IV, V, & Va who have reached Step 14 of the respective Guide by the beginning of the school year shall receive a long service increment of \$3,200. You may advance on the salary guide a maximum of one step and/or one scale in a complete school year. EXCEPTION: Permission is granted to move two scales when teacher is on a sabbatical. To advance to Scales IV, V, Va, credits must be earned after the Masters Degree has been conferred.

Teacher holding Doctorate Degree will be paid \$600 more than the commensurate step on Scale VA(M+45)

R=1976-77 "Ratio Teachers' Salary Guide (1.00-2.10)

**BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
DEMAREST, NEW JERSEY 07627**

**SUMMER SCHOOL SALARY SCHEDULE
2003-2004**

Years of Employment in N.V.R.H.S. <u>Summer School</u>	<u>Two Sessions</u>
1	\$2,888.00
2	\$3,175.00
3	\$3,462.00
Director of Music Program	\$ 321.00
Student Aides	\$ 495.00

APPROVED:

**BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
DEMAREST, NEW JERSEY 07627**

**SUMMER SCHOOL SALARY SCHEDULE
2004-2005**

Years of Employment in N.V.R.H.S. <u>Summer School</u>	<u>Two Sessions</u>
1	\$2,946.00
2	\$3,239.00
3	\$3,531.00
Director of Music Program	\$ 327.00
Student Aides	\$ 505.00

APPROVED:

**BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
DEMAREST, NEW JERSEY 07627**

**SUMMER SCHOOL SALARY SCHEDULE
2005-2006**

Years of Employment in N.V.R.H.S. <u>Summer School</u>	<u>Two Sessions</u>
1	\$3,005.00
2	\$3,304.00
3	\$3,602.00
Director of Music Program	\$ 334.00
Student Aides	\$ 515.00

APPROVED:

**BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
DEMAREST, NEW JERSEY 07627**

**OPERATIONS & MAINTENANCE SALARY GUIDE
2003-2004**

Years of Employment	Janitor	Janitor Maintenance	Maintenance	Matron*
1	35,725	36,746	37,787	29,771
2	37,448	38,633	39,858	31,204
3	39,170	40,521	43,055	32,636
4	40,892	42,408	43,997	34,070
5	42,613	44,296	46,069	35,503
6	44,334	46,184	48,138	36,934
7	46,057	48,073	50,210	38,366
8	47,779	49,961	52,279	39,799
9	49,500	51,848	54,348	41,232
Increment	\$1,723	\$1,887	\$2,070	\$1,433

*Ten Month Contract

1. Credit for experience may be granted not to exceed three (3) years upon the recommendation of the Superintendent.
2. Full step credit will be given if employed before November 1.
Half step credit if employed prior to March 1.
No credit if employed March 1 or after.
3. There will be a long service increments of \$150 to any employee employed prior to the 1994-95 School Year who has completed 3 years of continuous service in the Northern Valley Regional High School District by the beginning of the school year. There will be an additional long-service increment of \$150.00 to any employee employed prior to the 1994-95 School Year who has completed ten (10) years of continuous service in the Northern Valley Regional High School District by the beginning of the School Year.

APPROVED:

**BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
DEMAREST, NEW JERSEY 07627**

**OPERATIONS & MAINTENANCE SALARY GUIDE
2004-2005**

Years of Employment	Janitor	Janitor Maintenance	Maintenance	Matron*
1	36,440	37,481	38,543	30,366
2	38,197	39,406	40,655	31,828
3	39,953	41,332	43,916	33,289
4	41,710	43,256	44,877	34,751
5	43,465	45,182	46,990	36,213
6	45,220	47,108	49,101	37,673
7	46,979	49,034	51,214	39,133
8	48,735	50,960	53,325	40,595
9	50,490	52,885	55,435	42,057
Increment	\$1,757	\$1,925	\$2,112	\$1,461

*Ten Month Contract

1. Credit for experience may be granted not to exceed three (3) years upon the recommendation of the Superintendent
2. Full step credit will be given if employed before November 1.
Half step credit if employed prior to March 1.
No credit if employed March 1 or after.
3. There will be a long service increments of \$150 to any employee employed prior to the 1994-95 School Year who has completed 3 years of continuous service in the Northern Valley Regional High School District by the beginning of the school year. There will be an additional long-service increment of \$150.00 to any employee employed prior to the 1994-95 School Year who has completed ten (10) years of continuous service in the Northern Valley Regional High School District by the beginning of the School Year.

APPROVED:

**BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
DEMAREST, NEW JERSEY 07627**

**OPERATIONS & MAINTENANCE SALARY GUIDE
2005-2006**

Years of Employment	Janitor	Janitor Maintenance	Maintenance	Matron*
1	37,169	38,230	39,314	30,974
2	38,961	40,194	41,468	32,464
3	40,752	42,159	44,794	33,955
4	42,544	44,121	45,775	35,446
5	44,334	46,086	47,930	36,937
6	46,125	48,050	50,083	38,426
7	47,918	50,015	52,238	39,916
8	49,710	51,979	54,391	41,407
9	51,500	53,943	56,544	42,898
Increment	\$1,793	\$1,964	\$2,154	\$1,491

*Ten Month Contract

1. Credit for experience may be granted not to exceed three (3) years upon the recommendation of the Superintendent.
2. Full step credit will be given if employed before November 1.
Half step credit if employed prior to March 1.
No credit if employed March 1 or after.
3. There will be a long service increments of \$150 to any employee employed prior to the 1994-95 School Year who has completed 3 years of continuous service in the Northern Valley Regional High School District by the beginning of the school year. There will be an additional long-service increment of \$150.00 to any employee employed prior to the 1994-95 School Year who has completed ten (10) years of continuous service in the Northern Valley Regional High School District by the beginning of the School Year.

APPROVED:

**BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
DEMAREST, NEW JERSEY 07627**

**SPECIAL ASSIGNMENTS SALARY GUIDE
2003-2004**

<u>Head Coaches</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Football	\$6,964	\$7,375	\$7,787	\$8,198
Basketball	\$6,156	\$6,463	\$6,769	\$7,076
Wrestling	\$6,156	\$6,463	\$6,769	\$7,076
Track & Field	\$5,982	\$6,282	\$6,582	\$6,883
Baseball/Softball	\$5,562	\$5,862	\$6,162	\$6,463
Soccer	\$5,562	\$5,862	\$6,162	\$6,463
Indoor Track	\$5,562	\$5,862	\$6,162	\$6,463
Field Hockey	\$5,562	\$5,862	\$6,162	\$6,463
Volleyball	\$5,562	\$5,862	\$6,162	\$6,463
Swimming	\$5,562	\$5,862	\$6,162	\$6,463
Ice Hockey	\$5,345	\$5,651	\$5,958	\$6,264
Gymnastics	\$4,820	\$5,120	\$5,420	\$5,720
Tennis	\$4,362	\$4,554	\$4,746	\$4,938
Golf	\$4,239	\$4,431	\$4,623	\$4,815
Cheerleading	\$3,811	\$3,995	\$4,180	\$4,365
Trainer (seasonal)	\$4,350	\$4,547	\$4,743	\$4,939
Bowling				
B&G	\$4,683	\$4,868	\$5,053	\$5,237
Sep. No Asst.	\$4,148	\$4,332	\$4,517	\$4,702
Cross Country				
B&G	\$4,687	\$4,880	\$5,074	\$5,267
Sep. No Asst.	\$4,021	\$4,213	\$4,405	\$4,597
<hr/>				
<u>Assistant Coaches</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Football	\$4,708	\$4,962	\$5,216	\$5,471
Basketball	\$4,217	\$4,416	\$4,616	\$4,815
Wrestling	\$4,217	\$4,416	\$4,616	\$4,815
Track & Field	\$4,031	\$4,229	\$4,428	\$4,626
Baseball/Softball	\$4,031	\$4,229	\$4,428	\$4,626
Soccer	\$4,031	\$4,229	\$4,428	\$4,626
Indoor Track	\$4,031	\$4,229	\$4,428	\$4,626
Field Hockey	\$4,031	\$4,229	\$4,428	\$4,626
Volleyball	\$4,031	\$4,229	\$4,428	\$4,626
Ice Hockey	\$4,217	\$4,416	\$4,616	\$4,815
Gymnastics	\$2,879	\$3,075	\$3,272	\$3,468
Tennis	\$2,738	\$2,936	\$3,133	\$3,331
Golf	\$2,691	\$2,904	\$3,117	\$3,331
Cheerleading	\$2,787	\$2,972	\$3,156	\$3,341
Trainer (seasonal)	\$2,738	\$2,939	\$3,140	\$3,340
Bowling				
B&G	\$2,905	\$3,049	\$3,193	\$3,337
Sep. No Asst.				
Cross Country				
B&G	\$3,491	\$3,637	\$3,783	\$3,929
Sep. No Asst.				

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**BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
DEMAREST, NEW JERSEY 07627**

**SPECIAL ASSIGNMENTS SALARY GUIDE
2004-2005**

<u>Head Coaches</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Football	\$7,173	\$7,596	\$8,020	\$8,444
Basketball	\$6,341	\$6,657	\$6,769	\$7,076
Wrestling	\$6,341	\$6,657	\$6,769	\$7,076
Track & Field	\$6,161	\$6,471	\$6,582	\$6,883
Baseball/Softball	\$5,729	\$6,038	\$6,347	\$6,657
Soccer	\$5,729	\$6,038	\$6,347	\$6,657
Indoor Track	\$5,729	\$6,038	\$6,347	\$6,657
Field Hockey	\$5,729	\$6,038	\$6,347	\$6,657
Volleyball	\$5,729	\$6,038	\$6,347	\$6,657
Swimming	\$5,729	\$6,038	\$6,347	\$6,657
Ice Hockey	\$5,505	\$5,821	\$6,137	\$6,452
Gymnastics	\$4,964	\$5,273	\$5,583	\$5,892
Tennis	\$4,493	\$4,690	\$4,888	\$5,086
Golf	\$4,366	\$4,564	\$4,762	\$4,960
Cheerleading	\$3,925	\$4,115	\$4,305	\$4,496
Trainer (seasonal)	\$4,481	\$4,683	\$4,885	\$5,087
Bowling				
B&G	\$4,824	\$5,014	\$5,204	\$5,395
Sep. No Asst.	\$4,272	\$4,462	\$4,653	\$4,843
Cross Country				
B&G	\$4,827	\$5,027	\$5,226	\$5,425
Sep. No Asst.	\$4,141	\$4,339	\$4,537	\$4,735

<u>Assistant Coaches</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Football	\$4,849	\$5,111	\$5,373	\$5,635
Basketball	\$4,343	\$4,549	\$4,754	\$4,960
Wrestling	\$4,343	\$4,549	\$4,754	\$4,960
Track & Field	\$4,152	\$4,356	\$4,561	\$4,765
Baseball/Softball	\$4,152	\$4,356	\$4,561	\$4,765
Soccer	\$4,152	\$4,356	\$4,561	\$4,765
Indoor Track	\$4,152	\$4,356	\$4,561	\$4,765
Field Hockey	\$4,152	\$4,356	\$4,561	\$4,765
Volleyball	\$4,152	\$4,356	\$4,561	\$4,765
Ice Hockey	\$4,343	\$4,549	\$4,616	\$4,960
Gymnastics	\$2,965	\$3,168	\$3,370	\$3,572
Tennis	\$2,821	\$3,024	\$3,227	\$3,431
Golf	\$2,772	\$2,991	\$3,211	\$3,431
Cheerleading	\$2,870	\$3,061	\$3,251	\$3,441
Trainer (seasonal)	\$2,821	\$3,027	\$3,234	\$3,440
Bowling				
B&G	\$2,993	\$3,141	\$3,289	\$3,437
Sep. No Asst.				
Cross Country				
B&G	\$3,596	\$3,746	\$3,897	\$4,047
Sep. No Asst.				

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**BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
DEMAREST, NEW JERSEY 07627**

**SPECIAL ASSIGNMENTS SALARY GUIDE
2005-2006**

<u>Head Coaches</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Football	\$7,388	\$7,824	\$8,261	\$8,698
Basketball	\$6,531	\$6,856	\$6,972	\$7,288
Wrestling	\$6,531	\$6,856	\$6,972	\$7,288
Track & Field	\$6,346	\$6,665	\$6,780	\$7,089
Baseball/Softball	\$5,900	\$6,219	\$6,538	\$6,856
Soccer	\$5,900	\$6,219	\$6,538	\$6,856
Indoor Track	\$5,900	\$6,219	\$6,538	\$6,856
Field Hockey	\$5,900	\$6,219	\$6,538	\$6,856
Volleyball	\$5,900	\$6,219	\$6,538	\$6,856
Swimming	\$5,900	\$6,219	\$6,538	\$6,856
Ice Hockey	\$5,670	\$5,996	\$6,321	\$6,646
Gymnastics	\$5,113	\$5,432	\$5,750	\$6,069
Tennis	\$4,628	\$4,831	\$5,035	\$5,239
Golf	\$4,497	\$4,701	\$4,905	\$5,109
Cheerleading	\$4,043	\$4,239	\$4,435	\$4,631
Trainer (seasonal)	\$4,615	\$4,823	\$5,032	\$5,240
Bowling				
B&G	\$4,969	\$5,164	\$5,360	\$5,556
Sep. No Asst.	\$4,401	\$4,596	\$4,792	\$4,988
Cross Country				
B&G	\$4,972	\$5,178	\$5,383	\$5,588
Sep. No Asst.	\$4,265	\$4,469	\$4,673	\$4,877
<hr/>				
<u>Assistant Coaches</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Football	\$4,995	\$5,265	\$5,534	\$5,804
Basketball	\$4,474	\$4,685	\$4,897	\$5,109
Wrestling	\$4,474	\$4,685	\$4,897	\$5,109
Track & Field	\$4,276	\$4,487	\$4,698	\$4,908
Baseball/Softball	\$4,276	\$4,487	\$4,698	\$4,908
Soccer	\$4,276	\$4,487	\$4,698	\$4,908
I Indoor Track	\$4,276	\$4,487	\$4,698	\$4,908
Field Hockey	\$4,276	\$4,487	\$4,698	\$4,908
Volleyball	\$4,276	\$4,487	\$4,698	\$4,908
Ice Hockey	\$4,474	\$4,685	\$4,754	\$5,109
Gymnastics	\$3,054	\$3,263	\$3,471	\$3,679
Tennis	\$2,905	\$3,115	\$3,324	\$3,533
Golf	\$2,855	\$3,081	\$3,307	\$3,533
Cheerleading	\$2,956	\$3,152	\$3,349	\$3,545
Trainer (seasonal)	\$2,905	\$3,118	\$3,331	\$3,543
Bowling				
B&G	\$3,082	\$3,235	\$3,388	\$3,540
Sep. No Asst.				
Cross Country				
B&G	\$3,704	\$3,859	\$4,014	\$4,168
Sep. No Asst.				

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**BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
DEMAREST, NEW JERSEY 07627**

**SPECIAL ASSIGNMENTS CO-CURRICULAR SALARY GUIDE
2003-2004**

<u>GROUP A</u>		Chess Club	
Advisor	\$4,590	Football PhotographerNorthern	
Assistants	\$2,295	Valley Network (NVN)	
		Ski Club	
Academic Decathlon		Science League	
Marching Band Director		Peer Meditation	
Yearbook			
<u>GROUP I</u>		<u>GROUP IV</u>	
Advisor	\$2,998	Advisor	\$1,038
Assistants	\$1,471	Assistants	\$351
		All Intramurals per Season	
Newspaper		Safety Inspector	
Class Advisor-Senior		Media Tech Club	
Gifted & Talented		FCCLA	
All School Production		Varsity Club	
Musical Director (asst)		Office Aides Club	
Stage Manager/Stage Crew		Latin Club	
Director Orchestra/Ensembles		Winter Track	
Orchestra Only	-\$1,500	Choreographer	
Ensembles Only	-\$1,500	Theatre Design	
Student Council		Chemistry Olympics	
Yearbook Business Manager		Student Action	
Peer Mentors		Hand-in-Hand	
SOPE		Tri-M Music Honor Society	
<u>GROUP II</u>		<u>GROUP V</u>	
Advisor	\$2,442	Advisor	\$842
Assistants	\$1,054	All Other Activities	
Debate Team			
Modern Dance Club			
Class Advisor-Grade 9,10,11			
Mathematics Team & Club			
Drama Club & One-Act Plays			
Vocal Groups			
S.C.A.G.			
Set Construction			
FBLA			
<u>GROUP III</u>			
Advisor	\$1,389		
Assistants	\$ 457		
Honor Society			
Literary Magazine			
Building Reporter			
Flag & Color Guard			
International Relations Club			

1. Grouping depends upon frequency of meeting, student involvement, time commitment and importance to the school community.
2. Clubs must have a minimum of ten students.
3. A schedule of meetings, etc., must be provided to the students and administration sufficiently in advance of the activities.
4. Goals and objectives must be written by the Advisor at the acceptance of the contract.
5. Co-Curricular activities will be evaluated on all of the above.
6. Principals will recommend full payment of the stipend if it is warranted by the evaluation.

**BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
DEMAREST, NEW JERSEY 07627**

**SPECIAL ASSIGNMENTS CO-CURRICULAR SALARY GUIDE
2004-2005**

<u>GROUP A</u>		International Relations Club	
Advisor	\$4,682	Chess Club	
Assistants	\$2,341	Football Photographer	
		Northern Valley Network (NVN)	
Academic Decathlon		Ski Club	
Marching Band Director		Science League	
Yearbook		Peer Meditation	
<u>GROUP I</u>		<u>GROUP IV</u>	
Advisor	\$3,058	Advisor	\$1,059
Assistants	\$1,500	Assistants	\$ 358
		All Intramurals per Season	
Newspaper		Safety Inspector	
Class Advisor-Senior		Media Tech Club	
Gifted & Talented		FCCLA	
All School Production		Varsity Club	
Musical Director (asst)		Office Aides Club	
Stage Manager/Stage Crew		Latin Club	
Director Orchestra/Ensembles		Winter Track	
Orchestra Only -\$1,500		Choreographer	
Ensembles Only -\$1,500		Theatre Design	
Student Council		Chemistry Olympics	
Yearbook Business Manager		Student Action	
Peer Mentors		Hand-in-Hand	
SOPE		Tri-M Music Honor Society	
<u>GROUP II</u>		<u>GROUP V</u>	
Advisor	\$2,491	Advisor	\$ 859
Assistants	\$1,075	All Other Activities	
Debate Team			
Modern Dance Club			
Class Advisor-Grade 9,10,11			
Mathematics Team & Club			
Drama Club & One-Act Plays			
Vocal Groups			
S.C.A.G.			
Set Construction			
FBLA			
<u>GROUP III</u>			
Advisor	\$1,417		
Assistants	\$ 466		
Honor Society			
Literary Magazine			
Building Reporter			
Flag & Color Guard			

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**BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
DEMAREST, NEW JERSEY 07627**

**SPECIAL ASSIGNMENTS CO-CURRICULAR SALARY GUIDE
2005-2006**

<u>GROUP A</u>		Chess Club	
Advisor	\$4,776	Football Photographer	
Assistants	\$2,388	Northern Valley Network (NVN)	
		Ski Club	
Academic Decathlon		Science League	
Marching Band Director		Peer Meditation	
Yearbook			
		<u>GROUP IV</u>	
<u>GROUP I</u>		Advisor	\$1,080
Advisor	\$3,119	Assistants	\$ 365
Assistants	\$1,530		
		All Intramurals per Season	
Newspaper		Safety Inspector	
Class Advisor-Senior		Media Tech Club	
Gifted & Talented		FCCLA	
All School Production		Varsity Club	
Musical Director (asst)		Office Aides Club	
Stage Manager/Stage Crew		Latin Club	
Director Orchestra/Ensembles		Winter Track	
Orchestra Only -\$1,500		Choreographer	
Ensembles Only -\$1,500		Theatre Design	
Student Council		Chemistry Olympics	
Yearbook Business Manager		Student Action	
Peer Mentors		Hand-in-Hand	
SOPE		Tri-M Music Honor Society	
		<u>GROUP V</u>	
<u>GROUP II</u>		Advisor	\$ 876
Advisor	\$2,541	All Other Activities	
Assistants	\$1,097		
Debate Team			
Modern Dance Club			
Class Advisor-Grade 9,10,11			
Mathematics Team & Club			
Drama Club & One-Act Plays			
Vocal Groups			
S.C.A.G.			
Set Construction			
<u>GROUP III</u>			
Advisor	\$1,445		
Assistants	\$ 475		
Honor Society			
Literary Magazine			
Building Reporter			
Flag & Color Guard			
International Relations Club			

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NEGOTIATIONS COMMITTEE

**Northern Valley Regional High School
Board of Education**

RAYMOND WISS, Chairperson

ANTHONY COPPOLA

ELIZABETH ROSENBERG

DR. JAN FURMAN, Superintendent

MR. RICHARD DOROW, Assistant Superintendent for Business

Northern Valley Education Association

JAMES HALL, Chairperson

JEFF COOK

PAUL FIMBEL

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DANIELLE NIX

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