

**ROCHELLE PARK BOARD OF EDUCATION
ROCHELLE PARK EDUCATION ASSOCIATION**

CONTRACT AGREEMENT

JULY 1, 2013 - JUNE 30, 2016

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PREAMBLE

This Agreement, entered into this 1st day of July, 2013, by and between the Board of Education of the Township of Rochelle Park, County of Bergen (hereinafter referred to as the "Board"), and the Rochelle Park Education Association, Rochelle Park, Bergen County, New Jersey, (hereinafter referred to as the "Association").

WITNESSETH

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

ARTICLE I
RECOGNITION

A. UNIT

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations, pursuant to Chapter 123, Public Laws, 1974, for all personnel employed by the Board, whether under contract, or on approved leave, including tenured employees, probationary employees, interim employees, and classroom assistants with the exception of administrative employees, and confidential employees.

The Association hereby affirms that it represents a majority of the employees in the inclusion clause contained herein.

B. DEFINITION

1. Unless otherwise indicated, the term "employee", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined, and references to male or female teachers shall include all teachers.
2. Full time secretarial staff and full time custodial staff shall mean those secretaries and custodians regularly employed for thirty (30) or more hours per week.

ARTICLE II
NEGOTIATION OF SUCCESSOR AGREEMENT

A. DEADLINE DATE

The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1974, and in good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin in accordance with PERC timetables for commencement of negotiations. Any agreement so negotiated shall apply to all covered unit employees, be reduced to writing, be signed by the Board and the Association.

B. MODIFICATION

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.

ARTICLE III
GRIEVANCE PROCEDURE

A. **DEFINITION OF GRIEVANCE**

The term "Grievance" means a complaint by an employee of the Board that, been an inequitable, improper or unjust application, interpretation or violation of an agreement, or administrative decision affecting terms and conditions of employment. This definition, the term, "employee" shall mean also a group of employees who are aggrieved by the same grievance. The employee making this complaint shall henceforth be referred to as the "aggrieved person."

B. **EXCEPTIONS**

The term "grievance" shall not apply to the complaint of a non-tenured teacher which arises by reason of his not being re-employed. However, said teacher may appear before the full Board regarding his failure to be re-employed, if he so chooses.

C. **PROCEDURE**

LEVEL 1

A grievance of an employee shall initially be presented orally to the Principal. Said oral presentation shall be made directly by the aggrieved person and/or designated representatives within thirty (30) working days from the date the employee or Association has knowledge of same. Failure of the grievant to comply with the time limits at this level shall render the grievance to be deemed waived.

LEVEL 2

If the Principal does not resolve the grievance to the satisfaction of the aggrieved person(s), he/they shall within five (5) working days after the oral presentation, present the grievance in writing to the Superintendent. The Superintendent's decision and reasoning for same in writing shall be submitted to the aggrieved person(s) and/or his designated representatives within five (5) working days after the receipt of the grievance in writing.

LEVEL 3

Should the aggrieved person(s) be dissatisfied with the decision of the Superintendent, he/they shall submit the grievance in writing to the Board of Education of Rochelle Park within ten (10) working days after receipt of the Superintendent's decision.

LEVEL 4

The Board shall then take action with respect to the grievance. Within ten (10) working days after the said aggrieved person has submitted his report, the Board shall submit, in writing, its decision and the reasoning behind same, to the aggrieved person. Should the aggrieved person be dissatisfied with the decision of the Board, he shall within ten (10) working days of the said decision, be granted the right of appearing before the entire Board with his representative(s) in order that he might personally explain and clarify his position in respect to said grievance. The Board of Education shall render its decision of the appeal in writing within ten (10) working days of the hearing.

LEVEL 5

If the aggrieved person is not satisfied with the disposition of his grievance at Level 4, or if no decision has been rendered within ten (10) working days after the Board hearing, he may, within five (5) working days after a decision by the Board or fifteen (15) working days after the Board hearing, whichever is sooner, submit said grievance to advisory arbitration.

1. Within ten (10) working days after such written notice of submission to arbitration, the Board and the Association and/or the aggrieved person, shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
2. The arbitrator so selected shall confer with the representatives of the Board and the Association and/or the aggrieved person and hold hearings promptly and shall issue his decision not later than twenty (20) working days from the date of the close of the hearings, or if oral hearings have been waived, then from the date the final statements and proofs on the issue are submitted to him. The arbitrator's decision shall be in writing and shall set forth his finding of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and/or the aggrieved person, and shall be advisory and not binding on either party. The Board shall, within twenty (20) working days of its receipt of the arbitrator's written decision, submit its decision concerning the arbitrator's advisory recommendation to the aggrieved person and the Association.
3. The costs for the services of the arbitrator, including per diem expenses, if any, and the actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association or the aggrieved person. Any other expenses incurred shall be paid by the party incurring same.

D. RIGHTS OF TEACHERS AND ASSOCIATION TO REPRESENTATION

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by the representative selected by the Association.

E. MISCELLANEOUS

1. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
2. Since it is important that all grievances, including year-end grievances, be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended or reduced by a mutual written agreement.

3. **Group Grievance** If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
4. **Written Decisions** Decisions rendered at Level 1 which are unsatisfactory to the aggrieved person and all decisions commencing with Level 2 of the grievance procedure shall be in writing, setting forth the decision and the reason therefore and shall be transmitted promptly to all parties in interest and to the Association.
5. **Meetings and Hearings** All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this article.

ARTICLE IV
TEACHERS' RIGHTS

- A. Every teacher will be entitled to such rights as are guaranteed by the United States Constitution, Federal laws and regulations, New Jersey State Constitution, New Jersey laws and statutes, the rules and regulations of the New Jersey State Board of Education.
- B. The Administrators as agents for the Board, are empowered to direct, discipline and guide the staff as part of their day-to-day responsibility. If a teacher feels that any of his rights are being unjustly violated, he may invoke steps of the grievance procedure outlined in Article III.

C. **EVALUATION OF STUDENTS**

The teacher shall maintain the right and responsibility to determine grades and other evaluations of the students within the grading policies of the Rochelle Park School District based upon his professional judgment of available criteria pertinent to any given subject area or activity for which he is responsible. No grade or evaluation shall be changed by the Principal or Superintendent without consulting with the teacher. If it has not been resolved to the satisfaction of the teacher, the teacher has the option to go directly to the Board.

D. **CRITICISM OF TEACHERS**

Any question or criticism by a supervisor, administrator or Board Member of a teacher and his instructional methodology shall be made in confidence and not in the presence of students or parents.

ARTICLE V
ASSOCIATION RIGHTS AND PRIVILEGES

A. **RELEASE TIME FOR MEETINGS**

1. Whenever any representative of the Association is mutually scheduled by the Board and the Association to participate during working hours in negotiations, grievance proceedings, conferences and meetings, he shall suffer no loss in pay.
2. All employees shall be released from their responsibilities to attend Association Meetings which shall take place after student dismissal, except in cases of emergency, which shall be determined by the Superintendent.

ARTICLE VI
TEACHERS' WORK YEAR

- A. Teachers may be required to attend a maximum of two (2) orientation-preparation days prior to the opening of school in September. At the discretion of the Superintendent, all non-tenured teachers may be required to attend one (1) additional day prior to the opening of school in September.
- B. Teachers shall be required to attend three (3) work days; between September 1 and the date of 8th Grade Graduation, to be scheduled by the Superintendent for professional development. On the day of 8th Grade Graduation, teachers shall be required to remain until they have met their final obligations upon receipt of the Superintendent's or his designee's written approval.

ARTICLE VII
SCHOOL CALENDAR

The right to establish a school calendar for the school district of Rochelle Park is the sole and absolute right and responsibility of the Board. A committee of the Board and the Superintendent shall consult with a committee of the Association prior to formal adoption of the calendar.

ARTICLE VIII
TEACHING HOURS AND TEACHING LOAD

- A. Teachers may leave the building during scheduled duty-free preparation periods with the permission of the Principal or Superintendent or their designee.

- B. **NOTICE AND AGENDA**

The notice of an agenda for any meetings shall be given to the teachers involved at least two (2) days prior to the meeting whenever feasible. Teachers shall have the opportunity to suggest items for the agenda.

- C. Teachers shall be released at 12:41 P.M. dismissal on the last school day before the Thanksgiving and Christmas holidays.
- D. Teachers shall arrive at school at 8:10 A.M. and shall pick up pupils at 8:15 A.M. Pupils shall be dismissed at 2:46 P.M. and teachers shall remain until 3:16 P.M. This time is to be used for tutorial assistance for individual students, lesson planning, parent conferences, etc.

On half day session days, other than teacher-in-service days, teachers shall arrive at 8:10 A.M. and shall pick up pupils at 8:15 A.M. and teachers may leave at 12:41 P.M. dismissal.

Teachers will be permitted to leave the school five (5) minutes after the dismissal of pupils on Fridays, on full school days preceding holidays, and on those days when they are required to return for an evening program (e.g. pupil dismissal 2:46 P.M., teacher day ends 2:51 P.M.) Teachers engaged in after-school student activity programs may commence their program fifteen (15) minutes after dismissal of pupils.

One (1) full day at the end of the school year shall be converted to a half (1/2) day for a total of two (2) half(1/2)days.

On two (2) occasions per month, teachers may be required to remain in attendance at faculty meetings up to a maximum of sixty (60) minutes beyond student dismissal.

Teachers may volunteer for morning supervision of students for ten (10) minutes in duration in consideration for being permitted to leave ten (10) minutes earlier than the contractual end of the school day unless the parties agree to said leave time being taken on another day. Said supervision shall be limited to the direct supervision of students.

E. PREPARATION TIME

1. Teachers of self-contained classes shall, where possible, receive preparation time when a specialist (i.e. music teacher, art teacher, physical education teacher, etc.) is teaching their class.
2. All teachers shall be guaranteed a minimum of five (5) preparation periods per week.

F. EVENING ASSIGNMENTS

1. At the Superintendent's discretion, back-to-school nights will be scheduled on two (2) separate evenings, each of which shall commence no later than 6:00 P.M. and each of which shall end no later than 8:00 P.M. All staff members shall be assigned to no more than one (1) of the two (2) nights for a period of time not to exceed two (2) hours.
2. The Superintendent, at his/her discretion, may schedule a parent-teacher conference night during the academic year of a maximum of two and one-half (2-1/2) hours duration for teacher attendance and participation.
3. The Superintendent, at his/her discretion, may schedule an additional parent-teacher conference night during the academic year of a maximum of two (2) hours duration for teacher attendance and participation.
4. In the event a teacher is absent for a scheduled evening session, the Principal shall re-schedule such session for the absent teacher's participation on a subsequent evening.
5. The Administration shall give the Association no less than thirty (30) calendar days prior notice (or such shorter notice as the Association may agree to accept) of scheduling of the back-to-school nights and the parent-teacher conference nights. The requirement for thirty (30) calendar days prior notice shall not apply for purposes of re-scheduling a properly noticed evening session canceled for reasons of an Act of God or other reasons beyond the control of the Board or its Administration.

G. DETENTION

1. Notwithstanding anything contained herein, the Principal shall establish an equitable schedule to supervise students assigned to detention.
2. The detention period shall commence three (3) minutes after usual dismissal time and shall terminate forty (40) minutes thereafter. Except in cases of emergency or on authority of the Principal or his designee, the assigned teacher shall remain at the detention location whether or not students are assigned detention, for the full period assigned.
3. Assigned teachers shall be granted twenty-five (25) minutes of release time for each period of detention duty assigned as soon after the fact as practicable on direction of the Principal, to be taken after dismissal of students pursuant to paragraph D above, however, no teacher shall be required to take such release time on days when he/she has a scheduled extra-curricular assignment, nor shall release time be permitted on days when the administration has scheduled a staff meeting.

4. Those teachers scheduled to supervise detention on the Monday nearest June 1 or later during the contract year shall be permitted release time before the scheduled detention duty in accordance with provisions of sub-paragraph 3, above.

ARTICLE IX
CLASS SIZE

The Board agrees to continue its effort to keep class size at an acceptable number as dictated by the building facilities available, the availability of qualified teachers, the financial impact and the best interests of the students and of the community. The Board recognizes the class recommendations of the State Department of Education and shall take them into consideration in planning.

ARTICLE X
NON-TEACHING DUTIES

- A. Teachers shall, except as otherwise hereinafter provided, have a duty-free lunch period equal to the academic period of the students, but under no circumstances shall the period for the teacher's lunch be reduced below forty (40) minutes. The Principal shall be permitted to regularly assign two (2) teaching staff members to the direct supervision of students during each daily lunch period, for a total of six (6) teachers assigned daily, provided that each teacher assigned to such supervision otherwise receives his/her contractually guaranteed preparation and lunch time. Assignment to lunch period supervision shall include the direct supervision of students in the lunchroom and the direct supervision of those same students during their outdoor or indoor recess time. The Board may, in its sole discretion, exclude the school nurse, the guidance counselor and the child study team supervisor from such supervision. These assignments shall be set forth in a duty roster, which shall be updated each marking period and which shall be created in a fair and equitable manner with those teaching staff members having the greatest number of additional preparation periods assigned first to the extent practicable. The Board may engage aides for assisting teaching staff members in the supervision of the lunchroom and playground during lunch periods.
- B. **TRANSPORTING STUDENTS**
Teachers shall not be required to drive students.
- C. **SUMMER WORKSHOP**
Teachers attending a Board-approved Summer Workshop will be paid Thirty Dollars (\$30) per hour of attendance for the duration of this contract or, at the option of the teacher, one (1) in-service credit in lieu of payment for workshops that are scheduled for a minimum of nine (9) hours.
- D. **TEACHER-IN-CHARGE**
In order to provide professionally responsible coverage for Midland School in the absence of the district administrators, the Superintendent or his/her designee will appoint a teacher on a per day basis at the rate of Eighty-Five Dollars (\$85) per day in addition to the teacher's regular per diem rate. This teacher will assume professional responsibility for the well-being of the school, staff and students. Issues which would ordinarily be directed to the school principal for immediate action, will be directed to the Teacher-In-Charge.

ARTICLE XI
TEACHER EMPLOYMENT

E. NOTIFICATION

1. Tenured teachers shall be notified of their contract and salary status for the ensuing year no later than April 1st of the current year. The foregoing provision shall only be applicable if written agreement has been reached between the Association and the Board two (2) weeks prior to April 1st. If agreement is reached any time after April 1st, the Board shall issue contract within ten (10) days of such agreement.
2. On or before the date specified by the Department of Education, the Board shall give to each non-tenured teacher, either:
 - a. A written offer of contract; or
 - b. A written notice that such employment will not be offered.
3. Should the Board fail to give either an offer of a contract or notice of termination, the Board shall be deemed to have offered to that teaching staff member continued employment for the following year.
4. Non-tenured teachers who have been offered a contract shall notify the Board in writing of their acceptance on or before June 1st. In the absence of such notice of acceptance, the foregoing provisions of this Article shall no longer be applicable.

ARTICLE XII
SALARIES

The salaries of teachers are set forth in Schedule "A". A longevity stipend of One Thousand Five Hundred Fifty Dollars (\$1,550) will be paid to any teacher who has completed twenty (20) years of service in the Rochelle Park District. A longevity stipend of One Thousand Nine Hundred Fifty Dollars (\$1,950) will be paid to any teacher who has completed twenty five (25) years of service in the Rochelle Park School District. These monies will be paid from the negotiated percentage in each of the three (3) years. Longevity payments are not cumulative.

- A. The salaries for the full-time, non-confidential secretarial staff will be increased by 2.4%, 2.4% and 2.3% respectively in each of the three (3) years and are set forth in Schedule "B", which is attached hereto and made a part hereof.
- B. The salaries of the Custodial Staff will be increased by 2.4%, 2.4% and 2.3% respectively in each of the three (3) years and are set forth in Schedule "C", which is attached hereto and made a part hereof.
- C. Classroom Assistants shall have their hourly rate increased by 2.4%, 2.4% and 2.3% respectively, rounded to the nearest ten (10) cents in each of three (3) years. (See Schedule "D") Classroom Assistants will be paid semi-monthly.
- D. The stipends for Extra Curricular Activities are set forth in Schedule "E", which is attached hereto and made a part hereof. In the years a musical play is offered, the Chorus Director shall receive an additional stipend of Six Hundred Twenty-Seven Dollars (\$627).
- E. In-service courses for credit on the Salary Guide shall be submitted to the Superintendent for approval. After the Superintendent approves said credits, they shall be submitted to the Board for

final approval. Once said credits are approved by the Board, they shall be credited towards placement in the next salary class on the Salary Guide. There will be no restrictions on the number of credits approved by the Board.

- F. Change of salary class, may take place twice a year upon presentation of proper documentation. Notification of eligibility must be received by the Board Secretary no later than September 1 and February 1. Retro-active salary class change (September 1 or February 1) will be made upon receipt of transcripts by the Board Secretary. A February class change will be pro-rated according to the following formula: 1/2 times the new salary divided into ten (10) semi-monthly payments. Credits to be applied to the MA+15 and MA+30 steps on the guide shall be limited to those graduate or in-service credits earned by the applicant subsequent to the applicant's MA degree.

G. **WITHHOLDING OF EMPLOYMENT INCREMENT PROCEDURE**

1. The Board may withhold, for inefficiency or other good cause, the employment increment of any teacher in any year. The Board within ten (10) days, shall give written notice of any such action together with the reasons therefore to the teacher concerned.
2. Employment increments may be withheld only in accordance with the following:
 - a. That the procedures be adhered to as outlined in Article XVII, "Teacher Evaluation."
 - b. The Superintendent shall not forward any recommendation to withhold a teacher's employment increment or a part thereof to the Board unless the Principal has given to the teacher, against whom the recommendation shall be made, written notice of the alleged cause(s) for the recommendation specifying the nature thereof with particulars.
 - c. Once a recommendation to withhold an employment increment is forwarded to the teacher and the Board by the Superintendent, the teacher may within ten (10) school days, file a grievance commencing at the Board level. The Board shall take no action on the recommendation until the grievance is heard by the Board according to the grievance procedures as set forth heretofore in Article III, Level V., of this Agreement.
 - d. The term "employment increment" as used herein is intended to mean the next step on the salary guide at which step the teacher would be placed, if the employment increment were not withheld. Where an employment increment is withheld, the individual in question shall remain at the same step on the salary guide as he was on the previous year, but shall receive the salary for that step on the guide for the year during which the employment increment is withheld even though that step be higher than the previous year.
 - e. The Superintendent may, during the year the increment is withheld, recommend reinstatement of the increment, if he/she is satisfied that sufficient improvement is made, and upon Board approval, said increment shall be restored pro-rata from the date of such recommendation.

H. **COVER SCHEDULE PAYMENTS**

Regular classroom teachers who are assigned to cover the class or classes for absent teachers shall be paid a stipend of Twenty-Seven Dollars (\$27) per teaching period in addition to regular salary. Coverage for homerooms will not be paid.

ARTICLE XIII
METHOD OF PAYMENT

- A. All those employed on a ten (10) month basis shall be paid in twenty (20) semi-monthly installments or may have the option of being paid in twenty-four (24) semi-monthly installments.
- B. All those employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
- C. Each employee may individually elect to have 10% of his monthly salary deducted from his pay and placed in the Bergen County Teachers Credit Union or other Board approved institution. Teachers may elect to have monies deducted from their pay to be deposited into an Individual Retirement Account available through the Bergen County Teachers Credit Union or other Board approved institution.
- D. **EXCEPTIONS**
- When a pay date falls on or during a school holiday, vacation, or weekend, teachers shall receive their pay checks on the last previous working day.
- E. **FINAL PAY**
- Each employee shall receive his final pay on his last working day of the school year. Any employee terminating employment in the district between pay periods will receive his final pay check on the next normally scheduled payroll date.
- F. **DIRECT DEPOSIT**
- At the request of an employee, the Board will make direct payments of salary checks to the employee's bank so long as there are no bank charges to the Board.

ARTICLE XIV
TEACHER ASSIGNMENT

- A. **NOTIFICATION**
- The Board, whenever possible, shall give all teachers tentative written notice of their grade and/or subject assignments not later than June 1, of the current school year. Any change in said tentative assignment will be communicated to the teacher.

ARTICLE XV
VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. **FILING REQUESTS**
- Teachers who desire a change in grade and/or subject assignment may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the teacher desires to be assigned, in order of preference. Such requests for transfers and reassignments for the following year shall be submitted not later than May 1st.
- B. **NOTIFICATION OF VACANCIES**
- No later than June 1st of each school year, the Superintendent shall deliver to the Association and post in the school building, a list of the known vacancies which shall occur during the following school year. Applications for said vacancies shall be filed no later than June 15th.

ARTICLE XVI
ADVANCEMENT IN POSITION

In the event a position for advancement should be open in the school system to qualified employees when filling this position. Advance notice of the need for such employees by the Superintendent. It is understood and agreed, however, that the Superintendent has the sole and exclusive right to make the final determination as to filling said position, and the Board in this matter shall not be subject or cause for invoking the grievance procedure.

A. **DATE OF POSTING**

A notice shall be posted as far in advance as practicable and within fifteen (15) days of the closing date for applications. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications. Applications shall be kept on file in the Superintendent's office for continual consideration for future vacancies until the office is notified, in writing, by an applicant that the application is withdrawn.

ARTICLE XVII
TEACHER EVALUATION

A. **FREQUENCY OF EVALUATION**

1. First year teacher - a minimum of two (2) evaluations during the first three (3) months and a minimum of one (1) evaluation during the balance of the school year.
2. Other non-tenured teachers - a minimum of three (3) evaluations during the school year.
3. Tenured teachers - a minimum of one (1) evaluation during the school year.

B. **GENERAL CRITERIA**

1. **Written Reports** - Each evaluation shall be followed by a conference between the teacher and his immediate supervisor prior to the issuance of a written evaluation report. The conference and written report shall identify the strengths and weaknesses of the teacher being evaluated and extend assistance and/or offer suggestions for improving his performance.
2. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.
3. A teacher shall be given a copy of any class visit or evaluation report and have the right to initial the original copy before it is placed in the personnel file. The teacher shall also have the right to make a comment on his evaluation if he disagrees with anything in the evaluator's report.
4. **TEACHNJ** - Nothing contained herein shall be interpreted as to conflict with the requirements of the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ), P.L. 2012, c.26.

C. **PERSONNEL RECORD**

1. **File** - In the presence of the Superintendent or his/her designee, a teacher shall have the right to review the contents of his personnel file within two (2) weeks (ten (10) working days), after making a request. Material may not be temporarily or permanently removed from the file except by administrative or Board approval.
2. **Derogatory Material** - No material derogatory to a teacher's conduct service, character or personality shall be placed in his personnel file unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed, with the express understanding that such signature in no way indicated agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.

ARTICLE XVIII
LEAVES OF ABSENCE

A. **SICK LEAVE (ACCUMULATIVE)**

All full-time employees shall be entitled to eleven (11) 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. Commencing September 30th, this shall be pro-rated for newly hired employees. Unused sick leave days shall be accumulated from year to year with no maximum limit. Part-time unit members shall receive this benefit pro-rata.

Each employee shall be allowed one (1) family sick day each school year. Family sick days shall not accumulate from year to year.

1. An employee who is in attendance until 11:15 A.M. and leaves school due to illness shall only be charged with one-half (1/2) sick day. Further, any employee, who is required to leave school by the school nurse and the Superintendent/Principal or his/her designee, because that employee has a communicable disease, shall not be charged for the initial day of that illness.
2. Part-time employees who work five (5) fractional days per week shall receive eleven (11) fractional sick days. Part-time employees who work a full day, but not five (5) days a week shall receive sick days in accordance with the following schedule:

One (1) work day	-	Two (2) sick days
Two (2) work days	-	Four (4) sick days
Three (3) work days	-	Seven (7) sick days
Four (4) work days	-	Nine (9) sick days

B. **SICK LEAVE (NON-ACCUMULATIVE)**

Non-accumulative additional sick leave benefits shall be allowed to teachers according to the following schedule, to the extent permitted by law:

1. **Absence in Excess of Accumulated Days**

In the event a teacher shall be absent by reason of illness in excess of the accumulated sick days for which he is by Statute entitled to full pay, he may on a case by case basis, be granted to a maximum of one (1) calendar year beyond the date of expiration of said teacher's accumulated sick leave, at a rate of pay equal to his regular daily salary (being his annual salary pro-rated for two hundred (200) days) less the amount paid for hire of a substitute teacher for the additional days on which he is absent. The time during which payment of non-accumulated sick leave is made in accordance with this section, shall not be applied in computation of services for tenure determination.

2. **Preferred Eligibility**

In the event a teacher becomes disabled as the result of an "on-the-job" incident, at the expiration of payment of accumulated sick leave, that teacher will be placed on a preferred eligibility list for return to employment when the disability terminates. The Board, shall not, by this Article, be construed to have waived its rights to apply for involuntary disability pension in an appropriate case.

C. **PERSONAL**

1. Each full time employee shall be allowed three (3) personal days with pay for good cause, during the school year in addition to the number of absences with pay permitted by law by reason of illness. Employees shall not be permitted to request fractional personal days.

2. Part-time employees shall be permitted this benefit, pro-rata. Part-time employees who work five (5) fractional days per week shall receive two (2) fractional personal days. Part-time employees who work a full day, but not five (5) days per week, shall receive personal days in accordance with the following schedule:

One (1) work day	-	1/2 personal day
Two (2) work days	-	1-1/2 personal days
Three (3) work days	-	1-1/2 personal days
Four (4) work days	-	2-1/2 personal days

3. A request for such personal day(s) must be made three (3) days in advance except in emergencies, for approval by the Superintendent for good cause on the existing form provided by the Board and shall not be granted on days immediately before or after holidays except in emergencies.

4. Personal days not used shall, annually, be added to accumulated sick days in the account of said employees.

D. **LEGAL**

Time necessary for appearances in any legal proceeding connected with the teacher's employment, or with the school system, in any other legal proceeding if the teacher is required by law to attend, will be allowed with pay.

E. **DEATH**

Leave with pay, due to death in the immediate family (spouse, son, daughter, mother, father, mother-in-law, father-in-law, grandparents, sister, brother, son-in-law, daughter-in-law, grandchild) shall be for a period not to exceed five (5) calendar days in each case.

Employees shall be permitted one (1) day leave with pay per year to attend the funeral services in connection with the death of said employee's friend or relative outside the employee's immediate family as defined herein.

F. **TEMPORARY MILITARY**

Military leave shall be granted and compensation paid in accordance with applicable law.

G. **MILITARY**

Military leave without pay shall be granted to any teacher who is inducted into any branch of the armed forces of the United States for the period of said service and three (3) months thereafter, or three (3) months after recovery of any wound or sickness at the time of discharge. A similar leave may be granted to the teacher whose spouse is so inducted, to join him for a period of special training in preparation for duty overseas in combat zones.

H. **MATERNITY LEAVE**

1. Any teacher giving birth or adopting an infant child shall, upon written request, be granted maternity leave, without pay, subject to the following stipulations and limitations:
 - a. The Board shall make every reasonable effort to accommodate the teacher as to the date of commencement of such leave but reserves the right to require medical proof of disability before granting leave.
 - b. The Board reserves its right at any time to require a physical examination of a pregnant teacher if in its opinion, her health is in jeopardy or job performance is declining. If in the opinion of the examining physician, her health may be jeopardized by continuing employment, she may be placed on leave immediately.
2. **Term of Leave & Reinstatement**
 - a. Maternity leave shall be granted to tenured teachers through the end of the school year in which it is granted. If requested in writing by the teacher prior to April 30, said leave may be extended for the full contract year following the year of birth. If birth occurs after April 1 and before September 1, written request for such extension shall be given to the Board within thirty (30) days after the birth. Upon failure to give such appropriate notice, the teacher, shall be expected to return on September 1 following the birth.
 - b. Maternity leave for non-tenured teachers may be granted on a case by case basis and may, at the discretion of the Board be denied. Maternity leave granted to a non-tenure teacher shall not be included in the computation of services for tenure determination. At the request of a teacher, the Board in its discretion may grant extension of such leave in a proper case.
 - c. Upon completion of any leave granted to a non-tenured teacher, reinstatement shall occur at the beginning of the contract year following the termination of leave.

However, nothing herein shall obligate the Board to rehire any teacher who has not acquired tenure at the time of commencement of maternity leave.

3. **Assignment Upon Reinstatement**

- a. The Board shall make every reasonable effort to place a returning teacher in the position she held prior to commencement of leave, however, the Superintendent is empowered to place the teacher in any position for which she is certified if, in his opinion, such action would be in the best interest of a sound education program.
- b. The Board, may in its discretion, require the returning teacher to submit medical proof of fitness to resume duties, prior to rehiring.

4. **Accumulated Sick Leave**

Any teacher commencing sick leave who was physically disabled as the result of a maternity-related disability (as certified by a physician or in accordance with the provisions of Statute or Case Law) may elect to take all, part or none of her accumulated sick leave during said disability. If granted pursuant to the provisions of this contract, maternity leave without pay shall commence at the conclusion of such disability. If a teacher requests and is granted maternity leave prior to the onset of physical disability, no accumulated sick leave shall be payable to that teacher during maternity leave. It is clearly understood that once maternity leave without pay commences, the use of remaining accumulated sick leave shall not be permitted. It is further understood, that any remaining accumulated sick leave is waived in the event the teacher does not resume teaching duties in accordance with the terms of this Agreement.

5. **Salary Guide Placement on Return**

A teacher returning from maternity leave shall be considered to have completed the year in which the leave commenced, provided she had performed five (5) months of service during that year. In that event, she will be placed on the next step of the guide upon return. In the event less than five (5) months of service was performed in the year the leave commenced, upon return, the teacher shall be placed on the same step of the guide as the year the leave commenced.

6. **Medical Coverage**

A teacher may elect to continue New Jersey State Health Benefits for three (3) months after leave commences by authorizing a full premium deduction prior to the leave. If the leave is to commence on July 1, the Board will provide coverage during the months of July and August at no expense to the teacher. Then, if the teacher desires, she may volunteer to continue New Jersey Health Benefits for one (1), two (2), or three (3) months by authorizing a full premium deduction for the time period so chosen.

7. **Rights Preserved**

The provisions of this Article shall not be deemed nor interpreted to abridge any rights of teachers conferred by the Federal Family Leave Act.

I. **ACCUMULATED SICK LEAVE UPON RETIREMENT**

1. Upon retirement from the Rochelle Park School District, a teacher shall be paid on account of accumulated sick leave, a sum equal to the number of accumulated sick days

in said teacher's account, to a maximum of one hundred (100) days multiplied by the sum of Seventy-Five Dollars (\$75). All other unit members upon retirement shall receive the same above mentioned benefit at the rate of Forty Dollars (\$40). Payment on account of this provision shall be made at retirement providing the employee has been engaged by the Rochelle Park District for a period of fifteen (15) consecutive years or is eligible for pension benefits under the pension laws then in effect, whichever is earlier.

2. In the event of death of covered employees while in the employ of the Board, accumulated sick pay will be paid to that employee's estate.

J. **GOOD CAUSE**

Other leaves of absence without pay may be granted by the Board at its discretion, pursuant to law, for good reasons.

ARTICLE XIX
INSURANCE PROTECTION

- A. The Board will pay the full premium for each employee under The School Employees Health Benefits Program.
- B. In addition to the provisions of "A" above, the Board agrees that The School Employees Health Benefits Program for family coverage shall be continued in the Rochelle Park School System. Each employee shall pay the contribution required by N.J.S.A. 18A:16-17, which shall be deducted from his/her salary and paid, in equal installments, in accordance with the payroll schedule for other professional staff.
- C. The Board Secretary shall provide all the necessary forms for enrollment or change in The School Employees Health Benefits Program. Employees are responsible for providing the Board's Secretary with required data within the ten (10) working days of their effective starting date of employment.
- D. The Board agrees to pay the yearly rate of the family premium of the Delta Dental Plan of New Jersey, Inc.
- E. Effective February 1, 1991, Plan 1 below shall become the dental insurance program of the district unless a mutually agreed upon alternative plan is implemented.
- F. Classroom Assistants employed prior to the ratification of this Agreement shall maintain the insurance benefits they currently receive. Benefits shall be as they existed on June 30, 2000.

DENTAL INSURANCE PLAN
DELTA DENTAL INSURANCE CO, INC.
FOR
ROCHELLE PARK BOARD OF EDUCATION

FEE BASIS: The following program is based upon the Usual, Customary and Reasonable Fee Concept.

PLAN 1:	Co-Payment -	Preventative and Diagnostic:	100%
		Remaining Basic Benefits:	80/20
		Crowns, Inlays and Gold Restorations:	50/50
		Prosthodontics Benefits:	50/50
		Orthodontic Benefits: (Child Only)	50/50

The maximum amount payable by Del
Orthodontic Benefits, provided an eli
Thousand Five Hundred Dollars (\$1,50

ORTHODONTIC: Orthodontic Benefits are subject to E
case which is separate from the On
maximum mentioned above applicabl

ARTICLE XX
PROFESSIONAL DEVELOPMENT

The Board, in order to implement its philosophy of encourage
intention of promoting academic excellence among the st
graduate course credit taken at an accredited institution, subj

A. THE FUND

Tuition reimbursement will be paid at 100% of the rate for nine (9) credits at the current rate set by Montclair State University, as of the current contract year. The Board has set an annual cap of Thirty Thousand Dollars (\$30,000) per year (defined as July 1 through June 30). The reimbursement shall be paid to teachers in two (2) payments—the first 50% upon successful completion of each course and the remaining 50% at the end of the school year. If the total of all reimbursement requests exceed the Thirty Thousand Dollar (\$30,000) cap, the teachers shall be reimbursed equally on a pro rata basis. Only teachers who have completed one (1) year of successful teaching at Midland School may apply for tuition reimbursement.

B. APPROVAL CRITERIA

1. The Board will only provide teachers tuition reimbursement for Professional Development and Educational Improvement or additional compensation upon the acquisition of additional academic credits in accordance with the following statutory criteria set forth in N.J.S.A. 18A:6-8.5:
 - a. The institution where the coursework shall be taken shall be a duly authorized institution of higher education as defined by N.J.S.A. 18A:3-15.3; and
 - b. The employee shall obtain approval from the Superintendent prior to enrollment in any course for which tuition assistance is sought. In the event that the Superintendent denies the approval, the employee may appeal the denial to the Board. In order to obtain the Superintendent's approval, the course must be related to the employee's current or future job responsibilities
2. Upon completion of a course(s), a transcript shall be submitted to the office of the Superintendent reflecting satisfactory completion of the course with a grade of B or equivalent. Failure to achieve at least a grade of B or equivalent shall negate the Board's responsibility to contribute towards reimbursement of tuition costs of said course(s).
3. The Board shall recognize for guide advancement and tuition reimbursement for any Superintendent approved graduate course that uses on-line technology at a duly authorized institution of higher education as defined by N.J.S.A. 18A:3-15.3 and is related to your current or future job responsibilities.

C. **REIMBURSEMENT PROCEDURE**

1. No later than June 30th of each year, each teacher seeking tuition reimbursement for courses completed during the fiscal year shall submit a voucher with receipts for tuition costs annexed, to the Superintendent and if approval criteria above has been met, each teacher shall be reimbursed from the fund.
 2. In no event shall any teacher receive more than the actual cost of his tuition expenses for the fiscal year, which shall not include registration, student fees, etc.
- D. For the purpose of encouraging professional growth and continuing education, a minimum of one (1) teacher initiated, professional day, per school year, in order to attend conferences, meetings, seminars, workshops and visitations, may be granted upon written request and subject to administrative and Board approval.
- E. Upon submitting vouchers, teachers shall be reimbursed for all authorized expenses for all conferences and conventions which have been authorized by the Superintendent and approved by the Board.

ARTICLE XXI
MEETINGS

In order to improve communication and aid in dissemination of information, meetings will be held after school hours by a committee of the Association and a committee of the Board, at such time to be mutually agreed upon.

ARTICLE XXII
GENERAL PROVISIONS

- A. There shall be no reprisals of any kind taken against any employee by reason of his or her membership in the Association.
- B. The Association agrees to take no action that will demean the process or will be contrary to the laws of the State of New Jersey pertaining to strikes, work stoppage or sanctions, or to take any other collective action to disable or impede the Board in the discharge of its statutory duties, and agrees that such action would constitute a material breach of this Agreement.

ARTICLE XXIII
MISCELLANEOUS PROVISIONS

A. **SAVINGS CLAUSE**

Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of this Agreement to employees covered by the Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of the Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any teacher benefit existing prior to its effective date.

B. **COMPLIANCE BETWEEN INDIVIDUAL CONTRACT AND MASTER AGREEMENT**

Any individual contract between the Board and an individual teacher heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration, shall be controlling.

C. **PRINTING AGREEMENT**

Copies of this Agreement shall be provided at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all teachers now employed, hereafter employed, or considered for employment by the Board.

D. **NOTICE**

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 by telegram or certified mail at the following address:

1. If by Association, to Secretary of the Board at 300 Rochelle Avenue, Rochelle Park, New Jersey 07662.
2. If by Board, to President of the Association at 300 Rochelle Avenue, Rochelle Park, New Jersey 07662.

ARTICLE XXIV
CUSTODIAL STAFF WORKING CONDITIONS

A. **HOURS OF WORK**

1. The regular work week for all custodians shall not exceed forty (40) hours of work.
2. Custodians shall be paid on the basis of one and one-half (1-1/2) times their equivalent hourly rate for all hours worked in excess of forty (40) within any given calendar week, Sunday through Saturday, except when work is performed on Sunday. When work is performed on a Sunday, and Sunday is not a regularly scheduled work day, custodians shall be paid at two (2) times their normal rate of pay and the time worked on that day shall not be included in the forty (40) hours for purposes of overtime.
3. When work is performed on a contractual holiday, custodians shall be paid regular time plus time and one-half (1-1/2) and the time worked shall not be included in the forty (40) hours for purposes of overtime.

B. **VACATIONS**

Custodians shall receive vacations with full pay in accordance with the following schedules:

Length of Service

Vacation Time

Less than one (1) year

One (1) working day for each month of service.

One (1) year as of July 1

Two (2) calendar weeks

Five (5) years as of July 1

Three (3) calendar weeks

Ten (10) years as of July 1

Four (4) calendar weeks

The custodial staff must receive prior approval of the Superintendent as to when vacations may be taken. The Superintendent must approve all vacations schedules.

C. **HOLIDAYS**

Custodians shall be entitled to the following days with full pay:

1. New Year's Day, Presidents Day, Good Friday, Columbus Day, General Election Day, The Christmas Day and two (2) additional days where possible shall be taken during the mentioned two (2) days shall not be considered above.
2. Also, on Christmas Eve and New Year's Eve plus one (1) additional one-half (1/2) day on providing that there will be custodial coverage on New Year's Eve day until 12:00 noon. The work hours on Christmas Eve and New Year's Eve are 7:00 A.M. to 12 noon.
3. One floating holiday will be granted. A choice of either Veteran's Day or one day during the winter or spring recess will be permitted, provided no more than two (2) men are off at one time.

D. **ATTENDANCE AT N.J.E.A. CONVENTIONS**

Two (2) custodians, on a rotating basis, shall be permitted time off for the annual convention, with full pay.

ARTICLE XXV
SECRETARIAL STAFF WORKING CONDITIONS

A. **HOURS**

1. When school is in session: 8:00 A.M. to 4:00 P.M. with one (1) hour for lunch or for an equivalent number of hours of work on another time schedule, mutually agreeable to the Superintendent and the Secretary.
2. When school is not in session: 9:00 A.M. to 2:30 P.M. with one (1) hour for lunch or for an equivalent number of hours of work on another time schedule, mutually agreeable to the Superintendent and Secretary.

B. **VACATIONS**

Secretaries shall be entitled to the following vacation time:

One (1) week off during Christmas recess.

Two (2) additional weeks off during the summer recess.

One (1) additional week vacation after the completion of five (5) years of service. This additional vacation week must be taken between September 1 and June 30th of each year per approval of the Superintendent as to scheduling.

C. **HOLIDAYS**

Secretaries shall be entitled to the following days with full pay: New Year's Day; Presidents Day; Good Friday; Memorial Day; July 4th; Labor Day; Columbus Day; General Election Day; Veteran's

Day; Thanksgiving Day and the following Friday; Christmas Day & holiday during which the faculty is absent and school is closed.

D. **ATTENDANCE AT N.J.E.A. CONVENTIONS**

Secretaries shall be allowed two (2) days off with full pay for after Convention pursuant to 18A:31-2.

ARTICLE XXVI
SUBCONTRACTING

The Board will, no less than sixty (60) days before taking any st..., discuss any subcontracting plan with the Association and will not enter any subcontracting plan in bad faith. The Board reserves the right to make the ultimate decision if, in fact, it is necessary, fiscally, and so long as it is not done in bad faith.

ARTICLE XXVII
REPRESENTATION FEE

The Board of Education and the Rochelle Park Education Association agree that as the majority representative, the Association is entitled to a representation fee in lieu of dues pursuant to N.J.S.A. 34:13a-5.5, 5.6 and the parties will comply with these provisions. The Association represents that it maintains a demand and return system as required by N.J.S.A. 34:13a-5.5c.

**SCHEDULE A
TEACHERS**

SALARY GUIDE FOR THE 2013-2014 SCHOOL YEAR

**Year One
(2013-2014)**

<u>Step</u>	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
1	45,436	47,936	50,436	54,186	56,686	59,186
2-3	45,936	48,436	50,936	54,686	57,186	59,686
4	46,436	48,936	51,436	55,186	57,686	60,186
5	46,936	49,436	51,936	55,686	58,186	60,686
6	47,436	49,936	52,436	56,186	58,686	61,186
7	49,506	52,006	54,506	58,256	60,756	63,256
8	51,831	54,331	56,831	60,581	63,081	65,581
9	54,356	56,856	59,356	63,106	65,606	68,106
10	57,221	59,721	62,221	65,971	68,471	70,971
11	60,071	62,571	65,071	68,821	71,321	73,821
12	63,021	65,521	68,021	71,771	74,271	76,771
13	66,071	68,571	71,071	74,821	77,321	79,821
14	69,221	71,721	74,221	77,971	80,471	82,971
15	72,471	74,971	77,471	81,221	83,721	86,221
16	75,821	78,321	80,821	84,571	87,071	89,571
17	79,271	81,771	84,271	88,021	90,521	93,021

**SCHEDULE A
TEACHERS**

SALARY GUIDE FOR THE 2014-2015 SCHOOL YEAR

**Year Two
(2014-2015)**

<u>Step</u>	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
1	45,746	48,246	50,746	54,496	56,996	59,496
2	46,241	48,741	51,241	54,991	57,491	59,991
3-4	46,736	49,236	51,736	55,486	57,986	60,486
5	47,231	49,731	52,231	55,981	58,481	60,981
6	47,731	50,231	52,731	56,481	58,981	61,481
7	49,796	52,296	54,796	58,546	61,046	63,546
8	52,121	54,621	57,121	60,871	63,371	65,871
9	54,646	57,146	59,646	63,396	65,896	68,396
10	57,511	60,011	62,511	66,261	68,761	71,261
11	60,361	62,861	65,361	69,111	71,611	74,111
12	63,311	65,811	68,311	72,061	74,561	77,061
13	66,366	68,866	71,366	75,116	77,616	80,116
14	69,526	72,026	74,526	78,276	80,776	83,276
15	72,786	75,286	77,786	81,536	84,036	86,536
16	76,146	78,646	81,146	84,896	87,396	89,896
17	79,606	82,106	84,606	88,356	90,856	93,356

**SCHEDULE A
TEACHERS**

SALARY GUIDE FOR THE 2015-2016 SCHOOL YEAR

Year Three
(2015-2016)

<u>Step</u>	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
1	46,070	48,570	51,070	54,820	57,320	59,820
2	46,565	49,065	51,565	55,315	57,815	60,315
3	47,060	49,560	52,060	55,810	58,310	60,810
4-5	47,557	50,057	52,557	56,307	58,807	61,307
6	48,055	50,555	53,055	56,805	59,305	61,805
7	50,120	52,620	55,120	58,870	61,370	63,870
8	52,445	54,945	57,445	61,195	63,695	66,195
9	54,970	57,470	59,970	63,720	66,220	68,720
10	57,835	60,335	62,835	66,585	69,085	71,585
11	60,685	63,185	65,685	69,435	71,935	74,435
12	63,635	66,135	68,635	72,385	74,885	77,385
13	66,690	69,190	71,690	75,440	77,940	80,440
14	69,850	72,350	74,850	78,600	81,100	83,600
15	73,110	75,610	78,110	81,860	84,360	86,860
16	76,475	78,975	81,475	85,225	87,725	90,225
17	79,940	82,440	84,940	88,690	91,190	93,690

**SCHEDULE A
TEACHERS**

ADVANCEMENT/PLACEMENT CHART

Advancement / Placement Chart

(Read directly across the line to track advancement/placement)

Rochelle Park

<u>2012-2013 Step</u>		<u>2013-2014 Step</u>		<u>2014-2015 Step</u>		<u>2015-2016 Step</u>
				1		1
				2	→	2
1	→	1		3-4	→	3
2	→	2-3	→	5	→	4-5
3	→	4	→	6	→	6
4	→	5	→	7	→	7
5	→	6	→	8	→	8
6	→	7	→	9	→	9
7	→	8	→	10	→	10
8	→	9	→	11	→	11
9	→	10	→	12	→	12
10	→	11	→	13	→	13
11	→	12	→	14	→	14
12	→	13	→	15	→	15
13	→	14	→	16	→	16
14	→	15	→	17	→	17
15	→	16	→	17	→	17
16	→	17	→	17	→	17
				17	→	17

SCHEDULE "B"
FULL-TIME, NON-CONFIDENTIAL SECRETARY

2013-2014 SALARY GUIDE

STEP	SECRETARY
1	42,996
2	44,061
3	45,126
4	46,191
5	47,256
6	48,321
7	49,386
8	50,451
9	51,516
10	52,581

2014-2015 SALARY GUIDE

STEP	SECRETARY
1	44,258
2	45,323
3	46,388
4	47,453
5	48,518
6	49,583
7	50,648
8	51,713
9	52,778
10	53,843

2015-2016 SALARY GUIDE

STEP	SECRETARY
1	45,496
2	46,561
3	47,626
4	48,691
5	49,756
6	50,821
7	51,886
8	52,951
9	54,016
10	55,081

**SCHEDULE "C"
CUSTODIANS**

2013-2014 SALARY GUIDE

STEP	CUSTODIAN	STEP	CCM
1	35,312	1	44,996
2	36,162	2	45,846
3	37,012	3	46,696
4	37,862	4	47,546
5	38,712	5	48,396
6	39,562	6	49,246
7	40,412	7	50,096
8	41,262	8	50,946
9	42,112	9	51,796
10	42,962	10	52,646
11	43,812		
12	44,662		

2014-2015 SALARY GUIDE

STEP	CUSTODIAN	STEP	CCM
1	36,384	1	46,260
2	37,234	2	47,110
3	38,084	3	47,960
4	38,934	4	48,810
5	39,784	5	49,660
6	40,634	6	50,510
7	41,484	7	51,360
8	42,334	8	52,210
9	43,184	9	53,060
10	44,034	10	53,910
11	44,884		
12	45,734		

2015-2016 SALARY GUIDE

STEP	CUSTODIAN	STEP	CCM
1	37,436	1	47,500
2	38,286	2	48,350
3	39,136	3	49,200
4	39,986	4	50,050
5	40,836	5	50,900
6	41,686	6	51,750
7	42,536	7	52,600
8	43,386	8	53,450
9	44,236	9	54,300
10	45,086	10	55,150
11	45,936		
12	46,786		

**SCHEDULE "D"
CLASSROOM ASSISTANTS**

2013-2014 HOURLY RATE

\$18.50

2014-2015 HOURLY RATE

\$18.90

2015-2016 HOURLY RATE

\$19.30

**SCHEDULE "E"
EXTRA CURRICULAR**

<u>POSITION</u>	<u>2013-2016 STIPEND</u>
Baseball Coach (1)	\$1,968
Assistant Baseball Coach (1)	1,082
Basketball Coach (1)	1,444
Assistant Basketball Coach (1)	1,082
Cheerleader Coach (1)	1,082
Chorus Director (1)	1,968*
Musical Play Scene Designer	541
Geography Bee	301
Computer Club	811
Gymnastics Coach (2)	1,480
Indoor/Outdoor Soccer Coach (1)	1,480
Assistant Soccer Coach (1)	1,082
Junior National Honor Society (2)	935
Newspaper (1)	622
Softball Coach (1)	1,968
Assistant Softball Coach (1)	1,082
Spelling Bee Coach (1)	251
Student Council Advisor (1)	982
Volleyball Coach (1)	1,482
Yearbook Advisor (1)	2,731
Affirmative Action Officer (1)	2,107
Eighth Grade Advisor (1)	935
Drug Education Coordinator (1)	1,184
Literary Magazine (1)	1,246
Destination ImagiNation Facilitators (2)	2,341
Student Tutorial (1)	1,575
Any Approved Program or Activity Not Listed	\$31/Hr.

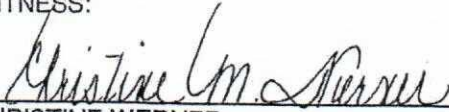
*In the years a musical play is offered, the Chorus Director shall receive an additional stipend of \$627.00

ARTICLE XXVIII
DURATION OF CONTRACT

- A. This Agreement shall be effective as of July 1, 2013 and shall continue in effect until June 30, 2016.
- B. A successor Agreement shall be negotiated in compliance with existing laws governing same. Any other terms and conditions of this Agreement shall continue to be binding on the parties hereto during such negotiations.
- C. **STATUS OF INCORPORATION**

In witness whereof the Association has caused this Agreement to be signed by its President and Secretary and the Board has caused this Agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon, all on the day and year first above written.

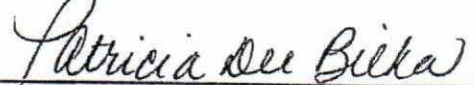
WITNESS:



CHRISTINE WERNER
Board Secretary

DATED: 01-03-14

ROCHELLE PARK BOARD OF EDUCATION

BY: 

PATRICIA DEE BILKA
Board President

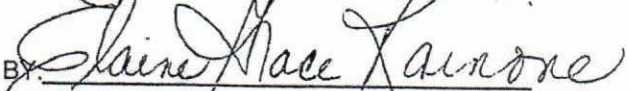
DATED: 1/3/2014

WITNESS:



DATED: 1/3/2014

ROCHELLE PARK EDUCATION ASSOCIATION

BY: 

Association President

DATED: 1/3/2014