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COMMITTED TO THE ENCOURAGEMENT OF EXCELLENCE IN EDUCATION

THIS BOOK DOES
NOT CIRCULATE

TEANECK

SCHOOLS

1976 - 1977

1977 - 1978

AN AGREEMENT

between

THE TEANECK BOARD OF EDUCATION

and

THE TEANECK TEACHERS' ASSOCIATION

TEANECK BOARD OF EDUCATION

ANN R. MERSEREAU, President 1976-77

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ROBERT ARZT, Vice-Pres. Secondary Affairs

STANLEY SNYDER, Vice-Pres. Elementary Affairs

THOMAS KELLY, Treasurer

OLGA NEWAY, Secretary

information as the Board may be able to furnish to the Association, which the Association may require in connection with the processing of grievances and complaints.

2. Nothing herein contained shall impose any obligation on the part of the Board to disclose any information which may be classified as privileged and/or confidential.

- B. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations, grievance procedures, conferences, or meetings, he/she shall suffer no loss of pay.
- C. Whenever the Association desires to use school buildings, it shall request permission for such use. The Principal shall grant the permission, provided that the use by Association does not conflict with any other scheduled activities and provided, further, that in connection with said use, no additional costs are incurred by the Board.
- D. 1. The Association shall have the right to use school facilities and equipment, including typewriters, mimeograph machines, other duplicating equipment, calculating machines and all other types of audio-visual equipment, at reasonable times when such equipment is not otherwise in use.
2. The Association shall furnish all materials and supplies incidental to such use or shall pay for the cost of Board supplies used upon approval of such use.
3. In the event any equipment is damaged while being used by the Association, the Association

or by a public employees association, or by the Board to act on its or their behalf and to represent it or them. The determination of the organization shall be as outlined in Chapter 123 P.L. of 1974.

4. The term "immediate superior" shall mean the person to whom the aggrieved party is directly responsible under the Table of Organization of the Teaneck School System. The inclusion of the partial organization chart annexed to this agreement is for informational purposes only and does not restrict the Board's right to alter or amend the organization of the school system when, in the Board's sole discretion, it deems such amendment to be desirable. The Board will notify teachers of such amendments as they occur.

5. The term "party" means an aggrieved teacher, or group of teachers, the immediate superior, the school principal or any staff member below the Superintendent who may be affected by the determination of the Superintendent in connection with the procedure herein established.

6. Whenever the term "Superintendent" appears in the Procedure, it shall mean the Superintendent or his/her designee.

7. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without the intervention of the Association.

8. The term "grievance" and the procedure relative thereto shall not be deemed applicable in the case of the failure or refusal of the Board to renew the

harm to a party in interest, the time limits set forth herein shall be reduced, upon mutual agreement of all parties, so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

4. Level One - A teacher shall first present his/her grievance in writing to his/her immediate superior (Supervisor, Principal or Director). In the event an aggrieved teacher has any question as to his/her immediate superior, he/she shall ask the Superintendent of Schools to determine the immediate superior. Where the immediate superior is below the rank of Principal, the Principal shall be notified and shall have the right to be present at and to participate in said hearing. A decision shall be rendered within seven (7) calendar days of said hearing.

5. Level Two - If the grievance is not resolved to the teacher's satisfaction within seven (7) calendar days, or if no decision is forthcoming in seven (7) calendar days, then within seven (7) calendar days from the determination date referred to in Paragraph 4 above, the teacher shall submit his/her grievance to the Superintendent of Schools in writing, specifying:

- A. The nature of the grievance.
- B. The results of the previous discussion.
- C. The basis of his/her dissatisfaction with the determination.

A copy of the writing called for in Paragraph 5 above shall be furnished to the school principal, the immediate superior of the aggrieved teacher, and the Association.

may request the submission of additional written material. Where additional written materials are requested by the Board, copies thereof shall be served upon the adverse parties who shall have the right to reply thereto. Where the teacher requests, in writing, a hearing before the Board, a hearing shall be held.

11. The Board shall make a determination within thirty (30) calendar days from the receipt of the grievance and shall in writing, notify the employee, his/her representative (if there be one), the principal, and the Superintendent of its determination. This time period may be extended by mutual agreement of the parties.

12. In the event a teacher is dissatisfied with the determination of the Board, he/she shall have the right to request binding arbitration pursuant to rules and regulations established by the Public Employment Relations Commission, under the Provisions of Chapter 123, Laws of 1974.

The authority of the Arbitrator shall be subject to the following:

- (a) He/she shall have no authority to modify, add to, subtract from, or in any wise whatsoever alter the terms and provisions of this Agreement.
- (b) He/she shall be bound by the decisions of the Commissioner of Education of the State of New Jersey, the decisions of the State Board of Education, the decisions of the Courts of New Jersey, and all New Jersey Statutes.

13. A request for arbitration shall be made no later than thirty (30) calendar days following the determination of the Board. Failure to file within said

determination, may appeal to the Board in accordance with the provisions herein set forth.

18. Neither party will permit its members or agents to take reprisals against members of the other party in the exercise of the rights and privileges provided for in this article, nor will either party condone the taking of any such action by any of its members or agents.

19. 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.

20. All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this Article.

C. PROCEDURE - BOARD

1. The Board shall have the right to institute a grievance against the Teaneck Teachers' Association for alleged failure to abide, insofar as legally possible, by the terms and conditions of this Agreement, as such terms and conditions relate to the contractual responsibilities of the Association only.

2. The Board shall institute action under the provisions hereof within forty-five (45) calendar days of the occurrence complained of, or within forty-five (45) calendar days after the Board would reasonably be expected to know of its occurrence.

3. The Board or its representatives shall meet within ten (10) calendar days with the Executive Committee of the Association. In the event the grievance is not resolved, the Board may request binding arbitra-

such position shall indicate his qualifications in his application.

2. Teachers who desire to apply for promotional and/or new positions which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent, together with the position for which applicant desires to apply and the address where the applicant can be reached during the summer.

a. The Superintendent shall notify such applicants of any vacancy in the positions for which they desire to make application. Such notice or notices shall be sent as far in advance as is reasonably possible.

b. In addition, the Superintendent shall, within the same time period, post a list of promotional and/or new positions to be filled during the summer period at the Principal's Office in each school, and a copy of said notice shall be given to the Association.

C. All qualified teachers shall be given reasonable opportunity to make application, and no position shall be filled until all properly submitted applications have been considered.

D. All applications received from qualified teachers within the announced time limit shall be reviewed by the Superintendent or his/her designee, before the name of his/her nominee is submitted to the Board of Education for approval. Due consideration will be given to professional experience, performance, and other relevant factors.

E. The parties recognize that the ultimate responsibility for making all appointments rests with the

ARTICLE VII — TEACHER OBSERVATION AND EVALUATION

A. GENERAL

1. Observation and evaluation of the work performance of a teacher shall be conducted openly and with the full knowledge of the teacher. Such on-the-job evaluations shall include only school related activities and responsibilities.

2. All situations involving hearsay shall be thoroughly investigated by the administration. At the time the administration decides to investigate, the teacher shall be notified in writing of the specific allegations made against him/her. The hearsay shall not appear in any evaluation nor shall it influence an evaluation unless the investigation substantiates the hearsay. The teacher shall have the right of representation by the Association for the duration of the investigation. If a written report results from the investigation, the teacher shall have the right to reply in writing and to have this reply appended to the report.

3. Information regarding the performance of a teacher obtained by an administrator as the result of an on-the-job observation by another administrator may be included in an annual evaluation and shall not constitute hearsay.

4. The provisions of the above paragraph 2 are intended to apply to those cases where a complaint may be used in connection with evaluating a teacher, but shall not be deemed applicable with reference to any complaints that may result in the determination by the Board to forward charges which may be made against a teacher to the Commissioner of

a. 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.

b. A teacher shall have the right, upon request, to review the contents of his/her personnel files in the presence of a person authorized by the Board. After an initial review of his personnel files, a teacher may request a second review of the files accompanied by a representative of T. T. A., N. J. E. A., N. E. A., B. C. E. A. or legal counsel.

8. The Superintendent of Schools shall establish an Evaluation Committee consisting of five (5) representatives appointed by T. T. A.; three (3) representatives appointed by T. A. A. S., and two (2) representatives from Central Administration to develop forms to be used in evaluation of teachers. All forms are subject to the approval of the Superintendent of Schools.

9. In connection with the use of the forms referred to in Paragraphs B and C below, the instructions contained in said form shall be followed.

B. CLASSROOM OBSERVATION AND EVALUATION

1. Evaluation forms developed by the Evaluation Committee and approved by the Superintendent of Schools shall be used for classroom observations and evaluations that ultimately will be incorporated into the annual evaluation.

2. Appropriate evaluation forms developed by the Evaluation Committee with the assistance of teacher and administrative representatives chosen by the

fect the facts before submission to the Superintendent. If the teacher objects to, or disagrees with, statements in his/her evaluation, he/she shall be allowed five (5) school days to append a written reply to the evaluation. The evaluation shall not be forwarded without this reply. If the teacher does not reply within the allotted time, the evaluation shall be forwarded to the Superintendent on the sixth school day.

3. All teachers shall be required to sign completed evaluation forms, but the signing of such forms shall not be deemed to signify an approval on the part of the teacher that the teacher assents to said evaluation. Where both teacher and evaluator agree that there has been an oversight, or a mistake in fact in connection with any evaluation, said evaluation shall be rewritten to reflect the facts.

ARTICLE VIII — TEACHER FACILITIES

A. Within budgetary appropriations and within physical limitations, suitable and adequate facilities shall be furnished for the use of teachers.

B. Whenever it is alleged by the teachers that facilities are inadequate or unsuitable, Association shall present to the Board a written statement of the respects in which it is alleged that facilities are neither suitable nor adequate and the corrective action it desires to have taken.

C. 1. If the corrective action requires an expenditure of funds, the corrective action shall be taken as expeditiously as possible, provided funds are available.

2. If funds are not available, suitable notations shall be made of the requests, and the Board, in con-

minimum days established by rules and regulations of the State Board of Education cannot be met, the school year shall be adjusted by the Board after consultation with Association.

D. The teacher work year (working days) shall not exceed one hundred eighty-five (185) days to be scheduled between September 1 and June 30, inclusive. The Board may schedule the teacher work year (working days) to be less than one hundred eighty-five (185) days and such scheduling shall not be considered precedential and the Board may revert to a schedule not to exceed one hundred eighty-five (185) days in succeeding years. During the school year, the Board may revise the schedule of teacher working days so long as the said revision does not exceed one hundred eighty-five (185) work days and provided that prior notice is given to the teaching staff.

E. The teacher work year shall commence no earlier than the work day prior to the first day of student attendance. The last day of the teacher work year shall be the day following the last day of student attendance. Kindergarten and first-grade teachers who are required to report for an additional day during the week preceding the opening of school shall have the last day of their work year coincide with the last day of student attendance. (New teacher orientation meetings are excluded from this provision.)

F. Teachers will receive their final June regular paycheck on the last day of attendance except those teachers who, for some reason, must have adjustments made to their paycheck or are to receive some form of supplemental pay, in which case those

ference between the number of days actually used and ten (10) days.

5. Extended sick leave may be granted to newly employed teachers only after ninety (90) working days of employment. Teachers employed will be entitled to one (1) day a month sick leave during the first ninety (90) working days of employment. At the end of ninety (90) working days, (including the "90 working day period" referred to above) the Superintendent of Schools, in consultation with the Association, must, on the basis only of the teacher's absence record indicate whether the initial ninety (90) working day period shall be extended for the balance of the contract year with a sick leave benefit of one (1) day per month. The term contract year means a full 10-month working year and starts from the date of employment.

6. Any teacher re-employed after the termination of the contract year shall automatically be entitled to extended sick leave benefits provided extended sick leave benefits are continued in the new contract.

7. Teachers who exhaust their extended sick leave benefits may re-establish eligibility for benefits by meeting the criteria for new teachers set forth in paragraph above.

C. No doctor's certificate shall be required in the event of an absence due to illness, unless, in the opinion of the Superintendent, an abuse may be taking place in an individual situation. In such a case, upon notification by the Superintendent, the Association shall promptly assist in investigating and controlling the alleged abuse and report its findings to the Superintendent of Schools. If, in the opinion

the teacher is capable or incapable of performing said duties.

- (b) In the event the physician of a teacher who anticipates a state of disability shall be of the opinion that said teacher is capable or incapable of performing his/her duties, but the medical examiner of the Board of Education shall be of a contrary opinion, then the teacher and the Board shall mutually agree upon the appointment of an impartial third physician whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue or not continue in the performance of duties. In the event of the inability of the teacher and the Board to agree upon the appointment of the third physician, such appointment shall be made by the Bergen County Medical Society. The expense of any examination by an impartial third physician shall be shared equally by the teacher and the Board.
- (c) In no event shall the Board be obligated to permit a teacher anticipating a state of disability to continue in the performance of his/her duties where the performance of said teacher has substantially declined from that performance demonstrated by said teacher at the time immediately prior to the time when notification was given of the state of anticipated disability.
- (d) All policies, practices, rules and regulations applicable to teachers who are granted sick leave pursuant to the provisions of N.J.S.A. 18A:30-1 et. seq. and of this Agreement shall

of may be further extended or reduced for medical reasons upon application by the teacher to the Board. Such extensions or reductions shall be granted by the Board for additional reasonable periods of time provided, however, that the Board may alter the requested dates upon a finding that such extension or reduction would substantially interfere with the operation of the school and provided further, that such change by the Board is not medically contraindicated. All extensions of such leaves shall in any event be subject to the provisions of N.J.S.A. 18A:30-1 et. seq. and specifically N.J.S.A. 18A:30-6 and 18A:30-7 and Article X of this Agreement.

- (i) The provisions of this Article shall not be deemed to impose on the Board any obligation to grant or extend a leave of absence of any non-tenured teacher beyond the end of the contract school year in which the leave is obtained.
- (j) Where the anticipated leave is for pregnancy reasons, pregnant employees applying for leaves of absence under the provisions of this section may make application for a Child Rearing Leave in accordance with the provisions of this Article as hereinafter set forth.

3. Request For Leaves Not Based On Onset of Claims of Disability

- (a) A teacher who desires to commence a leave of absence without regard to the onset of any claim of disability as set forth in Section 2 of this Article, shall be permitted to do

4. Child rearing leave shall be granted for a period of up to the end of the school year in which the birth or adoption placement of the child occurs, but such leave shall, upon the request of the teacher, be extended for one additional year. Requests for extensions of such leaves must be made at least six (6) months prior to the expiration of the first period thereof.

5. Where a child rearing leave is requested, the teacher requesting such leave shall not be permitted to return to the school system following such leave during the last month of the school year.

6. Applications for child rearing leave shall be filed at least three (3) months before the anticipated birth or adoption placement of the child.

7. Where a teacher who has been granted a child rearing leave returns to the system at any time other than the start of the school year, such teacher may be assigned to any position decided upon by the Superintendent so long as such assignment is within the certification of such teacher, it being the purpose of such assignment not to interfere with or disrupt the instruction of the pupils particularly where such pupils may have commenced their instruction with a teacher who was assigned to such pupils at the start of the school year.

8. Anything to the contrary, notwithstanding, a child rearing leave granted to a non-tenure teacher need not be extended beyond the end of the contract school year in which the leave is obtained.

9. The dates for the commencement and termination of child rearing leaves shall in all cases be subject to and based upon a finding and determination

allowed without loss of pay for illness in the immediate family.

2. A teacher may use such leave when his/her attendance is required upon a member of the immediate family who is seriously ill and no person other than the teacher is available for such purpose. Upon returning to school, the teacher shall submit in writing to the Superintendent the reason(s) why such attendance was required. If the Superintendent is not satisfied with said written statement, he/she may require a physician's certificate from the teacher.

G. QUARANTINE

No deduction will be made for a teacher who is well but quarantined in the home. When submitting Report of Absence for quarantine, satisfactory evidence must appear on or accompany the Report.

H. PERSONAL BUSINESS

1. Personal Business is defined as a leave used for any reason except recreation, rest or recuperation, any venture resulting in remuneration for services rendered by a teacher, or any other reason provided for elsewhere in this Agreement, except I. *Religious Holidays*.

2. A teacher shall have available each school year two (2) personal business days; the first without loss of pay and without prior approval; the second without loss of pay but with the prior approval of the Superintendent.

3. Any personal business day taken immediately prior or subsequent to a holiday or vacation must be approved by the Superintendent of Schools.

injury for which a Workmen's Compensation report is, or will be, filed.

2. A Workmen's Compensation report must be completed by the teacher's immediate supervisor or a school nurse and forwarded to the Business Office along with the Supervisor's report within forty-eight (48) hours of the accident.

3. An injured teacher may use a doctor of his/her choice in the event of injury, subject to the qualification that, if in the opinion of the insurance carrier a doctor appears to be dragging out or continuing a case beyond its normal limits, as determined by a separate doctor, the insurance carrier may decline in the future to accept the use of said doctor for any further cases.

ARTICLE XII — REPORTING ABSENCES AND REIMBURSEMENT REGULATIONS

A. REPORTING ABSENCE

1. When absence is necessary, all personnel must notify any one of designated persons no later than 7:00 a.m. on the day of absence.

2. If an unusual situation prompts an infraction of the above regulation, it should be promptly discussed with the Superintendent of Schools as soon as the individual's duties are resumed.

3. When reporting absences, individuals will report the reason for the absences, the approximate duration thereof, noon-time assignments, and parking space number, if any.

4. If illness necessitates leaving the building during the day, individuals will report this to the principal,

professional growth which would be beneficial to the Teaneck School System.

2. In the case of a leave for a full academic year, the teacher shall successfully carry and complete a minimum of twenty-four (24) academic credits in the area of the approved study. In the case of a leave for one-half year, the minimum shall be twelve (12) academic credits. This requirement may be waived or modified by the Superintendent upon recommendation of the Sabbatical Leave Committee.

3. Courses and credits approved under the terms of the sabbatical leave shall be paid for in accordance with the article of this agreement dealing with Educational Credit Payment Plan except that the limitation of paragraph 3 thereof shall not apply.

4. The Board guarantees the assignment of teachers returning from sabbatical leave in the same status as though they had not left which guarantee, however, becomes applicable in the following school year. It is agreed that the Board will attempt, but does not guarantee, to place those teachers returning from sabbatical leave in the exact position which they left before going on sabbatical leave.

B. NUMBER OF LEAVES AUTHORIZED

Not more than five (5) of the teachers of the system shall be granted sabbatical leaves during the same academic year.

C. APPLICATION FOR LEAVE

1. Application for leave shall be made on or before February 1 of any year in which the sabbatical is to take place. If approved, such leave shall officially begin during the following school year.

tated, has been discharged, or has been released for good and sufficient reasons by the Board of Education from this obligation.

F. STATUS OF TENURE AND PENSION

The period of sabbatical leave shall count as regular service for the purpose of retirement planning, and contributions by the teacher to the retirement fund shall continue as usual during such period. Tenure rights shall not be impaired.

G. ILLNESS OR ACCIDENT

Should the program of study or itinerary being pursued by a teacher on sabbatical leave be interrupted by serious accident or illness (established by evidence satisfactory to the Superintendent) this fact shall not constitute a breach of the conditions of such leave nor prejudice the teacher against receiving all the rights and benefits provided for under the terms of sabbatical leave, provided the Superintendent is notified of such accident or illness by registered letter within ten (10) days of its occurrence. Arrangements may be made subsequently to carry out the intent of the sabbatical leave contract.

H. FORFEITURE OF LEAVE

1. The teacher to whom sabbatical leave has been granted shall accept responsibility for providing evidence (transcript or comparable document) that the purpose of the leave is being fulfilled, bearing in mind that an ethical relationship exists between the recipient and the Sabbatical Leave Committee and a contractual agreement with the Superintendent of Schools and the Board of Education.

ARTICLE XIV — BACK TO SCHOOL NIGHT

In order to provide time to prepare for Back to School Night, the Board agrees to close schools at the end of a four (4) hour session on the day of Back to School Night.

ARTICLE XV — COACHES

A. Members of the Teaneck Inter-Scholastic Athletic Staff shall be compensated in accordance with the rates shown on Schedule B, which is annexed to and made a part of this Agreement.

B. Such compensation shall be paid at regular intervals during the season in which the service is rendered according to a frequency determined by the Board. Coaches shall be notified by September 15 as to the payment schedule to be followed.

ARTICLE XVI — EXTRA PAY FOR EXTRA WORK

A. Extra pay for extra work shall be compensated for in accordance with Schedule C which is annexed to this Agreement and made a part hereof.

B. Work during the summer periods is considered as extra pay for extra work for ten-month personnel.

C. Compensation will be paid at the conclusion of the extra work assignment.

ARTICLE XVII — MEDICAL INSURANCE

A. The Board shall provide the health-care insurance protection designated below. The Board shall pay the full premium for each teacher and, in cases

ARTICLE XVIII — SALARY GUIDE AND SALARY REGULATIONS

A. During the years 1976-77 and 1977-78 Board covenants and agrees to pay to the staff the salaries in accordance with Salary Guide annexed hereto and made a part hereof as Schedule D.

B. The regulations covering the payment of salaries shall be as set forth in Salary Regulations annexed hereto and made part hereof as Schedule D.

ARTICLE XIX — EDUCATIONAL CREDIT PAYMENT PLAN

A. The Teaneck Board of Education, in order to implement its philosophy of encouraging educational improvement, will pay the cost of approved educational credits taken at an accredited institution, subject to the following:

1. Courses to be taken and institutions to be attended must be approved by the Superintendent of Schools prior to registering for these courses. If a teacher finds that the approved courses' registration is closed, he/she may obtain approval by telephone from the Superintendent for an alternate course.
2. Upon completion of a course(s), a transcript must be submitted to the Office of the Superintendent of Schools indicating satisfactory completion of the course. Failure to achieve a passing grade shall not negate the payment, unless, in the judgment of the Superintendent, with the advice of the In-Service Committee, it is the result of excessive absence. A second

will be completed after resignation from the school system, shall be borne by the individual who shall reimburse the Board or have an equivalent payroll deduction.

6. Courses taken to obtain full State certification in the field for which the teacher is employed, shall not be eligible for payment under the provisions of this Article.

ARTICLE XX — DURATION OF AGREEMENT

This Agreement shall become effective September 1, 1976 and it shall remain in full force and effect through August 31, 1978.

ARTICLE XXI — DEDUCTIONS FROM SALARY

A. The Board agrees to deduct from the salaries of its teachers dues for the Teaneck Teachers' Association, the Bergen County Education Association, the New Jersey Education Association or the National Education Association, as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with N.J.S.A. 52:14-15 9e as amended, and under rules established by the State Department of Education. Said monies, together with the records of any corrections, shall be transmitted to the Treasurer of the Teaneck Teachers' Association by the 15th of each month following the monthly pay period in which deductions were made. The Association shall supply to its members the proper forms authorizing such deductions.

ARTICLE XXII — SPECIALISTS

The Board shall engage such specialists as in its opinion are necessary to assure the furnishing of a quality education to all pupils in the Teaneck School System.

ARTICLE XXIII — CLASS SIZE

A. The Teaneck Board of Education and the Teaneck Teachers' Association express their mutual concern for establishing a pupil-teacher ratio in the Teaneck Public Schools consistent with sound educational principles.

B. Excluding the Emerson School, elementary class size will be determined based upon the average of the various classes at the individual grade levels as of October 1st (a decimal of .5 or more shall be rounded up).

1. In any given grade level, no teacher will have more than two (2) above the aforementioned average.
2. Exceptions to the foregoing are declared to be permissible in those cases where there exists a disproportionate racial balance within the class or school, as compared with the entire elementary school population.
3. No child currently enrolled in an elementary school shall be transferred from his/her present school to implement the provisions of this Article. Under no circumstances will a class containing 2.5 students or more above the aforementioned average receive additional students from outside the individual school district after October 1st.

minute lunch period shall be the goal for secondary teachers. In any event, the lunch period shall be a minimum of thirty (30) minutes.

b. In accordance with present practices, elementary teachers shall have a duty-free lunch period of the same duration as the students.

5. Membership on school and/or system-wide committees shall be voluntary and the time shall be determined by the committee members unless otherwise specified in this contract. Time spent on these committees in excess of the thirty-five and one-half ($35\frac{1}{2}$) hour work week will not be compensated.

6. Teachers with responsibility for conducting extra-curricular programs which carry additional time commitments shall be reimbursed according to Schedule C.

7. Teachers may leave the building without requesting permission during their scheduled duty-free lunch periods. During preparation periods, a teacher shall also be allowed to leave the building after notifying the office.

8. The notice of, and agenda for, any meetings shall be given to the teachers involved at least three (3) days prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

B. ELEMENTARY TEACHERS

1. Elementary teachers shall report one-half ($\frac{1}{2}$) hour before the school starting time in the morning and five (5) minutes before school starting time in the afternoon. They shall remain one-half ($\frac{1}{2}$) hour after school closing with the exceptions hereinafter set forth.

forty (40) hours per school year.

3. Meetings referred to in paragraph C-2 above shall not exceed one and three quarters ($1\frac{3}{4}$) hours in length. Three (3) days prior notice shall be given to all affected teachers for all meetings referred to in paragraph C-2; however, one week's prior notice shall be given to all affected teachers for any meeting extending beyond one (1) hour in length. In the case of an emergency, meetings, not to exceed one hour in duration, may be held without the prior notice requirements.

4. The number of clock hours of classroom teaching or related assignments for secondary teachers will not exceed twenty-six (26) and no classroom teacher shall be assigned more than five (5) regular (five (5) days a week) classes. Exceptions to these can be made only at the teacher's request or in emergency situations.

5. The number of hours for student help or club supervision for secondary teachers will be two (2) hours per week.

6.a. Five (5) hours per week will be used for preparation for secondary classroom teachers. Parent conferences can be scheduled during this time by appointment.

b. In secondary schools employing one (1) librarian, the Principal will assign a classroom teacher to the Library one (1) period per day as one of his/her regular daily assignments, thereby providing the librarian preparation time.

c. All other secondary school personnel not covered in (a) or (b) above will be guaranteed fifteen (15) minutes relief time per day.

ARTICLE XXVI — TEACHERS' RESPONSIBILITIES

A. Except as otherwise modified by this Agreement and subject to the provisions of this Agreement, teachers shall act under the supervision of their superiors and they shall be fully responsible for:

1. The instruction, guidance, discipline, and supervision of students assigned to their classes.
2. Evaluation of the progress of students under their direction.
3. The maintenance of such records and reports as they may be required to keep under the provisions of State Law or as required by their superiors.
4. Attendance at staff meetings called by their superiors.
5. Complying with all applicable rules, regulations and policies of the Board of Education.
6. Where called upon by their superior to plan, guide, direct, evaluate, and supervise extra-curricular activities within the sphere of their competence and within the work week. Volunteers shall first be sought. This section refers to those extra-curricular activities exclusive of those encompassed in Articles XV and XVI.
7. Recommending to the Guidance Department such pupils as in the opinion of the teachers require assistance from the Guidance Department.

ARTICLE XXVII — BOARD RIGHTS

A. The Board of Education reserves to itself sole jurisdiction over matters of policy and retains the

represent the membership of the Association and to present: grievances, proposals, counter-proposals, and to negotiate with the Board of Education on wages, hours and other terms and conditions of employment.

ARTICLE XXVIII — PRINTING OF AGREEMENT

This Agreement shall be printed and the costs of such printing shall be borne equally by the Board and the Association.

ARTICLE XXIX PARENT-TEACHER CONFERENCES

A. Any and all parent-teacher conferences will be scheduled at the sole discretion of the Board.

B. Such conferences, if any, may be scheduled by grade, school, etc., or in any other such manner as the Board may deem appropriate.

C. No minimum number of parent-teacher conferences need be scheduled by the Board.

D. Teacher participation shall be voluntary.

E. The Teaneck Teachers Association shall circularize its membership urging participation.

F. Participating teachers will notify the Board of their intention to take part in the program in the manner designated by the Board.

G. Teachers participating in parent-teacher conferences shall be compensated at a rate of \$12.00 per hour for said conferences.

- a. Actively employed in the teaching profession as a fully certified teacher at least fifteen (15) years prior to the effective date of retirement.
 - b. Actively employed as a full-time, fully certified teacher in the Teaneck Public School system at least (10) of the fifteen (15) years immediately prior to the effective date of retirement.
2. The teacher must notify the Superintendent of Schools, in writing, of his/her intention to retire. This notification must be received by the Superintendent at least ten (10) months prior to the effective date of retirement.
 3. Retirement before age fifty-five (55), and retirement after age sixty-four (64) will not qualify for any benefit provided for in this article.

B. Calculation of Benefit

1. The Early Retirement Plan consists of two parts:
 - a. A stipulated sum of money (retirement benefit) the amount of which is based on age at the effective date of retirement.
 - b. A calculated sum of money (sick leave benefit) the amount of which is based on the number of accumulated sick leave days remaining at the effective date of retirement.
2. The amount of the retirement benefit to be paid shall be based on the age of the teacher at the effective date of retirement.

E. In the event a teacher elects retirement under this Article, and the effective date of retirement falls during a school year, the effective date of retirement may be extended to the end of that school year by mutual consent of the teacher and the Superintendent of Schools. If the effective date of retirement is extended pursuant to this section, the retirement benefit portion of the Plan only shall be the same as it would have been on the original effective date of retirement.

SCHEDULE A
SCHOOL CALENDAR 1976-1977
HOLIDAYS AND VACATIONS

September 6 (Monday)	Labor Day
October 4 (Monday)	Yom Kippur
October 11 (Monday)	Columbus Day
November 2 (Tuesday)	Election Day
November 4-5 (Thursday & Friday)	N.J.E.A. Convention
November 11 (Thursday)	Veterans' Day
November 25-26 (Thursday & Friday)	Thanksgiving Day & Vacation Day
December 24 - January 2	Christmas Vacation (Schools close at end of the day December 23, and re-open Monday, January 3)
February 18-21-22 (Friday, Monday, Tuesday)	Spring Vacation
April 8 - 17	Easter Vacation (Schools close at end of the day, April 7 and re-open Monday, April 18)
May 30 (Monday)	Memorial Day

SCHEDULE B COACHES

High School — Position	Salary Guide 6th Year Maximum Percentage Factors
Boys' Interscholastic Sports:	
Director of Athletics	10%
Athletic Treasurer	6.5%
Athletic Equipment Officer	6.5%
Head Coach Football	9%
Head Coach Baseball	7%
Head Coach Basketball	7%
Head Coach Soccer	7%
Head Coach Track	7%
Head Coach Wrestling	7%
Head Coach Gymnastics	6%
Head Coach Tennis	5%
Head Coach Cross Country	5%
Head Coach Bowling	4%
Head Coach Golf	4%
Head Coach Indoor Track	6%
Assistant Coach Football	6%
Assistant Coach Baseball	5%
Assistant Coach Basketball	5%
Assistant Coach Soccer	5%
Assistant Coach Track	5%
Assistant Coach Wrestling	5%
Assistant Coach Tennis	3.5%
Girls' Interscholastic Sports:	
Director	7%
Head Coaches Softball, Volleyball, Basketball, Gymnastics, Track and Fencing	6%

assignments will be made, orally or in writing, by those interested to building principals.

2. The numbers in parentheses indicate the number of persons who will divide, not necessarily equally, the amount at the right.

Benjamin Franklin:

Book & Supply Room	\$384
Treasurer	384
Newspapers (2)	450
Phys. Ed. Intramurals - Girls (2)	708
Phys. Ed. Intramurals - Boys (2)	708
Assembly (2)	300
Student Council (2)	650
Visual Aids	384
Student Service	384
Yearbook	295
Drama	236
Cheerleading	354
Library Council	118
Publicity	100

Thomas Jefferson:

Book & Supply Room	384
Treasurer	384
Newspapers (2)	450
Phys. Ed. Intramurals - Girls (2)	708
Phys. Ed. Intramurals - Boys (2)	708
Assembly (2)	300
Student Council (2)	650
Visual Aids	384
Student Service	384
Yearbook	295
Drama	236

Audio-Visual	271
Stage Crew	300
Girls Intramural Sports (4) full yr. prog.	1416
Boys Intramural Sports (4) full yr. prog.	1416
Teaneck Speakers Sponsor	295
Future Homemakers	236
Junior Class Sponsors (2)	350
Marching Band	826
Library Council	118
Varsity Club	118
World Affairs Club	118
Assembly Chairman	295
Modern Dance Club	400
National Honor Society	300
Math Team Advisor	125
Math Team Assistant	75
Computer Club	200

Elementary Schools:

Library Council or Club	\$118 each school
Safety Patrol Leader	\$89 each school

SCHEDULE D2
TEANECK BOARD OF EDUCATION
TEACHERS SALARY GUIDE
1977 - 1978

YEAR	4 YEAR LEVEL	5 YEAR LEVEL	6 YEAR LEVEL DOCTORATE	
1	\$10,660	\$11,560	\$12,360	\$13,060
2	10,990	11,810	12,660	13,390
3	11,460	12,310	13,200	13,960
4	11,950	12,820	13,760	14,550
5	12,460	13,350	14,340	15,170
6	12,980	13,900	14,950	15,810
7	13,640	14,470	15,590	16,480
8	14,300	15,200	16,250	17,190
9	14,980	15,940	16,930	17,910
10	15,700	16,690	17,650	18,850
11	16,500	17,490	18,500	19,850
12	17,630	18,340	19,440	20,850
13	—	19,260	20,390	21,860
14	—	20,210	21,410	22,940
15	—	21,460	22,510	24,150
16	—	—	24,000	25,630

Effective - September 1, 1977

4. All teachers will be placed on the appropriate step of the guide as noted in regulation #2 above.

5. a. A Masters Degree in a field covered by State Certification, and from an accredited institution, shall be required for:

b. Movement to the fifth-year training level for teachers hired for the school year 1968-1969 and subsequent years.

c. Movement to the sixth-year training level for teachers hired for all or part of the school year 1967-1968 and previous years, except for those on the fifth-year level prior to September 1, 1964 who reach the sixth-year level on or before September 1, 1974.

6. Courses required for certification in the field for which the individual is employed, may not be applied for movement from one level to another except as part of an advanced degree program.

7. The In-Service Committee shall make recommendations to the Superintendent on courses submitted for movement to a different training level.

8. Requirements for moving to a different training level must be completed by August 31st.

9. Three (3) in-service course credits (courses offered by the Teaneck School System) shall be required every three years to qualify for increments and adjustments. The first test date to be June 1973 and annually thereafter.

10. The Superintendent may, after considering the recommendation of the In-Service Committee, approve college, university or other outside courses to satisfy the in-service requirement.

Position	Differential
Guidance	
Jr. High School Dept. Heads (each)	\$ 700
Elementary Consultants in the areas of Art, Music and Phys. Education (each)	
	\$ 400
High School Distributive Educ. Teacher	\$ 500
General Specialists	
Reading (each)	\$ 400
Testing	\$ 500
High School Cooperative Education Teachers	
Office	\$ 500
Industrial	\$ 500
Special Education	
Communications Workshop	
Teachers (each)	\$ 250
Special Educ. Class Teachers (each)	500
Learning Disability Specialists (each)	500
Speech Therapists (each)	500
Psychologists (each)	1,500
Social Workers (each)	600
Alternative School Coordinator	1,500
Early Childhood Coordinator	700

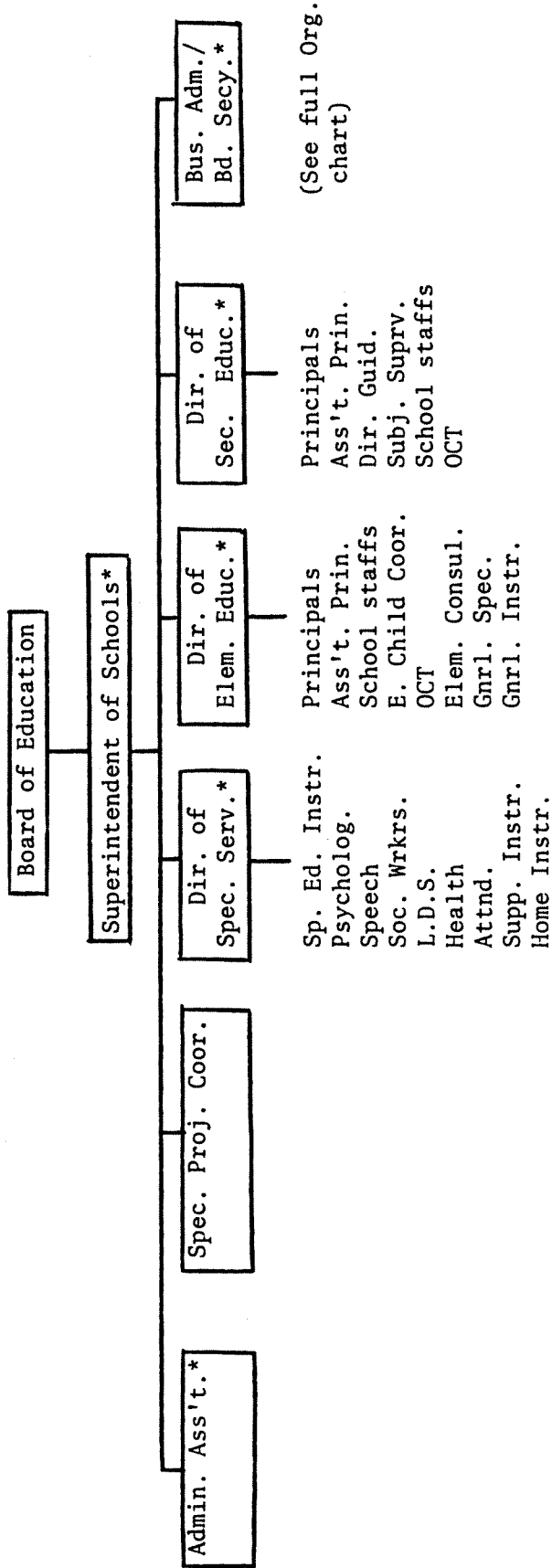
NOTE: Any teacher employed for Home or Supplemental Instruction will be paid at the hourly rate as approved by the Board for this work. This salary does not constitute additional contractual salary, but is "extra pay for extra work."

C. NURSES

1. All school nurses with a bachelors degree, or approved equivalent educational credits, and N. J.

ADMINISTRATIVE ORGANIZATION

Partial Chart



*Member of Superintendent's Cabinet

the Teaneck Public School System, resigns from the Association, or fails to pay membership dues by January 1 of the current school year.

Article IV — Dues

Each member of the Association shall pay annual dues as established by the Executive Committee in June for the ensuing year.

Article V — Officers

Section 1 - The officers of this Association shall be a President, a Vice-President for Elementary Affairs, a Vice-President for Secondary Affairs, a Secretary, and a Treasurer.

Section 2 - Whenever an office becomes vacant or three-quarters of the Executive Committee shall agree that an officer is incapacitated, has been grossly negligent of the duties defined in the By-Laws, has breached a duty of trust or loyalty to the Association, or is no longer employed in the Teaneck Public School System, the Executive Committee shall select an interim replacement to hold office until the next election.

Article VI — Official Board

The Official Board of the Association will consist of the President, both Vice-Presidents, the Secretary, the Treasurer, and the two immediate Past-Presidents provided they are still members of the Association.

Article VII — Executive Committee

Section 1 - The Executive Committee shall consist of the officers of the Association, the immediate Past-President, and a representative or representa-

BY - L A W S

Article I — Meetings

Section 1 - Official Board - The Official Board shall meet within two (2) weeks after the election of officers and monthly thereafter within the school year on a regular meeting date to be determined by the Board at its first meeting. Emergency meetings may be called if deemed necessary by the President.

Section 2 - Executive Committee - The Executive Committee shall meet within one week after the election of officers, and monthly thereafter within the school year on a regular meeting date to be determined by the Committee at its first meeting.

- a. The President may call special meetings of the Executive Committee.
- b. Upon the written request of a faculty representative(s) the President shall call a special meeting of the Executive Committee.
- c. Business to come before a special meeting shall be limited to items stated in the call, which shall be sent in writing to each representative.

Section 3 - General Membership Meetings - A minimum of two (2) General Membership meetings of the Association shall be held annually, one in the fall, one in the spring. Additional meetings may be held when deemed necessary by the President and/or Executive Committee.

Article II — Quorum

Section 1 - A majority of their members shall be a quorum for the Official Board, the Executive Committee, and any standing or special committees.

a record of attendance at all Executive Committee meetings; shall provide the Faculty Representative(s) of each school with copies of the minutes of all General and Executive Committee meetings; shall prepare and mail all duly authorized outgoing correspondence of the Association; shall assemble and read incoming correspondence at all meetings; shall notify all members at least one week in advance of all general and special meetings of the Association; shall notify all members of the Executive Committee at least one (1) week in advance of all general and special meetings of the Committee; shall in the event of emergency meetings of either group give to its members notice of such meetings as far in advance as possible; and shall perform other secretarial and clerical duties necessary to the operation of the Association as directed by the Executive Committee and/or the President.

Section 4 -Treasurer - The Treasurer shall submit a budget for Executive Committee approval in May; shall collect and deposit all monies coming into the Association; shall make all payments duly authorized by the Association and/or Executive Committee; shall keep financial records of the Association; shall compile and maintain a roster of all members; shall supervise the collection of dues from all members not on automatic payroll deduction; shall submit the financial records for audit in May; and shall perform other necessary financial duties as directed by the Executive Committee and/or the President.

Article IV — Terms and Succession

Section 1 - Election of officers will be held in May. Terms of office for all officers will be two (2)

two Vice-Presidents, Secretary, Treasurer, and any other special honoraria at its June meeting.

Section 4 - Powers not delegated to the Official Board, the Officers, or other groups in the Association shall be vested in the Executive Committee.

Article VII — Faculty Representatives

Section 1 - In each of the Teaneck Public Schools the members of the Association shall elect to the Executive Committee for a term of one (1) year, one Faculty Representative and an alternate for each forty (40) members or fraction thereof. There shall also be elected one representative and an alternate from among the Nurses, from the Elementary Consultants, and from the Department of Special Services.

Section 2 - Election of Faculty Representative(s) and Alternate(s) is to take place in each school by secret ballot by September 15th of each year and the Representatives and Alternates shall assume office at the September meeting of the Executive Committee.

Section 3 - The Faculty Representative(s) shall have the authority to call meetings on a local level at any time deemed necessary or when requested to do so by the Executive Committee. No local action shall supersede or be publicized as Association policy unless voted upon and approved by the Executive Committee.

Section 4 - Faculty Representative(s) shall organize such faculty committees as the Association may require; shall organize and supervise Association elections and voting in their respective schools; shall enroll members and collect dues; and must report on the deliberations of the Executive Committee

tions are to take place in a designated polling place in each building, conducted by the Faculty Representative(s) and supervised by the Elections Committee.

Section 2 - The Elections Committee will distribute appropriate ballots for each election. In the case of election of officers, blank spaces are to be provided for write-in candidates for each office. The Elections Committee shall supply to the Faculty Representative(s) one ballot per voter in each school. Voters shall not be identified except that the Faculty Representative(s) shall collect ballots and check voters off on a list of qualified voters in their school for the respective election. Some type of sealed container for the marked ballots is to be provided by the Elections Committee.

Section 3 - Following the voting, the Faculty Representative(s) shall take all ballots marked and blank, to a location previously designated by the Elections Committee.

Section 4 - The time and place at which the ballots will be tallied shall be posted at each polling place and members shall be notified of their right to be present.

Section 5 - The Elections Committee shall report the results of any election to the President who shall then notify the membership.

Section 6 - A majority vote shall suffice except in the case of constitutional amendment which requires two-thirds (2/3) vote. In the case of a tie vote or lack of majority vote for any office, a run-off election between the two candidates receiving the largest number of votes shall be held under the same

Each amendment shall be introduced at the preceding meeting of the Executive Committee and shall be distributed to Faculty Representatives. Faculty discussion shall take place two (2) calendar weeks in advance of the voting. Voting procedures shall be as set forth in Article IX of the By-Laws.

Article XIII — Distribution of the Constitution

A copy of this Constitution and By-Laws is to be provided to each person eligible for membership.

SCHEDULE A
SCHOOL CALENDAR 1976-1977
HOLIDAYS AND VACATIONS

- September 6
 (Monday) Labor Day
- October 4
 (Monday) Yom Kippur
- October 11
 (Monday) Columbus Day
- November 2
 (Tuesday) Election Day
- November 4-5
 (Thursday & Friday) N.J.E.A. Convention
- November 11
 (Thursday) Veterans' Day
- November 25-26
 (Thursday & Friday) Thanksgiving Day
 & Vacation Day
- December 24 - January 2 Christmas Vacation
 (Schools close at end of the day
 December 23, and re-open Monday, January 3)
- February 18-21-22
 (Friday, Monday, Tuesday) Spring Vacation
- April 8 - 17 Easter Vacation
 (Schools close at end of the day,
 April 7 and re-open Monday, April 18)
- May 30
 (Monday) Memorial Day

**MEMORANDUM CONCERNING
THE 1976-1977 SCHOOL YEAR**

September 7
(Tuesday) Teachers' Work Day
& Orientation - All staff

September 8
(Wednesday) Schools Open

June ?
(Date to be set) High School Graduation

June 23
(Thursday) Schools Close

June 24
(Friday) Teachers Work Day & Check Out

SCHOOL DAYS EACH MONTH

September	17 days	February	17 days
October	19 days	March	23 days
November	16 days	April	15 days
December	17 days	May	21 days
January	21 days	June	17 days
	<u>90 days</u>		<u>93 days</u>

TOTAL OF 183 SCHOOL DAYS IS PLANNED

SCHEDULE B COACHES

High School — Position	Salary Guide 6th Year Maximum Percentage Factors
Boys' Interscholastic Sports:	
Director of Athletics	10%
Athletic Treasurer	6.5%
Athletic Equipment Officer	6.5%
Head Coach Football	9%
Head Coach Baseball	7%
Head Coach Basketball	7%
Head Coach Soccer	7%
Head Coach Track	7%
Head Coach Wrestling	7%
Head Coach Gymnastics	6%
Head Coach Tennis	5%
Head Coach Cross Country	5%
Head Coach Bowling	4%
Head Coach Golf	4%
Head Coach Indoor Track	6%
Assistant Coach Football	6%
Assistant Coach Baseball	5%
Assistant Coach Basketball	5%
Assistant Coach Soccer	5%
Assistant Coach Track	5%
Assistant Coach Wrestling	5%
Assistant Coach Tennis	3.5%
Girls' Interscholastic Sports:	
Director	7%
Head Coaches Softball, Volleyball, Basketball, Gymnastics, Track and Fencing	6%

Head Coach Tennis	5%
Head Coach Bowling	4%
Assistant Coaches Softball, Gymnastics, Volleyball, Basketball and Track	4%
Assistant Coach Tennis	3.5%

**Junior High Schools -
Position**

Director of Athletics	7%
Boys' Sports: Football, Baseball, Basketball, Soccer, Wrestling, Track and Tennis	5%
Assistant Coaches	3.5%
Girls' Sports: Volleyball, Basketball, Track, Softball and Tennis	5%

SCHEDULE C

EXTRA PAY FOR EXTRA WORK

A. GENERAL

1. Summer work for ten-month personnel actively engaged in classroom teaching or devoting substantially all of their time to working directly with students shall be paid at the rate of \$10.03 per hour. Ten-month personnel engaged in other activities shall be paid at the rate of \$9.44 per hour.

2. Summer work for guidance counselors, secondary librarians, distributive and cooperative education teachers, testing and audio-visual persons will be compensated at the rate of \$1,534 per 20 day working month.

B. ACTIVITIES

1. The allocation of the following monies does not indicate that funds in each category will necessarily be expended; application for the above extra pay

assignments will be made, orally or in writing, by those interested to building principals.

2. The numbers in parentheses indicate the number of persons who will divide, not necessarily equally, the amount at the right.

Benjamin Franklin:

Book & Supply Room	\$384
Treasurer	384
Newspapers (2)	450
Phys. Ed. Intramurals - Girls (2)	708
Phys. Ed. Intramurals - Boys (2)	708
Assembly (2)	300
Student Council (2)	650
Visual Aids	384
Student Service	384
Yearbook	295
Drama	236
Cheerleading	354
Library Council	118
Publicity	100

Thomas Jefferson:

Book & Supply Room	384
Treasurer	384
Newspapers (2)	450
Phys. Ed. Intramurals - Girls (2)	708
Phys. Ed. Intramurals - Boys (2)	708
Assembly (2)	300
Student Council (2)	650
Visual Aids	384
Student Service	384
Yearbook	295
Drama	236

Cheerleading	354
Library Council	118
Publicity	100

Teaneck High School:

English Bookroom & Processing	\$ 450
Soc. Studies Bookroom & Proc.	450
Language Bookroom & Processing	200
Mathematics Bookroom & Processing	100
Science Bookroom & Processing	100
Supply Room	384
Treasurer	600
Principal's Cabinet (8)	1510
Senior Class Sponsors:	
Administrative (1)	236
Elected (2)	354
Newspaper Sponsor	590
Student Council Sponsors (2)	800
Annual Drama Director	590
Playcrafters Sponsors	200
Annual Musical:	
Business Manager	295
Choreographer	472
Costumes	354
Producer & Drama Director	944
Scenery	472
Vocal Director	472
Instrumental Director	472
Yearbook Advisor	590
Yearbook Business & Advertising	236
Majorettes	354
Cheerleading (2)	800
Debating Coach	600
National Forensic League	400

Audio-Visual	271
Stage Crew	300
Girls Intramural Sports (4) full yr. prog.	1416
Boys Intramural Sports (4) full yr. prog.	1416
Teaneck Speakers Sponsor	295
Future Homemakers	236
Junior Class Sponsors (2)	350
Marching Band	826
Library Council	118
Varsity Club	118
World Affairs Club	118
Assembly Chairman	295
Modern Dance Club	400
National Honor Society	300
Math Team Advisor	125
Math Team Assistant	75
Computer Club	200

Elementary Schools:

Library Council or Club	\$118 each school
Safety Patrol Leader	\$89 each school

SCHEDULE D1
TEANECK BOARD OF EDUCATION
TEACHERS SALARY GUIDE
1976 - 1977

YEAR	4 YEAR LEVEL	5 YEAR LEVEL	6 YEAR LEVEL DOCTORATE	
1	\$10,270	\$11,060	\$11,860	\$12,540
2	10,710	11,500	12,290	13,080
3	11,160	11,950	12,740	13,650
4	11,610	12,400	13,310	14,210
5	12,060	12,970	13,880	14,780
6	12,630	13,540	14,440	15,340
7	13,080	14,100	15,010	16,020
8	13,650	14,670	15,680	16,700
9	14,210	15,230	16,360	17,380
10	14,780	15,910	17,040	18,170
11	15,460	16,590	17,720	18,960
12	16,020	17,270	18,510	19,760
13	16,700	17,950	19,300	20,550
14	—	18,740	20,100	21,450
15	—	19,530	20,890	22,580
16	—	20,320	21,790	23,260
17	—	—	22,700	24,280

Effective - September 1, 1976

**SCHEDULE D2
TEANECK BOARD OF EDUCATION
TEACHERS SALARY GUIDE
1977 - 1978**

YEAR	4 YEAR LEVEL	5 YEAR LEVEL	6 YEAR LEVEL DOCTORATE	
1	\$10,660	\$11,560	\$12,360	\$13,060
2	10,990	11,810	12,660	13,390
3	11,460	12,310	13,200	13,960
4	11,950	12,820	13,760	14,550
5	12,460	13,350	14,340	15,170
6	12,980	13,900	14,950	15,810
7	13,640	14,470	15,590	16,480
8	14,300	15,200	16,250	17,190
9	14,980	15,940	16,930	17,910
10	15,700	16,690	17,650	18,850
11	16,500	17,490	18,500	19,850
12	17,630	18,340	19,440	20,850
13	—	19,260	20,390	21,860
14	—	20,210	21,410	22,940
15	—	21,460	22,510	24,150
16	—	—	24,000	25,630

Effective - September 1, 1977

SCHEDULE D3 — SALARY REGULATIONS

A. GENERAL

1. a. Upon entering the system, the step on the guide will be determined by degree of training and length of experience.

b. Effective September 1, 1969, newly employed teachers will be granted credit for military or alternative civilian service required by the Selective Service System, and for service in the Peace Corps, VISTA, National Teachers Corps or Crossroads Africa, up to a maximum of five years. Credit may also be given for school related business experience and for time on Fulbright scholarship or other equivalent programs as determined by the Superintendent of Schools.

2. a. The granting of any salary increment and/or adjustment as set forth in the salary schedule shall not be deemed to be automatic.

b. The Superintendent shall have the responsibility to recommend to the Board of Education, the withholding of any salary increment and/or adjustment for inefficiency or other good cause.

c. Whenever the withholding of an increment and/or adjustment is proposed, the individual concerned shall be given written reasons for such proposed withholding and said individual shall have the right to appeal in accordance with the provisions of the Grievance Procedure applicable in such matters.

3. Salary increments will be granted for teachers on leave of absence for overseas teaching, military service or sabbatical leave.

4. All teachers will be placed on the appropriate step of the guide as noted in regulation #2 above.

5. a. A Masters Degree in a field covered by State Certification, and from an accredited institution, shall be required for:

b. Movement to the fifth-year training level for teachers hired for the school year 1968-1969 and subsequent years.

c. Movement to the sixth-year training level for teachers hired for all or part of the school year 1967-1968 and previous years, except for those on the fifth-year level prior to September 1, 1964 who reach the sixth-year level on or before September 1, 1974.

6. Courses required for certification in the field for which the individual is employed, may not be applied for movement from one level to another except as part of an advanced degree program.

7. The In-Service Committee shall make recommendations to the Superintendent on courses submitted for movement to a different training level.

8. Requirements for moving to a different training level must be completed by August 31st.

9. Three (3) in-service course credits (courses offered by the Teaneck School System) shall be required every three years to qualify for increments and adjustments. The first test date to be June 1973 and annually thereafter.

10. The Superintendent may, after considering the recommendation of the In-Service Committee, approve college, university or other outside courses to satisfy the in-service requirement.

11. A maximum of eight (8) in-service course credits may be used for movement to the sixth-year training level.

12. Three or more in-service courses will be recommended for offering each semester, by the In-Service Committee. The cost of offering these courses will be borne by the Board of Education.

B. DIFFERENTIALS

Personnel in the following categories shall be placed on the Teachers Salary Guide with the salary differential as hereinafter set forth. The differential will become part of the individual's contractual salary only so long as the individual holds the position. The differential is paid for the additional responsibilities inherent in the daily routine of the position, and does not constitute an "extra pay for extra work" situation.

Position	Differential
High School Department Chairmen or Assistant Subject Supervisors	
English	\$ 700
Commercial	700
Director of Student Activities	700

NOTE: Department Chairmen will have the following maximum teaching loads:

No. Teachers in Department	Teaching Load
20 and above	2 classes
9 - 19	3 classes
1 - 8	4 classes

Department Chairmen will have no other duties except the above classes and their department duties.

Position	Differential
Guidance	
Jr. High School Dept. Heads (each)	\$ 700
Elementary Consultants in the areas of Art, Music and Phys. Education (each)	
	\$ 400
High School Distributive Educ. Teacher	\$ 500
General Specialists	
Reading (each)	\$ 400
Testing	\$ 500
High School Cooperative Education Teachers	
Office	\$ 500
Industrial	\$ 500
Special Education	
Communications Workshop Teachers (each)	\$ 250
Special Educ. Class Teachers (each)	500
Learning Disability Specialists (each)	500
Speech Therapists (each)	500
Psychologists (each)	1,500
Social Workers (each)	600
Alternative School Coordinator	1,500
Early Childhood Coordinator	700

NOTE: Any teacher employed for Home or Supplemental Instruction will be paid at the hourly rate as approved by the Board for this work. This salary does not constitute additional contractual salary, but is "extra pay for extra work."

C. NURSES

1. All school nurses with a bachelors degree, or approved equivalent educational credits, and N. J.

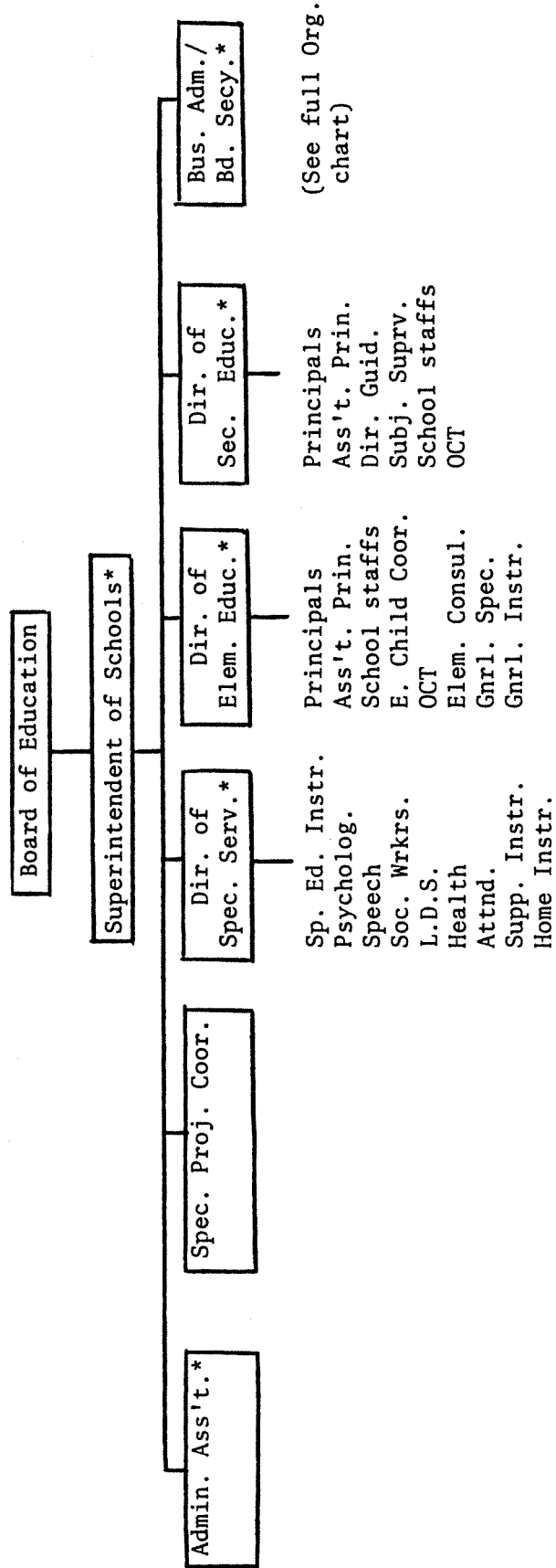
School Nurse Permanent Certification, are to be placed on the proper level and step of the Teaneck Teachers Salary Guide.

2. All school nurses not possessing a bachelors degree, approved equivalent, and N. J. School Nurse Permanent Certification, are to be placed on the proper step of the 4th year level of the Teaneck Teachers Salary Guide in effect for the school year 1973-74. The salary to be paid a nurse in this category and as indicated at the proper step on the 4th year level, is to be reduced by a differential of \$650.00 until such time that the nurse obtains a bachelors degree or approved equivalent.

3. The Board of Education adopts as its philosophy relative to the future employment of nurses that, insofar as possible, only nurses with the minimum educational background of the bachelors degree or approved equivalent shall be employed as a school nurse.

Partial Chart

ADMINISTRATIVE ORGANIZATION



*Member of Superintendent's Cabinet

**NON-CONTRACT SECTION
CONSTITUTION AND BY-LAWS OF
TEANECK TEACHERS ASSOCIATION**

C O N S T I T U T I O N

Article I — Name

Section 1 - The name of this organization shall be the Teaneck Teachers Association, Incorporated.

Section 2 - It shall be incorporated as a non-profit corporation under Title 15, Sections 1-12 of the Revised Statutes of the State of New Jersey.

Article II — Purposes

Section 1 - To promote and protect the interests of the Teaneck Township public school teachers both collectively and individually.

Section 2 - To secure and maintain for the office of teaching its true position among the professions.

Section 3 - To promote the educational interests of Teaneck Township.

Section 4 - To hold property and funds, to engage services, and employ personnel for the attainment of these purposes.

Article III — Membership

Section 1 - Membership in this Association shall be open to all regularly employed certified personnel of the Teaneck Public School District who are subject to the Teaneck Teachers Salary Guide.

Section 2 - Once membership is established, membership shall be continuous until the member leaves

the Teaneck Public School System, resigns from the Association, or fails to pay membership dues by January 1 of the current school year.

Article IV — Dues

Each member of the Association shall pay annual dues as established by the Executive Committee in June for the ensuing year.

Article V — Officers

Section 1 - The officers of this Association shall be a President, a Vice-President for Elementary Affairs, a Vice-President for Secondary Affairs, a Secretary, and a Treasurer.

Section 2 - Whenever an office becomes vacant or three-quarters of the Executive Committee shall agree that an officer is incapacitated, has been grossly negligent of the duties defined in the By-Laws, has breached a duty of trust or loyalty to the Association, or is no longer employed in the Teaneck Public School System, the Executive Committee shall select an interim replacement to hold office until the next election.

Article VI — Official Board

The Official Board of the Association will consist of the President, both Vice-Presidents, the Secretary, the Treasurer, and the two immediate Past-Presidents provided they are still members of the Association.

Article VII — Executive Committee

Section 1 - The Executive Committee shall consist of the officers of the Association, the immediate Past-President, and a representative or representa-

tives or their alternates in equal numbers from each school on the basis of one for every forty members or fraction thereof, in that school. There shall be one representative each from the Nurses, from the Elementary Consultants, and from the Department of Special Services.

Section 2 - The Executive Committee shall be the policy-making body of the Association.

Section 3 - Any member of the Association may attend any meeting of the Executive Committee as a non-voting observer.

Article VIII — Amendments

Section 1 - Any member of the Association may submit in writing a proposed Constitutional amendment to the Executive Committee endorsed by twenty-five or more members of the Association.

Section 2 - The Executive Committee shall present the proposed Constitutional amendment to the General Membership for a vote within a period of forty-five (45) days excluding summer vacation.

Section 3 - Amendments to the Constitution may be made by a two-thirds majority of those members of the Association voting in a regular or special election called for this purpose, provided that each amendment has been previously introduced and discussed at a meeting of the Association and that copies have been distributed to each member of the Association at least two (2) calendar weeks in advance of the election.

BY - L A W S

Article I — Meetings

Section 1 - Official Board - The Official Board shall meet within two (2) weeks after the election of officers and monthly thereafter within the school year on a regular meeting date to be determined by the Board at its first meeting. Emergency meetings may be called if deemed necessary by the President.

Section 2 - Executive Committee - The Executive Committee shall meet within one week after the election of officers, and monthly thereafter within the school year on a regular meeting date to be determined by the Committee at its first meeting.

- a. The President may call special meetings of the Executive Committee.
- b. Upon the written request of a faculty representative(s) the President shall call a special meeting of the Executive Committee.
- c. Business to come before a special meeting shall be limited to items stated in the call, which shall be sent in writing to each representative.

Section 3 - General Membership Meetings - A minimum of two (2) General Membership meetings of the Association shall be held annually, one in the fall, one in the spring. Additional meetings may be held when deemed necessary by the President and/or Executive Committee.

Article II — Quorum

Section 1 - A majority of their members shall be a quorum for the Official Board, the Executive Committee, and any standing or special committees.

Section 2 - The quorum necessary for the transaction of business at General Membership meetings shall be 10% of the current membership of the Association.

Article III — Powers and Duties of Officers

Section 1 - President - The President shall preside over meetings of the Official Board and the Executive Committee; appoint the chairmen and members of all standing committees and special committees not otherwise provided for in the Constitution and By-Laws; be ex-officio a member of all standing committees; and shall be the Executive Officer of the Association. The President shall represent the Association before the public either personally or through a designated representative or representatives, and shall perform all other functions usually attributed to this office. The President shall be responsible for the maintenance of complete records relating to all Association actions and matters of interest.

Section 2 - Vice-Presidents - The Vice-Presidents shall be responsible for carrying out the policies of the Association as directed by the Executive Committee and the President. Each Vice-President shall be responsible for studying and channeling all problems in their designated area. In the absence of the President, the Vice-Presidents shall preside over the meetings on an alternating basis. In the event of the President's resignation, or death, or removal from office, one of the Vice-Presidents shall be elected President by the Executive Committee to complete the term of office.

Section 3 - Secretary - The Secretary shall record minutes of all meetings of the Association; shall keep

a record of attendance at all Executive Committee meetings; shall provide the Faculty Representative(s) of each school with copies of the minutes of all General and Executive Committee meetings; shall prepare and mail all duly authorized outgoing correspondence of the Association; shall assemble and read incoming correspondence at all meetings; shall notify all members at least one week in advance of all general and special meetings of the Association; shall notify all members of the Executive Committee at least one (1) week in advance of all general and special meetings of the Committee; shall in the event of emergency meetings of either group give to its members notice of such meetings as far in advance as possible; and shall perform other secretarial and clerical duties necessary to the operation of the Association as directed by the Executive Committee and/or the President.

Section 4 -Treasurer - The Treasurer shall submit a budget for Executive Committee approval in May; shall collect and deposit all monies coming into the Association; shall make all payments duly authorized by the Association and/or Executive Committee; shall keep financial records of the Association; shall compile and maintain a roster of all members; shall supervise the collection of dues from all members not on automatic payroll deduction; shall submit the financial records for audit in May; and shall perform other necessary financial duties as directed by the Executive Committee and/or the President.

Article IV — Terms and Succession

Section 1 - Election of officers will be held in May. Terms of office for all officers will be two (2)

years and shall begin the September 1st following their election.

Section 2 - Election of all other members of the Executive Committee will be held by September 15th. Term of office will be one (1) year and shall begin immediately upon election.

Article V — The Powers and Duties of The Official Board

The Official Board shall formulate the agenda for the Executive Committee meetings, and shall facilitate the execution of the policies set forth by the Executive Committee.

Article VI — The Powers and Duties of The Executive Committee

Section 1 - The Executive Committee shall approve the budget prepared by the Treasurer; set the dues for the Association; act on reports of committees; approve resolutions and other policy statements; adopt rules governing the engaging of services and the employment of personnel; adopt rules governing the conduct of the Association; adopt rules consistent with this Constitution and By-Laws governing the conduct of meetings; and shall select any interim replacements to hold office as defined in Article III, Section 2 of these By-Laws and Article V, Section 2 of the Constitution.

Section 2 - Expenses not specifically itemized in the budget must be approved at regular meetings of the Executive Committee.

Section 3 - The Executive Committee shall approve the budget; establish dues; and establish the honoraria or expense accounts for the President,

two Vice-Presidents, Secretary, Treasurer, and any other special honoraria at its June meeting.

Section 4 - Powers not delegated to the Official Board, the Officers, or other groups in the Association shall be vested in the Executive Committee.

Article VII — Faculty Representatives

Section 1 - In each of the Teaneck Public Schools the members of the Association shall elect to the Executive Committee for a term of one (1) year, one Faculty Representative and an alternate for each forty (40) members or fraction thereof. There shall also be elected one representative and an alternate from among the Nurses, from the Elementary Consultants, and from the Department of Special Services.

Section 2 - Election of Faculty Representative(s) and Alternate(s) is to take place in each school by secret ballot by September 15th of each year and the Representatives and Alternates shall assume office at the September meeting of the Executive Committee.

Section 3 - The Faculty Representative(s) shall have the authority to call meetings on a local level at any time deemed necessary or when requested to do so by the Executive Committee. No local action shall supersede or be publicized as Association policy unless voted upon and approved by the Executive Committee.

Section 4 - Faculty Representative(s) shall organize such faculty committees as the Association may require; shall organize and supervise Association elections and voting in their respective schools; shall enroll members and collect dues; and must report on the deliberations of the Executive Committee

while maintaining two-way communications within the building.

Section 5 - The Faculty Representative(s) shall maintain a current file of copies of all minutes. These minutes shall be available to any Association member upon request.

Article VIII — Elections

Section 1 - The President, subject to approval by the Executive Committee shall select an Elections Committee of at least five (5) members, one each from Elementary, Junior High, Senior High, non-classroom personnel, and Special Services by January 15th of each year. The committee shall, if possible, recommend at least two (2) nominees, with their consent, to run for each office.

Section 2 - Names of the nominees for each office shall be posted in every school at least one week prior to the May General Membership meeting of the election year. At this meeting additional nominations for each office may be made from the floor. The Elections Committee shall introduce each candidate and shall circulate a brief resume to the General Membership.

Section 3 - A general election shall take place at a designated polling place in each school during the week after the May General Membership meeting under the terms set forth in Article IX of these By-Laws.

Article IX — Voting

Section 1 - Election of all officers, contract ratification, and constitutional amendments, shall be by secret ballot of the appropriate electorate. Such elec-

tions are to take place in a designated polling place in each building, conducted by the Faculty Representative(s) and supervised by the Elections Committee.

Section 2 - The Elections Committee will distribute appropriate ballots for each election. In the case of election of officers, blank spaces are to be provided for write-in candidates for each office. The Elections Committee shall supply to the Faculty Representative(s) one ballot per voter in each school. Voters shall not be identified except that the Faculty Representative(s) shall collect ballots and check voters off on a list of qualified voters in their school for the respective election. Some type of sealed container for the marked ballots is to be provided by the Elections Committee.

Section 3 - Following the voting, the Faculty Representative(s) shall take all ballots marked and blank, to a location previously designated by the Elections Committee.

Section 4 - The time and place at which the ballots will be tallied shall be posted at each polling place and members shall be notified of their right to be present.

Section 5 - The Elections Committee shall report the results of any election to the President who shall then notify the membership.

Section 6 - A majority vote shall suffice except in the case of constitutional amendment which requires two-thirds (2/3) vote. In the case of a tie vote or lack of majority vote for any office, a run-off election between the two candidates receiving the largest number of votes shall be held under the same

provisions set forth in Article IX, Sections 1, 2, 3, and 4 of these By-Laws.

Article X — Negotiations

Section 1 - The Negotiation Committee is empowered to negotiate with the Board of Education.

Section 2 - The results of the Negotiations must be approved by the Executive Committee.

Section 3 - Proposed contract changes must be distributed to the membership and discussed at a special General Membership meeting. Final approval of the General Membership indicated by majority vote is required for all negotiated proposals. Voting will take place under the conditions set forth in Article IX of these By-Laws.

Article XI — Order of Procedure

Section 1 - Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for the conduct of all business of the Association and the Executive Committee, except as otherwise provided in the Constitution and By-Laws.

Section 2 - Each year a Parliamentarian shall be appointed by the President subject to the approval of the Executive Committee, and shall be provided with a copy of Robert's Rules of Order, Newly Revised. The Parliamentarian's decision on any question of procedure shall be binding. The Parliamentarian shall be present at all General Membership meetings.

Article XII — Amendments

These By-Laws may be amended by a majority vote of those members of the Association voting.

Each amendment shall be introduced at the preceding meeting of the Executive Committee and shall be distributed to Faculty Representatives. Faculty discussion shall take place two (2) calendar weeks in advance of the voting. Voting procedures shall be as set forth in Article IX of the By-Laws.

Article XIII — Distribution of the Constitution

A copy of this Constitution and By-Laws is to be provided to each person eligible for membership.

