

4-0064
14-29

PREAMBLE

This agreement entered into this 27th day of March, 1969, by and between the Board of Education of Parsippany-Troy Hills, the Township of Parsippany, New Jersey, hereinafter called the "Board", and the Parsippany-Troy Hills Education Association, hereinafter called the "Association."

THIS BOOK DOES
NOT CIRCULATE

ARTICLE I

RECOGNITION

That pursuant to Chapter 303, Public Laws 1968, the Board of Education of Parsippany-Troy Hills, New Jersey recognizes the Parsippany-Troy Hills Education Association as the exclusive representative for collective negotiation concerning the terms and conditions of employment of the persons included in the unit described below:

- | | |
|----------------|--------------------------|
| Teachers | Principals |
| Librarians | Assistant Principals |
| Nurses | Teaching Assistants |
| Secretaries | Area Chairmen |
| Directors | Coaches |
| Coordinators | Specialists, e.g. A.V.A. |
| E.D.P. Manager | Psychologists |
| Social Workers | Guidance Personnel |

DEFINITIONS

1. Unless otherwise indicated, the term "teachers", when used hereinafter in this agreement, shall refer to all professional employees represented by the association in the negotiating unit as above defined except substitutes, summer school and adult school teachers. References to male teachers shall include female teachers.
2. Where appropriate all terms shall apply to secretaries as well.
3. The term elementary school shall apply to grades K through 6.
4. The term junior high school shall apply to grades 7 and 8.
5. The term senior high school shall apply to grades 9 through 12.
6. The term secondary school shall apply to grades 7 through 12.

1969-70

ARTICLE II

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 303, Public Laws of 1968 in a good faith effort to reach agreement on matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin not later than October 1 of the school year preceding the school year in which this agreement expires. Any agreement so negotiated shall apply to teachers, be reduced to writing, be signed by the Board and the Association.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations.
- C. This agreement incorporates the entire understanding of the parties on all matters which were the subject of negotiation.
- D. This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III

PROFESSIONAL GRIEVANCE PROCEDURES

Model 3,

- A. A grievance is a complaint by a teacher that his rights, as contained in the collective agreement, have been violated or, that he has been treated contrary to established policy.
- B. If a teacher does not file a grievance in writing with the principal or other designated Board representative within 30 school days after the occurrence, then the grievance shall be considered as waived.
- C. Level 1. If a teacher believes there is a basis for a grievance, he shall first discuss the alleged grievance with a designated Board representative either personally or accompanied by an Association representative. (1)
- D. Level 2. If, after the informal discussion with the representative, the grievance still exists, the teacher may invoke formal grievance procedure on the form provided, signed by the grievant and the association representative. One copy of the grievance form shall be delivered to the representative and one copy filed with the Association and should specify: 2

1. The nature of the grievance.
2. The nature and extent of the injury, loss or inconvenience.
3. The results of previous discussions.
4. His dissatisfaction with decisions previously rendered.

E. Level 3. If the grievant is not satisfied with the disposition of the grievance or if no disposition has been made within 5 days, the grievance shall be transmitted to the Assistant Superintendent. Within 5 days of the receipt of the grievance, the Assistant Superintendent shall meet with the grievant and Association Representative and shall indicate his disposition of the grievance in writing to the teacher and the Association within 5 days of such meeting. 3

F. Level 4. If the grievant is not satisfied with the disposition of the grievance or if no disposition has been made within the required 5 days, the grievance shall be transmitted to the Superintendent. Within 5 days of the receipt of the grievance, the Superintendent shall meet with the grievant and Association representative and shall indicate his disposition of the grievance in writing to the teacher and the Association within 5 days of such meeting. 4

G. Level 5. If the grievant is not satisfied with the disposition of the grievance or if no disposition has been made within the required 5 days, the grievance shall be transmitted to the Board of Education by filing a written copy with the Secretary of the Board. Disposition of the grievance in writing shall be made within 10 days of such appropriate action. Copies of such disposition shall be furnished the teacher and the Association. 5

H. Level 6. If the Board of Education, the aggrieved teacher and the Association shall be unable to resolve any grievance, and it shall involve an alleged violation of a specific article and section of this agreement, it may within ten (10) days after the decision of the Board of Education be appealed to binding arbitration. Such appeal shall be in writing and shall be delivered within a ten day period, and if not so delivered, the grievance shall be abandoned. 1/10/20
4

The following procedure will be used to secure the services of an arbitrator:

1. A joint request will be made to the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question. Either party may institute the request.
2. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association to submit a second roster of names.

3. If the parties are unable to determine, within 10 school days the initial request for arbitration a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.
4. The arbitrator so selected will confer with the parties and hold hearings promptly and will issue his decision not later than twenty (20) days from the date of the close of the hearing. The arbitrator's decision shall be in writing and will set forth his findings of fact, reasoning, and conclusions on the issues submitted and shall be binding on both parties.
5. The arbitrator shall have no power to alter, modify, add to, or subtract from the provisions of this agreement.

I. The following matters shall not be the basis of any grievance filed under the procedure outlined in this article:

1. The termination of services of or failure to reemploy any non-tenure teacher.
2. The placing of a non-tenure teacher on a third year of probation.
3. Any claim or complaint for which there is another remedial procedure or form established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teacher's Tenure Act.

J. It shall be the general practice of all parties in interest to process grievance procedures during times which do not interfere with assigned duties.

K. The cost of arbitration shall be shared equally by the parties.

L. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he shall be reinstated with full reimbursement of professional compensation lost, except as in I above.

M. Any individual employee at any time may present grievances to his employer and have the grievances adjusted, without intervention of the bargaining representative if the adjustment is not inconsistent with the terms of a collective bargaining contract or agreement then in effect.

ARTICLE IV

TEACHING HOURS AND TEACHING LOAD

- A. 1. The weekly teaching load in the senior high school shall be approximately forty-five (45) teaching segments and shall not exceed fifty-five (55) segments of pupil contact per week. Segments shall be approximately 27 minutes in duration. In the areas of art, home economics, music, industrial arts and physical education a teacher may be required to teach 55 segments per week, in which case no other pupil contact duties shall be assigned to these teachers. Vocational Education Teachers, by Federal Regulation, will be required to teach six (6) hours per day.
2. The weekly teaching load in the junior high school shall be 25 teaching periods and shall not exceed 30 periods of pupil contact per week. Periods shall not exceed fifty (50) minutes in duration. In the areas of art, home economics, industrial arts, music and physical education, a teacher may be required to teach 30 periods, in which case no other pupil contact duties shall be assigned to these teachers.
3. Because of the nature of the new program about to be implemented in the junior and senior high schools during this contract year, flexibility is permitted in Section A, 1 and 2 above.
4. The daily teaching load in the elementary schools shall not exceed five and one-half (5-1/2) hours of pupil contact.
5. The junior and senior high teachers' day shall be no less than seven hours in duration.
6. The elementary school teachers' day shall be no less than six and one-half (6-1/2) hours in duration.
7. All teachers of special education plus specialists in the elementary schools shall work the same length of day as the teachers in the schools to which they are assigned.

B. The teachers shall have a daily duty-free lunch period of at least the following lengths:

1. Elementary School	-	30 minutes
2. Junior High School	-	30 minutes
3. Senior High School	-	30 minutes
4. Other	-	30 minutes

C. Extra-curricular activities after school shall be considered as part of a teacher's professional obligation. (i. e. Chaperoning, ski club, Spanish club, concerts, etc.)

D. Any teacher having the maximum amount of pupil contact as provided in Section A, parts 1 and 2 of this article shall not be required to sponsor an extra-curricular activity.

E. Teacher participation in extra-curricular activities in certain areas shall be compensated according to the rate of pay and/or released time in Schedule D.

F. Parent-teacher conferences and teacher meetings shall be part of all teachers' professional obligations.

ARTICLE V

CLASS SIZE

A. A guide to class size shall be determined by the Board with the advice of the Superintendent and the professional staff in accordance with sound educational practice.

B. Staff members with questions on class size should discuss them with their principals. If a satisfactory answer is not forthcoming said staff member should feel free to discuss this matter with the Assistant Superintendent or Superintendent.

ARTICLE VI

TEACHER EMPLOYMENT

A. Each teacher shall be placed on his proper step of the salary schedule as of the beginning of the 1969-70 school year, except as modified by footnote #1 on Schedule A.

B. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 1.

C. Any tenure teacher may terminate his employment with the Board of Education by presenting 60 days' notice in writing.

D. Any non-tenure teacher's employment may be terminated by either party giving to the other 60 days' notice in writing.

ARTICLE VII

SALARIES

- A. The salaries of all teachers covered by this agreement are set forth in Schedule "A", "B" and "C" which are attached hereto and made a part hereof.
1. Teachers may individually elect to have a given amount of their monthly salary deducted from their pay. These funds shall be deposited in the Tri-County Federal Credit Union in their name and may be withdrawn at their discretion. This amount may not be varied within the contract year.
 2. When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.
 3. Teachers shall receive their final checks on the last working day in June upon completion of all professional obligations.

ARTICLE VIII

TEACHER ADMINISTRATION LIAISON

- A. The Association shall select a Liaison Committee for each school building which shall meet with the principal periodically by mutual agreement for the duration of the school year to review and discuss local school problems and practices, and to play an active role in the revision or development of building policies. Said committee shall consist of not more than one (1) member for every twenty (20) teachers in the school building but shall in no event have less than two (2) members.
- B. The Association's representatives shall meet with the Superintendent periodically during the school year to review and discuss current school problems and practices.

ARTICLE IX

SICK LEAVE

- A. As of September 1, 1969, all teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

B. Nonaccumulative additional sick leave benefits shall be allowed to teachers according to the following schedule:

1. The Board may grant upon recommendation of the Superintendent additional sick leave up to thirty (30) days at half pay to employees who are subjected to long absence from work due to severe illness.

C. After all sick leave has been exhausted a teacher shall upon the recommendation of the Superintendent be entitled to receive the difference in salary between the substitute's pay and the standard rate of the teacher, (1/200 of yearly contract per day) for a period of time as recommended by the Superintendent.

ARTICLE X

TEMPORARY LEAVES OF ABSENCE

A. As of the beginning of the 1969-70 school year, teachers shall be entitled to the following temporary nonaccumulative leaves of absence with full pay each school year:

1. Two (2) days leave of absence for personal, legal, business, household or family matters which require absence during school hours. Application to the teacher's principal or other immediate superior for personal leave shall be made at least two (2) days before taking such leave (except in the case of emergencies). One of these days shall be granted without the requirement of a stated reason other than personal.
2. Up to two (2) days for the purpose of visiting other schools or attending meetings or conferences of an educational nature with prior approval of principal.
3. Time necessary for appearances in any legal proceeding connected with the teacher's employment or with the school system.
4. Up to three (3) days at any one time in the event of death or serious illness of a teacher's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, and any other member of the immediate household. A maximum of 5 additional days may be granted at half pay. Teachers shall be granted up to one (1) day in the event of death of a teacher's friend or relative outside of the teacher's immediate family as defined above. In the event of the

death of a teacher or student in the Parsippany-Troy Hills School District, the principal or immediate superior of said teacher or student shall grant to an appropriate number of teachers sufficient time off to attend the funeral.

5. Other leaves of absence with pay may be granted by the Board for good reason.

- B. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the teacher is entitled.

ARTICLE XI

EXTENDED LEAVES OF ABSENCE

- A. The Board agrees that up to two (2) teachers shall upon request and approval of the Superintendent, be granted a leave of absence without pay for one year for the purpose of engaging in activities of the Association or its affiliates.
- B. A leave of absence without pay of up to two (2) years shall be granted to any teacher who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.
- C. A teacher on tenure shall be granted a leave of absence subject to the approval of the Superintendent, without pay for up to one (1) year to teach in an accredited college or university.
- D. Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment or to the spouse of any teacher who is so inducted or who enlists to join him for the period of special training in preparation for duty overseas in combat zones.
- E. 1. A non-tenure teacher shall notify the Superintendent of her pregnancy as soon as it is medically confirmed. Said teacher may request a maternity leave without pay and said leave may be granted. The leave shall become effective 3-5 months prior to the anticipated date of birth of the child and shall terminate twelve (12) months after the birth of the child, except in cases of stillbirth, in which case the teacher may elect to return to her position at an earlier date. Upon the recommendation of the Superintendent and the approval of the Board, a teacher may leave at a later date or return at an earlier date than provided herewith.

2. Any female teacher adopting an infant child may receive similar leave which shall commence upon her receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption. No teacher on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Parsippany-Troy Hills School District in the area of her certification or competence.

F. Other leaves of absence without pay may be granted by the Board for good reason.

G. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him upon his return and he shall be assigned to the same position which he held at the time said leave commenced, if available or, if not, to a substantially equivalent position.

H. All extensions or renewals of leaves shall be applied for in writing and the disposition shall be in writing.

ARTICLE XII

SABBATICAL LEAVE

Any teacher who has completed seven or more years of continuous full-time service in the Parsippany-Troy Hills Schools may, upon recommendation of the Superintendent, be granted a leave of absence by the Board for one full year for study. After each subsequent period of seven or more years of such service, a further leave for study may be granted.

Application for such leave shall be made prior to December 1st previous to the school year for which such absence is requested. Such application shall be made upon a regular form furnished by the Board and shall indicate a program, approved by the Superintendent and the Board, to be followed by the teacher during the period of leave.

Applicants shall agree to abide by all conditions determined upon by the Board to govern such leaves of absence.

As a condition to such leave the teacher shall enter into a contract to continue in the service of the Parsippany-Troy Hills Public Schools for a period of at least two years after the expiration of the leave of absence. Failing to so continue in service, the teacher shall repay the Board the full salary received while on leave.

The salary granted to a teacher on such leave shall be one-half of the salary to which he or she would be entitled if not on leave. From such half-salary shall be deducted monthly the regular deductions for the Teachers' Pension Fund and other deductions authorized by the teacher. Salary payments shall be made monthly in accordance with the schedule for payment of salaries in the school system.

Not more than two percent of the total staff shall be granted sabbatical leave for the same year. In granting such leaves of absence due consideration shall be given to seniority, the reasonable and equitable distribution of the applicants among the different schools and the possible benefits to the total school system.

If more than two percent of the staff shall apply for leave, selection shall be made on basis of benefits to the school system. At all times the needs of the school system as a whole shall be paramount. The Superintendent shall make recommendations regarding this matter.

Teachers on such leave may not associate for compensation with any person, persons, or organization during the school year, unless the Board approves such association as beneficial to this school system and only then upon the condition prescribed by the Board.

Any grant, fellowship or scholarship which does not entail teaching a regularly scheduled class shall not diminish the salary received while on leave.

Teachers on such leave shall make such regular written reports to the Superintendent as he may require.

Teachers on such leave will be considered as in the employ of the Board and the time thus spent shall count as regular service toward retirement and for consideration in regard to salary adjustments.

Such leave of absence shall be without prejudice to the teacher's tenure rights.

ARTICLE XIII

INSURANCE PROTECTION

- A. As of the beginning of the 1969-70 school year, the Board, after agreement with the Association regarding appropriate insurance carriers, shall provide the health-care insurance protection designated below. The Board shall pay the full premium for each teacher and in cases where appropriate for family-plan insurance coverage.

1. For each teacher who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing July 1st and ending June 30th.
2. The Board shall continue all health-care programs presently in effect.
3. The Board shall increase and improve the present contracted health-care program provided by the Connecticut General Life Insurance Company (Policy Number 32075-01) to the following extent:
 - A. Change the x-ray and laboratory benefit from schedule to non-schedule.
 - B. Change the \$25 limited emergency accident to a \$50 blanket benefit payable in addition to other benefits.
 - C. Change the doctors visits from \$5 per day to \$15 for 1st day; \$10 on 2nd day and \$7 thereafter. } Risk J
 - D. Increase obstetrical allowances by 1/3 of present benefit; ex: normal from \$150 to \$200.
 - E. New wording on children to cover them from birth.

ARTICLE XIV

ADMINISTRATIVE, SUPERVISORY AND EXTRA RESPONSIBILITY COMPENSATIONS

1. Directors
 - a. Special Services - Shall be on a twelve month work year and placed on junior high school principal's guide.
 - b. Vocational Education - Shall be on a twelve month work year and placed on elementary school principal's guide.
 - c. Asian Studies - Shall be considered as an Area Chairman.

2. Stipends for Extra Services

All of the following shall work a teachers' calendar year. Those coordinators who carry major extra responsibilities receive stipends for services they perform. Some are employed during the summer because of the nature of their duties. This employment shall be determined annually by the Superintendent. Those employed shall be notified by April 1st. Any one who is employed to work an additional month (22 days) receives 1/10 of his basic teachers pay as compensation for services rendered.

a. Coordinators

1. Guidance - Proper place on the teachers salary guide plus a stipend of \$400.00 for the first two years and \$500.00 after two years of successful experience.
2. Athletic - Proper place on the teachers salary guide plus a stipend of \$400.00 for the first two years and \$500.00 after two years of successful experience.
3. Student Activities - Proper place on the teachers salary guide plus a stipend of \$400.00 for the first two years and \$500.00 after two years of successful experience.
4. Curriculum Aids - Proper place on the teachers salary guide plus a stipend of \$800.00 for his added responsibilities.

b. Area Chairmen (High School)

Area Chairmen will be on their proper place of the teachers salary guide and receive a stipend of \$300.00 annually for the extra duties they perform. In addition, released time will be granted to them for supervisory functions.

c. Area Chairmen (Junior High)

Area Chairmen will be on their proper place of the teachers salary guide and receive a stipend of \$250.00 annually for the extra duties they perform. In addition, released time will be granted to them for supervisory functions.

d. Elementary Teaching Assistants

Teaching Assistants are employed to assist the principal. He receives an annual stipend for his extra responsibilities. The stipends are \$400.00 during the first two years of service and \$600.00 after two years of successful experience, except for the teaching assistant at Rockaway Neck three room school who receives a stipend of \$300.00.

e. Psychologists

The psychologists receive a ratio salary of 1.1% x their proper place on the teachers salary guide. They work two weeks beyond the school calendar.

f. Manager of Data Processing

The manager of Data Processing is employed at his proper place on the teachers salary guide plus a stipend of \$500.00 for his extra responsibilities.

ARTICLE XV

MISCELLANEOUS PROVISIONS

- A. The Association shall be permitted to use the inter-school mail facilities and school mail boxes as it deems necessary and with the approval of building principals or other members of the Administration.
- B. The Association shall be charged for all school materials and supplies that it uses and shall provide its own secretarial help.
- C. Teachers shall not be required to drive students to activities which take place away from the school buildings. A teacher may do so voluntarily, however, with the advance approval of his principal or immediate supervisor. The teacher shall be compensated at the rate of ten cents (10¢) per mile for the use of his own automobile.
- D. Copies of this agreement shall be printed at the expense of the Board within thirty (30) days after the agreement is signed and presented to all teachers.

ARTICLE XVI

DURATION OF AGREEMENT

A. This agreement with the exception of Article XIII, Insurance Protection, shall be effective as of July 1, 1969 and shall continue in effect until June 30, 1970, subject to the Association's right to negotiate over a successor agreement as provided in Article II. Article XIII shall become effective on March 1, 1969. This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

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

BOARD OF EDUCATION OF
PARSIPPANY-TROY HILLS

PARSIPPANY-TROY HILLS EDUCATION
ASSOCIATION

Betty S. Minor
President

Walter G. Jakl
President

Harold E. Feuerstein
Secretary

Marie Maurer
Secretary

SCHEDULE A
TEACHER-NURSE SALARY GUIDE
1969-1970

Step	Non Degree	B. A.	B. A. + 15	B. A. + 30	B. A. + 45 Including MA	B. A. + 60 Including MA
1	\$6300	\$6800	\$7200	\$7600	\$8100	\$8600
2	6600	7100	7500	7900	8400	8900
3	6900	7400	7800	8200	8700	9200
4	7200	7700	8100	8500	9000	9500
5	7500	8000	8400	8800	9300	9800
6	7800	8300	8700	9100	9600	10,100
7	8100	8600	9000	9400	9900	10,400
8	8400	8900	9300	9700	10,200	10,700
9	8700	9200	9600	10,000	10,500	11,000
10	9000	9500	9900	10,300	10,800	11,300
11	9300	10,000	10,400	10,800	11,300	11,800
12	9900	10,600	11,000	11,400	11,900	12,400
13	10,600	11,300	11,700	12,100	12,600	13,100
14				12,500	13,000	13,500
15						14,000

1. All present teachers and nurses to be placed on this guide with the exception of those whose increase would amount to more than \$1,950.00. These people will receive a letter stating that they shall receive their entitled amount in addition to the increase negotiated next year.
 2. Up to 12 years of experience credit may be allowed for new teachers and nurses employed by our system. Up to but not exceeding three years will be allowed for service in the armed forces.
 3. Nurses are allowed up to five years credit for hospital experience.
 4. Normal increments as indicated will be granted each year if approved by the Superintendent.
 5. A teacher or nurse may advance to the next higher training level on this guide upon presentation to the Superintendent of the necessary degree and/or proof of course credits. Such proof must be presented by September 1 to be effective for that school year.
 - Fifteen approved* credits beyond the B. A. degree are required to advance to the B. A. + 15 level.
 - Thirty approved* credits beyond the B. A. degree are required to advance to the 5 yr. level.
 - Forty-five approved* credits beyond the B. A. including a Master's degree, are required to advance to the B. A. + 45 level.
 - Sixty approved* credits beyond the B. A. including a Master's degree, are required to advance to the 6 yr. level.
 6. Individuals having an earned Doctorate degree shall receive an additional \$600 beyond their appropriate salary at the 6 yr. level.
 7. A \$200 stipend will be paid to teachers of special education classes.
- *Approved by the Superintendent

SCHEDULE B
1969-1970
Principals Salary Guide

(Note: Ratios are not to be increased for a period of three years)

ELEMENTARY PRINCIPALS (12 Month)

<u>Step</u>	<u>Ratio</u>	<u>*Super Maximum</u>
1	1.125	Reached at age 55 years or after 12 years as a principal.
2	1.150	
3	1.175	Initial placement on the guide will be at the discretion of the Superintendent.
4	1.200	
5	1.225	Advancement on the guide will be at the recommendation of the Superintendent.
6	1.250	
7	1.275	
*8	1.300	<u>Prior Credit Allowed</u> One step credit may be allowed for four or more years of teaching and/or military service.

One step credit may be allowed for two or more years as an assistant principal or other comparable administrative experience.

Full credit may be allowed for experience as a principal or comparable administrative responsibility.

SECONDARY ASSISTANT PRINCIPALS (12 Month)

<u>Step</u>	<u>Ratio</u>	<u>*Super Maximum</u>
1	1.100	Reached at age 55 years or after 12 years as secondary assistant principal.
2	1.125	
3	1.150	
4	1.175	Initial placement on the guide will be at the discretion of the Superintendent.
5	1.200	
*6	1.225	Advancement on the guide will be at the recommendation of the Superintendent.

Prior Credit Allowed
One step credit may be allowed for four or more years of teaching and/or military service.

Full credit may be allowed for experience as a secondary assistant principal or comparable administrative responsibility.

JUNIOR HIGH PRINCIPALS (12 Month)

<u>Step</u>	<u>Ratio</u>	<u>*Super Maximum</u>
1	1.200	Reached at age 55 years or after 12 years as a secondary school principal.
2	1.225	
3	1.250	Initial placement on the guide will be at the discretion of the Superintendent.
4	1.275	
5	1.300	
6	1.325	Advancement on the guide will be at the recommendation of the Superintendent.
7	1.350	
*8	1.375	

Prior Credit Allowed

One step credit may be allowed for four or more years of teaching and/or military service.

One step credit may be allowed for two or more years as a secondary school assistant principal, an elementary principal, or for other comparable administrative experience.

Full credit may be allowed for experience as a secondary school principal or comparable administrative responsibility.

SENIOR HIGH SCHOOL PRINCIPALS (12 Month)

<u>Step</u>	<u>Ratio</u>	<u>*Super Maximum</u>
1	1.300	Reached at age 55 years or after 12 years as a senior high school principal.
2	1.325	
3	1.350	Initial placement on the guide will be at the discretion of the Superintendent.
4	1.375	
5	1.400	
6	1.425	Advancement on the guide will be at the recommendation of the Superintendent.
7	1.450	
*8	1.475	

Prior Credit Allowed

One step credit may be allowed for four or more years of teaching and/or military service.

One step credit may be allowed for two or more years as a secondary school assistant principal, an elementary principal, a junior high principal or for other comparable administrative experience.

Full credit may be allowed for experience as a senior high school principal or comparable administrative responsibility.

Salary = Appropriate ratio x maximum teachers salary at either the 5 year, B. A. + 45 or 6 year training level (as applicable).

SCHEDULE C
SECRETARY SALARY GUIDE

1969-1970

	<u>GUIDE I</u>	<u>GUIDE II</u>	<u>GUIDE III</u>
1.	\$3600	\$4100	\$4300
2	3700	4200	4400
3	3800	4300	4500
4	3900	4400	4600
5	4000	4500	4700
6	4100	4600	4800
7	4300	4800	5000
8	4500	5000	5200
9	4700	5200	5400
10	4900	5400	5600
11	5100	5600	5800
12	5300	5800	6000
13	5500	6000	6200
14	5700	6200	6400
15	5900	6400	6600

- Guide I - K-6 School Secretaries
 Guide II - Central Office Secretaries and Departmental School Secretaries
 Guide III - Secretaries to Superintendent, Administrative Assistant, Assistant Superintendents, and Board Secretary; Payroll Secretary, and Assistant Bookkeeper, and Purchasing Clerk

PROVISIONS

1. Up to five years experience credit for comparable work elsewhere with satisfactory references may be allowed. Persons having less than the desired years' experience will receive \$100 less for each year of experience they are lacking.
2. Annual increments on this guide will be given when approved by the Superintendent.
3. K-6 school secretaries will be off during the time school is closed for the Christmas, Mid-winter and Spring recesses, and will not work on days when school is closed for inclement weather. They will have 1-1/2 months vacation in the summer.
4. Other secretaries will each work two days during the Christmas, Mid-winter and Spring recesses according to a schedule to be designated by their supervisor. They will work on days when school is closed for inclement weather, and will have a summer vacation of 22 working days.
5. A stipend of \$250 is paid to the secretary who secures substitutes for teachers of grades K-2.
6. A stipend of \$250 is paid to the secretary who secures substitutes for teachers of grades 3-6.
7. A stipend of \$200 is paid to the secretary who secures substitutes for teachers of grades 7 and 8.
8. A stipend of \$150 is paid to the secretary who secures substitutes for teachers of grades 9-12 PHS.
9. A stipend of \$100 is paid to the secretary who secures substitutes for teachers of grades 9-11 PHHS.
10. A stipend of \$1,000 is paid to the Superintendent's secretary.
11. A stipend of \$300 is paid to the Payroll secretary.
12. A stipend of \$300 is paid to the Head Secretary at each high school.
13. A stipend of \$200 is paid to the Head Secretary at each junior school.
14. A stipend of \$100 is paid to the elementary school Head Secretaries.
15. Secretaries will work overtime when requested to do so, but shall receive an equal amount of time off at times agreeable to the secretary and her supervisor.

SCHEDULE D

The following assignments shall be compensated as stated:

1.	Senior High	
	Newspaper Advisor	\$200.00
	Legend Sponsor	\$250.00
	Legend Business	\$250.00
	Forensics	\$150.00
	Stagecraft	\$200.00
	Marching Band	\$250.00
	Baton Twirlers	\$100.00
	Flag Twirlers	\$100.00
	Dramatics	\$225.00
2.	Junior High	
	Newspaper	\$100.00
	Year Book	\$100.00
	Dramatics (1 Major Production per year)	\$150.00
	Stagecraft	\$100.00

3. Coaching
The following ratios shall be applied to the twelfth (12) step on the basic salary guide; for the first and second year of experience on the four year training level; for the third and fourth year on the five year training level and from the fifth year on the sixth year training level.

a.	Senior High	
	Head football	.11
	First assistant	.066
	Other assistants	.057
	Head soccer	.070
	Assistant soccer	.051
	Cross Country	.042
	Head basketball	.077
	Assistant basketball	.051
	Head wrestling	.077
	Assistant wrestling	.051
	Fencing	.036
	Riflery	.036
	Head baseball	.077
	Assistant baseball	.051
	Head track	.077
	Assistant track	.051
	Golf	.033
	Tennis	.033
	G. A. A.	.028
	Cheerleaders	.025
	Trainer - Equipment Manager	.057
b.	Junior High	
	Soccer	.042
	Basketball	.042
	Baseball	.042