

4-11-73
W-22

In Kutson Hand

**THIS BOOK DOES
NOT CIRCULATE**

A G R E E M E N T

between

The Board of Education of
The Borough of Glen Rock

and

The Glen Rock Education Association

1973-1974

PREAMBLE

THIS AGREEMENT is made and entered into by and between the GLEN ROCK BOARD OF EDUCATION (hereinafter referred to as the "Board") and the GLEN ROCK EDUCATION ASSOCIATION (hereinafter referred to as the "Association").

ARTICLE I

PRINCIPLES

Section 1. This agreement is negotiated in order to establish for its term the terms and conditions of employment of all members of the staff employed in the classifications set forth in Appendix "A" attached hereto and made a part hereof.

Section 2. The Board and the Association recognize the importance of orderly, just and expeditious resolution of disputes, and accordingly herein agree upon a grievance procedure for the effective processing of such disputes.

Section 3. The provisions of this agreement will constitute a binding obligation of the parties for the duration hereof or until changed by mutual consent in writing. Any previously adopted policy, rule or regulation of the parties which is in conflict with a provision of this agreement shall be superseded and replaced by this agreement. Nothing in this agreement which changes pre-existing policy, rules or regulations of the parties will operate retroactively unless expressly so stated.

Section 4. The Board shall retain unto itself the power to make, amend, and repeal rules, regulations or policies which

are not inconsistent with the provisions of the agreement, for the proper and efficient management of the Glen Rock School System, except terms and conditions of employment which shall be negotiated.

ARTICLE II

RECOGNITION

Section 1. The Board recognizes the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations on terms and conditions of employment on behalf of all employees in the classifications set forth in Appendix "A" attached hereto and made a part hereof.

ARTICLE III

GRIEVANCE PROCEDURE

Section 1. Definitions

The term "grievance" shall mean a claim by any staff member or group of staff members that there has been an improper administrative decision with respect to the meaning, interpretation or application of this agreement, Board of Education policies, or established administrative procedures affecting terms and conditions of employment of the person(s) making the claim.

A grievance shall not apply when the contract of a non-tenured staff member is not renewed, nor shall the grievance procedure be invoked by a tenured staff member against whom charges have been brought pursuant to the provisions of the Tenure Employees Hearing Law with respect to the issue or issues on which such charges have

been made.

A grievance under this procedure must be initiated by the staff member or group of staff members within one calendar month of its occurrence.

Staff member shall mean any regularly contracted employee of the Board of Education employed in the classifications set forth in Appendix "A". As hereinafter used, the term "staff member" shall also include "group of staff members" and the singular shall include the plural.

Immediate supervisor shall mean the person who has the responsibility for immediate, direct administration of the staff member.

Representative shall mean counsel or other persons of his choice designated in writing by the staff member, the immediate supervisor, or the superintendent.

School day shall mean a day in which the central office is open to transact business.

Section 2. General Provisions

It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of such differences at the earliest possible stage is encouraged.

A staff member shall have the right to present his complaint in accordance with these procedures, free from coercion, interference, restraint, discrimination, or reprisal.

A staff member shall have the right to be represented at any stage of the procedures by persons of his own choice.

Each party shall have access to all written statements and records pertaining to such case.

All hearings shall be confidential

It shall be the responsibility of the superintendent of schools to take such steps as may be necessary to give force and effect to these procedures.

At each step of the procedures, if differences are not resolved within the prescribed time, the staff member has the right to move directly to the next stage.

The function of these procedures is to assure equitable and proper treatment under the existing laws, rules, regulations, policies, and this agreement which relate to or affect the employee in the performance of his duties. They are not designed to be used for changing such policies and regulations or establishing new ones.

Section 3. Procedures

Any staff member who has a grievance shall present his complaint to his immediate supervisor or directly to his principal in an attempt to resolve the matter informally at that level.

If differences are not satisfactorily resolved through this informal conference, then the staff member shall set forth his grievance in writing, stating the nature of the grievance, the nature and extent of the injury, loss or inconvenience, the results of previous discussions, and his dissatisfaction with decision pre-

viously rendered, and bring the matter to the person next in administrative responsibility.

Such administrator shall render his determination in writing, and forward a copy to the supervisor within five (5) school days after it is brought to his attention in accordance with the preceding paragraph.

If the matter is not satisfactorily resolved at this stage, the staff member may proceed to the next stage.

Formal Stage

The staff member shall initiate this stage by making a written request to the superintendent of schools (with copies for the Board of Education and all others involved), for review and determination. Such request shall be made within five (5) school days after a determination has been rendered at the preceding stage.

The superintendent shall immediately notify all parties involved to submit written statements to him (with copies for the Board of Education) within five (5) school days, setting forth the specific nature of the complaint, the facts relating thereto, the determination previously rendered, the name of representatives (if any), and a request for an informal hearing, if desired.

If such is requested by either party pursuant to the section immediately above, the superintendent shall notify all parties concerned of the time and place when an informal hearing will be held where such parties may appear and present oral and/or written statements supporting their position. Such hearings shall be held

within ten (10) school days of the receipt of the request by the superintendent. Copies of this request will be forwarded to the Board of Education.

The superintendent shall render his determination in writing to both parties, with copies to the Board of Education, within ten (10) school days after all evidence, oral and written, has been presented to him.

If the matter is not satisfactorily concluded at this stage, the staff member may proceed to the appeal stage.

Appeal Stage

The staff member shall initiate this stage by making a written request to the Board of Education for review and determination within five (5) school days of the final determination by the superintendent.

The President of the Board of Education shall request the superintendent to submit all written records of the case.

A hearing shall be held within fifteen (15) school days of the receipt of the appeal by the President of the Board.

The staff member, the immediate supervisor, the superintendent and their representatives (if any) shall have the right to be present and to present testimony at such hearing.

The Board may also require the presence and testimony of any other person it so desires.

Within fifteen (15) school days after the conclusion of the hearing, the Board shall render a decision in writing to the staff

member, which shall be conclusive except for appeals as may be provided for under the New Jersey statutes and except as hereinafter provided.

Advisory Arbitration

If the staff member is not satisfied with the decision of the Board, he may within fifteen (15) school days after receipt thereof request in writing that the Association submit the grievance to advisory arbitration. If the Association determines that the grievance is meritorious it may submit the grievance to arbitration within fifteen (15) school days after receipt of the request by the aggrieved person, and shall notify the Board in writing of its decision.

Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within a specified period, a request for a list of arbitrators shall be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

The arbitrator so selected shall confer with the representatives of the Board and the Association, and hold hearings promptly, and shall issue his decision not later than twenty (20) days from the date of the close of the hearings, or if oral hearings have been

waived, then from the date that the final statements and proofs are submitted to him. The decision of the arbitrator shall be in writing and shall set forth his findings and conclusions on the issues submitted.

The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be advisory only.

The arbitrator's advisory decision shall not alter, amend, add to or subtract from any of the provisions of this agreement.

The costs of the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, will be borne equally by the Board and the Association.

In the event the superintendent is the immediate supervisor of the staff member and the grievance cannot be resolved at that level, then the formal stage shall be eliminated and the staff member shall make a written request to the Board of Education for a hearing, submitting in writing his grievance as previously provided for herein, together with all evidence presented at the informal discussion with the superintendent with sufficient copies for all members of the Board

All documents, communications and records dealing with the processing of a grievance shall be placed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

ARTICLE IV

SALARIES

Section 1. The salaries and other benefits for all employees covered by this agreement are set forth in Appendix "B".

Section 2. The granting of any salary increment and/or adjustment as set forth in the salary schedules shall not be deemed automatic. Any such withholding shall be governed by the provisions of N.J.S.A. 18A:29-14, as amended, and shall be preceded by the following steps:

- A. The employee will have the benefit of a minimum of three formal observations spaced at least thirty days apart.
- B. He will be granted a formal conference with the principal or central administrative officer to whom he is directly responsible, in which strengths and weaknesses revealed in the totality of his professional responsibilities have been discussed, and during which he will be informed of the possible withholding action.
- C. He will be given a written summary of said conference, including recommendations for improvement.
- D. He will be given a minimum of ninety (90) days after the conference in which to correct any deficiencies and thereafter shall have the benefit of another formal observation.
- E. He will be given the opportunity to personally present data in his own behalf simultaneously to the superintendent and the appropriate principal or central administrative

officer. During this presentation the employee will be entitled to be accompanied by a person of his own choosing to advise and/or represent him.

- F. Following such presentation the superintendent shall formulate a recommendation pertaining to the withholding and shall reduce it to writing. A copy will be given to the affected employee.
- G. In the event the superintendent shall make a recommendation to the Board to deny the increment, the teacher and his representative shall, upon request, be granted an opportunity to appear before the Board to personally present data in his own behalf prior to the Board's formal action on the recommendation.
- H. The Board may pay any such denied increment in any future year as an adjustment increment.

ARTICLE V

MODIFICATION OF AGREEMENT AND NEGOTIATION OF SUCCESSOR AGREEMENT

Section 1. Not later than the date(s) specified in Article XXI below, the Board agrees to enter into negotiations with the Association over a successor agreement. By the same date, the Association agrees to present to the Board its proposals for the successor agreement. Any agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all the parties.

Section 2. During negotiations the party making the proposals shall submit such proposals in writing to the other party. Receipt of a proposal shall be acknowledged in writing within five (5) days. Negotiations shall commence with a meeting at a mutually satisfactory place within fifteen (15) days after receipt of a proposal, unless the Board and the Association mutually agree to an extension of time. During negotiation, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. Each party shall promptly make available to the other, upon request, information within its possession which is not privileged under law and which is relevant to the subject under discussion. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

Section 3. Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings, or in negotiations respecting the collective bargaining agreement, they will suffer no loss in pay.

Section 4. A committee of administrators and the Association's negotiating committee shall meet monthly if either party requests it for the purpose of reviewing the administration of the agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure. Each party shall submit to the other, at least three(3) days prior to the meeting, an agenda

covering matters they wish to discuss. Minutes of such meetings will be forwarded to the President of the Board of Education.

Section 5. By mutual agreement, this contract may be modified, the changes thereto being reduced to writing, and signed by the parties hereof.

ARTICLE VI

TEACHER AND ASSOCIATION RIGHTS

Section 1. Pursuant to Chapter 303, Public Laws of 1968, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and interest.

Section 2. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

Section 3. Prior to recommending to the Board of Education that a teacher be formally reprimanded, suspended, or otherwise disciplined (except by the withholding of a salary increment and/or adjustment, in which case the provisions of Article IV shall apply), the Superintendent of Schools shall provide an opportunity for the teacher to meet with him and appropriate members of his administrative staff to present data in his own behalf. The teacher shall receive prior written notice of the reasons for such meeting and shall be

entitled to be accompanied by a person of his own choosing to advise and/or represent him. If such a recommendation is made the teacher shall, upon request, be granted an opportunity to appear before the Board and shall again be afforded the same rights or representation as detailed above.

ARTICLE VII

SAVING CLAUSE

Section 1. If any provision of this agreement is, or shall at any time be, contrary to law, then such provision shall be null and void. In such event, all other provisions of this agreement shall continue in effect.

ARTICLE VIII

TEACHER FACILITIES

Section 1. The administration shall make every possible effort to schedule meetings of outside groups and specialists in facilities other than those used as teachers' faculty lounges.

ARTICLE IX

NON-ASSIGNED TIME

Section 1. Lunch periods. Each teacher shall have a duty free lunch period equivalent in length to that of the applicable student lunch period.

Section 2. Preparation Time. Each secondary school regular classroom teacher shall, in addition to his lunch period, have daily preparation time in length equivalent to two mods during which

he shall perform tasks relating to his classroom activities.

Section 3. Meetings. No more than two full staff meetings may be called each month. When called, such meetings shall not end later than seventy-five minutes after appropriate student dismissal, except in cases of emergency. Full staff meetings shall not be called on Fridays or on any day immediately preceding any holiday, or other day upon which teacher attendance is not required at school, except in cases of emergency.

Section 4. In-Service Training. In-service training sessions when called shall not end later than seventy-five minutes after regular student dismissal.

Section 5. Teaching Load. Junior and Senior High Schools. The daily teaching load in the junior-senior high school shall be five (5) periods for all regular teachers except the 9-12th grade English teachers who shall teach four (4) periods plus a library assignment. Laboratory Science teachers shall teach four (4) classes. Laboratory Science teachers and 9th - 12th English teachers shall not be assigned to study halls or cafeteria duty. However, by mutual consent teachers may accept teaching assignments in addition to the foregoing.

ARTICLE X

TEACHER ASSIGNMENT

Each presently employed teacher who is re-hired shall be given written notice of his salary and teaching assignment for the following year no later than one week before the last day of student

attendance, and of his room assignment no later than one week before the first day of student attendance.

In the event that changes in such assignments are made, the teacher affected shall be notified promptly and will have the right to a conference with the administrator in charge of scheduling.

When regular classroom teachers in the junior-senior high school are required to change subject area teaching stations more than two (2) times during the school day, they shall be notified as soon as possible, and the teacher affected will have the right to a conference with the administrator in charge of scheduling.

ARTICLE XI

NOTICE OF VACANCIES

All vacancies in positions paying a salary differential and/or positions on the administrative level of responsibility shall be adequately publicized by the superintendent.

A notice shall be posted in each school no less than fifteen days before the final date when applications must be submitted. Such notice shall include the title of the position, the qualifications for the position, and the method of determining compensation.

ARTICLE XII

TEACHER EVALUATION

All non-tenured teachers are to have an evaluation prior to December 31, and a second one no later than March 1.

Employees reemployed on a conditional basis will have a follow-up evaluation in June. Two additional follow-up evaluations

will occur in the fall spaced at least thirty days apart, and at least thirty days prior to the formal evaluation.

Any teacher being separated from his position is to have had at least two formal evaluations during that school year prior to March 1.

Nothing in this article shall supersede the provisions of Article III, Section 1 of this agreement.

ARTICLE XIII

COMPLAINTS

Written comments which are to be included in the teacher's personnel file shall be communicated to the teacher promptly by his immediate supervisor.

ARTICLE XIV

CONDUCT OF SCHOOLS

All written Board policies relating to students will be furnished to each teacher at the start of the school year. A copy of any such policy adopted during the school year will be furnished promptly to the Association.

ARTICLE XV

SABBATICAL LEAVE

An application for such leave shall be recommended by the superintendent and approved by the Board of Education only when, in their considered judgment, the professional competence of the staff member and the general efficiency of the school system will

be benefited.

Eligibility

Any teacher who has completed seven years of continuous and satisfactory service in the Glen Rock public schools, provided such applicant shall not have reached his fifty-ninth birthday at time of application, may be granted a sabbatical leave for one year or one semester for an approved purpose as delineated below.

After each subsequent period of seven years of satisfactory service a further sabbatical leave may be granted.

A one semester sabbatical shall be counted as a full leave; a full year's sabbatical may not be split between two different school years.

Purpose and Obligation

The general reasons for sabbatical leave shall include the following:

1. Study, including residency requirement for graduate degree
2. Travel, when associated with subject field
3. Research leading toward publication
4. Writing for publication, when in subject field
5. Other approved purposes

Work opportunities, when minor in nature and directly growing out of one of the above purposes, may be approved; however, this policy is not intended to provide for the substitution of full time, fully compensated employment in place of the regular professional assignment in Glen Rock.

The employee on leave shall make a regular written report to the superintendent once every two months.

Number of Leaves

Not more than three teachers may be granted sabbatical leave for the same year.

Application for Leave

Applications shall be submitted no later than the first school day in January of the year preceding the school year for which the leave is requested. No other applications will be considered except under very unusual circumstances not attributable to the free choice of the applicant.

The decision of the Board shall be transmitted to each applicant, in writing, not later than March first. A teacher granted a leave shall notify the Board of his final decision to take the leave or not, not later than April 15.

Approved leaves shall generally start in September, except that a one semester leave may begin in February.

Status of Tenure and Pension

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

Salary

The salary granted to a teacher on sabbatical leave shall be eighty per cent (80%) of the salary to which he would be entitled if not on leave, less the regular deductions for taxes, pension, and insurance.

Salary shall be paid in accordance with the general time schedule in the Glen Rock School system.

Teachers on sabbatical leave shall not receive compensation from other employers without prior approval of the superintendent.

Subsequent Service

As a condition to such leave, the teacher shall enter into a contract to continue in the service of the Glen Rock Board of Education for a period of not less than two years after the expiration of the leave.

If a teacher fails to continue in service after such a sabbatical leave, he shall repay to the Board of Education a sum of money bearing the same ratio to the amount of salary received while on sabbatical leave that the unperformed part of the two subsequent years of service bears to the full two years, unless the teacher is incapacitated or has been discharged.

Illness or Accident

Should the approved sabbatical program be interrupted by serious accident or illness, 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, providing the superintendent was notified of such accident or illness by registered letter within ten days of its occurrence.

Forfeiture of Leave

If the superintendent learns that a teacher is not fulfilling the purpose for which the sabbatical leave was granted, he shall

report this fact to the Board of Education and the Board may terminate the sabbatical after giving the teacher an opportunity to be heard.

Sabbatical to Maternity Leave

If a teacher on sabbatical leave determines that she is pregnant, she shall report this to the superintendent and shall be transferred from sabbatical to maternity leave as of the date upon which she would have been required to accept leave under the rules regulating maternity leave.

Physical Examination

If an application for sabbatical leave is favorably considered by the superintendent, the applicant may be given a physical examination at the discretion of the Board of Education for the purpose of determining whether there is reasonable probability that he will be physically able to return to service for the minimum period required by these regulations.

ARTICLE XVI

HAZARDOUS CONDITIONS

The Board and the staff will cooperate to attempt to remedy hazardous conditions in the school.

ARTICLE XVII

MATERNITY LEAVE

Maternity leaves shall be governed, in addition to the applicable sick leave provisions, by the following:

- a) Such leaves shall be without pay

b) A leave granted under this policy shall not be considered as a waiver of any right of the employee under the Tenure and/or Retirement Laws of New Jersey.

c) The employee shall request such leave at least sixty (60) days prior to its implementation.

d) The leave shall terminate at the close of the academic year in which the leave is implemented.

e) Employees who are on tenure at the time such leave is implemented shall be eligible, on request of the employee, for an extension of the leave for one calendar year. The request for such extension shall be made, in writing, to the superintendent of schools not later than April 1 of the academic year in which the original leave is implemented; except that if the original leave is implemented after April 1 in any academic year, any request for extension shall be made at the same time the original leave is requested.

f) If any employee on a maternity leave shall again become pregnant before the expiration of her leave of absence, she shall forthwith notify the superintendent of schools of her intentions in regard to applying for a new leave; if she applies for a new leave, the same rules which applied for the original leave will apply.

g) An employee on a maternity leave shall resume her duties at the beginning of the academic year following the termination of the leave or extension. She shall notify the superintendent of schools, in writing, not later than April 1 of the preceding academic year, of her intentions whether to resume her duties.

h) If an employee wishes to return to work before the leave, or extension, has expired, she may apply for an available vacant position for which she is certified.

i) Notwithstanding any other provisions of this policy, except by an express determination by the Board of Education on an individual basis, no employee shall be granted a maternity leave during which she would acquire tenure status.

j) The period of maternity leave shall not count as regular service for service recognition, retirement planning, or placement on the salary schedule.

k) The provisions of this policy regarding maternity leaves shall also apply in the case of adoption.

l) The total time on maternity leave, regardless of the number of successive leaves or extensions requested, shall in no case exceed three calendar years.

ARTICLE XVIII

TRAVEL REIMBURSEMENT

Actual and necessary travel expenses incurred by teachers in the discharge of their duties will be reimbursed on a voucher basis if there has been prior approval. Each employee shall keep adequate records including a daily log.

Any expense incurred in the use of a personally owned automobile shall be reimbursed at the rate of ten cents per mile, which shall include all automobile expense except parking and toll charges which may be listed additionally.

Expenses for other than mileage must be substantiated by receipts whenever possible.

Each employee desiring reimbursement shall submit a voucher monthly to the business office.

ARTICLE XIX

SALARY POLICY

The salary schedule policy shall be guided by the negotiated agreement between the GREA and the Board of Education in accordance with the provisions of PL 303.

Placement on the salary schedule shall be based on college degree, professional training and experience.

Full credit on the salary schedule will be allowed for the first ten years of experience. Experience may include teaching, military service up to four years, and related business employment. For experience over the first ten years, each additional three years will be computed at the rate of two steps on the salary schedule with placement not higher than one step under the maximum at the appropriate training level. After the teacher is employed there will be no re-evaluation of experience for salary adjustment.

In determining placement on the salary schedule for the succeeding year any graduate and/or in-service credit taken must be filed in the Assistant Superintendent's Office for Personnel by August 15.

Master's degree or equivalent

Master's degree shall mean a conferred master's degree in

some field applicable to public elementary or secondary education from an approved college or university.

Master's equivalency shall mean the satisfactory completion of thirty approved credits acquired subsequent to the awarding of the bachelor's degree. The credit requirements shall be distributed as indicated below:

1) A minimum of twenty-four of the thirty credits shall be semester hours in graduate courses from approved universities or colleges.

2) A maximum of six of the thirty credits may be undergraduate semester hours or "workshop" type courses.

3) The distribution of courses (graduate and undergraduate) shall be as follows:

.Subject matter courses directly related to current teaching specialty (such as English, industrial arts, modern mathematics) - a minimum of ten semester hour credits required; maximum of thirty semester hour credits permitted.

.Professional improvement courses - directly related to the educational process or foundations of education (such as visual aids, adolescent psychology, methods of teaching, philosophy of education) - maximum of twenty semester hour credits permitted.

.Personal improvement courses not directly related to current teaching specialty (such as travel courses with university or college credit, art appreciation, and modern novel) - maximum of ten semester hour credits permitted.

Placement on the six year training level shall be granted upon the satisfactory completion of thirty approved credits beyond the conferred master's degree. Such credits must be exclusive of the requirements for the master's degree. The credits shall be dis-

tributed as follows:

1) A minimum of twenty-four of the thirty credits shall be semester hours in graduate courses from approved universities or colleges.

2) A maximum of six of the thirty credits may be undergraduate or "workshop" type courses.

3) The distribution of courses (graduate and undergraduate) shall be as follows:

.Subject matter courses directly related to current teaching specialty (such as English, industrial arts, modern mathematics) - a minimum of ten semester hour credits required: maximum of thirty semester hour credits permitted.

.Professional improvement courses (such as visual aids, adolescent psychology, methods of teaching, philosophy of education) - maximum of twenty semester hour credits permitted.

.Personal improvement courses not directly related to current teaching specialty (such as travel courses with university or college credit, art appreciation, modern novel) - maximum of ten semester hour credits permitted.

Credits applied to an advanced training level cannot also be used to satisfy provisions of other parts of this salary policy. All procedures for implementing the above policy and decisions concerning the same shall be delegated by the Superintendent to the Assistant Superintendent of Schools for Personnel and Administrative Services.

Professional Recognition Program

Definition and purpose. The professional recognition program is an incentive program designed to give teachers of the Glen Rock school system reaching the maximum step on the salary schedule added inducement to continue their professional advancement. Recognition

shall consist of a teacher being advanced, at intervals of five years, to steps over and above the current maximum step. Each such step shall amount to an increase of three hundred dollars (\$300) in the basic salary of the teacher receiving recognition.

Eligibility. All teachers after having served a minimum of five years at the maximum step on the Glen Rock salary schedule will be eligible for recognition upon completion of the specified requirements. The requirements for each recognition step are as follows:

1) Satisfactory completion of three university or college semester credit hours approved by the school administration and

2) Satisfactory completion or performance of any one of the following:

.An additional three university or college semester credit hours, approved by the administration.

.Travel contributing to the educational and cultural advancement of the teacher, approved by the administration.

.Summer employment contributing to the value of the teacher as an educator and as an individual, approved by the administration

.Outstanding service to the teaching profession or special acknowledgement and recognition by the profession, such as:

a) Research work

b) Publication of articles in media approved by the school administration

c) Special committee work in a professional organization

d) Holding office in education organizations approved by the administration.

.Unusual service to the community, state, or nation

.Obtaining a scholarship in connection with professional advancement

.Serving as an exchange teacher

The determination of whether the completion or performance of any particular endeavor meets the specified requirements shall be made by the Superintendent of Schools and in all instances his decision shall be final.

ARTICLE XX

CHAPERONING

All chaperoning on non-school days shall be voluntary.

ARTICLE XXI

DURATION

Section 1. Not later than October 15, 1973, the Board agrees to enter into negotiations with the Association over a successor agreement.

Section 2. The provisions of this agreement shall become effective as of July 1, 1973, and shall remain in full force and effect until June 30, 1974.

IN WITNESS WHEREOF, the parties have caused these presents to be executed by their proper officers.

GLEN ROCK BOARD OF EDUCATION

By _____
President

GLEN ROCK EDUCATION ASSOCIATION

By _____
President

DATE _____

APPENDIX "A"

RECOGNITION

Employees covered by this agreement include:

Classroom teachers
Nurses
Librarians
Social Workers
Psychologists
Coordinators
Supplementary teachers
Speech Therapists
Supervisors
Specialists
Reading Consultants
Remedial Instructors
Department Chairmen
Guidance Counselors

APPENDIX "B"

I.

TEACHER SALARY SCHEDULE

<u>Step</u>	<u>No Degree</u>	<u>1973-74</u>				
		<u>BA</u>	<u>BA+15*</u>	<u>MA** BA+30</u>	<u>MA+15*** BA+45</u>	<u>MA+30****</u>
1	9012	9085	9385	9967	10267	10918
2	9426	9569	9869	10469	10769	11437
3	9840	10053	10353	10971	11271	11956
4	10254	10537	10837	11473	11773	12475
5	10668	11021	11321	11975	12275	12994
6	11082	11505	11805	12477	12777	13513
7	11496	11989	12289	12979	13279	14032
8	11910	12473	12773	13481	13781	14551
9	12324	12957	13257	13983	14283	15070
10	12738	13441	13741	14485	14785	15589
11	13152	13925	14225	14987	15287	16108
12	13566	14409	14709	15489	15789	16627
13	13980	14893	15193	15991	16291	17146
14	14394			16493	16793	17665
15	14808			16995	17295	18184
16						18703

*Placement on the BA+15 guide requires 15 approved credits beyond the bachelor's degree.

**Placement on the MA guide requires a master's degree or 30 approved credits beyond the bachelor's degree.

***Placement on the MA+15/BA+45 guide requires 45 approved credits beyond the bachelor's degree or 15 approved beyond the master's.

****Placement on the MA+30 guide requires a master's degree plus 30 approved credits beyond the master's degree.

Credits will be approved in accordance with established policy.

APPENDIX "B"

II. Salaries for Summer Employment

Section 1. Salaries for teachers employed in a position that is designated by Board of Education action as a 12-month assignment shall be prorated at 1.15 times the applicable salary to which the teacher would be entitled if employed on a 10-month basis.

Section 2. Regular members of the Association who are employed during the summer to carry out any curricular program of the Board of Education shall be compensated in accordance with their appropriate placement on the teacher salary schedule.

Section 3. The term curricular program is defined as any activity which is a significant and expected part of the teacher's regular duties during the regular academic year.

Section 4. Work that is essentially maintenance in nature such as repair and inventory of equipment, painting, building or site maintenance or repair, and similar assignments are excluded from the definition of curricular program and compensated at an established rate of \$5 per hour.

Section 5. Both kinds of summer assignments are recognized as being separate contractual jobs and not extensions of the regular academic year employment relationship. All such assignments are, therefore, from year to year and subject each year to modification of time, elimination, extension, and personnel reassignment as the needs of the school system dictate.

Section 6. For summer work a full assignment for a pro-rata base is 35 hours of service per week. Compensation for

curricular programs will be prorated according to the length of service rendered based on such full assignment week.

Section 7. In assignments in which a class of students is instructed, the ratio of instructional time to planning and conferencing time will be 6:1; both will be included in the full assignment week, and both will be prorated in proration situations in the same ratio.

Section 8. For determining compensation for summer curricular programs, the placement on the teachers' salary schedule adopted for the coming year will be used, and 200 days will be considered a full year for purposes of prorating summer compensation.

APPENDIX "B"

III. Co-Curricular Salaries - 1973-74

A. JUNIOR-SENIOR HIGH SCHOOL

1. Salary Schedule for Athletics

Yrs. of service	<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>	<u>e</u>	<u>f</u>	<u>g</u>	<u>h</u>
1	\$1100.00	\$990.00	\$770.00	\$605.00	\$450.00	\$300.00	\$247.50	\$220.00
2	1210.00	1072.50	825.00	660.00	500.00	350.00	275.00	247.50
3	1320.00	1155.00	880.00	715.00	550.00	400.00	302.50	275.00
4	1430.00	1237.50	935.00	770.00	600.00	450.00	330.00	302.50

Years of service to mean service in the specific position in GlenRock

- a. Head football coach
- b. Head coach of basketball, baseball, track, soccer, wrestling
- c. Assistant coach of football
Head coach of cross country, golf, tennis, fencing
- d. Ass't coach of basketball, baseball, track, soccer, wrestling
Head coach of cheerleaders
Director of marching band
- e. Head coach of girls field hockey, basketball, gymnastics, tennis
- f. Ass't coach of gymnastics
- g. Head coach of bowling
Assistant coach of cheerleaders
Canteen director
- h. Seasonal intramurals
Canteen and Saturday basketball

2. Salaries for Student Academic Activities

- a. Yearbook Advisor \$700
Senior High Student Council Advisor \$600
Senior Newspaper Advisor \$600
Literary Magazine Advisor \$600
- b. Yearbook Assistant (business) \$400
Junior Student Council Advisor \$500
Junior Newspaper Advisor \$500
Senior Class Advisor \$400
- c. Interscholastic competition coaches
Physics Team \$300
Chemistry Team \$300
Biology Team \$300
Debating Team \$300
Math League \$300
- d. Class Advisors, grades 7 - 11 \$200
- e. Sponsors of school clubs \$ 75
Sponsors of Honor Society \$ 50

3. Salaries for Dramatics and Music

a. Dramatic/Musical Production

Director/Producer	\$500
Assistant Director	\$350
Conductor/Orchestra Director	\$250
Business Manager	\$ 75
Scenery	\$100
Staging	\$ 50
Costumes	\$ 50

b. Spring Variety Show

Director/Producer	\$225
Assistant Producer	\$125
Business Manager	\$ 50

c. Nights of Drama

Director	\$600
----------	-------

d. Special Musical Groups

Folk Singers, girls trio	\$100
Madrigals, special groups	\$100
Dance Band	\$250

4. Supplementary Program Functions

A.V. Coordinator	\$600
Book Inventory	\$600
Coordinator of Special Science Programs	\$900

B. ELEMENTARY SCHOOLS

1. Salaries for Miscellaneous Functions

a. Coordinator of physical education programs	\$650
b. Director of elementary recreation/intramural programs	\$350
c. Square dancing coach	\$350
d. Recreation/intramurals seasonal	\$150
e. Safety patrol advisor	\$100
f. Student Council advisor	\$100
g. Audiovisual aid coordinator	\$100

NOTE: The establishment of all co-curricular positions is subject to Board approval.

APPENDIX "B"

IV. Medical Insurance

All personnel covered by this agreement (Appendix "A") are entitled to the following premium payment by the Board of Education in the Public and School Employees Health Benefits program:

Full premium cost on the individual employee

Full premium cost for all dependents

V. Tuition Reimbursement

All personnel covered by this agreement (Appendix "A") are entitled to a tuition reimbursement of seventy-five dollars (\$75) per annum for approved courses taken while under contract in Glen Rock. This reimbursement will be non-accumulative.

VI. Differentials

The following assignments shall carry the specified differential above the incumbent's applicable salary on the teacher guide:

Department Chairman	\$900
Coordinator of Athletics	\$1200
Supervisor of Elementary Phys.Ed.	\$350
Elementary Reading Specialist	\$200
Speech Therapist	\$200
Special Class Teacher	\$200
Guidance Counselor	\$400
Learning Disabilities Specialist	\$400
Psychologist	\$1000
Social Worker	\$400