

AGREEMENT

BETWEEN

HIGH POINT REGIONAL HIGH SCHOOL
BOARD OF EDUCATION

- and -

HIGH POINT EDUCATION ASSOCIATION

X JULY 1, 1981 - JUNE 30, 1982

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In compliance with Chapter 123, Laws of 1974, the State of New Jersey, The High Point Regional Board of Education and the High Point Education Association enter into this written agreement.

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ARTICLE I
RECOGNITION

A. The Board hereby recognizes the High Point Education Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all full-time and regularly contracted part-time certificated personnel employed by the Board, under contract, to include:

1. Classroom Teachers
2. Nurses
3. Librarian
4. Guidance Staff
5. Speech Therapist
6. L.D.T.C.
7. Supplemental Instructor
8. Social Worker
9. School Psychologist
10. Reading Specialists

but excluding:

1. The Superintendent
2. Principal
3. Business Manager
4. Supervisor of Instruction/Director of Curriculum and Evaluation
5. Assistant Principal
6. Director of Pupil Personnel Services

ARTICLE I - RECOGNITION

B. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement, shall refer to all certificated employees represented by the Association in the negotiation unit as above defined, and reference to male teachers shall include female teachers.

C. All certificated personnel who are employed on a five (5) day per week, ten (10) month basis shall be considered full-time personnel.

ARTICLE II
NEGOTIATION PROCEDURE

A. The negotiation procedure shall provide that the parties will enter into collective negotiations as required by Chapter 123, Public Laws of 1974. Such negotiations shall commence in accordance with the rules and regulations of the Public Employment Relations Commission in the calendar year preceding the calendar year in which this Agreement expires.

B. The Board agrees not to negotiate concerning said employees in the negotiating unit as designated in ARTICLE I of the Agreement, with any organization other than the Association for the duration of this Agreement.

C. At the outset of negotiations, a meeting will be held between the parties to determine mutually acceptable ground rules for the negotiations sessions.

ARTICLE III

GRIEVANCE PROCEDURE

A grievance is a claim by a teacher or the Association based upon the interpretation, application, or violation of this Agreement, policies and administrative decisions affecting a teacher or group of teachers. The teacher shall have the right to present his own appeal or designate any other person to appear with him or for him at any step in his appeal. The superintendent shall be informed of the representative at least five (5) days prior to the hearings.

A. Procedures

1. Any teacher who has a grievance shall discuss it first with the principal in an attempt to resolve the matter informally at that level.
2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the teacher within five (5) school days, he shall set forth his complaint in writing to the principal. The written grievance shall contain the following elements:
 - (a) The nature of the grievance and the date occurred;
 - (b) The specific sections of the Agreement or Board policy alleged to have been violated;
 - (c) The results of the previous discussions;
 - (d) The employee's dissatisfaction with the decision previously rendered;
 - (e) The relief sought.

ARTICLE III continued;

Grievance Procedure

The principal shall communicate his decision to the teacher and the Association in writing within three (3) school days of receipt of the written complaint.

3. If no decision is rendered by the principal within five (5) school days, or if the "grievance" is not thus resolved to the teacher's satisfaction, the teacher may appeal the principal's decision to the Superintendent within five (5) school days. The appeal to the Superintendent must be made in writing and must set forth the grounds upon which the grievance is based. The Superintendent shall request a report on the grievance from the principal, may confer with the concerned parties, and, upon request, with the employee or the principal separately. He shall resolve the matter as quickly as possible and in any event, within ten (10) school days. The Superintendent shall communicate his decision in writing along with the supporting reasons, to the employee, the principal and the Association.

4. If no decision is rendered by the superintendent within ten (10) school days, or if the grievance is not thus resolved to the teacher's satisfaction, he may request a review by the Board of Education. The request shall be submitted in writing to the Secretary of the Board of Education within ten (10) school days of the Superintendent's response, or the day that the response was due. The Board, or a committee thereof may review the grievance, hold a hearing with the employee, unless waived by the employee and render a decision in writing within thirty (30) calendar days of the request for review.

5. If a grievance is not resolved to the teacher's satisfaction, it may be submitted for advisory arbitration to a third party. If the parties are unable to agree upon an arbitrator, a request for a list of arbitrators may be made to the American Arbitration Association. The parties

ARTICLE III continued;

Grievance Procedure

shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator. The arbitrator's recommendations are advisory in nature and not binding upon the Board.

B. Miscellaneous Procedures

1. A grievance affecting a group or class of teachers may be filed by the Association with the Superintendent directly.
2. All meetings and hearings under this procedure shall not be conducted in public without the consent of all parties, and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this ARTICLE.
3. During the time that a grievance is being processed as outlined in steps 1 through 5, all teachers and the grievant shall continue to perform their contractual obligations under the direction of the Superintendent.
4. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file in the central office, and shall not be kept in the personnel file of any of the participants, and shall be available to only the individual person and the Superintendent
5. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be reduced, at the request of either party, so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

ARTICLE IV
TEACHER RIGHTS

A. Pursuant to Chapter 123, Public Laws 1974, the Board and the Association hereby recognize that ~~except~~ as hereinafter provided, public employees shall have, and shall be protected in the exercise of, the right freely and without fear of penalty or reprisal, to form, join and assist any employee organization or to refrain from any such activity.

B. No teacher shall be prevented from wearing pins or other jewelry as identification of membership in the Association or its affiliates.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

A. 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, provided the Association complies with the provisions as outlined in the Board's Administrative Regulation #1330 regarding use of facilities.

B. The Association and its representatives shall have the privilege to use school buildings at all reasonable hours for meetings. The Principal or Superintendent shall be notified in advance of the intended time and place of such meeting. Prior approval of the superintendent or principal must be obtained. Approval will be granted unless normal school operations are effected.

C. The Association may use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times within the school building, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.

D. The Association shall have the privilege to purchase expendable office supplies and other materials from the Board's

ARTICLE V continued:

Association Rights and Privileges

suppliers at the price paid by the Board if other bid stipulations are met, and subject to approval of the superintendent

E. Representatives designated in writing by the Association shall have the privilege to use the inter-school mail facilities and school mail boxes insofar as the normal operation of the school is not affected.

F. The Board shall grant leave with pay to the president of the Association or his designee for Association business during his term in office with approval of the superintendent.

G. The Association shall have access to information prepared for or available to the general public, including annual financial audits, register of certificated personnel, and names and addresses of all teachers. A copy of official agenda and minutes of public Board meetings will be given to the president of the Association.

H. Whenever any representative of the Association participates in negotiations, grievance proceedings, arbitration proceedings, or other contract disputes, and these meetings are scheduled during working hours by mutual agreement between representatives of the Association and the Board, he shall suffer no loss of pay.

ARTICLE VI
SCHOOL CALENDAR

A. The days that school shall be in session shall be designated by the Board of Education before entering into a written agreement with the Association. Duly designated representatives of the Association shall be consulted before formal adoption of the school calendar.

B. The teacher work year shall be established by the Board of Education concurrently with the school calendar after consultation with duly designated representatives of the Association.

ARTICLE VII

TEACHING LOAD

A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in" or "clock out" by hours and minutes. Teachers shall indicate their presence for duty by turning the appropriate tags on the faculty "sign-in" board.

- B. 1. A desired range for the minimum numbers of students and an upper limit for the maximum number of students, which teachers shall have in their regular classes shall be established by the superintendent after consultation with representatives of the Association. This consultation shall be scheduled so as to insure the implementation of the findings of the Superintendent.
2. Teacher load shall be allowed to rise somewhat above the desired maximum in emergency situations as determined by the Superintendent.
3. Maximum limits for teachers load shall take into account the types of teaching needed to give student high quality instruction in each of the various subject fields.
4. The student load for department chairmen shall be reduced in proportion to the non-teaching responsibilities of such chairmen.

ARTICLE VIII

TEACHER EMPLOYMENT & CERTIFICATION

A. The Board agrees to hire only teachers holding standard or otherwise approved certificates issued by the New Jersey State Board of Examiners, or the County Superintendent, for every regular teaching position.

B. Each teacher shall be placed on his proper step of the salary schedule, as determined by the Board of Education.

C. 1. The High Point Regional Board of Education, in accordance with Title 18A-29:14, reserves the right to withhold, for inefficiency, or other good cause, the employment increment or the adjustment increment, or both, of any teacher in any year by a majority vote of all the members of the Board of Education. It shall be the duty of the Board of Education, within ten (10) days, to give written notice of such action, together with reasons therefore, to the teacher concerned.

2. Recommendations for withholding increments for reasons of inefficiency shall be made in accordance with teacher evaluation procedures as outlined in this agreement and Board policy.

3. A supervisor or principal shall not forward any recommendation to withhold a teacher's increment through the superintendent to the Board unless at least ninety (90) calendar days prior thereto, and in no case later than April 15 of the preceding school year in which such action would take effect, the principal has given to the teacher written notice of the alleged causes for the recommendations specifying the nature thereof with such particulars as to furnish the teacher with an opportunity to correct and overcome the same.

4. Once a recommendation for withholding a teacher's increment is forwarded to the teacher and the Board,

ARTICLE VIII continued:

Teacher Employment & Certification

the teacher may within ten (10) school days file a grievance commencing at step 4 of the Grievance Procedure. The Board shall take no action on the recommendation until the grievance is heard by the Board.

5. Any employment increment or adjustment increment withheld under this provision shall be reviewed the following year using standard evaluation procedures. If conditions which caused the increment to be withheld have been corrected, the teacher will be placed on his proper step of the salary schedule. Further withholding of an increment can only be accomplished by again following the procedures in this ARTICLE.

D. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 30.

E. Extra-curricular teachers shall be appointed by the superintendent after consultation with the supervisor of the activity.

F. All contractual positions available at High Point Regional High School shall be publicized by the superintendent. All qualified teachers shall be given adequate opportunity to make application for such positions and no positions shall be filled until all properly submitted applications have been considered. The Board agrees to give due weight to the professional background and attainments of all applicants and other relevant factors. In filling such vacancies, consideration shall be given to qualified teachers already employed by the Board.

ARTICLE VIII continued:

Teacher Employment & Certification

G. Persons certificated by the New Jersey State Board of Examiners to supervise instruction shall be the only personnel who will prepare written evaluations of teachers which may effect salary or employment status.

ARTICLE IX

SALARIES

A. 1. The salaries of all teaches covered by this Agreement are set forth in Schedule "A", which is attached hereto and made a part hereof.

2. The 1981-82 salary guide for extra-compensation positions are set forth in Schedule "B", which is attached hereto and made a part hereof.

B. 1. Teachers employed on an eleven (11) or twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments. Eleven (11) month personnel shall be compensated at the additional rate of ten (10%) per cent; twelve (12) month personnel shall be compensated at an additional rate of twenty (20%) per cent.

2. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.

3. 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.

4. Payment of extra curricular teachers will be made at the end of the activity; except for full-year activities which shall be paid half at mid-year and half at the last check of the school year.

ARTICLE IX - SALARIES

5. Teachers shall receive their final checks on the last working day in June, provided said teachers have fulfilled all professional responsibilities.

6. Recognizing the value of ongoing curriculum development and revision, the Board of Education will endeavor to establish funds for research and development. Workshops will be planned, priorities established and administered by the high school administration after receiving recommendations from departmental supervisors.

7. Teachers employed in summer workshops approved by and totally funded by the local Board of Education will be paid at the daily rate of \$45.00 or pro rated hourly rate. Directors and co-ordinators of workshops will be paid at the daily rate of \$55.00 or pro rated hourly rate. The work day will coincide with the normal school day.

8. Longevity shall be paid as follows after completion of the below listed years of service within the High Point Regional School District:

15 years - \$300 per year

20 years - \$300 per year

25 years - \$300 per year

All staff members covered by this agreement who were employed by the Board as of June 30, 1977, shall be credited with prior service with other school districts, as previously granted, for purposes of the longevity benefit.

ARTICLE X

TEACHER RECORDS

A. A teacher shall have the right, upon request, to review the contents of his personnel file and to make copies of any documents contained therein, except as to those materials which have been deemed confidential in nature by an outside party providing the material. Teachers shall be made aware of new materials that are to be placed in their personnel file. Materials in the personnel file shall be subject to the grievance procedure.

ARTICLE XI.

TEACHER FACILITIES

A. The Board recognizes the following physical facilities as desirable and will provide them to the best of their ability.

1. Space in each classroom in which teachers may store instructional materials and supplies;
2. A lounge and/or work-study room for the teachers;
3. A serviceable desk, chair and filing accommodations for the exclusive use of each teacher;
4. Well lighted and clean teacher rest rooms, separate for each sex and separate from the students' rest room;
5. A separate, private dining area for the use of the teacher;
6. Suitable closet space for each teacher to store coats, overshoes, and personal articles;
7. Copies, exclusively for each teacher's use, of all texts used in each of the courses he is to teach;
8. Adequate chalkboard space in every classroom;
9. Adequate books, paper, pencils, pens, chalk, erases, and other such material, required in daily teaching responsibility.

B. The Association shall be allowed to install and be required to maintain vending machines in the teacher's lounge and teachers' lunchroom areas.

C. In order to permit freedom of use both during and after regular school hours, all teachers shall have access to keys to the faculty lounge, lavatories, and teacher work area.

ARTICLE XI continued:

Teacher Facilities

D. The Board shall provide gym uniforms for physical education teachers, smocks for art and home economics teachers, laboratory coats for laboratory science teachers, shop coats for vocational and industrial arts teachers.

1. The Board shall determine the purchasing procedure and amounts of money allocated for these items.
2. These items shall be requested through the regular departmental budgeting procedure. Individuals may indicate a maximum of three choices to aid the Board in the Selection of the desired type of item.
3. It is recognized that these items are the property of the Board of Education and each individual is responsible for maintaining the appearance and conditions of these items in a reasonable manner. The Board may request that items be turned in before replacements are issued.

ARTICLE XII

SICK LEAVE

A. All teachers employed on a full-time basis by the Board of Education shall be entitled to twelve (12) sick leave days each school year as of the first official day of said school year (September 1, 1970). Unused sick leave days shall be accumulated from year to year with no maximum limit.

B. Teachers shall be given a written accounting of accumulated sick leave days no later than September 30th of each school year.

ARTICLE XIII

TEMPORARY LEAVE OF ABSENCE

A. Teachers shall be entitled to personal leave up to a total of five (5) days. This absence is not chargeable to sick leave nor is in accumulative.

Personal leave may be granted for the following reasons:

(a) Death in the immediate family. (Immediate family to include: mother, father, husband, wife, sister, brother, son or daughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law.

(b) Serious illness in the immediate family. Leave will be granted for serious illnesses within immediate family. Supportive testimony by a physician may be required by the administration.

(c) Court Subpoena.

(d) Personal business which cannot be handled outside of school hours.

(e) Time necessary for persons called into temporary active duty of any unit of United States Reserve or State National Guard. A teacher shall be paid his regular pay in addition to any pay which he receives from the State or Federal Government, provided such obligations cannot be fulfilled on days when school is not in a session.

All requests for personal leave are subject to approval by the superintendent and must be made in writing at least one (1) week prior to intended absence. In the case of an emergency the superintendent should be notified as soon as possible.

ARTICLE XIII continued:

Temporary Leave of Absence

Additional personal days may be granted by the superintendent in emergency situations.

ARTICLE XIV

EXTENDED LEAVE OF ABSENCES

A. Maternity Leave of Absence

1. General Policy Statement

The Board of Education shall grant leave of absence for maternity, without pay, to any regulary employed certified staff member, who has been employed two (2) or more years, upon written request for such leave, accompanied by the proper certification of pregnancy by the employee's physician.

2. Application for Leave

(a) The employee shall notify the administration as soon as pregnancy is determined. This notification is to include the expected date of delivery and attending physician's name, address and telephone number.

(b) Upon receipt of this notification a medical capability report will be mailed to the physician and a date determined for termination of active service.

(c) At least five (5) months before the termination date, an application for maternity leave must be filed with the superintendent.

3. Commencement of Leave

Leaves will normally begin on the date mutually agreed to by the employee, or physician, and the school administration, and shall extend to the reinstatement date.

4. Employee Capability

When in the opinion of the Board, an employee's condition is in jeopardy, her job performance is declining or her absence places the progrsss of her students in jeopardy, the Board has the right to require a medical examination by her physician, at its expense. Upon the recommendation of the medical examiner, the Board reserves the right to place the employee on maternity leave immediately.

ARTICLE XIV continued:

Extended Leave of Absences

5. Duration of Leave

Such leave of absence shall be for a period not to exceed two (2) full calendar years beyond the date of which such leave becomes effective. However, under certain circumstances, the leave may be renewed at the discretion of the Board.

6. Time and Return from Leave

Teachers who have been on maternity leave status normally will return at the beginning of a semester. The substitute teacher, accordingly, usually will be employed on a semester-to-semester basis.

B. Adoption of an Infant Child

Any teacher adopting an infant child may receive a leave of absence under the conditions as set forth in ARTICLE XIV, Section A-1, 3, 5, 6, which leave shall commence upon receiving de facto custody of the infant, or earlier if necessary to fulfill the requirements for the adoption, but in no case with less than thirty (30) days notice to the superintendent. The contract for the year in which the teacher will be returned to full-time service must be returned signed or unsigned no later than fifteen (15) days after the date of issuance.

Where both a husband and wife work for the High Point Regional School District, only ~~one~~ or the other may apply for and receive leave under this paragraph.

ARTICLE XIV continued:

Extended Leaves of Absence

C. Peace Corps VISTA, etc.

Leave of absence without pay of up to two (2) years may be granted to any tenure teacher who joins the Peace Corps, VISTA National Teacher Corps, or serves as an exchange teacher or overseas teacher who is a full-time participant in either of such programs or accepts a Fulbright Scholarship. The contract for the year in which the teacher will be returned to full-time service must be returned signed or unsigned no later than fifteen (15) days after date of issuance.

Upon return from leave as described in this section, the teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his leave.

D. A leave of absence may be granted to a teacher by the Board of Education for study, including study in another area of specialization, for travel or for other reasons.

ARTICLE XV

SABBATICAL LEAVE

A. A sabbatical leave may be granted to a teacher by the Board for study, including study in another area of specialization, for travel, or for other reasons, subject to the following conditions:

1. A maximum of three and one half (3 1/2) per cent of the teaching staff may be on a sabbatical leave at any one time.
2. A teacher on sabbatical leave for one (1) year having seven (7) or more consecutive years of service will receive fifty (50%) per cent of the salary rate which he would have received if he remained on active duty.
3. Requests for all sabbatical leaves must be received by the superintendent in writing no later than February 15th of the preceding school year.
4. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence. Recipient must return for two (2) years or reimburse the Board.

B. The accumulation for years of service to be applied to the sabbatical leave shall begin with the 1966-67 school year. No prior years of service, by any teachers of the High Point Regional High School District, shall be counted toward sabbatical eligibility.

C. Teachers who have been granted a sabbatical shall be eligible for a sabbatical leave thereafter with each additional seven (7) years of service.

ARTICLE XVI

SUBSTITUTES

A. Positions which are vacant because teachers are temporarily absent or on leave shall, to the extent possible, be filled by personnel who have fully met the appropriate certification requirements of the New Jersey State Board of Examiners.

B. The Board agrees at all times to maintain a list of substitute teachers. Except in emergencies, teachers shall call the principal or his delegate between 6:30 a.m. and 7:00 a.m. or before 11:00 p.m. of the previous evening if possible, to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute.

C. It is desirable for each teacher to have an uninterrupted preparation period each day. The practice of using a regular teacher as a substitute, thereby depriving him of his preparation period shall be discouraged. In those cases where regular substitutes are not available, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers, a teacher may be assigned to serve as a substitute. Such coverage shall be arranged by the principal and shall be distributed as equitably as possible among the teachers.

ARTICLE XVII

CHAPERONES

A. The practice of utilizing staff for chaperoning of athletic and social events after the regular school day will be implemented according to the following conditions:

1. Each faculty member is delegated as a professional responsibility to chaperone two (2) athletic or social events per school year.

2. Advisors to classes or organizations who receive extra-curricular pay for that position are expected to attend events sponsored by their organizations at no additional rate of pay.

3. A roster of events will be posted and staff members will be permitted a degree of selection from the list of posted activities. Those staff members who do not or cannot select on a voluntary basis from the posted list will be assigned by the building principal.

4. (a) It is a faculty member's responsibility to be on time for his assignment, follow the guidelines established for the activity, and remain in attendance until the activity is officially terminated.

(b) In case of teacher absence, adjustments in assignments will be made by the principal.

5. After each faculty member has volunteered and been assigned his chaperoning responsibilities for the school year, the building principal may appoint additional faculty chaperones and compensate them at the rate of four (\$4.00) dollars per hour of assigned duty. This compensation shall always be paid for chaperoning duties at varsity football, basketball and wrestling.

6. The calendar of events for which chaperoning assignments are needed will be determined by the administration.

ARTICLE XVIII

DEDUCTION FROM SALARY

A. 1. The Board agrees to deduct from the salaries of its teachers dues for the High Point Education Association, the Sussex County Education Association, the New Jersey Education Association and the National Education Association, as these teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (NJSA 52:14-15.9e) and under the rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the High Point Regional Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association. Teacher authorization shall be in writing to the form set forth below.

- - - - - AUTHORIZATION - - - - -

NAME _____ SOC. SEC. NO. _____

SCHOOL BUILDING _____ DISTRICT _____

TO: DISBURSING OFFICER _____ BOARD OF EDUCATION

I hereby request and authorize the above named disbursing officer to deduct from my earnings an amount sufficient to provide for the payment of those yearly membership dues as certified by the organization indicated in equal monthly payments for all or part of the current school year and for succeeding school years. I understand that the disbursing officer will discontinue such deductions only if I file such notice of withdrawal as of the January 1 next succeeding the date on which notice of withdrawal is filed. I also agree that upon termination of employment, the disbursing officer shall deduct any remaining amount due for that current school. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization, and relieve the governing Board and all of its officers from any liability thereof.

ARTICLE XVIII continued:

Deduction from Salary

I designate the treasurer of the High Point Education Association to receive and distribute dues for the following organizations:

High Point Education Association

Sussex County Education Association

New Jersey Education Association

National Education Association

2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

3. Additional authorization for dues deduction may be received after August 1 under rules established by the State Department of Education.

4. The filing of notice of a teacher's withdrawal shall be prior to December 1 and become effective to halt deductions as of January 1 next succeeding the date on which notice of withdrawal is filed.

B. The Board agrees to deduct from teachers' salaries money for local, state and/or national association services and programs as said teachers individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such association or associations. Any teacher may have such deductions discontinued at any time upon sixty (60) days' written notice to the Board and the appropriate association.

ARTICLE XVIII continued:

Deduction From Salary

C. Teachers may individually elect to have ten (10%) percent of their monthly salary deducted from their pay. These funds shall be placed in a savings account by the Board of Education and the interest paid to the association treasury on the final pay day in June.

ARTICLE XIX

MISCELLANEOUS PROVISIONS

A. This agreement constitutes Board Policy for the term of said Agreement. The Board and Association shall carry out the commitments contained herein and give them full force and effect as Board Policy.

B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

C. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of teachers or in the application or discipline of teachers or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, or marital status.

D. Copies of this Agreement shall be mimeographed and the expense be borne equally by both parties. Copies of this agreement shall be presented to all teachers employed by the Board.

ARTICLE XIX continued:

Miscellaneous Provisions

E. Representatives of the Board and the Association shall, if requested by either party, meet at least once each month for the purpose of reviewing the administration and the Agreement, and to resolve problems that may arise as a result of the administration of this agreement. Such meetings shall not replace grievance procedures.

1. Each party shall submit to the other at least three (3) days prior to the meeting an agenda covering matters they wish to discuss.

2. All meetings between the parties shall be regularly scheduled, to take place when the teachers involved are free from assigned instructional responsibilities, unless otherwise agreed.

3. Any agreements reached by the party regarding the administration of this Agreement shall be placed in writing and become a part of official Board of Education minutes.

F. The Board and the Association shall exchange the following salary information during negotiations:

1. Teacher's step on guide,
2. Contractual salary including extra-curricular salaries
3. Ratio status.

ARTICLE XX

BOARD RIGHTS

A. Recognizing that providing an appropriate education for children of High Point Regional High School is the paramount aim of this school district, and that good morale in the teaching staff is necessary for the best education of the children:

We do hereby declare that:

1. The Board, under law, has the final responsibility of establishing policies for the district.
2. The Superintendent and his staff have the responsibility of carrying out the policies established.

B. It is understood by all parties that under the rulings of the Courts of New Jersey and the State Commissioner of Education, the Board of Education is forbidden to waive any rights or powers granted it by law.

C. Any and all matters regarding school policy not covered specifically in this Agreement shall be the prerogative of the Board of Education.

D. The parties agree to follow the procedures outlined in the Agreement, to resolve any question or proposal until the procedures within this Agreement are fully exhausted.

ARTICLE XXI

INSURANCE

A. The Board of Education shall provide a hospitalization plan for the employees on a single coverage basis. The Board shall also provide one hundred (100%) per cent for the UCR Plan, in accordance with the limitations contained in the Memorandum of Understanding dated October 28, 1980.

B. The insurance carrier shall be determined jointly by the Board of Education and representative of the High Point Education Association.

C. The Board of Education shall pay one hundred (100%) per cent of the premium for the existing dental insurance plan.

D. The Board of Education shall pay one hundred (100%) per cent of the premium for the existing prescription drug program.

ARTICLE XXII

GRADUATE CREDIT REIMBURSEMENT

A. The Board of Education shall provide \$35.00 per graduate credit, up to a maximum of twelve (12) graduate credits per year, per individual.

B. Approval of credits for reimbursement shall be subject to prior approval by the superintendent by using the form "Request for Approval of Graduate Course (s)."

C. Request for payment should be made at the completion of courses. This request for payment should be accompanied by a transcript or verification of course completion and a receipted bill, voucher or check indicating the amount paid for the courses (s).

ARTICLE XXIII

PROFESSIONAL ADVISORY COUNCIL

A. Establishment

1. The purpose of the Council shall be to advise the Board through recommendations, based on research and evaluation, regarding matters of mutual interest relative to the educational program. These recommendations may include methods of implementation. The Council may consider, but not be limited to: advising the Board on such matters as curriculum improvement, teaching techniques, extra-curricular programs, in-service training, pupil testing and evaluation, philosophy and educational goals of the district, teacher recruitment, research and experimentation, educational specifications for buildings, and other matters of mutual interest regarding the effective operation of the High Point Regional High School District.

B. Membership

1. The Council shall consist of four (4) representatives appointed by the Board of Education and four (4) representatives selected by the Association.
2. The Council shall establish its own rules and procedures. The Superintendent shall act as moderator for the meetings of the Council but shall have no vote.

C. Meetings

1. Regular meetings of the Council shall be conducted monthly unless otherwise determined by the Council.
2. Special meetings may be called by the Superintendent or the chairman of either party. At least one (1) week's notice shall be required before each meeting.
3. Agendas shall be initiated by the party calling the meeting and shall be available to Council members at least two (2) days prior to the meeting place.

- D. 1. The Board shall consider and study written recommendations submitted to it by the Council for action. If the Board does not accept such recommendations, it shall state the specific reasons for such action in writing to the Council.
2. Reports of the Council must include minority as well as majority views.

ARTICLE XXIV

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1981 and shall continue in effect through June 30, 1982.

In Witness Whereof, the Association has caused this Agreement to be signed by its President and Secretary after ratification by the members of the Association at a meeting duly called for that purpose, and the Board has caused this Agreement to be duly signed by its President and attested by its Secretary pursuant to a resolution duly adopted by the said Board the _____ day of _____, 1980.

This Agreement has been executed in duplicate, one copy to be retained by the Board, and one copy to be retained by the Association, such duplicate original copy being permanently bound.

HIGH POINT REGIONAL HIGH SCHOOL
BOARD OF EDUCATION

Charles L. Lain, President

ATTEST:

William L. Orts, Secretary

HIGH POINT EDUCATION ASSOCIATION

Roger Warwick, President

ATTEST:

Ann Sealander, Secretary

HIGH POINT REGIONAL HIGH SCHOOL
SALARY GUIDE - 1981-82

Step	B		C		D		E	
	B.A.	B ₁ +10	B ₂ +20	BA + 30	M. A.	D ₁ +10	D ₂ +20	MA + 30
1	\$12,210	\$12,576	\$12,943	\$13,481	\$13,919	\$14,286	\$14,652	\$15,018
2	103	106	111	114	118	121	124	127
3	106	111	114	117	121	124	127	130
4	111	115	119	123	127	130	133	136
5	116	120	124	128	132	134	138	141
6	121	125	128	133	137	140	143	146
7	127	131	135	139	142	145	149	152
8	132	136	140	144	148	151	154	157
9	137	141	145	149	153	156	159	162
10	142	146	151	155	158	161	164	168
11	148	152	156	160	164	167	171	175
12	155	158	163	165	170	177	180	186
13	162	164	171	175	181	187	190	198
14	173	176	179	183	190	196	200	212
15	183	186	192	197	206	211	219	228
	22,344	22,711	23,443	24,054	25,153	25,763	26,740	27,839

MA 60/Doctorate will receive \$200

HIGH POINT REGIONAL HIGH SCHOOL
EXTRA-CURRICULAR SALARY GUIDE - 1981-82

B-1

Position	S T E P S				
	1	2	3	4	5
Football, Basketball, Wrestling - Head	8.57 1328	9.12 1413	9.71 1505	10.22 1584	12.58 1950
Football, Basketball, Wrestling - Asst.	5.88 911	6.43 996	6.98 1082	7.57 1173	9.35 1450
Baseball, Track, Soccer, Softball, Field Hockey - Head	7.47 1158	8.05 1248	8.62 1336	9.17 1421	11.10 1720
Baseball, Track, Soccer, Softball, Field Hockey - Assistant	4.99 773	5.53 857	6.03 934	6.59 1021	7.98 1237
Golf	4.99 773	5.53 857	6.03 934	6.59 1021	7.98 1237
Tennis	6.97 1080	7.55 1170	8.12 1258	8.50 1317	10.30 1600
Cross Country	4.28 663	4.84 750	5.38 834	5.98 927	7.39 1135
Weight Training	3.74 580	4.33 671	4.84 750	5.43 842	6.79 1052
Bowling	2.46 381	3.04 471	3.53 547	4.09 634	5.36 831
Intramurals	1.00 155	1.34 207	1.69 262	2.29 355	3.19 494
Gymnastics	1.99 308	2.48 384	2.92 452	3.90 527	4.44 688
Cheerleading - Head	3.74 580	4.33 671	4.84 750	5.43 842	6.79 1052
Cheerleading - Assistant	1.99 308	2.48 384	2.68 415	2.84 440	3.61 560
Marching Band	4.28 663	4.84 750	5.38 834	5.93 919	7.32 1135
Color Guard	1.99 308	2.48 384	2.92 452	3.35 519	4.54 704
Drill Team	1.99 308	2.48 384	2.92 452	3.35 519	4.54 704
Jazz Ensemble	3.74 580	4.33 671	4.84 750	5.43 842	6.79 1052
Student Council	5.73 888	6.54 1013	7.27 1127	8.03 1245	9.89 1533
Yearbook	3.99 618	4.64 719	5.23 810	5.88 911	7.27 1127
Newspaper	3.48 539	4.04 626	4.53 702	5.04 781	6.32 980
Literary Mazine	3.48 539	4.04 626	4.53 702	5.04 781	6.32 980
Debate	2.14 332	2.74 425	3.24 502	3.79 587	5.02 778
National Honor Society	2.14 332	2.74 425	3.24 502	3.79 587	5.02 778
Senior Class Advisor	1.49 231	2.04 316	2.29 355	2.54 393	3.33 516
Junior Class Advisor	1.00 155	1.34 208	1.69 262	2.29 355	3.18 493

Extra-Curricular Salary Guide (continued)

B-1

Position	1	S 2	T 3	E 4	P 5	S
Musical Director	4.79 742	5.38 834	5.93 919	6.43 997	7.93 1229	
Music Director, Technical Director, Choreographer for Spring Musical	3.74 580	4.33 671	4.84 750	5.38 834	6.79 1052	
Rehearsal Pianist	1.99 308	2.48 384	2.92 452	3.35 519	4.54 704	
Drama	3.74 580	4.33 671	4.84 750	5.38 834	6.71 1040	
Dance Club	1.99 308	2.48 384	2.92 452	3.35 519	4.54 704	

RATIO POSITIONS IN ADDITION TO NORMAL
TEN MONTH CONTRACTS
1981 - 1982

	<u>Extra Time</u>	<u>Responsibility</u>
Eleven (11) month contracts for certified personnel:		
Guidance Counselors	.05	.05
Learning Disabilities Specialists	.05	.05
Reading Specialist	.05	.05

Ten (10) month contracts for certified personnel:		
Librarian	.1 (optional)	-
Semi-Supervisory Director of Athletics	.1 (optional)	.075
Audio-Visual (full-time)	.1 (optional)	.075
Administrative Assistant	.05	.075

The School Psychologist will be given a nine and one-half (9½) increase on base salary for school year 1981-82.

Audio-Visual (part-time)	1	2	3	4	5
	803	899	1001	1102	1196

(Optional - If the administration determines extra time is needed in the summer, compensation will be listed above for a full month's work; less time will be reduced proportionately.)

Program Coordinators in Distributive Ed., C.I.E., and Office Occupations will receive eleven (11) month contracts on a year-to-year basis as determined by the administration.

Any Guidance Counselor, Learning Disabilities Specialist, Reading Specialist or Administrative Assistant hired on or after July 1, 1979 shall not be entitled to an eleventh (11th) month of work. If any new employee is requested to work for an eleventh (11th) month by the Board, he/she shall receive ".1" for the month. All persons filling these positions prior to July 1, 1979, shall be entitled to work that month at the stated rate (grandfathered). Those individuals previously grandfathered shall in this year (1980-81) and thereafter be entitled to two (2) weeks (10 work days) of additional work at ".05" for extra time. Anyone required to work the full month shall be paid at ".1".