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THIS DOES NOT
CIRCULATE

HILLSDALE BOARD OF EDUCATION
HILLSDALE EDUCATION ASSOCIATION
HILLSDALE, NEW JERSEY

AGREEMENT FOR 1979-80 and 1980-81

7/1/79 - 6/30/81

LIBRARY
Institute of Management and
Education

JAN 29 1980

RUTGERS UNIVERSITY

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
I.	Recognition and Notice to Parties	1
II.	Grievance Procedure	2
III.	Salaries	3
IV.	Temporary Leaves of Absence	4
V.	Extended Leaves of Absence	5
VI.	Use of School Facilities	6
VII.-VII A	Teacher Assignment - Teacher Vacancies	7
VIII.	Personnel Files	8
IX.	Dental Insurance	9
X.	Extra Curricular Compensation	10
XI.	Duration of Agreement	11

SCHEDULES

A.	Teachers' Salary Guide 1979-80, 1980-81	A
A-1	Integral Aspects of the Salary Guide	A-1
A-2	Associated Policy	A-2-5
B.	Nurses' Salary Guide 1979-80, 1980-81	B
	Related Board Policy	12-14

ARTICLE I
RECOGNITION

The Hillsdale Board of Education, after examination of all signed authorization cards, hereby recognizes the Hillsdale Education Association as the exclusive negotiating representatives in accordance with the provisions of Chapter 303, New Jersey Public Laws of 1968, for all full-time certificated Personnel under Contract, but excluding supervisory and executive personnel.

This recognition shall not impair the rights of any employee or group of employees under Section 19, Article I of the New Jersey Constitution.

NOTICE TO PARTIES

"All notice or communications by and between the parties shall be as below:

If by the Association to the Board:

Board President
Office of the School Business Administrator
32 Ruckman Road
Hillsdale, N. J. 07642

If by the Board to the Association:

Association President
School Building Address or Home Address

The Association shall be required to notify the School Business Administrator of the home and school address of the Association President within five(5) calendar days of the date of taking office."

ARTICLE II

GRIEVANCE PROCEDURE

Definition

A "grievance" shall mean a complaint by an employee of the Public School System that there has been to him a personal loss, injury or inconvenience because of a violation, misinterpretation or inequitable application of the contract and/or an established policy governing employees except that the term "grievance" shall not apply to:

- (a) any matter for which a method of review is prescribed by law; or
- (b) any rule or regulation of the State Commissioner of Education; or
- (c) a complaint of a non-tenure teacher which arises by reason of his not being reemployed.

The Board hereby declares as a statement of policy that any employee of the Board invoking the Grievance Procedure herein set forth shall be free from any prejudicial or punitive action by reason of invoking such procedure or by reason of Association activities.

A grievance to be considered under this procedure must be initiated by the employee within 30 calendar days of its occurrence, assuming the employee could reasonably be expected to do so.

Procedure

1. Any employee who has a grievance shall discuss it first with his principal (or immediate superior or department head, if applicable) 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 employee within 5 school days, he shall set forth his grievance in writing to the principal specifying:
 - (a) The nature of the grievance.
 - (b) The nature and extent of the injury, loss or inconvenience.
 - (c) The results of previous discussions.
 - (d) His dissatisfaction with decisions previously rendered.

ARTICLE II (cont'd)

The principal shall communicate his decision to the employee in writing within 3 school days of receipt of the written grievance.

3. The employee may appeal the principal's decision to the superintendent of schools. The appeal to the superintendent must be made in writing reciting the matter submitted to the principal as specified above and his or her dissatisfaction with decisions previously rendered. The superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed 10 school days. The superintendent shall communicate his decision in writing to the employee and the principal.
4. If the grievance is not resolved to the employee's satisfaction, he may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education within 5 calendar days following the receipt of such request by the Superintendent. The Board, or a committee thereof, shall review the grievance and shall hold a hearing with the employee and render a decision in writing within 20 calendar days of receipt of the grievance by the Board or of the date of the hearing with the employee, whichever ever comes later.
5. If the employee is dissatisfied with the decision of the Board of Education the employee or the Education Association may request the appointment of an arbitrator, such request to be made known to the superintendent no later than two weeks after the decision, in writing, of the Board of Education was made known. Nothing in this Agreement shall prevent the Board and the Association from requesting arbitration on items which are in consonant with the definition of grievance.

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

- (a) A request will be made to P.E.R.C. to submit a roster of persons qualified to function as an arbitrator in the dispute in question.

ARTICLE II (cont'd)

- (b) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request that P.E.R.C. submit a second roster of names.
- (c) If the parties are unable to determine, within 10 school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, P.E.R.C. shall be requested by either party to designate an arbitrator.

The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board of Education. The recommendations of the arbitrator shall only be advisory. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within 30 days of the completion of the hearings.

Costs

The cost for 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 of Education and the Hillsdale Education Association. Any other expenses incurred shall be paid by the party incurring same.

ARTICLE III

SALARIES

- A. Salaries for all full-time certificated personnel, exclusive of supervisory and executive personnel, shall be as set forth in this Agreement.
- B. Manner of Payment
1. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
 2. Employees may individually elect to have a fixed sum (in multiples of \$5.00) deducted from their pay. These funds, as provided in Chapter 310, Laws of 1966, shall be paid to a credit union, organized under the laws of this State or of the United States, the membership of which is limited to public employees. Written authorization for such deductions shall be made according to a standard contract form provided by the Hillsdale Board of Education.
 3. The staff will be informed of the pay schedule for the school year by the first pay period in September.

ARTICLE IV

TEMPORARY LEAVES OF ABSENCE

Teachers shall be entitled to the following leaves of absence with full pay each school year:

A. Five days for personal, legal, business, household, paternity or family matters which require absence during school hours. Application to the principal or immediate superior for personal leave shall be made at least two days before taking such leave except in the case of emergency. The applicant shall not be required to state a reason for taking such leave other than he is taking it under this section except in the event the employee is to take such a day immediately before or after a holiday in the Hillsdale School District. In such case the employee shall give the specific reasons, in writing, for such day.

B. RELIGIOUS HOLIDAYS

Up to three days for religious holidays, the observance of which prevents the teacher from working on said days, providing school is not officially closed on those days.

C. PROFESSIONAL DAYS

1. Up to two days for the purpose of visiting other schools or attending meetings or conferences of an educational nature.
2. Absence initiated by the Administration or Board for teachers to attend meetings or conventions concerning school business shall not be credited to the above provision.

D. MARRIAGE

Up to five days for the purpose of marriage and honeymoon.

E. DEATH IN IMMEDIATE FAMILY

Up to five days at any one time in the event of death of a teacher's spouse, child, children-in-law, parent, parent-in-law, sister, brother,

ARTICLE IV - TEMPORARY LEAVES OF ABSENCE (cont'd)

E. DEATH IN IMMEDIATE FAMILY (cont'd)

sister or brother-in-law, or any other member of the immediate household.

F. DEATH OUTSIDE THE IMMEDIATE FAMILY

1. One day at any one time in the event of death of a relative. If death occurs at a distance, extended time for traveling may be granted with pay, less the established rate of substitute.
2. In the event of the death of a teacher or student in the school district, a representative number of teachers, such number to be at the principal's discretion, shall be granted time off to attend the funeral.

G. ILLNESS OR EMERGENCY IN IMMEDIATE FAMILY

The regular full-time employee shall be granted three (3) days' absence during any given school year without loss of pay. In addition, the school employee may claim two (2) additional days at the rate of salary less the established rate of substitute pay, during any school year for the same purpose. In no case will a salary allowance for absence due to illness in the immediate family be granted beyond the five (5) days during any school year.

H. MILITARY

Time necessary for persons called into temporary active duty of any unit of the U. S. Reserves or State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. This will be in accordance with statutory requirements.

I. SICK LEAVE

Leaves taken pursuant to this section shall be in addition to any sick leave to which the teacher is entitled under the law. Copies of applicable sections of Title 18A, New Jersey Statutes, will be provided in the Teachers' Handbook.

ARTICLE V

EXTENDED LEAVES OF ABSENCE

A. MILITARY

Any teacher who is inducted or enlists in any branch of the armed forces of the United States shall be granted a leave of absence, without pay, for the period of said induction or initial enlistment.

B. NON-MILITARY NATIONAL SERVICE

A leave of absence up to two years, without pay, shall be granted to any teacher who joins the Peace Corps, Vista, National Teacher Corps, or serves as a full-time participant in an exchange or overseas teacher program, or accepts a Fulbright Scholarship.

C. MATERNITY

Maternity leave for female teachers shall be granted without pay subject to the following conditions:

1. A female teacher shall notify the Superintendent of her pregnancy in writing, accompanied by her physician's note stating expected date of delivery, at least 12 weeks prior to the requested commencement date of the leave unless a shorter period of time for such notice is made necessary by the medical condition of the teacher.
2. Maternity leave shall commence on a date mutually acceptable to the teacher and the Board of Education, with exact dates of the leave to be arranged, if possible, with the least disruption to the operation of the school system.
 - a. The Board need not grant or extend the leave of absence of any nontenured teacher beyond the end of the contract school year in which the leave is obtained unless the Board, in its own discretion, agrees to an extension of said leave.

ARTICLE V - EXTENDED LEAVES OF ABSENCE (cont'd)

C. MATERNITY (cont'd)

2. b. The grant of maternity leave to a nontenured teacher shall under no circumstances be deemed to be an offer of employment within the meaning of N.J.S. 18A:27-10 for any school year or portion of a school year in which such leave is granted.
- c. If a tenured teacher wishes to return to work after the close of the school year, she may do so at the beginning of the first, second, or third September 1st following the date she left provided she gives the Board notice in writing on or before April 1st of the year she intends to return. If a tenured teacher wishes to return to school on the first, second, or third February 1st she must give notice in writing to the Board by the previous November 1st.
3. No teacher shall be removed from her teaching duties during pregnancy solely because she is pregnant. She may be removed based upon one of the following conditions:
 - a. Her teaching performance has substantially declined from the accepted standard of performance established for the teachers in which such teacher is employed.
 - b. The teacher is found to be medically unable to continue teaching by her own physician and the Board's physician, or where these physicians disagree, by a third physician jointly selected by the Board's and the teacher's physician whose opinion on medical capacity shall be final and binding.
 - c. Any other grounds for which a nonpregnant teacher may be removed.
4. A female teacher adopting a child shall receive similar leave which shall commence upon receiving de facto custody or earlier if necessary to fulfill the requirements for adoption.

ARTICLE V - EXTENDED LEAVES OF ABSENCE (cont'd)

D. ILLNESS IN THE IMMEDIATE FAMILY

(Immediate family as defined in Article IV, E.)

A leave of absence without pay up to one year may be granted for the purpose of caring for a member of the teacher's immediate family.

E. RETURN FROM LEAVE

1. Teachers on extended leaves of absence shall notify the Administration before April 1st of his desire to return effective September 1st.
2. Upon return from leave granted pursuant to the sections of this Article, a teacher shall be placed on the salary schedule at the level he would have achieved if he had not been absent, provided the time spent on leave was directly related to education as provided in Section B of this Article. The time spent on leave shall not count toward the fulfillment of time requirements necessary for acquiring tenure.
3. Teachers on leave will be eligible for continued group membership in medical coverage and other benefits to the extent permitted by contracts for such benefits. New benefits granted to teachers in the interim, excluding salary raises, shall be given to said teacher upon his return. The teacher shall be assigned to the same position he held at the time his leave commenced or, if said position is not available, to a substantially equivalent position.

ARTICLE VI

USE OF SCHOOL FACILITIES

- A. Representatives of the Hillsdale 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.
- B. The Association and its representatives shall be permitted to use school buildings at all reasonable hours for meetings on regular school days. Use of the buildings at other times will be subject to existing policy for "Use of School Facilities". The principal of the building in question shall be notified in advance of the time and place of all such meetings.
- C. The Association shall be permitted to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Board reserves the right to assess a charge for the use of excessive supplies.
- D. The Association shall be permitted to use the inter-school courier service and school mail boxes as it deems necessary. Materials will be distributed by the H. E. A. representatives.

ARTICLE VII

TEACHER ASSIGNMENT

Teachers will be given written notice of their tentative assignment to grade, and/or subject area, and building for the ensuing year on the date of issuance of contracts. In the event changes in assignment become necessary, the teacher or teachers affected will be notified in writing. Such teachers shall have the option of meeting with the Superintendent or his representative to discuss the changes involved. Final decision of assignment will remain the prerogative of the Superintendent.

ARTICLE VII A

TEACHER VACANCIES

Notice of vacancies in teaching and administrative positions shall be publicized in the following manner:

Superintendent shall send a list of vacancies to all Building Principals for posting on the General Bulletin Board located in the school office, as well as a copy of all vacancies to the President of the HEA.

The notice for each position will be posted thirty (30) calendar days prior to final date for filing of applications.

Exceptions to the above procedure

- Vacancies that require less than 30 days notice will be permitted upon Superintendent's explanation to HEA President.
- Vacancies occurring between last day of school in June and August 31. Notice of such vacancies will be sent to the President of HEA as soon as practicable.

ARTICLE VIII

PERSONNEL FILES

A. Personnel Files

Each teacher shall have the right to inspect his or her personnel file at any reasonable and convenient time during the normal business hours of the Hillsdale School District, provided, however, that such teacher make an appointment for such inspection with the secretary of the Hillsdale Superintendent of Schools, and further provided, that such inspection of the teacher's file shall be made in the presence of the Superintendent's secretary or other person designated by the Superintendent.

Any statement placed in a teacher's personnel file with the exception of -

- employment and character references from former employers, teachers, school officials or other persons,
- references sent to prospective employers or such teacher by officials or employees of the Hillsdale School District,
- pre-employment investigations
- official college transcripts

must be shown to the teacher before it is placed in the file and the teacher shall be given the opportunity to attach written comments to such material.

ARTICLE IX
DENTAL INSURANCE

The Board shall provide for employees only, under the New Jersey Dental Plan, Inc., \$5,400.00 towards dental insurance beginning January 1, 1980 to June 30, 1980.

Beginning July 1, 1980 and continuing to December 31, 1980 funds of equal amount will be contributed to maintain the same plan.

In no event shall the amount for the period July 1, 1980 to December 30, 1980 exceed \$5,400.00.

Beginning January 1, 1981 and extending through June 30, 1981, the Board will provide for employee and eligible dependents an additional \$7,700.00 to the above named dental plan; thereby contributing up to a maximum amount of \$13,100.00 for the period January 1, 1981 to June 30, 1981.

Any payment above the rate in effect on June 30, 1981 may be subject to negotiations in the successor agreement.

ARTICLE X

EXTRA CURRICULAR COMPENSATION

A. Interscholastic

\$10.00 per person per event

B. School Dances

\$10.00 per person per event

C. Intramural Activities

\$200.00 per person per activity

The intramural activities provided for each school year shall be determined by the Administrative Council and the Physical Education Department in accordance with demonstrated student interest.

Each activity will run a minimum of 24 hours.

D. Interscholastic Coaches

Boys Basketball - \$600.00

Girls Basketball - \$600.00

7/8 Grade Track - \$300.00

Wrestling - \$500.00

E. Cheerleader Advisor

\$300.00

Beginning 1980-81 an additional sum of up to \$300.00 will be distributed among the coaching and intramural salaries based on an 8% increase added to the 1979-80 salaries.

ARTICLE XI

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 1979 and shall continue in effect for a period of two years ending June 30, 1981, provided, however, that if a successor Agreement is not entered into between the parties hereto on or before July 1, 1981, the present Agreement shall remain operative and binding upon the parties until such successor Agreement becomes effective.
- B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, all on the day and year first written.

HILLSDALE EDUCATION ASSOCIATION

BY

ALICE GERECHTY
President

BY

Gayle Ruffing
Secretary

HILLSDALE BOARD OF EDUCATION

BY

DR. JOHN J. LEE
President

BY

ANNA F. FELTEN
Secretary

HILLSDALE BOARD OF EDUCATION
HILLSDALE, NEW JERSEY

SCHEDULE A

TEACHERS' SALARY GUIDE 1979-80

Guide Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	\$11,644	\$12,090	\$12,630	\$13,175	\$13,773	\$14,476
2	12,084	12,630	13,175	13,721	14,319	15,027
3	12,520	13,065	13,721	14,266	14,864	15,578
4	12,955	13,611	14,266	14,812	15,410	16,123
5	13,390	14,162	14,812	15,357	16,065	16,779
6	13,936	14,702	15,357	15,903	16,721	17,429
7	14,487	15,247	15,903	16,448	17,377	18,085
8	15,137	15,903	16,558	17,104	18,032	18,740
9	15,793	16,558	17,209	17,754	18,683	19,501
10	16,448	17,209	17,864	18,410	19,338	20,267
11	17,104	17,864	18,630	19,176	20,104	21,027
12	17,754	18,520	19,396	19,941	20,865	21,793
13	18,520	19,286	20,157	20,702	21,630	22,554
14	19,286	20,046	20,922	21,468	22,391	23,319
15	20,377	21,148	22,029	22,580	23,519	24,452

HILLSDALE BOARD OF EDUCATION
HILLSDALE, NEW JERSEY

SCHEDULE A

TEACHERS' SALARY GUIDE 1980-81

Guide Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	\$12,266	\$12,735	\$13,304	\$13,879	\$14,509	\$15,249
2	12,730	13,304	13,879	14,453	15,083	15,829
3	13,188	13,763	14,453	15,028	15,658	16,409
4	13,647	14,337	15,028	15,603	16,232	16,984
5	14,105	14,918	15,603	16,177	16,923	17,674
6	14,680	15,487	16,177	16,752	17,614	18,360
7	15,260	16,061	16,752	17,326	18,304	19,050
8	15,945	16,752	17,442	18,017	18,995	19,741
9	16,636	17,442	18,128	18,702	19,680	20,542
10	17,326	18,128	18,818	19,393	20,371	21,349
11	18,017	18,818	19,625	20,199	21,177	22,150
12	18,702	19,509	20,431	21,006	21,978	22,956
13	19,509	20,315	21,233	21,807	22,785	23,758
14	20,315	21,117	22,039	22,614	23,586	24,564
15	21,465	22,277	23,205	23,785	24,774	25,758

INTEGRAL ASPECTS OF THE SALARY GUIDE

1. A satisfactory rating by the administrative staff each year is essential for an increase to be granted.
2. Evidence of continued professional growth in each three-year period, beginning July 1, 1968 will be required, i.e.: a third increment will not be granted to a teacher who does not present evidence of such activity.
3. Commencing July 1, 1979, the Board agrees to compensate staff members who have completed 20 or more years of service in the Hillsdale School System. This annual stipend shall be at a rate of \$500.00 above the salary schedule position.

ASSOCIATED POLICY

1. Recognition of interim stages of professional study:
 - a. A grade of "B" will be required for salary credit in the B.A.+15 or B.A.+30, and M.A.+15 or M.A.+30 columns.
An evaluation of "passing" is required, in the case of a "pass-fail" course, for salary credit in the B.A.+15 or B.A.+30, and M.A.+15 or M.A.+30 columns.
 - b. Contracts will be issued prior to April 30th for the ensuing year on the basis of credits employee anticipates by September 1. Evidence that such credit status has been achieved must be submitted during the first week of September. In the absence of such evidence, salary will be adjusted to reflect previous guide preparation position. Notice of assignment will accompany contractual offer, subject to Article VII.
 - c. The following credits will be recognized for salary purposes:
 1. The B.A.+15 or B.A.+30 columns require approved graduate college credits applicable to an area of certification usable in the grades K-8 in the Hillsdale School District.
 2. The Master's Degree column requires:
A Master's Degree from a college or university accredited for teacher training in the area of certification usable in grades K-8.
The Master's +15 or M.A.+30 columns require approved graduate college credits applicable to an area of certification usable in the grades K-8 in the Hillsdale School District.

ASSOCIATED POLICY (continued)

3. Eight graduate credits earned in "pass-fail" courses can be recognized for salary purposes on each interim step of salary guide. The Board of Education shall receive a letter of verification that such courses are of graduate level.

Courses other than the aforementioned, to be applied to interim stages of the salary guide, must have prior written approval of the Superintendent.

Course credits earned or programs matriculated in prior to the effective date of this Agreement will not be subject to the aforementioned restrictions.

The following language shall be applicable only to those employees hired after January 1, 1980.

"All courses to be used for credit in above columns must be completed subsequent to the last degree held by the teacher."

4. Bergen County Education Association sponsored courses may be recognized for salary purposes using the following procedure:
- (a) Application for approval for credit purposes must be made in writing to the Equivalency Credit Committee in advance of registration. Applications may be obtained from each Principal.
 - (b) A Committee consisting of one Principal, appointed by the Board, and one teacher member, elected by the H.E.A., shall review applications for graduate equivalency credit.
 - (c) The Committee shall review each application according to the criteria as established by the Committee and approved by the Board.
 - (d) In the case of a tie vote by the Teacher/Principal Committee, the Superintendent shall make the final decision concerning the application.

ASSOCIATED POLICY (continued)

(e) One credit for each 12 hours of instruction may be approved at the discretion of the Committee.

(f) Not more than 6 equivalency credits will be applicable to any salary guide level.

(g) A written notice of completion, certified by the proper authority, shall be submitted to the Committee upon the completion of the course.

(h) The Superintendent shall acknowledge achieved credits, in writing, and apply credits to the individual's degree rating.

5. College courses on the undergraduate level, if requested by the administration, but only on the +15 and +30 columns of the salary guide.

2. Evidence of continued professional growth.

Criteria of professional development as approved for 1968-69. Any change of criteria to be approved by the H.E.A. and Board of Education.

3. "Mid-year hires" will be evaluated during the first full year of employment and a teacher will be informed prior to issuance of the third contract whether the partial year will be credited as a full year of experience beginning with the third contract. The Superintendent shall have the option of recommending full credit of one year toward the second contract for any teacher hired prior to February 1.

4. The Board will pay the full premium for individuals and dependents for all health insurance presently included in the New Jersey State Health Benefits program.

ASSOCIATED POLICY (continued)

5. The Board accepts the concept of Sabbatical leave as capable of promoting professional growth. Beginning July 1, 1973, The Board agrees to fund one Sabbatical per year on the basis of a full year at half salary or a half year at full salary.
6. The Board of Education will provide financial compensation to each Grade Level Chairman and Department Chairman serving on the Curriculum Advisory Council. The amount of compensation shall be \$250.00 per member above the salary schedule position during the year in which they serve in that capacity.

HILLSDALE BOARD OF EDUCATION
HILLSDALE, NEW JERSEY

SCHEDULE B

NON-DEGREE SALARY GUIDE 1979-80
(Applicable to School Nurses)

<u>Guide Step</u>	<u>Non-Degree</u>
1	\$ 8,733.00
2	9,063.00
3	9,390.00
4	9,716.25
5	10,042.50
6	10,452.00
7	10,865.25
8	11,352.75
9	11,844.75
10	12,336.00
11	12,828.00
12	13,315.50
13	13,890.00
14	14,464.50
15	15,282.75

INTEGRAL ASPECTS OF NURSES' SALARY GUIDE

1. A satisfactory rating by the administrative staff each year is essential for an increase to be granted.
2. Evidence of continued professional growth in each three-year period, beginning July 1, 1973 will be required, i.e.: a third increment will not be granted to a nurse who does not present evidence of such activity.

HILLSDALE BOARD OF EDUCATION
HILLSDALE, NEW JERSEY

SCHEDULE B

NON-DEGREE SALARY GUIDE 1980-81
(Applicable to School Nurses)

<u>Guide Step</u>	<u>Non-Degree</u>
1	\$ 9,199.50
2	9,547.50
3	9,891.00
4	10,235.25
5	10,578.75
6	11,010.00
7	11,445.00
8	11,958.75
9	12,477.00
10	12,994.50
11	13,512.75
12	14,026.50
13	14,631.75
14	15,236.25
15	16,098.75

INTEGRAL ASPECTS OF NURSES' SALARY GUIDE

1. A satisfactory rating by the administrative staff each year is essential for an increase to be granted.
2. Evidence of continued professional growth in each three-year period, beginning July 1, 1973 will be required, i.e.: a third increment will not be granted to a nurse who does not present evidence of such activity.

HILLSDALE BOARD OF EDUCATION

BOARD POLICY

DISMISSAL OF NON-TENURE TEACHERS

All non-tenure teachers who are not to be rehired by the Board for the next school year will be so notified by April 30th in writing.

UNSAFE AND HAZARDOUS CONDITIONS

All conditions considered unsafe or hazardous shall be reported in writing to the building principal who shall follow proper channels in resolution of the problem. A form suitable for the recording of such request shall be provided by the Board of Education and a written reply on action to be taken shall be forthcoming.

SCHOOL CALENDAR

Procedure for developing a school calendar shall include the following:

1. The H.E.A. will be given the opportunity to propose specific considerations in school calendar development.
2. Such proposals will be presented by the Superintendent to the Superintendent's Council of the Pascack Area Special Education Council.
3. The proposed calendar as developed by the Superintendent's Council will be relayed to the H.E.A.
4. The Superintendent will report recommendations of the H.E.A. when he recommends a calendar for Board adoption.

Adopted 3/20/72

Revised 7/75

HILLSDALE BOARD OF EDUCATION
BOARD POLICY REGARDING NEGOTIATIONS

The Hillsdale Board of Education will continue its policy of negotiating in good faith with recognized representatives of the professional staff of the Hillsdale Schools regarding terms of employment in accordance with all applicable laws and regulations of the State of New Jersey.

1. INITIATION OF MEETINGS

Such negotiation meetings may be initiated at the request of either party in writing. The date must be agreeable to both parties.

2. AGENDA

Each party shall submit any proposed agenda items they wish to discuss to all representatives of the negotiating bodies, at least three school days prior to the meetings. This may be done through their respective presidents.

3. RECORD OF PROCEEDINGS

A record shall be kept of action and recommendations. Copies of said records will be furnished to all participants for approval as to accuracy. These minutes are for information purposes only and are not to be considered as public record. This responsibility will alternate between the two groups.

4. COMMUNICATION

A response will be made within seven school days to all communications requesting an answer.

5. AMENDMENTS

When a mutually acceptable amendment to this policy is negotiated by the parties, it shall be reduced to writing, signed by the Board and the Association, and adopted by the Board.

Adopted 12/16/68
Confirmed 2/2/70

SABBATICAL LEAVE POLICY

Having accepted the concept of sabbatical leave as capable of promoting professional growth, the Board will make financial provision for sabbatical leave according to the following plan:

- A. A sabbatical leave shall be granted to one certificated professional staff member during each school year of the current Agreement if there is at least one qualified applicant.
1. To be eligible for sabbatical leave, applicants shall have completed at least seven full years of service in the Hillsdale School District.
 2. No sabbatical leave will be granted for more than a full academic year nor less than one-half academic year.
 3. Compensation for the individual granted sabbatical leave shall be one-half of his contract salary if he is granted a full year's leave or full salary if he is granted a half year's leave.
 4. Requests for sabbatical leave, on forms furnished by the Sabbatical Leave Committee, must be received by the Superintendent not later than January 1, and action must be taken no later than February 1 of the school year preceding the school year for which the sabbatical leave is requested.
 5. The Sabbatical Leave Committee shall consist of the Superintendent, three principals, and one teacher from each of the three schools, the latter to be appointed by the H.E.A. Executive Committee. Such committee shall meet after January 1 to consider all requests for sabbatical leave.
 6. Upon return from sabbatical leave, the staff member shall be placed on the salary schedule at the level he would have achieved had he remained actively employed in the system during the period of his absence.
 7. The staff member will be obligated to return to the Hillsdale Public Schools for a minimum of two years following the sabbatical leave.
- B. Upon the recommendation of the committee, a sabbatical shall be granted by the Board to a certificated professional staff member for study, including study in another area of specialization, for travel, or for other educational purposes.