

4-0091
15-24

TABLE OF CONTENTS

**THIS BOOK DOES
NOT CIRCULATE**

Article

I	Recognition
II	Negotiation Procedure
III	Grievance Procedure
IV	Teacher Rights
V	Association Rights and Privileges
VI	School Calendar
VII	Teaching Hours and Teaching Load
VIII	Non-Teaching Duties
IX	Teacher Employment
X	Salaries
XI	Teacher Assignment
XII	Transfers, Re-Assignments, and Extra-Curricular Positions
XIII	Teacher Evaluation
XIV	Teacher Facilities
XV	Superintendent's Advisory Instructional Council
XVI	Leaves of Absence
XVII	Sabbatical Leaves
XVIII	Insurance Protection
XIX	Personal and Academic Freedom
XX	Deductions from Salary
XXI	Miscellaneous Provisions
XXII	Duration of Agreement

Schedules

A	Teacher Salary Guide for 1969 - 70
B	Salary Guide Policy
C	Length of School Day
D	Policy - Teaching and Extra Curricular Positions
E	Extra - Curricular Compensation
F	Supervisory Reports on Teachers
G	Deduction from Salaries

ARTICLE I

RECOGNITION

1. Pursuant to Chapter 303, Public Laws of 1968, the Board of
2. Education of the Borough of Point Pleasant Beach hereby recognizes
3. the Point Pleasant Beach Teachers' Association as the majority
4. representative for collective negotiations concerning terms and
5. conditions of employment for the school year 1969-70, beginning
6. September 1, 1969 and ending June 30, 1970, for the following
7. classes of employees of the district:
8. A. All teaching personnel under contract, including librarians,
9. guidance counselors, learning disabilities specialist, coaches,
10. extra-curricular personnel, department heads, nursing personnel,
11. and personnel on maternity leave, but excluding:
 12. 1. Superintendent, principals, vice principals, guidance
 13. director, certified supervisors, office, clerical,
 14. custodial, maintenance, cafeteria employees, teacher aides,
 15. psychologist and social worker.
 16. 2. Per diem, part-time, and hourly employees other than
 17. employees in A above.
18. B. Any new classes of employees to be included for recognition
19. are to be mutually discussed and agreed upon.

ARTICLE II

NEGOTIATION PROCEDURE

- 1 A. The parties agree to enter into collective negotiations
2 over a successor Agreement in accordance with Chapter 303, Public
3 Laws 1963 in a good-faith effort to reach agreement on all matters
4 concerning the terms and conditions of teachers' employment. Such
5 negotiations shall begin not later than October 1 of the calendar
6 year preceding the calendar year in which this Agreement expires.
7 Any Agreement so negotiated shall apply to all teachers, be reduced
8 to writing, be signed by the Board and the Association, and be
9 adopted by the Board.
- 10 B. During negotiation, the Board and the Association shall
11 present relevant data, exchange points of view and make proposals
12 and counter-proposals. The Board shall make available to the
13 Association for inspection all public records, data and information
14 of the Point Pleasant Beach School District.
- 15 C. Neither party in any negotiations shall have any control
16 over the selection of the negotiating representatives of the other
17 party. The parties mutually pledge that their representatives
18 shall be clothed with all necessary power and authority to make
19 proposals, and make counter-proposals in the course of negotiations.
- 20 D. 1. Representatives of the Board and the Association's
21 negotiating committee shall meet at the request of either party for
22 the purpose of reviewing the administration of the Agreement, and to
23 resolve problems that may arise. These meetings are not intended to
24 bypass the grievance procedure.

ARTICLE II

Negotiation Procedure

- 1 2. Each party shall submit to the other, at least three (3)
2 days prior to the meeting, an agenda covering matters they wish to
3 discuss.
- 4 3. All meetings between the parties shall be scheduled,
5 whenever possible, to take place when the teachers involved are free
6 from assigned instructional responsibilities, unless otherwise agreed.
- 7 4. Should a mutually acceptable amendment to this Agreement
8 be negotiated by the parties, it shall be reduced to writing, be
9 signed by the Board and the Association, and be adopted by the Board.
- 9 E. If an impasse is reached during professional discussions,
10 the matter should be submitted to an advisory board within thirty days
11 after the request of either party to the other. Such requests shall
12 be in writing and delivered by certified mail. The Board of Education
13 will name one advisor and the other will be named by the Association.
14 A third member, who shall be the chairman, shall be named by the first
15 two-named members. In the event a third member cannot be mutually
16 agreed upon, the impasse shall be referred to the Public Employment
17 Relations Commission.
- 18 The advisory board shall report recommendations for
19 settlement within thirty days.
- 20 The Board and the Association, during an additional
21 fifteen-calendar-day period, after receiving the advisory recommendations,
22 will meet in an attempt to reach agreement on the recommendations
23 submitted to each. No items other than those submitted as advisory
24 recommendations will be considered or introduced into these series of
meetings.

Article II

Negotiation Procedure

1 If such agreement is reached, such agreement shall become
2 part of the total agreement.

3 The costs and expenses of the Board of Education's
4 appointee to the advisory board shall be the responsibility of the
5 Board of Education.

6 The costs and expenses of the Teachers' Association
7 appointee to the advisory board shall be the responsibility of the
8 Teachers' Association.

9 Costs and expenses of the third appointee to the advisory
10 board, mutually approved by both parties, as well as all other
11 incidental fees and expenses in connection with the operation of the
12 advisory board, shall be shared equally by both parties.

13 F. Except as this Agreement shall hereinafter otherwise
14 provide, all terms and conditions of employment applicable on the
15 effective date of this Agreement to employees covered by this Agreement
16 as established by the rules, regulations and/or policies of the Board
17 in force on said date, shall continue to be so applicable during the term
18 of this Agreement. Unless otherwise provided in this Agreement, nothing
19 contained herein shall be interpreted and/or applied so as to eliminate,
20 reduce nor otherwise detract from any teacher benefit existing prior
21 to its effective date.

22 G. The Board agrees not to negotiate concerning said employees in
23 the negotiating unit as defined in ARTICLE I of this Agreement, with
24 any organization other than the Association for the duration of this
25 Agreement.

Article II

Negotiation Procedure

1 H. This Agreement incorporated the entire understanding of the
2 parties on all matters which were or could have been the subject
3 of negotiation. During the term of this Agreement neither party
4 shall be required to negotiate with respect to any such matter whether
5 or not covered by this agreement and whether or not within the
6 knowledge or contemplation of either or both of the parties at the
7 time they negotiated or executed this Agreement.

ARTICLE III

GRIEVANCE PROCEDUREA. Definitions

1. The term "grievance" means a complaint by any employee that,
2. as to him, there has been an inequitable, improper, or unjust
3. application, interpretation, or violation of a policy, agreement,
4. or administrative decision affecting said employee.

5. The term "grievance" and the procedure relative thereto,
6. shall not be deemed applicable in the following instances:

7. (1) The failure or refusal of the Board to renew a contract
8. of a non-tenure employee, provided evaluation procedures
9. have been followed in accordance with the Board of
10. Education policy;

11. (2) In matters where a method of review is prescribed
12. either by law, or by any rule, regulation, or by decision
13. of the State Commissioner of Education or the State
14. Board of Education, or by the courts of the State of
15. New Jersey;

16. (3) In matters involving the sole and unlimited discretion
17. of the Board.

18. B. Purpose

19. 1. The purpose of this procedure is to secure, at the lowest
20. possible level, equitable solutions to the problems which may from
21. time to time arise affecting the welfare or terms and conditions of
22. employment of teachers. Both parties agree that these proceedings
23. will be kept as informal and confidential as may be appropriate
23. at any level of the procedure.

24. 2. Nothing herein contained shall be construed as limiting

Grievance Procedure

1. the right of any teacher having a grievance to discuss the matter
2. informally with any appropriate member of the administration, and
3. having the grievance adjusted without intervention of the Association,
4. provided the adjustment is not inconsistent with terms of this
5. Agreement and that the Association has been given the opportunity to
6. be present at such adjustment.

7. C. Procedure

8. 1. Since it is important that grievances be processed as rapidly as
9. possible, the number of days indicated at each level should be
10. considered as a maximum and every effort should be made to expedite
11. the process. The time limits specified may, however, be extended
12. by mutual agreement.

13. 2. Level One

14. A teacher with a grievance shall first discuss it with his
15. principal or immediate superior, either directly or through the
16. Association's designated Representative, with the objective of
17. resolving the matter informally. Decisions rendered at Level
18. One which are unsatisfactory to the aggrieved person and all
19. decisions rendered at subsequent levels of the Grievance
20. Procedure shall be in writing, setting forth the decision and
21. reasons therefore, and shall be transmitted promptly to the
22. aggrieved person, the Superintendent, and to the Association.

23. 3. Level Two

24. If the aggrieved person is not satisfied with the disposition
25. of his grievance at Level One, or if no decision has been
26. rendered within five (5) school days after presentation of the
27. grievance, he may file the grievance, in writing, with the
28. Association within five (5) school days after decision at Level

Grievance Procedure

1. One or ten (10) school days after the grievance was presented,
2. whichever is sooner. Within five (5) school days after receiving
3. the written grievance, the Association shall refer it to the
4. Superintendent of Schools.

5. 4. Level Three

6. If the aggrieved person is not satisfied with the disposition
7. of his grievance at Level Two, or if no decision has been rendered
8. within five (5) school days after the grievance was delivered to
9. the Superintendent, he may, within five (5) school days after a
10. decision by the Superintendent or ten (10) school days after the
11. grievance was delivered to the Superintendent, whichever is sooner,
12. request, in writing, that the Association submit his grievance to
13. the Board of Education.

14. 5. Level Four

15. Where an appeal is taken to the Board, there shall be submitted
16. by the appellant copies of written records of appeals and decisions
17. made in Levels One and Two. A copy of these records shall also be
18. furnished to the Superintendent, to the adverse party, and to the
19. Association.

20. 6. If the appellant, in his appeal to the Board, does not
21. request a hearing, the Board may consider the appeal on the written
22. record submitted to it, or the Board may, on its own, conduct
23. a hearing, or it may request the submission of additional written
24. material. Where additional written materials are requested by the
25. Board, copies thereof shall be served upon the adverse parties
26. who shall have the right to reply thereto. Where the appellant
27. requests, in writing, a hearing before the Board, a hearing shall
28. be held.

Grievance Procedure

1. 7. The Board shall make a determination within fifteen (15)
2. days from the receipt of the grievance and shall in writing notify
3. the employee, his representative if there be one, the principal,
4. and the Superintendent of its determination. This time period may
5. be extended by mutual agreement of the parties.

6. 8. In the event an employee is dissatisfied with the
7. determination of the Board, he shall have the right to request the
8. Association to submit his grievance to mediation. If the Association
9. determines that the grievance is meritorious, it may, within ten
10. (10) days after such request, submit a request to the Board for
11. mediation.

12. 9. Within ten (10) days after such notice of submission
13. for mediation, the Board and the Association shall attempt to
14. agree upon a mutually acceptable mediator and shall obtain a
15. commitment from said mediator to serve. If the parties are unable
16. to agree upon a mediator or to obtain such a commitment within the
17. specified period, a request for a list of mediators may be made to
18. the American Arbitration Association by either party. The parties
19. shall then be bound by the rules and procedures of the American
20. Arbitration Association in the selection of a mediator. The mediator
21. shall confer with representatives of the Board and the Association
22. and shall hold meetings promptly.

23. 10. If within fifteen (15) days from the first meeting no
24. settlement has been reached, the mediator shall so report, in writing,
25. to both the Board and the Association.

26. 11. If the appellant and the Association so desire, they
27. may, within fifteen (15) days following the report of the mediators,
28. request binding arbitration pursuant to rules and regulations

Grievance Procedure

1. established by the Public Employees Relations Commission under
2. the provisions of Chapter 303, Laws of 1968. Failure to file
3. within said time period shall constitute a bar to such arbitration
4. unless the aggrieved employee and the Board shall mutually agree
5. upon a longer time period within which to assert such a demand.

6. 12. The arbitrator so selected shall confer with the
7. representatives of the Board and the Association and hold hearings
8. promptly and shall issue his decisions not later than twenty (20)
9. days from the date of the close of the hearings or, if oral hearings
10. have been waived, then from the date the final statements and proofs
11. on the issues are submitted to him. The arbitrator's decision shall
12. be in writing and shall set forth his findings of fact, reasoning
13. and conclusions on the issues submitted. The arbitrator shall be
14. without power or authority to make any decisions which requires the
15. commission of an act prohibited by law or which is violative of the
16. terms of this Agreement.

17. D. Related Conditions

18. 1. The arbitrator shall have no power to alter, modify,
19. add to, or subtract from the provisions of this agreement. His
20. authority shall be limited to deciding whether a specific article
21. and section of this agreement has been violated and shall be
22. subject to, in all cases, the rights, responsibilities and authority
23. of the parties under the New Jersey School Law, Title 18A or the
24. Rules and Regulations of the State Board of Education. The arbitrator
25. shall not usurp the functions of the Board of Education or the
26. proper exercise of its judgment and discretion under law and this
27. agreement.

28. 2. The decision of the arbitrator, if within the scope of

Grievance Procedure

1. his authority as above set forth, shall be final and binding.

2. 3. In the event of mediation and/or arbitration, the costs
3. of such services shall be shared equally by the parties and each
4. of the parties shall bear his own expense in connection therewith.

5. E. Rights of Teachers to Representation

6. 1. Any party in interest may be represented at all stages
7. of the grievance procedure by himself, or, at his option, by a
8. representative selected or approved by the Association. When a
9. teacher is not represented by the Association, the Association shall
10. have the right to be present at all stages of the grievance
11. procedure.

12. 2. No reprisals of any kind shall be taken by the Board
13. or by any member of the administration against any party in interest,
14. any building representative, any member of the Association, or any
15. other participant in the grievance procedure by reason of such
16. participation.

17. F. Miscellaneous

18. 1. All documents, communications and records dealing with
19. the processing of a grievance shall be filed in a separate grievance
20. file and shall not be kept in the personal file of any of the
21. participants.

22. 2. Forms for filing grievances, serving notices, taking
23. appeals, making reports and recommendations, and other necessary
24. documents shall be prepared jointly by the Superintendent and the
25. Association and given appropriate distribution so as to facilitate
26. operation of the grievance procedure.

27. 3. All meetings and hearings under this procedure shall
28. not be conducted in public and shall include only such parties in

Grievance Procedure

1. interest and their designated or selected representatives,
2. heretofore referred to in this ARTICLE.

ARTICLE IV

TEACHER RIGHTS

1. A. Pursuant to Chapter 303, Public Laws 1968, the Board
2. hereby agrees that every employee of the Board covered by this
3. agreement shall have the right freely to organize, join and
4. support the Association and its affiliates for the purpose of
5. engaging in collective negotiations and other concerted activi-
6. ties for mutual aid and protection. As a duly selected body
7. exercising governmental power under color of law of the State
8. of New Jersey, the Board undertakes and agrees that it shall
9. not directly or indirectly discourage or deprive or coerce any
10. teacher in the enjoyment of any rights conferred by Chapter 303,
11. Public Laws 1968 or other laws of New Jersey or the Constitutions
12. of New Jersey and the United States; that it shall not discrim-
13. inate against any teacher with respect to hours, wages, or any
14. terms or conditions of employment by reason of his membership
15. in the Association and its affiliates, his participation in any
16. activities of the Association and its affiliates, collective
17. negotiations with the Board or his institution of any grievance,
18. complaint or proceeding under this Agreement or otherwise with
19. respect to any terms or conditions of employment.
20. B. Nothing contained herein shall be construed to deny or
21. restrict to any teacher such rights as he may have under New
22. Jersey School Laws or other applicable laws and regulations.
23. The rights granted to teachers hereunder shall be deemed to be
24. in addition to those provided elsewhere.
25. C. No teacher shall be disciplined, reprimanded, reduced in
26. rank or compensation or deprived of any professional advantage

Teacher Rights

1. without just cause. Any such action asserted by the Board, or
2. any agent or representative thereof, shall be subjected to the
3. grievance procedure herein set forth.
4. D. Whenever any teacher is required to appear before the
5. Board or any committee or member thereof concerning any matter
6. which could adversely affect the continuation of that teacher
7. in his office, position or employment or the salary or any in-
8. crements pertaining thereto, then he shall be given prior writ-
9. ten notice of the reasons for such meeting or interview and
10. shall be entitled to have a representative of the Association
11. present to advise him and represent him during such meeting or
12. interview. Any suspension of a teacher pending charges shall be
13. with pay.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

1. A. The Board agrees to furnish to the Association, in
2. response to reasonable requests from time to time, all avail-
3. able information concerning the financial resources of the
4. district, including, but not limited to annual financial re-
5. ports and audits, agendas and minutes of all Board meetings,
6. enrollment projections, employee directory, and such other
7. public records as shall assist the Association in developing
8. accurate, informed and constructive programs on behalf of the
9. teachers and their students, together with copies of records
10. which may be necessary for the Association to process any
11. grievance or complaint. Where parent or guardian consent is
12. necessary for disclosure of any information on any school
13. records, whether public or no, the Association shall furnish
14. to the Board written consent from each parent or guardian of
15. each student involved for disclosure of information contained
16. in said records.
17. B. Whenever any representative of the Association or any
18. teacher is mutually scheduled by the parties to participate
19. during working hours in negotiations, grievance proceedings,
20. conferences, or meetings, he shall suffer no loss in pay.
21. E. Representatives of the Association, the New Jersey
22. Education Association, and the National Education Association
23. shall be permitted to transact official Association business
24. on school property, provided that this shall not interfere with
25. or interrupt normal school operations.

Association Rights and Privileges

1. D. The Association and its representatives shall have the
2. right to use school buildings at all reasonable hours for meet-
3. ings. The meeting place will be arranged in advance with the
4. building principal.
5. E. The Association shall be able to use equipment within the
6. building, including typewriters, mimeographing machines, or other
7. duplicating equipment, calculating machines, and all types of
8. audio-visual equipment, at reasonable times, when such equipment
9. is not otherwise in use. The Association shall pay for the rea-
10. sonable cost of all materials and supplies incident to such use.
11. F. The Association shall have, in each school building, the
12. exclusive use of a bulletin board in each faculty lounge and
13. teachers' dining room.
14. G. The Association shall have the right to use the inter-
15. school mail facilities and school mail boxes as it deems neces-
16. sary and without the approval of the building principals or
17. other members of the administration.
18. H. The Board may grant leave with pay to the president of
19. the Association as requested during his term of office.

ARTICLE VI

SCHOOL CALENDAR

1. A representative shall be named by the Association to
2. serve on the Superintendent's Advisory Calendar Committee. As
3. a member of the Calendar Committee, this representative shall
4. participate in the deliberations of the Committee, present the
5. suggestions of the Association on calendar items, and assist
6. in drafting the calendar to be presented to the Board for con-
7. sideration.
8. In addition, at least the following groups shall be rep-
9. resented on the Committee: Parent-Teacher Associations, Board
10. of Education, Principals, and Superintendent.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

1. A. 1. Teachers shall indicate their presence for duty by
2. placing their initials in the appropriate columns of the faculty
3. "Sign-in" roster.
4. 2. The arrival and departure times for all teachers shall
5. be designated in Schedule C. On Fridays or on days preceding
6. holidays or vacations, the teachers' day shall end fifteen (15)
7. minutes after the close of the pupils' day.
8. B. 1. The weekly teaching load in the high school shall be
9. the equivalent of thirty (30) teaching periods. Assignment to
10. a supervised study period shall be considered a teaching period
11. for the purpose of this Article.
12. 2. The weekly teaching load in the elementary schools
13. shall not exceed 25 hours of assigned pupil contact.
14. 3. Assignments shall be made at the discretion of the
15. administration and within the area of teacher competency, teach-
16. ing certificate, or their major or minor fields of study, except
17. temporarily and/or for good cause.
18. C. 1. Teachers shall have a daily duty-free lunch period of
19. at least the following lengths:
20. (a) Elementary School - 50 minutes, except that
21. during inclement weather there shall be at
22. least 30 minute duty-free lunch period.
23. (b) High School - One class period.
24. 2. Teachers may leave the building without requesting
25. permission during their scheduled duty-free lunch periods.
26. D. 1. Teachers may be required to remain after the end of
27. the regular workday, without additional compensation, for the

Teaching Hours and Teaching Load

1. purpose of attending faculty or other professional meetings four (4)
2. days each month. Such meetings shall begin no later than fifteen
3. (15) minutes after the student dismissal time and shall run for no
4. more than sixty (60) minutes. If additional time is needed, stu-
5. dents may be dismissed early.
6. 2. Where practicable, the notice of and agenda for any
7. meetings shall be given to the teachers involved at least two (2)
8. days prior to the meeting. Teachers shall have the opportunity to
9. suggest items for the agenda.
10. E. Teacher participation in extra-curricular activities
11. which require time beyond the hours specified in Schedule C shall
12. be voluntary and compensation for these activities shall be at
13. the rate shown in Schedule E.
14. F. Teacher participation in field trips which extend beyond
15. the teacher's work day, as well as overnight and week-end trips,
16. shall be voluntary.

ARTICLE VIII

NON-TEACHING DUTIES

1. A. The Board and Association acknowledge that a teacher's
2. primary responsibility is to teach and that his energies should,
3. to the extent possible, be utilized to this end. Therefore, the
4. Board agrees to continue the present practice of relieving teachers
5. of certain non-teaching duties.
6. B. 1. Teachers shall not be required to drive to activities
7. which take place away from the school building. A teacher may do
8. so voluntarily, however, with the advance approval of his principal
9. or immediate supervisor. He shall be compensated at the rate of
10. ten (10) cents per mile for the use of his own automobile. The
11. school vehicle shall be used for transportation whenever feasible.
12. 2. The Board shall continue to maintain appropriate
13. insurance covering the authorized use of the teacher's own
14. automobile in the performance of school duties.

ARTICLE IX

TEACHER EMPLOYMENT

1. A. 1. Each teacher shall be placed on his proper step of the
2. salary schedule as of the beginning of the 1969-70 school year, in
3. accordance with Paragraph 2 below.
4. 2. Credit on the Teacher's Salary Schedule shall be given
5. for previous experience according to Board of Education policy
6. as per Schedule "B."
7. B. Previously accumulated unused sick leave days may be
8. restored to all returning teachers and those teachers transferring
9. from other districts as permitted by State law.
10. C. Teachers shall be notified of their contract and salary
11. status for the ensuing year no later than April 1st.

ARTICLE X

SALARIES

1. A. The salaries of all teachers covered by this Agreement
2. are set forth in Schedule "A", which is attached hereto and made
3. a part hereof.
4. B. 1. Teachers may individually select a method of payment
5. from among the following:
6. (a) Twenty (20) equal semi-monthly installments, on
7. the 15th and last day of each month.
8. (b) Have ten per cent (10%) of their monthly salary
9. deducted from their pay. These funds shall be
10. paid as requested by each teacher:
11. (1) on the final pay day in June
12. (2) in two equal payments, one July 15
13. and the other August 15
14. (3) in four equal payments—July 15,
15. July 31, August 15, and August 31.
16. (c) Teachers may individually elect to have monthly
17. deductions made and sent to the Mon-Oc Teachers
18. Credit Union.
19. 2. No change in method of payment may be made after
20. August 1 immediately preceding the opening of school.
21. 3. When a pay day falls on or during a school holiday,
22. vacation, or week-end, teachers shall receive their pay checks on
23. the last previous working day.

ARTICLE XI

TEACHER ASSIGNMENT

1. A. 1. All teachers shall be given written notice of their
2. tentative class and/or subject assignments for the forthcoming
3. year not later than the last school calendar day.
4. 2. In the event that changes in such class and/or
5. subject assignments are later proposed, any teacher affected
6. shall be notified promptly in writing.

ARTICLE XII

TRANSFERS, RE-ASSIGNMENTS, AND EXTRA-CURRICULAR POSITIONS

- A. Teachers who desire a change in grade and/or subject assignment may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he desires to be transferred, in order of preference.
- B. All vacancies for regular teaching positions, and other positions such as Adult School, Summer School, Federal Projects, Intramurals, Interscholastic Coaching, and other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be publicized and filled as per Board policy in Schedule "D."
- C. An involuntary transfer or re-assignment shall be made only after a meeting between the teacher involved and the building principal, at which time the teacher shall be notified of the reason therefore. In the event that a teacher objects to the transfer or re-assignment at this meeting, upon the request of the teacher, the Superintendent shall meet with him. The teacher may, at his option, have an Association representative present at such meeting.

ARTICLE XIII

TEACHER EVALUATION

1. Current Board policy concerning evaluation shall remain in
2. effect. Copies of this policy are included as Schedule "F."
3. Suggestions for changes in the policy will be given serious
4. consideration.

ARTICLE XIV

TEACHER FACILITIES

1. A. By the beginning of the 1969-70 school year, each school
2. shall have the following facilities:
 3. 1. An appropriately furnished room shall be reserved
 4. for the exclusive use of the teachers as a Faculty Lounge.
 5. Although teachers shall be expected to exercise reasonable care in
 6. maintaining the appearance and cleanliness of said Lounge, it
 7. shall be regularly cleaned by the school's custodial staff;
 8. 2. Well-lighted and clean teacher rest rooms, separate
 9. for each sex, and separate from the students' rest rooms;
 10. 3. A private dining area, for the use of teachers.
11. B. On the request of the Association, permission may be
12. granted for installation of vending machines in the Teachers'
13. Lounge and Teachers' Lunch Rooms. The profits from all such
14. machines shall be administered by the Point Pleasant Beach
15. Teachers' Association.
16. C. The Board agrees to continue its policy of improvement
17. of physical facilities, with priority being given to the annual
18. recommendations of teachers.

ARTICLE XV

SUPERINTENDENT'S ADVISORY INSTRUCTIONAL COUNCIL

1. A. There is hereby established a Superintendent's Advisory
2. Instructional Council (SAIC) composed of six (6) members, three
3. (3) of whom shall be teachers selected by the Association and
4. three (3) of whom shall be appointed by the Board.
5. B. The SAIC may meet at least once each month with the
6. Superintendent to discuss and study subjects relating to the
7. educational program. Submission of agenda items may be made by
8. any member of the committee prior to the tenth calendar day of the
9. month and will be the basis for scheduling a meeting. Other items
10. may be submitted for the agenda within three days prior to the
11. scheduled meeting date.
12. C. The SAIC is empowered to appoint sub-committees composed
13. of teachers and administrators to study and report upon any
14. mutually agreed upon subjects.
15. D. All reports of the SAIC or its sub-committees, including
16. any recommendations, shall be submitted, in writing, to all
17. members of the SAIC, the principals, and all Board members.
18. E. Subjects of study by the committee might include but not be
19. limited to:
 20. 1. Development of total or specific parts of curriculum
 21. 2. Discipline policy
 22. 3. Personnel and staffing
23. Upon completion of its study and report on the subject
24. assigned to it, each sub-committee shall be considered dissolved,
25. and once dissolved no sub-committee shall be reactivated except by
26. mutual consent of the members to the SAIC.

Article XV

Superintendent's Advisory Instructional Council

1. F. The parties agree that the SAIC and its sub-committees
2. serve in an advisory capacity only, and that the failure of the
3. Board to place any of its recommendations in effect shall not
4. constitute the basis for a grievance.
5. G. The clerical expenses of the SAIC and its sub-committees
6. shall be borne by the Board through the Superintendent's Office.

ARTICLE XVI

LEAVES OF ABSENCE

1. For the period of this Agreement, teachers shall be allowed the
2. leaves of absence described below:
3. A. Leaves of absence with no deductions in pay.
4. 1. Sick leave; minimum allowances; cumulating unused leave
5. (a) Sick leave defined: Sick leave is hereby defined to
6. mean the absence from his or her post of duty, of any
7. such person because of personal disability due to
8. illness or injury, or because he or she has been
9. excluded from school by the school district's medical
10. authorities on account of a contagious disease or
11. of being quarantined for such a disease in his or
12. her immediate household. (18A:30-1 N.J.S.A.)
13. (b) All persons holding any office, position or
14. employment in all school districts, regional
15. school districts for county vocational schools of the
16. State who are steadily employed by the Board of
17. Education or who are protected in their office,
18. position or employment under the provisions of
19. Sections 18A:28-1 to 18A:28-15 of the Revised
20. Statutes or under any other law shall be allowed
21. sick leave with full pay for a minimum of twelve
22. (12) days in any school year. If any such person
23. requires in any school year less than this specified
24. number of days of sick leave with pay allowed, all
25. days of such minimum sick leave not utilized that
26. year shall be accumulative to be used for additional

Leaves of Absence

1. sick leave as needed in subsequent years.
2. (18A:30-1 to 18A:31-2 N.J.S.A.)
3. (c) Physician's Certificate: In case of sick leave
4. claimed, a Board of Education may require a physician's
5. certificate to be filed with the Secretary of the
6. Board of Education. (18A:30-4 N.J.S.A.)
7. (d) Upon return from sick leave granted pursuant to
8. All above:
9. (1) a teacher shall maintain his previous
10. tenure status and be placed on the next or
11. appropriate step of the salary guide,
12. (2) all benefits to which a teacher was entitled
13. at the time his sick leave commenced,
14. including credits toward sabbatical eligibility,
15. shall be restored to him upon his return, and
16. he shall be assigned to the same position
17. which he held at the time the sick leave
18. commenced, if available, or, if not, to a
19. substantially equivalent position.

20. 2. Payment of Sick Leave for Service Connected Disability

21. Whenever any employee, entitled to sick leave under this
22. chapter, is absent from his post of duty as a result of a
23. personal injury caused by an accident arising out of and in the
24. course of his employment, his employer shall pay to such employee
25. the full salary or wages for the period of such absence for up to
26. one calendar year without having such absence charged to the
27. annual sick leave or the accumulated sick leave provided in
28. sections 18A:30-2 and 18A-30-3. Salary or wage payments provided

Leaves of Absence

1. in this section shall be made for absence during the waiting period
2. and during the period the employee received or was eligible to
3. receive a temporary disability benefit under Chapter 15 of Title 34,
4. Labor and Workmen's Compensation, of the Revised Statutes. Any
5. amount of salary or wages paid or payable to the employee pursuant
6. to this section shall be reduced by the amount of any Workmen's
7. Compensation award made for temporary disability.

8. B. Short term leaves with pay.

9. 1. Each teacher shall be allowed up to six (6) days per year for
10. leaves for reasons other than those stated in Section A. The
11. requests for such days shall be in writing, addressed to the
12. Superintendent, and shall give the reason for absence and the date
13. or dates of such absence. In emergency, notification shall be
14. given orally to the principal, with a written request to be turned
15. in upon return to school.

16. 2. Court Order: Appearance in court when required by subpoena,
17. except where the employee has instituted the suit.

18. 3. Religious Days: Religious days and observances as prescribed
19. by the Commissioner's annual bulletin.

20. 4. Temporary (two-week) Active Training Duty: Time necessary
21. for persons called into temporary active duty of any unit of the
22. United States Reserves or the State National Guard, provided such
23. obligations cannot be fulfilled on days when school is not in
24. session. A teacher shall be paid his regular pay in addition to
25. any pay which he received from the State or Federal government.

26. (R.S. 38:23-1)

Leaves of Absence

1. 5. Visitation and Conference: Employees, upon written request
2. to the Superintendent of Schools, may be granted two (2) days to
3. visit schools other than their own or to attend educational conferences.
4. 6. Additional Leaves of Absence: Additional leaves of absence
5. with pay may be granted by the Board for good reason.
6. 7. No leaves with pay will be granted the day before or
7. the day after a vacation or holidays.
8. C. Excessive Absence-
9. 1. Salary - Day's salary defined: When absence, under the
10. circumstances described in Section A above, exceeds the annual
11. leave and the accumulated leave, the Board of Education may pay
12. any teacher, principal, assistant superintendent or superintendent
13. each day's salary less the pay of a substitute for such length of
14. time as may be determined by the Board of Education in each
15. individual case. A day's salary is defined as 1/200 of the annual
16. salary. (18A:30-6 N.J.S.A.)
17. 2. Salary in cases of absence not constituting sick leave;
18. additional sick leave or accumulation sick leave: Nothing in
19. this act shall affect the right of the Board of Education to fix,
20. either by rule or by individual consideration, the payment of salary
21. in cases of absence not constituting sick leave, or granting sick
22. leave over and above the minimum sick leave as defined in this act
23. or allowing days to accumulate over and above those provided for
24. in Section 18A:30-2,3 except that no person shall be allowed to
25. increase total accumulation by more than fifteen (15) days in any
26. one year. (18A:30-7 N.J.S.A.)

Leaves of Absence

1. 3. Relationship to Sick Leave: Leaves taken pursuant to Section
2. B shall be in addition to any sick leave to which the teacher is
3. entitled.

4. D. Leaves of Absence Without Pay

5. Leaves of absence with full loss of pay, excepting that to
6. which the employees are entitled under the provisions of sick leave,
7. may be granted by the Board of Education for a limited and definite
8. period. All requests for leave for a definite term should be
9. addressed to the Superintendent of Schools, in writing, should
10. indicate the reason for the contemplated absence, and the date on
11. which the employee expects to return to duty.

12. 1. Exchange, Fulbright, or Federal Corps Program: A leave of
13. absence, without pay, of up to two (2) years shall be granted to any
14. teacher who accepts a Fulbright Scholarship, joins the Peace Corps,
15. VISTA, National Teacher Corps, or serves as an exchange teacher or
16. overseas teacher, and is a full-time participant in any such programs.

17. 2. Maternity Leave:

18. (a) As soon as any married woman employee shall become
19. aware of her pregnancy, she shall apply for a leave
20. of absence, and shall accept a leave of absence as
21. provided in these regulations.

22. (b) A maternity leave of absence, without pay, may be
23. for a period of a year and a half (18 calendar
24. months). The expiration of all maternity leaves of
25. absence shall coincide with the beginning of the
26. school year unless the Board and the teacher mutually
27. agree to a different re-entry time.

Leaves of Absence

1. (c) Nothing in these regulations shall be construed as
2. obligating the Board of Education to grant leaves of
3. absence to married women employees who are not under
4. tenure.
5. (d) The name of a teacher on maternity leave may be
6. placed on the Substitute List.
7. 3. Other Leaves:
8. (a) A leave of absence, without pay, of up to one (1)
9. year may be granted for the purpose of caring for a
10. sick member of the teacher's immediate family.
11. Additional leave may be granted at the discretion of
12. the Board.
13. (b) Other leaves of absence, without pay, may be granted
14. by the Board for good reason.
15. 4. Conditions Upon Returning From Leave:
16. (a) A teacher shall not receive increment credit for time
17. spent on a leave pursuant to Section D 2 and 3 above.
18. (b) All benefits to which a teacher was entitled at the
19. time his leave of absence commenced, including
20. unused accumulated sick leave and credits toward
21. sabbatical eligibility, shall be restored to him upon
22. his return, and he shall be assigned to the same
23. position which he held at the time said leave commenced,
24. if available, or, if not, to a substantially
25. equivalent position.
26. (c) Eligibility for an increment step shall require one
27. hundred (100) days of teaching within the specified
28. school year.

Leaves of Absence

1. 5. All extensions or renewals of leaves shall be applied for and
2. notification of Board action made in writing.

ARTICLE XVII

SABBATICAL LEAVES

1. A. A sabbatical leave may be granted to a teacher by the Board
2. for study, including study in another area of specialization, or
3. for some other reason of value to the school system, subject to
4. the following conditions:
 5. 1. If there are sufficient qualified applicants, sabbatical
 6. leaves may be granted to a maximum of three per cent (3%) of tea-
 7. chers at any one time. The Board's priority will be based on the
 8. applicants whose sabbatical leave will be of greatest value to the
 9. educational program of the system, or where a time limit beyond the
 10. control of the applicant would prohibit postponement of a leave -
 11. for example, fellowship in a university.
 12. 2. Tentative requests for leave of absence shall be made, in
 13. writing, by October 1, prior to the school year for which absence
 14. is desired.
 15. 3. If no action has been taken by the Board within thirty (30)
 16. days after formal application for leave, the teacher may institute
 17. grievance procedures.
 18. 4. The teacher must have completed seven (7) full school
 19. years of service in the Point Pleasant Beach School District.
 20. 5. A teacher on sabbatical leave shall be paid by the Board
 21. at fifty per cent (50%) of his pro-rated salary for the period of
 22. sabbatical leave.
 23. 6. A teacher on sabbatical leave agrees not to engage in
 24. employment for remuneration for this period unless approved by the
 25. Superintendent.

Sabbatical Leaves

1. 7. Regular contributions for the State Retirement Fund and
2. such other items as shall be authorized by the teacher shall be de-
3. ducted.
4. 8. Upon return from sabbatical leave, a teacher shall be
5. placed on the salary schedule at the level he would have achieved
6. had he remained actively employed in the system during the period of
7. his absence.
8. 9. All benefits to which a teacher was entitled at the time
9. his sabbatical commenced, including accumulative sick leave, shall
10. be restored to him upon his return, and he shall be assigned to the
11. same position which he held at the time the sabbatical commenced.
12. 10. As a condition, the teacher shall enter into a contract
13. to continue in the service of Point Pleasant Beach Board of Education
14. for a period of at least two (2) years after the expiration of the
15. leave. Failing to so continue, the teacher shall be required to pay
16. the Board of Education a sum bearing the same ratio to the amount of
17. salary received while on absence that the unfulfilled portion of the
18. two (2) subsequent years' service bears to the two (2) full years.
19. Any balance due the Board shall be repaid within the time limit mutual-
20. ly agreed upon with the Board.

21. B. Doctoral Program

22. In addition to the above, the following rules shall be in ef-
23. fect for reimbursement for Doctor's Degrees:

24. 1. When a teacher who has taught in Point Pleasant Beach Public
25. Schools for at least four (4) years is accepted for a Doctor's Degree
26. in an accredited institution in a subject matter field or a field of
27. education (Ed.D. or Ph.D.), the Board will reimburse the teacher for:

Sabbatical Leave

1. (a) the cost of credits
 2. (b) required textbooks
 3. (c) travel expenses to and from classes
4. This applies to all credits above a Bachelor's Degree plus sixty (60)
5. hours or a Master's Degree plus thirty (30) hours. In addition, the
6. Board will grant one (1) year's leave of absence, when needed, for
7. completion of his Doctoral Project or to meet the University Residence
8. Requirements, with a salary equal to the teacher's salary less the
9. cost of a substitute, computed on the basis of the regular daily pay
10. of a substitute teacher (not the actual salary of the replacement
11. teacher). Regular contributions for the State Retirement Fund and
12. such other items as shall be authorized by the teacher shall also be
13. deducted. One-half of the cost of credits, textbooks and mileage at
14. the prevailing rate, within a limit of seventy-five (75) miles, shall
15. be paid each semester, with the balance to be paid upon completion of
16. the degree.
17. 2. As a condition, the teacher shall enter into a contract to
18. continue to teach in the Point Pleasant Beach School System for a
19. period of three school years following the leave of absence. If the
20. teacher leaves this system prior to this time, he shall be required
21. to repay the Board of Education a sum, without interest, bearing the
22. same ratio to the amount of salary received while on absence that the
23. unfulfilled portion of the three subsequent years' service bears to
24. the full three years. Any balance due the Board of Education shall be
25. repaid within the time limit mutually agreed upon with the Board of
26. Education.
27. 3. A teacher on doctoral leave agrees not to engage in employ-
28. ment for remuneration during this period unless approved by the Super-
29. intendent.

Sabbatical Leave

1. 4. The teacher shall not be eligible for any monies or leave
2. of absence under this section of the policy once the completion of
3. the degree has been refused by the university involved.
4. 5. Reimbursement procedures:
5. (a) At the end of each semester, reimbursement will be made
6. upon presentation to the Board of a transcript of grades,
7. appropriate bills for tuition and required books, and a
8. statement of mileage driven, together with dates of
9. travel.
10. (b) Final reimbursement will be made upon presentation to
11. the Board of a transcript from the University showing
12. that a Doctor's degree has been awarded to the Teacher,
13. together with appropriate bills for credits, textbooks,
14. and mileage, with the statement of mileage driven, to-
15. gether with dates of travel, as aforesaid.

ARTICLE XVIII

INSURANCE PROTECTION

1. As of the beginning of the 1969-70 school year, the Board
2. will provide the following insurance protection:
3. 1. For each teacher, while in the employ of the Board, the
4. Board shall provide full family coverage for health and medical bene-
5. fits, as provided by the New Jersey State Health Benefits program.
6. 2. (a) An income protection plan, as provided under
7. Class 1 by the Washington National Insurance
8. Company, with the employee choosing either the
9. fourth (4th) day, or the eleventh (11th) day
10. benefit coverage. Other classes may be selected
11. by the employee and the extra costs, if such selec-
12. tion is made, shall be deducted from the employee's
13. salary.
14. (b) Any teacher not eligible for Washington National
15. Insurance coverage may receive an equal dollar
16. amount toward an income protection plan of his
17. own choosing.

ARTICLE XIX

PERSONAL AND ACADEMIC FREEDOM

1. Both parties agree that all laws pertaining to personal
2. and academic freedom shall be adhered to.

ARTICLE XX

DEDUCTION FROM SALARY

1. A. 1. The Board agrees to deduct from the salaries of its
2. teachers dues for the Point Pleasant Beach Teachers' Association,
3. the Ocean County Education Association, the New Jersey Education
4. Association or the National Education Association, or any one or
5. any combination of such associations as said teachers individually and
6. voluntarily authorize the Board to deduct. Such deductions shall
7. be made in compliance with Chapter 310, Public Laws of 1967
8. (NJSA 52:14-15.9e) and under rules established by the State
9. Department of Education. Said monies, together with records of
10. any corrections, shall be transmitted to the Treasurer of the Point
11. Pleasant Beach Teachers' Association by the 15th of each month
12. following the monthly pay period in which deductions were made.
13. The Association Treasurer shall disburse such monies to the
14. appropriate association or associations.
15. 2. Each of the associations named above shall certify to the
16. Board, in writing, the current rate of its membership dues. Any
17. association which shall change the rate of its membership dues
18. shall give the Board written notice prior to the effective date
19. of such change.
20. 3. Additional authorizations for dues deduction may be received
21. after August 1, under rules established by the State Department of
22. Education.
23. 4. The filing of notice of a teacher's withdrawal shall be
24. prior to December 1, and become effective to halt deductions as of
25. January 1 next succeeding the date on which notice of withdrawal
26. is filed.

Deduction From Salary

1. 5. The following deduction schedule will be used for auth-
2. orizations received after August 1:
3. (a) For authorization received after August 1, or prior to
4. October 1, the first deduction should begin with November
5. pay period, with deductions being retroactive for the September
6. and October pay periods.
7. (b) For authorization received after October 1, but prior to
8. January 1, deductions should begin as of the February pay
9. period and be based on five equal deductions of the total
10. amount.
11. (c) Authorization received after January 1, or prior to
12. February 15, the first deduction should begin with the
13. March pay period, with deductions being retroactive for the
14. February pay period, which places the employee on five
15. equal monthly deductions of the total amount.
16. 6. The authorization form is shown in Schedule "C."

ARTICLE XXI

MISCELLANEOUS PROVISIONS

1. A. This Agreement constitutes Board policy for the items con-
2. tained herein for the term of said Agreement, and the Board shall
3. carry out the commitments contained herein and give them full force
4. and effect as Board policy.
5. B. Any individual contract between the Board and an individual
6. teacher, heretofore or hereafter executed, shall be subject to and
7. consistent with the terms and conditions of this Agreement. If an
8. individual contract contains any language inconsistent with this
9. Agreement, this Agreement, during its duration, shall be controlling.
10. C. The Board and the Association agree that there shall be no
11. discrimination, and that all practices, procedures, and policies of
12. the school system shall clearly exemplify that there is no discrimina-
13. tion in the hiring, training, assignment, promotion, transfer, or
14. discipline of teachers or in the application or administration of
15. this Agreement on the basis of race, creed, color, religion, national
16. origin, sex, domicile, or marital status.
17. D. Copies of this Agreement shall be reproduced at the expense
18. of the Board within thirty (30) days after the Agreement is signed,
19. and presented to all teachers now employed, or hereafter employed.
20. E. Whenever any notice is required to be given by either of the
21. parties to this Agreement to the other, pursuant to the provision (s)
22. of this Agreement, either party shall do so by telegram or registered
23. letter at the following addresses:
 24. 1. If by Association, to Board at Point Pleasant Beach High
25. School, Trenton Avenue.
 26. 2. If by Board, to Association at Point Pleasant Beach High
27. School, Trenton Avenue.

ARTICLE XXII

DURATION OF AGREEMENT

1. A. This Agreement shall be effective as of September 1, 1969 and
 2. shall continue in effect until June 30, 1970, subject to the Associa-
 3. tion's right to negotiate over a successor Agreement as provided in
 4. ARTICLE II. This Agreement shall not be extended orally, and it is
 5. expressly understood that it shall expire on the date indicated.

6. B. In witness whereof the Association has caused this Agreement to
 7. be signed by its president and secretary and the Board has caused this
 8. Agreement to be signed by its president, attested by its secretary,
 9. and its corporate seal to be placed hereon, on this 17th day of
 10. February, 1969.

11. POINT PLEASANT BEACH TEACHERS' ASSOCIATION

12. By (Signed) GERTRUDE R. KIERCE
 President

13. By (Signed) WILLIAM O. PATTERSON
 Secretary

14. BOARD OF EDUCATION OF THE BOROUGH OF POINT PLEASANT BEACH

15. By (Signed) HAROLD E. CLAYTON
 President

16. By (Signed) DOROTHY B. STREASER
 Secretary

SCHEDULE A

Teacher Salary Guide for 1969-70

<u>Step</u>	<u>B</u>	<u>B + 30</u>	<u>M</u>	<u>M + 30</u>	<u>Doctorate</u>
1	6,500	6,851	7,202	7,904	8,606
2	6,851	7,202	7,553	8,255	8,957
3	7,202	7,553	7,904	8,606	9,308
4	7,753	8,104	8,455	9,157	9,859
5	8,104	8,455	8,806	9,508	10,210
6	8,455	8,806	9,157	9,859	10,561
7	8,806	9,157	9,508	10,210	10,912
8	9,357	9,708	10,059	10,761	11,463
9	9,708	10,059	10,410	11,112	11,814
10	10,059	10,410	10,761	11,463	12,165
11	10,410	10,761	11,112	11,814	12,516
12	10,961	11,312	11,663	12,365	13,067
13	11,312	11,663	12,014	12,716	13,418
16	11,512	11,863	12,214	12,916	13,618
20	11,712	12,063	12,414	13,116	13,818
	8 credits -	87.75	8 credits -	175.50	
	16 credits -	175.50	16 credits -	351.00	
	24 credits -	263.25	24 credits -	526.50	

Normal increment .054 = \$351

Home Instruction is to be paid at the rate of \$7.50 per hour, with 10¢ per mile for Home Instruction where students live outside of Point Pleasant Beach.

SALARY GUIDE POLICYEXPERIENCE QUALIFICATIONS

1. A teacher with no creditable teaching experience shall be employed at the minimum salary for his educational preparation.
2. Teachers with teaching experience in other public school districts shall be credited with the numbers of years experience.
3. Teachers with teaching experience in non-public schools may receive credit for the years experience in these schools.
4. Credit for military service, up to a total of four years, shall be given on the basis of twelve-month years. Such a year, or major fraction thereof of military service, shall be equal to one academic year of teaching experience.
5. Teachers with work experience, other than teaching, but related to their teaching field may be given credit in experience in the related field. Evaluation of special related experience shall be the responsibility of the Superintendent.
6. The determining factor for salary placement on the schedule shall be:
 - (a) The number of years experience (as mentioned in 1 to 5 above), and
 - (b) The training of the teacher.

COLLEGE CREDIT QUALIFICATIONS

1. A. Teachers will receive a college credit increment as specified in the Salary Schedule for each eight hours of college credit received after completion of a Bachelor's Degree up to the Master's Degree, or equivalent, in accordance with the following conditions:
 - (1) Courses shall be approved for increment credit which are:

- (a) Part of an advanced degree program as approved by the college in which the person is matriculated,
 - (b) In the subject field in which the teacher is teaching, or
 - (c) Graduate courses in related fields.
- (2) Courses in related fields:
Should the privilege of using related courses for salary increment be abused by any teacher, the Superintendent may require that the teacher obtain prior approval from him for future courses.
- (3) Courses shall not be credited which are taken prior to receiving a regular New Jersey Certificate in the field in which the teacher is employed.
1. B. Teachers will receive a college credit increment for each eight hours of college credit completed up to thirty-two hours beyond the Master's Degree.
- (1) Courses shall be approved for increment credit which are:
 - (a) Part of an advanced degree program as approved by the college in which the person is matriculated,
 - (b) In the subject field in which the teacher is teaching, or
 - (c) Graduate courses in other fields.
2. Statement concerning completion of work shall be in the hands of the Superintendent before September 1.
3. It shall be the responsibility of the teacher to see that the Superintendent receives a certified transcript showing satisfactory completion of all courses of study.

4. Adjustment in teachers' salaries to reflect the annual salary increment shall be made at the usual contract time. However, changes from one salary level to the next high salary level by reason of additional training shall be made only at the beginning of the school year in September.

SCHEDULE C

LENGTH OF SCHOOL DAY

A. Teacher's School Day

1. High School

8:05 a.m. - 3:30 p.m.

2. Elementary School

8:15 a.m. - 3:00 p.m.

B. Pupil's School Day

(except when school calendar indicates an 8:30 a.m. to
12:30 p.m. session)

1. High School

8:15 a.m. - 2:44 p.m. Class Time

2:44 p.m. - 3:30 p.m. After school help and
school activities

2. Elementary School

(a) Kindergarten

A. M. Session - 8:30 a.m. - 11:00 a.m.

P. M. Session - 12:00 p.m. - 2:30 p.m.

(b) Grades 1 to 6

8:30 a.m. - 2:30 p.m. Class Time

2:30 p.m. - 3:00 p.m. After school help
and school activities

SCHEDULE D

POLICY - TEACHING AND EXTRA-CURRICULAR POSITIONS

All vacancies for regular teaching positions, and other positions such as Adult School, Summer School, Federal Projects, Intramurals and Interscholastic Coaching and other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be adequately publicized by the Superintendent. People who wish to apply for Summer School or Adult School openings shall apply to the respective principal or Adult School Director not later than the preceding March 1 and June 1 respectively. These applicants shall be notified of action taken not later than May 15 or August 15 respectively.

Home Instruction openings will be offered first to those teachers currently teaching these pupils. If that teacher wishes not to be considered, then the entire staff shall be notified of the opening.

In filling such position, consideration shall be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record, and length of service in the Point Pleasant Beach School District; and, when all other factors are substantially equal, preference shall be given first to teachers who have taught the subject area and/or grade level in question during the regular school year and then to teachers who have taught the grade and/or subject in question on a regular basis at any time during other years.

At all times, the final consideration for appointment shall be based on an estimation of the effectiveness of an individual in the proposed position.

Definitions:

An extra-curricular position shall normally be considered open only after the person in that position has requested, in writing, that he not be reappointed; or, he has been notified, in writing, that he will no longer be reappointed, together with reasons for such action.

Notification by the Superintendent may be either in a memo to each person, and/or written notices in teachers' rooms, principals' offices, at sign-in books, and/or a notice in a "morning bulletin."

Such notification shall contain (a) a job title, (b) a brief explanation of the job and/or conditions of the job where necessary, (c) information as to when and to whom to apply.

SCHEDULE EEXTRA-CURRICULAR COMPENSATIONCoaching Guide

	<u>1st Yr.</u>	<u>2nd Yr.</u>	<u>3rd Yr.</u>	<u>4th Yr.</u>
Football (Head Coach)	600	700	800	900
1st Assistant (1)	400	500	600	700
Assistant (2)	300	400	500	
Basketball (Head Coach)	600	700	800	900
Assistant	400	500	600	
Freshman	300	400	500	
Baseball (Head Coach)	400	500	600	
Assistant	300	400	500	
Track (Head Coach)	500	600	700	800
Assistant	300	400	500	
Indoor	250			
Cross Country Coach	300	400	500	
Bowling Coach	250			
Golf Coach	250			
Wrestling Coach (Interscholastic)	400	500	600	
Athletic Director	600	900		

It is understood that any one who voluntarily assists in coaching does so without compensation; and, if appointed to a coaching position the following year in that particular sport, will start at the first step of the Coaching Guide unless another step is agreed to by the Board of Education.

Adopted by Board of Education
June 11, 1968

SCHEDULE EEXTRA-CURRICULAR COMPENSATIONExtra-Curricular Activities

Girls' Intramurals and Playdays	
(1)	\$400
(1)	400
Boys' Intramurals, 5 sports each at	100
Elementary School Intramural	
Boys	200
Girls	200
School Accounts Treasurer	200
Audio Visual Aids Director (High School)	200
Student Council Advisor	200
Yearbook Advisor	200
Class Advisors	
Senior	200
Junior	150
Sophomore	100
Freshman	50
Dramatics	200
Twirlers and Color Guard	200
Cheerleaders	
Varsity	200
Junior Varsity	200
Audio Visual Aids Director (Elementary)	200
Student Publications Sponsor (Elementary)	200
Band Director	500
Safety Patrol	200
Intramural Wrestling	250

SCHEDULE FSupervisory Reports on Teachers - 1964-65

In education, the primary purpose of supervision is to improve the educational opportunities for pupils and to maintain a high level of educational excellence. A secondary purpose is to evaluate those who have been selected to do the teaching so that only the best possible persons are recommended for tenure.

Each year principals are asked to make careful evaluations of all teachers. Detailed reports will be due in the Superintendent's Office on December 15, 1964, for non-tenure teachers. On March 5, 1965, detailed reports will be due for all teachers. A third, rather simple report will be due no later than June 30, 1965 for all non-tenure teachers and for those tenure teachers about whom there was a question in March.

Principals have been asked to use as much available evidence as possible when preparing each report. Also, the reports for non-tenure teachers should include at least two formal observations of no less than one class period in length in the high school (7-12), and each observation no less than one-half hour in the elementary school. For tenure teachers, whose quality of work is well-known to the principal, there should be at least one formal observation.

The report may be in narrative form, including information such as the following:

1. Name of Teacher.
2. Subject and/or grade assigned.
3. When observed (Date, hours from _____ to _____).
4. Description of what was observed, being as specific as possible. This would include such things as:
 - (a) Apparent amount of planning.
 - (b) Pupil-teacher relationships.
 - (c) Physical condition of room.
 - (d) Objectives of lesson and kind and appropriateness of methods used.
 - (e) Attention to purpose of homework or other assignment.
 - (f) Evidence of flexibility to take advantage of a teaching situation when it arises, evidence of providing for differing levels of ability and/or achievement.
5. Recommendations made to teacher.

6. Action taken by principal or department head to assist teacher.
7. Other appropriate comments which will help in evaluating the program for pupils as offered by the particular teacher.
8. In March, the report shall include recommendations for rehiring, not rehiring, increments, or other appropriate action to be taken.

Other material may be filed in a teacher's folder, such as letters of commendation or reports of unusual contributions to the school or community.

Each teacher should sign each report before it is submitted to the Superintendent. The teacher is invited to add comments if he so desires.

SCHEDULE G
DEDUCTION FROM SALARY

AUTHORIZATION

TO DEDUCT ASSOCIATION MEMBERSHIP DUES

Name _____ Social 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 organizations 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 year. 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 therefor.

I designate the _____ Association
to receive dues and distribute according to the organization(s) indicated:

_____ Association

_____ County Education Association

New Jersey Education Association

National Education Association

(Date)

(Signature)