



101 RIDGE ROAD
LITTLE SILVER, NEW JERSEY

CONTRACT

JULY 1, 1999 - JUNE 30, 2002

RED BANK REGIONAL HIGH SCHOOL
BOARD OF EDUCATION

AND

RED BANK REGIONAL EDUCATION ASSOCIATION



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ARTICLE I
RECOGNITION

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for the following personnel employed full time by the Board:

1. All full time certificated teachers
2. Guidance Counselors
3. Media Specialist
4. Cooperative Education Coordinators
5. School Nurse
6. Psychologist
7. Learning Disabilities Teacher Consultant
8. Social Worker
9. Substance Awareness Coordinator/Student Assistance Counselor (when certified)
10. Office & Clerical Personnel (The secretaries to the Superintendent of Schools and Board Secretary and Principal's confidential secretary are not included in this group.)

All other personnel are excluded from the above group. The excluded group includes supervisory and executive personnel and maintenance and operating employees, such as but not limited to: principals, vice principals, administrative assistants, administrators/supervisors, department coordinators, directors, and aides.

B. Unless otherwise indicated, the term teachers when used hereinafter in this agreement, shall refer to all professional employees in the negotiating unit as above defined.

ARTICLE II

NEGOTIATION PROCEDURE

- A. In accordance with Chapter 303, Public Law 1968, the parties agree to enter into negotiations in a good faith effort to reach agreement concerning the terms and conditions of employment.
- B. On or before January 5 of each year, representatives of both the Association and the Board shall meet to exchange demands.
- C. Representatives of the Board and the Association shall meet in formal session to establish procedural ground rules and begin negotiations on or before January 15.
- D. Facts, opinions, proposals, and counter-proposals will be exchanged freely during the meeting or meetings in an effort to reach mutual understanding and agreement. The Board shall make available to the Association for inspection all pertinent records, data and information of the Red Bank Regional High School District which are within the public domain.
- E. The Board agrees not to negotiate respecting terms and conditions of employment for those of its employees designated in Article I with any organization other than that designated as the representative pursuant to Chapter 303, Public Law 1968, for the duration of this Agreement.
- F. This Agreement incorporates the entire understanding of the parties on matters which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered

by this Agreement and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or executed this Agreement.

- G. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement shall remain in full force and effect except that proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established. The result of such negotiations shall be reduced to writing as a memorandum and made a part of this Agreement.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definition

A grievance shall mean a complaint by a teacher that there has been to him/her a personal loss, injury or inconvenience because of a violation, misinterpretation or inequitable application of Board policy, this Agreement or an administrative decision affecting teachers.

A grievance to be considered under this procedure must be initiated by the teacher within thirty (30) calendar days from the time when the teacher knew or should know of its occurrence.

B. Procedure

1. (a) Grievance form: statement of violation to include reference to specific contractual articles and/or Board policy.
- (b) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved teacher to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered on that step.
- (c) It is understood that teachers shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

2. The Association may process a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
3. Any teacher who has a grievance shall discuss it first with his/her principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level.
4. If, as a result of the discussion, the matter is not resolved to the satisfaction of the teacher within five (5) school days, he/she shall set forth his/her 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/her dissatisfaction with decisions previously rendered

The principal shall communicate his/her decision to the teacher in writing within five (5) school days of receipt of the written grievance.

5. The teacher, no later than five (5) school days after receipt of the principal's decision, 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/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 ten (10) school days. The Superintendent shall communicate his/her decision in writing to the teacher and the principal.

6. (a) If the grievance is not resolved to the teacher's satisfaction, he/she, no later than five (5) school days after receipt of the Superintendent's decision, 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. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the teacher. The Board shall render a decision in writing within thirty (30) calendar days of receipt of the grievance by the Board.
- (b) In the event of a grievance by a non-tenured teacher which arises by his/her not being reemployed, the Board shall hold a grievance meeting with the non-tenured teacher if such teacher requests it.
7. If the decision of the Board does not resolve the grievance to the satisfaction of the Association and the Association wishes review by a third party, they shall so notify the Board through the Superintendent within ten (10) school days of receipt of the Board's decision, except in the case of grievance involving any of the following points:
 - (a) Any matter for which a method of review is prescribed by law or any rule or regulation of the State Commissioner of Education or any matter which according to law is either beyond the scope of Board authority or limited to action by the Board alone.
 - (b) A complaint of a non-tenured teacher which arises by reason of his/her not being reemployed.

- (c) A complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required.
8. (a) The following procedure will be used to secure the services of an arbitrator:
- (1) Either party may request the Public Employment Relations Commission to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
 - (2) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the Public Employment Relations Commission to submit a second roster of names.
 - (3) If the parties are unable to determine, within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the Public Employment Relations Commission may be requested by either party to designate an arbitrator.
- (b) The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/she can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board of Education. The decision of the arbitrator shall be final and binding upon both parties. Only the Board and the aggrieved and his/her representatives shall be given copies of the arbitrator's award. This shall be accomplished within thirty (30) days of the completion of the arbitration proceedings.

- (c) Rights of teachers to representation:
- (1) Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself or, at his/her option, by a representative selected or approved by the Association.
 - (2) When a teacher is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance to the Superintendent or any later level, be notified that the grievance is in process, have the right to be present and present its position in writing at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered. A copy of the principal's written decision made in response to a written grievance shall be given to the Association immediately.
 - (3) The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his/her appeal with respect to his/her personal grievances.
- (d) The parties shall be responsible for all costs incurred by each and only the fee and expenses, if any, of the arbitrator shall be shared by each party paying one-half.

ARTICLE IV

RIGHTS OF THE PARTIES

- A. Pursuant to Chapter 303, Public Laws 1968, public employees included in the negotiating unit have, and shall be protected in the exercise of, the right, freely and without fear of penalty or reprisal, to form, join, and assist any employee organization or refrain from any such activity. The Board, as a municipal entity exercising governmental powers under the Statutes of the State of New Jersey, and the Association, as an employee body duly organized and operating under the law of the State of New Jersey, undertake and agree that neither party shall directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 303, Public Laws 1968, or other laws of New Jersey, or the Constitution of New Jersey and the United States.
- B. The Board of Education, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions within the school district and to suspend, demote, discharge, or take other disciplinary actions against employees; (c) to relieve employees from duties because of lack of work, or for other legitimate reasons; (d) to maintain the efficiency of the school district operations entrusted to them; (e) to determine the methods, means, and personnel by which such operations are to be conducted; and (f) to take whatever actions might be necessary to carry out the mission of the school district in situations of emergency. Where policies have been or shall be adopted by the Board of Education in any or all of these areas, questions and issues arising thereunder shall not be subject to the grievance procedure.

- C. No teacher shall be disciplined or reprimanded without just cause. Any such actions asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.
- D. Whenever any teacher is required to appear before the Board or committee or member thereof concerning any matter which could adversely affect the continuation of that teacher in his/her office, position, or employment or the salary or any increments pertaining to, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a person of his/her choosing to advise and represent him/her during such meeting or interview.
- E. Representatives of the Association, the New Jersey Education Association and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere with or interrupt normal school operations and that the administration has been duly notified and approval has been secured.
- F. The Board agrees to furnish to the Association the agenda and minutes of all public Board meetings, and the names and addresses of all staff members.
- G. The Association and its representatives shall be permitted to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be given a reasonable advance notice, normally at least twenty-four hours, of the time and place of all such meetings and his/her approval secured.

- H. Normally negotiations shall be scheduled after school hours. If negotiations are mutually scheduled by the parties during working hours, the Board will release, with pay, teacher members of the negotiating team of the Association to conduct such negotiations if such teacher members do not exceed three.
- I. The Association may be permitted to use school building 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 Association shall pay for the reasonable cost of all materials and supplies incident to such use and shall be liable for damages which they cause to the equipment.
- J. The Association shall be permitted to purchase expendable office supplies and other materials from the Boards' suppliers at the price paid by the Board or from existent stock if such is available. In either event a purchase order is required.
- K. The Association shall have, in the school building, the exclusive use of a bulletin board in each faculty lounge and the right to place formal notices in the dining room. The Association shall also be assigned adequate space on the bulletin board in the central office for Association typed meeting notices provided copies are presented in advance of posting to the appropriate administrator.
- L. The Association shall be permitted to use the intra-school mail facilities and school mailboxes and shall submit to the Superintendent courtesy copies of brochures, leaflets, and other informative items distributed to staff members.
- M. The Association president shall be permitted to address all new teachers during orientation each year.

- N. The Association shall select, and so notify the Superintendent for inclusion in the Activity Calendar, one day each month on a regularly scheduled basis for Association meetings after school. No other meetings involving members of the unit shall be scheduled for that time except in an emergency.
- O. The president of the Association shall not be assigned more than the equivalent of four student instruction supervision periods and one non-instruction student supervision period per day on a permanent basis except in an emergency. Any of the duties from which the president is normally excused may be included in his/her schedule if such is the only means by which he/she can be assigned 20 student instruction supervision periods and 5 non-instruction student supervision periods a week.
- P. The president shall have freedom to leave his/her building for Association business during any unassigned time as long as the administrator of that building has been duly notified.
- Q. The teacher shall maintain the responsibility to determine grades based upon his/her professional judgment within the criteria established by the school system. No grade shall be changed unless the teacher is duly notified in writing.

ARTICLE V

SCHOOL CALENDAR

The Superintendent of Schools shall draw up a school calendar to recommend to the Board of Education, and shall consult with the Association, other individuals and organizations within the school system, and, as he/she sees fit, individuals and organizations other than within the school community. The calendar will consist of 186 days for teachers. Every effort will be made to provide at least one staff development day which will contribute to satisfying the 100 hour professional development mandate. New teachers shall be required to attend an additional three days for purposes of orientation. Teachers designated by the Board as eleven-month teachers shall work all the working days of July or an equal number of days spread throughout July and August as scheduled by the administration.

All twelve-month teachers shall receive four weeks vacation. The Board shall be the sole judge of the need for eleven and/or twelve month teachers.

ARTICLE VI

TEACHING HOURS AND TEACHING LOAD

- A. 1. Teachers shall indicate their presence for duty by placing their initials in the appropriate column of the faculty sign-in roster.
2. The total school day shall be increased from 7 hours to 7 hours and nine minutes. The addition of the nine minutes shall be implemented as follows:
- (a) One minute shall be added to each of the nine periods.
 - (b) The additional minutes shall be added to the end of the school day; i.e., the teachers' day shall not start at a time earlier than before. Early morning duty assignments shall continue to be handled as before.

The normal work day of ratio personnel; i.e., coordinators and the media specialist, shall not exceed 8 hours including lunch. The normal work day of guidance counselors shall be 7 hours 39 minutes. Guidance counselors shall work either from 7:30 a.m. to 3:09 p.m. or from 8:00 a.m. to 3:39 p.m. The administration shall determine the individual counselor's work assignment. This clause does not preclude evening assignments required of the position or of an emergency nature. Occasionally, teachers may, of necessity, be required to overlap scheduling throughout all periods of the day.

- B. 1. The number of periods shall be nine per day with no more than four consecutive teaching periods or eight teaching mods without an intervening preparation or lunch period. Teachers may be assigned six teaching periods. Teachers who are

assigned to six teaching periods shall have two preparation periods and a lunch period. Teachers who are assigned to five teaching periods shall have two non-instructional duty periods, one preparation period, and a lunch period.

2. Effort will be made that teachers shall not be assigned to teach more than two (2) subject areas; e.g., English and Social Studies.
 3. Effort will be made that regular classroom teachers shall not be required to change subject area teaching stations more than two times during the school day.
- C.
1. Teachers shall have a daily duty-free lunch period of one full period.
 2. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period if they sign in and out. With the approval of the building principal or his/her designee, teachers may leave the building during their professional periods.
- D.
1. Teachers may be required to remain after the end of the regular work day, without additional compensation, for the purpose of attending three general faculty or departmental meetings per month. Additional meetings may be required if an emergency so dictates. Such meetings shall begin no later than fifteen minutes after the regular student dismissal time and shall run for no more than one hour, except in cases of an emergency involving the health and safety of students and teachers. If additional time or meetings are needed, students may be dismissed early. There shall be no restrictions placed upon the number of meetings for officially required evaluations or functioning committees.
 2. As Association representative may speak to the teachers at the end of any meeting referred to in Paragraph One above on the request of the representative.

3. The notice of an agenda for faculty meetings shall be given to the teachers involved at least three days prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.
 4. Classroom teachers shall continue to have at least one preparation period.
- E. Teacher participation in extra-curricular activity shall be in accordance with the rulings of the Commissioner of Education.
 - F. The lesson plans required of all teachers, prepared in conjunction with their Administrator/Supervisor, shall follow a format uniform within each department. This format will be mutually agreed upon between the Administrator/Supervisor and the teachers within that department.
 - G. The Cooperative Industrial Education Teacher/Coordinator hired on or after July 1, 1999 will have a class load not to exceed five teaching periods per school day. All other Cooperative Teacher/Coordinators shall have a class load not to exceed five teaching periods per school day.
 - H. A telephone will be placed in the office used for each Cooperative Education Teacher/Coordinator.
 - I. Field trips shall be scheduled and implemented in a manner which shall be mutually agreed upon by the teachers participating in them. Written permission for field trips shall be obtained from the principal to guarantee insurance coverage at a school-sponsored activity.

J. Teachers understand it is their professional responsibility to provide remediation and individual assistance to students. Each teacher will communicate at least once annually his/her availability to parents and students. This will occur until such time as an alternate schedule is developed which will incorporate a period of time into the day for remediation and extra help.

ARTICLE VII

CLASS SIZE

It is recognized by the Board that pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees to continue its effort to keep class sizes at an acceptable number as dictated by the financial conditions of the district, the building facilities available, the availability of qualified teachers, and the best interest of the District as being administratively feasible. The Board recognizes the class size recommendations of the State Department of Education and takes them into consideration in their planning. However, this will not hinder the flexibility of the School District in establishing class size involving team teaching, large group instruction, etc. No class number shall exceed pupil stations in the room. However, nothing herein contained shall restrict the administration from increasing or decreasing pupil stations as necessary.

ARTICLE VIII

NON-TEACHING DUTIES

- A. The Board will strive to minimize the non-academic duties of a teacher and shall continue its efforts in the utilization of teacher aides.
- B. Teachers will not be required to participate in solicitation of funds for charitable purposes.
- C. Except as authorized by the Board of Education, Superintendent, or Principal in writing, no teacher shall use his/her car for school business, including the transportation of students. When such authorization is given, the teacher will be reimbursed at the rate of thirty (.30) cents per mile, plus tolls.
- D. Cooperative Education Teacher/Coordinators shall be reimbursed at the rate of thirty (.30) cents per mile for all travel directly involved in coordination activities including professional meetings directly related to the cooperative program or other meetings when the coordinator has been designated as a representative of the Red Bank Regional High School.
- E. Cooperative Education Teacher/Coordinators shall also be reimbursed for that portion of their automobile insurance policy premium which is applicable to the coordinator's use of his/her automobile on school business.

ARTICLE IX

TEACHER EMPLOYMENT

- A. 1. Each presently employed teacher shall be placed on his/her proper step of the salary schedule as of the beginning of each school year. However, the Board of Education reserves unto itself the right to withhold for inefficiency, or other good cause, in the performance of an assignment, the employment increment, or adjustment increment or both of any person listed on any salary guide in any year of employment by a recorded roll call majority of the full membership of the Board of Education. Within ten (10) days the Board shall give written notice of such action together with the reasons therefor to the person concerned. The employee shall thereafter have such rights of appeal as are expressed in N.J.S.A. 18A:29-14.
2. All credits for salary above the B.A. level must be on a graduate level and completed after the awarding of the B.A. except for vocational education where such courses are not available for graduate credit. In such cases, one graduate credit will be counted for each fifteen (15) clock hours of in-service courses which are approved by the State Department of Education and the Superintendent. All credits for salary above the M.A. level must be on a graduate level and completed after the awarding of the M.A. degree and must be in the field of teacher assignment or else must be specifically pre-approved for credit by the Board of Education.

3. The Board reserves to itself the right to grant credit for any experience which it deems of value to the school system at the time of initial employment. However, any teacher employed prior to February 1 of any school year shall be given full credit for one year's service toward the next increment step of the following year. Any teacher employed subsequent to February 1 of any school year may be given full credit for one year's service toward the next increment step of the following year at the discretion of the Board. Newly hired teachers with prior experience shall be placed on a guide at a point recommended by the Superintendent of Schools and approved by the Board of Education. Additional credit, not to exceed four (4) years for military or alternate civilian service shall be granted by the Board.
- B. Teachers with previous experience in the Red Bank Regional High School who were on tenure at the time of their leaving, shall, upon returning to the system, receive full credit on the salary schedule for all teaching experience gained while in the Peace Corps, Vista, or National Teacher Training Corps, provided that such teachers return to the Red Bank Regional High School District no later than the beginning of the school year following their release from service.
- C. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 30, or 30 calendar days after the ratification of this Agreement, whichever date occurs later. In order to provide for a reasonable evaluation, the parties agree to an extension of 30 days, i.e., to May 30, the time requirement for contract and salary notification for those teachers employed on or after November 1st. As a matter of professional courtesy, teachers shall notify the Board of their intent to remain in the system

within fifteen (15) calendar days after receiving notification of their contract and salary status.

- D. Previously accumulated unused sick leave days will be restored to all teachers returning from a Board-approved leave of absence.

Sick leave reimbursement shall be as follows:

With minimum 10 years service in the district and 25 years in the pension system, teachers will be entitled to the following schedule of payments providing that there is written notification before January 1 to the Superintendent of the intention to retire at the end of the school year, or the following school year.

0	-	50	@	\$35.	\$	1,750.00
51	-	100	@	\$45.		2,250.00
101	-	150	@	\$55.		2,750.00
151	-	200	@	\$65.		<u>3,250.00</u>
						\$ 10,000.00 cap

If notification is not received before January 1 for those who intend to retire at the end of the school year or the following school year, the formula to be used will be: twenty-five (\$25.00) dollars per day for each unused sick day previously earned up to a maximum of fifty (50) days. In either case, full payment will be made to the retiree on the first pay period after retirement.

- E. Any full-time teacher with a B.A. Degree upon starting his/her 25th year shall be paid a longevity stipend of \$500.00 per year for as long as said teacher is employed in the District.
- F. Any full-time teacher with an M.A. Degree upon starting his/her 25th year shall be paid a longevity stipend of \$750.00 per year for as long as said teacher is employed in the District.

G. Beginning with the 1999-2000 school year, newly hired teachers will proceed no further than BA-10 on the salary guide. Further movement on the Guide will require a master's degree. Existing staff to be grandfathered. Prospective teacher employees will be apprised of this provision as part of the interview process.

ARTICLE X

SALARIES

- A. The salaries of all teachers covered by this Agreement are as set forth in the schedule which is attached hereto and made a part hereof as Schedule A. Said schedule is, however, expressly subject to the provisions of Article IX.A.1.
- B.
1. All teachers shall be paid on a semi-monthly ten (10) month basis.
 2. Teachers may individually elect to have part of their monthly salary deducted from their pay and forwarded to MONOC Federal Teachers Credit Union.
 3. Salary checks are due on the 15th and 30th of the month.
 4. When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.
 5. Paychecks are due for disbursement by 10:00 a.m. of the day due.
 6. Any teacher who accumulates five tardinesses in reporting for duty during one academic year shall forfeit one-half day's pay. Each additional five tardinesses shall result in the forfeiture of an additional half-day's pay.
- C. Teachers who, during their professional period, are asked to assume responsibilities normally assigned to substitutes, shall be reimbursed at the rate of \$12.00 per period.
- D. Teachers who are assigned extra work/extra pay responsibilities shall be paid as set forth in Schedule B which is attached hereto and made a part hereof. Payment will be made at the completion of the activity, or for a year-long activity, one-half payment at the end of the third marking period and the remainder on the last day of school. This option will not be changed.

- E. If a guidance counselor is required to work 12 months, the ratio for said 12-month guidance counselor shall be 1.17 of the applicable salary rate for said counselor as set forth in Schedule A; the ratio for all other guidance counselors, who shall be 10-month employees, shall be 1.07 of the applicable salary rate for each counselor as set forth in Schedule A; for teacher/coordinators and the media specialist the ratio shall be 1.10
- F. Secretaries covered by this Agreement shall be compensated in accordance with the special salary guide for such personnel set forth in Schedule C.
- G. The school year for all teacher/coordinators, the media specialist and for 10-month guidance counselors shall commence on September 1 and terminate on June 30, unless specific written arrangements are made to extend same.
- H. Any guidance counselor who is required to work during the summer (after the close of school in June, and before the opening of school in September) shall work a 7-1/2 hour day, or the same length of day as is worked during the regular school year.

ARTICLE XI

TEACHER ASSIGNMENT

- A. Assignment shall be made at the discretion of the Administration and within the area of teacher competency, teaching certificate or major or minor field of study, except for good cause.
- B. All teachers shall be given written notice of their subject assignment no later than June 1. All teachers who will be reappointed to extra work/extra pay assignments as stipulated in Schedule B will be notified of such reappointment by June 1 wherever possible.
- C. The parties recognize that changes in the subject assignment may be necessary. While the right of determination to assign or transfer a teacher is vested in the Board, the Board will not assign or transfer a teacher without prior discussion with that teacher. If such teacher is not readily available, he/she shall be notified by registered mail of such reassignment or transfer. Such transfer and change of assignment shall be on a voluntary basis whenever possible.
- D. As any vacancy is officially made known to him/her, the Superintendent shall have posted on Association bulletin boards within three school days a notice of that vacancy.
- E. A teacher may apply for any vacant position. Such application shall be in writing, addressed to the Superintendent of Schools. If a teacher desires notice of vacancies which occur after the last day of school, that teacher shall provide to the Superintendent a mailing address and he/she will receive such notice at that mailing address. Such notice will be mailed within three (3) working days after official notification that the vacancy exists.

- F. In filling a vacancy within the negotiating unit, the Board agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the school system, and other relative factors. Other factors being equal, present employees shall be given preference. The decision of the Board as to the filling of such vacancy shall, however, be final.
- G. In filling promotional vacancies to administrative positions the Board shall consider the professional qualifications, background, attainments and other relevant factors, including service in the school district, of all applicants from within the school district, as well as applicants outside the school district. Other factors being equal, present employees shall be given preference. The parties recognize, however, that the filling of vacancies at the supervisory and administrative levels and the filling of newly-created supervisory and administrative positions is a prerogative of the Board and the decision of the Board with respect to such matters shall be final.

ARTICLE XII

TEACHER EVALUATION

- A. An evaluative conference shall be held with each non-tenured teacher at least two times each year by an administrator and/or the supervisor. Such evaluation in each instance shall be based upon at least three (3) full period in-classroom observations, each occurring on separate days. Teachers shall be given a copy of any evaluation report prepared by his/her evaluators at least one day before any conference to discuss it. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.
- B. An evaluative conference shall be held with tenured teachers at least once annually by an administrator and/or supervisor.
- C. At such conference the teacher shall be prepared to discuss with his/her supervisor and/or administrator his/her strengths and weaknesses, and means by which strengths can be continued and weakness improved. No evaluation shall be made by the administrator and/or supervisor after the termination of a teacher nor shall any derogatory material be placed in the file after the teacher leaves employment with the exception that any continuing grievance or material initiated prior to termination, and completed after termination, shall go into the personnel file.
- D. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. Observation reports, addressed to the teacher, shall be written and shall include strengths and weaknesses and specific

suggestions as to measures which the teacher might take to improve his performance in each of the areas wherein weaknesses have been indicated.

- E.
 1. A teacher shall have the right upon two school days' notice to review the content of his personnel file and to make reproduction of non-confidential file materials at his/her expense. In the event of removal of confidential materials from the teacher's file, a dated notation will be placed in the teacher's file stating that confidential material, other than credentials involved in the hiring process, have been removed.
 2. If the teacher's file is subpoenaed for the purpose of an arbitration hearing, such disclosure of the teacher's file will not be considered as one of the two times the teacher has the right to inspect his/her file.
 3. If, upon reviewing his/her file, the teacher desires to answer any material that is available for his inspection in that file, he/she may make such answer and have it placed in the file.

- F. Any written complaints regarding a teacher made to any member of the administration by any parent, student or other person which are or may be used in any manner in evaluating a teacher and which are to be placed in a teacher's file shall be processed as follows: The principal or immediate superior shall meet with the teacher to apprise the teacher of the full nature of the complaint and they shall attempt to resolve the matter informally. The teacher may make a written statement concerning the written complaint and have such statement placed in the teacher's file.

ARTICLE XIII

TEACHER FACILITIES

- A. The Board will continue its efforts to keep the school reasonably and properly equipped and maintained.
- B. The Board shall make available, if practicable, in the school building an adequately furnished and decorated lounge and/or study room and/or dining area for the teachers. When practicable and possible, separate lavatory facilities exclusively for teacher use shall also be made available.
- C. The Board will permit vending machines to be placed in the teachers' facility, the proceeds of same to be placed in a flower fund to be administered by the Association.
- D. The Board will institute an answering service between the hours of 4:00 p.m. and 6:00 a.m. except on the nights before non-school days, and this system may be used by teachers for the purpose of reporting in the event they are unable to come to work.

ARTICLE XIV

SICK LEAVE

- A. As of September 1, 1970, all teachers employed shall be entitled to one day of sick leave per month based upon their contractual term of employment. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. Requests for additional non-accumulative sick leave benefits shall be decided by the Board of Education on an individual basis pursuant to N.J.S.A. 18A:30-6.
- C. At the time of hiring a new teacher the Board will grant two days of sick leave per year of service in another school district up to a maximum of twenty (20) days of sick leave to the newly hired teacher. Such granted sick leave must be based upon the newly hired teacher's unused accumulative leave which he/she had earned elsewhere.

ARTICLE XV

TEMPORARY LEAVE OF ABSENCE

A. Bereavement/Family Illness:

Teachers shall be entitled to the following non-accumulative leave of absence with full pay each school year.

1. Up to five days of leave in the event of each death in the immediate family.
(Immediate family to mean husband, wife, son, daughter, mother, father, mother-in-law, father-in-law, grandmother, grandfather, or other relative living in the home of the employee or for whom employee is support.)
2. Up to three days of leave in the event of the death of a sister or brother.
3. Up to three days of leave in the event of serious illness in the immediate family.
4. Leave as provided under subparagraphs 1, 2 and 3 above is not cumulative and may not be transferred from one category into another.

B. Personal Leave:

With prior approval, up to 3 days per year for legal, personal, and business affairs will be granted. These unused personal days shall be converted to sick days on an annual basis, and shall be accumulated from year to year with no maximum limit.

- #### C.
- Request for leave under this Article shall be submitted to the building principal who is empowered to grant it with due regard to the requirements of his school. Except for emergencies or extenuating circumstances, no leave shall be permitted the day prior to or the day following a school holiday or holiday weekend.

- D. Except in cases of emergency, all requests for leave under Article XV (B) except those referring to "death" shall be submitted in writing at least three days prior to the date requested. After approval by the principal, the request shall be filed in the Office of the Superintendent of Schools.
- E. Employees who have been requested by the Superintendent of Schools to represent the Red Bank Regional High School at professional meetings, to visit other school systems or to be absent from their regular duties for other professional reasons shall not be charged with absence, personal leave, or suffer loss of salary.

ARTICLE XVI

EXTENDED LEAVE OF ABSENCE

Child Care Leave

- A. Leave of absence for child care may be granted to teachers who are under tenure when application is made for a period of up to two (2) years and to teachers not under tenure when application is made for a period not to extend beyond the end of the contract school year in which the leave is obtained. Application shall be made by the candidate on the advice and recommendation of a physician. When a position exists which a tenured teacher is qualified to fill, the tenured teacher may return to service at the beginning of any semester within the two (2) year period.
1. Application for the leave should be made no later than three (3) months after pregnancy has been determined.
 2. Any tenured teacher on child care leave shall notify the Board prior to March 1 whether it is her intention to return to her teaching duty in the next school year.
 3. Those persons granted a leave of absence for child care purposes are excluded from the benefits of sick leave except for the time in which they are actually disabled and subject to the same terms and conditions as apply to other sick leaves in the District.

Leave for Adoption of Infant Child

- B. Leaves of absence for the adoption of an infant child may be granted to teachers who are under tenure when application is made for a period of up to two (2) years and to teachers not under tenure when application is made for a period not to extend beyond the end of the

contract school year in which the leave is obtained. When a position exists which a tenured teacher is qualified to fill, the tenured teacher may return to service at the beginning of any semester within the two (2) year period.

1. Application for the leave should be made not later than three months before the anticipated custody of the child by the teacher.
 2. Those persons granted a leave of absence for the adoption of an infant child are excluded from the benefits of sick leave.
 3. Any tenured teacher on adoption leave shall notify the Board prior to March 1 whether it is his/her intention to return to his/her teaching duties in the next school year.
- C. Leave of absence shall be granted only in cases of severe illness, child care leave, or adoption leave.

ARTICLE XVII

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. The Board will reimburse teachers and members of the office and clerical staff in an amount not to exceed \$225.00 per credit hour in the contract years for tuition for graduate level studies in the field of the applicant's assignment in his/her school situation taken at any time during the year. This reimbursement will also be made for graduate level studies, its equivalent, or for other reasons of value to the school system but in no event will the Board expend more than a total of \$25,000.00 for the purposes listed in this paragraph in any one year. However, the determination of the Board of Education on requests for other graduate level studies, its equivalent, or for other reasons of value to the school system shall not be arbitrable. These costs shall be reimbursed to recipient teachers for in-service courses, workshops, seminars, conferences and other similar studies which are relevant to the areas of assignment or certification. Reimbursement shall be made upon evidence of successful completion or participation and in order to receive the benefits of this Article, a grade of "B" or better must be maintained.
- B. Proposed programs must be approved by the Superintendent and the Board of Education under the conditions expressed in paragraph A of this Article.
- C. The Board reserves the right to encourage and give priority to individuals whose programs would be of particular benefit to the school system.
- D. In the event that any teacher is assigned to write or rewrite a major curriculum, the teacher shall be paid for such an assignment at the rate of \$12.50 per hour.

ARTICLE XVIII

PROTECTION OF TEACHERS

- A. The Board shall give support including legal and other assistance for any assault upon the teacher while acting in the discharge of his/her duties. Financial support shall be limited to reasonable counsel fees.
- B.
 - 1. Teachers shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior. This should be done on appropriate forms.
 - 2. Such notification shall be immediately forwarded to the Superintendent by the building principal who shall comply with any reasonable request from the teacher for information in the possession of the Superintendent relating to the incident or the persons involved and shall act in appropriate ways as liaison between the teacher, the police, and the courts.

ARTICLE XIX

MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

- A. Although teachers bear the primary responsibility for maintaining control and discipline in the classroom, the Board recognizes its responsibility to continue to give administrative support and backing to its teachers. The teachers recognize that all disciplinary actions and methods invoked by them shall be reasonable and just, and in accordance with established Board policy. It shall be the responsibility of the teacher to report to his/her principal in writing, on forms provided, the name of any student who, in the opinion of the teacher, needs particular assistance from skilled personnel. The teacher shall be advised by the principal or his designee of the disposition of the teacher's report that a particular student needs assistance.
- B. The principal, at the first faculty meeting of the school year, will inform the faculty of the procedure in discipline cases.
- C. If a teacher is dissatisfied with administrative action in any specific discipline case in which such teacher is involved, the teacher may request and meet with the building administrator in charge of discipline.

ARTICLE XX

INSURANCE PROTECTION

A. The Board shall provide health care insurance protection designated below and shall pay the full premium for the plan of coverage selected by the teacher.

The insurance program encompassed by this Agreement consists of a level of benefits equal to or better than the "State Employees Health Benefits Plan" and consists of the following coverages:

1. Blue Cross
2. Blue Shield
3. Rider J
4. Major Medical

Plus: Cigna Dental Group will be provided under the following conditions throughout the existence of this contract. Effective July 1, 1996, the plan shall have the following "caps" on monthly premiums paid by the Board of Education:

Single	\$25.22 per month
Husband/Wife	\$44.41 per month
Family	\$69.41 per month

B. Dental Cap

If necessary (i.e., if the cost of dental coverage exceeds the CAP), the whole staff shall pay for dental costs over and above the CAP in the third year (2001-2002) up to a maximum of \$5.00 per month for all coverage groups. Staff shall bear the cost on an average basis, regardless of the type of coverage (i.e., single, parent-child, or family), each paying the same amount. This particular additional clause shall sunset at the expiration of the successor Agreement, with all prior language pertaining to the

medical/dental package (including the dental cap) remaining in full force and effect.

In the event that the 1999-2002 contract is not settled on or before July 1, 2002, the Board agrees to continue this coverage up to December 31, 2002 or to the date of ratification of the successor agreement, whichever occurs first, on the same terms and conditions as are above set forth.

Not included in this Agreement are any additional benefits provided by the above listed plan which would result in an additional premium. The Board agrees to provide to each new teacher a description of the health care insurance coverage provided under this Article during employment processing, which shall include a clear description of conditions and limits of coverage as listed above.

ARTICLE XXI

DEDUCTION FROM SALARY

- A. The Board agrees to deduct from the salaries of its teachers, dues for the Red Bank Regional Education Association, the Monmouth County Education Association, the New Jersey Education Association and/or the National Education Association, which teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the Treasurer of the Red Bank Regional Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association Treasurer shall disburse such monies to the appropriate association or associations. Teacher authorizations shall be in writing.
- B. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- C. Any such written authorization may be withdrawn by any teacher at any time by filing of notice of such withdrawal with the disbursing officer. The filing of notice of withdrawal shall be effective to halt deductions as of January 1 or July 1 next succeeding the date on which notice of withdrawal is filed.

ARTICLE XXII

MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement or any application of this Agreement to any employee or groups of employees is held to be contrary to law, then such provisions or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of teachers or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, handicaps, domicile, or marital status.
- D. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:
1. If by Association to Board:
Administration Offices
Red Bank Regional High School
101 Ridge Road
Little Silver, New Jersey 07739

2. If by Board to Association:

President
Red Bank Regional Education Association
101 Ridge Road
Little Silver, New Jersey 07739

- E. Nothing in this Agreement which changes pre-existing Board policy, rules or regulations shall operate retroactively unless expressly so stated.
- F. The parties agree that teachers shall continue to serve under the direction of the Superintendent of Schools and in accordance with Board and Administrative Policies, Rules and Regulations provided that the provisions of this Agreement shall supersede and prevail over any conflicting provisions.
- G. It is understood that under the rulings of the courts of New Jersey and the State Commissioner of Education, the Board of Education is forbidden to waive any rights or powers granted it by law.
- H. Anything to the contrary notwithstanding, nothing contained in any section, paragraph or sub-section of this Agreement shall be interpreted in any manner or be so construed as to indicate that the Board has waived rights which are expressly required by the courts to be retained by the Board.
- I. Each party shall be provided two official copies of the Agreement. The Association will provide for reproduction and distribution to members of the negotiating unit. The Board will provide for reproduction and distribution to Board members and members of the administration.

ARTICLE XXIII

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1999 and shall continue in effect until June 30, 2002. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF; the parties hereto have caused this Agreement to be signed by their respective Presidents, and attested to by their respective Secretaries, all on the day and year first above written.

RED BANK REGIONAL EDUCATION ASSOCIATION

By: Erin A. Doherty President

[Signature] Secretary

RED BANK REGIONAL HIGH SCHOOL BOARD OF EDUCATION

By: [Signature] President

Ralph Manney Secretary

DATE:

**RED BANK REGIONAL HIGH SCHOOL
TEACHERS' SALARY GUIDE**

TEACHERS GUIDE 1999-2000

<u>STEP</u>	<u>BA-1</u>	<u>BA-2</u>	<u>BA-3</u>	<u>MA-4</u>	<u>MA-5</u>	<u>MA-6</u>
E	\$35,290	\$36,100	\$36,920	\$38,240	\$39,110	\$40,170
F	\$35,790	\$36,600	\$37,420	\$38,740	\$39,610	\$40,670
G	\$37,790	\$38,600	\$39,420	\$40,740	\$41,610	\$42,670
H	\$39,890	\$40,700	\$41,520	\$42,840	\$43,710	\$44,770
I	\$41,000	\$41,810	\$42,630	\$43,950	\$44,820	\$45,880
J	\$42,290	\$43,100	\$43,920	\$45,240	\$46,110	\$47,170
K	\$43,890	\$44,700	\$45,520	\$46,840	\$47,710	\$48,770
L	\$45,500	\$46,310	\$47,130	\$48,450	\$49,320	\$50,380
M	\$47,600	\$48,410	\$49,230	\$50,550	\$51,420	\$52,480
N	\$49,550	\$50,360	\$51,180	\$52,500	\$53,370	\$54,430
O	\$51,600	\$52,410	\$53,230	\$54,550	\$55,420	\$56,480
P	\$54,100	\$54,910	\$55,730	\$57,050	\$57,920	\$58,980
Q	\$57,400	\$58,210	\$59,030	\$60,350	\$61,220	\$62,280
R	\$60,900	\$61,710	\$62,530	\$63,850	\$64,720	\$65,780
S	\$64,350	\$65,160	\$65,980	\$67,300	\$68,170	\$69,230

**RED BANK REGIONAL HIGH SCHOOL
TEACHERS' SALARY GUIDE**

TEACHERS GUIDE 2000-2001

<u>STEP</u>	<u>BA-1</u>	<u>BA-2</u>	<u>BA-3</u>	<u>MA-4</u>	<u>MA-5</u>	<u>MA-6</u>
E	36,790	37,620	38,450	39,800	40,680	41,760
F	37,290	38,120	38,950	40,300	41,180	42,260
G	37,790	38,620	39,450	40,800	41,680	42,760
H	39,890	40,720	41,550	42,900	43,780	44,860
I	41,200	42,030	42,860	44,210	45,090	46,170
J	42,700	43,530	44,360	45,710	46,590	47,670
K	44,000	44,830	45,660	47,010	47,890	48,970
L	45,900	46,730	47,560	48,910	49,790	50,870
M	47,900	48,730	49,560	50,910	51,790	52,870
N	49,800	50,630	51,460	52,810	53,690	54,770
O	52,200	53,030	53,860	55,210	56,090	57,170
P	54,750	55,580	56,410	57,760	58,640	59,720
Q	57,850	58,680	59,510	60,860	61,740	62,820
R	61,600	62,430	63,260	64,610	65,490	66,570
S	65,345	66,175	67,005	68,355	69,235	70,315

**RED BANK REGIONAL HIGH SCHOOL
TEACHERS' SALARY GUIDE**

TEACHERS GUIDE 2001-2002

<u>STEP</u>	<u>BA-1</u>	<u>BA-2</u>	<u>BA-3</u>	<u>MA-4</u>	<u>MA-5</u>	<u>MA-6</u>
E	38,390	39,230	40,080	41,450	42,360	43,450
F	38,890	39,730	40,580	41,950	42,850	43,950
G	39,390	40,230	41,080	42,450	43,350	44,050
H	39,890	40,730	41,580	42,950	43,850	44,950
I	41,200	42,040	42,890	44,260	45,160	46,260
J	42,700	43,540	44,390	45,760	46,680	47,760
K	44,000	44,840	45,690	47,060	47,960	49,060
L	45,900	46,740	47,590	48,960	49,860	50,960
M	47,900	48,740	49,590	50,960	51,860	52,960
N	49,800	50,640	51,490	52,860	53,760	54,860
O	52,200	53,040	53,890	55,260	56,160	57,260
P	54,750	55,590	56,440	57,810	58,710	59,810
Q	58,400	59,240	60,090	61,460	62,360	63,460
R	62,500	63,340	64,190	65,560	66,460	67,560
S	66,890	67,730	68,580	69,950	70,850	71,950



**RED BANK REGIONAL HIGH SCHOOL
EXTRA WORK - EXTRA PAY SALARY SCHEDULE**

<u>Position</u>	<u>1998-99 Base Year</u>	<u>1999-2000</u>	<u>2000-2001</u>	<u>2001-2002</u>
Assistant to Director/Athletics	4,262	4,369	4,478	4,590
<i>Head Coaches</i>				
Baseball/Softball	4,925	5,048	5,174	5,304
Basketball	6,010	6,160	6,314	6,472
Cross Country	4,635	4,751	4,870	4,991
Field Hockey	5,069	5,196	5,326	5,459
Football	6,302	6,460	6,621	6,787
Golf	4,054	4,155	4,259	4,366
Indoor Track	4,200	4,305	4,413	4,523
Lacrosse	5,069	5,196	5,326	5,459
Outdoor Track	5,155	5,284	5,416	5,551
Soccer	5,069	5,196	5,326	5,459
Swimming	5,069	5,196	5,326	5,459
Tennis	4,054	4,155	4,259	4,366
Wrestling	5,069	5,196	5,326	5,459
<i>Assistant Coaches</i>				
Baseball/Softball	2,818	2,888	2,961	3,035
Basketball	3,788	3,883	3,980	4,079
Cross Country	2,684	2,751	2,820	2,890
Field Hockey	2,818	2,888	2,961	3,035
Football	3,678	3,770	3,864	3,961
Indoor Track	2,818	2,888	2,961	3,035
Lacrosse	2,818	2,888	2,961	3,035
Outdoor Track	2,818	2,888	2,961	3,035
Soccer	2,818	2,888	2,961	3,035
Swimming	2,466	2,528	2,591	2,656
Wrestling	2,818	2,888	2,961	3,035
Senior Class Advisor	3,640	3,731	3,824	3,920
Assistant Senior Class Advisor	2,867	2,939	3,012	3,087
Junior Class Advisor	2,472	,534	2,597	2,662

Sophomore Class Advisor	1,689	1,731	1,775	1,819
Freshman Class Advisor	1,175	1,204	1,234	1,265
Conditioning Club	3,264	3,346	3,429	3,515
Band/Majorettes Advisor	5,220	5,351	5,484	5,621
Assistant Band/Majorettes Advisor	2,108	2,161	2,215	2,270
Buccaneer Advisor	2,862	2,934	3,007	3,082
Choralettes Advisor	1,436	1,472	1,509	1,546
National Honor Society	1,436	1,472	1,509	1,546
Cheerleading (Fall)	1,741	1,785	1,829	1,875
Cheerleading (Winter)	2,213	2,268	2,325	2,383
Cheerleading Assistant (Fall)	975	999	1,024	1,050
Cheerleading Assistant (Winter)	1,210	1,240	1,271	1,303
Student Council Advisor	2,901	2,974	3,048	3,124
Assistant Student Council Advisor	1,597	1,637	1,678	1,720
Log Advisor	3,337	3,420	3,506	3,594
Log Assistant		-	-	-
Crow's Nest Advisor	1,435	1,471	1,508	1,545
Drama Director	5,714	5,857	6,003	6,153
Asst. Drama Director/Technical Assistant	4,688	4,805	4,925	5,048
French National Honor Society	1,175	1,204	1,234	1,265
Spanish National Honor Society	1,175	1,204	1,234	1,265
Latin National Honor Society	1,175	1,204	1,234	1,265
Music Director	1,598	1,638	1,679	1,721
Treasurer of Activities Account	1,633	1,674	1,716	1,759
Forensics Advisor	1,435	1,471	1,508	1,545
Chaperone (per event)	49	50	51	53
Unity Advisor	1,690	1,732	1,776	1,820
Choreographer	1,735	1,778	1,823	1,868
SADD	1,175	1,204	1,234	1,265
STS Director	1,900	1,948	1,996	2,046
STS Assistants (2)	1,266	1,298	1,330	1,363
Latinos Unidos	1,175	1,204	1,234	1,265
Interact	1,175	1,204	1,234	1,265
RBR Cares Advisor	1,175	1,204	1,234	1,265

Fishing Club	1,175	1,204	1,234	1,265
Post Prom Advisor	1,175	1,204	1,234	1,265
Future Teachers of America	1,175	1,204	1,234	1,265
BACA	1,175	1,204	1,234	1,265
<i>Monitor</i>				
Fellowship of Christian Athletes	1,175	1,204	1,234	1,265



**RED BANK REGIONAL HIGH SCHOOL
SECRETARIES SALARY GUIDE 1999-2000**

SECRETARIES GUIDE 1999-2000

<u>STEP</u>	<u>LEVEL 1</u>	<u>LEVEL 2</u>	<u>LEVEL 3</u>	<u>LEVEL 4</u>
A	\$19,982	\$20,918	\$21,788	\$23,705
B	\$20,382	\$21,336	\$22,224	\$24,179
C	\$20,789	\$21,763	\$22,669	\$24,663
D	\$21,205	\$22,198	\$23,122	\$25,156
E	\$21,922	\$22,915	\$23,839	\$25,873
F	\$22,639	\$23,632	\$24,556	\$26,590
G	\$23,356	\$24,349	\$25,300	\$27,307
H	\$24,073	\$25,066	\$25,990	\$28,024
I	\$24,897	\$25,570	\$26,494	\$28,568
J	\$25,857	\$26,516	\$27,439	\$29,529
K	\$26,787	\$27,515	\$28,439	\$30,529
L	\$27,723	\$28,589	\$29,589	\$31,459
M	\$28,723	\$29,589	\$30,723	\$32,461
N	\$29,653	\$30,519	\$31,857	\$33,595
O	\$32,153	\$33,153	\$34,153	\$35,153
P	\$33,287	\$34,287	\$35,286	\$37,717
Q	\$34,973	\$35,974	\$36,973	\$40,816

**RED BANK REGIONAL HIGH SCHOOL
SECRETARIES SALARY GUIDE 2000-2001**

SECRETARIES GUIDE 2000-2001

<u>STEP</u>	<u>GROUP 1</u>	<u>GROUP 2</u>	<u>GROUP 3</u>	<u>GROUP 4</u>
A	20,581	21,499	22,352	24,232
B	20,993	21,929	22,799	24,716
C	21,413	22,367	23,255	25,210
D	21,841	22,815	23,721	25,715
E	22,278	23,271	24,195	26,229
F	22,995	23,988	24,912	26,946
G	23,712	24,705	25,629	27,663
H	24,429	25,422	26,373	28,380
I	25,146	26,139	27,063	29,097
J	25,970	26,643	27,567	29,641
K	26,930	27,589	28,512	30,602
L	27,860	28,589	29,589	31,602
M	28,796	29,662	30,723	32,532
N	29,796	30,662	31,857	33,595
O	32,153	33,153	34,153	35,153
P	33,287	34,287	35,286	37,717
Q	35,473	36,474	37,473	41,316

**RED BANK REGIONAL HIGH SCHOOL
SECRETARIES SALARY GUIDE 2001-2002**

SECRETARIES GUIDE 2001-2002

<u>STEP</u>	<u>GROUP 1</u>	<u>GROUP 2</u>	<u>GROUP 3</u>	<u>GROUP 4</u>
A	20,827	21,727	22,564	24,408
B	21,244	22,151	23,015	24,894
C	21,669	22,604	23,475	25,392
D	22,102	23,057	23,945	25,900
E	22,544	23,618	24,424	25,418
F	22,995	23,988	24,912	26,946
G	23,712	24,705	25,629	27,663
H	24,429	25,422	26,373	28,380
I	25,146	26,139	27,063	29,097
J	25,970	26,643	27,567	29,641
K	26,930	27,589	28,512	30,602
L	27,860	28,589	29,589	31,602
M	28,796	29,662	30,723	32,532
N	29,796	30,662	31,857	33,595
O	32,153	33,153	34,153	35,153
P	33,287	34,287	35,286	37,717
Q	35,491	36,492	37,491	41,334



SCHEDULE A-2 (Continued)

1. Place on this salary guide is expressly subject to the provisions of Article IX.A.1.
2. All credits for salary above the B.A. level must be on a graduate level, except as is otherwise provided in Article IX.A.2.
3. Evidence of courses completed must be made by submission of official school records.
4. Certification credits do not apply.
5. Courses above M.A. are subject to the provisions of Article IX.A.2.
6. No salary adjustment to be made after September 1 of any year.

Credit for Teaching Experience and Placement on the Salary Guide: Newly hired teachers with prior experience shall be placed on a guide at a point recommended by the Superintendent of Schools and approved by the Board of Education.

Teachers of Industrial Arts, who have experience in industry, which is related to their teaching assignment, may be given partial credit on the salary guide for such experience.

Military Credit: 0 to 9 months service - no credit; 9 months to 1 year 9 months - 1 year credit; 1 year 9 months to 2 years 9 months - 2 years credit; 2 years 9 months to 3 years 9 months - 3 years credit; 3 years 9 months to 4 years 9 months - 4 years credit.

The parties agree to the following average dollars per teaching staff member to be applied to the 1995-96 agreed-upon scattergram for purposes of mutually developing salary guides for the 1996-97, 1997-98 and 1998-99 school years:

1. Placement on the salary guides is expressly subject to the provisions of Article IX.A.1.
2. Ten month employees - 5/6 of above salaries.
3. Additional 10 minutes added onto the workday Monday through Thursday when students are in attendance. The requirement to work 4 days over the school breaks is removed.
4. The following Articles or parts of Articles apply to the secretarial and clerical staff:

I-A	IX-A-1	XV	XX
II	X-A, B & F	XVI-A, B & C	XXI
III	XIII	XVII	XXII
IV	XIV	XVIII	XXIII

Vacation - 12 Month Employees

- (a) Employees engaged on or after April 1 - None.
- (b) Employees engaged between October 1 of the previous year and March 31 of the current year - one week.
- (c) Employees engaged prior to October 1 of previous year - two weeks.
- (d) Employees who have been employed in the Red Bank Regional High School or in the Red Bank Public Schools or the Little Silver or Shrewsbury Public Elementary Schools for seven years or more as of July 1 shall be granted a third week of vacation at a time when the work load permits.
- (e) Employees who have been employed in the Red Bank Regional High School or in the Red Bank Public Schools or the Little Silver or Shrewsbury Public Elementary Schools for twelve years or more as of July 1 shall be granted a fourth week of vacation at a time when the work load permits.

Clerical Vacancies

When the Board seeks to fill clerical vacancies within the District, the Board will first post such vacancies and consider applications from presently employed secretarial staff before seeking applicants elsewhere. The decision of the Board in filling vacancies shall be final.

Credit for Secretarial Experience

The Board reserves to itself the right to grant credit for any experience which it deems of value to the school system at the time of initial employment.

Compensatory Time

All time worked in excess of the normal work day or on non-scheduled work days shall be compensatory. Compensatory Time will only be accrued with prior approval by the Supervisor.

A record shall be kept of all compensatory time and it shall be granted within the contract year or not later than 60 days of the end thereof. If not granted fully, all uncompensated time shall be reimbursed at the hourly rate of 1/1500 of the employees annual contract salary. Snow days will be granted.

Work Day

The total work day shall not exceed 8 hours including 1 hour for lunch and a 15 minute break in the morning and a 15 minute break in the afternoon. Summer hours during July and August shall be 7-1/2 hours total time between 7:30 and 3:00.

Longevity Stipend - 1996-1999

\$300 after 10 years of service in the District, an additional \$300 after 15 years of service in the District and \$400 after 20 years of service in the District, and \$500 after 25 years of service in the District.

Sick Leave

Payout for accrued sick leave at retirement according to the following formula:

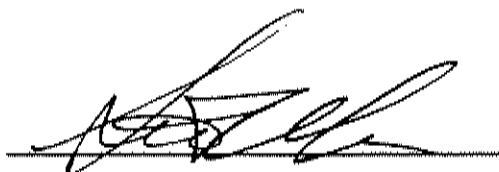
\$25/day for a maximum total amount of \$2,000.00, until 2001-2002 when it increases to \$2,500.00, for any Secretary who has been employed in the district and enrolled in the pension system for a minimum of 10 years and is retiring on a non-deferred retirement.

SIDE BAR AGREEMENT BETWEEN THE
RED BANK REGIONAL HIGH SCHOOL
BOARD OF EDUCATION
and the
RED BANK REGIONAL HIGH SCHOOL
EDUCATION ASSOCIATION
1999 - 2002

Article XVI - Add

Creation of two \$5,000 mini-grants for study or programs that benefit the teacher's role in class. Superintendent of Schools and Association President to develop mutually agreeable time lines for implementation. Criteria and reviews to be done collaboratively between the Association and district.

Witness:



For the Red Bank Regional High School
Board of Education

By: Erin A. Doherty

For the Red Bank Regional High School
Education Association



By: John J. [Signature]

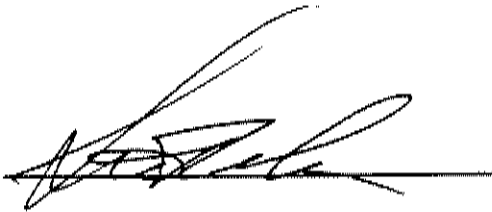


SIDE BAR AGREEMENT
Between the
RED BANK REGIONAL HIGH SCHOOL
BOARD OF EDUCATION
and the
RED BANK REGIONAL HIGH SCHOOL
EDUCATION ASSOCIATION
(TEACHERS SECRETARIES/CLERICAL UNIT)
1999 - 2002

1. Any secretary assigned the task of substitute call-in shall be compensated at the hourly rate calculated from his or her base salary.

2. Employees performing Driver Education Instruction (behind the wheel) shall be compensated at the rate of fifteen (\$15.00) dollars per hour plus the 2.5% increases negotiated for extra pay in each year of the agreement.


Witness:



For the Red Bank Regional High School
Board of Education

By: Emil A. Doherty

For the Red Bank Regional High School
Education Association



By: [Handwritten Signature]

