

**AGREEMENT
BETWEEN
THE BOARD OF EDUCATION
OF THE
TOWNSHIP OF BELLEVILLE
-AND-
THE BELLEVILLE
EDUCATION ASSOCIATION
2008-2011**

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PREAMBLE

This Agreement is entered into this first day of July, 2008, by and between THE BOARD OF EDUCATION OF THE TOWNSHIP OF BELLEVILLE IN THE COUNTY OF ESSEX, a body corporate (hereinafter referred to as the "Board"), and THE BELLEVILLE EDUCATION ASSOCIATION, a body corporate (hereinafter referred to as the "Association").

2008 - 2011

BELLEVILLE BOARD
OF EDUCATION

BELLEVILLE
EDUCATION

ASSOCIATION

William Villano, President

Tony Salese, President

Vincent Strumolo, Vice President

Donna Richardi, Vice President

Dawson Bloom

Michelle Monica, Treasurer

Antoinette Marone

AnnaMarie Perna, Secretary

Carmen Bucco

Eric Schwartz

Arlene Schor

NEGOTIATING TEAMS

Belleville Board of Education

Belleville Education Association

Dawson Bloom, Chairperson

Donna Richardi, Chairperson

Vincent Strumolo

Tony Salese.

Carmine Bucco

Michelle Monica

Dr. Kliszus

Michael Popovich

Dennis Villano

Kathy Sheridan

AnnaMarie Perna

Jim Russamanno

Elyse Pepose

Danielle DiGori

Michael Migone

Janis Ferraro

Zephani Gatson, NJEA

ARTICLE I

RECOGNITION

The Board hereby recognizes the Association, during the lifetime of this Agreement, as the exclusive and sole representative for collective negotiation for all certified personnel who are, or may become members of the Association and who, in non-supervisory capacities, comprise the unit hereunder as follows:

- a) Art, Music and Physical Education Teachers
- b) BSIP Teachers, Bilingual Teachers, ESL
- c) Classroom Teachers
- d) Guidance Counselors
- e) Library/Media Specialists
- f) Learning Consultants, Psychologists and Social Workers

- g) Nurses
- h) Reading and Speech Specialists
- i) Special Education Teachers
- j) Substance Awareness Coordinator
- k) Crisis Intervention Specialists
- l) Athletic Trainer
- m) Secretaries and Clerks

But excluding:

- a) Aides
- b) Business Administrator
- c) Custodians and Maintenance Personnel
- d) Directors
- e) Principals and Vice Principals
- f) Superintendent and Assistant Superintendent
- g) Supervisors

Unless otherwise indicated, the term "teacher," when used in this Agreement, shall refer to all employees, both male and female, represented by the Association in the negotiating unit as previously defined.

ARTICLE II

TERM OF CONTRACT

This Agreement shall become effective on the first day of July 2008 and shall remain in full force and effect for a period of three (3) years, and shall expire on the 30th day of June 2011.

IN WITNESS WHEREOF, The Board of Education of the Township of Belleville, in the County of Essex, and the Belleville Education Association have caused these precedents to be signed by their proper and duly elected officers, and their representative corporate seals affixed hereto, on the day and year herein above first written.

ARTICLE III

BOARD RESPONSIBILITIES

The Board of Education reserves the right to the operation of the school system. The Board has the right to terminate employment in the manner provided by law and will hire from any source whatsoever, except as indicated in Article VIII.

All the rights, power or authority the Board had prior to the signing of this Agreement are retained by the Board, except those specifically abridged or modified by this Agreement or any supplementary agreements that may hereafter be made by mutual consent of the parties.

Nothing herein shall be construed as limiting the Board of Education from discharging any of its obligations or responsibilities as prescribed by Title 18: A and Chapter 123, 1974, nor delegating any of its statutory authority under the Laws of the State of New Jersey.

ARTICLE IV

NEGOTIATION PROCEDURE

The Parties agree to enter into collective negotiation over a successor Agreement involving terms and conditions of teachers' employment in accordance with N.J.S.A. 34:13A-1 et seq. The start date for negotiations shall begin four (4) months prior to the end of the current contract. Any agreement so negotiated shall apply to all teachers and secretaries, be reduced to writing, and upon ratification by the Association and approval by the Board shall be signed by the Board of Education.

During negotiations the Board and the Association shall present relevant data, exchange proposals and counterproposals. Copies of the Budget shall be made available by the Board when completed.

Neither party in any negotiations shall exercise any control, over, nor interfere with, selection of any negotiating representatives of the other party. All meetings between the parties shall be regularly scheduled at a time mutually convenient. No such meetings shall be held during the working hours of a regular school day.

No compensation shall be paid by the Board to the Association or any of its representatives in connection with such negotiations:

1. All agreements are incorporated herein.
2. All proposals not agreed upon are deemed withdrawn.
3. All provisions of the 2005-2008 Agreement not altered herein shall continue unchanged in the successor agreement.

Printing of Agreement

Copies of this Agreement shall be printed, and the cost of such reproduction shall be shared equally between the Board and the Association.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

Representatives of the Association, the New Jersey Education Association and the National Education Association may transact official Association business at all reasonable times in school buildings, without interfering with or interrupting normal school operations. The Superintendent shall be given reasonable notice in advance of the time and place of all said meetings. No meetings shall be held without prior approval of the Superintendent, which approval shall not be unreasonably withheld.

No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates. Such insignia shall be of reasonable size and shall note only identification of membership.

Whenever any representative of the Association or any teacher participates during working hours in any mutually scheduled negotiations, grievance proceedings, conferences or meetings, he/she shall suffer no loss in pay,

Whenever a new teacher is hired, the Board Secretary shall send to the Association the person's name, address, position and placement on the salary guide.

The Board shall provide in each faculty lounge or teachers' dining room a bulletin board to be used exclusively for official Association business.

The Association shall have the right to use the interschool mail facilities and school mailboxes.

The rights, benefits and privileges granted to the Association contained within the contract and/or Board policy are granted exclusively to the Belleville Education Association as the representative for the unit contained herein.

In cases of an emergency situation, the Association President or designee shall be provided full released time to facilitate the resolution of said emergency, provided said released time is requested by the

President and approved by the Superintendent. The Association shall be provided without charge, appropriate office space for use during the day. Accessibility to the Association at other times shall be dependent on custodial staff normally on duty. This space is to be designated by the Superintendent at the beginning of the school year in one building.

Deduction from Salary

Payroll deductions will be made for employee organizational dues, upon written authorization by employee, in accordance with the RULES AND REGULATIONS of the State Department of Education.

REPRESENTATION FEE

A. Purpose of Fee

If a teacher does not become a member of the Association during any Membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said teacher will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the teacher's per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee

Notification: Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees, and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be a maximum of 85% of that amount.

C. Deduction and Transmission of Fee

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph two below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question.

1. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fee and transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

2. Changes

The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1, above.

D. Indemnification and Save Harmless Provision

1. Liability

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article provided that:

(a) The Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and

(b) If the Association so requests in writing, the Board will surrender to it full

responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.

E. Membership Availability and Demand and Return System

Membership in the Association is available to employees on an equal basis, and the Association has established and maintains a demand and return system which complies with the requirements in the "New Jersey-Employee Relations Act" (N.J.S.A. 34:13A-1 et seq.)

ARTICLE VI

GRIEVANCE PROCEDURE

Definitions

A grievance is a claim by a teacher or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting a teacher or a group of teachers.

An "aggrieved person" is the person or persons making the claim.

The "parties to the grievance" are: the person or persons making the grievance; the person or persons representing the aggrieved individual or individuals; the person or persons to whom the grievance applies; the person or persons who are representing the individual or individuals against whom the grievance is presented.

Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Procedure

A grievance to be considered must be initiated within thirty-five (35) school days of its occurrence or within thirty five (35) school days after the individual should have reasonably known of its occurrence. Any grievance filed after the prescribed interval shall be null and void.

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

Grievance's "Which have not been resolved before the end of the school year should be resolved as quickly as possible and time limits may therefore be reduced or waived by mutual consent.

Level One. A teacher submitting a grievance shall first discuss it with his Principal or subordinate administrator, either directly or through the Association's designated representative, with the objective of resolving the matter informally. If the person or persons to whom the grievance applies is an administrator above the Principal level, the teacher informally should discuss the grievance with the administrator.

Level Two. If the aggrieved person or persons is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance in writing with the Chairperson of the Association's Committee on Professional Rights and Responsibilities (hereinafter referred to as the PR&R Committee) within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. The grievance, when submitted in writing shall set forth the Article or Articles of the Contract alleged to have been violated, if appropriate, and the specific facts complained of. Within five (5) days after receiving the written grievance, the Chairperson of the PR&R Committee shall refer it to the Superintendent of Schools.

Level Three. If the grievance has not been resolved at Level Two, or within ten (10) school days

after such grievance was delivered to the Superintendent, the aggrieved person or persons may within five (5) school days thereafter request in writing that the Chairperson of the PR&R Committee submit the grievance to the Board of Education at which time the Association may present its witnesses and witnesses shall be presented on behalf of the Administration, if necessary. The Association shall be entitled to be present at the entire hearing (not including Board deliberation) and shall have a right to pose questions to witnesses through the Chairperson of the meeting.

If the grievance is not settled at Level Three within 20 school days thereafter, the matter may be referred by either party, in the form of a written request to the Public Employment Relations Commission (PERC). PERC shall submit a list often names to the parties and, if agreement cannot be reached on an arbitrator, a second list shall be obtained. If agreement is not reached on the second list, PERC shall appoint an arbitrator for the parties.

The decision of the arbitrator shall be final and binding regarding a grievance concerning a violation of the specific terms of this Agreement, except as provided herein. The decision of the arbitrator shall be advisory in nature concerning all other grievances.

The decision of the arbitrator shall be submitted in writing to the Board and the Association. The costs for the services of the arbitrator shall be borne equally by both parties. Any other expenses incurred shall be paid by the party incurring same.

Time limits at any level of the procedure may be waived by mutual consent.

Miscellaneous

All meetings and hearings under this grievance procedure shall not be conducted in public and shall include only such parties in interest, including witnesses, if any, and their designated or selected representatives, as herein above referred to. All parties to this Agreement do hereby solemnly covenant and agree to observe any grievance procedure as confidential.

ARTICLE VII

SCHOOL CALENDAR

A school calendar shall be prepared and presented to the Association by the Superintendent. The Association shall have the right to make their recommendation(s) on the calendar known to the Superintendent if it does not concur with the calendar as presented by him. The Board shall have the final decision as to the calendar.

The school calendar shall be issued as an appendix to this Contract. The Board, however, reserves the right to make changes in the calendar, if necessary, after consultation with the Association.

Teacher Work Day

The in-school workday and student contact time for teachers shall not exceed Appendix 1, except as provided in Article XV (meetings and parent conferences). Student contact time is exclusive of non-teaching time before student arrival, after student departure, lunch and preparation time.

Any teacher assigned a schedule requiring that he/she teach in three separate endorsements shall be duty free.

Elementary Prep Time

In order to provide equalization of prep among elementary teachers the Board will guarantee 200 minutes per week of prep time for all elementary teachers. The parties further agree that in no event shall the prep time be less than the existing practice.

ARTICLE VIII

TEACHER EMPLOYMENT

The Board shall hire only properly certified teachers. Each teacher shall be placed on his/her proper step of the salary schedule as of the beginning of the contract year.

All newly appointed hires shall be given credit for 50% of past contractual out-of-district public school teaching experience. Any additional credit shall be at the discretion of the Superintendent.

The Superintendent of Schools may evaluate experience other than in the public schools. In times of emergency or teacher shortage, initial salaries shall be determined in terms of the best interest of the schools.

All applicants appointed, holding Vocational Certification, and who shall teach in said area, shall be placed on the existing salary guide and granted credit on the following basis:

Full credit for work experience, prior to employment in the district, required for said Vocational and Technical certification, up to a maximum of five (5) years, and full credit for contractual public school teaching experience, if any, up to a maximum of five (5) years. Under no circumstances shall the total credit exceed ten (10) years of combined experience.

Teachers shall be notified of their employment status and, if known, their salary status for the ensuing year no later than May 15.

Teachers who are to be recommended by the Superintendent for a contract and who begin working before formal Board of Education approval by resolution, will be paid at the prevailing substitute rate of pay. When and if they are approved by the Board and given a Contract, they will be paid at the agreed contractual amount retroactive to the first day of employment.

Military Credit

Credit for military service to a maximum of four (4) years will be granted as prescribed in N.J.S.A. 18-A: 29-11.

ARTICLE IX

TEACHER RIGHTS

Rights and Protection in Representation

Pursuant to Chapter 123, Public Laws 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates* for the purpose of engaging in collective negotiations.

*Affiliates for this Agreement shall be confined to:

Essex County Education Association

New Jersey Education Association

National Education Association

As a duly elected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974 or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment, as provided for in the collective bargaining agreement.

The terms "eligible employees" or "eligible employee" herein, shall mean those persons covered by this Agreement. There shall be no discrimination, interference, restraint, or coercion by the Board or its

agents or representatives against any eligible employee because of his/her membership in the Association or because of any lawful activities by such employee on behalf of the Association; and the Association, its members and agents shall not discriminate against, interfere with, restrain, or coerce any employees who are not members of the Association; it shall not solicit membership in the Association or payment of dues during classroom instruction periods.

The Board agrees 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 employees or in the application or administration of this Agreement on the basis of race, creed color, religion, national origin, ancestry, age, gender, flectional or sexual orientation, marital status, family status, domicile, liability for service in the Armed Forces of the United States, atypical heredity cellular or blood trait of any individual, non-applicable disability or because of genetic information or refusal to submit to or make available the results of genetic test.

The teacher shall have the responsibility to determine grades and other evaluations of students, within the grading policies of the Belleville School District, based upon the teacher's professional judgment of available criteria pertinent to any given subject area or activity to which the teacher is responsible. No grade or evaluation shall be changed without prior consultation with the teacher.

Eligible employees have the right to expect to be informed about matters which could affect their employment.

Statutory Savings Clause

Nothing contained herein shall be construed as to restrict or deny to any teacher such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations.

Required Meetings or Hearings

Whenever any teacher is required to appear before any administrator supervisor, Board or any committee member, representative or agent 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 thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have representative(s) of the Association present to advise him/her and represent him/her during such meeting or interview.

Personnel Files

Nothing of a disciplinary nature shall be placed in a teacher's personnel file unless they have first been provided with an opportunity to discuss said material with an appropriate administrator.

Criticism of Teachers/Complaint Procedure

Any questions or criticism by a supervisor or administrator of a teacher and his/her instructional methodology shall be made in confidence and not in the presence of students, parents or other public gatherings if at all possible.

A. Procedural Requirement

Any complaints regarding a teacher made to any member of the administration by any parent, student or other person which does, or may, influence evaluations of a teacher shall be processed according to the procedure outlined below.

B. Meeting with Principal or Immediate Superior

The superintendent, principal or immediate supervisor shall meet with the teacher or appraise the teacher of the full nature of the complaint, and they shall attempt to resolve the matter informally.

C. Right to Representation

The teacher shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

**ARTICLE X
TEACHER EVALUATION**

Non-tenured teachers are to receive at least two classroom evaluations and one annual evaluation each school year by the appropriate administrator and they will sign and receive a copy of the original evaluation.

Tenured teachers are to receive at least one classroom evaluation and one annual evaluation each school year signing and receiving a copy thereof.

Each classroom evaluation shall be conducted for a minimum duration of one full class period.

All evaluations will be discussed by the administrator with the teacher being evaluated and the teacher shall have the right to comment in writing within ten (10) days of the evaluation or discussion thereof. Copies of the evaluation forms are attached. (Appendix 3).

**ARTICLE XI
TEACHER ASSIGNMENT**

Every effort shall be made to have teachers receive, in writing, their schedules and building assignments before the conclusion of the school year.

When a change occurs in the academic schedule for the new school year, a copy of the new schedule will be mailed to the teacher.

Classroom teachers' schedules shall be arranged when possible, so as to provide that classroom teachers shall not be required to teach in more than three different rooms in any school day.

Teachers who travel to more than one work site within the day shall be afforded appropriate travel time between sites-said time not to exceed fifteen (15) minutes. Travel time is exclusive of lunch, prep, or other scheduled time.

**ARTICLE XII
ATHLETIC TRAINER
CRISIS INTERVENTION COUNSELOR
SUBSTANCE AWARENESS COORDINATOR**

ATHLETIC TRAINER

The work year for the Athletic Trainer shall be from August 15th through June 15th. Time shall be adjusted depending upon the start of the football season.

CRISIS INTERVENTION COUNSELOR

The Crisis Intervention Counselor shall work the elementary schedule which is 8:30 AM - 3:20 P.M.

SUBSTANCE AWARENESS COORDINATOR

The Substance Awareness Coordinator shall work ten (10) months at the High School schedule. Any additional time shall be paid at the hourly rate of \$32.00 (2008-2009), \$34.00 (2009-2010) and \$35.00 (2010-2011) or 1/200th of the annual salary if asked to work beyond the ten-month calendar (Summer Work).

ARTICLE XIII

SIXTH TEACHING ASSIGNMENT

When the total number of students signing up for a specific course exceeds a reasonable number, as determined by the Superintendent, a sixth (6th) teaching assignment may be created; i.e.: Arts and Crafts, Journalism, Home Economics, Special Education, etc.

Volunteers for the sixth (6th) teaching assignment shall be solicited from among staff (certified) qualified for the prospective assignment. If there are no volunteers or too many volunteers, there shall be a random selection by lottery.

Any teacher assigned to a sixth (6th) teaching assignment shall not be assigned to a duty and auxiliary homeroom.

The purpose of the agreement is to meet the staffing program needs of the Board, and it is not intended to be implemented as a means of reducing professional staff or avoiding the increase of professional staff.

Any teacher assigned to a sixth (6th) teaching assignment shall be compensated at a rate of 1/5 of their existing salary (to be part of the teacher's base salary).

A sixth (6th) teaching assignment will be offered to tenured teachers before non-tenured teachers are considered.

The BEA president will be informed when a sixth (6th) period assignment becomes necessary.

To ensure minimal use of the 6th period teaching assignment to cover missing full time faculty, the teaching position covered by the sixth period assignment will be posted at least once every ninety days in the Star-Ledger, on the district web page, and to all staff via district email, until a replacement staff member is found.

ARTICLE XIV

ZERO PERIOD

Provision Expired on June 30, 2008. Removed from contract

ARTICLE XV

NON-TEACHING DUTIES

A. Use of Automobile

Teachers shall not be required to use their own vehicles to drive students to activities which take place away from the school building. A teacher may do so voluntarily, however, with the advance approval of his/her principal or immediate supervisor. He/ She shall be compensated at the prevailing IRS rate for the use of his/her automobile, according to prevailing Board Policy, after submission of the voucher required by the Business Office, but in no case less than that paid to administrators. Payment for all in-district mileage shall be eliminated.

By the beginning of the contract year, the Board shall arrange for and maintain appropriate employers' non/ownership liability insurance to cover all damages, losses and expenses incurred by a teacher against whom any action shall be brought for any act or omission arising out of the authorized use of his own automobile in the performance of school duties as defined in N.J.S.A. 18A:16-6.

B. Mentoring

1. All vacancies for mentoring positions shall be posted as early as the district is aware of its needs. The posting shall include the qualifications for the position.

2. No teacher shall be assigned involuntarily to serve as a mentor if there are qualified volunteers available. If a teacher is involuntarily assigned to a mentoring position, he/she shall not be involuntarily assigned again until all other qualified teachers have been assigned.

3. No teacher shall serve as a mentor to more than one provisional teacher at a time.

4. The Board of Education shall provide training for all teachers who serve as mentors before the start of their assignment. A teacher who serves as a mentor shall be paid \$550.00 for each year, or any fraction thereof, he/she serves as a mentor. The \$550.00 fee, or any fraction thereof, shall be charged by the Board of Education to the provisional teacher whom the mentor is overseeing, in accordance with the provisions of N. J. A.C. 6:11-3.2. A mentor shall be required to provide no more than thirty (30) hours total service in a year to a member.

C. Meetings

Teachers shall be required to attend meetings which may be called by administrators or supervisors beyond the workday without extra compensation as follows:

1. A maximum of one (1) general faculty meeting per month whose duration shall not exceed forty-five (45) minutes.

2. One additional meeting per month (such as department, grade level, or subject matter) whose duration shall not exceed forty-five (45) minutes.

3. Additional emergency meetings may be called by a building principal only with the concurrence of the Superintendent of Schools or his/her designee.

4. The general faculty meeting (XV.C1) and the additional meeting (XV.C.2) will not be held during the same week.

5. Additional staff meetings may be held for the purpose of professional development as directed by the Local Professional Development committee and approved by the Superintendent of Schools. These meetings shall be voluntary.

6. All teachers new to the district shall have two days of orientation.

7. All teachers shall work one additional day beginning in the year 2000-2001 for the purpose of professional development.

8. No teacher shall be required to attend more than one mandatory meeting per week except as governed by Article XV.C.3.

9. Faculty meetings will begin no later than 10 minutes after student dismissal. These include general faculty, department, grade level, or subject matter meetings.

D. Parent Conferences

1. There shall be one evening conference per year for each level throughout the District. There will be no day conferences.

2. During evening conferences, custodial personnel shall provide security for teachers' cars parked on school property and for teachers leaving the building.

3. Teachers shall be permitted to leave upon completion of their scheduled conferences. All scheduling of conferences shall be approved by the principal.

E. High School Guidance Counselors

1. High School guidance counselors shall be paid 1 /200th of their annual salary per day for 5 days (or more if needed) between June 30th and August 31st, to be mutually scheduled.

2. High School guidance counselors shall be paid \$30.00 (2005-06), \$31.00 (2006-07), \$31.00 (2007-08) per hour (minimum two 2 hours) to attend six extra evening meetings: Career Night, Senior College Planning Night, Junior College Planning Night, Orientation, NCAA Eligibility Workshop and Financial Aid Night.

F. Non-emergent Nursing Care

1. No employee shall be required to provide non-emergent nursing care in the absence of the school nurse.
2. In no case shall any employee be requested or required to:
 - a. performing the duties of a duly certified teacher, nurse, supervisor, principal or that of an employee outside of the negotiated unit;
 - b. transport students in personal vehicles;
 - c. be required to remain with a student beyond the regular workday when no other staff is present, or have left for the day;
 - d. remain alone in a building without a principal, supervisor, or custodian whether before or after all students and other staff have left or when staff/students were not required to be in the building. In the event that a secretary finds him/herself alone in a building, that secretary shall report to the Board Office for reassignment.

PROFESSIONAL DEVELOPMENT

The District Staff Development Committee following state guidelines shall determine future staff development. All staff development shall count toward the 100-hour state requirement.

Definitions:

Professional Development implementation shall be governed by NJAC:

6A:9-15.1 - General Provisions

6A:9-15.2 - Amount, duration and content of required continuing professional Development

6A:9-15.3 - Procedures for implementation of professional development

6A:9-15.4 - Compliance, enforcement and assistance

6A:9-15.5 - Monitoring responsibilities

Composition:

The LPDC shall consist of four (4) teachers and two (2) administrators. (6A: 9-15.3 e-h)

By September 1, 2008, school level professional development committees will be created to oversee the development of school level plans for professional development. The school level committees will consist of (3) three teachers and (1) one administrator.

Meeting time of committees:

Building committees will meet at least 10 times per year. Meeting times will be flexible depending on needs of the committee.

(Time schedule may vary depending upon revision and submission dates of the district PD plan and the district's mentoring plan. The PD plan and the district-mentoring plan must be reviewed and rewritten each year. Included in the review process are the collection, compilation and analysis of data.)

Compensation:

Chair of the LPDC: \$1000.00

Members of the primary LPDC: \$500.00

Trainer's credit:

Any teacher who provides in-district training experiences for colleagues and/or community members shall be compensated at the rate set forth in Article XVIII, Compensation for Extra Work.

A teacher who provides a PD workshop shall receive payment for each hour of presentation plus payment for two hours of preparation for every hour of presentation.

I.e.: A teacher who presents a two hour PD workshop will receive payment for six hours - four hours preparation/two hours presentation.

For subsequent in-service presentations in the same school year, teachers will receive the hourly rate for in-service presentation time only.

Note: Staff members who participate in, present or prepare professional development training and receive the compensation listed above will also receive the appropriate professional development hours in accordance with NJAC: 6A 9-15 and the guidelines established in Professional development framework: What Counts? (NJAC: 6:11-13,1-6:11-13.6)

Professional Development Plan (formally known as PIP)

The development of the employee's Individual Professional Development Plan (PDP) shall be governed by statute, regulations, related case law, and the Standards and Guidelines set forth by the Professional Teaching Standards Board.

The Individual Professional Development Plan (PDP) is a living document. The employee shall have the right to modify the plans, goals, and activities listed throughout the calendar year to meet hi/her emerging goals in collaboration with his/her immediate supervisor.

TUTORING

All teachers shall make themselves available for extra tutoring during their before and after school non-pupil contact time. Appointments shall be arranged through the appropriate chair, supervisor or guidance counselor.

ARTICLE XVI

TRANSFERS

Voluntary Transfers - (A transfer is a change in building)

1. When school is in session, known vacancies in unit positions shall be posted in each school, e-mailed to staff using district e-mail addresses, and placed on the district web page as soon as practicable after they are known. When school is in session, all postings will hold a minimum 10 school day closing date. During summer months (July-August) postings will hold a minimum 10 calendar day closing date, will be e-mailed to staff using district e-mail addresses, and will be displayed on the district web page.

2. Teachers who desire to transfer to another building may apply for posted positions following the respective job posting submission and deadline requirements. The teacher may request from the respective interviewer (i.e. principal/supervisor/director) reasons for denial. The respective interviewer (i.e. principal/supervisor/director) will provide reasons for denial in writing if requested. On all job postings, the qualifications for the position, its duties and the rate of compensation shall be clearly set forth.

3. In the determination of requests for voluntary transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interest of the school system. If the teacher requests, the decision as to voluntary transfer shall be made only after a meeting between the teacher involved and the principal, supervisor or director.

4. In making a decision on a teacher's request for transfer, the factors to be considered shall include, but need not be limited to, the following: a teacher's area(s) of certification, major and/or minor

field(s) of study, experience and length of service in the School District in the particular building involved in the transfer.

INVOLUNTARY TRANSFERS - (A Change in building)

1. The Board of Education shall endeavor not to fill vacancies by means of involuntary transfers if there is a qualified volunteer available to fill said position.
2. Notices of involuntary transfer shall be given to teachers as soon as practicable and, except in cases of emergency, not later than August 15th.
3. In making an involuntary transfer, the factors to be considered shall include, but not be limited to, the following: a teacher's area(s) of certification, major and/or minor field(s) of study, experience and length of service in the School District and in the particular school building involved in the transfer.
4. An involuntary transfer shall be made only after a meeting between the teacher involved and the Principal, at which time the teacher will be notified of the reasons therefore. In the event a teacher objects to the transfer or reassignment at this meeting, upon request of the teacher, the Superintendent will meet with him/her to review the matter. The teacher may at his option have an Association representative present at the time pursuant to NJSA 18A:25-1, as limited by NJSA 34:13A-27.

C. Reassignment (Change in Grade Level)

A reassignment shall be made only after a meeting between the teacher involved and the principal/supervisor. In the event that changes in tentative schedules or subject assignments are made after June 30th, the teacher affected shall be notified promptly, in writing

ARTICLE XVII

FEDERAL AND SUMMER PROGRAMS

A. Posting

All openings for positions in Federal Projects and other summer programs, including non-teaching positions for which teachers may be qualified and eligible, shall be publicized by the Superintendent in accordance with the procedures for publicizing promotional vacancies set forth in Article XXVI.

B. Criteria

It shall be policy of the Board of Education to strive to fill all vacancies for the positions posted from teacher within the Belleville School System before considering other applicants.

ARTICLE XVIII

COMPENSATION

Payment of Salaries

Teachers shall be paid semimonthly on the fifteenth and last workday of each month. When payday falls on or during a school holiday, vacation, or weekend, teachers shall receive their paychecks on the last previous workday. Teachers shall have the option to have their paychecks directly deposited into the bank of their choice.

Teachers may individually elect to have ten per cent (10%) of their monthly salary deducted from their pay. Upon written authorization by each individual staff member, prior to receiving their first paycheck, said monies (aggregate) shall be sent to a banking institution to be selected by the Belleville Education Association, to be placed in individual accounts.

Anyone who teaches five months or more within one school year shall be placed on the next step of the salary guide the following year.

Longevity eligibility shall be calculated as of the anniversary date of employment.

Leaves of absence shall not be included in calculating years of service in the district.

Teachers performing extra work for compensation shall be paid within thirty days of the last day of the month in which the work was performed, provided the necessary paperwork has been submitted.

All summer work shall be compensated at the same rate as that for Curriculum work at the rate of \$32.00 (2008-2009), \$34.00 (2009-2010), and \$35.00 (2010-2011) per hour.

Child Study Team Members

Child Study Team Members shall be paid \$260.00 (2008-2009), \$270.00 (2009-2010), \$280.00 (2010-2011) per assignment during the summer.

Class Coverage

On the Secondary Level any teacher who must substitute during plan periods shall receive \$27.00 (2008-2009), \$28.00 (2009-2010), \$30.00 (2010-2011) per class period.

On the elementary level when classes are split among the teachers, due to lack of substitutes, those teachers shall divide equally \$60.00 (2008-2009), \$61.00 (2009-2010), \$63.00 (2010-2011)

Should a specialist be absent and the elementary teacher have to give up some prep time as set forth above, they shall be paid the High School rate of \$27.00 (2008-2009), \$28.00 (2009-2010), \$30.00 (2010-2011) per forty (40) minutes.

This shall not apply in cases of emergency. The term emergency shall be defined as notification of absence by the teacher less than one (1) hour before reporting time or the departure of a teacher from school during the workday.

Curriculum Work

Any teacher who is selected by the Board to work on curriculum shall be paid at the rate of \$32.00 (2008-2009), \$34.00 (2009-2010), \$35.00 (2010-2011) per hour.

A teacher who teaches (In-Service Presenters) shall be compensated at a rate of \$32.00 (2008-2009), \$34.00 (2009-2010), \$35.00 (2010-2011) per hour.

Compensation for Extra Work

There will be an hourly rate for extra work beyond the regular work day of \$32.00 (2008-2009), \$34.00 (2009-2010), \$35.00 (2010-2011) per hour.

Compensation for Missed Prep Periods

When a teacher attends an IEP/AR/I&RS meeting according to NJAC -6A: 14-2.3 in lieu of a preparation period, the teacher shall receive no compensation for the first three (3) occurrences. After that, compensation shall be at the regular rate.

A teacher need not be present at an I&RS (Intervention & Referral Services) meeting unless the teacher has initiated the I&RS request. Otherwise, the teacher is given a copy of the I&RS report.

There will be three (3) stipends per school to remunerate one I&RS Chairperson and two members at the amount of \$500.00 and \$300.00 respectively.

Elementary School Lunch Room Coverage

Elementary teachers who volunteer for lunchroom supervision shall be paid \$32.00 (2008-2009), \$34.00 (2009-2010), \$35.00 (2010-2011) per hour per period. If more than one teacher covers the lunchroom in any school, they shall split the compensation with each teacher being responsible for twenty-five (25) minutes.

Elementary Lunchroom Supervision shall be strictly voluntary.

Assignment of the position shall be at the discretion of the Superintendent.

Teacher Lunchroom Supervisors may be assigned to cover any lunchroom at any school.

Teacher Lunchroom Supervisors shall be responsible to the School Principal.

Teacher Lunchroom Supervisors shall not be responsible for handling food or food products.

Lunchroom Supervisors shall not be responsible for the (subcontracted) lunch aides.

Lunchroom Supervisors shall be responsible to maintain student discipline during the lunch hours. Coverage may be inside or outside at the discretion of the building principal.

Whenever possible, Lunchroom Supervisors shall have a preparation period immediately before or immediately after the lunch hour.

Home Instruction

Home instruction shall be compensated at the rate of \$37.00 (2008-2009), \$39.00 (2009-2010), \$41.00 (2010-2011) per hour per hour.

Tax Sheltered Annuities

Teachers have the option of entering the Tax Sheltered Annuity Program, terminating deductions, or changing the amount deducted four times a year by notifying the Business Office in writing of the deadlines for making these changes.

Hall Monitors (BHS)

Any teachers, who volunteer to staff the four student entrances to the Belleville Senior High School or the hallways of same, shall be characterized as Hall Monitors.

The Hall Monitors shall report to and be at their assigned posts at 7:30 AM, to ensure that no students enter the building before 7:30 AM.

The Hall Monitors shall be on a voluntary basis only and if at any time, any volunteer Hall Monitor is no longer desirous of serving as same, he or she can request to be relieved of said duty.

No nontenured teacher shall be allowed to volunteer as a Hall Monitor.

In consideration for coming in early to serve as Hall Monitors, the teachers so serving shall be released from Period Twelve (12).

ARTICLE XIX

INSURANCE PROTECTION

The Board shall provide Health Care Insurance Protection for the contract period July 1, 2008, through June 30, 2011. All employees will be eligible to enroll in the following two program designs with all premiums paid 100% by the Board of Education:

Medical

1. The AETNA QPOS Plan, or like plan with another insurer, that retains all coverage components of the current AETNAX School Board Program with the exception of the following plan changes:

a. Out of Network/Non-Referred First dollar benefit will be eliminated and all out of network eligible expenses will now be subject to a deductible and coinsurance.

b. The new Out of Network/Non-Referred Deductible will be \$200.00 per individual

and \$400.00 per family.

c. The new Out of Network/Non-Referred Coinsurance Maximum changed to \$ 1,000.00 individual and \$2,000.00 per family.

d. The new Primary Care Physician CO-pay will be \$15.00 and the Specialist Co-pay will be \$30.00.

All other benefits will remain the same including reimbursement of all co-pays under the Out of network/non-referred program.

2. The AETNA QPOS Patriot V Plan, or like plan with another insurer, that retains all coverage components of the current AETNA Patriot V QPOS Program with the exception of the following plan design changes:

a. The new Out of Network/Non/Referred deductible will be \$500.00 per individual and \$ 1,000.00 per family.

b. The new Out of Network/Non/Referred coinsurance maximum will be \$3,000.00 individual and \$6,000.00 per family. All other benefits will remain the same.

All employees shall be eligible for an "Opt Out Plan" in lieu of medical insurance. There shall be a cash payment of \$2000.00 -Family or \$ 1600.00 Husband/Wife given to each employee, each year that they "opt out" of the medical plan. This is entirely optional. For married employees in the same bargaining unit, "opt out" shall be mandatory.

The employee must give the Board thirty (30) days written notice for participation in or withdrawal from this plan. In said instances, payment of the cash benefit (\$2000.00 or \$ 1600.00) shall be prorated.

The Board shall be responsible for maintaining a Section 125 Plan.

Dental

The Board shall provide full family dental insurance coverage for all employees through Horizon Dental.

Insurance Coverage

The Board shall make payment of insurance premiums for said health care insurance protection for each person in its employ who enrolls for the twelve-month period commencing September 1, and ending August 31, of the contract year.

All coverage shall end 30 days after termination of employment and the obligations of the Board there under shall at such time come to an end. However, as to retired employees, the Board may service this coverage, if necessary, until the State Teachers' Pension and Annuity Fund assumes the obligation for payment of premium.

New persons, employed prior to August 20th beginning employment on September 1 who elect to enroll are given coverage effective September 1. Persons coming into employment after August 20th are required to wait two months before coverage becomes effective.

Benefits for domestic partners

Health and pension benefits concerning civil unions, domestic partnerships, are governed by Chapter 103, P.L. 2006, the Civil Union Law, which became effective on February 19, 2007.

Insurance Protection for Nurses

The Board shall pay the premium for professional liability insurance for nurses in the unit in the coverage amount of \$300,000.00 per claim and \$900,000.00 annual aggregate.

Prescription Drug Insurance

100% Board paid coverage with Benecard services, or like insurer, that retains all coverage components of the current program with no plan changes

Family Prescription

Effective July 1, 2008 the co-pay for prescription insurance shall be \$20.00 for preferred/\$ 10.00 generic/\$35.00 non-preferred drugs. Co-pays can be submitted for 90% reimbursement.

Benefit levels shall remain equal to or better than existing plans if and when the Board changes carriers.

Prior to executing any change in the carrier(s), the Board designee shall discuss with the Association Representative, in good faith, the proposed changes. The Board will provide all relevant data concerning the new program. If requested by the Association, the Board shall arrange for consultation between the insurance carrier and the appropriate Association representative prior to executing any contemplated change. If the Association is proposing a change to the Board, the Association shall provide the Board relevant data from which the Board can evaluate and decide if a change is appropriate.

Retirees of the Belleville School District may at their option, upon payment to the Board for the premium cost, remain included in the group health coverage only.

ARTICLE XX

SICK LEAVE

Sick leave is defined by Revised Statues 18A:30-1 et seq. as follows:

A sick leave is hereby defined to mean the absence from his or her post duty of any person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious decease or of being quarantined for such a disease in his or her immediate household.

Allowance for Personal Illness

1996-1997

Total Years of Service in District	Days
Allowed For Illness	
1 day through 1 year	1 day a month up to 10 days
1 year & 1 day through 10 years	10 full days
10 years & 1 day through 15 years	20 full days
15 years & 1 day through 20 years	25 full days
20 years & 1 day through 25 years	30 full days
25 years & 1 day through 30 years	60 full days

All employees shall be grandfathered in their 1996-97 category. Beginning July 1, 1997, the categories shall read as follows:

Total Years of Service in District	Days
Allowed For Illness	
1 day through 1 year	1 day a month up to 10 days

1 year & 1 day through 10	10 full days
10 years & 1 day through 15 years	15 full days
15 years & 1 day through 20 years	20 full days
20 years & 1 day through 25 years	25 full days
25 years & 1 day or greater	30 full days

After 10 years of service, sick leave in excess of the above shall be at the discretion of the Board.

Accumulated Sick Leave

Sick leave may be accumulated without limit in accordance with the provisions of State law governing accumulation of sick leave allowance for persons holding any full-time office, position or employment in the school district. Such accumulated sick leave shall under no circumstances place a person under tenure after three years of teaching.

Teachers shall be given a written account of accumulated sick leave days on or before September 15 of each school year.

Terminal Pay on Basis of Sick Leave

Any employee with fifteen years or more service may upon termination of employment receive the following compensation per day:

Days	2009	2010	2011
1-100	\$57.00	\$60.00	\$63.00
101-200	\$68.00	\$70.00	\$73.00
201-300	\$78.00	\$81.00	\$85.00

This benefit shall only be paid once for each employee.

Certificate for Personal Illness

Employees absent must file a statement certifying the medical cause for such absence. Where the period of absence exceeds five days, a doctor's medical report must be filed,

Upon the recommendation of a line administrator and/or the Superintendent of Schools, the Board will make a determination whenever it is in the best interests of the Belleville School district, to require any employee who is absent due to illness or accident to submit to a physical examination by a physician selected by the Belleville Board of Education or at the option of the employee, by a physician of the employee's own choosing, approved by the Board of Education. For such examinations by physicians designated by the Board, the cost thereof and for all related tests and procedures shall be borne by the Board of Education. For any examination made by a physician of the employee's choosing which the Board, has approved, the cost thereof and for all related tests and procedures shall be made at the employee's expense.

Absence After Reporting For Duty

Any person who must leave his/her duties because of personal illness after reporting for duty but works at least 3 1/2 hours will not be charged for a sick day.

Payment to Estate

In the event an employee dies while employed by the district, his/her estate shall be paid the terminal pay as though the employee had terminated his/her employment.

ARTICLE XXI
EXCUSED ABSENCES

Death in Family

The Board recognizes the employee's needs to grieve, to attend the funeral, and to handle necessary legal and financial transactions at such a time. The employee will therefore be excused from work for consecutive business days not to exceed the maximum number outlined below. In counting business days, weekends and State and Federal holidays; will not be counted against the total allowed. However, all other days including, but not limited to, vacations, school holidays, and snow days will be counted toward the total allowance regardless of whether schools are open.

In case of death of the father, mother, spouse, child, grandchild, sibling, mother-in-law, father-in-law of any employee, or of any other person who resides with the employee on a permanent basis (excluding roomers or boarders), five (5) days shall be allowed. In case of death of a grandparent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, three (3) days shall be allowed. In case of death of an uncle, aunt, nephew, niece, or cousin, one (1) day shall be allowed.

Excused Absences for Personal Reasons

If, for personal reason, or for religious observance, a day's absence is necessary, a teacher may be excused from his duties upon notice to the administrator concerned, subject to operational needs and considerations. Notice should be submitted at least two days before the requested absence, unless an unanticipated emergency occurs which precludes such notice.

"Personal Reasons" as herein defined is an emergency or the performance of a duty that cannot be accomplished within the regular school day. In all cases where an employee requests an excused absence for urgent personal reasons, the appropriate personal/business day form must be filed by the employee with the principal for approval by the Superintendent.

For personal reasons which are considered by a teacher to be of such a nature as to be extremely confidential, the green slip may be marked, Personal reasons-confidential and such green slip will be forwarded directly by the administrator to the Superintendent for consideration.

Employees will be paid for a period not exceeding three days for excused absences during any school year.

Unused personal days at the end of a school year shall convert and be added to the employee's unused sick leave accumulation.

Military Leave

Absence, not exceeding two weeks, for military reserve training, during the contractual period of employment shall be allowed with full pay.

Employees required to report to the Draft Board shall be allowed one day's absence only for such purpose, with full pay.

A. A permanent or full-time temporary officer or employee of the State or of a board, commission, authority or other instrumentality of the State or of a county, school district, or municipality who is a member of the organized militia, shall be granted leave of absence from his or her respective duties without loss of pay or time on all days during which he or she shall be engaged in any period of State or Federal active duty; provided, however, that the leaves of absence for Federal active duty or active duty for training shall not exceed 90 work days in the aggregate in any calendar year. Any leave of absence for such duty in excess of 90 days shall be without pay but without loss of time.

B. Leave of absence for such military duty shall be in addition to the regular vacation or other accrued leave allowed such officers and employees by the State, county or municipal law, ordinance, resolution, or regulation.

C. Notwithstanding subsection A of this section, a full-time temporary officer or employee who has served under such temporary appointment for less than one year shall receive for the service hereinabove described leave without pay but without loss of time.

Absence for Jury Duty

In the event that an employer subject to the terms of the Agreement receives a questionnaire for jury duty, the employee shall advise the Jury Commissioners that he/she is employed by the Belleville Board of Education and request to serve jury duty at a time that school is not in session. In the event that the employee is not given a choice to serve jury duty when schools are not in session, he/she shall receive their regular compensation and deliver over to the Board any compensation received as juror.

ARTICLE XXII

LEAVES OF ABSENCE

A. Child-Rearing

The Board of Education shall grant child care leave without pay in accordance with the following procedure:

1. All initial applications for, and applications for extensions or reductions of child rearing leave, shall be made in writing to the Superintendent.
2. Any teacher intending to apply for child-rearing leave shall advise the Superintendent of the fact of her pregnancy and/or of her/his prospective plans for taking child-rearing leave and the best estimate of when the child-rearing leave will commence and terminate. The teacher shall request child-rearing leave of the Superintendent of Schools in writing at least sixty (60) days prior to the date the leave is to commence.
3. The request for child-rearing leave shall specify the date when the teacher wishes the leave to commence and terminate.
4. Child Rearing - The Board shall grant child care leave without pay to tenured teachers or teachers who have received a tenure year contract because of the birth of a child for a period of no more than two (2) years, plus the balance of the school year in which the birth occurred.
5. If a shorter period is requested, the return date must either be the beginning of the school year, or the beginning of the second semester. Non-tenured employees shall be granted childcare leave only for the remainder of the contract year in which the birth occurred. All such leaves must commence, when possible on the first day of a semester and end on the last day of a semester. (January 31, September 1),
6. A teacher returning on the first day of the school year in September from child rearing leave shall be placed in her/ his previously held position if available and administratively feasible.
7. Any teacher who has applied for and received child rearing leave may reapply for permission to return to employment during any academic school year for which such leave was granted, and such leave may thereupon be terminated by the Board, at its sole discretion.
8. No teacher on child rearing leave shall, on the basis of said leave, be denied the opportunity to substitute in the school district in the area of her/his certification or competence.
9. Time spent on child rearing leave of absence shall not count towards salary guide placement experience, seniority, sick leave accumulation, etc.
10. Anyone who accepts child rearing leave after January 31 in any given year is given credit on the salary guide for a full year's experience upon returning to the district.
11. A teacher receiving child rearing leave shall not accept full-time employment in the teaching field or undertake full time graduate study during all or part of the period of the child rearing leave.

This provision shall cease to be operative at such time as the teacher shall have been denied her/his request under Paragraph 6 to return to employment.

12. Adoption - Any teacher adopting a child of pre-school age shall receive a leave similar to child rearing leave which shall commence upon receiving "de facto" custody of said child or earlier, if necessary to fulfill the requirements for the adoption.
13. The Board is not required to continue employment of a nontenured pregnant teacher beyond the year in which the leave is taken. The child rearing leave period shall not be counted for tenure purposes, however, the disability period before and after the maternity shall count towards tenure.

B. Maternity Disability

1. The Board shall grant sick leave for the period of actual disability associated with pregnancy and birth to pregnant teachers on the same terms and conditions governing leaves of absence for illnesses or medical disability. The pregnant teacher will be entitled to her annual and accumulated sick leave, with pay, during the period of absence due to her actual disability.
2. Any pregnant teacher who does not elect to take a child rearing leave may continue to perform the duties as long as physically able to do so, and will be entitled to return to her duties when she is physically able.
3. The Board may require a teacher during her pregnancy to produce a certificate from her physician stating that she may continue working effectively at the duty to which a teacher has been assigned.
4. In the event of any question as to the condition of the pregnant teacher, a conference shall be arranged between the Board's physician and the attending physician.
5. No teacher shall be required to leave work because of pregnancy at any specific time prior to expected childbirth, nor be prevented from returning to work after childbirth solely on the grounds that there has not been a time lapse of specific duration between childbirth and the desired date of return.
6. Nothing stated herein is intended to restrict the right of the Board to discipline any pregnant teacher for any cause not related solely to her pregnancy.
7. The Board has the right to remove any pregnant teacher from her daily duties, on any one of the following criteria:
 - a. Her teaching performance substantially declines from the period preceding pregnancy.
 - b. Her physical condition or capacity renders her incapable of performing her assigned duties, which shall be deemed to exist if,
 - (1) the pregnant teacher fails to produce a physician's certificate that she is medically able to continue teaching; or
 - (2) the Board's physician concludes she is unable to continue teaching.

C. Leave of Absence for Advanced Study

The Board feels that, in certain cases, benefits will accrue to the school system if teachers are granted a one-year leave of absence, without pay, for advanced study. In order to obtain a leave of absence for advanced study, a teacher must have earned tenure as a prerequisite. The Board will, therefore, give consideration to such applications after they have been reviewed and recommended by the administrators responsible.

Advanced Study is defined as activities that are directly related to the teacher's subject area, guidance and/or supervision and administration.

Such period spent in study shall not be considered as teaching experience, nor allowed as service for

tenure.

D. Family Leave

Effective upon ratification each unit member is entitled to use, as an option, up to five (5) days of their annual sick leave bank for family illness purposes. These days are not cumulative nor transferable.

ARTICLE XXIII

SUPERVISION OF STUDENT TEACHERS

Mutual Responsibility

The Board and the Association mutually recognize that the education of children of the Belleville School District is their primary responsibility. The Board and the Association further recognize their responsibility to assist in the effective training of future teachers under the higher standards.

Procedure

The following procedures shall govern the supervision of student teachers:

Tenure - No teacher shall have a student teacher under his supervision unless said teacher has obtained tenure status.

Voluntary Participation - Supervision by a teacher of a student teacher shall be voluntary. Each teacher shall be polled prior to any school year for willingness to participate in the student teaching program. The teacher shall receive the request to take a student teacher at least two weeks prior to the student's introduction to the classroom, whenever possible.

ARTICLE XXIV

TUITION REIMBURSEMENT

Graduate Courses

Graduate courses must be taken at institutions approved by the State of New Jersey in current area of assignment or one that is leading to certification or advanced education degree. If the course does not fit any of these categories or is an undergraduate course, payment will be solely at the discretion of the Superintendent.

All courses must be submitted to the Superintendent, in writing, within two weeks of the commencement of this course. Proof of completion, with a minimum grade of B, must be submitted prior to reimbursement.

In 2008-2011, reimbursement shall be at the rate of \$125.00 Per Credit from a pool of \$30,000.00. If funds are unexpended in any year, the unexpended funds shall be added to the available pool for the following year. If in any year the requests for reimbursement exceed the available pool, per credit payment shall be prorated to provide all applicants with an equitable share of the available funds. All payments shall be made after the completion of the spring semester, but not later than July 31st each year,

Each teacher is entitled to reimbursement for up to six (6) credits per year.

Salary Adjustments

Salary adjustments shall be made twice per year. (September 1st and February 1st for all columns.)

ARTICLE XXV

PROTECTION OF TEACHERS, STUDENTS AND PROPERTY

Teachers shall not be required to perform tasks that endanger their health, safety, or well being. In the event of any disorder or disruption in the regular school program, the Association shall have the right to meet with the Board immediately to recommend mutually acceptable programs to guarantee the safety of

students, teachers and property.

If a teacher is assaulted in connection with his employment he shall immediately give his principal or immediate supervisor written notice of that fact. Such notification shall be immediately forwarded to the Superintendent, 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 will otherwise cooperate with the teacher in appropriate ways in the event of a civil or criminal proceeding.

In the event that an employee's personal effects are damaged or broken in the course of a student altercation, the Board shall reimburse that employee for the cost of repair or replacement up to \$210.00 per incident.

ARTICLE XXVI PROMOTIONS

Promotional positions are those defined as positions on the administrative/supervisory levels of responsibility and/or paying salary differentials. Extra work and/or extra pay assignments do not constitute promotions.

The Board of Education will endeavor to give its permanent employees every opportunity and consideration to aspire to administrative positions, or higher level positions, as may be created or become vacated from time to time. Such positions shall be posted in the office of every school building to afford all interested personnel an opportunity to apply to the Superintendent of Schools. A copy of all notices shall be simultaneously delivered to the Association.

When school is in session, a notice shall be posted simultaneously in each school, posted on the district web page and e-mailed to staff using district e-mail accounts, as far in advance as practicable, ordinarily at least ten (10) school days before the final date when applications must be submitted. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit and submission requirements specified in the notice.

Teachers, who desire to apply for promotional positions which may be filled during the summer period (July-August) when school is not in regular session, shall apply per the submission requirements cited on the job posting. During summer months, job posting will hold a minimum 10-calendar day closing date. On all job postings, the qualifications for the position, its duties and the rate of compensation shall be clearly set forth.

Whenever a teacher applies for a promotion he shall be granted the courtesy of an interview by the appropriate Administrator or Administrators involved. All teachers shall be given adequate opportunity to make application for such positions, and no positions shall be filled until all properly submitted applications have been considered. Each teacher applicant not selected shall, upon request, receive a written notice of disposition from the Superintendent.

All extra work and extra pay assignments and/or special services positions, pupil personnel work positions and reading and speech positions, although not promotions shall be advertised and shall be filled in accordance with the above procedures.

ARTICLE XXVII MISCELLANEOUS PROVISIONS

A. Formation of an Extra-curricular activity

If a teacher chooses to voluntarily run a club, there is no remuneration. To establish a new co-curricular (club) stipend position the following procedure will be utilized:

The teacher who recognizes a need for the club shall create a written proposal with documentation that includes:

I. Research based rationale

2. Historical basis for club
3. The club's functions and purpose
4. Proposed itinerary for meeting-with frequency and length
5. Membership or other fees
6. Grade levels and disciplines served

The proposal will be submitted in writing to the respective immediate supervisor with a copy to the BEA.

The immediate supervisor will approve or deny the proposal. If approved, the supervisor will submit a supporting written proposal with a rationale to the school principal,

The principal will approve or deny the proposal. If approved, the principal will forward it to the superintendent for review.

The superintendent will review the proposal. If approved, it will be presented to the Board of Education for approval.

If the Board approves the club proposal presented by the superintendent, the position shall be added to the co-curricular guide and the stipend will be agreed upon mutually by the Board and the Association.

The Association may propose co-curricular clubs during the negotiating year of the contract for implementation to take place beginning with the first year of the successor agreement.

B. President's Schedule

The president of the Association shall work a reduced schedule.

- High/Middle school teachers who serve as president will teach a half-day with no assigned duties.
- Elementary teachers who serve as president will teach a half day.
- Secretaries who serve as president will work a half-day. The Belleville Education Association/NJEA/NEA will provide compensation for half-day secretarial replacement.

This Agreement shall become part of the Board policy for the term of said Agreement and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

Separability

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

APPENDIX 1

THE SCHOOL DAY

High School

Teacher Sign In	7:46 AM	11 minutes
Announcements (Homeroom)	7:57-8:10	13 minutes
Period 1	8:10-8:51	41 minutes
Period 2	8:55-9:36	41 minutes
Period 3	9:40-10:21	41 minutes

2. Historical basis for club
3. The club's functions and purpose
4. Proposed itinerary for meeting-with frequency and length
5. Membership or other fees
6. Grade levels and disciplines served

The proposal will be submitted in writing to the respective immediate supervisor with a copy to the BEA.

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The principal will approve or deny the proposal. If approved, the principal will forward it to the superintendent for review.

The superintendent will review the proposal. If approved, it will be presented to the Board of Education for approval.

If the Board approves the club proposal presented by the superintendent, the position shall be added to the co-curricular guide and the stipend will be agreed upon mutually by the Board and the Association.

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Period 2	8:55-9:36	41 minutes
Period 3	9:40-10:21	41 minutes

Period 4	10:25-10:46	21 minutes
Period 5	10:50-11:06	16 minutes
Period 6	11:10-11:31	21 minutes
Period 7	11:35-11:51	16 minutes
Period 8	11:55-12:16	21 minutes
Period 9	12:20-12:36	16 minutes
Period 10	12:40-1:01	21 minutes
Period 11	1:05-1:46	41 minutes
Period 12	1:50-2:31	41 minutes 14 minutes
Teacher Sign Out	2:45PM (2:35 on Fri.)	
Teacher Day	6 hr. 59 min.	
Lunch/Prep	1 hr. 23 min	
Time on Task	5 hr. 36 min	

Middle School

Teacher Sign In	8:35 AM	15 minutes
Period 1	8:50-9:38	48 minutes
Period 2	9:41-10:24	43 minutes
Period 3	10:27-11:10	43 minutes
Period 4	11:13-11:33	20 minutes
Period 5	11:36-11:56	20 minutes
Period 6	11:59-12:19	20 minutes
Period 7	12:22-12:42	20 minutes
Period 8	12:45-1:28	43 minutes
Period 9	1:31-2:14	43 minutes
Period 10	2:19-3:02	43 minutes
		13 minutes
Teacher Sign Out	3:15PM (3:05 on Fri.)	
Teacher Day	6 hr. 38 min.	
Lunch/Prep	1 hr. 3 min.	
Time on Task	5 hr. 35 min.	

Elementary Schools

Teacher Sign In	8:30 AM
-----------------	---------

Students Enter	8:35
Students Leave	3:15
Teacher Sign Out	3:20 PM
Teacher Day	6 hr. 50 min.
Lunch/Prep	1 hr. 22 min.
Time on Task	5 hr. 28 min.

APPENDIX 2

BELLEVILLE PUBLIC SCHOOLS BELLEVILLE, NEW JERSEY POLICY FOR OBSERVATION AND EVALUATION OF PROFESSIONAL STAFF GUIDELINES

- I. PHILOSOPHY OF TEACHER EVALUATION
- II. ROLES AND RESPONSIBILITIES FOR STAFF AND EVALUATOR
- III. GUIDELINES AND PROCEDURES
- IV. CLASSROOM EVALUATION FORM PROCEDURES
- V. ANNUAL EVALUATION SUMMARY FOR PROFESSIONAL STAFF DEFINITIONS
- VI. PHILOSOPHY OF TEACHER EVALUATION

One of the most important obligations of the teaching profession is the development and implementation of an instructional program that meets realistic, societal needs of boys and girls. Personnel who can carry out these responsibilities must be employed, and some type of evaluation becomes a necessary part of the instructional programs to make certain that the performance of the personnel is meeting the expected goals of the instructional program.

The following assumptions are inherent in this philosophy of teacher evaluation:

1. Evaluation begins with the acceptance of a teaching contract and does not end until a teacher leaves the school district. This presupposes self-evaluation, as well as evaluation by members of the administrative staff.
2. Evaluation is a process of linking together the educational goals of the school system and the performance of the teacher. This assumes that there must be active participation in the evaluation by both the evaluator and the person being evaluated.
3. The desired outcome of teacher evaluation should always be increased effectiveness of personnel in improving the instructional program.

Therefore, evaluation of teaching in Belleville Public Schools shall be a continuing process designed to help teachers and administrators carry out the prescribed school philosophy and curriculum for the benefit of all students in the school district.

- VII. ROLES AND RESPONSIBILITIES FOR STAFF AND EVALUATOR FOR THE PURPOSE OF IMPROVING INSTRUCTION

Teaching Staff:

1. To retain and improve skills, abilities and understanding for efficient, effective teaching.
2. To discuss, in a constructive manner, the findings of the observation and the evaluation.

These discussions should consider the class objectives based on class profile and subject matter. Classroom activities should be consistent with the philosophy of the school and district.

3. To be aware of Belleville Public School District's philosophy in addition to the criteria and procedures as presented to each teacher.

Evaluator:

1. To have appropriate certification.
2. To be aware of a variety of instructional techniques and approaches conducive to the learning process.
3. To assist teachers in classroom management.
4. To seek ways to improve the teaching and learning process by either demonstration or alternate instructional methods.
5. To encourage teachers through assistance and praise.
6. To prepare and discuss with the teacher each class evaluation, its strengths with commendations and weaknesses with recommendations.
7. To formulate and discuss teacher's annual evaluation based on job description, performance and responsibilities.

Concluding Comment

An effective working relationship between evaluator and teacher requires mutual trust and understanding. To help personnel attain needed trust and understanding, criteria for evaluations should be stated as clearly as possible so that both teachers and supervisors have a common understanding of expectations.

VIII. GUIDELINES AND PROCEDURES

The general procedures listed below must be followed in all schools in the district.

A. Orientation

1. A copy of the evaluation policy, procedures and relevant materials will be given to all teaching staff at employment. Replacements supplied upon request.
2. The principal/director/supervisor shall, at the beginning of each school year or when applicable, explain the criteria he/she will emphasize for observations and evaluations.
3. Each teaching staff member shall be informed who his/her evaluator/s will be.

B. Requirements

1. Formulation of the Professional Growth Plan
2. Evaluation
 - (a) Non-tenured staff- minimum of three (3) classroom evaluations, at least one each semester. The third evaluation shall be an annual evaluation summary which must be completed no later than April 7.
 - (b) Tenured staff- minimum of one (1) classroom evaluation and an annual evaluation summary which must be completed no later than May 30.
3. Conferences

- (a) A conference following each evaluation is required.
- (b) The annual evaluation summary conference must be held prior to the filing of the annual evaluation summary report. This conference shall include but not be limited to:
 - (1) Review of performance based upon the job description.
 - (2) Review of progress toward the goals of the individual's professional growth plan.
 - (3) Review of available indicators of pupil progress and growth toward the content area objectives.
 - (4) Review of the annual evaluation summary report and signing within five (5) working days.

C. Definition of Terms

1. Evaluation

The term "EVALUATION" shall be construed to mean a formal visitation to a classroom by a member of the administrative/supervisory staff of the local school district, who holds an appropriate certificate for the supervision of instruction, for the purpose of evaluating a teaching staff member's performance of the instructional process.

Each of the formal evaluations shall be conducted for a minimum duration of one class period in a secondary school; and, in an elementary school, for the duration of one complete subject lesson.

2. Observation

The term "OBSERVATION" shall be construed to mean an informal visitation of less than one class period at the secondary level, or less than the duration of one complete subject lesson at the elementary level, by a member of the administrative/supervisory staff of the local school district who holds an appropriate certificate for the supervision of instruction, for the purpose of observing at teaching staff member's performance of the instructional process.

Any written observations prepared by the administrative/supervisory staff will be presented to the staff member and placed in his/her personnel file.

3. Professional Growth Plan

The "PROFESSIONAL GROWTH PLAN" is a written statement of actions developed by the teaching staff member and the administrator/ supervisor to enrich proficiencies, to correct deficiencies, and/or to continue professional growth. It shall contain timelines for implementation, and the responsibilities of the district and the individual teaching staff member for implementing the Professional Growth Plan.

D. Evaluation of Professional Staff Members will be based upon but not limited to:

1. Review of the performance of the staff member based upon that person's job description.
2. Review of the staff member's progress toward the objectives of the Professional Growth Plan developed at the time of the previous annual formal evaluation.
3. Review of the available indicators of pupil progress.
4. Criteria as set out on the district's evaluation form.

5. Involvement in various activities which foster professional growth and development.
- E. Each evaluation report shall include a statement of the following:
1. The teacher or staff member's performance strengths.
 2. Those performance areas needing improvement.
 3. If applicable, specific recommendations for improvement.
- F. The Annual Evaluation Summary shall include:
1. Annual evaluation summary is defined as a composite of instructional/ non-instructional assigned duties and responsibilities.
 2. A Professional Growth Plan that is developed by the administrator/supervisor and the evaluatee.
 3. A summary of available indicators of pupil progress.
- G. Procedures:
1. The principal/director/supervisor shall make, or cause to be made, formal evaluations for one class period in the secondary middle and high schools, and for the duration of one complete subject lesson in the elementary schools.
 2. Non-tenured certified personnel shall be formally evaluated a minimum of three times during the school year. The first evaluation for non-tenured certified personnel shall occur by October 15, and the second evaluation shall occur by February 5. The first semester is to be construed to be September 1 - January 31. The second semester is to be construed to be February 1 until the conclusion of the school year. The third or annual evaluation summary shall be completed by April 7. Reports of each evaluation shall be made on the appropriate evaluation form and a conference held as soon as possible, but not to exceed five (5) working days of the classroom visitation. (N.J.S.A.: 18A-27-3.1) In cases where non-tenured certified personnel are employed after the school year begins, the schedule of formal evaluations shall be moved back accordingly.

A copy of the evaluation shall be signed by the non-tenured certified staff member and sent to the office of the superintendent, or his/her designee, within ten (10) working days of the visitation so that it may be placed in the personnel file of the non-tenured certified staff member. Non-tenured certified personnel may make attachments to the evaluation which shall be preserved in their personnel folder. In the event that the non-tenured certified staff member is rated "unsatisfactory," he/she may not be recommended for a contract. In cases where there are itinerant personnel, the base principal, in consultation with the supervisor/director, shall complete the evaluation.
 3. Tenured certified personnel shall receive by the principal or his/her designee one formal written evaluation per year by March 30. Additional evaluations may be made if deemed necessary. The annual evaluation summary will be completed by May 30. Reports of the evaluations shall be made on the appropriate evaluation form and a conference held as soon as possible, but not to exceed five (5) working days of the classroom visitation. (N.J.A.C: 6:11-3.4 and N.J.S.A.: 18A:1-1)

A copy of the evaluation shall be signed by the tenured certified staff member and sent to the office of the superintendent, or his/her designee, within ten (10) working days of the visitation so that it may be placed in the personnel file of the tenured certified staff member. Tenured certified personnel may make attachments to the evaluation which shall be preserved in their personnel folder.

In the case where a principal/administrator is considering recommending the

withholding of an increment from a tenured certified staff member, the superintendent of schools, or his/her assistant, shall be invited to formally evaluate the tenured certified staff member with the principal/administrator to determine the performance of the tenured certified staff member.

The principal/administrator shall forward a letter to the tenured certified staff member with a copy to the Superintendent of Schools and his/ her designee within five (5) working days outlining that which needs to be improved. Additional evaluations shall be made to see if improvement is evident within thirty (30) calendar days.

IV. CLASSROOM EVALUATION FORM PROCEDURES

1. Classroom Management and Control
 - A. definition: students enter classroom, attendance procedure, homework review/evaluation, lesson overview, homework assignments in designated area
 - B. definition: lesson components flow easily without student down time
 - C. definition: students are focused, attentive; conduct correction is swift and non-disruptive
2. Instructional Planning
 - A. definition: instruction is congruent with lesson plans which are current and aligned with Core Curriculum Content Standards
 - B. definition: primary and supplemental handouts, transparencies, manipulative, equipment are student and lesson appropriate
 - C. definition: employs visual, cognitive, inductive/ deductive reasoning skills
 - D. definition: homework relates to day's lesson and/or prepares for follow-up lesson
3. Instructional Methodology
 - A. definition: day-to-day lessons are linked to unit objective and consistent with curriculum
 - B. definition: daily objectives are verbalized/explained to students prior to start of lesson
 - C. definition: employs interactive pedagogical styles such as discussion, cooperative learning groups, peer assistance, tactile work
 - D. definition: employs video, transparencies, guest lectures, field trips to enhance student learning.
 - E. definition: encourages students to understand the evolution of a correct answer.
 - F. definition: uses alternative assessment techniques in conjunction with standard tests/quizzes
 - G. G definition: strives to eliminate student misunderstanding by providing guided explanations verbally and visually
 - H. definition: does not sit during student seatwork assignments; interacts with students regularly
 - I. definition: eliminates class down time by planning through lessons and student activities.
4. Knowledge of Subject Matter
 - A. definition: plans/researches topic prior to class lesson

- B. definition: encourages students to recognize validity of lesson
 - C. definition: has mastered subject through research and demonstrates positive attitude
5. Educational Climate
- A. definition: classroom is neat, clean, decorated with motivational and unit- specific materials
 - B. definition: has a sense of humor and genuine regard for respect
 - C. definition: avoids antagonistic, sarcastic, critical, demeaning statements to students
 - D. definition: uses bulletin boards, hallway displays, media to promote student success
 - E. definition: encourages excellence
 - F. definition: listens to and applies student feedback
6. Professional Characteristics
- A. definition: grade books show diversified assessment, lesson plans are unit-based and aligned with Core Curriculum Content Standards
 - B. definition: models appropriate grammar
 - C. definition: maintains cleanliness and professionalism

V. ANNUAL EVALUATION SUMMARY FOR PROFESSIONAL STAFF DEFINITIONS

Summative

- A. Adheres to District's School Policies and Goals/Objectives

Definition: Follows job description of position held. Follows Board of Education, individual school, department policies, goals and objectives. Remains Current in Profession by Attending Professional Workshops, or Conferences, or In-services, or Professional Courses

Definition: Acquires training/information to improve instruction. Participates in organizations, workshops, conferences, etc., to improve instruction. Shares knowledge gained from travel, reading, etc., to improve instruction.

Strives to Improve Classroom Performance and Meets District's Goals by Attending Workshops or Serving on Committees

Definition: Acquires training/information to improve instruction. Participates in organizations, workshops, conferences, etc., to improve instruction. Shares knowledge gained from travel, reading, etc., to improve instruction.

Accepts Recommendations for Improvement from his/Her Supervisor/ Administrator in a Professional Manner

Definition: Is receptive to suggestions and recommendations from his/ her supervisor/administrator and deals with the suggestions/recommendations in a professional manner.

Is Cooperative

Definition: The term denotes teamwork for the best possible results. Maintains a Professional Relationship With:

- A. Pupils

B. Parents

C. Peers

Definition: The teacher should be constantly striving to improve relations with pupils, parents and peers (staff) through conferences, meetings, and Board scheduled workshops.

Maintains an Appropriate Appearance Consistent with District's Standards

Definition: This criterion denotes a favorable impression including dress, grooming and neatness as they relate to the position of a professional educator.

Uses Acceptable Standard English in Speaking and Writing

Definition: One who establishes communication using acceptable English standards when communicating orally or in written form with students, parents and colleagues.

Exhibits Enthusiasm for Teaching

Definition: An ingredient of good teaching, and if properly utilized, is so contagious that it stimulates students to productive learning activities. Inherent in this criterion is a strong commitment and sense of dedication to the teaching profession.

Submits Required Plan books, Reports, Documents as Per School Policy

Definition: Self-explanatory as per Board/School/Department Policy. Makes Effective Use of Curriculum Guides Definition: Utilizes curriculum guides for the purpose of augmenting and/or implementing instruction.

Maintains Lessons Plans Which Are:

- A. Available
- B. Complete
- C. Current

Definition: Self-explanatory

Maintains Appropriate Substitute Plans as Per School Policy

Definition: Self-explanatory as per Board/School/Department Policy Is Punctual to School, Class, Assignments, Meetings, Conferences

Definition: This criterion includes arriving to school, class, assignments, meetings and conferences on time.

Meets Responsibilities in a Competent, Professional and Timely Manner

Definition: Defined as meeting all facets of one's job description in a capable, ethical and punctual manner.

Annual Evaluation Summary for Professional Staff- Definitions for Categories:

Exemplary - Outstanding performance, exceeding the expected

Satisfactory - Complying with requirements

Needs Improvement - Requiring additional effort, expertise in given criterion

Unsatisfactory - Not complying with requirements

APPENDIX 3 BELLEVILLE PUBLIC SCHOOLS

Belleville, New Jersey 07109

3/18/2003

TEACHER - CLASSROOM EVALUATION

Staff Member _____ Subject/Grade _____

Building _____ Certified Evaluator _____

Date _____ School Year _____

Employment Status (please check one) _____ 1st yr _____ 2nd yr _____ 3rd yr _____ Tenured

Explanation of Rating Scale:

DS - Meets District Standards - Indicates compliance as determined by the evaluator:

Follows job description held

Follows Board of Education, individual school and department policies

SI - Suggested Improvements - Indicates area(s) in need of strengthening as determined by the evaluator

U - Unsatisfactory - Indicates non-compliance as determined by the evaluator

NA - Non-applicable - Not relative to this evaluation

Purpose of Lesson (Learner Objective):

Check Appropriate Response: _____ The lesson observed was congruent with curriculum guide.

_____ The lesson was not congruent with the curriculum guide.

(Must be explained in Narrative Item #3 OPTIONAL)

	DS	SI	U	NA
1. CLASSROOM MANAGEMENT AND CONTROL				
A. Establishes a system in which routine classroom procedures are completed in an efficient and effective manner.	---	---	---	---
B. Provides smooth transition between learning activities.	---	---	---	---
C. Effectively manages class/student behavior in a positive and consistent manner.	---	---	---	---
2. Instructional Planning				
A. Lesson plans relate to observed lesson.	---	---	---	---
B. Prepares materials which are relevant to the learner, to the objectives of the lesson, and to the appropriate ability levels of the students.	---	---	---	---
C. Plans a lesson that addresses different learning styles.	---	---	---	---
D. Plans/assigns homework to reinforce the lesson, to introduce the next day lesson and/or to provide an	---	---	---	---

enrichment activity.

3. Instructional Methodology

A. Ensures continuity of instruction among prior, on-going and future lessons.

B. Communicates the learner objectives of the lesson to the students in a clear and concise manner.

Instructional Methodology Continued

C. Uses various teaching methods and procedures that are relevant to the learner objectives of the lesson.

D. Uses appropriate instructional equipment and other resources when applicable and/or available in an effective manner.

E. Uses questioning techniques to stimulate critical thinking.

F. Assesses learning progress of students and makes appropriate adjustments in instructional approach when necessary.

G. Provides clear instructions and explanations.

H. Circulates and provides extra help as needed to students during individual and group work activities.

I. Uses instructional time efficiently in order to maximize student engaged learning.

4. Knowledge Subject Matter

A. Demonstrates depth and wide range of knowledge pertaining to subject matter.

B. Emphasizes real life application of subject matter when appropriate.

C. Exhibits enthusiasm and competence when presenting or explaining information.

5. Educational Climate

A. Maintains well-organized, functional and pleasant learning environment.

B. Establishes good rapport between students and teacher.

C. Demonstrates patience and self-control when working with students.

D. Displays and/or recognizes students' accomplishments.

E. Establishes high expectations for all students.

F. Encourages students to express appropriate opinions and offer suggestions.

6. Professional Characteristics

A. Record books and assessment data are maintained and current

B. Speaks and writes clearly.

C. Demonstrates care in personal appearance.

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

1. REQUIRED - Explanation for all indicators rated Suggested Improvements or Unsatisfactory.
2. REQUIRED - Recommendations for all indicators rated Suggested Improvements or Unsatisfactory.
3. REQUIRED - Exemplary comments, additional remarks or extension circumstances.

To be sent to the Superintendent's office on October 15th and February 5th for non-tenured teachers, by March 30th for tenured teachers, and when deemed necessary.

 Evaluator's Signature Date Teacher's Signature Date

(Signature does not necessarily denote approval of this evaluation)

COPIES TO: Teacher

Superintendent Principal(s)

Director/Supervisor

ATTACHMENT BY TEACHER _____

BELLEVILLE PUBLIC SCHOOLS

Belleville, New Jersey 07109

3/7/2003

TEACHER - ANNUAL EVALUATION

Staff Member _____ Subject/Grade _____

Building _____ Certified Evaluator _____

Date _____ School Year _____

Employment Status (please check one) _____ 1st yr _____ 2nd yr _____ 3rd yr _____ Tenured

Explanation of Rating Scale:

DS - Meets District Standards - Indicates compliance as determined by the evaluator:

Follows job description held

Follows Board of Education, individual school and department policies

SI - Suggested Improvements - Indicates area(s) in need of strengthening as determined by the evaluator

U - Unsatisfactory - Indicates non-compliance as determined by the evaluator

NA - Non-applicable - Not relative to this evaluation

	DS	SI	U	NA
1. Attendance				
A. Is Punctual to school, class, assignments, meetings, and conferences.	---	---	---	---
B. Days absent due to : Illness- Personal Days- Total-	---	---	---	---
2. Professional Development: Five Year Cycle				
Beginning (M/D/Y)-				
A. Professional Development hours accrued: School	---	---	---	---
Years- 5 Year Cycle-				
B. Progress towards accomplishing Professional Improvement Plan.				
3. Professional Characteristics				
A. Maintains lesson plans and substitutes plans that are available, complete, and current.	---	---	---	---
B. Speaks and writes clearly	---	---	---	---
C. Demonstrates care in personal appearance.	---	---	---	---

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

1. REQUIRED — Explanation for all indicators rated Suggested Improvements or Unsatisfactory.

2. REQUIRED - Recommendations for all indicators rated Suggested Improvements or Unsatisfactory,
3. REQUIRED - Identification of pods logical skills, i.e., use of technology, innovative programs/practices, classroom management, effective use of curriculum guides etc.
4. REQUIRED - Identification of involvement to school or civil activities such as club advisor, coaching, special events, parent/civic groups and professional organizations.
5. REQUIRED - Identification of major contributions to school academic, or extra curricular activities i.e., indicated a club, guest speaker(s), provided field trips, arranged special assembly program(s), etc.
6. REQUIRED — Identification of activities undertaken to meet the goals of the Professional Improvement Plan including workshops the staff member presented.
7. OPTIONAL — Exemplary cerements or additional remarks.

To be sent to the Superintendent's office before April 7th for non-tenured teachers, by May 30th for tenured teachers. This evaluation must be a summarization of the teacher's/specialist's professional for the year. A mutually prepared Professional Improvement Plan must be developed during the annual summary conference. Attach Professional Improvement Plan.

 Evaluator's Signature Date Teacher's Signature Date

(Signature does not necessarily denote approval of this evaluation)

COPIES TO: Teacher

Superintendent

Principal(s)

Director/Supervisor ATTACHMENT BY TEACHER _____

BELLEVILLE PUBLIC SCHOOLS

Belleville, New Jersey 07109

3/7/2003

SCHOOL COUNSELOR - ANNUAL EVALUATION

Staff Member _____ Subject/Grade _____

Building _____ Certified Evaluator _____

Date _____ School Year _____

Employment Status (please check one) _____ 1st yr _____ 2nd yr _____ 3rd yr _____ Tenured

Explanation of Rating Scale:

DS - Meets District Standards - indicates compliance as determined by the evaluator:

Follows job description held

Follows Board of Education, individual school and department policies

SI - Suggested Improvements - Indicates area(s) in need of strengthening as determined by the evaluator

U - Unsatisfactory - Indicates non-compliance as determined by the evaluator

NA - Non-applicable - Not relative to this evaluation

	DS	SI	U	NA
1. Attendance				
A. Is Punctual to school, class, assignments, meetings, and conferences.	---	---	---	---
B. Days absent due to : Illness- Personal Days- Total-	---	---	---	---
2. Professional Development: Five Year Cycle Beginning (M/D/Y)-				
A. Professional Development hours accrued: School Years- 5 Year Cycle-	---	---	---	---
B. Progress towards accomplishing Professional Improvement Plan.	---	---	---	---
3. Professional Counseling Abilities				
A. Possesses individual/group counseling and communication skills.	---	---	---	---
B. Understands and remains sensitive to the nature and functioning of the student within the family, school and community contexts.	---	---	---	---
C. Strives to establish and maintain a positive rapport with all student counselees.	---	---	---	---
D. Demonstrates effective counseling techniques including active listening or questions skills.	---	---	---	---
E. Exercises tact, discretion, and diplomacy in destine with sensitive circumstances.	---	---	---	---
F. Demonstrates the ability to counsel students during the times of transition, separation, and/or heightened stress.	---	---	---	---
G. Is available to assist with the student and/or parent in the event of failure, excessive absence, tardiness, need for remedial services or outstanding success.	---	---	---	---
H. Assists students in the assessment of their individual strengths, weaknesses, and differences.	---	---	---	---
I. Demonstrates the ability to move individuals and groups toward consensus and/or conflict resolution.	---	---	---	---
J. Encourages curricular and/or co-curricular participation.	---	---	---	---
K. Offers assistance to parents and families so that they may provide an informed and supportive environment in which students can become effective learners.	---	---	---	---
L. Provides parents with updated and current information in an objective manner.	---	---	---	---
M. Provides recognition and acknowledgement to students as their improvement and/or achievement dictates.	---	---	---	---
N. Is available and visible throughout the school, particularly in times of heightened stress.	---	---	---	---
4. Professional Consulting and Referral Skills				
A. Establishes and maintains a cooperative relationship with faculty.	---	---	---	---
B. Interprets individual student data and considers individual differences and needs in order to facilitate student course placement.	---	---	---	---
C. Mediates parent/teacher/student conferences in order to facilitate positive communication between the home and school.	---	---	---	---

D. Assists students and their families in identifying and addressing personal, social, and emotion concerns that may impede educational progress.	---	---	---	---
E. Determines when the nature of a student problem has progressed beyond the scope of school counseling and assists in the referral to specialists and/or community agencies.	---	---	---	---
5. Academic Advising And Post-High School Planning				
A. Maintains anecdotal file notes and a daily appointment calendar of student, parent, teacher, and administrator contact.	---	---	---	---
B. Assists students and their families to identify credit and course deficiencies (MS & HS), academic deficiencies (elementary), and recommends appropriate remedial interventions.	---	---	---	---
C. Assists students and their families to identify academic achievement and recognition.	---	---	---	---
D. Provides material for use by students in personalizing the exploration of post-secondary educational and vocational opportunities (MS & HS), interests and hobbies (elementary).	---	---	---	---
E. Assists the student in developing an awareness of the world of work and utilizing school and community resources in career planning (MS & HS).	---	---	---	---
F. Counsel students in the course selection process so that they may pursue the program of study most appropriate for their abilities, interests, and career aspirations (MS & HS).	---	---	---	---
G. Reviews student academic progress as recorded on the permanent record for the purpose of identifying deficiencies, recommending accelerated programs and courses, etc. (MS & HS)	---	---	---	---
H. Demonstrates an understanding of the current admission requirements, options, and application procedures employed by colleges and universities (HS).	---	---	---	---
I. Advises students as to state and local graduation requirements and monitors the student's progress towards completion (HS).	---	---	---	---
6. Responsibilities of Confidentiality				
Treats all information about students in a confidential fashion; shares student data only with those persons authorized to receive such information as prescribed by law and district policy.	---	---	---	---
7. Testing, Evaluation And Measurement Of Student Achievement And Interests				
A. Coordinates or assists with standardized test administration (MS & HS).	---	---	---	---
B. Assists with the interpretation of standardized test scores, and other evaluative data that may recorded in the student's file (MS & HS).	---	---	---	---
C. Assists the student with self-assessment and career planning (MS & HS).	---	---	---	---
8. Professional Characteristics				
A. Record books and assessment data are maintained	---	---	---	---

and current.

- B. Speaks and writes clearly. _____
- C. Demonstrates care in personal appearance. _____
- D. Exhibits enthusiasm for counseling. _____
- E. Makes effective use of school counselor guidelines. _____
- F. Accepts recommendations for improvement fore administrator in a professional manner. _____
- G. IS COOPERATIVE. _____
- H. Adheres to district and school policies. _____
- I. Submits required reports, documents, or assignments on time. _____
- J. Contributes to a positive school climate. _____
- K. Is innovative. _____
- L. Demonstrates group management and conduct _____
- M. Performs appropriate job responsibilities on school trips (college visitations, Job/college fairs). _____
- N. Participates in school and other district activities. _____
- O. Participates in positive counselor/parent relations, community activities, and organizations. _____

NARRATIVE THE FOLLOWING ITEMS MUST BE ADDRESSED:

1. **REQUIRED** - Explanation for all indicators rates Suggested Improvements or Unsatisfactory (note extension circumstances when applicable)
2. **REQUIRED** - Recommendations for all indicators rated Suggested Improvements or Unsatisfactory.
3. **OPTIONAL** - Exemplary comments or additional remarks.

To be sent to the Superintendent's office before April 7¹ for non-tenured counselors, by May 30th for tenured counselors. This evaluation must be a summarization of the counselor's professional performance for the year. A mutually prepared Professional Improvement Plan must be developed during the annual summary conference. Attach Professional Improvement Plan.

Evaluator's Signature	Date	Teacher's Signature	Date
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(Signature does not necessarily denote approval of this evaluation)

COPIES TO: Teacher

Superintendent

Principal(s)

Director/Supervisor ATTACHMENT BY TEACHER _____

BELLEVILLE PUBLIC SCHOOLS

Belleville, New Jersey 07109

3/7/2003

STUDENT ASSISTANCE COUNSELOR-ANNUAL EVALUATION

Staff Member _____ Discipline _____

Certified Evaluator _____ Date _____ School Year _____

Employment Status (please check one) _____ 1st yr _____ 2nd yr _____ 3rd yr _____ Tenured

Explanation of Rating Scale:

DS - Meets District Standards - Indicates compliance as determined by the evaluator:

Follows job description held

Follows Board of Education, individual school and department policies

SI - Suggested Improvements - Indicates area(s) in need of strengthening as determined by the evaluator

U - Unsatisfactory - Indicates non-compliance as determined by the evaluator

NA - Non-applicable - Not relative to this evaluation

	DS	SI	U	NA
1. Attendance				
A. Is Punctual to school, class, assignments, meetings, and conferences.	---	---	---	---
B. Days absent due to : Illness- Personal Days- Total-	---	---	---	---
2. Professional Development: Five Year Cycle Beginning (M/D/Y)-				
A. Professional Development hours accrued: School Years- 5 Year Cycle-	---	---	---	---
B. Progress towards accomplishing Professional Improvement Plan.	---	---	---	---
3. Professional Counseling Abilities				
A. Possesses individual/group counseling and communication skills.	---	---	---	---
B. Understands and remains sensitive to the nature and functioning of the student within the family, school and community contexts.	---	---	---	---
C. Strives to establish and maintain a positive rapport with all student counselees.	---	---	---	---
D. Demonstrates effective counseling techniques including active listening or questions skills.	---	---	---	---
E. Exercises tact, discretion, and diplomacy in destine with sensitive circumstances.	---	---	---	---
F. Demonstrates the ability to counsel students during the times of transition, separation, and/or heightened stress.	---	---	---	---
G. Is available to assist with the student and/or parent in the event of failure, excessive absence, tardiness, need for remedial services or outstanding success.	---	---	---	---
H. Assists students in the assessment of their individual strengths, weaknesses, and differences.	---	---	---	---
I. Demonstrates the ability to move individuals and groups toward consensus and/or conflict resolution.	---	---	---	---
J. Encourages curricular and/or co-curricular participation.	---	---	---	---
K. Offers assistance to parents and families so that they may provide an informed and supportive environment in which students can become effective learners.	---	---	---	---
L. Provides parents with updated and current information in an objective manner.	---	---	---	---
M. Provides recognition and acknowledgement to students as their improvement and/or achievement dictates.	---	---	---	---

N. Is available and visible throughout the school, particularly in times of heightened stress.	---	---	---	---
O. Conducts group activities with students and/or parents when needed.	---	---	---	---
4. Professional Characteristics				
A. Record books and assessment data are maintained and current.	---	---	---	---
B. Speaks and writes clearly.	---	---	---	---
C. Demonstrates care in personal appearance.	---	---	---	---
D. Exhibits enthusiasm for counseling.	---	---	---	---
E. Makes effective use of school counselor guidelines.	---	---	---	---
F. Accepts recommendations for improvement for administrator in a professional manner.	---	---	---	---
G. Is cooperative.	---	---	---	---
H. Adheres to district and school policies.	---	---	---	---
I. Submits required reports, documents, or assignments on time.	---	---	---	---
J. Contributes to a positive school climate.	---	---	---	---
K. Is innovative.	---	---	---	---
L. Demonstrates group management and conduct	---	---	---	---
M. Performs appropriate job responsibilities on school trips (college visitations. Job/college fairs).	---	---	---	---
N. Participates in school and other district activities.	---	---	---	---
O. Participates in positive counselor/parent relations, community activities, and organizations.	---	---	---	---

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

1. **REQUIRED** - Explanation for all indicators rates Suggested Improvements or Unsatisfactory (note extension circumstances when applicable)
2. **REQUIRED** - Recommendations for all indicators rated Suggested Improvements or Unsatisfactory.
3. **OPTIONAL** - Exemplary comments or additional remarks.

To be sent to the Superintendent's office before April 7th for non-tenured counselors, by May 30¹ for tenured counselors. This evaluation must be a summarization of the counselor's professional performance for the year. A mutually prepared Professional Improvement Plan must be developed during the annual summary conference. Attach Professional Improvement Plan.

Evaluator's Signature	Date	Teacher's Signature	Date
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(Signature does not necessarily denote approval of this evaluation)

COPIES TO: Teacher

Superintendent

Principal(s)

Director/Supervisor

ATTACHMENT BY TEACHER _____

APPENDIX 7

Child Study Team/Speech Annual Evaluation

BELLEVILLE PUBLIC SCHOOLS

Belleville, New Jersey 07109

3/7/2003

CHILD STUDY TEAM/SPEECH - ANNUAL EVALUATION

Staff Member _____ Elementary _____ Middle School _____ High School _____

Certified Evaluator _____ Date _____ School Year _____

Employment Status (please check one) _____ 1st yr _____ 2nd yr _____ 3rd yr _____ Tenured _____

Explanation of Rating Scale:

DS - Meets District Standards - Indicates compliance as determined by the evaluator:

Follows job description held

Follows Board of Education, individual school and department policies

SI - Suggested Improvements - Indicates area(s) in need of strengthening as determined by the evaluator

U - Unsatisfactory - Indicates non-compliance as determined by the evaluator

NA - Non-applicable - Not relative to this evaluation

	DS	SI	U	NA
1. Attendance				
A. Is Punctual to school, class, assignments, meetings, and conferences.	---	---	---	---
B. Days absent due to : Illness- Personal Days- Total-	---	---	---	---
2. Professional Development: Five Year Cycle				
Beginning (M/D/Y)-				
A. Professional Development hours accrued: School	---	---	---	---
Years- 5 Year Cycle-				
B. Progress towards accomplishing Professional	---	---	---	---
Improvement Plan.				
3. Professional Abilities				
A. Uses available materials.	---	---	---	---
B. Demonstrates organizational skills.	---	---	---	---
C. Adequately follows through on goals.	---	---	---	---
D. Has knowledge of area of discipline.	---	---	---	---
E. Meets daily requirements through consistent work	---	---	---	---
output.				
F. Creates positive reinforcement.	---	---	---	---
G. Effectively communicates with parents and others.	---	---	---	---
H. Selects/varies techniques to meet the needs of	---	---	---	---
individual students.				
4. Professional/Personal Qualities And Relationships				
A. Meets case managing responsibilities.	---	---	---	---
B. Utilizes supportive personnel.	---	---	---	---
C. Establishes and maintains a cooperative relationship	---	---	---	---
with faculty.				
D. Is fair, respectful, and understanding of students.	---	---	---	---
E. Encourages students to accept responsibility.	---	---	---	---
F. Is enthusiastic with students,	---	---	---	---
G. Is available and visible throughout school,	---	---	---	---
particularly in times of stress.				
H. Is cooperative and supportive with staff.	---	---	---	---
5. Responsibilities Of Confidentiality				
Treats all information about students in a confidential	---	---	---	---

fashion; shares student data only with those persons authorized to receive such information as prescribed by law and district policy.

6. Professional Characteristics

- A. Record books and assessment data are maintained and current. ___
- B. Speaks and writes clearly ___
- C. Demonstrates care in personal appearance. ___
- D. Demonstrates punctuality in all areas job performance. ___
- E. Adheres to district's school policies. ___

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

1. REQUIRED — Explanation for all indicators rates Suggested Improvements or Unsatisfactory (note extension circumstances when applicable)
2. REQUIRED — Recommendations for all indicators rated Suggested Improvements or Unsatisfactory.
3. OPTIONAL - Exemplary comments or additional remarks.

To be sent to the Superintendent's office before April 7th for non-tenured counselors, by May 30th for tenured counselors. This evaluation must be a summarization of the counselor's professional performance for the year. A mutually prepared Professional Improvement Plan must be developed during the annual summary conference. Attach Professional Improvement Plan.

 Evaluator's Signature Date Teacher's Signature Date

(Signature does not necessarily denote approval of this evaluation)

COPIES TO: Teacher

Superintendent

Principal(s)

Director/Supervisor ATTACHMENT BY TEACHER _____

APPENDIX 8

Child Study Team/Speech - Performance Evaluation

BELLEVILLE PUBLIC SCHOOLS

Belleville, New Jersey 07109

3/7/2003

CHILD STUDY TEAM/SPEECH - ANNUAL EVALUATION

Staff Member _____ Elementary _____ Middle School _____ High School _____

Certified Evaluator _____ Date _____ School Year _____

Employment Status (please check one) _____ 1st yr _____ 2nd yr _____ 3rd yr _____ Tenured

Explanation of Rating Scale:

DS - Meets District Standards - Indicates compliance as determined by the evaluator:

Follows job description held

Follows Board of Education, individual school and department policies

SI - Suggested Improvements - Indicates area(s) in need of strengthening as determined by the evaluator

U - Unsatisfactory - Indicates non-compliance as determined by the evaluator

NA - Non-applicable - Not relative to this evaluation Purpose/Objective :

	DS	SI	U	NA
1. Professional Counseling Abilities				
A. Demonstrates management and organization of caseload.	---	---	---	---
B. Demonstrates knowledge of specialty area.	---	---	---	---
C. Selects/varies presentation to meet objectives.	---	---	---	---
D. Creates positive environment.	---	---	---	---
E. Analyses standard tests, grades evaluative data, behavior and other available information to assess students and/or plan for appropriate placement.	---	---	---	---
F. Demonstrates the ability to assist students in the event of failure, the need for remedial services or outstanding success.	---	---	---	---
G. Meets professional objectives.	---	---	---	---
H. Speaks and writes clearly.	---	---	---	---
I. Demonstrates patience and self-control when working with parents and staff.	---	---	---	---
J. Demonstrates care in personal appearance.	---	---	---	---
2. Professional/Personal Qualities And Relationships				
A. Uses knowledge of child growth and development.	---	---	---	---
B. Is fair, impartial and understanding of student's needs.	---	---	---	---
C. Is cooperative, respectful, and supportive of parents and students.	---	---	---	---
D. Is cooperative and helpful with staff and other team members.	---	---	---	---
E. Is enthusiastic with students, parents and staff.	---	---	---	---
F. Demonstrates professional demeanor,	---	---	---	---
G. Demonstrates care in personal appearance.	---	---	---	---
H. Submits required logs, reports, or documents as per school policy.	---	---	---	---
3. Responsibilities Of Confidentiality				
Demonstrates the ability to maintain confidentiality responsibilities of a child study team/speech member, student, parent, etc.	---	---	---	---

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

1. **REQUIRED** - Explanation for all indicators rates Suggested Improvements or Unsatisfactory (note extension circumstances when applicable)
2. **REQUIRED** - Recommendations for all indicators rated Suggested Improvements or Unsatisfactory.
3. **OPTIONAL** — Exemplary comments or additional remarks.

To be sent to the Superintendent's office before October 15th and February 5th for non-tenured staff members, by March 30th for tenured staff members, and when deemed necessary.

Evaluator's Signature	Date	Teacher's Signature	Date

(Signature does not necessarily denote approval of this evaluation)

COPIES TO: Teacher

Superintendent

Principal(s)

Director/Supervisor ATTACHMENT BY TEACHER _____

APPENDIX 9

Child Study Team/Speech - Performance Evaluation

BELLEVILLE PUBLIC SCHOOLS

Belleville, New Jersey 07109

3/7/2003

COUNSELING - PERFORMANCE EVALUATION

Staff Member _____ Elementary _____ Middle School _____ High School _____

Certified Evaluator _____ Date _____ School Year _____

Employment Status (please check one) _____ 1st yr _____ 2nd yr _____ 3rd yr- _____ Tenured

Explanation of Rating Scale:

DS - Meets District Standards - Indicates compliance as determined by the evaluator:

Follows job description held

Follows Board of Education, individual school and department policies

SI - Suggested Improvements - Indicates area(s) in need of strengthening as determined by the evaluator

U - Unsatisfactory - Indicates non-compliance as determined by the evaluator

NA - Non-applicable - Not relative to this evaluation

Purpose/Objective:

Check Appropriate Response: _____ The lesson observed was congruent with counselor guide.

_____ The lesson was not congruent with the counselor guide.

(Must be explained in Narrative Item as OPTIONAL)

I. Profession Counseling Abilities

A. Displays individual/group counseling and communication skills.

B. Maintain a positive rapport with counselees.

DS SI U NA

C. Demonstrates effective counseling techniques including active listening.	---	---	---	---
D. Remains sensitive to the nature and functioning of the student within the family, school, and community unity contexts.	---	---	---	---
E. Demonstrates the ability to counsel students during times of transition, separation, and/or heightening stress.	---	---	---	---
F. Demonstrates the ability to mitit students in the event of failure, the need for remedial services or outstanding success.	---	---	---	---
G. Demonstrates the ability to move individuals and groups toward consensus and/or conflict resolution.	---	---	---	---
2. Professional Consulting and Referral Skills				
A. Mediates parent/teacher/student conferences in order to facilitate positive communication between the home and school.	---	---	---	---
B. Includes faculty, administration, and other necessary community resources to aid a student with soda] and emotional concerns.	---	---	---	---
3. Responsibilities of Confidentiality				
Demonstrates the ability to convey confidentiality responsibilities of a counselor, student, parent, etc.	---	---	---	---
4. Group Management And Control				
A. Establishes a system in which routine group procedures are completed in an efficient and effective manner.	---	---	---	---
B. Provides a smooth transition between learning activities.	---	---	---	---
C. Effectively manages group/student behavior in a positive and consistent manner.	---	---	---	---
5. Instructional Planning				
A. Agendas relate to observed lesson.	---	---	---	---
B. Prepares materials which are relevant to the leaner, to the objectives of the lesson, and to the appropriate ability levels of the students.	---	---	---	---
C. Plans a lesson that addresses different learning styles.	---	---	---	---
D. Develops plan of action to reinforce the lesson and/or to provide an enrichment activity.	---	---	---	---
6. Instructional Methodology				
A. Ensures continuity of instruction among prior, on-going, and future lessons.	---	---	---	---
B. Communicates the leaner objectives of the lesson to the students la a clear and concise manner.	---	---	---	---
C. Uses various teaching methods and procedures that are relevant to the learner objectives of the lesson.	---	---	---	---
D. Uses appropriate instructional equipment and other resources when applicable and/or available in an effective manner.	---	---	---	---
E. Uses questioning techniques to stimulate critical thinking.	---	---	---	---
F. Assesses learning progress of students and makes appropriate adjustments in instructional approach when necessary.	---	---	---	---
G. Provides dear instructions and explanations.	---	---	---	---

H. Circulates and provides extra help as needed to students during individual and group work activities.	---	---	---	---
I. Uses instructional time efficiently in order to maximize student engaged learning.	---	---	---	---
7. Knowledge Of Subject Matter				
A. Demonstrates depth and wide range of knowledge pertaining to subject matter.	---	---	---	---
B. Emphasizes real life application of subject matter when appropriate.	---	---	---	---
8. Professional Characteristic*				
A. Maintains a professional manner.	---	---	---	---
B. Is innovative.	---	---	---	---
C. Contributes to a positive school climate.	---	---	---	---
D. Demonstrates care in personal appearance.	---	---	---	---
E. Exhibits enthusiasm for counseling.	---	---	---	---
F. Submits required counseling logs, reports, or documents as per school policy.	---	---	---	---
G. Speaks and writes clearly.	---	---	---	---
H. Maintains a professional manner.	---	---	---	---

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

1. **REQUIRED** - Explanation for all indicators rates Suggested Improvements or Unsatisfactory (note extension circumstances when applicable)
2. **REQUIRED** - Recommendations for all indicators rated Suggested Improvements or Unsatisfactory.
3. **OPTIONAL** - Exemplary comments or additional remarks.

To be sent to the Superintendent's office before October 15th and February 5th for non-tenured staff members, by March 30th for tenured staff members, and when deemed necessary.

Evaluator's Signature	Date	Teacher's Signature	Date
-----------------------	------	---------------------	------

(Signature does not necessarily denote approval of this evaluation)

COPIES TO: Teacher

Superintendent

Principal(s)

Director/Supervisor

ATTACHMENT BY TEACHER _____

APPENDIX 10

Nurse - Performance Evaluation

BELLEVILLE PUBLIC SCHOOLS

Belleville, New Jersey 07109

3/7/2003

NURSE - PERFORMANCE EVALUATION

Staff Member _____ Elementary _____ Middle School _____ High School _____

Certified Evaluator _____ Date _____ School Year _____

Employment Status (please check one) _____ 1st yr _____ 2nd yr _____ 3rd yr _____ Tenured

Explanation of Rating Scale:

DS - Meets District Standards - Indicates compliance as determined by the evaluator:

Follows job description held

Follows Board of Education, individual school and department policies

SI - Suggested Improvements - Indicates area(s) in need of strengthening as determined by the evaluator

U - Unsatisfactory - Indicates non-compliance as determined by the evaluator

NA - Non-applicable - Not relative to this evaluation

Purpose/Objective:

Check Appropriate Response; _____ The lesson observed was congruent with counselor guide.

_____ The lesson was not congruent with the counselor guide.

{Must be explained in Narrative Item as OPTIONAL}

	DS	SI	U	NA
1. Professional Abilities				
A. Assists with physical examinations, immunizations, screening for hearing and vision for all students according to « schedule provided by the State and Bond of Education	---	---	---	---
B. Prepares and submits reports for the Superintendent of Schools, the County Office, the State Board of Health, and the New Jersey State Education Department as necessary.	---	---	---	---
C. Maintain up-to-date cumulative health records on all students. Unusual medical problems are brought to lie attention of the Principal/Designee.	---	---	---	---
2. Observation And Care				
A. Observes students to detect health needs and advises teachers and administrators on these matters as necessary.	---	---	---	---
B. Conducts screenings according to schedule.	---	---	---	---
C. Administers according to first aid procedures as per district health policy.	---	---	---	---
D. Implements district policy on admissions and transfers.	---	---	---	---
3. Health Counseling				
A. Assumes responsibility for notification of parent/guardian of student in need of medical and dental care.	---	---	---	---
B. Communicates with parents, school personnel, physicians, clinics, and other agencies on school	---	---	---	---

medical matters.

C. Implements policy on exclusion due to Infectious and contagious diseases. ___ ___ ___ ___

4. Other Evaluative Criteria

A. Understands and applies current developments and new trends in certified professional area of services. ___ ___ ___ ___

B. Attends institutions and workshops at local, state, and/or regional level at the direction of, or upon recommendation from the administration. ___ ___ ___ ___

C. Seeks, shares, and/or utilizes the ideas and suggestions of other professional staff. ___ ___ ___ ___

D. Collaborates with colleagues on all matters pertaining to public health, attitude, behavior, and/or learning problems. ___ ___ ___ ___

E. Understands and enforces district and building rules, regulations, and policies. ___ ___ ___ ___

5. Personal Characteristics

A. Logbooks and assessment data are maintained and current. ___ ___ ___ ___

B. Speaks and writes clearly. ___ ___ ___ ___

C. Demonstrates care in personal appearance. ___ ___ ___ ___

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

1. REQUIRED - Explanation for all indicators rated Suggested Improvements or Unsatisfactory {note extension circumstances when applicable}
2. REQUIRED - Recommendations for all indicators rated Suggested Improvements or Unsatisfactory,
3. OPTIONAL - Exemplary comments or additional remarks.

To be sent to the Superintendent's office before October 15th and February 5th for non-tenured staff members, by March 30th for tenured staff members, and when deemed necessary.

Evaluator's Signature	Date	Teacher's Signature	Date
-----------------------	------	---------------------	------

(Signature does not necessarily denote approval of this evaluation)

COPIES TO: Teacher

Superintendent

Principal(s)

Director/Supervisor ATTACHMENT BY TEACHER _____

APPENDIX 11

Nurse - Annual Evaluation

BELLEVILLE PUBLIC SCHOOLS

Belleville, New Jersey 07109

3/7/2003

NURSE - PERFORMANCE EVALUATION

Staff Member _____ Elementary _____ Middle School _____ High School _____

Certified Evaluator _____ Date _____ School Year _____

Employment Status (please check one) _____ 1st yr _____ 2nd yr _____ 3rd yr _____ Tenured

Explanation of Rating Scale:

DS - Meets District Standards - Indicates compliance as determined by the evaluator:

Follows job description held

Follows Board of Education, individual school and department policies

SI - Suggested Improvements - Indicates area(s) in need of strengthening as determined by the evaluator

U - Unsatisfactory - Indicates non-compliance as determined by the evaluator

NA - Non-applicable - Not relative to this evaluation

	DS	SI	U	NA
1. Attendance				
A. Is Punctual to school, class, assignments, meetings, and conferences.	---	---	---	---
B. Days absent due to: Illness- Personal Days- Total-	---	---	---	---
2. Professional Development: Five Year Cycle Beginning (M/D/Y)-				
A. Professional Development boon accrued: School Year - 5 Year Cycle	---	---	---	---
B. Progress towards accomplishing Professional Improvement Plan.	---	---	---	---
3. Responsibilities Of Confidentiality				
Treats all information about students in a confidential fashion; shares student data only with those persons authorized to receive such information as prescribed by law and district policy.	---	---	---	---
4. Professional Characteristics				
A. Logbooks and assessment data are maintained and current.	---	---	---	---
B. Demonstrates care in personal appearance.	---	---	---	---
C. Speaks and writes clearly.	---	---	---	---

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

1. **REQUIRED** - Explanation for all indicators rated Suggested Improvements or Unsatisfactory, (note extending circumstances when applicable).
2. **REQUIRED** - Recommendations for all indicators rated Suggested Improvements or Unsatisfactory.
3. **REQUIRED** - Identification of pedagogical skills, i.e., use of technology, innovative programs/practices, classroom management, effective use of curriculum guides etc.
4. **REQUIRED** - Identification of involvement to school or civil activities such as club advisor, coaching, special events, parent/civic groups and professional organizations.
5. **REQUIRED** - Identification of major contributions to school academic, or extra curricular activities i.e., indicated a club, guest speaker(s), provided field trips, arranged special assembly program(s), etc.
6. **REQUIRED** - Identification of activities undertaken to meet the goals of the Professional Improvement Plan including workshops the staff member presented.
7. **OPTIONAL** - Exemplary cerements or additional remarks.

To be sent to the Superintendent's office before April 7' for non-tenured teachers, by May 30th for tenured

teachers. This evaluation must be a summarization of the teacher's/specialist's professional for the year. A mutually prepared Professional Improvement Plan must be developed during the annual summary conference. Attach Professional Improvement Plan.

Evaluator's Signature Date Teacher's Signature Date

(Signature does not necessarily denote approval of this evaluation)

COPIES TO: Teacher

Superintendent

Principal(s)

Director/Supervisor ATTACHMENT BY TEACHER _____

APPENDIX 12

Personal Improvement Plan (PIP)

Goal # _____

Belleville, New Jersey 07109

3/10/2003

Professional Improvement Plan (PIP)

Staff Member _____ Subject/Grade _____

Building _____ Certified Evaluator _____

Date _____ School Year _____ Timeline _____

My Professional Improvement goals:

Indicate how this goal relates in the New Jersey Core Curriculum Content Standards:

Suggested activities to accomplish this goal are :

Obtainment of goal will be measured by the following:

Signature of Staff Member

Signature of Evaluator

Appendix 13

Revised Tuition Reimbursement

BELLEVILLE PUBLIC SCHOOLS

TUITION REIMBURSEMENT COURSE APPROVAL FORM

SEE CURRENT BELLEVILLE EDUCATION ASSOCIATION CONTRACTUAL AGREEMENT FOR ELIGIBILITY AND INSTRUCTIONS.

Submit this form with a copy of each course description to the Superintendents Office. A copy will be returned to you after review.

Name _____ Area(s) of Certification _____

School _____ Current Assignment _____

Tenured (Circle One) Yes No

Position on Guide (Circle One) BA BA+15 MASTERS MA+15 MA+32

Is this course being taken u part of a Masters Program? (Circle One) Yes No

Masters Concentration _____

Course related to Current Assignment (Circle One) Yes No

Explain how the course will benefit the assignment _____

College/University _____

Graduate Course Title # of Credits Term Beginning and End pate

Salary Advancement (Circle One) Yes No

Tuition Reimbursement (Circle One) Yes No

SUPERINTENDENT REVIEW

Course Approved _____ Denied _____

Date

Superintendent of Schools

TUITION REIMBURSEMENT REQUEST FORM

NAME: _____ SCHOOL: _____

DATE: _____

A COPY OF GRADES MUST ACCOMPANY THIS FORM.

<u>Course</u>	<u># of credits</u>
_____	_____
_____	_____
_____	_____

Please be advised that I have successfully completed the above graduate courses and I am requesting reimbursement as provided for in the current contract.

Signature: _____ Date: _____

Payment Approved _____ Date: _____

Superintendent of Schools

Prior approval must be granted by the Superintendent of Schools for selection of courses leading to advanced placement on (be salary guide and for tuition reimbursement Graduate courses must be taken at institutions approved by the State of New Jersey in current area of assignment or one which is leading to certification or advanced education degree. Advanced study is defined as activities that are directly related to the teacher's subject area, guidance and/or supervision and administration. All other courses shall be granted for credit at the discretion of the Superintendent of Schools. If funds are unexpended in any year, the unexpended funds shall be added to the available pool for the following year. If in any year the requests for reimbursement exceed the available pool, per credit payment shall be pro-rated to provide all applicants with an equitable share of the available funds. All payments shall be made after the completion of the spring semester, but no later than July 31" of each year. Each teacher is entitled to reimbursement for up to six (6) credits per year.

Complete and submit course approval form to the Superintendent within two weeks of the course starting date. When the course(s) is/are completed, send a Tuition Reimbursement Request Form to the Superintendent with a copy of the grade report Courses must be completed by June 30* of a given year to be included in that year's tuition reimbursement account. Any courses completed after that date will be considered within the next year's tuition account

Appendix 14

Health Care Co-pays and Deductibles

Aetna NJS Patriot XV QPOS

NJ Referred

NJ Nonreferred

FINANCIAL

Deductible: Single/Family	N/A	\$200/\$400
Coinsurance	N/A	80%
Coinsurance Limit; Single/Family	N/A	\$1,000/\$2,000
Lifetime Maximum Benefit	N/A	Unlimited
PRIMARY CARE PHYSICIAN VISITS		
Office Hours	\$15 copay	80% after deductible
After Hours/Home Visits	\$20 copay	80% after deductible
SPECIALTY CARE		
Office Visits	\$30 copay	80% after deductible
Diagnostic Outpatient Testing	\$30 copay	80% after deductible
Phys. Occ, Speech Therapy	\$30 copay	80% after deductible
SPU SURGERY	No copay	100% covered
HOSPITALIZATION	No copay	100% covered
SKILLED NURSING FACILITY	No copay	100% covered
EMERGENCY ROOM (copay waived if admit	\$50 copay	\$50 copay
HOME CARE	100%	100% covered
MATERNITY		
First OB Visit	\$30 copay for initial visit only, there after covered 100%	80% after deductible
Hospital	No copay	100% covered
MENTAL HEALTH		
Inpatient	No copay, 35 days	0-30 d 100% covered; 31-90dD&C
Outpatient	\$25 copay/V 20 visits	80% after deductible
SUBSTANCEABUSE		
Detoxification	No copay	100% covered 7days
Inpatient Rehabilitation	No copay 30 days	100% covered 30days
Outpatient Rehabilitation	\$15 copay/V 60 visits	80% after deductible, 30 visits
PREVENTIVE CARE		
Routine Eye Exam (per benefit schedule)	\$15 copay	Not Covered

Routine Physicals	\$15 copay	100% (state-specific guidelines)
Immunizations	\$15 copay	guidelines)
Routine Mammography	\$ 15 copay	100% (state-specific guidelines)
Routine GYN Exam	\$ 15 copay	100% of UCRmax\$150
Pediatric Preventive Dental Exam	\$ 15 copay	Not Covered
CHIROPRACTIC CARE	\$15copay 20 visits	80% after deductible
PRESCRIPTION LENS REIMBURSEMENT	\$ 100 every 24 months	
DURABLE MEDICAL EQUIPMENT	Not Covered	80% after deductible

Appendix 14

Health Care Co-pays and Deductibles

Aetna HMS QPOS

	NJ Referred	NJ Non referred
FINANCIAL		
Deductible: Single/Family	N/A	\$500/\$ 1,000
Coinsurance	N/A	70%
Coinsurance Limit; Single/Family	N/A	\$3,000/\$6,000
Lifetime Maximum Benefit	N/A	\$5,000,000
PRIMARY CARE PHYSICIAN VISITS		
Office Hours	\$5 copay	70% after deductible
After Hours/Home Visits	\$10 copay	70% after deductible
SPECIALTY CARE		
Office Visits	\$5 copay	70% after deductible
Diagnostic Outpatient Testing	\$5 copay	70% after deductible
Phys. Occ, Speech Therapy	\$5 copay	70% after deductible
SPU SURGERY	No copay	70% after deductible
HOSPITALIZATION	No copay	70% after deductible
SKILLED NURSING FACILITY	No copay	70% after deductible
EMERGENCY ROOM (copay waived if admit)	\$35 copay	\$35 copay
HOME CARE	No copay	70% after deductible
MATERNITY		

First OB Visit	\$5 copay	70% after deductible
Hospital	No copay	70% after deductible
MENTAL HEALTH		
Inpatient	No copay, 35 days	70% after deductible 30 days
Outpatient	\$25 copay/V 20 visits	70% after deductible 30 visits
SUBSTANCE ABUSE		
Detoxification	No copay	70% after deductible, 7 days
Inpatient Rehabilitation	No copay 30 days	70% after deductible, 30 day
Outpatient Rehabilitation	\$5 copay/V 20 visits	70% after deductible, 30 visits
PREVENTIVE CARE		
Routine Eye Exam (per benefit schedule)	\$5 copay	Not Covered
Routine Physicals	\$5 copay	See Insurance Certificate
Immunizations	\$5 copay	
Routine Mammography	\$5 copay	Covered (state-specific guidelines)
Routine GYN Exam	\$5 copay	Not covered
Pediatric Preventive Dental Exam	Not Covered	Not Covered
CHIROPRACTIC CARE	\$5 copay 20 visits	70% after ded, \$1,000/yr (no limit in NY)
PRESCRIPTION LENS REIMBURSEMENT	\$ 100 every	24 months
DURABLE MEDICAL EQUIPMENT	Not Covered	I 70% after deductible

TEACHER'S SALARY GUIDES

2008-2009 Teachers' Guide

Guide	BA	BA+15	MA	MA+15	MA+32	DR
1	42,380	43,280	44,930	45,830	47,930	49,430
2	43,330	44,230	45,980	46,880	49,080	50,580
3	44,230	45,130	47,130	48,030	50,480	51,980
4	45,130	46,030	48,530	49,430	52,030	53,530

5	46,775	47,675	50,550	51,450	54,025	55,525
6	48,625	49,525	52,425	53,325	55,925	57,425
7	50,865	51,765	54,815	55,715	58,565	60,065
8	53,265	54,165	57,515	58,415	61,565	63,065
9	58,365	59,265	64,015	64,915	69,665	71,165
10	64,935	65,835	70,685	71,585	76,335	77,835
11	74,240	75,000	80,040	80,740	85,790	86,940

Teachers' Longevity Guide 2008-2009

Longevity Guide	BA	BA+15	MA	MA+15	MA+32	DR
15+	500	500	500	500	500	500
20+	2,995	2,995	2,995	2,995	2,995	2,995
25+	4,163	4,163	4,163	4,163	4,163	4,163
30+	5,538	5,538	5,538	5,538	5,538	5,538

TEACHERS' SALARY GUIDE 2009-2010

Guide	BA	BA+15	MA	MA+15	MA+32	DR
1	43,180	44,080	45,730	46,630	48,730	50,230
2	44,130	45,030	46,780	47,680	49,880	51,380
3	45,030	45,930	47,930	48,830	51,280	52,780
4	45,980	46,880	49,380	50,280	52,880	54,380
5	47,625	48,525	51,400	52,300	54,875	56,375
6	49,475	50,375	53,275	54,175	56,775	58,275
7	51,365	52,265	55,315	56,215	59,065	60,565
8	53,565	54,465	57,815	58,715	61,865	63,365
9	58,665	59,565	64,315	65,215	69,965	71,465
10	65,235	66,135	70,985	71,885	76,635	78,135
11	75,540	76,300	81,340	82,040	87,090	88,240

Longevity Guide

2009-2010	BA	BA+15	MA	MA+15	MA+32	DR
15+	1000	1000	1000	1000	1000	1000
20+	3,095	3,095	3,095	3,095	3,095	3,095
25+	4,263	4,263	4,263	4,263	4,263	4,263
30+	5,638	5,638	5,638	5,638	5,638	5,638

TEACHERS' SALARY GUIDE 2010-2011

Guide	BA	BA+15	MA	MA+15	MA+32	DR
1	43,680	44,580	46,230	47,130	49,230	50,730
2	44,630	45,530	47,280	48,180	50,380	51,880
3	45,530	46,430	48,430	49,330	51,780	53,280
4	46,480	47,380	49,880	50,780	53,380	54,880
5	48,125	49,025	51,900	52,800	55,375	56,875
6	49,875	50,775	53,675	54,575	57,175	58,675
7	51,765	52,665	55,715	56,615	59,465	60,965
8	53,865	54,765	58,115	59,015	62,165	63,665"
9	58,865	59,765	64,515	65,415	70,165	71,665
10	65,435	66,335	71,185	72,005	76,835	78,335
11	76,190	76,950	81,990	82,690	87,740	88,890

Longevity Guide

2010-2011	BA	BA+15	MA	MA+15	MA+32	DR
15+	1500	1500	1500	1500	1500	1500
20+	3,245	3,245	3,245	3,245	3,245	3,245
25+	4,413	4,413	4,413	4,413	4,413	4,413
30+	5,788	5,788	5,788	5,788	5,788	5,788

Belleville Public Schools, Belleville, NJ

Athletic Coaches' Salary Guide

2008-2009

Coaches Salary	Guide			
Group	Step	Head	Ass't	Instr
1	1 1	8,822	6,007	
	2	9,395	6,385	
	3	9,974	6,769	
	4	10,553	7,153	
2	1	6,769	4,625	
	2	7,194	4,912	
	3	7,606	5,198	
	4	8,019	5,491	
3	1	4,625		
	2	4,912	3,410	

	3	5,198		
	4	5,491		
4	1	6,769	4,625	3,215
	2	7,194	4,912	3,410
	3	7,606	5,198	3,599
	4	8,019	5,491	3,794

2005-2008 Longevity for All Current Coaches:

8+Years head coaches of groups 1 ,2 and 4 - \$420.00; all other coaches - \$210.00. Coaches hired on or after July 1, 1997 are not eligible for longevity.

Group 1: Football. Group2: Baseball, Basketball (2), Cheerleading, Crew (2), Indoor & Outdoor Track (2), Soccer (2), Softball, Tennis (2), Volleyball, Wrestling. Group 3: Bowling, Cross Country, Golf. Group 4: Marching Band. Coaches' Stipend Schedule: Fall: 1/2 Oct. 15th, 1/2 Nov. 30th. Winter: 1/2/Jan. 15th, 1/2 Feb. 28th. Spring: 1/2 April 15th, 1/2 May 31st.

Belleville Public Schools, Belleville, NJ

Athletic Coaches' Salary Guide

2009-2010

Coaches Salary	Guide			
Group	Step	Head	Ass't	Instr
1	1	8,922	6,107	
	2	9,495	6,485	
	3	10,074	6,869	
	4	10,653	7,253	
2	1	6,869	4,725	
	2	7,294	5,012	
	3	7,706	5,298	
	4	8,119	5,591	
3	1	4,725		
	2	5,012		
	3	5,298		
	4	5,591		
4	1	6,869	4,725	3,315
	2	7,294	5,012	3,510
	3	7,706	5,298	3,699
	4	8,119	5,591	3,894

2005-2008 Longevity for All Current Coaches:

8+ Years head coaches of groups 1,2 and 4 - \$420.00; all other coaches - \$210.00. Coaches hired on or after July 1, 1997 are not eligible for longevity.

Group 1: Football. Group 2: Baseball, Basketball (2), Cheerleading, Crew (2), Indoor & Outdoor Track (2), Soccer (2), Softball, Tennis (2), Volleyball, Wrestling. Group 3: Bowling, Cross Country, Golf. Group 4: Marching Band. Coaches' Stipend Schedule: Fall: 1/2 Oct. 15th, 1/2 Nov. 30th. Winter: 1/2/Jan. 15th, 1/2 Feb. 28th. Spring: 1/2 April 15th, 1/2 May 31st.

Belleville Public Schools, Belleville, NJ

Athletic Coaches' Salary Guide

2010-2011

Coaches Salary Guide

Group	Step	Head	Ass't	Instr
1	1	9,022	6,207	
	2	9,595	6,585	
	3	10,174	6,969	
	4	10,753	7,353	
2	1	6,969	4,825	
	2	7,394	5,112	
	3	7,806	5,398	
	4	8,219	5,691	
3	1	4,825		
	2	5,112		
	3	5,398		
	4	5,691		
4	1	6,969	4,825	3,415
	2	7,394	5,112	3,610
	3	7,806	5,398	3,799
	4	8,219	5,691	3,994

2005-2008 Longevity for All Current Coaches:

8+Years head coaches of groups 1,2 and 4 - \$420.00; all other coaches - \$210.00. Coaches hired on or after July 1, 1997 are not eligible for longevity.

Group 1: Football. Group 2: Baseball, Basketball (2), Cheerleading, Crew (2), Indoor & Outdoor Track (2), Soccer (2), Softball, Tennis (2), Volleyball, Wrestling. Group 3: Bowling, Cross Country, Golf. Group 4: Marching Band. Coaches' Stipend Schedule: Fall: 1/2 Oct. 15th, 1/2 Nov. 30th. Winter: 1/2/Jan. 15th, 1/2 Feb. 28th. Spring: 1/2 April 15th, 1/2 May 31st.

Co-Curricular Activities Advisor Stipends

Bldg	Club 2008-09		2009-2010	2010-2011
Dist	Web Master	\$3,600	\$3,700	\$3,800
	Computer Club	\$1,439	\$1,539	\$1,639
	Computer Club	\$1,439	\$1,539	\$1,639
	Computer Club	\$1,439	\$1,539	\$1,639
	Computer Club	\$1,439	\$1,539	\$1,639
	Computer Club	\$1,439	\$1,539	\$1,639
	Computer Club	\$1,439	\$1,539	\$1,639
	Computer Club	\$1,439	\$1,539	\$1,639
Bldg	Club			
HS	A Capella Club	\$1,439	\$1,539	\$1,639
HS	Allied Medical Club	\$1,439	\$1,539	\$1,639
HS	Computer Club	\$1,439	\$1,539	\$1,639
HS	Cosmetology Club	\$1,439	\$1,539	\$1,639
HS	Family Career and Comm	\$1,439	\$1,539	\$1,639
HS	FBLA	\$1,439	\$1,539	\$1,639
HS	French/Spanish Club	\$1,439	\$1,539	\$1,639
HS	Class Advisor	\$1,439	\$1,539	\$1,639
HS	Freshman	\$1,439	\$1,539	\$1,639
HS	Sophomore	\$1,439	\$1,539	\$1,639
HS	Junior	\$1,955	\$2,055	\$2,155
HS	Senior	\$2,912	\$3,012	\$3,112
HS	Interact International	\$1,439	\$1,539	\$1,639
HS	Italian Club	\$1,439	\$1,539	\$1,639
HS	Jazz Ensemble	\$1,955	\$2,055	\$2,155
HS	Key Club	\$1,955	\$2,055	\$2,155
HS	Math Club	\$1,439	\$1,539	\$1,639
HS	Mock Trial Club	\$1,439	\$1,539	\$1,639
HS	Monad (Yearbook)	\$3,550	\$3,650	\$3,750
HS	National Honor Society	\$1,350	\$1,450	\$1,550
HS	National Honor Society New Horizons	\$1,350	\$1,450	\$1,550
HS	(Newspaper)	\$3,550	\$3,650	\$3,750
HS	Octagon Club	\$1,439	\$1,539	\$1,639

HS	Peers Education Peers	\$1,955	\$2,055	\$2,155
HS	Peers Education Peers	\$1,955	\$2,055	\$2,155
	Peers Education Peers	\$1,955	\$2,055	\$2,155
HS	Stage/Light Crew	\$3,550	\$3,650	\$3,750
HS	Student Government	\$3,550	\$3,650	\$3,750
HS	Literary Magazine Club	\$1,439	\$1,539	\$1,639
	Theatre Arts Company			
HS	Company Director	\$3,550	\$3,650	\$3,750
HS	Assistant Director	\$2,912	\$3,012	\$3,112
HS	Music Director	\$2,912	\$3,012	\$3,112
HS	Choreographer	\$1,912	\$2,012	\$2,112
HS	Costume Director	\$1,439	\$1,539	\$1,639
HS	Set Designer	\$1,439	\$1,539	\$1,639
HS	Vocal Director	\$1,439	\$1,539	\$1,639
HS	Transition Club	\$1,439	\$1,539	\$1,639
HS	Transition Club	\$1,439	\$1,539	\$1,639
HS	WBHS Director	\$4,653	\$4,753	\$4,853
HS	WBHS Ass. Director	\$4,050	\$4,150	\$4,250
HS	Weight Room	\$6,748	\$6,848	\$6,948
	Tri-M Music Honor			
HS	Society	\$1,439	\$1,539	\$1,639
MS	Annual Yearbook	\$2,333	\$2,433	\$2,533
MS	Builders Club	\$1,439	\$1,539	\$1,639
MS	Chess Club	\$1,439	\$1,539	\$1,639
MS	Computer Club	\$1,439	\$1,539	\$1,639
MS	Drama Club	\$2,333	\$2,433	\$2,533
MS	High Achievers Club	\$1,439	\$1,539	\$1,639
MS	Interact Junior Club	\$1,439	\$1,539	\$1,639
MS	Jazz Ensemble	\$1,955	\$2,055	\$2,155
MS	Journal	\$2,333	\$2,433	\$2,533
MS	Science Club	\$1,439	\$1,539	\$1,639
MS	Stampers Step Squad	\$1,439	\$1,539	\$1,639
MS	Student Council	\$1,439	\$1,539	\$1,639

MS	Videography Club	\$1,439	\$1,539	\$1,639
MS	Literary Magazine	\$1,439	\$1,539	\$1,639