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BOONTON TOWNSHIP BOARD OF EDUCATION

THIS BOOK DOES
NOT CIRCULATE

PREAMBLE

This agreement has been entered into on this _____
by and between the Board of Education of Boonton Township, New
Jersey, hereinafter called the "Board", and the Boonton Township
Education Association, hereinafter called the "Association".

RECOGNITION

That pursuant to Chapter 303, Public Laws 1968, the Board
recognizes the Association as the exclusive representative for
collective negotiation concerning the terms and conditions of
employment of the persons included in the unit described below:

Teachers
Librarians
Nurses
Advisors

Secretaries
Custodians
Coaches

DEFINITIONS

1. Unless otherwise indicated, the term "teachers", when
used hereinafter in this agreement, shall refer to all pro-
fessional employees represented by the association in the nego-
tiating unit as above defined except substitutes.
2. Where appropriate all terms shall apply to secretaries as
well.
3. Where appropriate all terms shall apply to custodians as
well.

DURATION OF AGREEMENT

A. This agreement shall be effective as of July 1, 1971 and shall
continue in effect until June 30, 1972. This agreement shall not be
extended orally and it is expressly understood that it shall expire
on the date indicated.

B. In witness whereof the parties hereto have caused this
agreement to be signed by their respective presidents, attested
by their respective secretaries, and their corporate seals to
be placed hereon, all on the day and year first written above.

ASSOCIATION

BOARD OF EDUCATION

By _____
Its President

By _____
Its President

By _____
Its Secretary

By _____
Its Secretary

BOONTON TOWNSHIP BOARD OF EDUCATION AND EDUCATIONAL ASSOCIATION

BE IT RESOLVED, that the following conditions be agreed upon by both the Boonton Township Education Association and the Boonton Township Board of Education to become the guiding policies for (salaries, salary adjustment action, grievance procedures) working conditions that will be modified for this contract year. Only those parts of existing practice that have been expressly described here have been modified. All other working conditions remain the same as during the previous school year, as documented by the Board of Education policies.

The Board and the Education Association will continue to meet and discuss any problems or conditions needing attention that may arise in the future. We are all interested in providing our community the best educational climate possible from the dollars available.

NEGOTIATION OF SUCCESSOR AGREEMENT

A. The parties agree to enter into collective negotiation over a successor Agreement in accordance with Chapter 303, Public Laws 1968 in a goodfaith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin not later than October 1 of the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all teachers, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

B. The Board agrees that the Procedure set forth in this Article shall be applicable to the determination and implementation of the grants to be requested by the Board pursuant to any federal and/or state laws, provided, however, that the relevant time-table shall be shortened if necessary to comply with time requirements in making or processing applications under the relevant federal or state laws.

C. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

PROCEDURE FOR RESOLVING DISAGREEMENTS

Definition

1. 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.

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

A. In the first instance, an employee's complaint shall be submitted to his immediate superior. In Doonton Township this is the school administrator. The administrator will attempt to settle the complaint within one week.

B. If the complaint is not settled by the school administrator within one week, the employee may request the majority representative to make written request to the superintendent to meet with them, with concurrent notification of the request to the school administrator. A report from the person or persons to whom the appeal was first made shall be submitted at the same time as the appeal of the employee. The superintendent shall meet to consider the matter within two weeks of notification.

C. If the complaint is not settled by the administrator within two weeks the employee, through the majority representative, may make written request to the Board of Education to meet with them. Concurrent notification of this request shall be given to the administrator. All prior actions by the complainant and the school administration shall be submitted to the board for its consideration. The board shall meet within three weeks of notification to consider the complaint.

D. Representatives of organizations acting for individuals or groups shall present to the Board of Education satisfactory written evidence of their authority to act.

E. Individual employees and representatives of other groups shall have the right to be heard.

F. If the Board of Education and employee or staff representatives are unable to reach agreement, the board may seek independent advice. All information hitherto gathered shall be made available to the advisors so obtained. The board shall then make its decision and communicate it to all employees and to its advisors.

G. The Superintendent and Business Administrator shall have direct access to the Board of Education.

H. (a) If the Board of Education and employee or staff representatives are unable to reach agreement within 15 days, the employee may request in writing that the grievance be submitted to arbitration.

(b) Within ten (10) school days after such written notice of submission to arbitration, the Board and the BTEA Committee shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

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

(d) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

I. 1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the PRAR Committee or the Association, or any other participant in the grievance procedure by reason of such participation.

TEACHERS RIGHTS

A. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

B. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause.

C. The teacher shall maintain the right and responsibility to determine grades within the grading policy and philosophy of the Boonton Township School District. No grade shall be changed without the approval of the teacher.

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

E. The teacher may have access to his own personnel file with the Superintendent or other administrator present.

ASSOCIATION RIGHTS AND PRIVILEGES

A. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings. The Association shall follow the same scheduling procedure as for all public users of the facilities.

B. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable hours, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use, and for any repair necessitated as a result thereof.

C. The Association shall have in each school building, the exclusive use of a bulletin board in the faculty lounge. The Association shall also be assigned reasonable space on the bulletin board in the central office for Association notices.

D. The Association shall have the right to use the intraschool mail facilities and school mail boxes as it deems necessary and without the approval of building principals or other members of the administration.

E. The Board shall grant the President of the Association up to three (3) additional days, with pay, for his administrative duties, according to a schedule submitted by the president.

F. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the teachers and to no other organizations.

TEACHING HOURS AND TEACHING LOAD

A. Meetings which take place after the regular in-school work day shall not normally be called on Fridays or on any day immediately preceding any holiday, or other day upon which teacher attendance is not required at school.

B. Teachers shall have the opportunity to suggest items for the agenda for the above teachers' meetings.

C. 1. The Board and the Association agree that the extra-curricular activities listed below are educationally worthwhile.

2. Teacher participation in extra-curricular activities which extend beyond the regularly scheduled in-school day shall be voluntary and shall be compensated according to the rate of pay listed below

<u>Position</u>	<u>Step</u>	<u>Salary</u>
Girls' Cheerleader Advisor	1	\$150.00
	2	200.00
Baseball Coach	1	200.00
	2	325.00
	3	375.00
Basketball Coach	1	200.00
	2	325.00
	3	450.00
Soccer Coach	1	200.00
	2	250.00
	3	300.00
Cross Country Coach	1	150.00
	2	200.00
	3	275.00
Girls' Intermural	1	100.00
	2	150.00
	3	200.00
AVA Coordinator		250.00
Safety Patrol		100.00
Guidance Advisor		200.00
Substitute Calling		200.00

<u>Position</u>	<u>Step</u>	<u>Salary</u>
Lunchroom Supervisor	(Full Time)	\$900.00
Lunchroom Aide	(Part Time)	450.00

D. Field trips shall be scheduled and implemented in a manner which shall be mutually agreed upon by the teachers participating in them. Written permission for field trips shall be obtained from the Superintendent. A teacher has the choice of going or not going on any given field trip.

CLASS SIZE

The Maximum number of pupils per classroom teacher shall be 31 students, contingent upon when the 32nd student arrives,

SPECIALISTS

The Board and the Association recognize the fact that an adequate number of competent specialists is essential to the operation of an effective educational program.

- | | |
|-------------------------------|--|
| 1. Art Teacher | Approximate ratio of one for every 500 students |
| 2. Music Teacher | Approximate ratio of 1½ for every 500 students |
| 3. Physical Education Teacher | Approximate ratio of 1½ (both male & female) for every 500 students. |
| 4. Nurse | Approximate ratio of one per school |
| 5. Librarian | Approximate ratio of one per school |
| 6. Guidance Counselors | Approximate ratio of one for every 500 students. |

NONTEACHING DUTIES

The Board and Association acknowledge that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to this end. Therefore, we agree as follows:

1. By the beginning of the 1971-72 school year, the Board shall employ one aide in the elementary school for lunch room supervision.

2. Teachers shall not be required to drive students to activities which take place away from the school building. A teacher may do so voluntarily, however, with the advanced approval of his building principal or immediate supervisor. He shall be compensated at a rate of 10¢ per mile, for the use of his own vehicle.

3. The Board shall arrange for and maintain appropriate 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 automobile in the performance of school duties.

TEACHER EMPLOYMENT

1. Each teacher shall be placed on his proper step of the salary schedule.

Regularity of Attendance

Optimum conditions for learning and development of pupils include the regular attendance of the teacher in charge. Effective and efficient performance of all the functions involved in school operation likewise depends upon regular attendance on the job of all other employees. Employees who qualify should not hesitate to avail themselves of the benefits that are set forth or are inherent in this policy; early recognition of disabling conditions may shorten their duration appreciably. On the other hand, the existence of an absence and leave policy does not develop the right to be sick or the right to be absent, per se.

All teachers and employees are invited and encouraged to discuss, freely, with their superintendent of schools any developments in their personal lives that may have a bearing on their regular attendance at work.

Military Leave of Absence

A. BE IT RESOLVED that any full-time employee of the board who shall be drafted into, or who volunteers his services in the military service of the United States may apply for a leave-of-absence and after acceptance and assignment to active duty in the United States Armed Forces would be entitled to receive the following benefits:

Any present employee having more than three years of service in the employ of the Boonton Township Board of Education, may receive a maximum payment of an amount equal to his last two months regular net salary, or such proportion of that maximum amount which when added to his annual government pay will equal the amount of his net annual pay before entering the military or naval service.

Any present employee having more than one year and not more than three years service in the employ of the Doonton Township Board of Education may receive a payment of 10% of his annual contract salary, provided his rate of pay in the United States Armed Forces is less by 10% the amount of his last local service.

Any employee who has been in the employ of the Doonton Township Board of Education for one year or less at the time of termination of his school service to enter the United States Armed Forces is not entitled to any benefit or extra compensation.

Leave of absence for employees without loss of pay in addition to regular vacation: RS38A:4-4:

a. All officials and employees of this state or of any board or commission of the State or of any county, school district or municipality who are members of the organized militia shall be entitled to leave of absence from their respective duties without loss of pay or time on all days during which they shall be engaged in active duty, active duty for training or other duty ordered by the Governor; provided, however, that the leaves of absence for active duty or active duty for training shall not exceed 90 days in the aggregate in any one year.

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

Additional Leave: RS 38:23-1.2:

Leaves of absence granted pursuant to this act shall be in addition to annual or regular vacation leave.

In accordance with Chapter 111, Public Laws of 1942, and Chapter 326, Public Laws of 1942, the board is obligated to:

A. Continue the pension payments of any employee entering the military service who is under contract at the time of induction into such service, and

B. Reinstate such employee at the time of his receiving an honorable discharge or within a stated time thereafter. Such reinstatement is to be accomplished without the loss of tenure rights for those under tenure, and for a period of at least one year for those who are not under tenure.

2. Teachers shall receive written notice of their contract and salary status for the ensuing year not later than April 15.

SALARIES

A. The salaries of all teachers covered by this Agreement are set forth on the next page.

B. The yearly contract income may be divided over the 12 monthly period at the request of the teacher. Any accrued interest from the retained funds would be included in the final check to the personnel. Payment would be on dates scheduled at the first of the school year. As scheduled by the Board Secretary, the fiscal year would run from September 1, to August 31, with final payment paid in August. Teachers must elect either 10 or 12 period payments at the signing of their contract, (NON-REVOKABLE). Applications for the 12 month plan must be presented to the board secretary by June 20th.

C. When a pay day falls on or during a school holiday, vacation or week-end, teachers shall receive their pay check preceding school holiday, etc.

D. Teachers shall receive their final check when all work and check out are completed.

TEACHER ASSIGNMENT

1. All teachers shall be given written notice of class and/or subject assignments and room assignments for the forthcoming year not later than June 30.

2. In the event that change in schedules, classes, subject assignments, or room assignments become necessary after June 30th, a teacher affected shall be notified promptly in writing, and upon the request of the teacher the changes shall be reviewed between the superintendent or his representative and the teacher affected. In the event of any disagreement as to the need and desirability of such changes, the dispute shall be subject to the grievance procedure set forth herein.

3. In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall not be assigned outside the scope of their teaching certificates and/or their major or minor fields of study.

BOONTON TOWNSHIP TEACHERS SALARY GUIDE

AGREEMENT REACHED 1/20/71
BTEA AND BOARD

TRAINING AND CERTIFICATION CLASSIFICATIONS
1971 - 1972

STEP	A	B	C	D	E	F	G	H
1.	\$7250	7600	8100	8350	8600	8900	9200	9600
2.	7360	7740	8275	8600	8960	9485	9775	10,065
3.	7700	8085	8620	8950	9315	9850	10,140	10,425
4.	8045	8425	8965	9300	9665	10,210	10,500	10,790
5.	8390	8770	9305	9650	10,020	10,575	10,860	11,150
6.	8730	9115	9650	10,000	10,370	10,935	11,225	11,510
7.	9075	9455	9995	10,350	10,725	11,300	11,585	11,875
8.	9420	9800	10,285	10,700	11,075	11,660	11,950	12,240
9.	9760	10,145	10,630	11,050	11,430	12,025	12,310	12,600
10.	10,090	10,470	10,955	11,385	11,765	12,370	12,655	12,945
11.	10,415	10,800	11,285	11,715	12,100	12,715	13,000	13,290
12.	10,745	11,125	11,610	12,050	12,440	13,060	13,345	13,635
13.	11,070	11,450	11,890	12,380	12,775	13,405	13,690	13,980
14.	11,345	11,725	12,160	12,660	13,055	13,690	13,980	14,265
15.	11,615	11,995	12,435	12,935	13,335	13,980	14,265	14,555
16.	11,890	12,270	12,705	13,270	13,615	14,265	14,555	14,840

Description of training and certification classifications

- A. No Degree
- B. Bachelor's Degree, but with provisional or emergency certificate
- C. Bachelor's Degree, with full certification
- D. Bachelor's Degree, with fifteen graduate credits after the degree
- E. Bachelor's Degree, with thirty graduate credits after the degree
- F. Master Degree, with full certification
- G. Master's Degree, with fifteen graduate credits after the degree
- H. Master's Degree, with thirty graduates credits after the degree

VOLUNTARY TRANSFERS AND REASSIGNMENTS

Teachers who desire a change in grade and/or subject assignment, may file a written statement of such desire with the Superintendent not later than February first. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he desires to be transferred, in order of preference.

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable, and except in cases of emergency not later than June 30.

TEACHER EVALUATION

PROCEDURE FOR EVALUATION

1. The major purpose of classroom visitations is to provide help to the teacher and to evaluate the teaching process. The responsibility for making recommendations to the Board of Education regarding teacher performance rests with the administration.

2. The emphasis in classroom visitation will be to provide any help needed to insure that classes are under the teacher's control; that learning activities are being conducted in an organized and orderly manner; and that the teachers have the instructional materials to carry out the program.

3. At least one observation will be made each school year. Should questions of performance arise in observation, additional observations may be made.

4. Observation reports will be maintained by the administrator. A conference will be held with the teacher to interpret the record. The report will be filed in the teacher's folder.

5. The administration will continue to visit teachers during the year, giving particular attention to the new teacher, the teacher approaching tenure, and those whose adequacy has been questioned.

6. Conclusions regarding re-employment or placement on tenure will be reached by March 15th. Where differences in judgment prevail, further study will be given the individual.

7. If deemed advisable by the superintendent, contract offers will be withheld to provide time for further study and consultation. In this case, teachers in question will be notified before contracts are distributed. Final decision will be made and non-tenure teachers notified as soon as possible after March 1st, but not later than April 15th.

8. The superintendent will make his recommendations to the Board of Education. Following board action, contract offers will be sent to all teachers whose evaluations are positive and who plan to continue their services in so far as it is known to the superintendent.

9. Following receipt of contract offer, teachers will be given fourteen days within which to declare their intent to accept the offer.

GUIDE FOR APPRAISING TEACHING SERVICES

1. Personal Qualification

- a. Is the teacher customarily dressed and groomed in a professionally acceptable manner?
- b. Does he possess the health and energy needed to meet the responsibilities of his position?
- c. Does he display poise and maturity in his reactions to problems and in his relations with children and adults?
- d. Are his relations with pupils characterized by warmth, friendliness, and mutual respect?
- e. Does he use good English in oral and written communications?

2. Classroom Instruction

- a. Are his lesson plans complete, clear and meaningful?
- b. Does he systematically plan, organize and carry out significant classroom activities?
- c. Does he focus attention on the key concepts, facts and major principles, that are fundamental to the subject areas?
- d. Does he select and use a variety of effective instructional aids and materials, such as charts, maps, films, recordings, library resources and community resources?
- e. Does he stress the development of desirable attitude and important skills in his pupils?
- f. Does he use a variety of techniques to stimulate pupil creativity and learning, such as projects, dramatizations, interviews, demonstrations, etc.?
- g. Does he control and manage his pupils effectively?

h. Does he evaluate individual pupil progress and achievement continuously and objectively? Are these evaluations properly recorded?

- i. Does he maintain an orderly and attractive classroom?
- j. Is his leadership evident?

3. Extra-Class Pupil Activities

a. Does he provide additional instructional help for the individual pupils after school?

b. Does he assume responsibility for individual and group guidance of his pupils?

c. Does he do his share in providing leadership for group activities with assemblies, trips, teams, clubs and the like?

d. Does he share the responsibility for pupil behavior outside his own classroom, (auditorium, corridors, grounds, etc.)?

4. Parent Relations

a. Does he report and interpret pupil progress and achievement to parents with understanding and objectivity?

b. Does he encourage conferences with parents and enlist their cooperation in the teaching-learning situation?

c. Does he help promote understanding of the objectives of the school, whenever possible?

d. Does he participate willingly in the Home and School Association activities?

5. Professional Growth

a. Does he seek and accept help to improve his professional competence?

b. Does he participate affectively in local workshops, courses, and in-service projects?

c. Is he serving on inter-school committees?

d. Is he a member of and a participant in the work or activities of appropriate professional organizations?

e. Does he carry on any other professional activities of significance?

6. Professional Conduct

a. Does he assume responsibility for:

1. Punctual and regular attendance at school meetings?
2. The maintenance of accurate, neat, current records?
3. The completion and prompt return of materials, records, and reports?

b. Does he support the school program constructively?

- c. Does he communicate criticism through proper channels?
- d. Is he professionally loyal to the school and to his colleagues?
- e. Does he cooperate as a member of a team in carrying out school activities and projects?
- f. Does he keep information about pupils confidential?

7. Community Relations

- a. Does he display awareness that his attitude and actions affect community opinion of the school system?
- b. Does he seek to improve his understanding of the community?
- c. Does he cooperate in community projects, if needed?
- d. Does he interpret the work of the school fairly and accurately when the occasion arises?

ABSENCE AND LEAVE POLICY

1. Absence

Any teacher or other employee of the Board of Education who may have cause to be absent from work must give notice, in the manner prescribed by the Superintendent of Schools, on the night before such absence or not later than 7:00 a.m. on the day of such absence. Failure to comply with the above may cause forfeit of payment of one full day's salary.

2. Absence for Personal Illness

A. Personal illness is defined as absence from the post of duty because of personal disability due to injury or illness, or because of exclusion from school by medical authorities on account of contagious disease or being quarantined for such disease in the immediate household.

B. Eligibility for personal illness absences shall be at the rate of ten working days per year.

C. If less than ten school days of allowed sick leave are taken in any school year, the number of days not utilized shall be cumulative without limit.

D. Sick leave shall be charged first to the ten-day allowance for the current year until it is fully utilized, and thereafter to the cumulative credit.

E. In cases of illness extending beyond the teacher's or employee's sick leave credit, the deductions will be made on the following basis:

1. For those holding ten month contracts: 1/200th per day of the contract salary.
2. For those holding twelve month contracts: 1/240th per day of the contract salary.

F. In all absences and sick leave exceeding three consecutive school days, the Superintendent may require the teacher or employee to file a physician's certificate stating the nature of disability and prognosis. The Superintendent may require a physician's certificate stating the date that the employee may return to work.

3. Maternity Leave

Employees who become pregnant must notify the Superintendent of their condition as soon as possible. The employee may continue her employment until her doctor or the board request termination of employment. The Superintendent may request a statement from her doctor certifying that she may continue her duties.

A. A non-tenure employee shall resign. A tenure employee may request a maternity leave without pay. Except in special cases, the leave shall expire on July 1 following the anniversary of the granting of the leave. Failure to notify the Superintendent by March 1 of employee's intention of return the following September shall terminate the employment at the end of said leave.

4. Absences not chargeable to sick leave

A. Brief absences not chargeable to sick leave and for professional reasons directly beneficial to the Boonton Township Public Schools.

B. Any teacher or employee requesting a personal leave, shall do so in writing to the superintendent of schools 40 hours prior to the time such leave is needed so that adequate planning for substitute employee can be made.

C. The board of education has delegated the responsibility for the administration of this personal leave policy to the superintendent of schools.

5. Absences for personal reasons

A. Absence due to a death in the teacher's or employee's immediate family or of relative living in his household shall be allowed with pay for a period up to five school days. The term "immediate family" shall include spouse, mother, mother-in-law, father, father-in-law, sister, brother, child, and natural grandparents.

B. Absence due to the critical illness of a member of the teacher's or employee's immediate family shall be allowed with full pay up to 2 days (spouse, ancestor, or other relative living in his household).

C. The superintendent of schools may grant an employee leave of absence with pay for not more than three days in each school year upon submission of written statement of need arising from religious

observance or other just and compelling cause.

D. Any employee is entitled to leave with differential pay for such period as the employee is required to be elsewhere by reason of jury service or compliance with the subpoena.

6. Absence for visitation to other schools shall be allowed teachers for one day at full pay in any school year upon approval by the superintendent of schools.

B. Absences to attend conferences, workshops, critiques, and conventions will be allowed with full pay upon the approval of the superintendent of schools, (Attendance shall be supported by required certificate of attendance.)

C. Employees not attending NJEA Convention are subject to a one day assignment.

D. Each employee attending the annual NJEA Convention shall be allowed \$15.00 per day attended.

7. Absences for other reasons

Absence for reasons other than those listed above will be acted upon by the board of education.

8. Employees who report one hour after school opens or leave more than one hour before school ends shall be considered absent one-half day.

9. The Principal may relieve a teacher who becomes ill during the school day.

PERSONAL AND ACADEMIC FREEDOM

1. The personal life of a teacher is not an appropriate concern or attention of the Board, except as it may directly prevent the teacher from performing properly his assigned functions during the work day.

2. Teachers shall be entitled to full rights of citizenship, and no religious or (political activities) of any teacher or lack thereof shall be grounds for any discipline or discrimination with the respect to the professional employment of such teacher, providing said activities do not violate any local, state or federal law providing it does not interfere with his proper performance of his assigned functions.

INSURANCE PROTECTION

All full-time employees will receive the full Blue Cross/Blue Shield Major Medical and Rider J, including family coverage at no cost to the employee.

PROFESSIONAL DEVELOPEMENT

The Boonton Township Board of Education shall pay 50% of all tuition costs and textbook costs of teachers employed in the system, taking graduate courses at recognized colleges. The Board shall pay 100% of all tuition costs for courses taken in the New Jersey State College System as described above. (This does not include courses being taken for certification. Courses must be for professional advancement next degree or salary level and must be in relation to the position held by the teacher in the Township School System, or in his field of study.) Textbook costs will be reimbursed 50% for texts named by the instructor of the course as The Basic Text(s).

A teacher is expected to take the responsibility of checking the eligibility of the course with the Superintendent.

Maximum reimbursement will be \$50 per credit. Other reimbursements may be considered by the Board. (not including 50% cost of text book)

TEACHER SALARY GUIDE

Board Policy--Please refer to page 11.

EXTRA CURRICULAR COMPENSATION

Board Policy--Please refer to pages 6&7.

CUSTODIAL SALARY GUIDE

Board Policy--Please refer to page 19.

SECRETARY TO SUPERINTENDENT

Working year from September 1 to July 30, working day from 8 A.M. to 4 P.M., with a 1/2 hour for lunch included, at a salary of \$4800.00

TEACHING HOURS AND TEACHING LOAD

A. 1. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities but they shall not be required to "clock in or clock out" by minutes or hours. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in sheet"

2. The arrival and departure times for all teachers shall be as designated in Schedule C, however, their total in-school workday shall consist of not more than 7 1/2 hours plus a duty free lunch period as guaranteed to teachers under section C. (on page 20)

ROCKAWAY VALLEY SCHOOL
BOONTON TOWNSHIP, N.J.

CUSTODIAL SALARY GUIDE

AGREEMENT REACHED 11/20/70

<u>STEP</u>	<u>CUSTODIAN - NO LICENSE</u>	<u>CUSTODIAN LICENSED</u>	<u>TECHNICAL MAINTENANCE</u>
1	\$4850	\$5075	\$6250
2	5095	5330	6565
3	5250	5490	6880
4	5410	5645	7195
5	5565	5805	7510
6	5730	5960	7825
7	5880	6120	8140
8	6040	6275	8455
9	6195	6435	
10	6355	6590	
11	6510	6750	
12	6675	6905	

WORKING HOURS 7:00 A.M. - 3:30 P.M.
2:30 P.M. - 11:00 P.M. 1/2 hour lunch

OVERTIME RATE 1 1/2 times straight hourly rate (annual amount) divided
by (52 X 40)

VACATION SCHEDULE

0-6 months - none
7-12 months - 1 week
1-5 years - 2 weeks
6 year and above - 3 weeks

Custodians earning tenure in this school system will receive one additional year's advancement on guide.

SUBSTITUTE CUSTODIAN - A flat rate of pay at \$2.50 per hour, after 5 consecutive days, or with the Superintendent of Schools recommendation \$3.00.

3. Except as clarified in paragraph #4 below, no teacher shall be required to report for duty earlier than 15 minutes before the opening of the pupils school day, and shall be permitted to leave 30 minutes after the close of the pupils' school day, except as designated in Schedule C, (please see page 21.) During the week teachers will be expected to schedule one full hour for extra help, conferences, etc., exclusive of teachers meetings.

B. 1. A minimum of 1 period per day (preparation) where schedule permits.

2. The daily teaching load in the elementary school shall not exceed 5 1/2 hours of pupil contact.

3. Every teacher shall plan lessons in a professional manner and submit them in writing, to the administrator designated.

C. 1. Teachers shall have a lunch period of at least 30 minutes.

2. Teachers may leave the building during their scheduled duty-free lunch period if mutually agreeable between teacher and administrator.

D. 1. Teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty or other professional meetings. Such meetings shall begin no later than 15 minutes after the student dismissal time, and shall normally be scheduled to run no more than 40 minutes.

E. Supervision of student teachers.

1. A teacher will have the right to accept or reject student teachers.

2. No additional assignments will be made for a resident teacher other than those associated with the evaluation & guidance of the student teacher in his charge.

3. A resident teacher will be given time off to attend specific meetings at the student teachers college, as required by the sending college.

4. The minimum qualification requirement for a resident teacher is 1 year service in the Boonton Twp. School System and 4 years teaching experience.

5. Student teachers will not regularly be used as substitutes. It is important that a student teacher have as much experience as possible. However, the building administrator will, based on the student teachers experience and aptness call for a substitute teacher. In either case the welfare of the children and the student teacher must be taken into consideration.

TEACHER WORK YEAR

A. 1. The in-school work year for teachers employed on a ten month basis shall not exceed 125 days.

TEACHERS NEEDS

A. 1. A pay telephone shall be installed in the teachers room for their convenience & use.

2. Outside assistance will be given for scoreing the special school wide tests i.e. reading tests. This service should be purchased where possible.