

AGREEMENT BETWEEN
SPARTA BOARD OF EDUCATION
AND
SPARTA EDUCATION ASSOCIATION

July 1, 2010 - June 30, 2012

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ARTICLE I
RECOGNITION

A. The Board recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all full and part time* certificated personnel including:

- Classroom Teachers
- Nurses
- Librarians
- Guidance Counselors
- Speech Therapists
- Social Workers
- Psychologists
- Remedial Reading Specialists
- Learning Disability Teacher-Consultants
- Chapter I Teachers
- Substance Awareness Coordinator

*Except as required by law, the benefits conferred upon certified personnel in this Agreement shall not apply to part time certified personnel unless otherwise specifically provided for in this Agreement.

Specifically excluded from the unit as defined are all supervisory personnel, office, clerical and maintenance employees, all consulting personnel, hourly personnel, temporary (twenty or less working days) per diem personnel and all day-to-day substitutes.

B. Unless otherwise indicated, the term "teachers" when used hereinafter in the Agreement, shall refer to all professionals represented by the Association in the

negotiating unit as defined above and any reference to male teachers shall include female teachers.

ARTICLE II

NEGOTIATIONS PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, New Jersey Public Laws - 1974, in good-faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin by mutual agreement before, but not later than, January 31 of the school 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 shall be subject to adoption by the Board.
- B. Representatives of the Board and the Association shall meet periodically for the purpose of reviewing the administration of the Agreement, and to resolve related problems that may arise therefrom. These meetings shall be scheduled at the request of either party. These meetings are not intended to bypass the grievance procedure nor take the place of any other scheduled meetings whose primary purpose is negotiation.
- 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.
- D. The failure of either party to exercise any right it may have under this Agreement shall not constitute a waiver of that right.

ARTICLE III
GRIEVANCES

A. Definitions

1. A "grievance" is a claim based upon an event or condition which involves the interpretation, meaning, or application of any of the provisions of this Agreement. All grievances will be processed through the procedure outlined in Paragraph C.
2. An "aggrieved person" is the person or persons making the claim.
3. "Days" shall mean teacher employment days except as otherwise indicated. If the stipulated time limits are not met, the grievant shall have the right to appeal the grievance to the next level of procedures. (See C-3).

B. Purpose

1. The purpose of this procedure is to provide a means to resolve grievance disputes which may arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Grievances shall 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.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in the grievance procedure by the end of the school

year, the time limits set forth herein may be reduced at the request of either party.

3. The aggrieved person will institute the grievance procedure within (20) days of the occurrence or within twenty (20) days of the date on which he/she becomes aware of the grievance. Twenty (20) days are defined as those days on which school is in session. In the event the grievance is not initiated within this period, the grievance is null and void.

D. Levels

1. Level One

- a. A person with a grievance shall first discuss his/her problem informally with his/her immediate superior, if any, and the building principal to try to settle the grievance. The immediate superior/principal will provide a verbal response within five (5) days.
- b. If the aggrieved is not satisfied with the disposition of the grievance at Level One (a), he/she shall file his/her grievance in writing with the immediate superior within five (5) days following the verbal response. The superior's response to the written grievance shall be in writing and be given no later than five (5) days after receiving the grievance.

2. Level Two

If the aggrieved person wishes to pursue the grievance, he/she must send a letter to the Superintendent within five (5) school days with a copy to the principal and to the immediate supervisor, if any, stating:

- a. Name and assignment(s) of the aggrieved party/parties.
- b. A general statement of the grievance, including the date when the grievance arose.
- c. Article(s) of this Agreement which have been violated.
- d. Attachments of Level One correspondence
- e. Remedy sought
- f. Request for a meeting with the Superintendent

This meeting must be scheduled within five (5) school days upon the receipt of the letter by the Superintendent. The Superintendent shall reply, in writing, stating the reasons for his/her decision to the aggrieved person within five (5) school days after said meeting.

3. Level Three

- a. If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, he/she may appeal, in writing, within ten (10) days, to the Board of Education specifying his/her reasons for his/her complaints. Within forty-five (45) days of receipt of the appeal of the grievance, the Board of Education shall review the grievance and schedule a hearing to provide the aggrieved an opportunity to present his/her grievance. Within ten (10) days thereafter, the Board shall render a decision and notify the aggrieved person(s) in writing. Copies of this decision will be forwarded by the Board to the Association and the Superintendent of Schools.

- b. If the aggrieved person is not satisfied with the disposition of his grievance at Level Three (a), or if no decision has been rendered within the limit stated, the aggrieved person shall review his/her grievance with the Association. The Association, in discussion with the aggrieved person, shall determine whether to pursue the grievance at Level Four.

4. Level Four

- a. In the event the Association is dissatisfied with the determination of the Board, it shall have the right to binding arbitration. A demand for such binding arbitration shall be made no later than twenty (20) school days following receipt of the written determination of the Board. Failure to file within said time period shall constitute a bar to such binding unless the Association and the Board shall mutually agree upon a longer time period within which to assert such a demand. Within five (5) school days of the demand, a request to appoint an arbitrator shall be filed with the Public Employment Relations Commission.
- b. The arbitrator shall conduct such proceedings as he/she shall deem necessary and shall render a report setting forth his findings of facts, reasoning and recommendations within the shortest possible time. The recommendation made by the arbitrator shall be binding. The following areas are not subject to arbitration:

- (1) Failure to retain non-tenured teachers.
 - (2) A grievance for which a specific remedy is provided by law and is directly applicable to the grievance in point.
 - (3) Failure to re-employ in or appoint personnel to a position for which tenure is neither granted nor possible by law.
 - (4) Any teacher assignment or transfer.
 - (5) The substance of an evaluation.
- c. The cost for the services of the arbitrator, including per diem expenses, if any, and actual necessary expenses shall be borne equally by the Board and the Association.

E. Miscellaneous

1. An aggrieved person may be represented at all levels of the grievance procedure by himself/herself, or, at his/her 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 faculty representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.
3. If, in the judgment of the Association, a grievance affects a group or class of teachers, the Association may submit such grievance in writing to the

Superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

4. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
5. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents shall be prepared jointly by the superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
6. All meetings and hearings under this procedure shall not be conducted in public and shall include the parties and their designated or selected representatives, heretofore referred to in this Article.
7. Employees shall not have the right to refuse to follow administrative directives or Board policy on grounds that a grievance has been instituted or is in any stage of process.
8. Failure at any step of this procedure to communicate the decision on a grievance within the time limits shall permit the teacher to proceed to the next step. The parties, however, may mutually agree in writing to extend the time periods specified herein.

9. Failure at any step of this procedure by the aggrieved or the Association to appeal a grievance to the next step within the specified time limits, unless mutually extended, shall be deemed to be an acceptance of the decision rendered at that step, and an abandonment of further grievance procedure.
10. In any case where a grievance is based upon a determination of the Board, the aggrieved may appeal directly to the Board at Level Three. In either instance, the grievance will be filed in accordance with the requirements of Level Two.
11. All meetings, hearings and investigations under this procedure shall be accomplished without interference with the operation of the school system, after school hours, and shall be considered private.
12. The parties agree to cooperate in the investigation and resolution of any grievance.

ARTICLE IV

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. In the event of changes in schedules, class and/or subject assignments, or building assignments, any teacher affected shall be notified appropriately of the transfer. Such notice shall take place as soon as reasonably possible.

ARTICLE V

VOLUNTARY TRANSFERS, REASSIGNMENTS AND VACANCIES

- A. All openings for promotional positions and unit positions shall be publicized by the Superintendent in accordance with the following procedure.

1. The Superintendent shall deliver to the Association and post in all school buildings all such vacancies as they occur.
 2. No later than May 16 of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of such vacancies, known at such time, which vacancies shall occur during the following school year. If said vacancy occurs subsequent to May 16 and prior to the summer recess, it shall be delivered to the Association and posted in the school buildings within 10 days of the knowledge of said vacancy.
 3. In the event a vacancy becomes known during the summer recess, which is to be filled prior to the start of the next school year, a notice of such vacancy will be posted on the District's website...Vacancies which occur after August 1 may be filled without posting.
 4. Posted notices shall state that applications for such vacant positions are being accepted, the position title, and the deadline for filing such applications. All applicants who are interviewed shall be informed in writing of the status of their application when the vacancies are filled.
- B. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than March 30. 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/she desires to be transferred, in order of preference.

- C. Current employees of the Sparta System shall be given full consideration in filling such vacancies.

ARTICLE VI

PROFESSIONAL BUSINESS

- A. Absences to attend professional conferences, workshops, critiques, conventions, and visitation to other school districts may be allowed with full pay subject to approval by the Superintendent or his/her designee. For such professional business, the Board shall reimburse approved registration fees, meals and lodging, and the approved IRS mileage rate or the current statutorily regulated calculation, in effect as of January 1 of each year, at a maximum of six hundred (600) miles for transportation for such professional business (unless specifically extended by the Board). Any transportation expenses in excess of the approved amount shall not be reimbursed. An itemized list of proposed expenditures shall be submitted to the Superintendent with the request for permission to use a professional day. All such requests must be submitted at least two weeks in advance of the date(s) required.

ARTICLE VII

LEAVES OF ABSENCE

- A. Leaves of absence without pay may be granted for serious illness in the family or those living in the immediate household which requires the presence and care of the tenured professional employee for an extended period of time. A tenured teacher shall not receive credit for this absence on the salary guide schedule for the time spent on this leave. Upon return, the teacher will resume his/her appropriate place on the salary guide

schedule and shall be assigned to a position comparable to that which was held at the time of the leave.

- B. Upon application and approval of the Board, a leave of absence without pay of up to one school year may be granted to a tenured teacher (maximum of one (1) leave per school year) to serve as an overseas teacher.

Upon application and approval of the Board, a leave of absence without loss of pay (base salary) of up to one school year may be granted to a tenured teacher (maximum of one (1) leave per school year) who is accepted as an exchange teacher under a government sponsored program acceptable to the Board, when the exchange provides a replacement teacher acceptable to the Board (without any additional cost to the Board). In addition, to be eligible, a teacher must agree to return to the district for a minimum of two years, upon completion of the leave.

- C. Upon application and approval of the Board, an unpaid leave of absence of up to two (2) years for personal reasons may be granted to a tenured teacher, having ten (10) years of service in the district. Unpaid personal leaves may be granted to a maximum of three (3) certified teachers per year. Requests for unpaid personal leave must be received by the Superintendent in writing no later than March 15 and action must be taken on all such requests no later than April 30. The Board of Education's decision shall be based upon its judgment as to the impact that the leave will have upon the educational program. All employee benefits, including medical benefits, sick leave, tuition reimbursement, seniority, advancement on the salary guide, etc., shall be suspended during unpaid personal leave. No credit for salary guide advancement or seniority shall be granted for the period of the leave and such credit shall not accrue upon return to the district. Upon

return, the teacher shall be placed in a position comparable to the one he/she held at the time the leave commenced, subject to the needs of the district.

D. Maternity/Paternity Leave

1. A teacher who is pregnant shall notify the principal or Superintendent so that plans for her replacement, if and when necessary, may be made. A teacher who becomes pregnant may remain in her position so long as her condition does not interfere with the efficient and thorough performance of her duties. The Board of Education shall not remove any teacher from her duties on the grounds that her condition prevents her from performing her responsibilities in an efficient and thorough manner unless the teacher cannot produce, at the request of the Board, a written certification from her physician that she is physically capable of performing her responsibilities in an efficient and thorough manner.
2. A tenured teacher may request a maternity leave of absence due to pregnancy no later than one (1) month before the date of the leave of absence. The request shall be accompanied by a certification of the anticipated date of delivery which shall be provided by the employee's physician.
3. A teacher on maternity leave may return to her position in the school district at the beginning of a new school year provided (a) prior notice of her desire to return is received by the preceding April 30 and (b) her return occur within two (2) years from the time her maternity leave commences.
4. The period of absence for maternity/paternity leave shall not constitute equivalent experience for salary purposes. The teacher returning from maternity/paternity

leave shall be placed on the appropriate step on the salary guide in accordance with her/his experience and degree level.

5. Nothing contained herein shall be interpreted to require the Board of Education to grant a maternity/paternity leave of absence to non-tenured teachers or to require the Board to offer a new contract for a new school year to any non-tenured teacher granted a maternity/paternity leave of absence.
6. The above leave shall apply to males. A child rearing leave shall also be subject to paternal leave.

E. Professional Personnel Leave for Bereavement

1. Absence due to a death in an employee's immediate family or household shall be allowed with pay for the required period not to exceed five school days.
2. The term "immediate family" shall include mother, mother-in-law, father, father-in-law, sister, brother, husband, wife, grandparents, child, and grandchild.
3. Absence due to death of an employee's sister-in-law, brother-in-law, grandparent-in-law shall be allowed with pay for the required period not to exceed one (1) school day.

ARTICLE VIII

SABBATICAL LEAVE

Sabbatical leave may be granted by the Board to teachers in the unit for study or for other reasons which the Board deems may benefit the school district and pupils.

The selection and criteria for selection of teachers for sabbatical leave shall be vested solely with the Board. The Board is not required to grant any sabbatical leave in any given year. The length

of sabbatical leave and the rate of pay for a teacher on sabbatical leave shall be solely determined by the Board.

Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which they would have achieved had they remained actively employed in the system during the period of their absence unless the teacher failed to achieve his/her sabbatical goal.

The employee is expected to return to service in the District for not less than two (2) years upon completion of the leave.

Applicants for a sabbatical leave must submit a detailed written request to the Superintendent by March 1st. The Board will notify the applicant for a sabbatical leave of their acceptance or rejection by May 1st.

ARTICLE IX

TEACHER WORKLOAD

- A. In order that elementary teachers may have adequate time available for parent/teacher conferences, four (4) school days will be reduced to four (4) hours of pupil contact time. All teachers are to make themselves available to parents during a scheduled conference period.
- B. Teachers shall be available on an appointment basis to see parents on one (1) evening of the days of parent/teacher conferences.
- C. All high school teachers shall be required to attend the high school graduation ceremony each year.
- D. This section shall not apply at the high school when a four (4) day alternating drop schedule has been implemented. Instead, Section DD shall apply.

1. A teacher's classroom workload at the middle school and high school shall not exceed 1125 minutes per week. A "classroom" or "teaching assignment" is defined as an academic environment (including scheduled academic assistance) which the staff member is assigned. It does not include homeroom and duty assignments such as study halls, cafeteria, bus or hall duties.
2. In the event a teacher's classroom workload exceeds 1125 minutes per week, that teacher will receive a stipend for the additional classroom workload in accordance with the provisions of Section E of this Article. If the Board implements a forty-two (42) minute schedule at the High School and/or a forty (40) minute schedule at the Middle School, the teacher assigned a sixth period in an eligible department shall receive an additional stipend of one-fifth (1/5) of current guide salary for Step A of the BA column on the Teachers' Salary Guides in Appendix A, for assignment for the full academic year.
3. A teacher's classroom workload plus homeroom and all additional duty assignments shall not exceed 1350 minutes per week. All teachers, regardless of department, teaching more than 1125 minutes shall be excluded from duty assignments. The middle school schedule shall include time allotted specifically for team meetings and planning which shall not be included in the classroom workload defined in this Article.
4. If not specifically defined in the contract, a "period" shall be defined as an interval of time equal to the prevailing academic period length in that building.
5. No teacher shall be assigned more than three classes in a row unless he/she is assigned to teach more than 1125 minutes per week.

6. The schedules within this contract (Appendix D) are only samples, which do not reflect the current schedules in effect. The administration reserves the right to change and/or modify the number, order and length of periods as long as they do not exceed the parameters set forth in this contract. Any changes or modifications to the daily schedule at the middle school and high school shall be discussed with the staff at the affected school at least seven (7) months before implementation, except for the 2010-2011 school year.

7. The Board shall not run A/B schedules concurrently with alternating drop schedules at the High School and Middle School.

DD. This section shall apply at the high school when a four (4) day alternating drop schedule has been implemented.

1. A teacher's classroom workload at the high school shall not exceed 900 minutes per four (4) day cycle. A "classroom" or "teaching assignment" is defined as an academic environment (including scheduled academic assistance) which the staff member is assigned. It does not include homeroom and duty assignments such as study halls, cafeteria, bus or hall duties.

2. In the event a teacher's classroom workload exceeds 900 minutes per four (4) day cycle, that teacher will receive a stipend for the additional classroom workload in accordance with the following provision:

901-910 25%

911-966 50%

967-1022 75%

1023- 1078 100%

For the science teachers only, a stipend for additional classroom workload shall be paid in accordance with the following provision:

Six (6) five (5) credit classes	100%
Four (4) six (6) credit classes and one (1) five (5) credit classes	75%
Three (3) six (6) credit classes and two (2) five (5) credit classes	75%
Two (2) six (6) credit classes and three (3) five (5) credit classes	50%

The stipend shall be calculated in accordance with the provisions of Section E, 6 of this Article, except for the number of minutes to determine eligibility for the stipend contained therein.

3. Teachers in the following departments are not eligible for the stipend at the high school:
 - a. Special Education
 - b. Instrumental Music
 - c. Industrial Arts
4. If the Board reverts back to a 5 day schedule, the teacher's classroom workload at the high school shall not exceed 1125 minutes per five (5) day cycle.
5. A teacher's classroom workload plus homeroom and all additional duty assignments shall not exceed 1350 minutes per week. All teachers, regardless of department, teaching more than 900 minutes per four (4) day cycle shall be excluded from duty assignment.

6. If not specifically defined in the contract, a "period" shall be defined as an interval of time equal to the prevailing academic period length in that building.
7. No teacher shall be assigned more than three classes in a row unless he/she is assigned to teach more than 900 minutes per four (4) day cycle.
8. The administration reserves the right to change and/or modify the number, order and length of periods as long as they do not exceed the parameters set forth in this contract.
9. The Board shall not run A/B schedules concurrently with alternating drop schedules at the High School.

E. Effective September 1, 2008 high school and middle school teachers who meet the following criteria shall receive the following stipend for additional classroom workload:

1. A high school or middle school teacher, except as excluded hereinafter, will receive additional compensation when the teacher's classroom workload exceeds 1125 minutes per week.
2. A High School teaching assignment which totals more than 1125 minutes but less than 1350 minutes per week, will not render the teacher eligible for the stipend unless the assignment is in one of the following departments:

High School
Art
World Language
Vocal Music
English
History/Social Studies
Math
Physical Education/Health
Business Education
Science

3. A middle school teaching assignment which totals more than 1125 minutes but less than 1350 minutes per week will not render the teacher eligible for the stipend unless the assignment is in one of the following departments:

Middle School
 English/Language Arts
 Science
 History/Social Studies
 Math
 World Language

4. Teachers listed in those departments under high school (No. 2) and middle school (No. 3) will be entitled to a prorated stipend for regular assignments exceeding 1125 minutes but less than 1350 minutes per full school week in accordance with the following schedule:

Minutes	Percent of Stipend
1126-1170	20%
1171-1215	40%
1216-1260	60%
1261-1305	80%
1306-1350+	100%

5. Unless otherwise specifically addressed in this Section E, teachers in the following departments are not eligible for the stipend provided under this Section:

<u>High School</u>	<u>Middle School</u>
Special Education	Special Education
Instrumental Music	Music
Industrial Arts	Industrial Arts
	Art
	Home Economics
	Physical Education/
	Health Education

6. Teachers who meet the eligibility criteria of this Section E will receive for a 1350 minutes per week assignment an additional stipend of one-fifth (1/5) of the current

guide salary for Step A of the BA column on the Teachers' Salary Guides in Appendix A, for assignment for the full academic year. Teachers who are assigned a compensation eligible 1350 minutes per week assignment as defined above, but for less than a full academic year (and/or for less than 1350 minutes per week in the case of a teacher eligible for a prorated stipend), will receive a prorated stipend.

7. Assignment of a 1350 minutes per week classroom workload as defined above shall be limited to two (2) teachers in each endorsement per school year. Assignment will be made on a rotating basis each school year to teachers volunteering for the additional assignment; provided, however, it is understood that the Board has the managerial prerogative to assign the additional class to staff members in the event an insufficient number of teachers volunteer for the assignments.
 8. Special Education teachers at the middle school or high school who are assigned to teach exclusively in resource rooms or exclusively in self contained classrooms shall be eligible for the compensation provided for in Paragraph 6.
- F. All teachers shall be required to attend at least one (1) back to school night, when applicable to their assignment.
- G. All teachers may be required to attend two (2) additional evening meetings or activities generated by the Board or the administration a year, provided the meetings or activities pertain to the teacher's subject area or grade level, parent academies, concerts or play. This shall not include meetings or activities where the teacher otherwise receives compensation for participating in the meetings or activities. In the event that a teacher

attends more than one (1) back to school night, the additional back to school night(s) shall count towards this contractual obligation. Volunteers for evening meetings or activities shall be considered before making assignments, when the administration deems it practical. In the absence of volunteers, special area teachers who otherwise have evening responsibilities as part of their duties shall not be assigned to concerts or plays.

H. Mentors:

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 serve as a mentor unless employed by the Board at least three (3) years.
3. Mentors shall be paid with state appropriated funds when they are available. If unavailable, novice teachers shall pay directly to the mentors, \$550 for regular certification and \$1,000 for alternate route certification upon satisfactory completion of the mentor services. The novice teacher shall sign an agreement to pay the mentor teacher prior to commencement of the services.

ARTICLE X

PREPARATION PERIODS

- A. All classroom teachers shall be provided with a minimum of one (1) preparation period a day except for teachers assigned to the Mohawk Elementary School who shall be provided with a minimum of five (5) preparation periods a week.
- B. Librarians shall be provided with daily time for preparation. Such time will be determined by the building principal.

- C. Teachers may be required to attend duly convened I&RS meetings, evaluation planning meetings, eligibility conferences, IEP meetings and 504 meetings during their preparation periods without any additional compensation except for elementary classroom teachers who shall be compensated at the rate of \$40.00 per period. In addition, teachers may be required to attend other meetings with administrators, teachers, and/or parents during their preparation period without additional compensation; provided, however, that the teacher receives no less than five (5) unassigned preparation periods per week.

ARTICLE XI

PROFESSIONAL RIGHTS

- A. No derogatory records shall be placed in a teacher's file without first being discussed with the teacher. The teacher shall sign the documents indicating that he/she has read the item of record. The teacher shall also have the right to submit a written answer to the material and his/her answer should be reviewed by the Superintendent or his/her designee and attached to the file copy.
- B. A teacher shall have the right upon request to review his/her personnel file.
- C. Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the teacher's inspection.

ARTICLE XII

ASSOCIATION RIGHTS AND ASSOCIATION PRESIDENT

A. Association Rights

Representatives of the Association may be permitted to use school buildings and transact official Association business, provided that this shall not interfere or interrupt normal school operations and prior approval is obtained from the building administrator.

The Association shall have the right to use the school mailboxes and the District's central mail delivery services for communication with Board employees only.

B. Association President

The President of the Association may be released on a non-paid leave of absence during his/her tenure of office. Such leave will count as service credit upon his/her return to regular duties except in the case of a non-tenured teacher.

The Association President shall be relieved of non-teaching duties during his/her tenure in office. Whenever possible, lunch, preparation period, and non-teaching duty times shall be scheduled consecutively.

ARTICLE XIII

CONTRACTS

- A. All contracts for teachers shall be distributed by May 15th of each school year for employment during the following school year. If salaries have not been negotiated by the parties, the salaries set forth in the contract shall be subject to adjustment after the salary guides have been agreed upon by the parties.

ARTICLE XIV

PAYROLL DEDUCTION PLANS

- A. At the time of contract issuance, each teacher shall be informed in writing that the following payroll deduction plans are available:
1. Savings through Tri-Co
 2. Credit Union Deductions
 3. Tax Sheltered Annuities/Investments in accordance with Federal Regulations regarding 403B and 403B7.
- B. The Board of Education shall conduct a new teacher orientation at the beginning of the school year. During the orientation, the Board shall provide a copy of the collective negotiations agreement between the Sparta Education Association and the Sparta Board of Education and present information on the following:
1. Health Benefits
 2. Contributory Insurance
 3. Unemployment Insurance
 4. Pension Benefits
 5. Disability
 6. Payroll Deduction Plans
 7. Any other Payroll Deductions

Teachers hired during any school year shall be invited to attend the following year's orientation.

ARTICLE XV

INSURANCE PROTECTION

- A. The Board shall pay full premium for all health benefits for each member and his/her dependents where applicable during the term of the contract.
1. Health Insurance deductibles shall be as follows:
- Single Coverage - \$200.00
- Family Coverage - \$400.00
- B. Provisions of the health care insurance program shall be detailed in master policies and contracts agreed upon by the Board and the Association and shall include:
1. Hospital room and board and ancillary costs
2. Out-patient benefits
3. Laboratory fees, diagnostic expenses, and permitted therapy treatment
4. Maternity costs
5. Surgical costs
6. Major-Medical coverage
- C. In the event that the Board changes the insurance company, the benefits shall be equal to or better than those provided on the date of the signing of this Agreement. If the Board considers changing the carrier or coverage, the SEA shall be notified and given the opportunity to offer input and review the changes sixty days prior to the Board implementing a new carrier.
- D. Employees shall have the right to health care insurance after retirement in accordance with the law under the New Jersey State Health Benefits Plan. Those individuals who

retire but may not have worked the requisite amount of years to qualify for benefits under that law may purchase health insurance through the Board at the Board's group rate.

- E. The Board of Education shall inform all new teachers in the district, in writing, of the nature of benefits to which they may subscribe on a voluntary basis.
- F. The Board of Education shall provide a prescription plan. The Association agrees to a \$15.00 generic, \$25.00 brand and a \$0.00 mail-in co-pay on the prescription plan.
- G. The Board of Education shall provide a dental plan for each professional employee and his/her family where applicable.
- H. Association members shall have a mandatory second opinion preceding elective surgery with employee maintaining choice.
- I. Association members shall be required to follow a pre-certification of hospital admission plan.
- J. Effective the 2008-2009 school year, all new hires shall be provided with Direct Access coverage (including dependent coverage, where applicable). If an employee desires to enroll in the traditional plan, he/she may pay the difference in premium through an appropriate payroll deduction.
- K. In the event an employee who is eligible for coverage elects to waive insurance coverage (exclusive of dental and prescription) under this Article, he/she shall be entitled to receive payment of fifty percent (50%) of a Direct Access premium, regardless of which coverage the employee had previously received, payable two (2) times a year, from the Board of Education after coverage has been waived for the preceding six (6) months. Nothing contained herein shall prevent an employee from rescinding his/her waiver should there be a major change in his/her life which would warrant the need for insurance coverage,

subject to the requirements of the carrier; however, the employee shall not be entitled to payment unless coverage has been waived for the preceding six (6) months. Unless otherwise prohibited by law, a section 125 plan shall be created which would enable payment for waiver of coverage without subjecting other employees to taxation of insurance benefits.

ARTICLE XVI

BOARD POLICIES

- A. As new policies are created by the Board, these policies shall be distributed and reviewed by each building principal at the next building faculty meeting following the implementation of the policy or as soon thereafter as possible.

ARTICLE XVII

RIGHTS OF THE PARTIES

- A. The Board of Education, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations: (a) to direct employees of the school districts; (b) to hire, promote, transfer, assign and retain employees in positions within the school district and to suspend, demote, discharge, or take disciplinary action against employees; (c) to relieve employees from duties because of a lack of work or for other legitimate reasons; (d) to maintain the efficiency of the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted, and to take whatever actions might be necessary to carry out the mission of the school district in situations of emergency.

- B. No professional shall be disciplined without just cause. Any such actions shall be subject to the grievance procedure.
- C. Participation by any member of the negotiation unit in a strike or a refusal to perform duties for which he/she is under contract, shall be just cause for disciplinary action.
- D. It is understood by the parties that negotiations can best be conducted without the use of pressure tactics or any practice within the term sanctions.

ARTICLE XVIII

SEPARABILITY

- A. 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.

ARTICLE XIX

DISTRIBUTION OF AGREEMENT

- A. The Board shall provide a complete copy of this Agreement to each teacher within one month of the successful completion of the Agreement. The type and format will be determined by the Association with costs to be shared equally between the Board and the Association.

ARTICLE XX

IN-SERVICE, GRADUATE CREDITS AND CEU'S

- A. In-service courses recommended by the Superintendent or his/her designee will be provided after school hours or weekends with the participant receiving credits (one credit on the salary guide for a minimum of 15 hours work).

- B. In-service workshops provided by the district during school hours shall not receive credit.
- C. Other workshops, courses, seminars, degree programs, CEU's, etc., must be approved prior to taking such workshops, courses, seminars, degree programs CEU's etc., by the Superintendent or his/her designee in order to receive credit and/or reimbursement. The Superintendent and the Assistant Superintendent of Curriculum shall review those applications in question for workshops, courses, seminars, degree programs, CEU's, etc., to determine credit approval.
- D. Workshops, meetings, conferences, etc., attended during school hours, may be reimbursed for expenses, and release time provided, but no credit shall be given.
- E. Teachers shall be responsible for maintaining a record of all credits or parts thereof. Teachers shall submit appropriate records to verify all credits for movement on the salary guide. Submissions will be in whole numbers and not fractions thereof. In order for the credits for graduate courses to count for purposes of salary guide column movement, the credits must be related to the teacher's assignment unless otherwise approved in advance by the Superintendent. All teachers who have completed approved degree programs will be ensured appropriate movement (Masters or PhD) on the guide, including instances in which some program requirement classes were not eligible for reimbursement. Credits for graduate courses taken for purposes of obtaining initial teaching certification and, for teachers who commence employment in the Sparta School District on or after September 1, 2004, credits for courses taken prior to obtaining a degree, will not be counted for purposes of salary guide column movement.
- F. Movement from one column to another column on the Salary Guide shall occur twice per year on September 1st and February 1st. For the 2010-2011 school year only, there

shall be a one (1) time period for horizontal movement on the salary guide in February for those teachers eligible for salary guide column movement. To be eligible, college transcripts must be submitted to the business office no later than October 31st and March 31st respectively.

- G. For the term of this contract, the Board will pay the cost of graduate credits at the prevailing tuition rates as reflected by the following four (4) colleges/universities:

New Jersey City University
Montclair State University
William Paterson University
Rutgers University

The per credit rate for credits earned at colleges or universities not listed will be at the actual tuition rate but no more than the prevailing per credit rate for the highest New Jersey State College/University listed above. The total number of credits for full time staff members is not to exceed nine per year. The total number of credits for part time staff members shall not exceed four per year. Staff members may not receive reimbursement for credits earned if they have received tuition scholarship aid from other sources which equals or exceeds tuition. If aid does not equal the prevailing state college/university rate, upon submitting written documentation of aid received, reimbursement will be the difference. Requests for reimbursement shall be submitted to the Superintendent for his/her review and approval. Teachers employed as long term substitutes shall not be eligible for tuition reimbursement.

- H. Graduate courses must be completed satisfactorily with a grade of 'B' or better for reimbursement where applicable. The original grade report shall be submitted and a copy shall be made by the Superintendent's office.

- I. The Sparta School District recognizes that the CEU has become a widely accepted measure of continuing education learning experiences used by educational institutions, industry, professional organizations, and government. Salary guide credit may also be earned through participation in an authorized Continuing Education experience. Prior approval by the Building Principal and the Superintendent or his/her designee must be obtained. To earn one Continuing Education Unit, staff members must have 15 contact hours of participation. No more than forty-eight (48) CEU credits may be credited towards advancement on columns of the salary guides during a teaching staff member's employment in the Sparta School District. Courses sponsored by the district and given after school hours will also result in the participant receiving one credit on the salary guide for every fifteen hours of work. Certification of completion must be submitted before credit will be granted. Training provided by the district during school hours will not lead to the awarding of salary guide credit.
- J. In accordance with NJ State Guidelines, professional development (100 hours over a 5 year period) is required.

ARTICLE XXI

EXTRA PAY

- A. Teachers participating in environmental education experience or any overnight school sponsored activity shall be paid \$75.00. Payment is subject to the prior approval of the Superintendent.
- B. Any unit member who serves during non-school hours on the Curriculum Council or any subcommittee thereof shall receive \$30.00 per hour. This rate shall apply to summer curriculum work as well.

- C. Teachers who serve as bedside tutors shall be compensated at the rate of \$45.00 per hour.
- D. The rate for teaching staff development courses will be \$55.00 per hour.
- E. Teachers who perform detention duty at the high school shall be paid \$30.00 for the A.M. session (1 hour) and \$45.00 for the P.M. session (2 hours).

ARTICLE XXII

SICK LEAVE

- A. Previously accumulated unused sick leave up to a maximum of twenty-four days shall be restored to all formerly employed teachers upon their re-employment in the District.
- B. Sick days will be granted under the following formula: For each year of service from the first through ten years, ten days; 11th year - 11 days; 12th year - 12 days; 13th year - 13 days; 14th year - 14 days; 15th year - 15 days; 16 years and beyond - 15 days.
- C. Upon retirement (to collect pension) after 15 or more years service in the district, a teacher shall be compensated with a lump sum payment for unused sick leave according to the following formula:

Days 1 - 50	=	\$ 0 per day
Days 51 - 99	=	\$ 25 per day
Days 100 - 199	=	\$ 35 per day
For each day over 199	=	\$ 45 per day

The maximum amount under this provision shall be \$8,000 per teacher. Any lump sum contribution shall not be considered a part of the contract salary for retirement purposes. Notice of retirement must be provided by the teacher at least three (3) months prior to its effective date.

D. Effective the 2008-2009 school year, upon retirement (to collect pension) or resignation after fifteen (15) or more years of service in the district, a teacher shall be compensated with a lump sum payment for unused sick leave according to the following:

Days 1 - 50	=	\$ 25 per day
Days 51 - 99	=	\$ 45 per day
Days 100 - 199	=	\$ 55 per day
For each day over 199	=	\$ 65 per day

The maximum amount under this provision shall be \$15,000 per teacher. Any lump sum contribution shall not be considered a part of the contract salary for retirement purposes. Notice of retirement must be provided by the teacher at least three (3) months prior to its effective date. To receive payment pursuant to this Article, notice of resignation must be provided by the teacher at least three (3) months prior to its effective date and the teacher shall resign at the end of the school year unless there are unexpected extenuating circumstances or the Board consents to an earlier separation date. For the 2010-2011 school year only, to receive payment pursuant to this Article, notice of retirement must be provided by the teacher prior to its effective date and the teacher shall resign at the end of the school year unless there are unexpected extraordinary circumstances (including but not limited to legislative changes that affect pension formulas and health insurance) or the Board consents to an earlier retirement date.

ARTICLE XXIII

PERSONAL BUSINESS

A. Each year, the Board of Education will grant three days for compelling personal reasons with full pay upon application to and approval by the Superintendent, or his/her designee. Unused personal days shall be added to the previously accumulated sick leave for the

following year. "Necessary personal day" is construed to mean that such business is essential and will require the presence of the employee on a day school is in session.

- B. Since the application requires approval by the Superintendent or his/her designee, it is incumbent upon the requestor to make known sufficient details of the need for the necessary personal day except in those rare circumstances where the nature of the details is such that privacy must be maintained. In the latter case, a written statement that the business is personal and is of an "emergency" nature in the context of this policy should be submitted to the Superintendent.
- C. Should the request be denied approval by the Superintendent or his/her designee, written reason will be returned to the requestor.
- D. Children of non-resident teaching staff members who are enrolled in the Sparta School District during the 1996-97 school year will be permitted to continue their careers through the Sparta School District without tuition costs. Younger siblings of those children will also be permitted to attend the Sparta School District without tuition costs. No other children of current or future non-resident teaching staff members will be permitted to enroll their children in the Sparta School District.

ARTICLE XXIV

LENGTH OF SCHOOL YEAR

- A. The length of the school year shall be 183 days. The year shall include 180 student contact days, one (1) orientation day, two (2) in-service days, a four (4) hour pupil contact day before Thanksgiving and a four (4) hour last day of school. (No teacher check-out day).

- B. Newly hired teachers shall be required to work two (2) additional day for orientation purposes.

ARTICLE XXV

LENGTH OF TEACHER DAY

- A. The length of the teacher day shall not exceed 7 hours and 15 minutes duration, except on those days when teachers are required to attend meetings and conferences as set forth in Articles IX and XXVII.
- B. A flex schedule is defined as a schedule that may begin within forty-five (45) minutes of or end forty-five (45) minutes after the building's schedule. The length of the teacher's day will be defined in Article XXV. Any teacher may volunteer for a flex schedule when there is a need in the District; however, the high school media specialist may be assigned a flex schedule for the length of this Agreement.

ARTICLE XXVI

TEACHER LUNCH PERIOD

- A. Each teacher shall receive a duty free lunch period of not less than 30 minutes except in a school where the lunch period for pupils is less than 30 minutes, in which case the duty free lunch period shall not be less than the lunch period time allowed for pupils.
- B. Lunch periods shall be continuous and uninterrupted, and shall not include time necessary for the teacher to move the class to and from the cafeteria area.

ARTICLE XXVII

TEACHER MEETINGS

- A. Each teacher shall be required to attend a total of not more than 28 faculty, grade level or departmental meetings during the school year. Normally, such meetings shall not exceed

one hour in duration. Notice of the faculty meetings for the school year shall be provided in September. Notice of grade level or departmental meetings shall be provided on a monthly basis except where there is an unforeseen need for a meeting.

In cases of emergency, as determined by the principal or Superintendent, concerning such matters as the health or safety of students and professional personnel, additional meetings may be required. Unless excused by the Principal or Superintendent, attendance at all scheduled meetings shall be mandatory.

B. Faculty Advisory Meetings

Each school shall have monthly faculty advisory meetings to discuss non-contractual issues which shall last no more than thirty (30) minutes. All teachers from the school shall be eligible to attend. Attendance shall be voluntary. The principal or his/her designee shall act as chairperson of this meeting and approve the minutes of the meeting. The minutes of the meeting shall be posted within one (1) week of the date of the meeting, if practicable.

ARTICLE XXVIII

SUBSTITUTES

- A. Substitute teachers will normally be employed to cover the absence of a teacher; however, regular teachers may be used to cover classes at the discretion of the principal in cases of emergency as determined by the principal. In the event that district teachers are used to cover classes, the assignment will be made equitably. If a teacher is required to cover a class during a preparation period, a middle school team planning period or for more than one (1) professional period a week, he/she shall be compensated at the rate of \$30.00 for each such coverage.

ARTICLE XXIX
REPRESENTATION FEE

A. Purpose of Fee

If an employee who is eligible to become a member does not become a member of the Sparta Education 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 employee will be required to pay a representation fee to the Association for that membership year.

B. Amount of Fee

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 equal to 85% of that amount.

C. Deduction and Transmission of Fee

1. Notification

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 2 below, the full amount of the representation fee.

2. Payroll Deduction Schedule

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.

3. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the 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.

D. Indemnification and Save Harmless Provision

1. Liability

The Association agrees to indemnify and hold the Board harmless against any liability, including the reimbursement of reasonable attorney fees, 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.

2. Exception

It is expressly understood that paragraph 1 above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

ARTICLE XXX

SALARIES AND EXTRA PAY

A. Salaries and extra pay for the school year shall be paid in accordance with the attached guides:

Appendix A - Teachers' Salary Guide

Appendix B - Co-Curricular Stipend Guides

Appendix C - Coaches' Stipend Guide

B. Effective 7/1/2010, total salaries will increase as follows:

2010-2011	-	0.00%
2011-2012	-	2.50%

ARTICLE XXXI

AGREEMENT

A. The Articles of this Agreement shall constitute its entire agreement herein and shall be effective for the 2010-2011 and 2011-2012 school years commencing on July 1, 2010 and terminating on June 30, 2012, except where it is specified otherwise.

B. This Contract may be amended only with the written agreement of the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents and attested to by their respective chairpersons and secretaries.

SPARTA EDUCATION ASSOCIATION

Arden Bayli

Susan J. Sawyer

Date: 10/04/2010

D. DiMatteo
Deborah DiMatteo

SPARTA BOARD OF EDUCATION

By: Jennifer Ouel

By: Wanda Leonard

Date: 10/06/10

APPENDIX A

TEACHERS' SALARY GUIDE

1. Placement of Unit Members on this salary guide shall in no manner reflect the number of years of service in the district, nor affect tenure, seniority or rights to all benefits. The Board has the discretion to hire teachers for hard to fill positions by granting up to five (5) additional steps on the salary guide. Notice shall be provided to the Association.
2. Guidance personnel on twelve-month contracts shall be paid on the appropriate step of the teachers' salary guide plus 10% per month for each of the two additional months, or a total of 20% more.
3. Teachers whose fifteenth anniversary date in the Sparta School District falls between September 1st and January 30th shall begin to receive longevity in September of that year. Teachers whose fifteenth anniversary date falls between February 1st and June 30th shall begin to receive longevity in September of the next school year.

2010-2011 Sparta Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	MA+75	PhD
1	50,963	52,013	53,063	56,213	58,313	60,308	62,408	64,508	66,608	69,758
2	51,763	52,813	53,863	57,013	59,113	61,108	63,208	65,308	67,408	70,558
3	52,663	53,713	54,763	57,913	60,013	62,008	64,108	66,208	68,308	71,458
4	53,513	54,563	55,613	58,763	60,863	62,858	64,958	67,058	69,158	72,308
5	54,663	55,713	56,763	59,913	62,013	64,008	66,108	68,208	70,308	73,458
6	56,363	57,413	58,463	61,613	63,713	65,708	67,808	69,908	72,008	75,158
7	58,313	59,363	60,413	63,563	65,663	67,658	69,758	71,858	73,958	77,108
8	60,363	61,413	62,463	65,613	67,713	69,708	71,808	73,908	76,008	79,158
9	62,863	63,913	64,963	68,113	70,213	72,208	74,308	76,408	78,508	81,658
10	65,663	66,713	67,763	70,913	73,013	75,008	77,108	79,208	81,308	84,458
11	68,863	69,913	70,963	74,113	76,213	78,208	80,308	82,408	84,508	87,658
12	72,363	73,413	74,463	77,613	79,713	81,708	83,808	85,908	88,008	91,158
13	76,163	77,213	78,263	81,413	83,513	85,508	87,608	89,708	91,808	94,958
14	80,163	81,213	82,263	85,413	87,513	89,508	91,608	93,708	95,798	98,958

2011-2012 Sparta Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	MA+75	PhD
1	50,963	52,013	53,063	56,213	58,313	60,308	62,408	64,508	66,608	69,758
2	51,763	52,813	53,863	57,013	59,113	61,108	63,208	65,308	67,408	70,558
3	52,663	53,713	54,763	57,913	60,013	62,008	64,108	66,208	68,308	71,458
4	53,513	54,563	55,613	58,763	60,863	62,858	64,958	67,058	69,158	72,308
5	54,663	55,713	56,763	59,913	62,013	64,008	66,108	68,208	70,308	73,458
6	56,363	57,413	57,413	61,613	63,713	65,708	67,808	69,908	72,008	75,158
7	58,313	59,363	60,413	63,563	65,663	67,658	69,758	71,858	73,958	77,108
8	60,363	61,413	62,463	65,613	67,713	69,708	71,808	73,908	76,008	79,158
9	62,863	63,913	64,963	68,113	70,213	72,208	74,308	76,408	78,508	81,658
10	65,663	66,713	67,763	70,913	73,013	75,008	77,108	79,208	81,308	84,458
11	68,863	69,913	70,963	74,113	76,213	78,208	80,308	82,408	84,508	87,658
12	72,618	73,668	74,718	77,868	79,968	81,963	84,063	86,163	88,263	91,413
13	76,508	77,558	78,608	81,758	83,858	85,853	87,953	90,053	92,153	95,303
14	80,763	81,813	82,863	86,013	88,113	90,108	92,208	94,308	96,398	99,558

LONGEVITY STIPEND SCHEDULE:

After

15 Years	-	\$700.00	28 Years	-	\$2,000.00
16 Years	-	800.00	29 Years	-	2,100.00
17 Years	-	900.00	30 Years	-	2,200.00
18 Years	-	1,000.00	31 Years	-	2,300.00
19 Years	-	1,100.00	32 Years	-	2,400.00
20 Years	-	1,200.00	33 Years	-	2,500.00
21 Years	-	1,300.00	34 Years	-	2,600.00
22 Years	-	1,400.00	35 Years	-	2,700.00
23 Years	-	1,500.00	36 Years	-	2,800.00
24 Years	-	1,600.00	37 Years	-	2,900.00
25 Years	-	1,700.00	38 Years	-	3,000.00
26 Years	-	1,800.00	39 Years	-	3,100.00
27 Years	-	1,900.00	40 Years	-	3,200.00

The longevity amounts will remain in effect for 2010-2012.

APPENDIX B

CO-CURRICULAR STIPEND GUIDES FOR 2010-2012

1. All positions will be clustered as follows:

CLUSTER A:

Base Stipend \$ 4,726

Senior High School:

Dance Band (Jazz)
Marching Band Director*
Choral Director
Student Government
Yearbook

*Plus an additional \$500 per school year.

CLUSTER B:

Base Stipend: \$ 3,152

Senior High School:

Assistant Marching Band Director
A.V.A. Coordinator
Newspaper Advisor
Jazz Band Lab Coordinator
Theater Audio Visual Coordinator
Department Liaisons*

*Each department liaison shall receive an additional \$500 per school year.

Middle School:

Musical Director

APPENDIX B
(Continued)

CLUSTER C:

Base Stipend \$ 2,838

Senior High School:

- Junior Class Advisor - Permanent
- Junior Class Advisor
- Senior Class Advisor - Permanent
- Senior Class Advisor
- Theatrical Director (2)

Middle School:

- Student Government Advisor
- Yearbook Advisor

CLUSTER D:

Base Stipend \$ 2,591

Senior High School:

- Academic Bowl Advisor
- Beginnings Advisor
- Debate Advisor
- DECA Advisor
- FBLA Advisor
- Freshman Class Advisor
- Key Club Advisor
- P.D.P. Advisor (2 positions)
- Science Olympiad Advisor
- Science League Advisor
- Sophomore Class Advisor
- SOS Advisor
- Yearbook Business Advisor
- Theatrical Choreographer
- Theatrical Drama - Producer
- Theatrical Drama - Scenery Director
- Mock Trial

APPENDIX B
(Continued)

Theatrical Musical - Coordinator/Producer
Theatrical Musical - Director
Theatrical Musical - Technical Director
Theatrical Musical - Scenery Director
Theatrical - Business Advisor

Middle School:

Enrichment Advisor
School Projects Club Advisor
Newspaper Advisor
Community Service Director
Academic Team Advisor
Morning Chorus Advisor

Middle School & Elementary School:

Enrichment Advisor

CLUSTER E:

Base Stipend \$ 1,940

Senior High School:

Academic Decathlon
Color Guard Advisor
Assistant Academic Decathlon Advisor
Freshman Select Choir
Intramurals Advisor (Fall)
Intramurals Advisor (Winter)
Intramurals Advisor (Spring)
Marching Band - Drum Instructor
Modern Dance Advisor (Fall)
Modern Dance Advisor (Spring)
National Honor Society Advisor
Percussion Instructor
Ski Club Advisor
Assistant Music Director
World Language Honor Society
Strings Club

APPENDIX B
(Continued)

Middle School:

- Gymnastics Advisor
- Intramurals Advisor - Basketball
- Intramurals Advisor - Cross Country
- Intramurals Advisor - Football
- Intramurals Advisor - Soccer
- Intramurals Advisor - Track (2 positions)
- Model Club Advisor
- Science Olympiad Advisor
- Leadership Advisor
- Eight Grade Field Trip Advisor
- Intramurals Advisor - Volleyball
- Musical - Scenery
- Musical - Marching/Jazz Band Director
- Outdoor Education Coordinators (2 positions)

Senior High School, Middle School & Elementary Schools
Webmaster Publisher

CLUSTER F:

Base Stipend \$ 973

Senior High School:

- Chemistry Olympics
- History Club
- Freshman Select Choir
- Gay/Straight Alliance
- Assistant DECA Advisor

Middle School:

- Art Club Advisor
- Model Congress Advisor

Middle School and Elementary Schools
Ensemble Directors (2 positions)

MISCELLANEOUS

- Alpine School Elementary Chorus - \$2,500 stipend each school year without a flex schedule.

- Helen Morgan School Elementary Chorus - \$2,500 stipend each school year without a flex schedule.
- Mohawk Elementary School Elementary Chorus
 - The person holding the elementary chorus position during the 2007-2008 school year shall continue to receive a flex schedule in lieu of a stipend as long as she holds the position.
 - Any other person holding the elementary chorus position shall not receive a flex schedule but instead receive a stipend.

2. Longevity stipends shall be provided as follows:

- A. After five (5) or more years in position * - additional \$225
- B. After ten (10) or more years in position * - additional \$350
- C. After fifteen (15) or more years in position * - additional \$475

**"In position" shall mean experience in a specific activity in District.

3. The entry-level stipend shall be determined by the Board of Education upon recommendation of the Superintendent of Schools. A number of factors, previous experience in that particular or related activity, shall be determinants in the initial stipend. In no case shall the initial stipend be less than the contractual salary base level, or more than the amount received by the previous advisor without the approval of the Association.

APPENDIX C

COACHES' STIPEND GUIDE

2010-12

STEPS

	1	2	3	4
I FOOTBALL				
A. Head	\$ 7,683	\$ 8,781	\$ 9,878	\$10,976
B. Assistant	\$ 5,488	\$ 6,036	\$ 6,586	\$ 7,134
II BASKETBALL, WRESTLING				
A. Head	\$ 7,134	\$ 7,683	\$ 8,231	\$ 8,781
B. Assistant	\$ 4,939	\$ 5,488	\$ 6,036	\$ 6,586
III BASEBALL, CROSS COUNTRY FIELD HOCKEY, GOLF, LACROSSE, SOCCER, SOFTBALL, SWIMMING, TENNIS, TRACK, VOLLEYBALL				
A. Head	\$ 6,586	\$ 7,134	\$ 7,683	\$ 8,231
B. Assistant	\$ 4,389	\$ 4,939	\$ 5,488	\$ 6,036
IV TRAINER (Per Season)	\$ 3,732	\$ 3,952	\$ 4,170	\$ 4,389
V BOWLING, SKIING, WINTER TRACK, CHEERLEADING				
A. Head	\$ 3,842	\$ 4,389	\$ 4,939	\$ 5,488
B. Assistant	\$ 2,634	\$ 2,853	\$ 3,073	\$ 3,293
VI SUMMER WEIGHT TRAINING	\$ 2,415	\$ 2,634	\$ 2,853	\$ 3,073

Longevity Formula:

Five (5) or more years in position **	-	additional \$550
Ten (10) or more years in position **	-	additional \$700
Fifteen (15) or more years in position **	-	additional \$850
Twenty (20) or more years in position **	-	additional \$1000

** "In position" shall mean experience as assistant or head coach in a specific sport activity in District.

APPENDIX D

SAMPLE TEACHER SCHEDULES

SCHEDULE	MONDAY, THURSDAY, FRIDAY	TUESDAY	WEDNESDAY
Core Teacher	8:45-9:05 HOMEROOM	8:45-9:05 HOMEROOM	8:45-9:05 HOMEROOM
	PERIOD I 9:09-9:49 STUDY HALL	PERIOD I	PERIOD 2
	PERIOD 2 9:53-10:33 SOCIAL STUDIES	9:09-10:33 STUDY HALL	9:09-10:33 SOCIAL STUDIES
	PERIOD 3 10:37-11:17 TEAM PREP	PERIOD 3	PERIOD 4
	PERIOD 4 11:21-12:00 SOCIAL STUDIES	10:37-12:00	10:37-12:00
	12:04-12:32 LUNCH	TEAM/PERSONAL PREP	SOCIAL STUDIES
	PERIOD 5 12:36-1:16 SOCIAL STUDIES	12:04-12:32 LUNCH	12:04-12:32 LUNCH
	PERIOD 6 1:20-2:00 SOCIAL STUDIES	PERIOD 5	PERIOD 6
	PERIOD 7 2:04-2:44 SOCIAL STUDIES	12:36-2:00 SOCIAL STUDIES	12:36-2:00 SOCIAL STUDIES
	PERIOD 8 2:48-3:28 PREP	PERIOD 7	PERIOD 8
		2:04-3:28 SOCIAL STUDIES	2:04-3:28 PREP

APPENDIX D

SAMPLE TEACHER SCHEDULES
(Continued)

SCHEDULE	MONDAY, THURSDAY, FRIDAY	TUESDAY	WEDNESDAY
P.E. Teacher	8:45-9:05 HOMEROOM	8:45-9:05 HOMEROOM	8:45-9:05 HOMEROOM
	PERIOD I	PERIOD I	PERIOD 2
	9:09-9:49 PREP	9:09-10:33 PREP	9:09-10:33 P.E. GR. 6
	PERIOD 2		
	9:53-10:33 SOCIAL STUDIES		
	PERIOD 3	PERIOD 3	PERIOD 4
	10:37-11:17 P.E. GR. 6	10:37-12:00	10:37-12:00
	PERIOD 4	P.E. GR. 6	PREP
	11:21-12:00 PRE		
	PERIOD 5	PERIOD 5	
	12:04-12:45 P.E. GR. 7	12:04-12:45 P.E. GR. 7	12:04-12:32 LUNCH
	12:49-1:16 LUNCH	12:49-1:16 LUNCH	PERIOD 6
PERIOD 6	PERIOD 6	12:36-2:00 P.E. GR. 6	
1:20-2:00 P.E. GR. 6	1:20-2:00 P.E. GR. 7		
PERIOD 7			
2:04-2:44 P.E. GR. 7	PERIOD 7	PERIOD 8	
PERIOD 8	2:04-3:28 PE	2:04-3:28 P.E. GR. 6	

**SPARTA HIGH SCHOOL
ALTERNATIVE SCHEDULE**

TIME	PER	MONDAY	PER	TUESDAY	PER	WEDNESDAY	PER	THURSDAY	PER	FRIDAY
7:30- 7:35	HR		HR		HR		HR		HR	
7:40- 9:09	1	ENG. 9	2	ENG. 10	1 2	ENG. 9 ENG. 10	1	ENG. 9	2	ENG. 10
9:14- 10:43	3	PREP	4	PREP	3 4	PREP DUTY	3	PREP	4	PREP
10:48 12:47	5	ENG. 10	6	ENG. 9	5 6	ENG. 10 ENG. 9	5	ENG. 10	6	ENG. 9
12:52- 2:21	7	DUTY	8	ENG. 9	7 8	LUNCH ENG. 9	7	DUTY	8	ENG. 9

* A = 10:48 – 11:13 lunch
11:18 – 12:47 class

B = 10:48 – 11:13 class
11:19 – 11:44 lunch
11:49 – 12:47 class

C = 10:48 – 11:44 class
11:49 – 12:15 lunch
12:21 – 12:47 class

D = 10:48 – 12:15 class
12:21 – 12:47 lunch

Traditional schedule:

Prep 225
Duty 225
Lunch 225

Block schedule:

Prep 403
Duty 223
Lunch 163
Length of day +6