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**THIS BOOK DOES
NOT CIRCULATE**

CRESSKILL PUBLIC SCHOOLS

Contract between the Cresskill Board of Education and the Cresskill Teachers Association, Cresskill, New Jersey.

(a) The Cresskill Board of Education recognizes the Cresskill Teachers Association as the bargaining representative for all full time certified teaching personnel under contract but excluding substitute teachers, summer school teachers, night school teachers, the Superintendent of Schools, principals and vice principals.

The term "teacher" in this agreement shall refer to all employees represented by the Cresskill Teachers Association as above defined.

The term "Board" shall include its members, officers and appointed agents.

(b) The Teachers Salary Guide for the school year September 1, 1973 to June 30, 1974, is attached and is hereby made a part of this agreement.

(c) The schedule for stipends for additional responsibilities for the school year September 1, 1973 to June 30, 1974 is attached and made a part of this agreement.

(d) The Board shall underwrite the cost of health insurance premiums (New Jersey State plan presently in effect for hospitalization, surgical and major medical) for teachers and members of their families (husband, wife, children).

(e) The Board's policy for absence and sick leave as found in the Board's Operating Code, pages 85-94, is hereby made a part of this agreement. Copy attached.

(f) The section of the Board's Operating Code entitled "Principles and Procedures Relating to the Relationship of the Board of Education, the Superintendent of Schools, Individual Employees or Groups of Employees" and located on pages 94-97 of the Board's Operating Code, is hereby made a part of this agreement. Copy attached.

(g) This agreement shall be subject to any and all laws and rules or regulations promulgated by the Federal government.

(h) This agreement shall be effective as of July 1, 1973 and shall continue in effect until the 30th day of June, 1974.

CRESSKILL BOARD OF EDUCATION

4/30/73

Date

Norman A. Shalhaus
President

CRESSKILL TEACHERS ASSOCIATION

4/30/73

Date

Clair J. Dunphy
President

CRESSKILL PUBLIC SCHOOLS

TEACHER SALARY GUIDE - 1973-74

<u>Step</u>	<u>N.D.</u>	<u>BA</u>	<u>BA+20</u>	<u>MA</u>	<u>MAF</u>	<u>MA+30</u>	<u>MAF+30</u>
1	7,600	9,000	\$250	9,400	10,050		
	300	350	above	400	450		
2	7,900	9,350	BA	9,800	10,500		
	300	400	Guide	400	450		
3	8,200	9,750	for a	10,200	10,950		
	300	400	3 yr.	400	450		
4	8,500	10,150	period	10,600	11,400		
	300	400	only	400	500		
5	8,800	10,550		11,000	11,900		
	300	400		400	500		
6	9,100	10,950		11,400	12,400		
	300	400		400	500		
7	9,400	11,350		11,800	12,900	13,200	14,100
	300	400		400	500	500	500
8	9,700	11,750		12,200	13,400	13,700	14,600
	300	400		400	500	500	500
9	10,000	12,150		12,600	13,900	14,200	15,100
	300	350		400	500	500	500
10	10,300	12,500		13,000	14,400	14,700	15,600
	300	350		400	500	500	500
11	10,600	12,850		13,400	14,900	15,200	16,100
	300	350		400	500	500	500
12	10,900	13,200		13,800	15,400	15,700	16,600
	300	350		450	500	500	500
13	11,200	13,550		14,250	15,900	16,200	17,100
	300	350		500	500	500	500
14	11,500	13,900		14,750	16,400	16,700	17,600
	300	350		525	525	525	525
15	11,800	14,250		15,275	16,925	17,225	18,125
20		14,450		15,475	17,325	17,625	18,525
25		14,550		15,575	17,425	17,725	18,625
30		14,650		15,675	17,525	17,825	18,725
35		14,750		15,775	17,625	17,925	18,825

PROVISIONS

1. A maximum of twelve (12) years prior experience credit may be allowed for newly employed teachers. Of the twelve years, a maximum of three year's credit may be granted for service in the armed forces.
2. Normal increments as indicated will be granted each year for satisfactory performance if recommended by the Superintendent and approved by the Board.
3. All present teachers will be eligible for placement on this guide.
4. Certificated personnel may be advanced by the Board to a salary guide above the one on at present, at the beginning of any regular payroll period of a school year, providing that official notification of the acquisition of the required number of graduate credits or the completion of degree requirements has been presented to, and approved by, the Superintendent of Schools ten (10) days prior to the first day of the month in which the change will take place.
5. A tuition reimbursement plan is available for certificated personnel who successfully complete approved graduate courses. Those who enroll in State of New Jersey colleges can qualify for tuition reimbursement equal to the cost of six (6) graduate credits in a New Jersey State college. Those who attend other institutions can qualify for tuition reimbursement equal to the cost of six (6) graduate credits in a New Jersey State College plus one-third of that total. Graduate course work must be approved, in advance, by the Superintendent.
6. Board financed health insurance, sabbatical leave and sick leave plans have been established.
7. Personnel may advance to the BA20 guide as provided under No. 4 above, but may remain on it for only three years. If after three years on the BA20 guide and a higher degree has not been acquired, the teacher reverts to the BA guide.
8. Personnel on the MA guide may advance to the MAf guide upon the recommendation of the Superintendent and approval by the Board, by presenting evidence of the acquisition of eighteen (18) graduate credits applicable to their teaching field.
9. Personnel may be recommended for advancement from the MAf guide to the MAf+30 guide by presenting official evidence of the successful completion of thirty (30) approved graduate course credits of which eighteen (18) shall be in his assigned teaching field. Advancement to the MAf+30 may also be recommended if a teacher produces official evidence of the acquisition of an MA degree plus thirty (30) approved graduate credits and thirty-six (36) of the sixty (60) graduate credits are in his assigned teaching field.

CRESSKILL PUBLIC SCHOOLS

STIPENDS, BUDGET 1973-74

<u>Position</u>	<u>1973-74</u>
Athletic Director	\$1,200
<u>Football</u>	
Head Coach	1,450
First Assistant	975
Assistant	900
Assistant	700
Freshman Head Coach	800
Assistant	650
<u>Basketball</u>	
Head Coach	875
Assistant	675
Freshman Head Coach	600
<u>Baseball</u>	
Head Coach	950
Assistant	700
<u>Track</u>	
Head Coach	1,000
Assistant	700
New Assistant	500
<u>Golf</u>	450
<u>Tennis</u>	525
<u>Cross Country</u>	
Head Coach	600
<u>Wrestling</u>	
Head Coach	900
Assistant	650

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<u>Position</u>	<u>1973-74</u>
Drama Coach	\$ 300
Yearbook	550
S.O. Advisor 9-12	350
S.O. Advisor 7-8	200
Newspaper	450
Chorus	450
Marching Band Director	1,025
Cheerleader Advisor	
Varsity	435
Freshman	115
Majorette Advisor	225
Boys-Girls Intramurals	775
Intramurals Grades 5-6	375
Intramurals Grades 3-4	400 (2)
Class Advisors	
Senior	275
Junior	175
Drill Team Advisor	375
Faculty Treasurer	540
Store Manager	300
Dance Chaperones (as needed)	15
Lunchroom Supervisors	
Bryan School	600
Merritt School	600
<u>Teacher Coordinators</u>	
English	975
Mathematics	875
Fine Arts	725
Science	775
History	725

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20. ABSENCE AND SICK LEAVEa) Sick Leave Credit

1. Each employee shall be given sick leave credit of one day for each month's employment during the school year, i.e. ten (10) days if employed on a ten month basis (September 1st to June 30th) and twelve (12) days if employed on a twelve month basis (July 1st to June 30th.)
2. All sick leave credit shall be calculated in terms of a full day. A new employee starting employment on or before that 15th of the month shall be allowed one day's credit for that month but no credit will be allowed for that month if employment begins after the 15th of the month.

b) Accumulative Credit for Unused Sick Leave

1. Effective from July 1, 1954, an employee's annual unused sick leave credit may be accumulative from year to year without limit. (R.S. Chapter 188, P.L. 1954.)
2. No employee shall lose or add to his or her previously accumulated unused days of sick leave by reason of having been granted a leave of absence by the Board of Education. Unused accumulated sick leave credit is automatically dropped when an employee fails to return from such leave of absence and also when the employee's services are terminated for any other reason.

c) Use of Sick Leave Credit

1. The entire sick leave credit both annual and accumulated shall be available for the employee's use for sick leave absence at the beginning of the term of employment each year.
2. When such absence at full pay for the reasons prescribed in Section 5 below has used up all of the employee's annual and accumulated unused sick leave credit, the employee shall be allowed additional days of absence for sick leave that year as outlined in the following table, and in all such cases, half of the basic substitute pay shall be deducted from the absent employee's salary.

(3) Two additional day's leave shall be allowed upon the recommendation in advance of the Superintendent for employees who have more than ten years in the system.

2. Additional days may be allowed for reasons other than sickness in addition to those provided in Section 1-d above, upon the recommendation in advance of the Superintendent, but the basic substitute pay shall be deducted.
3. The allowance for days absence with or without pay for personal reasons is not automatic, but is only granted when, in the judgment of the administration, it is necessary and justifiable by the attending circumstances. Such allowance is not cumulative.
4. A teacher belonging to a minority religion may apply for one additional religious holiday over and above the holidays of the major religions included in the school calendar. Each application shall be decided on an individual basis.

e) Approved Leave Without Pay

1. Leave of absence granted in accordance with this Section shall be without pay in all cases.
2. Maternity leaves of absences of tenure teachers shall be granted for a period not to exceed two consecutive academic years, and the time limits of the absences shall be at the convenience of the school.
3. The Board may approve an initial request for leave of absence not to exceed twelve months upon the recommendation of the Principal and the Superintendent for any of the reasons included in a. and b. below. The granting of an extension of this period beyond the twelve months shall be at the discretion of the Board.
 - a. Personal illness, injury, or disability including rest and recuperation.
 - b. Educational and professional growth.
4. The Board may require a physical examination by a physician acceptable to the Board before:
 - a. Granting to the employee a leave of absence for any reason connected with the health of that employee in order to determine either the extent of the illness, or injury, or the necessity for rest or recuperation.

b. Permitting an employee to return to service after a leave of absence in order to determine that the employee is physically able to take up his assigned duties. Such examination details shall be kept in the confidential files of the Superintendent.

5. An employee on leave of absence shall advise the Superintendent, by registered mail, of his intention to return at the end of the leave of absence. Such notice shall be given by November 1st or March 1st, respectively, if the leave is to expire on February 1st or July 1st. If such notice is not given by the employee, this failure shall be construed as meaning the employee does not intend to return but is resigning instead.
6. An employee on leave of absence terminates his employment in the Cresskill Public Schools when upon his return he declines to accept an equal position in which he is certified.

f) Deduction from Pay

1. In all cases in which absences are without pay the deduction from the employee's base pay for each day's absence not paid for shall be made on the basis of:
 - a. 1/200th of the annual 10 months' basic salary, or
 - b. 1/300th of the annual 12 months' basic salary.

g) Sabbatical Leave

Definition: The word "teacher" shall be considered as those persons who hold a teaching position for which a teaching certificate is required.

1. Any teacher who has completed ten or more years in the teaching profession and at least seven years of continuous full time service in the Cresskill Schools, may upon recommendation of the Superintendent, be granted a leave of absence by the Board of Education for one full year for study.

ARTICLE III

OPERATION OF SCHOOL SYSTEM

2. Application for such leave shall be made prior to December 1 previous to the school year for which such absence is requested. Such application shall be made upon a regular form furnished by the Board and shall indicate a program, approved by the Superintendent and the Board, to be followed by the teacher during the period of leave.
3. Applicants shall agree to abide by all conditions determined upon by the Board to govern such leaves of absence.
4. As a condition to such leave the teacher shall enter into a contract to continue in the service of the Cresskill Schools for a period of at least two years after the expiration of the leave of absence.
5. The salary granted to a teacher on such leave shall be one-half of the salary to which he or she would be entitled if not on leave. From such half-salary shall be deducted monthly the regular deductions, based on full pay, for the Teachers' Pension Fund and other deductions authorized by the teacher. Salary payments shall be made monthly in accordance with the schedule for payment of salaries in the school system.
6. Not more than one staff member shall be granted sabbatical leave for the same year. In granting such leaves of absence due consideration shall be given to seniority, the reasonable and equitable distribution of the applicants among the different schools and the possible benefits to the total school system.
7. If more than one staff member applies for leave, selection shall be made on basis of seniority and the benefits to the school system. At all times the needs of the school system shall be paramount. The Superintendent shall make recommendations regarding this matter.
8. Teachers on such leave may not associate for compensation with any person, persons, or organization during the school year, unless the Board approves such association as beneficial to this school system and only then upon the condition prescribed by the Board.

ARTICLE III

OPERATION OF SCHOOL SYSTEM

9. Teachers on such leave shall make such regular written reports to the Superintendent as he may require.
10. Teachers on such leave will be considered as in the employ of the Board and the time thus spent shall count as regular service toward retirement and for consideration in regard to salary adjustment.
11. Such leave of absence shall be without prejudice to the teacher's tenure rights.

23. PRINCIPLES AND PROCEDURES RELATING TO THE RELATIONSHIP OF THE BOARD OF EDUCATION, THE SUPERINTENDENT OF SCHOOLS, INDIVIDUAL EMPLOYEES OR GROUPS OF EMPLOYEES.

Preface

The Operating Code contains policies and procedures regarding channels of communication which provide opportunities for employees to confer with supervisors and administrators, from the immediate supervisor and administrator to the Superintendent of Schools, and through the Superintendent, with the Board of Education.

The solution of employee problems, individual or group, shall be fully explored at all supervisory and administrative levels in an expeditious manner.

Employee problems, individual or group, that cannot be solved satisfactorily to all parties at a supervisory or administrative level may be brought to the Board according to the following guidelines; and solutions shall be sought by following the procedures set forth below. -

Section a. - Guidelines for the solution of staff member problems that cannot be solved at the administrative level are as follows:

Any employee or a group of employees shall have the right to appeal the application of policies and administrative decisions affecting them through recognized administrative channels.

In presenting professional grievances, employees shall be assured freedom from prejudicial action in presenting an appeal.

Employees shall have the right to present their own appeal or to designate representatives of a local employee organization or another person of their own choosing to appear with them at any step in an appeal.

If the grievance is not settled after consultation with the Superintendent of Schools, the grievance may be referred by the employee to the professional relations committee of the local employee organization for consideration.

If the professional relations committee of the local employees organization finds that the grievance has merit, it may request, in writing, a meeting with the Superintendent.

If solution is not attained the professional relations committee, may request in writing that the grievance be heard by the Board.

If the professional relations committee of the local employees organization advises the employee that the grievance is without merit, it should send a copy of its findings to the Superintendent.

Section b. - Guidelines to be used by the Board, Superintendent, employees and employee groups when appeals are to be heard by the Board.

(1) The Board of Education

The Board shall meet with an employee or a group of employees to hear appeals.

The Board will provide an opportunity for all employee groups - whether representing a majority or minority of employees to be heard.

The Board may designate the Superintendent as Chairman of meetings between Board and employee or employee representatives.

When the Board has heard an appeal, the Board shall communicate, in writing, its final decision through the Superintendent to the employee and/or his representatives.

(2) Employees

An employee or group of employees may request to appear personally before the Board to present an appeal.

An employee or group of employees may request that his appeal be handled by members of his employee organization or person or persons of his own choosing. Such representatives shall present to the Board written evidence of their authority to participate and act for the employee.

(3) The Superintendent shall -

Make certain that administrative remedies have been exhausted before arranging any meeting of Board and employee or designated representatives. The Superintendent shall be given a reasonable amount of time to solve problems prior to Board participation.*

(a) Through regularly established meetings of Superintendent and employee representatives.

(b) Through properly established channels for resolving grievances.

Convene the meetings of the Board and employee or employee representatives.

(a) At the request of the Board

(b) At the request of employee or employee representatives.

(*Reasonable amount of time - fifteen (15) days after Superintendent formally receives grievance from employee or representative of employee.)

(c) At the discretion of the Superintendent

Prepare in consultation with Board and employee or employee representatives, a written agenda for all meetings.

(4) Meetings and Procedural Policies

The initial meeting of the Board with an employee or employee representatives should be arranged through the Superintendent at a time and place mutually agreeable to Board and employees.

A written agenda for the meeting shall be prepared by the Superintendent after consultation with both Board and employees.

The Board and the employee or his representative shall together review and discuss all pertinent information prior to reaching conclusions.

There should be agreement on policies regarding press relations and written releases for public or staff information.

On occasions it may be desirable to invite observers to attend the meetings. Such invitations shall be extended only with agreement of the Board and the employee or his representatives.

(5) General

The Board will consistently follow a policy of evaluating all decisions, using previous research or newly discovered facts.

The Board's commitment to a quality education program, fully supported by citizens and staff, is paramount.

The Board shall always be cognizant of the value gained in the use of consultants in the total evaluation process.

Consultants might be recognized community leaders, college or university faculty members who are experts in the field, retired Superintendents of Schools, representatives of the State Federation of District Boards of Education and of teacher organizations or any person or persons with appropriate qualifications.

The Board or its representative and the employee or his representative shall together present information to the consultants.

The consultants, after review of all available information, shall meet with the Board or its representatives and the employee or his representatives to present their findings.

The Board, after a review of the consultants research and conclusions will take appropriate action and inform all concerned of the action.