

4-0294

04-00

**THIS BOOK DOES  
NOT CIRCULATE**

# AGREEMENT

BETWEEN

*Essex County Vocational Schools  
Board of Education*

ESSEX COUNTY, NEW JERSEY

AND

*Essex County Vocational and Technical  
Teachers' Association*

JULY 1, 1970 THROUGH JUNE 30, 1971





## TABLE OF CONTENTS

	<i>Page</i>
	Preamble ..... 3
Article I	Recognition ..... 3
Article II	Negotiations Procedures ..... 4
Article III	Administration of Agreement ..... 5
	Association Rights, Privileges and Responsibilities ..... 5
Article IV	Teacher Rights ..... 7
Article V	Grievance Procedure ..... 8
Article VI	Teacher-Administration Liaison ....13
Article VII	Instructional Councils .....13
Article VIII	Joint Committees .....14
Article IX	Employment .....15
Article X	Teacher Assignment .....16
Article XI	Transfers and Reassignments .....17
Article XII	Evening School, Industrial, Ap- prentice and Federal Programs..18
Article XIII	Promotions .....18
Article XIV	Professional Development and Educational Improvement .....20
Article XV	Teacher Evaluation .....21
Article XVI	School Calendar .....21
Article XVII	Teaching Load .....22
Article XVIII	Teaching Hours .....22
Article XIX	Class Size .....23
Article XX	Substitutes and Substitutions .....23
Article XXI	Specialists .....24
Article XXII	Teacher Facilities .....24
Article XXIII	Protection of Teachers, Students and Property .....25
Article XXIV	Sick Leave .....26
Article XXV	

## TABLE OF CONTENTS (continued)

	<i>Page</i>
	Days-Off and Temporary
Article XXVI	Leaves of Absence .....27
Article XXVII	Extended Leaves of Absence .....28
Article XXVIII	Sabbatical Leaves .....30
Article XXIX	Terminal Leave .....32
Article XXX	Insurance Protection .....32
Article XXXI	Deductions From Salary .....32
Article XXXII	Salary Provisions .....33
Article XXXIII	Longevity Service Pay .....38
Article XXXIV	Extra Pay for Extra Work .....38
Article XXXV	Separability and Savings .....39
Article XXXVI	Fully-Bargained Provisions .....39
Article XXXVII	Duration of Agreement .....39

## SCHEDULES

Schedule A	Teachers' Salary .....40
Schedule B	Nurses' Salary .....41
Schedule C	Guidance Counselors .....41
	Part-Time and Evening School
Schedule D	Instructors .....41
Schedule E	Athletic Coaches .....42
Schedule F	School Calendar .....42

## **PREAMBLE**

This Agreement entered into this 9th day of June by and between the Board of Education of Essex County Vocational Schools, Essex County, New Jersey, hereinafter called the "Board," and the Essex County Vocational-Technical Teachers' Association, hereinafter called the "Association."

### **W I T N E S S E T H :**

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Essex County Vocational Schools is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS, the members of the teaching profession are particularly qualified to advise the formulation of policies and programs designed to improve educational standards, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement,

In consideration of the following mutual covenants, it is hereby agreed as follows:

## **ARTICLE I**

### **Recognition**

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certificated full-time and part-time personnel whether under contract, on leave, on a per diem basis, employed or to be employed by the Board, including:

Classroom Teachers, Shop, and Special Instructors

Nurses

Guidance Counsellors

Librarians

Coaches and Athletic Directors

Teaching Specialists  
Evening School Instructors  
but excluding:  
Superintendent and Assistant Superintendents  
Business Manager and Assistant Business Manager  
Supervisors and Coordinators  
Principals and Vice Principals  
Administrative Assistants  
Secretary of the Board.

B. Unless otherwise indicated, the term "teachers," when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and references to male teachers shall include female teachers.

## ARTICLE II

### Negotiations Procedures

A. 1. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws of 1968, in good faith and in mutual respect to reach agreement on all matters concerning the terms and conditions of teachers' employment. Any Agreement so negotiated shall be applicable to all personnel for whom the Association is authorized to negotiate, shall be reduced to writing and shall be adopted by appropriate resolution of the Board and shall be signed by the Board and the Association. The Association agrees to confirm in writing action by the membership on the negotiated agreement. The signature of the Association on the contract shall be pursuant to authorization received from the membership.

2. The negotiations shall begin not later than November 1, 1970. The parties agree to meet at mutually convenient times in an effort to reach agreement by January 15, 1971 and if agreement is not reached by such date, either party may declare an impasse.

3. During the period of negotiations the Asso-

ciation representatives shall be excused from faculty and staff meetings if such meetings are in conflict with scheduled negotiations meetings with the Board.

B. The Board agrees to furnish the Association, in response to reasonable requests made by the Association from time to time available public information and data concerning the Essex County Vocational Schools which the Association may require in connection with negotiations.

C. The Association shall submit to the Board, in writing, in advance of the first actual negotiations meeting its proposals for a successor Agreement.

D. The minutes of the negotiations sessions shall be approved by the Association and Board Negotiating Committees and shall be signed by a duly authorized representative of each negotiating committee.

### **ARTICLE III**

#### **Administration of Agreement**

A. Representatives of the Board and the Association shall confer at the request of either party for the purpose of reviewing the administration of the Agreement and to resolve problems that may arise. These meetings are not intended to bypass the Grievance Procedure.

B. Each party shall submit to the other, at least three (3) days prior to any scheduled meeting, agenda covering matters they wish to discuss.

### **ARTICLE IV**

#### **Association Rights, Privileges and Responsibilities**

A. Whenever any representative of the Association or any teacher is mutually scheduled by the party to participate during working hours in negotiations for grievance proceedings, he shall suffer no loss in pay.

B. Representatives of the Association, NJEA and NEA may transact official Local Association business on school property at reasonable times, with the prior ap-



proval of the Superintendent, provided that this shall not interfere with or interrupt normal school operations. The Superintendent shall be given reasonable notice in advance of the time and place of all said meetings.

C. No meeting shall be held without prior approval of the Superintendent. The Association and its representatives shall request permission from the Superintendent for 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.

D. The Association shall have the right to use school facilities and equipment, including typewriters, mimeograph machines, other duplicating equipment, calculating machines and all other types of audio-visual equipment, at reasonable times when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incidental to such use. In the event any equipment is damaged due to negligence, when being used by the Association, the Association shall be responsible for such damage.

E. The Board agrees to extend the assistance of the Board Office to the Association in connection with the purchasing of expendable office supplies by the Association and such other materials as the Association may require from the Board's suppliers. Nothing herein contained, however, shall be construed as an obligation on the part of the Board or assurance on the part of the Board that the suppliers will agree to sell to the Association.

F. The Association shall have, in each school building, a bulletin board in a designated faculty lounge. The Association also shall be assigned, by the Principal, space on the bulletin board in the main office for Association notices. Copies of all materials to be posted on such bulletin boards shall be furnished to the building Principal.

G. The Association shall have the right to use the in-

ter-school mail facilities and school mailboxes.

H. The Board shall grant up to five (5) days leave with pay to the President of the Association as requested, for Association business, during his year in office.

I. The room in which the President of the Association normally teaches, or some mutually agreed location, shall be equipped with a telephone at the expense of the Association. Outgoing calls should be made on non-teaching time.

J. All orientation programs for new teachers shall include up to one hour for a presentation by the Association.

K. The Association shall be responsible for acquainting its members with the provisions of this Agreement and shall be responsible for the adherence to the provisions of this Agreement by its members during the life of this Agreement. The foregoing shall also apply to the Board with respect to the Administration.

## ARTICLE V

### Teacher Rights

A. No teacher shall be disciplined, reprimanded, reduced in rank or compensation without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

B. Whenever a teacher is requested to appear before the Superintendent or the Board concerning a matter referred to in paragraph A above, he shall be notified in writing and shall be entitled at his option to representation.

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

D. The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the Essex County Vocational School district and agree that teachers shall be guaranteed freedom in classroom

presentations and discussions provided that the material introduced is relevant to the course content.

## ARTICLE VI

### Grievance Procedure

#### A. *Definitions*

1. The term "grievance" means a complaint by any teacher or group of teachers that, there has been an inequitable, improper, or unjust application, interpretation, or violation of a policy, agreement, or administrative decision affecting the terms and conditions of employment of said teacher or group of teachers.

2. The term "Grievance" and the procedure relative thereto shall not be deemed applicable in the case of the failure of refusal of the Board to renew the contract of a non-tenure employee. Neither shall the grievance procedure be invoked by any individual claiming tenure under the provisions of R.S.18A:28-5 where charges have been brought against such individual pursuant to the provisions of the Tenure Employee Hearing Law, R.S.18A:6-10 et seq. In such cases the procedure to be followed shall be that set forth in R.S.18A:6-10 et seq.

3. In cases involving the withholding of increments pursuant to the provisions of R.S.18A:29-14, an individual affected by such action shall have the right to invoke the grievance procedure through the hearing before the Board. From the final determination by the Board the method of review shall be that set forth in R.S.18A:29-14.

4. The term "employee" shall mean any regularly employed individual covered in Article I "Recognition."

5. The term "representative" shall include any organization, agency or person authorized or designated by any employee or any group of employees, or by the Board to act on its or their behalf and to represent it or them.

6. The term "immediate" superior shall mean the person to whom the aggrieved employee is directly responsible.

## **B. Purpose**

1. It is understood and agreed that both the Board and the Association have the right to utilize all provisions of this Article and that grievances may be processed either by the employee who has been aggrieved or by the Board or the Association.

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

3. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with the appropriate member of the administration, and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given notice of such adjustment.

4. All employees covered in Article I, "Recognition" shall be entitled to resort to the full procedure herein set forth.

## **C. Procedure**

1. An aggrieved employee shall institute action under the provisions hereof within thirty (30) calendar days of the occurrence complained of or within thirty (30) calendar days after he would reasonably be expected to know of its occurrence. Failure to act within said thirty (30) day period shall be deemed to constitute an abandonment of the grievance.

2. An employee processing a grievance, shall be assured freedom from restraint, interference, coercion, discrimination or reprisal.

3. In the presentation of a grievance, the employee shall have the right to present his own appeal or to designate a representative to appear with him at any step in his appeal. A minority organization shall not have the right to present or process a grievance.

4. Whenever the employee appears with a representative, the Board shall have the right to designate a representative to participate at any stage of the grievance procedure.

5. An employee may first discuss the grievance orally with his immediate superior (supervisor, or principal). Where the immediate superior is below the rank of principal, the principal shall be notified and shall have the right to be present at and to participate in said hearing. A decision shall be rendered within two (2) school days of said hearing.

6. If the grievance is not resolved to the employee's satisfaction, within two (2) school days from the determination referred to in Paragraph 5 above, the employee shall submit his grievance to the Superintendent of Schools in writing, specifying:

- a. The nature of the grievance
- b. The results of the previous discussion
- c. The basis of his dissatisfaction with the determination.

7. A copy of the writing called for in Paragraph 6 above, shall be furnished to the school principal and to the immediate superior of the aggrieved employee.

8. Within ten (10) school days from the receipt of the written grievance, the Superintendent shall hold a hearing at which all parties in interest shall have the right to be heard.

9. Within five (5) school days of said hearing, the Superintendent shall, in writing, advise the employee and his representative, if there be one, of his determination and shall forward a copy of said determination to the

school principal and to the immediate superior of the aggrieved employee.

10. In the event of the failure of the Superintendent to act in accordance with the provisions of Paragraph 8 and 9 or, in the event a determination by him in accordance with the provisions thereof, is deemed unsatisfactory by either party, — the dissatisfied party, within ten (10) school days of the failure of the Superintendent to act or within ten (10) school days of the determination by him, may appeal to the Board of Education.

11. Where an appeal is taken to the Board, there shall be submitted by the appellant the following:

The writing set forth in Paragraphs 6 and 9, and a further statement in writing setting forth the appellant's dissatisfaction with the Superintendent's action. A copy of said statement shall be furnished to the Superintendent and to the adverse party.

12. If the appellant, in his appeal to the Board, does not request a hearing, the Board may consider the appeal on the written record submitted to it, or the Board may, on its own, conduct a hearing; or it may request the submission of additional written material. Where additional written materials are requested by the Board, copies thereof shall be served upon the adverse parties who shall have the right to reply thereto. Where the appellant requests in writing, a hearing before the Board, a hearing shall be held.

13. The Board shall make a determination within ten (10) calendar days from the receipt of the grievance and shall in writing notify the employee, his representative if there be one, the principal, and the Superintendent of its determination. This time period may be extended by mutual agreement of the parties.

14. In any case, where a grievance is based upon the direct order, ruling or determination of the Superintendent, the aggrieved employee may appeal directly to the Board within ten (10) school days of the issuance of said

order, ruling or directive by filing with the Secretary of the Board, a statement setting forth:

- a. The order, ruling or determination complained of.
- b. The basis of the complaint.
- c. A request for a hearing if a hearing is desired.

A copy of the statement set forth above shall be served upon the Superintendent who shall have the right to reply in writing thereto. A copy of such reply shall be served upon the aggrieved employee.

15. Upon receipt of a grievance filed under the provisions of Paragraph 14 the procedure shall be as set forth in Paragraphs 12 and 13.

16. In the event a teacher is dissatisfied with the determination of the Board he shall have the right to request advisory arbitration pursuant to rules and regulations established by the American Arbitration Association.

The authority of any arbitrator shall be limited solely to the interpretation of the Agreement to which this procedure is annexed and he shall have no authority to add to, subtract from, or modify any of said provisions.

17. A request for advisory arbitration shall be made no later than twenty (20) days following the determination of the Board. Failure to file within said time shall constitute a bar to such arbitration unless the aggrieved teacher and the Board shall mutually agree upon a longer period of time within which to assert such a demand.

18. In the event of arbitration, the costs of the arbitrator's services shall be shared by the Board and the teacher, or if represented by the Association, by the Board and the Association. Each of the parties shall bear their own costs.

19. In the event a grievance should be filed by any teacher who is not subject to the jurisdiction of any principal or who may be answerable to more than one principal, he shall discuss his grievance initially with the Super-

intendent and if dissatisfied with the determination, may appeal to the Board in accordance with the provisions herein set forth.

20. 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.

21. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this Article.

## **ARTICLE VII**

### **Teacher-Administration Liaison**

A. 1. The Association shall select a Liaison Committee for each school building which may meet with the principal whenever necessary, after school hours to review and discuss local school problems and practices.

2. Said Committee shall consist of not more than one (1) member for every ten (10) teachers in the school building, but shall in no event have less than three (3) members.

B. 1. The Superintendent shall be available to the Liaison Committees of the schools during emergencies.

## **ARTICLE VIII**

### **Instructional Councils**

A. An advisory board to be known as a General Advisory Council shall be appointed by the Board to be composed of members representing a cross-section of the population, including business, industry, labor, education, the professions and the minority groups.

B. Advisory Committees for each of the occupational areas consisting of business or industrial leaders, labor representatives, and school and administrative personnel shall be appointed. The purpose of these committees will



be for the planning and developing of a contemporary curriculum of occupational education.

C. The Committee on Coordination shall be reactivated and a member of the Association shall be appointed to serve as a member.

## **ARTICLE IX**

### **Joint Committees**

A. Joint Committees established in Article XVI, Teacher Evaluation; Article XX, Class Size; Article XVIII, Teaching Load; Article XXII, Specialists; and Article XXXIV, Extra Pay for Extra Work shall be appointed no later than ten (10) working days from the signing of the agreement and shall consist of three (3) members appointed by the Superintendent and three (3) members appointed by the Association President.

B. Such Committees shall meet as often as may be necessary at mutually convenient times and shall make a Report and Recommendations to the Board and the Association no later than November 1, 1970. Such date may be extended by mutual agreement of the parties, and such agreement shall not be unreasonably withheld by any of the parties. In no event shall extensions of time go beyond January 11, 1971.

C. In the event a joint agreement on a Report and Recommendation is reached by the Committees, such agreement shall be submitted to the Board and the Association for acceptance or rejection within thirty (30) days from date of submission. The Recommendations, if approved, shall be implemented according to the agreement of the parties.

D. In the event the Committee is unable to agree upon all items under consideration, a joint Report and Recommendations shall be prepared on those items upon which there is agreement. On those items upon which the parties have been unable to reach a joint Report and Recommendations, the respective representatives shall, within

ten (10) working days after such failure to agree has been identified, submit separate Reports and Recommendations, or in the event the Board and the Association fails to accept the joint Report and Recommendations of the Committee, then the specific Report and Recommendations shall become the initial position of the parties for negotiations for the 1971-72 agreement.

## **ARTICLE X**

### **Employment**

A. The Board agrees to hire only certificated teachers or those qualified to obtain certificates issued by the New Jersey State Board of Examiners for every teaching assignment.

B. 1. The teacher salary schedule (Schedule A attached hereto), shall consist of three levels of training: The Fourth, Fifth and Sixth Year Levels.

2. All new teachers shall be placed on the Fourth Year Level unless they meet the qualifications for the Fifth or Sixth Year Levels, as specified in Schedule A.

3. A new teacher can be granted advanced standing, but not beyond five steps on the salary level for which he qualifies, as follows:

- a. For each two years of approved public school teaching — one (1) step.
- b. For each two years of approved industrial experience beyond the minimum required for certification — one (1) step.
- c. For each year of military service which interrupted public school teaching — one (1) step.

C. 1. Tenured teachers shall be notified of their contract and salary status for the ensuing year no later than June 1.

2. Non-tenured teachers shall be notified of their employment status for the ensuing year no later than April 1.

D. All personnel who desire to leave the employment of the Board through retirement must apply in writing to the Superintendent the effective date of such retirement.

E. A full-time employee is understood to be one who works a full day (or night, as the case may be) as differentiated from a part-time employee who is hired for service for short time periods of less than a full working day. A person may be employed for substitute or temporary service but still be a full-time employee.

## ARTICLE XI

### Teacher Assignment

A. In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall be assigned within the scope of their teaching certificates and/or their major or minor fields of study.

B. 1. All teachers shall be given written notice of their basic subject and grade assignments for the forthcoming year by June 15, preceding the opening of school.

2. In the event that changes in such class and/or subject assignments, building assignments, or room assignments are proposed after August 15 any teacher affected shall be notified promptly in writing and, upon the request of the teacher, the changes shall be promptly reviewed between the principal and/or the superintendent or his representative and the teacher affected and at his option a representative of the Association. 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. The Superintendent shall assign all newly-appointed personnel to their specific positions within that subject area and/or grade level for which the Board has appointed the teacher.

C. 1. Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of

inter-school travel. Such teachers shall be notified of any changes in their schedules as soon as practicable.

2. Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one (1) school per day shall be reimbursed for all such travel at the rate of ten (10) cents per mile, provided that they comply with the policy of the Board with reference to insurance coverage.

## ARTICLE XII

### Transfers and Reassignments

A. 1. No later than April 15 of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies which shall occur during the following school year.

2. 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 May 15. 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.

3. As soon as practicable, and no later than June 15, the Superintendent shall post in each school and deliver to the Association a system-wide schedule showing the names of all teachers who have been reassigned or transferred and the nature of such reassignment or transfer. Such individual transfers or reassignments shall be confirmed in writing to the teacher.

B. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system. If a teacher's request for transfer has been denied, the reasons for such denial shall be given in writing.

C. 1. No vacancy shall be filled by means of involun-

tary transfer or reassignment if there is a qualified volunteer available to fill said position.

2. An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the Assistant Superintendent, at which time the teacher shall be notified in writing of the reason therefor and a copy shall be sent to the Association.

3. In the event that a teacher objects to the transfer or reassignment at this meeting, upon the request of the teacher, the Superintendent shall meet with him. The teacher may, at his option, have an Association representative present at such meeting.

4. Teachers being involuntarily transferred or reassigned from their present position shall have preference over those seeking voluntary transfer or reassignment in regard to choice among those positions which are vacant.

### **ARTICLE XIII**

#### **Evening School, Industrial, Apprentice and Federal Programs**

A. 1. All openings for positions in the accredited evening school, part-time, apprentice, and federal programs for which teachers may be qualified and eligible, shall be publicized by the Superintendent in accordance with the procedure for publicizing promotional vacancies set forth in Article XIV Sections, A, B, C, of this Agreement.

B. 1. In filling such positions, consideration shall be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record and length of service in the Essex County Vocational High School District.

2. Teachers employed in the District shall have priority to such assignments before appointment to applicants from outside the district.

### **ARTICLE XIV**

#### **Promotions**

A. Promotional positions are defined as follows;

Positions paying a salary differential and/or positions on the administrator-supervisory levels of responsibility. All vacancies in promotional positions, including specialists and/or special projects teachers, pupil personnel workers and positions in programs funded by the federal government, shall be adequately publicized by the superintendent in accordance with the following procedure:

1. When school is in session, a notice shall be posted in each school as far in advance as practicable, ordinarily at least thirty (30) school days before the final date applications must be submitted.

2. A copy of said notice shall be given to the Association at the time of posting.

3. Teachers who desire to apply for such vacancies shall submit their applications in writing to the superintendent, within the time limit specified in the notice, and the superintendent shall acknowledge in writing the receipt of all such applications.

4. Applications shall be kept on file in the superintendent's office for a period of three years.

5. Teachers who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the superintendent, together with the position(s) for which they desire to apply and an address where they can be reached during the summer.

6. In addition, the superintendent shall post a list of promotional positions to be filled during the summer period at the administration office in each school.

7. A copy of said notice shall be given to the Association.

- B. 1. In both situations set forth in Section A above, the qualifications for the position, its duties, and the rate of compensation, shall be clearly set forth in writing.

- C. 1. The Board agrees to give due weight to the pro-

fessional background and attainments of all applicants and other relevant factors.

2. In filling such vacancies, preference shall be given to qualified teachers already employed by the Board when all other factors are substantially equal, seniority shall be a major factor.

3. Announcements of appointments shall be made by posting a list in the office of the central administration and in each school building, and a list shall be given to the Association indicating which positions have been filled and by whom immediately after Board approval.

## **ARTICLE XV**

### **Professional Development and Educational Improvement**

A. In our rapidly changing society teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board and the Association support the principle of continuing training of teachers and the improvement of instruction. The parties further agree that each teacher should fulfill the obligation for professional improvement in ways that best serve his own problems, functions, interests, and needs.

B. The Board agrees to cooperate with the Association in arranging in-service courses, workshops, conferences, and programs designed to improve the quality of instruction. Such activities shall be coordinated through the workshop committee as established.

C. In-service programs shall be conducted during the in-school teacher workday if teacher attendance is required. All such programs conducted after the teacher workday or during the summer shall be voluntary.

## **ARTICLE XVI**

### **Teacher Evaluation**

1. It is the responsibility of the Board and the administration to establish the basis for teacher evaluations. In the event that a teacher believes either has acted improperly or unfairly with respect to the use of such teacher evaluation, the individual teacher has the opportunity to avail himself of the grievance mechanism, or in the alternative, those procedures and rights established in Title 18A in connection with tenure.

2. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

3. Teachers shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.

4. A teacher shall be given a copy of any class visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

5. The Board and the Association will establish a joint committee to draft a program and procedure on teacher evaluation.

## **ARTICLE XVII**

### **School Calendar**

A completed school calendar shall be presented to the Association by the Superintendent no later than April 1st of the year preceding the school year which the calendar controls. Within thirty (30) days of its receipt a committee of the Association shall then have the opportunity to meet with the Superintendent to discuss the same. The Superintendent shall then make a recommendation of the



school calendar to the Board and the Board shall make the final decision as to the entire school calendar.

See attached Schedule F.

## **ARTICLE XVIII**

### **Teaching Load**

A. The Subject of teaching load shall be referred to a joint Board-Association Committee for study.

## **ARTICLE XIX**

### **Teaching Hours**

#### **A. *Teachers, Counselors and Nurses***

1. All must check in and check out in the appropriate column of the personnel roster.

2. Late arrivals or early leavers shall record the exact time.

#### **B. *School Day***

1. For students, the school day is six hours excluding lunch period.

2. Instructors and nurses are expected to be on the job at least fifteen minutes before the start of the pupils' school day and to remain fifteen minutes after the close of the pupils' school day or until in their professional judgment their work is completed.

3. Guidance Counselor's will be required to remain on duty for one additional period beyond the pupil's school day.

#### **C. *Staff Meetings***

1. Building-based teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending building faculty or other professional meetings. The frequency and length of these meetings shall be reasonable. Teachers may suggest items for the agenda of faculty or other professional meetings.

## ARTICLE XX

### Class Size

A. Educators are generally agreed that good teaching requires that reasonable limits be set on the number of students in particular shops, laboratories and classrooms. In order that the education offered by the Essex County Vocational Schools shall be quality education, the Board will cooperate in a policy of establishing reasonable class sizes.

Recognizing the differences in programs, facilities, educational goals and student needs, each principal will make an effort to schedule shop and laboratory classes to a maximum of 25 students. The same effort will be directed toward maintaining this number of students in related and academic classes with the possible exceptions of physical education and library.

B. Where class sizes exceed reasonable numbers, the concerned instructor shall have the right to consult with the principal in reference to alleviating the condition.

In the event further discussions are necessary, the issue will be referred to the Superintendent for possible resolution.

C. The Superintendent shall make available by October 30 individual load charts of all instructors indicating subject and class assignments as well as the number of students enrolled in each.

D. A joint Board-Association Committee shall be established whose purpose it will be to study class sizes.

## ARTICLE XXI

### Substitutes and Substitutions

1. Beginning with the 1970-71 school year, the Board agrees at all times to maintain a list of substitute teachers who shall be provided with appropriate orientation and training by the administration to help them instruct the classes they cover.

2. Ten (10) substitute teachers shall be designated as priority substitutes who will be called first to cover classes. These individuals shall be selected based upon experience and ability and will be requested to be available by telephone contact for at least one (1) hour prior to the commencement of the school day.

3. The Superintendent will endeavor to arrange schedules for coaches so that they will be unassigned during the last period of the day and thereby minimize the necessity of covering for such coaches.

4. The practice of using a regular teacher as a substitute, thereby depriving him of his preparation period is undesirable and wherever possible and practicable shall be discouraged.

5. In those cases where regular substitutes are not available, regular teachers may be used as substitutes during their non-teaching time, and the principal shall distribute assignments for such class coverage as equitably as possible. Such individual assignment shall be posted on the main office bulletin board within the first ten (10) days of the following month.

## **ARTICLE XXII**

### **Specialists**

A. 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.

B. A joint Staffing Needs Committee shall be established. Said Committee shall consider the size of the staff necessary for the Essex County Vocational High School District in various special categories.

C. Remedial programs shall continue if funded.

## **ARTICLE XXIII**

### **Teacher Facilities**

A. By the beginning of the 1970-71 school year, each school shall have, where space permits, the following facilities:

1. A teacher work study room containing equipment and supplies to aid in the preparation of instructional materials.
2. This teacher work study room will be in addition to an appropriately furnished room which shall be reserved for the use of teachers as a faculty lounge.
3. A separate, private dining area for the use of the teachers.
4. Off-street paved parking facilities sufficient for all teachers.
5. Closet or locker space for each teacher to store coats, overshoes, and personal articles .
6. Reference books as suggested by teachers' committee within budget limitations.
7. Chalkboard and bulletin board space in every classroom.
8. Sufficient, up-to-date visual aids, equipment, supplies, books, paper, pencils, pens, chalk, erasers and other such material required in daily teaching responsibility, the proper facilities for their use in classrooms, shops and laboratories, proper storage space for these and workable system for its use and maintenance.

## **ARTICLE XXIV**

### **Protection of Teachers, Students and Property**

- A. 1. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.
2. In the event of any disorder or disruption in the regular school program, the Association shall have the right to meet with the Board immediately to develop mutually acceptable programs to guarantee the safety of students, teachers, and property.
3. The Board Policy on Student Grievance Procedure and Policy Statement in Regard to Student Protests and Other Demonstrations as worked out mutually

by the Administration, the Association, and the representatives of the student body, shall also serve as guidelines for proceeding in this area. Copies of such Board Policy shall be distributed with this Agreement.

B. 1. Teachers shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior.

2. Such notifications shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the teacher for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the teacher, the police, and the courts.

## ARTICLE XXV

### Sick Leave

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

2. In case of personal illness for fulltime employees, an allowance of full pay will be made for twelve (12) school days in any school year. If any such person requires in a school year less than this specified number of days of sick leave with pay allowed, all days of such leave not utilized that year shall be accumulative to be used for additional sick leave with full pay as needed in subsequent years.

3. A Doctor's certificate stating the illness, the inability of the employee to report for work, and the period of such disability will be required in case of absence on account of personal illness for more than three (3) consecutive days.

4. In the event of prolonged illness, as evidenced by a

Doctor's certificate, satisfactory to the Board's Medical Examiner, if needed an additional five (5) days shall be granted for each year of employment. In no case shall less than twenty-five (25) days be available.

5. Teachers shall be given a written accounting of accumulated sick leave days no later than September 15 of each school year.

6. The Board retains its power to grant additional sick leave at its discretion.

## ARTICLE XXVI

### Days-Off and Temporary Leaves of Absence

A. Persons employed for full-time service and paid on the basis of a year or month shall be subject to the following rules. Those employed for full-time service and paid on the basis of a week, day or hour shall be subject to the following rules after three (3) months of continuous service:

1. Principals, supervisors, teachers, custodians, clerks and other employees shall not be absent from work without first obtaining permission from the Superintendent unless the absence is caused by personal illness which is covered by sick leave.

2. They shall forfeit their pay for absence from any cause except personal illness, death in the immediate family, detention on account of quarantine, enforced attendance at court, or by reason of court subpoena except where the absentee is a party to the suit in which case one day with pay shall be allowed. The Superintendent shall have the authority to excuse upon request at his discretion any employee for absence from duty of three (3) days during any school year, without forfeiture of salary. The request must be submitted in writing on a form provided five (5) days prior to the requested absence. The five (5) day limit will be waived in dire emergency cases.

3. In case of the death of a wife, husband, father, mother, brother, sister or child in the family, no deduction of salary will be made for absence on the working days included in the four-day period following such death.

4. In the case of the death of a grandparent, grandchild, nephew, niece, uncle, aunt, father-in-law, mother-in-law, brother-in-law or sister-in-law, no deduction in salary will be made for absence on day of funeral.

5. No deduction in salary will be made in case of unavoidable quarantine on account of contagious disease, when such quarantine is not due to personal illness, provided a certificate from the health authorities is forwarded to the Central Office.

6. In computing the salary of all employees engaged for the ten-month school year,  $1/200$ th of the pay for a year will constitute a day's pay, and deduction will be made only for absence on school days. No deductions will be made for holidays that may intervene, but absence on days in which there is only one session of school will be counted as a full day's absence.

7. In computing the salary (for a fractional part of a month) of all employees engaged and paid on a twelve-month basis,  $1/250$ th of the pay for a year will constitute a day's pay regardless of the number of days in the month in which the absence may occur.

## ARTICLE XXVII

### Extended Leaves of Absence

#### A. *Maternity Leave*

1. The provisions of this section shall apply to tenured teachers only.

2. a. A teacher shall notify the Superintendent of her pregnancy as soon as it is medically confirmed. Said teacher shall be placed on maternity leave without pay commencing four (4) months prior to the anticipated date of birth and terminating twelve (12) months after the birth of the child.

b. In the event of stillbirth or death of the child, the teacher, if she so elects may return to her position when physically able to perform her duties.

c. Upon the recommendation of the Superintendent and her physician and the approval of the Board, a teacher may leave at a later date or return at an earlier date than provided herewith.

3. Any female teacher adopting an infant child shall receive similar leave which shall commence upon her receiving *de facto* custody of said infant, or earlier if necessary to fulfill the requirements for the adoption.

#### **B. *Hold Public Office***

The Board shall grant a leave of absence without pay or benefits to any teacher to serve in his first term a public office other than those covered in Title 18A.

#### **C. *Special***

Other leaves of absence without pay may be granted by the Board for good reason.

#### **D. *Benefits***

1. Upon return from leave granted for special purposes, maternity leave or to hold public office a teacher shall not receive increment credit for time spent on such leave.

2. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him upon his return, and he shall be assigned to the same position which he held at the time said leave commenced, if available or, if not, to a substantially equivalent position.

E. All extensions or renewals of leave shall be applied for and answered in writing. The request for such an extension or renewal shall be made to the Superintendent at least ninety (90) days prior to the expiration of the leave.



## ARTICLE XXVIII

### Sabbatical Leaves

A. Teachers and other personnel may be granted a sabbatical leave under the following provisions:

1. Leave may be granted for study, travel or work experience (business, technical or industrial) providing it is for professional growth.

For teaching personnel a joint screening committee, composed of the members of the Teacher-Board Relations Committee shall accept, review and recommend to the Board of Education written requests for sabbatical leave.

For other personnel a committee composed of the Superintendent and Secretary-Business Manager shall accept, review and recommend to the Board of Education written requests for sabbatical leave.

Recommendations for such leave will be based upon the professional growth values of the request as it applies to our school system. Years of service shall be considered as a factor.

2. Such leave may be granted for a period of one school year at one-half the individuals salary as approved on the appointment list for the year in which the leave is granted.

3. The Board has the right to determine the number of employees to be granted such leave in any one year. It is understood that there will be no more than one such leave granted from any one school in any one year.

4. Not more than one year's such leave shall be granted to an individual for every seven (7) years of continuous service.

5. When an instructor has been approved to undertake a special assignment or project in the interest of the system and approved by the Board, he shall receive full salary. Only one such assignment may be approved during any one year.

6. All arrangements must have the approval of the Superintendent and school principal.

7. Request for such leave must be received by the Superintendent before November 1st of the year preceding the year for which the leave is requested.

8. Requests for withdrawal of such leave must be in the office of the Superintendent not later than the first day of May prior to the year of the leave.

9. Within one month after the resumption of service, following the termination of a sabbatical leave, each employee shall submit to the Superintendent a brief written report on the manner in which such leave was spent.

10. During the period of time the employee is on sabbatical leave, he shall retain seniority, tenure, retirement benefits and shall be entitled to such other fringe benefits as should occur during the sabbatical year period.

11. As a condition to being granted leave, the employee shall enter into a contract to continue in the service of the Essex County Vocational Schools for a period of not less than two (2) years after the expiration of the Leave of Absence.

12. If an employee fails to continue in service after such Leave of Absence, the employee shall repay to the Essex County Vocational Schools Board of Education, the sum of money bearing the same ratio to the amount of salary received while on Leave of Absence that the unperformed part of the two (2) subsequent years of service bears to the full two (2) years, unless such employee is incapacitated, has been discharged or has been relieved for good and sufficient reasons by the Board of Education from this obligation.

13. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level he would have achieved had he remained actively employed in the system during the period of his absence.

## **ARTICLE XXIX**

### **Terminal Leave**

1. Each teacher with fifteen (15) or more years of service in the system at the date of his retirement (or vested retirement) shall receive a terminal leave allowance of one (1) day salary for each five (5) days of accumulated unused sick leave, not to exceed a total of forty-five (45) days salary.

2. This payment shall be made at the time of retirement in a lump sum and shall not be considered as part of the employee's annual salary.

## **ARTICLE XXX**

### **Insurance Protection**

1. The Board shall provide the health-care and life insurance programs designated in this Agreement. The Board shall pay full premium for each regularly employed individual covered in Article I, "Recognition."

2. The family plan insurance coverage shall be the same as the plan selected by the Board of Chosen Freeholders of the County of Essex for all county employees.

3. The Board shall continue to provide a death benefit insurance policy coverage of \$4,000 for each regularly employed individual covered in Article I, "Recognition."

## **ARTICLE XXXI**

### **Deductions from Salary**

#### ***A. Procedures For Deductions***

At the written request of the Association and upon the written authorization of the individual employee within the limits prescribed by law, the Board will make payroll deductions from the salaries of the employees for the specified purposes.

1. The Board agrees to deduct from the salaries of its teachers dues for the Essex County Vocational-Technical Teachers' Association, the Essex County Education

Association, the New Jersey Education Association and the National Education Association, or any one or any combination of such Associations as said teachers individually and voluntarily authorize the Board to deduct.

2. Said monies together with records of any corrections shall be transmitted to the treasurer of the Essex County Vocational-Technical Teachers' Association.

3. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

**B. *Deductions and Method of Payment***

1. All teachers employed on a ten (10) month basis shall be paid in twenty (20) semi-monthly installments.

2. Teachers may individually elect to have ten (10%) per cent of their monthly salary deducted from their pay, these funds to be paid to the teacher, half on July 15 and half on August 15.

3. At the written request of individual teachers and within limits prescribed by law, the Board will make payroll deductions for savings-investment plan.

4. At the written request of individual teachers the Board will make payroll deductions for U.S. Government Savings Bonds and will purchase such.

## **ARTICLE XXXII**

### **Salary Provisions**

**A. *Instructors***

1. This salary schedule shall consist of three levels of professional training: the Fourth, the Fifth, and the Sixth Year Levels. All instructors shall be placed on the Fourth Year Level unless they meet the qualifications for the Fifth or Sixth Year levels as specified in the "Special Qualifications for Advancement on the Instructors' Salary Schedule."

2. An instructor shall advance from one level to the next higher level by meeting the requirements as specified in the "Special Qualifications for Advancement on the Instructors' Salary Schedule."

3. All instructors anticipating advancement from one level of the salary schedule to the next must declare such to the Superintendent in writing before March 1 of the year prior to such advancement and must present documentary evidence prior to November 1 of the year which the advancement becomes effective, and upon presentation of such evidence, advancement to the next level shall be retroactive to September 1, 1970.

4. Instructors hired on or after September 1970 who qualify, will be permitted to advance more than one level in any school year.

5. Guidance Counselors shall be placed on the same salary schedule as Instructors. However, those who are fully certified in accordance with the provisions of the New Jersey State Department of Education, Office of Teacher Education and Certification, will receive an extra \$400 increment added to their annual salary. Those qualifying for the full certification during the school year must await the new school year before receiving the extra compensation.

## **B. Nurses**

1. This salary schedule shall consist of three levels of professional training. Non-Degree, Bachelor's Degree and Master's Degree levels. All nurses shall be placed on the Non-Degree level unless they meet the qualifications for the Bachelor's Degree or the Master's Degree levels as specified in the "Special Qualifications for Advancement on the School Nurses' Salary Schedule."

2. A nurse shall advance from one level to the next higher level by meeting the requirements as specified in the "Special Qualifications for Advancement on the Nurses' Salary Schedule."

3. All nurses anticipating advancement from one level of the salary schedule to the next must declare such to the Superintendent in writing before March 1 of the year prior to such advancement and must present documentary evidence prior to November 1 of the year in which the advancement becomes effective, and upon presentation of such evidence, advancement to the next level shall be retroactive to September 1, 1970.

4. Nurses hired on or after September 1, 1970, who qualify, will be permitted to advance more than one level in any one school year.

**C. *Special Qualifications for Advancement on the Instructors' Salary Schedule***

1. All instructors are required to participate in curricula committee, school committee and extra-curricula committee activities that may be scheduled after school hours during the contract year in the interest of the school system.

2. All teacher classifications are in accordance with the New Jersey State Department of Education Rules concerning Teachers' Certificates, 18th Edition Revised.

**3. *Fourth Year Level***

a. Vocational Trade and Industrial instructors in the Vocational Skilled Trades and Vocational areas who have completed up to four years (128 semester hours) of approved professional work on the collegiate level or the equivalent will qualify for the fourth year level.

b. Vocational Trade and Industrial instructors in the Related Subject and Technical Fields who possess a bachelor's degree (128 semester hours) from an approved institution or the equivalent will qualify for the fourth year level.

c. Counselors, ninth grade instructors who do not hold a vocational certificate and instructors of English, Social Studies, Library, Health, Physical Education, Driver Education, Music and Commercial Subjects who pos-

sess a bachelor's degree (128 semester hours) from an approved institution will qualify for the fourth year level.

#### 4. *Fifth Year Level*

a. Vocational Trade and Industrial instructors in the Vocational Skilled Trades and Vocational areas must have completed 160 semester hours of approved collegiate credits or the equivalent to advance to the fifth year level.

b. Vocational Trade and Industrial instructors in the related Subjects and Technical Fields must have completed 160 semester hours of approved collegiate credits or the equivalent to advance to the fifth year level.

c. Counselors, ninth grade instructors, who do not hold a vocational certificate and instructors of English, Social Studies, Library, Health, Physical Education, Driver Education, Music and Commercial Subjects must have completed 160 semester hours of approved collegiate credits or the equivalent to advance to the fifth year level.

#### 5. *Sixth Year Level*

a. Vocational Trade and Industrial instructors in the Vocational Skilled Trades and Vocational areas must have completed 192 semester hours of approved collegiate credits or the equivalent, of which 80 credits must be of college grade supported by college transcripts in order to advance to the sixth year level.

b. Vocational Trade and Industrial instructors in the Related Subjects and Technical Fields must have completed 192 semester hours of approved collegiate credits or the equivalent, of which 32 credits must be approved post-baccalaureate work supported by college transcripts in order to advance to the sixth year level.

c. Counselors, ninth grade instructors who do not hold a vocational certificate and instructors of English, Social Studies, Library, Health, Physical Education, Driver Education, Music and Commercial subjects must have completed 192 semester hours of approved collegiate credits or the equivalent including a Master's Degree in order to advance to the sixth year level.

6. All instructors before being granted maximum salary must have had at least one full year of approved industrial or business experience or its equivalent.

7. Equivalents—For the purpose of figuring equivalents, the following rules shall prevail:

a. Two years of approved industrial experience shall equal one year of professional work on the collegiate level, but equivalents shall be granted for not more than three years of professional work on the collegiate level and equivalents shall not be granted for industrial experience unless such industrial experience is in addition to four years of high school education or four years of approved industrial experience in the field in which the instructor is employed. A year of professional work on the collegiate level shall be considered as 32 credits when figuring equivalents.

b. Activities for which equivalency credit may be granted are hereby defined as any planned professional activity which may be approved by the Superintendent. It may be a course of instruction offered by the State Department of Education, or a member of the supervisory or administrative staff. It may be service on a curriculum construction committee, or the development of instructional material or devices, or trying out such material or devices. It may consist of visits to or work in industry. It may consist of study about and work with special groups, or of travel, or any one of a variety of other professional activities which produce professional growth.

8. No credits will be approved for any course or project which is essentially a duplicate of a course or project for which credit has been previously granted. To be approved, credits must be distributed in a manner which will lead to the most effective development of the instructor.

9. When the date or length of employment of an in-



structor is referred to it means the date of continuous employment in the regular full-time program of the Essex County Vocational Schools. Instructors on leave of absence in the armed forces are to be counted as employed in the regular full-time program of the Essex County Vocational Schools.

### **ARTICLE XXXIII**

#### **Longevity Service Pay**

A. An employee shall be eligible for longevity increment upon the completion of the following years of full-time actual service: 20 years, 25 years, and 30 years. Said longevity increments shall be computed from the date of original full-time appointment. However, employees will become eligible on the first of the month coinciding with or next following the completion of the required service. The employee longevity increment shall be paid to him as part of the annual salary.

Such employee shall receive longevity increments as follows:

<i>Years of Completed Service</i>	<i>Compensation</i>
20	1 extra \$400 increment
25	2 extra \$400 increments
30	3 extra \$400 increments

B. Should an eligibility question arise in the case of any individual, the aforementioned longevity shall not be withheld unless the person has been given full recourse under the legal provisions of Title 18 Education Act New Jersey Statutes Annotated and the grievance procedures.

### **ARTICLE XXXIV**

#### **Extra Pay For Extra Work**

A. The Board and the Association agree that certain duties connected with school and extra-curricular activities are educationally needed and worthwhile.

B. Teachers are sometimes needed to assist in these duties and to participate in extra-curricular activities

which at times extend beyond the regularly scheduled in-school day. In such cases their involvement shall be voluntary and shall be compensated.

C. All these assignments will be rated according to a "point system," which will be worked out by a committee consisting of representatives of the Administration and the Association.

## **ARTICLE XXXV**

### **Separability and Savings**

If any provision or article or clause of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

## **ARTICLE XXXVI**

### **Fully-Bargained Provisions**

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

## **ARTICLE XXXVII**

### **Duration of Agreement**

A. This Agreement shall become effective July 1, 1970 and shall remain in full force and effect until June 30, 1971.

B. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date

indicated unless it is extended in writing.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their representative corporate seals affixed hereto, at East Orange, New Jersey on this 9th day of June, 1970.

ESSEX COUNTY VOCATIONAL  
SCHOOLS, BOARD OF EDUCATION

By:

Jacob Mellinger, President  
Albert J. Ciccone, Secretary

ESSEX COUNTY VOCATIONAL AND  
TECHNICAL TEACHERS' ASSOCIATION

By:

Stephen Stripp, Sr., President  
Leroy F. Lynch, Sr., Vice-President

*Teachers*

**SCHEDULE A**

<i>Step</i>	<i>Fourth Year</i>	<i>Incr.</i>	<i>Fifth Year</i>	<i>Incr.</i>	<i>Sixth Year</i>	<i>Incr.</i>
1.	\$ 8,100	\$400	\$ 9,100	\$400	\$10,100	\$400
2.	8,500	400	9,500	400	10,500	400
3.	8,900	500*	9,900	500*	10,900	500*
4.	9,400	400	10,400	400	11,400	400
5.	9,800	400	10,800	400	11,800	400
6.	10,200	400	11,200	400	12,200	400
7.	10,600	400	11,600	400	12,600	400
8.	11,000	400	12,000	400	13,000	400
9.	11,400	400	12,400	400	13,400	400
10.	11,800	400	12,800	400	13,800	400
11.	12,200	400	13,200	400	14,200	400
12.	12,600	—	13,600	—	14,600	—

\*Includes an additional \$100 upon reaching tenure step.

**Nurses****SCHEDULE B**

<i>Steps</i>	<i>Non-Degree</i>	<i>Incr.</i>	<i>Bachelor's</i>	<i>Incr.</i>	<i>Master's</i>	<i>Incr.</i>
1.	\$ 6,700	\$333	\$ 7,000	\$333	\$ 7,300	\$333
2.	7,033	333	7,333	333	7,633	333
3.	7,366	333	7,666	333	7,966	333
4.	7,699	333	7,999	333	8,299	333
5.	8,032	333	8,332	333	8,632	333
6.	8,365	333	8,665	333	8,965	333
7.	8,698	333	8,998	333	9,298	333
8.	9,031	333	9,331	333	9,631	333
9.	9,364	333	9,664	333	9,964	333
10.	9,697	333	9,997	333	10,297	333
11.	10,030	333	10,330	333	10,630	333
12.	10,363	—	10,663	—	10,963	—

**SCHEDULE C****Guidance Counselors**

1. Guidance Counselors will be on the Teacher Salary 10 month schedule; however, their pay for the summer coverage if required to work shall be computed in the regular manner on the basis of their base salary.

2. If for some reason the regular Guidance Counselors are not available for summer coverage whenever required then the openings for summer guidance work shall be posted by the Administration and those teachers who have Guidance Counselor Certificates may apply for consideration.

**SCHEDULE D****Part-Time and Evening School Instructors**

The pay schedule for all part-time and evening school instructors who work by the hour shall be seven (\$7.00) dollars per hour for the first year and eight (\$8.00) dollars per hour thereafter.

## SCHEDULE E

### Athletic Coaches, Junior Varsity Coaches Athletic Directors

There shall be a Salary Schedule for coaches as follows:

*Head Coach*  
\$800

*J. V. Coach*  
\$600

*Athletic Directors*  
\$1200

## SCHEDULE F

### 1970-71 Calendar for 10 Month Employees

Registration of Pupils ..... Tuesday, September 8, 1970

Organization Day ..... Wednesday, September 9, 1970

School Classes Start ..... Thursday, September 10, 1970

#### *Holidays*

Labor Day ..... Monday, September 7, 1970

Columbus Day ..... Monday, October 12, 1970

Veteran's Day ..... Wednesday, November 11, 1970

Martin Luther King's Birthday....Friday, January 15, 1971

Lincoln's Birthday ..... Friday, February 12, 1971

Celebration of Memorial Day ..... Monday, May 31, 1971

#### *Conventions*

N. J. Education Association ..... Thurs., Fri., Sat.,  
November 5, 6, 7, 1970

N. J. Vocational & Arts Association ..... Fri., Sat.,  
April 2 & 3, 1971

#### *Thanksgiving Vacation*

School Closes (1:00 P.M.) ..... Wed., November 25, 1970

School Reopens ..... Monday, November 30, 1970

#### *Christmas Vacation*

School Closes (1:00 P.M.) ..... Wed., December 23, 1970

School Reopens ..... Monday, January 4, 1971

### ***Spring Vacation***

School Closes (1:00 P.M.) ..... Thursday, April 8, 1971

School Reopens ..... Monday, April 19, 1971

### ***School Closes***

For Pupils and Teachers ..... Wednesday, June 23, 1971

Note: On June 21, 22, & 23 school will close at 1:00 P.M.

Note: Principals, instructors, and clerks are employed from September 1 to June 30 and may be called for duty any time during that period.

BOARD OF EDUCATION  
*for the* VOCATIONAL SCHOOLS *in the*  
COUNTY OF ESSEX

Jacob Mellinger, *President*

Louis Bertolino, *Vice President*

Mrs. Arthur L. Davis

John R. Fitzgerald, D.D.S.

Simeon F. Moss

Stephen Andrasko, *Superintendent*

Albert J. Ciccone,  
*Secretary and School Business Administrator*

BOARD OF SCHOOL ESTIMATE

Walter C. Blasi, *Chairman*

C. Stewart Hausmann

Joseph E. Cohen

Jacob Mellinger

Louis Bertolino

ESSEX COUNTY VOCATIONAL-TECHNICAL  
TEACHERS' ASSOCIATION

1969-70

**Officers**

*President* ..... Stephen Stripp, Sr.  
*Vice-President* ..... Leroy Lynch  
*Recording Secretary* ..... Marion Cole  
*Corresponding Secretary* ..... John Warner  
*Treasurer* ..... Louise Girgenti

**Negotiating Committee**

Stephen Stripp, Sr., *Chairman*

Leroy Lynch, *Vice-Chairman*

Michael Boscaino

William Bromberg

Ralph Calderone

George Howland

Orlando Johnson

Thomas Kuzik

Paul Nadolski

Lawrence Paznek

Rose Rose

Martin Simonsen

Dorothy Smith