

4-0360

12-17

THIS BOOK DOES  
NOT CIRCULATE

AGREEMENT BETWEEN

BOARD OF EDUCATION

OF

PISCATAWAY TOWNSHIP

AND

PISCATAWAY TOWNSHIP EDUCATION ASSOCIATION

July 1, 1969 - June 30, 1970

## T A B L E O F C O N T E N T S

	Page
Rights, Authority and Responsibilities of the Board of Education	1
Article I Recognition	2
Article II Negotiation Procedure	3
Article III Grievance Procedure	4
Article IV Teacher Rights	7
Article V Association Rights and Privileges	8
Article VI Teacher Employment	9
Article VII Teaching Hours and Teaching Load	11
Article VIII Salaries	12
Article IX Leaves of Absence	21
Article X Teacher Assignment	24
Article XI Transfers and Reassignments	25
Article XII Promotion Procedures	26
Article XIII Teacher Evaluations	27
Article XIV Temporary Leaves	28
Article XV Dues Deduction	32
Article XVI Regulations for Policy on Professional Meetings	33
Article XVII School Calendar	35
Article XVIII Miscellaneous Provisions	38
Article XIX Duration of Agreement	39

RIGHTS, AUTHORITY AND RESPONSIBILITIES  
OF THE BOARD OF EDUCATION

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and <sup>any other</sup> responsibilities conferred upon and vested in it by the statutes and the Constitution of the State of New Jersey and of the United States.

The Board's reservation of rights shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and statutes of the State of New Jersey, including Chapter 303, P. L. 1968.

AUGUST 1, 1969

Date of Acceptance - both sides  
January 10, 1969

ARTICLE I

RECOGNITION

The Piscataway Township Board of Education hereby recognizes the Piscataway Township Education Association as exclusive negotiating agent for the following categories of full-time personnel units employed in the district:

Classroom teachers  
Nurses  
Guidance counselors  
Librarians  
Social workers  
Helping teachers  
Psychologists  
Reading teachers  
Attendance officers  
Coordinators  
Learning Disabilities Specialists  
Speech Therapists  
Supplementary Instruction Teachers  
Clerical - Schools and Departments (10 month category)  
    General, Attendance and Library Clerks  
    Guidance and other Supervisors' Clerks  
    Elementary School Secretaries  
Clerical - Schools and Departments (12 month category)  
    Secondary School - Head Secretaries  
Clerical - Central Office (12 month category)  
    General clerks  
    Assistant Bookkeeper  
    Secretaries  
    Bookkeeper

Adjustment of Grievance (cont'd)

3. If the Association wishes to carry its appeal to the superintendent, it shall present the full grievance in writing to the building principal or other supervisor whose position of authority is immediately below that of the superintendent. Said principal or supervisor shall render his decision in writing to the employee(s) or Association within ten school days of receiving the complaint. The Association shall then submit to the superintendent within ten school days of the date of the decision of the principal or supervisor, the original written appeal, the written decision of the principal or supervisor, and the Association's written reason for forwarding the appeal.
4. The superintendent shall review the materials submitted to him, may discuss the issue with the parties involved, and shall render a written decision within ten school days of the date of the appeal.
5. To carry an appeal to the Board, the Association shall submit to the Board secretary and superintendent the complete records thus far accumulated plus its written reason for forwarding the appeal within ten school days of the superintendent's decision and notify the superintendent of his action. The Secretary shall promptly notify the Board. The employee(s) shall choose whether or not he wishes to be present, and if the employee(s) is in fact to be present, the Board shall invite the building principal or other supervisor and the superintendent shall also be invited to be present.
6. If the Association is dissatisfied with the determination of the Board of Education it may initiate binding arbitration under the following conditions: within ten school days - written notice to appeal, request to arbitrate, the grounds thereof, must be delivered to the Board of Education.

## ARTICLE II

NEGOTIATION PROCEDURE

- A. This agreement incorporates the entire understanding of the parties. During the term of this agreement neither party will be required to negotiate with respect to any matter, whether or not covered by this agreement, unless altered by mutual consent in writing. Any previously adopted policy, rule or regulation of either party in conflict with this agreement shall be superseded and replaced by this agreement. Nothing in this agreement which might alter pre-existing policy, rule or regulation will be retroactive unless expressly stated.
- B. Despite reference herein to Board or Association as such, each reserves the right to act hereunder by committee or individual whether or not a member. However, each party shall provide on request satisfactory evidence of authority to act.
- C. Beginning not later than October 2 of the school year in which this agreement expires, the Association and the Board agree to negotiate over a successor agreement in accordance with the procedures set forth herein in a good faith effort to reach agreement concerning terms and conditions of employment. Any agreements so negotiated shall apply to all personnel units described in Article I, and shall be reduced to writing and signed by the Board and the Association.
1. Requests from the Association will be made to the Board of Education through the Superintendent. Requests from the Superintendent or the Board or their representatives will be made to the President of the Association.
  2. A mutually convenient meeting date shall be set for the first meeting within fifteen (15) working days of the date of such request.
- D. Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representatives before they are established.

AUGUST 1, 1969

GRIEVANCE PROCEDUREA. Definition

1. A "Grievance" shall mean a complaint by an employee in the bargaining unit that there has been to him a violation, misinterpretation or inequitable application of any of the provisions of the Agreement.
2. Employees in the bargaining unit shall have the right to grieve administrative decisions, not arising out of the agreement, which are inequitable as to him. Notwithstanding anything in this Article to the contrary the right to appeal such administrative decisions shall terminate at Board of Education level.
3. All grievances shall be processed by the Association.

B. Adjustment of Grievance

1. The employee(s) or Association shall present the grievance, either orally or in writing to his immediate supervisor within ten school days following the treatment, act or condition which is the basis of his grievance, and this initial grievance shall make known the full details of the grievance so that a decision can be based on total pertinent information. (The immediate supervisor's written decision shall be made to the employee or Association within ten school days after the grievance is received.)
2. The Association may appeal a decision, in writing, to each next higher authority in turn. The sequence shall be (starting at the lowest appropriate level): immediate supervisor, building principal, superintendent, (in the case of professional or clerical employees), Board of Education, arbitrator, if applicable. Prior to each appeal, the employee(s) shall inform the authority who last rendered a decision of his intention to appeal to the next higher authority. The complete file shall be transmitted by the administration at each stage in the proceedings.

GRIEVANCE PROCEDURE (cont'd)

6.

Adjustment Grievance (cont'd)

6. (a) Selection of arbitrator - The Board and the Association shall attempt to agree on an arbitrator to determine the particular grievance being submitted. If no agreement on an arbitrator is reached within ten calendar days of the time that the request for arbitration is received, then the parties shall jointly request the American Arbitration Association to submit a list of five (5) names of qualified arbitrators. Upon receipt of the list the Association shall strike two names, the Board two names and the remaining arbitrator on the list shall then be designated as the arbitrator to hear the grievance.
  - (b) Rights, duties and jurisdiction of arbitrator -
    - (1) Before the submission of a grievance to arbitration, each party shall, in writing, set forth the issue or issues to be determined and/or considered by the arbitrator.
    - (2) Arbitrator must limit himself to a consideration of the issues presented.
    - (3) Arbitrator can neither alter, modify, add to nor subtract from any of the provisions of the Agreement.
    - (4) The determination of the arbitrator must be limited to the express terms and/or conditions of the Agreement which are the subject of grievance.
  - (c) Costs - The Board and the Association shall share equally the cost of the arbitrator.
7. Notwithstanding anything contained in this Article to the contrary all notices of appeal must be made in writing within ten days of written decision to the next highest authority, otherwise the appeal shall be deemed abandoned. No written decisions shall be required if the employee(s) in writing advises the hearing authority that its decision will not be appealed.



April 11, 1969

ARTICLE IV

TEACHER RIGHTS

- A. A teacher in Piscataway Township shall have such rights as he may have under New Jersey School Laws, Title 18A, or other applicable laws and regulations of the New Jersey State Board of Education and as indicated in Chapter 303, Public Laws 1968, and any rights as provided in this Agreement.
  
- B. No teacher shall be disciplined, reprimanded, or deprived of any increment without just cause. Notwithstanding anything contained in this Article IV or in this Agreement, to the contrary, a non-tenure teacher shall have no right to grieve by reason of his not being re-employed. Nor shall any employee have the right to grieve due to an appointment to a lack of appointment to retention in or lack of retention in any position for which tenure is not possible or not required.

Date of Acceptance - both sides  
January 10, 1969

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association, in response to reasonable requests from time to time, any available public information.
- B. The Association shall have, in each school building, the exclusive use of a bulletin board.
- C. Subject to Board of Education policy and the approval of the building principal, the Association may use appropriate rooms for meetings in a school building after school hours and until 5 P.M. Rooms may be used for evening meetings after prior approval by the building principal and the business office.
- D. The Association shall have the right to use the inter-school mail facilities and the school mail boxes, with good judgment, except where it interferes with the orderly transmission of inter-school mail.
- E. An Association representative may speak to the teachers at the end of any faculty meeting for at least fifteen (15) minutes on the request of the representative.

9.  
Date of Acceptance - both sides  
December 17, 1968

ARTICLE VI

TEACHER EMPLOYMENT

- A. Each teacher shall be placed on his proper step of the salary schedule as of the beginning of the 1969-70 school year in accordance with the adopted salary guide.
- B. Newly appointed teachers shall be placed immediately on the proper salary schedule based on training and years of approved experience. The number of years of such prior credited experience shall not exceed ten (10) years.
- C. Salary credit for new employees with military service with an honorable discharge shall be as follows: 6 months to 1½ years equal to one year on Teacher Salary Guide. One and one-half years and up equal to two steps on Teacher Salary Guide. The total of approved teaching experience and military service shall not exceed ten (10) years for credit on the guide.
- D. Experience, not to exceed two years, in the Peace Corps, Vista and National Teacher Corps may be given upon initial employment but said credited and other teaching experience shall not exceed ten (10) years on the guide.
- E. Credit on the salary guide at the time of employment for fully certificated industrial arts teachers shall be for up to a maximum of 5 steps at the rate of one (1) year credit for each year of approved industrial experience but the total of such years of credit and other approved credit shall not exceed ten (10) years or steps on the guide.
- F. Teachers with previous teaching experience in Piscataway Township School District shall, upon returning to the system, receive full credit on the salary schedule for all approved outside teaching experience, military experience, or other experience as indicated by the Peace Corps, Vista, or the National Teacher Training Corps.

TEACHER EMPLOYMENT (Cont'd) Page 2

## F. (Cont'd)

However, such total experience shall not exceed the ten (10) years of total prior experience indicated in Item B above unless the employee has been on an official leave of absence from Piscataway Township Schools.

- G. Annual increment for merit under the teachers' basic 10 months salary scale shall be according to the teachers' salary guide, upon the written recommendation of the Superintendent and approval by the Board of Education.

April 11, 1969

## ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

- A. Teachers shall indicate their presence for duty each day by placing their initials in the appropriate column of the faculty "sign-in roster" when they arrive and when they leave.
- B. All reasonable efforts shall be made for elementary classroom teachers in grades 1-6 to have five free preparation periods per 5 day week with each period corresponding to the length of the special area subject period during which it is taken, whether it be art, music, physical education or library. During this time they shall not be assigned to any other duties unless it is an emergency situation as determined by the principal.
- C. The daily teaching load of junior and senior high school teachers shall be six (6) teaching periods and the assignment of a supervised study period shall be considered one of the six periods. All reasonable efforts shall be made for all teachers in the junior and senior high schools to have one preparation period per day.
- D. Subject to paragraph C. above, junior and senior high school teachers shall not be required to make more than three preparations at one time in not more than two subject areas.
- E. Teacher participation in extra-curricular activities shall be voluntary and compensated according to an agreed upon schedule.
- F. Teacher participation in field trips which extend beyond the teaching in-school work day and overnight or weekend trips shall be voluntary.

SCHEDULE E - PAYMENT OF SALARIES

1. Teachers and clerical personnel employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
2. Teachers and clerical personnel employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
3. Teachers and clerical personnel as defined in Article I may individually elect to have 10% of their base salary deducted on a monthly basis from their pay. Money is to be deposited at the Northern Middlesex County Teachers Federal Credit Union for the teachers account. An employee who elects to discontinue the withdrawal on a 30 day notice shall not be eligible for this deduction until the beginning of the next school year. Forms shall be provided by the Teachers Credit Union. However, the Board of Education shall have no responsibility and/or liability for any failure, error, omission, mistake or loss by the Teachers Credit Union or for any deduction made by the Board of Education pursuant to this paragraph.
4. When a pay day falls on or during a school holiday, vacation or week-end, teachers shall receive their pay checks on the last previous working day.
5. Teachers and clerical personnel shall receive their final checks on the last working day in June.

ARTICLE IX

LEAVES OF ABSENCE

The Board of Education shall grant Leaves of Absence, as specified below, to all fulltime personnel in the units described in Article I of this agreement. All requests, extensions or renewals of leaves shall be applied for in writing. Board of Education decisions shall be communicated in writing to the applicant.

A. Maternity Leave

1. All "Maternity Leave" for tenure employees shall be without pay for the balance of the current school year and may, at the written request of the employee, include the full academic year following, also without pay.
2. Written request for "Maternity Leave" shall be made immediately upon the employee becoming aware of her pregnancy and shall be effective not later than the end of the fifth month of pregnancy. This may be extended if deemed advisable by the Superintendent of Schools.
3. Nothing in these regulations shall be construed as obligating the Board of Education to grant "Maternity Leave" to employees who are not under tenure.
4. Time limitations in items 1 and 2 shall apply also to non-tenure employees.
5. A physician's certificate may be required.

B. Adopted Infant Child Leave

Any female employee with tenure status adopting an infant pre-school child may receive a leave similar to that for maternity and which shall commence upon her receiving the actual custody of said infant, or earlier if necessary to fulfill the requirements for adoption. No teacher on adopted infant child leave shall, on the basis of said leave, be denied the opportunity to substitute in the Piscataway Township schools in the area of her certification or competence.

Leaves of Absence (Cont'd)C. Military Leave

1. If, during employment by the Board of Education, an employee enters the military, naval or associated organizations, either by voluntary enlistment or pursuant to or in connection with the operation of any system of selective service, he or she shall be granted leave of absence without pay for the duration of such service. All increments given to the other employees and which such person would have enjoyed had he or she not entered such military, naval or associated service, shall apply in computing the annual salary upon the resumption of service in Piscataway Township schools. (N.J. School Laws - 18A:6-33)
2. A leave of absence shall be granted to any employee who is requested by a governmental agency other than the armed forces to serve his or her country in time of war. The same salary increment benefit enumerated in Section 1 above applies here.

D. Other Leaves

1. The Board agrees that one teacher with tenure status and designated by the Association shall, upon request, be granted a leave of absence without pay for one year for the purpose of engaging in activities of the Association.
2. A leave of absence without pay for up to two years shall be granted to any tenure teacher who joins the Peace Corps, Vista, National Teachers Corps, or serves as an exchange teacher or overseas teacher, as a full-time participant in either research programs or accepts a Fulbright scholarship.
3. A teacher on tenure may be granted a leave of absence without pay for one or two years to teach in an accredited college or university.



D. Other Leaves (Cont'd)

4. A leave of absence without pay for one year may be granted to a tenure employee for the purpose of caring for a sick member of the employee's immediate family. Additional leave may be granted at the recommendation of the Superintendent and the discretion of the Board.
5. Other leaves of absence without pay may be granted to tenure teachers by the Board of Education upon the recommendation of the Superintendent.

E. Return from Leave

Personnel on Maternity Leave, Military Leave or any other extended leave shall, in writing, inform the Superintendent of Schools of intention to return as follows:

1. If date of return is the start of school in September, notice should be received not later than the preceding April 1.
2. In other cases, notice must be received at least sixty days before the date of return.

April 16, 1969

## ARTICLE X

TEACHER ASSIGNMENT

- A. 1. All teachers shall be given written notice of their salary schedules, class and/or subject assignments, building assignments for the forthcoming year not later than August 15th.
2. 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. The Superintendent shall give notice of assignments to new teachers as soon as practicable, and except in cases of emergency not later than August 15th.
3. In the event that changes in such schedules, class and/or subject assignments or building assignments are proposed after August 15th, any teacher affected shall be notified promptly in writing and, upon the request of the teacher, the changes shall be promptly reviewed.
- B. Teachers who are required to use their own automobile in the performance of their duties after their arrival at base school or office and professional personnel who are assigned to more than one (1) school per day shall be reimbursed for all approved travel at the rate of ten cents (10¢) per mile. Such travel reimbursement shall be documented.

May 5, 1969

ARTICLE XITRANSFERS AND REASSIGNMENTS

- A. Teachers who desire a change in grades 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 February 28. 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.
- B. Commencing in February of each school year, known vacancies shall be listed in the Superintendent's Staff Bulletin and distributed to staff members.
- C. A notice of transfer or reassignment shall be made to teachers as soon as practicable and except in cases of emergency not later than April 1.
- D. The procedure for involuntary transfer or reassignment shall include:
1. Written notification to the teachers by the principal of the transfer or reassignment.
  2. At the request of the teacher, a meeting between the teacher involved and the building principal at which time the teacher shall be notified of the reasons thereof.
  3. A teacher may, upon request, meet with the next person in line of command, including the Director of Elementary Education or the Director of Secondary Education, as the case may be, and the Assistant Superintendent for Instruction.
- E. The teacher may, at his option, have a local association representative present at meetings with any person designated in this Article. Chapter 451, Laws of 1968, shall not apply to this Article.

TEMPORARY LEAVES

May 22, 1969

A. Sick Leave

- (a) Sick leave is defined to mean the absence of any person from his or her post of duty because of personal disability due to illness or injury, or because of exclusion from school by the school district's medical authorities as a result of contagious disease, or by being quarantined for disease in the immediate household.  
(N.J.R.S. 18A:30-1)
- (b) School employees will be allowed Sick Leave with full pay as specified in N.J.R.S. 18A:30-2, 3 for a minimum of ten school days in any school year. If any employee requires less than this specified number of days of Sick Leave in any school year, all days of such minimum leave not utilized that year shall be cumulative for additional Sick Leave as needed in subsequent years. This accumulation is retroactive for all present personnel.
- (c) Deductions for days of service lost because of personal illness beyond the annual sick leave allowance or any accumulated leave shall be at the rate of half pay per day based on the employee's current salary up to a total of sixty school days. No salary shall be paid for such absences subsequent to the aforementioned sixtieth day in any one academic school year.
- (d) School employees who serve under a twelve (12) month contract are allowed eleven days Sick Leave per year, and this shall be cumulative from the time said employee was assigned on a twelve month basis. (This section added by the Board of Education October 16, 1961)
- (e) Pursuant to Section 18A:30-4 of the Revised Statutes of New Jersey, the Board of Education may require, in order to obtain Sick Leave, a physician's certificate to be filed with the Secretary of the Board of Education.

Sick Leave

- (f) Pursuant to Section 13A:30-2.1 of the Revised Statutes of New Jersey, any employee absent from his post of duty as a result of personal injury caused by an accident arising out of and in the course of his employment shall not have such absence charged against his annual or accumulated Sick Leave.
- (g) In case of absence, the call for substitute teachers should be made as early as possible according to the procedure prescribed by the Superintendent of Schools.
- (h) School employees with ten month contracts and with tenure status as of July 1, 1968 or when such tenure is received thereafter shall be allowed eleven days annual sick leave with pay; employees with twelve (12) month contracts and tenure status shall be allowed twelve days annual sick leave with pay.

B. Death in Immediate Family

All salaried employees shall be allowed up to 3 school days absence without loss of pay in case of death in the immediate family. "Immediate family" is interpreted to include father, mother, spouse, brother, sister, son, daughter, or other relative making his or her home with the family of the employee. Unused leave of this kind shall not be cumulative.

C. Funeral of a Relative

One school day is allowed without loss of pay for the funeral held on a school day of a relative who is not a member of the immediate family and is not living in the home of the employee.

D. Visitation to other Schools

Two days are allowed without loss of pay to each teacher annually for visitation to other schools. The request, showing the location, school and grades to be visited, approved by the principal, must be submitted to the Superintendent for approval at least one week before the date of the visit. This request

Visitation to other schools (Cont'd.)

should also show the nature of the arrangements made with the principal of the school to be visited. A form, prepared by the Superintendent, shall be used for this purpose.

E. Personal or Emergency

All salaried employees may be granted leave with full pay in addition to sick leave and death in the family, not to exceed two days per year. This leave may be granted by the Superintendent of Schools upon the written request of the employee. Unused leave of this kind shall not be cumulative.

a. Reasons for which this type of leave may be granted include the following:

1. Serious illness or accidental injury in the immediate family.
2. Required appearance in court of law involving no moral turpitude on the part of the employee.
3. Religious holiday.
4. Personal marriage.
5. Moving personally from one residence to another.
6. Attending college graduation of son or daughter.
7. Personal graduation from college.

A school employee shall be granted one of the two days allowed under this section without the requirement of a stated reason. The present Emergency Day Request form is still required. (Approved Bd. of Ed. Jan. 18, 1965.)

b. Deductions for absence beyond the two days for reasons listed above shall be at the daily rate of 1/20 of the monthly salary.

Personal or Emergency

- c. Other requests may be granted in the sole judgment of the Superintendent of Schools, but with loss of pay at the daily rate of 1/20 of the monthly salary, for such reasons as the following:
  - 1. Attendance at college graduation of brother, sister or parent
  - 2. To attend wedding of members of immediate family.
- d. Whenever possible, written request for absence shall be submitted in advance.
- e. Documentary evidence of reason for absence shall be submitted when requested by the Superintendent of Schools.
- f. After July 1, 1969, part time personnel may be absent for the reasons indicated in the items above but these days shall be without pay.

DUES DEDUCTION

May 22, 1969

- A. As to every employee to whom this agreement applies, the Board shall deduct a sum in ten (10) equal payments over the contract year. Said monies shall be remitted to the P.T.E.A. or to a bonafide employee organization. The Board has no responsibility and/or liability to any person, corporation, or association for any failure, error, omission, mistake or loss in making said deduction. Before any deduction is made, written authorization, consistent with this Article, shall be submitted on behalf of every employee affected, on forms approved by the Board. The filing of a notice of withdrawal or a revocation of authority with the Secretary of the Board, subject to directions, if any, of the Commissioner of Education, shall not be effective until January 1 next succeeding the date on which the notice of withdrawal is filed. (Chapter 310, Laws 1967)
- B. To assist in the administration of the program, each bona fide employee organization should provide the secretary of the Board of Education, by August 1, 1969, an alphabetized list of members authorizing payroll deductions, indicating the monthly amount of each member's deduction, based on ten equal monthly deductions.
- C. For authorization received after August 1, or prior to October 1, the first deduction should begin with November pay period, with deductions being retroactive for the September and October pay periods.
- D. For authorization received after October 1, but prior to January 1, deductions should begin as of the February pay period and be based on five equal deductions of the total amount.
- E. Authorization received after January 1, or prior to February 15, the first deduction should begin with the March pay period, with deductions being retroactive for the February pay period, which places the employee on five equal monthly deductions of the total amount.



## ARTICLE XVI

REGULATIONS FOR POLICY ON PROFESSIONAL MEETINGS1. Eligibility to Attend

Eligibility to attend meetings of county, state and national professional organizations involving absence from his position shall be based on the relevance of the meeting to the employee's assignment within the district, leadership in positions of local, county, and state affiliation, and/or actual participation in the program of the meetings.

2. Local Professional Meetings

Local professional meetings are defined as follows:

- a. Not more than one school day absence.
- b. The total expense shall not exceed \$15.00 for registration, travel and other costs.

3. Permission to attend local meetings must have the endorsement of the building principal and the approval of the Superintendent of Schools. These shall be filed with the Superintendent at least one week before the date of the meeting. A report by the employee on the activities of the meeting or conference shall be filed with the building principal and a copy sent to the Superintendent of Schools.

4. Request for permission to attend meetings other than local ones shall be submitted through the Superintendent to the Board of Education at least one month before the date of the meeting and must have the endorsement of the building principal and approval by the Superintendent.

5. Professional Meetings Other Than Local

Approval to attend meetings other than local shall be for not more than three school days with reimbursement of expenses, where granted, not to exceed \$30. per day, including therein registration, transportation, lodging and food. A larger amount may be approved where reimbursement is received by the school system from state or federal agencies or approved private organizations with the net cost of expenses to the Board not to exceed \$90.

6. Certificated employees attending the annual convention of the New Jersey Education Association shall received reimbursement of \$10.00 for expenses. At least one day's attendance is required. Principals, Assistant Principals and the Elementary Supervisor shall be reimbursed \$30.00 expenses for not less than two days' attendance at such convention. A Certificate of Attendance furnished by the N. J. E. A. shall be submitted by each person seeking reimbursement.
  
7. Mileage reimbursement shall be computed at the rate of 10¢ per mile - effective, July 1, 1968.
  
8. All vouchers for reimbursement shall be supported by attached receipts or other documentation.

## ARTICLE XVII

SCHOOL CALENDAR

- A. The Board of Education shall retain the right to determine the total number of days to be attended by pupils and worked by teachers during the academic school year, but teachers may negotiate distribution of the teachers' working days between September 1 and June 30 of the school year.
- B. The Superintendent of Schools shall prepare the annual school calendar consistent with Title 18A: 25-3 and other pertinent regulations of the State Board of Education and shall submit said calendar to the Board of Education for its consideration and approval before presenting it to the Association for negotiation on the distribution of working days.
- C. In the event of any emergency, or unusual reason and, notwithstanding anything contained in this Article or the annexed calendar to the contrary, the Board may require any employee to work in order to meet the minimum requirements of the law to receive state aid.

REVISED AUGUST 18, 1969

PISCATAWAY TOWNSHIP  
 BOARD OF EDUCATION  
SCHOOL CALENDAR FOR 1969-1970

SCHOOLS OPEN FOR TEACHERS TUESDAY, SEPTEMBER 2, 1969  
 SCHOOLS OPEN FOR STUDENTS THURSDAY, SEPTEMBER 4, 1969

SEPTEMBER - 18 DAYS

S	M	T	W	TH	F	S
	X	X	X	4	5	X
X	8	9	10	11	12	X
X	15	16	17	18	19	X
X	X	23	24	25	26	X
X	29	30				

FEBRUARY - 17 DAYS

S	M	T	W	TH	F	S
X	2	3	4	5	6	X
X	9	X	11	X	13	X
X	16	17	18	19	20	X
X	X	24	25	26	27	X

OCTOBER - 23 DAYS

		1	2	3	X
X	6	7	8	9	10
X	13	14	15	16	17
X	20	21	22	23	24
X	27	28	29	30	31

MARCH - 19 DAYS

X	2	3	4	5	6	X
X	9	10	11	12	13	X
X	16	17	18	19	20	X
X	23	24	25	26	X	X
X	X	X				

NOVEMBER - 16 DAYS

						X
X	3	4	5	X	X	X
X	10	11	12	13	14	X
X	17	18	19	20	21	X
X	24	25	26	X	X	X
X						

APRIL - 19 DAYS

			X	X	X	X
X	6	7	8	9	10	X
X	13	14	15	16	17	X
X	20	21	22	23	24	X
X	27	28	29	30		

DECEMBER - 17 DAYS

	1	2	3	4	5	X
X	8	9	10	11	12	X
X	15	16	17	18	19	X
X	22	23	X	X	X	X
X	X	X	X			

MAY - 21 DAYS

					1	X
X	4	5	6	7	8	X
X	11	12	13	14	15	X
X	18	19	20	21	22	X
X	25	26	27	28	29	X
X						

JANUARY - 19 DAYS

				X	X	X
X	5	6	7	8	9	X
X	12	13	14	X	16	X
X	19	20	21	22	23	X
X	26	27	28	29	30	X

JUNE - 15 DAYS

	1	2	3	4	5	X
X	8	9	10	11	12	X
X	15	16	17	18	19	X
X	X	X	X	X	X	X
X	X	X				

TOTAL - 184 DAYS FOR STUDENTS.

HIGH SCHOOL GRADUATION -

SATURDAY EVENING - JUNE 20, 1970

NOTE 1 - SCHOOL CLOSED BECAUSE OF STORM will be announced on radio stations WCTC, WOR and WERA.

NOTE 2 - Schools closed for any other reason beyond days listed below will be announced by bulletin sent home with the pupils.

DAYS ON WHICH SCHOOLS ARE CLOSED

SEPT. 2-3	- Faculty Workshops
22	- Yom Kippur
NOV. 6-7	- N. J. Education Assoc. Teachers' Convention
27-28	- Thanksgiving Recess
DEC. 24-31	- Christmas Recess
JAN. 1-2	
JAN. 15	- Martin Luther King's Birthday
FEB. 10	- Elementary Teacher-Parent Conferences Secondary Schools Workshops
FEB. 12	- Lincoln's Birthday
23	- Washington's Birthday
MAR. 27-31	- SPRING RECESS
APR. 1, 2, 3	

DAYS ON WHICH SCHOOLS CLOSE AT 1:00 P.M.  
FOR STUDENTS

OCT. 21, 23, & 24	- Elementary Teacher-Parent Conferences
OCT. 22	- Elementary and Secondary Schools Faculty Workshops
APR. 15	- Elementary and Secondary Schools Faculty Workshops
JUNE 18 & 19	- Teachers work on final reports on these afternoons.

DATES FOR ELEMENTARY MATH WORKSHOPS - TO BE DETERMINED LATER.

APPROVED BY BOARD OF EDUCATION

June 30, 1969

REVISED BY BOARD OF EDUCATION - AUGUST 18, 1969

MAY 16, 1969

## ARTICLE XVIII

MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following address:
1. If by Association, to Board at: Sutton Lane  
Adm. Bldg.  
Piscataway, N.J.
  2. If by Board, to Association at \_\_\_\_\_  
(Address)

ARTICLE XIX

DURATION OF AGREEMENT

A. This Agreement shall be effective from the date hereof and shall continue in effect until June 30, 1970 subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 1969

PISCATAWAY TOWNSHIP EDUCATION  
ASSOCIATION

PISCATAWAY BOARD OF EDUCATION

By \_\_\_\_\_  
President

By \_\_\_\_\_  
President

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_  
Secretary