

THIS DOES NOT  
CIRCULATE

AGREEMENT

Between:

THE BOARD OF EDUCATION OF THE  
BOROUGH OF FORT LEE  
IN THE COUNTY OF BERGEN

and

FORT LEE COALITION OF TEACHERS

*Bergen*

July 1, 1978, through June 30, 1980

LIBRARY  
Institute of Management and  
Labor Relations

JUN 11 1979

RUTGERS UNIVERSITY

PREAMBLE

This Agreement is entered into this 18<sup>th</sup>  
day of December, 1978, by and between the BOARD OF  
EDUCATION OF THE BOROUGH OF FORT LEE IN THE COUNTY OF  
BERGEN, hereinafter called the "Board", and the FORT LEE  
COALITION OF TEACHERS, hereinafter called the "Coalition".

ARTICLE I

RECOGNITION

A. The Board hereby recognizes the Coalition, during the lifetime of this Agreement, as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all certified personnel not engaged as supervisory employees and who comprise the unit hereunder as follows:

1. Classroom teachers other than Department Heads.
2. Psychologists other than the Director of Special Education.
3. Nurses
4. Librarians
5. Guidance Counsellors
6. Social Workers
7. Learning Disability Teacher Consultants
8. Speech Therapists

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

C. The term "supervisory employee" is hereby defined as meaning an employee having the power to hire, evaluate, discipline or effectively recommend the same.

D. The following personnel are hereby specifically excluded from the negotiation unit:

1. Per-diem appointments
2. Substitutes, including long-term substitutes
3. All teachers, instructors, and other personnel of the Fort Lee Adult School.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

A. 1. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws of 1974, as amended in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment for all personnel in the negotiations unit for whom the Coalition is authorized to negotiate in accordance with Article I "Recognition", of this Agreement. Any Agreement so negotiated shall be applicable to the aforementioned personnel, shall be reduced to writing, and when adopted by appropriate Resolution of the Board and approved by appropriate Resolution of the Coalition by its internal procedures, shall be signed by the Board and the Coalition. Prior to execution of the Agreement, the Coalition's representatives shall notify the Board in writing that they are authorized to execute the Agreement in accordance with and in compliance with its internal procedures.

2. The Coalition shall submit its contract proposals to the Board of Education through the Superintendent of Schools no later than twenty (20) school days after the commencement of school in the calendar year preceding the calendar year in which this Agreement expires, and such submission of proposals shall constitute the opening of formal negotiations.

3. The Board reserves the right to present a proposal of its own as well as counter-proposals to those presented by the Coalition. Such proposals shall be presented to the Coalition in writing within twenty (20) school days of receipt of the Coalition's proposals.

4. Additional proposals, if any, shall be submitted no later than ten (10) school days following the submission in writing of the Board's proposals.

5. During the school week following the twentieth (20th) school day subsequent to the receipt of proposals submitted pursuant to the provisions of A.3 or A.4 set forth above, whichever is later, the initial negotiations session between the Coalition and the Board shall be held.

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

## ARTICLE III

### COALITION RIGHTS, PRIVILEGES AND RESPONSIBILITIES

#### A. Information

The Board agrees to furnish to the Coalition, in response to reasonable requests made by the Coalition from time to time, available public information concerning the Fort Lee schools which the Coalition may require in connection with negotiations. Nothing herein contained shall impose any obligation on the part of the Board to disclose any information which may be classified as privileged and/or confidential.

#### B. Released Time for Meetings

Whenever any representative of the Coalition or any teacher participates during working hours in negotiations or grievance proceedings, mutually arranged by the parties, he shall suffer no loss in pay.

#### C. Use of School Buildings

The Coalition and its representatives have the right to use school buildings at all reasonable hours for meetings. The Principal of the building in question shall be notified in advance of the time and place of such meetings. Prior approval shall be required, but shall not be unreasonably withheld.

#### D. Use of School Equipment

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

E. Bulletin Boards

The Coalition shall have, in each school building, the use of a bulletin board in each faculty lounge and teachers dining room. All material posted on said bulletin boards by the Coalition shall be signed by the appropriate designated representative of the Coalition. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.

F. Mail Facilities and Mail Boxes

The Coalition shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary and without the approval of the building principals or other members of the administration. The nature and contents of any materials so circulated need not be disclosed to any administrative personnel, including building principals, and no penalties shall be imposed on any Coalition representatives who refuse to disclose any related information being circulated in the mailboxes.

G. Attendance at Meetings

Exclusive of all co-curricular and coaching personnel, who have events scheduled, all teachers shall be permitted to be released from duties at the time of student dismissal at the end of the school day one (1) day per month for the sole and limited purpose of attending a Coalition meeting scheduled during that month. Written notice of the proposed date of said monthly Coalition meeting involved with teacher early dismissal from duties shall be provided by the Coalition to the Superintendent of Schools at least three (3) school days prior to the proposed date of said meeting, if possible.

H. Exclusive Rights

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

I. The Board and Coalition shall be responsible for acquainting their respective members with the provisions of this Agreement, and shall be responsible for the adherence to the provisions of this Agreement by their respective members during the life of this Agreement.

## ARTICLE IV

### TEACHER RIGHTS

#### A. Rights and Protection

Pursuant to Chapter 123, Public Laws of 1974 as amended, the Board and the Coalition hereby agree that every teacher of the Board covered by this Agreement shall have the right to freely organize, join and support the Coalition and its affiliates for the purpose of engaging in collective negotiations or to refrain from doing so. The Board and the Coalition agree that they shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123 and that they shall not discriminate against any teacher by reason of his membership or nonmembership in the Coalition and its affiliates, or his participation or non-participation in any activities of the Coalition and its affiliates.

#### B. Evaluation of Students

The teacher shall have the responsibility of determining grades and other evaluations of students within the guidelines of grading policies of the Fort Lee School District. No grade or evaluation will be changed without consultation with the teacher. In the event that the teacher does not agree to a grade change, or is not available for a conference, an administrative grade may be given by the Principal. The record shall clearly indicate that the grade given in such instances was not the teacher grade.

#### C. Coalition Identification

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

#### D. Statutory Savings

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

ARTICLE V

BOARD RIGHTS AND RESPONSIBILITIES

A. The Board retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and Constitution of the State of New Jersey and of the United States.

B. The exercise of the powers, rights, authority, duties and responsibilities of the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and use of judgment and discretion in connection therewith, 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 Laws of New Jersey and the United States.

C. Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities and authority under R.S. 18:A, School Laws of New Jersey, or any other national, state, county, district or local laws or regulations as they pertain to education.



ARTICLE VI

GRIEVANCE PROCEDURE

TRANSFERRED TO 2000

A. Definitions

1. The term "grievance" is any alleged violation of this Agreement or any dispute with respect to its meaning or application.
2. The term "grievance" and the procedure relative thereto, shall not be deemed applicable in the following instances:
  - a. The failure or refusal of the Board to renew a contract of a non-tenure teacher .
  - b. In matters where a method of review is prescribed by law, or by any rule, regulation or by law of the State Commissioner of Education or the State Board of Education.
3. The term "teacher " shall mean any regularly employed individual covered in Article I, "Recognition".
4. 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 them.
5. The term "immediate" superior shall mean the person to whom the aggrieved employee is directly responsible under the Table of Organization prevailing in this School District.
6. The term "party" means an aggrieved teacher, his immediate superior, the school principal or any staff member below the Superintendent who may be affected by the determination of the Superintendent in connection with the procedure herein established.

B. Purpose

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

2. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may, from time to time, arise affecting teachers.

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 Coalition, provided the adjustment is not inconsistent with the terms of this Agreement and that the Coalition has been given notice of such adjustment.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every reasonable effort should be considered to expedite the process. The time limits may be extended, however, by mutual agreement.

2. An aggrieved teacher shall institute action under the provisions hereof within twenty (20) school days of the occurrence of the grievance. Failure to act within said twenty (20) day period, shall be deemed to constitute an abandonment of the grievance.

3. An aggrieved party may, at his election, first discuss the grievance informally with his principal or immediate superior, or discuss such grievance with his principal or immediate superior through the Coalition's designated representative with the objective of resolving the matter informally.

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

5. A teacher shall first discuss his grievance orally with his immediate superior (supervisor or principal). Where the immediate superior is below the position 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 five (5) school days of said hearing.

6. If the grievance is not resolved to the teacher's satisfaction within five (5) school days from the determination referred to in Paragraph 5 above, the teacher shall submit his grievance to the Assistant Superintendent of Schools or Director of Elementary Education 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 by the aggrieved teacher to the school principal and to the immediate superior of the aggrieved teacher.

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

9. Within ten (10) school days of said hearing, the Assistant Superintendent or Director of Elementary Education shall, in writing, advise the teacher 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 teacher.

10. In the event of the failure of the Assistant Superintendent or Director of Elementary Education 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 determination by him, may appeal to the Superintendent.

11. Appeals to the Superintendent shall follow the procedure outlined in Paragraph 6 through 9. As part of the aggrieved teacher's compliance with Paragraph 7, the aggrieved teacher shall include the Assistant Superintendent as a recipient of the writing called for in Paragraph 6.

12. If the aggrieved party is not satisfied with the disposition of his grievance at the Superintendent's level, or if no decision has been rendered within fifteen (15) school days after reaching the Superintendent of Schools, the aggrieved party may request that the Coalition request a hearing of the Board. The Coalition's request shall be in writing, setting forth the reasons and be transmitted within fifteen (15) school days to the Superintendent of Schools who shall attach related papers, including copies of those requested by the Coalition, and forward the request to the Board. The Board, or a Committee thereof, shall hear the grievance within fifteen (15) school days. The Board will make arrangements for a meeting with all parties in interest to hear the matter. The Board shall render a written decision within ten (10) school days from the date of the close of the hearing, setting forth reasons for its decision. Copies of such decision shall be transmitted to the aggrieved party and the Coalition, within five (5) school days from the date the decision was rendered by the Board.

13. Grievances initiated by the Board shall be filed directly with the Executive Board of the Fort Lee Coalition within ten (10) school days after the event giving rise to the grievance has occurred. A meeting shall be held within ten (10) school days after filing a grievance between the representatives of the Board and the Fort Lee Coalition in an earnest effort to adjust the differences between the parties.

14. In the event a teacher is dissatisfied with the determination of the Board, he shall request that the Coalition pursue arbitration according to rules and regulations established by the American Arbitration Association. In the event the Board is dissatisfied with the determination of the Coalition, it shall have the same right to request arbitration. The authority of any arbitrator shall be limited solely to the interpretation of the Agreement and he shall have no authority to add to, subtract from, or modify any of said provisions. In rendering his decision, the Arbitrator may take into consideration arguments of past practice only as they relate to the particular grievance under consideration, provided however, that the issue of past practice shall be confined to terms and conditions of employment and shall not include any matters

involved with education policy decisions. In rendering his decision, the Arbitrator shall be bound by the laws of the State of New Jersey and the United States, decisions of the Courts of New Jersey and of the United States, and rulings and decisions of the Commissioner of Education and the State Board of Education. The decision of the Arbitrator shall be binding upon the parties.

15. A request for arbitration shall be made no later than twenty (20) <sup>school</sup> days following the determination at the prior step. Failure to file within said time shall constitute a bar to such arbitration unless the Coalition and the Board shall mutually agree upon a longer period of time within which to assert such a demand.

16. In the event of arbitration, the costs of the arbitrator's services shall be borne equally by the Board and the Coalition. All other expenses incurred, including but not limited to the presentation of witnesses, shall be paid by the party incurring same.

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

ARTICLE VII

NO-STRIKE PLEDGE

A. The Coalition agrees that during the term of this Agreement, neither the teacher organization nor any person acting on its behalf will cause, authorize or support any strike or any other job action, or the invocation of sanctions against the Board. Should a strike or other such job action occur, the Coalition shall attempt to direct its members to fulfill their responsibilities hereunder.

B. The teachers participating in the aforementioned actions may subject themselves to appropriate disciplinary action.

ARTICLE VIII

TEACHER EMPLOYMENT

A. Certification

1. Standard Certification

The Board agrees to make every reasonable effort to hire only fully certified teachers holding standard certificates issued by the New Jersey State Board of Examiners for every teaching assignment.

2. Notification

The Superintendent shall annually report to the Coalition in writing, the certificates and degrees held, major and minor fields of study, and prior experience of each new teacher.

B. Placement on Salary Schedule

1. Adjustment to Salary Schedule

Each teacher shall be placed on his proper step of the salary schedule in accordance with the present prorating system of steps.

2. Credit for Experience

Whenever a person shall hereafter accept office, position, or employment as a teacher, his initial place on the salary schedule shall be at such point as may be agreed upon by the teacher and the Board of Education. The Board shall evaluate his outside educational experience and has the sole right to fix starting salary.

C. Returning to the District

1. A teacher with teaching experience credited by the Fort Lee Board of Education who may return to Fort Lee teaching employment following a period not involving such employment, upon return to said Fort Lee employment shall retain all of the said experience credited by the Fort Lee Board of Education as of the date of the said interruption of teaching under employment by the Fort Lee Board of Education.

2. Every teacher who after July 1, 1940, has served or hereafter shall serve, in the active military or naval service of the United States or of this State, including active service in the Women's Army Corps, the Women's Reserve of the Naval Reserve, or any similar organization authorized by the United States to serve with the Army or Navy, in time of war to or in connection with the operation of any system of selective service, shall be entitled to any employment or adjustment increment to which he would have been entitled if he had been employed for the same period of time in some publicly owned and operated college, school, or institution of learning in this or any State or territory of the United States, except that the period of such service shall not be credited toward more than 4 employment or adjustment increments.

D. Previous Sick Leave Accumulation

Previously accumulated leave days shall be restored to all returning teachers in accordance with Section C above.

E. Notification of Contract and Salary

Teachers shall be notified of their contract status for the ensuing year no later than April 30 of any year, and shall be notified of their salary status after the final guide has been adopted.



ARTICLE IX

TEACHER ASSIGNMENT

A. Notification

1. Date for Presently Employed Teachers

Every reasonable effort will be made to give teachers written notice of their salary schedules, class and/or subject assignments, building assignments and room assignments for the forthcoming year not later than August 10.

2. New Teachers

The Superintendent, or his designee, shall give notice of assignments to new teachers as soon as practicable, and except in cases of emergency, not later than August 10.

3. Revisions

In the event of changes in such schedules, class and/or subject assignments, building assignments or room assignments, are posed after August 10, the Coalition and any affected teacher shall be notified in writing as soon as possible.

B. Traveling Teachers

Teachers who may be required to use their own automobile 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 prevailing Board rate.

ARTICLE X

VOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Notification of Vacancies

1. Date

No later than April 30 of each school year, the Superintendent shall deliver to the Coalition and post in all school buildings a list of the known vacancies which are expected to occur during the following school year.

2. Filing Requests

Teachers who desire a change in grade and/or subject assignments, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent or his designee. Such statement shall include the grade and/or subject to which the teacher desires to be assigned, and school or schools to which he desires to be transferred, in order of preference. Such requests for transfers and reassignments for the following year shall be submitted not later than February 1, and must be resubmitted annually by the teacher desiring such change.

ARTICLE XI

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Use of Voluntary Requests

No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position, and provided that the transfer or reassignment does not conflict with the instructional requirements of the School District.

B. Notice

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

C. Meeting and Appeal

An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the Principal, at which time the teacher shall be notified of the reason therefor.

In the event that a teacher objects to the transfer or reassignment at this meeting, upon request of the teacher, the Superintendent or his designee shall meet with him. The decision of the Superintendent shall be final and nonappealable and not subject to the grievance procedure.

In the event a teacher believes that the procedures outlined in Sections B and C have not been followed, he shall immediately notify the Superintendent of such procedural defects. The Superintendent will have twenty (20) school days from such notification to rectify the procedural defects. In the event the Superintendent fails to rectify such defects the teacher may grieve such failure in accordance with Article VI.

D. Priority in Reassignment

A list of open positions in the school district shall be made available to all teachers being involuntarily transferred or reassigned.

## ARTICLE XII

### PROMOTIONS

#### A. Positions Included

Promotional positions are defined as positions paying a salary differential and/or positions on the administrator-supervisory levels of responsibilities.

##### 1. Date of Posting

When school is in session, a notice shall be posted in each school as far in advance as practicable. A copy of said notice shall be given to the Coalition at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limits specified in the notice and the Superintendent shall acknowledge promptly in writing the receipt of all such applications. Applications must be renewed annually for consideration for future vacancies.

##### 2. Application Procedure

Teachers who desire to apply for a promotional position which may be filled during the summer 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. Insofar as practicable, the Superintendent shall notify such teachers of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable. In addition, the Superintendent shall send a list of promotional positions to be filled during the summer period to the Coalition.

#### B. Criteria for Notice

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. No vacancy in a promotional position shall be filled other than in accordance with the above procedure.

C. Procedure

All qualified teachers shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the professional background and attainments of all applicants and other relevant factors.

ARTICLE XIII

TEACHER EVALUATION

A. Non-tenured Teachers

1. Frequency

Non-tenured teachers shall be evaluated by their immediate superiors at least three (3) times during their first school year in the district, and at least two (2) times in their second and third years in the district. Such evaluation shall be followed by a written evaluation report and a conference between the teacher and his immediate superior for the purpose of identifying the teacher's strengths, deficiencies and recommendations for correction and improving instruction.

B. Evaluation Procedure

1. Reports

Evaluation reports shall include, when pertinent:

- a. Strengths of the teacher as evidenced during the period since the previous report.
- b. Weaknesses of the teacher as evidenced during the period since the previous report.
- c. Specific suggestions as to measures which the teacher might take to improve his performance in each of the areas wherein weaknesses have been indicated.

2. The teacher has the right to respond to any negative comments on an evaluation report, and the same shall be made part of his permanent file.

## ARTICLE XIV

### TEACHER WORK YEAR

#### A. In-school Work Year

##### 1. Ten (10) month personnel

The in-school work year for teachers employed on a ten (10) month basis, shall not exceed one hundred eighty three (183) days, plus a maximum of three (3) days of orientation, at the beginning of each school year, and one (1) wind-up day at the end of each school year. An exception to the one hundred eighty three (183)-day requirement shall be made for Guidance Counsellors, Learning Disabilities Specialists and Social Workers, whose in-school work year shall not exceed one hundred eighty eight (188) days. An additional exception: School Psychologists shall serve under a ten (10) month contract extending from September 1 to June 30 of the school year.

##### 2. Definition of In-School Work Year

The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.

##### 3. Inclement Weather

Teacher attendance shall not be required when students attendance is not required due to inclement weather.

ARTICLE XV

TEACHING HOURS AND TEACHING LOAD

A. Teacher Day

1. Check-in Procedure

In accordance with the present practices, teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign in" roster.

2. Arrival and-Dismissal Time -

All teachers shall be in their homerooms or on a duty assigned by the principal in advance of the opening of school each morning for the following period of time:

High School	- 10 minutes
Intermediate School	- 10 minutes
Elementary Schools	- 15 minutes

and ten minutes before opening of the afternoon session in the elementary schools. Teachers unable to comply are required to communicate with the telephone answering service so proper provisions can be made for replacement. The term "opening of school" shall mean the time when pupils have assigned responsibility to an assigned room, ie., 8:32 a.m. at the Intermediate School, which means teachers shall be in homeroom or on an assigned duty at 8:22 a.m.

All teachers are to remain in the building for at least the following period of time, and for exceptional cases, as much longer as necessary under assignments made to them by the principal, or duties incumbent upon them by virtue of contract for extra-curriculum services as consummated with the Fort Lee Board of Education:



High School - 21 minutes\*

Intermediate School - 30 minutes

Elementary Schools - 30 minutes

\*On one administratively scheduled day each week teachers will remain at their teaching station for 41 minutes.

3. Leaving the Building

Teachers may leave the building without requesting permission during their scheduled duty-free lunch periods.

B. Lunch Periods

1. Grade Level and Other

Teachers shall have a daily duty-free period as follows:

a. Elementary School - 50 minutes

b. Intermediate and High School - one (1) scheduled period.

C. Meetings

1. Faculty and Other

Teachers may be required to remain after the end of the regular work day, without additional compensation, for the purpose of attending faculty or other professional meetings one (1) day each month, except for periods preceding Middle State's Evaluation and New Jersey State Evaluation when more than one (1) meeting per month, may be required. The said meetings shall not be scheduled for any Friday or any day immediately preceding any legal holiday except in case of emergency.

D. Preparation Time

1. Grade Level

Classroom teachers shall, in addition to their lunch period, have preparation time as follows:

a. Elementary School - whenever a specialist is teaching their class. For the purpose of this provision, a "specialist" shall be defined as certified personnel teaching physical education, music, library science and art.

b. Intermediate and High School - an average of five (5) periods per week, subject to the Board's right to use teachers as substitutes to cover a class for an absent teacher.

The practice of using a regular teacher as a substitute thereby depriving him of his preparation period, is undesirable and shall be discouraged by the Board, which shall make every reasonable effort to continue the long standing practice of hiring a substitute on a regular per diem basis to replace absent teachers whenever possible and practicable.

The parties hereto agree, in principle, beginning with the school year, 1977-1978, that for elementary schools (Grades 1-6), that there be established for specialists equalization of preparation periods to match the minimum number of preparation periods for teachers of self-contained classes. The Superintendent shall retain the prerogative to determine the schedules for the implementation of this provision. For the purposes of this provision, "specialist" shall be defined as certified personnel teaching physical education, music, library science and art.

E. Extracurricular Activities

1. Approved Activities

The Board and the Coalition agree that the extra-curricular activities listed in Schedule B, and other currently existing extra-curricular activities are educationally worthwhile.

ARTICLE XVI

NON-TEACHING DUTIES

A. The present practices shall be continued for the life of this Agreement.

ARTICLE XVII

TEACHER FACILITIES

A. The Board agrees to make every reasonable effort to provide adequate teacher facilities.

B. The Board agrees to provide an answering service for teachers to report unavailability for work.

ARTICLE XVIII

SALARIES

A. Salary Schedule

1. The salary schedule for the school year September 1, 1978, through June 30, 1979, is set forth in Schedule A - Exhibit C, which is attached hereto and made a part hereof.

2. The salary schedule for the school year September 1, 1979, through June 30, 1980, is set forth in Schedule A - Exhibit C-1, which is attached hereto and made a part hereof.

2.1 Exhibit C-1 has not yet been finalized as of the signing of the within agreement. Both parties agree that the actual 1979/80 salary guide for teachers and coaches shall be finalized only by mutual agreement of the parties in accordance with the applicable provisions of the Memorandum of Understanding between the same parties.

B. Withholding of Increments

1. The Board may withhold, for inefficiency or other just cause, the increment of any teacher.
2. Increments may be withheld in accordance with the following:
  - a. A teacher shall be notified of the deficiencies.
  - b. A teacher shall be given a reasonable amount of time to make up such deficiencies.
  - c. The teacher shall have the opportunity of discussing the matter with the Superintendent prior to a decision by the Board.
  - d. The withholding of an increment by the Board may be appealed to the Commissioner of Education who will consider due process as well as substantive matters in rendering his decision.
  - e. A withholding of increment shall not be subject to the grievance procedure.

C. Method of Payment

1. Twelve (12) month

Each teacher employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-month installments.

2. Ten (10) month

Each teacher employed on a ten (10) month basis shall be paid in twenty (20) equal semi-month installments.

3. Exceptions

When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.

4. Final Pay

Each teacher shall receive his final pay on his last working day in June.

D. Extra-curricular Activities

Teacher participation in extra-curricular activities as listed in Schedule B shall be voluntary whenever possible, and shall be compensated according to the rate of pay in Schedule B-1 and Schedule B-2. Currently existing extra-curricular activities that carry no compensation shall be thus continued.

E. Payroll Savings Plan

Each teacher may individually elect to have a percentage of his salary deducted from his pay checks and deposited within ten (10) <sup>school</sup> days from the dates of the pay period in the East Bergen Federal Credit Union.

F. Athletic Coaches' Compensation

Bonuses for the 1978-1979 school year for those teachers employed as interscholastic coaches for the sports listed on the attached Schedule C shall be fixed and determined pursuant to the terms of the said Schedule C, which is attached hereto and made a part hereof.

G. Recreation Instruction for After-School Hours

Bonuses for recreation instruction for after-school hours shall be fixed and determined pursuant to the terms of Schedule D, which is attached hereto and made a part hereof.

ARTICLE XIX

SICK LEAVE

1. Teachers shall be allowed sick leave with full pay for ten/school days in each school year. Any unused allowance shall be accumulated. The Board of Education may require a physician's certificate to be filed with the Secretary of the Board in case of sick leave claimed.
  
2. Teachers are also granted the following additional sick leave allowance:

Sick leave allowance shall be extended beyond accumulated sick leave to provide for employees over the extended portion of said sick leave (meaning, the portion that is beyond the accumulated sick leave days) regular salary less the \$25\* daily pay of substitute (with this \$25 amount pro-rated for part-time personnel) for all teachers (regardless of whether a substitute is employed), under conditions of extended absence for illness or injury as approved by the Board of Education medical director, with the number of/school days in a continuous absence thus to be covered by the difference in pay to depend upon the number of/school days of teacher's accumulated sick leave at the onset of this absence for illness or injury according to the following table:

<u>Days Accumulated</u>	<u>Additional Days</u>
1 - 30	Two days for each day listed in the column to the left.
31 or more	Two days for each day listed in the column to the left except that the maximum will be 65.

\*This \$25 daily rate for substitute service for the school year 1974-1975, and for each subsequent school year, shall be used in the



said calculation for the said school year regardless of whether no substitute was employed, or the employed substitute was compensated at a rate in excess of \$25 daily (as is sometimes the case for long-term substitutes who are paid per the regular teachers' salary guide). This \$25 figure is increased to \$28 after the fifth day of continuous service in the same position.

3. The following additional sick leave benefits are operative for teachers at the time of their retirement, thus in effect establishing for teachers a terminal leave provisions:
  - (a) Benefits will apply to employees who retire under full formula benefits as prescribed by the N.J. State Teachers Pension and Annuity Fund or the N.J. State Employees' Retirement System.
  - (b) These benefits shall provide compensation during said terminal leave at the rate of the annual salary applicable as of the time of retirement, with the extent of this salary payment to be 1/2 of the number of days credited cumulative sick leave as of the time of retirement, except that not more than 100 days totally of this payment within the terminal leave period shall be allowed.
  - (c) The said salary payment within the period of terminal leave shall be calculated on the basis of 1/20 of the employee's monthly salary rate at the time of retirement as the determinant of the rate of compensation which shall be paid within the said leave period for each day of said terminal leave.
  - (d) In administering this benefit it is expected that the terminal leave period will commence at the close of a regular school year.
4. Any teacher wishing to exercise the foregoing sick leave provision of paragraph No. 2 above should complete in triplicate copies the following "Employee Statement" section of this form, Exhibit A, Page 34

The teacher should then retain the third copy, and mail to the Medical Director of the Fort Lee Board of Education, the first and second copies of this form together with the covering note \*\* of justification from the teacher's personal doctor and also a stamped envelope self-addressed to the teacher.

\*\*Note necessary only when more than 5 days of extended leave is requested. Doctor's note must contain the doctor's diagnosis of the teacher's appertaining illness or injury.

The teacher may expect the Medical Director to mail back to the teacher the original copy (first) of this form signifying the action taken by the Medical Director. The teacher should then send this completed form to the Secretary of the Fort Lee Board of Education.

5. The report form titled Employee's Report of Reason for Absence, Exhibit B, Page 35 shall be completed in duplicate with a pen and submitted to the teacher's immediate supervisor not later than the first day upon which the teacher returns to work following any day of absence for any reason.

Whenever the sick-leave absence of any teacher of the Board of Education shall have passed ten consecutive working days, said teacher shall submit to the Secretary of the Board of Education by the fifteenth consecutive working day, whether or not said employee shall have returned to work by said fifteenth day, starting the counting of said fifteen days with the initial day within said absence period, a certificate from a physician, engaged by said teacher, delineating (1) the physician's diagnosis of the involved illness or injury, and (2) the physician's prognosis of the anticipated date for said teacher's capacity for return to his regular employment with the Board of Education. Said prognosis should stipulate any indicated need for part-time, with extent thereof, rather than full-time work in said employment, and any indicated need for physical or other limitations of activity in said employment, with the appertaining period of time for which said limitation or limitations should apply.

The Secretary of the Board of Education shall forthwith present a copy of said medical certificate to the members of the Fort Lee Board of Education and to the Superintendent of Schools (the latter, however, not to be thus involved with employees in the office of Secretary of the Board of Education).

EXHIBIT A

EMPLOYEE'S STATEMENT:

I was absent on the following day(s):

Absence starting on date of \_\_\_\_\_  
(Month) (Day) (Year)

and extending through date of \_\_\_\_\_  
(Month) (Day) (Year)

thus making a total of employment days of absence for this occasion:

No. of working days absent \_\_\_\_\_

No. of days of accumulated sick leave at the onset of this absence \_\_\_\_\_ due to the following illness or injury  
(list your personal doctor's diagnosis if a personal doctor was consulted, otherwise your own diagnosis): \_\_\_\_\_

as explained in the herewith attached note (this note necessary only when more than 5 days of extended leave is requested)  
from my personal doctor:

Name of personal doctor \_\_\_\_\_

Full address of personal doctor \_\_\_\_\_

Date of this doctor's note \_\_\_\_\_

I request approval of the Board of Education Medical Director for the following number of additional days as extended  
leave within the provision of the policy delineated at the top of this form: \_\_\_\_\_

\_\_\_\_\_  
(Date signed)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(SCHOOL)

ACTION OF THE BOARD OF EDUCATION MEDICAL DIRECTOR ON THE ABOVE APPLICATION

The following portion of this form will be completed by the Medical Director through his affixing an X mark in the  
appropriate box, then signing and dating this form and subsequently mailing the signed copy to the employee in the stamped,  
self-addressed envelope that the employee has provided.

I approve the above request.

I disapprove the above request.

\_\_\_\_\_  
(Date signed)

\_\_\_\_\_  
(Signature of the Medical Director)

**EXHIBIT B**

**FORT LEE PUBLIC SCHOOLS**

**S-28**

**EMPLOYEE'S REPORT OF REASON FOR ABSENCE**

**INSTRUCTIONS:**

For maintaining accuracy in record keeping, this report form should be completed in duplicate with a pen and submitted to the employee's immediate superior not later than the first day upon which the employee returns to work, following any day of absence for any reason. For this purpose, the immediate superior is defined as the Principal to whom the employee is assigned for administrative purposes except that cafeteria personnel shall submit their report to the Cafeteria Director, and roving custodians who service more than one school building shall submit their report to the Board of Education office.

The here-defined immediate superior, as the Principal, shall retain for file one copy of this report and promptly submit the other copy to the office of the Secretary of the Board of Education.

**EMPLOYEE'S STATEMENT: ---**

On the following day(s) I will be or was absent for the following reason: ---

Absence starting on date of \_\_\_\_\_  
(Month) (Day) (Year)

and extending through date of \_\_\_\_\_  
(Month) (Day) (Year)

thus making a total of employment days of absence for this occasion

No. of working days absence \_\_\_\_\_

for the reason of:

[Check one, and fill in any blanks on item checked; if more than one reason is applicable, list to the left of each box checked the appertaining dates.]

Sick leave (my own personal illness or injury)  
Employees on 10-month contract allowed 10 days per year and employees on 12-month contract allowed 12 days per year, with additionally unused portions accumulated from previous years allowed -- without pay deduction.

Emergency leave: Up to 5 days per year without pay deduction is allowed for (1) \_\_\_\_\_ or an emergency court order, or (2) death, critical illness or injury of a member of my immediate family (father, mother, brother, sister, husband, wife or child) or my in-laws (father-in-law, mother-in-law, brother-in-law, sister-in-law), an employee's grandparents and employee's spouse's grandparents, plus members of an employee's immediate household \_\_\_\_\_ or an emergency  
If for death, critical illness or injury state here the relationship of the involved person.

Personal leave: One day per year without pay deduction is allowed when taking a personal day in accordance with Article XX §1B of the agreement between the parties.

Attendance at professional conference, convention, or meeting when approved in advance by the Superintendent of Schools or the Board of Education.  
State occasion and place:

**THIS REPORT MAY NOT BE CHANGED AFTER FILING**

(Date signed)

(Signature of Employee)

(School)

ARTICLE XX

TEMPORARY LEAVES OF ABSENCE

1. ALLOWED ABSENCE FOR OTHER THAN PERSONAL ILLNESS

A. EMERGENCY LEAVE

A total of five days' leave shall be allowed an employee without pay deduction, when his absence is necessitated by:

- (1) Court Order (inclusive of a Selective Service Board Directive).
- (2) Death, critical illness, injury to or an emergency in a member of his immediate family (father, mother, brother, sister, husband, wife or child), or his in-laws (father-in-law, mother-in-law, brother-in-law, sister-in-law), a teacher's grandparents and teacher's spouse's grandparents, plus members of a teacher's immediate household.

The employee may be required to submit to the Board of Education, through the Superintendent of Schools, a statement of the necessity for his absence. In case the employee claims illness of a relative, the employee may be required to furnish the name and address of the attending doctor and grant the Board permission to investigate the case. The Board reserves for itself the right to pass judgment upon the validity of any emergency leave claim and to direct appropriate salary deductions in the event that more than five days absence in any one year is imperative.

B. PERSONAL LEAVE

Annually one (1) day of personal leave shall be allowed a teacher, without pay deduction. Written application to the teacher's Principal or other immediate superior for such personal leave shall be made at least three (3) days before taking such leave, whenever possible. The applicant shall not be re-

quired to state the reason for taking such leave other than he/she is taking it under this Section.

2. The report form titled Employee's Report of Reason for Absence, Exhibit B, Page 35, shall be completed in duplicate with a pen and submitted to the teacher's immediate superior not later than the first day upon which the teacher returns to work, following any day of absence for any reason.

3. No teacher employed by the Board of Education shall remain absent from said teacher's work over more than ten consecutive working days for any purpose other than said teacher's personal illness or injury except as such teacher seeks and receives advance approval from the Board of Education, through the Superintendent of Schools to cover said absence in excess of said ten consecutive working days, with the allowed deviation as stipulated in the following statement. The Superintendent of Schools is empowered to extend such span of absence beyond said ten-day period, up to the next date on which the Board of Education will meet.

ARTICLE XXI

EXTENDED LEAVES OF ABSENCE

1. Additional sick leave allowance as set forth in Article XIX sick leave paragraph No. 2.
2. The following maternity leave provisions:

All pregnant teachers may apply for a leave of absence without pay. Upon request, such leave shall be granted prior to the anticipated date of birth and continue for a reasonable period of time to a specific date following birth.

1. Maternity leave shall be granted subject to the following conditions:
  - a. A teacher shall notify the Superintendent of her pregnancy as soon as it is medically confirmed.
  - b. A request for maternity leave shall include a statement from a physician confirming the pregnancy and anticipated date of birth.
  - c. Exact dates of the leave will be arranged, if possible, to coincide with changes in semesters. Where medically contra-indicated, the parties shall arrange other leave dates in consideration of both medical evidence and administrative feasibility.
  - d. A statement from a physician certifying that the teacher is physically able to return to duty shall be furnished to the Board before a teacher is permitted to return from maternity leave.

2. A teacher's return date to employment shall be extended for a reasonable period of time at her request for reasons associated with pregnancy, birth or other related cause. If the requested extension of return date is for other than the beginning of a semester, the parties may adjust the date in consideration of both medical evidence and administrative feasibility.
3. The leave of absence granted a non-tenured teacher hereunder may not be extended beyond the end of the contract school year in which the leave is obtained.
4. Except as provided above, no teacher shall be barred from returning to duty after the birth of her child solely on the ground that there has not been a time lapse between the birth and her desired date of return. However, on or before March 1 of the school year in which the teacher desires to return from said maternity leave, the teacher shall indicate to the Board, in writing, that she intends to return to teaching the following September. Failure to so notify the Board will be deemed to be a waiver by the teacher of her right to return from maternity leave that year.
5. The time spent on maternity leave shall not count toward fulfillment of the time requirements for acquiring tenure, nor shall it count toward placement on the salary guide or for seniority.
6. No teacher shall be removed from her teaching duties during pregnancy, except upon one of the following:
  - a. The Board has found her teaching performance has substantially declined from the time immediately prior to her pregnancy.



b. Her physical condition or capacity is such that her health would be impaired if she were to continue teaching, and which physical capacity shall be deemed to exist if:

- (1) The pregnant teacher fails to produce a certification from her physician that she is medically able to continue teaching, or
- (2) The Board's physician and the teacher's physician agree that she cannot continue teaching, or
- (3) Following any difference of medical opinion between the Board's physician and the teacher's physician, a physician selected jointly by the Board and the teacher shall render a binding opinion on the physical capacity to continue teaching. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the teacher and the Board.

c. Any other just cause.

3. The report form S-29, titled Employee's Report of Reason for Absence, Exhibit B, Page 35, shall be completed in duplicate with a pen and submitted to the teacher's immediate superior not later than the first day upon which the teacher returns to work, following any day of absence for any reason.

ARTICLE XXII

HEALTH INSURANCE

A. The Board will provide, at Board expense, for employees covered under this Agreement, the following health insurance benefits:

1. New Jersey Blue Cross hospitalization.
2. New Jersey Blue Shield medical-surgical, including Rider J.
3. Major Medical insurance.

B. The Board may change insurance carriers at its option and after notification to the Coalition, provided substantially similar benefits are provided.

C. The Board agrees to pay up to a maximum of \$50,000 during the school year 1978-1979 for a dental coverage plan for all employees covered by this Agreement, and the Board agrees to pay up to a maximum of \$79,000 during the school year 1979-1980 for a dental coverage plan for all employees covered by this Agreement. Any additional cost of such plan shall be borne by the individual employee. The Board reserves the right, at its option, after notification to the Coalition, to change insurance carriers provided substantially similar benefits are provided.

D. It is understood and agreed that the Board is not making and did not make any offer whatsoever of an increase in its contribution towards dental plan costs; the Coalition for itself unilaterally opted to reallocate a portion of the Board's salary offer to dental plan costs resulting in the increase for school year 1979/80 of \$50,000 to \$79,000.

E. The Coalition reserves the right, at its option, after reasonable notification to the Board to allow for necessary administrative changeovers to select a dental plan insurance carrier of its own choice.

ARTICLE XXIII

DEDUCTIONS FROM SALARY

A. The Board agrees to deduct from the salaries of its teachers dues which said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, New Jersey Public Laws of 1969, N.J.S.A.(R.S.) 52:14-15.9e and under rules established by the State Department of Education. Said monies, together with records of any correction, shall be transmitted to the Treasurer of the Coalition. The Coalition Treasurer shall disburse said monies to the appropriate Association or Associations. Teacher authorizations shall be in writing.

B. If during the life of this Agreement there shall be any change in the rate of membership dues, the Coalition shall furnish to the Board written notice sixty(60) days prior to the effective date of such change. It is understood that the only obligation of the Board shall be to remit to the Coalition the total deductions.

C. The Coalition will provide the necessary "check-off authorization" form and the Coalition will secure the signatures of its members on the forms and deliver the signed forms to the Board Secretary or his designee. The Coalition shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon salary deduction authorization cards submitted by the Coalition to the Board.

D. Upon the written voluntary request of any teacher the Board agrees to deduct from said teacher's salary an amount so specified in writing by said teacher, said deducted amount to be paid over by the Board upon said teacher's written direction to any annuity plan designated by the teacher and agreed to by the Coalition. It is understood and agreed that the sole limited and exclusive responsibility of the Board is to make the authorized deduction and to pay over the same to the designated recipient and that there shall be no other liability upon the Board in connection herewith except for deliberate malfeasance; it is further understood and agreed that under no circumstances shall the Board be required to (i) become a party to any annuity agreement and (ii) make any contribution whatsoever now or in the future, to the annuity plan, it being fully understood that the Board is acting for the mere purpose of making the deduction and paying the same over upon the written authorization and direction of the individual teacher. Nothing herein contained shall require the Board to make payments to more than one Plan for all teachers at any one time.

E. In connection with the said deductions and payments for annuities as set forth in "D" above, Coalition and/or the individual teacher must furnish to the Board (i) written notice 30 school days prior to the effective date of the initial deduction to be made and (ii) written notice 30 school days prior to the effective date of any change whatever in the aforementioned deduction or Plan. It is understood and agreed that the sole obligation of the Board shall be to deduct and to remit in accordance with the written authorization and direction of the teacher.

F. In connection with the annuity deduction provided in "A" above the Coalition will provide the necessary authorization and direction forms and will secure the signatures of its members on the forms and deliver the signed forms to the Board Secretary or his designee. The Coalition shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon annuity deduction authorization forms submitted by the Coalition to the Board.

#### ARTICLE XXIV

#### MISCELLANEOUS

A. Any individual contract between the Board and an individual teacher shall be consistent with the terms and conditions of this Agreement. The contract with a non-tenure teacher shall carry a clause providing for termination of the contract by either party upon a thirty-day notice.

B. Copies of this Agreement shall be printed at the joint expense of the Board and the Coalition.

#### C. Notice.

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or certified mail at the following addresses:

a. If by Coalition to Board at:

School No. 1  
Whiteman Street  
Fort Lee, New Jersey 07024

b. If by Board to Coalition at:

Fort Lee High School  
Fort Lee, New Jersey 07024

ARTICLE XXV

SEPARABILITY AND SAVINGS

If any provision 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 XXVI

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 XXVII

DURATION OF AGREEMENT

This Agreement shall be in full force as of July 1, 1978, and shall remain in full force and effect through June 30, 1980,

FORT LEE COALITION OF TEACHERS

FORT LEE BOARD OF EDUCATION,  
FORT LEE, NEW JERSEY

By:

Christopher Durso  
President

By:

Thomas A. Blum  
President

Attest:

Ann Skelley  
Secretary

Attest:

Harold P. DeSocio  
Harold P. DeSocio, Secretary

Members of Negotiating Committee:

Walter J. Valente - Chief Negotiator

Vincent J. Paffaro

Amelrose Orpello

John C. Richardson

Nancy T. Carroll

Vito J. ...

SCHEDULE A

SALARY GUIDES

1. Teacher Salary Guide for 1978-1979-- Exhibit C -  
three (3) pages
2. Teacher Salary Guide for 1979-1980 - Exhibit C-1 -  
two (2) pages
3. School Psychologist's Salary Guide - Exhibit D -  
one (1) page
4. Salary Guide for Guidance Counselors - Exhibit E -  
one (1) page
5. Provision for Points between Salary Guide Classes-  
Exhibit F - two (2) pages
6. Differentials paid to Fort Lee Teachers - Exhibit G -  
one (1) page
7. Grandfather's Clause for Special Education Teachers -  
Exhibit H - one (1) page



## FORT LEE TEACHERS' SALARY-GUIDE SCHEDULE FOR 1978-1979

Years of Credited Experience	Increment	1	Increment	2	Increment	3	Increment	4
0		\$10,850		\$11,850		\$12,850		\$13,650
1	\$450	11,300	\$500	12,350	\$500	13,350	\$500	14,150
2		11,750		12,850		13,850		14,650
3		12,200		13,350		14,350		15,150
4		12,650		13,850	600	14,950	600	15,750
5		13,100		14,350		15,500		16,350
6	475	13,575	525	14,875	625	16,175	625	16,975
7		14,050		15,400		16,800		17,600
8		14,525		15,925		17,425		18,225
9	625	15,150	725	16,650	725	18,150	725	18,950
10		15,775		17,375		18,875		19,675
11	725	16,500		18,100		19,600		20,400
12		17,225		18,825		20,325		21,125
13		17,950		19,550		21,050		21,850
14	850	18,800	850	20,400	850	21,900	850	22,700
15	1000	19,800	1000	21,400	1000	22,900	1000	23,700
20 *	1150	20,950	1150	22,550	1150	24,050	1150	24,850
25 **	1300	22,250	1300	23,850	1300	25,350	1300	26,150

\* Inclusive of 10 years of Fort Lee Service

\*\* Inclusive of 15 years of Fort Lee Service

DEFINITION OF TEACHERS' SALARY GUIDE CLASSES  
FOR 1978-1980

CLASS I

B.A. or less

CLASS II

B.A. plus 30 points (program not defined), or  
M.A. (program not defined)--- with approval  
of courses by the Superintendent of  
Schools

CLASS III

M.A. (program not defined) plus 30 points  
(program not defined)--- with approval  
of courses by the Superintendent of  
Schools

CLASS IV

M.A. (program not defined) plus 60 points  
(program not defined)--- with approval  
of courses by the Superintendent of  
Schools

EXHIBIT D

SALARY GUIDE  
FOR  
SCHOOL PSYCHOLOGIST

School Psychologist shall serve under a 10-month contract extending from September 1 to June 30 of the school year.

School Psychologist shall have a daily working schedule that matches the daily working schedule of teachers, as 8:45 a.m. to 3:30 p.m. with one hour for lunch, thus providing a minimum of 5-3/4 hours of daily service.

School Psychologist shall be compensated thus:

- (1) The initial salary of a newly employed psychologist shall be established by mutual agreement of the Board of Education and the psychologist following a recommendation on this matter as submitted to the Board by the Superintendent of Schools. This salary will be based upon a pre-employment determination of a proper place within the teachers' salary guide, with adjustment of the figure thus evolving in terms of the following two considerations:
- (2) A psychologist possessing a doctorate shall receive for this doctorate a differential of \$800 above his proper place within the teachers' salary guide, as said proper place is determined per item #1 above.
- (3) For Service as a school psychologist there shall be a difference of \$2,000 above the salary as determined by way of points #1 and #2 above.

EXHIBIT E

SALARY GUIDE  
FOR  
GUIDANCE COUNSELORS

Guidance Counselors shall be employed on a full-time basis under a 10-month contract.

Guidance Counselors shall work 30 minutes daily beyond the employment time for teachers within their respective schools. This 30-minute period shall follow the close of the assigned working day for teachers.

The work year for Guidance Counselors shall include a total of 5 days that are in addition to the days for which teachers are assigned. These days shall be scheduled as follows:

- (a) 2 days of additional service after the close of the regular school year.
- (b) 3 days of additional service prior to the Orientation Day for teachers.

For Guidance Counselors, the appertaining principal shall establish in-the-building time for lunch not in excess of one hour except that a lunch period of an hour may be taken away from the building on days that school is not in session in the afternoon.

The Guidance Counselors of the high school shall be directly responsible to the Guidance Director of the high school. The Guidance Counselors of the Intermediate School shall be directly responsible to the Principal of the Intermediate School.

The annual salary of a Guidance Counselor shall be above the annual salary this person would receive in terms of proper place as a regular teacher on the Teachers' Salary Guide, in the amount of \$800 in the first year of service as a Guidance Counselor, \$1,100 in the second year of service as a Guidance Counselor, and \$1,400 in the third year of service as a Guidance Counselor.

## EXHIBIT F

### PROVISION FOR POINTS BETWEEN SALARY GUIDE CLASSES

When a teacher completes 15 semester hours as approved by the Superintendent of Schools for credit toward the 30 semester hour requirement differential between salary guide classes, the teacher will qualify for a salary adjustment as of September 1 in the school year immediately following the completion of said 15 semester hour block of credit, with said amount of salary adjustment to be equal to one-half of the salary guide differential between the appertaining classes.

To qualify for this advancement to a mid-point, a teacher should submit to the Superintendent of Schools in advance of the September 1 date for which the mid-point status is sought a written request for this placement together with supporting college transcripts. For appertaining college work completed in the summer session immediately preceding the said September 1 date, the teacher may make specific arrangement with the Superintendent of Schools in advance of September 1 for any requisite delay in college transmittal of the appertaining transcripts.

At earliest possible date in advance of September 1 of any school year by which a teacher will be confident that he will expect to qualify for advancement beyond his current salary guide class, inclusive of mid-point possibilities, effective for said September 1, he should prepare and send to the Superintendent of Schools two completed copies of the form "Record of Superintendent's Approval for Advanced Study Relating to Salary Classification". For the teacher's completion of this form, the following information should be of assistance, particularly if he is seeking approval for the attainment of mid-point status:

With regard to a mid-point between salary guide classes within the salary guide for teachers, illustratively, when a teacher completes 15 semester hours as approved by the Superintendent of Schools for credit toward the 30 semester hour requirement differential between salary guide Class 1 and salary guide Class 2A, the teacher will qualify for a salary adjustment as of September 1 in the school year immediately following the completion of said 15 semester hour block of credit with said amount of salary adjustment to be equal to one-half of the salary guide differential between Class 1 and Class 2A.

In using said application form, to designate a mid-point between salary guide classes, the teacher should use the letter M thus:

For the mid-point between Class 1 and Class 2, designate as: 1M  
For the mid-point between Class 1 and Class 2A, designate as: 1AM  
For the mid-point between Class 2 and Class 3, designate as: 2M  
For the mid-point between Class 2A and Class 3A, designate as: 2AM  
For the mid-point between Class 3 and Class 4, designate as: 3M  
For the Mid-point between Class 3A and Class 4A, designate as: 3AM

For any other mid-points the teacher should write an explanation on the form.

Number of post-bachelor's degree semester hours of college study in a teacher's field of teaching assignment as of the date of initial effectiveness of the teacher's advancement in salary guide class from Class 1 to Class 2A in order to qualify for a "major program in subject field": 18 (out of the total 30 semester-hour requirement); for movement from Class 1 to Class 1AM this figure is 9 (out of the total 15 semester-hour requirement).

The 15 semester-hour provision was changed, effective September 1, 1974, to provide for:

- 10 semester hours, with 6 semester hours for a major program in subject field;
- 20 semester hours, with 12 semester hours for a major program in subject field;
- 30 semester hours, with 18 semester hours for a major program in subject field except that beginning with the school year 1974-1975 the 15 semester-hour provision shall prevail as a grandfather's clause.

Because effective September 1, 1977, the classes 2, 3 and 4 will be advanced into the classes 2A, 3A and 4A that prevailed for the school year 1976-1977, and effective September 1, 1977, the said "A" designations in classes will be dropped, the "A" designations will be dropped from the class interval points 1AM, 2AM, and 3AM.

## EXHIBIT G

DIFFERENTIALS PAID TO FORT LEE TEACHERS, WHICH ARE AMOUNTS OF MONEY PAID ANNUALLY IN EXCESS OF THE ANNUAL SALARY AS A TEACHER AS CALCULATED FROM THE FORT LEE BOARD OF EDUCATION TEACHERS' SALARY SCHEDULE. \*

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\* These amounts are paid as a part of annual salary, not as an extra bonus.

For Guidance Counselors: Recorded in Salary Guide for Guidance Counselors.

For Psychologists: Recorded in Salary Guide for School Psychologists.

For a Master's Degree in the Teaching of Reading: \$400.

For Learning Disability Teacher-Consultants: \$500.

For Social Workers: \$500.

## EXHIBIT H

### GRANDFATHER CLAUSE FOR SPECIAL EDUCATION TEACHERS

The annual salary for special education teachers whose period of employment as special education teachers within the Fort Lee Public School System was in effect as of June 30, 1974, shall be above the salary such teacher would receive in terms of proper placement as a regular teacher on the teachers' salary guide, in the amount of \$500, for whatever period of employment postdating June 30, 1974. said teachers shall be continued in service as special education teachers within the Fort Lee Public School System.

SCHEDULE B - 1

CO-CURRICULAR ACTIVITIES BONUS GUIDE  
FOR THE SCHOOL YEAR  
1978-1979

CLASS A ACTIVITIES - \$ 285

Freshman Class Advisor  
Sophomore Class Advisor  
Hi-Y Club  
Tri-Y Club  
Voice (Literary)  
Voice (Art and Layout)  
Pioneer (Art and Layout)  
Pioneer Business Advisor

CLASS B ACTIVITIES - \$ 427

Math League  
Junior Class Advisors  
Baton Twirlers  
Color Guard  
Fort - Leeder  
Pioneer  
Technical Advisor - School  
Vocal Music Accompanist  
Student Council Advisor, Intermediate School  
General Organization Treasurer, Intermediate School  
Sponsor of the Photograph Club, Intermediate School

CLASS B1 ACTIVITY - \$ 641

Senior Class Advisor

CLASS C ACTIVITIES - \$ 853

Drama Director  
Chorus Director  
Cheer Co-Advisors: 2 for \$ 426.50 each  
Band Director

CO-CURRICULAR SPECIAL ACTIVITY:

Technical Advisor to Community Groups: Choral Director,  
at a bonus compensation rate of \$8 per hour.

High School student to be chosen and assigned by the  
Choral Director with this student's compensation rate  
to be \$3.00 per hour.



SCHEDULE B - 2

CO-CURRICULAR ACTIVITIES BONUS GUIDE  
FOR THE SCHOOL YEAR  
1979-1980

CLASS A ACTIVITIES - \$ 308

Freshman Class Advisor  
Sophomore Class Advisor  
Hi-Y Club  
Tri-Y Club  
Voice (Literary)  
Voice (Art and Layout)  
Pioneer (Art and Layout) --  
Pioneer Business Advisor

CLASS B ACTIVITIES - \$ 461

Math League  
Junior Class Advisors  
Baton Twirlers  
Color Guard  
Fort - Leeder  
Pioneer  
Technical Advisor - School  
Vocal Music Accompanist  
Student Council Advisor, Intermediate School  
General Organization Treasurer, Intermediate School  
Sponsor of the Photography Club, Intermediate School

CLASS B 1 ACTIVITY - \$ 692

Senior Class Advisor

CLASS C ACTIVITIES - \$ 921

Drama Director  
Chorus Director  
Cheer Co-Advisors: 2 at \$460.50 each  
Band Director

CO-CURRICULAR SPECIAL ACTIVITY:

Technical Advisor to Community Groups: Choral Director,  
at a bonus compensation rate of \$8 per hour.

High School student to be chosen and assigned by the  
Choral Director with this student's compensation rate  
to be \$3.00 per hour.

SCHEDULE D

RECREATION INSTRUCTION FOR AFTER-SCHOOL HOURS

FOR THE SCHOOL YEAR 1978-1979

For physical recreation instruction of boys and girls of the Fort Lee Borough schools with a minimum instructional service of 200 hours per school year. This total compensation is proratable on a time basis whenever there is more than one instructor or whenever one instructor does not fulfill the time allotment required.

First Year

\$735 (= \$3.68 per hr.)

Second Year & Maximum

\$840 (= \$4.20 per hr.)

It is agreed that a written certification to the effect that the minimum hours as stated above for athletic personnel must be submitted to the Secretary of the Board of Education by the Director of Athletics before payment shall be made.

SCHEDULE D

RECREATION INSTRUCTION FOR AFTER-SCHOOL HOURS  
FOR THE SCHOOL YEAR 1979-1980

For physical recreation instruction of boys and girls of the Fort Lee Borough schools with a minimum instructional service of 200 hours per school year. This total compensation is proratable on a time basis whenever there is more than one instructor or whenever one instructor does not fulfill the time allotment required.

First Year

\$794 (= \$3.97 per hr.)

Second Year & Maximum

\$907 (= \$4.54 per hr.)

It is agreed that a written certification to the effect that the minimum hours as stated above for athletic personnel must be submitted to the Secretary of the Board of Education by the Director of Athletics before payment shall be made.

SCHEDULE C

ATHLETIC COACHES COMPENSATION

Bonus Guide for Interscholastic Athletic Personnel of the Fort Lee Public School System from September 1, 1978 through June 30, 1979. Bonus per sport season. Credit from one sport not transferable to another sport.

<u>Sport/Level</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>Maximum</u>
<u>Football</u>					
Head	1375	130	185	340	2030
Asst.	895	105	155	210	1365
Frosh	785	105	130	155	1175
<u>Basketball, Wrestling</u>					
Head	1165	105	210	315	1795
Asst.	765	105	155	210	1235
Frosh	680	105	130	155	1070
<u>Baseball, Track and Soccer</u>					
Head	1110	105	210	315	1740
Asst.	765	105	155	210	1235
Frosh	600	105	130	155	990
<u>Winter Track, Cross Country, Tennis - Boys &amp; Girls, Volleyball</u>					
Head	570	80	105	130	885
<u>Bowling, Golf</u>					
Head	435	55	80	105	675
<u>Girls Track</u>					
Head	760	105	155	210	1230
Asst.	600	105	130	155	990
<u>Girls Basketball, Softball</u>					
Head	600	105	130	155	990