

4-0424

THIS DOES NOT
CIRCULATE

NEGOTIATIONS AGREEMENT BETWEEN THE
SPARTA EDUCATION ASSOCIATION
and the
SPARTA BOARD OF EDUCATION
FOR THE SCHOOL YEAR
1977-1978

7/1/77 - 6/30/78

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Institute of Management and
Labor Relations
JAN 26 1979
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PREAMBLE

This agreement entered into this _____ day
of _____, 19____, by and between the
Board of Education of the Township of Sparta,
New Jersey, hereinafter called the "Board"
and this Sparta Education Association,
hereinafter called the "Association".

ARTICLE IRecognition

- A. The Board recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all certificated personnel employed on a full time basis by the Board including:

Classroom Teachers

Nurses

Librarians

Guidance Counselors

Speech Therapists

Social Workers

Remedial Reading Specialists

Learning Disability Teacher Consultants

But excluding:

Supervisory and executive personnel, office, clerical and maintenance and operating employees, such as, but not limited to Principals, Vice Principals, Administrators, Business Manager, Director of Pupil Personnel and Research, Psychologists, Aides.

- B. Unless . . . otherwise indicated, the term "teachers" when used hereinafter in this agreement, shall refer to all professionals represented by the Association in the negotiating unit as defined above and any reference to male teachers shall include female teachers.

- C. Full time as indicated above shall include certificated personnel who are employed on a regular five (5) days per week basis throughout the school year.

The following contractual provisions shall apply to these personnel;

Article I, II, III, IV, V, IX, X, XII, XIII, XIV, XV, XVI, XVII, XVIII, XXIV, XXVI, XXVII, XXVIII, XIX, XXX, XXIX.

The following contractual provision shall also apply to these personnel with the following revisions:

Article XX. Insurance - If the employee is employed for twenty (20) hours or more per week.

ARTICLE IINegotiations Procedure

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, New Jersey Public Laws-1974, in good-faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin by mutual agreement before, but not later than, October 15 of the calendar year preceding the calendar year in which this agreement expires. Any Agreement so negotiated shall apply to all teachers, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.
- B. Representatives of the Board and the Association shall meet periodically for the purpose of reviewing the administration of the Agreement, and to resolve related problems that may arise thereof. These meetings shall be scheduled at the request of either party. These meetings are not intended to bypass the grievance procedure nor to take the place of any other scheduled meetings whose prime purpose is negotiation.
- C. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE IIIGrievancesA. Definitions

1. A "grievance" is a claim based upon an event or condition which affects the terms and conditions of employment of a teacher or group of teachers and/or the interpretation, meaning, or application of any of the provisions of this Agreement, a board policy, or an administrative directive.
2. An "aggrieved person" is the person or persons making the claim.
3. "Days" shall mean teacher employment days except as otherwise indicated. If the stipulated time limits are not met, the grievant shall have the right to appeal the grievance to the next level of procedure. (See C - 3)

B. Purpose

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

C. Procedure

1. Grievances shall be processed as rapidly as possible. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process.

2. In the event a grievance is filed at such time that it cannot be processed through all the steps in the grievance procedure by the end of the school year, the time limits set forth herein shall be reduced at the request of either party so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
3. The aggrieved person will institute the grievance procedure within twenty (20) days of the occurrence or within twenty (20) days of the date on which he becomes aware of the grievance. Twenty (20) days are defined as those days on which school is in session. In the event the grievance is not initiated within this period the grievance is null and void.
4. Level One
 - A. A person with a grievance shall first discuss his problem informally with his immediate superior, if any, and the building principal to try to settle the grievance.
 - B. If the aggrieved is not satisfied with the disposition of the grievance at level 1-A he shall file his grievance in writing with the immediate superior. The response to the written grievance shall be in writing and be given no later than five (5) days after receiving the grievance.

C. If the aggrieved person is not satisfied with the disposition of his grievance at Level One-B, or if no decision has been rendered within the time limit stated, the aggrieved person shall review his grievance with the Association. The Association, in discussion with the aggrieved person, shall determine within five (5) school days whether to support the grievance if processed at Level Two.

5. Level Two

If the aggrieved person wishes to pursue the grievance he must send a letter to the superintendent within five (5) school days with a copy to the principal and to the immediate superior, if any, stating (a) nature of grievance (b) extent of injury or loss (c) reasons for writing the grievance (d) articles of contract considered violated, if any, (e) results of previous discussion (f) basis of dissatisfaction with the determination, and (g) requesting an audience with the superintendent. This meeting must be scheduled within five (5) school days upon the receipt of the letter by the superintendent. The superintendent shall reply in writing, stating the reasons for his decision, to the aggrieved person within five (5) school days after said meeting.

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6. LEVEL THREE

If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, he may appeal his grievance, in writing, within ten (10) days, to the Board of Education specifying his reasons for his complaints. Within fifteen (15) days of the receipt of the appeal of the grievance, the Board of Education will conduct a hearing to provide the aggrieved an opportunity to present his grievance. Within ten (10) days after the hearings, the Board shall render a decision and notify aggrieved person(s) in writing. Copies of this decision will be forwarded by the Board, the Association and the Superintendent of Schools.

7. LEVEL FOUR

In the event an aggrieved person is dissatisfied with the determination of the Board he shall have right to fact finding with recommendations. A demand for such fact finding shall be made no later than fifteen (15) school days following receipt of the written determination of the Board. Failure to file within said time period shall constitute a bar to such fact finding unless the aggrieved teacher and the Board shall mutually agree upon a longer time period with which to assert such a demand. The Board and the Association shall attempt to agree upon a mutually acceptable fact finder. When the parties agree, or

if they are unable to agree, they shall within five (5) school days of the demand, jointly request the Public Employment Relations Commission to appoint a fact finder. In the event the said Commission shall be unable or unwilling to appoint a fact finder within fifteen (15) days of their joint request, then a request shall be made to the American Arbitration Association to appoint a fact finder.

The fact finder shall conduct such proceedings as he shall deem necessary and shall render a report setting forth his findings of facts reasoning and recommendations within the shortest possible time. The recommendation made by the fact finder shall be advisory only. The parties agree that they shall consider the recommendation but that it will not be binding on the parties. The following areas are not subject to advisory fact finding:

1. Failure to retain non-tenure teachers.
2. A grievance for which a specific remedy is provided by law and is directly applicable to the grievance in point.
3. Failure to re-employ or appoint personnel in position for which tenure is neither granted nor possible by law.

Miscellaneous

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.
2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any building representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.
3. If, in the judgement of the Association, a grievance affects a group or class of teachers, the Association may submit such grievance in writing to the superintendent directly and the processing of such grievance shall be commenced at Level One-B. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
4. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

5. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents shall be prepared jointly by the superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
6. All meetings and hearings under this procedure shall not be conducted in public and shall include the parties and their designated or selected representatives, heretofore referred to in this ARTICLE.
7. Employees shall not have the right to refuse to follow administrative directives or Board policy on grounds that a grievance has been instituted or is in any stage of process.
8. Failure at any step of this procedure to communicate the decision on a grievance within the time limits shall permit the teacher to proceed to the next step. The parties, however, may mutually agree to extend the time periods specified herein.
9. Failure at any step of this procedure by the aggrieved or the Association to appeal a grievance to the next step within the specified time limits, unless mutually extended, shall be deemed to be an acceptance of the decision rendered at that step, and an abandonment of further grievance procedure.

10. In any case where a grievance is based upon a determination of the Board the aggrieved may appeal directly to the Board at Level Three. In either instance, the grievance will be filed in accordance with the requirements of Level Two.
11. All meetings, hearings and investigations under this procedure shall be accomplished without interference with the operation of the school system, after school hours, and shall be considered private.
12. The parties agreed to cooperate in the investigation and resolution of any grievance.

Involuntary Transfers and Reassignments

1. Any intent to involuntarily transfer or reassign an employee shall be made in writing by the Superintendent as soon as practicable and, except in cases of emergency, not later than March 20 for a succeeding school year. The reasons for such a change must be set forth in the letter of intent to transfer by the Superintendent.
2. In the event that changes in such schedules, class and/or subject assignments, or building assignments are proposed after March 20, for a succeeding school year, any teacher effected shall be notified promptly in writing of the transfer and the reasons therefor.

Voluntary Transfers and Reassignments

- A. 1. The Superintendent shall deliver to the Association and post in all school buildings a list of known vacancies as they arise during the school year.
- (a) No later than March 1 of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of known vacancies which shall occur during the following school year. Such a general listing will not preclude the posting of other vacancies as they occur.
- (b) In the event a vacancy becomes known during the summer recess, which is to be filled prior to the start of the next school year, a notice of such vacancy will be mailed to those professionals who are qualified to apply for such position by reason of their certification on record in the central office. To be eligible for consideration for such position, the person contacted must have previously indicated an interest in such positions prior to the end of the school year on the appropriate forms and must respond in writing within five days of receipt of such notification. Vacancies which occur after August 1, may be filled by the Superintendent prior to the expiration of the five day period.
- (c) Such notices shall state that applications for such positions are being accepted, the position title, and the deadline for filing such applications. All applicants will be informed in writing of the status of their application when the vacancies are filled.

2. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than March 5. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he desires to be transferred, in order of preference.
 3. Current employees of the Sparta System shall be given full consideration in filling such vacancies.
 4. As soon as practicable, and no later than March 30, the Superintendent shall post in each school and deliver to the Association a system-wide schedule showing the names of all teachers who have been reassigned or transferred and the nature of such reassignment or transfer.
- B. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system.

Professional Business

Absences to attend professional conferences, workshops, critiques, conventions, and visitations to other school districts shall be allowed with full pay pending the approval of the Superintendent. For such professional business the Board shall provide for all registration fees, a maximum of \$30.00 a day for meals and lodging, and a rate of \$.13 per mile to a maximum of six hundred (600) miles for transportation for each approved absence. Any transportation expenses in excess of the allotted amount shall be authorized at the discretion of the Board of Education.

Leaves of Absence

- A. 1. A leave of absence without pay of up to two (2) years shall be granted to any tenure teacher who joins Peace Corps or Vista.
2. A leave of absence without pay of up to one (1) year may be granted to any tenure teacher to serve as an exchange teacher or overseas teacher.
3. No more than one such grant shall be permitted any individual in any seven (7) year period of employment in this district.
4. A teacher shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent. This policy is not meant to include provisions during the leave of those employment benefits such as medical insurance, tuition reimbursement and accrual of additional sick leave. Upon return to the district, all rights, privileges and benefits shall be returned to the individual employee.
- B. Leaves of absence without pay may be granted for serious illness in the family of those living in the immediate household which requires the presence and care of the tenured professional employee for an extended period of time.

Leaves of Absence
(continued)

A tenured teacher shall not receive credit for this absence on the salary guide schedule for the time spent on this leave. Upon return, the teacher will resume his normal place on the salary schedule and shall be assigned to the same position which was held at the time of the leave.

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

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

Sabbatical Leaves

A. A sabbatical leave not to exceed one (1) year, may be granted to a teacher at the discretion of the Board for study or for other reasons which will benefit the schools and the pupils of the District in the opinion of the Board.

B. Sabbatical leave may be granted, subject to the following conditions:

1. Sabbatical leaves may be granted to a maximum of 3 certificated teachers employed at any one time.
2. The teacher must have completed at least seven (7) consecutive years of service in the Sparta School District in a position requiring certification.
3. Requests for sabbatical leave must be received by the Superintendent in writing, in such manner as indicated in the administrative directives of the District, no later than March 1, and action must be taken on all such requests no later than April 1, which the sabbatical leave is requested.

The application shall contain the following information:

- (a) A detailed description of the sabbatical study program and its significance as a contribution to the district.
- (b) The relationship of the study program to the applicant's long range professional objectives.

- (c) A Detailed description of all other financial support expected during the sabbatical leave.
 - (d) Or other information as may be required by the Superintendent.
4. A teacher on sabbatical leave shall be paid by the Board at the full rate which he would have received if he had remained on active duty except if a sabbatical is due to a fellowship or grant, he will receive the difference in salary equal to full rate.
 5. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence.
 6. The employee is expected to return to service in the District for not less than two (2) years upon completion of the leave.

Parent-Teacher Conferences

- A. In order that elementary teachers may have adequate time available for parent-teacher conferences, released school time of three (3) one-half school days will be provided during the school year. This released time will be two one-half days in the Fall and one-half day in the Spring. All teachers are to make themselves available to parents during a scheduled conference period.

- B. Teachers shall be available on an appointment basis to see parents on the evenings of the days of Parent-Teacher Conferences.

Machine-Scored Tests

All Administrative initiated standardized tests for district students shall be machine scored at the expense of the Board.

Preparation Periods

All elementary classroom teachers shall be provided with a minimum of five (5) preparation periods per week.

Librarians shall be provided with daily time for preparation. Such time to be determined by the building principal.

Class Size

It is recognized by the Board that pupil-teacher ratio is an important aspect to an effective educational program.

Teaching Responsibilities

Personnel other than teachers may be assigned at the discretion of the school principal to assist teachers in the performance of their duties. Such duties may include hand scoring tests, sales, solicitations and collections.

Professional Rights

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

In-service Training Credit

In-service training programs will be planned annually by a district committee established by the Instructional Council. The committee shall meet by October 1st of each school year and make written program recommendations to the Superintendent and Board by December 1st of said year, in accordance with the procedures outlined under Article XXVI Instructional Council. There will be no reimbursement for in-service training courses on a per credit basis. However, effective July 1, 1972, in-service courses may be applied to the B.A. 15 and salary levels above the M.A. degree.

Association President

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

The Association President shall be relieved of non-teaching duties during his tenure in office at the discretion of the building principal, and his approval shall not be unreasonably withheld.

Summer Work Study Program

- A. In order to screen and recommend summer work study programs, the Board agrees to establish a committee under the Instructional Council provisions. The committee shall meet by October 1st each year and make written program recommendations to the Board by December 1st, in accordance with the* procedures outlined in Article XXVI Instructional Council.
- B. In the event a work study program is initiated, a written report stating the accomplishments and results of each completed program shall be submitted to the Superintendent by each of its participants by the following September.
- C. The teachers so employed in summer work study programs shall be issued a written contract and be paid twice monthly. A salary shall be pro rated based upon his existing salary.
- D. Arrangements shall be made prior to the employment of professionals to make available existing clerical help.

Contracts

All contracts for non-tenure teachers and/or salary statements for tenure teachers shall be distributed by March 30th of each school year for employment during the following school year.

Summer Savings

At the time of contract issuance each teacher shall be informed in writing that the following payroll savings plans are available:

- A. Summer savings deduction plan.
- B. Credit union deductions.
- C. Bond a month plan.

†
Insurance Protection

1. The Board shall pay the full premium for each professional employee and for the family insurance where applicable.
2. Provisions of the health - care insurance program shall be detailed in master policies and contracts agreed upon by the Board and the Association and shall include:
 - (a) Hospital room and board and ancillary costs.
 - (b) Out-patient benefits.
 - (c) Laboratory fees, diagnostic expenses, and permitted therapy treatment.
 - (d) Maternity costs.
 - (e) Surgical costs.
 - (f) Major-medical coverage.
3. In the event that an insurance company other than the Blue Cross-Blue Shield is selected, the claim settlement process must be accomplished with a performance equivalent to the health-insurance program now in effect. The carriers of the above mentioned health benefit plan shall not be changed during the life of the contract without the agreement of the Association.
4. The Board, at employee's expense, shall provide for continuance of health care insurance after retirement on the terms detailed in the master policies and contracts agreed upon by the Board and the Association.

5. The Board of Education shall inform all new teachers in the district, in writing, of the nature of benefits to which they may subscribe on a voluntary basis.
6. The Board of Education shall provide a prescription plan beginning in the 1976-1977 school year at a cost not to substantially exceed \$12,000.00.
7. The Board of Education shall provide a dental plan for each professional employee. Effective July 1, 1978, the Board of Education shall provide a dental plan for each professional employee and his family where applicable. The cost of this plan shall not substantially exceed \$44,000.00.

Salaries and Extra Pay

Salaries and Extra Pay for the school year shall be paid in accordance with the attached Guides:

Appendix A - Teachers' Salary Guide

Appendix B - Extra Curricular Pay Guide

Appendix C - Coaches' Extra Pay Guide

Board Policies

- A. In accordance with Chapter 123 Public Laws 1974, Section 7 - Negotiation Rights. The board agrees " proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established."
- B. As new policies are created by the Board, these policies shall be distributed to all personnel and reviewed by each building principal at the next building faculty meeting following the implementation of the policy or as soon thereafter as possible.
- C. This agreement shall be considered as a part of Board and Association Policy for the term of this agreement and the Board and the Association shall carry out the commitments contained herein.

Rights of the Parties

1. The Board of Education, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations (a) to direct employees of the school district, (b) to hire, promote, transfer, assign and retain employees in positions within the school district and to suspend, demote, discharge, or take other disciplinary action against employees, (c) to relieve employees from duties because of lack of work or for other legitimate reasons, (d) to maintain the efficiency of the school district operations entrusted to them, (e) to determine the methods, means and personnel by which such operations are to be conducted, and to take whatever actions might be necessary to carry out the mission of the school district in situations of emergency.
2. No professional shall be disciplined without just cause. Any such actions shall be subject to the grievance procedure.
3. Participation by any member of the negotiating unit in a strike or a refusal to perform duties for which he is under contract, shall be just cause for disciplinary action.
4. It is understood by the parties that negotiations can best be conducted without the use of pressure tactics or any practice within the term sanctions.

Separability

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.

Distribution of Agreement

The Board shall provide a complete copy of this Agreement to each teacher within one month of the successful completion of the Agreement.

Instruction Council

The Board agrees to establish an Instructional Council in accordance with the following:

A. Purpose

The Instructional Council will be formed to work in cooperation with the Administration and the Superintendent by research and study of specific educational programs and projects determined by the Council and approved by the Superintendent which are designed to improve and strengthen the educational programs in the district.

B. Membership

The Council shall consist of an equal number of representatives appointed by the S.E.A. and the Superintendent.

C. Council Responsibility

The Council shall establish its own rules of procedure, meeting times and frequency, sub committees and ad hoc committees. The Council shall submit written recommendations to the Superintendent which may include minority as well as majority views.

D. Superintendent's Responsibility

The Superintendent shall consider and study all written recommendations submitted by the Council and shall meet with the Council to review their recommendations prior to his presentation. The Superintendent will present his recommendations and those of the Council to the Board.

E. Board Responsibility

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The Board shall consider and study all written recommendations submitted by the Council through the Superintendent. In the event such recommendations are adopted by the Board, they will have full force and effect of Board Policy.

Environmental Education

Teachers participating in the Stokes Environmental Education experience beyond the normal school day on an over night basis shall be paid \$20.00 per night. Payment is subject to prior approval of the Superintendent.

Previously Accumulated Sick Leave

Previously accumulated unused sick leave up to a maximum of 24 days shall be restored to all formerly employed teachers upon their re-employment in the district.

Personal Business

Each year the Board of Education will grant two days for compelling personal reasons with full pay pending approval of the Superintendent upon application thereof. Unused personal leave may be accumulated to a maximum of four (4) days per year. Necessary personal day is construed to mean that such business is essential and will require the presence of the employee on a day school is in session.

Since the application requires approval by the Superintendent it is incumbent upon the requestor to make known sufficient details of the need for the "necessary personal day" except in those rare circumstances where the nature of the details is such that privacy must be maintained. In the latter case a written statement that the business is personal and is of "emergency" nature in the context of this policy should be submitted to the Superintendent.

Should the request be denied approval by the Superintendent, a written reason will be returned to the requestor.

A monthly report shall be submitted to the President of the Sparta Education Association of the number and types of requests for personal days.

Length of School Year

The length of the school year for 1977-78 shall be 187 days. Newly hired teachers shall be required to work one additional day for orientation purposes.

Length of Teacher Day

The length of the teacher day shall not exceed 7 hours and 15 minutes duration, except on those days when teachers are required to attend meetings and conferences as set forth in Articles IX and XXXIII.

Teacher Lunch Period

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

Teacher Meetings

Each teacher shall be required to attend a total of not more than 23 faculty, grade level or departmental meetings during the school year. Normally, such meetings shall not exceed one hour in duration. In cases of emergency, as determined by the Principal or Superintendent, concerning such matters as the health or safety of students and professional personnel, additional meetings may be required. Unless excused by the Principal or Superintendent, attendance at all scheduled meetings shall be mandatory.

Substitutes

Substitute teachers will normally be employed to cover the absence of a teacher, however, regular teachers may be used to cover classes at the discretion of the principal in cases of emergency as determined by the principal. In the event that district teachers are used to cover classes, the assignments will be made equitably. If a teacher is required to cover a class on more than three occasions, he shall be compensated at the rate of \$10.00 for each succeeding coverage.

Reduction in Force

- A. When a reduction in force is necessitated, the rules of seniority as set down by the Office of the Commissioner of Education shall be utilized.
- B. The Association shall be notified of any contemplated reduction in force three months before that reduction is to take place. The Association shall be given an opportunity to present proposals and suggestions as to how said reduction can be most justly accomplished.
- C. Insofar as possible the reduction shall be accomplished by attrition or by the granting of leaves to other teachers who request them.
- D. Any teacher let go under this article shall retain recall rights for a period of two years, provided only that they be qualified for the available position.
- E. The Board retains the right to make the final determination under reduction in force subject to the provisions of this contract.

Duration of Agreement

- A. The articles of this Agreement shall be effective for the 1977-78 school year commencing on July 1, 1977 and terminating on June 30, 1978, except where it is specified otherwise.
- B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents and attested to by their respective negotiations chairmen and secretaries.

_____ Association _____ Board of Education

By Peter Massardo By Robert J. Hinman
 Peter Massardo, President Robert Hinman, President

By Sam Roseman By Andre J. Montagne
~~Jerome Wagner~~ Sam Roseman Andre J. Montagne, Secretary
 Negotiating Chairman

By Dorothy Predmore
~~Anne Bozek~~, Secretary
 Dorothy Predmore

APPENDIX A

1977-1978

TEACHERS' SALARY GUIDE

<u>STEP</u>	<u>B.A.</u>	<u>B.A. 15</u>	<u>M.A.</u>	<u>M.A. 15</u>	<u>M.A. 30</u>	<u>M.A. 45</u>
1	\$10305	\$10605				
2	10818	11129	\$12004	\$12471		
3	11361	11671	12545	13012	\$13458	\$13729
4	11695	12034	13117	13591	13997	14268
5	12125	12498	13579	14052	14448	14729
6	12621	12960	14040	14513	14918	15190
7	13083	13421	14501	14974	15446	15649
8	13578	13914	14995	15466	15804	16140
9	14070	14408	15486	15959	16295	16633
10	14565	14900	15979	16450	16787	17123
11	15056	15392	16469	16940	17276	17613
12	15612	15950	17024	17494	17832	18100
13	16172	16508	17582	18052	18388	18657
14	16729	17063	18138	18607	18942	19210
15	17284	17617	18692	19160	19496	19764
16	17836	18172	19243	19713	20049	20316
17			19796	20266	20599	20868
18				20816	21149	21419

1. All graduate credits must have prior approval of the Superintendent. His decision may be subject to the grievance procedure.
2. The Board will pay \$50.00 per graduate credit earned during the fiscal year. The total number of credits to be subsidized for one staff member not to exceed nine. The Board will pay \$25.00 per graduate credit earned during the fiscal year by part-time staff members. The total number of credits to be subsidized for part-time staff members shall not exceed four. Such credits shall be approved by the Superintendent.

APPENDIX A continued

3. Guidance personnel on twelve-month contracts shall be paid on the appropriate step of the teachers' salary guide plus 10% per month for each of the two additional months or a total of 20% more.
4. Teachers who have completed 15 years of employment in the Sparta School District shall receive an annual amount of \$500.00 over and above the salary guide.
5. Teachers who have completed 20 years of employment in the Sparta School District shall receive an annual amount of \$850.00 over and above the salary guide.
6. Teachers who are not eligible for the longevity provisions previously expressed in Sections 5 & 6 but who have been on the maximum step of their salary guide for a minimum period of one year shall receive an annual amount of \$350.00 over and above the salary guide.

EXTRA-CURRICULAR GUIDE

<u>Position</u>	<u>1977-1978</u>
Jr. High Publications	\$1075.
Sr. High Marching Band	1075.
Sr. High Newspaper	130. per issue to ten
Sr. High Yearbook	1075.
Sr. High Accts. Treasurer	1075.
AVA Coordinator	1075.
Beginnings Advisor	975.
Director, Musical	975.
Sr. High Drama	875.
Jr. High Drama	875.
Jr. High Student Govt. Adv.	875.
Sr. High Student Govt. Adv.	875.
Photography Club Adv.	875.
Varsity Cheerleading	875.
SOS	875.
Dept. Chairman	775.
Sr. High GAA (2)	775.
Jr. High GAA (2)	775.
Jr. High Boys Intermurals (2)	775.
JV Cheerleading	775.
Freshman Cheerleading	775.
Jr. High Accounts Treasurer	775.
Grade Level Chairman	675.
Musical Director	675.
Yearbook Bus. Adv.	675.
Sr. High Drill Team	575.
Sr. High Boys Intermurals	575.
Sr. Class Advisor	575.
Jr. Class Advisor	575.
Soph. Class Advisor	575.
Freshman Class Advisor	575.
Technical Director	575.
Modern Dance	525.
Forensics	475.
Wrestling Cheerleading	475.
Jr. High Co-curricular Director	375.
Accompanist	275.
Environmental Ed. Co-ord.	275.