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DEMAREST PUBLIC SCHOOLS
DEMAREST, NEW JERSEY

1971 - 1972

AGREEMENT

between

THE DEMAREST BOARD OF EDUCATION

and

THE DEMAREST EDUCATION ASSOCIATION

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AGREEMENT made the *10th* day of *February, 1971*
between THE DEMAREST BOARD OF EDUCATION, hereinafter called
the "Board", and THE DEMAREST EDUCATION ASSOCIATION, here-
inafter called the "Association".

ARTICLE I
RECOGNITION

A. The board recognized the Association as the exclusive collective bargaining representative of all members of the teaching staff and all specialists, including the nurse, the librarian and the psychologist but excluding all supervisory personnel and the social worker. The nurse and librarian shall be excluded in the event they are not certificated teachers.

B. Whenever the word "employee" is used in this Agreement, it shall be deemed to mean the employees in the bargaining unit covered by this Agreement, as defined in paragraph A above.

C. Whenever the word "part-time employee" is used in this Agreement, it shall be deemed to mean any employee in the bargaining unit covered by this Agreement, as defined in paragraph A above, who is regularly scheduled to work less than a total of four (4) full days a week.

ARTICLE II

POWERS OF THE BOARD OF EDUCATION
AND ITS SUPERINTENDENT OF SCHOOLS

Except as explicitly limited by a specific provision of this Agreement and Chapter 303, P.L. 1968, the Board, acting directly or through its Superintendent of Schools, shall continue to have the exclusive right to take any action it deems appropriate in the superintendence, management and control of the educational affairs of the school district, and to this end it hereby reserves to itself all powers, functions, and prerogatives granted expressly or by implication, or reasonably necessary to discharge the duties imposed by the statutes of the State of New Jersey.

The Board's failure to exercise any function hereby reserved to it, or its exercise of any function in a particular way shall not be deemed a waiver of its right to exercise such function or preclude the Board from exercising the same in some other way not in direct conflict with the express provisions of this Agreement and Chapter 303, P.L. 1968.

ARTICLE III
DUES DEDUCTION

A. AUTHORIZATION

1. When an employee duly executes and delivers to the Board an authorization for Association dues deductions, in the form set forth in paragraph B, below, the Board shall make such dues deductions in accordance with that authorization. Each such dues deduction shall be made from the first wage payment of each month of the said employee but in no event earlier than two (2) weeks from the date the said authorization is received by the Board. Any amount so deducted from the wages of an employee shall be remitted to the Treasurer of the Association once in each month on or before the expiration thereof.

2. The Board shall continue to make such dues deductions so long as the following conditions are met:

- a. The authorization remains in effect,
- b. The individual remains an employee as defined in paragraph B of Article I of this Agreement, and
- c. The Association remains the representative of the employee for the purpose of collective bargaining.

B. FORM OF AUTHORIZATION

The recognized form of authorization for dues deduction is as follows:

DUES DEDUCTION AUTHORIZATION

I, the undersigned, an employee of Demarest Board of Education, do hereby authorize my employer for the 1971-72 school year to deduct from my wages, the first payroll period of each month, an amount sufficient to provide for payment of the regular monthly membership dues of the organizations indicated below, and to transmit same forthwith to the Treasurer of the Association.

This authorization is to take effect immediately and to continue in full force and effect until written notification of its withdrawal by the undersigned is filed with the Board of Education. The filing of such notice of withdrawal shall be effective to halt deductions as of January 1 next succeeding the date on which such notice of withdrawal is filed. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization, and relieve the Board of Education and all of its officers from any liability therefore.

I DESIGNATE THE DEMAREST EDUCATION ASSOCIATION TO RECEIVE AND DISTRIBUTE DUES AS FOLLOWS:	:	1971-72 SCHOOL YEAR DUES OR AS CERTIFIED BY THE ORGANIZATION
	:	
<input type="checkbox"/> DEA DEMAREST EDUCATION ASSN.	:	\$
	:	
<input type="checkbox"/> BCEA BERGEN COUNTY EDUCATION ASSN.	:	\$
	:	
<input type="checkbox"/> NJEA NEW JERSEY EDUCATION ASSOCIATION	:	\$
	:	
<input type="checkbox"/> NEA NATIONAL EDUCATION ASSOCIATION	:	\$
	:	
TOTAL AMOUNT	:	\$ _____

Date _____

(Signature of Employee here)

(Address of Employee)

(Social Security No.)

(Type or print name of Employee here)

C. AMOUNT OF DUES

The Association shall notify the Board in writing of the amount of regular monthly membership dues. If this amount is changed at any time the Association must give notice thereof to the Board in writing. In order to allow sufficient time for necessary adjustment in the payroll system such notice shall not be effective until thirty (30) days after its receipt by the Board.

ARTICLE IV
GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A Grievance is a claim by an employee that the Board or its representatives have violated an express provision of this Agreement.

2. An "aggrieved person" is the person or persons making the claim.

3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. PROCEDURE

1. All grievances of employees shall be taken up in accordance with the following procedure:

FIRST STEP: The employee and/or his representative shall take the matter up directly with the employee's Building Principal within ten (10) days after cause of complaint arises. The Building Principal shall give his answer within three (3) school days thereafter.

SECOND STEP: If no satisfactory settlement is reached in the First Step, the Association shall reduce the grievance to writing and present it to the Superintendent within five (5) school days after the Building Principal shall have given his answer in the First Step.

Within 30 calendar days after the presentation of such grievance the Superintendent or his designee shall meet with the Association or its designee for the purpose of discussing the matter and disposing of it in a mutually satisfactory manner. The Superintendent or his designee shall render a written decision within ten (10) school days after such meeting.

THIRD STEP: If no satisfactory settlement is reached in the Second Step, the Association may, within ten (10) school days after the receipt of the answer at the Second Step, request in writing a formal hearing before the Board which shall be held within thirty (30) days thereafter. The Board shall render a written decision setting forth its findings and conclusion within thirty (30) days after the hearing is concluded.

FOURTH STEP: In the event the grievance shall not have been resolved in the foregoing steps the Association shall have the right to request the Public Employment Relations Commission to furnish one arbitrator to consider the grievance and render a recommendation, which said recommendation shall however not be binding upon the parties. Such request for arbitration shall be made within ten (10) school days after receipt of the Board's written decision under the Third Step and a copy of said request shall be filed with the Superintendent.

2. Any disposition of a grievance from which no appeal is taken within the time limits specified in

paragraph B(1) above shall be deemed resolved and shall not thereafter be subject to the grievance provisions of this Agreement.

ARTICLE V

SALARIES

A. The salary guide for the nurse, the librarian and all teachers covered by this Agreement is set forth in Appendix A.

B. An employee shall receive all increments on the salary guide and all increases provided he received a satisfactory evaluation from the Superintendent and from those charged with supervisory responsibility and provided further that such increment or increase is approved by the Board.

C. In the event a tenure employee receives an unsatisfactory evaluation during the school year he shall receive written notice thereof and shall be given until February 15th of the following school year to correct and overcome the same. If by February 15th of the following school year he shall not have corrected or overcome his unsatisfactory performance, he shall not receive an increment or increase for the following school year, provided that a tenure employee shall receive written notice that he shall not receive such increment or increase by February 25th and provided further that if such tenure employee desires, he shall be afforded a formal hearing before the Board with or without representation to contest such action if he submits a written request to the Board within two (2) weeks after receipt of said written notice.

D. If an employee requests a formal hearing before the Board pursuant to paragraph C above, he shall receive such hearing within thirty (30) days. The Board shall render a written decision setting forth its findings of fact and conclusions within twenty (20) days after the hearing is concluded.

E. When such tenure employee again receives a satisfactory evaluation he shall progress the following year to the next higher step on the salary guide.

ARTICLE VI
INSURANCE PROTECTION

A. The Board shall provide the following insurance protection for individual employees covered by this Agreement:

1. Blue Cross and Blue Shield with Rider J. with 365 day coverage.
2. Major Medical Insurance in the form and amount provided during the 1970-1971 school year.

B. Dependents of an employee may be included in the above insurance plans provided the employee assumes one-third of the total cost of such coverage.

C. The Board shall prorate premium payments for all part-time employees.

D. The employee's share of all premium payments referred to in paragraphs B and C shall be contributed by way of authorized payroll deduction.

ARTICLE VII

TUITION REIMBURSEMENT

The Board shall pay in the following manner a maximum total of \$6,000 toward the reimbursement of a maximum of 75% of the aggregate tuition costs of approved courses incurred by all employees:

A. The Board shall pay a maximum total of \$3,000 toward the reimbursement of a maximum of 75% of the aggregate cost of the first three (3) credits taken by each employee in any one year. In the event that 75% of the total amount expended by all employees for the first three (3) credits exceeds \$3,000, the Board shall pay each such employee an amount equal to the product of 75% of the costs incurred by each such employee for such first three (3) credits multiplied by a fraction, the numerator of which is \$3,000 and the denominator of which is 75% of the total amount expended by all employees as tuition costs for such credits. In the event that 75% of the total amount expended by all employees for the first three (3) credits shall be less than \$3,000, the Board shall apply the remainder of the \$3,000 pursuant to paragraph B below.

B. The Board shall pay the balance of the \$6,000 (such balance being the sum of \$3,000 and the remainder, if any, referred to in paragraph A above) toward the reimbursement of a maximum of 75% of the aggregate cost of credits over and above the first three (3) credits taken

by all employees. In the event 75% of the total amount expended upon all tuition costs over and above those incurred upon the first three (3) credits exceeds the balance available under this paragraph, the Board shall pay each such employee an amount equal to 75% of such total costs multiplied by a fraction, the numerator of which is the aforesaid balance and the denominator of which is the total amount expended by all employees for such credits over and above the first three (3) credits.

C. In no event shall the Board reimburse an employee more than 75% of his tuition costs.

D. Employees shall file a proof of payment of tuition on or before October 1, March 1, and/or July 1 for reimbursement during that month.

If an employee fails to complete the course with an average (c) grade or better, he shall return the tuition reimbursement paid for that course by means of a cash refund or a deduction from salary.

If, pursuant to paragraph B of this section, the percentage of reimbursement for certain courses is less than 75%, the Board shall be authorized to make the appropriate deduction in the next salary payment to the employee.

ARTICLE VIII
LEAVES OF ABSENCE

A. PERSONAL ILLNESS LEAVE

1. Personal illness leave is defined to mean absence of the employee from his post of duty because of personal or family disability due to illness or injury. Such leave on account of family disability shall be granted only in the event of illness or injury to a member of the employee's immediate family (husband, wife, children, mother, or father) who shall be residing with him and whose disability necessarily requires the employee's absence.

2. All regular full-time employees shall be allowed personal illness leave for ten (10) working days in any school year. Personal illness leave not utilized by an employee in any one year shall be accumulated and may be used as required for personal illness in subsequent years so long as the employee continues in service within the school district.

3. Whenever the absence covered by paragraph 1 above exceeds the employee's current and accrued leave allowance, and the employee is regularly employed full-time, the employee shall receive his salary less the established rate of substitute pay, whether or not a substitute is employed, for a period of five (5) working days for each year of employed service in the Demarest Public Schools.

4. Personal illness leave shall be prorated for all full-time employees who begin service after the school year has started and for all part-time employees.

5. Any employee whose absence for personal illness is for a period of more than five (5) consecutive days may be required to furnish a medical statement from the attending physician certifying to the disability.

B. BEREAVEMENT LEAVE

1. When a death occurs in a full-time employee's immediate family (husband, wife, children, mother or father, as well as brothers or sisters), the employee shall be allowed four (4) days' absence with full pay.

2. When the death of a relative outside the immediate family of a full-time employee occurs, the employee shall be allowed one (1) day's absence with full pay.

3. Bereavement leave shall be prorated for all full-time employees who begin service after the school year has started and for all part-time employees.

C. PERSONAL LEAVE

1. Full-time employees shall be allowed a total of three (3) days per year for leave on matters of personal business, including religious observance, upon application therefor to the Superintendent. Such personal leave shall be with full pay.

2. This leave shall be non-cumulative.

3. Personal leave shall be prorated for all full-time employees who begin service after the school year has started and for all part-time employees.

4. Except for emergency reasons, a minimum of one (1) weeks notice of taking such leave shall be given to the employees appropriate principal.

D. LEAVES FOR PROFESSIONAL REASONS

1. Professional staff members may be granted days of leave for professional activities upon the approval of the Superintendent.

2. Requests for such approval shall be submitted as far in advance as possible, preferably before any financial committments are made, but no less than one week prior to the day(s) requested.

3. Approval of days for professional leaves does not obligate the board to assume any costs for such leaves.

E. MILITARY LEAVE

Military leave shall be granted in accordance with applicable law.

F. MATERNITY LEAVE

1. Maternity leave without pay shall be granted to all married women employees under tenure for a period not to exceed one year, provided application therefor is made prior to the commencement of the fourth month of gestation. Such leave shall become effective no later than a date which shall be prior to the commencement of the fifth month of gestation.

No experience credit shall be given for the period of the leave, whether for salary purposes or by way of seniority.

2. Sixty days prior to the expiration of said leave the employee shall give notice to the Superintendent of her intent to return. In the absence of such notice, her employment will be terminated.

3. The Board shall provide the employee with a written reminder of the requirements of paragraph F(2) above at the time leave commences.

G. OTHER LEAVES OF ABSENCE

Leaves of absence with or without pay for reasons other than those covered in paragraphs A through G may be granted by the Board upon such conditions as the Board in its discretion may prescribe.

H. EXPLANATION FOR ABSENCES

Absences upon any of the aforesaid grounds shall at the request of the principal be fully explained on an "Absentee Notice", a form of which is set forth in Appendix B. Absences may also be required to be explained by further substantiating evidence at the request of the principal. Refusal by the employee to explain his absence and/or to provide reasonable documentation to substantiate his explanation, shall be considered a violation of this Agreement, and may be considered a reasonable basis for loss of compensation for the absence in question.

ARTICLE IX
SABBATICAL LEAVE

A. Eligibility

Any full-time member of the teaching staff who shall have completed a minimum of 9 continuous years of service in the school district as of June 30 of the year in which the application for sabbatical leave is submitted shall be eligible to apply for such leave in accordance with the provisions of this Article. A teacher who receives sabbatical leave hereunder shall not again be eligible for such leave until 10 years shall have elapsed.

B. Length of Leave

Such leaves of absence shall be for one full academic year.

C. Number of Leaves per Year

No more than one sabbatical leave shall be granted in any one academic year.

D. Purposes of Leave

Sabbatical leaves will ordinarily be granted only for purposes of professional study, research and travel. An employee whose objectives do not fall within any of these categories may nevertheless submit an application provided the objectives of his application are fully and clearly set forth therein.

E. Applications

1. The application for a sabbatical leave shall be in

writing and shall normally be submitted prior to March 1 of the calendar year prior to the academic year for which the leave of absence is desired.

2. The written application should outline in detail the proposed professional improvement plan to be undertaken and how it is expected to improve the quality of instruction, and shall also contain any additional information which may be helpful in evaluating the request.

3. The application shall include:

- a) Travel - An itinerary of the trip, indicating specific ways in which such travel will contribute to the applicant's improvement as a classroom teacher in the particular field in which he is engaged.
- b) Research - The subject, the objectives and the methods to be followed in completing the research as well as the place or places where such research will be conducted. The applicant shall also state the nature of the work product which he intends or expects to create as a result of his said research.
- c) Study - The courses and objectives of the program of study as well as the institution where such program will be pursued. The policy on reimbursement for tuition is not applicable in instances where sabbatical leave is granted.

F. Evaluation of Application

1. The Superintendent shall evaluate each request and shall submit his recommendation to the Board.

2. In arriving at his recommendation the Superintendent shall give primary consideration to those plans which involve greatest self-improvement and greatest benefit to the school system. A secondary consideration will be the seniority of the staff members applying for leave.

3. The Board may request the presence of the applicant at the meeting at which the application is to be considered.

G. Condition of Leave

As a condition for the granting of sabbatical leave the teacher, if so requested by the Board, shall enter into a contract with the Board to continue in service for a period of no less than 3 years after the expiration of the leave of absence. Upon failure to continue the teacher may be required to repay to the Board a sum bearing the same ratio to the amount of salary received while on sabbatical leave that the unfulfilled portion of the 3 subsequent years' service bears to the full 3 years. However, the teacher shall be released from such payment if his failure to serve the stipulated 3 years be due to his illness or disability, or if he is discharged from his position. In addition, no repayment will be due from the employee's estate if he shall expire before the end of the 3 year period.

H. Salary and Benefits

1. An employee on sabbatical leave shall receive a salary equal to 50% of the salary he would have received had he continued to teach in the school system.

2. Salary payments shall be made on the same basis as for regularly employed teachers.

3. Regular deductions shall be made from such compensation for the Teachers' Pension and Annuity Fund and such other purposes as may be authorized by the teacher.

4. The Board shall continue its normal contribution for major-medical insurance and other fringe benefits for the employee during such leave of absence.

5. During a sabbatical leave the employee shall continue to accumulate sick leave.

6. The leave of absence shall be counted for purposes of seniority and advancement on the salary guide. A teacher returning from sabbatical leave shall be placed on that step of the appropriate guide which he would have attained had he taught the entire previous year in the school district.

I. Notification to Teacher

Notification of the action taken by the Board on requests for sabbatical leaves shall normally be given in writing by April 1 following the submission of the application.

J. Substantial Interruption and Termination
of Leave

1. In the event injury, illness or other reasons cause the teacher to substantially interrupt or to terminate or frustrate the achievement of the objectives for which the sabbatical leave was granted, he shall notify the Superintendent thereof forthwith.

2. Upon receipt of such notification the Superintendent shall, in the case of injury or illness, notify the Secretary of the Board and the employee that the provisions of the sick leave policy will be applicable from the first day of the next pay period following receipt of such notification. In instances where the leave is terminated by illness or injury, the employee shall receive sick pay for a period of time equal to his accumulated sick leave. The employee shall have the medical reasons for interruption of the leave verified by a medical doctor and have a report forwarded to the Superintendent. Upon release by his private physician and the approval of the school physician, the employee shall thereafter return to regular duty for the remainder of the school year or at the option of the Board, shall be permitted to resume his leave. If the employee returns to duty for the balance of the academic year, he shall be assigned as needed, at the discretion of the Superintendent, within the area in which the teacher is certificated. If his accumulated sick leave is exhausted and the employee is either unable to

resume his sabbatical leave of absence or unable to resume teaching duties, the Board shall determine whether to grant a leave of absence for the balance of the academic year, and under what conditions.

3. In the event the purposes of the sabbatical leave are substantially interrupted, frustrated or terminated for reasons other than injury or illness the Board shall determine whether the teacher shall return to teaching duties for the remainder of the school year and upon what terms or whether he shall be permitted to resume his sabbatical leave.

K. Additional Compensation

The successful applicant agrees not to accept other employment during the period of the leave unless it pertains directly to his objectives and then only with the prior approval of the Superintendent.

L. Reports

At the completion of the leave, the teacher shall submit a written evaluation of his experiences in light of the objectives for which the leave was granted and in addition, an oral report may be requested by the Board. The teacher shall also report to the Superintendent from time to time during the period of the leave if requested so to do.

M. Revocation of Leave

If the Superintendent is of the firm opinion that the teacher is not fulfilling the purposes for which the leave was granted, he shall report this fact to the Board. If the

Board believes that grounds for the revocation of leave may exist, it shall provide the teacher with an opportunity to be heard thereon. After evaluating the merits of the case, the Board shall either continue the leave or revoke it and return the teacher to teaching duties.

ARTICLE X

RIGHTS OF THE ASSOCIATION
AND ITS MEMBERS

A. Whenever the parties authorize an employee to participate during working hours in meetings relating to the administration of this Agreement, he shall suffer no loss in pay.

B. Association meetings may be held on school premises outside of teaching hours but only with the prior permission of the Principal of the building in question. Such permission shall not be unreasonably withheld.

C. 1. The Board shall provide a bulletin board in each faculty lounge for use by the Association. All notices or bulletins on such bulletin boards shall be signed by a member of the Executive Committee of the Association.

2. Such bulletin boards shall not be used by the Association for attacking any individual or the Board nor for posting or distribution of political matter of any kind whatsoever.

3. The Association shall remove from its bulletin boards any matter which does not comply in all respects with the provisions of this Article.

4. There shall be no distribution or posting of Association notices or literature at any other place in the school building, except at meetings or in the employee's

Mailbox, provided the Board has the right to know the contents of all material placed in said mailbox.

D. The Association shall have the right to maintain a file cabinet in each faculty lounge for the exclusive use of the Association.

E. The Demarest Education Association shall enjoy all rights granted under and by virtue of the provisions of Chapter 303 of the Laws of 1968, as well as other applicable laws of the State of New Jersey and of the United States, and under the Constitution of the United States and of the State of New Jersey. Neither the Association nor any of its members shall be discriminated against, coerced or reprimanded by virtue of their exercise of such rights.

ARTICLE XI

LIAISON COMMITTEES

A. It is agreed that in order to encourage and facilitate communication between the teaching staff and the administrators 2 teacher-principal liaison committees shall be created, one to represent grades K-4, and the other to represent grades 5-8.

B. To assure direct representation, the K-4 teachers shall select one teacher from each grade level K-4 to serve on a combined liaison committee from Luther Lee Emerson School and County Road School, not more than 3 teachers coming from either school. One teacher selected from grade 5 by the 5th grade teachers. Five teachers from grades 6-8, one from each of the following disciplines - math, science, social studies, and language arts as well as one teacher to represent the specialists.

C. In order to effectuate the purposes of this Article, it is agreed that representatives of the teaching staff shall espouse the views of the teachers whom they represent. The manner of electing such representatives, their term, the manner of their removal, and all other related matters shall be mutually determined by the teachers and the administrators.

D. The committees shall convene from time to time outside of school hours at such times and places as may be agreed upon.

E. Each teacher-principal liaison committee shall meet from time to time, and no less than 6 times per school year with its respective principal.

F. A committee consisting of 2 liaison committee members from each district school building shall meet with the superintendent and building principals not less than three times per school year to review and discuss school problems and practices relating to and affecting the teaching staff and the curriculum. In the event the D.E.A. President shall not be a member of the aforesaid liaison committee, he shall nevertheless be permitted to attend such meetings as an observer.

G. The liaison committees shall not function as grievance committees.

ARTICLE XII

MISCELLANEOUS

A. The Board shall provide two full-time secretaries and one part-time secretary for the teaching staff.

B. The Board shall furnish lunchtime aides as follows, provided that the school in question has a lunchtime program:

1 aide to Luther Lee Emerson School

2 aides to Piermont Road School

1 aide to County Road School

C. The Board shall allocate a minimum of \$750 toward the purchase of supplemental teaching materials.

D. The Board shall allocate a minimum of \$250 toward the improvement of its employee's professional library.

E. The Board shall pay each employee who attends the annual NJEA convention for two full days the sum of \$40 and for one full day the sum of \$10, subject to receipt of appropriate verification of such attendance.

F. The Board shall supply two sets of uniforms for science, art and physical education teachers. Said uniforms shall be the property of the Board but shall be cleaned and maintained by the teachers.

G. The Board shall pay annual stipends to teachers assigned to extra-curricular activities listed as follows:

Athletic Programs	-\$700. to teachers with 5 years prior service in this district. -\$400. to any other teacher
Student Council	-\$200.
AVA Group	-\$200.
Yearbook	-\$200.

H. An automobile allowance shall be paid to each employee who shall be assigned to more than one school building per day. Said allowance shall be paid at the rate of \$5 per annum for each week day said employee shall be assigned to two schools and \$10 per annum for each week day said employee shall be assigned to three schools.

I. If the psychologist employed for the 1970-1971 school year continues as an employee in 1971-1972, he shall be paid a salary of \$7900 for 2 full days of each week for the contract year.

ARTICLE XIII

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1971 and shall continue in full force and effect to and including June 30, 1972. Commencing no later than October 1, 1971, the parties shall meet to discuss and negotiate any proposals with respect to an agreement to be effective on July 1, 1972.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be signed by their respective presidents and attested by their respective secretaries all on the day and year first above written.

DEMAREST EDUCATION ASSOCIATION

DEMAREST BOARD OF EDUCATION

Barbara Plokhoc
President

[Signature]
President

ATTEST:

ATTEST:

[Signature]
Secretary

[Signature]
Secretary

BOARD OF EDUCATION
 Demarest, New Jersey
 (NEGOTIATED 1/20/71)

Policy #4141
 TEACHER SALARY GUIDE
 School Year 1971-1972

Step	Level I	Level II	Level III	Level IV	Level V
	<u>B.A.</u>	<u>B.A. + 16</u>	<u>B.A. + 30*</u> <u>M.A.</u>	<u>M.A. + 16</u>	<u>M.A. + 32</u>
1	1.00 8,200	1.07 8,770	1.14 9,350	1.22 10,000	1.30 10,660
2	1.054 8,640	1.124 9,220	1.194 9,790	1.274 10,450	1.354 11,100
3	1.108 9,090	1.178 9,660	1.248 10,230	1.328 10,890	1.408 11,550
4	1.162 9,530	1.232 10,100	1.302 10,680	1.382 11,330	1.462 11,990
5	1.216 9,970	1.286 10,550	1.356 11,120	1.436 11,780	1.516 12,430
6	1.27 10,410	1.34 10,990	1.41 11,560	1.49 12,220	1.57 12,880
7	1.324 10,860	1.394 11,430	1.464 12,000	1.544 12,660	1.624 13,320
8	1.378 11,300	1.448 11,870	1.518 12,450	1.598 13,100	1.678 13,760
9	1.432 11,740	1.502 12,320	1.572 12,890	1.652 13,550	1.732 14,200
10	-----	1.556 12,760	1.626 13,330	1.706 13,990	1.786 14,650
11	-----	-----	1.68 13,780	1.76 14,430	1.84 15,090
12	-----	-----	-----	1.814 14,880	1.894 15,530
13	-----	-----	-----	-----	1.948 15,970

NOTE: Staff members whose experience and service as of September 1, 1971 would qualify them for a step assignment higher than is provided by this guide, shall receive salary increases as follows:

B.A.	B.A. + 16	B.A. + 30* M.A.	M.A. + 16	M.A. + 32
\$400	\$440	\$480	\$520	\$560

*B.A. + 30 shall mean courses that are applicable toward completion of a Master Degree for which the staff member has been matriculated but prior to a comprehensive examination, thesis, etc.

(ADOPTED 1/25/71)

PLACEMENT ON GUIDE (Presently employed staff members)

Incumbent employees, presently placed on a guide level for which they do not meet the requirements shall remain on that level with the right to advance in the normal manner.

They may advance to a higher level guide (across the guide as charted), if they meet the requirements as specified by this Agreement.

APPENDIX B

ABSENTEE NOTICE

(Fill out in Triplicate)

School _____

Name _____

Date(s) _____

Reason _____

Employee's Signature

Business Office

Principal

Your Copy