
**AGREEMENT
BETWEEN
THE BOARD OF EDUCATION
OF THE
TOWNSHIP OF BELLEVILLE
-AND-
THE BELLEVILLE
EDUCATION ASSOCIATION**

2005-2008

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PREAMBLE

This Agreement is entered into this first day of July, 2005, by and between THE BOARD OF EDUCATION OF THE TOWNSHIP OF BELLEVILLE IN THE COUNTY OF ESSEX, a body corporate (hereinafter referred to as the "Board"), and THE BELLEVILLE EDUCATION ASSOCIATION, a body corporate (hereinafter referred to as the "Association").

2005 - 2008

**BELLEVILLE BOARD
OF EDUCATION**

**BELLEVILLE
EDUCATION
ASSOCIATION**

Arlene Schor, President
Vincent Strumolo, Vice President
Antoinette Marone
Dawson Bloom
John McManus
Anthony Sessa
William Villano

Tony Salese, President
Donna Richardi, Vice President
Russell Stoddard, Treasurer
Michelle Monica, Secretary

NEGOTIATING TEAMS

**Belleville Board
of Education**

**Belleville Education
Association**

Arlene Schor, Chairperson
Dawson Bloom
Antoinette Marone
Joseph Ciccone, Ed.D

Linda Fochesato, Chairperson
Elaine Idenden
Michelle Monica
Sandy Palladino
AnnaMarie Perna
Michael Popovich
Donna Richardi
Jim Russamanno
Tony Salese
Bob Silvera
Russell Stoddard
MaryAnn Zizza
Barbra Kratt,
NJEA, UniServ

ARTICLE I RECOGNITION

The Board hereby recognizes the Association, during the life-time of this Agreement, as the exclusive and sole representative for collective negotiation for all certified personnel who are, or may become members of the Association and who, in non-supervisory capacities, comprise the unit hereunder as follows:

- a) Art, Music and Physical Education Teachers
- b) BSIP Teachers, Bilingual Teachers, ESL
- c) Classroom Teachers
- d) Guidance Counselors
- e) Library/Media Specialists
- f) Learning Consultants, Psychologists and Social Workers
- g) Nurses
- h) Reading and Speech Specialists
- i) Special Education Teachers
- j) Substance Awareness Coordinator
- k) Crisis Intervention Specialists
- l) Athletic Trainer
- m) Secretaries and Clerks

but excluding:

- a) Aides
- b) Business Administrator
- c) Custodians and Maintenance Personnel
- d) Directors
- e) Principals and Vice Principals
- f) Superintendent and Director of Curriculum
- h) Supervisors

Unless otherwise indicated, the term "teacher," when used in this Agreement, shall refer to all employees, both male and female, rep-

resented by the Association in the negotiating unit as previously defined.

ARTICLE II TERM OF CONTRACT

This Agreement shall become effective on the first day of July 2005 and shall remain in full force and effect for a period of three (3) years, and shall expire on the 30th day of June 2008.

IN WITNESS WHEREOF, The Board of Education of the Township of Belleville, in the County of Essex, and the Belleville Education Association have caused these precedents to be signed by their proper and duly elected officers, and their representative corporate seals affixed hereto, on the day and year herein above first written.

ARTICLE III BOARD RESPONSIBILITIES

The Board of Education reserves the right to the operation of the school system. The Board has the right to terminate employment in the manner provided by law and will hire from any source whatsoever, except as indicated in Article VIII.

All the rights, power or authority the Board had prior to the signing of this Agreement are retained by the Board, except those specifically abridged or modified by this Agreement or any supplementary agreements that may hereafter be made by mutual consent of the parties.

Nothing herein shall be construed as limiting the Board of Education from discharging any of its obligations or responsibilities as prescribed by Title 18:A and Chapter 123, 1974, nor delegating any of its statutory authority under the Laws of the State of New Jersey.

ARTICLE IV NEGOTIATION PROCEDURE

The Parties agree to enter into collective negotiation over

a successor Agreement involving terms and conditions of teachers' employment in accordance with N.J.S.A. 34:13A-1 et seq. The start date for negotiations shall begin four (4) months prior to the end of the current contract. Any agreement so negotiated shall apply to all teachers and secretaries, be reduced to writing, and upon ratification by the Association and approval by the Board shall be signed by the Board of Education.

During negotiations the Board and the Association shall present relevant data, exchange proposals and counterproposals. Copies of the Budget shall be made available by the Board when completed.

Neither party in any negotiations shall exercise any control, over, nor interfere with, selection of any negotiating representatives of the other party. All meetings between the parties shall be regularly scheduled at a time mutually convenient. No such meetings shall be held during the working hours of a regular school day.

No compensation shall be paid by the Board to the Association or any of its representatives in connection with such negotiations:

1. All agreements are incorporated herein.
2. All proposals not agreed upon are deemed withdrawn.
3. All provisions of the 2002-2005 Agreement not altered herein shall continue unchanged in the successor agreement.

Printing of Agreement

Copies of this Agreement shall be printed, and the cost of such reproduction shall be shared equally between the Board and the Association.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

Representatives of the Association, the New Jersey Education Association and the National Education Association may transact official Association business at all reasonable times in school buildings, without interfering with or interrupting normal school operations. The Superintendent shall be given reasonable notice in advance of the time and place of all said meetings. No meetings shall be held without prior approval of the Superinten-

dent, which approval shall not be unreasonably withheld.

No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates. Such insignia shall be of reasonable size and shall note only identification of membership.

Whenever any representative of the Association or any teacher participates during working hours in any mutually scheduled negotiations, grievance proceedings, conferences or meetings, he/she shall suffer no loss in pay.

Whenever a new teacher is hired, the Board Secretary shall send to the Association the person's name, address, position and placement on the salary guide.

The Board shall provide in each faculty lounge or teachers' dining room a bulletin board to be used exclusively for official Association business.

The Association shall have the right to use the interschool mail facilities and school mailboxes.

The rights, benefits and privileges granted to the Association contained within the contract and/or Board policy are granted exclusively to the Belleville Education Association as the representative for the unit contained herein.

In cases of an emergency situation, the Association President or designee shall be provided full released time to facilitate the resolution of said emergency, provided said released time is requested by the President and approved by the Superintendent. The Association shall be provided without charge, appropriate office space for use during the day. Accessibility to the Association at other times shall be dependent on custodial staff normally on duty. This space is to be designated by the Superintendent at the beginning of the school year in one building.

Deduction from Salary

Payroll deductions will be made for employee organizational dues, upon written authorization by employee, in accordance with the RULES AND REGULATIONS of the State Department of Education.

REPRESENTATION FEE

A. Purpose of Fee

If a teacher does not become a member of the Association during any Membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said teacher will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the teacher's per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee

Notification: Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees, and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be a maximum of 85% of that amount.

C. Deduction and Transmission of Fee

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph two below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question.

1. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fee and transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

2. Changes

The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1, above.

D. Indemnification and Save Harmless Provision

1. Liability

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any

action taken by the Board in complying with the provisions of this Article provided that:

(a) The Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and

(b) If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.

E. Membership Availability and Demand and Return System

Membership in the Association is available to employees on an equal basis, and the Association has established and maintains a demand and return system which complies with the requirements in the "New Jersey-Employee Relations Act" (N.J.S.A. 34:13A-1 et seq.)

ARTICLE VI GRIEVANCE PROCEDURE

Definitions

A grievance is a claim by a teacher or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting a teacher or a group of teachers.

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

The "parties to the grievance" are: the person or persons making the grievance; the person or persons representing the aggrieved individual or individuals; the person or persons to whom

the grievance applies; the person or persons who are representing the individual or individuals against whom the grievance is presented.

Purpose

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. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Procedure

A grievance to be considered must be initiated within thirty-five (35) school days of its occurrence or within thirty five (35) school days after the individual should have reasonably known of its occurrence. Any grievance filed after the prescribed interval shall be null and void

Since it is important that grievances 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. The time limits specified may, however, be extended by mutual agreement.

Grievances which have not been resolved before the end of the school year should be resolved as quickly as possible and time limits may therefore be reduced or waived by mutual consent.

Level One. A teacher submitting a grievance shall first discuss it with his Principal or subordinate administrator, either directly or through the Association's designated representative, with the objective of resolving the matter informally. If the person or persons to whom the grievance applies is an administrator above the Principal level, the teacher informally should discuss the grievance with the administrator.

Level Two. If the aggrieved person or persons is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance in writing with the Chairperson of the Association's Committee on Professional

Rights and Responsibilities (hereinafter referred to as the PR&R Committee) within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. The grievance, when submitted in writing shall set forth the Article or Articles of the Contract alleged to have been violated, if appropriate, and the specific facts complained of. Within five (5) days after receiving the written grievance, the Chairperson of the PR&R Committee shall refer it to the Superintendent of Schools.

Level Three. If the grievance has not been resolved at Level Two, or within ten (10) school days after such grievance was delivered to the Superintendent, the aggrieved person or persons may within five (5) school days thereafter request in writing that the Chairperson of the PR&R Committee submit the grievance to the Board of Education at which time the Association may present its witnesses and witnesses shall be presented on behalf of the Administration, if necessary. The Association shall be entitled to be present at the entire hearing (not including Board deliberation) and shall have a right to pose questions to witnesses through the Chairperson of the meeting.

If the grievance is not settled at Level Three within 20 school days thereafter, the matter may be referred by either party, in the form of a written request to the Public Employment Relations Commission (PERC). PERC shall submit a list of ten names to the parties and, if agreement cannot be reached on an arbitrator, a second list shall be obtained. If agreement is not reached on the second list, PERC shall appoint an arbitrator for the parties.

The decision of the arbitrator shall be final and binding regarding a grievance concerning a violation of the specific terms of this Agreement, except as provided herein. The decision of the arbitrator shall be advisory in nature concerning all other grievances.

The decision of the arbitrator shall be submitted in writing to the Board and the Association. The costs for the services of the arbitrator shall be borne equally by both parties. Any other expenses incurred shall be paid by the party incurring same.

Time limits at any level of the procedure may be waived by mutual consent.

Miscellaneous

All meetings and hearings under this grievance procedure shall not be conducted in public and shall include only such parties in interest, including witnesses, if any, and their designated or selected representatives, as herein above referred to. All parties to this Agreement do hereby solemnly covenant and agree to observe any grievance procedure as confidential.

ARTICLE VII SCHOOL CALENDAR

A school calendar shall be prepared and presented to the Association by the Superintendent. The Association shall have the right to make their recommendation(s) on the calendar known to the Superintendent if it does not concur with the calendar as presented by him. The Board shall have the final decision as to the calendar.

The school calendar shall be issued as an appendix to this Contract. The Board, however, reserves the right to make changes in the calendar, if necessary, after consultation with the Association.

Teacher Work Day

The in-school workday and student contact time for teachers shall not exceed Appendix 1, except as provided in Article XV (meetings and parent conferences). Student contact time is exclusive of non-teaching time before student arrival, after student departure, lunch and preparation time.

Any teacher assigned a schedule requiring that he/she teach in three separate endorsements shall be duty free.

Elementary Prep Time

In order to provide equalization of prep among elementary teachers the Board shall attempt to provide 200 minutes per

week of prep time for all elementary teachers. The parties further agree that in no event shall the prep time be less than the existing practice.

ARTICLE VIII TEACHER EMPLOYMENT

The Board shall hire only properly certified teachers. Each teacher shall be placed on his/her proper step of the salary schedule as of the beginning of the contract year.

All newly appointed hires shall be given credit for 50% of past contractual out-of-district public school teaching experience. Any additional credit shall be at the discretion of the Superintendent.

The Superintendent of Schools may evaluate experience other than in the public schools. In times of emergency or teacher shortage, initial salaries shall be determined in terms of the best interest of the schools.

All applicants appointed, holding Vocational Certification, and who shall teach in said area, shall be placed on the existing salary guide and granted credit on the following basis:

Full credit for work experience, prior to employment in the district, required for said Vocational and Technical certification, up to a maximum of five (5) years, and full credit for contractual public school teaching experience, if any, up to a maximum of five (5) years. Under no circumstances shall the total credit exceed ten (10) years of combined experience.

Teachers shall be notified of their employment status and, if known, their salary status for the ensuing year no later than May 15.

Teachers who are to be recommended by the Superintendent for a contract and who begin working before formal Board of Education approval by resolution, will be paid at the prevailing substitute rate of pay. When and if they are approved by the Board and given a Contract, they will be paid at the agreed contractual amount retroactive to the first day of employment.

Military Credit

Credit for military service to a maximum of four (4) years will be granted as prescribed in N.J.S.A. 18-A: 29-11.

ARTICLE IX TEACHER RIGHTS

Rights and Protection in Representation

Pursuant to Chapter 123, Public Laws 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates* for the purpose of engaging in collective negotiations.

*Affiliates for this Agreement shall be confined to:

Essex County Education Association
New Jersey Education Association
National Education Association

As a duly elected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974 or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment, as provided for in the collective bargaining agreement.

The terms "eligible employees" or "eligible employee" herein, shall mean those persons covered by this Agreement. There shall be no discrimination, interference, restraint, or coercion by the Board or its agents or representatives against any eligible employee because of his/her membership in the Association or because of any lawful activities by such employee on behalf of the Association; and the Association, its members and agents shall not discriminate against, interfere with, restrain, or coerce any employees who are not members of the Association; it shall not solicit membership in the Association or payment of dues during classroom instruction periods.

The Board agrees that there shall be no discrimination,

and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of employees or in the application or administration of this Agreement on the basis of race, creed color, religion, national origin, ancestry, age, gender, affectional or sexual orientation, marital status, family status, domicile, liability for service in the Armed Forces of the United States, atypical heredity cellular or blood trait of any individual, non-applicable disability or because of genetic information or refusal to submit to or make available the results of genetic test.

The teacher shall have the responsibility to determine grades and other evaluations of students, within the grading policies of the Belleville School District, based upon the teacher's professional judgement of available criteria pertinent to any given subject area or activity to which the teacher is responsible. No grade or evaluation shall be changed without prior consultation with the teacher.

Eligible employees have the right to expect to be informed about matters which could affect their employment.

Statutory Savings Clause

Nothing contained herein shall be construed as to restrict or deny to any teacher such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations.

Required Meetings or Hearings

Whenever any teacher is required to appear before any administrator supervisor, Board or any committee member, representative or agent thereof concerning any matter which could adversely affect the continuation of that teacher in his/her office, position or employment, or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have representative(s) of the Association present to advise him/her and represent him/her during such meeting or interview.

Personnel Files

Nothing of a disciplinary nature shall be placed in a teacher's personnel file unless they have first been provided with an opportunity to discuss said material with an appropriate administrator.

Criticism of Teachers/Complaint Procedure

Any questions or criticism by a supervisor or administrator of a teacher and his/her instructional methodology shall be made in confidence and not in the presence of students, parents or other public gatherings if at all possible.

A. Procedural Requirement

Any complaints regarding a teacher made to any member of the administration by any parent, student or other person which does, or may, influence evaluations of a teacher shall be processed according to the procedure outlined below.

B. Meeting with Principal or Immediate Superior

The superintendent, principal or immediate supervisor shall meet with the teacher or appraise the teacher of the full nature of the complaint, and they shall attempt to resolve the matter informally.

C. Right to Representation

The teacher shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

ARTICLE X TEACHER EVALUATION

Non-tenured teachers are to receive at least two classroom evaluations and one annual evaluation each school year by the appropriate administrator and they will sign and receive a copy of the original evaluation.

Tenured teachers are to receive at least one classroom

evaluation and one annual evaluation each school year signing and receiving a copy thereof.

Each classroom evaluation shall be conducted for a minimum duration of one full class period.

All evaluations will be discussed by the administrator with the teacher being evaluated and the teacher shall have the right to comment in writing within ten (10) days of the evaluation or discussion thereof.

Copies of the evaluation forms are attached. (Appendix 3).

ARTICLE XI TEACHER ASSIGNMENT

Every effort shall be made to have teachers receive, in writing, their schedules and building assignments before the conclusion of the school year.

When a change occurs in the academic schedule for the new school year, a copy of the new schedule will be mailed to the teacher.

Classroom teachers' schedules shall be arranged when possible, so as to provide that classroom teachers shall not be required to teach in more than three different rooms in any school day.

Teachers who travel to more than one work site within the day shall be afforded appropriate travel time between sites-said time not to exceed fifteen (15) minutes. Travel time is exclusive of lunch, prep, or other scheduled time.

ARTICLE XII ATHLETIC TRAINER CRISIS INTERVENTION COUNSELOR SUBSTANCE AWARENESS COORDINATOR

ATHLETIC TRAINER

The work year for the Athletic Trainer shall be from August 15th through June 15th. Time shall be adjusted depending upon the start of the football season.

CRISIS INTERVENTION COUNSELOR

The Crisis Intervention Counselor shall work the elementary schedule which is 8:30 AM – 3:20 P.M.

SUBSTANCE AWARENESS COORDINATOR

The Substance Awareness Coordinator shall work ten (10) months at the High School schedule. Any additional time shall be paid at the hourly rate of \$30.00 or 1/200th of the annual salary if asked to work beyond the ten-month calendar (Summer Work).

**ARTICLE XIII
SIXTH TEACHING ASSIGNMENT**

When the total number of students signing up for a specific course exceeds a reasonable number, as determined by the Superintendent, a sixth (6th) teaching assignment may be created; i.e.: Arts and Crafts, Journalism, Home Economics, Special Education, etc.

Volunteers for the sixth (6th) teaching assignment shall be solicited from among staff (certified) qualified for the prospective assignment. If there are no volunteers or too many volunteers, there shall be a random selection by lottery.

Any teacher assigned to a sixth (6th) teaching assignment shall not be assigned to a duty and auxiliary homeroom.

The purpose of the agreement is to meet the staffing program needs of the Board, and it is not intended to be implemented as a means of reducing professional staff or avoiding the increase of professional staff.

Any teacher assigned to a sixth (6th) teaching assignment shall be compensated at a rate of 1/5 of their existing salary (to be part of the teacher's base salary).

**ARTICLE XIV
ZERO PERIOD**

For the term of July 1, 2005 through June 30, 2008 the Association and the BOE agree to the following:

(a) A 40 - minute zero period shall be scheduled at the high school only.

(b) Volunteer teachers shall be solicited to work the zero period. If there are more volunteers than positions the most senior persons shall be given the position year one (1). In year two (2) those volunteers not chosen in year one shall be given the right of first refusal.

(c) No teacher shall be involuntarily assigned to work the zero period.

(d) No more than eight (8) teachers shall be assigned to the zero period in any given school year.

(e) Teachers who work the zero period shall be dismissed no later than the beginning of the last scheduled period of the day.

(f) Teachers who work the zero period shall not be required to attend after school faculty, department or district wide meetings held following the close of their school day.

(g) Teachers who work the zero period shall receive full pay and benefits as per their entitlement as if they were working the standard teacher's day.

(h) In the Spring of each year of the contract (2006, 2007, 2008) the Superintendent and the President of the BEA will revisit this issue based upon student enrollment at the high school to determine continuation of the zero (0) period.

**ARTICLE XV
NON-TEACHING DUTIES**

A. Use of Automobile

Teachers shall not be required to use their own vehicles to drive students to activities which take place away from the school building. A teacher may do so voluntarily, however, with the advance approval of his/her principal or immediate supervisor. He/She shall be compensated at the prevailing IRS rate for the use of his/her automobile, according to prevailing Board Policy, after submission of the voucher required by the Business Office, but in no

case less than that paid to administrators. Payment for all in-district mileage shall be eliminated.

By the beginning of the contract year, the Board shall arrange for and maintain appropriate employers' non/ownership liability insurance to cover all damages, losses and expenses incurred by a teacher against whom any action shall be brought for any act or omission arising out of the authorized use of his own automobile in the performance of school duties as defined in N.J.S.A. 18A:16-6.

B. Mentoring

1. All vacancies for mentoring positions shall be posted as early as the district is aware of its needs. The posting shall include the qualifications for the position.

2. No teacher shall be assigned involuntarily to serve as a mentor if there are qualified volunteers available. If a teacher is involuntarily assigned to a mentoring position, he/she shall not be involuntarily assigned again until all other qualified teachers have been assigned.

3. No teacher shall serve as a mentor to more than one provisional teacher at a time.

4. The Board of Education shall provide training for all teachers who serve as mentors before the start of their assignment. A teacher who serves as a mentor shall be paid \$550.00 for each year, or any fraction thereof, he/she serves as a mentor. The \$550.00 fee, or any fraction thereof, shall be charged by the Board of Education to the provisional teacher whom the mentor is overseeing, in accordance with the provisions of N.J.A.C. 6:11-3.2. A mentor shall be required to provide no more than thirty (30) hours total service in a year to a member.

C. Meetings

Teachers shall be required to attend meetings which may be called by administrators or supervisors beyond the workday without extra compensation as follows:

1. A maximum of one (1) general faculty meeting per month whose duration shall not exceed forty-five (45) minutes.

2. One additional meeting per month (such as department, grade level, or subject matter) whose duration shall not exceed

forty-five (45) minutes. Additional emergency meetings may be called by a building principal only with the concurrence of the Superintendent of Schools or his/her designee.

3. Additional staff meetings may be held for the purpose of professional development as directed by the Local Professional Development committee and approved by the Superintendent of Schools.

4. All teachers new to the district shall have one day of orientation.

5. All teachers shall work one additional day beginning in the year 2000-2001 for the purpose of professional development.

D. Parent Conferences

1. There shall be one evening conference per year for each level throughout the District. There will be no day conferences.

2. During evening conferences, custodial personnel shall provide security for teachers' cars parked on school property and for teachers leaving the building.

3. Teachers shall be permitted to leave upon completion of their scheduled conferences. All scheduling of conferences shall be approved by the principal.

E. High School Guidance Counselors

1. High School guidance counselors shall be paid 1/200th of their annual salary per day for 5 days (or more if needed) between June 30th and August 31st, to be mutually scheduled.

2. High School guidance counselors shall be paid \$30.00 (2005-06), \$31.00 (2006-07), \$31.00 (2007-08) per hour (minimum two 2 hours) to attend six extra evening meetings: Career Night, Senior College Planning Night, Junior College Planning Night, Orientation, NCAA Eligibility Workshop and Financial Aid Night.

F. Non-emergent Nursing Care

1. No employee shall be required to provide non-emergent nursing care in the absence of the school nurse.

2. In no case shall any employee be requested or required to:

a. perform the duties of a duly certified teacher,

nurse, supervisor, principal or that of an employee outside of the negotiated unit;

- b. transport students in personal vehicles;
- c. be required to remain with a student beyond the regular workday when no other staff is present, or have left for the day;
- d. remain alone in a building without a principal, supervisor, or custodian whether before or after all students and other staff have left or when staff/students were not required to be in the building. In the event that a secretary finds him/herself alone in a building, that secretary shall report to the Board Office for reassignment.

PROFESSIONAL DEVELOPMENT

The District Staff Development Committee following state guidelines shall determine future staff development. All staff development shall count toward the 100-hour state requirement.

TUTORING

All teachers shall make themselves available for extra tutoring during their before and after school non-pupil contact time. Appointments shall be arranged through the appropriate chair, supervisor or guidance counselor.

ARTICLE XVI TRANSFERS

Voluntary Transfers – (A transfer is a change in building)

1. Known vacancies in unit positions shall be posted in each school as soon as practicable after they are known.
2. Teachers who desire to transfer to another building may file a written statement of such desire with the Superintendent, not later than one (1) week after the posting of the notice of such vacancy. A copy shall also be forwarded to the building principal of the teacher requesting a transfer. Such statement should include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he/she desires to be transferred, in order of preference.

The Superintendent will acknowledge the receipt of teacher's request within ten (10) days. If the request is denied, the reasons for denial will be stated to the teacher, in writing.

4. In the determination of requests for voluntary 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 interest of the school system. If the teacher requests, the decision as to voluntary transfer shall be made only after a meeting between the teacher involved and the principal, supervisor or director.
5. In making a decision on a teacher's request for transfer, the factors to be considered shall include, but need not be limited to, the following: a teacher's area(s) of certification, major and/or minor field(s) of study, experience and length of service in the School District in the particular building involved in the transfer.

INVOLUNTARY TRANSFERS – (A Change in building)

1. The Board of Education shall endeavor not to fill vacancies by means of involuntary transfers if there is a qualified volunteer available to fill said position.
2. Notices of involuntary transfer shall be given to teachers as soon as practicable and, except in cases of emergency, not later than August 15th.
3. In making an involuntary transfer, the factors to be considered shall include, but not be limited to, the following: a teacher's area(s) of certification, major and/or minor field(s) of study, experience and length of service in the School District and in the particular school building involved in the transfer.
4. An involuntary transfer shall be made only after a meeting between the teacher involved and the Principal, at which time the teacher will be notified of the reasons therefor. In the event a teacher objects to the transfer or reassignment at this meeting, upon request of the teacher, the Superintendent will meet with him/her to review the matter. The teacher may at his option have an Association representative present at the time pursuant to NJSA 18A:25-1, as limited by NJSA 34:13A-27.

C. Reassignment (Change in Grade Level)

A reassignment shall be made only after a meeting between the teacher involved and the principal/supervisor. In the event that changes in tentative schedules or subject assignments are made after June 30th, the teacher affected shall be notified promptly, in writing

**ARTICLE XVII
FEDERAL AND SUMMER PROGRAMS**

A. Posting

All openings for positions in Federal Projects and other summer programs, including non-teaching positions for which teachers may be qualified and eligible, shall be publicized by the Superintendent in accordance with the procedures for publicizing promotional vacancies set forth in Article XXVI.

B. Criteria

It shall be policy of the Board of Education to strive to fill all vacancies for the positions posted from teacher within the Belleville School System before considering other applicants.

**ARTICLE XVIII
COMPENSATION**

Payment of Salaries

Teachers shall be paid semimonthly on the fifteenth and last workday of each month. When payday falls on or during a school holiday, vacation, or weekend, teachers shall receive their paychecks on the last previous workday. Teachers shall have the option to have their paychecks directly deposited into the bank of their choice.

Teachers may individually elect to have ten per cent (10%) of their monthly salary deducted from their pay. Upon written authorization by each individual staff member, prior to receiving their first paycheck, said monies (aggregate) shall be sent to a banking institution to be selected by the Belleville Education Association, to be placed in individual accounts.

Anyone who teaches five months or more within one school year shall be placed on the next step of the salary guide the following year.

Longevity eligibility shall be calculated as of the anniversary date of employment.

Leaves of absence shall not be included in calculating years of service in the district.

Teachers performing extra work for compensation shall be paid within thirty days of the last day of the month in which the work was performed, provided the necessary paperwork has been submitted.

All summer work shall be compensated at the same rate as that for Curriculum Committee work as provided in Article XI of this Agreement.

Child Study Team Members

Child Study Team Members shall be paid \$250.00 per assignment during the summer.

Class Coverage

On the Secondary Level any teacher who must substitute during plan periods shall receive \$25.00 (2005), \$26.00 ('06-'07) per class period.

On the elementary level when classes are split among the teachers, due to lack of substitutes, those teachers shall divide equally \$58.00 (2005), \$59.00 ('06-'07).

Should a specialist be absent and the elementary teacher have to give up some prep time as set forth above, they shall be paid the High School rate of \$25.00 (2005), \$26.00 ('06-'07) per forty (40) minutes.

This shall not apply in cases of emergency. The term emergency shall be defined as notification of absence by the teacher less than one (1) hour before reporting time or the departure of a teacher from school during the workday.

Curriculum Committee Work

Any teacher who is selected by the Board to work on curriculum committees shall be paid at the rate of \$30.00 (2005), \$31.00 ('06-'07) per hour

A teacher who teaches (In-Service Presenters) shall be compensated at a rate of \$30.00 (2005), \$31.00 ('06-'07) per hour.

Compensation for Extra Work

There will be an hourly rate for extra work beyond the regular work day of \$30.00 (2005), \$31.00 ('06-'07) per hour with the exception being the District Holistic Scoring Committee (Title Six) which shall be paid at the Curriculum Writing Rate of \$21.00 (2005), \$22.00 ('06-07) Per Hour.

Compensation for Missed Prep Periods

When a teacher attends an IEP/AR meeting according to NJAC -6A: 14-2.3 in lieu of a preparation period, the teacher shall receive no compensation for the first three (3) occurrences. After that, compensation shall be at the regular rate.

A teacher need not be present at a PAC (Pupil Assistance Committee) meeting unless the teacher has initiated the PAC request. Otherwise, the teacher is given a copy of the PAC report.

Elementary School Lunch Room Coverage

Elementary teachers who volunteer for lunchroom supervision shall be paid \$30.00 (2005), \$31.00 ('06-'07) per period. If more than one teacher covers the lunchroom in any school, they shall split the compensation with each teacher being responsible for twenty-five (25) minutes.

Elementary Lunchroom Supervision shall be strictly voluntary.

Assignment of the position shall be at the discretion of the Superintendent.

Teacher Lunchroom Supervisors may be assigned to cover any lunchroom at any school.

Teacher Lunchroom Supervisors shall be responsible to the School Principal.

Teacher Lunchroom Supervisors shall not be responsible for handling food or food products.

Lunchroom Supervisors shall not be responsible for the (subcontracted) lunch aides.

Lunchroom Supervisors shall be responsible to maintain student discipline during the lunch hours. Coverage may be inside or outside at the discretion of the building principal.

Whenever possible, Lunchroom Supervisors shall have a preparation period immediately before or immediately after the lunch hour.

Home Instruction

Home instruction shall be compensated at the rate of \$35.00 (2005), \$36.00 ('06-'07) per hour.

Tax Sheltered Annuities

Teachers have the option of entering the Tax Sheltered Annuity Program, terminating deductions, or changing the amount deducted four times a year by notifying the Business Office in writing of the deadlines for making these changes.

Hall Monitors (BHS)

Any teachers who volunteer to staff the four student entrances to the Belleville Senior High School or the hallways of same, shall be characterized as Hall Monitors.

The Hall Monitors shall report to and be at their assigned posts at 7:30 AM, to ensure that no students enter the building before 7:30 AM.

The Hall Monitors shall be on a voluntary basis only and if at any time, any volunteer Hall Monitor is no longer desirous of serving as same, he or she can request to be relieved of said duty.

No nontenured teacher shall be allowed to volunteer as a Hall Monitor.

In consideration for coming in early to serve as Hall Monitors, the teachers so serving shall be released from Period Twelve (12).

ARTICLE XIX

INSURANCE PROTECTION

The Board shall provide Health Care Insurance Protection for the contract period July 1, 2005, through June 30, 2008. All employees will be eligible to enroll in the following two program designs with all premiums paid 100% by the Board of Education:

Medical

1. *The AETNA QPOS Plan*, or like plan with another insurer, that retains all coverage components of the current AETNA X School Board Program with the exception of the following plan changes:

- a. Out of Network/Non-Referred First dollar benefit will be eliminated and all out of network eligible expenses will now be subject to a deductible and coinsurance.
- b. The new Out of Network/Non-Referred Deductible will be \$200.00 per individual and \$400.00 per family.
- c. The new Out of Network/Non-Referred Coinsurance Maximum changed to \$1,000.00 individual and \$2,000.00 per family.
- d. The new Primary Care Physician Co-pay will be \$15.00 and the Specialist Co-pay will be \$20.00.

All other benefits will remain the same including reimbursement of all co-pays under the Out of network/non-referred program.

2. *The AETNA QPOS Patriot V Plan*, or like plan with another insurer, that retains all coverage components of the current AETNA Patriot V QPOS Program with the exception of the following plan design changes:

- a. The new Out of Network/Non/Referred deductible will be \$500.00 per individual and \$1,000.00 per family.
 - b. The new Out of Network/Non/Referred coinsurance maximum will be \$3,000.00 individual and \$6,000.00 per family.
- All other benefits will remain the same.

All employees shall be eligible for an "Opt Out Plan" in lieu of medical insurance. There shall be a cash payment of \$2000.00 - Family or \$1600.00 Husband/Wife given to each employee, each year, that they "opt out" of the medical plan. This is entirely optional. For married employees in the same bargaining unit, "opt out" shall be mandatory.

The employee must give the Board thirty (30) days written notice for participation in or withdrawal from this plan. In said instances, payment of the cash benefit (\$2000.00 or \$1600.00) shall be prorated.

The Board shall be responsible for maintaining a Section 125 Plan

Dental

The Board shall provide full family dental insurance cover-

age for all employees through Horizon Dental.

Insurance Coverage

The Board shall make payment of insurance premiums for said health care insurance protection for each person in its employ who enrolls for the twelve-month period commencing September 1, and ending August 31, of the contract year.

All coverage shall end 30 days after termination of employment and the obligations of the Board thereunder shall at such time come to an end. However, as to retired employees, the Board may service this coverage, if necessary, until the State Teachers' Pension and Annuity Fund assumes the obligation for payment of premium.

New persons, employed prior to August 20th beginning employment on September 1 who elect to enroll are given coverage effective September 1. Persons coming into employment after August 20th are required to wait two months before coverage becomes effective.

Insurance Protection for Nurses

The Board shall pay the premium for professional liability insurance for nurses in the unit in the coverage amount of \$300,000.00 per claim and \$900,000.00 annual aggregate.

Prescription Drug Insurance

100% Board paid coverage with Benecard services, or like insurer, that retains all coverage components of the current program with no plan changes

Family Prescription

Effective March 1, 2003 the co-pay for prescription insurance shall be \$20.00 for brand-name drugs and \$5.00 for generic drugs.

Benefit levels shall remain equal to or better than existing plans if and when the Board changes carriers.

Prior to executing any change in the carrier(s), the Board designee shall discuss with the Association Representative, in good faith, the proposed changes. The Board will provide all relevant data concerning the new program. If requested by the Association, the Board shall arrange for consultation between the insurance carrier and the appropriate Association representative prior to executing any contemplated change. If the Association is proposing a change to the Board, the Association shall provide the Board relevant data from which the Board can evaluate and decide if a change is appropriate.

Retirees of the Belleville School District may at their option, upon payment to the Board for the premium cost, remain included in the group health coverage only.

**ARTICLE XX
SICK LEAVE**

Sick leave is defined by Revised Statutes 18A:30-1 et seq. as follows:

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

**Allowance for Personal Illness
1996-1997**

Total Years Of Service In District Allowed For Illness	Days
1 day through 1 year	1 day a month up to 10 days
1 year & 1 day through 10 years	10 full days
10 years & 1 day through 15 years	20 full days
15 years & 1 day through 20 years	25 full days
20 years & 1 day through 25 years	30 full days
25 years & 1 day through 30 years	60 full days

All employees shall be grandfathered in their 1996-97 category.

Beginning July 1, 1997, the categories shall read as follows:

Total Years Of Service In District Allowed For Illness	Days
1 day through 1 year	1 day a month up to 10 days
1 year & 1 day through 10 years	10 full days
10 years & 1 day through 15 years	15 full days
15 years & 1 day through 20 years	20 full days
20 years & 1 day through 25 years	25 full days
25 years & 1 day or greater	30 full days

After 10 years of service, sick leave in excess of the above shall be at the discretion of the Board.

Accumulated Sick Leave

Sick leave may be accumulated without limit in accordance with the provisions of State law governing accumulation of sick leave allowance for persons holding any full-time office, position or employment in the school district. Such accumulated sick leave shall under no circumstances place a person under tenure after three years of teaching.

Teachers shall be given a written account of accumulated sick leave days on or before September 15 of each school year.

Terminal Pay On Basis Of Sick Leave

Any employee with fifteen years of more service may upon termination of employment receive the following compensation per day:

Days	2005	2006	2007
1-100	\$50.00	\$55.00	\$55.00
101-200	\$60.00	\$65.00	\$65.00
201-300	\$70.00	\$75.00	\$75.00

This benefit shall only be paid once for each employee.

Certificate for Personal Illness

Employees absent must file a statement certifying the medical cause for such absence. Where the period of absence exceeds five days, a doctor's medical report must be filed.

Upon the recommendation of a line administrator an/or the Superintendent of Schools, the Board will make a determination whenever it is in the best interests of the Belleville School district, to require any employee who is absent due to illness or accident to submit to a physical examination by a physician selected by the Belleville Board of Education or at the option of the employee, by a physician of the employee's own choosing, approved by the Board of Education. For such examinations by physicians designated by the Board, the cost thereof and for all related tests and procedures shall be borne by the Board of Education. For any examination made by a physician of the employee's choosing which the Board, has approved, the cost thereof and for all related tests and procedures shall be made at the employee's expense.

Absence After Reporting For Duty

Any person who must leave his duties because of personal illness after reporting for duty will be charged for one sick day.

Payment To Estate

In the event an employee dies while employed by the district, his/her estate shall be paid the terminal pay as though the employee had terminated his/her employment.

**ARTICLE XXI
EXCUSED ABSENCES**

Death In Family

The Board recognizes the employee's needs to grieve, to attend the funeral, and to handle necessary legal and financial transactions at such a time. The employee will therefore be excused from work for consecutive business days not to exceed the maximum number outlined below. In counting business days, weekends and State and Federal holidays; will not be counted against the total allowed. However, all other days including, but not limited to, vacations, school holidays, and snow days will be counted toward the total allowance regardless of whether schools are open.

In case of death of the father, mother, spouse, child, grandchild, sibling, mother-in-law, father-in-law of any employee, or of any other person who resides with the employee on a permanent basis (excluding roomers or boarders), five (5) days shall be allowed. In case of death of a grandparent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, three (3) days shall be allowed. In case of death of an uncle, aunt, nephew, niece, or cousin, one (1) day shall be allowed.

Excused Absences For Personal Reasons

If, for personal reason, or for religious observance, a day's absence is necessary, a teacher may be excused from his duties upon notice to the administrator concerned, subject to operational needs and considerations. Notice should be submitted at least two days before the requested absence, unless an unanticipated emergency occurs which precludes such notice.

"Personal Reasons" as herein defined is an emergency or the performance of a duty that cannot be accomplished within the regular school day. In all cases where an employee requests an excused absence for urgent personal reasons, the appropriate personal/business day form must be filed by the employee with the principal for approval by the Superintendent.

For personal reasons which are considered by a teacher to be of such a nature as to be extremely confidential, the green slip may be marked, *Personal reasons-confidential* and such green slip will be forwarded directly by the administrator to the Superintendent for consideration.

Employees will be paid for a period not exceeding three days for excused absences during any school year.

Unused personal days at the end of a school year shall convert and be added to the employee's unused sick leave accumulation.

Military Leave

Absence, not exceeding two weeks, for military reserve training, during the contractual period of employment shall be allowed with full pay

Employees required to report to the Draft Board shall be allowed one day's absence only for such purpose, with full pay.

A. A permanent or full-time temporary officer or employee of the State or of a board, commission, authority or other instrumentality of the State or of a county, school district, or municipality who is a member of the organized militia, shall be granted leave of absence from his or her respective duties without loss of pay or time on all days during which he or she shall be engaged in any period of State or Federal active duty; provided, however, that the leaves of absence for Federal active duty or active duty for training shall not exceed 90 work days in the aggregate in any calendar year. Any leave of absence for such duty in excess of 90 days shall be without pay but without loss of time.

B. Leave of absence for such military duty shall be in addition to the regular vacation or other accrued leave allowed such officers and employees by the State, county or municipal law, ordinance, resolution, or regulation.

C. Notwithstanding subsection A of this section, a full-time temporary officer or employee who has served under such temporary appointment for less than one year shall receive for the service hereinabove described leave without pay but without loss of time.

Absence For Jury Duty

There shall be no salary deductions for an employee of the Board if that employee is absent due to service on a Grand or Petite Jury. The Board of Education shall be reimbursed any of the moneys paid by the State and Federal government for jury duty, exclusive of mileage.

**ARTICLE XXII
LEAVES OF ABSENCE**

A. Child-Rearing

The Board of Education shall grant child care leave without pay in accordance with the following procedure:

1. All initial applications for, and applications for extensions or reductions of child rearing leave, shall be made in writing to the Superintendent.
2. Any teacher intending to apply for child-rearing leave shall advise the Superintendent of the fact of her pregnancy and/or of her/his prospective plans for taking child-rearing leave and the best estimate of when the child-rearing leave will commence and terminate. The teacher shall request child-rearing leave of the Superintendent of Schools in writing at least sixty (60) days prior to the date the leave is to commence.
3. The request for child-rearing leave shall specify the date when the teacher wishes the leave to commence and terminate.
4. Child Rearing - The Board shall grant child care leave without pay to tenured teachers or teachers who have received a tenure year contract because of the birth of a child for a period of no more than two (2) years, plus the balance of the school year in which the birth occurred. If

a shorter period is requested, the return date must either be the beginning of the school year, or the beginning of the second semester. Non-tenured employees shall be granted childcare leave only for the remainder of the contract year in which the birth occurred. All such leaves must commence, when possible on the first day of a semester and end on the last day of a semester. (January 31, September 1).

5. A teacher returning on the first day of the school year in September from child rearing leave shall be placed in her/his previously held position if available and administratively feasible.
6. Any teacher who has applied for and received child rearing leave may reapply for permission to return to employment during any academic school year for which such leave was granted, and such leave may thereupon be terminated by the Board, at its sole discretion.
7. No teacher on child rearing leave shall, on the basis of said leave, be denied the opportunity to substitute in the school district in the area of her/his certification or competence.
8. Time spent on child rearing leave of absence shall not count towards salary guide placement experience, seniority, sick leave accumulation, etc.
9. Anyone who accepts child rearing leave after January 31 in any given year is given credit on the salary guide for a full year's experience upon returning to the district.
10. A teacher receiving child rearing leave shall not accept full-time employment in the teaching field or undertake full time graduate study during all or part of the period of the child rearing leave. This provision shall cease to be operative at such time as the teacher shall have been denied her/his request under Paragraph 6 to return to employment.
11. Adoption - Any teacher adopting a child of pre-school age shall receive a leave similar to child rearing leave which shall commence upon receiving "de facto" custody of said child or earlier, if necessary to fulfill the requirements for the adoption.

12. The Board is not required to continue employment of a nontenured pregnant teacher beyond the year in which the leave is taken. The child rearing leave period shall not be counted for tenure purposes, however, the disability period before and after the maternity shall count towards tenure.

B. Maternity Disability

1. The Board shall grant sick leave for the period of actual disability associated with pregnancy and birth to pregnant teachers on the same terms and conditions governing leaves of absence for illnesses or medical disability. The pregnant teacher will be entitled to her annual and accumulated sick leave, with pay, during the period of absence due to her actual disability.
2. Any pregnant teacher who does not elect to take a child rearing leave may continue to perform the duties as long as physically able to do so, and will be entitled to return to her duties when she is physically able.
3. The Board may require a teacher during her pregnancy to produce a certificate from her physician stating that she may continue working effectively at the duty to which a teacher has been assigned.
4. In the event of any question as to the condition of the pregnant teacher, a conference shall be arranged between the Board's physician and the attending physician.
5. No teacher shall be required to leave work because of pregnancy at any specific time prior to expected childbirth, nor be prevented from returning to work after childbirth solely on the grounds that there has not been a time lapse of specific duration between childbirth and the desired date of return.
6. Nothing stated herein is intended to restrict the right of the Board to discipline any pregnant teacher for any cause not related solely to her pregnancy.
7. The Board has the right to remove any pregnant teacher from her daily duties, on any one of the following criteria:

The principal/administrator shall forward a letter to the tenured certified staff member with a copy to the Superintendent of Schools and his/her designee within five (5) working days outlining that which needs to be improved. Additional evaluations shall be made to see if improvement is evident within thirty (30) calendar days.

IV.

CLASSROOM EVALUATION FORM PROCEDURES

1. Classroom Management and Control
 - A. definition: students enter classroom, attendance procedure, homework review/evaluation, lesson overview, homework assignments in designated area
 - B. definition: lesson components flow easily without student down time
 - C. definition: students are focused, attentive; conduct correction is swift and non-disruptive
2. Instructional Planning
 - A. definition: instruction is congruent with lesson plans which are current and aligned with Core Curriculum Content Standards
 - B. definition: primary and supplemental handouts, transparencies, manipulatives, equipment are student and lesson appropriate
 - C. definition: employs visual, cognitive, inductive/ deductive reasoning skills
 - D. definition: homework relates to day's lesson and/or prepares for follow-up lesson
3. Instructional Methodology
 - A. definition: day-to-day lessons are linked to unit objective and consistent with curriculum
 - B. definition: daily objectives are verbalized/explained to students prior to start of lesson
 - C. definition: employs interactive pedagogical styles such as discussion, cooperative learning groups, peer assistance, tactile work
 - D. definition: employs video, transparencies, guest lectures, field trips to enhance student learning.
 - E. definition: encourages students to understand the evolution of a correct answer.
 - F. definition: uses alternative assessment techniques in conjunction with standard tests/quizzes
 - G. definition: strives to eliminate student misunderstanding by providing guided explanations verbally and visually
 - H. definition: does not sit during student seatwork assignments; interacts with students regularly
 - I. definition: eliminates class down time by planning through lessons and student activities.
4. Knowledge of Subject Matter

- A. definition: plans/researches topic prior to class lesson
- B. definition: encourages students to recognize validity of lesson
- C. definition: has mastered subject through research and demonstrates positive attitude

5. Educational Climate

- A. definition: classroom is neat, clean, decorated with motivational and unit-specific materials
- B. definition: has a sense of humor and genuine regard for respect
- C. definition: avoids antagonistic, sarcastic, critical, demeaning statements to students
- D. definition: uses bulletin boards, hallway displays, media to promote student success
- E. definition: encourages excellence
- F. definition: listens to and applies student feedback

6. Professional Characteristics

- A. definition: grade books show diversified assessment, lesson plans are unit-based and aligned with Core Curriculum Content Standards
- B. definition: models appropriate grammar
- C. definition: maintains cleanliness and professionalism

V. ANNUAL EVALUATION SUMMARY FOR PROFESSIONAL STAFF DEFINITIONS
Summative

- A. Adheres to District's School Policies and Goals/Objectives

Definition: Follows job description of position held. Follows Board of Education, individual school, department policies, goals and objectives. Remains Current in Profession By Attending Professional Workshops, or Conferences, or In-services, or Professional Courses

Definition: Acquires training/information to improve instruction. Participates in organizations, workshops, conferences, etc., to improve instruction. Shares knowledge gained from travel, reading, etc., to improve instruction.

Strives to Improve Classroom Performance and Meets District's Goals by Attending Workshops or Serving on Committees

Definition: Acquires training/information to improve instruction. Participates in organizations, workshops, conferences, etc., to improve instruction. Shares knowledge gained from travel, reading, etc., to improve instruction.

Accepts Recommendations for Improvement from His/Her Supervisor/ Administrator in a Professional Manner

Definition: Is receptive to suggestions and recommendations from his/her supervisor/administrator and deals with the suggestions/recommendations in a professional manner.

Is Cooperative

Definition: The term denotes teamwork for the best possible results.

Maintains a Professional Relationship With:

- A. Pupils
- B. Parents
- C. Peers

Definition: The teacher should be constantly striving to improve relations with pupils, parents and peers (staff) through conferences, meetings, and Board scheduled workshops.

Maintains an Appropriate Appearance Consistent with District's Standards

Definition: This criterion denotes a favorable impression including dress, grooming and neatness as they relate to the position of a professional educator.

Uses Acceptable Standard English in Speaking and Writing

Definition: One who establishes communication using acceptable English standards when communicating orally or in written form with students, parents and colleagues.

Exhibits Enthusiasm for Teaching

Definition: An ingredient of good teaching, and if properly utilized, is so contagious that it stimulates students to productive learning activities. Inherent in this criterion is a strong commitment and sense of dedication to the teaching profession.

Submits Required Planbooks, Reports, Documents as Per School Policy

Definition: Self-explanatory as per Board/School/Department Policy. Makes Effective Use of Curriculum Guides

Definition: Utilizes curriculum guides for the purpose of augmenting and/or implementing instruction.

Maintains Lessons Plans Which Are:

- A. Available
- B. Complete

C. Current

Definition: Self-explanatory
Maintains Appropriate Substitute Plans as Per School Policy

Definition: Self-explanatory as per Board/School/Department Policy
Is Punctual to School, Class, Assignments, Meetings, Conferences

Definition: This criterion includes arriving to school, class, assignments, meetings and conferences on time.
Meets Responsibilities in a Competent, Professional and Timely Manner

Definition: Defined as meeting all facets of one's job description in a capable, ethical and punctual manner.

Annual Evaluation Summary for Professional Staff – Definitions for Categories:

Exemplary – Outstanding performance, exceeding the expected

Satisfactory – Complying with requirements

Needs Improvement – Requiring additional effort, expertise in given criterion

Unsatisfactory – Not complying with requirements

APPENDIX 3

BELLEVILLE PUBLIC SCHOOLS
Belleville, New Jersey 07109
3/18/2003

TEACHER - CLASSROOM EVALUATION
Subject/Grade _____

Staff Member _____

Building _____ Certified Evaluator _____
Date _____ School Year _____

Employment Status (please check one) 1st yr 2nd yr 3rd yr Tenured
Explanation of Rating Scale:

DS – Meets District Standards – Indicates compliance as determined by the evaluator;
Follows job description held

Follows Board of Education, individual school and department policies

SI – Suggested Improvements – Indicates area(s) in need of strengthening as determined by the evaluator

U – Unsatisfactory – Indicates non-compliance as determined by the evaluator
NA – Non-applicable – Not relative to this evaluation

Purpose of Lesson (Learner Objective):

Check Appropriate Response: The lesson observed was congruent with curriculum guide.
 The lesson was not congruent with the curriculum guide.
(Must be explained in Narrative Item #3 OPTIONAL)

	DS	SI	U	NA
1. CLASSROOM MANAGEMENT AND CONTROL				
A. Establishes a system in which routine classroom procedures are completed in an efficient and effective manner.				
B. Provides a smooth transition between learning activities.				
C. Effectively manages class/student behavior in a positive and consistent manner.				
2. Instructional Planning				
A. Lesson plans relate to observed lesson.				
B. Prepares materials which are relevant to the learner, to the objectives of the lesson, and to the appropriate ability level of the students.				
C. Plans a lesson that addresses different learning styles.				
D. Plans/assigns homework to reinforce the lesson, to introduce the next day lesson, and/or to provide an enrichment activity.				
3. Instructional Methodology				
A. Ensures continuity of instruction among prior, ongoing, and future lessons.				
B. Communicates the learner objectives of the lesson to the students in a clear and concise manner.				

APPENDIX 3
 BELLEVILLE PUBLIC SCHOOLS
 Belleville, New Jersey 07109
 3/18/2003
 TEACHER - CLASSROOM EVALUATION-CONTINUED

	DS	SI	U	NA
Instructional Methodology Continued				
C. Uses various teaching methods and procedures that are relevant to the learner objectives of the lesson.				
D. Uses appropriate instructional equipment and other resources when applicable and/or available in an effective manner.				
E. Uses questioning techniques to stimulate critical thinking.				
F. Assesses learning progress of students and makes appropriate adjustments in instructional approach when necessary.				
G. Provides clear instructions and explanations.				
H. Clarifies and provides extra help as needed to students during individual and group work activities.				
I. Uses instructional time efficiently in order to maximize student engaged learning.				
4. Knowledge Of Subject Matter				
A. Demonstrates depth and wide range of knowledge pertaining to subject matter.				
B. Emphasizes real life application of subject matter when appropriate.				
C. Exhibits enthusiasm and competence when presenting or explaining information.				
5. Educational Climate				
A. Maintains well-organized, functional and pleasant learning environment.				
B. Establishes good rapport between students and teacher.				
C. Demonstrates patience and self-control when working with students.				
D. Displays and/or recognizes students' accomplishments.				
E. Establishes high expectations for all students.				
F. Encourages students to express appropriate opinions and offer suggestions.				
6. Professional Characteristics				
A. Record books and assessment data are maintained and current.				
B. Speaks and writes clearly.				
C. Demonstrates care in personal appearance.				

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

1. REQUIRED - Explanation for all indicators rated **Suggested Improvement or Unsatisfactory**.
2. REQUIRED - Recommendations for all indicators rated **Suggested Improvement or Unsatisfactory**.
3. OPTIONAL - Exemplary comments, additional remarks or extenuating circumstances.

To be sent to the Superintendent's office on October 15th and February 5th for non-tenured teachers, by March 30th for tenured teachers, and when deemed necessary.

Evaluator's Signature _____ Date _____ Teacher's Signature _____ Date _____
(Signature does not necessarily denote approval of this evaluation)

COPIES TO: Teacher
 Superintendent
 Principal(s)
 Director/Supervisor
 ATTACHMENT BY TEACHER _____

APPENDIX 4
 Teacher Annual Evaluation

BELLEVILLE PUBLIC SCHOOLS
 Belleville, New Jersey 07109
 TEACHER - ANNUAL EVALUATION

Staff Member _____ Subject/Grade _____
 Building _____ Certified Evaluator _____
 Date _____ School Year _____
 Employment Status (please check one) 1st yr _____ 2nd yr _____ 3rd yr _____ Tenured _____

Explanation of Rating Scale:
 DS - Meets District Standards - Indicates compliance as determined by the evaluator.
 Follows local job description and
 Follows Board of Education, individual school and department policies
 U - Unsatisfactory - Indicates non-compliance as determined by the evaluator
 SI - Suggested Improvement - Indicates area(s) in need of improvement as determined by the evaluator
 NA - Not applicable - Not relative to this evaluation

	DS	SI	U	NA
7. Attendance				
A. Is Present to school, class, assignments, meetings, and conferences.				
B. Days absent due to: _____ Status: _____ Personal Days: _____ Total: _____				
8. Professional Development: Five Year Cycle Beginning (M/D/Y) - _____				
A. Professional Development hours accrued (School Year - _____) 5 Year Cycle - _____				
B. Progress towards accomplishing Professional Improvement Plan _____				
9. Professional Characteristics				
A. Maintains lesson plans and substitute plans that are available, complete, and current.				
B. Speaks and writes clearly.				
C. Demonstrates care in personal appearance.				

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

1. REQUIRED - Explanation for all indicators rated **Suggested Improvement or Unsatisfactory** (note extenuating circumstances when applicable)
2. REQUIRED - Recommendations for all indicators rated **Suggested Improvement or Unsatisfactory**
3. REQUIRED - Identification of pedagogical skills, i.e., use of technology, innovative program/strategies, classroom management, effective use of conference guides, etc.
4. REQUIRED - Identification of involvement in school or civic activities such as club advisors, coaching, special events, parent/teacher groups and professional organizations
5. REQUIRED - Identification of any contributions to school, students, or other curricular activities i.e., initiated a club, guest speaker(s), provided field trips, arranged special assembly program(s), etc.
6. REQUIRED - Identification of activities undertaken to meet the goals of the Professional Improvement Plan including workshops the staff member presented
7. OPTIONAL - Exemplary comments or additional remarks

To be sent to the Superintendent's office before April 7th for non-tenured teachers, by May 30th for tenured teachers. This evaluation must be a summation of the teacher's professional performance for the year. A monthly prepared Professional Improvement Plan must be developed during the school primary conference. Attach Professional Improvement Plan.

Evaluator's Signature _____ Date _____ Teacher's Signature _____ Date _____
(Signature does not necessarily denote approval of this evaluation)

COPIES TO: Teacher
 Superintendent
 Principal(s)
 Director/Supervisor
 ATTACHMENT BY TEACHER _____

APPENDIX 5 School Counselor Annual Evaluation

BELLEVILLE PUBLIC SCHOOLS Belleville, New Jersey 07109 SCHOOL COUNSELOR - ANNUAL EVALUATION

Staff Member _____ Elementary _____ Middle School _____ High School _____
 Certified Evaluator _____ Date _____ School Year _____
 Employment Status (please check one) _____ 1st yr _____ 2nd yr _____ 3rd yr _____ Tenured _____

Explanation of Rating Scale:
 DS - Meets District Standards - Indicates compliance as determined by the evaluator
 S - Suggested Improvements - In districts area(s) in need of strengthening as determined by the evaluator
 U - Unsatisfactory - Indicates non-compliance as determined by the evaluator
 NA - Not applicable - Not relative to this evaluation

I. Attendance				DS	SI	U	NA
A. Is Punctual to school, class, assignments, meetings, and conferences.							
B. Days absent due to:	Sickness	Personal Days	Total				
Professional Development: Five Year Cycle Beginning (M/D/Y) -							
A. Professional Development hours accrued:	School Year -	5 Year Cycle -					
B. Progress towards accomplishing Professional Improvement Plan.							
II. Professional Counseling Abilities							
A. Possesses individual/group counseling and communication skills.							
B. Understands and remains sensitive to the nature and functioning of the student within the family, school and community contexts.							
C. Strives to establish and maintain a positive rapport with all student counselees.							
D. Demonstrates effective counseling techniques including active listening or questioning skills.							
E. Exercises tact, discretion, and diplomacy in dealing with sensitive circumstances.							
F. Demonstrates the ability to counsel students during the times of transition, separation, and/or heightened stress.							
G. Is available to assist with the student and/or parent in the event of failure, excessive absence, tardiness, need for remedial services or outstanding success.							
H. Assists students in the assessment of their individual strengths, weaknesses, and differences.							
I. Demonstrates the ability to move individuals and groups toward consensus and/or conflict resolution.							
J. Encourages curricular and/or co-curricular participation.							
K. Offers assistance to parents and families so that they may provide an informed and supportive environment in which students can become effective learners.							
L. Provides parents with updated and current information in an objective manner.							
M. Provides recognition and acknowledgment to students as their improvement and/or achievement dictates.							
N. Is available and visible throughout the school, particularly in times of heightened stress.							

BELLEVILLE PUBLIC SCHOOLS Belleville, New Jersey 07109 SCHOOL COUNSELOR - ANNUAL EVALUATION

4. Professional Consulting and Referral Skills		DS	SI	U	NA
A. Establishes and maintains a cooperative relationship with faculty.					
B. Interprets individual student data and considers individual differences and needs in order to facilitate student course placement.					
C. Mediates parent/teacher/student conferences in order to facilitate positive communication between the home and school.					
D. Assists students and their families in identifying and addressing personal, social, and emotional concerns that may impede educational progress.					
E. Determines when the nature of a student problem has progressed beyond the scope of school counseling and assists in the referral to specialists and/or community agencies.					
5. Academic Advising And Post-High School Planning					
A. Maintains anecdotal file notes and a daily appointment calendar of student, parent, teacher, and administrator contact.					
B. Assists students and their families to identify credit and course deficiencies (HS & HS), academic deficiencies (elementary), and recommend appropriate remedial interventions.					
C. Assists students and their families to identify academic achievement and recognition.					
D. Provides material for use by students in personalizing the exploration of post-secondary educational and vocational opportunities (HS & HS), interests and hobbies (elementary).					
E. Assists the student in developing an awareness of the world of work and utilizing school and community resources in career planning (HS & HS).					
F. Counsel students in the course selection process so that they may pursue the program of study most appropriate for their abilities, interests, and career aspirations (HS & HS).					
G. Reviews student academic progress as recorded on the permanent record for the purpose of identifying deficiencies, recommending accelerated programs and courses, etc... (HS & HS).					
H. Demonstrates an understanding of the current admission requirements, options, and application procedures employed by colleges and universities (HS).					
I. Advises students as to state and local graduation requirements and monitors the student's progress towards completion (HS).					
6. Responsibility of Confidentiality					
Treats all information about students in a confidential fashion; shares student data only with those persons authorized to receive such information as prescribed by law and district policy.					
7. Testing, Evaluation, and Measurement Of Student Achievement And Interests					
A. Coordinates or assists with standardized test administration (HS & HS).					
B. Assists with the interpretation of standardized test scores, and other evaluative data that may be recorded in the student's file (HS & HS).					
C. Assists the student with self-assessment and career planning (HS & HS).					
8. Professional Characteristics					
A. Record books and assessment data are maintained and current.					
B. Speaks and writes clearly.					
C. Demonstrates care in personal appearance.					
D. Exhibits enthusiasm for counseling.					

APPENDIX 6
Student Assistance Counselor Annual Evaluation

BELLEVILLE PUBLIC SCHOOLS
 Belleville, New Jersey 07109
 379943

SCHOOL COUNSELOR - ANNUAL EVALUATION

	DS	ST	U	NA
E. Makes effective use of school counselor guidelines.				
F. Accepts recommendations for improvement from administrator in a professional manner.				
G. Is cooperative.				
H. Adheres to district and school policies.				
I. Submits required reports, documents, or assignments on time.				
J. Contributes to a positive school climate.				
K. Is innovative.				
L. Demonstrates group management and conduct.				
M. Performs appropriate job responsibilities on school trips (college visitations, job/college fairs).				
N. Participates in school and other district activities.				
O. Participates in positive counselor/parent relations, community activities, and organizations.				

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

- REQUIRED** - Explanation for all indicators rated **Suggested Improvement** or **Unsatisfactory** (note extenuating circumstances when applicable)
- REQUIRED** - Recommendations for all indicators rated **Suggested Improvement** or **Unsatisfactory**
- OPTIONAL** - Exemplary comments or additional remarks

To be sent to the Superintendent's office before April 1st for non-tenured counselors, by May 31st for tenured counselors. This evaluation must be a summative of the counselor's professional performance for the year. A mutually prepared Professional Improvement Plan must be developed during the annual summary conference. Attach Professional Improvement Plan.

Evaluator's Signature _____ Date _____ Counselor's Signature _____ Date _____
(Signature does not necessarily denote approval of this evaluation)

COPIES TO: Counselor _____
 Superintendent _____
 Principals _____
 Director/Supervisor _____

ATTACHMENT BY COUNSELOR _____

BELLEVILLE PUBLIC SCHOOLS
 Belleville, New Jersey 07109
 379943

STUDENT ASSISTANCE COUNSELOR - ANNUAL EVALUATION

Staff Member _____ Discipline _____
 Certified Evaluator _____ Date _____ School Year _____
 Employment Status (please check one) _____ 1st yr _____ 2nd yr _____ 3rd yr _____ Tenured _____

Explanation of Rating Scale:
 DS - Meets District Standards - Indicates compliance as determined by the evaluator
 ST - Follows Board of Education, individual school and department policies
 U - Unsatisfactory - Indicates non-compliance as determined by the evaluator
 NA - Non-applicable - Not relative to this evaluation

	DS	ST	U	NA
1. Attendance				
A. Is Punctual to school, class, assignments, meetings, and conferences.				
B. Days absent due to: _____				
Personal Days _____ Total _____				
2. Professional Development: Five Year Cycle Beginning (M/D/Y) -				
A. Professional Development hours accrued: _____ School Year _____ 5 Year Cycle - _____				
B. Progress towards accomplishing Professional Improvement Plan.				
3. Professional Counseling Abilities				
A. Possesses individual/group counseling and communication skills.				
B. Understands and remains sensitive to the nature and functioning of the student within the family, school and community contexts.				
C. Strives to establish and maintain a positive rapport with student counselors.				
D. Demonstrates effective counseling techniques including active listening or questioning skills.				
E. Exercises tact, discretion, and diplomacy in dealing with sensitive circumstances.				
F. Demonstrates the ability to counsel students during the times of transition, separation, and/or heightened stress.				
G. Is available to assist with the student and/or parent in the event of failure, excessive absence, tardiness, need for remedial services or outstanding process.				
H. Assists students in the assessment of their individual strengths, weaknesses, and differences.				
I. Demonstrates the ability to move individuals and groups toward consensus and/or conflict resolution.				
J. Encourages curricular and/or co-curricular participation.				
K. Offers assistance to parents and families so that they may provide an informed and supportive environment in which students can become effective learners.				
L. Provides parents with updated and correct information in an objective manner.				
M. Provides recognition and acknowledgment to students as their improvement and/or achievement dictates.				
N. Is available and visible throughout the school, particularly in times of heightened stress.				
O. Conducts group activities with students and/or parents when needed.				

BELLEVILLE PUBLIC SCHOOLS
 Belleville, New Jersey 07109
 370001

STUDENT ASSISTANCE COUNSELOR - ANNUAL EVALUATION

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

1. **REQUIRED** - Explanation for all indicators rated **Suggested Improvement** or **Unsatisfactory** (note extenuating circumstances when applicable)
2. **REQUIRED** - Recommendations for all indicators rated **Suggested Improvement** or **Unsatisfactory**
3. **OPTIONAL** - Exemplary comment or additional remarks

To be sent to the Superintendent's office before April 7th for non-tenured counselors, by May 30th for tenured counselors. This evaluation must be a summarization of the counselor's professional performance for the year. A manually prepared Professional Improvement Plan must be developed during the annual summary conference. Attach Professional Improvement Plan.

A. Record books and assessment data are maintained and current.				
B. Speaks and writes clearly.				
C. Demonstrates care in personal appearance.				
D. Exhibits enthusiasm for counseling.				
E. Makes effective use of school counselor guidelines.				
F. Accepts recommendations for improvement from administrators in a professional manner.				
G. Is cooperative.				
H. Adheres to district and school policies.				
I. Submits required reports, documents, or assignments on time.				
J. Contributes to a positive school climate.				
K. Is innovative.				
L. Demonstrates group management and conduct.				
M. Performs appropriate job responsibilities on school trips (college visitations, job/college fairs).				
N. Participates in school and other district activities.				
O. Participates in positive counselor/parent relations, community activities, and organizations.				

Evaluator's Signature _____ Date _____ Counselor's Signature _____ Date _____
 (Signature does not necessarily denote approval of this evaluation)

COPIES TO: Counselor
 Superintendent
 Principal(s)
 Director/Supervisor

ATTACHMENT BY COUNSELOR _____

APPENDIX 7
Child Study Team/Speech Annual Evaluation

BELLEVILLE PUBLIC SCHOOLS
Belleville, New Jersey 07109
3112003

CHILD STUDY TEAM / SPEECH - ANNUAL EVALUATION

Staff Member _____ Elementary _____ Middle School _____ High School _____
 Certified Evaluator _____ Date _____ School Year _____
 Employment Status (please check one) 1st yr 2nd yr 3rd yr Tenured

Explanation of Rating Scale:
 DS - Meets District Standards - Indicates compliance as determined by the evaluator
 Follows job description held
 Follows Board of Education, individual school and department policies
 SI - Suggested Improvements - Indicates area(s) in need of strengthening as determined by the evaluator
 U - Unsatisfactory - Indicates non-compliance as determined by the evaluator
 NA - Non-applicable - Not relative to this evaluation

	DS	SI	U	NA						
1. Attendance										
A. Is Punctual to school, class, assignments, meetings, and conferences.										
B. Days absent due to: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Illness</td><td>Personal Days</td><td>Total</td></tr><tr><td></td><td></td><td></td></tr></table>	Illness	Personal Days	Total							
Illness	Personal Days	Total								
2. Professional Development: Five Year Cycle Beginning (M/D/Y) -										
A. Professional Development hours accrued: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>School Year -</td><td>5 Year Cycle -</td></tr><tr><td></td><td></td></tr></table>	School Year -	5 Year Cycle -								
School Year -	5 Year Cycle -									
B. Progress towards accomplishing Professional Improvement Plan.										
3. Professional Abilities										
A. Uses available materials.										
B. Demonstrates organizational skills.										
C. Adequately follows through on goals.										
D. Has knowledge of area of discipline.										
E. Meets daily requirements through consistent work output.										
F. Creates positive reinforcement.										
G. Effectively communicates with parents and others.										
H. Selects/varies techniques to meet the needs of individual students.										
4. Professional/Personal Qualities And Relationships										
A. Meets case managing responsibilities.										
B. Utilizes supportive personnel.										
C. Establishes and maintains a cooperative relationship with faculty.										
D. Is fair, respectful, and understanding of students.										
E. Encourages students to accept responsibility.										
F. Is enthusiastic with students.										
G. Is available and visible throughout school, particularly in times of stress.										
H. Is cooperative and supportive with staff.										
5. Responsibilities Of Confidentiality										
Treats all information about students in a confidential fashion; shares student data only with those persons authorized to receive such information as prescribed by law and district policy.										

BELLEVILLE PUBLIC SCHOOLS
Belleville, New Jersey 07109
3112003
CHILD STUDY TEAM / SPEECH - ANNUAL EVALUATION

	DS	SI	U	NA
6. Professional Characteristics				
A. Records, schedules, and assessment data are maintained and current.				
B. Speaks and writes clearly.				
C. Demonstrates care in personal appearance.				
D. Demonstrates punctuality in all areas of job performance.				
E. Adheres to district's school policies.				

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

- REQUIRED** - Explanation for all indicators rated **Suggested Improvements** or **Unsatisfactory** (note extenuating circumstances when applicable)
 - REQUIRED** - Recommendations for all indicators rated **Suggested Improvements** or **Unsatisfactory**
 - OPTIONAL** - Exemplary comments or additional remarks
- To be sent to the Superintendent's office before April 1st for non-tenured staff members, by May 30th for tenured staff members. This evaluation must be a summarization of the staff member's professional performance for the year. A mutually prepared Professional Improvement Plan must be developed during the annual summary conference. Attach Professional Improvement Plan.

Evaluator's Signature _____ Date _____ Staff Member's Signature _____ Date _____
 (Signatures does not necessarily denote approval of this evaluation)
 COPIES TO: Staff Member
 Superintendent
 Principal(s)
 Director/Supervisor
 ATTACHMENT BY STAFF MEMBER _____

APPENDIX 8

Child Study Team/Speech - Performance Evaluation

BELLEVILLE PUBLIC SCHOOLS
Belleville, New Jersey 07109
3/18/2003

CHILD STUDY TEAM / SPEECH - PERFORMANCE EVALUATION

Staff Member _____ Elementary _____ Middle School _____ High School _____
 Certified Evaluator _____ Date _____ School Year _____
 Employment Status (please check one) _____ 1st yr _____ 2nd yr _____ 3rd yr _____ Tenured _____

Explanation of Rating Scale:
 DS - Meets District Standards - Indicates compliance as determined by the evaluator;
 Follows job description held
 Follows Board of Education, individual school and department policies
 SI - Suggested Improvements - Indicates area(s) in need of strengthening as determined by the evaluator
 U - Unsatisfactory - Indicates non-compliance as determined by the evaluator
 NA - Non-applicable - Not relative to this evaluation

Purpose/Objective:

	DS	SI	U	NA
1. Professional Counseling Abilities				
A. Demonstrates management and organization of caseload.				
B. Demonstrates knowledge of specialty area.				
C. Selects/rates presentation to meet objectives.				
D. Creates positive environment.				
E. Analyzes standard tests, grades evaluative data, behavior and other available information to assess students and/or plan for appropriate placement.				
F. Demonstrates the ability to assist students in the event of failure, the need for remedial services or outstanding success.				
G. Meets professional objectives.				
H. Speaks and writes clearly.				
I. Demonstrates patience and self-control when working with parents and staff.				
J. Demonstrates care in personal appearance.				
2. Professional/Personal Qualities And Relationships				
A. Uses knowledge of child growth and development.				
B. Is fair, impartial and understanding of student's needs.				
C. Is cooperative, respectful, and supportive of parents and students.				
D. Is cooperative and helpful with staff and other team members.				
E. Is enthusiastic with students, parents and staff.				

BELLEVILLE PUBLIC SCHOOLS
Belleville, New Jersey 07109
3/18/2003

CHILD STUDY TEAM / SPEECH - PERFORMANCE EVALUATION

	DS	SI	U	NA
Professional/Personal Qualities And Relationships Continued				
F. Demonstrates professional demeanor.				
G. Demonstrates care in personal appearance.				
H. Submits required logs, reports, or documents as per school policy.				
3. Responsibilities Of Confidentiality				
Demonstrates the ability to maintain confidentiality responsibilities of a child study team/speech member, student, parent, etc.				

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

1. REQUIRED - Explanation for all indicators rated **Suggested Improvements** or **Unsatisfactory**.
2. REQUIRED - Recommendations for all indicators rated **Suggested Improvements** or **Unsatisfactory**.
3. OPTIONAL - Exemplary comments, additional remarks or extenuating circumstances.

To be sent to the Superintendent's office on October 15th and February 5th for non-tenured staff members, by March 30th for tenured staff members, and when deemed necessary.

Evaluator's Signature _____ Date _____ Staff Member's Signature _____ Date _____
(Signature does not necessarily denote approval of this evaluation)

COPIES TO: Staff Member
 Superintendent
 Principal(s)
 Director/Supervisor

ATTACHMENT BY STAFF MEMBER _____

APPENDIX 9
Counseling - Performance Evaluation

BELLEVILLE PUBLIC SCHOOLS
Belleville, New Jersey 07109
3/18/2003
COUNSELING - PERFORMANCE EVALUATION

Staff Member _____ Elementary _____ Middle School _____ High School _____
 Certified Evaluator _____ Date _____ School Year _____
 Employment Status (please check one) _____ 1st yr _____ 2nd yr _____ 3rd yr _____ Tenured _____

Explanation of Rating Scales:
 DS - Meets District Standards - Indicates compliance as determined by the evaluator
 Follows job description held
 Follows Board of Education, individual school and department policies
 SI - Suggested Improvements - Indicates areas in need of strengthening as determined by the evaluator
 U - Unsatisfactory - Indicates non-compliance as determined by the evaluator
 NA - Not applicable - Not relative to this evaluation

Purpose of Lesson (Learner Objective):

Check Appropriate Response: _____ The lesson observed was congruent with counselor guide.
 _____ The lesson was not congruent with the counselor guide.
 (Must be explained in Narrative Item #3 OPTIONAL)

	DS	SI	U	NA
1. Professional Counseling Abilities				
A. Displays individual/group counseling and communication skills.				
B. Maintains a positive rapport with counselees.				
C. Demonstrates effective counseling techniques including active listening.				
D. Remains sensitive to the nature and functioning of the student within the family, school, and community unity contexts.				
E. Demonstrates the ability to counsel students during times of transition, separation, and/or heightening stress.				
F. Demonstrates the ability to assist students in the event of failure, the need for remedial services or outstanding success.				
G. Demonstrates the ability to move individuals and groups toward consensus and/or conflict resolution.				
2. Professional Consulting and Referral Skills				
A. Mediates parent/teacher/student conferences in order to facilitate positive communication between the home and school.				
B. Includes faculty, administration, and other necessary community resources to aid a student with social and emotional concerns.				

BELLEVILLE PUBLIC SCHOOLS
Belleville, New Jersey 07109
3/18/2003
COUNSELING - PERFORMANCE EVALUATION

	DS	SI	U	NA
3. Responsibilities of Confidentiality				
Demonstrates the ability to convey confidentiality responsibilities of a counselor, student, parent, etc.				
4. Group Management And Control				
A. Establishes a system in which routine group procedures are completed in an efficient and effective manner.				
B. Provides a smooth transition between learning activities.				
C. Effectively manages group/independent behavior in a positive and consistent manner.				
5. Instructional Planning				
A. Agendas relate to observed lesson.				
B. Prepares materials which are relevant to the learner, to the objectives of the lesson, and to the appropriate ability levels of the students.				
C. Plans a lesson that addresses different learning styles.				
D. Develops plan of action to reinforce the lesson and/or to provide an enrichment activity.				
6. Instructional Methodology				
A. Ensures continuity of instruction among prior, on-going, and future lessons.				
B. Communicates the learner objectives of the lesson to the students in a clear and concise manner.				
C. Uses various teaching methods and procedures that are relevant to the learner objectives of the lesson.				
D. Uses appropriate instructional equipment and other resources when applicable and/or available in an effective manner.				
E. Uses questioning techniques to stimulate critical thinking.				
F. Assesses learning progress of students and makes appropriate adjustments in instructional approach when necessary.				
G. Provides clear instructions and explanations.				
H. Circulates and provides extra help as needed to students during individual and group work activities.				
I. Uses instructional time efficiently in order to maximize student engaged learning.				
7. Knowledge Of Subject Matter				
A. Demonstrates depth and wide range of knowledge pertaining to subject matter.				
B. Emphasizes real life application of subject matter when appropriate.				
8. Professional Characteristics				
A. Maintains a professional manner.				
B. Is innovative.				
C. Contributes to a positive school climate.				
D. Demonstrates care in personal appearance.				
E. Exhibits enthusiasm for counseling.				
F. Submits required counseling logs, reports, or documents as per school policy.				
G. Speaks and writes clearly.				

BELLEVILLE PUBLIC SCHOOLS
 Belleville, New Jersey 07109
 3122002

COUNSELING - PERFORMANCE EVALUATION

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

1. **REQUIRED** - Explanation for all indicators rated **Suggested Improvement or Unsatisfactory**.
2. **REQUIRED** - Recommendations for all indicators rated **Suggested Improvement or Unsatisfactory**.
3. **OPTIONAL** - Exemplary comments, additional remarks or extenuating circumstances.

To be sent to the Superintendent's office on October 15th and February 3rd for non-tenured counselors, by March 30th for tenured counselors, and when deemed necessary.

Evaluator's Signature	Date	Counselor's Signature <i>(Signature does not necessarily denote approval of this evaluation)</i>	Date
-----------------------	------	---	------

COPIES TO: Counselor
 Superintendent
 Principal(s)
 Director/Supervisor

ATTACHMENT BY COUNSELOR _____

APPENDIX 10
Nurse - Performance Evaluation

BELLEVILLE PUBLIC SCHOOLS
 Belleville, New Jersey 07109
 3122002

NURSE - PERFORMANCE EVALUATION

Staff Member _____		Elementary _____	Middle School _____	High School _____
Certified Evaluator _____	Date _____	School Year _____		
Employment Status (please check one)	1 st yr _____	2 nd yr _____	3 rd yr _____	Tenured _____

Explanation of Rating Scale:
 DS - Meets District Standards - Indicates compliance as determined by the evaluator.
 Follows job description held
 SI - Suggested Improvements - Indicates area(s) in need of strengthening and department policies
 U - Unsatisfactory - Indicates non-compliance as determined by the evaluator
 NA - Non-applicable - Not relative to this evaluation

Purpose/Activity:

	DS	SI	U	NA
1. Professional Abilities				
A. Assists with physical examinations, immunizations, screening for hearing and vision for all students according to a schedule provided by the State and Board of Education				
B. Prepares and submits reports for the Superintendent of Schools, the County Office, the State Board of Health, and the New Jersey State Education Department as necessary.				
C. Maintains up-to-date cumulative health records on all students. Unusual medical problems are brought to the attention of the Principal/District.				
2. Observation And Care				
A. Observes students to detect health needs and advises teachers and administrators on these matters as necessary.				
B. Conducts screening according to schedule.				
C. Administers first aid according to first aid procedures as per district health policy.				
D. Implements district policy on admissions and transfers.				
3. Health Counseling				
A. Assumes responsibility for notification of parent/guardian of student in need of medical and dental care.				
B. Communicates with parents, school personnel, physicians, clinics, and other agencies on school medical matters.				
C. Implements policy on exclusion due to infectious and contagious diseases.				

Page 1 of 3

APPENDIX 10
Nurse - Performance Evaluation

BELLEVILLE PUBLIC SCHOOLS
Belleville, New Jersey 07109
3142603

NURSE - PERFORMANCE EVALUATION

	DS	SI	U	NA
4. Other Evaluative Criteria				
A. Understands and applies current developments and new trends in certified professional area of services.				
B. Attends institutions and workshops at local, state, and/or regional level at the direction of, or upon recommendation from the administration.				
C. Seeks, shares, and/or utilizes the ideas and suggestions of other professional staff.				
D. Collaborates with colleagues on all matters pertaining to pupil health, attitude, behavior, and/or learning problems.				
E. Understands and enforces district and building rules, regulations, and policies.				
5. Personal Characteristics				
A. Logbooks and assessment data are maintained and current.				
B. Speaks and writes clearly.				
C. Demonstrates care in personal appearance.				

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

- REQUIRED - Explanation for all indicators rated **Suggested Improvement** or **Unsatisfactory**.
- REQUIRED - Recommendations for all indicators rated **Suggested Improvement** or **Unsatisfactory**.
- OPTIONAL - Exemplary comments, additional remarks or extenuating circumstances.

To be sent to the Superintendent's office on October 15th and February 5th for non-tenured nurses, by March 10th for tenured nurses, and when deemed necessary.

Evaluator's Signature _____ Date _____ Nurse's Signature _____ Date _____
(Signature does not necessarily denote approval of this evaluation)

COPIES TO: Nurse
Superintendent
Principal(s)
Director/Supervisor

ATTACHMENT BY NURSE _____

APPENDIX 11
Nurse - Annual Evaluation

BELLEVILLE PUBLIC SCHOOLS
Belleville, New Jersey 07109
3142603

NURSE - ANNUAL EVALUATION

Staff Member _____ Elementary _____ Middle School _____ High School _____
Certified Evaluator _____ Date _____ School Year _____
Employment Status (please check one) _____ 1st yr _____ 2nd yr _____ 3rd yr _____ Tenured _____

Explanation of Rating Scale:
DS - Meets District Standards - Indicates compliance as determined by the evaluator.
Follows job descriptions held
Follows Board of Education, individual school and department policies
SI - Suggested Improvements - Indicates area(s) in need of improvement as determined by the evaluator
U - Unsatisfactory - Indicates non-compliance as determined by the evaluator
NA - Non-applicable - Not relative to this evaluation

	DS	SI	U	NA
1. Attendance				
A. Is Punctual to school, class, assignments, meetings, and conferences.				
B. Days absent due to: Illness _____ Personal Days _____ Total _____				
2. Professional Development: Five Year Cycle Beginning (M/D/Y) - _____				
A. Professional Development hours accrued: School Year - _____ 5 Year Cycle - _____				
B. Progress towards accomplishing Professional Improvement Plan.				
3. Responsibilities Of Confidentiality				
Treats all information about students in a confidential fashion; shares student data only with those persons authorized to receive such information as prescribed by law and district policy.				
4. Professional Characteristics				
A. Logbooks and assessment data are maintained and current.				
B. Demonstrates care in personal appearance.				
C. Speaks and writes clearly.				

NARRATIVE - THE FOLLOWING ITEMS MUST BE ADDRESSED:

- REQUIRED - Explanation for all indicators rated **Suggested Improvement** or **Unsatisfactory** (note extenuating circumstances when applicable).
- REQUIRED - Recommendations for all indicators rated **Suggested Improvement** or **Unsatisfactory**.
- REQUIRED - Identification of pedagogical skills, i.e., use of technology, innovative programs/practices, office management, etc.
- REQUIRED - Identification of involvement in school or civic activities such as club advisors, coaching, special events, parent/civic groups and professional organizations.
- REQUIRED - Identification of major contributions to school academic, or extra-curricular activities i.e., initiated a club, guest speaker(s), provided field trips, arranged special assembly program(s), etc.
- REQUIRED - Identification of activities undertaken to meet the goals of the Professional Improvement Plan including workshops the staff member presented.
- OPTIONAL - Exemplary comments or additional remarks.

To be sent to the Superintendent's office before April 7th for non-tenured nurses, by May 30th for tenured nurses. This evaluation must be a summation of the nurse's professional performance for the year. A annually prepared Professional Improvement Plan must be developed during the annual summary conference. Attach Professional Improvement Plan.

Evaluator's Signature _____ Date _____ Nurse's Signature _____ Date _____
(Signature does not necessarily denote approval of this evaluation)

COPIES TO: Nurse
Superintendent
Principal(s)
Director/Supervisor

ATTACHMENT BY NURSE _____

**APPENDIX 12
Personal Improvement Plan (PIP)**

Belleville, New Jersey 07109
3182203

Goal # _____

Professional Improvement Plan (PIP)

Staff Member _____ Subject/Grade _____
 Building _____ Certified Evaluator _____
 Date _____ School Year _____ Timeline _____

<p>1. My Professional Improvement goal is _____</p>
<p>2. I plan to do this goal in the New Jersey Core Curriculum Content Standards _____</p>
<p>3. I expect to accomplish this goal in _____</p>
<p>4. This goal will be achieved by the following _____</p>

Signature of Staff Member

Signature of Evaluator

**Appendix 13
Revised Tuition Reimbursement**

**BELLEVILLE PUBLIC SCHOOLS
TUITION REIMBURSEMENT COURSE APPROVAL FORM**

SEE CURRENT BELLEVILLE EDUCATION ASSOCIATION CONTRACTUAL AGREEMENT FOR ELIGIBILITY AND INSTRUCTIONS.

Submit this form with a copy of each course description to the Superintendents Office. A copy will be returned to you after review.

Name _____ Area(s) of Certification _____
 School _____ Current Assignment _____

Tenured (Circle One) Yes No

Position on Guide (Circle One) BA BA+15 MASTERS MA+15 MA+32

Is this course being taken as part of a Masters Program? (Circle One) Yes No

Masters Concentration _____

Course related to Current Assignment (Circle One) Yes No

Explain how the course will benefit the assignment _____

College/University _____

Graduate Course Title	# of Credits	Term Beginning and End Date

Salary Advancement (Circle One) Yes No Tuition Reimbursement (Circle One) Yes No

SUPERINTENDENT'S REVIEW

Course Approved _____ Denied _____

Date _____ Superintendent of Schools _____

TUITION REIMBURSEMENT REQUEST FORM

NAME: _____ SCHOOL: _____

DATE: _____

A COPY OF GRADES MUST ACCOMPANY THIS FORM.

Course	# of credits
_____	_____
_____	_____
_____	_____

Please be advised that I have successfully completed the above graduate courses and I am requesting reimbursement as provided for in the current contract.

Signature: _____ Date: _____

Payment Approved _____ Date: _____
Superintendent of Schools

Prior approval must be granted by the Superintendent of Schools for selection of courses leading to advanced placement on the salary guide and for tuition reimbursement. Graduate courses must be taken at institutions approved by the State of New Jersey in current area of assignment or one which is leading to certification or advanced education degree. Advanced study is defined as activities that are directly related to the teacher's subject area, guidance and/or supervision and administration. All other courses shall be granted for credit at the discretion of the Superintendent of Schools. If funds are unexpended in any year, the unexpended funds shall be added to the available pool for the following year. If in any year the requests for reimbursement exceed the available pool, per credit payment shall be pro-rated to provide all applicants with an equitable share of the available funds. All payments shall be made after the completion of the spring semester, but no later than July 31st of each year. Each teacher is entitled to reimbursement for up to six (6) credits per year.

Complete and submit course approval form to the Superintendent within two weeks of the course starting date. When the course(s) is/are completed, send a Tuition Reimbursement Request Form to the Superintendent with a copy of the grade report. Courses must be completed by June 30th of a given year to be included in that year's tuition reimbursement account. Any courses completed after that date will be considered within the next year's tuition account.

Appendix 14

Health Care Co-pays and Deductibles

Aetna QPOS

	NJ Referred	NJ Nonreferred
FINANCIAL		
Deductible: Single/Family	N/A	\$200/\$400
Coinsurance	N/A	80%
Coinsurance Limit; Single/Family	N/A	\$1,000/\$2,000
Lifetime Maximum Benefit	N/A	Unlimited
PRIMARY CARE PHYSICIAN VISITS		
Office Hours	\$15 copay	80% after deductible
After Hours/Home Visits	\$20 copay	80% after deductible
SPECIALTY CARE		
Office Visits	\$20 copay	80% after deductible
Diagnostic Outpatient Testing	\$20 copay	80% after deductible
Phys. Occ, Speech Therapy	\$20 copay	80% after deductible
SPU SURGERY	No copay	100% covered
HOSPITALIZATION	No copay	100% covered
SKILLED NURSING FACILITY	No copay	100% covered
EMERGENCY ROOM (copay waived if admit)	\$50 copay	\$50 copay
HOME CARE	100%	100% covered
MATERNITY		
First OB Visit	\$15 copay	80% after deductible
Hospital	No copay	100% covered
MENTAL HEALTH		
Inpatient	No copay, 35 days 20 visits	0-30d 100% covered; 31-90d D&C 80% after deductible
Outpatient	\$25 copay/V 20 visits	80% after deductible
SUBSTANCE ABUSE		
Detoxification	No copay	100% covered 7days
Inpatient Rehabilitation	No copay 30 days	100% covered 30days
Outpatient Rehabilitation	\$15 copay/V 60 visits	80% after deductible, 30 visits
PREVENTIVE CARE		
Routine Eye Exam (per benefit schedule)	\$15 copay	Not Covered
Routine Physicals	\$10 copay	100% (state-specific guidelines)
Immunizations	\$10 copay	100% (state-specific guidelines)
Routine Mammography	\$15 copay	100% (state-specific guidelines)
Routine GYN Exam	\$15 copay	100% of UCR max\$150
Pediatric Preventive Dental Exam	\$15 copay	Not Covered
CHIROPRACTIC CARE	\$15 copay 20 visits	80% after deductible
PRESCRIPTION LENS REIMBURSEMENT	\$100 every 24 months	
DURABLE MEDICAL EQUIPMENT	Not Covered	80% after deductible

Appendix 14

Health Care Co-pays and Deductibles

Aetna HMO

	NJ Referred	NJ Nonreferred
FINANCIAL		
Deductible: Single/Family	N/A	\$500/\$1,000
Coinsurance	N/A	70%
Coinsurance Limit; Single/Family	N/A	\$3,000/\$6,000
Lifetime Maximum Benefit	N/A	\$5,000,000
PRIMARY CARE PHYSICIAN VISITS		
Office Hours	\$5 copay	70% after deductible
After Hours/Home Visits	\$10 copay	70% after deductible
SPECIALTY CARE		
Office Visits	\$5 copay	70% after deductible
Diagnostic Outpatient Testing	\$5 copay	70% after deductible
Phys. Occ, Speech Therapy	\$5 copay	70% after deductible
SPU SURGERY	No copay	70% after deductible
HOSPITALIZATION	No copay	70% after deductible
SKILLED NURSING FACILITY	No copay	70% after deductible
EMERGENCY ROOM (copay waived if admit)	\$35 copay	\$35 copay
HOME CARE	No copay	70% after deductible
MATERNITY		
First OB Visit	\$5 copay	70% after deductible
Hospital	No copay	70% after deductible
MENTAL HEALTH		
Inpatient	No copay, 35 days 20 visits	70% after deductible, 30 days 30 visits
Outpatient	\$25 copay/V 20 visits	70% after deductible 30 visits
SUBSTANCE ABUSE		
Detoxification	No copay	70% after deductible, 7 days
Inpatient Rehabilitation	No copay 30 days	70% after deductible, 30 day
Outpatient Rehabilitation	\$5 copay/V 20 visits	70% after deductible, 30 visits
PREVENTIVE CARE		
Routine Eye Exam (per benefit schedule)	\$5 copay	Not Covered
Routine Physicals	\$5 copay	See Insurance Certificate
Immunizations	\$5 copay	See Insurance Certificate
Routine Mammography	\$5 copay	Covered (state-specific guidelines)
Routine GYN Exam	\$5 copay	Not covered
Pediatric Preventive Dental Exam	Not Covered	Not Covered
CHIROPRACTIC CARE	\$5 copay 20 visits	70% after ded, \$1,000/yr (no limit in NY)
PRESCRIPTION LENS REIMBURSEMENT	\$100 every 24 months	
DURABLE MEDICAL EQUIPMENT	Not Covered	70% after deductible

TEACHER'S SALARY GUIDE 2005-2006

2005-06

Teachers' Guide

Step	BA		MA		DR	
	15	15	15	32	15	32
1	40,240	41,140	42,790	43,690	45,790	47,290
2	41,140	42,040	43,790	44,690	46,890	48,390
3	42,040	42,940	44,940	45,840	48,290	49,790
4	42,940	43,840	46,340	47,240	49,840	51,340
5	44,465	45,365	48,240	49,140	51,715	53,215
6	46,315	47,215	50,115	51,015	53,615	55,115
7	48,315	49,215	52,265	53,165	56,015	57,515
8	50,715	51,615	54,965	55,865	59,015	60,515
9	55,315	56,215	60,965	61,865	66,615	68,115
10	61,635	62,535	67,385	68,285	73,035	74,535
11	68,340	69,100	74,140	74,840	79,890	81,040

Teachers' Longevity Guide

	BA		MA		DR	
	15	15	15	32	15	32
20+	2,695	2,695	2,695	2,695	2,695	2,695
25+	3,863	3,863	3,863	3,863	3,863	3,863
30+	5,238	5,238	5,238	5,238	5,238	5,238

TEACHERS' SALARY GUIDE 2006-2007

2006-07

Teachers' Guide

Step	BA		MA		DR	
	15	15	15	32	15	32
1	41,000	41,900	43,550	44,450	46,550	48,050
2	41,900	42,800	44,550	45,450	47,650	49,150
3	42,800	43,700	45,700	46,600	49,050	50,550
4	43,700	44,600	47,100	48,000	50,600	52,100
5	45,225	46,125	49,000	49,900	52,475	53,975
6	47,075	47,975	50,875	51,775	54,375	55,875
7	49,315	50,215	53,265	54,165	57,015	58,515
8	51,715	52,615	55,965	56,865	60,015	61,515
9	56,315	57,215	61,965	62,865	67,615	69,115
10	62,735	63,635	68,485	69,385	74,135	75,635
11	70,640	71,400	76,440	77,140	82,190	83,340

Teachers' Longevity Guide

	BA		MA		DR	
	15	15	15	32	15	32
20+	2,795	2,795	2,795	2,795	2,795	2,795
25+	3,963	3,963	3,963	3,963	3,963	3,963
30+	5,338	5,338	5,338	5,338	5,338	5,338

TEACHERS' SALARY GUIDE 2007-2008

2007-08						
Teachers' Guide						
Step	BA	BA	MA	MA	MA	DR
		15		15	32	
1	41,880	42,780	44,430	45,330	47,430	48,930
2	42,780	43,680	45,430	46,330	48,530	50,030
3	43,680	44,580	46,580	47,480	49,930	51,430
4	44,580	45,480	47,980	48,880	51,480	52,980
5	46,225	47,125	50,000	50,900	53,475	54,975
6	48,075	48,975	51,875	52,775	55,375	56,875
7	50,315	51,215	54,265	55,165	58,015	59,515
8	52,715	53,615	56,965	57,865	61,015	62,515
9	57,815	58,715	63,465	64,365	69,115	70,615
10	64,335	65,235	70,085	70,985	75,735	77,235
11	72,690	73,450	78,490	79,190	84,240	85,440
Teachers' Longevity Guide						
	BA	BA	MA	MA	MA	DR
		15		15	32	
20+	2,895	2,895	2,895	2,895	2,895	2,895
25+	4,063	4,063	4,063	4,063	4,063	4,063
30+	5,438	5,438	5,438	5,438	5,438	5,438

**Belleville Public Schools, Belleville, NJ
Athletic Coaches' Salary Guide
2005-2006**

Coaches Salary Guide

Group	Step	Head	Ass't	Instr
1	1	8,522	5,707	
	2	9,095	6,085	
	3	9,674	6,469	
	4	10,253	6,853	
2	1	6,469	4,325	
	2	6,894	4,612	
	3	7,306	4,898	
	4	7,719	5,191	
3	1	4,325		
	2	4,612		
	3	4,898		
	4	5,191		
4	1	6,469	4,325	2,915
	2	6,894	4,612	3,110
	3	7,306	4,898	3,299
	4	7,719	5,191	3,494

2005-2008 Longevity For All Current Coaches:

8+ Years head coaches of groups 1,2 and 4 - \$420.00; all other coaches - \$210.00. Coaches hired on or after July 1, 1997 are not eligible for longevity.

Group 1: Football. **Group 2:** Baseball, Basketball (2), Cheerleading, Crew (2), Indoor & Outdoor Track (2), Soccer (2), Softball, Tennis (2), Volleyball, Wrestling. **Group 3:** Bowling, Cross Country, Golf. **Group 4:** Marching Band. **Coaches' Stipend Schedule:** Fall: 1/2 Oct. 15th, 1/2 Nov. 30th. Winter: 1/2 Jan. 15th, 1/2 Feb. 28th. Spring: 1/2 April 15th, 1/2 May 31st.

**Belleville Public Schools, Belleville, NJ
Athletic Coaches' Salary Guide
2006-2007**

Coaches Salary Guide

Group	Step	Head	Ass't	Instr
1	1	8,622	5,807	
	2	9,195	6,185	
	3	9,774	6,569	
	4	10,353	6,953	
2	1	6,569	4,425	
	2	6,994	4,712	
	3	7,406	4,998	
	4	7,819	5,291	
3	1	4,425		
	2	4,712		
	3	4,998		
	4	5,291		
4	1	6,569	4,425	3,015
	2	6,994	4,712	3,210
	3	7,406	4,998	3,399
	4	7,819	5,291	3,594

2005-2008 Longevity For All Current Coaches:
8+ Years head coaches of groups 1,2 and 4 - \$420.00; all other coaches - \$210.00. Coaches hired on or after July 1, 1997 are not eligible for longevity.

Group 1: Football. **Group 2:** Baseball, Basketball (2), Cheerleading, Crew (2), Indoor & Outdoor Track (2), Soccer (2), Softball, Tennis (2), Volleyball, Wrestling. **Group 3:** Bowling, Cross Country, Golf. **Group 4:** Marching Band. **Coaches' Stipend Schedule:** Fall: 1/2 Oct. 15th, 1/2 Nov. 30th. **Winter:** 1/2/Jan. 15th, 1/2 Feb. 28th. **Spring:** 1/2 April 15th, 1/2 May 31st.

**Belleville Public Schools, Belleville, NJ
Athletic Coaches' Salary Guide
2007-2008**

Coaches Salary Guide

Group	Step	Head	Ass't	Instr
1	1	8,722	5,907	
	2	9,295	6,285	
	3	9,874	6,669	
	4	10,453	7,053	
2	1	6,669	4,525	
	2	7,094	4,812	
	3	7,506	5,098	
	4	7,919	5,391	
3	1	4,525		
	2	4,812		
	3	5,098		
	4	5,391		
4	1	6,669	4,525	3,115
	2	7,094	4,812	3,310
	3	7,506	5,098	3,499
	4	7,919	5,391	3,694

2005-2008 Longevity For All Current Coaches:
8+ Years head coaches of groups 1,2 and 4 - \$420.00; all other coaches - \$210.00. Coaches hired on or after July 1, 1997 are not eligible for longevity.

Group 1: Football. **Group 2:** Baseball, Basketball (2), Cheerleading, Crew (2), Indoor & Outdoor Track (2), Soccer (2), Softball, Tennis (2), Volleyball, Wrestling. **Group 3:** Bowling, Cross Country, Golf. **Group 4:** Marching Band. **Coaches' Stipend Schedule:** Fall: 1/2 Oct. 15th, 1/2 Nov. 30th. **Winter:** 1/2/Jan. 15th, 1/2 Feb. 28th. **Spring:** 1/2 April 15th, 1/2 May 31st.

Co-Curricular Activities
Advisor Stipends

Bldg	Club	2006	2007	2008
Dist	Web Master	\$3,300	\$3,400	\$3,500
#3	Computer Club	\$1,189	\$1,289	\$1,389
#4	Computer Club	\$1,189	\$1,289	\$1,389
#5	Computer Club	\$1,189	\$1,289	\$1,389
#7	Computer Club	\$1,189	\$1,289	\$1,389
#8	Computer Club	\$1,189	\$1,289	\$1,389
#9	Computer Club	\$1,189	\$1,289	\$1,389
#10	Computer Club	\$1,189	\$1,289	\$1,389
Bldg	Club	2006	2007	2008
HS	AIDS/HIV Prevention	\$1,705	\$1,805	\$1,905
HS	Chamber Orchestra	\$1,189	\$1,289	\$1,389
HS	Computer Club	\$1,189	\$1,289	\$1,389
HS	Cosmetology Club	\$1,189	\$1,289	\$1,389
HS	Environmental Club	\$1,189	\$1,289	\$1,389
HS	FBLA	\$1,189	\$1,289	\$1,389
HS	French/Spanish Club	\$1,189	\$1,289	\$1,389
	Class Advisor			
HS	Freshman	\$1,189	\$1,289	\$1,389
HS	Sophomore	\$1,189	\$1,289	\$1,389
HS	Junior	\$1,705	\$1,805	\$1,905
HS	Senior	\$2,662	\$2,762	\$2,862
HS	Interact International	\$1,189	\$1,289	\$1,389
HS	Italian Club	\$1,189	\$1,289	\$1,389
HS	Jazz Ensemble	\$1,705	\$1,805	\$1,905
HS	Key Club	\$1,705	\$1,805	\$1,905
HS	Math Club	\$1,189	\$1,289	\$1,389
HS	Media Specialist	\$8,103	\$8,203	\$8,303
HS	Monad (Yearbook)	\$3,300	\$3,400	\$3,500

Bldg	Club	2006	2007	2008
HS	National Honor Society	\$1,605	\$1,200	\$1,300
HS	National Honor Society	\$0	\$1,200	\$1,300
HS	New Horizons (News)	\$3,300	\$3,400	\$3,500
HS	Octagon Club	\$1,189	\$1,289	\$1,389
HS	Peers Educating Peers	\$1,705	\$1,805	\$1,905
HS	Peers Educating Peers	\$1,705	\$1,805	\$1,905
HS	Stage/Light Crew	\$3,300	\$3,400	\$3,500
HS	Student Government	\$3,300	\$3,400	\$3,500
	Theatre Arts Company			
HS	Company Director	\$3,300	\$3,400	\$3,500
HS	Assistant Director	\$2,662	\$2,762	\$2,862
HS	Music Director	\$2,662	\$2,762	\$2,862
HS	Choreographer	\$2,662	\$2,762	\$2,862
HS	Vocal Director	\$1,189	\$1,289	\$1,389
HS	Costume Director	\$1,189	\$1,289	\$1,389
HS	Set-Design Director	\$1,189	\$1,289	\$1,389

HS	Weight Room	\$6,498	\$6,598	\$6,698
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Bldg	Club	2006	2007	2008
MS	Annual Yearbook	\$2,083	\$2,183	\$2,283
MS	Builders Club	\$1,189	\$1,289	\$1,389
MS	Chess Club	\$1,189	\$1,289	\$1,389
MS	Computer Club	\$1,189	\$1,289	\$1,389
MS	Drama Club	\$2,083	\$2,183	\$2,283
MS	High Achievers Club	\$1,189	\$1,289	\$1,389
MS	Interact Junior Club	\$1,189	\$1,289	\$1,389
MS	Jazz Ensemble	\$1,705	\$1,805	\$1,905
MS	Journal	\$2,083	\$2,183	\$2,283
MS	Science Club	\$1,189	\$1,289	\$1,389
MS	Stompers Step Squad	\$1,189	\$1,289	\$1,389
MS	Student Council	\$1,189	\$1,289	\$1,389
MS	Videography Club	\$1,189	\$1,289	\$1,389

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