

ARTICLE I

RECOGNITION

- 1.1 The Bridgeton Board of Education, hereinafter called the Board, hereby recognizes the Bridgeton Education Association, hereinafter called the BEA, as the majority and exclusive representative of Teachers, Librarians, School Nurses, Secretaries, Guidance Counselors, Substance Awareness Coordinators, Cafeteria Workers (exclusive of Cafeteria Managers), Technology Coordinators, Facilitators and Anger Management Coordinators for the purpose of collective negotiation concerning terms and conditions of employment.
- 1.2 Unless otherwise indicated, the term "employee" when used hereinafter shall mean all employees eligible for representation by the BEA; and references to male employees shall include female employees as well.
- 1.3 The negotiating unit as defined in 1.1 comprehends employees on authorized leaves of absence as well as employees under contract.
- 1.4 No substitute employees specifically mentioned in 1.1 shall be included in the negotiating unit.
- 1.5
 - a. Only classes of employees specifically mentioned in 1.1 shall be included in the negotiating unit.
 - b. Pursuant to N.J.S.A. 34:13A-(g), the following positions are excluded from representation by the BEA:
 - (1) Secretary to the Superintendent;
 - (2) Secretary to the Business Administrator;
 - (3) Secretary to the Assistant Superintendent
 - (4) Secretary to the Human Resource Administrator
 - (5) Payroll Manager
 - (6) 12-Month Secretary to the Superintendent (backup to the Secretary)
 - (7) Secretary to the Affirmative Action Officer

ARTICLE II

NEGOTIATION PROCEDURES

- 2.1 The Board and the BEA agree to enter into collective negotiations over a Successor Agreement in a good-faith effort to reach agreement on all negotiable matters concerning terms and conditions of employment.
- 2.2 The BEA shall submit to the Board a complete list of negotiations proposals for the complete Successor Agreement to this document at the first negotiating session between the parties which shall be held no later than 120 days prior to the Board's budget submission date.
- 2.3 The Board shall not be obligated to negotiate any additional demands submitted to it after the initial proposal of the BEA is received by the Board of its designee.
- 2.4 Neither the Board nor the BEA shall have any control over selection of the negotiating team of the other party.
- 2.5 During negotiations the Board and the BEA negotiating teams shall have the right to present relevant data, to exchange points of view and to make proposals and counter proposals.
- 2.6 The Board shall make available to the BEA, upon specific request, all records, data and information of the Bridgeton, New Jersey School District that the Board and the BEA deem pertinent to the negotiations.
- 2.7 Any Successor Agreement shall apply to all employees in the negotiating unit.
- 2.8 Any Successor Agreement shall be reduced to writing and adopted and signed by the BEA and the Board.
- 2.9 This Agreement shall not be modified in whole or part by the parties, except by an instrument in writing and duly executed by both parties.
- 2.10 Any aspect of an experimental program or other project which could affect the terms and conditions of teacher employment shall be negotiated with the BEA before implementation.

ARTICLE III

GRIEVANCE PROCEDURE

3.1 A grievance shall mean an allegation by an employee or employees in the bargaining unit, BEA, that a section of this agreement has been violated or an appeal resulting from an administrative decision affecting employees in the bargaining unit.

3.2 **PROCEDURE**

3.2.1 Step 1 - Any employee who has a grievance shall discuss it first with his immediate supervisor in an attempt to resolve it informally within thirty (30) days after the act which caused the grievance.

3.2.2 Step 2 - If the aggrieved employee is not satisfied with the results of Step 1, within ten (10) school days after Step 1 above, he shall set forth his complaint in writing to the building principal stating the date, time (if applicable), place and Article of the Board and BEA Agreement or policy which he feels has been misinterpreted, violated or inequitably applied. Within three (3) school days after receipt of the written complaint the principal shall communicate his decision in writing to the employee, giving reasons for his decision. A copy of the decision shall be sent to the Chairman of the Professional Rights and Responsibilities Committee (PR&R) of the BEA.

3.2.3 Step 3 - If the aggrieved employee does not accept the decision rendered in Step 2, within five (5) school days after receipt of the decision, he shall appeal the decision to the Superintendent of Schools. The appeal must be in writing, setting forth the grievance and the aggrieved employee's reason for not accepting the decision rendered in Step 2. Within five (5) school days after receipt of the appeal, the Superintendent of Schools shall communicate his decision in writing to the employee, giving reasons for his decision. A copy of the decision shall be sent to the Chairman of the PR&R.

3.2.4 If the aggrieved employee does not accept the decision rendered in Step 3, the grievance may be submitted to the PR&R Committee for review. Within ten (10) school days after the decision of Step 3 is rendered, the PR&R Committee shall determine whether or not the grievance has or might have merit. (a) If the PR&R Committee determines that the grievance has or might have merit, it shall recommend that the decision rendered in Step 3 be appealed to the Board. (b) If the PR&R Committee determines that the grievance is without merit, it shall so advise the employee and a copy of its findings shall be sent to the Superintendent of Schools. (c) If the aggrieved employee is dissatisfied with the findings of the PR&R Committee, he shall have the right to appeal the decision rendered in Step 3 to the Board. (d) If the aggrieved employee does not accept the decision rendered in Step 3, he may appeal it to the Board directly without having the grievance reviewed by the PR&R Committee. (e) Any appeal to the Board shall be within fifteen (15) school days after the decision in Step 3 is rendered and shall

be in writing, stating the grievance and the reasons for not accepting the decision rendered in Step 3. (f) Within fifteen (15) days after hearing the grievance, the Board shall communicate its decision in writing to the employee, giving reasons for its decision. A copy of the decision shall be sent to the PR&R Committee.

- 3.2.5 If the aggrieved employee does not accept the Board's decision rendered in Step 4 within five (5) school days after the decision in Step 4 is rendered, he shall request in writing that the Chairman of the PR&R Committee submit his grievance to arbitration. A copy of such request shall be sent to the Superintendent of Schools. (a) If the PR&R Committee determines that the request is meritorious, it shall notify the Board of its intent to submit the grievance to arbitration no later than fifteen (15) school days after receipt of the request from the aggrieved employee. (b) Within ten (10) school days after such written notice, the Board and the PR&R Committee shall attempt to agree on a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. (c) If the parties are unable to agree on an arbitrator or to obtain a commitment from an agreeable arbitrator within a specified period, a request shall be made to the Public Employment Relation Commission to submit a roster of the persons qualified to function as an arbitrator in the dispute in question. (d) If the parties are unable to pick a mutually acceptable arbitrator from the submitted list, they shall request the Public Employment Relation Commission to submit a second roster of names. (e) If the parties are unable to agree on a mutually acceptable arbitrator within ten (10) days after the second roster of names is received, either party may request that the Public Employment Relation Commission designate an arbitrator. (f) The arbitrator shall render a decision based on the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from, the Agreement between the Board and the BEA. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement. The arbitrator shall render his decision not later than twenty (20) days after hearings have been completed. It shall be in writing and shall give his findings and reasons for the decision. The decision of the arbitrator shall be final and binding on both parties. (g) Only the Board and the aggrieved employee and his representative shall receive copies of the arbitrator's decision. (h) Fees and expenses of the arbitrator, including costs of the hearing room, shall be shared equally by both parties. Each party shall bear the expenses incurred by themselves. (I) If the arbitration proceedings require the aggrieved employee or his Board-employed representatives to leave their regular places of employment, and if their absence necessitates the services of substitute employees, the Board will pay the cost of the substitutes; but the time lost by the aggrieved employee and his representative shall be without pay.

- 3.2.6 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a decision within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
- 3.2.7 Any aggrieved employee may be represented at any or all steps of this procedure by himself or, at his option, by a representative selected by the BEA. The BEA shall have the right to be present and to state its view at all steps of the proceedings.
- 3.3 No reprisals of any kind shall be taken by the Board or by the School Administration against any employee represented by the BEA for his having participated in grievance proceedings.
- 3.4 All documents, communications and records dealing with the processing of a grievance shall not be kept in the personnel file of the participants.
- 3.5 Forms for filing grievances, serving notices, filing appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent of Schools and the BEA and given appropriate distribution in order to facilitate smooth functioning of the grievance procedure.
- 3.6 All meetings and hearings under this grievance procedure shall not be conducted in public and shall be attended only by the parties and/or representatives and a representative of the BEA.

ARTICLE IV

EMPLOYEE RIGHTS

- 4.1 Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School law or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- 4.2 No employee shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. Any such action asserted by the Board or any agent or representative thereof, shall be subject to the grievance procedure set forth in Article III.
- 4.3 Whenever any employee is required to appear before the Superintendent, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his office, position, employment, or salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the BEA present to advise him and to represent him during such meeting or interview.
- 4.4 All professional employees shall follow the guidelines regarding curriculum, grading and promotion of students as promulgated by the Board. The teachers shall maintain the exclusive right and responsibility to determine grades and other instructional evaluations of students. No grade or instructional evaluation shall be changed until the teacher is consulted on the proposed alteration and such change shall have been deemed warranted by the administrator.

When any grade change or promotion or retention change is deemed warranted by an administrator, any and all documents wherein the grade change is made shall be signed by the person(s) making said grade change.
- 4.5 Any question or criticism by a supervisor, administrator or board member of a teacher and his instructional methodology shall be made in confidence and not in the presence of peers, students, parents or other public gatherings.
- 4.6 No observations or evaluations of any teacher shall be made by any person not possessing a supervisory certificate issued by the State Board of Education. Those who do evaluate must be employed in a supervisory or applicable administrative capacity.

ARTICLE V

BEA RIGHTS AND PRIVILEGES

- 5.1 The Board agrees to furnish to the BEA in response to specific and reasonable requests available information concerning the financial resources of the district, including annual financial reports, school audits, register of certificated personnel, enrollment data, names and addresses of all employees, and agenda and minutes of all public meetings.
- 5.2 Whenever any representative of the BEA or any employee is mutually scheduled by the parties to participate during work hours in negotiations, grievance proceedings, conferences or meetings, he shall suffer no loss in pay except as mentioned in Article III.
- 5.3 Representatives of the BEA, the New Jersey Education Association and the National Education Association, with the permission of the Superintendent, shall be permitted to transact official business on school property provided that this shall not interfere with or interrupt normal school operations.
- 5.4 The BEA and its representatives shall have the privilege of using school buildings at all reasonable hours for meetings. Approval of the Superintendent shall be required. The Superintendent will notify the building principal.
- 5.5 The BEA shall have the use of a bulletin board in each school building. Locations of the BEA bulletin boards shall be mutually decided by the BEA and building principals. The BEA shall also be assigned adequate space for BEA notices on bulletin boards in the central offices. Copies of all materials to be posted on the bulletin boards shall be given to the building principal before the material is posted. The parties acknowledge that the building principal has the authority to permit or deny the posting of any material.
- 5.6 The BEA shall have the right to the use of the inter-school mail facilities and school mailboxes as it deems necessary and without approval of the building principal or other members of the Administration.
- 5.7 The rights and privileges of the BEA and its representatives as set forth in the Agreement shall be granted only to the BEA as the majority and exclusive representative of employees eligible for representation by the negotiating unit as defined in Article I.
- 5.8 **Representation Fee**
The Board agrees to withdraw a Representation Fee in the manner of automatic payroll deduction from the pay of employees certified by the BEA and/or NJEA as non-members. The Representation Fee to be paid by non-members will be determined by the Association in accordance with the law. Non-members are those eligible to join the United Teaching Profession but do not join and/or are covered under the recognition clause in Article 1.1.

ARTICLE V (CONTINUED)

5.8 (cont'd) The BEA and/or the NJEA shall notify the Board on or before October 30 of each school year of who are non-members. The BEA and/or the NJEA shall notify the Board of changes or additions in member/non-member status throughout the year so that the Representation Fee can be deducted or canceled, whichever is applicable.

The BEA and/or NJEA shall notify the Board of the amount of yearly total dues on or before October 30 of each school year.

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 as it applies to this Article.

ARTICLE VI

TEACHERS' WORK YEAR AND EMPLOYMENT

- 6.1 The teachers' work year shall be composed of no more than 186 instructional and/or inservice days for all teachers and two (2) additional orientation days for all teachers new to the district.
- 6.2 Employee attendance shall not be required whenever student attendance is not required due to inclement weather, except in emergency situations.
- 6.3 Teachers working in excess of the above work year shall be paid on a prorated basis.
- 6.4 For the purpose of computing salaries, new employees shall be given credit as per Board Policy for outside employment gained in a duly accredited school. Employees shall be given credit as required by law for military service.
- 6.5 No new employee, covered by this agreement, shall be placed on a step higher than an employee with the same years experience.
- 6.6 Employees shall be notified of their contract and salary status for the ensuing year no later than May 15.

ARTICLE VII

TEACHING HOURS AND LOAD

- 7.1 Teachers shall not be required to report for duty earlier than fifteen (15) minutes before the opening of the pupils' day and shall be permitted to leave not later than thirty (30) minutes after the close of the pupils' school day in each building.
- 7.2 Teachers shall have a duty-free lunch period equal to the students' lunch period; but in NO instance shall a teacher's duty-free lunch period be less than thirty (30) minutes.
- 7.3 Prep time is defined as that time during the regular workday, excluding lunch, when the certificated staff member is not assigned pupils for instruction in a class, and she/he is not assigned a duty (i.e. lunch duty, hall duty, playground duty, homeroom, etc). All teachers shall receive 200 minutes preparation time per five (5) full day week. For each full length day, the prep period will consist of forty (40) continuous minutes. Preparation time shall continue to be used for supervisor-teacher meetings, parent-teacher meetings, and teacher committee meetings as well as other uses to which prep time has been devoted. Any questions regarding the appropriate use of prep time shall be determined by the Superintendent of Schools in her/his sole discretion.

“Prep Time” applies to teaching staff members who are:

- Being primarily guided in their work by the board approved Teacher Job Description and whose position has no additional job description
- Assigned a daily instructional schedule with specified time to teach pupils
- Responsible for submitting lesson plans to his/her supervisor which cover at least one week and include the three major components of a lesson plan
- Responsible for preparing “Emergency Lesson Plans” for use in the event of his/her sudden absence
- Assigned primary responsibility for teaching a specific core curriculum content area
- Responsible for assessing pupil academic performance on a daily basis
- Responsible for assigning pupil grades (i.e. A, B, C, D, F, O, S, U) indicating individual pupil performance
- Accountable for the Indicators of Pupil Progress described in the Annual Performance Report, including but not limited to pupil grades, standardized test scores, grade book, lesson plans, tests, quizzes, etc.)
- Meets with supervisors, staff, parents, etc. to review and discuss pupil performance in class and related issues.

Effective July 1, 2001, no more than eight hundred (800) minutes of prep time per school year shall be used for Child Study Team meetings, and no more than one hundred (100) of those prep minutes shall be used in any one month.

In the event that a K through 8 teacher is required to supervise pupils for a full forty (40) minutes preparation period due to lack of substitutes or other administrative assignment

which results in a reduction of weekly preparation time to one hundred twenty (120) minutes or less as prorated during the 2000-2001 school year or a reduction in weekly preparation time to one hundred sixty (160) minutes or less commencing with the 2001-2002 school year, the following shall apply:

Effective March 9, 2004, when a teacher has lost a preparation period, the teacher shall be paid \$16.00 for the loss of that period. There will be no combining or merging of classes. This eliminates all other forms of compensation. This excludes the closing of the library on the first and last student day of school as well as the first and last day for art, music and physical education.

- 7.4 Staff will be required to attend back to school night. Staff will be required to attend parent conferences according to a district wide schedule. On one-session days when parent conferences are scheduled for the evening, staff may leave immediately after “walkers” and bus pupils have departed the school grounds.
- 7.5 Effective January 1, 2001, teachers may be required to attend two (2) after school meetings a month extending forty-five (45) minutes after the end of the contractual teacher workday. Such meetings shall be scheduled at the discretion of the principal or administration.

ARTICLE VIII

EVALUATION

- 8.1 Tenured teachers shall be observed by appropriately certificated personnel at least once each school year, unless a waiver is granted by the New Jersey Department of Education. Observations will be limited to one (1) per day per teacher. Observations shall be conducted openly and with full knowledge of the teacher. In addition, there shall be an annual total performance evaluation of the teacher as an employee of the Board of Education.

The evaluator, upon request, will provide methods to correct any areas in need of improvement, supply materials or give suggestions to correct any areas in need of improvement. At the request of the teacher, a pre-observation conference may be held to enable the evaluator to become aware of the instructional period within which the observation will take place. Said pre-conference shall be held at least three (3) days, but not more than five (5) days prior to the observation/evaluation. This does not preclude an unannounced observation.

- 8.2 Each of the observations shall be followed by a conference between the administrative/supervisory staff member who has made the observation and the tenured staff member within ten (10) working days. The teacher will receive a copy of the written evaluation a minimum of one (1) day prior to the conference. Both parties to such conference will sign the complete written evaluation report and retain a copy for his/her records. The tenured staff member shall have the right to submit his/her disclaimer of such evaluation within ten (10) working days following the conference, and such disclaimer shall be attached to each party's copy of the evaluation report.

- 8.3 Secretaries and Cafeteria Personnel shall be evaluated by the appropriate supervisor. The individual will receive a copy of the written evaluation a minimum of one day prior to the conference. Both parties to such conference will sign the completed written evaluation report and retain a copy for their records. Unit members shall have the right to submit his/her rebuttal of such evaluation within ten (10) working days following the conference, and such disclaimer shall be attached to each party's copy of the evaluation report.

ARTICLE IX

FRINGE BENEFITS

9.1 The Board shall give written notification at the time of hiring of all employees new to the district, that the responsibility for filling out the proper cards rests with the employee. No employee shall be covered unless he has requested coverage and has signed the necessary documents.

9.2 The Board shall pay the full premium for employee, family and dependent coverage where eligible, which consists of Blue Cross, Blue Shield and Major Medical coverage. Such premium payments shall be for the full twelve (12) month period of the coverage year and continue every year thereafter for all employees covered by this Agreement, effective July 1, 2003.

To be eligible for the benefits set forth in this article, unit employees must work a minimum of 30 hours per week.

9.3 The Board agrees to pay full family drug and prescription plan (\$10.00 brand name/\$5.00 generic/\$5.00 mail-in co-pay) for all employees. Carrier to be named by the Board.

9.4 The Board shall provide Full Family Dental Plan identified as Delta Dental Plan of New Jersey, Inc., premium to be paid by the Board of Education for all employees in the bargaining unit. Said plan shall provide the following:

- (1) 50/50 co-pay;
- (2) \$1,000 maximum benefit for each family member per year;
- (3) Orthodontic coverage not to exceed a maximum of \$1,000 per lifetime.

9.5 Employees may individually elect to have monthly deductions from their salaries in elected denominations for payment to individual accounts in the Cumberland County Federal Credit Union. However, the amount of the monthly deduction selected initially shall remain in effect until July 1, at which time the employee may elect to change and establish the amount of the deduction until the ensuing July 1 period. All requests for a change in the amount of the monthly deductions must be on or before July 1.

Employees desiring to establish such an arrangement shall notify the district payroll office and complete all required forms.

9.6 **EDUCATIONAL IMPROVEMENT**

Eligibility for reimbursement is entirely dependent upon the employee's meeting the State requirements for permanent teacher's certificate and the completion of his Bachelor's Degree. The Board agrees to reimburse employees the tuition costs of up to nine (9) graduate credits per year. Reimbursement shall be based on Rowan College's current rates for graduate courses of study and the presentation of evidence of satisfactory

completion to the Superintendent of Schools not later than April 30 for courses taken during the Fall Semester and not later than December 1 for courses taken during the Spring Semester and the Summer months.

To be eligible for reimbursement, graduate courses must have prior approval by the Superintendent of Schools and must be in your education field or related to the employee's work and must be actually taken during the school year for which reimbursement is requested. Carry-over of credits from one year to another for the purpose of increased reimbursement shall not be permitted.

Reimbursement is also available for undergraduate courses when staff who already hold an instructional certificate wish to return to school to become certified in hard to fill area(s). To be eligible for reimbursement, these courses must have prior by the Superintendent of Schools or his/her designee.

- 9.7 Non-certificated staff will be reimbursed for classes/courses relevant to their employment that have received prior approval as per 9.6 and said employee has received a grade no lower than a C or P if the course is Pass/Fail.
- 9.8 BEA members whose positions require possession of the instructional or educational services licenses in accordance with N.J.A.C. 6:11-6, 10 and 11 are required to complete 100 hours of professional development over a five-year period. Professional development activities approved in accordance with State regulations shall count toward attainment of the 100-hour requirement. For every 20 hours of approved professional development, the active teaching staff member shall accrue one college credit for purposes of lateral guide movement up to a maximum of five (5) credits in her/his employment career with the Bridgeton School District.

ARTICLE X

INSTRUCTIONAL COUNCIL

10.1 ORGANIZATION

- A. The Instructional Council shall encourage the initiation and development of ideas and projects by staff members to be used in teaching. Said encouragement shall be by the awarding of small grants of money for materials and supplies to be used for teaching.
- B. The Council shall consist of three (3) members of the BEA as selected by the President plus three (3) members of the Board of Education as selected by the President and be in addition to the President. The Superintendent shall be included as ex-officio.
- C. All decisions by the Council shall be majority vote of those present at the time of the vote.
- D. The Council shall decide the rules of eligibility, deadlines, amounts of awards, and any other procedures/rules deemed necessary. These rules/procedures shall be published and made known to the staff.
- E. The Council shall decide the times of the meetings. However, meetings should be timely and frequent enough so as to achieve the purpose stated in Section A.
- F. The Board of Education shall provide no more than \$3,500 yearly for use by the Council. This money shall be used for the awards. Any unused money at the end of the school year shall be placed in the regular budget, and each expenditure is to be approved by normal Board procedure.
- G. Unscheduled meetings of the Council may be called by agreement between the President of the BEA and the President of the Board of Education only in those instances whereby a request for a grant would be rendered meaningless if the normal meeting schedule was followed.

ARTICLE XI

EMPLOYEE ASSIGNMENT AND PROMOTION

- 11.1 To assure that pupils are taught by teachers working within their area of competence, every attempt will be made to assign teachers to teach in fields and grades which their training and experience make them competent to teach.
- 11.2 As vacancies arise, the Superintendent of Schools will advertise such vacancies throughout the school system. During the month of May a general advertisement of all known vacancies for the coming year will be posted in each school.
- 11.3 Employees who desire to apply for any ten or twelve month positions which may be filled during the summer period when school is not regularly in session should submit their names to the Superintendent of Schools together with their certification(s) and an address where they can be reached during the summer months, along with their phone number. The Superintendent or his designee shall notify such employees of any vacancy in a position(s) for which they are certified. Such notice shall be sent as far in advance as is practicable. It is also true that anyone interested in such positions or opportunities at any time should make it known to the Superintendent of Schools, and certification should be checked on or applied for in Trenton.
- 11.4 All qualified employees will be given opportunity to make application. Due consideration will be given to the professional background and attainment of applicants, along with other relevant factors. Announcement of appointments will be made by posting a list in the office of each school building. When reasonable, a copy of the posted notice will be mailed to the President of the BEA.
- 11.5 All employees shall be given tentative written notice of their salary, schedule, class and/or subject assignment, work assignment, building assignment and room assignment for the forthcoming year not later than the last teacher workday.
- 11.6 In the event that changes in such schedules, class and/or subject assignments, work assignments, building assignments or room assignments are proposed after August 15 of the ensuing school year, any employee affected shall be notified promptly in writing and, upon request of the employee, the changes shall be promptly reviewed by the Superintendent or his representative and the employee affected and, at his option, a representative of the BEA.

ARTICLE XII

LEAVES OF ABSENCE

- 12.1 Employees will be granted ten (10) days' sick leave for ten (10) month contracts and twelve (12) days' sick leave for twelve (12) month contracts. Unused sick leave shall be accumulated from year to year with no maximum limit.
- 12.2 All employees shall receive two (2) days' leave of absence with full pay for personal, legal, business, household or family matters which require absence during school hours, by submitting a request in writing to the Superintendent forty-eight (48) hours before the leave is to commence. The applicant for such leave shall not be required to state the reason for taking such leave other than that he is taking it under this Section. This leave may not be taken on a day immediately preceding or succeeding a holiday. Unused personal leave days may become accumulated from year to year as sick days and go into the individual's sick day bank. All personal leave requests after May 31 must be accompanied by a reason. It is within the discretion of the Superintendent to approve or disapprove such requests.
- 12.3 A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of the employee's immediate family.
- 12.4 All benefits to which an employee was entitled at the time his leave of absence commenced, including unused accumulative sick leave, shall be restored to him upon his return and he shall be assigned to a similar or substantially equivalent position to the position he held prior to taking his leave of absence.
- 12.5 All extensions or renewals of leaves shall be applied for and granted in writing.
- 12.6 Any time an illness occurs within the immediate family and the employee must be absent, the absence will be counted against the employee's sick leave. The immediate family is defined as the employee's mother, father, spouse or children.

ARTICLE XIII

PROTECTION OF EMPLOYEES

- 13.1 Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being. The Administrator in charge of the building shall determine if the condition is dangerous or hazardous.
- 13.2 The Association shall be consulted and be allowed to submit recommendations for consideration before any judgment is made to open or close school except regarding weather.

ARTICLE XIV

MEET AND DISCUSS COMMITTEE

- 14.1 In order to promote and implement an effective procedure for employer-employee input and discourse, a Meet and Discuss Committee for the Bridgeton School System has been created to consider such subjects as evaluation criteria and procedures, discipline policy and procedures, in-service programs, and fair dismissal procedures, but shall not be limited to these areas.
- 14.2 The moderator of this committee shall be the President of the Board of Education.
- 14.3 Up to three (3) members of the Board of Education may attend the meetings of the committee.
- 14.4 Up to four (4) members of the administrative staff may attend the meetings of the committee.
- 14.5 Up to seven (7) members of the BEA, as well as the President, may be designated by the President of the BEA to attend the meetings of the committee. At least one (1) BEA representative must come from the High School faculty, one (1) BEA representative must come from the Middle School faculty, and two (2) BEA representatives from the elementary faculty.
- 14.6 Up to two (2) employees from the bargaining units in the school district other than the BEA and the ABA may attend these meetings.
- 14.7 The members of the committee shall meet monthly to discuss any subject submitted by the constituent members of the committee, a bargaining unit, the administration, the Board, or any other party with a valid interest in the operation of the school system.
- 14.8 The members of the M&D Committee may increase their numbers to mutually agreed upon limits, if a specific topic requires additional discussants.
- 14.9 This committee has the authority to make recommendations to the full Board of Education.
- 14.10 If the Board of Education does not adopt the recommendation of the M&D Committee, the reasons for the Board's decision shall be provided in writing to members of the M&D Committee.

ARTICLE XV

REIMBURSEMENT FOR ACCUMULATED SICK LEAVE

- 15.1 Upon retirement, employees covered by Article 1.1 of this Agreement shall be given a bonus calculated by multiplying the number of unused sick days accumulated by the individual, times the rate of 60% of the pay of a fully certified substitute teacher, secretary, cafeteria employee--whichever is applicable, that is being paid in the Bridgeton District at the time the individual retires. Said employees must have at least ten (10) years in the Bridgeton School System. In case of the death of the employee prior to retirement meeting these requirements, payment of this bonus shall be made to the heir presently designated, in writing, by the employee.

ARTICLE XVI

OFFICE PERSONNEL

- 16.1 All office personnel will be given job descriptions which clearly state their duties, responsibilities, and title of their immediate supervisor.
- 16.2 Any office personnel, regardless of pay description, currently performing duties or responsibilities of a higher pay classification according to the job description referred to in 16.1 above, will receive the salary commensurate with the higher pay.
- 16.3 Office personnel will work a five (5) day workweek.
- 16.4 Ten (10) and twelve (12) month office personnel will work a seven (7) hour workday.
- 16.5 Central Administration office personnel who work on holidays or inclement weather days shall receive one (1) extra day of vacation for each day worked.
- 16.6 Seven (7) hour office personnel will stagger starting and finishing times so as to provide personnel in the office over a 7 ½ hour period.
- 16.7 The following vacation schedule is based on the work year beginning July 1 and ending June 30.
 - 16.8 Less than one year, earned pro rata, not to exceed five (5) days.
 - 16.9 Over one year but less than two years--one week (5 days) plus earned pro rata as for the first year, not to exceed a total of two (2) weeks or ten (10) days.
 - 16.10 Two or more complete years--three (3) weeks.
 - 16.10.1 Fifteen (15) or more complete years--four (4) weeks.
- 16.11 All vacations earned will be taken after the following July 1.
- 16.12 All ten (10) month secretaries are to report five working days before school starts and the work year shall end five working days after the last day for teachers, not to exceed June 30.

VACATION CHART

<u>Completed Months of Employment</u>	<u>Vacation Days Earned</u>
1 Month	0 Days
2 Months	½ Day
3 Months	1 Day
4 Months	1 ½ Day
5 Months	2 Days
6 Months	2 ½ Days
7 Months	3 Days
8 Months	3 ½ Days
9 Months	4 Days
10 Months	4 ½ Days
11 Months	5 Days
12 Months	5 Days

16.12 **CREDIT FOR EXPERIENCE**

Maximum three (3) years' total experience. In the event that a ten (10) month secretary moves to a twelve (12) month position, said secretary will be given credit for the years on the guide, including vacation time.

16.13 Personnel with an Associate Arts (AA) Degree will receive credit on scale by movement upward two steps.

16.14 Upon acquiring statutory tenure, secretaries shall be granted seniority rights.

ARTICLE XVII

CAFETERIA PERSONNEL

- 17.1 When a position within the cafeteria becomes vacant, written notice of the vacancy shall be posted in the cafeteria. No vacancy shall be filled before notice is posted and application received. All qualified employees shall be given four (4) school days to make application.
- 17.2 The Board agrees to give due weight to the background and experience of all applicants. In filling vacancies, preference shall be given to qualified employees already employed by the Board and when all other factors are substantially equal, length of time in the Bridgeton System shall be the deciding factor.
- 17.3 No applicant for a vacancy shall be denied the position arbitrarily, capriciously or without basis in fact.
- 17.4 All present cafeteria employees who presently work four or more hours shall be guaranteed no less than four hours per day, five days per week.
- 17.5 Those cafeteria employees who serve three (3) or more completed years of service will not be refused subsequent contract or be discharged without just cause.
- 17.6 The Food Service Director and the Superintendent's Office will assemble and maintain an adequate list of substitutes. A substitute will be called whenever a cafeteria worker is absent. Cafeteria workers will be responsible for calling the registry to get a substitute to replace them and state the reason for said absence. In the event that a substitute is not available, the salary normally paid the substitute shall be distributed among the rest of the cafeteria staff.
- 17.7 The Board of Education will provide all cafeteria employees with five (5) smocks.
- 17.8 Any reduction of force shall be done on a seniority basis with the least senior being first reduced. Recall shall be done in reverse order.

ARTICLE XVII

TERMS OF THE AGREEMENT

- 18.1 This Agreement shall be effective as of July 1, 2003, and shall continue in force and effect until June 30, 2006.
- 18.2 During the term of the Agreement neither the Board nor the BEA shall be required to negotiate with respect to any matters which were or which could have been the subject of negotiation whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- 18.3 Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing and adopted and signed by the BEA and the Board.
- 18.4 Except as this Agreement herein provides, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from, any employee benefit existing prior to its effective date.
- 18.5 Failure of either party to keep any part of this Agreement does not automatically make the entire Agreement void.
- 18.6 Nothing contained in this Agreement shall be considered to deny or restrict the Board of its rights, responsibilities and authority under the New Jersey School Laws or any other national, state, county or local laws as they pertain to the operation of the school district. The Board reserves to itself sole jurisdiction and authority over matters of policy and retains this right, subject only to the limitations imposed by the language of this Agreement.
- 18.7 If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XIX

SALARIES

- 19.1 The salary schedule for all employees in the bargaining unit is set forth in Tables I, IA, IB, II, IIA, IIB, III, IIIA, IIIB, IV, IVA, IVB, and V, which are made part of this Agreement.
- 19.2 All employees shall be placed on the proper step of the salary guide pertaining to their classification. All hourly employees shall be paid the appropriate rate per hour as indicated.
- 19.3 Employees will receive their paychecks on the fifteenth (15th) and thirtieth (30th) day of each month or the last working day prior to the regular payday.
- 19.4 All requested employee deductions will be made in accordance with N.J.S.A. 52:14-159e. Auto deposit will be available for the base salary only and it is the employee's choice, to begin on July 1, 2004.
- 19.5 The Board will approve as appropriate four (4) tax-sheltered annuity programs as long as there are at least five (5) members in each program.
- 19.6 Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed for all such travel at the rate of 27¢ per mile, effective March 9, 2004.
- 19.7 High school teachers required to teach a sixth period shall receive additional compensation of \$1,500.00 per year. In the event that the Board of Education decides to return to the prior eight (8) period day, the above shall cease. Further, the return to the prior schedule with an eight-period day shall not give rise to an association claim of a unilateral increase in student contact time. If, during this Agreement, a subsequent reversion to the sixth period takes place, the above compensation applies.
- 19.8 When nurses work beyond their contractual time, they will be compensated at the district hourly rate.

ARTICLE XX

EXTRACURRICULAR ACTIVITIES

- 20.1 The Board and the Association agree that the extracurricular activities listed under Table IV are educationally worthwhile. Therefore, the Association agrees that for the salary considerations set forth herein, the Board, in the absence of applications to fill all positions, may assign faculty members to fill said positions.
- 20.2 Advisors will be assigned duties on a rotating basis. For an activity that has two advisors, a rotating coverage system will apply. Advisor "A" will have a duty for day 1, week 1 or month 1. Advisor "B" will have a duty for day 2, week 2, or month 2. For activities that have one advisor, the duty will be rotated with another advisor from a different activity. While Advisor "A" has a duty, Advisor "B" shall be engaged in his/her contracted advisor role and vice versa.

ARTICLE XXI

FACILITATORS

- 21.1 The Facilitator position is a twelve (12) month position.
- 21.2 Work day: Facilitators shall report to work no later than fifteen (15) minutes before the opening of the regular school day and shall be permitted to leave no earlier than thirty-five (35) minutes after the regular full school day in each building.
- 21.3 Facilitators shall be entitled to four (4) weeks of vacation during the summer months when school is not in session. Vacation days are accrued annually. All vacation days earned will be taken after July 1 of the year in which they are earned. However, under exceptional circumstances, a Facilitator may take up to eight (8) days of vacation during the school year, no more than three (3) consecutive days, with prior approval of the Superintendent of Schools. This vacation leave may not be taken on a day immediately preceding or succeeding a holiday during the school year. All vacation days must be used in full and shall not be cumulative. Ten month teaching staff members who are promoted to twelve month Facilitator positions and who are hired from within the Bridgeton School District shall be entitled to take five (5) days of vacation in the months of July and August of the year that the employee moves from the ten month to twelve month position. These five (5) days shall be deducted from the four weeks earned vacation days.
- 21.4 Salary for the Facilitator position shall be that salary as set forth in the attached schedules. (Teacher's salary plus an additional 10%).
- 21.5 Facilitators will receive all other benefits of the existing agreement between the Board of Education and the Bridgeton Education Association and shall have the same holidays as all twelve (12) month employees in the school district.

ARTICLE XXII

ExCEL TEACHERS

The parties acknowledge that beginning with the school year 2001-2002, the Board of Education implemented an ExCEL Program (Extra Commitment Enhances Learning). Teachers working in the ExCEL Program shall have the following work schedule:

- 22.1 In the first year (2001-2002), the ExCEL teacher's workday will begin fifteen (15) minutes prior to the student day and end thirty (30) minutes after the student day. In that first year, the student day will be seven (7) hours. The length of the day will increase by an hour for each of the next year to eight (8) hours in 2002-2003 and will remain at eight (8) hours.
- 22.2 ExCEL teachers shall teach on Saturdays in the ExCEL Program. The student day on Saturdays will be from 8:00 a.m. to 12:00 noon beginning the first year. All ExCEL teachers shall teach on Saturdays. The individual ExCEL teacher's schedule will vary. The Saturday teaching obligation is in addition to the extended year program described herein.
- 22.3 The ExCEL Program shall be an extended year program, and there will be an additional twenty (20) student days per school year over and above the regular school schedule. Therefore, the ExCEL teacher's work year shall be extended to include an additional twenty (20) full days, as well as Saturdays, over and above the contract year for regular teachers.

Salary Guides for ExCEL teachers for the school years 2003-2006 are attached hereto as Tables V-A, V-B and V-C.

Board of Education and the Bridgeton Education Association contract as proposed 2003-2006.

BRIDGETON BOARD OF EDUCATION

Ms. Angelia Edwards, President
Bridgeton Board of Education

Mr. R. Todd Edwards, Vice President
Bridgeton Board of Education

Date: _____

BRIDGETON EDUCATION ASSOCIATION

Shirley Shaw, President
Bridgeton Education Association

Ray Bano, Chairman
BEA Negotiations Team

Date: _____

TABLE I
BRIDGETON BOARD OF EDUCATION/BEA
TEACHERS
2003-2004

Step	BA	BA+30	MA	MA+30
3	\$36,830	\$37,530	\$38,330	\$39,230
4	\$37,000	\$37,700	\$38,500	\$39,400
5	\$37,500	\$38,200	\$39,000	\$39,900
6	\$39,149	\$39,849	\$40,649	\$41,549
7	\$40,040	\$40,740	\$41,540	\$42,440
8	\$40,900	\$41,600	\$42,400	\$43,300
9	\$42,050	\$42,750	\$43,550	\$44,450
10	\$43,250	\$43,950	\$44,750	\$45,650
11	\$45,000	\$45,700	\$46,500	\$47,400
12	\$46,000	\$46,700	\$47,500	\$48,400
13	\$47,500	\$48,200	\$49,000	\$49,900
14	\$49,500	\$50,200	\$51,000	\$51,900
15	\$53,000	\$53,700	\$54,500	\$55,400
16	\$55,500	\$56,200	\$57,000	\$57,900
17	\$59,000	\$59,700	\$60,500	\$61,400
18	\$63,000	\$63,700	\$64,500	\$65,400

TABLE IA
BRIDGETON BOARD OF EDUCATION/BEA
TEACHERS
2004-2005

Step	BA	BA+30	MA	MA+30
3	\$39,000	\$39,700	\$40,500	\$41,400
4	\$39,200	\$39,900	\$40,700	\$41,600
5	\$39,500	\$40,200	\$41,000	\$41,900
6	\$39,800	\$40,500	\$41,300	\$42,200
7	\$41,500	\$42,200	\$43,000	\$43,900
8	\$42,500	\$43,200	\$44,000	\$44,900
9	\$43,000	\$43,700	\$44,500	\$45,400
10	\$44,250	\$44,950	\$45,750	\$46,650
11	\$45,413	\$46,113	\$46,913	\$47,813
12	\$47,000	\$47,700	\$48,500	\$49,400
13	\$48,600	\$49,300	\$50,100	\$51,000
14	\$50,000	\$50,700	\$51,500	\$52,400
15	\$52,500	\$53,200	\$54,000	\$54,900
16	\$57,000	\$57,700	\$58,500	\$59,400
17	\$60,500	\$61,200	\$62,000	\$62,900
18	\$64,500	\$65,200	\$66,000	\$66,900

TABLE IB
BRIDGETON BOARD OF EDUCATION/BEA
TEACHERS
2005-2006

Step	BA	BA+30	MA	MA+30
3	\$40,000	\$40,700	\$41,500	\$42,400
4	\$40,500	\$41,200	\$42,000	\$42,900
5	\$41,500	\$42,200	\$43,000	\$43,900
6	\$41,870	\$42,570	\$43,370	\$44,270
7	\$42,500	\$43,200	\$44,000	\$44,900
8	\$44,500	\$45,200	\$46,000	\$46,900
9	\$45,300	\$46,000	\$46,800	\$47,700
10	\$46,200	\$46,900	\$47,700	\$48,600
11	\$47,560	\$48,260	\$49,060	\$49,960
12	\$48,560	\$49,260	\$50,060	\$50,960
13	\$50,000	\$50,700	\$51,500	\$52,400
14	\$51,725	\$52,425	\$53,225	\$54,125
15	\$53,250	\$53,950	\$54,750	\$55,650
16	\$57,000	\$57,700	\$58,500	\$59,400
17	\$62,000	\$62,700	\$63,500	\$64,400
18	\$66,000	\$66,700	\$67,500	\$68,400

TABLE II
BRIDGETON BOARD OF EDUCATION/BEA
FACILITATORS
2003-2004

Step	BA	BA+30	MA	MA+30
3	\$40,513	\$41,283	\$42,163	\$43,153
4	\$40,700	\$41,470	\$42,350	\$43,340
5	\$41,250	\$42,020	\$42,900	\$43,890
6	\$43,064	\$43,834	\$44,714	\$45,704
7	\$44,044	\$44,814	\$45,694	\$46,684
8	\$44,990	\$45,760	\$46,640	\$47,630
9	\$46,255	\$47,025	\$47,905	\$48,895
10	\$47,575	\$48,345	\$49,225	\$50,215
11	\$49,500	\$50,270	\$51,150	\$52,140
12	\$50,600	\$51,370	\$52,250	\$53,240
13	\$52,250	\$53,020	\$53,900	\$54,890
14	\$54,450	\$55,220	\$56,100	\$57,090
15	\$58,300	\$59,070	\$59,950	\$60,940
16	\$61,050	\$61,820	\$62,700	\$63,690
17	\$64,900	\$65,670	\$66,550	\$67,540
18	\$69,300	\$70,070	\$70,950	\$71,940

TABLE IIA
BRIDGETON BOARD OF EDUCATION/BEA
FACILITATORS
2004-2005

Step	BA	BA+30	MA	MA+30
3	\$42,900	\$43,670	\$44,550	\$45,540
4	\$43,120	\$43,890	\$44,770	\$45,760
5	\$43,450	\$44,220	\$45,100	\$46,090
6	\$43,780	\$44,550	\$45,430	\$46,420
7	\$45,650	\$46,420	\$47,300	\$48,290
8	\$46,750	\$47,520	\$48,400	\$49,390
9	\$47,300	\$48,070	\$48,950	\$49,940
10	\$48,675	\$49,445	\$50,325	\$51,315
11	\$49,954	\$50,724	\$51,604	\$52,594
12	\$51,700	\$52,470	\$53,350	\$54,340
13	\$53,460	\$54,230	\$55,110	\$56,100
14	\$55,000	\$55,770	\$56,650	\$57,640
15	\$57,750	\$58,520	\$59,400	\$60,390
16	\$62,700	\$63,470	\$64,350	\$65,340
17	\$66,550	\$67,320	\$68,200	\$69,190
18	\$70,950	\$71,720	\$72,600	\$73,590

TABLE IIB
BRIDGETON BOARD OF EDUCATION/BEA
FACILITATORS
2005-2006

Step	BA	BA+30	MA	MA+30
3	\$44,000	\$44,770	\$45,650	\$46,640
4	\$44,550	\$45,320	\$46,200	\$47,190
5	\$45,650	\$46,420	\$47,300	\$48,290
6	\$46,057	\$46,827	\$47,707	\$48,697
7	\$46,750	\$47,520	\$48,400	\$49,390
8	\$48,950	\$49,720	\$50,600	\$51,590
9	\$49,830	\$50,600	\$51,480	\$52,470
10	\$50,820	\$51,590	\$52,470	\$53,460
11	\$52,316	\$53,086	\$53,966	\$54,956
12	\$53,416	\$54,186	\$55,066	\$56,056
13	\$55,000	\$55,770	\$56,650	\$57,640
14	\$56,898	\$57,668	\$58,548	\$59,538
15	\$58,575	\$59,345	\$60,225	\$61,215
16	\$62,700	\$63,470	\$64,350	\$65,340
17	\$68,200	\$68,970	\$69,850	\$70,840
18	\$72,600	\$73,370	\$74,250	\$75,240

**TABLE III
SALARY GUIDE OFFICE PERSONNEL
2003-2004**

Step	10 Mth Secretary	12 Mth Secretary	Bookkeeper	Office Manager
1	\$15,379	\$18,455	\$18,655	\$18,855
2	\$15,525	\$18,630	\$18,830	\$19,030
3	\$15,999	\$19,199	\$19,399	\$19,599
4	\$16,545	\$19,854	\$20,054	\$20,254
5	\$17,091	\$20,509	\$20,709	\$20,909
6	\$17,525	\$21,030	\$21,230	\$21,430
7	\$17,995	\$21,594	\$21,794	\$21,994
8	\$18,480	\$22,176	\$22,376	\$22,576
9	\$18,936	\$22,723	\$22,923	\$23,123
10	\$19,451	\$23,341	\$23,541	\$23,741
11	\$20,039	\$24,047	\$24,247	\$24,447
12	\$20,583	\$24,700	\$24,900	\$25,100
13	\$21,227	\$25,472	\$25,672	\$25,872
14	\$21,818	\$26,182	\$26,382	\$26,582
15	\$22,172	\$26,606	\$26,806	\$27,006
16	\$22,837	\$27,404	\$27,604	\$27,804
17	\$24,101	\$28,921	\$29,121	\$29,321
18	\$26,213	\$31,455	\$31,655	\$31,855
19	\$27,392	\$32,871	\$33,071	\$33,271
20	\$28,762	\$34,514	\$34,714	\$34,914

**TABLE IIIA
SALARY GUIDE OFFICE PERSONNEL
2004-2005**

Step	10 Mth Secretary	12 Mth Secretary	Bookkeeper	Office Manager	Translator
1	\$15,995	\$19,194	\$19,394	\$19,594	\$22,194
2	\$16,379	\$19,655	\$19,855	\$20,055	\$22,655
3	\$16,535	\$19,842	\$20,042	\$20,242	\$22,842
4	\$17,039	\$20,447	\$20,647	\$20,847	\$23,447
5	\$17,621	\$21,145	\$21,345	\$21,545	\$24,145
6	\$18,117	\$21,740	\$21,940	\$22,140	\$24,740
7	\$18,577	\$22,292	\$22,492	\$22,692	\$25,292
8	\$19,165	\$22,998	\$23,198	\$23,398	\$25,998
9	\$19,589	\$23,507	\$23,707	\$23,907	\$26,507
10	\$20,073	\$24,088	\$24,288	\$24,488	\$27,088
11	\$20,716	\$24,859	\$25,059	\$25,259	\$27,859
12	\$21,342	\$25,610	\$25,810	\$26,010	\$28,610
13	\$21,818	\$26,182	\$26,382	\$26,582	\$29,182
14	\$22,501	\$27,001	\$27,201	\$27,401	\$30,001
15	\$23,237	\$27,884	\$28,084	\$28,284	\$30,884
16	\$23,503	\$28,204	\$28,404	\$28,604	\$31,204
17	\$24,208	\$29,050	\$29,250	\$29,450	\$32,050
18	\$25,548	\$30,658	\$30,858	\$31,058	\$33,658
19	\$27,917	\$33,500	\$33,700	\$33,900	\$36,500
20	\$29,462	\$35,354	\$35,554	\$35,754	\$38,354

TABLE IIIB
SALARY GUIDE OFFICE PERSONNEL
2005-2006

Step	10 Mth Secretary	12 Mth Secretary	Bookkeeper	Office Manager	Translator
1	\$16,635	\$19,962	\$20,162	\$20,362	\$22,962
2	\$16,995	\$20,394	\$20,594	\$20,794	\$23,394
3	\$17,403	\$20,884	\$21,084	\$21,284	\$23,884
4	\$17,569	\$21,083	\$21,283	\$21,483	\$24,083
5	\$18,104	\$21,725	\$21,925	\$22,125	\$24,725
6	\$18,723	\$22,468	\$22,668	\$22,868	\$25,468
7	\$19,250	\$23,100	\$23,300	\$23,500	\$26,100
8	\$19,785	\$23,742	\$23,942	\$24,142	\$26,742
9	\$20,363	\$24,436	\$24,636	\$24,836	\$27,436
10	\$20,814	\$24,977	\$25,177	\$25,377	\$27,977
11	\$21,328	\$25,594	\$25,794	\$25,994	\$28,594
12	\$22,167	\$26,600	\$26,800	\$27,000	\$29,600
13	\$22,836	\$27,403	\$27,603	\$27,803	\$30,403
14	\$23,182	\$27,818	\$28,018	\$28,218	\$30,818
15	\$23,908	\$28,690	\$28,890	\$29,090	\$31,690
16	\$24,690	\$29,628	\$29,828	\$30,028	\$32,628
17	\$24,972	\$29,966	\$30,166	\$30,366	\$32,966
18	\$25,721	\$30,865	\$31,065	\$31,265	\$33,865
19	\$27,917	\$33,500	\$33,700	\$33,900	\$36,500
20	\$30,162	\$36,194	\$36,394	\$36,594	\$39,194

**TABLE IV
SALARY GUIDE FOR CAFETERIA PERSONNEL
2003-2004**

Regular Rate	\$14.28
Cooks/ Banquets	\$15.17

**TABLE IVA
SALARY GUIDE FOR CAFETERIA PERSONNEL
2004-2005**

Regular Rate	\$14.53
Cooks/ Banquets	\$15.42

**TABLE IVB
SALARY GUIDE FOR CAFETERIA PERSONNEL
2005-2006**

Regular Rate	\$14.78
Cooks/ Banquets	\$15.67

**TABLE VA
EXCEL TEACHERS
2003-2004**

Step	BA	MA
3	\$46,038	\$47,913
4	\$46,250	\$48,125
5	\$46,875	\$48,750
6	\$48,936	\$50,811
7	\$50,050	\$51,925
8	\$51,125	\$53,000
9	\$52,563	\$54,438
10	\$54,063	\$55,938
11	\$56,250	\$58,125
12	\$57,500	\$59,375
13	\$59,375	\$61,250
14	\$61,875	\$63,750
15	\$66,250	\$68,125
16	\$69,375	\$71,250
17	\$73,750	\$75,625
18	\$78,750	\$80,625

**TABLE VB
EXCEL TEACHERS
2004-2005**

Step	BA	MA
3	\$48,750	\$50,625
4	\$49,000	\$50,875
5	\$49,375	\$51,250
6	\$49,750	\$51,625
7	\$51,875	\$53,750
8	\$53,125	\$55,000
9	\$53,750	\$55,625
10	\$55,313	\$57,188
11	\$56,766	\$58,641
12	\$58,750	\$60,625
13	\$60,750	\$62,625
14	\$62,500	\$64,375
15	\$65,625	\$67,500
16	\$71,250	\$73,125
17	\$75,625	\$77,500
18	\$80,625	\$82,500

**TABLE VC
EXCEL TEACHERS
2005-2006**

Step	BA	MA
3	\$50,000	\$51,875
4	\$50,625	\$52,500
5	\$51,875	\$53,750
6	\$52,338	\$54,213
7	\$53,125	\$55,000
8	\$55,625	\$57,500
9	\$56,625	\$58,500
10	\$57,750	\$59,625
11	\$59,450	\$61,325
12	\$60,700	\$62,575
13	\$62,500	\$64,375
14	\$64,656	\$66,531
15	\$66,563	\$68,438
16	\$71,250	\$73,125
17	\$77,500	\$79,375
18	\$82,500	\$84,375

EXTRA CO-CURRICULAR SALARIES (EXTRA CONTRACTS)

Position	2003-2004	2004-2005	2005-2006
Boys' Athletic Director	\$7,541	\$7,918	\$8,314
Girls' Athletic Director	\$7,541	\$7,918	\$8,314
Head Football Coach	\$6,286	\$6,600	\$6,930
Assistant Football Coach	\$3,142	\$3,299	\$3,464
Assistant Football Coach	\$3,142	\$3,299	\$3,464
Assistant Football Coach	\$3,142	\$3,299	\$3,464
Assistant Football Coach	\$3,142	\$3,299	\$3,464
Assistant Football Coach	\$3,142	\$3,299	\$3,464
Boys' Head Basketball Coach	\$4,789	\$5,028	\$5,279
Boys' Assistant Basketball Coach	\$2,543	\$2,670	\$2,804
Boys' Assistant Basketball Coach	\$2,543	\$2,670	\$2,804
Girls' Head Basketball Coach	\$4,789	\$5,028	\$5,279
Girls' Assistant Basketball Coach	\$2,543	\$2,670	\$2,804
Girls' Assistant Basketball Coach	\$2,543	\$2,670	\$2,804
Gr. 7/8 Boys' Head Basketball Coach	\$2,543	\$2,670	\$2,804
Gr. 7/8 Boys' Assistant Basketball Coach	\$2,096	\$2,201	\$2,311
Gr. 7/8 Girls' Head Basketball Coach	\$2,543	\$2,670	\$2,804
Gr. 7/8 Girls' Assistant Basketball Coach	\$2,096	\$2,201	\$2,311
Head Softball Coach	\$4,789	\$5,028	\$5,279
Assistant Softball Coach	\$2,543	\$2,670	\$2,804
Assistant Softball Coach	\$2,543	\$2,670	\$2,804
Gr. 7/8 Head Softball Coach	\$2,543	\$2,670	\$2,804
Gr. 7/8 Assistant Softball Coach	\$2,096	\$2,201	\$2,311
Head Hockey Coach	\$4,789	\$5,028	\$5,279
Assistant Hockey Coach	\$2,543	\$2,670	\$2,804
Gr. 7/8 Head Hockey Coach	\$2,543	\$2,670	\$2,804
Gr. 7/8 Assistant Hockey Coach	\$2,096	\$2,201	\$2,311
Boys' Head Tennis Coach	\$4,789	\$5,028	\$5,279
Boys' Assistant Tennis Coach	\$2,543	\$2,670	\$2,804
Girls' Head Tennis Coach	\$4,789	\$5,028	\$5,279
Girls' Assistant Tennis Coach	\$2,543	\$2,670	\$2,804
Head Cheerleader Coach	\$4,789	N/A	N/A
Assistant Cheerleader Coach	\$2,543	N/A	N/A
Head Cheerleader Coach - Football	N/A	\$2,595	\$2,725
Assistant Cheerleader Coach – Football	N/A	\$1,372	\$1,441
Head Cheerleader Coach - Basketball	N/A	\$2,595	\$2,725
Assistant Cheerleader Coach - Basketball	N/A	\$1,372	\$1,441
Boys' Head Spring Track Coach	\$4,789	\$5,028	\$5,279
Boys' Assistant Spring Track Coach	\$2,543	\$2,670	\$2,804
Boys' Assistant Spring Track Coach	\$2,543	\$2,670	\$2,804
Boys' Head Winter Track Coach	\$3,294	\$3,459	\$3,632
Boys' Assistant Winter Track Coach	\$2,543	\$2,670	\$2,804
Boys' Assistant Winter Track Coach	\$2,543	\$2,670	\$2,804
Grade 7/8 Boys' Head Track Coach	\$2,543	\$2,670	\$2,804
Girls' Head Spring Track Coach	\$4,789	\$5,028	\$5,279
Girls' Assistant Spring Track Coach	\$2,543	\$2,670	\$2,804
Gr. 7/8 Girls Head Spring Track Coach	\$2,543	\$2,670	\$2,804
Girls' Head Winter Track Coach	\$3,294	\$3,459	\$3,632

Position	2003-2004	2004-2005	2005-2006
Head Golf Coach	\$3,294	\$3,459	\$3,632
Head Baseball Coach	\$4,789	\$5,028	\$5,279
Assistant Baseball Coach	\$2,543	\$2,670	\$2,804
Assistant Baseball Coach	\$2,543	\$2,670	\$2,804
Boys' Head Cross Country Coach	\$3,591	\$3,771	\$3,960
Girls' Head Cross Country Coach	\$3,591	\$3,771	\$3,960
Gr. 7/8 Head Cross Country Coach (Boys & Girls)	\$2,543	\$2,670	\$2,804
Head Wrestling Coach	\$4,789	\$5,028	\$5,279
Assistant Wrestling Coach	\$2,543	\$2,670	\$2,804
Gr. 7/8 Head Wrestling Coach	\$2,543	\$2,670	\$2,804
Boys' Head Soccer Coach	\$4,789	\$5,028	\$5,279
Boys' Assistant Soccer Coach	\$2,543	\$2,670	\$2,804
Girls' Head Soccer Coach	\$4,789	\$5,028	\$5,279
Girls' Assistant Soccer Coach	\$2,543	\$2,670	\$2,804
Gr. 7/8 Head Soccer Coach	\$2,543	\$2,670	\$2,804
Gr. 7/8 Assistant Soccer Coach	\$2,096	\$2,201	\$2,311
Athletic Business Manager	\$4,789	\$5,028	\$5,279
Boys' Summer Athletic Director	\$838	\$880	\$924
Girls' Summer Athletic Director	\$838	\$880	\$924
Summer Weight Trainers	\$25.14/hr.	\$26.40/hr.	\$27.72/hr.
Weight Training Sponsors	\$25.14/hr.	\$26.40/hr.	\$27.72/hr.
Summer Athletic Trainer	\$838	\$880	\$924
All Intramurals	\$646	\$678	\$712
Band Director	\$6,290	\$6,605	\$6,935
Assistant Band Director	\$2,995	\$3,145	\$3,302
Band Front Advisor	\$2,095	\$2,200	\$2,310
Band Drill Instructor	\$2,016	\$2,117	\$2,223
Band Camp Director	\$2,240	\$2,352	\$2,470
Assistant Band Camp Director	\$1,344	\$1,411	\$1,482
Band Camp Front Advisor	\$1,346	\$1,413	\$1,484
Band Camp Drill Instructor	\$1,306	\$1,371	\$1,440
Director-6 week Instrumental Program	\$24.10/hr.	\$25.31/hr.	\$26.58/hr.
Head Teacher-Buckshutem	\$1,048	\$1,100	\$1,155
Head Teacher-Buckshutem Preschool	\$1,048	\$1,100	\$1,155
Head Teacher-Quarter Mile Lane	\$1,048	\$1,100	\$1,155
Head Teacher – ExCEL	\$1,048	\$1,100	\$1,155
Head Teacher – BHS Alternative Program	\$1,048	\$1,100	\$1,155
Head Teacher – STARS	\$1,048	\$1,100	\$1,155
Head Nurse	\$1,647	\$1,729	\$1,815
Right-to-Know	\$4,632	\$4,864	\$5,107
Student Government – High School	\$1,467	\$1,540	\$1,617
Student Government – High School	\$1,467	\$1,540	\$1,617
12 th Grade Advisor	\$2,363	\$2,481	\$2,605
12 th Grade Advisor	\$2,363	\$2,481	\$2,605
11 th Grade Advisor	\$2,077	\$2,181	\$2,290
11 th Grade Advisor	\$2,077	\$2,181	\$2,290
10 th Grade Advisor	\$1,766	\$1,854	\$1,947
10 th Grade Advisor	\$1,766	\$1,854	\$1,947

Position	2003-2004	2004-2005	2005-2006
9 th Grade Advisor	\$1,766	\$1,854	\$1,947
9 th Grade Advisor	\$1,766	\$1,854	\$1,947
High School Honor Society Advisor	\$1,257	\$1,320	\$1,386
High School Honor Society Advisor	\$1,257	\$1,320	\$1,386
Drama Club Advisor	\$1,721	\$1,807	\$1,897
Director of Musical Productions	\$2,016	\$2,117	\$2,223
Echo Advisor	\$1,467	\$1,540	\$1,617
Baconian Advisor	\$2,995	\$3,154	\$3,302
Baconian Business Manager	\$2,077	\$2,181	\$2,290
Elementary Yearbook Advisors - Broad	\$800	\$840	\$882
Elementary Yearbook Advisors – Indian	\$400	\$420	\$441
Elementary Yearbook Advisors – Cherry	\$400	\$420	\$441
Elementary Yearbook Advisors – West	\$400	\$420	\$441
Elementary Yearbook Advisors – Buckshutem	\$400	\$420	\$441
Elementary Yearbook Advisors - QML	\$400	\$420	\$441
High School Banker	\$1,916	\$2,012	\$2,113
High School AVA	\$1,467	\$1,540	\$1,617
Distributive Ed Coordinator	\$1,619	\$1,700	\$1,785
Office Co-op Coordinator	\$1,619	\$1,700	\$1,785
HOSA Advisor	\$1,346	\$1,413	\$1,484
SADD Advisor	\$1,257	\$1,320	\$1,386
High School Gifted & Talented Coordinator	\$1,346	\$1,413	\$1,484
Elementary Gifted & Talented Coordinator	\$1,346	\$1,413	\$1,484
Elementary Student Government	\$418	\$439	\$461
Scenery Advisor	\$821	\$862	\$905
Makeup Advisor	\$274	\$288	\$302
Costume Advisor	\$274	\$288	\$302
Mock Trial Advisor	\$383	\$402	\$422
Elementary Honor Society Advisors – Broad	\$800	\$840	\$882
High School Select Choir Director	N/A	\$1,100	\$1,155
All-City Select Choir Director	N/A	\$1,100	\$1,155
All-City Select Band Director	N/A	\$1,100	\$1,155
All-City Select String Ensemble Director	N/A	\$1,100	\$1,155
Elementary Honor Society Advisors – Indian	\$400	\$420	\$441
Elementary Honor Society Advisors – Cherry	\$400	\$420	\$441
Elementary Honor Society Advisors – West	\$400	\$420	\$441
Elementary Honor Society Advisors – Buckshutem	\$400	\$420	\$441
Elementary Honor Society Advisors – QML	\$400	\$420	\$441
Elementary Student Government Advisors – Broad	\$800	\$820	\$840
Elementary Student Government Advisors – Indian	\$400	\$420	\$441
Elementary Student Government Advisors – Cherry	\$400	\$420	\$441
Elementary Student Government Advisors – West	\$400	\$420	\$441
Elementary Student Government Advisors – Buckshutem	\$400	\$420	\$441

Position	2003-2004	2004-2005	2005-2006
Elementary Student Government Advisors – QML	\$400	\$420	\$441
Elementary Grade 8 Advisors - Broad	\$800	\$820	\$840
Elementary Grade 8 Advisors – Indian	\$400	\$420	\$441
Elementary Grade 8 Advisors – Cherry	\$400	\$420	\$441
Elementary Grade 8 Advisors – West	\$400	\$420	\$441
Elementary Grade 8 Advisors – Buckshutem	\$400	\$420	\$441
Elementary Grade 8 Advisors – QML	\$400	\$420	\$441
Science Fair Advisors - Broad	\$800	\$820	\$840
Science Fair Advisors – Indian	\$400	\$420	\$441
Science Fair Advisors – Cherry	\$400	\$420	\$441
Science Fair Advisors – West	\$400	\$420	\$441
Science Fair Advisors – Buckshutem	\$400	\$420	\$441
Science Fair Advisors - QML	\$400	\$420	\$441