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AGREEMENT

between

NORTH HUNTERDON REGIONAL HIGH SCHOOL

TEACHERS' ASSOCIATION

and the

NORTH HUNTERDON REGIONAL HIGH SCHOOL DISTRICT

BOARD OF EDUCATION

for the period

July 1, 1974 to June 30, 1975

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ARTICLE I

RECOGNITION

- A. The North Hunterdon Regional High School Board of Education hereby recognizes the North Hunterdon Regional High School Teachers' Association as the exclusive representative for the purposes of negotiation under Chapter 303, New Jersey Public Laws of 1968.
- B. The Board of Education of the North Hunterdon Regional High School recognizes classroom teachers, guidance counselors, librarians, coaches, nurses, subject area specialists, master teachers, including any of the above employed after the effective date of this contract, as being within the negotiation unit of the North Hunterdon Regional High School Teachers' Association.

ARTICLE II

NEGOTIATION PROCEDURE

- A. The contractual parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, New Jersey Public Laws of 1968, in good faith effort, to reach agreement on the terms and conditions of teachers' employment within the spirit of the law. Such negotiations shall begin not later than October 1 of the calendar year preceding the calendar year in which this Agreement expires unless extenuating circumstances dictate otherwise. Any agreement so negotiated shall apply to all members of the negotiating unit, be reduced in writing, be signed by the Board of Education and by the Association, and be adopted by the Board and the Association.
- B. The contractual parties mutually pledge that their representatives shall be clothed with authority to make proposals, consider proposals, and make counter proposals in the course of negotiations.
- C. This Agreement shall not be modified in whole or in part by the contractual parties except by an instrument in writing duly executed by both parties.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definitions

1. A grievance shall mean a complaint by a teacher that there has been to him a personal loss, injury, or inconvenience because of a violation, misinterpretation or inequitable application of Board policy, this Agreement, or an Administrative decision affecting teachers.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems which may from time to time arise affecting the terms and conditions of employment of teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the Administration and having the grievance adjusted without the intervention of the Association provided the adjustment is not inconsistent with the terms of this agreement and the Association has been given the opportunity to be present at such adjustment and to state its views.

C. Procedure

Level One - An employee's problem or complaint, after having been discussed with his immediate supervisor and/or with any other person involved, shall be submitted in writing to his coordinator within forty-five (45) working days of the cause of complaint. A decision must be returned within five (5) working days. In the event of an unfavorable decision or no decision within the time stipulated herein, the employee may initiate procedures set forth in Level Two (2). A working day shall be any day, Monday through Friday, except holidays, recognized in the annual school calendar as a day when employees are required to be in attendance at the school.

C. Procedure (Continued)

Level Two - Within five (5) days of the unfavorable actions stipulated in Level One, the employee shall submit his petition in writing, enclosing all pertinent correspondence, to the Superintendent, who shall assign it to the proper administrator. Said administrator shall render his decision within the stipulations aforementioned in Level One. An unfavorable decision, or no decision within the stipulated period shall entitle the employee to initiate procedures set forth in Level Three.

Level Three - Within five (5) days of the unfavorable action stipulated in Level Two, the employee may file his petition with all supporting papers to the Association. The Association within three (3) days shall then refer the petition in writing, will all supporting papers, to the Superintendent. The Superintendent shall return his decision within five (5) working days of receipt of the petition. In the event of an unfavorable decision or no decision within the stipulated period, the employee may institute action under the provisions of Level Four.

Level Four - Within five (5) days of receipt of unfavorable action, or in the case of no action at Level Three, the employee may again refer his petition to the Association. After a review of the circumstances involved, the Association may recommend no further action on the part of the employee and render no further support of his petitions. However, the Association may recommend further action. In such a case, it will forward a letter through the Superintendent to the President of the Board, requesting a hearing before a joint committee of the Board and the Association. Said committee shall consist of two members of the Board, two members of the Association, and a fifth member mutually agreeable to the parties concerned. The letter should contain a resume of the points at issue including the reasons for dissatisfaction with previous decisions. The requested hearing should be scheduled within fifteen (15) working days of receipt by the Superintendent or the Association and/or the employee notified as to reasons for delay. The joint committee shall render a decision within ten (10) working days or file an acceptable reason for the lack thereof. Nonobservance of the stipulations of the provisions of this paragraph, or the return of an unfavorable opinion, may be grounds for actions set forth in Level Five.

Level Five -

- a. Within five (5) days of the establishment of unfavorable decisions or lack of actions stipulated in Level Four, the employee of the Association may submit a letter to the Board requesting that his petition be placed for arbitration. Within ten (10) days of the submission of the request for arbitration, the Association and the Board shall attempt to agree to a mutually acceptable arbitrator and shall attempt to

obtain a commitment from said arbitrator to serve. In the event that agreement cannot be reached, the Board and the Association shall request the aid of the Public Employees Relations Committee, in obtaining such an individual.

b. The arbitrator's decision shall be in writing and shall set forth the facts upon which his decision is based. The Board and the Association shall receive the Arbitrator's decision as final and binding upon both parties.

c. All costs of arbitration including, but not limited to, per diem, travel expenses, subsistence, and costs for hearing area, shall be borne equally and jointly by the Board and the Association. Expenses incidental to, but not directly a part of the arbitration process, shall not be the responsibility of the Board or the Association, singly or jointly.

d. No claim by a teacher shall constitute a grievable matter beyond Level Four or be processed beyond Level Four if it pertains to (1) a complaint of a nontenure teacher which arises by reason of his not being re-employed, (2) any rule or regulation of the State Commissioner of Education, (3) any matter which according to law is beyond the scope of Board authority.

D. Miscellaneous

1. If in the judgment of the Association through its representatives, a grievance affects a group or class of teachers, the Association or its representatives may submit such grievance(s) in writing to the Superintendent and the processing of such grievance(s) shall begin at Level One (1). The Association through its representatives may process such grievance(s) on behalf of the Association through all subsequent levels of the grievance procedures, even though the aggrieved person, or persons, do not wish to do so.

2. All meetings and hearings held under these procedures shall be closed to the public, and shall include only such parties as are in interest and/or their designated representatives as set forth in these articles.

ARTICLE IV

SCHOOL CALENDAR

- A. The school calendar shall be established by the Board of Education upon the recommendation of the administration after their consultation with representatives of the Teachers' Association.
- B. The normal school year for teachers employed on a ten-month basis shall not exceed 186 days in attendance.

When a teacher's attendance beyond 186 days is required, he shall be reimbursed at the rate of 1/200th of his annual salary for each day in excess of 186. Similarly, unexcused absence shall be forfeit at the rate of 1/200th of his annual salary for each day in deficit.

ARTICLE VI

ABSENCES AND LEAVES

A. Leaves of Absence With Pay:

1. Personal Days - Teachers shall be granted three (3) days of absence for personal business without loss of pay. The Principal must be notified two (2) days in advance. No personal days are permitted immediately before or after a holiday. Personal days are not accumulative.
2. Additional Emergency Days - Up to five (5) days at any one time in the event of the death of a teacher's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, sister-in-law, and any other member of the immediate household shall be granted. Additional emergency leave may be approved by the Superintendent.
3. Sabbatical Leave - A sabbatical leave shall be granted to a teacher by the Board of Education for Board approved study, including study in a related area of specialization, for approved travel, or other reasons of value to the school system.
 - a. If there are sufficient qualified applicants, sabbatical leave shall be granted according to the following schedule:
 - 1 for every 1 to 49 teachers
 - 2 for every 50 to 99 teachers
 - 3 for every 100 to 149 teachers
 - 4 for every 150 to 199 teachers
 - b. The teacher has completed at least seven full school years of service in the North Hunterdon Regional High School District, the last three of which must be consecutive.
 - c. Requests for sabbatical leave must be received by the Superintendent of Schools in writing in such form as determined by the Board of Education and Superintendent, no later than November fifteenth (15) and action must be taken no later than February fifteenth (15) of the school year preceding the school year for which the sabbatical leave is requested.

- d. A teacher on an approved sabbatical leave shall be paid one-half (1/2) his salary for a full-year sabbatical or full salary for one-half (1/2) year sabbatical.
 - e. Upon return from sabbatical leave a teacher shall be placed on the appropriate salary schedule (step and column) of the salary guide.
 - f. Any teacher granted a sabbatical leave shall upon notice of said grant sign a two-year (2) contract. The first year of said contract shall be the sabbatical year.
4. Time necessary for appearance in any legal proceedings connected with the teacher's employment or with the school system or in legal proceedings if the teacher is by law required to attend.
 5. The required number of days approved by the coordinator and the Principal, at the end of the school year and/or at the beginning of a school year, as may be required to attend summer school classes and/or travel to the place where such classes are held.

B. Leaves of Absence Without Pay:

1. A leave of absence without pay of indeterminate time shall be granted for the purpose of caring for a sick member of the teacher's immediate family.
2. Other leaves of absence without pay may be granted at the discretion of the Board of Education for good reason. This will include requests for participation in the Peace Corps, VISTA, National Teachers' Corps, exchange teaching, and other similar programs.

3. Maternity Leave:

A. Natural birth

The Board of Education shall grant maternity leave without pay to any teacher upon request subject to the following stipulations and limitations:

- (1) Maternity leave shall commence on the date requested by the teacher.
- (2) The Board of Education shall not remove any teacher from her duties during pregnancy unless the teacher cannot produce a certificate from her physician that she is medically able to continue teaching.

B. Adoption

Any female teacher adopting an infant child shall receive similar leave which shall commence upon her receiving de facto custody of said infant, or earlier, if necessary, to fulfill the requirements for adoption.

4. Upon return from leave as set forth above, a teacher shall be considered as if he were actively employed by the Board of Education during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent, up to a maximum of two (2) incremental increases over his salary schedule at the time of his leave. However, time spent on said leaves shall not count toward fulfillment of the time requirement for acquiring tenure. No teacher on leave shall on the basis of said leave be denied the opportunity to substitute in the district.

- C. All benefits to which a teacher was entitled at the time his leave of absence commenced, including maternity leave, unused accumulated sick leave, and credits toward sabbatical eligibility, shall be restored to him upon his return.

D. Sick Leave:

1. As of September 1, 1972, all teachers employed shall be entitled to ten (10) sick-leave days each school year as of the first official day of said school year whether or not they report for duty on that day. In the case of those employees who are employed for 11 or 12 months, they shall be entitled to 1 or 2 additional sick days, respectively.
2. In addition, twenty (20) noncumulative sick days will be granted upon exhaustion of all cumulative sick leave. Illnesses covered by these additional days must be certified medically.

In the case of emergency--sudden illness or other unforeseeable incident, teachers are to call the specified individual within the times designated in the administrative manual.

3. Standby plans, class rolls, and/or seating charts must be filed by teachers in the Curriculum and Instruction Center ready for a substitute in the event of an absence, expected or unexpected.

4. Plans must:

- a. Be specific--using only the word "read" or "discuss" is completely inadequate.
- b. Identify books in which assignments are made and indicate where books are located.
- c. Give the exact location of film or filmstrips to be shown.
- d. Not necessarily be plans the teacher himself would teach.

ARTICLE VII

EVALUATION

The Board and the Association recognize that:

- A. Evaluation can be useful as an aid for:
 - 1. Improving teaching and learning.
 - 2. Retention, guidance, and promotion of staff members.
 - 3. Self-improvement.
 - 4. Administrator-staff rapport.
- B. Our functional evaluative program presupposes qualified evaluators.
- C. Evaluation must be diagnostic, not judgmental. It must build personal and professional self-respect and self-image. It must focus on the situation. It must encourage expression, creativity, variation, and development of the technical skills of teaching.
- D. The person being evaluated shall have full knowledge of the procedure, the qualification of the evaluator, and the findings thereof.
 - 1. Every nontenure teaching staff member shall be observed and evaluated at least twice each school year; and if the Board fails, it would have to offer employment for the next school year.
 - 2. Teachers shall be evaluated by persons certified by the State of New Jersey to supervise instruction.
 - 3. Teachers shall be given a copy of written evaluations of their work prepared by the Evaluation Team and shall have the right to discuss such evaluation with the team of appraisers and/or the reviewer, the Superintendent, and to append their comments before it is placed in their personnel files.
 - 4. All such written evaluations must bear the signatures of the appraisers, the teacher evaluated, and the reviewer.
 - 5. A teacher will be ineligible for an increment raise in salary; i.e., vertical movement on the salary guide, for

the following year if in evaluation he does not satisfactorily meet the majority of the appended criteria to be developed by the advisory council and approved by the administration and the Teachers' Association. Not granting of the increment shall be determined by the Evaluation Team that is mentioned in Number eight under procedure.

E. Procedure:

1. Subject area specialists, team leaders, division coordinators, superintendents, and principals are asked to counsel teachers on an informal basis in order to improve instruction.
2. Subject area specialists and team leaders will submit classroom visit forms to division coordinators after making observations regularly and counseling teachers. Teachers will initial copies as having been read.
3. Coordinators and principals will use special evaluation forms for submitting specified number of evaluations at designated times.
4. The teacher being evaluated will use the same form in making a self-appraisal.
5. Tenure teachers will be evaluated on referral from a team leader, subject area specialist division coordinator, or principal.
6. Nontenure teachers will have:
 - a. A first evaluation during October, November, or December.
 - b. A second evaluation during January, February, or March.
 - c. A third evaluation as desired.
7. After the second evaluation, between January and April 1, the non-tenure teacher will have a conference with the Evaluation Team.
8. The Evaluation Conference will involve the following:
 - a. Appraisee
 - b. Observers - Two elected at large from the Association to act as witnesses to the procedures of the formal evaluation conference. Attendance of observers is optional at the request of the appraisee.

- c. Appraisers - Division Coordinator and Principal.
 - d. Reviewer - Superintendent.
9. The reviewer may sit in on any of the conferences. He may react to or question evaluations and team members.
 10. The appraisers complete the evaluation form and submit five copies signed by the appraisee and appraisers to the reviewer for his signature. The reviewer returns a copy to the appraisee. The appraisers file a copy and give one copy to the Superintendent.
 11. The appraisee brings a self-appraisal to the conference. He may request attendance of the reviewer or ask for a review by the reviewer directly after his conference.

ARTICLE VIII

PERSONNEL FILES

Official teacher files shall be maintained in accordance with the following procedures:

- A. Administrators will be encouraged to place in the file information of a positive nature indicating special competencies, achievements, performances, or contributions of an academic, professional, or civic nature. All material received from and signed by responsible sources concerning a teachers' conduct, service, or character may be placed in the file.
- B. Any materials regarding a teacher made by a member of the administration, parent, student, or other person which are used in any manner in evaluating the professional competency of a teacher shall be promptly investigated and called to the attention of the teacher in writing, prior to filing in said teacher's file. This material shall be signed by the teacher prior to his receipt of a duplicate copy.

The teacher shall be given the opportunity to respond in writing to and/or rebut such material and such response shall be placed in the teacher's file.

- C. All materials destined for the teacher's personnel file shall be signed by the teacher in question, duplicated, and given to said teacher for his own disposition with the express understanding that such signature in no way indicates agreement with the content thereof. Any material that the teacher sees and refuses to sign may be co-signed by the Principal and the President of the Association to indicate that they witnessed the reading of the material by the teacher in question. Any material not signed by the teacher in question and duplicated may not be used in the grievance or evaluation procedure. However, material co-signed by the Principal and President of the Association indicating that the teacher has seen the material may be used in the grievance or evaluative procedure.
- D. Pre-employment records and letters of recommendation are to be excluded from the duplication process. Materials existing prior to the 1970-71 contract and not duplicated according to the provisions thereof are not available for duplication after the expiration of said contract.

ARTICLE IX

TEACHER EMPLOYMENT

- A. The Board of Education retains the freedom to hire those persons whom the State of New Jersey gives them the authority to hire.
- B. Teachers shall be notified of their contract and salary status for the ensuing school year no later than April 1 of the preceding year.
- C. Every effort shall be made to notify teachers of the courses (subjects) they are scheduled to teach no later than May 1 of the preceding school year. In the event of an emergency, a thirty (30) day grace period will be allowed. If any change in the subjects that a teacher is to teach is made after the above time limits, said teacher shall be notified immediately.

ARTICLE X

PROFESSIONAL IMPROVEMENT AND MEDICAL INSURANCE

A. Graduate Study Payments:

1. A teacher to be eligible must have received a second-year contract. Teachers who are awarded a contract on a probationary basis shall not be eligible.
2. Reimbursement shall be for tuition only and cannot be granted from more than one source.
3. Courses may be taken for enrichment and/or professional improvement.
4. Undergraduate courses may be paid for by the Board of Education for personnel employed in the vocational areas.
5. Attendance must be at an accredited college or university.
6. Courses must be approved prior to registration by a committee composed of the Superintendent, Principal, and the Coordinator.
7. Reimbursement shall cover full tuition costs for all approved graduate courses completed in the teacher's subject field and half the tuition costs of nonsubject field graduate courses.
8. Reimbursement shall cover full tuition costs of all graduate courses taken and completed while on an approved leave of absence for the purpose of pursuing a recognized advance study program leading to a degree.
9. Graduate study credits are limited to six per high school semester for actively employed teachers.
10. Notification of intention to take courses should be submitted on a specific request form by November 15 for the purpose of budgeting funds.

- B. Medical Insurance: The Board of Education shall provide to the members of the North Hunterdon Regional High School Negotiating Unit, full Blue Cross-Blue Shield payments for single and/or family plan, plus Rider J, including the 120-day program. The Board shall also provide full payment of single and/or family major-medical coverage.

ARTICLE XI

PERSONAL AND ACADEMIC FREEDOM

- A. The personal life of a teacher is not an appropriate concern or attention of the Board except as it may directly prevent the teacher from performing properly his assigned functions during the workday.
- B. Teachers shall be entitled to full rights of citizenship, and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing said activities do not violate any local, state, or federal law.
- C. The Board recognizes that academic freedom is essential to the fulfillment of the purposes of the North Hunterdon Regional High School District, and acknowledges the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions.

ARTICLE XII

TEACHING HOURS AND TEACHING LOAD

- A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in" or "clock out".
- B. Teachers shall report in time to assume their first assignment and remain until they have completed their last regular assignments. However, their total in-school work day shall not exceed more than seven and one-half (7 1/2) continuous hours which shall include a duty free lunch period. No teacher shall be required to stay later than 5:00 p.m. for regularly assigned teaching duties. Teachers who are asked and agree to teach beyond the seven and one-half (7 1/2) hours shall be reimbursed at the rate of \$8.50 per hour. Subject area class trips when teacher initiated or volunteered for by a teacher are non-reimbursable as an extension of the teaching day.
- C. The daily teaching load shall not exceed six periods of pupil contact per day, excluding I & R and A.M. duty. The teachers shall not be assigned more than five teaching periods per day, unless the teacher elects to assume a sixth teaching period in lieu of a non-teaching duty. Teachers shall also be assigned ten C & I periods per week. Of these ten, no less than one C & I period per day may be assigned. A split teaching period shall be considered as one period of pupil contact.

The term pupil contact shall mean those periods of time when a teacher is assigned to be with students. There are two types of pupil contact. They are: instructional, which includes classroom teaching and resource center assignments; and supervisory which includes study hall, commons, cafeteria, hall, and court yard duty.

The following sections (C-1 & C-2) are specifically intended to describe the intent of Article XII in terms of modular scheduling.

1. The term period shall mean a block of time not less than 40 minutes or greater than 48 minutes. The term period may be equated with terms used in other scheduling systems provided they fall within the specified lengths of time stated above. For example, in a modular schedule 2 modules of time would equal one period. (A mod could vary in length from 20-24 minutes).

2. Under modular scheduling, (108 mods per six day cycle) with retention of a 75-80 minute C & I (activity) period, the teacher assignment shall not exceed 60 mods of classroom teaching per cycle except when teaching courses for which more than 12 mods per cycle have been assigned. All teachers may be assigned a maximum of 72 mods of instructional pupil contact, and no more than 12 mods of supervisory duty. A teacher may choose an additional classroom teaching assignment in lieu of his supervisory assignment. If this option is chosen the teacher may be assigned a maximum of 84 mods of instructional pupil contact except when teaching courses for which more than 12 mods have been assigned. If a teacher has large group instruction, large group being defined as a combination of classes meeting jointly for instructional purposes, the teacher will receive credit for the number of mods assigned to the course as determined by the pupils' schedules. The mods gained by the teacher under large group instruction, will be used as additional resource center assignments.
- D. Whenever possible, regular classroom teachers shall not be required to change teaching stations more than two (2) times during the school day.
- E. Teachers shall have a duty-free lunch period equivalent to that of the students. Under a modular schedule two (2) consecutive mods shall be provided for all faculty members for lunch at an appropriate time of day, i.e. between 10:30 a.m. and 1:30 p.m.
- F. Teachers may leave the building upon notification to the administrator in charge during their duty-free lunch period and at other times with permission of the Superintendent, Assistant Superintendent, Principal, or Coordinator.
- G. Teachers may be required to remain after the end of the regular work day, without additional compensation, for the purpose of attending faculty or other professional meetings two (2) days each month. Such meetings shall begin no later than ten (10) minutes after the student dismissal time, and every effort should be made to prevent meetings from exceeding 60 minutes. If additional time is needed students shall be dismissed early. One of the two (2) meetings mentioned above shall be considered a faculty meeting and one for curriculum and instruction. Four (4) additional meetings may be called at the discretion of the Superintendent.
- H. The notice of any regular meeting shall be given to the teachers seven (7) days prior to the meeting. An agenda shall be given to the teachers one (1) day prior to the meeting. Teachers shall have the opportunity to suggest items for the agenda.
- I. Exceptions to any of the above provisions may be made only in cases of emergency. The Association shall be notified in each instance in advance, if possible.

ARTICLE XIII

TEACHER FACILITIES

The Board of Education shall make all reasonable effort to provide the following facilities:

1. Space in each classroom in which teachers may store instructional materials and supplies.
2. A teacher work area containing equipment and supplies to aid in the preparation of instructional materials.
3. In addition to the aforementioned teacher work area, an appropriately furnished room which shall be reserved for the exclusive use of teachers as a faculty lounge. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.
4. A serviceable desk, chair, and filing cabinet for the use of each teacher.
5. A communication system so that teachers can communicate with the main building office from their classrooms.
6. Well-lighted and clean teacher rest rooms, separate for each sex and separate from the students' rest rooms.
7. A separate, private, nonstudent personnel dining area.
8. Adequate working facilities identified exclusively for teacher use.
9. Suitable closet space for each teacher to store coats, overshoes, and personal articles.
10. Copies, exclusively for each teacher's use, of all texts used in each of the courses he is to teach.
11. Adequate chalkboard space in every classroom.
12. Teaching materials should be made available through a weekly requisition.

ARTICLE XIV

CLASS SIZE

- A. The Board recognizes that the maximum class size should be consistent with the available facilities and resources of the school system and community. The Board recognizes the class size recommendations of the State Department of Education and takes them into consideration in their planning. However, this shall not be construed so as to hinder the flexibility of the School District in establishing class size involving team teaching, large group instruction, etc.
- B. Marginal classrooms should be used only under extreme emergencies.

ARTICLE XV

NONTEACHING DUTIES

- A. Teachers shall not normally be required to make collections for outside vendors of pictures, insurance, and so forth.
- B. The Board of Education not only recognizes the desirability of employing aides to perform certain nonteaching duties under the direction of the teacher or teachers to whom they are assigned, but also that the decision of hiring and stipulating of the assignment rests with the Board of Education. Such aides will be hired when practical.
- C. Use of personal cars for school trips is forbidden, unless voluntary and permission has been granted by the Superintendent or Principal. When personal cars are used voluntarily and with administrative approval, reimbursement shall be at the rate of twelve cents (12¢) per mile in addition to full reimbursement for any tolls or parking fees.

ARTICLE XVI

TRANSFERS AND REASSIGNMENTS

- A. No later than April 1 of each school year, the Superintendent shall give to the Association and post in the school a list of the known vacancies which shall occur during the following school year.
- B. Teachers who desire a change in Building assignment and/or school subject assignment may file a written statement of such desire with the Principal no later than April 15. Such statement shall include the subject and/or school to which the teacher desires to be assigned.
- C. The administration shall make every effort to fill vacancies with staff members who have requested transfers to the vacant positions; in any case every effort shall be made to avoid creating hardships by transfers. If more than one teacher applies for the same position and all factors are equal in the judgment of the Superintendent and Board, the final decision for the position shall be made on the basis of the seniority in the North Hunterdon Regional High School District.
- D. When an involuntary transfer or reassignment is necessary, a teacher's area of competence, major or minor field of study, length of service in the North Hunterdon Regional School District, length of service in the particular school building, shall be considered in determining which teacher is to be transferred or reassigned.

No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position.

- E. As soon as practicable, and not later than May 15, the Superintendent shall post in the schools and give to the Association a system-wide schedule showing the names of all teachers who have been reassigned.

ARTICLE XVII

PROMOTIONS

- A. The notice of any open position to which a teacher might be promoted, stating the qualifications for the positions, its duties, and the rate of compensation shall, during the school year, be posted on bulletin boards in the teachers' dining room, teachers' lounges, and mail area and shall at other times be mailed to the professional staff and a copy of record shall be sent to the Association thirty (30) days before the final day when applications must be submitted.
- B. Teachers who desire to apply for such vacancies are to submit their applications in writing to the Superintendent within the time specified within the notice. The Superintendent will provide written notification to each applicant advising acceptance or rejection for the position(s). When the vacancy described in the notice is filled, the Superintendent may destroy all applications for said position.
- C. In filling promotional vacancies to administrative positions, the Board shall consider the professional qualifications, background, attainments, and other relevant factors, including service in the school district, of all applicants from within the school district, as applicants outside the school district. This filling of a vacancy is the prerogative of the Board, and the decision of the Board with respect to such matters shall be final.
- D. The Association shall have the right to make promotional recommendations, through the Superintendent, to the Board. The Superintendent shall reply to the Association prior to any such Board appointment, when practicable.

ARTICLE XVIII

DISCIPLINARY POLICY

The Disciplinary Policy of North Hunterdon Regional High School shall be established by the Board of Education. The Administration after their consultation with representatives of the Teachers' Association shall have the right to forward recommendations to the Board for possible implementation.

ARTICLE XIX

HOME TEACHING AND SUMMER EMPLOYMENT

- A. All openings for positions in summer curriculum employment, summer school teaching, home teaching, and/or any other professional positions shall be adequately publicized according to the time limits prescribed in Article XVII for promotional announcement.
- B. In filling such positions, the Board shall consider the professional qualifications, background attainments, and other relevant factors, including service in the district of all applicants. Teachers employed in the North Hunterdon Regional High School district should have priority to such assignments. Appointment will be at the discretion of the administration.

ARTICLE XX

SALARIES

- A. The following agreement for the Administration of salaries for teachers in the North Hunterdon Regional High School District shall become effective July 1, 1974.
- B. Experience:
1. Experience gained in any school system or in fields of work closely related to the prospective assignment locally shall be evaluated by the Superintendent or his designated assistant with the approval of the Board of Education.
 2. For the proper placement on the salary schedule, new teachers will receive full credit for successful experience in some other school system for the first ten years.
- C. Military Experience: Each complete year of active full-time military service or major portion of a year in the armed forces of the United States up to four years, shall be credited as teaching experience. This credit shall be awarded as follows: (1) Credit up to two (2) years shall be granted at the time of employment; (2) a third year if it exists shall be awarded with the second teaching contract and an existing fourth year with the third teaching contract. Credit for military service has no legal bearing upon retirement credit.
- D. Adjustments:
1. Teachers who plan to complete sufficient college work to entitle them to a classification under a higher bracket during a particular fiscal year shall notify the Superintendent, in writing, prior to November 15th of the preceding fiscal year. Certification of such advancement shall be forwarded to the Board of Education. Graduate work submitted for advance classification must meet the conditions described in Title 18A, Section 29-6, New Jersey Public Laws.
 2. Adjustment in salary made necessary because of a change in years or training shall be made at the usual issuance of contract. Those who qualify for adjustment to a new classification during the summer months, after the regular contracts have been issued, shall receive revised contracts during the first part of September providing Item Number 1 has been complied with.

3. The annual contract salary will be considered full remuneration for all services rendered and required to be done except for the several fees as stipulated in the contract. The fees shall be paid in addition to an separate from the contract salary.

E. Adjustment to Schedule A:

1. Adjustment to Schedule A for regular teachers shall be in full beginning September 1, 1972.

2. The qualifications for placement on the Schedule in Column 2, 3, 4, 5, and 6.

a. Columns 2 and 3

- (1) Credits beyond an AB degree must be graduate credits.

- (2) For placement on Column 2, a minimum of fifteen (15) graduate credits beyond the AB degree is required.

- (3) For placement on Column 3, a minimum of thirty (30) graduate credits beyond the AB degree or a Master's degree out of field is required.

- b. Column 4 - A teacher must have a Master's degree in field, or a Master's degree out of field plus fifteen (15) graduate credits in field.

c. Column 5

- (1) A teacher must have a Master's degree in field plus fifteen (15) graduate credits. (Total graduate credits must equal 45, of which 27 must be in field.)

- (2) Or a teacher must have a Master's degree out of field plus 30 graduate credits. (Total graduate credits must equal 60 of which 24 must be in field.)

d. Column 6

- (1) A teacher must have a masters degree in field plus 30 graduate credits (total graduate credits must equal 60 of which 36 must be in field).

3. The teacher must present a bonafide transcript to support his claim for advancement to a new salary column.

F. Steps:

For the purpose of Administration of the salary schedule, each step shall be defined as one calendar year of experience and its evaluation as such, whether teaching or other appropriately related experience be involved, shall not be counted as

a step unless a substantial (5 months) proportion of each calendar year involved shall have been served and in no case shall any partial steps be added to the total experience unless more than one-half of the step being considered shall have been appropriately served and evaluated.

G. Super Maximum:

When a teacher reaches the limit of the salary Schedule in his particular classification, the Board of Education reserves the right to make additional increments over and beyond the salary policies, as the individual case merits the adjustment.

H. Increments:

A teacher shall have been in the employ of the Board of Education not less than five months of the previous school year to be eligible for an increment the following school year.

I. Nondegree:

All teachers employed in the North Hunterdon Regional High School District who do not have the equivalent educational training of a Bachelor's Degree shall be considered as having such training only insofar as it concerns interpretation of his salary guide.

J. Special Fields:

In employing and retaining teachers in the various special areas in which teacher shortages exist, the Board of Education reserves the right to make additional salary increments over and beyond the salary agreement, as the individual cases merit the adjustment.

K. Pay Days:

1. Pay days will normally be on the 15th and 30th of each month including summer employment.
2. Teachers may individually elect to have ten (10) percent of their monthly salary deducted from their pay. These funds shall be paid to the teacher on the final pay day in June or in two equal payments on July fifteenth and August fifteeneth as the teacher elects.
3. When a pay day falls on or during a school holiday, vacation, or weekend, teachers shall receive their pay checks on the last previous working day.
4. Teachers shall receive their final checks on the last working day in June upon completion of their duties.

L. Teachers of Agriculture

1. The summer work schedule for teachers of agriculture will be considered to be six hours per day, five days per week, during July and August and during these months a two-week vacation period will be allowed.
2. Payment for all teachers of agriculture will be determined by the regular teachers guide plus \$1790.00 for the summer.
3. The total salary of teachers of agriculture will be determined in twenty-four (24) equal installments.
4. Teachers of agriculture assigned to FFA advisory positions will be reimbursed at the rate of \$15.00 per month for these duties on a 12 month basis.

ARTICLE XX

M. Vocational Teachers

1. Placement on Schedule A (horizontal)
Column 0: No certification
Column 1: Certification
Column 2: 60 credits (inc. certification)
Column 2A: 90 credits (inc. certification)
Column 3: B. S. degree
Column 3A: B. S. degree plus 15 graduate credits in field
Column 4: M. A. in field
Column 5: M. A. in field plus 15 graduate credits
Column 6: M. A. in field plus 30 graduate credits

2. Placement on Schedule (Vertical) - one-year credit on schedule for each two years of trade experience (Column 0 and I only).
3. Degree credits, not including certification credits, shall be eligible for payment by the Board of Education, if all other requirements of Article X are met (Art. X-4-A will be voided).
4. Salary increases which occur as a result of a teacher transferring from the academic to the vocational area will not be allowed except upon recommendation of the administration and approval of the Board of Education.
5. Vocational teachers will receive an additional horizontal adjustment upon completion of 90 credits (including certification) as covered in Section D above. This will be computed by the following formula:

Step the teacher would be on in Column III minus the step teacher is on in Column II divided by 2.

$$\frac{\text{Col. III} - \text{Col. II}}{2}$$

EX: Teacher is on Step 8 Col. II (74-75 Schedule A)

$$\frac{\$13,355 - \$12,790}{2} = \$282.50 = \$285 \text{ adjustment}$$

$$\$12,790 + \$285 = \$13,075$$

6. Vocational teachers will receive an additional horizontal adjustment upon completion of 15 graduate credits in field as covered in Article XX-D. This adjustment will be computed as follows:

$$\frac{\text{Column IV} - \text{Column III}}{2}$$

Step teacher would be on in Column IV, minus the step teacher is on in Column III, divided by 2.

N. Summer School Teaching

1. Payment for all services for summer school teaching will be at the rate of \$8.70 per hour.

ARTICLE XXI

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 1974 and shall continue in effect until June 30, 1975.
- B. Copies of this Agreement shall be reproduced and the cost thereof shared equally by the Board and Teachers' Association within thirty (30) days after the Agreement is signed and presented to all teachers now employed, hereafter employed, or considered for employment by the Board.
- C. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so in writing.
- D. Option 1 (For Incorporated Local Association)

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

NORTH HUNTERDON REGIONAL HIGH SCHOOL TEACHERS' ASSOCIATION

NORTH HUNTERDON REGIONAL HIGH SCHOOL BOARD OF EDUCATION

By _____
President

By _____
President

By _____
Secretary

By _____
Secretary

Signed copies are in the hands of the North Hunterdon Regional High School Teachers' Association and the North Hunterdon Regional High School Board of Education.

SCHEDULE A

	O	I	II	III	IV	V	VI
<u>STEP</u>	<u>NON CERT.</u>	<u>AB</u>	<u>AB+15</u>	<u>AB+30(1) MA NON FD</u>	<u>MA FIELD MA+15 (2)</u>	<u>MA FD +15(3) MA+30 (4)</u>	<u>MA FD +30 (5)</u>
1	8,855	9,210	9,700	10,125	10,625	11,050	11,510
2	9,085	9,450	9,950	10,385	10,900	11,335	11,810
3	9,495	9,905	10,425	10,880	11,420	11,875	12,415
4	9,900	10,365	10,895	11,375	11,935	12,415	13,015
5	10,310	10,820	11,370	11,870	12,450	12,950	13,620
6	10,715	11,275	11,845	12,365	12,970	13,490	14,225
7	11,125	11,735	12,315	12,860	13,485	14,030	14,830
8	11,535	12,190	12,790	13,355	14,000	14,565	15,430
9	11,940	12,650	13,260	13,850	14,520	15,105	16,035
10	12,350	13,105	13,735	14,345	15,035	15,645	16,640
11	12,755	13,560	14,210	14,840	15,550	16,180	17,240
12	13,165	14,020	14,680	15,335	16,070	16,720	17,845
13			15,155	15,830	16,585	17,260	18,450
14				16,325	17,100	17,795	19,055
15					17,620	18,335	19,655
16						18,875	20,260

(1) Graduate Credits.

(2) MA in Field or MA nonfield + 15 Graduate Credits in field.

(3) MA in Field + 15 Graduate Credits (Total Graduate Credits 45), 27 Graduate Credits in field.

(4) MA nonfield + 30 Graduate Credits (Total Graduate Credits 60), 24 Graduate Credits in field.

(5) MA in Field + 30 Graduate Credits (Total Graduate Credits 60), 36 Graduate Credits in Field.

SCHEDULE B

EXTRA-DUTY PAYMENTS FOR NONATHLETIC ASSIGNMENTS

<u>POSITION</u>	<u>PROBATIONARY</u>	<u>FINAL</u>
1. Yearbook Advisor	585	825
2. Yearbook Assistant	290	400
3. School Newspaper	585	825
4. All Plays & Shows (Two for Musicals)	290	400
5. Stage Manager	345	585
6. Set Supervisor & Designer (per set)	135	185
7. Student Council Advisor	585	825
8. National Honor Society	185	320
9. Instrumental (Band)	425	640
10. Assistant Instrumental (Band)	265	425
11. Class Advisors		
(a) Senior-including class trip	345	585
(b) Junior-including prom	345	585
(c) Sophomore	290	480
(d) Freshman	290	480
(e) Assistant Advisors	135	185
12. Dances		
(a) Head Chaperone	32 per dance	
(b) Assistant Chaperones	21.50 per dance	
13. Club Advisors	106	135
14. Make-Up Supervisor	5.85 per hour	
15. After School Supervisor	5.85 per hour	
16. Home Instruction	8.50 per hour	
17. Summer Employment for Teachers Performing educational (non teaching) duties at the school	6.00 per hour	
18. Intramural Athletic Coordinator	450	600
19. Director of Student Activities	1,250	1,500

NOTES:

- Two extra-duty payment levels, probationary and final.
- Advisors being paid for first time begin on probationary level.
- Advisors formally paid and continuing in the area go to final step.
- Probationary period not to be longer than one year.
- If in any one year a teacher or teachers are responsible for more than one approved play or show, they shall be paid for the first production at the probationary salary and any subsequent production at the final salary.
- Sponsorship of clubs growing out of curricular or subject areas are not reimbursable. Administration must approve all clubs and activities for payment.

SCHEDULE C

EXTRA-DUTY PAYMENTS FOR ATHLETIC ASSIGNMENTS

POSITION	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
11--Head	1,200	1,400	1,600	1,875
11--Assistants	750	900	1,050	1,200
ling--Head	1,100	1,300	1,500	1,800
ling--Assistants	750	900	1,050	1,200
' Basketball--Head	1,100	1,300	1,500	1,800
' Basketball--Assistants	750	900	1,050	1,200
eball--Head	750	900	1,050	1,250
eball--Assistants	550	700	850	1,000
occer--Head	750	900	1,050	1,250
occer--Assistants	550	700	850	1,000
boys' Track--Head	750	900	1,050	1,250
boys' Track--Assistants	550	700	850	1,000
Fencing--Head	550	700	850	1,050
Fencing--Assistants	450	550	650	850
Cross Country	550	700	850	1,100
Softball	350	450	550	800
Hockey--Head	450	550	650	850
Hockey--Assistants	350	450	550	800
Girls' Track	450	550	650	850
Girls' Basketball--Head	550	700	850	1,100
Girls' Basketball--Assistants	350	450	550	800
Cheerleader--Head	300	400	500	600
Cheerleader--Assistants	200	300	400	500
Golf	400	450	500	550
Trainer	750	850	950	1,050
Athletic Director	1,500	1,600	1,800	2,000

OTHER CONSIDERATIONS:

1. All individuals will be placed in the guide on the basis of one step per year of coaching experience at North Hunterdon Regional High School.

2. Continuing increments for 1974-75 depend upon rehiring and administrative approval. Probationary coaches will remain at their 1973-74 salary for the 1974-75 school year. If they are rehired for 1975-76, they will go to their 1975-76 step.
3. Newly hired, inexperienced coaches will be placed on the first step. Experienced coaches will be placed on step as recommended by the administration and approved by the Board of Education.
4. Vacancy of coaching positions or new coaching positions will be posted in the Teachers' Dining Room as soon as openings occur.
5. Preparation of facilities for all athletic events will be under the direction of the Athletic Director.
6. Coaches will be notified of their being rehired within 45 days after completion of their respective coaching season.
7. Payment shall be made according to the following schedule:
 - A. Fall sports - November 30
 - B. Winter Sports - March 30
 - C. Spring sports - last June paycheck

SCHEDULE D

SUBJECT AREA SPECIALISTS AND MASTER TEACHERS

1. Subject Area Specialists and Master Teachers shall be notified formally, in writing, by the Board of Education, not later than June 15 of the school year preceding service. The Board appointment shall specify title(s), salary(ies), and teaching load.
2. Job descriptions for both Subject Area Specialists and Master Teachers shall be available prior to appointment, and shall be subject to review upon request of the majority of appointed personnel.
3. Subject Area Specialists and Master Teachers shall when necessary and as part of their job be available for a maximum of two days following the last day of school for teachers.
4. Appointment as a Subject Area Specialist or Master Teacher shall be on an annual basis, according to provisions stated in Item 1 (above).
5. In order that he may check class coverage and assist substitute teachers within his area, beginning September, 1972, no Subject Area Specialist shall have an assignment prior to the first regular teaching assignment wherever possible.
6. Beginning September, 1972, each Subject Area Specialist and Master Teacher shall be provided with suitable conference area, always accessible and furnished with desk, files, and two or more chairs for his individual use wherever possible.
7. Payments for the positions of Subject Area Specialist and Master Teacher are:

15 or more teachers	\$895
10-14 teachers	790
5-9 teachers	685
0-4 teachers	155 per teacher
8. Class load for Subject Area Specialist and/or Master Teacher:

15 or more teachers	- maximum of 2 pupil contact periods
10-14 teachers	- maximum of 3 pupil contact periods
5-9 teachers	- maximum of 4 pupil contact periods
0-4 teachers	- maximum of 5 pupil contact periods

9. For the purpose of salary and class load, each Subject Area Specialist and/or Master Teacher will be considered as one of the teachers in his area.
10. Payments to Subject Area Specialists and Master Teachers shall be made at the end of the school year upon completion of their duties.
11. Payment for special areas:

Library Representative	\$535
Audio-Visual Representative	320