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THIS BOOK DOES
NOT CIRCULATE

1969-70

AGREEMENT

between

NORTH HUNTERDON REGIONAL HIGH SCHOOL
DISTRICT TEACHERS' ASSOCIATION AND
THE BOARD OF EDUCATION OF THE NORTH
HUNTERDON REGIONAL HIGH SCHOOL DISTRICT

Mr. John Frank Trainer

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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 within the intent of 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, and pro-tempore personnel as being within the negotiating unit of the North Hunterdon Regional High School Teachers' Association. In dispute before the Public Employee Relation's Commission is the inclusion of the following groups in that unit: Coaches, Department Chairmen, Nurses, and per-diem personnel.

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 a good faith effort to reach agreement on the terms and conditions of teachers' employment within the spirit and intent 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. 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 all necessary power and 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 is a claim based upon an event or condition which affects the terms and conditions of a teacher or group of teachers and/or the interpretation, meaning, or application of any of the provisions of this Agreement.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. A "Joint Committee" shall consist of representatives of the Board of Education and the Teachers' Association.

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 terms of this agreement and that 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 shall be submitted to his immediate superior within ten (10) working days after the occurrence. If the matter is not waived within the five (5) working days subsequent to the initial referral, it shall be referred to the person next in administrative responsibility as defined in the Board's Administrative Manual. A working day shall be any day Monday through Friday, except holidays recognized in the annual school calendar.

Level Two - If the aggrieved person is not satisfied with the disposition of his grievance at Level One or if no decision has been rendered within five (5) working days after presentation of the grievance, he may file the grievance in writing to the association

or its representatives within five (5) working days after the decision at Level One or ten (10) working days after the grievance was presented, whichever is sooner. Within five (5) working days after receiving the written grievance, the association or its representative shall refer it to the superintendent of schools. The superintendent in turn should make every effort to reach a decision within five working days following receipt of the complaint.

If dissatisfied with the action of the superintendent, the employee shall again refer his complaint to the association or its representative within the next five working days following the receipt of the superintendent's decisions. If after a review of the circumstances involved, the association or its representative recommends no further action on the part of the employee, the association will render no further support of the case.

However, if the association does recommend further action, the employee may request a meeting with the joint committee of the board and the association. A letter requesting the hearing before the joint committee should be forwarded through the superintendent and contain a description of the points at issue, including the reason(s) for dissatisfaction with the previous attempts at settlement. A hearing must be scheduled within fifteen (15) working days following receipt of the letter by the superintendent.

Level Three:

- (a) If the aggrieved person is not satisfied with the disposition of his grievance at level two or if no decision has been rendered within ten (10) school days after the grievance is delivered to the joint committee of the association and the Board, he may, within five school days after the decision at level two or the aforementioned ten (10) school days after the delivery of the grievance to the joint committee, whichever is sooner, request in writing that the Association or its representatives submit his grievance to Fact-Finding with Recommendations. If the Association or its representatives decide that the grievance is meritorious, it may submit the grievance to Fact-Finding with Recommendations within ten (10) school days after receiving the request of the aggrieved person.
- (b) Within ten days after submitting the grievance to Fact-Finding with Recommendations, the Association's representatives and the Board shall attempt to agree to a mutually acceptable Fact-Finder and shall obtain a commitment from said Fact-Finder to serve. In the event that the Board and the representatives of the Association are unable to agree on a Fact-Finder, they shall request the aid of the Public Employee Relation's Commission, in obtaining such an individual.

- (c) The Fact-Finder so selected shall confer with the Representatives of the Board and Association and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the hearings, or if oral hearings are waived, from the date that final statements and proofs on the issues are submitted to him. The Fact-Finder's decision shall be in writing and set forth his findings of facts and recommendations for settlement of the grievance. If either the Board of Education or the Association refuses to accept the recommendations of the Fact-finder, the other party may make public the Fact-Finder's report.
- (d) The cost for the services of a Fact-Finder, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses shall be paid by the party incurring the same.

D. Miscellaneous

1. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and if left unresolved until the beginning of the following school year and could result in irreparable harm to the party in interest, the time limits set forth shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any building representative, any representative of the Association, or any other participant in the grievance procedure by reason of such participation.
3. If in the judgment of the Association or its representatives, a grievance affects a group or class of teachers, the Association or its representative may submit such grievance in writing to the superintendent directly and the processing of such a grievance shall be commenced at Level Two. The Association and its representatives may process such a grievance through all levels of the grievance procedures even though the aggrieved person does not wish to do so.
4. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this article.
5. If either party fails to follow the time limits on any of the steps of the procedure, the grievance must be waived or moved on to the next step. *Sickness, vacations, official duties away from school.*
6. During the grievance procedure involving an administrative directive or board policy, the directive or board policy shall remain in effect.

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 work 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 of less than 186 days shall be forfeit at the rate of 1/200th of his annual salary for each day in deficit.

ARTICLE V

Rights and Privileges of the Association

- A. The Board of Education agrees to make available to the Association all public information concerning the financial resources of the district together with information which may be necessary for the Association to process any grievance or complaint.
- B. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay. *if covered by Ant. Sept.*
- C. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- D. The Board extends the following privileges to the Association:
1. The use of the school building at all reasonable hours when appropriately scheduled through the Assistant Superintendent.
 2. The use of designated facilities and equipment when not in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
 3. The use of a bulletin board in each faculty lounge and teachers' dining room.
 4. The use of school mail boxes *upon request,*

ARTICLE VI

ABSENCES AND LEAVES

A. Personal Days:

1. Teachers shall be granted two (2) days of absence annually for personal business without loss of pay. The Assistant Superintendent in charge of Instruction must be notified two (2) days in advance. No personal days are permitted immediately before or after a holiday. Personal days are not accumulative.

B. Additional Emergency Days:

1. 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, brother-in-law, sister, sister-in-law, and any other member of the immediate household shall be granted. Additional emergency leave may be approved by the Superintendent.

Proof of death?

C. Sabbatical Leave:

1. A sabbatical leave shall be granted to a teacher by the Board of Education for approved study, including study in a related area of specialization, for approved travel, or other reasons of value to the school system as may be determined by the Board of Education, subject to the following conditions:
 - a. If there are sufficient qualified applicants, sabbatical leave shall be granted to a maximum of two (2) percent of the teachers at any one time.
 - b. 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 (15th) and action must be taken no later than February fifteen (15th) of the school year preceding the school year for which the sabbatical leave is requested.
 - c. The teacher has completed at least seven (7) full school years of service in the North Hunterdon Regional High School District.
 - d. A teacher on an approved sabbatical leave shall be paid one-half ($\frac{1}{2}$) his salary for a full year sabbatical or full salary for a one-half ($\frac{1}{2}$) 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 must return ^{for years} to the employ of North Hunterdon District or repay the salary granted to him.

Provision note

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- D. Time necessary for appearances in any legal proceeding connected with the teacher's employment or with the school system or in legal proceedings if the teacher is by law required to attend.
- E. The required number of days approved by the Department Chairmen and Assistant Superintendent in charge of Curriculum, 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 to travel to the place where such classes are held.
- F. 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 by 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. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him upon his return.
 4. Upon return from leave granted pursuant to section F-2 of this Article, 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 requirements for acquiring tenure.
 5. A teacher shall not receive increment credit for time spent on leave for the purpose of engaging in the activities of the Association or its affiliates, nor for time granted for maternity leave, or leave dealing with sickness in the family, nor shall such time count toward fulfillment of the time requirement for acquiring tenure.
- G. Maternity Leave:
1. A teacher shall notify the Superintendent of her pregnancy as soon as it is medically confirmed. Said teacher may request a maternity leave without pay and said leave shall be granted. A maternity leave of absence shall be for a period of at least one and one-half years (18 calendar months) beginning not less than 6 months before the approximate date of expected confinement and ending not earlier than a year from the following September, except in cases of still birth in which case the teacher may elect to return to her position at earlier date. Upon the recommendation of the Superintendent and the approval of the Board a teacher may leave at a later date or return at an earlier date than provided herewith. The expiration of all maternity leaves of absence shall coincide with the beginning of the school year.

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2. Any female teacher adopting an infant child may receive similar leave which shall commence upon her receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements of adoption.
3. Nothing in these regulations shall be construed as obligating the Board of Education to grant leaves of absence to married women employees who are not on tenure.

H. Sick Leave:

1. As of September 1, 1969, 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. Unused sick leave days shall be accumulated from year to year with no maximum limit.
2. In addition, 20 non-cumulative sick days will be granted upon exhaustion of all cumulative sick leave. Illnesses covered by these additional days must be continuous and certified medically.

In case of emergency -- sudden illness or any other unforeseeable incident, teachers are to call the number and individual specified.

Hours for calling:

Evenings - NO LATER THAN ¹⁰11 p.m.

Mornings - NO EARLIER THAN 6:30 a.m. — *ent*

BEFORE 7 a.m.

3. Standby plans and seating charts must be filed 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 recognizes that:

- A. Evaluation can be useful as an aid for:
 1. Retention, guidance, and promotion of staff members.
 2. Staff members.
 3. Self-improvement.
 4. Administrator-staff rapport.
- B. Our functional evaluative program presupposes qualified evaluators.
- C. Evaluation loses its effect when it becomes punitive.
- D. The person being evaluated is a partner in the evaluation with full knowledge of the procedure, the qualifications of the evaluator, and the findings thereof:
 1. Teachers shall be evaluated by persons certified by the State of New Jersey to supervise instruction, Coordinators and Department Chairmen.
 2. Teachers shall be given a copy of their ratings or any other written evaluations of their work prepared by their superiors and shall have the right to discuss such ratings or comments with their superiors and to append their comments before it is placed in their personnel files.
 3. All such written evaluations must bear the signatures of both the evaluator and the teacher evaluated.
- E. Procedure:
 1. Supervisory evaluation reports will be presented to the teacher by the Assistant Superintendent periodically according to the following procedures:
 - a. Such reports will be issued in the name of the Assistant Superintendent based upon a compilation of reports, of observations, and of discussions with any or all supervisory personnel who come into contact with the teacher in their supervisory capacity.
 - b. Instructional leaders are asked to counsel teachers on a regular, informal basis in order to improve instruction.

- c. The specified instructional leaders are asked to submit the attached evaluation form to the Assistant Superintendent as indicated below.
- (1) First evaluation - nontenure teachers - October-November
 - (2) Second evaluation - nontenure teachers - January-February
 - (3) Third evaluation - nontenure teachers should be made when desired
 - (4) Evaluation of tenure teachers shall take place between October and March
 - (5) In all instances evaluation should not be based on a single observation of the teacher concerned.
- d. During February and March each teacher shall have a formal conference with his Coordinator and the Assistant Superintendent. The Superintendent may attend any of these conferences. This specific conference is in addition to the many informal discussions that will go on throughout the year. The teacher's performance is to be discussed at this conference.
- e. A final evaluation is then given to the Superintendent for his information and for placement in the personnel file.
- f. A copy of the final evaluation is given the teacher, his immediate superior, and the Assistant Superintendent retains a copy.

NORTH HUNTERDON REGIONAL HIGH SCHOOL

Annandale, New Jersey

Date: _____

Teacher: _____

Teacher's Signature: _____

Subject: _____

Evaluators: _____

1. Summary rating which best describes teacher: _____

2. Suggestions made to help teacher improve his work:

3. Performance and qualities:

Knowledge of subject matter	_____	Attention to required clerical work	_____
Careful daily preparation	_____	Personal appearance	_____
Skill in motivating students	_____	Use of English	_____
Student learning activities	_____	Attitude	_____
Use of aids and equipment	_____	Amenability to criticism	_____
Evaluation of student growth	_____	Cooperation and adaptability	_____
Ability in classroom discipline and management	_____	Care of room, equipment, supplies	_____

Rating Scale:

Superior - 1 Good - 2 Satisfactory - 3 Doubtful - 4 Unsatisfactory - 5
(no contract/no increment.)

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 teacher's 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 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 presently in the teacher's personnel file shall be duplicated and delivered to the teacher at his request during the period of the present contract and all further such material shall be signed by the teacher in question, duplicated and delivered to said teacher for his own disposition. Pre-employment records and letters of recommendation are to be excluded from the duplication process.
- D. Material destined for the teacher's file must be signed by the teacher upon presentation by the administrator in question. Any material not signed by the teacher in question and duplicated may not be used in the grievance procedure.

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. Teachers will be notified as soon as administratively possible of the courses (subjects) they are to teach and notification of any change in assignment shall be made promptly.

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, not to earn an undergraduate degree.
4. Attendance must be at an accredited college or university.
5. Courses must be approved prior to registration by a committee composed of the Superintendent, Assistant Superintendent, Curriculum and Instruction, and the Coordinator.
6. Reimbursement shall cover full tuition costs for all approved graduate courses completed in the teacher's subject field and half the tuition costs of non-subject field graduate courses.
7. 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.
8. Graduate study credits are limited to six per high school semester for actively employed teachers.
9. Notification of intention to take courses should be submitted on a specific request form by November 15 for purposes of budgeting funds.

B. Medical Insurance:

1. Teachers and all other employees shall be entitled to full Blue Cross-Blue Shield payments for single and/or family plans, plus Rider "J" including the 120 days program.
2. As of the beginning of the 1969-70 school year the Board of Education shall provide full payment of single and/or family major-medical coverage for all individuals governed by the agreements of this contract.

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 assignment. However, their total in school work day shall not exceed more than seven and one-half (7½) 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 (7½) hours shall be reimbursed at the rate of \$7.50 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 should not have more than five teaching periods per day wherever possible. The administration may assign six teaching periods when conditions require it, or a teacher may desire such an assignment. 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.
- 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 daily duty free lunch period equivalent to that of the students.
- F. Teachers may leave the building upon notification to the administrator in charge during their duty free lunch periods and at other times with permission of the Superintendent or Assistant Superintendent.
- 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 meeting 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 subject area meetings. 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 such instance in advance if possible. Disagreement whether an exception is justified shall be subject to the Grievance Procedure.

ARTICLE XIII

TEACHER FACILITIES

- A. Insofar as possible and necessary the following should be adhered to and where not possible or practical under existing conditions, should be included in the planning for expansion.
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 exclusive 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 dining area for the exclusive use of the teachers;
 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 Class Size in the North Hunterdon Regional High School will be maintained at optimal education size as soon as the number of classrooms and pupils in the school make this possible.
- B. Every class should be conducted in a standard classroom.

ARTICLE XV

NON-TEACHING DUTIES

- A. Teachers shall not normally be required to make collections for outside vendors, such as pictures, insurance, etc.
- B. The Board of Education not only recognizes the desirability of employing aides to perform certain non-teaching 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 Assistant Superintendent. When personal cars are used voluntarily and with administrative approval, reimbursement shall be at the rate of ten cents (10¢) per mile.

ARTICLE XVI

SALARIES

It is agreed by the Board of Education and the Teachers' Association that it is desirable to provide and maintain the best educational system possible within the means of the school community. A school that is purposeful in its program and alert to the needs of the student personnel, will have a teaching staff that is experienced, adequately trained, ethical, conscientious and happy in its work. To this end the Board of Education and the Teachers' Association agree to the following salary provision of this contract:

- A. A Bachelor's degree shall mean a degree conferred by a college or university whose courses for such a degree are acceptable to the State Board of Examiners for certification purposes. A Master's degree or the equivalent shall mean a degree conferred by a college or university whose course for such a degree are acceptable to the State Board of Examiners for certification or proof of the satisfactory completion of 30 additional semester hours in graduate courses beyond the Bachelor's degree in any university or college whose courses for a Master's degree are acceptable to the State Board of Examiners for certification. Master's degree in subject field shall mean a degree conferred by a college or university whose courses for such a degree are acceptable to the State Board of Examiners for certification. The degree must be in a specific field and be so certified by the proper college authorities. Credits earned beyond the Master's degree must also be acceptable to the State Board of Examiners for certification.
- B. Objectives of the salary guide:
 1. To obtain and hold teachers who are adequately trained, competent and personally desirable.
 2. To make it possible for teachers to devote full time and energy to their profession.
 3. To recognize and reward professional services and training gained in this and other school systems.
 4. To encourage cultural growth.
 5. To maintain teacher morale and efficiency by providing a definite salary guide that rewards service, training and competence.
- C. The following agreement for the administration of salaries for teachers in the North Hunterdon Regional High School District shall become effective July 1, 1969.

D. 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 guide, new teachers will receive full credit for successful experience in some other school system for the first ten years.

E. Military Experience:

1. 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 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.

F. 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 the introduction of this article.
2. Adjustments 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 #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 and separate from the contract salary.

G. Adjustment to Guide:

1. Adjustment to guide for regular teachers shall be in full beginning September 1, 1969.
2. To qualify for placement on the guide in Columns 2, 3, 4, 5, 6.
 - a. Columns 2, 3
 - (1) Credits beyond an A.B. degree must be graduate credits.

- (2) For placement on Column 2, a minimum of fifteen (15) graduate credits beyond the A.B. degree is required.
- (3) For placement on Column 3 a minimum of thirty (30) graduate credits beyond the A.B. degree or a Master's degree out of field is required.

b. Column 4

- (1) 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 Master's degree in field plus 30 graduate credits. (Total graduate credits must equal 60 of which 36 must be in field.)

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

f. Notification requesting advancement to a new salary column must be made by written notice on or before November 1 of the preceding year.

H. Steps

For the purpose of administration of the salary guide, 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 such 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.

I. Super Maximum

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

J. Increments:

1. Any and all annual increments may be withheld by the Board of Education upon its own motion or upon recommendation of the Superintendent. Reasons for withholding shall be furnished to the teacher(s). In this connection, staff members are expected to work continually for the best interest of the individual pupil and the school, cooperate with the total school program, and make a responsible attempt to grow professionally.
2. 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.
3. A teacher who feels that just recognition has not been granted for services rendered may appeal his case. Procedures outlined in the Grievance article in the contract must be followed.

K. Non Degree:

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 in so far as it concerns interpretation of this salary guide.

L. 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 merits the adjustment.

ARTICLE XVII

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of September 1, 1969 and shall continue in effect until July 1, 1970, subject to the Association's right to negotiate over a successor Agreement as provided in ARTICLE II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- 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

Step	Ratio	I	II	III	IV	V	VI
		AB	AB + 15	AB+30 (1) MA Non-Fd	MA Field MA+15 (2)	MA Fd+15(3) MA+30 (4)	MAFd+30(5)
1	1.00	6,900	7,245	7,590	7,935	8,280	8,625
2	1.05	7,245	7,605	7,970	8,330	8,695	9,055
3	1.10	7,590	7,965	8,350	8,725	9,110	9,485
4	1.15	7,935	8,325	8,730	9,120	9,525	9,915
5	1.20	8,280	8,685	9,110	9,515	9,940	10,345
6	1.25	8,625	9,045	9,490	9,910	10,355	10,775
7	1.30	8,970	9,405	9,870	10,305	10,770	11,205
8	1.35	9,315	9,765	10,250	10,700	11,185	11,635
9	1.40	9,660	10,125	10,630	11,095	11,600	12,065
10	1.45	10,005	10,485	11,010	11,490	12,015	12,495
11	1.50	10,350	10,845	11,390	11,885	12,430	12,925
12	1.55		11,205	11,770	12,280	12,845	13,355
13	1.60			12,150	12,675	13,260	13,785
14	1.65				13,070	13,675	14,215
15	1.70					14,090	14,645
16							15,075
Incre.		10 @ 345	11 @ 360	12 @ 380	13 @ 395	14@ 415	15@ 430

(1) Graduate Credits

(2) MA in Field or MA non-field + 15 Graduate Credits in field

(3) MA in Field + 15 Graduate Credits (total Graduate Credits 45)
27 Graduate Credits in Field

(4) MA non-field + 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 NON-ATHLETIC ASSIGNMENTS

<u>Position</u>	<u>Probationary Salary</u>	<u>Final Salary</u>
1. Yearbook-Advisor	\$500.00	\$700.00
2. Yearbook-Assistant	\$250.00	\$350.00
3. Regitonian - News column	\$500.00	\$700.00
4. All Plays and Shows (2 for musicals)	\$200.00	\$350.00
5. Dramatics and Stage Coordinator	\$300.00	\$500.00
6. Set Supervisor and Designer (per set)	\$100.00	\$150.00
7. Student Council Advisor	\$350.00	\$500.00
8. National Honor Society	\$150.00	\$250.00
9. Band - Twirlers	\$400.00	\$500.00
10. Class Advisors		
(a) Senior - Including Washington Trip	\$300.00	\$500.00
(b) Junior - Including Prom	\$300.00	\$500.00
(c) Sophomore	\$250.00	\$400.00
(d) Freshman	\$200.00	\$350.00
(e) Assistant Advisors	\$100.00	\$150.00
11. Dances		
(a) Head Chaperone	\$ 25.00	per dance
(b) Assistant Chaperones	\$ 10.00	per dance
12. Make-Up Supervisor	\$ 5.00	per hour
13. After School Supervisor	\$ 5.00	per hour
14. Home Instruction	\$ 7.50	per hour

- Notes: (1) Two extra duty payment levels, probationary and final.
- (2) Advisors being paid for first time begin on probationary level.
- (3) Advisors formally paid and continuing in the area go to final step.
- (4) Probationary period not to be longer than one year.