AGREEMENT

THIS BOOK DOES NOT CIRCULATE

MADE this

day of

, 1969

BY AND BETWEEN

THE BOARD OF EDUCATION OF THE VILLAGE OF RIDGEFIELD PARK

hereinafter referred to as "Board".

AND

RIDGEFIELD PARK EDUCATION ASSOCIATION,

hereinafter referred to as "Association".

In consideration of the following mutual covenants it is hereby agreed between the parties as follows:

ARTICLE I - RECOGNITION

The Board hereby recognizes Association as the exclusive and sole representative for collective negotiations concerning terms and conditions of employment for all certificated personnel under contract or on leave including:

> Classroom Teachers Nurses Guidance Counsellors Librarians

Social Workers Reading Teachers Home Instruction Teachers Speech Therapists

Supplemental Instructors

But Excluding:

Principals Vice Principals Director of Athletics Psychologists

Director of Student Personnel Service

and any other person exercising wholly supervisory functions or duties.

B. Unless otherwise indicated, the term "Teachers" when used in this Agreement shall refer to all professional employees represented by the Association in the negotiating unit as above defined and reference to male teachers shall include female teachers.

ARTICLE II - NEGOTIATIONS PROCEDURE

Association Negotiating Committee shall meet twice annually and, at the request of either party, at such additional times as the parties shall agree upon, for the purpose of reviewing the administration of this Agreement and to resolve problems that might arise which meetings, however, are not intended to bypass the Grievance Procedure hereinafter provided for.

least three (3) days prior to such meeting or meetings, an agenda or agendas covering the matters they wish to discuss.

All meetings between the parties shall be scheduled, whenever possible, to take place when the teachers involved are free from assigned instructional responsibilities unless otherwise agreed to between the parties. Said meetings shall be limited to discussions relative to the administration of this contract.

ARTICLE III - GRIEVANCE PROCEDURE

The Grievance Procedure shall be that set forth in Schedule A, which is annexed to this Agreement, made a part hereof, and incorporated herein by reference as though set forth at length.

ARTICLE IV - TEACHERS RIGHTS

Teachers shall enjoy all rights granted under and by virtue of the provisions of Chapter 303 of the Laws of 1968 or under any other laws of the State of New Jersey, the United States,

and the Constitution of the United States and of the State of New Jersey. They shall not be discriminated against, coerced or reprimanded by virtue of their exercise of any or all of such rights.

before the Superintendent, any principal, the Board or any Committee or member thereof concerning any matter which could adversely affect the status of that teacher in the System, he shall be given adequate prior notice of the specific purpose of such meeting or interview and shall be entitled to have a presentative of the Association present to advise him and represent him during such meeting or interview.

The provisions of the above paragraph relative to the interview and the representation to which a teacher is declared to be entitled during said interview, shall not, however, be deemed to apply in cases involving non-tenure teachers where the purpose of said interview is to discuss the question as to whether or not said teacher will be offered a contract of re-employment in the Ridgefield Park School System.

No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

ARTICLE V - ASSOCIATION RIGHTS AND PRIVILEGES

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.

The Association and its representatives shall have the privilege of using school buildings at all reasonable hours for meetings provided, however, that the use of said buildings for meeting purposes shall not conflict with other school activities that may then be pending and, provided further, that the use of said buildings by the Association and its representative shall not entail any additional expense to Board.

whenever the Association or its representatives propose to use school buildings, approval for said use shall be sought of the principal of the building in question as far in advance as possible. The Association and its members shall not have the right to use said buildings without the approval of the principal first being obtained, which consent, however, shall not be unreasonably withheld.

The Association shall be permitted to use school typewriters, mimeographing machines, or other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use. In the event while said equipment is being used by the Association, any damage should occur thereto by reason of the negligence of the Association and/or its members, then and in such event, the Association shall pay to Board the cost of repairing such damage.

It shall be the obligation of the Association to furnish its own supplies to be used in connection with the machinery and equipment hereinabove referred to.

There shall be made available to the AssociaBMRD
tion in each school building, a Bulletin for the exclusive use of

said Association, which Bulletin Board shall be housed in the Faculty Lounge.

The Association shall have the right to use the inter-school mail facilities but only in connection with Association business and excluding the use of said facilities for a general distribution. The Association shall also have the right to use the school mail boxes in connection with its business.

ARTICLE VI - SALARIES

Salaries of all teachers covered by this Agreement shall be that set forth in Schedule B which is annexed hereto, made a part hereof, and incorporated herein by reference as though set forth at length.

ARTICLE VII - PROMOTIONS

All vacancies in existing or newly created positions shall be publicized by the Superintendent.

that the responsibility for filling any and all positions is that of the Board and the determination of the Board in connection with the filling of any and all positions shall be conclusive, final and binding on the parties and the action of the Board shall not be subject to the Grievance Procedure in connection with the filling of any publicized positions or any promotions.

ARTICLE VIII - TEACHER FACILITIES

Commencing with the school year 1969-1970, Board shall provide gym uniforms for physical education teachers, smocks for art and home econimics teachers, laboratory coats for laboratory

science teachers, uniforms for vocational and industrial arts teachers.

ARTICLE IX - SICK LEAVE

As of September 1, 1969, all teachers employed shall be entitled to one sick leave day per working month for which the teacher is employed, which leave shall accrue as of the first official day of the school year in question whether or not the teacher reports for duty on said day. Unused sick leave shall accumulate from year to year without limitation.

Teachers shall present, when requested by the Superintendent, doctors certificates in cases of absence due to personal illness of five (5) or more consecutive days.

ARTICLE X - PERSONAL LEAVE

As of the beginning of the 1969-1970 school year, the following personal leave days shall be allowed teachers in the School System:

- (a) An allowance of up to three (3) days leave at full pay shall be granted in instances of death in the immediate family. Immediate family shall be considered: father, mother, spouse, child, brother, sister, or any member of the immediate household.
- (b) The allowance of one (1) day's leave at full pay shall be granted in instances of death of other relatives or close friends provided, however, that the Superintendent shall approve such request.

(c) An allowance of up to five (5) days leave, per school year, at full pay, shall be granted, with prior approval of the Superintendent, for business of the following nature: legal business, family or religious matters which require absence during school hours. Application to the teacher's principal or other immediate superior for personal leave, shall be made at least five (5) days before the taking of such leave except in cases of emergency.

Nothing contained herein shall be deemed to limit the right of the Board of Education to grant personal leave with pay in such instances as may be determined by the Board of Education in its discretion to warrant making such payments.

ARTICLE XI - SABBATICAL LEAVES

A sabbatical leave will be granted to a teacher by the Board for study purposes, including study in another area of specialization, subject however, to the following conditions:

- (a) Provided there are sufficient qualified applicants and provided further, that the applicant seeking permission to take sabbatical leave can be spared by the Board during the year when the application for said leave is requested.
- (b) Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be mutually agreed upon by the Association and the Superintendent, no later than March 1st in any one year, and action shall be taken on all such requests by no later than April 30th of the school year preceding that school year for which the sabbatical leave is requested.

- (c) The teachers requesting sabbatical leave shall be required to state, among other things, the following:
 - (1) The purpose of the leave;
- (2) The program to be followed by the teacher while on leave;
- (3) A statement of the benefits the teacher believes will accrue to the System by reason of having such leave approved;
- (4) An agreement upon the part of the teacher that upon completion of the sabbatical leave, said teacher will return to the Ridgefield Park School System for a period of at least one year following the completion of the sabbatical leave.
- (d) In connection with the determination as to which teacher or teachers shall be granted sabbatical leave, due consideration shall be given to the order in which said requests for sabbatical leave have been filed.
- (e) No application for sabbatical leave shall be considered until such time as the teacher requesting such leave shall have completed at least seven (7) full school years of service in the Ridgefield Park School District.
- (f) A teacher on sabbatical leave shall be paid by the Board at 50% of the salary rate which he would have received if he had remained on active duty in the system.
- (g) Upon return from sabbatical leave a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during said period of absence.

ARTICLE XII - PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

Commencing with 1969-1970 school year:

- (a) When a teacher's attendance is required and/or requested by the administration to take regular credit courses, then the Board will pay 75% of the full cost of tuition.
- (b) When a teacher requests approval of graduate courses to be taken, the Board will pay 50% of the tuition costs for such courses which are directly related to the teacher's work, provided said courses have been approved by the Superintendent.
- (c) The Board will pay the reasonable expenses (including fees, meals, lodging, and/or transportation) incurred by teachers who attend workshops, seminars, conferences, in-service training sessions or other sessions which may have been approved by the Superintendent.
- (d) The Board will cooperate with the Association in arranging in-service courses, workshops, conferences, and programs designed to improve the quality of instruction.

ARTICLE XIII - INSURANCE PROVISIONS

As of the beginning of the 1969-1970 school year, the Board shall provide the health care insurance protection here-inafter set forth. The Board shall pay the full premium for single coverage for each teacher, and in cases where appropriate, 50% for family insurance coverage.

- (a) For each teacher who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve month period commencing September 1st and ending August 31st; when necessary, premiums in behalf of the teachers shall be made retroactively or prospectively to assure uninterrupted participation and coverage.
- (b) Provisions of the Health Insurance Program shall be detailed in master policies in contracts agreed upon by the Board and the Association and shall include all the provisions of the New Jersey Public and School Employees Health Benefit Plans.

The Board shall attempt to provide each teacher with a description of the health care insurance coverage provided under this Article no later than the beginning of the 1969-70 school year, which shall include a clear description of the conditions and limits of coverage as listed above. The Board shall, in any case, provide the Association with full particulars concerning the health care insurance coverage program. Any change which may occur during the year in connection with said program will be communicated promptly to the Association.

ARTICLE XIV- TEACHING HOURS

- A. One o'clock sessions shall be held prior to Thanksgiving vacation period and on the day of Back-to-School Night. On the day of high school graduation, a one o'clock session shall be held in the high school.
- B. Teacher participation in field trips which extend beyond the teacher's in-school workday shall be voluntary.

c. Normally, the teacher's in-school work day shall be as stated in the 1969-70 Faculty Service Manual. The in-school work day shall not exceed eight hours except in an emergency, and may be shortened at the sole discretion of the principal.

ARTICLE XV - EXTENDED LEAVES OF ABSENCE

- A. 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. The teacher may elect the leave to become effective immediately or no later than four (4) months prior to the anticipated date of birth of the child and shall terminate no earlier than one (1) month after the birth of the child, except in cases of still—birth, in which case the teacher may elect to return to her position at an 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.
- B. Other leaves of absence without pay may be granted by the Board at its discretion.
- c. All extensions or renewals or leaves shall be applied for in writing and when granted, shall be granted in writing.

ARTICLE XVI - BOARD RIGHTS

The Board retains and reserves unto itself, without limitations, all of the powers, rights, authority, duties, and responsibilities, conferred upon and vested in it by the laws and Constitution of the State of New Jersey and of the United States, by the decisions of the Courts of the United States and of the State of New Jersey, or the Commissioner of Education and the State Board of Education of the State of New Jersey.

ARTICLE XVII -DEDUCTIONS FOR DUES

Pursuant to the provisions of Chapter 310 of the Laws of 1967 (R.S.52:14-15.9e) whenever any employee shall indicate in writing to the Board, his desire to have deductions made from his compensation for the purpose of paying the employee's dues to the Association, said dues shall be deducted from the compensation of such employees and the monies so deducted shall be transmitted to the Association designated by the employee in such request.

Wherever the employee wishes to have dues deducted for more than one organization, but the payment thereof to be made through the Association, he shall indicate in the authorization to the Board and the monies so authorized to be deducted shall be deducted from the compensation of the employee and transmitted to the Association in accordance with the authorization filed with the Board.

The Association Treasurer shall be obligated to disburse the monies transmitted to the Association by the Board in accordance with the authorization received from the employees to the appropriate association or associations indicated in the authorization signed by the employee. The form upon which said authorizations are contained shall be agreed upon between the parties.

The filing of a notice of a teacher's withdrawal shall be prior to December 1st and become effective to halt deductions as of January 1st next succeeding the date on which the notice of withdrawal is filed.

ARTICLE XVIII - MISCELLANEOUS PROVISIONS

- cation of this Agreement by any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications of this Agreement shall continue to remain in full force and effect.
- B. Copies of this Agreement shall be reproduced at the expense of the Board and the Association within thirty (30) days after said agreement has been signed by the parties and shall be presented to all teachers now employed or hereafter to be employed in the Ridgefield Park School system.
- c. Whenever any notice is required to be given by either party of the other, pursuant to the provisions of this Agreement, the notice or notices shall be by written communication addressed as follows:
 - President
 Ridgefield Park Education Association
 at the School where he is assigned or
 to his home address.
 - 2. If by the Association to Board
 Ridgefield Park Board of Education
 47 Mount Vernon Street
 Ridgefield Park, New Jersey

ARTICLE XIX - DURATION OF AGREEMENT

This Agreement shall become effective as of July 1, 1969 and shall continue in effect until June 30, 1970.

IN WITNESS WHEREOF, ASSOCIATION has caused this Agreement to be signed by its President and Secretary, and BOARD has caused this Agreement to be executed by its President, attested by its Secretary, and its corporate seal to be hereunto affixed the day and year first above written.

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SCHEDULE A

GRIEVANCE PROCEDURE

The term "grievance" means a complaint by any employee that, as to him, there has been an inequitable, improper, or unjust application, interpretation, or violation of a policy, agreement, or administrative decision affecting said employee.

The term "grievance" and the procedure relative thereto, shall not be deemed applicable in the following instances:

- (a) The failure or refusal of the Board to renew the contract of a non-tenure employee.
- (b) In matters where the Board is without authority to act.

In the following instances, an employee shall have the right to invoke the grievance procedure up to the hearing before the Board of Education, and upon a determination of the grievance being made by the Board, the procedure thereafter shall be by petition filed with the Commissioner of Education:

- (a) In matters where a method of review is prescribed by law or by any rule, regulation, or by-law of the State Commissioner of Education, or the State Board of Education.
- (b) In matters involving the sole and unlimited discretion of the Board.
- (c) In matters where the discretion of the Board may not be unlimited but where after the exercise of such discretion, a further review of the Board's action is available to employees under provisions of State Law.

DEFINITIONS

The term "employee" shall mean any regularly employed individual receiving compensation from the Board but shall not include the Superintendent.

The term "representative" shall include the Ridgefield Park Education Association or any person designated by the Ridgefield Park Education Association or by the Board to act on its or their behalf and to represent it or them.

The term "immediate" superior shall mean the person to whom the aggrieved employee is directly responsible under the Table of Organization prevailing in this School District.

The term "party" means an aggrieved employee, his immediate superior, the school principal or any staff member below the Superintendent who may be affected by the determination of the Superintendent in connection with the procedure herein established.

PROCEDURE

- l. An aggrieved employee shall institute action under the provisions hereof within thirty (30) calendar days of the occurrence complained of, or within thirty (30) calendar days after he would reasonably be expected to know of its occurrence. Failure to act within said thirty (30) day period, shall be deemed to constitute an abandonment of the grievance.
- 2. An employee processing a grievance, shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal.
- 3. In the presentation of a grievance, the employee shall have the right to present his own appeal or to designate a representative to appear with him at any step in his appeal. A minority organization shall not have the right to present or process a grievance.
- 4. Whenever the employee appears with a representative, the Board shall have the right to designate a representative to participate at any stage of the grievance procedure.
- 5. An employee shall first discuss his grievance orally with his immediate superior (Supervisor, or Principal). Where the immediate superior is below the rank of Principal, the Principal shall be notified and shall have the right to be present at and to participate in said hearing. A decision shall be rendered within five (5) days of said hearing.
- 6. If the grievance is not resolved to the employee's satisfaction, within five (5) days from the determination referred to in Paragraph 5 above, the employee shall submit his grievance to the Superintendent of Schools in writing, specifying:
 - (a) The nature of the grievance;
 - (b) The results of the previous discussion;
 - (c) The basis of his dissatisfaction with the determination.
- 7. A copy of the writing called for in Paragraph 6 above, shall be furnished to the school principal and to the immediate superior of the aggrieved employee.
- 8. Within ten (10) days from the receipt of the written grievance (unless a different period is mutually agreed upon), the Superintendent shall hold a hearing at which all parties in interest shall have the right to be heard.
- 9. Within ten (10) days of said hearing (unless a different period is mutually agreed upon), the Superintendent shall, in writing, advise the employee and his representative, if there be one, of his determination and shall forward a copy of said determination to the school principal and to the immediate superior of the aggrieved employee.

different period is mutually agreed upon), the Superintendent shall, in writing, advise the employee and his representative, if there be one, of his determination and shall forward a copy of said determination to the school principal and to the immediate superior of the aggrieved employee.

- 10. In the event of the failure of the Superintendent to act in accordance with the provisions of Paragraphs 8 and 9, or, in the event a determination by him in accordance with the provisions thereof, is deemed unsatisfactory by either party the dissatisfied party, within ten (10) days of the failure of the Superintendent to act or within ten (10) days of the determination by him, may appeal to the Board of Education.
- ll. Where an appeal is taken to the Board, there shall be submitted by the appellant the writing set forth in Paragraphs 6 and 9, and a further statement in writing setting forth the appellant's dissatisfaction with the Superintendent's action. A copy of said statement shall be furnished to the Superintendent and to the adverse party.
- 12. If the appellant, in his appeal to the Board, does not request a hearing, the Board may consider the appeal on the written record submitted to it, or the Board may, on its own, conduct a hearing; or it may request the submission of additional written material. Where additional written materials are requested by the Board, copies thereof, shall be served upon the adverse parties who shall have the right to: reply thereto. Where the appellant requests in writing, a hearing before the Board, a hearing shall be held.
- 13. The Board shall make a determination within thirty (30) days from the receipt of the grievance and shall in writing notify the employee, his representative if there be one, the principal, and the Superintendent of its determination. This time period may be extended by mutual agreement of the parties.
- 14. In the event an employee is dissatisfied with the determination of the Board he shall have the right to request advisory arbitration pursuant to rules and regulations established by the Public Employment Relations Commission under the provisions of Chapter 303, Laws of 1968.

A request for advisory arbitration shall be made no later than fifteen (15) days following the determination of the Board. Failure to file within said time period shall constitute a bar to such arbitration unless the aggrieved employee and the Board shall mutually agree upon a longer time period within which to assert such a demand.

In the event of arbitration, the costs of the arbitrator's services shall be shared by the parties and each of the parties shall bear their own costs.

- principal or by any employee who is not subject to the jurisdiction of any principal or who may be answerable to more than one principal, he shall discuss his grievance initially with the Superintendent and if dissatisfied with the determination, may appeal to the Board in accordance with the provisions herein set forth.
- direct order, ruling or determination of the Superintendent, the aggrieved employee may appeal directly to the Board within ten (10) days of the issuance of said order, ruling or directive, or within ten (10) days of the time when same have been brought to the employee's attention, by filing with the Secretary of the Board, a writing setting forth:
 - (a) The order, ruling or determination complained of;
 - (b) The basis of the complaint;
 - (c) A request for a hearing if a hearing is desired.

A copy of the writings set forth above shall be served upon the Superintendent who shall have the right to reply in writing thereto. A copy of such reply shall be served upon the aggrieved employee.

- 17. Upon receipt of a grievance filed under the provisions of Paragraph 15, the procedure shall be as set forth in Paragraphs 12 and 13.
- 18. All employees shall be entitled to resort to the full procedure hereinabove set forth.
- that it cannot be processed through all of the steps in the procedure hereinbefore set forth so as to be disposed of by the end of the school year, and if left unresolved until the beginning of the following school year, irreparable harm might result to a party in interest, the time limits set forth above shall be reduced so that the grievance procedure may be exercised prior to the end of the school year or, in the event same cannot be completed prior to the end of the school year, then as soon thereafter as is practicable.

SCHEDULE B
SALARY GUIDE
1969 - 1970

	Nurse	BA	+10	+20	MA	+10	+20	+30	Doct.
1.	5250	6800	6900	7100	7 500	7600	7800	8200	9200
2.	5500	7100	7200	7400	7800	7900	8100	8500	9500
3.	5750	7400	7500	7700	8100	8200	8400	8800	9800
4.	6000	7700	7800	8000	8400	8500	8700	9100	10100
5.	6250	8000	8100	8300	8700	8800	9000	9500	10500
6.	6550	8300	8400	8600	9000	9100	9300	9900	10900
7.	6800	8600	8700	8900	9300	9400	9600	10300	11300
8.	7050	8900	9000	9200	9700	9800	10000	10700	11700
9.	7300	9200	9300	9500	10100	10200	10400	11100	12100
10.	7600	9500	9600	9800	10500	10600	10800	11600	12600
11.	7 900	9800	9900	10100	10900	11000	11200	12100	13100
12.	•	10100	10200	10400	11300	11400	11600	12600	13600
13.	\	10500	10600	10800	11700	11800	12000	13100	14100
14.		10900	11000	11200	12100	12200	12400	13600	14600

SCHEDULE B (continued)

HIGH SCHOOL

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	POSITION		COMPENSATION
	Administrative	Assistant	\$500, released from one teaching period, study period and homeroom.
	Audio-Visual		\$500, released from one teaching period, study period, and homeroom.
-	Class Advisor,	Freshman Sophomore Junior Senior	\$100 \$100 \$325, released from study period. \$325, released from study period.
	Cooperative Edu	ication	\$350
	-Social S	irman Business Education tudies, English ics, Industrial	Released from one teaching period and study period. \$800 \$700
	Arts, F	oreign Language, Art	\$600
	Director of Bar	nd	\$500
	Guidance		5% above teacher scale.
	Idler		\$400, released from one teaching period.
	Idler Business	Advisor	Released from study period.
	Librarian		\$1000 above teacher scale.
	Melodiers		\$300
	Scarlet Quill	ADVISOR	\$400 released from one teaching period, study period, and regular homeroom period.
	Scarlet Quill	Business Advisor	\$100, released from study period
	School Bank (TREASURER OF RPHS FUND)	Released from study period.
	Senior Play	e eta	\$600
	Stage Lighting	Technician	\$7 per hour
	Student Counci	11	\$300, released from study period and homeroom.
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Color Guard

SCHEDULE B (Continued)

Elementary Schools

POSITION	eran kulu ali	COMPENSATION
Audio Visuals	\$10	00 each
Safety Patrols	\$1	00 each
Student Council	\$1	00
Supplementary Teach	3/ fo	5 of salary on guide r 3 days weekly service
Teacher-in-Charge	\$4	00 each
Year Book	\$2	00

COACHES

Football Head Coach Assistants Freshman Head Freshman Asst.	\$975 \$500 each \$525 \$425	Track Head Coach Assistant Freshman	\$800 \$550 \$475
Basketball Head Coach Assistant Freshman	\$850 \$550 \$500	Wrestling Head Coach Assistant	\$800 \$550
8th Grade	\$150	Cross Country Head Coach	\$500
Baseball Head Coach Assistant Freshman	\$800 \$550 \$ 475	Fencing Head Coach	\$325

Cheerleading	
Varsity-JV	\$350
Freshman	\$175
8th Grade	\$100

SYSTEM-WIDE

• "	
Home Instruction Teachers Social Worker	\$7 per hour \$4840 for 2 days work per week
Student-teacher Supervision Substitute Teachers	\$30 \$23 per day, \$27 begin- ning on 11th day.

Employment beyond the ten month school year shall be compensated on a pro-rated basis. For example, an additional 10% of salary will be paid for an additional month's work.