

AGREEMENT
Between the
BOARD OF EDUCATION
WEST ESSEX REGIONAL SCHOOL DISTRICT
and the
WEST ESSEX EDUCATION ASSOCIATION
2007-2008
2008-2009
2009-2010

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PREAMBLE

This agreement is entered into as of the 1st day of July 2007, between the Board of Education of the West Essex Regional School District, hereinafter called the "Board" and the West Essex Education Association, hereinafter called the "Association."

The Board and the Association recognize and declare that providing a quality education for the children of the West Essex Regional School District is their mutual aim and that the character of such education depends upon their mutual cooperation.

The Board has an obligation pursuant to N.J.S.A. 34:13A to negotiate with the Association as the representative of the employees hereinafter designated with respect to the terms and conditions of employment.

The parties have reached certain understandings which they desire to confirm in this Agreement. The Board and the Association agree as follows:

ARTICLE 1 Recognition

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning grievances and terms and conditions of employment for the following personnel whether under contract, on leave, employed or to be employed by the Board, including:
1. Teachers
 2. Lead Teachers
 3. Counselors
 4. Librarians
 5. Child Study Team (including Transition Coordinator & Instructional and Intervention Coordinator)
 6. Part-Time Teachers
 7. Nurses

but excluding supervisory and executive personnel, office, clerical, maintenance and operating employees, such as but not limited to principals, assistant principals, administrative assistants, supervisors, coordinators, directors and aides.

- B. Unless otherwise indicated, the term "teacher" when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the negotiating unit as above defined.

ARTICLE 2
Negotiation of Successor Agreement

- A. The Parties agree to enter into collective negotiation over a successor Agreement in accordance with N.J.S.A. 34:13A in a good faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. On or before January 31 of the year the Agreement terminates, the Board shall provide the Association with a salary guide scattergram for all employees, an insurance cost analysis, and a copy of the most recent audit of the current district budget. Negotiations shall commence on or about March 1 of the current year in which this agreement terminates.
- B. The Parties mutually pledge that their representatives shall be clothed with all the 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 parties except by an instrument in writing duly executed by both parties.

ARTICLE 3
Grievance Procedure

- A. Definition
 - 1. A grievance is a claim by an employee or employee representative that he/she has suffered harm by the interpretation, application or violation of policies, agreements and administrative decisions affecting him/her
 - 2. A grievance to be considered under this procedure must be initiated in writing within thirty (30) calendar days from the time when the grievant knew or should have known of its occurrence.
- B. Procedure
 - 1. a. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision
 - b. It is understood that any employee grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the

Board until such grievance and any effect thereof shall have been duly determined.

2. Any employee grievant who has a grievance shall discuss it first with his/her principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level. The principal (or immediate superior or department head, if applicable) shall give his/her decision within five (5) school days.
3. The employee grievant, no later than five (5) school days after receipt of the decision of the principal or other immediate superior, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing specifying: (a) the nature of the grievance; (b) the nature and extent of the injury, loss or inconvenience; (c) the results of previous discussions; and (d) grievant's dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from receipt of the appeal. The Superintendent shall communicate decisions in writing to the employee grievant, to the Association and to the principal or other immediate superior.
4. If the grievance is not resolved to the grievant's and/or the Association's satisfaction, the grievant and/or the Association, no later than five (5) school days after receipt of the Superintendent's decision, will request a review by the Board of Education. The request shall be submitted in writing by the Association, who shall attach all related papers and forward the request to the Board Secretary with a copy to the Board of Education President. The Board, or a committee thereof, shall review the grievance and hold a hearing with the grievant/association within thirty (30) calendar days of receipt of request. If the Association is not satisfied with the disposition of the grievance at the Board Level, or if no decision has been rendered within thirty (30) calendar days after a discussion with the Board or thirty (30) calendar days after the grievance was delivered to the Board Secretary, whichever is sooner, the Association may submit the grievance to arbitration by filing with the Public Employment Relations Commission (PERC) and the rules of such agency shall apply.
5. If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant and the grievant wishes review by a third party, and if the Education Association determines that the matter should be reviewed further, it shall so advise the Board through the Superintendent, within twenty (20) school days of receipt of the Board's decision. However, the Board's decision shall be final and binding on the grievances concerning:

- a. Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education; or
 - b. A complaint of a non-tenured teacher which arises by reason of his/her not being reemployed; or
 - c. A complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure either is not possible or not required; or
 - d. Any matter which according to law is either beyond the scope of Board authority or limited to unilateral action by the Board alone.
6. a. The following procedure shall be used to secure the services of an arbitrator:
1. Either party may request the Public Employment Relations Commission (PERC) to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
 2. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they may request PERC to submit a second roster of names.
 3. If the parties are unable to determine within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, PERC may be requested by either party to designate an arbitrator.
- b. The arbitrator shall be limited to the issues submitted for arbitration and shall consider nothing else. The arbitrator can add nothing to nor subtract anything from the Agreement between the parties, or any policy of the Board of Education. The recommendations of the arbitrator shall guide both parties in reaching an agreement.
- c. Rights of Teachers to Representation:
1. Any grievant may be represented at all, stages of the grievance procedure by him/her, or, at his/her option, by the Association or by a representative selected or approved by the Association.

2. When a teacher initiates a grievance, the Association shall be notified immediately.
3. If in the judgment of the Association a grievance affects a group of teachers, the Association may submit such grievance in writing to the principal, if appropriate, otherwise to the Superintendent directly, and the processing of such grievance shall begin at that level.
4. Any teacher considering filing or processing a grievance shall be assured freedom from restraint, interference, coercion, discrimination or reprisal.
7. The costs for the services of the arbitrator, 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 incurred shall be paid by the party incurring same

ARTICLE 4
Teacher Rights

- A. Pursuant to N.J.S.A. 34:13A, the Board hereby agrees that those employees of the Board who are covered shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations. The Board undertakes and agrees that it shall not directly or indirectly discourage, deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974.
- B. No teacher shall be disciplined, reprimanded or reduced in rank or compensation, or given an adverse evaluation of his/her professional services without just cause.
- C. Whenever any teacher is required to appear before any supervisor or administrator, the Board or any committee thereof concerning any matter which could adversely affect the continuation of that teacher in his/her office, position or employment of the salary or any increments pertaining thereto, he/she shall be given prior written notice of the reasons for such meetings or interview and shall be entitled to have a person of his/her own choosing, at his or her discretion, present to advise him/her during such meeting or interview.
- D. No teacher shall be prevented from wearing pins signifying membership, in the Association or its affiliates.
- E. Any adverse, statement or criticism by a supervisor, administrator or Board member of a teacher shall be made in, confidence and not in the presence of

students, parents, or at other public gatherings. No adverse statement or criticism of a Board member, school administrator or supervisor, Board Policies or administrative decisions shall be made by a teacher in a supervisory, instructional or extracurricular activity involving students.

- F. No grade or evaluation of a student shall be changed without the approval of the teacher, unless there has been a conference which includes the teacher's supervisor, administrator, and a representative of the Association. If the grade is changed, the teacher shall be notified in writing with a copy to the WEEA files, and the name of record on the permanent card shall be the appropriate administrator. The requirements of a conference and notification shall not pertain where the grade or evaluation is changed as a result of the student's performance in summer school.

ARTICLE 5
Board Rights

- A. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and of the United States.
- B. The provisions of this Agreement shall be construed in the light of the management prerogatives vested in the Board by the foregoing legal authorities.

ARTICLE 6
Association Rights and Privileges

- A. The Board, upon written request, agrees to furnish the Association within a reasonable time, a current roster of certificated full-time personnel, including a copy of names and addresses of all teachers, and such public information in response to reasonable requests from time to time, not otherwise privileged or confidential, pertinent to the Association's responsibilities as the collective negotiations representative and as representative of a grievant. The cost of furnishing such information shall be paid for by the Association at cost to the Board.
- B. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations, or grievance proceeding the teacher shall suffer no loss in pay.
- C. Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times and hours, provided that this shall not interfere with or interrupt normal school operations, and in the case of meetings, advance notice of the time and place, and the

approval of the Superintendent or designee is required, and such approval shall not be unreasonably withheld.

- D. The Association shall be permitted to use school facilities and equipment, at reasonable times and when such equipment is not otherwise in use, with prior approval of the Superintendent or designee, with the understanding that no such equipment shall be removed from the building and that all expendables so used will be at the Association's expense. Approval shall not be unreasonably withheld. The Association shall assume the expense for any damage to the equipment while in its use.
- E. The Association shall have in each school building the exclusive use of a bulletin board in each faculty lounge or teachers' dining room.
- F. The Association shall have the right to use inter-school mail facilities and school mailboxes.
- G. Five (5) after-school, teacher duty-free Mondays, for the purpose of constitutional Association meetings, which are to be decided by the Superintendent, after consultation with the Association President, are to be placed in the Teacher's Handbook for each year.
- H. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the teachers, and to no other teacher organizations.
- I. The Board shall provide up to one period per day of released time to the President of the Association during his/her term in office. Said time shall be in addition to regular scheduled preparation time and lunch period. The Association President's teaching schedule shall be arranged, if possible, so that the lunch period, preparation period and release time period as outlined above shall occur in consecutive order. The chairperson of the grievance committee shall be permitted to conduct Association business during his/her other duty assignment as the need arises at the reasonable discretion of the building principal. The chairperson's teaching schedule shall be arranged, if possible, so that the lunch period, preparation period and other duty period are in consecutive order.
- J. The Board shall not enter into any contract which will result in instruction or professional services being provided, supervised or otherwise controlled by any person, organization, group or entity other than a properly certified person employed by the Board, unless the Board shall have given the Association written notice of its intention to enter into such a contract at least 45 days prior to a resolution therefore appearing on the agenda for a Board meeting and Board

action. The purpose of such prior notice shall be to give the Association an opportunity to consider and comment upon the Board's proposed action.

ARTICLE 7
School Calendar

- A. The Superintendent of Schools shall consult with the Association concerning development of the school calendar. The Superintendent shall recommend the school calendar to the Board.

- B. The in-school work year for teachers employed on a ten (10) month basis shall consist of 181 pupil contact days plus four (4) additional non-pupil contact days to make the total number of work days for teachers 185 days. Newly hired teachers, employed on a ten (10) month basis, shall have an in-school work year that consists of 181 pupil contact days, four (4) additional non-pupil contact days plus no more than ten (10) days prior to the start of the school year for orientation, making the total number of work days for newly hired teachers 195 days. There will be four in-service days during the school year, two before students arrive and two during the school year (one on Martin Luther King, Jr. Day and the other to be determined, but probably on Columbus Day). Teachers will have four hours of time during the first two in-service days to set up their classrooms and prepare for instruction. The last day of school for teachers will be the same as the last day for students.

- C. After final approval by the Board and according to the provisions of this Agreement, the school calendar for a given school year is to be available to all teachers by June 1st of the preceding school year.

ARTICLE 8
Teaching Hours and Teaching Load

- A.
 - 1. Teaching assignments shall be made at the discretion of the Superintendent or his/her designee and within the area of their teaching certification.

 - 2. All professional employees shall indicate their presence for duty by placing a check mark and their initials in the appropriate column of the faculty sign-in roster and sign-out roster.

 - 3. The arrival and departure times for all teachers shall be designated; however, their total in-school work day shall consist of seven (7) hours and thirty (30) minutes. It is understood that the time schedule shall not apply for faculty, department or curricular meetings and after school activities such as: detention, clubs and parent and student conferences. It is further expected by both the Board and the Association that teachers

will be available beyond the regular departure time for after school help for students.

4. On days proceeding Fridays, holidays or vacations, teachers (including guidance counselors, child study team members and librarians) may leave at the close of the pupils' day.
 5. Flex time will be permitted for guidance counselor(s) and child study team member(s) (i.e. school psychologist, social worker, LDTC) in order to conduct parent conferences beyond the regular work day.
 - a. It is understood that flextime schedule changes are voluntary, and the Superintendent, Director of Special Services, Director of Guidance, or any other administrator/director shall not unilaterally impose staff flextime schedule changes outside the regular workday.
 - b. Any flextime schedule change must be mutually agreed upon between the guidance counselor or child study team member and his/her immediate supervisor.
 - c. The guidance counselor(s) and/or child study team member(s) shall inform their immediate director/supervisor of the amount of time that he/she is owed. In addition, guidance counselor(s) and/or child study team member(s) shall designate the day for reimbursement of time.
 - d. The amount of time that is spent outside the regular workday to conduct such events, as previously stated, will be deducted from the contracted hours worked.
 - e. This equal amount of time must be made up within forty (40) school days after the school event(s) took place. No flextime may be carried over beyond forty (40) school days.
- B.
1. Teachers in both the Junior and Senior High Schools shall have a duty-free lunch period of forty-two minutes (42) except on a delayed opening whereupon teachers in both the junior and senior high schools shall have a duty-free lunch period of thirty minutes (30).
 2. Teachers may leave the building during their scheduled duty-free lunch period or, in an emergency, during their preparation period, but they shall initial the sign-in and the sign-out attendance book and the time of leaving and the time of return.

3. For as long as the school day consists of eight (8) scheduled full periods, including lunch as a full period, each full-time classroom teacher shall have daily: five (5) instructional periods, one (1) preparation period, one (1) duty-free lunch period and, for one-half the school year one (1) professional period and for the other one-half the school year one (1) duty period; and each full-time classroom teacher who is teaching a sixth class shall have daily: six (6) instructional periods, one (1) preparation period and one (1) duty-free lunch.
4. For as long as the school day consists of nine (9) full periods, including lunch as a full period, each full-time classroom teacher shall have daily: five (5) instructional periods, one (1) preparation period, one (1) duty period, one (1) duty-free lunch period and for one-half the school year one (1) professional period and for the other one-half the school year one (1) duty period; and each full-time classroom teacher who is teaching a sixth class shall have daily: six (6) instruction periods, one (1) duty period, (1) duty-free lunch period, and, for one-half the school year one (1) professional period and for the other one-half the school year one (1) duty period. Each full period will consist of forty-two (42) minutes.

Teachers shall be paid \$1,000.00 for one-half (1/2) year for volunteering to waive their professional period and fill this one-half (1/2) period with a duty period. Payment shall be included in full within the first pay check following the end of the first semester, if the duty is worked for the full first semester or if the duty is worked for the full second semester, payment will be included in full within the last paycheck of the year. This language does not compromise Article 8, Section B, paragraph 6.

5. The scheduling of the one-half year professional and duty periods will be mutually agreed upon by the administrator and teacher by marking periods as follows:
 - a. An informal consultation between the administration and the teacher shall occur to reach a mutually satisfactory arrangement.
 - b. If a mutually satisfactory arrangement is not reached at the informal consultation, there shall be a formal meeting to continue discussion to reach a mutually satisfactory arrangement. The teacher shall be entitled to have a representative at this meeting.
 - c. Only if a mutually satisfactory arrangement cannot be reached after good faith discussions have occurred, the administration shall have the right to make the assignment based on the needs of the school district.

- d. The professional period shall be used for professionally related activities (either the pupil contact or instructional time). If the teacher is not engaged in a specific activity or project during his/her professional period, then the teacher may utilize that period as a preparation period.
6. Each full-time classroom teacher shall have a scheduled daily preparation period. Teachers, as the need arises, may be assigned to cover classes. If a teacher should, as a result of this assignment, lose his or her regularly scheduled daily preparation period or professional period, the teacher will be paid \$42.00 per period in the school year of 2007-2008, \$44.00 per period in the school year 2008-2009, and \$46.00 per period in the school year 2009-2010.
7. The administration shall assign each Junior High School special education teacher to either: (a) one of each of the six (6) Junior High School teaching teams, (b) the World Language Department or (c) the Health/Physical Education/Elective Arts Department. These special education teachers shall not be required to perform the duty portion of their duty/professional period. Instead, these Junior High School special education teachers shall be entitled to common planning time during the duty portion of their daily duty/professional period, and shall utilize this time, as necessary, to perform functions including but not limited to communicating with staff, communicating with parents, modifying curriculum in accordance with students' IEPs, and/or preparing for IEP meetings. Each year, the Principal shall schedule the communication/professional periods and shall spread out the same over the course of the school year (e.g., three (3) communication periods per week and two (2) professional periods per week in one semester, with two (2) communication periods per week and three (3) professional periods per week in the other semester). During the 2008-2009 school year, the special education teachers' communication/professional period shall be aligned with team planning periods. In the event, however, that the aforementioned periods are not aligned, however, either during the 2008-2009 school year, or any other school year, said special education teachers shall maintain a log of their communications during their communication periods for presentation to the Principal.
8. Each year, Senior High School special education teachers shall receive a daily communication/professional period in lieu of a daily duty/professional period. The daily communication/professional period shall be structured in a manner to ensure that each teacher has three (3) communication periods per week and two (2) professional periods per week in one semester, with two (2) communication periods per week and

three (3) professional periods per week in the other semester. When special education teachers are not meeting with classroom teachers during their communication period, the special education teachers shall report, during his or her communication period, to a location assigned by the High School Principal, so as to permit staff and/or parents to meet with the teacher as necessary. Each special education teacher shall be provided with access to a telephone and computer during said communication period. Said special education teachers shall maintain a log of their communications during their communication periods for presentation to the Principal.

- C. 1. Teachers may be required to remain after the end of the regular work day to attend department and faculty meetings no more than twice per month. They also may be required to attend committee or other professional meetings up to ten (10) per year. Meetings shall not be scheduled on Fridays and require seventy-two hours (72) advance notice. Meetings shall begin no later than 15 minutes after student dismissal time and last no more than one hour. Except for faculty meetings, meetings shall last no more than one hour. Faculty meetings shall last no more than seventy-five (75) minutes. If any meetings last more than the time specified above, due to special circumstances, staff shall have the option to leave. Teachers attending additional meetings shall be paid at the Special Committee's meeting rate set forth in Schedule B.
- 2. An Association representative may speak to the teachers during any meeting referred to in ARTICLE 8 Section C.1 above at the request of the representative. Placement on the agenda shall be an administrative decision.
- D. The notice and purpose for any meeting shall be given to the teacher at least two (2) days prior to the meeting, except in cases of emergency. Teachers shall have the opportunity to suggest items for agenda, which shall be submitted to the building principal.
- E. 1. Teacher participation in extra-curricular activities shall be voluntary; however, if there is no volunteer or there are an insufficient number of volunteers, then the Board may assign teacher(s) to that activity.
- 2. General Detention/E-Dash Detention shall be monitored on a voluntary, rotating basis.
- 3. In the event that there are insufficient numbers of volunteers, administration shall assign staff on a reverse seniority basis, excluding all first year teachers from said assignment. The E-Dash Detention stipend

shall be listed on Schedule B at the same rate as Detention/Saturday Disciplinarian.

- F. Teacher participation in field trips which extend beyond the teacher's in-school work day, and overnight or weekend trips shall be voluntary, however, if there is no volunteer, or there (are) is an insufficient number of volunteers, then the Board may assign teachers to that activity. For overnight weekday trips (Monday through Thursday), teachers shall be paid \$69.00 per day; for overnight weekend trips (Friday, Saturday, and Sunday) teachers shall be paid \$140.00 per day for the school calendar years 2007-2008, 2008-2009, and 2009-2010 for the three year contract.
- G. Attendance at the annual PTO "Back to School Nights" for parents shall be required of all teachers except in case of illness or emergency or in cases where permission to be absent has been approved in advance by the principal. Those employees who work in both building shall be required to attend one building's "Back to School Night." Should the employee be required to attend a second "Back to School Night," said employee shall be compensated as per Article 16.C.
- H.
 - 1. The Board shall make a good faith effort that no teacher shall be required to teach in more than two disciplines or have more than three preparations. For purposes of this Agreement, a "discipline" shall be defined as a specific course area, and a "preparation period" shall be defined as a specific course and course level. If any teacher is assigned more than three preparations or is required to teach in more than two disciplines, the Board shall reduce the required one and one-half duty periods to one duty period for the affected teacher. Every effort shall be made to notify teachers and the Association in writing prior to summer break but no later than August 15th of the request for more than three (3) preparations. Article 8.H.1 shall not apply to Teachers of the Handicapped.
 - 2. A teacher will be considered full time only when he or she is assigned as per Article 8.B.3, B.4.
- I. Every teacher shall plan and teach as prescribed in curriculum meetings of their department and as outlined in courses of study. Each lesson plan shall include standard essential features. Up to date lesson plans of every teacher shall be available for inspection upon request by the department supervisor, building principal and/or the administrator responsible for curriculum/instruction.
- J. Whenever a teacher is involved with a Board approved activity, not otherwise compensated and which requires participation beyond the normal teaching day,

the Board agrees to negotiate with the Association the compensation for that activity.

- K. Administrators and other personnel shall not determine the schedule for meetings between teachers and parents without agreement of the teacher as to the time.
- L. A teacher may volunteer to teach a sixth class as long as no other teacher in the department shall be reduced to less than full-time status as a result of another department member teaching a sixth class. The opportunity to teach a sixth class shall be posted prior to the summer break but no later than August 15th, except in the case of an emergency. A copy of these postings shall be given to the President of the Association. The Board reserves the right to select any teacher who volunteers to teach a sixth class based on what the Board considers to be in the best interest of the School District. Compensation for the sixth class shall be included in the base pay and shall be compensated at the rate of \$7,250.00 (the "Sixth Period Compensation Rate") for 2007-2008, \$7,500.00 (the "Sixth Period Compensation Rate") for 2008-2009, and \$7,750.00 (the "Sixth Period Compensation Rate") for 2009-2010. For a full semester Sixth Period Class, compensation will be at half the designated rate. For less than a full semester Sixth Period Class compensation will be prorated accordingly.

The position shall be posted and advertised. The Superintendent shall interview the candidates, and recommend the most qualified candidate to the Board of Education for appointment consistent with the Statutes of the State of New Jersey.

The teacher teaching a sixth period shall do so during his/her preparation period and shall be assigned a full year of duty.

- M. At the discretion of the administration and pursuant to board policy, a teacher may participate in independent study with students at a stipend of \$1000.00 per year per teacher regardless of the number of students in any independent studies being conducted for that school calendar year by that teacher. The administration and board policy may limit the amount of students, choice of subject matter or amount of independent study projects proposed by a teacher at the administration's discretion.

ARTICLE 9 Curriculum Development

The Board agrees that full staff involvement in curriculum development is desirable. The lines of communication in this important area shall be developed and made known

to teachers. Board policy regarding curriculum development shall be placed in the teachers' handbook.

1. Effective upon ratification of this Agreement, all positions for curriculum writing shall be posted and voluntary in nature.
2. Approved teachers agree to participate in curriculum development at times mutually agreed upon, which may extend beyond the normal working day.
3. The Superintendent and the teacher shall agree in advance to the number of hours that will be extended beyond the normal working day to write the curriculum.
4. Teachers who are approved to participate in curriculum writing shall be compensated at the Schedule B - Committee Meeting Attendance rate.

ARTICLE 10
Teacher Employment

- A. The Board agrees to hire only teachers certified by the New Jersey State Board of Examiners for every position that requires a certificate.
- B. Full credit on the Teacher Salary Schedule may be given at the discretion of the Board for previous teaching experience in duly accredited public or private schools upon initial employment in accordance with the provisions of Schedule A (Salary Schedule). Credit not to exceed four (4) years for United States Military Service shall be given upon initial employment.
- C. Teachers shall be notified of their contract and salary status for the ensuing year no later than May 15th.
- D. Previously accumulated unused sick leave days will be restored to all teachers returning from authorized leaves of absence.
- E. A teacher's salary shall be adjusted to the appropriate level on the salary guide for payment of degree and/or credited academic credit completed by August 31 preceding the school year. The teacher must send a written request to the Office of the Superintendent to change his/her status on the salary guide prior to September 1 of the school year when the change will take effect. Upon receipt of sufficient proof of satisfactory completion of the course(s), salary adjustment will be made for the September 15th payment. Retroactive pay will only be given for approved summer courses, provided that all sufficient proof of satisfactory completion of the summer courses is submitted to the Office of the Superintendent no later than October 31st.

ARTICLE 11
Salary Provisions

- A. The salaries of all teachers covered by this Agreement are set forth in Schedule A which is attached hereto and made a part of hereof.
- B.
1. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
 2. When a payday falls on or during a school holiday, vacation or weekend, the teachers shall receive their paychecks on the last previous workday.
 3. Teachers shall receive their final checks on the last working day of the year provided they have fulfilled all obligations for that year.
 4. All teachers employed on a ten (10) month basis may elect to participate in a summer plan as follows:
 - a. A summer payment plan is hereby established for all employees who are employed for an academic year in accordance with N.J.S.A. 18A:29-3.
 - b. Any employee desiring to participate must complete the application form adopted as the official application form by the Board; this includes two signature cards and a membership card supplied by the bank.
 - c. All such applications must be properly completed and submitted to the Superintendent before June 30th of each year. No applications may be submitted subsequent to said date.
 - d. Any employee's participation in said plan may be terminated at any time upon the execution of the termination agreement attached to the official agreement form.
 - e. Ten percent (10%) of the monthly salary deducted from any employee's pay shall be credited to an interest-bearing account in the individual employee's name in the Wachovia Bank, or such other bank as may be designated by the Board with the consent of the Association, such consent not to be unreasonably withheld or delayed. The Board shall make every effort to make payment to these accounts no later than the 15th and 30th of each month.
- C. The Board shall make available to members of the Association, at the Board's sole expense, a program of direct deposit of paychecks to the bank account of the

employee's choice, and unless an individual member shall notify the Superintendent in writing prior to July 1st, 2001 that the member has elected not to participate, each member, of the Association shall participate in the direct deposit program for the full term of this Agreement. Anything herein to the contrary notwithstanding, (i) all members of the Association hired on or after July 1, 2001 shall be required to participate in the direct deposit program; and (ii) any member of the Association may, elect to discontinue participation in the direct deposit program for extenuating circumstances upon written notice to the Superintendent.

D. If in any academic year of the years of this Agreement the full time teacher attendance rate (the "Attendance Rate") is equal to or greater than 97.5% but less than 98%, the Board shall pay to eligible teachers (as defined, below) a one-time payment (an "Attendance Incentive Payment") of \$15,000; if the Attendance Rate is equal to or greater than 98% but less than 98.5% the Board shall pay to eligible teachers an Attendance Incentive Payment of \$20,000; and, if the Attendance Rate is equal to or greater than 98.5% the Board shall pay to eligible teachers an Attendance Incentive Payment of \$25,000. For purposes hereof, an eligible teacher shall mean a full-time teacher in the employ of the District as of June 30th of the year in which the teachers' Attendance Rate entitles them to an Attendance Incentive Payment and provided that the teacher is still in the employ of the District as of the date when payment is required to be made, as hereinafter stated. The sum to be paid to eligible teacher shall be that amount equal to the quotient where the numerator is the amount of the Attendance Incentive Payment and the denominator is the number of eligible teachers. The Attendance Incentive Payment shall be paid by the Board to the eligible teachers within 90 days of the beginning of the academic year immediately following the year in which an Attendance Incentive Payment was earned. Any and all amounts received by eligible teachers pursuant to this provision shall be deemed outside their salary base and shall be non-pensionable. Nothing herein contained shall be interpreted as creating a right on the part of teachers to receive an Attendance Incentive Payment each year of the contract term if they qualify for such Attendance Incentive Payment in any one year.

E. The Board shall provide health-care insurance protection as designated:

1. The New Jersey State Health Benefits Plan.
2. The Board shall pay the full single coverage premium or 100% family coverage premium.
3. The Board reserves the right to elect participation in any other health care insurance program, provided that the level of benefits is equal to or greater than the existing level of benefits.

4. The Board agrees to provide prescription drug coverage (including oral contraceptives) as follows:

a. Co-pay provisions as follows:

	In Person	Mail Order (up to a 90 day supply)
Generic	\$15.00	\$15.00
Preferred Brand Name	\$20.00	\$20.00
Non-Preferred Brand Name	\$35.00	\$35.00

b. The Board shall pay 100% of the cost of prescription drug coverage.

5. For the duration of this contract the Board shall continue the present dental coverage at no cost to the teachers.

F. For home instruction the hourly rate shall be \$38.00 for the school calendar 2007-2008, \$40.00 for the school calendar 2008-2009, and \$42.00 for the school calendar 2009-2010.

G. All coaches shall receive final payment by the next regular pay date following the close of the season for that sport, provided that the coach has fulfilled all post-season responsibilities, which shall include the following: all student awards (i.e., plaques, trophies, etc.) have been requisitioned; equipment has been inventoried and fine slips issued; and the Athletic Director has certified in writing that all of the coach's post season responsibilities have been met.

H. The rates of compensation for services listed in Schedules B, C, D, and E shall increase by the settlement percentage for each year of this agreement. The parties agree to audit/review Schedules B, C, D and E before mutually developing the guides.

ARTICLE 12 Teacher Assignment

A. The Board agrees that each returning teacher will receive tentative assignments no later than May 15. It is also agreed that each teacher will receive revised assignments, if revision is necessary. Said revisions shall be in writing and provided and delivered as soon as practicable. Other scheduling problems which affect a teacher's assignment shall be placed in writing and delivered to teachers as soon as practicable. In any case, each teacher shall receive his/her

final assignment not later than August 15 at his/her home address. If as a result of personnel change after August 15, a change is necessary, the teacher shall be notified at his/her home address, as soon as practicable but within forty-eight (48) hours of the administrator's knowledge of the need.

- B. In order to assure that pupils are taught by teachers working within their areas of competence, teachers should not be assigned outside the scope of their teaching certificates.
- C. The Board shall have the right to schedule teachers to more than one school. The travel associated with such teachers shall be subsumed within the period designated as a duty/professional period. In all other respects, teachers traveling between buildings shall maintain the same schedule as all other full-time teachers. The board shall make a good faith effort that no teacher shall travel between buildings more than once per day.
- D. The Board shall provide the Association with a copy of the final master schedule by the first day of the school year.
- E. A teacher using his/her own automobile in the performance of his/her duties shall be reimbursed at the then prevailing IRS rate subject to advance approval of his/her immediate administrator.

ARTICLE 13
Transfers and Reassignments

- A.
 - 1. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement with the Superintendent not later than March 1. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which the teacher desires to be transferred in order of preference.
 - 2. No later than May 30 of each school year the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies which shall occur during the following year. Teachers desirous of accepting one of the vacant positions shall submit a written request to the Superintendent with a copy to the building principal within two (2) weeks of such announcement.
 - 3. As soon as practicable, the Superintendent shall notify the Association by mail of the system wide schedule showing the names of all new teachers and transfers known to the Superintendent at that time.

4. All individuals affected by transfers or reassignments shall be notified in writing and by mail as soon as practicable.
- B. In the determination of requests for reassignments and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and the best interests of the school system.

ARTICLE 14
Vacancies and Promotions

- A. 1. Promotional positions are positions on the administrative or supervisory levels of responsibility including but not limited to positions such as directors, supervisors, assistant principals and principals.
2. All vacancies, including, but not limited to, vacancies that are considered promotional, shall be adequately publicized by the Superintendent in accordance with the following procedure:
- a. A notice shall be posted in each school as far in advance as practicable, ordinarily at least ten (10) school days before the final date when applications must be submitted.
 - b. A copy of said notice shall be given to the Association at the time of the posting.
 - c. All applications shall be in writing, addressed to the Superintendent, and meet the specified time limits.
 - d. Applications for promotional positions shall be kept on file in the Superintendent's office for a period of one (1) year.
 - e. Openings for interim positions shall be posted at least ten (10) school days (or ten (10) weekdays during the summer) before the final date when applications must be submitted.
- B. Teachers who desire to apply for a promotional position, which may be filled during the summer period when school is not regularly in session, may check their school email and the school district website for a listing of the positions available along with the due date for submission of application. The Superintendent shall notify the Association President of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable, ordinarily at least twenty-one (21) days before the final date when applications must be submitted and in no event less than fourteen (14) days before such date.

- C. The Board agrees to give due consideration to the professional background and attainments of all applicants, and other relevant factors. The Board's decision in these matters is final and not subject to the grievance procedure.
- D. All interviewed applicants shall be notified as soon as practicable and in writing of the Board's decision.

ARTICLE 15
Teacher Evaluation

- A.
 - 1. All observations of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
 - 2. Teachers shall be evaluated by persons certificated by the New Jersey State Board of Examiners to supervise instruction.
 - 3. Within a reasonable amount of time, but no more than five (5) school days after each classroom observation, the observer shall send the teacher a written observation report which may include suggestions for improvement of instruction, and a conference shall be held between the observer and the teacher.
- B. Non-tenured teachers in the West Essex Regional School District shall be observed and evaluated at least three (3) times, with two (2) annual performance reports during the school year. The interim annual performance report and conferences shall occur by December 1st, and the final annual performance report by April 30th. Tenured teachers in the West Essex Regional School District shall be observed and evaluated at least one (1) time, with one annual performance report completed by April 30th. All evaluations and subsequent conferences shall be completed by May 15th.
- C.
 - 1. Prior to a final evaluation, a conference must be held. A teacher shall be given a copy of each evaluation report. No teacher shall be required to sign a blank or incomplete form. A teacher is required to sign each evaluation form; however, such signature shall not necessarily indicate agreement.
 - 2. Such reports shall include, when pertinent:
 - a. Strengths of the teacher as evidenced during the period since the previous report.
 - b. Weaknesses of the teacher as evidenced during the period since the previous report.

- c. Specific suggestions as to measures which the teacher might take to improve his/her performance in each of the areas wherein weaknesses have been indicated.
- D. The practices of the administration in carrying out the policy of the Board in reference to the evaluation of teachers shall not be changed without prior notification to the Association.
- E. No material derogatory to a teacher's conduct, service, character or personality shall be used for an evaluation or recommendation unless the teacher has had the opportunity to review the material and receive a copy. The teacher shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or designee and attached to the file copy.
- F. There shall be only one employee file. An employee shall have the right to see his/her personnel file, excluding employment references, personal references, and academic credentials. No materials, excluding employment references, personal references, and academic credentials shall be placed in an employee's file without his/her knowledge. The employee has the right to respond in writing to any material placed in his/her file, and such response shall become part of the file.
- G. Any complaints regarding a teacher made to any member of the administration by any parent, student, or other person which may affect a teacher's evaluation shall be promptly investigated and called to the attention of the teacher. The teacher shall be given an opportunity to respond orally to the Principal or Assistant Principal and/or rebut such complaint in writing, which response shall become part of the file. In so responding the teacher shall have the right to have a representative of the Association present.
- H. Initial evaluation of a teacher upon termination of his/her employment shall be concluded prior to severance. No comments and/or other material shall be placed in the personnel file of such teacher after severance except in accordance with the procedure set forth in paragraphs E, F, and G, above.

All action plans shall be done in consultation with the affected staff member and with a representative of the Association.

ARTICLE 16
Extended Compensation

- A. During the summer, Guidance Counselors, Child Study Team members and Instructional and Intervention Coordinator may be required to work up to ten (10) days, which shall be mutually agreed upon. Librarians and cooperative education teacher coordinators will work the equivalent of five (5) days during the summer providing non-instructional pupil contact services, which days shall be mutually agreed upon. Any staff member may agree to work during the summer, at the discretion of the superintendent and with his/her prior written approval. Compensation for this summer work shall be included in the base pay and shall be compensated at the rate of 1/200th of his/her annual salary.
- B. Guidance counselors who render evening services related to guidance activities, shall be reimbursed at a rate of \$87.00 per event for each school year covered by this Agreement.
- C. Any teacher who is requested to return to render services at an evening event other than Back to School Night shall be reimbursed at the rate of \$87.00 per event for each school year covered by this Agreement.
- D. Any staff training when performed outside of the regular school day and/or year, shall be reimbursed at the rate of \$220.00 per day.
- E. Evening Events: All teachers will volunteer for one (1) evening school-sponsored student activity per year. The teacher will serve as a chaperone for the event and shall leave at the end of the event.

ARTICLE 17
Personal Leaves of Short Duration

- A. It is recognized that emergency situations arising from personal, legal, business, household or family matters do occur and require the absence of the teacher during school hours. Application to the teacher's principal or immediate supervisor for personal leave should, when possible, be made at least three (3) days in advance of the day(s) needed. Up to three (3) days with pay may be granted for this purpose within one school year. Teachers need not state reasons for the use of personal leave. These days are not vacation days but are intended to cover emergency situations which can arise. However, no personal leave days shall be granted immediately before, or immediately after, any vacation or holiday period including NJEA convention days, except in the case of emergency, which shall be explained in writing to the teachers building principal.
- B. Personal leave shall be charged as follows:

1. A teacher who is absent on personal leave for one-half or more of a school or work day, whether that day is a full day of school, a half day of school, a day with a delayed school opening or an early dismissal day, will be charged a full personal leave day. A teacher who is absent on personal leave for less than one-half of the school day or work day shall be charged with one-half a personal leave day.
 2. A teacher who, for personal reasons other than illness, must leave work must report to the principal or his/her designee before departing the school premises.
- C. The Board shall grant up to a maximum of four (4) days with pay at any one time to a teacher because of attendance at the funeral service of a deceased member of his/her immediate family. For the purpose of this clause, a member of the immediate family shall be limited to the teacher's spouse, significant other, child, parent, brother, sister; and also grandfather, grandmother, father-in-law and mother-in-law.
- D. In other special situations created by serious illness or death involving a hardship, temporary additional leaves of absence up to two (2) days with full pay may be granted upon approval of the Superintendent of Schools.
- E. Such days of leave may not be accumulated from year to year.

ARTICLE 18
Sick Leave

- A. All full-time teachers employed by the Board shall be entitled to ten (10) sick leave days each school year whether or not they report for duty on that day. Unused sick leave shall be accumulated from year to year with no maximum limit. The teacher may be required to produce a doctor's note verifying the illness with respect to any sick day taken. In the event a teacher uses more than ten (10) days sick leave during the school year; the three personal days can be used for this purpose providing they have not been used for an emergency situation.

Up to a maximum of three (3) unused personal days (Article 17 Paragraph A) in any school year will be accumulated as unused sick leave, notwithstanding provisions of Article 17 Paragraph D

- B. Sick leave shall be charged as follows:
1. A teacher who is absent due to sick leave for one-half or more of a school or work day, whether it is a full day of school, a half day of school, a day with a delayed school opening or an early dismissal day, will be charged a

full sick leave day. A teacher who is absent due to sick leave for less than one-half of a school or work day shall be charged with one-half a sick leave day.

2. A teacher who becomes ill and must leave work must report to the principal or his/her designee before departing the school premises.
- C. Teachers shall be given a written accounting of accumulated sick leave days no later than October 1st of each school year.
- D. If a teacher is absent because of illness for twenty (20) consecutive school days, the teacher shall use his/her current and accumulated sick leave until exhausted; then the teacher shall be paid at his/her regular rate less the cost of substitute's pay. This provision shall not extend beyond the balance of the school year in which it occurs.
- E. In the event an individual teacher has exhausted his/her total number of sick leave days, the teacher may petition the Board for additional sick days, and the Board shall judge the case on its individual merit. Any decision by the Board to allow or deny a teacher's request for additional sick days shall not have any precedential effect with respect to any other case.
- F. A teacher who, during the term of this Agreement, permanently ceases employment with the West Essex Regional School District due to his/her retirement shall receive compensation for unused sick leave at the rate of \$60.00 per day for no more than a maximum of 180 accumulated days.

ARTICLE 19

Extended Leaves of Absence

- A. A teacher on tenure may be granted a leave of absence at the Board's discretion without pay for up to one (1) year. All extensions or renewals of leave shall be applied for in writing by March 1 of the calendar year in which the leave is requested and may be granted in writing at the Board's discretion. A teacher's unused accumulated sick leave and position on the salary guide to which he/she was entitled at the time his/her leave of absence commenced shall be restored to him/her upon his/her return.

- B. 1. CHILD REARING LEAVE

The Board of Education shall grant child-rearing leave without pay in accordance with the following procedures:

- a. All initial applicants for and applications for extensions or reductions of child-rearing leave shall be made in writing to the Superintendent.
- b. Any teacher intending to apply for child-rearing leave shall advise the Superintendent of the fact of her pregnancy and/or of her/his prospect plans for taking child-rearing leave and the best estimate of when the child-rearing leave will commence and terminate. The teacher shall request child-rearing leave of the Superintendent in writing at least sixty (60) days prior to the date the leave is to commence.
- c. The request for child-rearing leave shall specify the date when the teacher wishes the leave to commence and terminate.
- d. Child-rearing leave shall be granted for a period of up to the end of the academic school year in which the child-rearing leave commenced and an additional school year shall be granted upon request of a teacher under tenure or who has received a tenure-year contract for such teacher. A teacher on child-rearing leave shall notify the Board in writing of the intention to return to the district before March 1 of the school year preceding the school year in which the teacher wishes to return to the district or sixty (60) days prior to said intended return date, whichever is sooner.
- e. A teacher returning on the first day of the school year in September from child-rearing leave shall be placed in her/his previously held position if available and administratively feasible.
- f. Any teacher who has applied for and received child-rearing leave may reapply for permission to return to employment during any academic school year for which such leave was granted. Approval for return to employment shall be determined by the Board based upon what is in the best interests of the students. The Board, in its sole discretion, may delay return to employment if, in the opinion of the Board, the return of the teacher to employment on the date requested by the teacher will jeopardize completion of a marking period, semester or school year.
- g. No teacher on child-rearing leave shall, on the basis of said leave, be denied the opportunity to substitute in the school district in the area of her/his certification or competence.

- h. Time spent on child-rearing leave of absence shall not count towards salary guide placement experience, seniority, sick leave accumulation, etc.
- i. Anyone who accepts child-rearing leave in any given year is given credit on the salary guide for a full year upon returning to the district, provided that person has completed more than 50% of the teaching days for the school year in which the child-rearing leave was taken.
- j. A teacher receiving child-rearing leave shall not accept full time employment in the teaching field or undertake full time graduate study during all or part of the period of the child-rearing leave. This provision shall cease to be operative at such time as the teacher shall have been denied her/his request under Paragraph (f) to return to employment.
- k. Any teacher adopting, a child of preschool age shall receive a leave similar to child-rearing leave, which shall commence upon receiving de facto custody of said child, or earlier if necessary to fulfill the requirements for the adoption.
- l. The Board is not required to continue employment of a non-tenured pregnant teacher beyond the year in which the leave is taken. The child-rearing leave period shall not be counted for tenure purposes; however, the period before and after maternity shall count towards tenure.

2. MATERNITY DISABILITY

- a. The Board shall grant sick leave for the period of actual disability associated with pregnancy and birth to pregnant teachers on the same terms and conditions governing leaves of absence for illness or medical disability. Any pregnant teacher will be entitled to her annual and accumulated sick leave, with pay, during the period of absence due to her actual disability.
- b. Any pregnant teacher may continue to perform her duties as long as physically able to do so and will be entitled to return to her duties when she is physically able.
- c. The Board may require a teacher during pregnancy to produce a certificate from her physician stating that she may continue working effectively at the duty to which a teacher has been assigned.

- d. In the event of any question as to the condition of the pregnant teacher, a conference shall be arranged between the Board's physician and the teacher's attending physician.
- e. No teacher shall be required to leave work because of pregnancy at any specific time prior to expected childbirth nor be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse of specific duration between childbirth and the desired date of return.
- f. Nothing stated herein is intended to restrict the right of the Board to discipline any pregnant teacher for any cause not related solely to her pregnancy.
- g. The Board has the right to remove any pregnant teacher from her daily duties on any one of the following criteria:
 - 1. Her teaching performance substantially declines from the period preceding pregnancy;
 - 2. Her physical condition or capacity renders her incapable of performing her assigned duties which shall be deemed to exist if, (a) the pregnant teacher fails to produce a physician's certificate that she is medically able to continue teaching; or (b) the Board's physician concludes she is unable to continue teaching; or
 - 3. If there is a difference of opinion between the teacher's attending physician and the physician designated by the Board as to the ability of the teacher to continue her employment, the Essex County Medical Society shall designate an impartial third physician to make an examination and his/her determination shall be conclusive and binding on the parties. The expense of the examination by the third physician shall be paid by the Board.

ARTICLE 20
Sabbatical Leaves

- A. Sabbatical leave may be granted to a teacher by the Board for study including study in another area of specialization or for travel which is of value to the school district, subject to the following conditions:
 - 1. If there are sufficient qualified applicants, sabbatical leaves may be granted to a maximum of three (3) teachers at any one time.

2. Requests for sabbatical leave must be received by the Superintendent in writing in such form as shall be mutually agreed on by the Association, no later than November 1, and action must be taken on all such requests no later than February 1, of the school year preceding the school year for which the sabbatical leave is requested.
 - a. The teacher must have completed at least six (6) full school years of continuous service in the West Essex Regional School District prior to application.
 - b. Sabbatical leaves shall be for a period of one (1) school year or for one (1) semester, at the teacher's request.
3. A teacher on sabbatical leave for a full year shall be paid by the Board at 50% of his/her salary rate in effect at the time of his/her leave. This amount shall be paid in twenty (20) semi-monthly installments.
4. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence.
5. The teacher shall submit a detailed written report within a month after his/her return if his/her sabbatical leave is for travel. A transcript of his/her credits is acceptable in lieu of a written report if the sabbatical is for university study.
6. Any teacher granted a sabbatical leave of absence must agree in writing to continue working in the school system for two (2) years following sabbatical leave. The teacher will agree by signing a promissory note before being granted the leave to remit to the Board the monetary amount paid pro-rated to the time not served, except if there should occur any physical incapacity during this time the Board of Education may relieve the teacher of such obligation.
7. Within budgetary limits, it is the Board's intention to grant sabbaticals to qualified applicants to better prepare them for their positions within the school district and to provide them an opportunity for individual enrichment; however, the Board's decision in this matter is final and is not subject to the grievance procedure.

ARTICLE 21
Emergency Absence Procedure

Teachers who will be absent shall be required to call one person designated by the Board so as to report that absence. Teachers shall bear no responsibility for arranging for substitute coverage.

ARTICLE 22
Professional Improvement

- A. The Board recognizes that it shares with its teaching staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board and the Association support the principle of graduate training of teachers and the improvement of instructions.
- B. The Board agrees to reimburse, up to a maximum of six (6) credits at the rate per credit, for graduate students at Montclair State University, the graduate tuition and registration fees incurred by any teacher employed full time in the West Essex Regional School District who is not on a sabbatical or any other extended leave, provided that:
1. Such graduate course(s) shall not be taken at a time that conflicts with the teacher's employment duties or hours.
 2. Such graduate course(s) shall be directly related to the employee's teaching responsibilities or be part of an approved degree program as an educator in the school system.
 3. Such graduate course(s) must be conducted under the auspices of a recognized educational institution accredited by the NJ State Department of Education for the granting of advanced degrees.
 4. No reimbursement will be permitted under this Article without the Superintendent's written approval prior to the start of the course.
 5. To be reimbursed under this Article, the teacher must provide satisfactory evidence that he/she has completed the course(s) with a passing grade of C or better and must present receipts for tuition and fees.
 6. The cost of correspondence courses, under graduate courses, and/or courses taken to complete certification requirements for the Standard Teachers certificate shall not be reimbursed under this Article.
 7. There shall be no reimbursement for transportation or books or course related materials.

8. If a teacher receives governmental or any other assistance for any course(s), the teacher will not be entitled to receive any amount permitted under this Article unless and to the extent that the amount of government or other assistance is insufficient to pay for the graduate tuition and registration fees incurred.
- C. For the 2007-2008 school year, the aggregate tuition reimbursement available shall be \$43,000.00. For the 2008-2009 school year, the aggregate tuition reimbursement available shall be \$44,000.00. For the 2009-2010 school year, the aggregate tuition reimbursement available shall be \$45,000.00. Payment shall be made in an equitable manner pursuant to a formula to be mutually developed and agreed upon by the parties.

ARTICLE 23
Student Teachers/Mentors

- A. When practicable, no teacher (cooperating teacher) shall have a student teacher under his/her supervision unless said cooperating teacher has had at least three (3) years of teaching experience, with the most recent year in his/her present position. Supervision by a teacher of a student teacher shall be voluntary.
- B. Teachers serving in the role of mentor shall volunteer and will be scheduled time within the day for one (1) period in lieu of the duty/professional period.
- C. A cooperating teacher shall not involuntarily be given additional assignments outside his/her regular responsibilities during the period he/she is supervising a student teacher. However, this position will not be construed to limit a cooperating teacher's duties and responsibilities generally required of all other teachers.
- D. Newly hired provisional/alternate route teachers shall pay their mentor as follows:
1. Those teachers acting as mentors for individuals obtaining certification via the provisional route shall receive \$550.00 payable by June 1.
 2. Those teachers acting as mentors for individuals obtaining certification via the alternate route shall receive \$1,000.00 payable by June 1.

All monies returned to the school district via the state for mentoring shall be distributed to newly hired provisional/alternate route teachers no later than June.

ARTICLE 24
Agency Shop

- A. Pursuant to N.J.S.A. 34:13A-5.5, et seq., all non-member employees of the Association in the unit covered by this Agreement are required to pay a representation fee in lieu of dues for services rendered by the Association. The Association shall be entitled to a representation fee in lieu of dues as established by the Association in accordance with N.J.S.A. 34:13A-5.5(b) by a payroll deduction, provided, however, that before such deductions are made, the Association shall assure the Board in writing that it has established a demand return system and that the Association has informed each employee in the unit who is not a member of the Association of the establishment of the demand and return system and his or her right to demand and receive a return of any part of the fee paid by the non-member for any of the reasons set forth in N.J.S.A. 34:13A-5.6(c).
- B. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits, and other forms of liability, including for reasonable counsel fees and other legal costs and expenses that may arise out of or by reason of any action taken by the Board in conformance with this Article.
- C. Prior to the beginning of each school year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year and the amount of the representation fee to be paid by non-members.
- D. Deduction and Transmission Fee
1. Notification

Once during each year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current school year. The Board will deduct from the salaries of such employees, in accordance with Paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.
 2. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the school year in question. The deductions will begin with the first paycheck paid:

 - a. 10 days after receipt of the aforesaid list by the Board; or

- b. 30 days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position, in which event the deductions will begin with the first paycheck, paid 10 days after the resumption of the employee's employment in a bargaining unit position, whichever is later.
3. Except as otherwise provided in this Article the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.
4. The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.
5. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position, during the preceding 30 day period. The list will include names, jobs, titles, and dates of employment for all such employees.

ARTICLE 25
Miscellaneous Provisions

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, then this Agreement, during its duration, shall be controlling.
- C. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall be in compliance with the federal and New Jersey laws prohibiting discrimination, and under such laws in the hiring, training, assignment, promotion, transfer,

salaries, discipline of teachers, or in the application or administration of this agreement on the basis of race, creed, color, religion, national origin, gender, sexual orientation, domicile, age, ancestry, physical disability, or marital or draft status.

- D. Copies of this Agreement shall be reproduced and the cost of such reproduction shall be shared equally by the Board and the Association.
- E. Whenever any notice is required to be given by either of the parties to this Agreement, either party shall do it in the following manner:
 - 1. When school is in session:
 - a. If by the Association, hand delivered to the Board at the Superintendent's office; or
 - b. If by the Board, hand delivered to the Association President or designee.
 - 2. When school is not in session:
 - a. If by the Association, hand delivered or by certified mail, return receipt requested, to the Board at the Superintendent's office.
 - b. If by the Board, hand delivered or by certified mail, return receipt requested, to the Association President's home address. No correspondence to the Association shall be sent to the school address during the summer recess.
- F. The Superintendent, alone or with one or more administrators to be selected by the Superintendent, shall meet once per month while school is in session (or more frequently if mutually agreed upon) with the president of the Association, alone or with one or more members to be selected by him or her, to discuss matters of mutual interest.
- G. No teacher shall advise or supervise any student activity or club which has not been approved in advance by vote of the Board. A teacher who advises and/or supervises a new Board approved student activity or club shall not be paid any stipend in the first year of the new student activity or club. Upon completion of the first year of any new student activity or club which has been approved in advance by vote of the Board, there shall be a written evaluation of the activity or club prepared by the appropriate administrator no later than June 15th and presented to the Board by the Superintendent or his/her designee. The evaluation shall be used by the Board to determine whether it should continue beyond the first year. If the Board determines that new student activity or club

should continue for a second year, the Board and the Association shall negotiate a stipend for the teacher who advises or supervises the activity or club. The stipend shall be equal to those stipends given to comparable or similar activities or clubs existing on Schedule B.

ARTICLE 26
Part-Time Teachers

- A. Part-time teachers shall be compensated on a pro rata basis according to the number of periods taught in relation to the number of periods taught by a full-time teacher. By way of illustration, a part-time teacher who teaches three periods per day will receive three-fifths ($3/5$) salary based on the salary guide.
- B. In addition to teaching responsibilities, a part-time teacher must be assigned to one building duty assignment per day, at no additional cost to the Board, provided that such assignment does not extend the part-time teacher's day by more than one period.
- C. Any Part-time teacher assigned morning and afternoon classes shall receive a duty free lunch period.
- D. Part-time teachers shall be entitled to ten (10) sick days per year.
- E. Part-time teachers shall be entitled to three (3) personal days per year. However, no personal leave days shall be granted immediately before, or immediately after, any vacation or holiday period including NJEA convention days, unless the reason for such personal leave is explained in writing to the part-time teacher's building principal.
- F. Part-time teachers shall be entitled to four (4) bereavement days per year; additional bereavement days may be allowed in the discretion of the Superintendent.
- G. Part-time teachers shall be ineligible for health benefits if they are regularly scheduled to work less than 20 hours per week. However, such part-time teachers, if they are eligible to participate under the District's health insurance plan, shall be permitted to participate in the said plan at their own expense. Any part-time teacher who is regularly scheduled to work 20 hours or more per week shall be entitled to the same health insurance benefits as a full-time teacher.


ARTICLE 27
Duration of the Agreement

- A. This Agreement shall be in effect as of July 1, 2007 through June 30, 2010. This Agreement shall contain the entire settlement of all negotiated terms and

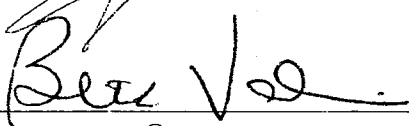
conditions of employment for the duration of the Agreement subject to the reopening of collective negotiations in accordance with Article 2 or this Agreement.

- B. In the event that the Board of Education determines to utilize Block Scheduling in the district, the Board and the Association agree:
1. To reopen the existing agreement for the express and sole purpose of negotiating the impact on the terms and conditions of employment attendant to said schedule change.
 2. The Board of Education shall give notice to the Association regarding the implementation of block scheduling no less than six (6) months prior to its implementation.
- C. In witness whereof the parties hereto have caused this agreement to be signed by their respective presidents, attested by their respective secretaries, all on the day and year first written.

WEST ESSEX EDUCATION ASSOCIATION, INC.

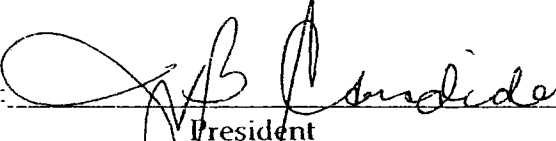
By: 

President

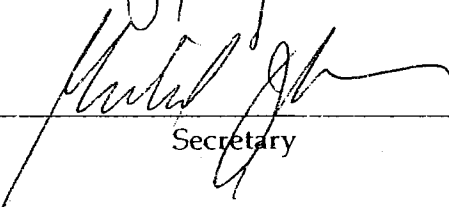
By: 

Secretary

WEST ESSEX BOARD OF EDUCATION

By: 

President

By: 

Secretary

SALARY GUIDE CONVERSION CHART
YEARS OF SERVICE

<u>Step on Guide</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>
O(1)	1	1	1	1
N(2)	2	2	2	2
M(3)	3	3	3	3
L(4)	4	4	4	4
K(5)	5	5	5	5
J(6)	6	6	6	6
I(7)	7	7	7	7
H(8)	8	8	8	8
G(9)	9	9	9	9
F(10)	10	10	10	10
E(11)	11	11	11	11
D(12)	12	12	12	12
C(13)	13	13	13	13
B(14)	14	14	14	14
A(15)	18+	15-18+	15-18+	15-18+

LONGEVITY 1 AFTER 19 YEARS OF TEACHING EXPERIENCE.....3% OF A

LONGEVITY 2 AFTER 24 YEARS IN THE DISTRICT6% OF A

SCHEDULE A-1
SALARY GUIDE
2007-2008

Step	BA	BA+15	MA	MA+15	MA+30	MA+60
1	49,163	50,539	51,955	53,877	55,870	57,882
2	50,273	51,681	53,128	55,094	57,132	59,189
3	51,382	52,821	54,300	56,309	58,392	60,494
4	52,491	53,961	55,472	57,525	59,653	61,800
5	53,601	55,101	56,645	58,740	60,914	63,107
6	55,605	57,161	58,762	60,936	63,191	65,466
7	57,608	59,221	60,879	63,132	65,467	67,824
8	59,615	61,284	62,999	65,331	67,749	70,188
9	61,620	63,345	64,751	67,528	70,027	72,548
10	63,625	65,407	67,238	69,726	72,305	74,908
11	65,630	67,467	69,356	71,922	74,583	77,269
12	67,699	69,595	71,544	74,190	76,935	79,705
13	69,828	71,783	73,793	76,524	79,355	82,212
14	72,696	74,732	76,824	79,666	82,614	85,220
15	75,926	78,086	80,308	83,278	86,359	89,792
L1	78,203	80,429	82,717	85,776	88,950	92,486
L2	80,482	82,771	85,126	88,275	91,541	95,180

SCHEDULE A-2
SALARY GUIDE
2008-2009

Step	BA	BA+15	MA	MA+15	MA+30	MA+60
1	50,490	51,904	53,358	55,332	57,378	59,445
2	51,631	53,076	54,562	56,582	58,674	60,787
3	52,769	54,247	55,766	57,829	59,968	62,127
4	53,908	55,418	56,969	59,078	61,263	63,469
5	55,048	56,589	58,174	60,326	62,558	64,811
6	57,106	58,705	60,349	62,581	64,897	67,234
7	59,163	60,820	62,523	64,836	67,235	69,656
8	61,224	62,939	64,700	67,095	69,578	72,083
9	63,284	65,056	66,499	69,352	71,918	74,507
10	65,343	67,173	69,053	71,609	74,257	76,930
11	67,402	69,289	71,229	73,864	76,597	79,355
12	69,527	71,474	73,475	76,194	79,013	81,857
13	71,714	73,721	75,786	78,590	81,498	84,431
14	74,659	76,750	78,898	81,817	84,844	87,521
15	77,969	80,194	82,477	85,525	88,688	92,214
L1	80,308	82,600	84,951	88,091	91,349	94,980
L2	82,647	85,006	87,426	90,657	94,009	97,747

SCHEDULE A-3
SALARY GUIDE
2009-2010

Step	BA	BA+15	MA	MA+15	MA+30	MA+60
1	51,823	53,274	54,766	56,792	58,893	61,014
2	52,994	54,477	56,003	58,075	60,223	62,392
3	54,162	55,679	57,238	59,356	61,551	63,767
4	55,332	56,881	58,473	60,638	62,881	65,144
5	56,501	58,083	59,710	61,918	64,210	66,522
6	58,614	60,255	61,942	64,234	66,610	69,009
7	60,725	62,425	64,173	66,548	69,010	71,494
8	62,841	64,600	66,409	68,866	71,415	73,986
9	64,954	66,773	68,255	71,183	73,816	76,473
10	67,068	68,946	70,876	73,499	76,218	78,961
11	69,181	71,118	73,110	75,814	78,619	81,450
12	71,363	73,361	75,415	78,205	81,099	84,018
13	73,607	75,668	77,786	80,665	83,649	86,660
14	76,630	78,776	80,981	83,977	87,084	89,831
15	80,028	82,312	84,660	87,791	91,038	94,657
L1	82,429	84,781	87,200	90,425	93,769	97,497
L2	84,830	87,251	89,740	93,058	96,500	100,336

SCHEDULE B
ACTIVITIES
2007-2008 through 2009-2010

ACTIVITY TITLE	2007-2008	2008-2009	2009-2010
Fine, Performing & Practical Arts			
Art Club Advisor (JHS)	1,829	1,911	1,997
Art Club Advisor (SHS)	1,829	1,911	1,997
Art Show Activities (per person)	553	578	604
Rotate Symposium for the Arts Coordinator	642	671	701
Orchestra Ensemble - JHS/SHS	Discontinued		
Band Ensemble - JHS	Discontinued		
Band Ensemble - SHS	Discontinued		
Band: Marching Director	7,537	7,876	8,230
Band: Assistant Director Visual Ensemble	3,243	3,389	3,542
Band: Assistant Director Drill Instructor	3,243	3,389	3,542
Band: Asst Director Percussion Coordinator	3,243	3,389	3,542
Band: Specialized Instructor - Percussion	2,165	2,262	2,364
Band: Specialized Instructor - Woodwind	2,165	2,262	2,364
Band: Specialized Instructor - Brass	2,165	2,262	2,364
Band: Specialized Instructor March/Maneuver	2,165	2,262	2,364
Band: Specialized Asst. Instructor Percussion	1,316	1,375	1,437
Band: Specialized Asst. Instructor Visual Ensemble	1,316	1,375	1,437
Band: Camp Chaperone (5 per individual)	642	671	701
Band: Camp R.N.	642	671	701
Choral Ensemble Advisor - SHS	Discontinued		
Choral Ensemble Advisor - JHS	Discontinued		
Vocal Ensemble JHS 1/2 year	1,170	1,223	1,278
Vocal Ensemble SHS 1/2 ear	1,170	1,223	1,278
Show Choir Choreographer SHS	1,015	1,061	1,109
Dance Company Advisor (SHS)	5,264	5,501	5,749
Dance Program Advisor (JHS)	2,138	2,234	2,335
Dance Ensemble Advisor (SHS)	2,138	2,234	2,335
Drama Advisor/Director	1,464	1,530	1,599
Drama Stage Crew Advisor (per drama)	1,463	1,529	1,598
Student Productions - SHS - Art Director	2,340	2,445	2,555
Student Productions - SHS - Technical Director	2,903	3,034	3,171
Music Activities - Orchestra (JHS/SHS)	2,766	2,890	3,020

SCHEDULE B
ACTIVITIES
2007-2008 through 2009-2010

ACTIVITY TITLE	2007-2008	2008-2009	2009-2010
Music Activities - Choral (JHS)	2,766	2,890	3,020
Music Activities - Band (JHS)	2,766	2,890	3,020
Music Activities - Choral (SHS)	2,766	2,890	3,020
Music Activities - Band (SHS)	2,766	2,890	3,020
Musical: Music Director/Rehearsal Pianist	2,107	2,202	2,301
Musical: Director - SHS	2,927	3,059	3,197
Musical: Stage Crew Advisor - SHS	2,927	3,059	3,197
Musical: PIT Band Coordinator	1,756	1,835	1,918
Musical: Choreographer	2,107	2,202	2,301
Musical: Pit Band Musicians (per person up to 8)	409	427	446
Piano Club	Discontinued		
Show Choir Choreographer	1,014	1,060	1,108
Winter Guard Advisor	4,526	4,730	4,943
National Art Honor Society	342	357	373
Musicians Club	342	357	373
Humanities			
Book Club Advisor (JHS)	334	349	365
Book Club (SHS)	Discontinued		
Lincoln Douglas Debate (SHS)	898	938	980
Forensics Club Advisor (JHS & SHS)	898	938	980
Knightlights Literary Magazine Advisor (JHS)	912	953	996
Knitting Club	Discontinued		
Roundtable Literary Magazine Advisor (SHS)	991	1,036	1,083
Political Awareness Comm.	Discontinued		
Quiz Bowl	Discontinued		
PSAT Scorer	Discontinued		
Philosophy Club	1,107	1,157	1,209
SAT Prep-Verbal/Critical Reading/Writing (per session)	62	65	68
SRA Test Scorers (Language Arts)	39	41	43
French Club/Honor Society Advisor	511	534	558
Italian Club/Honor Society Advisor	511	534	558
Latin Club/Honor Society Advisor	511	534	558
Spanish Club/Honor Society Advisor	511	534	558

SCHEDULE B
ACTIVITIES
2007-2008 through 2009-2010

ACTIVITY TITLE	2007-2008	2008-2009	2009-2010
Mathematics/Science			
8th Grade Science Club	342	357	373
Cognetics Advisor	642	671	701
DECA Advisor	1,645	1,719	1,796
Essex Count Mathematics League Advisor	501	524	548
FBLA (per person)	691	722	754
Friends of Animals	Discontinued		
Iron Hills Mathematics League Advisor	763	797	833
JETS Team Advisor	732	765	799
Math Counts Advisor	887	927	969
Math Exchange Advisor	1,797	1,878	1,963
National Engineering Design Challenge Advisor	732	765	799
Math League (NJ) Advisor - JHS	700	732	765
NJ Science & Humanities Symposium Advisor	Discontinued		
NJ Science League Coordinator	Discontinued		
NJ Science League Earth Science	988	1,032	1,078
Outdoors Club			
NJ Science Research - Biology	988	1,032	1,078
NJ Science Research - Chemistry	988	1,032	1,078
NJ Science Research - Earth Science	988	1,032	1,078
NJ Science Research - Physics	988	1,032	1,078
Science Olympics/Chemist Advisor	687	718	750
Science Olympics/Physics Advisor	687	718	750
Science Trip Coordinator @	241	252	263
SAT Preparation Instructor - Math (per session)	62	65	68
SRA Scorer - Mathematics (per session)	39	41	43
Thinkquest Advisor	1,515	1,583	1,654
WE Care Advisor (JHS & SHS)	1,446	1,511	1,579
Robotics Advisor	1,709	1,786	1,866
Robotics Advisor (Assistant)	1,140	1,191	1,245

SCHEDULE B
ACTIVITIES
2007-2008 through 2009-2010

ACTIVITY TITLE	2007-2008	2008-2009	2009-2010
Principal/Junior High School	Discontinued		
Newspaper Advisor (JHS) - Knightbytes	1,894	1,979	2,068
Yearbook Advisor (JHS) - Steppingstone*	3,851	4,024	4,205
Chaperones (per non fundraising events)	74	77	80
Committee Meeting Attendance	45	47	49
Principal/Senior High School			
Newspaper Advisor (SHS) - Wessex Wire*	5,137	5,368	5,610
Yearbook Advisor (SHS) - Milestone*	5,137	5,368	5,610
Chaperones (per non fundraising events)	74	77	80
Committee Meeting Attendance	45	47	49
Vice Principal/Junior High School			
7th Grade Class Advisor	2,824	2,951	3,084
8th Grade Class Advisor	2,824	2,951	3,084
9th Grade Class Advisor	2,953	3,086	3,225
Eighth Grade Overnight Historical Trip Coord.	241	252	263
Homework Center Advisor #	Discontinued		
Honor Society Advisor (JHS)	257	269	281
Key Club Advisor (JHS)	2,696	2,817	2,944
Key Club Assistant Advisor (JHS)	1,193	1,247	1,303
Newspaper Advisor (JHS) - Knightbytes	1,894	1,979	2,068
Public Information Officer JHS/SHS	Discontinued		
Rogate Advisor (JHS)	642	671	701
Spelling Bee Coordinator	74	77	80
Student Store Advisor (JHS)	668	698	729
Yearbook Advisor (JHS) - Steppingstone*	3,851	4,024	4,205
Chaperones (per non fundraising events)	74	77	80
Committee Meeting Attendance	45	47	49
After School Supervision	63	66	69
Library After School Advisor (JHS)	50	52	54
TV/Media Support Advisor (JHS)	1,316	1,375	1,437
Computer Monitors (JHS)	42	44	46

SCHEDULE B
ACTIVITIES
2007-2008 through 2009-2010

ACTIVITY TITLE	2007-2008	2008-2009	2009-2010
Vice Principal/Senior High School			
10 Grade Class Advisor	3,210	3,354	3,505
11th Grade Class Advisor*	3,441	3,596	3,758
12th Grade Class Advisor*	3,843	4,016	4,197
Honor Society (SHS)	1,659	1,734	1,812
Key Club Advisor (SHS)	2,696	2,817	2,944
Key Club Assistant Advisor (SHS)	1,193	1,247	1,303
Student Council Advisor (SHS)*	3,049	3,816	3,988
Newspaper Advisor (SHS) - Wessex Wire*	5,137	5,368	5,610
Detention/General Disciplinarian	49	51	53
Detention/Saturday Disciplinarian/E-Dash Detention	90	94	98
Chess Club Advisor	961	1,004	1,049
ERASE Advisor	1,598	1,670	1,745
Peer Group Advisor	Discontinued		
SADD Advisor	1,027	1,073	1,121
Yearbook Advisor (SHS) - Milestone*	5,137	5,368	5,610
Web Master Advisor (\$4000)*	4,804	5,020	5,246
Chaperones (per non fundraising events)	74	77	80
Committee Meeting Attendance	45	47	49
Library After School Advisor (SHS)	50	52	54
TV/Media Support Advisor (JHS)	1,316	1,375	1,437
Technical Specialist SHS/JHS each*	Discontinued		
WEHelp Advisor	1,193	1,247	1,303

SCHEDULE C
INTRAMURALS
2007-2008 through 2009-2010

ACTIVITY TITLE:	2006-07	2007-08	2008-09	2009-10
Intramurals Short	31.09	32.43	33.88	35.40
(Late bus) per session				
Intramurals Long	61.02	63.64	66.50	69.49
(Athletic bus) per session				

SCHEDULE D
SPORTS (COACHING POSITIONS)
2007-2008 through 2009-2010

Tier 1: Football & Field Hockey	Step 1	Step 2	Step 3	Step 4	Step 5
2007-2008					
Head	8,373	8,714	9,056	9,395	9,735
Assistants	5,828	6,179	6,509	6,849	7,190
2008-2009					
Head	8,750	9,106	9,464	9,818	10,173
Assistants	6,090	6,457	6,802	7,157	7,514
2009-2010					
Head	9,144	9,516	9,890	10,260	10,631
Assistants	6,364	6,748	7,108	7,479	7,852

Tier 2: Soccer, Basketball, Wrestling, Track (Boys & Girls), Volleyball & Ice Hockey)	Step 1	Step 2	Step 3	Step 4	Step 5
2007-2008					
Head	7,739	8,078	8,418	8,761	9,100
Assistants	5,018	5,361	5,701	6,040	6,382
2008-2009					
Head	8,087	8,442	8,797	9,155	9,510
Assistants	5,244	5,602	5,958	6,312	6,669
2009-2010					
Head	8,451	8,822	9,193	9,567	9,938
Assistants	5,480	5,854	6,226	6,596	6,969

Tier 3: Baseball, Softball & Lacrosse	Step 1	Step 2	Step 3	Step 4	Step 5
2007-2008					
Head	7,439	7,779	7,906	8,238	8,569
Assistants	4,854	5,195	5,391	5,723	6,055
2008-2009					
Head	7,774	8,129	8,262	8,609	8,955
Assistants	5,072	5,429	5,634	5,981	6,327
2009-2010					
Head	8,124	8,495	8,634	8,996	9,358
Assistants	5,300	5,673	5,888	6,250	6,612
Note for Tier 3: Trainer = Assistant Coach per season					

SCHEDULE D
SPORTS (COACHING POSITIONS)
2007-2008 through 2009-2010

Tier 4: Tennis, Track (Boys or Girls)	Step 1	Step 2	Step 3	Step 4	Step 5
2007-2008					
Head	6,356	6,628	6,903	7,174	7,447
Assistants	4,425	4,698	4,970	5,243	5,516
2008-2009					
Head	6,642	6,926	7,214	7,497	7,782
Assistants	4,624	4,909	5,194	5,479	5,764
2009-2010					
Head	6,941	7,238	7,539	7,834	8,132
Assistants	4,832	5,130	5,428	5,726	6,023

Tier 5: Cross Country, Fencing, Swimming, Winter Track, Golf and Strength Coach (per season)	Step 1	Step 2	Step 3	Step 4	Step 5
2007-2008					
Head	5,286	5,424	5,559	5,696	5,831
Assistants*	3,806	3,905	4,003	4,101	4,199
2008-2009					
Head	5,524	5,668	5,809	5,952	6,093
Assistants*	3,977	4,081	4,183	4,286	4,388
2009-2010					
Head	5,773	5,923	6,070	6,220	6,367
Assistants*	4,156	4,265	4,371	4,479	4,585

Tier 6: Cheerleading (per season)	Step 1	Step 2	Step 3	Step 4	Step 5
2007-2008					
Head	2,862	2,998	3,134	3,270	3,744
Assistants	2,179	2,318	2,453	2,589	2,997
2008-2009					
Head	2,991	3,133	3,275	3,417	3,912
Assistants	2,277	2,422	2,563	2,706	3,132
2009-2010					
Head	3,126	3,274	3,422	3,571	4,088
Assistants	2,379	2,531	2,678	2,828	3,273

SCHEDULE D
SPORTS (COACHING POSITIONS)
2007-2008 through 2009-2010

7th and 8th Grade Coaches	Step 1	Step 2	Step 3	Step 4	Step 5
2006-2007	4,504	4,634	4,765	4,895	5,027
2007-2008	4,698	4,833	4,970	5,105	5,243
2008-2009	4,909	5,050	5,194	5,335	5,479
2009-2010	5,130	5,277	5,428	5,575	5,726

SCHEDULE E
SPORTS (NON-COACHING POSITIONS)
2007-2008 through 2009-2010

	2007-2008	2008-2009	2009-2010
Football			
Ticket Supervisor	54	56	59
Ticket Seller	41	43	45
Asst. Cashier of School Activities Fund	41	43	45
Timer	42	44	46
Photographer	54	56	59
Traffic Control	41	43	45
Marshal	32	33	34
Announcer	45	47	49
Site Manager	58	61	64
Basketball/Wrestling:			
Ticket Supervisor	46	48	50
Ticket Seller	38	40	42
Asst. Cashier of School Activities Fund	38	40	42
Marshal	31	32	33
Timer	42	44	46
Scorer	38	40	42
Photographer	42	44	46
Nurse	46	48	50