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03-99

A G R E E M E N T

Between

**BOARD OF EDUCATION
of the
NORTHERN
BURLINGTON COUNTY
REGIONAL SCHOOL DISTRICT**

and

**NORTHERN
BURLINGTON COUNTY
REGIONAL TEACHERS'
ASSOCIATION**

1973 - 74

1974 - 75



ATTACHED

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ARTICLE I

RECOGNITION

A. Unit

The Board of Education of the Northern Burlington County Regional School District in the County of Burlington, for the Northern Burlington County Regional Junior-Senior High School, hereby recognizes Northern Burlington County Regional Teachers Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for the following certified personnel under contract and on leave, employed by the Board:

1. Classroom teachers
2. School nurses
3. Guidance counselors
4. Librarians
5. Specialists except psychologists, psychiatrists, social workers, learning disabilities specialists, supervisory (50% or over of duties of an administrative nature) and administrative staff.

B. Definition of a Teacher

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

C. Definition of Personal File

Personal file is that file with material concerning supervision and material relating to performance.

ARTICLE II

NEGOTIATION PROCEDURE

A. Deadline Dates

The parties agree to enter into collective negotiations in accordance with Chapter 303, Public Laws of 1968, in a good faith effort to reach agreement on terms and conditions of teachers' employment.

Such negotiations shall begin not later than October 8 of the calendar year in which this agreement expires. When the agreement is reached on the terms and conditions of employment as described above, it shall be embodied in writing and signed by the authorized representative of the Board of Education and the majority representative.

B. Available Data

During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals. The Board shall make available to the Association for inspection all public records of the Northern Burlington County Regional School District.

C. Negotiating Committees

Neither party in any negotiations shall have any control over the selection of the negotiating representatives for the other party. The parties mutually pledge that their representatives shall have necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations. Neither committee shall be restricted in consulting their parent bodies. Final ratification is subject to final approval by both parent bodies.

D. Declaring Impasse

Neither party shall declare an impasse prior to November 15 of the current year to avoid required action by the Public Employees Relations Commission, otherwise known as PERC.

E. Recorder

A recorder shall be present at all meetings to provide accurate minutes of proceedings. These minutes shall be signed by the chairmen of the parties, attesting to their accuracy. The cost of said recorder shall be shared by both parties.

F. Continuation of Present Rules

Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employ-

ment applicable on the effective date of this Agreement to employees covered by this Agreement as to established by the rules and regulations of the Board in force on said date, shall continue to be as applicable during the term of this Agreement. Nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any teacher benefit existing prior to its effective date.

G. Limitation of Negotiating to Defined Unit

The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in ARTICLE I of this Agreement, with any organization or individual other than the Association for the duration of this Agreement.

H. Modification of the Agreement

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 III

TEACHER WORK YEAR

A. Recommendation of Calendar

The Association's recommendation shall be considered prior to the construction of the school calendar by the Board of Education. The recommendation shall be submitted in writing by the President of the Association prior to March 1. A copy of the calendar for the following school year will be furnished each teacher at the time contracts are issued.

B. Work Year

The teacher work year shall not be more than two (2) days beyond the student school year except that this number may be increased to three (3) days for teachers in their first year of service to this school.

C. Final Paychecks

If the checkout procedure is completed by 3:30 p.m. by all teachers, checks will be available. If

not, they will be available the next working day. At the option of the teacher, the check may be mailed.

ARTICLE IV

TEACHING HOURS & TEACHING LOAD

A. Teaching Hours

1. Teachers shall not be required to "clock in or clock out" by hours and minutes. Teachers shall indicate their presence for duty by placing their initials in the appropriate column of the faculty "sign-in" "sign-out" roster.
2. Each teacher shall arrive fifteen (15) minutes prior to the homeroom period of his assigned session and check out fifteen (15) minutes after student dismissal of his assigned session.
3. The number of school periods will be the same for all teachers excluding lunch for those on the middle schedule.
4. Middle session teachers shall arrive fifteen (15) minutes before their first assigned period and check out fifteen (15) minutes after their last assigned period.

B. Teaching Load

1. All academic teachers (English, social studies, science, mathematics, business education, and foreign languages) shall have a maximum work load of five (5) teaching classes per day (25 per week), and one (1) period of other assignment per week, and a homeroom. The salaries for teachers in this classification shall be derived from Schedule A 1.
2. a. All special area teachers (health, physical education, driver education, industrial arts, home economics, art, music, special education, speech, reading, and cooperative education) shall have a maximum work load of six (6) teaching classes per day. The salaries for teachers in this classification shall be derived from Schedule A 2.
2. b. Special area teachers may be assigned the

same work load as academic teachers in which case their salaries shall be derived from Schedule A 1.

3. Librarians, school nurses, and guidance counselors shall be available for services for the full, 6-period teaching day with a fifteen (15) minute break period arranged for each day. The salaries for teachers in this classification shall be derived from Schedule A 1.
4. In the event there is a shortage in the number of teachers available for periods of "other supervision," the number of "other supervision" periods to which a teacher may be assigned may be increased to two (2). Any dispute concerning the necessity of such an increase shall be subject to the Grievance Procedure.

C. Lesson Plans

1. Every teacher shall plan lessons and teach course content in the manner he considers most practical and useful. During their first year of service to this school, classroom teachers must submit weekly lesson plans to their department chairmen for approval. All other classroom teachers shall prepare lesson plans in a lesson plan book supplied by the Board of Education. These lesson plan books will be available to the administration: (a) upon request, while not being used by the teachers in actual classroom teaching, and (b) during classroom observations. The lesson plan books may not be kept overnight by administrators.
2. The lesson plans a teacher prepares for his own use need not be identical to those he submits to the office for use by the substitute teacher.
3. The plans a teacher prepares for his own use shall be done using the method he considers most practical and useful to his particular situation. These plans, however, must be prepared in advance of the class for which they are to be used. Plans must include the following: Procedures to be followed, subject matter to be covered, extra teaching materials, and assignments (related to the course of study).
4. The lesson plans a teacher submits for use

by the substitute teacher shall cover a one-week period. They need not cover the same material the regular teacher would have covered, although they may if the teacher preparing them decides this would be in the best interests of the students. These plans must be revised by the teacher so that the material contained therein is relevant to the particular unit of subject matter the teacher is covering. They need not be revised every week.

5. It is the Association's and the Board's position that a teacher's responsibility to the students in his classes does not end when he is absent from school. It is his responsibility to provide those plans which are most useful to his students and which a substitute can best follow. We therefore encourage teachers to continue in their practice of, whenever possible, preparing alternate substitute plans on the days they are going to be absent, and finding some method of having these plans delivered to the school. Only when this is impossible do we feel that substitute plans on file in the office should be used.

D. Meetings

1. Teachers may be required to remain after the end of or arrive prior to the regular workday without additional compensation for the purpose of attending faculty or other meetings two (2) days each month not exceeding one (1) hour in duration. Emergency meetings may be called when necessary. Meetings held for the purpose of State Department or Middle Atlantic States evaluations shall be included under the classification of emergency meetings.
2. Meetings which take place before or after the regular in-school workday and which require attendance shall be held on Mondays.
3. The notice of and the agenda for any meeting shall be given to the teachers by the close of school on Friday preceding the meeting. Emergency items may be added to the agenda.
4. Teachers may be requested to attend no more than one (1) evening assignment or meeting

each school year without additional compensation.

E. Preparation Periods

1. The practice of using a teacher as a substitute, thereby depriving him of his preparation period, is undesirable and shall be discouraged. The administration shall make the necessary appointments for replacing an absent teacher during regular periods when a substitute is not available. A teacher may request to be passed at that time and will be picked up the following time. However, it must be recognized that the final decision for filling vacancies rests with the administration. A record will be maintained of all extra periods covered by each teacher and an appropriate copy will be distributed to those concerned. Payment will be made at the end of the second pay period of the month. Payment will be at the rate of six dollars (6) per period.
2. Any teacher may, subject to Association approval, voluntarily accept conditions in excess of the maximum stated in this Article.

ARTICLE V

TEACHER ASSIGNMENT

Teachers shall be assigned teaching schedules for the following school year in accordance with the provisions set forth in School Board Policy 16-A-25.

ARTICLE VI

CLASS SIZE

It is recognized by the Board of Education, the administration, and the Association that pupil-teacher ratio is an important aspect of an effective educational program. The Board of Education and administration will continue efforts to keep class size at an acceptable level, as dictated by the financial condition of the district, building facilities available, and availability of qualified staff.

ARTICLE VII

TEACHER EVALUATION

A. Evaluation by Certified Supervisors

Teachers shall be evaluated only by persons certified by the New Jersey State Board of Examiners to supervise instruction.

B. Copies of Evaluation

A teacher shall be given a copy of his rating or any other written evaluation of his work prepared by his supervisor at least one (1) day before any conference to discuss it. The teacher shall have the right to discuss such rating or evaluation with his supervisors before it is submitted to the central administration or put in his personal file, provided that such request for discussion is made within five (5) school days after the teacher received a copy of the rating or evaluation and has signed one (1) copy thereof as having been read. The teacher shall have the right to put into writing and submit his comments on the evaluation. Such comments will be attached to the evaluation form for the file. If both teacher and observer agree that a specific change is warranted, a notation will be made by the observer and initialed by both parties.

C. Complaints Regarding a Teacher

Any complaints regarding a teacher made to any member of the administration by any parent, student, or other person which are used in any manner in evaluating a teacher shall be promptly investigated, reduced to writing by the person making the complaint, and called to the attention of the teacher. The teacher shall be given the opportunity to respond to and/or rebut such complaint and shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

D. Open Evaluation

All monitoring or observation of the work of a teacher shall be conducted openly and with full knowledge of the teacher.

E. Final Evaluation Prior to Severance

Final evaluation of a teacher upon termination of his employment shall be conducted prior to severance and no documents and/or other material shall be placed in the personal file of such teacher after severance except as in accordance with the procedure set forth in this ARTICLE. This shall not exclude letters of recommendation prepared at a teacher's request.

F. Derogatory Material

No material derogatory to a teacher's conduct, service, character or personality, including a negative evaluation following a classroom observation, shall be placed in his personal file unless the teacher has an opportunity to review such material. The teacher shall acknowledge that he has had the opportunity to review such material by affixing his 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 have it attached to the file copy.

ARTICLE VIII

ADDITIONAL TEACHING DUTIES

A. Additional Compensation

Any teacher who is requested to work beyond the established school year or accepts an assignment in excess of the maximum is to have pay calculated by the following formula. In any situation in which a teacher's pay is to be reduced, it is to be reduced by the following formula:

1. An hour's pay shall be $1/1400$ of the teacher's contracted salary for the current school year.
2. A day's pay shall be $1/200$ of the teacher's contracted salary for the current school year.
3. A month's pay shall be $1/10$ of the teacher's contracted salary for the current school year.
4. Contracted salary shall be the salary entered upon each employment contract to teach issued by the Board.

B. Exceptions

These formulas shall not apply to the Title I Summer School program and to those activities listed in Schedule C.

C. Advisor's Responsibility

The faculty advisor of an extracurricular activity shall be responsible for making the decisions relative to his activity with the same authority that a teacher has relative to his classroom activities. The advisor will be responsible to comply with the rules, regulations and procedures of the Board of Education and State Department.

D. Extracurricular Contracts

The contracts to be issued for extracurricular activities will be issued, when possible, at the same time that the teacher is issued his contract to teach for the following year, with the final determination to be made by the Board of Education. When a teacher signs an extra-curricular contract, except in an emergency, he must complete the responsibilities for that year and may not withdraw without the approval of the Board of Education.

ARTICLE IX TEACHER RIGHTS

A. Rights and Protection in Representation

Pursuant to Chapter 303, Public Laws of 1968, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 303, Public Laws of 1968, or other laws of New Jersey and the United States; that it shall not discrim-

inate against any teacher with respect to hours, wages, or any terms and conditions of employment by reason of his membership in the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms and conditions of employment.

B. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey school laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided by law.

C. Just Cause Protection

No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantages without just cause.

D. Required Meetings or Hearings

Whenever any teacher is required to appear before the Superintendent, Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that teacher in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such a meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.

E. Evaluation of Students

The teacher shall maintain the exclusive right and responsibility to determine grades within the grading policy and marking system guide of Northern Burlington County Regional School District based upon his professional judgment of available criteria pertinent to any given subject area to which he is responsible. In the event that a teacher is not available to make grades at the appropriate time, the grades shall be completed by the principal and department chairman from

information available. If a grade determination is made following the conclusion of the school year, the affected teacher shall be notified of the determination in writing.

F. Personal File

Any teacher, upon presentation of advance written request, may inspect his personal file. The teacher shall have the right to add his written comments to any material filed and these written comments shall be made part of the teacher's personal file.

ARTICLE X

GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim by a teacher or the Association based upon the interpretation, application, or violation of this Agreement, or administrative decisions affecting a teacher or a group of teachers. The term "grievance" and the procedure relative thereto, shall not be deemed applicable in the following instances:
 - a. The failure or refusal of the Board to renew a contract of a non-tenure teacher.
 - b. In matters where a method of review or appeal is prescribed by law, or by any rule, regulation or decision of the State Commissioner of Education or the State Board of Education. However, a party shall have the option of processing a grievance at the appropriate level below Level Five of the Grievance Procedure rather than pursue a method of review or appeal as prescribed by law or by rule, regulation, or decision of the State Commissioner of Education or the State Board of Education. If the grievance is not resolved to the party's satisfaction below Level Five, the grievance above Level Four shall proceed by the method of review or appeal as prescribed by law, or by rule, regulation, or decision of the State Commissioner of Education or the State Board of Education.
 - c. In matters where the Board is without authority to act.

2. An "aggrieved person" is the person or persons making the claim.
3. A "party of interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. The term "days" when used in this ARTICLE shall mean, except where otherwise indicated, working school days.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be made to expedite the process. The time limits specified may, however, be extended or reduced by mutual agreement.
2. Failure to act within thirty (30) school days of the occurrence complained of shall be deemed to constitute an abandonment of the grievance.
3. In the event a grievance is filed after June 1st, and if left unresolved until the beginning of the following school year, could result in irreparable harm to the party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
4. Level One
A teacher with a grievance shall first discuss it with his vice principal or principal, either directly, or through the Association's one designated representative, with the objective of resolving the matter informally.
5. Level Two
If the aggrieved person is not satisfied with the disposition of his grievance at Level One,

or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance in writing with the Chairman of the Association's Committee on Professional Rights and Responsibilities, hereinafter referred to as the "PR&R Committee," within five (5) school days after the decision at Level One or within ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Chairman of the PR&R Committee shall refer it to the Superintendent of Schools for his decision.

6. Level Three

- a. Within five (5) days after the grievance has been filed with the Superintendent, the Superintendent shall hold a hearing on the grievance unless the aggrieved person states in writing that he does not desire such a hearing. All parties in interest shall be present at the hearing and may present such facts as are relevant to the grievance being considered.
- b. The Superintendent shall render a decision in writing on the grievance within five (5) days after the conclusion of the hearing, or aggrieved person's statement of refusal to have a hearing, and a copy of such decision shall be forwarded immediately to the Chairman of the PR&R Committee and to the aggrieved person.

7. Level Four

- a. In the event that the aggrieved person is not satisfied with the disposition of his grievance at Level Three or in the event no decision has been rendered by the Superintendent within five (5) days after the conclusion of the hearing or fifteen (15) days after the grievance has been filed with the Superintendent, he may request the PR&R Committee to appeal the grievance to the Board, in which event the PR&R Committee shall take the appeal by notifying the Superintendent in writing.
- b. Where an appeal is taken to the Board, the PR&R Committee shall submit in writ-

ing the aggrieved party's dissatisfaction with the Superintendent's action.

- c. If the PR&R Committee, in its appeal to the Board does not request a hearing, the Board may consider the appeal on the written record submitted to it, or the Board may, on its own, conduct a hearing, or it may request the submission of additional written material. Where additional written materials are requested by the Board, copies thereof shall be served upon the adverse parties who shall have the right to reply thereto.
- d. The Board shall make a determination within thirty (30) days from the receipt of the grievance and shall notify, in writing, the PR&R Committee, the aggrieved person, and the Superintendent of its determination. The time period may be extended by mutual agreement of the parties.

8. Level Five

- a. If the aggrieved person is not satisfied with the disposition of his grievance at Level Four, or if no decision has been rendered by the Board within thirty (30) days after the grievance was delivered to the Board, he may request in writing that the Association submit the grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) days after the receipt of the request by the aggrieved person. The affected teacher must abide by the majority decision of the Association and may not personally take the Board to arbitration following a rejection of his grievance by the Association.
- b. The arbitration procedure shall only be used in the processing of grievances which arise out of violations of the teaching contract. Teachers processing grievances involving administrative decisions shall use channels already guaranteed by Board policy up to and including a full and open hearing before the Board of Education.
- c. Within ten (10) school days after such written notice of submission to arbitration,

the Board and the PR&R Committee shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

- d. The arbitrator so selected shall confer with the representatives of the Board and the PR&R Committee and hold hearings promptly and shall issue his decisions not later than twenty (20) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on all parties.
- e. 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.

D. Rights of Teachers to Representation

- 1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by the representative selected or approved by the Association. When a teacher is not represented by the Associa-

- tion, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.
2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the PR&R Committee of the Association, or any other participant in the grievance procedure by reasons of such participation.

E. Miscellaneous

1. If, in the judgment of the PR&R Committee, a grievance affects a group or class of teachers, the PR&R Committee may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Three. The PR&R Committee may process such a grievance procedure even though the aggrieved person does not wish to do so.
2. Decisions rendered at Levels One and Two which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Three and Four of the grievance procedure shall be in writing setting forth the decision and the reasons therefor and shall be transmitted promptly to all parties in interest and to the Chairman of the PR&R Committee. Decisions rendered at Level Five shall be in accordance with the procedures set forth in Section C, paragraph 8d of this ARTICLE.
3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personal file of any of the participants.
4. Forms for filing grievances, serving notices, taking appeals, and making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
5. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives,

heretofore referred to in this ARTICLE, with the exception of Level One.

ARTICLE XI

LEAVES OF ABSENCE

A. Sick Leave

1. All teachers of the Northern Burlington County Regional School District shall be entitled to ten (10) sick leave days each year. Unused sick leave days shall be accumulated from year to year with no maximum limit.
2. Anyone who is present for three (3) periods shall be considered as working the whole day with no loss of sick leave.
3. All teachers shall be given written accounting of accumulated sick days not later than September 1 of each school year.
4. All teachers, upon retirement, shall receive a lump-sum payment equivalent to one-half ($\frac{1}{2}$) of the current substitute per diem pay for each unused day of accumulated sick leave, not to exceed the sum of one thousand dollars (\$1,000).

B. Jury Duty

The Board whole-heartedly supports requests for jury service when submitted with court request. The salary paid to such employee shall be the difference between jury pay and the average daily earnings of such employee.

C. Temporary Leaves of Absence

Temporary nonaccumulative leaves of absence with full pay shall be granted by the Board with the approval of the administration as follows:

1. Three (3) days for personal, legal, religious, business, household or family matters which require absence during school hours. Application to the administration shall be made twenty-four (24) hours in advance, except in case of emergency, and the reason for taking such leave other than it is being taken under this category shall not be stated.
 - a. A maximum of three (3) teachers will be

granted personal leave on any one day. In the event that more than three (3) teachers apply for personal leave on any one day, leave shall be granted to the three (3) teachers whose applications are first received. This maximum shall not apply on religious holidays.

- b. Except in the case of an emergency, no personal leave shall be granted the day before or the day after a holiday. If an emergency does occur the day before or the day after a holiday, the circumstances of the emergency must be stated.
2. Three (3) days at any one time and per occurrence in the event of death of the spouse, child, parent, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandparents.
3. Three (3) days per year in the event of serious illness of the spouse, child, parent, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandparents.
4. Other leaves of absence may be granted by the Board for good reason.

D. Extended Leaves of Absence

1. Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of the induction or enlistment.
2. Pregnancy leaves will be granted in adherence to the guide lines set forth by the New Jersey Division of Civil Rights.
3. Other leaves of absence without pay may be granted by the Board for good reason. All extensions or renewals shall be applied for and granted or rejected in writing.

ARTICLE XII
ASSOCIATION RIGHTS
AND PRIVILEGES

A. Use of Buildings

The Association and its members shall have the

right to use school buildings as long as the proper forms have been initiated and approved in accordance with Board policy. The approval shall be granted within the framework of building availability.

B. Use of Equipment

The Association may have the right to use school duplicating and typing equipment in the faculty rooms at reasonable times when such equipment is not otherwise being used by teachers.

C. Bulletin Boards

The Association shall have the use of a bulletin board in each faculty room.

D. Mail Facilities and Mail Boxes

The Association shall be allowed the use of existing inter-school mail facilities and school mail boxes provided it does not interfere with regular school mail. The Board assumes no responsibility for delivery.

E. Minutes of Board Meetings

The Board shall provide the Association with three (3) copies of the minutes of each board meeting.

ARTICLE XIII

MISCELLANEOUS PROVISIONS

A. This Agreement shall be effective as of July 1, 1973, and continue in full force and effect without change until June 30, 1975.

B. Printing Costs

The Board and the Association each agree to pay one-half (½) of the cost of the final printing of this Agreement.

ARTICLE XIV

TEACHER-ADMINISTRATIVE LIAISON COMMITTEE

The Association representatives shall meet with the Superintendent, and/or such administrators as he se-

lects, normally once a month, with no more than two months elapsing between meetings, to review and discuss current school problems and practices. This committee shall be comprised of no more than three (3) association members appointed by the Association and no more than three (3) administrators selected by the Superintendent. This committee in no way alters or modifies the function of any committee which has been or shall be established by the administration. This committee shall be advisory to the superintendent.

SCHEDULE A-1

SALARY SCHEDULE FOR 1973-74

Step	Bachelor's	Bachelor's +30	Master's	Master's +30
1	\$ 8,200	\$ 8,500	\$ 8,800	\$ 9,100
2	8,500	8,800	9,100	9,400
3	8,800	9,100	9,400	9,700
4	9,100	9,450	9,750	10,050
5	9,450	9,800	10,100	10,400
6	9,800	10,150	10,450	10,750
7	10,150	10,500	10,800	11,100
8	10,500	10,850	11,150	11,450
9	10,850	11,200	11,500	11,800
10	11,200	11,550	11,850	12,150
11	11,550	11,900	12,200	12,500
12	11,900	12,250	12,550	12,850
13	12,250	12,600	12,900	13,200
14	12,600	12,950	13,250	13,550
15		13,300	13,600	13,900
16				14,250

SCHEDULE A-1

SALARY SCHEDULE FOR 1974-1975

Step	Bachelor's	Bachelor's +30	Master's	Master's +30
1	\$ 8,800	\$ 9,100	\$ 9,400	\$ 9,700
2	9,100	9,400	9,700	10,000
3	9,400	9,700	10,000	10,300
4	9,700	10,050	10,350	10,650
5	10,050	10,400	10,700	11,000
6	10,400	10,750	11,050	11,350

7	10,750	11,100	11,400	11,700
8	11,100	11,450	11,750	12,050
9	11,450	11,800	12,100	12,400
10	11,800	12,150	12,450	12,750
11	12,150	12,500	12,800	13,100
12	12,500	12,850	13,150	13,450
13	12,850	13,200	13,500	13,800
14	13,200	13,550	13,850	14,150
15		13,900	14,200	14,500
16				14,850

SCHEDULE A-2

SALARY SCHEDULE FOR 1973-74

Step	Bachelor's	Bachelor's +30	Master's	Master's +30
1	\$ 8,500	\$ 8,800	\$ 9,100	\$ 9,400
2	8,800	9,100	9,400	9,700
3	9,100	9,400	9,700	10,000
4	9,400	9,750	10,050	10,350
5	9,750	10,100	10,400	10,700
6	10,100	10,450	10,750	11,050
7	10,450	10,800	11,100	11,400
8	10,800	11,150	11,450	11,750
9	11,150	11,500	11,800	12,100
10	11,500	11,850	12,150	12,450
11	11,850	12,200	12,500	12,800
12	12,200	12,550	12,850	13,150
13	12,550	12,900	13,200	13,500
14	12,900	13,250	13,550	13,850
15		13,600	13,900	14,200
16				14,550

SCHEDULE A-2

SALARY SCHEDULE FOR 1974-1975

Step	Bachelor's	Bachelor's +30	Master's	Master's +30
1	\$ 9,100	\$ 9,400	\$ 9,700	\$10,000
2	9,400	9,700	10,000	10,300
3	9,700	10,000	10,300	10,600
4	10,000	10,350	10,650	10,950
5	10,350	10,700	11,000	11,300
6	10,700	11,050	11,350	11,650

7	11,050	11,400	11,700	12,000
8	11,400	11,750	12,050	12,350
9	11,750	12,100	12,400	12,700
10	12,100	12,450	12,750	13,050
11	12,450	12,800	13,100	13,400
12	12,800	13,150	13,450	13,750
13	13,150	13,500	13,800	14,100
14	13,500	13,850	14,150	14,450
15		14,200	14,500	14,800
16				15,150

SCHEDULE B

FRINGE BENEFITS

A. Medical Insurance

1. The Board will pay the premium of the New Jersey Blue Cross and Blue Shield (Rider "J" inclusive) as required by the plan in force under the laws of the State of New Jersey, at the going family rate and continue to pay the premiums for Major Medical coverage as provided by the Health Service Inc. Medical Indemnity of America, Inc. (Blue Cross/Blue Shield Association)
2. The terms, conditions, rules and limitations as provided for by the contracts of insurance and the underwriting companies will govern.

B. Dental Insurance

1. The Board will pay the premium of the New Jersey Dental Service Plan, Inc., administered by Hospital Service Plan of New Jersey and Medical Plan of New Jersey, for the employee only for the period July 1, 1974 to June 30, 1975, which provides the following coverage: The Basic contract, Indemnity Schedule A, no deductible, and Riders 1-4. (The Riders are: (1) Additional Basic, (2) Prosthodontic Services, (3) Periodontic Services, and (4) Orthodontic Services.)
2. At the option of the employee, family coverage may be provided, with the employee paying through payroll deduction, the differences between the premium for single coverage and the premium for family coverage.

3. The terms, conditions, rules and limitations as provided for by the contracts of insurance and the underwriting companies will govern.

C. Additional Compensation

A teacher shall receive an additional \$300 upon receiving a contract following three (3) and six (6) complete years of service to the Board.

D. Credit for Experience

New teachers will receive credit for experience as follows:

1. Full credit for public school experience.
2. Full credit for United States Military Service up to, but not exceeding, four (4) years.

E. Receiving Increments

1. The Board reserves the right to hold a teacher at any place on the schedule until experience and training, or both, warrant the salary.
2. All salaries will be based upon satisfactory service. Years of employment increments will not be automatic, but will be granted for satisfactory service only upon the recommendation of the superintendent, subject to approval by the Board. Failure in any year to grant an increment does not create any future obligations to restore the increment. In making recommendations, factors considered will include teaching ability, compliance with rules and regulations of this school district and adherence to the statutes of New Jersey. In any year in which there is an upward revision of the salary guide, individual teacher adjustments to the proper place on the guide may be withheld in whole or in part. Before making any recommendation to the Board to withhold in whole or in part any salary adjustment, the Superintendent shall send the teacher written notice of such intention and give him an opportunity to discuss the reason for such action. Future increases after withholding an adjustment will depend entirely upon the recommendation of the Superintendent and the approval of the School Board.

SCHEDULE C

SALARIES FOR ADVISORS OF EXTRACURRICULAR ACTIVITIES

The compensation for advisors of extracurricular activities shall be:

	73-74	74-75
Director of Athletics (+ 5 periods of released time)	\$1050	\$1100
Head Football	1260	1320
Ass't. Football	735	770
Head Basketball	1050	1100
Ass't. Basketball	630	660
Head Wrestling	1050	1100
Ass't. Wrestling	630	660
Head Baseball	735	770
Ass't. Baseball	420	440
Head Track	735	770
Ass't. Track	420	440
Head Cross Country	420	440
Ass't. Cross Country	315	330
Head Field Hockey	525	550
Ass't. Field Hockey	315	330
Head Girls' Basketball	525	550
Ass't. Girls' Basketball	315	330
Head Softball	525	550
Ass't. Softball	315	330
Golf	315	330
Tennis	315	330
Intramural Advisors	210	220
Band	630	660
Ass't. Band	315	330
Summer Band	420	440
Choral Director	420	440
7-10 Class Advisors	210	220
11-12 Class Advisors	315	330
Yearbook	1050	1100
Ass't. Yearbook	210	220
Newspaper	630	660
Jr. High Newspaper	420	440
Literary Magazine	210	220
Drama (ea. prod.)	420	440
Ass't. Drama (ea. prod.)	315	330
Jr. High Drama (ea. prod.)	315	330
Student Council	420	440

Jr. High Student Council	315	330
Pep Club	210	220
Cheerleaders, Head	525	550
Cheerleaders, Ass't.	420	440
Majorettes	210	220
First Aid	210	220
Chaperone	15	15

SCHEDULE D

DEPARTMENT CHAIRMEN

The salaries for department chairmen shall be:

	73-74	74-75
Industrial Arts	\$725	\$800
Science	725	800
Foreign Language	725	800
Business Education	725	800
Mathematics	725	800
Social Studies	725	800
English	725	800
Boys' Physical Education	725	800
Art	550	600
Home Economics	550	660
Music	550	600
Vocational Agriculture	550	600
Girls' Physical Education	550	600

- B. The teaching assignment for department chairmen shall include one (1) period per day assigned for departmental work.

IN WITNESS WHEREOF, the Board and the Association have caused this Agreement to be signed by their respective Presidents, attested to by their respective Secretaries, and their corporate seals to be affixed thereto the date above written.

THE BOARD OF EDUCATION OF THE NORTHERN BURLINGTON COUNTY REGIONAL SCHOOL DISTRICT in the County of Burlington.

By AUSTIN LOVENDUSKI, President

By EDWARD LONGMUIR, Secretary

NORTHERN BURLINGTON COUNTY REGIONAL TEACHERS ASSOCIATION, an incorporated association.

By EDWARD J. BOYLE, President

By RENEE FORAN, Secretary

**NORTHERN BURLINGTON COUNTY REGIONAL
TEACHERS ASSOCIATION**

EDWARD J. BOYLE, President
ROSEMARIE MONAHAN, Vice President
RENEE FORAN, Recording Secretary
BARBARA BANTIVOGLIO, Treasurer
PATRICIA HAINES, Corresponding Secretary

NBCRTA FACULTY REPRESENTATIVES

LIZ BARKER
CHARLES BILDER
RONALD BOZARTH
RICHARD CIESLINSKI
MARVIN FENICHEL
THOMAS FERRIOLO
HARRY FOSTER
HAROLD WARREN

NEGOTIATING COMMITTEE

ROSEMARIE MONAHAN, Teacher, Chief Negotiator
MARVIN FENICHEL, Teacher
BRUCE ZIEGENFUSE, Teacher
GEORGE SULETA, NJEA Uniserv Representative
EDWARD J. BOYLE, Teacher

**PROFESSIONAL RIGHTS AND RESPONSIBILITIES
COMMITTEE**

RICHARD CIESLINSKI
ROLAND FLINCHBAUGH
BRUCE ZIEGENFUSE

**NORTHERN BURLINGTON COUNTY REGIONAL
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DONALD APPLGATE
BERNARD BLUM
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EUGENE VEREB

NEGOTIATING COMMITTEE

JAMES POWELL, Chief Negotiator,
Metzler Associate
MAURICE B. HILL, Superintendent
W. ROBERT CRAFT, Board Member
JOHN L. FORMAN, Board Member
DOROTHY PETTIT, Board Member
EUGENE VEREB, Board Member