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THIS BOOK DOES  
NOT CIRCULATE

**Agreement**  
**between**  
**Board of Education**  
**of the**  
**Borough of Ridgefield**  
**and**  
**Ridgefield Teachers'**  
**Association**

**July 1, 1970 -**  
**June 30, 1971**





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**RIDGEFIELD TEACHERS'  
ASSOCIATION  
RIDGEFIELD, NEW JERSEY  
OFFICERS — 1969-1970**

Terence Murphy ..... President  
Carl Weber ..... Vice-President  
Mardette Coxhill ..... Treasurer  
Margoth Kisker ..... Secretary

**OFFICERS — 1970-1971**

Carl Weber ..... President  
Sam Cooper ..... Vice-President  
Mardette Coxhill ..... Treasurer  
Marilyn Boswell ..... Secretary

**RTA NEGOTIATING TEAM**

Harvey Weiss - Chairman  
Joseph Brezina ..... Terence Murphy  
Frank Cole ..... Carl Weber  
Eloise Mason

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## PREAMBLE

This Agreement entered into this 19th day of June, 1970, by and between the Board of Education of The Borough of Ridgefield, New Jersey, hereinafter called the "Board," and Ridgefield Teachers Association, hereinafter called the "Association."

### W I T N E S S E T H :

WHEREAS the Constitution of the State of New Jersey provides:

"The Legislature shall provide for the maintenance and support of a thorough and efficient system of free public schools for the instruction of all the children in the State between the ages of five and eighteen years";

and

WHEREAS, by virtue of the provisions of the N.J.S. Title 18A, the Legislature has carried out its Constitutional mandate by making provision for local boards of education charged with certain statutory duties to be administered in their respective school districts; and

WHEREAS, the BOARD is the statutory agency so created and designated for the School District of the Borough of Ridgefield; and

WHEREAS, the Legislature has further declared it as the public policy of this State that the best interests of the people of the State are served by the prevention or prompt settlement of labor disputes, both in the private and public sectors; that strikes, lockouts, work stoppages and other forms of employer and employee strife, regardless of where the merits of the controversy lie, are forces productive ultimately of economic and public waste; that the interests and rights of the consumers and the people of the State, while not directly parties thereto, should always be considered, respected and protected; and that the voluntary mediation of such public and private employer-employee disputes under the guidance and supervision of a governmental agency will tend to promote permanent public and private employer-employee peace and the health, welfare, comfort and safety of the people of the State; and pursuant thereto has enacted Chapter 303 of the Laws of 1968 (R.S. 34:13A-1 et seq.) and

WHEREAS, a majority representative of public employees in an appropriate unit shall be entitled to act for and to negotiate agreements covering all employees in the unit and shall be responsible for representing the interests of all such employees without discrimination and without regard to employee organization membership; that proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established; that the majority representative and designated representatives of the public employer shall meet at reasonable times and negotiate in good faith with respect to grievances and terms and conditions of employment.

Now, therefore, be it resolved, that in consideration of the foregoing statements, the Ridgefield Board of Education and the Ridgefield Teachers Association do agree to and with each other as follows:-

# ARTICLE 1

## RECOGNITION

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 under contract and on an annual basis:

A. Classroom teachers, including reading, art, music, language, and physical education teachers, and those teachers who travel from school to school.

B. Librarians, school nurses, guidance counselors; industrial arts and homemaking teachers, and work-study coordinator.

C. Members of the Child Study Team, excluding the Psychologist and Psychiatrist.

D. All other persons, positions and units not specifically defined above are excluded.

E. Under this contract the term "teachers" as used throughout shall refer to all personnel listed under "A", "B" and "C" of the "Recognition" article.

## ARTICLE 2

### NEGOTIATION PROCEDURE

A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 303, Public Laws 1968, in a good-faith effort to reach agreement on all matters concerning the terms and conditions of teacher employment. Such negotiations shall begin not later than October 15 of the calendar year preceding the calendar year in which this agreement expires. Any agreement so negotiated shall apply to all teachers, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

B. The Board shall make available to the Association for inspection all public records, public data, and public information of the Ridgefield School System.

C.1 Should a mutually acceptable amendment to this agreement be negotiated by the parties, it shall be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

C.2 This agreement shall not be modified in whole or in part by the parties except by an instrument duly executed by both parties.

## **ARTICLE 3**

### **GRIEVANCE PROCEDURES**

#### **PREAMBLE**

The quality of the education offered to our Ridgefield children depends upon the cooperative efforts of our professional staff as embodied in the Ridgefield Teachers Association; our administrative staff as represented by our Principals, Business Administrator and Superintendent; and of our elected Board of Education. Such cooperative effort must recognize that differences of opinion exist between individuals and groups, and that open avenues of communication must be provided for free discussion of such differences and their ultimate resolution.

#### **I. DEFINITIONS**

A. A "grievance" is a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of a teacher or group of teachers, and/or the interpretation, meaning, or application of any of the provisions of this agreement.

B. An "aggrieved person" is the person or persons making the claim.

C. A "party in interest" is the person or persons making the claim, and any person who might be required to take action, or against whom action may be taken in order to resolve the claim.

#### **II. PURPOSE**

A. 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 the welfare or terms and conditions of employment of teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

B. Nothing herein contained shall be construed as limiting the right of any teacher to discuss informally with any appropriate member of the administration situations which might lead to a grievance. The situation may be adjusted without intervention of the As-

sociation provided the adjustment is not inconsistent with terms of this agreement.

### III. PROCEDURE

A. A grievance must be filed within thirty (30) days of its occurrence. Past related incidents may be presented to support the initiated grievance.

B. Since it is important that grievance be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limit specified may, however, be extended or reduced by mutual consent.

C. In general, three levels of discussion are provided in the communication channel. First, with a specific school principal; second, with the Superintendent of Schools; and, third, with the Board of Education.

D. Grievances at all levels shall be submitted in writing, and decisions shall be submitted in writing to the interested parties.

E. **Level 1**—Discussions at this level will be between the individual School Principal and the staff member, or the Professional Committee of the Ridgefield Teachers Association representing the individual or group. Failure to resolve questions at this level within ten (10) school days would permit the aggrieved party to take the grievance to the second level within 5 school days.

F. **Level 2**—Discussions at this level will be between the Superintendent of Schools and the staff member, or the Professional Committee of the Ridgefield Teachers Association representing the individual or group. Failure to resolve questions at this level within ten (10) school days would permit the aggrieved party to take the grievance to the third level within 5 school days.

G. **Level 3**—Discussions at this level will be between the Board of Education, the Superintendent of Schools, and the staff member; or the Professional Committee of the Ridgefield Teachers Association representing the individual or group.

H. If an agreement is unattainable within fifteen (15) days at the third level, all reasonable action, including the use of consultants shall be employed in an effort to reach

mutual understanding. If consultants are employed, the Board shall choose one, the second party shall choose one, and the third consultant shall be chosen by mutual agreement by both parties. If agreement on the third consultant cannot be reached, one from the American Arbitration Association shall be requested. Their decisions shall be advisory, not binding.

I. Any step may be bypassed by mutual consent of the parties involved.

J. If a decision has been rendered at any level, the grievance becomes null and void if the aggrieved party or his representatives do not appeal to the next higher level within the stipulated number of days.

K. Both parties should share equally costs of the consultant.

L. 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.

M. The grievance must be hand delivered to the Principal, Superintendent, or Business Administrator in the proper order. The recipient must give written acknowledgment of its delivery, with time and date duly noted.

N. Whenever a grievance is originally filed, the Superintendent of Schools shall receive a copy of the grievance immediately so that he may be fully informed of its nature. The one filing the grievance shall be responsible for a copy being delivered to the Superintendent.

#### **IV. REPRESENTATION**

A. Committees representing individuals or groups shall be limited to three members at Levels 1 and 2, and five members at Level 3.

B. Any party in interest may be represented at all stages of the grievance procedure by himself, or at his option, by a representative selected or approved by the association. When a teacher is not represented by the association, the association shall have the right to be present and to state its views at all stages of the grievance procedure unless the aggrieved party objects.

C. Forms for filing grievances, serving notices, taking appeals, 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.

## **ARTICLE 4**

### **TEACHER RIGHTS**

Pursuant to Chapter 303, Public Laws 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. As a duly selected body exercising governmental power under the laws 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 1968, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or 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 or conditions of employment.

## **ARTICLE 5**

### **BOARD RIGHTS**

The Association recognizes the Board as the public agency charged by the New Jersey State Legislature under the mandate of the Constitution, with the management in the school district of the Borough of Ridgefield of a thorough and efficient system of free public schools.

The Board hereby retains and reserves unto itself, without limitations other than those expressly set forth by law and by the terms of this Agreement, 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.

## **ARTICLE 6**

### **ASSOCIATION RIGHTS AND PRIVILEGES**

A. The Board agrees to make available to the Association, in response to reasonable requests from time to time, all available public information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students.

B. Whenever any representative of the Association or any teacher participates during working hours in negotiations, grievance procedures, conferences or meetings requested by the Board, or mutually convened, he shall suffer no loss in pay.

C. The Association and its representatives shall have the right to use school buildings, subject to the approval of the building principal.

D. 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.

## **ARTICLE 7**

### **SCHOOL CALENDAR**

A. The Board of Education recognizes the desirability of discussions on the matter of the school calendar between the Ridgefield Teachers Association and the administration. All suggestions will receive consideration, but the Board of Education retains the right of final approval of the school calendar.

B. The normal in-school work year shall be completed between September 1 and June 30. The Board of Education will make every effort to maintain the past practice of the length of the in-school work year.

C. All single sessions at the close of the school year shall be granted on a systemwide basis.

## **ARTICLE 8**

### **TEACHING HOURS AND TEACHING LOAD**

A. As professionals, teachers are expected

to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in" and "clock out" by hours and minutes.

B. Every effort will be made to keep teaching loads within reasonable limits and to minimize the changing of teaching stations.

C.1 Teachers shall have a duty free lunch period of at least the same length as the students.

C.2 Teachers in buildings having closed lunch periods shall notify the office before leaving the building.

D. Teachers may be required to remain at the end of the regular work day, without additional compensation, for the purpose of attending faculty or other professional meetings. Such meetings shall begin as soon as possible after the student dismissal time, preferably within ten minutes. The administrative staff member convening the meeting is expected to use good judgment in the number of meetings called and the length of such meetings.

E. Classroom teachers shall, in addition to their lunch period, have daily preparation time during which they shall not be assigned to any other duties. This preparation time shall be given during the pupils' regular school hours. The preparation time shall be as follows:

1. Elementary, 1-5      —a minimum of 3 thirty minute periods per week
2. Upper Elementary, Grade 6      —five periods per week
3. Upper Elementary, Grade 7, 8      —ten periods per week
4. High School      —two periods per day

F. Exceptions to Sections "A," "B," "C," "D," and "E" above may be made only in cases of emergency. The association shall be notified in each such instance.

G. Teacher participation in extracurricular activities shall be voluntary. NOTE: At the elementary level, the special club assignments in art, music and physical education, as per past practice, are not considered extracurricular.

H. Teacher participation in field trips which extend beyond the teacher's in-school work day, and overnight or weekend trips, shall be voluntary.

## **ARTICLE 9**

### **CLASS SIZE**

The Board recognizes that class size has an impact both on the learning experience of children and upon the conditions of work of teachers. It shall endeavor insofar as possible to maintain class sizes which maximize the educational experience.

## **ARTICLE 10**

### **SPECIALISTS**

The Board and the Association recognize the fact that an adequate number of competent specialists is essential to the operation of an effective educational program.

## **ARTICLE 11**

### **NON-TEACHING ASSIGNMENTS**

A. Whenever possible, based on the recommendations of the administration, and with the approval of the Board of Education, clerical duties shall not be assigned to teachers.

B. All homeroom teachers of Grades 1 through 12 shall be required to keep a Daily Attendance Record of a given homeroom on the card calendar provided by the system, and shall not be assigned to the keeping of a State register. Whenever a teacher voluntarily accepts the responsibility of keeping a State register, he shall be promptly informed of those responsibilities he shall be relieved of, as compensation for keeping the State Register.

C. A teacher shall never be assigned to the disciplinary supervision of children outside of his classroom. For example, detention hall, etc.

It is expected, however, that a teacher will act during the course of his presence in a given school building in the mature manner

necessary to guide every student toward proper behavior wherever and whenever it becomes necessary.

## **ARTICLE 12**

### **TEACHER EMPLOYMENT**

A. The Board agrees to hire for every regular teaching assignment only certified teachers holding standard certificates issued by the New Jersey Board of Examiners.

B.1 Each teacher presently employed shall be placed on his proper step of the salary schedule at the beginning of the 1970-71 school year.

B.2 A minimum credit of two years shall be granted for military service or alternative civilian service required by the Selective Service System.

C. Teachers with previous teaching experience in the Ridgefield School District shall, upon returning to the system, receive full credit on the salary guide for all outside teaching experience, military experience, or alternative civilian service required by the Selective Service System. Such teachers who have not been engaged in other teaching, or the other activities indicated above, shall upon returning to the system be restored to the next position on the salary schedule above that at which they left.

D. Previously accumulated unused sick leave days shall be restored to all returning teachers who return to the district within a period of four years.

E. If a salary agreement has been reached for the ensuing year, teachers shall be notified of their contract and salary status for the ensuing year no later than April 1, provided said teachers have been employed since the beginning of the school year.

## **ARTICLE 13**

### **SALARIES**

A. The salaries of all teachers covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part hereof.

B. Teachers may elect to have a portion of their salaries deducted from their pay and deposited to their accounts in the East Bergen Teachers Federal Credit Union.

When a pay day falls on, or during a school holiday, vacation, or weekend, teachers shall receive their pay checks on the last previous working day.

C. All teachers shall be paid semi-monthly for the term of their contracts.

## **ARTICLE 14**

### **TEACHER ASSIGNMENTS**

A.1 All teachers shall be given written notice of their salary schedules, class and/or subject assignment for the forthcoming year, not later than June 1.

A.2 The Superintendent shall assign all newly appointed personnel to their specific positions within that subject area and/or grade level for which the Board has appointed them. The Superintendent shall give notice of assignments to new teachers as soon as practicable and, except in cases of emergency, not later than August 1.

A.3 In the event that changes in such schedules, class and/or subject assignment are proposed after June 1, the Principal shall fully explain such changes to the teacher involved.

B. Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of inter-school travel. Such teachers shall be informed of any changes in their schedules as soon as practicable.

## **ARTICLE 15**

### **PROMOTIONS**

A. A promotional position is one involving additional responsibility and compensation. All vacancies in promotional positions shall be adequately publicized by the Superintendent.

B. All qualified teachers shall be given adequate opportunity to make application, and no position shall be filled until all appropriately submitted applications have been considered. The Board agrees to give due consideration to the professional background and attainments and other relevant factors of all applicants.

## ARTICLE 16

### TEACHER EVALUATIONS

A.1 All monitoring or observations of the work performances of the teacher shall be conducted openly and with the full knowledge of the teacher.

A.2 Teachers shall be evaluated only by persons appointed by the Superintendent and certified by the New Jersey Board of Examiners to supervise instruction.

A.3 A teacher shall be given a duplicate copy of any class visit or evaluation report prepared by his evaluators.

A.4 Each teacher shall evaluate himself on the approved evaluation form, and each school principal shall evaluate each teacher on the same type of form. When evaluation forms have been completed by each party, the principal shall call a conference to compare and discuss results. When the conference is completed the teacher should sign the principal's evaluation, making note of any items on which he does not concur, or making any other pertinent comments.

A copy of the evaluation report, signed by both parties, with all comments noted, should be sent to the Superintendent's Office by the end of February of each school year. This deadline may be extended for teachers who commence their teaching assignments after the beginning of the school year.

(Note: It should be emphasized that Teacher Evaluations are for the main purpose of aiding the teacher, and all parties should view it in this light.)

B.1 A teacher shall have the right, upon written request, to review the contents of his personnel file, and to be able to copy any contents.

B.2 No material derogatory to a teacher's conduct, service, character, or personality shall be placed in his personnel file unless the teacher has had an opportunity to review such material. The teacher shall have the right to submit a written answer to such material, and his answer shall be reviewed by the Superintendent, or his designee, and attached to the file copy.

B.3 Although the Board agrees to protect the confidentiality of personnel references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the teacher's inspection.

C. 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 and called to the attention of the teacher. The teacher shall be given an opportunity to respond to and/or refute such complaint, and shall have the right to be represented by the association or anyone designated to be a representative at any meetings or conferences regarding such complaint.

## **ARTICLE 17**

### **FAIR DISMISSAL**

A. Non-tenure teachers shall be notified no later than April 30 in case their contracts are not going to be renewed.

## **ARTICLE 18**

### **TEACHER/ADMINISTRATOR LIAISON**

A. The Association's representatives shall meet with the Superintendent and his representatives at least three times during the school year to review and discuss current school problems and practices in the administration of this agreement.

B. The Superintendent and the Association President shall meet before September 30 of each year to set the dates for the three meetings.

## **ARTICLE 19**

### **SICK LEAVE**

A. As of September 1, 1970, all teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official school day of said year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year, with no maximum limit.

B. Non-accumulative additional sick leave benefits shall be allowed to teachers under tenure who have accumulated sick leave days under Section "A" of this article, according to the following schedule:

When an employee's sick leave has expired, after a continuous illness of one calendar month, one-half of the number of accumulated days at the beginning of the illness shall be added to the employee's sick leave credit.

If the illness continues beyond this period and all days are used, the employee shall receive two thirds (2/3) of his salary for a period of time according to his length of employment.

3 to 5 years of employment —

20 additional days

6 to 10 years of employment —

30 additional days

11 to 15 years of employment —

40 additional days

Over 15 years of employment —

50 additional days

C. Teachers shall be given a written accounting of accumulated sick leave days no later than September 30 of each school year.

## **ARTICLE 20**

### **TEMPORARY LEAVES OF ABSENCE**

**Absence for Reasons Other Than  
Personal Illness**

**(A) Death in the Immediate Family**

A period not to exceed 3 school days will be granted with full pay, upon the death of

a member of the immediate family of an employee; such three days shall be taken consecutively. The term, "immediate family," shall be defined as including: mother, father, sister, brother, husband, wife, or children, or any other relative who is a member of the immediate household.

**(B) Death of Others**

A period not to exceed one school day will be granted with full pay upon death of a relative not included in the definition of the "immediate family."

**(C) Absence Because of Quarantine**

Employee absence because of exclusion from work for reasons of contagious disease within the household shall be treated the same as that designated under the article entitled, "Sick Leave."

Absence because of exclusion from work for reasons of contagious disease within the school shall be paid in full with regular pay without deduction. Such absence shall not be deducted from the school days allowed for personal illness per year, or the accumulated sick leave.

**(D) Absence for Jury Duty**

Absence for jury duty shall not count in calculating absence limitations under other sections. The salary paid by the Ridgefield Public Schools during absence for jury duty shall be at the regular rate less the fee paid by the government for such jury duty.

**(E) Other Personal Absence**

An employee may request compensation for a personal absence if such absence is beyond the control of the employee. Compensation may be granted by the Board of Education if it concurs that the circumstances warranted the absence.

**(F) All Other Absences**

For all other absences, an employee's regular salary shall be reduced by 1/200th of his annual contractual salary for each day of absence.

NOTE: Employees who are absent must complete the required form immediately upon re-

turn to school. If the absence was for personal reasons, and consideration for remuneration is requested, the employee must state the reason for the absence. The Board of Education will consider such requests after evaluation and favorable recommendation by the Superintendent of Schools.

## **ARTICLE 21**

### **EXTENDED LEAVES OF ABSENCE**

A. 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 such service and three months thereafter, or three months after recovery from any wound or sickness at time of discharge.

B. The Board will grant a leave of absence without salary to a teacher under tenure who wishes to pursue graduate study, such leave not to exceed a period of two years.

C. A teacher shall notify the Superintendent of her pregnancy as soon as it is medically confirmed. Said teacher shall be placed on maternity leave, without pay, commencing three months prior to the anticipated date of birth, with the leave terminating two years after the birth of the child, provided the return would coincide with the beginning of a new school year.

In the event of still birth or death of the child the teacher, if she so elects, may return to her position at the beginning of the next school year. Upon the recommendation of the Superintendent, and the approval of the Board, the teacher may leave at an earlier or later date, or return at an earlier date than provided herewith.

D. Any female teacher adopting an infant child shall receive similar leave which shall commence upon her receiving de facto custody of said infant, or earlier if necessary, to fulfill the requirements for the adoption. No teacher on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Ridgefield School District in the area of her certification or competence.

E. A leave of absence without pay for up to one year shall be granted for the purpose

of caring for a sick member of the teacher's immediate family. Additional leave may be granted at the discretion of the Board. In all cases a medical certificate shall be required.

F.1 Upon return from leave granted pursuant to Section "A" of this article, a teacher shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent. A teacher shall not receive increment credit for time spent on a leave granted pursuant to Sections "B," "C," "D" or "E" of this article.

F.2 All benefits to which a teacher was entitled at the time of his leave of absence commenced, including unused accumulated sick leave and previous credits toward sabbatical eligibility, shall be restored to him upon his return, and he shall be assigned to the same teaching position which he held at the time said leave commenced if available or, if not, to a substantially equivalent position.

G. All extensions or renewals of leaves shall be applied for in writing and answered in writing.

## **ARTICLE 22**

### **SABBATICAL LEAVE**

Sabbatical leave of absence shall be granted to teachers of the Ridgefield Public Schools. Sabbatical leave is a plan designed to help maintain instructional service at the highest level of quality and efficiency. While satisfactory service is its prerequisite, it is a privilege granted to employees for their professional advancement so that they may better render educational services. Such improvement may be achieved by formal study or research.

#### **Administrative Procedures Pertaining to Sabbatical Leave**

1. Applicants must have 7 (seven) consecutive years of satisfactory service as full-time teachers in the Ridgefield School District.

2. No more than two (2) teachers may be

granted sabbatical leave during one school year.

3. A sabbatical leave may be granted for a period of one academic year.

### **Application for Leave**

Requests for a sabbatical leave must be made in writing not later than November 1 with action taken prior to December 1 of the year preceding the school year for which the sabbatical is requested.

The candidate and/or candidates to be recommended to the Board of Education shall be selected by a committee composed of two professional staff members selected by the Ridgefield Teachers' Association, two administrators, and the Superintendent of Schools. When the committee does not approve an application for sabbatical leave, the applicant will be notified immediately in writing of the reasons for the rejection of his application.

The Board of Education reserves the right to reject any and all requests for sabbatical leaves of absence. If an application is rejected by the Board, the applicant will be informed immediately in writing of the reasons for the rejection of his application.

As a condition of receiving approval of a sabbatical leave, the applicant shall file with the Secretary of the Board a written agreement stipulating that he will remain in the service of the Ridgefield School District for at least two years after the expiration of said leave.

### **Forfeiture of Leave**

An employee on sabbatical leave shall furnish as many reports as the Superintendent deems necessary or reasonable, to determine that the employee is fulfilling the agreement in regard to the requirements of the leave. If the Superintendent is convinced that a teacher on sabbatical leave is not fulfilling the purpose for which the leave of absence was granted, he shall report this fact to the committee. The Board may terminate the sabbatical leave upon recommendation of the committee after giving the teacher an opportunity to be heard.

A sabbatical leave, once granted, may not be terminated before the date of expiration except as otherwise provided herein or as otherwise agreed upon by the Superintendent, the Board of Education, and the teacher on sabbatical leave.

### **Illness or Accident**

Should the program of study or research being pursued by a teacher on sabbatical leave be interrupted by a serious accident or illness during such leave, this fact shall not constitute a breach of the conditions of such leave, nor prejudice the teacher against receiving all the rights and benefits provided for under the terms of sabbatical leave, providing the Superintendent is notified of such accident or illness by registered letter within 15 (fifteen) days of its occurrence.

### **Reinstatement**

At the expiration of sabbatical leave, the teacher shall be reinstated in the position held by such teacher at the time such leave was granted unless he or she shall agree otherwise. Presentation of a written report to the Superintendent of Schools in which is stated the activities engaged in while on sabbatical leave and the subsequent benefits expected therefrom is required within reasonable time after the expiration of the leave.

### **Salary**

1. The compensation for the staff member on sabbatical leave shall be one-half ( $\frac{1}{2}$ ) of the salary he would receive if an active staff status for the year in which the leave is effective.

2. Payment of salary to a staff member on sabbatical leave shall be made in accordance with the provisions of the Board of Education for payment of salary to other members of the professional staff.

3. During the period of sabbatical leave, all the benefits enjoyed during regular service (increments, pension withdrawals, etc.) shall be continued with the exception of payments normally made under extra-service contracts.

## ARTICLE 23

### INSURANCE PROTECTION

The Board of Education shall provide health-care insurance protection for school employees. The benefits shall be the combined Blue Cross and Blue Shield (including Rider "J") and Prudential Major Medical Insurance encompassing all provisions under the New Jersey State Health Benefit Plan, or any other Health Plan that provides like coverage.

It shall be the policy of the Ridgefield Board of Education to continue the payment of premiums on hospitalization and major medical insurance for a period of six months after a leave of absence for illness has been approved by the Board. A doctor's certificate must be submitted to the Superintendent of Schools by the employee at the time the request for a leave of absence is made.

The time period of payments may be extended at the discretion of the Board. All extensions of payments must be evaluated on an individual basis.

The Board shall consider continuation of hospitalization and major medical insurance payments for any other leave of absence on its individual merits, and make its decision accordingly.

The above policy shall not apply to requests for leaves of absence for maternity purposes. Payments will not be continued in maternity cases after the employee ceases to work.

The Carrier shall provide to each teacher a description of the health-care insurance coverage provided under this article no later than the beginning of the 1970-71 school year, which shall include a clear description of conditions and limits of coverage as listed above.

The Board of Education shall be solely responsible for determining the carrier for health insurance providing the carrier shall have the health benefits as agreed to between the Board of Education and the Ridgefield Teachers Association.

**ARTICLE 24**  
**HANDLING OF SOCIAL AND**  
**EMOTIONAL PROBLEMS**

A. Teachers may request that a child be referred to proper authorities to determine if a social or emotional problem exists. Results of this referral should be explained to the teacher within a two-week period from the date of the referral. Students judged emotionally disturbed or socially maladjusted shall be removed from the regular classroom as soon as suitable placement can be found.

**ARTICLE 25**  
**SUBSTITUTES**

A. All teachers may call a designated person before 7:00 A.M. to report unavailability for work that day. It shall not be the responsibility of the unavailable teacher to arrange for a substitute.

B. In those cases where regular substitutes are not available, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers, a teacher may be assigned to serve as a substitute. Volunteer and assigned teachers shall be paid for each substituting period at a rate agreed upon in this contract.

**ARTICLE 26**  
**MISCELLANEOUS PROVISIONS**

A. This Agreement constitutes Board policy for the term of said agreement, and the Board will carry out the commitments contained herein and given them full force and effect as Board policy. The Ridgefield Teachers Association agrees that it will also abide by this agreement and will carry out its commitments.

B. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement shall continue to be so applicable

during the term of this Agreement unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, nor otherwise detract from any teacher benefit existing prior to its effective date.

C. If any provision of this Agreement or any application of this Agreement is held to be contrary to law, then such provision or application shall not be deemed valid, or subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

D. 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, this Agreement during its duration shall be controlling.

E. Two copies of this Agreement shall be supplied at the expense of the Board after agreement with the Association, on format, within thirty (30) days after the agreement is signed.

F. Whenever any notice is required to be given by either parties to this Agreement, either party shall do so by telegram or registered letter at the following addresses:

1. If by the Association to the Board at 555 Chestnut Street  
Ridgefield, N. J.
2. If by the Board to the Association at 555 Chestnut Street  
Ridgefield, N. J.

## **ARTICLE 27**

### **DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 1970 and shall continue in effect until June 30, 1971. This Agreement will be in full force and effect until a successor Agreement has been completely negotiated.

It is understood by all parties that under the rulings of the Courts of New Jersey and the State Commissioner of Education, the Board of Education is forbidden to waive any rights or powers granted it by law.

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

**RIDGEFIELD TEACHERS ASSOCIATION**

By Terence W. Murphy  
President

By Margoth Kisker  
Secretary

**RIDGEFIELD BOARD OF EDUCATION**

By Norbert F. Thaler  
President

By John Kowalsky  
Secretary

**SCHEDULE "A"**  
**RIDGEFIELD BOARD OF EDUCATION**  
**TEACHERS' SALARY GUIDE ADOPTED JANUARY 29, 1970**

Step	B.A.	B.A. +15	M.A.	M.A. + 15	M.A. + 30
1	\$ 7,700.00	\$ 8,200.00	\$ 8,700.00	\$ 9,100.00	\$ 9,500.00
2	8,000.00	8,500.00	9,000.00	9,400.00	9,800.00
3	8,300.00	8,800.00	9,300.00	9,700.00	10,100.00
4	8,800.00	9,325.00	9,850.00	10,275.00	10,700.00
5	9,190.00	9,720.00	10,250.00	10,690.00	11,130.00
6	9,580.00	10,115.00	10,650.00	11,105.00	11,560.00
7	9,970.00	10,510.00	11,050.00	11,520.00	11,990.00
8	10,360.00	10,905.00	11,450.00	11,935.00	12,420.00
9	10,750.00	11,300.00	11,850.00	12,350.00	12,850.00
10	11,140.00	11,695.00	12,250.00	12,765.00	13,280.00
11	11,530.00	12,090.00	12,650.00	13,180.00	13,710.00
12	11,920.00	12,485.00	13,050.00	13,595.00	14,140.00
13	12,310.00	12,880.00	13,450.00	14,010.00	14,570.00
14	12,700.00	13,275.00	13,850.00	14,425.00	15,000.00

## B.A. + 15 — M.A. + 15 RULES

In order to qualify for the B.A. + 15 status or the M.A. + 15 status, a teacher must have:

- (a) acquired the 15 credits within 4 years of the June preceding the September in which the teacher is placed on the guide:
  - (b) earned at least 10 of the 15 credits in his major field.
- In order to qualify for the M.A. degree status a teacher must have earned 18 credits in his major subject teaching field.

In order to qualify for the M.A. + 30 status a teacher must have earned 18 of the 30 credits in his major subject teaching field.

The Board emphasizes that increments that are outlined in this guide are not automatic. Advancement on the schedule will be subject to the Principal's recommendation, and the approval of the Superintendent and the Board of Education.

**SCHEDULE B**  
**SALARIES OF SPECIAL SERVICES**  
**PERSONNEL**

The present high school guidance counselors who are on the maximum step of the Teachers' Salary Guide are to be employed on a 12-month basis at the maximum salary for the small elementary school principal.

Salaries for any additional guidance personnel or replacements for the present high school guidance counselors shall be negotiated.

Members of the Child Study Department and teachers of educable classes shall receive a \$500.00 differential above their appropriate step on the Teachers' Salary Guide.

Non-degree, non-teaching members of the nursing staff shall receive 85% of the Bachelor's salary on the appropriate step of the guide.

Degree and certified teaching nurses shall be placed on their appropriate step of the Teachers' Salary Guide.

## **SCHEDULE C**

### **SUBSTITUTE'S PAY**

A. High school and Upper Elementary teachers who are assigned an extra period as substitute shall be paid at the rate of \$5.00 per period.

B. Teachers in self-contained classrooms who are assigned to cover their classes when special teachers are absent shall be paid at the rate of \$3.00 per period.

## **SCHEDULE D**

### **EXTRA SERVICE CONTRACTS**

A. All positions are to be established by the Board of Education upon recommendation of the Superintendent of Schools. The positions are one-year appointments and do not acquire tenure status. The acceptance of all extra service contracts is voluntary.

B. Extra service contracts will be paid as follows:

Department Chairmen	\$ 385.00
Director of Athletics	1,290.00
Varsity Football Coach	1,065.00
Assistant Football Coaches	710.00
Varsity Basketball Coach	965.00
Assistant Basketball Coaches	610.00
Varsity Wrestling Coach	815.00
Assistant Wrestling Coach	610.00
Varsity Baseball Coach	815.00
Assistant Baseball Coach	610.00
Band Director	665.00
Cheerleader Sponsors	290.00
Director of Drama	515.00
Director of Audio-Visual Aids - H.S.	435.00
Middle School Visual Aids	210.00
Custodian of School Monies	815.00
Yearbook Sponsors	565.00
Newspaper Sponsor	715.00

**SCHEDULE E**  
**SALARIES FOR HOME**  
**INSTRUCTION**

A. Pay for home instruction shall be at the rate of \$6.00 per hour. If instruction takes place outside of Ridgefield, a travel allowance of 10c per mile shall be paid.

**BOARD OF EDUCATION  
RIDGEFIELD, NEW JERSEY  
1970-1971**

Mr. Norbert Thaler, President

Mrs. Janet Norton, Vice-President

Mr. Rudolph J. Kolb

Mr. Joseph Moreng

Mr. Ferris E. Tryon

Mr. W. Arthur Skewes, Supt. of Schools

Mr. John Kowalsky, School Business  
Administrator - Secretary of the Board

