

AGREEMENT
BETWEEN
THE BOARD OF EDUCATION
OF THE
TOWNSHIP OF BELLEVILLE
-AND-
THE BELLEVILLE
EDUCATION ASSOCIATION
July 1, 2015 through June 30, 2018

TABLE OF CONTENTS

Article	Page
Preamble.....	4
Board Trustees, BEA Officers, Negotiating Teams	4
I Recognition.....	5
II Term on Contract	5
III Board Responsibilities.....	65
IV Negotiation Procedure	6
V Association Rights and Privileges.....	76
Representation Fee	87
Membership Availability	98
VI Grievance Procedure	98
Definition	98
Purpose	98
Procedure	109
VII School Calendar	110
Teacher Work Day	110
Elementary Prep Time	121
VIII Teacher Employment.....	120
IX Teacher Rights	121
Statutory Savings Clause	113
Required Meetings or Hearings	141
Personnel Files	141
Criticism of Teachers/Complaint	141
Procedural Requirement	141
Meeting with Principal/Immediate Supervisor	142
Right to Representation	141
X Teacher Evaluation	141
XI Teacher Assignment.....	153
XII Crisis Intervention Counselor & Substance Awareness Coordinator...	153
XIII Sixth Teaching Assignment.....	165
XIV Zero Period.....	164
XV Non-teaching Duties.....	176

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Use of Automobile	176 14	Formatted: Font: Bold
Mentoring.....	174	Formatted: Font: Bold
Meetings.....	174	Formatted: Font: Bold
Parent Conferences.....	185	Formatted: Font: Bold
High School Guidance Counselors.....	185	Formatted: Font: Bold
Non-emergent Nursing Care	195	Formatted: Font: Bold
Professional Development	196	Formatted: Font: Bold
Tutoring	21 17	Formatted: Font: Bold
XVI Transfers	2117	Formatted: Font: Bold
Voluntary Transfers.....	21 17	Formatted: Font: Bold
Involuntary Transfers	221 18	Formatted: Font: Bold
Reassignment	221 18	Formatted: Font: Bold
XVII Federal and Summer Program.....	2218	Formatted: Font: Bold
XVIII Compensation.....	23218	Formatted: Font: Bold
Payment of Salaries	232 18	Formatted: Font: Bold
Child Study Team Members	19 23	Formatted: Font: Bold
Class Coverage	23 19	Formatted: Font: Bold
Curriculum Work	243 19	Formatted: Font: Bold
Compensation for Extra Work	19 24	Formatted: Font: Bold
Compensation for Missed Prep	24 19	
Elementary School Lunch Room Coverage.....	24 20	
Home Instruction.....	20 25	Formatted: Font: Bold
Tax Sheltered Annuities	25 20	
A.M. Hall Duty (BHS)	25 20	
Section 504 Stipend.....	265 21	
XIX Insurance Protection.....	26521	Formatted: Font: Bold
Medical	265 21	Formatted: Font: Bold
Dental.....	21 26	Formatted: Font: Bold
Insurance Coverage	26 21	
Insurance Protection for Nurses	276 22	
Family Prescription	22 27	Formatted: Font: Bold
XX Sick Leave.....	2872	
Allowance for Personal Illness.....	222 87	Formatted: Font: Bold
Accumulated Sick Leave	23 28	Formatted: Font: Bold
Terminal Pay on Basis of Sick Leave.....	232 98	Formatted: Font: Bold
Certificate for Personal Illness	232 98	Formatted: Font: Bold
Absence After Reporting for Duty	23 29	Formatted: Font: Bold
Payment to Estate	23 29	Formatted: Font: Bold
XXI Excused Absences.....	30294	
Death in Family	243 029	Formatted: Font: Bold
Excused Abs. for Personal Reasons	24 30	Formatted: Font: Bold
Military Leave.....	24 30	Formatted: Font: Bold
Absence for Jury Duty	25 31	Formatted: Font: Bold
XXII Leaves of Absence	3125	
Child Rearing	25 31	Formatted: Font: Bold
Maternity disability	263 32	Formatted: Font: Bold
Leave of Abs. for Advanced Study	26 33	Formatted: Font: Bold
Family Leave.....	26 33	Formatted: Font: Bold
XXIII Supervision of Student Teachers.....	3327	Formatted: Font: Bold

Mutual Responsibility.....	3327
Procedure	34327
XXIV Tuition Reimbursement.....	34327
XXV Protection of Teacher, Students and Property.....	3427
XXVI Promotions	35428
XXVII Miscellaneous Provisions	36528
a. Formation of an Extra-Curricular Activity	29365
b. President’s Schedule.....	2936
c. Separability	29376
Appendix 1 - The School Day	3870
Appendix 2 - Revised Tuition Reimbursement/Credit Forms	3981
Appendix 3 - Salary Items	
Teachers’ Salary Guide 2015 – 2016.....	41033
Teachers’ Salary Guide 2016 – 2017.....	42134
Teachers’ Salary Guide 2017 – 2018.....	43235
Longevity Guide.....	43235
Athletic Coaches’ Guide	44336
Co-Curricular Stipends	46538
Signature Page	480

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

PREAMBLE

This Agreement is entered into this 20th day of June, 2016, by and between THE BOARD OF EDUCATION OF THE TOWNSHIP OF BELLEVILLE IN THE COUNTY OF ESSEX, a body corporate (hereinafter referred to as the “Board”), and THE BELLEVILLE EDUCATION ASSOCIATION, a body corporate (hereinafter referred to as the “Association”).

**BELLEVILLE BOARD
OF EDUCATION**

John Rivera, President
Patricia Dolan, Vice President
Nelson Barrera, Trustee
Raymond Kuebler, Trustee
Christine Lamparello, Trustee
Lillian Torres, Trustee
Ralph Vellon, Trustee

**BELLEVILLE EDUCATION
ASSOCIATION**

Michael Mignone, President
Alaina Chip, Vice President
Peter Ayala, Treasurer
Cathy Parisi, Secretary
Jimmy Russomanno, H.S. Liaison

NEGOTIATING TEAMS

Belleville Board of Education

Patricia Dolan, Chair
Raymond Kuebler
Dr. Richard Tomko, Superintendent
Schwartz, Simon, Edelstein & Celso,
Board Counsel

Belleville Education Association

Peter Blodnik, Chair
Jennifer Alvarez
Alaina Chip
Laura Curran
Michael Mignone
Cathy Parisi
Jimmy Russomanno
Kara Suttora
Denise Policastro, NJEA

ARTICLE I
RECOGNITION

The Board hereby recognizes the Association, during the lifetime of this Agreement, as the exclusive and sole representative for collective negotiations for all certified personnel who are, or may become, members of the Association and who, in non-supervisory capacities, comprise the unit hereunder as follows:

- a) Art, Music and Physical Education Teachers
- b) BSIP Teachers, Bilingual Teachers, ESL
- c) Classroom Teachers
- d) Guidance Counselors
- e) Library/Media Specialists
- f) Learning Consultants, Psychologists and Social Workers
- g) Nurses
- h) Reading and Speech Specialists
- i) Special Education Teachers
- j) Substance Awareness Coordinator
- k) Crisis Intervention Specialists

But excluding:

- a) Aides
- b) Business Administrator
- c) Custodians and Maintenance Personnel
- d) Directors
- e) Principals and Vice Principals
- f) Superintendent and Assistant Superintendent
- g) Supervisors
- h) Secretaries and Clerks

Unless otherwise indicated, the term "teacher," when used in this Agreement, shall refer to all employees, both male and female, represented by the Association in the negotiating unit as previously defined.

ARTICLE II
TERM OF CONTRACT

This Agreement shall become effective on the first day of July 2015 and shall remain in full force and effect for a period of three (3) years, and shall expire on the 30th day of June 2018.

IN WITNESS WHEREOF, The Board of Education of the Township of Belleville, in the County of Essex, and the Belleville Education Association have caused these precedents to be signed by their proper and duly elected officers, and their representative

corporate seals affixed hereto, on the day and year herein above first written.

ARTICLE III

BOARD RESPONSIBILITIES

The Board of Education reserves the right to the operation of the school system. The Board has the right to terminate employment in the manner provided by law and will hire from any source whatsoever, except as indicated in Article VIII.

All the rights, power or authority the Board had prior to the signing of this Agreement are retained by the Board, except those specifically abridged or modified by this Agreement or any supplementary agreements that may hereafter be made by mutual consent of the parties.

Nothing herein shall be construed as limiting the Board of Education from discharging any of its obligations or responsibilities as prescribed by Title 18: A and Chapter 123,1974, nor delegating any of its statutory authority under the Laws of the State of New Jersey.

ARTICLE IV

NEGOTIATION PROCEDURE

The Parties agree to enter into collective negotiation over a successor Agreement involving terms and conditions of teachers' employment in accordance with N.J.S.A. 34:13A-1 et seq. The start date for negotiations shall begin four (4) months prior to the end of the current contract. Any agreement so negotiated shall apply to all teachers, be reduced to writing, and upon ratification by the Association and approval by the Board shall be signed by the Board of Education.

During negotiations the Board and the Association shall present relevant data, exchange proposals and counterproposals. Copies of the Budget shall be made available by the Board when completed.

Neither party in any negotiations shall exercise any control, over, nor interfere with, selection of any negotiating representatives of the other party. All meetings between the parties shall be regularly scheduled at a time mutually convenient. No such meetings shall be held during the working hours of a regular school day.

No compensation shall be paid by the Board to the Association or any of its representatives in connection with such negotiations:

1. All agreements are incorporated herein.
2. All proposals not agreed upon are deemed withdrawn.
3. All provisions of the ~~201108-20154~~ Agreement not altered herein shall continue unchanged in the successor agreement

Printing of Agreement

Copies of this Agreement shall be printed, and the cost of such reproduction shall be shared equally between the Board and the Association.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

1. Association Rights

Representatives of the Association, the New Jersey Education Association and the National Education Association may transact official Association business at all reasonable times in school buildings, without interfering with or interrupting normal school operations. The Superintendent shall be given reasonable notice, in advance, of the time and place of all said meetings. No meetings shall be held without prior approval of the Superintendent, which approval shall not be unreasonably withheld.

- a. No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates. Such insignia shall be of reasonable size and shall note only identification of membership.
- b. Whenever any representative of the Association or any teacher participates during working hours in any mutually scheduled grievance proceedings, conferences or meetings, he/she shall suffer no loss in pay.
- c. Whenever a new teacher is hired, the Board Secretary shall send to the Association the person's name, address, position and placement on the salary guide within thirty (30) calendar days.
- d. The Board shall provide in each faculty lounge or teachers' dining room a bulletin board to be used exclusively for official Association business.
- e. The Association shall have the right to use the interschool mail facilities and school mailboxes.
- f. The rights, benefits and privileges granted to the Association contained within the contract and/or Board policy are granted exclusively to the Belleville Education Association as the representative for the unit contained herein.
- g. In case of an emergency situation, the Association President or designee shall be provided full released time to facilitate the resolution of said emergency, provided said released time is requested by the President and approved by the Superintendent. The Association shall be provided without charge, appropriated office space for use during the day. Accessibility to the Association at other times shall be depended on custodial staff normally on duty. This space is to be designated by the Superintendent at the beginning of the school year in one building.

2. Representation Fee

a. Purpose of Fee

If a teacher does not become a member of the Association during any Membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said teacher will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the teacher's per capita cost of services rendered by the Association as majority representative.

b. Amount of Fee

Notification: Prior to the beginning of each membership 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. The representation fee to be paid by nonmembers will be a maximum of 85% of that amount.

c. Deduction from Salary and Transmission of Fee

Once during each membership 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 membership year. The Board will deduct from the salaries of employees, in accordance with paragraph two below, the appropriate amount of the representation fee and promptly will transmit the amount so deducted to the Association.

i. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fee and 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.

3. Deduction from Salary

Payroll deductions will be made for employee organizational dues, upon written authorization by employee, in accordance with the RULES AND REGULATIONS of the State Department of Education. 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 membership year in question.

a. Changes

The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1, above.

b. Indemnification and Save Harmless Provision

(1) Liability

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that:

(a) The Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and

(b) If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.

4. Membership Availability and Demand and Return System

Membership in the Association is available to employees on an equal basis, and the Association has established and maintains a demand and return system which complies with the requirements in the “New Jersey-Employee Relations Act” (N.J.S.A. 34:13A-1 et seq.).

ARTICLE VI

GRIEVANCE PROCEDURE

1. Definitions

- a.** Grievance: a “grievance” is a claim by the Association, or a member of the Association made in accordance with the requirements contained in Article VI under the subsection entitled “Procedure”, based upon the interpretation, application or alleged violation of the Agreement; or the interpretation, application or alleged violation of the Agreement; or the interpretation, application or alleged violation of District policies; or administrative decision alleged to have violated the terms of the Agreement or District policies; which affect a teacher or a group of teachers.
- b.** An “aggrieved person” is the person or persons making the claim.
- c.** The “parties to the grievance” are:
 - i. The person or persons making the grievance;
 - ii. The person or persons representing the aggrieved individual or individuals;
 - iii. The person or persons to whom the grievance applies;
 - iv. The persons or persons who are representing the individual or individuals against whom the grievance is presented.

2. Purpose

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.

3. Procedure

A grievance to be considered must be initiated within thirty-five (35) school days of its occurrence or within thirty five (35) school days after the individual should have reasonably known of its occurrence. Any grievance filed after the prescribed interval shall be null and void.

Since it is important that grievances 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 limits specified may, however, be extended by mutual agreement.

Grievances which have not been resolved before the end of the school year should be resolved as quickly as possible, and time limits may therefore be reduced or waived by mutual consent.

- a. **Level One.** A teacher submitting a grievance shall first discuss it with his Principal or subordinate administrator, either directly or through the Association's designated representative, with the objective of resolving the matter informally. If the person or persons to whom the grievance applies is an administrator above the Principal level, the teacher informally should discuss the grievance with the administrator.
- b. **Level Two.** If the aggrieved person or persons 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 Chairperson 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 ten (10) school days after the grievance was presented, whichever is sooner. The grievance, when submitted in writing shall set forth the Article or Articles of the Contract alleged to have been violated, if appropriate, and the specific facts complained of. Within five (5) days after receiving the written grievance, the Chairperson of the PR&R Committee shall refer it to the Superintendent of Schools.
- c. **Level Three.** If the grievance has not been resolved at Level Two, or within ten (10) school days after such grievance was delivered to the Superintendent, the PR&R Committee may submit the grievance in writing, and may request a hearing before the Board, but only if it does so, in writing, within five (5) school days after receiving the written request from the aggrieved person(s). The Board shall review the written grievance and responses to same, and may provide the Association with the opportunity to present its position to the Board.
- d. If the grievance is not settled at Level Three, within 20 school days thereafter the matter may be referred by either party, in the form of a written request to the Public Employment Relations Commission (PERC). PERC shall submit a list offering names to the parties and, if agreement cannot be reached on an arbitrator, a second list shall be obtained. If agreement is not reached on the second list, PERC shall appoint an arbitrator for the parties.

- e. The decision of the arbitrator shall be final and binding regarding a grievance concerning a violation of the specific terms of this Agreement, except as provided herein. The decision of the arbitrator shall be advisory in nature concerning all other grievances.
- f. The decision of the arbitrator shall be submitted in writing to the Board and the Association. The costs for the services of the arbitrator shall be borne equally by both parties. Any other expenses incurred shall be paid by the party incurring same.
- g. Time limits at any level of the procedure may be waived by mutual consent.

4. **Miscellaneous**

- a. All meetings and hearings under this grievance procedure shall not be conducted in public and shall include only such parties in interest, and their designated or selected representatives, as herein above referred to. All parties to this Agreement agree to observe any grievance procedure as confidential.
- b. It is the express intention of the Association and the District that only the Association may bring a grievance under the terms of this agreement. Any attempt by an individual member to bring a grievance under the terms and procedures set forth herein shall be deemed null and void and a violation of the terms of the Agreement.

ARTICLE VII

SCHOOL CALENDAR

A school calendar shall be prepared and presented to the Association by the Superintendent. The Association shall have the right to make their recommendation(s) on the calendar known to the Superintendent if it does not concur with the calendar as presented by him. The Board shall have the final decision as to the calendar.

The school calendar shall be issued as an appendix to this Contract. The Board, however, reserves the right to make changes in the calendar, if necessary, after consultation with the Association.

1. **Teacher Work Day**

The in-school workday and student contact time for teachers shall not exceed Appendix 1, except as provided in Article XV (meetings and parent conferences). Student contact time is exclusive of non-teaching time before student arrival, after student departure, lunch and preparation time.

Any teacher assigned a schedule requiring that he/she teach in three separate preparations shall be duty free.

2. **Elementary Prep Time**

In order to provide equalization of prep among elementary teachers the Board will

guarantee 200 minutes per week of prep time for all elementary teachers. The parties further agree that in no event shall the prep time be less than the existing practice. Effective July 1, 2017, the Board agrees to make every effort to provide elementary teachers a minimum of one (1) prep period per day.

3. **Work Year**

The teacher work year shall be 183 days.

ARTICLE VIII

TEACHER EMPLOYMENT

1. **General Provisions:**

The Board shall hire only properly certified teachers. Each teacher shall be placed on his/her proper step of the salary schedule as of the beginning of the contract year.

Newly appointed hires shall be given credit for past contractual out-of-district teaching experience at the discretion of the Superintendent. Any additional credit shall be at the discretion of the Superintendent.

The Superintendent of Schools may evaluate experience other than in the public schools. In times of emergency or teacher shortage, initial salaries shall be determined in terms of the best interest of the schools.

Teachers shall be notified of their employment status and, if known, their salary status for the ensuing year no later than May 15.

Teachers who are to be recommended by the Superintendent for a contract and who begin working before formal Board of Education approval by resolution, will be paid at the prevailing substitute rate of pay. When and if they are approved by the Board and given a Contract, they will be paid at the agreed contractual amount retroactive to the first day of employment.

2. **Military Credit**

Credit for military service to a maximum of four (4) years will be granted as prescribed in N.J.S.A. 18-A: 29-11.

ARTICLE IX

TEACHER RIGHTS

1. **Rights and Protection in Representation**

Pursuant to Chapter 123, Public Laws 1974, 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.

*Affiliates for this Agreement shall be confined to:

Essex County Education Association
New Jersey Education Association

National Education Association

As a duly elected 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 123, Public Laws 1974 or other laws of New Jersey or the Constitution 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/her membership in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment, as provided for in the collective bargaining agreement.

The terms "eligible employees" or "eligible employee" herein, shall mean those persons covered by this Agreement. There shall be no discrimination, interference, restraint, or coercion by the Board or its agents or representatives against any eligible employee because of his/her membership in the Association or because of any lawful activities by such employee on behalf of the Association; and the Association, its members and agents shall not discriminate against, interfere with, restrain, or coerce any employees who are not members of the Association; it shall not solicit membership in the Association or payment of dues during classroom instruction periods.

The Board agrees that there shall be no discrimination, and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of employees or in the application or administration of this Agreement on the basis of race, creed color, religion, national origin, ancestry, age, gender, affectional or sexual orientation, marital status, family status, domicile, liability for service in the Armed Forces of the United States, atypical heredity cellular or blood trait of any individual, non-applicable disability or because of genetic information or refusal to submit to or make available the results of genetic test.

The teacher shall have the responsibility to determine grades and other evaluations of students, within the grading policies of the Belleville School District, based upon the teacher's professional judgment of available criteria pertinent to any given subject area or activity for which the teacher is responsible. No grade or evaluation shall be changed without prior consultation with the teacher.

Eligible employees have the right to expect to be informed about matters which could affect their employment.

2. Statutory Savings Clause

Nothing contained herein shall be construed as to restrict or deny to any teacher such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations.

3. Required Meetings or Hearings

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

4. Personnel Files

Nothing of a disciplinary nature shall be placed in a teacher's personnel file unless they have first been provided with an opportunity to discuss said material with an appropriate administrator.

5. Criticism of Teachers/Complaint Procedure

Any questions or criticism by a supervisor or administrator of a teacher and his/her instructional methodology shall be made in confidence and not in the presence of students, parents or other public gatherings if at all possible.

6.a. Procedural Requirement

Any complaints regarding a teacher made to any member of the administration by any parent, student or other person which does, or may, influence evaluations of a teacher shall be processed according to the procedure outlined below.

7.b. Meeting with Principal or Immediate Superior

The superintendent, principal or immediate supervisor shall meet with the teacher or appraise the teacher of the full nature of the complaint, and they shall attempt to resolve the matter informally.

8.c. Right to Representation

The teacher shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

ARTICLE X

TEACHER EVALUATION

Teachers shall be evaluated in accordance with TEACHNJ and the corresponding regulations under ACHIEVENJ. If TEACHNJ and the corresponding regulations under ACHIEVENJ are no longer in effect, the language below shall apply unless it is superseded by law:

Non-tenured teachers are to receive at least two classroom evaluations and one annual evaluation each school year by the appropriate administrator, and they will sign and receive a copy of the original evaluation.

Tenured teachers are to receive at least one classroom evaluation and one annual

Formatted: Indent: First line: 0.5"

Formatted: Bullets and Numbering

Formatted: Indent: First line: 0.5"

Formatted: Bullets and Numbering

Formatted: Indent: First line: 0.5"

Formatted: Bullets and Numbering

evaluation each school year, signing and receiving a copy thereof.

Each classroom evaluation shall be conducted for a minimum duration of one full class period.

All evaluations will be discussed by the administrator with the teacher being evaluated and the teacher shall have the right to comment in writing within ten (10) days of the evaluation or discussion thereof.

ARTICLE XI

TEACHER ASSIGNMENT

Every effort shall be made to have teachers receive, in writing, their schedules and building assignments before the conclusion of the school year.

When a change occurs in the academic schedule for the new school year, a copy of the new schedule will be mailed to the teacher.

Classroom teachers' schedules shall be arranged when possible, so as to provide that classroom teachers shall not be required to teach in more than three different rooms in any school day.

Teachers who travel to more than one work site within the day shall be afforded appropriate travel time between sites-said time not to exceed fifteen (15) minutes. Travel time is exclusive of lunch, prep, or other scheduled time.

ARTICLE XII

**CRISIS INTERVENTION COUNSELOR
SUBSTANCE AWARENESS COORDINATOR**

CRISIS INTERVENTION COUNSELOR

The Crisis Intervention Counselor shall work the elementary schedule which is 8:30 A.M. - 3:20 P.M.

SUBSTANCE AWARENESS COORDINATOR

The Substance Awareness Coordinator shall work ten (10) months at the High School schedule. Any additional time shall be paid at the hourly rate of \$36.75 or 1/200th of the annual salary if asked to work beyond the ten-month calendar (Summer Work).

ARTICLE XIII

SIXTH TEACHING ASSIGNMENT

When the total number of students signing up for a specific course exceeds a

reasonable number, as determined by the Superintendent, a sixth (6th) teaching assignment may be created; i.e.: Arts and Crafts, Journalism, Home Economics, Special Education, etc.

All 6th period assignments shall be posted internally for a period of ten (10) days. The BEA president will be provided a list of the applicants. The Superintendent will select from the qualified applicants the candidate he/she deems to best meets the needs of the District in his/her discretion.

The Superintendent will consider such factors as certification in a given area; experience in the particular subject or course; and such other factors as the Superintendent deems relevant.

In the absence of any applicants, the Superintendent will make the selection for 6th period assignments at his/her discretion.

Any teacher assigned to a sixth (6th) teaching assignment shall not be assigned to a duty and auxiliary homeroom.

The purpose of the agreement is to meet the staffing program needs of the Board, and it is not intended to be implemented as a means of reducing professional staff or avoiding the increase of professional staff.

Any teacher assigned to a sixth (6th) teaching assignment shall be compensated at a rate of 1/5 of their existing salary (to be part of the teacher's base salary).

When a certified substitute cannot be secured for a teacher's extended absence, the District shall assign a sixth period to certified members of the faculty to be selected at the discretion of the Superintendent. For purposes of this Article, an extended absence shall be defined as an absence in excess of twenty (20) days.

ARTICLE XIV

ZERO PERIOD

Provision Expired on June 30, 2008. Removed from contract.

ARTICLE XV

NON-TEACHING DUTIES

1. Use of Automobile

Teachers shall not be required to use their own vehicles to drive students to activities which take place away from the school building. A teacher may do so voluntarily, however, with the advance approval of his/her principal or immediate supervisor. He/ She shall be compensated at the prevailing OMB rate for the use of his/her automobile, according to prevailing Board Policy, after submission of the voucher required by the Business Office. No payment will be made for in-district mileage.

By the beginning of the contract year, the Board shall arrange for and maintain appropriate employers' non/ownership liability insurance to cover all damages, losses and expenses incurred by a teacher against whom any action shall be brought for any act or omission arising out of the authorized use of his/her own automobile in the performance of school duties, as defined in N.J.S.A. 18A:16-6.

2. Mentoring

a. All vacancies for mentoring positions shall be posted as early as the district is aware of its needs. The posting shall include the qualifications for the position.

b. No teacher shall be assigned involuntarily to serve as a mentor if there are qualified volunteers available. If a teacher is involuntarily assigned to a mentoring position, he/she shall not be involuntarily assigned again until all other qualified teachers have been assigned.

c. No teacher shall serve as a mentor to more than one provisional teacher at a time.

d. The Board of Education shall provide training for all teachers who serve as mentors before the start of their assignment. A teacher who serves as a mentor shall be paid \$550.00 for each year, or any fraction thereof, he/she serves as a mentor. The \$550.00 fee, or any fraction thereof, shall be charged by the Board to the provisional teacher whom the mentor is overseeing, in accordance with the provisions of N.J.A.C. 6A:9B-8.4. A mentor shall be required to provide no more than thirty (30) hours total service in a year to a member.

3. Meetings

Teachers shall be required to attend meetings which may be called by administrators or supervisors beyond the workday without extra compensation as follows:

a. On the first day of school, teachers will be given a calendar with all meeting dates (faculty and department/grade level/subject matter). If a meeting date is cancelled and rescheduled with less than 48 hours notice of the new date, (except in case of emergency), teachers will have no requirement to attend.

b. A maximum of one (1) general faculty meeting per month whose duration shall not exceed forty-five (45) minutes.

c. One additional meeting per month (such as department, grade level, or subject matter) whose duration shall not exceed forty-five (45) minutes.

d. Additional emergency meetings may be called by a building principal only with the concurrence of the Superintendent of Schools or his/her designee.

e. The general faculty meeting (3.b.), above and the additional meeting (3.c.), above will not be held during the same week.

f. Additional staff meetings may be held for the purpose of professional development as directed by the Local Professional Development committee and approved by the Superintendent of Schools. These meetings shall be voluntary.

- g. All teachers new to the district shall have two days of orientation.
- h. All teachers shall work one additional day beginning in the year 2000-2001 for the purpose of professional development.
- i. No teacher shall be required to attend more than one mandatory meeting per week, except as governed by 3.d., above.
- j. Faculty meetings will begin no later than 10 minutes after student dismissal. These include general faculty, department, grade level, or subject matter meetings.

4. Parent Conferences

- a. There shall be one evening conference per year for the High School staff. There will be no day conferences. Staff will be released at the conclusion of a single-session day and will return for night conferences.
- b. During evening conferences, security shall be provided—for teachers' cars parked on school property and for teachers leaving the building.
- c. There shall be single-session day scheduled for elementary/middle school parent conferences. Parent conferences will be scheduled in the afternoon or evening. Daytime conferences will take place in the afternoon, not to exceed the regular school day. During the evening conference, staff will be released at the conclusion of a single-session day and will return for one night conference. All teachers will be guaranteed a 30-minute lunch period on scheduled conference days.
- d. During conference week, the number of working hours will not exceed the regular school day.

5. High School Guidance Counselors

- a. High School guidance counselors shall be paid 1/200th of their annual salary per day between June 30th and August 31st, to be mutually scheduled, if necessary.
- b. High School guidance counselors shall be paid \$36.75 per hour (minimum two 2 hours) to attend six extra evening meetings: Career Night, Senior College Planning Night, Junior College Planning Night, Orientation, NCAA Eligibility Workshop and Financial Aid Night. Starting in the 2016-2017 school year, the rate shall be \$39.00 per hour.

6. Prohibited Requests or Requirements

- a. No employee shall be required to provide non-emergent nursing care in the absence of the school nurse.
- b. In no case shall any employee be requested or required to:
 - i. perform the duties of a duly certified teacher, nurse, supervisor, principal

- or that of an employee outside of the negotiated unit;
- ii. transport students in personal vehicles;
- iii. be required to remain with a student beyond the regular workday when no other staff is present, or have left for the day;
- iv. remain alone in a building without a principal, supervisor, or custodian whether before or after all students and other staff have left or when staff/students were not required to be in the building. ~~In the event that a secretary finds him/herself alone in a building, that secretary shall report to the Board Office for reassignment.~~

7. Professional Development

The District Staff Development Committee, following state guidelines, shall determine future staff development. All staff development shall count toward the 100-hour state requirement.

a. Definitions:

Professional Development implementation shall be governed by NJAC:

6A:9-15.1 - General Provisions

6A:9-15.2 – Amount, duration and content of required continuing professional

development

6A:9-15.3 – Procedures for implementation of professional development

6A:9-15.4 – Compliance, enforcement and assistance

6A:9-15.5 - Monitoring responsibilities

b. Compensation:

The LPDC shall consist of four (4) teachers and two (2) administrators. (N.J.A.C. 6A: 9-15.3 e-h) By September 1, 2008, school level professional development committees will be created to oversee the development of school level plans for professional development. The school level committees will consist of (3) three teachers and (1) one administrator.

c. Meeting time of committees:

Building committees will meet at least 10 times per year. Meeting times will be flexible, depending on needs of the committee.

(Time schedule may vary depending upon revision and submission dates of the District PD plan and the District’s mentoring plan. The PD plan and the District-

mentoring plan must be reviewed and rewritten each year. Included in the review process are the collection, compilation and analysis of data.)

d. Compensation:

Chair of the LPDC: \$1050.00

Members of the primary LPDC: \$525.00

Members of the School Level Professional Development Committee: \$200.00

Teaching members of the School Improvement Panel shall receive a stipend of \$200.00

e. Trainer's credit:

- i.** Any teacher who provides in-district training experiences for colleagues and/or community members shall be compensated at the rate set forth in Article XVIII, Compensation for Extra Work.
- ii.** A teacher who provides a PD workshop shall receive payment for each hour of presentation plus payment for two hours of preparation for every hour of presentation; I.e.: A teacher who presents a two hour PD workshop will receive payment for six hours – four hours preparation/two hours presentation.
- iii.** For subsequent in-service presentations in the same school year, teachers will receive the hourly rate for in-service presentation time only.

Note: Staff members who participate in, present or prepare professional development training and receive the compensation listed above will also receive the appropriate professional development hours in accordance with NJAC: 6A 9-15 and the guidelines established in *Professional development framework: What Counts?* (NJAC: 6:11-13,1-6:11-13.6)

f. Professional Development Plan (formally known as PIP)

The development of the employee's Individual **Professional Development Plan (PDP)** shall be governed by statute, regulations, related case law, and the Standards and Guidelines set forth by the *Professional Teaching Standards Board*.

The Individual Professional Development Plan (PDP) is a living document. The employee shall have the right to modify the plans, goals, and activities listed throughout the calendar year to meet his/her emerging goals in collaboration with his/her immediate supervisor.

8. Tutoring

All High School and Middle School teachers shall be available for tutoring before

and after school within the contractual time. Appointments shall be made directly with the staff member.

9. **Assignment**

No teacher shall be assigned any one of the preferred duties for three consecutive years if another qualified teacher, who has not been assigned in the previous two years, volunteers for one of these duties.

ARTICLE XVI

TRANSFERS

1. **Voluntary Transfers - (A transfer is a change in building)**

- a. When school is in sessions, known vacancies in unit positions shall be posted in each school, e-mailed to staff using district e-mail addresses, and placed on the district web page as soon as practicable after they are known. When school is in session, all postings will hold a minimum 10 school day closing date. During summer months (July-August) postings will hold a minimum 10 calendar day closing date, will be e-mailed to staff using district e-mail addresses, and will be displayed on the district web page.
- b. Teachers who desire to transfer to another building may apply for posted positions following the respective job posting submission and deadline requirements. The teacher may request from the respective interviewer (i.e. principal/supervisor/director) reasons for denial. The respective interviewer (i.e. principal/supervisor/director) will provide reasons for denial in writing if requested. On all job postings, the qualifications for the position, its duties and the rate of compensation shall be clearly set forth.
- c. In the determination of requests for voluntary transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interest of the school system. If the teacher requests, the decision as to voluntary transfer shall be made only after a meeting between the teacher involved and the principal, supervisor or director.
- d. In making a decision on a teacher's request for transfer, the factors to be considered shall include, but need not be limited to, the following: a teacher's area(s) of certification, major and/or minor field(s) of study, experience and length of service in the School District in the particular building involved in the transfer.

2. **Involuntary Transfers - (Change in building)**

- a. Notices of involuntary transfer shall be given to teachers as soon as practicable, and, except in cases of emergency, not later than August 15th.
- b. In making an involuntary transfer, the factors to be considered shall include,

but not be limited to, the following: a teacher's area(s) of certification, major and/or minor field(s) of study, experience and length of service in the School District and in the particular school building involved in the transfer.

- c. An involuntary transfer shall be made only after a meeting between the teacher involved and the Principal, at which time the teacher will be notified of the reasons therefore. In the event a teacher objects to the transfer or reassignment at this meeting, upon request of the teacher, the Superintendent will meet with him/her to review the matter. The teacher may, at his option, have an Association representative present at the time pursuant to NJSA 18A:25-1, as limited by N.J.S.A. 34:13A-27.

3. Reassignment (Change in Grade Level)

A reassignment shall be made only after a meeting between the teacher involved and the principal/supervisor. In the event that changes in tentative schedules or subject assignments are made after June 30th, the teacher affected shall be notified promptly, in writing.

ARTICLE XVII

FEDERAL AND SUMMER PROGRAMS

1. Posting

All openings for positions in Federal Projects and other summer programs, including non-teaching positions for which teachers may be qualified and eligible, shall be publicized by the Superintendent in accordance with the procedures for publicizing promotional vacancies set forth in Article XXVI.

2. Criteria

It shall be policy of the Board of Education to strive to fill all vacancies for the positions posted from teacher within the Belleville School System before considering other applicants.

ARTICLE XVIII

COMPENSATION

1. Payment of Salaries

- a. Teachers shall be paid semimonthly on the fifteenth and last workday of each month. When payday falls on or during a school holiday, vacation, or weekend, teachers shall receive their paychecks on the last previous workday. Teachers shall have the option to have their paychecks directly deposited into the bank of their choice.
- b. Teachers may individually elect to have ten per-cent (10%) of their monthly salary deducted from their pay. Upon written authorization by each individual staff member, prior to receiving their first paycheck, said monies

- (aggregate) shall be sent to a banking institution to be selected by the Belleville Education Association, to be placed in individual accounts
- c. Anyone who teaches five months or more within one school year shall be placed on the next step of the salary guide the following year.
 - d. Longevity eligibility shall be calculated as of the anniversary date of employment.
 - e. Leaves of absence shall not be included in calculating years of service in the district.
 - f. Teachers performing extra work for compensation shall be paid within thirty days of the last day of the month in which the work was performed, provided the necessary paperwork has been submitted.
 - g. All summer work shall be compensated at the same rate as that for Curriculum work at the rate of \$36.75 per hour. Starting in the 2016-2017 school year, the rate shall be \$39.00 per hour.

2. Child Study Team Members

Child Study Team Members shall be paid \$294.00 per assignment during the summer in year one of the agreement and will remain the same for the term of the successor agreement.

3. Class Coverage

- a. On the secondary level, any teacher who must substitute during plan periods shall receive \$31.50 per class period in year one of the agreement and \$34.00 starting in 2016-2017.
- b. On the elementary level when classes are split among the teachers due to a lack of substitutes, those teachers shall divide equally the current rate in effect for substitute teachers (Pro-rated between the number of teachers providing coverage).
- c. Should a specialist be absent and the elementary teacher have to give up some prep time, as set forth above, they shall be paid the High School rate of \$31.50 per forty (40) minutes. Starting in the 2016-2017 school year, the rate shall be \$34.00 per forty (40) minutes.
- d. When there is a shortage of substitutes in an elementary school building, Special Education teachers will not be utilized for class coverage.

4. Curriculum Work

- a. Any teacher who is selected by the Board to work on curriculum shall be paid at the rate of \$36.75 per hour. Starting in the 2016-2017 school year, the rate shall be \$39.00 per hour.
- b. Any teacher who is an In-Service Presenter shall be compensated at a rate of \$36.75 per hour. Starting in the 2016-2017 school year, the rate shall

be \$39.00 per hour.

5. Compensation for Extra Work

There will be an hourly rate for extra work beyond the regular work day of \$36.75 per hour. Starting in the 2016-2017 school year, the rate shall be \$39.00 per hour.

6. Compensation for Missed Prep Periods

- a. When a teacher attends an IEP/AR/I&RS meeting according to N.J.A.C. 6A: 14-2.3 in lieu of a preparation period, the teacher shall receive no compensation for the first three (3) occurrences. After that, compensation shall be at the regular rate.
- b. A teacher need not be present at an I&RS (Intervention & Referral Services) meeting unless the teacher has initiated the I&RS request. Otherwise, the teacher is given a copy of the I&RS report.
- c. There will be three (3) stipends per school to remunerate one I&RS Chairperson and two members at the amount of ~~\$500.00~~650.00 and ~~\$300.00~~400.00 respectively.

~~e. Starting in the 2016-2017 school year, the stipends shall be \$650.00 and~~

7. Elementary School Lunch Room Coverage

Starting in the 2016-2017 school year, up to two (2) Elementary teachers per school who volunteer for lunchroom supervision shall be paid a stipend of \$5,500.00 per year. If another teacher is called upon for lunchroom supervision in the absence of such a stipended lunchroom supervisor, he/she shall be paid at \$36.75 per hour per period. If more than one teacher covers the lunchroom in any school in the absence of such a stipended lunchroom supervisor, they shall split the hourly compensation, with each teacher being responsible for twenty-five (25) minutes.

- a. Elementary Lunchroom Supervision shall be strictly voluntary.
- b. Assignment of the position shall be at the discretion of the Superintendent.
- c. Teacher Lunchroom Supervisors may be assigned to cover any lunchroom at any school.
- d. Teacher Lunchroom Supervisors shall be responsible to the School Principal.
- e. Teacher Lunchroom Supervisors shall not be responsible for handling food or food products.
- f. Lunchroom Supervisors shall not be responsible for the (subcontracted) lunch aides.
- g. Lunchroom Supervisors shall be responsible to maintain student discipline during the lunch hours. Coverage may be inside or outside at the discretion of the building principal.
- h. Whenever possible, Lunchroom Supervisors shall have a preparation period

immediately before or immediately after the lunch hour.

8. Home Instruction

Home instruction shall be compensated at the rate of \$43.05 per hour. Starting in the 2016-2017 school year, the rate shall be \$45.00 per hour.

9. Tax Sheltered Annuities

Teachers have the option of entering the Tax Sheltered Annuity Program, terminating deductions, or changing the amount deducted four times a year by notifying the Business Office in writing of the deadlines for making these changes.

10. A.M. Hall Duty (BHS)

- a. Any teachers, who volunteer to staff the four student entrances to the Belleville Senior High School or the hallways of same, shall be characterized as A.M. Hall Duty.
- b. Teachers with A.M. Hall Duty shall report to and be at their assigned posts at 7:30 A.M., to ensure that no students enter the building prior to the student entrance time.
- c. Teachers with A.M. Hall Duty shall be on a voluntary basis, and if, at any time, any such volunteer is no longer desirous of serving as same, he or she can request to be relieved of said duty. In the event there are insufficient volunteers, the Principal will assign teachers. No teacher shall be assigned A.M. Hall Duty for three consecutive years if another qualified teacher who has not been assigned in the previous two years volunteers for that assignment.
- d. No non-tenured teacher shall be allowed to volunteer for A.M. Hall Duty.
- e. In consideration for coming in early to serve A.M. Hall Duty, the teachers so serving shall be released from the last period of the regular school day.
- f. Teachers are required to attend all meetings and are not excused of attendance at any meeting because they have an A.M. duty.

11. Section 504 Stipend

The Chairperson of the Section 504 Committee shall receive a stipend of \$500.00.

ARTICLE XIX

INSURANCE PROTECTION

1. Medical

All employees will be eligible to enroll in a program designated by the Board with benefits equal to or better than -the Blue Cross/Blue Shield Direct 10 Plan as defined by the School Employees Health Benefits Plan as of 2011. Effective -July 1, 2016, or when

implemented by the District, all unit members will move into the New Jersey Direct 15 Plan as the base plan.

All employees shall be required to contribute to their premiums in accordance with the applicable State or Federal requirements. Chapter 78, P.L. 201~~10~~ contributions ~~“(Tier 4)”~~ shall continue in effect during the life of the Agreement without retroactivity. Should the mandatory contribution required by the State of New Jersey change during the pendency of the Contract, all employees will be required to comply with the term of each change on the effective date or as required by law.

All employees shall be eligible for an “Opt Out Plan” in lieu of medical insurance. There shall be a cash payment of \$2500.00 for Family or \$ 2000.00 for Husband/Wife given to each employee, each year that they “opt out” of the medical plan. This is entirely optional. For married employees in the same bargaining unit, “opt out” shall be mandatory.

The employee must give the Board thirty (30) days written notice for participation in or withdrawal from this plan. In said instances, payment of the cash benefit (\$2500.00 or \$ 2000.00) shall be prorated.

2. **Dental**

The Board shall provide full family dental insurance coverage for all employees through Horizon Dental.

3. **Insurance Coverage**

The Board shall make payment of insurance premiums for said health care insurance protection for each person in its employ who enrolls for the twelve-month period commencing September 1, and ending August 31, of the contract year.

All coverage shall end 30 days after termination of employment and the obligations of the Board thereunder shall at such time come to an end. However, as to retired employees, the Board may service this coverage, if necessary, until the State Teachers’ Pension and Annuity Fund assumes the obligation for payment of premium.

New persons, employed prior to August 20th beginning employment on September 1 who elect to enroll, are given coverage effective September 1. Persons coming into employment after August 20th are required to wait two months before coverage becomes effective.

4. **Benefits for Domestic Partners**

Health and pension benefits concerning civil unions, domestic partnerships, are governed by Chapter 103, P.L. 2006, the Civil Union Law, which became effective on February 19, 2007.

5. **Insurance Protection for Nurses**

The Board shall pay the premium for professional liability insurance for nurses in the unit, in the coverage amount of \$300,000.00 per claim, and \$900,000.00 annual aggregate.

6. **Prescription Drug Insurance**

100% Board paid coverage with Benecard services, or like insurer, that retains all coverage components of the current program with no plan changes.

7. Family Prescription

Effective July 1, 2008 the co-pay for prescription insurance shall be \$20.00 for preferred/\$10.00 generic/\$35.00 non-preferred drugs. Co-pays can be submitted for 90% reimbursement.

Benefit levels shall remain equal to or better than existing plans if and when the Board changes carriers.

Prior to executing any change in the carrier(s), the Board designee shall discuss with the Association Representative, in good faith, the proposed changes. The Board will provide all relevant data concerning the new program. If requested by the Association, the Board shall arrange for consultation between the insurance carrier and the appropriate Association representative prior to executing any contemplated change. If the Association is proposing a change to the Board, the Association shall provide the Board relevant data from which the Board can evaluate and decide if a change is appropriate.

8. Retirees

Retirees of the Belleville School District may, at their option, upon payment to the Board for the premium cost, remain included in the group health coverage only.

9. Premium Only Plan

The Board shall establish a Section 125- Premium Only Plan (POP) for any employee contribution for health care benefits.

ARTICLE XX

SICK LEAVE

1. Definition

Sick leave is defined by Revised Statues 18A:30-1 et seq. as follows:

A sick leave is hereby defined to mean the absence from his or her post duty of any person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious ~~deeease~~-disease or of being quarantined for such a disease in his or her immediate household.

2. Allowance for Personal Illness

1996-1997

Total Years of Service in District

1 day through 1 year
1 year & 1 day through 10 years
10 years & 1 day through 15 years
15 years & 1 day through 20 years
20 years & 1 day through 25 years
25 years & 1 day through 30 years

Days Allowed For Illness

1 day a month, up to 10 days
10 full days
20 full days
25 full days
30 full days
60 full days

All employees shall be grandfathered in their 1996-97 category. Beginning July 1,1997, the categories shall read as follows:

Total Years of Service in District

1 day through 1 year
1 year & 1 day through 10 years
10 years & 1 day through 15 years
15 years & 1 day through 20 years
20 years & 1 day through 25 years
25 years & 1 day or greater

Days Allowed For Illness

1 day a month, up to 10 days
10 full days
15 full days
20 full days
25 full days
30 full days

After 10 years of service, sick leave in excess of the above shall be at the discretion of the Board.

3. Accumulated Sick Leave

Sick leave may be accumulated without limit in accordance with the provisions of State law governing accumulation of sick leave allowance for persons holding any full-time office, position or employment in the school district. Such accumulated sick leave shall under no circumstances place a person under tenure after three years of teaching.

Teachers shall be given a written account of accumulated sick leave days on or before September 15 of each school year.

4. Terminal Pay on Basis of Sick Leave

Any employee with fifteen years of more service may upon retirement receive the following compensation per day:

Days	2015 - 2018
1-100	\$66.15
101-200	\$76.65
201-300	\$89.25

This benefit shall only be paid once for each employee. The Association and the Board agree to adhere to NJSA 18A: 30 – 3.6 as it pertains to individual sick time.

5. Certificate for Personal Illness

Employees absent must file a statement certifying the medical cause for such

absence. Where the period of absence exceeds five days, a doctor's medical report must be filed.

Upon the recommendation of a line administrator and/or the Superintendent of Schools, the Board will make a determination whenever it is in the best interests of the Belleville School district, to require any employee who is absent due to illness or accident to submit to a physical examination by a physician selected by the Belleville Board of Education or at the option of the employee, by a physician of the employee's own choosing, approved by the Board of Education. For such examinations by physicians designated by the Board, the cost thereof and for all related tests and procedures shall be borne by the Board of Education. For any examination made by a physician of the employee's choosing which the Board, has approved, the cost thereof and for all related tests and procedures shall be made at the employee's expense.

6. **Absence After Reporting For Duty**

Any person who must leave his/her duties because of personal illness after reporting for duty, but works at least 3 1/2 hours, will be charged with 1/2 sick day.

7. **Payment to Estate**

In the event an employee dies while employed by the district, his/her estate shall be paid the terminal pay as though the employee had terminated his/her employment.

8. **Annual Attendance Bonus**

Beginning in the 2016-2017 school year, employees shall be eligible for an annual attendance bonus of \$350.00 if they have one (1) or fewer sick day absences during the school year (excluding personal days). Any employee receiving the bonus must surrender one (1) accumulated sick day. Details on the implementation of this bonus shall be negotiated at a future date.

9. **Sick Leave Bank**

The Board and the Association agree to meet and mutually develop a Sick Leave Bank.

ARTICLE XXI

EXCUSED ABSENCES

1. **Death in Family**

The Board recognizes the employee's needs to grieve, to attend the funeral, and to handle necessary legal and financial transactions at such a time. The employee will therefore be excused from work for consecutive business days not to exceed the maximum number outlined below. In counting business days, weekends and State and Federal holidays; will not be counted against the total allowed. However, all other days including, but not limited to, vacations, school holidays, and snow days will be counted toward the total allowance regardless of whether schools are open.

In case of death of the father, mother, spouse, child, grandchild, sibling, mother-in-law, father-in-law of any employee, or of any other person who resides with the employee on a permanent basis (excluding roomers or boarders), five (5) days shall be allowed. In case of death of a grandparent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, three (3) days shall be allowed. In case of death of an uncle, aunt, nephew, niece, or cousin, one (1) day shall be allowed.

2. Excused Absences for Personal Reasons

If, for personal reason or for religious observance, a day's absence is necessary, a teacher may be excused from his duties upon notice to the administrator concerned, subject to operational needs and considerations. Notice should be submitted at least two days before the requested absence, unless an unanticipated emergency occurs which precludes such notice.

"Personal Reasons," as herein defined, is an emergency or the performance of a duty that cannot be accomplished within the regular school day. In all cases where an employee requests an excused absence for urgent personal reasons, the appropriate personal/business day form must be filed by the employee with the principal for approval by the Superintendent.

For personal reasons which are considered by a teacher to be of such a nature as to be extremely confidential, the green slip may be marked, *Personal reasons-confidential* and such green slip will be forwarded directly by the administrator to the Superintendent for consideration.

Employees will be paid for a period not exceeding three days for excused absences during any school year.

Unused personal days at the end of a school year shall convert and be added to the employee's unused sick leave accumulation.

3. Military Leave

Absence, not exceeding two weeks, for military reserve training, during the contractual period of employment shall be allowed with full pay.

Employees required to report to the Draft Board shall be allowed one day's absence only for such purpose, with full pay.

- a. A permanent or full-time temporary officer or employee of the State or of a board, commission, authority or other instrumentality of the State or of a county, school district, or municipality who is a member of the organized militia, shall be granted leave of absence from his or her respective duties without loss of pay or time on all days during which he or she shall be engaged in any period of State or Federal active duty; provided, however, that the leaves of absence for Federal active duty or active duty for training shall not exceed

90 work days in the aggregate in any calendar year. Any leave of absence for such duty in excess of 90 days shall be without pay but without loss of time.

- b. Leave of absence for such military duty shall be in addition to the regular vacation or other accrued leave allowed such officers and employees by the State, county or municipal law, ordinance, resolution, or regulation.
- c. Notwithstanding subsection A of this section, a full-time temporary officer or employee who has served under such temporary appointment for less than one year shall receive for the service hereinabove described leave without pay but without loss of time.

4. Absence for Jury Duty

In the event that an employee subject to the terms of the Agreement receives a questionnaire for jury duty, the employee shall advise the Jury Commissioners that he/she is employed by the Belleville Board of Education and request to serve jury duty at a time that school is not in session. In the event that the employee is not given a choice to serve jury duty when schools are not in session, he/she shall receive their regular compensation and deliver over to the Board any compensation received as juror.

ARTICLE XXII

LEAVES OF ABSENCE

1. Child-Rearing

The Board shall grant child care leave without pay in accordance with the following procedure:

- a. All initial applications 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 prospective 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 of Schools 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 dates when the teacher wishes the leave to commence and terminate.
- d. Child Rearing - The Board shall grant child care leave without pay to tenured teachers or teachers who have received a tenure year contract, because of the birth of a child, for a period of no more than two (2) years, plus the balance of the school year in which the birth occurred.
- e. If a shorter period is requested, the return date must either be the beginning of the school year, or the beginning of the second semester. Non-tenured employees shall be granted childcare leave only for the remainder of the contract year in which the birth occurred. All such leaves must commence, when possible on the first day of a semester and

end on the last day of a semester. (January 31, September 1).

f. 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.

g. 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, and such leave may thereupon be terminated by the Board, at its sole discretion.

h. 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.

i. Time spent on child rearing leave of absence shall not count towards salary guide placement experience, seniority, sick leave accumulation, etc.

j. Anyone who accepts child rearing leave after January 31 in any given year is given credit on the salary guide for a full year's experience upon returning to the district.

k. 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 6 to return to employment.

l. Adoption - Any teacher adopting a child 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.

m. The Board is not required to continue employment of a nontenured 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 disability period before and after the 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 illnesses or medical disability. The 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 who does not elect to take a child rearing leave may continue to perform the 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 her 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 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 grounds 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.

3. Leave of Absence for Advanced Study

The Board feels that, in certain cases, benefits will accrue to the school system if teachers are granted a one-year leave of absence, without pay, for advanced study. In order to obtain a leave of absence for advanced study, a teacher must have earned tenure as a prerequisite. The Board will, therefore, give consideration to such applications after they have been reviewed and recommended by the administrators responsible.

Advanced Study is defined as activities that are directly related to the teacher's subject area, guidance and/or supervision and administration.

Such period spent in study shall not be considered as teaching experience, nor allowed as service for tenure.

4. Family Leave

Effective upon ratification, each unit member is entitled to use, as an option, up to five (5) days of their annual sick leave bank for family illness purposes. These days are not cumulative nor transferable.

ARTICLE XXIII

SUPERVISION OF STUDENT TEACHERS

1. Mutual Responsibility

The Board and the Association mutually recognize that the education of children of the Belleville School District is their primary responsibility. The Board and the Association further recognize their responsibility to assist in the effective training of future teachers under the higher standards.

2. Procedure

The following procedures shall govern the supervision of student teachers:

- a. **Tenure** -No teacher shall have a student teacher under his supervision unless said teacher has obtained tenure status.
- b. **Voluntary Participation** - Supervision by a teacher of a student teacher shall be voluntary. Each teacher shall be polled prior to any school year for willingness to participate in the student teaching program. The teacher shall receive the request to take on a student teacher at least two weeks prior to the student's introduction to the classroom, whenever possible.

ARTICLE XXIV

TUITION REIMBURSEMENT

1. Graduate Courses

Graduate courses must be taken at institutions approved by the State of New Jersey in the teacher's current area of assignment or one that is leading to certification or advanced education degree. If the course does not fit any of these categories or is an undergraduate course, payment will be solely at the discretion of the Superintendent.

All courses must be submitted to the Superintendent, in writing, within two weeks of the commencement of the course. Proof of completion, with a minimum grade of B, must be submitted prior to reimbursement.

In 2015-2018, the tuition reimbursement pool will be \$50,000 per year. The reimbursement will be increased to \$250.00 per credit. Any funds that are not used by June 30th each year shall be returned to the general fund. If in any year the requests for reimbursement exceed the available pool, per credit payment shall be prorated to provide all applicants with an equitable share of the available funds. All payments shall be made after the completion of the spring semester, but not later than July 31st each year.

Each teacher is entitled to reimbursement for up to six (6) credits per year.

2. Salary Adjustments

Salary adjustments shall be made twice per year. (September 1st and February 1st for all columns.)

ARTICLE XXV

PROTECTION OF TEACHERS, STUDENTS AND PROPERTY

Teachers shall not be required to perform tasks that endanger their health, safety, or well being. In the event of any disorder or disruption in the regular school program, the Association shall have the right to meet with the Board immediately to recommend mutually acceptable programs to guarantee the safety of students, teachers and property.

If a teacher is assaulted in connection with his employment he shall immediately give his principal or immediate supervisor written notice of that fact. Such notification shall be immediately forwarded to the Superintendent, who shall comply with any reasonable request from the teacher for information in the possession of the Superintendent relating to the incident or the persons involved, and will otherwise cooperate with the teacher in appropriate ways in the event of a civil or criminal proceeding. In the event that an employee's personal effects are damaged or broken in the course of a student altercation, the Board shall reimburse that employee for the cost of repair or replacement up to \$210.00 per incident.

ARTICLE XXVI

PROMOTIONS

Promotional positions are those defined as positions on the administrative/supervisory levels of responsibility and/or paying salary differentials. Extra work and/or extra pay assignments do not constitute promotions.

The Board of Education will endeavor to give its permanent employees every opportunity and consideration to aspire to administrative positions, or higher level positions, as may be created or become vacated from time to time. Such positions shall be

posted in the office of every school building to afford all interested personnel an opportunity to apply to the Superintendent of Schools. A copy of all notices shall be simultaneously delivered to the Association.

When school is in session, a notice shall be posted simultaneously in each school, posted on the district web page and e-mailed to staff using district e-mail accounts, as far in advance as practicable, ordinarily at least ten (10) school days before the final date when applications must be submitted. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit and submission requirements specified in the notice.

Teachers, who desire to apply for promotional positions which may be filled during the summer period (July-August) when school is not in regular session, shall apply per the submission requirements cited on the job posting. During summer months, job posting will hold a minimum 10-calendar day closing date. On all job postings, the qualifications for the position, its duties and the rate of compensation shall be clearly set forth.

All teachers shall be given adequate opportunity to apply for such positions, and no positions shall be filled until all properly submitted applications have been considered. Each teacher applicant not selected shall, upon request, receive a written notice of disposition from the Superintendent.

All extra work and extra pay assignments and/or special services positions, pupil personnel work positions and reading and speech positions, although not promotions shall be advertised and shall be filled in accordance with the above procedures.

ARTICLE XXVII

MISCELLANEOUS PROVISIONS

1. Formation of an Extra-Curricular Activity

If a teacher chooses to voluntarily run a club, there is no remuneration. To establish a new co-curricular (club) stipend position, the following procedure will be utilized:

The teacher who recognizes a need for the club shall create a written proposal with documentation that includes:

1. Research based rationale
2. Historical basis for club
3. The club's functions and purpose
4. Proposed itinerary for meeting-with frequency and length
5. Membership or other fees
6. Grade levels and disciplines served

The proposal will be submitted in writing to the respective immediate supervisor

with a copy to the BEA.

The immediate supervisor will issue a written approval or denial of the proposal. If approved, the supervisor will submit a supporting written proposal with a rationale to the school principal.

The principal will approve or deny the proposal in writing. If approved, the principal will forward it to the superintendent for review.

The Superintendent will review the proposal. If approved, it will be presented to the Board of Education for approval.

If the Board approves the club proposal presented by the Superintendent, the position shall be added to the co-curricular guide and the stipend will be agreed upon mutually by the Board and the Association.

The Association may propose co-curricular clubs during the negotiating year of the contract for implementation to take place beginning with the first year of the successor agreement.

2. President's Schedule

The president of the Association shall work a reduced schedule.

- High/Middle school teachers who serve as president will teach a half-day with no assigned duties.
- Elementary teachers who serve as president will teach a half day.

50% of the president's salary and health benefits (minus employee contributions) shall be funded from settlement monies paid to the Association.

3. This Agreement shall become part of the Board policy for the term of said Agreement and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

4. Separability

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.

APPENDIX 1 THE SCHOOL DAY

High School		
Teacher Sign In	7:46 AM	11 minutes
Announcements (Homeroom)	7:57-8:10	13 minutes
Period 1	8:10-8:51	41 minutes
Period 2	8:55-9:36	41 minutes
Period 3	9:40-10:21	41 minutes
Period 4	10:25-10:46	21 minutes
Period 5	10:50-11:06	16 minutes
Period 6	11:10-11:31	21 minutes
Period 7	11:35-11:51	16 minutes
Period 8	11:55-12:16	21 minutes
Period 9	12:20-12:36	16 minutes
Period 10	12:40-1:01	21 minutes
Period 11	1:05-1:46	41 minutes
Period 12	1:50-2:31	41 minutes 14 minutes
Teacher Sign Out	2:45PM (2:35 on Fri.)	
Teacher Day	6 hr. 59 min.	
Lunch/Prep	1 hr. 23 min.	
Time on Task	5 hr. 36 min.	
Middle School		
Teacher Sign In	8:35 A.M.	15 minutes
Period 1	8:50-9:38	48 minutes
Period 2	9:41-10:24	43 minutes
Period 3	10:27-11:10	43 minutes
Period 4	11:13-11:33	20 minutes
Period 5	11:36-11:56	20 minutes
Period 6	11:59-12:19	20 minutes
Period 7	12:22-12:42	20 minutes
Period 8	12:45-1:28	43 minutes
Period 9	1:31-2:14	43 minutes
Period 10	2:19-3:02	43 minutes 13 minutes
Teacher Sign Out	3:15PM (3:05 on Fri.)	
Teacher Day	6 hr. 38 min.	
Lunch/Prep	1 hr. 3 min.	
Time on Task	5 hr. 35 min.	
Elementary Schools		
Teacher Sign In	8:30 AM	
Students Enter	8:35	
Students Leave	3:15	
Teacher Sign Out	3:20 PM	
Teacher Day	6 hr. 50 min.	
Lunch/Prep	1 hr. 22 min.	
Time on Task	5 hr. 28 min.	

**APPENDIX 2
REVISED TUITION REIMBURSEMENT**

**BELLEVILLE PUBLIC SCHOOLS
TUITION REIMBURSEMENT COURSE APPROVAL FORM**

SEE CURRENT BELLEVILLE EDUCATION ASSOCIATION CONTRACTUAL AGREEMENT FOR ELIGIBILITY AND INSTRUCTIONS.

Submit this form with a copy of each course description to the Superintendents Office. A copy will be returned to you after review.

Name _____ Area(s) of Certification

School _____ Current
Assignment _____

Tenured (Circle One) Yes No

Position on Guide (Circle One) BA BA+15MASTERS MA+15
MA+32

Is this course being taken u part of a Masters Program? (Circle One) Yes No

Masters
Concentration _____

Course related to Current Assignment (Circle One) Yes No

Explain how the course will benefit the assignment

College/University _____

<u>Graduate Course Title</u>	<u># of Credits</u>	<u>Term Beginning and End</u>
------------------------------	---------------------	-------------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

Salary Advancement (Circle One) Yes No ___-Tuition Reimbursement (Circle One) Yes No

SUPERINTENDENT REVIEW

Course Approved _____
Denied _____

Date Superintendent of Schools

TUITION REIMBURSEMENT REQUEST FORM

NAME: _____ SCHOOL: _____

DATE: _____

A COPY OF GRADES MUST ACCOMPANY THIS FORM.

<u>Course</u>	<u># of credits</u>
_____	_____
_____	_____
_____	_____

Please be advised that I have successfully completed the above graduate courses and I am requesting reimbursement as provided for in the current contract.

Signature: _____ Date: _____

Payment Approved _____ Date: _____

Superintendent of Schools

Prior approval must be granted by the Superintendent of Schools for selection of courses leading to advanced placement on the salary guide and for tuition reimbursement. Graduate courses must be taken at institutions approved by the State of New Jersey in current area of assignment or one which is leading to certification or advanced education degree. Advanced study is defined as activities that are directly related to the teacher's subject area, guidance and/or supervision and administration. All other courses shall be granted for credit at the discretion of the Superintendent of Schools. If funds are

unexpended in any year, the unexpended funds shall be added to the available pool for the following year. If in any year the requests for reimbursement exceed the available pool, per credit payment shall be pro-rated to provide all applicants with an equitable share of the available funds. All payments shall be made after the completion of the spring semester, but no later than July 31st of each year. Each teacher is entitled to reimbursement for up to six (6) credits per year.

Complete and submit coarse approval form to the Superintendent within two weeks of the course starting date. When the course(s) is/are completed, send a Tuition Reimbursement Request Form to the Superintendent with a copy of the grade report. Courses must be completed by June 30* of a given year to be included in that year's tuition reimbursement account. Any courses completed after that date will be considered within the next year's tuition account.

**APPENDIX 3
SALARY GUIDES**

**YEAR 1
2015-16 Belleville
Teachers**

Salary Guide

Step	BA	BA+15	MA	MA + 15	MA+32	DR
1	44,335	45,249	46,923	47,837	49,968	51,491
2	45,299	46,213	47,989	48,903	51,136	52,658
3	46,213	47,126	49,156	50,070	52,557	54,079
4	47,177	48,091	50,628	51,542	54,181	55,703
5	48,847	49,760	52,679	53,592	56,206	57,728
6	50,623	51,537	54,480	55,394	58,033	59,555
7	52,541	53,455	56,551	57,464	60,357	61,879
8	54,673	55,586	58,987	59,900	63,097	64,620
8A	57,210	58,124	62,235	63,148	67,157	68,680
9	59,748	60,661	65,483	66,396	71,217	72,740
9A	63,082	63,996	68,868	69,741	74,603	76,125
10	66,417	67,330	72,253	73,085	77,988	79,510
10A	71,875	72,717	77,736	78,508	83,522	84,867
11	79,833	80,604	85,720	89,931	91,556	92,723

YEAR 2
2016-17 *Belleville*
Teachers

Salary Guide

Step	BA	BA+15	MA	MA + 15	MA+32	DR
1	44,336	45,250	46,924	47,838	49,969	51,492
2	45,300	46,214	47,990	48,904	51,137	52,659
3	46,214	47,127	49,157	50,071	52,558	54,080
4	47,179	48,093	50,630	51,544	54,183	55,705
5	48,848	49,761	52,680	53,593	56,207	57,729
6	50,624	51,538	54,481	55,395	58,034	59,556
7	52,542	53,456	56,552	57,465	60,358	61,880
8	54,674	55,587	58,988	59,901	63,098	64,621
8A	57,210	58,124	62,235	63,148	67,157	68,680
9	59,748	60,661	65,483	66,396	71,217	72,740
9A	63,082	63,996	68,868	69,741	74,603	76,125
10	66,417	67,330	72,253	73,085	77,988	79,510
10A	71,875	72,717	77,736	78,508	83,522	84,867
11	80,840	81,611	86,727	90,938	92,563	93,730

YEAR 3
Belleville
2017-18 Teachers

Salary Guide

Step	BA	BA+15	MA	MA + 15	MA+32	DR
1	44,495	45,409	47,083	47,997	50,128	51,651
2	45,459	46,373	48,149	49,063	51,296	52,818
3	46,373	47,286	49,316	50,230	52,717	54,239
4	47,338	48,252	50,789	51,703	54,342	55,864
5	49,008	49,921	52,840	53,753	56,367	57,889
6	50,783	51,697	54,640	55,554	58,193	59,715
7	52,701	53,615	56,711	57,624	60,517	62,039
8	54,833	55,746	59,147	60,060	63,257	64,780
8A	57,369	58,283	62,394	63,307	67,316	68,839
9	59,907	60,820	65,642	66,555	71,376	72,899
9A	63,241	64,155	69,027	69,900	74,762	76,284
10	66,576	67,489	72,412	73,244	78,147	79,669
10A	72,034	72,876	77,895	78,667	83,681	85,026
10B	76,937	77,744	82,811	85,303	88,622	89,878
11	81,840	82,611	87,727	91,938	93,563	94,730

Longevity Guide

	BA	BA+15	MA	MA+15	MA+32	DR
15+	1500	1500	1500	1500	1500	1500
20+	3245	3245	3245	3245	3245	3245
25+	4413	4413	4413	4413	4413	4413
30+	5788	5788	5788	5788	5788	5788

**Belleville Public Schools, Belleville, NJ
Athletic Coaches' Salary Guide**

2015-2016

Group	Step	Head	Asst.	Instr.
1	1	\$9,716	\$6,684	
	2	\$10,333	\$7,091	
	3	\$10,956	\$7,505	
	4	\$12,642	\$7,918	
2	1	\$7,610	\$5,196	
	2	\$7,963	\$5,505	
	3	\$8,406	\$5,813	
	4	\$8,851	\$6,129	
3	1	\$5,196		
	2	\$5,505		
	3	\$5,813		
	4	\$6,129		
4	1	\$7,505	\$5,196	\$3,678
	2	\$7,963	\$5,505	\$3,888
	3	\$8,406	\$5,813	\$4,091
	4	\$8,851	\$6,129	\$4,301

**Belleville Public Schools, Belleville, NJ
Athletic Coaches' Salary Guide**

2016-2017

Group	Step	Head	Asst.	Instr.
1	1	\$9,813	\$6,751	
	2	\$10,436	\$7,162	
	3	\$11,066	\$7,580	
	4	\$12,768	\$7,998	
2	1	\$7,686	\$5,248	
	2	\$8,042	\$5,560	
	3	\$8,490	\$5,871	
	4	\$8,939	\$6,190	
3	1	\$5,248		
	2	\$5,560		
	3	\$5,871		
	4	\$6,190		

4	1	\$7,580	\$5,248	\$3,714
	2	\$8,042	\$5,248 <u>\$5,560</u>	\$3,714 <u>\$3,926</u>
	3	\$8,490	\$5,872	\$4,132
	4	\$8,939	\$6,190	\$4,344

**Belleville Public Schools, Belleville, NJ
Athletic Coaches' Salary Guide**

2017-2018

Group	Step	Head	Asst.	Instr.
1	1	\$9,911	\$6,819	
	2	\$10,540	\$7,234	
	3	\$11,177	\$7,656	
	4	\$12,896	\$8,078	
2	1	\$7,763	\$5,300	
	2	\$8,123	\$5,616	
	3	\$8,575	\$5,930	
	4	\$9,029	\$6,252	
3	1	\$5,300		
	2	\$5,616		
	3	\$5,930		
	4	\$6,252		
4	1	\$7,656	\$5,300	\$3,752
	2	\$8,123	\$5,300 <u>\$5,616</u>	\$3,752 <u>\$3,966</u>
	3	\$8,575	\$5,930	\$4,173
	4	\$9,029	\$6,252	\$4,388

Group 1: Football. **Group 2:** Baseball, Basketball (2), Cheerleading, Crew (2), Indoor & Outdoor Track (2), Soccer (2), Softball, Tennis (2), Volleyball, Wrestling.

Group 3: Bowling, Cross Country, Golf. **Group 4:** Marching Band. **Coaches' Stipend**

Schedule: Fall: 1/2 Oct. 15th, 1/2 Nov. 30th. **Winter:** 1/2/Jan. 15th, 1/2 Feb. 28th.

Spring: 1/2 April 15th, 1/2 May 31st.

Co-Curricular Activity Advisor Stipends

Bldg	Club	2015-2016	2016-2017	2017-2018
Dist	Web Master	\$4,092	\$4,133	\$4,174
	3 Computer Club	\$1,765	\$1,783	\$1,800
	4 Computer Club	\$1,765	\$1,783	\$1,800
	5 Computer Club	\$1,765	\$1,783	\$1,800
	7 Computer Club	\$1,765	\$1,783	\$1,800
	8 Computer Club	\$1,765	\$1,783	\$1,800
	9 Computer Club	\$1,765	\$1,783	\$1,800
	10 Computer Club	\$1,765	\$1,783	\$1,800
HS	A Capella Club	\$1,765	\$1,783	\$1,800
HS	Allied Medical Club	\$1,765	\$1,783	\$1,800
HS	Computer Club	\$1,765	\$1,783	\$1,800
HS	Cosmetology Club	\$1,765	\$1,783	\$1,800
HS	Family Career and Comm	\$1,765	\$1,783	\$1,800
HS	FBLA	\$1,765	\$1,783	\$1,800
HS	French/Spanish Club	\$1,765	\$1,783	\$1,800
HS	Class Advisor	\$1,765	\$1,783	\$1,800
HS	Freshman	\$1,765	\$1,783	\$1,800
HS	Sophomore	\$1,765	\$1,783	\$1,800
HS	Junior	\$2,321	\$2,344	\$2,368
HS	Senior	\$3,351	\$3,385	\$3,418
HS	Interact International	\$1,765	\$1,783	\$1,800
HS	Italian Club	\$1,765	\$1,783	\$1,800
HS	Jazz Ensemble	\$2,321	\$2,344	\$2,368
HS	Key Club	\$2,321	\$2,344	\$2,368
HS	Math Club	\$1,765	\$1,783	\$1,800
HS	Mock Trial Club	\$1,765	\$1,783	\$1,800
HS	Monad (Yearbook)	\$4,038	\$4,078	\$4,119
HS	National Honor Society	\$1,669	\$1,686	\$1,703
HS	National Honor Society	\$1,669	\$1,686	\$1,703
HS	New Horizons Newspaper	\$4,038	\$4,078	\$4,119
HS	Octagon Club	\$1,765	\$1,783	\$1,800
HS	Peers Education Peers	\$2,321	\$2,344	\$2,368
HS	Peers Education Peers	\$2,321	\$2,344	\$2,368

	Peers Education Peers	\$2,321	\$2,344	\$2,368
HS	Stage/Light Crew	\$4,038	\$4,078	\$4,119
HS	Student Government	\$4,038	\$4,078	\$4,119
HS	Literary Magazine Club	\$1,765	\$1,783	\$1,800
	Theatre Arts Company			
HS	Company Director	\$4,038	\$4,078	\$4,119
HS	Assistant Director	\$3,351	\$3,385	\$3,418
HS	Music Director	\$3,351	\$3,385	\$3,418
HS	Choreographer	\$2,274	\$2,297	\$2,320
HS	Costume Director	\$1,765	\$1,783	\$1,800
HS	Set Designer	\$1,765	\$1,783	\$1,800
HS	Vocal Director	\$1,765	\$1,783	\$1,800
HS	Transition Club	\$1,765	\$1,783	\$1,800
HS	Transition Club	\$1,765	\$1,783	\$1,800
HS	WBHS Director	\$5,226	\$5,278	\$5,331
HS	WBHS Ass. Director	\$4,577	\$4,623	\$4,669
HS	Weight Room	\$7,482	\$7,557	\$7,632
HS	Tri-M Music Honor Soc.	\$1,765	\$1,783	\$1,800

Co-Curricular Activity Advisor Stipends

Bldg	Club	2015-2016	2016-2017	2017-2018
MS	Annual Yearbook	\$2,728	\$2,755	\$2,783
MS	Builders Club	\$1,765	\$1,783	\$1,800
MS	Chess Club	\$1,765	\$1,783	\$1,800
MS	Computer Club	\$1,765	\$1,783	\$1,800
MS	Drama Club	\$2,728	\$2,755	\$2,783
MS	High Achievers Club	\$1,765	\$1,783	\$1,800
MS	Interact Junior Club	\$1,765	\$1,783	\$1,800
MS	Jazz Ensemble	\$2,321	\$2,344	\$2,368
MS	Journal	\$2,728	\$2,755	\$2,783
MS	Science Club	\$1,765	\$1,783	\$1,800
MS	Stompers Step Squad	\$1,765	\$1,783	\$1,800
MS	Student Council	\$1,765	\$1,783	\$1,800
MS	Videography Club	\$1,765	\$1,783	\$1,800
MS	Literary Magazine	\$1,765	\$1,783	\$1,800

In Witness Whereof the parties hereto have caused this Agreement to be signed by their duly authorized representatives on this ~~22nd~~^{6th} day of ~~August~~^{September}, 2016.

Formatted: Superscript

BELLEVILLE BOARD OF EDUCATION

BY: _____
John Rivera, Board President

BY: _____
Board Secretary

BELLEVILLE EDUCATION ASSOCIATION

BY: _____
Michael Mignone, BEA President

BY: _____
Peter Blodnik, Negotiations Chair