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AGREEMENT

BETWEEN

Kinnelon Board of Education

BOARD OF EDUCATION OF THE BOROUGH OF KINNELON

AND

KINNELON EDUCATION ASSOCIATION INCORPORATED

X July 1, 1981 - June 30, 1983

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PREAMBLE

THIS AGREEMENT entered into this 30th day of October, 1981, by and between the Board of Education, the Borough of Kinnelon, State of New Jersey, hereinafter called the "Board" and the Kinnelon Education Association, Incorporated, hereinafter called the "Association".

WHEREAS, the Board and the Association are mandated to enter into an Agreement concerning the terms and conditions of teachers' employment pursuant to Chapter 123, Public Laws of 1974.

ARTICLE I
RECOGNITION

- A. Pursuant to Chapter 123, Public Laws of 1974, the Board hereby recognizes the Association so long as it has been designated as the representative by the majority of the certificated personnel as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all contracted certificated personnel working twenty (20) or more hours per week, including those on leave, employed by the Board, but excluding central office personnel, director of special services, principals, vice principals, substitute teachers, non-certificated personnel and all others not specifically included above.
- B Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as defined in Article I, Section A.

ARTICLE II

NEGOTIATION PROCEDURE

The parties agree to enter into collective negotiations over a successor Agreement in good faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment in accordance with the following procedure:

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with the provisions of Chapter 123, Public Laws 1974.
- B. The Board and the Association shall meet at reasonable times and negotiate in good faith. Reasonable, relevant data requested by either party shall be supplied by the proper official upon seven (7) days' notice.
- C. The parties agree that their representatives will be given the power to negotiate a tentative Agreement pending ratification by the majority of the Board and the Association.
- D. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing and signed by said parties and become incorporated as part of this Agreement.
- E. Only joint or agreed upon press releases regarding negotiations will be made.
- F. The time of the next meeting and the agenda will be set at the end of each meeting.
- G. Where necessary and possible, there may be two-way communication between meetings.
- H. At the conclusion of each negotiating meeting tentative agreements will be reduced to writing and signed by both parties.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definitions

1. A "Grievance" is a complaint based upon an event or condition which adversely affects the terms and conditions of employment of a teacher or group of teachers and/or he or they are adversely affected by the interpretations, meaning or application of any of the provisions of this Agreement, and/or the established procedure, board policy, or administrative practice relating to all terms or conditions of employment of teachers.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party of interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim, including the Board of Education.
4. The term "grievance" shall not apply to any matter in which the Board of Education is prohibited by statute or case law to act, or a complaint of a non-tenure teacher which arises by reason of his not being re-employed or a complaint by any certified personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is not possible or not required.
5. A grievance to be considered under this procedure must be initiated by the aggrieved person or Association within twenty-one (21) days from the time of its occurrence.
6. For the purposes of this procedure, all "days" shall be interpreted as "calendar days."

B. Introduction to Procedure

Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. Any teacher having a grievance may discuss the matter informally with any appropriate member of the administration and have the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement. The association will be given the opportunity to state its views should the teacher involved so desire.

ARTICLE III
GRIEVANCE PROCEDURE

C. Procedure

1. Step One

- A. A teacher with a grievance shall first discuss it with his immediate supervisor and his principal, either directly or through the Association's designated Representative, with the objective of resolving the matter informally.
- B. If the matter is not resolved informally, the employee shall present his complaint in writing to his immediate supervisor or building principal, whichever is applicable, on the sample form attached hereto as Appendix A.

2. Step Two

If the aggrieved person is not satisfied with the disposition of his grievance at Step One, or if no decision has been rendered within ten (10) days after presentation of the grievance, he may file the grievance in writing with the Association. The Association or the aggrieved person may then refer the grievance within ten (10) days to the Superintendent of Schools.

3. Step Three

If the aggrieved person is not satisfied with the disposition of the grievance at Step Two, or if no decision has been rendered within ten (10) days after the grievance was delivered to the Superintendent, said aggrieved person may appeal within ten (10) days to the Board or committee of the Board by submitting to the Board Secretary a request in writing that the Board hear the matter at the earliest opportunity. The President of the Board shall schedule review of the appeal at an executive session or special meeting with the proviso that the review be made no later than thirty (30) days after the date of receipt of the written request.

4. Step Four

- A. If the aggrieved person is not satisfied with the disposition of his grievance at Step Three, or, if no decision has been rendered within fourteen (14) days after it has been reviewed, he may request in writing that the Association submit his grievance to the American Arbitration Association. The parties shall then be bound by the rules of the American Arbitration Association.
- B. The arbitrator shall have no authority or power to add to, delete, disregard or modify any provisions of this Agreement.
- C. The decision of the arbitrator shall be final and binding on both parties.

ARTICLE IIIGRIEVANCE PROCEDUREC. Procedure4. Step Four

- d. The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, if any, shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

D. Rights to Representation

Any party of interest may be represented to all stages of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure. The Board may be represented by an attorney-at-law and any other representative of its own choosing.

E. Miscellaneous

1. If, in the judgment of the Association, a grievance affects a group or class of teachers, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Step Two.
2. Decisions rendered at Step One which are unsatisfactory to the aggrieved person and all decisions rendered at Steps Two and Three of the grievance procedure shall be in writing. Such decisions shall set forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association.
3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
4. The format of any forms needed in the filing and the processing of a grievance will be prepared jointly by the Superintendent and the Association and given appropriate distribution.
5. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

ARTICLE III

GRIEVANCE PROCEDURE

E. Miscellaneous

6. In the event a grievance is filed late in the school year, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
7. Nothing herein contained shall preclude the Board of Education from refusing to discuss any alleged grievance submitted by any aggrieved person who has not first obtained the approval or representation of the Association in accordance with the provisions of the New Jersey Employer-Employee Relations Act (Chapter 123, Public Laws of 1974).
8. If at any step of the grievance procedure, the aggrieved person or Association fails to follow-up the grievance to the next step within fourteen (14) days the grievance becomes null and void.

ARTICLE IV

SICK LEAVE

- A. All teachers employed by the Kinnelon Board of Education shall be entitled to ten (10) sick leave days each school year. Such sick leave includes the first scheduled work day of said school year whether or not the teacher reports for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit, however, the Board reserves the right to verify any illness, including the right to request a doctor's certificate after three (3) consecutive days of absence.
- B. Non-cumulative sick leave benefits shall be allowed to individual teachers on request at the discretion of the Board of Education.
- C.
 - 1. Teachers who retire and qualify for pension benefits in accordance with the requirements of the New Jersey Teachers' Pension and Annuity Fund will be eligible to convert accumulated sick leave days to severance pay.
 - 2. The teacher must have completed a minimum of ten (10) years as a teacher in the District.
 - 3. The teacher must give the Board six (6) months advanced notice of intent to retire, except in the case of emergency retirements when the notice requirements will be waived.
 - 4. The amount of severance pay will be determined by multiplying the number of accumulated sick leave days by the daily rate of pay for State certified substitute teachers in the District at the time of retirement.
 - 5. The payment will be made in a lump sum on or about July 1st following retirement for those teachers giving the Board six (6) month's notification as described in paragraph 3 above. If six (6) month's notification is not given, the teacher shall receive a promissory note for payment as soon as possible

ARTICLE V

TEMPORARY LEAVES OF ABSENCE

- A. Teachers shall be entitled to the following temporary non-accumulative leaves of absence with full pay for each school year:
 - 1. Two (2) personal days.
 - a. One (1) day without a reason and one (1) day with a reason. The day with reason will be subject to the Superintendent's approval and will require three (3) days' advanced notice.
 - b. Personal days without reason will not be granted on Monday, Friday and/or the day before or day after a holiday.
 - c. Unused personal days will accumulate as sick leave days for possible use as sick leave days in future years, or for possible conversion at retirement.
 - 2. Ten (10) additional days for family illness, death in the family, religious holidays, or paternal leave. Family is defined as: mother, father, brother, sister, son, daughter, husband, wife. Teachers who do not utilize days under this subsection during any school year will be credited with one (1) additional day of accumulated sick leave. Alleged abuse of the family illness days provided in this Section will be referred to the Executive Council-Board Meetings established in Article XII of this Contract.
- B. The Superintendent reserves the right to have the use of these days verified.
- C. If a teacher exceeds any category of the ARTICLE, said teacher will be informed of the excess, prior to any deduction from his/her pay by the business office.

ARTICLE VI.

EXTENDED LEAVES OF ABSENCES

- A. The Board agrees that a leave of absence without pay of up to two (2) years may be granted to any tenure teacher who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.
- B. A tenure teacher may be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university.
- C. A tenure teacher shall be granted a leave of absence without pay of up to one (1) year for the purpose of caring for a sick member of the teacher's immediate family. Additional leave may be granted at the discretion of the Board.
- D. 1. Any teacher seeking to use sick leave for reasons associated with pregnancy shall file a written request for such leave with the Superintendent at least thirty (30) days in advance of the date on which the leave is to commence, the request shall also specify the date on which the teacher proposes to terminate the sick leave.
2. Upon request, all teachers shall be granted a leave of absence without pay for child-bearing or adoption of pre-school age children. Child rearing leave will commence immediately following either birth, disability leave, or adoption and continue for the remainder of the school year. Additional child-rearing leave will be granted to tenured teachers for one or two full school years (September-August upon request by the teacher.
- Notice of intent to return shall be given to the Board by March 1 of the preceding school year.
- E. 1. Upon return from leave granted pursuant to Section A or B, of the ARTICLE, a teacher may be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent, provided, however, that time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure. A teacher may receive increment credit for time spent on a leave granted pursuant to Section C and D of the ARTICLE.
2. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him upon his return, and he shall be assigned to the same position which he held at the time said leave commenced, if available, or, if not, to a substantially equivalent position.

ARTICLE VI

EXTENDED LEAVES OF ABSENCES

- F. All requests for leaves and approvals for extensions or renewals of leaves shall be in writing and answerable within thirty (30) days of application.
- G. Upon recommendation of the Superintendent other leaves of absence without pay may be granted by the Board.

ARTICLE VIISABBATICAL LEAVES

- A. The Board of Education recognizes that professional upgrading and improvement are important in maintaining a sound educational program within the District. To facilitate this activity and recognize service and promise to the educational program, the following provisions are made to implement a sabbatical leave policy.
- B. The professional staff members may apply for a full year's leave of absence for institutional study at seventy-five (75%) percent of the salary for the year in which the grant is applied for and fifty (50%) percent for other studies, and will not accept gainful employment without prior approval of the Board of Education.
- C. Staff members who have rendered seven (7) years of service to the District prior to the time of the requested leave of absence shall be eligible for the sabbatical leave consideration.
- D. The sabbatical period will be used for education as outlined in detail by the applicant.
- E. All requests for sabbatical leaves shall be submitted through the Superintendent who will act on the program plan and may recommend the successful candidate, if any, to the Board by December 1 of the year preceding the requested leave to allow for budgetary provisions for replacement of personnel. Approval or disapproval will be given by the Board to the applicant by March 15 of said preceding year.
- F. While the teacher is on sabbatical, the Board will grant and retain coverages in salary adjustments, hospitalization program, pension funds, and other welfare programs accrued by the individual staff member during the leave period.
- G. The grantee will sign a legally binding commitment to return to the school district for a two-year period of service, to be secured by a promissory note for the amount of money to be advanced, unless mutually released from such an agreement, and reimbursement for the sabbatical salary is realized by the Board of Education.
- H. Upon the return from sabbatical leave, the teacher will be expected to file a complete report within thirty (30) calendar days of the year's activities and how his experience is to be utilized to benefit the Kinnelon Public School System.

ARTICLE VIII

HEALTH INSURANCE PROTECTION

- A. The Board shall provide the full New Jersey Public School Employees Health Benefits Plan, Rider J and Major Medical.
- B. The Board shall provide dental insurance benefits. The plan in effect on the date of the Memorandum of Agreement will be improved to eliminate the deductible provision. The elimination of the "deductible" provisions of the dental insurance program will be effective on September 1, 1979, or as soon thereafter as permitted by the carrier.
- C. The Board shall provide to each teacher a description of the health-care insurance coverage provided under this ARTICLE which shall include a clear description of the procedures for obtaining coverage and conditions and limits of coverage listed above.
- D. All new personnel will be placed under the Health Plan in September of each year, if they are employed on or before September 1, or when accepted for coverage under the plan. A new employee employed after September 1 shall be placed under coverage beginning the first day of the month following the signing of his contract or when accepted for coverage under the plan.
- E. Personnel on an unpaid leave of absence will not benefit from the provisions of the ARTICLE.

ARTICLE IX

DEDUCTION FROM SALARY

- A. The Board agrees to deduct from the salaries of its teachers, dues for the Kinnelon Education Association, the Morris County Education Association, the New Jersey Education Association and the National Education Association as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to the Association by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate Association or Associations.
- B. The Associations shall certify to the Board by August 15th, in writing, the current rate of its membership dues.
- C. Additional authorizations for dues deduction may be received after August 1 under rules established by the State Department of Education.
- D. The filing of notice of teacher's withdrawal shall be made prior to January 1 and July 1.

ARTICLE X

SALARIES

- A. The salaries and stipends of all teachers covered by this agreement are set forth in Schedules "A", "B", "C" and "D" which are attached hereto and made a part hereof.
- B. Placement on Schedule "A" will be determined by earned degrees, advanced graduate credits and teaching experience or related work experience as it applies to the teaching assignment. The determination of placement will be the responsibility of the Superintendent of Schools.

PLACEMENT DEFINITIONS

- 1. B.A. degree is an earned degree granted for four years of undergraduate work from an accredited institution.
- 2. B.A. + 15 indicates that a B.A. degree and an additional 15 graduate credits have been earned from an accredited institution.
- 3. B.A. + 30 indicates that a B.A. degree and an additional 30 graduate credits have been earned from an accredited institution.
- 4. M.A. degree is an earned degree from an accredited institution.
- 5. M.A. + 15 indicates that a M.A. degree and an additional 15 graduate credits have been earned from an accredited institution.
- 6. M.A. + 30 indicates that a M.A. degree and an additional 30 graduate credits have been earned from an accredited institution.
- 7. M.A. + 45 indicates that a M.A. degree and an additional 45 graduate credits have been earned from an accredited institution.
- 8. M.A. + 60 indicates that a M.A. degree and an additional 60 graduate credits have been earned from an accredited institution.

ARTICLE XSALARIES

- B. 9. An Ed.D. or Ph.D. earned degree from an accredited institution, as recognized by the New Jersey State Department of Education or other approved national associations of colleges and universities, will be recognized for not less than \$2,000, including increments, over what the teacher would have earned the prior year if he was on the M+60 column. In no event shall the M+60 and PH.D./Ed.D. at the same step have a difference of less than \$600.
10. All advanced degrees above the Masters degree, i.e., educational specialist, special diploma, etc., which are recognized by accredited colleges and universities and recognized by the N.J. State Department of Education for certification shall be \$500 above the present step on guide.
- C. Undergraduate courses may be applied to the salary guide schedule for advancement above the B.A. if approved by the Superintendent of Schools.
- D. Graduate credits which are approved by the Superintendent, which are not part of a degree program may be applied to the beyond the degree status, when the advanced degree has been completed. This does not include any courses taken for graduate credit during the pursuit of a degree which are part of a planned program regardless of the number of credits needed to complete the degree.
- E. Placement on Schedule "B" and "D" will be determined by the work experience of the individual appointed annually by the Board as recommended by the Superintendent.
- F. Placement on Schedule "C" will be determined by individual appointment annually by the Board as recommended by the Superintendent.
- G. Service credit will be given after the completion of 15, 20, 25, 30 and 35 years of service in the District. An additional \$300 will be added at year 16, 21, 26, 31 and 36.
- H. Teachers providing home instruction will be paid at the rate of \$15.00 per hour.
- I. Effective February 1, 1982, teachers providing driver training will be paid at the rate of \$12.50 per hour.
- J. A non-certified employee will receive no salary credits or lateral advancement on the salary guide while taking certification courses.

ARTICLE X

SALARIES

- K. 1. The Board will pay \$5.00 per period when a teacher fills in for an absent colleague.
- 2. No teacher will be permitted to leave early unless arrangements are made by such teacher to have his/her classes covered without charge to the Board.
- L. Guidance Counselors, Social Workers, L.D.T.C., Curriculum Coordinator and Psychologists shall be paid one-two hundredth of their annual salary for each day the counselor is required to work before or after the in-school work year specified in ARTICLE XI for other teaching staff members.
- M. Effective September 1, 1982, the Board will set aside a fund of \$10,500. Not later than June 1, 1983, the President of the Kinnelon Education Association will submit a list of teaching staff members who have provided services related to the educational program that are deserving of recognition in the form of an additional stipend. The Association shall specify the amount to be awarded to each teacher. The list shall be submitted to the Business Administrator for Board approval to disburse the funds.

ARTICLE XI
TEACHER WORK YEAR

- A. The Superintendent shall recommend a calendar for the school year to the Board for finalization after evaluation of the Association's recommendations through a joint meeting of the Superintendent and the Association.
- B. Teachers employed on a ten-month basis shall teach or supervise students for 181 days. Additional calendar days scheduled for inclement weather and emergencies but not utilized shall be deducted from the total teaching days before the end of the school year.
- C. New teachers and department chairmen shall be required to attend two days prior to opening school. Returning teachers shall be required to attend one day prior to school opening.
- D. There will be two (2) early dismissal days scheduled at Kiel and Stonybrook School for parent/teacher conferences.
- E. There will be two (2) early dismissal days for in-service training at Pearl R. Miller School.
- F. There will be up to three (3) early dismissal days in the high school for mid-year exams; teachers shall be permitted to leave fifteen (15) minutes after the students.

ARTICLE XII

K.E.A. EXECUTIVE COUNCIL - BOARD MEETINGS

A standing committee of the Board, a rotating group of school administrators, and a standing committee from the Executive Council of the Association shall meet two (2) times during the school year at dates mutually agreed upon and arranged by the Superintendent. Emergency or additional meetings can be called by either party. One week prior to said meeting each party shall submit to the Superintendent an agenda in order that all items will be included in the master agenda. Two (2) days prior to the meeting, the master agenda will be distributed to the representatives of the Board, school administrators, and the Executive Committee of the Association. The meetings may be cancelled by mutual agreement.

ARTICLE XIII
TEACHER EMPLOYMENT

A. Initial Teaching Contract

1. A copy of this Agreement shall be forwarded by the Board with each original contract to all employees included in the Agreement.
2. Where guides, compensation schedules, and fringe benefits are included all employees shall be employed at the established rate.

B. Credit for Experience

1. All military service credit shall be granted in accordance with NJSA 18A:29-11.
2. Due consideration may be given to previous experience in industry related to the teaching field involved, and shall be credited on the salary guide at the time an initial contract is issued.
3. Any credit to be granted for teaching in any private or parochial school will be given only at the time an initial contract is issued.

C. Credit for Accumulated Sick Leave

The Board may grant credit up to ten (10) days of unused sick leave accumulated in a former school district and one additional day may be granted for each year of successful teaching providing the additional day's sick leave has been earned above the accredited ten (10) sick days in the former district.

ARTICLE XIV

TEACHING CONDITIONS

- A. The Board and the Association recognize the need for adequate teacher facilities.
- B. Any criticism by a supervisor, administrator or Board Member of a teacher and his instructional methodology, or any criticism by a teacher or Association representative of a supervisor, administrator or Board Member shall be made in confidence.
- C.
 - 1. Grading and evaluation is the responsibility of the teacher. The immediate supervisor or building principal shall review and counsel the teacher on building grading procedures, regulations and policy.
 - 2. Any change of grade will be by mutual consent of the teacher and the principal.
 - 3. If the teacher and the principal do not reach a mutual agreement, then the situation will be referred to the Superintendent for final review and decision.
- D. The staff will be advised of new educational programs prior to the implementation of the program.
- E. Plan books shall be required and constructed according to the professional preference of each teacher with the agreement of the supervisor.
- F. Faculty and/or special meetings shall be called at the discretion of the building principal and the meetings are not to exceed one (1) hour in length beyond the school day. Faculty and/or special meetings shall be limited to no more than five (5) meetings per month except in an emergency situation.

ARTICLE XV

ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

The Board agrees to furnish to the Association in response to reasonable requests from time to time all pertinent available information concerning the educational program and the financial resources of the district.

B. Use of School Buildings and Equipment

The Association and its representatives shall have the privilege of using school buildings and equipment during reasonable hours for meetings and usage upon clearing with the building principal with a standard request form.

C. The President of the Association shall be released from all non-teaching duties whenever possible; i.e., study halls, cafeteria supervision, lunch duties, etc.

D. The Associations's senior building representative shall be released from all non-teaching duties with the understanding that the professional staff of the building will assume these non-teaching duties.

ARTICLE XVI

VOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Notification of Vacancies

As soon as vacancies occur, the Superintendent shall, whenever possible, deliver to the Association President and the senior building representative, and post in all school buildings, a list of the known vacancies at least twenty-one (21) days prior to filling that position.

B. Filing Requests for Vacancies

Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the appropriate administrator and the Superintendent.

Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he desires to be transferred, in order of preference.

Such requests for transfers and reassignments shall be submitted within three (3) weeks from the date of posted vacancy.

C. The Superintendent will make the final decision on voluntary transfers and reassignments subject to Board approval.

ARTICLE XVII

MISCELLANEOUS PROVISIONS

- A. Cost of the printing of this Agreement shall be shared by the Board and the Association. The Agreement shall be presented to all teachers now employed, hereafter employed, or considered for employment by the Board.
- B. Recognizing that the professional staff is committed to furthering the cause of promoting the teaching profession and in order to encourage the best possible talent to enter the field of teaching, the Association agrees to support an effective student teaching program in the Kinnelon Public Schools.
- C. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held contrary to law, then such provision or application shall not be deemed valid and subsisting, except to extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XVIIIPROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENTA. Tuition Reimbursement

Tuition reimbursement shall be granted to all professional employees who have earned a B.A. and are professionally certified by the State of New Jersey. Hereafter the term "teacher" will be used to designate all members of the teaching staff with a standard New Jersey certificate who possess a degree.

Tuition reimbursement shall be made as follows:

1. All semester hours of credit approved prior to enrollment by the Superintendent will be reimbursed by the Board up to the maximum amount of twelve (12) semester hours at the level set by the New Jersey State Colleges not to exceed a maximum cost of six hundred dollars (\$600.00) per year.
 2. In the event that a college approved program has received prior approval, all parts of the program shall be approved by the Superintendent. Reimbursement will be made for a maximum of one (1) course in an approved program with a grade of "C".
 3. Reimbursement shall be granted only when the applicant has completed the course in accordance with the requirements of the college or institution giving the course, and shall have attained at least a "B" grade or equivalent with full credit for said course. In courses in which a pass/fail grading system is used, "pass" will be considered as a "B" for reimbursement purposes.
 4. An official reimbursement form is to be submitted to the Superintendent with either grade slips or an official transcript for proof of the successful completion of the approved course work. Late submission, because of extenuating circumstances, must be approved by the Superintendent. Payment for courses taken during the school year will be made after the July public Board meeting. All personnel under contract during the school year are entitled to tuition reimbursement for courses completed while employed.
 5. If courses are taken under a grant from private, public or other funds: G.I. Bill, N.S.F., N.D.L.A., the difference between the amount granted and the actual cost for tuition will be reimbursed by the Board as limited by A.1 in this section.
- B. Personnel on an unpaid leave of absence will not be eligible for tuition reimbursement.

ARTICLE XIX

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1981, and shall continue in effect until June 30, 1983, subject to the Association's right to negotiate over a successor Agreement as provided in ARTICLE II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF, the parties hereunto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

KINNELON EDUCATION ASSOCIATION

KINNELON BOARD OF EDUCATION

By _____
President

By _____
President

By _____
Secretary

By _____
Secretary

MEMORANDUM OF AGREEMENT

The Kinnelon Board of Education and the Kinnelon Education Association agree that as a full and final resolution of all matters arising out of the 1981 job actions, those teachers who were employed in extra-pay positions prior to the job actions will be eligible for consideration for extra-pay positions in future school years.

KINNELON EDUCATION ASSOCIATION

KINNELON BOARD OF EDUCATION

By _____
President

By _____
President

By _____
Secretary

By _____
Secretary

MEMORANDUM OF AGREEMENT

As resolution of any and all negotiable or grievable issues regarding grade changes which occurred prior to the date of this Memorandum, the Kinnelon Board of Education agrees to adopt a policy on changes in student grades. The policy shall be adopted prior to May 15, 1982.

This Memorandum is entered into this _____ day of
December, 1981.

KINNELON BOARD OF EDUCATION

By _____
President

By _____
Secretary

KINNELON EDUCATION ASSOCIATION

By _____
President

By _____
Secretary

APPENDIX A
GRIEVANCE FORM

Grievance and/or class of grievants: _____

Building (s): _____

Position: _____

Date Filed: _____

STEP ONE

A. Date cause of grievance occurred: _____

B. 1. Specific statement and description of grievance:

2. Relief sought: _____

Signature Date

C. Disposition by Immediate Supervisor/Principal: _____

D. Position of Grievant and/or Association: _____

Signature Date

STEP TWO

A. Date received by Superintendent: _____

B. Disposition of Superintendent: _____

Signature

Date

C. Position of Grievant and/or Association: _____

Signature

Date

STEP THREE

A. Date submitted to Board of Education: _____

B. Disposition of Board of Education: _____

Signature

Date

STEP FOUR

A. Date submitted to arbitrator: _____

B. Disposition and award of Arbitrator: _____

KINNELON, NEW JERSEY
TEACHERS' SALARY GUIDE

1981 - 1982

<u>Step</u>	<u>B.A.</u>	<u>B.A.+15</u>	<u>B.A.+30</u>	<u>M.A.</u>	<u>M.A.+15</u>	<u>M.A.+30</u>	<u>M.A.+45</u>	<u>M.A.+60</u>
1	13,650	14,200	14,565	14,880	15,350	15,950	16,550	17,150
2	14,050	14,600	14,940	15,315	15,750	16,240	16,840	17,440
3	14,450	15,000	15,315	15,750	16,190	16,570	17,170	17,820
4	14,825	15,370	15,750	16,190	16,570	17,120	17,770	18,320
5	15,200	15,750	16,190	16,570	17,120	17,770	18,320	18,970
6	15,650	16,180	16,570	17,115	17,770	18,260	18,920	19,460
7	16,075	16,620	17,000	17,770	18,260	18,860	19,400	20,060
8	16,570	17,050	17,550	18,260	18,860	19,400	20,060	20,600
9	17,050	17,500	18,040	18,860	19,400	20,110	20,660	21,260
10	17,550	17,980	18,475	19,400	20,110	20,820	21,420	22,020
11	18,100	18,530	19,080	20,110	20,820	21,530	22,130	22,680
12	18,700	19,180	19,675	20,820	21,530	22,240	22,890	23,440
13	19,350	19,840	20,385	21,530	22,240	22,950	23,490	23,980
14	20,050	20,500	21,150	22,240	22,950	23,820	24,420	25,020
15	20,765	21,310	21,965	22,945	23,820	24,640	25,235	25,890
16	21,450	22,015	22,690	23,700	24,640	25,450	26,070	26,740
17				24,460	25,390	26,325	26,900	27,640
18						27,080	27,730	28,450

KINNELON, NEW JERSEY
TEACHERS' SALARY GUIDE

1982 - 1983

Step	B.A.	B.A.+15	B.A.+30	M.A.	M.A.+15	M.A.+30	M.A.+45	M.A.+60
1	14,460	15,065	15,465	15,810	16,325	16,980	17,640	18,300
2	14,960	15,565	15,965	16,310	16,825	17,480	18,140	18,800
3	15,400	16,000	16,375	16,785	17,265	17,800	18,460	19,115
4	15,850	16,440	16,785	17,260	17,745	18,160	18,820	19,530
5	16,250	16,845	17,265	17,745	18,160	18,765	19,475	20,080
6	16,660	17,260	17,745	18,160	18,765	19,475	20,080	20,790
7	17,150	17,735	18,160	18,760	19,475	19,820	20,740	21,330
8	17,620	18,215	18,635	19,475	20,015	20,670	21,265	21,985
9	18,160	18,690	19,235	20,015	20,670	21,265	21,985	22,580
10	18,690	19,180	19,770	20,670	21,265	22,040	22,645	23,300
11	19,235	19,170	20,250	21,265	22,040	22,820	23,480	24,135
12	19,840	20,310	20,910	22,040	22,820	23,600	24,255	24,860
13	20,495	21,060	21,660	22,820	23,600	24,375	25,090	25,690
14	21,325	21,885	22,535	23,595	24,375	25,155	25,745	26,590
15	22,170	22,780	23,510	24,445	25,350	26,110	26,855	27,540
16	23,165	23,775	24,505	25,420	26,325	27,060	27,805	28,535
17				26,415	27,420	28,055	28,755	29,530
18						29,250	29,950	30,725

KINNELON BOARD OF EDUCATION
KINNELON, NEW JERSEY

1981 - 1983

ARTICLE X, SCHEDULE B - COACHES SALARY GUIDE - HIGH SCHOOL

	<u>1</u>	<u>2</u>	<u>3</u>
Director of Athletics	1,800	2,000	2,200
Football, Head	1,800	2,000	2,200
Football Asssitant	1,000	1,300	1,600
Cross Country, Head	1,400	1,600	1,800
Basketball, Head	1,600	1,800	2,000
Basketball, Assistant	1,000	1,300	1,600
Wrestling, Head	1,600	1,800	2,000
Wrestling Assistant	1,000	1,300	1,600
Baseball, Head	1,600	1,800	2,000
Baseball Assistant	1,000	1,300	1,600
Track, Head	1,600	1,800	2,000
Track Assistant	1,000	1,300	1,600
Tennis, Head	1,000	1,300	1,600
Bowling	1,000	1,300	1,600
Soccer, Head	1,600	1,800	2,000
Soccer Assistant	1,000	1,300	1,500
Swimming	1,600	1,800	2,000
Ski	1,000	1,200	1,400
Athletic Trainer	2,600	2,700	2,800
Softball, Head	1,600	1,800	2,000
Softball, Assistant	1,000	1,300	1,600

Placement on Guide does not represent years of service.

1981 - 1983

ARTICLE X, SCHEDULE B - COACHES SALARY GUIDE - HIGH SCHOOL

Page 2

<u>HIGH SCHOOL - CHEERLEADERS</u>	<u>1</u>	<u>2</u>	<u>3</u>
Varsity - Fall	600	700	800
Varsity - Winter	700	800	900
Junior Varsity - Fall	500	600	700
Junior Varsity - Winter	500	600	700

HIGH SCHOOL - INTRAMURALS

Boys	600
Girls Archery	200
Volleyball (Girls)	200
Basketball (Girls)	200
Badminton (Girls)	200
Paddleball (Girls)	200
Bowling (Girls)	200

INTERSCHOLASTIC SPORTS - PEARL R. MILLER SCHOOL

	<u>1</u>	<u>2</u>	<u>3</u>
Soccer	1,150	1,300	1,500
Basketball	1,150	1,300	1,500
Baseball	1,150	1,300	1,500
Wrestling	1,150	1,300	1,500
Cross Country	1,150	1,300	1,500
Spring Track	1,150	1,300	1,500
Cheerleaders	500	600	700
Intramurals - Boys	900		
Intramurals - Girls	900		
Intramurals - Asst. - Boys	700		
Intramurals - Asst. - Girls	700		

Placement on Guide does not represent years of service.

KINNELON PUBLIC SCHOOLS
KINNELON, N. J.

CO-CURRICULAR REMUNERATION

1981 - 1983

ARTICLE X - SCHEDULE C

HIGH SCHOOL

Student Accounts	1,000
Dramatics Director	1,000
Stage Manager - A.V.	600
Stage Manager - Crew	600
Publications Business Manager	450
Yearbook - Pegasus	700
Newspaper	600
Art Service Club	500
Student Council	1,000
Senior Class Advisor	850
Junior Class Advisor	650
Sophomore Class Advisor	400
Freshman Class Advisor	400
Hostess Club	350
Chess Club	350
Twirlers Advisor (Band Front)	600
PAVAS	400
Honor Society	400
Feedback	250
Forensic	600
Rifle Club	150
Library Club	150
Photography Club	150
Spanish Honor Society/Club	200
German Honor Society/Club	200
French Honor Society/Club	200

1981-1983

ARTICLE X - SCHEDULE C - CO-CURRICULAR REMUNERATION

Page 2

PEARL R. MILLER SCHOOL

Student Accounts	650
Newspaper (2) @ \$300	600
Student Council	475
8th Grade Advisor	450
7th Grade Advisor	325
6th Grade Advisor	300
Detention	425
Hostess Club (2) @ \$175	350

ELEMENTARY SCHOOLS

Athletic Activities	1,000
Student Council	450

MUSIC ACTIVITIES

HIGH SCHOOL

Instrumental Music (Concerts)	650
Marching Band	1,150
Vocal Music (Concerts)	650
Jazz Rock Ensemble	400

Musicals:

Business Manager	400
Dramatics Director	1,000
Vocal Director	500
Orchestra Director	400

PEARL R. MILLER SCHOOL

Instrumental Music (Concerts)	750
Vocal Music (Concerts)	650

1981-1983

ARTICLE X - SCHEDULE C - CO-CURRICULAR REMUNERATION

Page 3

ELEMENTARY SCHOOLS

Instrumental Music	500
Vocal Music - Primary (Concerts))
Vocal Music - Intermediate (Concerts)) 600

A.V.A. SALARIES

Pearl R. Miller School	1,000
Stonybrook School	1,000
Kiel School	900

KINNELON PUBLIC SCHOOLS
KINNELON, N.J.

1981-1983

ARTICLE X - SCHEDULE D

DEPARTMENT CHAIRMEN

Certified

1	1,400*
2	1,600*
3	1,750*

Non-Certified

1	1,100
2	1,200
3	1,300

Guidance Counselors, Social Worker
L.D.T.C, Curriculum Coordinator,
and Psychologist

1	1,000
2	1,200
3	1,400

*Additional stipend of \$100 for every full time position over four positions supervised by the Department Chairman, but not including the Department Chairmen.

*For employees presently teaching in more than one department, the additional stipend will be divided based upon 1/6 of the \$100 per class taught.

Placement on Guide does not represent years of service.