

KEYPORT BOARD OF EDUCATION
P.O. Box 80
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COLLECTIVE BARGAINING AGREEMENT

between the

KEYPORT BOARD OF EDUCATION

and the

KEYPORT TEACHERS ASSOCIATION

1996-1999

November 22, 1996

REPORT BOARD OF EDUCATION
50. Box 88
2270 W. 11th St.

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PREAMBLE

THIS AGREEMENT is entered into this _____ day of _____, by and between the Board of Education of Keyport, the Borough of Keyport, New Jersey, hereinafter called the "Board", and the Keyport Teachers Association, hereinafter called the "Association."

ARTICLE I - RECOGNITION

The Board agrees to and hereby does recognize the Keyport Teachers Association as the exclusive negotiating representative pursuant to Chapter 123 of the Laws of 1974 for all full-time and part-time certificated employees and coaches under this contract, but excluding substitute teachers, the superintendent of schools, business administrator and certificated personnel represented by other professional associations.

ARTICLE II - SCOPE OF NEGOTIATIONS

A. Any rules or regulations which affect the terms and conditions of employment shall first be discussed and negotiated with the majority representative before implementation.

B. Negotiations shall include salaries and duties for co-curricular and coaching responsibilities performed under supplemental coaching and co-curricular contracts.

ARTICLE III - GRIEVANCE PROCEDURE

A. Definitions

1. A grievance shall mean a claim by a member of the bargaining unit or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting a member or group of members of the bargaining unit.

2. The term grievance shall not apply to the following:

a. any matter wherein the Board is precluded by law from granting the relief sought,

b. any rule or regulation of the State Commissioner of Education or the State Board of Education having the force and effect of law,

c. any matter which is demonstrated by law to be exclusively within the discretion of the Board,

d. any matter for which a method of review is otherwise specifically prescribed by law, i.e., tenure and increment reviews.

3. Nothing in the above definition of the word grievance shall preclude more than one employee from joining with other employees in the presentation of a single grievance, provided that the alleged grievance arises out of facts similar in substance and circumstances and that each employee joining in the presentation of a single grievance is similarly affected.

4. Grievant shall mean an employee believing to have been or to be aggrieved.

5. Employee shall mean a certificated employee within the negotiating unit.

6. Principal shall mean the building principal or such other person duly appointed to act as the principal in the principal's absence.

7. Superintendent shall mean the superintendent of schools or any staff assistant that he/she may designate to act on his/her behalf.

B. Principles

1. A grievance to be considered under this procedure must be initiated within fifteen (15) school days from the time when the grievant knew or should have reasonably known of its occurrence. Failure to act within the specified fifteen (15) day period shall be deemed to constitute an abandonment of the grievance.

2. A grievant shall have the right to present and process his/her own grievance or to designate a representative to appear on his/her behalf.

3. Unless mutually agreed upon between the parties, no grievance shall be processed at a time when the grievant has regularly assigned duties.

C. Procedure

1. A grievant may initially discuss the matter, identified as a grievance, with his/her principal in an attempt to settle the grievance informally. This is not intended to extend the time limitation as set forth in Section B, Subsection 1 (but does not constitute the filing of a grievance).

2. A grievant may file a grievance in writing by presenting the written grievance to his/her principal and forwarding copies to the superintendent. The written grievance shall identify:

a. the contract provision, policy, administrative decision, or practice being grieved;

b. the remedy sought.

3. The grievant and his/her principal shall meet in an attempt to resolve the grievance not later than five (5) school days following the date on which it is filed.

4. The principal shall communicate his/her decision in writing to the grievant not later than five (5) school days following their meeting. A copy of the decision shall also be forwarded, at the same time, to the superintendent.

5. If the grievance has not been resolved at Steps 3 and 4 of the procedure, the grievant may request a meeting with the superintendent. If the grievant requests a meeting with the superintendent, the request shall be made in writing no later than five (5) school days following the principal's decision. This written request must be accompanied by a written account describing the basis for the grievant's dissatisfaction with the principal's decision.

6. The grievant and the superintendent shall meet in an attempt to resolve the grievance not later than five (5) school days following the date on which the meeting was requested.

7. The superintendent shall communicate his/her decision in writing to the grievant not later than ten (10) school days following their meeting.

8. If the grievance has not been resolved at Steps 5, 6, and 7 of the procedure, the grievant may request a hearing with the Board or its representatives. The request shall be made in writing not later than five (5) school days following the superintendent's decision. This written request must be accompanied by a written account describing

the basis for the grievant's dissatisfaction with the superintendent's decision.

9. The grievant and the Board or its representatives shall meet in an attempt to resolve the grievance not later than ten (10) school days following the date on which the hearing was requested. The grievant may have up to three representatives present when his/her grievance is reviewed by the Board or its representatives.

10. The Board shall communicate its decision in writing to the grievant not later than fifteen (15) school days following the hearing.

11. Should the Association decide that based on the Board's decision, the grievance is satisfactorily adjusted, then the Board's decision shall be binding on all parties.

D. Meetings and Hearings

All meetings and hearings under this proposal 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 IV - ARBITRATION

A. Should the Association be dissatisfied with the decision on the grievance rendered by the Board, and if the decision involves the interpretation or application of any provision of this agreement, the Association may by a written and dated notice to the Board not later than ten (10) school days following the rendering of the Board's decision, refer the grievance to binding arbitration.

B. Within fifteen (15) school days following referral of the grievance to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, either party may request a list of arbitrators from the New Jersey Public Employment Relations Commission. The parties shall then be bound by the rules and procedures of the New Jersey Public Employment Relations Commission in the selection of an arbitrator.

C. The arbitrator shall issue his/her decision not later than thirty (30) days from the date of the closing of the hearings or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision shall be in writing and shall

set forth the arbitrator's opinion and conclusions on the issues submitted. The arbitrator shall limit his/her decision strictly to the application and interpretation of the provisions of this Agreement, and he/she shall be without power or authority to make any decision:

1. contrary to, or inconsistent with, or modifying, or varying in any way, the terms of this Agreement, or of applicable law, or rules or regulations having the force and effect of law,

2. involving Board policy or practice under the provisions of this Agreement, or under applicable law, except that he/she may decide in a particular case that Board policy, practice or administrative decision was disregarded, or that its attempted application under any term of this agreement was so discriminatory, arbitrary, or capricious as to constitute an abuse of discretion,

3. limiting or interfering in any way with the powers, duties and responsibilities of the Board under applicable law, and rules and regulations having the force and effect of law.

D. The arbitrator's fee will be shared equally by the parties to the dispute.

E. The filing or pendency of any grievance under the provisions of this Article shall in no way operate to impede, delay or interfere with the right of the Board to take the action complained of, subject, however, to the final decision on the grievance.

ARTICLE V - ASSOCIATION RIGHTS AND PRIVILEGES

A. There shall be upon request of either the Board or Association a mutual exchange of available financial information relating to the resources of the school district and any other available information that may be helpful in resolving problems of mutual concern.

B. Should the Association request the use of a school room to transact official Association business, such request will be granted provided:

1. the request is made in writing to the building principal at least three (3) days before its intended use, except in cases of emergency.

2. the room is available for the date requested.

C. Should the Association request the use of a school room to transact official Association business during the evening hours, the Association must make application for such use through the office of the secretary to the Board. Such requests will be handled in accordance with Board policy and in the same manner as all other requests for use of school rooms.

D. The Association shall have the right to use a bulletin board in each faculty room. The Association agrees that the use of such bulletin board will be restricted to Association notices of coming events and informational materials such as available scholarships, fellowships, insurance programs, credit programs, and related matters.

E. The Association may use the inter-school mail facilities and school mail boxes as it deems necessary, with approval of the building principal.

F. Any employee who is required to attend a hearing or informal appearance scheduled before the superintendent of schools, the Board of Education or a committee of the Board of Education, and who has reasonable expectations that discipline will be imposed as a result thereof, shall have the right to representation at that hearing.

ARTICLE VI - SCHOOL CALENDAR

A. The proposed school calendar for the year shall be compiled by the superintendent who may, at his/her discretion, request the advice of the Association. The length of the school year, in no event, shall exceed the following: 183 days for students, 187 days for staff, 188 days for new teachers.

B. Should the superintendent personally compile the proposed school calendar he/she shall, prior to submitting it to the Board, provide the president of the Association with a copy of the proposed calendar. Should the Association wish to suggest changes in the proposed calendar as compiled by the superintendent, the president of the Association shall provide the superintendent with such suggested changes in writing within two school weeks immediately following receipt of the proposed calendar from the superintendent.

C. The proposed calendar as compiled by the superintendent, along with any suggested changes recommended by the Association, shall be submitted to the Board for its approval or rejection. Should the Board not approve the calendar as proposed by the superintendent or refuse to

adopt a calendar with suggested changes as recommended by the Association, such action by the Board shall not constitute or be the basis for the processing of a grievance. It is understood that final authority for adoption of a school calendar rests with the Board.

ARTICLE VII - TEACHING DAY

A. Each teacher is required to initial an attendance chart when he/she arrives at school in the morning and when he/she leaves after the school days ends.

B. Effective the 1995-96 school year, the length of the work day shall not exceed six (6) hours and fifty-two (52) minutes.

1. Effective the 1995-96 school year, the bell schedule shall be modified to create a block of time at the end of the work day, consisting of thirty (30) minutes at the Central School and the High School. All coaches and advisors for co-curricular positions may begin their respective jobs five minutes after students are dismissed with a provision that this time must be made up within the week that this option is exercised. Time to be made up can be done in the morning before school or after school and is to be documented with and monitored by the Building Principal.

2. Each of the aforementioned blocks of time created shall be subject to the following limitations:

a) The time shall not be scheduled on Fridays or on the day immediately preceding a holiday or vacation so designated on the school calendar adopted by the Board pursuant to Article VI; provided that teachers on Fridays and on the day immediately preceding designated holiday(s) and vacation(s) shall be dismissed five minutes after the end of the pupil day.

b) The time shall not be used to schedule additional classes or for the assignment of clubs, detention, or duty assignment.

3. The school day for teachers shall be as follows:

a. For elementary teachers, exclusive of extra-curricular activities, shall commence ten (10) minutes before and thirty (30) minutes after a school day, except on days of faculty meetings, and as provided at

B.2.a. and B.5. of this Article. The Central School student day shall be as set forth below:

i) For kindergarten teachers, the student day for kindergarten students shall begin at 8:35 a.m. and end at 1:42 p.m.

ii) For elementary teachers, exclusive of extra-curricular activities, shall commence at 8:25 a.m. and end at 3:17 p.m. except on days of faculty meetings and as provided at B.2.a and B.5. of this Article.

b. For high school teachers, exclusive of extra-curricular activities, the student day shall commence at 7:45 a.m. and end at 2:34 p.m. except on days of faculty meetings and as provided at B.2.a. and B.5 of this Article.

The parties further agree that the Board has the ability to change the beginning time of the day +/- fifteen minutes, provided that the overall length of the day shall not be increased and accordingly any increase or decrease in the day will be reflected by a comparable increase or decrease at the end the day.

4. To implement the block of time identified at paragraphs B.1 and B.2 of this Article, teacher sign-out time shall be:

a. at Central School - 3:17 p.m.

b. at High School - 2:34 p.m.

5. The Board shall have the right to establish flexible schedules to permit the scheduling of classes for the Alternative Education Program outside of the regular school day, subject to the following limits:

a. Teachers assigned to such flexible schedules shall have a workday of the same duration as teachers on the regular schedule.

b. Flexible schedule assignments shall not begin more than one-half (1/2) hour before the start of the regular school day nor end more than one (1) hour after the end of the regular school day.

c. The flexible schedule shall be staffed with volunteers; provided, however, that the Board shall be able to make involuntary assignments in the absence of sufficient qualified applicants.

i) Individuals wishing to volunteer shall give written notice by May 1 and assignments shall be announced by the end of the school year.

d. The flexible schedule assignment shall be for a full school year unless an individual is evaluated out of the program or there is consent for reassignment.

C. For grades K through 12 - The workday shall be defined as follows:

1. No period shall be less than 40 minutes nor more than 46 minutes in duration.

2. Each period shall be the same length of duration.

3. In the event a seven period day is adopted by the Board, there can be a maximum of six teaching periods and a minimum of one duty-free preparation period per day for each teacher. In the event an eight period day is adopted by the Board, there can be a maximum of seven teaching periods and a minimum of one duty-free preparation period per day for each teacher.

4. Duty periods shall be considered as work periods.

The parties further agree that as to the language set forth at C.1 and 2 concerning the length of the period and duration of a period, that these provisions do not apply to lunch periods.

D. In the event the Board adopts a seven period day, and a teacher is assigned a sixth teaching period, he/she shall be compensated as follows:

1. If the sixth teaching period is assigned on a temporary basis, the compensation shall be the same rate as if the teacher were assigned a class under Article XVI.

2. If the sixth teaching period is assigned as a permanent assignment, the compensation shall be an additional 1/7th of the teacher's annual salary.

In the event the Board adopts an eight period day, and a teacher is assigned a seventh teaching period, he/she shall be compensated as follows:

1. If the seventh teaching period is assigned on a temporary basis, the compensation shall be the same rate as if the teacher were assigned a class under Article XVI.

2. If the seventh teaching period is assigned as a permanent assignment, the compensation shall be an additional 1/8th of the teacher's annual salary.

E. It shall be the duty of each teacher, should an emergency occur, to remain longer than the specified number of minutes after the student day ends.

F. Each teacher shall have a daily thirty (30) minute duty-free lunch period.

G. Teachers may be required to report to their assigned schools during the evening hours three times each school year for activities such as "back to school night," etc. In return for services rendered on such occasions, teachers shall be granted compensatory released time for such day (i.e., a half-day before a holiday).

H. Duty free preparation periods shall be provided to teachers in grades one through twelve as follows:

<u>Number of Periods Taught</u>	<u>Number of Preparation Periods</u>
1	None
2	None
3	1/2 period
4	3/4 period
5 or more	1 period

Current practice for pre-primary teachers shall continue. In addition to the preparation of lesson plans and the correction of student work, preparation periods may be utilized for other educational useful activities. In no event shall a teacher be required to forego his/her preparation period, except as provided by Article XVII (Substitutes).

I. Faculty meetings for teachers, each meeting no more than sixty (60) minutes beyond the end of the school day, may be scheduled up to eight (8) times per year; four (4) general meetings and four departmental or grade level meetings.

1. Teachers shall not be required to attend more than one meeting per month except in September, when teachers may be required to attend one (1) general meeting and one (1) departmental or grade level meeting.

2. There will be no additional compensation or release time granted for these eight (8) meetings.

3. Pre-primary teachers may have their faculty meetings at the conclusion of their school day unless, in the judgment of their building principal, it is necessary that a scheduled faculty meeting requires the presence of all teachers assigned to the building.

4. It is understood that final authority for the agenda and for determining who shall be in attendance at faculty meetings rests with the building principal.

5. Written notice of faculty meetings shall be given at least two weeks in advance and agendas shall be posted and provided for meeting participants at least one week prior to a meeting. Agenda items suggested by staff will be considered when feasible.

ARTICLE VIII - SALARIES

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

B. 1. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments, or in twenty-four (24) equal semi-monthly installments.

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

3. Teachers shall receive their final checks and the pay schedule for the following year on the last working day in June.

C. Teachers may, at their option, have deducted from their salaries a specified amount to be paid into their accounts in the Monmouth-Ocean County Teachers Federal Credit Union.

D. Veterans shall be allowed full credit for each full year of military service up to and including four years.

E. The above provisions shall apply to teachers who hold emergency, provisional, limited, or permanent certificate and to properly certified school nurses.

F. Any employee hired after July 1, 1982, who has worked more than eight (8) months in a public school within one school year, shall be credited with a year's experience.

G. In determining the starting salary, a newly hired teacher may be credited with up to eight full years' previous school experience including military service. The

above maximum years of previous service allowance may be waived for sound reasons that may be beneficial to the Keyport School System. However, in no event, shall a newly hired staff member receiving prior employment credit be placed on a step (level) higher than that credit.

H. Annual increments may be withheld by the Board as provided by statute.

I. No adjustments in salary shall be made due to change in degree status after October 1 of the current year. Proof of changes of degree status must be submitted to the superintendent as of that date.

J. Teachers hired prior to January 1, 1990, who are employed under the provisions of Chapter 46, and the Learning Disability Specialist shall receive \$200 above the proper step on the guide.

K. Part-time teachers shall be paid the appropriate fractional portion of the base salary to which they are entitled. The fraction shall be arrived at as follows:

Numerator = number of teaching periods plus preparation entitlement as outlined in Paragraph H of Article VII
Denominator = eight (8)

L. The compensation for curriculum work outside of school hours and home instruction shall be 1/1200th of the individual's base salary per hour.

ARTICLE IX - TEACHER ASSIGNMENT

All teachers shall be notified of their class, subject, and building assignment for the next school year prior to the end of the current school year.

In the event that changes in class, subject, and/or building assignments are proposed, the teachers affected shall be notified as soon as practicable. At the request of the teacher, the reassignment will be reviewed between the teacher and the building principal. If not satisfied with the principal's answer, the teacher may request a meeting with the superintendent.

It is understood that the Board and the administration have the right to make all classroom, subject and building assignments.

ARTICLE X - VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. 1. The superintendent will have posted in all school buildings a list of the known vacancies that occur for the following school year.
2. A teacher who desires a change in grade, subject assignment and/or building, may submit to the superintendent a written statement of his/her intentions with a copy to his/her building principal not later than March 15. The Building Principal's recommendation shall accompany the teacher's written statement and be forwarded to the Superintendent within five days of his/her receipt of the teacher's request.
3. In the event a vacancy occurs after March 15, for the following school year, a teacher may submit his/her written request to be transferred to that vacancy to the Building Principal within fourteen days after proper posting of the vacancy. The Building Principal's recommendation shall accompany the teacher's written statement and be forwarded to the Superintendent within 5 days of his/her receipt of the teacher's request.
- B. All requests for voluntary reassignment and/or transfer will be honored to the extent that the requests do not conflict, in the opinion of the superintendent, with the instructional requirements and best interests of the school system. If more than one teacher has requested the same position, the position will be granted to the teacher who possesses the requirements for the position and who, in the opinion of the superintendent, will best serve the interest of the school system.

ARTICLE XI - PROMOTIONS

The Board agrees to have posted in each school all promotional positions as soon as practicable after such positions become available.

ARTICLE XII - JOINT INSTRUCTIONAL COUNCIL

A. A joint instructional council shall be established as soon as possible after the effective date of this Agreement. It shall consist of three members of the Board or their designees approved by the Board, three members of the Association designated by the president of the Association,

and the superintendent who will act as chairman of the council.

B. The purpose of the instructional council shall be to:

1. evaluate problems presented to it by the Board designees, the Association designees and/or the Administration in the areas of teaching techniques, curriculum improvement, extra-curricular programs, in-service testing, pupil testing and evaluation, philosophy and educational goals of the district, teacher recruitment, research and experimentation, educational specifications for buildings, class size, specialists, teacher employment, teacher evaluation, teacher facilities, teacher-administration liaison, sabbatical leaves, professional development, protection of teachers and students, discipline, personal and academic freedom, books and other supplies, and other related matters regarding the effective operation of the Keyport School District;

2. gather facts to provide for a complete understanding of these problems;

3. discuss and attempt to arrive at a recommended solution to these problems;

4. present conclusions and recommendations to the Board.

C. The Board agrees that within the school semester following receipt of a recommendation from the instructional council the Board will respond to the recommendation either by requesting additional information, or by indicating it will implement the recommendation, it will not implement the recommendation or will partially implement the recommendation.

D. Should the instructional council be unable to reach a recommended solution to the problem under consideration, then either the Board designees, the Association designees or the superintendent may request a meeting with the Board in executive session provided that each member of the instructional council is informed of the request. The Board agrees that if such a request is granted, every member of the instructional council will be permitted to attend the executive session.

E. The above procedures are not intended to preclude the Association representatives from carrying on discussions with and resolving problems through the superintendent.

F. The duties of the superintendent in addition to chairing the instructional council meetings shall be to

convene meetings at the request of the Board's designees, the Association's designees or at his/her own request.

G. It is understood and agreed that the instructional council will function only in an advisory capacity, and should any of its conclusions or recommendations be rejected by the Board or should the Board refuse to implement any of its conclusions or recommendations, such action by the Board shall not constitute or be the basis for the processing of a grievance.

ARTICLE XIII - PRESENTATIONS AT BOARD MEETINGS

1. To the extent possible, a pool of staff volunteers will be compiled by the Association.

2. Topics for presentation will be established by the administration.

3. Volunteers will have the opportunity to decline the Board's request to present at a Board meeting.

4. There will be a maximum of eight (8) Board presentations during any school year. There will be no presentations in September or June.

5. Topics will deal with programs which are in place in the District.

6. Presentations will be limited to fifteen (15) minutes.

7. The presenter will meet with the appropriate supervisor before the presentation.

8. The appropriate supervisor will accompany the program presenter.

9. Questioning of the presenter will be limited to the Board members.

10. Questioning will be moderated by the superintendent as well as by the Board of Education President.

11. Compensation for staff members presenting will be determined by adding together one period of class coverage time for preparing the presentation and one period of class coverage time for the presentation at the Board meeting. The rate of pay for presenters shall be the same as that for class coverage (Article XVII). That is 1/10th of 1% of the B.A. base salary per class period.

ARTICLE XIV - SICK LEAVE

A. All persons holding any office, position or employment in all school districts, regional school districts or county vocational schools of the State who are steadily employed by the Board or who are protected in their office, position or employment under the provisions of sections 18A:28-4, 18A:28-5, 18A:28-6, 18A:28-6.1, 18A:28-9, 18A:28-10, 18A:28-11, 18A:28-12, 18A:28-13, 18A:28-15, 18A:6-10 of the Revised Statutes or under any other law shall be allowed sick leave with full pay for a minimum of ten (10) school days in any school year. If any such person requires in any school year fewer than this specified number of days sick leave with pay allowed, all days of such leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years.

B. Sick leave is hereby defined to mean an employee's absence from his/her post of duty because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his/her immediate household.

C. In case of sick leave claimed for a period of three days or more, it is required that a physician's certificate be filed with the Secretary of the Board upon return to work.

D. The superintendent may request a physician's certificate be filed with him/her for absence claimed for a period of fewer than the three days, as provided in Section B. above.

E. When absence, as set forth in Section B of this Article exceeds the annual leave and the accumulated leave, the Board may, upon written request, pay any employee with three years or more service in Keyport, one day's salary, less the salary of a substitute, for each year's service over three years. This may not exceed ten (10) days in any one school year. A day's salary is defined as 1/200th of the annual salary.

F. The Board may at its discretion grant additional sick leave.

G. The Board shall provide a list accounting the accumulated sick leave days and personal days for each teacher during the month of September of each school year.

- H. 1. Any employee who has completed a minimum of ten years in Keyport School System and retires or terminates employment with the Board for any reason other than the result of charges brought by the Board, and if appealed and sustained by the Commissioner of Education, shall be paid \$35.00 per day for all accumulated sick days for all employees with a cap of two hundred (200) days on all employees hired after June 30, 1988.
2. It is understood that this is not to be considered a death benefit and will not be paid to the heirs of those persons whose death occurs during the course of their employment with the Board of Education.
- I. All employees who are not affected by Paragraph C but who are terminated (RIF) by the Board shall be paid \$35.00 per day for each day of accumulated sick leave.

ARTICLE XV - TEMPORARY LEAVES OF ABSENCE

Teachers shall be entitled to the following temporary, non-accumulative leaves of absence with full pay each school year.

A. Leaves of Absence for Personal Business

Two days leave of absence for personal business requiring absence during school hours may be granted. The following guidelines shall be followed for the use of these days:

1. the granting of personal leave shall be limited to two teachers on any given day in each building;
2. application for personal leave shall be made at least two (2) days before taking such leave (except in the case of emergencies).
3. the applicant shall be required to state the reason for taking such leave in the following cases:
 - a. when the request for personal leave is presented in advance of the school year in which it is to be taken;
 - b. when the request for personal leave is for the day immediately before or immediately after a school holiday or vacation period.

4. unused personal days shall be added to accumulated sick leave at the end of each school year.

B. Professional Days

1. The Board will allow each teacher one professional day per year, not accumulative, for the following purposes:

a. to visit other schools in New Jersey in the subject field in which the teacher is teaching for the purpose of the improvement of instruction; out of state visitation will be considered based on the program to be observed and the distance from Keyport;

b. to attend a professional conference in his/her subject area.

2. The following restrictions apply to the granting of professional days:

a. NEA, NJEA, MCEA, or KTA conventions, workshops, or other meetings are not part of the professional-day agreement,

b. in the event more than one staff member wishes to go to the same event on the same day, the principal has the right to refuse the request due to the number going,

c. the administration has the prerogative to refuse the professional day for good and just reason.

3. Teachers who request a professional day shall give reasons for the visitation, including the date, on duplicate forms provided by the building principal.

4. Reimbursement for expenses associated with a professional day would be granted under the following conditions:

a. at the request of the teacher and the approval of the building principal and superintendent, mileage would be reimbursed at the rate of twenty-two (22) cents per mile plus tolls,

b. for a special subject area conference in which the superintendent or principal requests a member or members of the staff to represent the school, complete conference fees including meals plus mileage at the rate of twenty-two (22) cents

per mile, plus tolls would be reimbursable. The number of days will be unlimited.

c. requests for reimbursement of costs and fees must be supported with receipts as required by the superintendent.

5. Provision would be made, whenever possible, for a substitute teacher to replace the teacher who is not present. It is clearly understood that times may arise when it is not possible to obtain a substitute. In that circumstance the absent teacher's classes would be divided among regular staff members.

C. Time Necessary for Appearance in Legal Proceedings

Time necessary for appearance in any legal proceeding which arises out of or in the course of the teacher's employment, or in any other legal proceeding if the teacher is required by law to attend.

D. Compassionate Leave

1. Up to three (3) days at any one time shall be granted in the event of death of a teacher's spouse, child, parent, brother, sister, mother-in-law, father-in-law, grandparents or any other member of the teacher's family living within the teacher's household.

2. Up to a maximum of three (3) days during the school year shall be granted for serious illness of a teacher's spouse, child, parent, grandparent or any other member of the teacher's family living within the teacher's household. At the request of the principal, the teacher shall present a physician's certificate in connection with request for time off under this section.

E. Educational Leave

Up to a total of two (2) days at the end of a school year shall be granted as may be required to attend summer school class or to travel to the place where such classes are to be held. Before leave is granted under this section, the teacher must establish to the principal's satisfaction that all of his/her year-end work is satisfactorily completed.

F. Military Leave

Any teacher who is a member of the reserve forces of any branch of the military, or of the national guard shall be entitled to a leave of absence from his/her duties without loss of pay or time on all days during which he/she shall be engaged in active duty, active duty for training, or other duty ordered by the Governor or the President of the United States, provided that the leaves of absence for active duty or active duty for training shall not exceed 90 days in the aggregate in any one year. Leave of absence for such military duty shall be in addition to the regular vacation allowed a teacher.

G. Other leaves of absence with pay may be granted by the Board for good reason.

ARTICLE XVI - EXTENDED LEAVES OF ABSENCE

A. The Board agrees that one tenured teacher designated by the Association shall, upon request, be granted a leave of absence without pay for up to one (1) year for the purpose of engaging in activities of the Association or its affiliates.

B. A leave of absence without pay of up to two (2) years shall be granted to any tenured teacher who serves in a full-time capacity in the Peace Corps, VISTA, National Teacher Corps, or an exchange teacher or overseas teacher, or who accepts a Fullbright Scholarship.

C. A tenured teacher shall be granted a leave of absence without pay for up to one (1) year for the following purposes:

1. to become a matriculated, full time student at an accredited college or university for the purpose of obtaining an advanced degree in the subject area in which the teacher is assigned and in which he/she has been granted certification;

2. to teach in an accredited college or university,

3. to satisfy a one (1) year residency requirement in pursuit of an advanced educational degree at an accredited college or university.

D. 1. Military leave without pay shall be granted for a period of time not to extend beyond four years, to any teacher who is inducted or enlists in any branch of the Armed Forces of the United States.

2. Should the spouse of the teacher who is inducted or enlists be a tenured teacher within the District, the spouse will be granted leave without pay for the same period. The benefits provided for the teacher in military service as outlined in Section H.1 of this Article shall not accrue to the spouse during the leave of absence.

E. 1. A tenured teacher shall notify the superintendent of her pregnancy as soon as it is medically confirmed. Said teacher may request a maternity leave without pay and said leave shall be granted in accordance with the statute and rules and regulations of the State Board of Education.

2. Any teacher adopting an infant child may receive similar leave which shall commence upon his/her receiving de facto custody of said infant, or earlier if necessary, to fulfill the requirements for the adoption.

3. No teacher on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Keyport School District in the area of his/her certification or competence.

F. A leave of absence without pay of up to one (1) year shall be granted to a tenured teacher 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.

G. The Board may grant other leaves of absence without pay to tenured teachers for good reason.

H. 1. Upon return from leave granted pursuant to Section A, B, C, or D, of this Article, a teacher shall be considered as if he/she were actively employed by the Board during the leave, shall receive longevity credit for the period of absence, and shall be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent. However, that time spent on leave under Section D shall not count toward the time requirement for acquiring tenure. A teacher shall not receive increment credit for time spent on a leave granted pursuant to Section E, F, or G of this Article.

2. All benefits to which a teacher was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, shall be restored to him/her upon his/her return, and he/she shall be assigned to the same position, if available, which he/she held at the time said leave commenced, or if the same position is not available, to a substantially equivalent one.

I. All applications for extensions or renewals of leaves shall be in writing. If the extension or renewal is granted, the response shall also be in writing.

J. Upon return from such leave granted pursuant to Section C.1 of this Article, a teacher shall demonstrate with written documentation successful completion of two semesters of full-time course work as designated by the institution attended. An official transcript from the institution shall be sent to the superintendent. Upon acceptance of conditions set under Section C.1 and Section H.1 of this Article, the superintendent with Board approval shall place the teacher on the appropriate salary level.

K. Any teacher who has been granted an extended leave of absence shall have available the opportunity to continue all health and insurance benefits at the group rate at his/her own expense until he/she returns to active employment.

ARTICLE XVII - SUBSTITUTES

Positions which are vacant because teachers are temporarily absent on leave shall, to the extent possible, be filled by personnel who have fully met the appropriate certification requirements of the New Jersey State Board of

Examiners. The Board agrees at all times to maintain an adequate list of substitute teachers in as much as possible. In the event that the school is unable to secure a substitute, the teachers who are assigned to the class or other duties will receive the sum of 1/10 of 1% of the B.A. base salary per class period if such duties interfere with the normally scheduled preparation period.

ARTICLE XVIII - INSURANCE PROTECTION

A. The Board shall pay the cost of the Hospital Service Plan and Major Medical for all employees and, where requested, for family coverage.

B. A Dental Plan, family coverage, shall commence only after the individual staff member makes application and then in accordance with the provisions of paragraph B. of this Article. The employee contribution toward the cost of the Dental Plan shall continue during the term of this Agreement. The cost for the Dental Plan to the Board will be capped at the 1991-92 rates.

C. The employee contribution toward the cost of the \$3.00/\$1.00 Family Co-pay Prescription Drug Plan shall continue during the term of this agreement. The Board shall pay the cost of the \$3.00/\$1.00 Family Co-pay Prescription Drug Plan which shall be capped at the 1991-92 rate.

D. The Administration of the above named coverage shall be controlled by the rules and regulations of such plans, and the Board shall be in no way responsible for these rules.

E. To ensure that each teacher has the proper coverage under this Article, the Board shall during the school year provide a listing of the coverage of each teacher. In addition, the Board shall provide the Association with the rates for all categories in the various insurance plans listed above.

ARTICLE XIX - DEDUCTIONS FROM SALARY

A. The Board agrees to deduct from the salaries of its teachers dues for the Keyport Teachers Association, the Monmouth 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 310, Public Laws of 1967, N.J.S.A. 52:14-15.9e and under the rules established by the State Department of Education. Said monies together with records

of any corrections shall be transmitted to the New Jersey Education Association headquarters by the 15th of each month following the monthly pay period in which deductions were made.

B. In accordance with Chapter 477, P.L. 1979, the Board hereby agrees to deduct from the salary of all non-association members a representation fee of 85% of the total cost of association membership and transmit this amount to the New Jersey Education Association headquarters.

C. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability that shall arise out of, or by reason of any action taken or not taken by the Board for the purpose of complying with any of the provisions of this Article. The Association shall intervene in, and defend, any administrative or court litigation concerning this provision. In such litigation, the Board shall have no obligation to defend actions arising under this Article but, once compelled to do so, the Association shall reimburse the Board for all reasonable costs incurred in defending or participating in such litigation.

ARTICLE XX - MISCELLANEOUS PROVISIONS

A. This Agreement constitutes Board policy for the term of this Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

B. Copies of this Agreement shall be printed within thirty days after the Agreement is signed. The cost of the printing shall be shared equally by the parties.

C. Any teaching staff member, desiring to relinquish his/her position, shall give the Board at least sixty (60) days' written notice of his/her intention. In the event the Board will not renew or intends to terminate the contractual relationship with any teaching staff, except for cause, the Board shall give such teaching staff member at least sixty (60) days' written notice of the Board's intention.

ARTICLE XXI - SAVINGS CLAUSE

Should any provision hereof, or the application of any such provision to any person or circumstance, be rendered or declared invalid by reason of any existing or subsequently enacted legislation, or by any decree of a court of competent jurisdiction, or by any order of any

administrative agency, state or federal, the remainder of this Agreement, or the application of any such provision to such persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

ARTICLE XXII - COMPLAINT PROCEDURE

Procedural Requirement

When any complaint regarding a teacher is made to any member of the administration by any parent, guardian or student, it must be made in writing and shall be processed according to the procedure detailed below.

A. Meeting with Principal, Teacher, Parent, Guardian, Student

The principal shall meet with the teacher and the parent, guardian or student to apprise the teacher and parent, guardian or student of the full nature of the complaint. Together they shall attempt to resolve the matter informally.

B. Review by Principal

If the complaint is unresolved, it shall be reviewed by the Principal in an attempt to resolve the matter to the satisfaction of all parties involved.

C. Submission to the Superintendent

Any complaint unresolved at Step B may be submitted in writing by the parent, guardian or student to the Principal who shall forward a copy to the superintendent and teacher with his/her comments.

D. Meeting with the Superintendent

Upon receipt of the written complaint, the superintendent shall confer with all parties. The teacher shall have the right to representation by the Association at all meetings of the superintendent and the parent, guardian or student.

E. Recommendations of the Superintendent

If The superintendent is unable to resolve the complaint to the satisfaction of all parties concerned, he shall, at the request of any party, forward a written report of the results of his investigation and his recommendations

to the Board. Copies shall be sent to all parties concerned.

F. Meeting with the Board

After receipt of the findings and recommendations of the superintendent and before action thereon, the Board shall afford the parties the opportunity to meet with the Board, and show cause why the recommendations of the superintendent should not be followed. Copies of the action taken by the Board shall be forwarded to all parties.

ARTICLE XXIII - TEACHER LATENESS

A. Each teacher shall be allowed two occasions of emergency lateness per year of up to one hour each. The teacher must inform the principal (if possible) of lateness and anticipated time of arrival.

B. If the number of emergency latenesses exceeds two per year, deductions from the teachers pay shall be made as noted below.

1. When a teacher is more than one-half hour late, he/she will be docked 1/10 of 1% of the starting B.A. salary for the first hour or first period class, whichever applies. NOTE: Time shall be taken as of the time the students are to be in session. (homeroom period)

2. If the lateness exceeds the first hour or first period class (whichever applies), he/she will be docked 1/1200 of his/her annual salary for each full or partial period. NOTE: For self-contained classes, 40 minutes shall constitute a period and the factor shall be 1/1400.

ARTICLE XXIV - PROFESSIONAL IMPROVEMENT

A. The Board will reimburse each teacher at the current State College rate for each approved credit hour received by the teacher for accredited graduate courses taken while the teacher is under contract with the Board.

B. The current State College rate shall be defined as the actual rate of the State College attended if the teacher attends a State College. If the teacher attends an institution other than a State College, the current State College rate shall mean the average of the rates of the State Colleges.

C. Each course must be approved by the superintendent before the employee takes the course and must have been started after the beginning of the teacher's service with the Board.

D. Approved credits earned prior to June 30th, and accepted by the superintendent on or before August 15th shall be reimbursed after the public board meeting in September. Reimbursement will only be made for courses passed. Such reimbursement shall be made only if the teacher is employed by the Board for the succeeding year.

E. If the teacher receives outside aid for courses (such as NDEA funds), the teacher will not be reimbursed for these courses. However, these courses will count towards Bachelors plus 30, Masters plus 30, Masters plus 60, and Ph.D. credits on the salary guide.

F. To be approved by the superintendent, courses must be directly related to the teacher's instructional specialty or classroom assignment. Credits in administration are not applicable for credit reimbursement.

G. Tuition reimbursement shall be limited to nine (9) approved credits per year. Reimbursement will not be provided to teachers who voluntarily leave employment in the School District less than one (1) semester subsequent to taking the course. Tuition reimbursement shall be made to the teacher within thirty (30) days after the receipt of the grade for the course by the Superintendent. (It is the parties' understanding that the use of the term "semester" will be defined by the Keyport School semester not a college semester.)

ARTICLE XXV - DURATION OF AGREEMENT

A. This Agreement shall be effective as of July 1, 1996, and all of the foregoing terms shall remain in full force and effect until June 30, 1999. Negotiations for a subsequent agreement will commence as prescribed by the Public Employees Relation Commission, but not later than the second week of October, 1998, unless another date is otherwise mutually agreed upon.

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

KEYPORT TEACHERS ASSOCIATION

BY Janet A. Strid
Its President

BY Jane Wheeler
Its Secretary

KEYPORT BOARD OF EDUCATION

BY Patricia A. Skellman
Its President

BY David A. White
Its Secretary

KEYPORT TEACHERS' SALARY GUIDE - 1996-97

STEP	DA	BA+30	MA	MA+30	MA+60	PhD
0	29,714	31,214	32,714	34,214	35,714	37,214
1	30,314	31,814	33,314	34,814	36,314	37,814
2	31,014	32,514	34,014	35,514	37,014	38,514
3	31,714	33,214	34,714	36,214	37,714	39,214
4	32,439	33,939	35,439	36,939	38,439	39,939
5	33,542	35,042	36,542	38,042	39,542	41,042
6	34,367	35,867	37,367	38,867	40,367	41,867
7	35,267	36,767	38,267	39,767	41,267	42,767
8	36,167	37,667	39,167	40,667	42,167	43,667
9	37,373	38,873	40,373	41,873	43,373	44,873
10	38,298	39,790	41,298	42,798	44,298	45,798
11	39,223	40,723	42,223	43,723	45,223	46,723
12	40,148	41,648	43,148	44,648	46,148	47,648
13	41,776	43,276	44,776	46,276	47,776	49,276
14	42,576	44,076	45,576	47,076	48,576	50,076
15	43,576	45,076	46,576	48,076	49,576	51,076
16	44,576	46,076	47,576	49,076	50,576	52,076
17	46,249	47,749	49,249	50,749	52,249	53,749
18	47,149	48,649	50,149	51,649	53,149	54,649
19	48,759	50,259	51,759	53,259	54,759	56,259
20	51,759	53,259	54,759	56,259	57,759	59,259
21	57,422	58,922	60,422	61,922	63,422	64,922
22	58,922	60,422	61,922	63,422	64,922	66,422

KEYPORT TEACHERS' SALARY GUIDE - 1997-98

STEP	BA	BA+30	MA	MA+30	MA+60	PhD
0	30,762	32,262	33,762	35,262	36,762	38,262
1	31,262	32,762	34,262	35,762	37,262	38,762
2	31,893	33,393	34,893	36,393	37,893	39,393
3	32,630	34,130	35,630	37,130	38,630	40,130
4	33,366	34,866	36,366	37,866	39,366	40,866
5	34,129	35,629	37,129	38,629	40,129	41,629
6	35,290	36,790	38,290	39,790	41,290	42,790
7	36,158	37,658	39,158	40,658	42,158	43,658
8	37,104	38,604	40,104	41,604	43,104	44,604
9	38,051	39,551	41,051	42,551	44,051	45,551
10	39,320	40,820	42,320	43,820	45,320	46,820
11	40,293	41,793	43,293	44,793	46,293	47,793
12	41,267	42,767	44,267	45,767	47,267	48,767
13	42,240	43,740	45,240	46,740	48,240	49,740
14	43,953	45,453	46,953	48,453	49,953	51,453
15	44,794	46,294	47,794	49,294	50,794	52,294
16	45,846	47,346	48,846	50,346	51,846	53,346
17	46,898	48,398	49,898	51,398	52,898	54,398
18	48,659	50,159	51,659	53,159	54,659	56,159
19	49,605	51,105	52,605	54,105	55,605	57,105
20	51,759	53,259	54,759	56,259	57,759	59,259
21	57,422	58,922	60,422	61,922	63,422	64,922
22	58,972	60,472	61,972	63,472	64,972	66,472
23	60,422	61,922	63,422	64,922	66,422	67,922

KEYPORT TEACHERS' SALARY GUIDE - 1998-99

STEP	BA	BA+30	MA	MA+30	MA+60	PHD
0	31,656	33,156	34,656	36,156	37,656	39,156
1	32,156	33,656	35,156	36,656	38,156	39,656
2	32,679	34,179	35,679	37,179	38,679	40,179
3	33,339	34,839	36,339	37,839	39,339	40,839
4	34,109	35,609	37,109	38,609	40,109	41,609
5	34,878	36,378	37,878	39,378	40,878	42,378
6	35,676	37,176	38,676	40,176	41,676	43,176
7	36,889	38,389	39,889	41,389	42,889	44,389
8	37,796	39,296	40,796	42,296	43,796	45,296
9	38,786	40,286	41,786	43,286	44,786	46,286
10	39,776	41,276	42,776	44,276	45,776	47,276
11	41,102	42,602	44,102	45,602	47,102	48,602
12	42,119	43,619	45,119	46,619	48,119	49,619
13	43,137	44,637	46,137	47,637	49,137	50,637
14	44,154	45,654	47,154	48,654	50,154	51,654
15	45,944	47,444	48,944	50,444	51,944	53,444
16	46,824	48,324	49,824	51,324	52,824	54,324
17	47,924	49,424	50,924	52,424	53,924	55,424
18	49,024	50,524	52,024	53,524	55,024	56,524
19	50,864	52,364	53,864	55,364	56,864	58,364
20	51,854	53,354	54,854	56,354	57,854	59,354
21	57,422	58,922	60,422	61,922	63,422	64,922
22	58,972	60,472	61,972	63,472	64,972	66,472
23	60,422	61,922	63,422	64,922	66,422	67,922
24	61,922	63,422	64,922	66,422	67,922	69,422

	Keyport		
	Co-Curricular Salary Scale		
	1996-97	1997-98	1998-99
Student Council	1,321	1,374	1,427
Music Director	3,264	3,396	3,527
Choral Director	1,632	1,698	1,764
Yearbook Advisor	1,865	1,941	2,016
Advisor: Senior Class	1,710	1,779	1,848
Advisor: Junior Class	1,477	1,537	1,596
Advisor: Sophomore Class	1,087	1,131	1,175
Advisor: Freshman Class	933	971	1,008
Advisor: Eighth Grade Class	1,087	1,131	1,175
Advisor: Honor Society	1,321	1,374	1,427
Advisor: Keynotes	1,632	1,698	1,764
Advisor: Key Club	1,321	1,374	1,427
C.S. Student Council	1,321	1,374	1,427

COACHES SALARY GUIDE

1996/97	SALARY GUIDE			
POSITION	STEP 1	STEP 2	STEP 3	STEP 4
ATHLETIC DIR./EQUIP. MGR.	7,184	7,384	7,584	7,784
HEAD FOOTBALL COACH	4,716	4,916	5,016	5,116
ASST. FOOTBALL COACH	3,279	3,379	3,479	3,579
HEAD TRACK COACH	3,952	4,052	4,152	4,252
ASST. TRACK COACH	2,879	2,979	3,079	3,179
CROSS COUNTRY COACH	3,466	3,566	3,666	3,766
HEAD BSKTBL COACH	4,654	4,754	4,854	4,954
ASST. BSKTBL COACH	3,237	3,337	3,437	3,537
FROSH BSKTBL COACH	3,060	3,160	3,260	3,360
ELEM BSKTBL COACH	2,982	3,082	3,182	3,282
HEAD WRESTLING COACH	4,273	4,373	4,473	4,573
ASST. WRESTLING COACH	3,060	3,160	3,260	3,360
FIELD HOCKEY COACH	4,414	4,514	4,614	4,714

COACHES SALARY GUIDE

1997/98	SALARY GUIDE			
POSITION	STEP 1	STEP 2	STEP 3	STEP 4
ATHLETIC DIR./EQUIP. MGR.	7,475	7,675	7,875	8,075
HEAD FOOTBALL COACH	4,907	5,107	5,207	5,307
ASST. FOOTBALL COACH	3,412	3,512	3,612	3,712
HEAD TRACK COACH	4,112	4,212	4,312	4,412
ASST. TRACK COACH	2,996	3,096	3,196	3,296
CROSS COUNTRY COACH	3,606	3,706	3,806	3,906
HEAD BSKTBL COACH	4,842	4,942	5,042	5,142
ASST. BSKTBL COACH	3,368	3,468	3,568	3,668
FROSH BSKTBL COACH	3,184	3,284	3,384	3,484
ELEM BSKTBL COACH	3,103	3,203	3,303	3,403
HEAD WRESTLING COACH	4,446	4,546	4,646	4,746
ASST. WRESTLING COACH	3,184	3,284	3,384	3,484
FIELD HOCKEY COACH	4,593	4,693	4,793	4,893

COACHES SALARY GUIDE

1997/98	SALARY GUIDE			
POSITION	STEP 1	STEP 2	STEP 3	STEP 4
ASST. FIELD HOCKEY COACH	3,184	3,284	3,384	3,484
HEAD BASEBALL COACH	4,593	4,693	4,793	4,893
ASST. BASEBALL COACH	3,184	3,284	3,384	3,484
ELEM BASEBALL COACH	3,103	3,203	3,303	3,403
HEAD SOFTBALL COACH	4,593	4,693	4,793	4,893
ASST. SOFTBALL COACH	3,184	3,284	3,384	3,484
ELEM. SOFTBALL COACH	3,103	3,203	3,303	3,403
HEAD BOWLING COACH	3,043	3,143	3,243	3,343
HEAD CHRLDNG COACH	4,062	4,162	4,262	4,362
ASST. CHRLDNG COACH	2,644	2,744	2,844	2,944
ELEM. CHRLDNG COACH	2,512	2,612	2,712	2,812

COACHES SALARY GUIDE

1998/99	SALARY GUIDE			
POSITION	STEP 1	STEP 2	STEP 3	STEP 4
ATHLETIC DIR./EQUIP. MGR.	7,763	7,963	8,163	8,363
HEAD FOOTBALL COACH	5,096	5,296	5,396	5,496
ASST. FOOTBALL COACH	3,543	3,643	3,743	3,843
HEAD TRACK COACH	4,270	4,370	4,470	4,570
ASST. TRACK COACH	3,111	3,211	3,311	3,411
CROSS COUNTRY COACH	3,745	3,845	3,945	4,045
HEAD BSKTBL COACH	5,028	5,128	5,228	5,328
ASST. BSKTBL COACH	3,498	3,598	3,698	3,798
FROSH BSKTBL COACH	3,307	3,407	3,508	3,609
ELEM BSKTBL COACH	3,222	3,322	3,422	3,522
HEAD WRESTLING COACH	4,617	4,717	4,817	4,917
ASST. WRESTLING COACH	3,307	3,407	3,507	3,607
FIELD HOCKEY COACH	4,770	4,870	4,970	5,070

COACHES SALARY GUIDE

1998/99	SALARY GUIDE			
POSITION	STEP 1	STEP 2	STEP 3	STEP 4
ASST. FIELD HOCKEY COACH	3,307	3,407	3,507	3,607
HEAD BASEBALL COACH	4,770	4,870	4,970	5,070
ASST. BASEBALL COACH	3,307	3,407	3,507	3,607
ELEM BASEBALL COACH	3,222	3,322	3,422	3,522
HEAD SOFTBALL COACH	4,770	4,870	4,970	5,070
ASST. SOFTBALL COACH	3,307	3,407	3,507	3,607
ELEM. SOFTBALL COACH	3,222	3,322	3,422	3,522
HEAD BOWLING COACH	3,160	3,260	3,360	3,460
HEAD CHRLDNG COACH	4,218	4,318	4,418	4,518
ASST. CHRLDNG COACH	2,746	2,846	2,946	3,046
ELEM. CHRLDNG COACH	2,609	2,709	2,809	2,909

COACHES SALARY GUIDE

1996/97	SALARY GUIDE			
POSITION	STEP 1	STEP 2	STEP 3	STEP 4
ASST. FIELD HOCKEY COACH	3,060	3,160	3,260	3,360
HEAD BASEBALL COACH	4,414	4,514	4,614	4,714
ASST. BASEBALL COACH	3,060	3,160	3,260	3,360
ELEM BASEBALL COACH	2,982	3,082	3,182	3,282
HEAD SOFTBALL COACH	4,414	4,514	4,614	4,714
ASST. SOFTBALL COACH	3,060	3,160	3,260	3,360
ELEM. SOFTBALL COACH	2,982	3,082	3,182	3,282
HEAD BOWLING COACH	2,925	3,025	3,125	3,225
HEAD CHRLDNG COACH	3,904	4,004	4,104	4,204
ASST. CHRLDNG COACH	2,541	2,641	2,741	2,841
ELEM. CHRLDNG COACH	2,414	2,514	2,614	2,714