

MEMORANDUM
OF
AGREEMENT

The Park Ridge Board of Education and the Park Ridge Education Association, having entered into collective negotiations for a successor agreement to the contract which will expire on June 30, 2017, subject to ratification of both parties, are hereby agreed as follows:

1. The duration of the new agreement shall be for three (3) years, beginning July 1, 2017 and ending on June 30, 2020.
2. Teachers salaries for the 2017-18 school year shall be increased, on average, inclusive of increment, by 2.9% over the 2016-17 levels as reflected in the agreed upon scattergram of \$10,692,887 for 138.10 employees.
Salaries for secretarial employees shall increase by 2.9%, on average, inclusive of increment, in the 2017-18 school year, over the previous year levels consisted with the previously approved scattergram of \$562,890 for 13 employees.
All salaries shall be increased in the 2018-19 school year by 2.9%, on average, inclusive of increment, over the previous year levels.
Salaries shall be increased in the 2019-20 school year by 2.9%, on average, inclusive of increment, over the previous year levels.
3. Health insurance contributions for the total cost of insurance coverage shall be consistent with the charts set forth under Chapter 78, at Tier/Level 3.
4. The Association shall withdraw all grievances and any other actions, with prejudice, relative to the scheduling of staff work days prior to September 1st. The scheduling of the work year shall be consistent with current law. Although this agreement will not be incorporated into the full collective bargaining agreement, the parties shall be duty bound by the terms of this paragraph.
5. All tentative agreements from the May 9, 2017 negotiations session, as set forth in the initial Master Proposals, shall be set forth in the new Collective Bargaining Agreement.

Master Boards Proposal-

-APPENDIX A:

Delete Section A-3 (Promotions, New Position of New Employees on the Salary Guide)

-SALARY GUIDE EXPLANATION FOR OFFICE STAFF:

Delete references to Group III secretaries

Appendix B-7: Delete Section D.

-ARTICLE III-GRIEVANCE PROCEDURES:

Delete the words of the meeting at the end of this section.

Amend to add the words after receipt of the grievance.

Step 4 shall include fifteen (15) calendar days for the grievance to be presented to the Board of Education.

-ARTICLE VII-EMPLOYEE EVALUATION PROCEDURE:

Amend to add the words including electronic.

Master Association Proposal-

-ARTICLE III-GRIEVANCE PROCEEDURES:

Amend to read "If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Building Principal directly, if the group is exclusive to one building, or the District Superintendent, if the group is from more than one building. The processing of such grievance shall then be commenced at Step 2 or 3 depending on the administrator served. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so."

6. Mutually revise and repurpose Schedule E to reflect current stipend positions.

7. Mutually agree upon salary guides.

8. All other provisions of the expiring contract shall remain in full force and effect.

*PS
FC* 9. The parties shall develop a side bar agreement reflecting the current practice and SD proposed work day/year for the MOBILE TRAVEL and OUT OF HOUSE TEACHERS, respectively. *ky*

FOR THE PARK RIDGE BOARD
OF EDUCATION

Frank Churchill
Robert T. [Signature]

FOR THE PARK RIDGE
EDUCATION ASSOCIATION

Migna McMar 6/5/17
Karen Yates

**AGREEMENT BETWEEN
THE
PARK RIDGE BOARD OF EDUCATION
AND
PARK RIDGE EDUCATION ASSOCIATION
JULY 1, 2017 - JUNE 30, 2020
PARK RIDGE, NEW JERSEY**

**Ratified: Park Ridge Education Association
Park Ridge Board of Education**

TABLE OF CONTENTS

(Pages may have to be renumbered)

		Page
Agreement		
Article I	Recognition	1
Article II	Initiation of Collective Negotiations Leading to New Contracts	2
Article III	Grievance Procedure	3
Article IV	Employee Rights	6
Article V	Board Rights	7
Article VI	Association Rights and Privileges	8
Article VII	Employee Evaluation Procedures	10
Appendix A	OFFICE STAFF	
A-1	Snow Days	13
A-2	Holidays	13
A-3	Promotions, New Positions and Guide Placement	13
A-4	Fringe Benefits	14
	A. Health Benefits	14
	B. Dental	14
	C. Optical Plan	14
	D. Sick Leave	15
	E. Unused Sick Leave Days	15
	F. Work Day	15
	G. Individual Leave	15
	H. Vacations	16
	I. Personal Days	16

	J. Tuition Reimbursement	16
	K. Evaluation Procedures	17
A-5	Salaries	18
Appendix B	TEACHING STAFF	
B-1	Teaching Hours and Teaching Load	20
B-2	Non-teaching Duties	24
B-3	Salaries	24
B-4	Teacher Facilities	35
B-5	Teacher/Administrator Liaison	36
B-6	Sick Leave	37
B-7	Health Insurance	38
B-8	Professional Development Educational Improvement	40
B-9	School Calendar	41
	Duration of this Agreement	42

AGREEMENT

WHEREAS, The Park Ridge Board of Education, hereafter known as the Board, and the Park Ridge Education Association, hereafter known as the Association, have reached understandings which they desire to confirm in this agreement, and in consideration of the following, mutually covenants and it is hereby agreed as follows:

ARTICLE I

RECOGNITION

The Board recognizes the Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all certificated personnel whether under contract or on leave in the following classifications; classroom teachers, nurses, guidance counselors, media specialists, special education personnel, coordinators, secretaries, accounts payable secretary and athletic trainers.

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

ARTICLE II

INITIATION OF COLLECTIVE NEGOTIATIONS

LEADING TO NEW CONTRACTS

The parties agree to enter into collective negotiation over a successor agreement in accord with NJSA 34:13A -1 et seq. and following such negotiations to commence no later than the date specified for initiation of discussions by the Public Employees Relations Commission.

ARTICLE III
GRIEVANCE PROCEDURE

A. DEFINITION

1. Grievance

A "Grievance" is a claim based upon interpretation, application, or violation of this agreement, board policies or administrative decisions affecting an employee or group of employees.

2. Aggrieved Employee

An "aggrieved employee" is the employee or employees making the claim.

3. Party in Interest

A "party in interest" is the aggrieved employee or employees making the claim and any employees below the superintendent, who may be affected by the determination of the superintendent in connection with the claim.

4. Calendar Day

All days refer to calendar days for the aggrieved employee or employees.

B. PURPOSE

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

C. PROCEDURE

1. Time Limits

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. Day one (1), at each of the following steps, shall start the next calendar day after a discussion and/or a written communication has been received and acknowledged with a sign-off.

2. Year End Grievance

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party of interest, the time limits set forth herein shall be reduced by mutual agreement of all parties so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

Step 1: The aggrieved party shall first discuss the grievance orally with his/her immediate supervisor in an effort to resolve the matter informally. To be considered, the grievance must be initiated within ten (10) workdays from the time when the grievant knew or should have known of its occurrence.

Step 2: If the aggrieved party is not satisfied with the disposition of the grievance at Step 1, the party shall submit the grievance in writing within fifteen (15) calendar days to his building Principal. The Principal shall review the grievance and render a decision in writing within fifteen (15) calendar days.

Step 3: If the aggrieved party is not satisfied with the disposition of the grievance at Step 2, the grievance shall be submitted in writing within fifteen (15) calendar days with the Superintendent of Schools. The Superintendent's answer, in writing shall be delivered to the aggrieved person within twenty (20) calendar days after receipt of the grievance.

Step 4: If the matter is not settled, the grievance, presented in writing, shall be discussed at the meeting of the Board of Education. This meeting will occur within twenty (20) calendar days of the presentation of the grievance to the Board. Response from the Board, in writing, will be presented within thirty (30) calendar days thereafter.

Step 5: If a grievance has not been resolved at Step 4, then within fifteen (15) calendar days after receipt of the written decision of the Board, or the expiration of the time limits for making such decision, the Association may submit to the Board a written notice to PERC requesting advisory arbitration and the appointment of an arbitrator who shall be empowered to review the grievance and render an opinion. Selection of the arbitrator shall be from a list to be supplied by the Public Employee Relations Commission, and selection is to be made by the rules and regulations of said Commission. The decision of the arbitrator shall be submitted to the Board and the Association. Cost of the arbitration shall be divided equally among the parties, and each party shall be responsible for its own legal expenses.

D. RIGHTS OF EMPLOYEES TO REPRESENTATION

1. Employee and Association

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative(s) selected or approved by the Association. When an employee 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.

E. MISCELLANEOUS

1. Group Grievance

If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Building Principal directly, if the group is exclusive to one building, or the District Superintendent, if the group is from more than one building. The processing of such grievance shall then be commenced at Step 2 or 3 depending on the administrator served. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so. The party shall submit the grievance in writing within fifteen (15) calendar days.

2. Written Decisions

Decisions rendered after Step 1 of the grievance procedure shall be in writing, setting forth the decision and shall be transmitted promptly to the aggrieved employee.

3. Forms

Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

4. Meetings and Hearings

All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this ARTICLE.

ARTICLE IV

EMPLOYEE RIGHTS

A. Pursuant to NJSA 34: 13A - 1 et seq, the Board hereby agrees that every employee of the Board shall have the right to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees

that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by NJSA 34: 13A -1 et seq, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this agreement or otherwise with respect to any terms or conditions of employment.

B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey school laws. Nothing contained herein will be construed to deny or restrict other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

C. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the board, or any agent or representative thereof, shall not be made public and shall be subject to the grievance procedure herein set forth. Any dismissal or suspension shall be considered a disciplinary action and shall, at the option of the employee, be subject to the grievance procedure.

D. No employee will be prevented from wearing pins or other identifications of membership in the Organization or its affiliates as long as the identification does not interfere with the performance of duty or the operation of the school.

E. Any questions or criticisms by a supervisor, administrator, or Board member of any employee of his/her instructional methodology shall be made in confidence and not in any public gathering nor in the presence of students, parents, or other employees, with the exception of Association representatives acting in that capacity. Direct orders made to staff members by administration in emergency situations (i.e. fire drills, etc.) may be excluded from the provisions of this Section.

ARTICLE V

BOARD RIGHTS

The Board retains and reserves unto itself, without limitations, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of New Jersey and of the United States, by the decisions of the Courts of the United States and the State of New Jersey, the Commissioner of Education, and the State Board of Education of the State of New Jersey and by the Rules and Regulations of the State Board of Education of the State of New Jersey, subject to the terms of this Agreement.

ARTICLE VI

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time:
 - 1. For negotiation purposes, the total cost of the current instructional salaries.
 - 2. Other pertinent information at a reasonable time or when available, such as:
 - a. Audit
 - b. Personnel Roster indicating salary guide step and degree
 - c. Tentative budget as approved by the County Superintendent
 - d. Agendas and approved minutes of public meetings
 - e. Census data related to school enrollments
 - f. Directory of Personnel (names and addresses)

- B. As has been practice, the Association may use bulletin boards and interschool mail facilities and school mailboxes.
- C. The Association will participate actively in the planning of the orientation program.
- D. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he will suffer no loss of pay.
- E. Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- F. The Association shall have the right to use school facilities and equipment including computers, duplicating equipment, and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use and pay the cost of repairing any damage to equipment caused by their negligence.
- G. Whenever the Association desires to use any of the school buildings, it shall request permission for such use. The Principal shall grant the permission sought, provided that the use by the Association does not conflict with any other scheduled activity and provided further, that in connection with said use no additional costs are incurred by the Board.
- H. The Board agrees to extend the assistance of the Board Office to the Association in connection with the purchase of expendable office supplies by the Association and such other materials as the Association may require from the Board's suppliers. Nothing herein contained, however, shall be construed as an obligation on the part of the Board, or assurance on the part of the Board, that the suppliers will agree to sell to the Association.
- I. The Association President or designated representative shall be granted no more than two days absence per school year, with pay, to attend to official Association business which cannot be accomplished during non-school hours. A statement from the Association President of the general nature of the business and that it meets this criteria shall be provided to the Superintendent through the Principal, using the "Request for Approval of Anticipated Absence" form for professional purposes.
- J. The Board agrees to the establishment of a representation fee for employees who choose not to join the Park Ridge Education Association. The representation fee will be 85% of the total unified dues established by the Association for the individual school year for that employee. The Association by December 1 or each year will provide the Board a list of those employees required to pay the representation fee. The Board will deduct from the salaries of the employees referred to in this section the full amount of yearly representation fee in equal installments beginning the first paycheck in January and through the June paycheck.

The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of any action taken or not taken by the employer in conformance with this provision.

ARTICLE VII

EMPLOYEE EVALUATION PROCEDURES

- A. Teachers shall be evaluated consistent with P.L. 2012, c.26 and N.J.A.C. 6A:10
- B. All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, public address, cameras, audio systems, telephone or other video recording, computers, and any other electronic surveillance devices is strictly prohibited.
- C. **EVALUATION REPORTS**

1. No evaluation report shall be finalized or submitted to the central office, placed in the employee's file, electronically finalized, or otherwise acted upon until after the post-observation conference with the employee has occurred.
2. Evaluation reports shall be presented to each employee in accordance with the following procedures:
 - a. Such reports shall be addressed to the employee.
 - b. No employee shall be required to sign a blank or incomplete evaluation form. An employee's signature on a completed evaluation indicates only that an employee has reviewed a copy of the evaluation, not that the employee is in agreement with any or all of the findings of the evaluation,
 - c. Each observation cycle shall be completed before another cycle begins.
 - d. Each employee shall have the right to attach a written statement of rebuttal/response to all evaluations. Such responses shall be attached to and remain with the evaluation, whether stored physically or electronically.
3. The individual records may not be made available or released to the public. The school district shall be fully responsible for the security of employee evaluation records and data.

D. POST-OBSERVATION CONFERENCES

1. Every post-observation conference must occur face-to-face, including electronic between the certified supervisor conducting the evaluation and the employee who was evaluated.
2. Provision must be made to attach employee responses/objections to the evaluation either physically or electronically, depending on how the evaluation report is stored.

E. PRIOR PROVISION OF MATERIALS

Employees shall be provided annually with all materials being used in evaluation prior to any observation/evaluation being conducted, whether formal or informal. This includes any criteria, rubrics, forms (electronic or non-electronic), or other documents.

F. OBSERVERS/EVALUATORS

1. No teacher member of the School Improvement Panel (ScIP), no other teaching staff member unless hired as a certificated supervisor or administrator in the district, or any non-certificated staff member shall be permitted to evaluate any other certificated or non-certificated staff member. Any evaluation conducted by a teaching staff member will be rendered null and void.

G. INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (PDP)

1. The Individual Professional Development Plan (PDP) shall be developed by the teaching staff member and the teaching staff member's certified district supervisor.
2. The PDP shall be considered a living document. The employee shall have the right to modify the plans, goals, and activities listed throughout the calendar year to meet his/her emerging goals, amending the plan in collaboration with his/her immediate certified supervisor.
3. The individual Professional Development Plan shall require no more than the minimum required 20 hours of professional development a year.
4. The PDP shall include no more than three goals, such as a professional practice goal, school goal, and/or district goal.

H. CORRECTIVE ACTION PLAN (CAP)

1. Any Corrective Action Plan shall be developed collaboratively by the staff member who needs to address the deficiency or deficiencies which led to a "ineffective" or "partially effective" annual summative rating and the individual's certified supervisor.

2. The individual Corrective Action Plan shall require no more than the minimum required 20 hours of professional development a year.
3. The Corrective Action Plan must define both the individual's responsibilities and the district's and supervisors/administrators' responsibilities in helping the employee address any identified deficiencies.
4. The plan shall spell out which specific evaluation component(s) and elements need to be addressed. It shall include the individual's opportunities to view modeling of "effective" representations of meeting the components by the certified supervisor and those rated "effective" or "highly effective" in such components/elements and be provided opportunities to practice and demonstrate them.
5. The Corrective Action Plan shall be established for a period of not less than one year in order to provide the individual with sufficient time and multiple resources to address the identified deficiency or deficiencies, as well as the district to provide the necessary time, resources, and support.
6. The employee who is required to have a Corrective Action Plan shall have the right to have an association representative present during any conference where a Corrective Action Plan is created.
7. At least one observation for an individual who has a Corrective Action Plan shall be conducted for a full class period, shall be announced, and shall require a pre-conference.
8. Every individual on a Corrective Action Plan shall be provided regular and continuous support toward and feedback about their progress in addressing any deficiencies.
9. Observations of individuals with Corrective Action Plans shall be conducted by multiple observers who shall be certified district supervisors.
10. No School Improvement Panel teacher member will be involved in creating or meeting another staff member's Corrective Action Plan.

I. NOTIFICATION OF STUDENT ROSTER FOR STUDENT GROWTH PERCENTILE (SGP) PURPOSES

1. The district must provide the final list of students that is submitted to the N.J. Department of Education for the staff member's SGP.

APPENDIX A

A-1 SNOWDAYS

All Office Staff members shall be exempt from reporting to work on days when the schools are closed because of inclement weather. The Office Staff will be dismissed within 30 minutes of the departure of students on early dismissal due to inclement weather.

A-2 HOLIDAYS

The holiday schedule for office staff employees shall consist of holidays established annually in the school calendar. In addition, the day before Thanksgiving and December winter recess shall be an early dismissal day. Office staff will be permitted to leave with the students for those days only. During recess periods within the school year, office staff will have the same schedule as teaching staff.

A-3

PROMOTIONS, NEW POSITION OF NEW EMPLOYEES ON THE SALARY GUIDE

- A. Office Staff members shall be given the opportunity to apply for all vacant or new positions. All openings for these positions shall be posted.
 1. All office personnel will be appointed with three months probationary status prior to the issuance of a regular contract. The contract will be retroactive to the first day of employment.
 3. ~~When existing staff members are promoted to a different category, e.g. from Group I to Group~~

~~III, the step placement on the guide may be adjusted vertically by one step.~~

C. INVOLUNTARY TRANSFERS

The individual affected shall be notified fifteen workdays prior to transfer to permit dialog with his supervisor and Superintendent of Schools.

A-4

FRINGE BENEFITS

A. Health Benefits: Employees of the Park Ridge School District who are employed twenty-six (26) hours or more per week shall be entitled to participate in a Health Benefit Insurance Plan which is equal to or better than the School Employees Health Benefit Program effective July 1, 2009, as agreed upon in writing by the Board and Park Ridge Education Association.

Any employee who was employed in the district 20 hours or more per week before July 1, 1999 shall continue to receive benefits notwithstanding anything in the Agreement to the contrary.

1. The cost of employee and dependent coverage will be borne by the Board of Education, except that employees will contribute an amount equal to the Tier 3 contribution levels under Chapter 78.P.L. 2011, An employee who selects a change in plans or level of coverage shall pay the appropriate contribution for said plan or level of coverage.

2. The Board shall request from the carrier for distribution to new members of the unit, and others on request, a description of the health-care insurance coverage provided under this Article no later than the beginning of each school year, which shall include a description of conditions and limits of coverage as defined in the master policies and contracts mentioned above.

3. The Board shall offer to eligible employees who can establish health insurance coverage through their spouse or domestic partner, an opt-out plan, providing for a payment of 25% of the cost of the premium or \$5,000, whichever is less.

B. Dental: Office Staff who are employed twenty-six (26) hours or more per week shall be entitled to participate in a dental insurance plan, effective July 1, 2000. The cost of office staff (and dependent) coverage will be borne by the Board of Education.

Any employee who was employed in the district twenty (20) hours or more per week before July 1, 1999 shall receive this benefit notwithstanding anything in the Agreement to the contrary.

The maximum yearly benefit shall be \$3,500 per employee and \$3,500 per each dependent enrolled in the plan.

Orthodontic coverage shall increase by the following schedule:

2014-2015	\$1,000
2015-2016	\$1,500
2016-2017	\$2,000

C. Optical Plan: There will be an Optical Plan offered to office staff (and dependents) that is the same as for certificated staff if they are employed twenty-six hours or more per week. The cost of office staff (and dependent) coverage will be borne by the Board of Education.

Any employee who was employed in the district twenty (20) hours or more per week before July 1, 1999 shall receive this benefit notwithstanding anything in the Agreement to the contrary, The upgrades are as follows:

Benefit:

Exam	\$70	Frames	\$75
Single vision lenses	\$70	Elective contact lenses	\$135
Bifocal lenses	\$90	Medically necessary	
Trifocal lenses	\$110	Contact lenses	\$240
Lenticular lenses	\$110		

D. Sick Leave: (return to old language) All office staff will be allowed twelve sick leave days each year with pay. All twelve days are cumulative. Sick leave days shall be prorated for less than full-time staff. Full salary shall be paid for absence due to illness until the current and accumulated sick leave is expended. When regular sick leave is exhausted, the Board of Education will consider individual cases, written requests for the additional benefits. Should an illness carry over to the following school year, and the accumulated sick leave days have been fully expended the previous year, after the use of the current sick leave day's full salary shall be deducted.

An illness of seven (7) consecutive working days or more requires a doctor's approval before the staff member returns to work.

E. Unused Sick Leave Days: The Board shall pay a retiring Office Staff member partial payment for unused sick leave days. The payment shall be in a lump sum payable on retirement or the January 15th following retirement, at the retiring employee's option. Such pay for unused sick leave days shall be determined by the following criteria:

1. To qualify, an employee must have worked in the Park Ridge Schools for at least ten years, half-time or more. Time served as an aide counts.
2. A school office employee must have accumulated a minimum of thirty (30) days to qualify.
3. Payment will be made to a maximum of 180 days.
4. Payment for unused accumulated days will be \$25 per day.

F. Work Day: The work week for all full time office staff employees shall consist of thirty-five hours per week/seven hours per day exclusive of lunch hour. During the summer months of July and August, the workweek shall be 32 1/2 hours as past practice.

In addition, when a secretarial staff member takes a Friday off in the summer it shall only count as a half day not a full day in accordance with their work schedule.

G. Individual Leave: Individual leaves for office staff may be granted upon recommendation of the appropriate administrative office and approval of the Superintendent or Board Secretary, where applicable. Salary deductions will be made at a prorated daily rate.

H. Vacations: Paid summer vacation periods for office staff members shall be as follows:

1. Twelve month employees with less than one year of service shall be entitled to one day of vacation per month of employment up to ten days. This vacation is to be taken during the immediately following July or August.
2. Twelve month employees with one to four years of service shall be entitled to two weeks' vacation; five to nine years' service, three weeks' vacation; ten or more years of service, four weeks' vacation.
3. Ten-month employees shall receive no summer vacation pay or time.
4. No Vacation Days shall be taken during the week prior to the opening of school each year. In the event a secretary must use a vacation day(s) during this week, prior approval must be attained from the Principal/Supervisor.

Staff members may take part of their vacation during the school year upon approval of their Supervisor and the Superintendent.

I. Personal Days: Up to four days absence with pay will be allowed annually by the Superintendent for legal, family, educational, and/or real estate purposes. A statement that the reason fits within these categories is all that is required. Absence for other reasons may be allowed. Personal Days should be approved in advance by the direct supervisor and the Superintendent. Emergency absences should be certified in writing to the Superintendent.

12-Month Secretarial Staff Members shall receive 1 additional personal day per year.

Up to two (2) unused personal days may be converted to sick days per year.

J. Tuition Reimbursement: An office staff employee who voluntarily takes professional courses which will contribute to his professional development must have prior approval of the Superintendent and reimbursed under the following conditions.

1. To be eligible for reimbursement, the staff employee must furnish an explanation of how the course will contribute to his professional improvement in the Park Ridge School System.
2. The maximum reimbursement for tuition, registration fees shall be \$500. Courses will be charged to the school year in which they are completed.
3. In school year and summer courses are included.
4. Written participation/passing of course must be presented to the Superintendent to qualify for reimbursement.

K. Evaluation Procedures: Office staff employees shall be evaluated in accordance with the Office Staff Evaluation Form by Supervisors and Principals.

The employee shall be given a copy of the evaluation prior to a conference with the immediate supervisor/evaluator. All copies of evaluations shall be signed by both employee and evaluator at the time of the conference.

The employee reserves the right to respond in writing and said will be attached to this evaluation.

PARK RIDGE SECRETARIAL GUIDES

SALARY GUIDE EXPLANATION FOR OFFICE STAFF

~~Secretarial staff in Group II shall move into Group III effective July 1, 2014 with a reduction of one step in the 2014-2015 school year.~~

Group I Secretaries will be called 10-month secretaries and the new Group II (~~formerly Groups II & III~~) will be called 12-month secretaries.

Group I 10-Month Secretaries:

These secretaries are to work 193 days. These days are to start five days prior to the official opening of school and run through June 30. Less than full time secretary in school offices or media centers working 6 hours per day.

Group II 12-Month Secretaries:

School Secretary, Secretary to the Principal, Secretary to the Assistant Principal, Secretary to Guidance Department, Secretary to Director of Special Programs & Student Services, Secretary to Director of Curriculum & Instruction, Accounts Payable, Attendance Secretary

PARK RIDGE PUBLIC SCHOOLS OFFICE STAFF SALARY GUIDES

A-5 Salaries

2017-2020 Office Staff (Include Salary Guides)

Steps	10-Month	12-Month
1	\$25,140	\$44,370
2	\$25,990	\$45,870
3	\$26,840	\$47,375
4	\$27,690	\$48,875
5	\$28,540	\$50,375
6	\$29,430	\$51,945

APPENDIX B

B-1 TEACHING HOURS AND TEACHING LOAD

A. 1. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in or clock out" by hours and minutes, Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in" roster or use district provided electronic system.

2. The work year for teaching staff shall be scheduled for no more than 187 days, inclusive of three (3) snow days (183 days for students). In the event there is no snow day utilized during the year, the work year shall be reduced to 186 days. In the event there is one (1) or two (2) snow days utilized, the work year shall be reduced to 185 days. In the event that all three (3) snow days are utilized, then the work year shall be 184 days. Opening of School will begin with two (2) staff only days.

Snow Days Used	Staff Days	Student Days
Zero (0)	186	182
One (1)	185	181
Two (2)	185	181
Three (3)	184	180

3. The arrival and departure times for all teachers shall be designated by the individual schools,, however, their total in-school work day shall consist of not more than seven (7) hours and five (5) minutes in the elementary schools and seven hours and ten minutes in the MS/HS. The day begins with designated sign-in time or the start of an assigned duty and ends with sign-out as prescribed by the Administration which shall include a duty-free lunch period. The first five (5) minutes of the elementary school teacher's day shall be non-instructional. The ten (10) minutes at the end of the MS/HS teacher's day is non-instructional except during the (30) thirty-minutes extra help time for students to be performed one day per week. On that day, the ten (10) minutes shall be instructional time. Teachers shall arrange with their Building Principal as to which day per week the extra help shall be offered to students. In the event the teacher is permitted to provide the thirty (30) minutes of extra help time before the student/teacher day begins, there shall be no effect upon the teacher's non-instructional requirements after the school day.

4. The time limitation herein above set forth shall not be deemed to relieve the teachers of their responsibilities in assisting students when such help is requested or required; of parent or teacher initiated conferences about pupil progress; of assumption of detention duties and of similar professional responsibilities.

5. a. Any teacher who is required to work beyond the established school day during the school year, as defined in the school calendar, shall be compensated at an additional 1/200th of current salary for each

day, or any part of such work. Any teacher who is required to work during the summer, as defined by the school calendar, shall be compensated at an additional 1/180th of current contractual salary for each day, or any part of such work.

b. Teachers shall be required to perform two chaperoning duties per School year without compensation. Any additional chaperoning assignment shall be compensated at \$40 per assignment on school days and \$50 for each assignment on weekends, non-school days and holidays.

B. 1. The normal daily teaching load in the Middle School/High School shall consist of five teaching periods, two preparation periods, and a duty period; except that Physical Education and Related Arts teachers may teach more than five periods, but not more than six. Where a teacher is asked to teach more than five periods and agrees to do so, said teacher shall be relieved of the performance of a duty period by virtue of the additional teaching assignment. The total of eight enumerated periods and lunch period shall run consecutively.

- Therapist Language -

C. "The workday for Occupational Therapists, Physical Therapists, and Behavior Specialists shall be seven (7) hours and ten (10) minutes, inclusive of a forty-five (45) minute lunch and two fifteen (15) minute breaks. A schedule of appointments will be developed and approved by the Director of Special Services (or designee) on a weekly basis. All therapists will work the same number of days as the teachers (187/186). Staff only days can be scheduled for professional development or therapy with students."

- 18-21 Life Skills Teacher (Owl House)-

D. "The 18-21 Life Skills Teacher (Owl House) will receive forty (40) minutes of preparation time per day, however, the time does not have to be consecutive."

Elementary Schools Morning Supervision:

Three teachers at each elementary school shall supervise students who arrive prior to the opening of school. The teacher on duty shall report for this duty fifteen (15) minutes prior to the official starting time for teachers. The assignment of the duty shall be as follows:

1. Administration shall issue a memorandum seeking volunteers for this duty.
2. Should there be no volunteer(s), the building principal shall assign all members of the staff on an equitable rotation basis at the beginning of the school year. In no event shall a staff member be assigned for more than five consecutive school days if there are not volunteers.
3. A stipend for said duty shall be paid in the amount of \$50.00 per five-day period of supervision. Any teacher who may be needed to substitute shall be compensated at \$10.00 per supervision.
2. The normal weekly teaching load in the elementary schools shall not exceed twenty-five (25) hours of pupil instruction per week.
3. While desirable that secondary teachers should not teach more than two subject areas nor have more than three preparations both parties understand that this is not always possible. Administration shall have the right to assign additional preparations when in its judgment the additional preparations are necessary to maintain an appropriate program.
4. While desirable that secondary school teachers should not be required to change subject area teaching stations more than two (2) times during the school day, both parties understand that this is not always possible. The Administration shall continue to use all resources necessary to make this possible.
5. The day before Thanksgiving and December winter recess shall be early dismissal days.
6. All elementary school staff members will conduct parent teacher conferences, which shall consist of two (2) daily and (1) evening conference for each grade level, On the day of the evening conference the staff will work a half day and then return for the evening conferences from 7-9 p.m.

C. 1. Class Coverage / Meeting Attendance

1. **SECONDARY CLASS COVERAGE** - no remuneration will be required for assignment to two (2) emergency substitution duty periods. However, in the event that a teacher is asked to provide emergency coverage for more than 2 periods in a year, using periods other than a duty or regular class period, the teacher will be remunerated at the rate of \$30 for each additional period assigned.

Emergency situations will not include the case where the absence of the teacher is known one or more days ahead of time. Emergency assignments are to be distributed as equitable as possible among all available teachers,

2. **SECONDARY MEETING ATTENDANCE** - no remuneration will be required for assignment of meetings (Grade Level, IEP, 504, etc.) during a teacher's duty period, as long as the teacher still maintains two preparation periods per day.

For non-emergency coverage other than duty periods remuneration will be \$30 for each preparatory period lost.

3. **ELEMENTARY MEETING ATTENDANCE** - no remuneration will be required for assignment of two (2) periods per year for school level meetings (Grade Level IEP, 504, etc.), which results in the teacher receiving less than five (5) preparation periods per week. However, in the event that a teacher is asked to attend school level meetings for more than two (2) periods per year, the staff member will be remunerated at the rate of \$30 for each preparatory period lost. Remuneration will only occur when the total number of preparation periods is less than five.

All other coverage that results in the loss of preparatory period when the number is less than 5 per week will be remunerated at \$30 per period.

D. Teachers may leave the building without requesting permission during their scheduled duty free lunch period.

E. 1. a. **Elementary Staff** - Elementary school meetings shall be held on no more than three (3) days each month. Meetings are to begin 10 minutes after the student dismissal time if all participants are in the same building. Meetings shall begin 20 minutes after the student dismissal time if participants must travel to a different building. In no event shall any meeting continue beyond 4:30 p.m.

b. **MS/HS Staff** - MS/HS teachers shall be available for after school meetings for no more than three (3) days each month. Such meetings shall begin no later than 10 minutes after the student dismissal time and shall run for no more than 50 minutes.

c. **All staff** - If additional time is needed, students shall be dismissed early. This does not preclude the possibility of meetings being scheduled before the opening of the school day if it is mutually agreed upon by the principal and faculty.

d. One day each month shall be reserved for PREA meetings.

e. Monthly administrative meeting dates for the school year shall be scheduled on the calendar at the start of the school year and distributed to teachers in September and is subject to change.

f. Any faculty member may submit items to be considered for inclusion in the agenda.

F. 1. Classroom teachers shall, in addition to their lunch period, have preparation time during which they shall not be assigned to any other duties as follows at least:

a. Elementary School - five (5) periods per week

b. Secondary School - two (2) period per day

2. The desired teaching load for High School Laboratory Science teachers shall consist of up to 26 periods per week. The remaining time shall be allocated as follows: lunch - 5 periods per week, preparation - 10 periods per week and remainder allocated to duties/supervisions.

G. Administrators shall have the authority to make exceptions to items, A, B, C, D, E and F in emergency situations.

H. Teachers participating in extra-curricular activities listed in Schedule E shall be compensated for such participation as defined in said schedule. Compensation includes supervision of functions related to the responsibility except where special provision is made in Schedule E, such as for Class Advisors.

B-2 NON-TEACHING DUTIES

A. The Board and Association acknowledge that a teacher's primary responsibility is to teach and that his energies should to the extent possible, be utilized to this end. Therefore, they agree as follows:

1. Elementary:

It will continue to be the policy of the Board of Education to employ lunchroom aides. In an emergency situation, teachers assigned shall be compensated at the rate established for lunchroom supervision.

B-3 SALARIES

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

The Board of Education may withhold, for inefficiency or other good cause, the employment increment, including longevity, or the adjustment increment, or both, of any member in any year by a recorded roll call majority vote of the full membership of the Board of Education. It shall be the duty of the Board of Education within ten (10) days, to give written notice of such action, together with the reasons therefore, to the member concerned. The member may appeal such action to the Commissioner under rules prescribed by him. The Commissioner shall consider such appeal and shall either affirm the action of the Board of Education or direct that the increment or increments be paid. The Commissioner may designate an Assistant Commissioner of Education to act for him in his place and with his powers on such appeals. It shall not be mandatory upon the Board of Education to pay any such denied increment in any future year as an adjustment increment. (18A:29-14)

An increment shall be granted, unless withheld for the reasons above, if the teacher has been present fulfilling his assignment for half or more of the days school is in session. If a teacher is absent more than half of the days school is in session, the increment shall not be granted.

B. Those salaries and payments which are beyond those prescribed in Section A of this Article are set forth in Schedule E which is attached hereto and made a part hereof.

C. Unused Sick Leave Pay for Retiring Teachers

The Board shall pay a retiring teacher partial payment for unused sick leave days. The payment shall be in a lump sum and equal to one-half (1/2) the current daily substitute pay for the year in which the teacher retires times the number of days accumulated, up to a maximum of two hundred (200) days. The teacher must have a minimum of fifteen (15) years experience in Park Ridge and a minimum of fifty (50) days accumulated.

At the retiring teacher's option, the teacher may elect to receive payment on the July 15th or January 15th following retirement, provided that the teacher has notified the Board of Education of his/her retirement by January 15th prior to retirement that school year. If a teacher provides notice of retirement to the Board after January 15th, payment to the teacher according to the above provision shall be delayed for one entire year.

"Retiring employee" shall be defined as a teacher who, upon cessation of employment, applies for and receives a retirement allowance from the Teachers' Pension and Annuity Fund. Teachers who leave Park Ridge without formally retiring, including those who vest their previous contributions, shall not be eligible. The Board will consider individual cases which may not specifically be covered by the above definition but meet the general criteria of retirement as defined above.

(Note: Appendix B-8 paragraph B relative to accumulated sick leave available from this benefit in the case

of extended sick leave days.)

C. All salaries and stipends will be rounded to the nearest dollar. \$.50 or more will be the next highest whole dollar; \$.49 or less will be dropped.

APPENDIX C Athletic Trainer

The Athletic Trainer will be placed on the Teacher's Salary Guide and perform duties in accordance with the job description.

PARK RIDGE BOARD OF EDUCATION

July 1, 2017 - June 30, 2020

Salaries - Schedule A (Include Salary Guides)

STEPS	BA	BA+30	MA	MA + 30
1	55,454	57,129	58,804	62,154
2-3	56,454	58,129	59,804	63,154
4	57,454	59,129	60,804	64,154
5	58,454	60,129	61,804	65,697
6	59,454	61,129	62,804	67,661
7	61,259	63,135	65,104	70,510
8	63,269	65,208	67,269	72,695
9	65,279	67,023	69,103	74,436
10	67,289	68,964	70,881	76,341
11	69,299	70,974	72,649	77,755
12	71,309	72,984	74,659	79,468
13	73,319	74,994	76,669	81,360
14	75,329	77,004	78,679	82,926
15	77,339	79,093	81,256	87,090
16	79,349	82,803	86,829	92,215
17	81,359	85,213	89,934	95,429
18	83,369	87,377	92,604	98,206
19	85,379	89,464	94,792	100,501

SCHEDULE E

A. CO-CURRICULAR

This guide will be based on an agreed upon percentage each year and the allocation of all increases will be determined by the PREA. ~~For the 2016-17 school year the guide will increase 2.7% based on the 2015-16 Schedule E salaries.~~

1. COACHES 2017-2020

Step III

	Step I	Step II	Two or more yrs. experience
Football, Head	8,893	9,113	9,331
Assistants (4)	5,603	5,825	6044
Basketball			
Head	7,579	7,800	8,019
Assistants (Boys 2) (Girls 1)	5,054	5,275	5,493
MS Boys' & Girls Basketball (1 each)	4,067	4,286	4,503
MS Intramurals - Boys		1,698 (2.7% over \$1,653 Intramurals Stipend)	
MS Intramurals - Girls		1,698 (2.7% over \$1,653 Intramurals Stipend)	
Wrestling - Head	7,579	7,800	8,019
Track Coord/Head Spring	9,453	9,670	9,890
Assistants - Spring HS (4)	4,833	5,053	5,275
Track / Head Winter	3,843	4,068	4,286-6000
Track Assistant - Winter	2,726	2,881	3,031-4800
MS Track Co-Ed Coach (2)	3,733	3,956	4,177-4503
MS Intramurals Co-Ed (2)		1,698 (2.7% over \$1,653 Intramurals Stipend)	
Baseball & Softball (H.S.)			
Head	6,924	7,143	7,364
Ass't (HS 2 each)	4,833	5,053	5,275
Freshman Ass't Coach	4,833	5,053	5,275
MS Boys' Baseball Coach	4,833	5,053	5,275
MS Girls' Softball Coach	4,833	5,053	5,275
MS Intramurals - Boys		1,698 (2.7% over \$1,653 Intramurals Stipend)	
MS Intramurals - Girls		1,698 (2.7% over \$1,653 Intramurals Stipend)	
Bowling, Head	3,843	4,068	4,286
Assistant	2,726	2,881	3,031
Lacrosse Girls & Boys			
Head	6,450	6,661	6,873
Assistant (1 each)	4,336	4,548	4,759
Soccer, Head	6,364	6,584	6,803

Ass't (2 Boys, 2 Girls)	4,495	4,713	4,935
MS Boys' Coach	3,343	3,556	3,768-4503
MS Girls' Coach	3,433	3,652	3,870-4503
Volleyball, Head	6,364	6,584	6,803
Assistant	4,495	4,713	4,935
Freshman Coach	3,944	4,166	4,386
MS Coach	3,697	3,918	4,137-4503
MS Intramurals - Boys		1,698 (2.7% over \$1,653 Intramurals Stipend)	
MS Intramurals-Girls		1,698 (2.7% over \$1,653 Intramurals Stipend)	
Cross Country, Head	5,045	5,263	5,485
Tennis (Fall & Spring), Head	5,053	5,275	5,493
Assistant	3,183	3,407	3,625
Cheerleading			
Head (Fall)	2,527	2,636	2,746-4000
Assistant (Fall)	1,756	1,866	1,977
Golf	3,843	4,068	4,286

SCHEDULE E

A. CO-CURRICULAR

- a. Coaches moving from Assistant to Head coach in the same sport will drop back one experience step.
- b. The Board of Education, on the recommendation of the Superintendent, will determine placement on the guide of coaches with prior experience elsewhere.
- c. Coaches named as coach in a different sport, but remaining at the same or a lower level of responsibility (i.e. Assistant), will drop back one experience step. Assistant coaches named as head coaches in a different sport in which he has not previously coached, will be placed on Step I.
- d. The Board of Education, on the recommendation of the Superintendent, will determine placement in individual cases where the normal conditions above do not apply.

NON-COACHING ASSIGNMENTS 2016-2017

Academic Events Coordinator	3941
Advanced Placement	\$58 /hour (per group)
	X 33 weeks
Art Advisers Student Publications:	
MS & HS Literary Magazines	1289
Art Club Honor Society Advisor	1246

Band Director (Elementary)	1354
Brain Busters	1138
Camp Bernie Coordinator	1354
Chaperones (overnight - per night)	117/night
Chess Club	1138
Choir, Women's	2055
Class Advisers Senior, Junior	2971 each
Sophomore	1461
Freshman	1138
Middle School	1285
Costumes / Props (Musical & Play)	870
Culture Club Advisor HS (Environmental)	1213
Curriculum Writing	50/hour
DECA	2781
Dramatics Directors High School (1)	2914 2385
(1)	
Director (MS) (1) (1)	1645 1223
ESL Coordinator	2108
Exchange Trip (Coordinators) (2) (Trips alternate every other year)	2324 each
Exchange Trip (Hosts) (2) (Visits alternate every other year)	1893 each
Extended School Year Instructor	(15hrs/\$57 per hr.)
Future Problem Solving Team	3359

Homework Club	\$42/hour
IEP 15-minute meetings (before or after teacher work day)	\$15/per 15 minutes
Independent Study	
A. In Class Session	\$39/hr (pro-rated-.72 hrs X average no. of wks 16.5,25, or 33
B. After School, Prep Period, Lunch	\$58/hr (pro-rated-.72 hrs X average no. of wks 16.5, 25, or 33
Instrumental - HS State/Regional	\$36/hr - \$1800 cap

Competitions			
Interact Club Advisor			1893
International Thesplan Society			1638
Intramurals: EB & WR			1246
Liaison Football (County & State)			2107
Lighting Technician Musical/Play/Concerts			3833
Literary Magazine Advisors			
High School			2259
Middle School (Stepping Stones)			2039
Madrigals			2039
Marching Band	Director		6421
Assistants (2)			3139
Color Guard (Band Front)			1931
Math Team Advisors MS & HS (1 each)			1193 each
Music Coordinator (Summer)			3294
Musical	Director	(1)	2914
(1) (if required)			2385
Assistant (Music)			1517
Choreographer			1517
National Honor Society	High School		1893
Middle School			1409
OWL Advisor			3359
PEAK Advisor			1818
Popcert	Director		978
Ass't. Director			762
PRE Advisor			2307
Quiz Bowl			1192
ReAct (Middle School Service Club)			1893
Robotics			1638
Renaissance Coordinator			1193

SADD/Drug Task Force/Activity		4458
Safety Patrol Advisors EB & WR		1380 each
Science Clubs: (Physics = J.E.T.S.) (MS Environmental)		1246 each
Set Construction/Design (2) Play & Musical		1677 each
Sound Technician		3941
Staff Workshop Instructor		\$72/hr (15 hr. class - 2 hr prep. & 1 hr. presentation)
Student Council Advisor	High School	3125
Middle School		2216
Summer Band Camp		
Camp Director		3078
Ass't. Director (2)		1625
Drill Writer		1709
Color Guard (Band Front)		1138
Teachers (In Charge)	EB & WR	1354 each
Technology Coach		5397
Test Coordinators		
EB		1539
WR		1539
Variety Show MS		
Director		789
Assistant		410
Vocal - HS State/Regional Competitions		\$35/hr \$1800 cap
Yearbook	Literary - High School	3895
Business - High School		2399
Middle School		1246
Mock Trial Advisor		2200
Mock Trial Advisor- (if) State/Regionals		500

HS Transition Coordinators (2)	2000
Elementary Drama Club Advisors (2)	1000
Homework Club Advisors- 120 minutes per week (2)	4000
Athletic Trainer- Extra Compensation	1500

The Superintendent will recommend in conjunction with PREA any new positions or clubs as needed and will recommend to the Board of Education a suitable level of compensation.

Class Advisors: Are expected to chaperone additional class activities beyond the normal chaperoning requirements without compensation as provided in Appendix B-1, Section A, paragraph 4b according to the following schedule: Senior Class Advisor - 2; Junior Class Advisor - 2; Sophomore Class Advisor - 1; Freshman Class Advisor - 1.

B-4 TEACHER FACILITIES

A. Every effort shall be made to provide the following:

1. With the limitation of the classroom, such space as may be available for teachers to store instructional materials and supplies;
2. A teacher work area containing equipment and supplies to aid in the preparation of instructional materials;
3. Within the limitations of existing facilities an appropriately furnished room which shall be reserved for the exclusive use of staff as a faculty lounge. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff;
4. Serviceable desks, chairs and filing cabinets shall be available for the use of teachers;
5. A communications system permitting teachers to communicate between the classroom and the office;
6. Properly lighted and clean teacher rest rooms, separate for each sex and separate from the students' rest rooms;
7. Within the limitations of existing facilities, a separate, private dining area for the exclusive use of staff members;
8. Suitable space for each teacher to store coats, overshoes, and personal articles;
9. Copies, exclusively for each teacher's use, of all texts used in each of the courses he is to teach;
10. Board space in every classroom;
11. Required numbers of books, papers, and pencils, which shall be available for distribution with discretion, chalk, erasers, and other suitable materials required in carrying out daily teaching responsibilities;
12. Free off-street parking within the limits of the space available will be provided for staff. Diagrams (drawings) of the parking areas available at or in the immediate vicinity of each of the separate schools shall be maintained at the school offices. The assignment of spaces at the high school, other than twenty of those at the upper level, shall be worked out mutually by the high school administration and the Park Ridge

Education Association.

B. The Board shall endeavor within space limitations to furnish appropriate rooms and other facilities for teachers who work in more than one building so as to permit the effective discharge of their responsibilities to their pupils. Wherever physical facilities permit, said teachers shall also have assigned to them a single classroom or office for their use outside of regular teaching hours, with a desk or like facility and a place to store materials and supplies for their personal use.

C. Upon request of the Association, vending machines shall be installed in the Teachers Lounge and Teachers Lunchroom areas, provided, however, that said machines can be installed without any expense to the Board. Profits from all such machines shall be placed in a student scholarship fund created for that purpose and said fund shall be administered jointly by the Association and the Board acting through the Superintendent.

D. In order to permit freedom of access both during and after regular school hours, teachers shall be furnished with keys to the Faculty Lounge and teacher work areas. Whenever a teacher desires to make use of school facilities during non-school hours, request for such use shall be made of the school principal who shall then notify the custodians on duty to admit the teacher requesting permission to enter the building and the teacher shall seek admission at the location designated by the principal.

It is understood that access to school buildings by teachers after school hours shall only be permitted when custodial help is available in the building.

B-5 TEACHER-ADMINISTRATION LIAISON

A. The Association shall select a liaison committee for each school building to meet with the school principal at least three times during the school year, said committee shall consist of not more than one (1) member for every ten (10) teachers in the school building, but shall in no event have less than three (3) members. Major make-up of the committee shall consist of members of the teaching unit of said building. Matters to be discussed shall be related to school problems and practices.

B. Meetings shall occur at least twice during the school year between the Association representatives and the Superintendent and his staff to review and discuss current school problems and practices and the administration of this Agreement. The Association committee shall consist of no more than six (6) representatives.

C. Insurance Containment: PREA, in conjunction with the

Administration and the Board, shall select a committee to review the current Health Benefits Plan and develop a means of cost containment of the spiraling costs.

B-6 SICK LEAVE AND PERSONAL DAYS & INDIVIDUAL LEAVE

A. All professional employees shall be entitled to ten (10) sick days each school year as of the first official day of said school year, including part-time workers that work 5 days a week. Sick leave both per year and accumulated, shall be prorated to part-time staff that work less than 5 days a week.

B. Full salary shall be paid for absence due to illness until the current and accumulated sick leave is expended. When regular sick leave is exhausted, the Board of Education will consider in individual cases, written requests for the following additional benefits: payment of the difference between the contract salary and actual substitute's pay for the duration of the school year in which the accumulated sick leave is expended; except that for teachers with four or more years of experience in Park Ridge, regular substitute pay would be deducted. Should a substitute not be required, the regular substitute's pay would be deducted. Should an illness carry over to the following school year, and the accumulated sick leave had been fully expended the previous school year, after the use of the current sick leave full salary shall be deducted.

Should extended sick leave be granted, the total days of such extended leave shall be deducted from the accumulated sick leave applicable to determining payment for unused sick leave under Appendix B-5, paragraph D of this contract. Should such deduction reduce the total accumulative sick leave days below fifty (50), the teacher would become ineligible for partial payment of unused sick leave except that the

minimum of fifty (50) days will be adjusted for less than full time staff. This provision is effective July 1, 1987, and any extended sick leave granted prior to that date shall not be deducted from the accumulated sick leave applicable to Appendix B-5, paragraph D.

C. An illness of seven (7) consecutive working days or more requires a doctor's approval before the teacher returns to work.

D. **Personal Days:** Up to four days absence with pay will be allowed annually by the Superintendent for legal, family, educational, and/or real estate purposes. A statement that the reason fits within these categories is all that is required. Absence for other reasons may be allowed. Personal Days should be approved in advance by the Superintendent, when possible. Emergency absences should be certified in writing to the Superintendent and principals.

Up to two (2) unused personal days may be converted to sick days per year.

B-7 HEALTH INSURANCE

A. Health Benefits

Employees of the Park Ridge School District who are employed twenty-three (23) hours or more per week effective July 1, 1999 shall be entitled to participate in the Health Benefit Insurance Plan or a plan which is equal to or better than the School Employees Health Benefit Program effective July 1, 2009, as agreed upon in writing by the Board and Park Ridge Education Association. Any employee who was employed in the district 20 hours or more per week before July 1, 1999, shall continue to receive health benefits notwithstanding anything in this Agreement to the contrary.

1. The cost of employee (and dependent) coverage will be borne by the Board of Education except as otherwise provided by State and/or Federal law.
2. The Board and the Association will establish a qualified cafeteria plan within the meaning of Section 125 of the Internal Revenue Code of 1986.
3. The Board shall request from the carrier for distribution to new members of the unit, and others on request, a description of the health-care insurance coverage provided under this Article no later than the beginning of each school year, which shall include a description of conditions and limits of coverage as defined in the master policies and contracts mentioned above.

Coverage will be in accordance with the carrier's provisions.

4. The Board shall offer to eligible employees who can establish health insurance coverage through their spouse or domestic partner, an opt-out plan, providing for a payment of 25% of the cost of the premium or \$5,000, whichever is less.

B. Dental

Teachers who are employed twenty-three (23) hours or more per week shall be entitled to participate in a dental insurance plan as provided by the NJ Dental Service, or its equivalent, as agreed upon by the Board and Park Ridge Education Association. The cost of teacher (and dependent) coverage will be borne by the Board of Education. Any employee who was employed in the district for 20 hours or more per week before July 1, 1999 shall continue to receive health benefits notwithstanding anything in the Agreement to the contrary.

The maximum yearly benefit shall be \$3,500 per employee and \$3,500 per each dependent enrolled in the plan. Orthodontic coverage shall increase by the following schedule:

2014-2015	\$1,000
2015-2016	\$1,500
2016-2017	\$2,000

C Optical Plan: There will be an Optical Plan offered to office staff (and dependents) that is the same as for certificated staff if they are employed 23 hours or more per week. The cost of office staff (and dependent) coverage will be borne by the Board of Education. Any employee who was employed in the district twenty (20) hours or more per week before July 1, 1999 shall receive this benefit notwithstanding anything in the Agreement to the contrary.

Benefit:

Exam	\$70	Frames	\$75
Single vision lenses	\$70	Elective contact lenses	\$135
Bifocal lenses	\$90	Medically necessary	
Trifocal lenses	\$110	Contact lenses	\$240
Lenticular lenses	\$110		

~~D. The Board shall assume the cost of the State Health Benefit Program for a retiring employee and dependent(s), provided that the employee shall have had twenty-five (25) years credit in a State or locally administered retirement system or for an employee who retires on a disability pension based on fewer years of service credited in such retirement systems. This provision shall not include employees who elect deferred retirement. The benefit shall be provided to survivors of a deceased employee provided he was covered as a dependent under the State Health Benefits Program immediately preceding the retirement or the death of the active or retired employee. All aspects of this benefit are to be consistent with present State law and subject to change should the law be modified during the life of this contract.~~

B-8 PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A professional employee voluntarily taking professional courses which have had the prior approval of the Superintendent shall be reimbursed under the following conditions:

- A. To be eligible for reimbursement, the teacher must finish an explanation of how the course will contribute to his professional role in the improvement of the Park Ridge School system.
- B. The maximum yearly reimbursement for tuition, registration and laboratory fees only, shall be capped at \$700 for the duration of this contract. Courses will be charged to the school year in which they are completed. Part time professional employees will be reimbursed on a pro-rated basis. For example, a teacher employed on a half-time basis will be reimbursed one-half of \$700 or \$350.
- C. In-school year and summer courses are included.
- D. Written evidence of earned credit at appropriate degree level, presented to the Superintendent. Marks of "B" or better, or their equivalent, must be earned to qualify for reimbursement, except that two grades of "C" (total of six credits) per each 30 credits or degree program may be earned provided that a corresponding grade of "a" must be earned to balance each "C". Pass (P) will be accepted if marks are given only on a Pass (P), Fail (F) basis.
- E. Tenured teachers will receive reimbursement within 60 days of presenting written evidence of successful completion of course and payment of tuition, registration and laboratory fees. Non-tenured teachers will receive reimbursement during October for the previous school year (July 1 to June 30) after presenting written evidence of successful completion of course and payment of tuition, registration and laboratory fees. Beginning teachers may not receive reimbursement for courses taken prior to September 1 of their first year of employment. Teachers are not eligible for reimbursement for courses taken to meet minimum teacher certification. Should a teacher's employment be discontinued, all monies not previously received become uncollectible. However, a tenured teacher who is not re-employed due to a reduction-in-force shall be entitled to full reimbursement under this Article.

B-9 SCHOOL CALENDAR

In developing the school calendar for the following year, PREA will be given the opportunity to present its suggestions. The Board of Education retains unto itself the right and responsibility to make the final determination on the school calendar.

DURATION OF THIS AGREEMENT

This Agreement shall be effective as of July 1, 2017 and shall continue until June 30, 2020.

IN WITNESS WHEREOF, the Park Ridge Board of Education has hereto caused its corporate seal to be affixed hereunto and this agreement to be executed by its proper corporate officers; and the Park Ridge Education Association has hereunto set its hand and seal, this:

(add date) _____ day of June, 2017.

Attest: PARK RIDGE BOARD OF EDUCATION

_____ By: _____

Robert Wright, President

Attest: PARK RIDGE EDUCATION ASSOCIATION

_____ By: _____

Kelly Epstein, PREA President

Certification

I declare to the best of my knowledge and belief that the attached document(s) are true electronic copies of the executed collective negotiations agreement(s).

Name Robert M, Gamper

Title Superintendent