

4-0202
27-06

THIS BOOK DOES
NOT CIRCULATE

Agreement

between the

East Orange Education Association

and the

East Orange Board of Education

1970-1971

EAST ORANGE EDUCATION ASSOCIATION

OFFICERS — 1969-70

D. Ray Wenger
President

Ralph Milteer
Vice President

Ida Morrof
Secretary

Theodore Huff
Treasurer

NEGOTIATING TEAM

D. Ray Wenger
Chairman

Ralph Milteer
Vice Chairman

Vincent Colagiuri

Patricia Kait

Richard Lazar

Alice Molina

Melvin Whiting

AGREEMENT

between the

**EAST ORANGE EDUCATION
ASSOCIATION**

and the

**EAST ORANGE
BOARD OF EDUCATION**

covering the period

SEPTEMBER 1, 1970

to

AUGUST 31, 1971

TABLE OF CONTENTS

Preamble	3
I—Recognition	3
II—Grievance Procedure	4
III—Personal and Academic Freedom	10
IV—Rights of the Association	11
V—Protection of Teachers	13
VI—Teacher Responsibilities	15
VII—Temporary Absences and Leaves	16
VIII—Extended Leaves of Absence	22
IX—Sabbatical Leave	25
X—Insurance	28
XI—Salaries—Teacher Salary Guide	30
XII—Salaries — Nurses	30
XIII—Salaries — Administrators	31
XIV—Salaries — Other Positions	34
XV—Professional Development and Educational Improvement	35
XVI—Teaching Hours and Teaching Load	36
XVII—Class Size	37
XVIII—Teacher Employment	38
XIX—Teacher Assignment	39
XX—Voluntary Transfer and Reassignment	41
XXI—Involuntary Transfer or Reassignment	42
XXII—Teacher Evaluation	43
XXIII—Personnel Folders	46
XXIV—Promotions	46
XXV—Temporary Special Assignments	49
XXVI—Instructional - Curriculum Council	49
XXVII—Extra Compensation	49
XXVIII—Deduction from Salary	55
XXIX—Miscellaneous	55
Duration of Agreement	56

PREAMBLE

This Agreement entered into this First day of September, 1970, by and between the Board of Education of East Orange, the City of East Orange, New Jersey, and the County of Essex, hereinafter called the "Board", and the East Orange Education Association, hereinafter called the "Association".

WITNESSETH :

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the East Orange School District is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teaching service, and

WHEREAS, the members of the teaching profession are particularly qualified to advise the formulation of policies and programs designed to improve educational standards, and

WHEREAS, the Board has an obligation, pursuant to Chapter 303, Public Laws 1968 to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

WHEREAS, the parties after long and mutually satisfactory deliberations in a combined effort to improve the quality of education in East Orange have reached certain understandings which they desire to confirm in this Agreement,

In consideration of the following mutual covenants, it is hereby agreed as follows:

Article I

RECOGNITION

A. The Board hereby recognizes the Association as the exclusive representative for the purpose of collective negotiations in the determination of, and in the administration of grievances arising

under, the terms and conditions of employment for all professional staff members whose positions require certification by the New Jersey State Department of Education, whether under contract or on leave, employed by the Board, including:

Classroom Teachers, Nurses, Guidance Counselors, Librarians, Social Workers, Helping Teachers, Vocational Counselors, Psychologists, Speech Correctionists, Learning Disability Specialists, Department Heads, Administrative Assistants, Assistant Principals, Principals, Directors, Supervisors and Coordinators.

but excluding:

Superintendent of Schools, Secretary-Business Manager, Assistant Superintendents and Assistant to Secretary-Business Manager.

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

Article II

GRIEVANCE PROCEDURE

A. Definition

A grievance shall mean a complaint by an employee in the bargaining unit (1) that there has been as to him a violation, misinterpretation or inequitable application of any of the provisions of the Agreement, or (2) that he has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting employees except that the term grievance shall not apply to any matter as to which (1) a method of review is prescribed by law or by any rule or regulation of the State Commissioner of Education having the force

and effect of law, or by any policy of the Board of Education, or (2) the Board of Education is without authority to act. As used in this definition, the term employee shall mean also a group of employees having the same grievances.

B. Purpose

1. It is understood and agreed that both the Board and the Association have the right to utilize all provisions of this article and that grievances may be processed either by the employee who has been aggrieved or by the Board or the Association.

2. It is the policy of the Board and the Association that all grievances be resolved informally or at the earliest possible stage of the grievance procedure. The results of an informal resolution shall be reduced to writing with copies to all parties involved. Both parties recognize that the procedure is available without any fear of discrimination because of its use.

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

4. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with the appropriate member of the administration, and having the grievance adjusted without the intervention of the Association, providing the adjustment is not inconsistent with the terms of this Agreement.

C. Procedure

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, because of extenuating circumstances, be extended by mutual agreement.

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 the aggrieved person, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

D. Submission of a Grievance

1. Before submission of a written grievance, the aggrieved party must attempt to resolve it informally.

2. Each grievance shall be submitted in writing on a form approved by the Board and the Association and shall identify the aggrieved party; the provision of this agreement, the policy, or the practice involved in the grievance, the time when and the place where the alleged events or conditions constituting the grievance existed and, if known, the identity of the person responsible for causing such events or conditions and a general statement of the grievance and redress sought by the aggrieved party.

3. A grievance shall be deemed waived unless it is submitted within thirty (30) calendar days after the aggrieved party knew or should have known of the events or conditions on which it is based.

4. A teacher or group of teachers may submit grievances which affect them personally and shall submit such grievance to the building principal or immediate superior.

5. The Association may submit grievances. If the grievance is limited to one school, the grievance shall be submitted to the building principal or immediate superior.

E. Levels

1. Level One

A teacher with a grievance shall first discuss it

with his principal or immediate superior, either privately or with the Association's Building Representative and/or an officer of the Association present, with the objective of resolving the matter informally.

2. Level Two

a. If the aggrieved person is not satisfied with the disposition of his grievance at Level One or if no decision has been rendered within five (5) school days after presentation of the grievance, and he wishes to pursue his grievance, he shall submit it in writing to his building principal or immediate superior with copies to the Superintendent and the Association.

b. The building principal or immediate superior shall respond in writing within five (5) school days. If the aggrieved person is not satisfied with the response of the building principal or his immediate superior or if no decision has been rendered within the five (5) school days, the aggrieved person may submit a copy of the grievance to the Superintendent of Schools with copies to the Association within five (5) school days after the decision of his building principal or immediate superior or within ten (10) school days after presentation of the grievance in writing, whichever is sooner.

3. Level Three

Upon the request of the aggrieved person, the superintendent or his designated representative shall confer with the aggrieved person with respect to the grievance and shall deliver to the aggrieved person a written decision no later than ten (10) school days after it is received by him.

4. Level Four

a. If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, the aggrieved person may, within five (5) school days file the grievance in writing with the Association and the Board.

b. Within fifteen (15) school days after receiving the written grievance, the Board shall meet with the aggrieved person, a representative of the Association and the Superintendent in an effort to resolve it.

5. Level Five

a. If the aggrieved person is not satisfied with the disposition of his grievance at Level Four, or if no decision has been rendered within ten (10) school days after he has first met with the Board, he may, within five (5) school days after a decision by the Board or fifteen (15) school days after he first met with the Board, whichever is sooner, request in writing that the Association submit his grievance to arbitration.

b. If the Association determines that the grievance is meritorious and that submitting it to arbitration is in the best interest of the teacher and the school system, it may submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved person.

c. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall agree upon a mutually acceptable arbitrator from a list of arbitrators submitted by the American Arbitration Association. The parties shall be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

d. The arbitrator so selected will confer with representatives of the Board and the Association and hold hearings promptly and will issue his decision not later than twenty (20) school days from the date of the close of the hearings, or the filing of briefs, if briefs are filed, or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of

terms of this Agreement. The decision of the arbitrator shall be final and binding on the parties.

The costs for the services of the arbitrator, including per diem expenses; if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association.

F. Rights of Teachers to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by a person of his own choosing, except that he may not be represented by a representative or an officer of any organization other than the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure except at Level One.

2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any building representative, any member of the Association or any other participant in the grievance procedure by reason of such participation.

G. Miscellaneous

1. All documents, communications, and records dealing with the processing of a grievance shall be permanently filed separate from personnel files.

2. Any aggrieved employee shall continue to follow Board policy and administrative direction during the processing of a grievance, regardless of the pendency of any grievance, until such grievance is properly determined.

3. All meetings and hearings under this procedure shall be conducted in private and shall include only such parties as heretofore referred to in this Grievance Procedure.

Article III

PERSONAL AND ACADEMIC FREEDOM

A. The Board and Association agree that the private and personal life of a teacher is not within the appropriate concern or attention of the Board except as it may interfere with the teacher's responsibilities to and relationship with students and/or the school system.

B. The Board and the Association agree that teachers will be entitled to full rights of citizenship, and no religious or political activities of any teacher outside of school, or the lack thereof will be grounds for any disciplinary action or discrimination with respect to the professional employment of such teacher, providing they do not violate the Constitution of the United States.

C. The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the school system, and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their classroom functions. Accordingly, the Board and the Association agree that:

1. The nature of American democracy requires that citizens be able to listen to all sides of a controversial issue, sort out the facts, and arrive at independent conclusions. Students in school, therefore, have a right to be exposed to issues which are within their intellectual grasp and are under current debate in our society.

2. This right of students imposes certain obligations upon the Board, the teachers, the administration, and the community.

3. The Board will attempt through its policies to employ capable teachers, supply them with the necessary teaching materials, and maintain an atmosphere of academic freedom in the schools.

4. Teachers as individuals through their councils, committees, departments, and faculties, will be responsible for determining when and how to deal with controversial issues according to the maturity and needs of students and the policies of the Board of Education.

5. The community has a right to expect that controversial issues will be presented in a fair and unbiased manner and to communicate through proper channels to the Board if convinced that they are not.

6. Teachers shall consult with the administration the appropriateness of discussing any planned controversial issues with children.

Article IV

RIGHTS OF THE ASSOCIATION

A. The Association is the exclusive representative of the employees in the negotiating unit covered by this Agreement under the law of the State of New Jersey, S-746 (Chapter 303, Public Laws of 1968) and The Resolution of the Board adopted November 3, 1968. Accordingly, the Association shall be accorded the privilege to engage in the following activities in order to carry out and discharge its authority and responsibility under law and the aforesaid Resolution:

1. To use school buildings for meetings, subject to reasonable procedures in order to avoid scheduling conflicts.

2. To use faculty bulletin boards which shall be provided by the Board in each building, teacher mailboxes, district courier services, and duplicating machinery and other equipment provided that priority shall be given to school needs and that the operator shall be competent.

3. To appear and speak at faculty meetings for approximately ten (10) minutes.

4. To appear and speak to new teachers at Orientation Programs and to the entire profes-

sional staff at appropriate in-service training programs.

5. To participate with the administration in the development of appropriate professional in-service training programs.

B. Schools shall be dismissed at 2:45 and teachers released at that time on each of the three days of the Association's General Meetings as provided for in the Constitution of the Association.

C. When the Board and the Association schedule negotiations during school hours, the Association's seven (7) man Negotiating Team shall be released without loss of pay. The superintendent will be notified by the Association of such designations.

D. When it is necessary for a member of the Association to investigate a grievance during a school day, such member may investigate such grievance without loss of pay provided, however, that he will not be released from his classroom duties for such purposes without one day's notice to the appropriate principal or immediate supervisor except in cases of emergency. The person so designated to investigate grievances shall not be permitted to spend more than three (3) hours a week of release time investigating such grievances.

E. The Board will cause copies of this Agreement to be printed at its expense in sufficient quantity so that a copy can be distributed to each teacher covered by this Agreement.

F. A copy of all policies of the Board bearing on the terms and conditions for the employment of teachers shall be given to the Association. These policies shall be kept current by sending a copy of proposed additional or revised policies to the Association immediately before adoption.

G. Each administrative unit shall have a building committee selected by the members of the Association within that unit with whom the building principal must meet at least once a month (unless otherwise determined by mutual

agreement) during the school year to review matters of interest to the teachers of that administrative unit and to play an active role in the revision or development of building policies.

H. The Board may grant released time with pay to the President, other officers, and the chairman of standing committees of the Association when requested.

Article V

PROTECTION OF TEACHERS

A. If a teacher is assaulted in connection with his employment, he shall immediately give his principal or immediate supervisor written notice of that fact. Such notification shall be immediately forwarded to the superintendent who shall comply with any reasonable request from the teacher for information in the possession of the superintendent relating to the incident or the persons involved, and will otherwise cooperate with the teacher in appropriate ways in the event of a civil or criminal proceeding.

B. "Whenever any civil action has been or shall be brought against any person holding any office, position or employment under the jurisdiction of any board of education, including any student teacher, for any act or omission arising out of and in the course of the performance of the duties as such office, position, employment or student teaching, the Board shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting therefrom; and said Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses."¹

C. "Should any criminal action be instituted against any such person for any such act or omission and should such proceeding be dismissed or result in a final disposition in favor of such per-

1—N.J.S. 18A:16-6.

son, the Board of Education shall reimburse him for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals.”²

D. “Whenever any employee, entitled to sick leave under this chapter, is absent from his post of duty as a result of a personal injury caused by an accident arising out of and in the course of his employment, his employer shall pay to such employee the full salary or wages for the period of such absence for up to one (1) calendar year without having such absence charged to the annual sick leave or the accumulated sick leave provided in sections 18A:30-2 and 18A:30-3. Salary or wage payments provided in this section shall be made for absence during the waiting period and during the period the employee received or was eligible to receive a temporary disability benefit under chapter 15 of Title 34, Labor and Workmen’s Compensation, of the Revised Statutes. Any amount of salary or wages paid or payable to the employee pursuant to this section shall be reduced by the amount of any workmen’s compensation award made for temporary disability.”³

E. The Board will provide reimbursement to teachers for repair or value, whichever is less for clothing and personal effects damaged during the course of an incident to employment provided loss is not caused by negligence of the claimant.

F. The Board will provide protection to teachers by reimbursement of cost of replacing or repairing dentures, eyeglasses, etc., not covered by workmen’s compensation, destroyed or lost as the result of an injury sustained in the course of his employment.

G. Neither the Board nor the Association shall discriminate against, discipline, reprimand, reduce in rank or compensation or deprive of any professional advantage any teacher without just cause. Any such action taken by the Board or

2—N.J.S. 18A:16-6.1

3—N.J.S. 18A:30-2.1

the Association, or any agent or representative thereof, shall be subject to the grievance procedure. Any suspension of a teacher pending charges shall be with pay.

Article VI

TEACHER RESPONSIBILITIES

1. To possess competence and knowledge-ability in his field of work, and to strive toward continued professional self-improvement.
2. To maintain physical capability, mental alertness, and emotional readiness to teach.
3. To exhibit high standards of moral and ethical conduct, and to employ a wholesome sense of humor in dealing with people.
4. To be fair and impartial in the treatment of pupils and to recognize the dignity of the child.
5. To have the ability to exercise good judgment and a mature attitude in the performance of duties.
6. To understand and accept the individual difference among children and to provide the necessary and extra assistance that will induce successful pupil achievement; before, during and after class.
7. To be ready and willing to fully inform parents about pupil capability and progress.
8. To strive untiringly for harmonious rapport with pupils, parents, and community.
9. To be a loyal, dedicated, and cooperative member of the educational team, ready to work with people at all levels to achieve improvement.
10. To be willing to assist in the various functions that contribute to the total school operation.
11. To be willing to participate and contribute to curriculum development and improvement

including service on textbook selection committees, and to participate on other committees directed toward the betterment of the school operation; all proceeding through the proper channels.

12. To be interested in and willing to explore new approaches and innovations in teaching.

13. To have an interest in the improvement of the community environment and unselfish participation in PTA or other Parent-School Association meetings, back to school sessions, and other functions that strengthen the educational program.

14. To exhibit pride in one's professional work and accomplishment.

15. To perform other duties as necessary to maintain the welfare of students, the school, and school system not otherwise excluded in this Agreement.

Article VII

TEMPORARY ABSENCES AND LEAVES

A. General Policy

1. Under no circumstances shall any person be absent from school without the knowledge of the building principal or the superintendent's office.

2. When a teacher is absent for any reason, the principal shall be notified in time sufficient to secure a substitute teacher. Such notification should take place prior to the opening of the school day.

3. The following rules pertaining to absence shall apply to all staff members on appointment or protected by tenure. The provisions of each section operate independently from those of other sections. These rules shall also apply to part-time and twelve-months employees on a proportional basis.

B. Types of Absences and Leaves

1. Accidents on School Property

a. Absences of employees who have been injured while on duty will not count against their sick leave.

2. Personal Illness

a. Absences for personal illness shall be allowed and shall include full pay for twelve (12) school days in each school year.

b. If less than said twelve (12) school days of allowed sick leave is taken in any school year, then the number of days not utilized shall be accumulative without limit, beginning from the date of the teacher's current continuous employment by the Board, to be available for additional sick leave in subsequent school years.

c. Absences on sick leave shall always be charged to the first twelve (12) days allowance for the current school year under sub-section a. until it is fully utilized and thereafter to the accumulative credit to the extent that such credit is available.

d. Absences on sick leave for periods of time not covered by the provisions of sub-sections a., b., and c. above shall be allowed subject to the deduction of the salary paid to the substitute teacher filling the position for an aggregate period to be determined at the rate of one month's time (20 days) for each year of service by the teacher on sick leave, but not to exceed ten (10) months time in the current ten (10) year period.

e. In all absences under this section totalling four (4) or more consecutive school days, the teacher **must** file a physician's certificate with the Board Secretary/Business Manager by way of the principal of the school where employed.

f. The Board reserves the right to require a doctor's certificate after one (1) day's absence due to illness.

3. Illnesses in the Family

a. Where personal presence is advisable because of the critical illness of (a) a teacher's spouse, child, a parent, father-in-law, mother-in-law, brother, sister, or (b) any other person living in the teacher's immediate family household, absences will be allowed with pay for a total period of ten (10) school days in each school year.

b. In all absences under this section totalling four (4) or more consecutive school days, the teacher must file a physician's certificate with the Board Secretary/Business Manager by way of the principal of the school where employed.

c. The Board reserves the right to require a doctor's certificate after one (1) day's absence due to illness in the family.

4. Death in the Immediate Family or of Nearest Relative

a. A maximum of five (5) school days without loss of pay will be allowed for absence due to death in the immediate family, or of nearest relative in each school year in each such case. For the purpose of this provision, immediate family or nearest relative shall be defined as follows: spouse, children, father and mother; brothers and sisters; grandfather and grandmother; father-in-law and mother-in-law; grandchildren; brother-in-law or sister-in-law; son-in-law or daughter-in-law; and any other member of the household of which the teacher is a member.

b. In the case of the death of a more distant relative not specified in a. above, or of a close friend, absences shall be permitted under the personal leaves provisions set forth below.

5. Quarantine

a. Absences due to quarantine on account of a contagious disease, when such quarantine is not due to personal illness, shall be allowed with pay.

b. A certificate from the health officer of the community or a school physician shall be filed

with the Board Secretary/Business Manager by way of the principal of the school where employed for all absences due to quarantine under this section.

6. Personal Leave

a. A maximum of four (4) school days per year (noncumulative) shall be allowed with pay for the discharge of important personal matters; family business, legal and religious responsibilities that cannot be handled outside of regular work hours, or for other personal emergencies. All teachers are required to give reasonable notice to their principal in advance of such leave.

b. Two of these days may be used for personal family matters provided a written statement is submitted to his principal by the applicant stating that his absence from duty is necessary for the health and/or welfare of self or family. **The day school commences for students and the day preceding as stipulated in the school calendar may be taken for personal leave only as specified in paragraph c below.**

c. The remaining days may be allowed provided the applicant states the specific reason for taking such leave under all categories (personal family matters, family business, legal, and religious) and the superintendent approves such application for leave. The essential nature of the reasons for such absence and evidence that working time is required must be clear and beyond question. Among the reasons not considered valid are attendance at class reunions, weddings not in the immediate family, and other non-essential social functions.

7. Severe Storm Conditions

a. Absences from school due to severe storm conditions shall be allowed for a maximum of one (1) school day each year.

b. It is understood and agreed that all reasonable effort will be made by teachers to get to

school on days of storms when school is in session.

8. Public Obligations

a. Teachers shall be permitted to be absent from school with pay when it is necessary for the purpose of performing jury duty, giving testimony in court, and performing other public duties, obligations or services, if leave or such public duty, obligation or service is required by subpoena, it shall be filed with the school principal.

b. If a teacher is a party to a suit, absences from school in that connection shall be granted according to the regulations on personal leave, unless the superintendent in his discretion shall determine otherwise.

9. College Graduation

a. Absence for attendance at a teacher's own graduation or for conferral of advanced degree will be allowed with pay for one (1) school day.

b. Absences for attendance at college graduation exercises of a teacher's husband or wife will be allowed with pay for one (1) day.

c. Absences for attendance at college graduation exercises of a teacher's children shall be allowed as follows:

with pay for a total of three (3) school days in each school year for each such child.

10. Military Reserve Training

a. Absence for military reserve training shall be allowed with full pay, provided that such leave is required by military orders and such orders are filed with the school principal.

b. Teachers who have such obligation should arrange this duty during vacation periods if possible.

c. Leave for military reserve training will be approved by the superintendent.

11. Religious Holidays

Absences for religious holidays where religious responsibilities cannot be handled outside of regular work hours will be provided for by personal leaves as given above. The Board will give special consideration to those persons who have already used their personal leave days.

12. Opening and Closing of School

a. All teachers are required to be present on the days preceding the opening of school and following the closing of school, as prescribed in the school calendar for each school year.

b. Teacher absences under this section are to be included on the absence report and considered in the same way as for any other absence on days when school is in session.

13. Professional Purposes

a. Teachers may be excused for absence to attend educational visitations, conferences, trips, or meetings without loss of pay or accumulated sick leave, provided the principal and superintendent approve such absence in advance. This shall apply to conferences and activities for which no reimbursement of expenses is expected. Written application for approval shall be made to the superintendent in writing on forms prescribed by the Board.

b. Educational visitations, conferences, trips, or meetings for which teachers expect reimbursement for necessary expenses must be approved in advance by the Board on a recommendation from the superintendent. Written application for such approval shall be made to the superintendent in writing on forms prescribed by the Board and be approved by him before being submitted to the Board. Requests for reimbursements shall be filed with the superintendent on forms prescribed by the Board, together with supporting receipts and other pertinent documents.

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

Article VIII

EXTENDED LEAVES OF ABSENCE

A. Professional Service and/or Professional Growth

1. A leave of absence for one (1) year without pay may be granted after four (4) successive years of full time service for temporarily engaging in undertakings in the interest of professional service and/or professional growth.

2. This leave shall be for a full school year except in unusual circumstances.

B. Professional Association

The President of the Association and any other teacher elected to office in the New Jersey Education Association, The Essex County Education Association, or the National Education Association may upon request be granted a leave of absence without pay for one (1) year.

C. Peace Corps, Vista, National Teacher Corps, Exchange Teacher, Scholarship

A leave of absence without pay for a period of up to two (2) years may be granted, upon request, to any teacher to meet the minimum requirements for service in the Peace Corps, Vista, The National Teachers Corps, or serve as an Exchange Teacher, or accept a Fullbright Scholarship.

D. College or University Teaching

A leave of absence without pay for a period of up to one (1) year may be granted a teacher on tenure, upon request, to teach in an accredited college or university.

E. Military Leave

1. Military leave without pay shall be granted to any teacher who enlists or is inducted in any

branch of the Armed Forces of the United States for the period of initial enlistment or induction.

2. The rights and benefits of teachers on military leave will be protected in accordance with Federal and State Law, and teachers taking such leave will be given credit upon returning to their former position for the period of such leave in terms of their positions, pension rights, and increments, as if they had remained in their position in the District.

3. Teachers shall immediately notify the superintendent upon notification of call to military service.

F. Maternity Leave

A maternity leave up to a maximum of twenty-four (24) calendar months without pay may be granted to all women teachers subject to the following conditions:

1. A request must be made as soon as it is known that it will be necessary with such request including a statement from a physician confirming the pregnancy and anticipated date of birth.

2. The exact dates of the leave will be arranged, if possible, before the beginning of a semester, but in no case will a teacher be permitted to work past the fifth (5) month of pregnancy. However, under extenuating circumstances, the Board may make such modifications of this rule as may be deemed advisable.

3. A statement from a physician certifying that the teacher is physically able to return to duty is to be furnished to the Board before a teacher is permitted to return from each maternity leave.

4. In the case of an interrupted pregnancy, the leave may be terminated two (2) months after the interruption, upon the receipt of written statement from a physician to the effect that the teacher is in satisfactory physical condition to resume her teaching responsibilities.

G. Adoption Leave

A leave for reason of the adoption of an infant child may be granted for a period up to a maximum of one (1) year without pay subject to the request being made as soon as it is known that a leave for such purpose is necessary, with such request including documentary evidence of the absence requirements for the adoption.

H. Health

Leaves of absence without pay for a period up to two (2) years duration may be granted for reasons of personal health to teachers on tenure.

I. Political Office

A leave of absence without pay may be granted to any tenure teacher for a period of two (2) months for purposes of campaigning immediately prior to an election, and a period not to exceed four (4) years to serve in an elected public office.

J. Other Leaves

Other leaves of absence without pay may be granted by the Board for good reason.

K. Miscellaneous

1. Any teacher on an extended leave of absence shall, in the event that he exercises his right to return at the end of such leave, be entitled to return to a position in the District substantially equivalent to the one he held prior to going on leave. **The Board shall grant previously accumulated unused sick leave days to all returning teachers.**

2. Any teacher on an extended leave of absence shall be placed on the salary guide at the level he would have achieved if he had not been absent, when such leave is taken for reason of Professional Service and/or Professional Growth (Section A): Professional Association (Section B): Peace Corps, Vista, National Teacher Corps,

Exchange Teacher, Scholarship (Section C): College or University Teaching (Section D):

3. A teacher shall not receive increment credit for an extended leave of absence when such leave is taken for reason of Maternity Leave (Section F); Adoption Leave (Section G); Health (Section H); Political Office (Section I); Other Leaves (Section J).

Article IX

SABBATICAL LEAVE

A. In the interest of rewarding professional performance and encouraging independent growth, the Board shall adhere to the following policies in respect to granting sabbatical leaves to teachers who have served the East Orange Public Schools for seven (7) or more consecutive years.

B. Eligibility and General Conditions

1. Sabbatical leaves may be granted after seven (7) or more consecutive years of teaching for the purpose of study or after ten (10) consecutive years for purposes of education through travel. Only one such leave under this section may be granted.

2. An additional sabbatical leave may be granted after twenty-five (25) or more years of teaching in the district upon request for either study or travel.

C. Duration and Pay

1. A teacher on sabbatical leave, either for one-half ($\frac{1}{2}$) of a school year or for a full school year, shall be paid by the Board at seventy-five percent (75%) of the salary rate which he would have received if he had remained on active duty if said leave is for study, or at fifty percent (50%) of the salary rate which he would have received if he had remained on active duty if said leave is for travel.

2. From compensation during sabbatical leaves shall be taken the regular deductions for

the State Retirement Fund, as provided for by law.

D. Number of Staff Eligible

Not more than ten (10) teachers of the staff will be granted a sabbatical leave in any one year: five (5) for reasons of study, and five (5) for reasons of travel.

E. General Conditions

1. Teachers granted sabbatical leave agree not to engage in any full-time employment for remuneration during the period of leave.

2. Teachers on sabbatical leave may accept fellowships or become engaged in temporary or part-time professional employment to supplement their leave pay.

3. As a condition for granting sabbatical leaves, the teacher shall enter into a contract to continue in the service of the East Orange Board of Education for a period equal to two (2) times the leave period (one year for each one-half year of leave; and two years for each year of leave).

4. A teacher will be required to repay to the Board of Education a sum bearing the same ratio to the amount of salary received while on absence that the unfulfilled portion of the subsequent years service bears to the full year or two (2) years in case of resignation or failure to continue in service for the agreed upon period following a sabbatical leave.

5. A teacher may return to his position upon his return from a sabbatical leave.

6. The time a teacher is away on sabbatical leave shall be included in determining salary adjustments and experience levels.

7. Official college transcripts will be forwarded to the superintendent showing full-time college or university enrollment when sabbatical leaves are granted for study purpose for the period of the leave.

8. Reports should be planned for submission in consultation with the superintendent and will be required when sabbatical leaves are granted for education through travel.

F. Filing Application

1. Applications for sabbatical leave shall be filed with the superintendent on or before November 1 of the year preceding the period of the leave when it is to commence.

2. The application shall state the purpose of the sabbatical leave.

3. The Board shall take action on applications for sabbatical leave as early as possible, but not later than March 1 prior to the beginning date of the leave and in passing on applications for sabbatical leave will apply the following criteria:

a. Years of service in East Orange Public Schools subsequent to the date of the sabbatical leave.

b. The type of leave requested.

c. The educational value of the leave to the East Orange Public Schools.

d. The relationship of such leave to the professional growth of the applicant.

e. The urgency of the proposed leave.

4. Applications which are denied by reason of the ten that may be granted in the maximum prescribed above shall be given preference if resubmitted the following year.

5. If a sabbatical leave is granted such leave may be withdrawn by mutual agreement at any time before replacement arrangements have been completed.

Article X

INSURANCE

The Board shall provide the following insurance benefits for all teachers covered by this Agreement:

A. Accident Insurance

1. The Board shall carry accident insurance for all employees while on duty as provided by **New Jersey Statutes Annotated, 18:13-23.17.**

2. The Board shall carry accident insurance which covers teachers transporting children in their own cars or on buses to and from school activities. Teachers shall not request the use of parents' cars for school purposes.

B. Liability Insurance

1. The Board shall carry liability insurance to protect all teachers from financial loss arising out of any claim, demand, suit or judgement by reason of alleged negligence or other act resulting in accidental bodily injury to any person within or without the school building; provided, such employee at the time of the accident or injury was acting in the discharge of his duties within the scope of his employment and/or under the direction of the Board of Education.

2. The Board agrees to save harmless as provided by **New Jersey Statutes Annotated, 18:5-50.4.**

C. Group Insurance

The Board shall provide:

1. The required membership of each teacher in the N.J.S.T.P. & A.F. which carries with it

Group Life Insurance equal to $1\frac{1}{2}$ times the contract salary.

2. Upon retirement this becomes a paid-up policy equal to $\frac{3}{16}$ of the final year's salary.

3. Each teacher may elect to carry additional Group Life Insurance equal to another $1\frac{1}{2}$ times the contract salary by having a nominal monthly premium included with the pension deductions. This coverage is mandatory for the first year of teaching in New Jersey.

4. In 1961 the State Pension Board agreed to award an extra $\frac{3}{16}$ of salary paid-up insurance on retirement to those who carried the extra Group Life Insurance. The Board reserves the right to change this policy if experience makes it advisable.

5. a. The Board shall contribute one hundred per cent (100%) of the full premium for each teacher for the individual plan for Blue Cross, Blue Shield, Rider "J" and Major Medical or coverage that is substantially equivalent.

b. The Board shall contribute, in cases where appropriate, fifty per cent (50%) of the full premium for each teacher positioned from the first (1st) step to the eleventh (11th) step on the Teacher Salary Guide for the family plan for Blue Cross, Blue Shield, Rider "J" and Major Medical or coverage that is substantially equivalent.

c. The Board shall contribute, in cases where appropriate, one hundred per cent (100%) of the full premium for each teacher positioned from the eleventh (11th) step to maximum step, inclusive, on the Teacher Salary Guide for the family plan for Blue Cross, Blue Shield, Rider "J" and Major Medical or coverage that is substantially equivalent.

Article XI

SALARIES—TEACHER SALARY GUIDE

A. The following salary schedule was negotiated in February 1970.

Years of Experience	4 years	5 years	6 years
1	\$ 7,900	\$ 8,700	\$ 9,600
2	8,200	9,000	9,900
3	8,500	9,300	10,200
4	8,850	9,650	10,550
5	9,200	10,000	10,900
6	9,550	10,350	11,250
7	9,900	10,700	11,600
8	10,250	11,050	11,950
9	10,600	11,400	12,300
10	10,950	11,750	12,650
11	11,300	12,100	13,000
12	11,650	12,450	13,350
13	12,050	12,850	13,750
14	12,550	13,350	14,250
15		13,850	14,750
16			15,250

*Persons with an earned doctorate shall receive an additional \$1,000.

B. Supermaxims

Supermaxims for 1970-71 school year shall be paid only to those individuals who are presently receiving such payments and the amount shall be the same as they are presently receiving.

Article XII

SALARIES—NURSES

A. Those nurses holding at least a Bachelors

Degree shall be paid according to the Teacher Salary Guide as contained in Article XI.

B. Those nurses not holding at least a Bachelors Degree shall be paid according to the guide set forth below:

Years of Experience	
1	\$6,900
2	7,200
3	7,500
4	7,800
5	8,100
6	8,400
7	8,700
8	9,000
9	9,300
10	9,600
11	9,900
12	10,200
13	10,500
14	10,900

C. Experience for the purpose of salary guide placement for newly employed nurses shall be according to the following guidelines:

1. Full credit shall be given for the first five (5) years experience as a school nurse or public health nurse. Half credit shall be given beyond the first five (5) years, but shall not exceed five (5) additional years.

2. Half credit shall be given for each year of hospital, industrial, office, or private duty nursing or related experience for the first six (6) years.

Article XIII

SALARIES—ADMINISTRATORS

A. Principals

1. Principals shall receive salaries according to the following schedule:

a. Less than one (1) year of appropriate certificated administrative experience — 1.3 times position on the Teacher Salary Guide.

b. One (1) year of appropriate certificated administrative experience — 1.4 times position on the Teacher Salary Guide.

c. Two (2) or more years of appropriate certificated administrative experience — 1.5 times position on the Teacher Salary Guide.

2. Principals with three (3) or more years of appropriate certificated administrative experience shall not receive an increase of more than \$1800.

3. Principals with less than three (3) years of appropriate certificated administrative experience shall not receive an increase of more than \$2000.

4. Principals shall be hired according to the schedule set forth in sub-section 1 of this section.

5. Principals shall be contracted for the ten (10) month period of September 1 to June 30. Any additional work requested in writing by the Superintendent with the approval of the Board during July and/or August shall be paid on a per diem basis (1/220 of the preceding year's salary).

B. Assistant Principals

1. Assistant Principals shall receive salaries according to the following schedule:

a. Less than one (1) year of appropriate certificated administrative experience — 1.15 times position of the Teacher Salary Guide.

b. One (1) year of appropriate certificated administrative experience — 1.20 times position on the Teacher Salary Guide.

c. Two (2) or more years of appropriate certificated administrative experience — 1.25 times position on the Teacher Salary Guide.

2. Assistant Principals with three (3) or more years of appropriate certificated administrative experience shall not receive an increase of more than \$1800.

3. Assistant Principals with less than three

(3) years of appropriate certificated administrative experience shall not receive an increase of more than \$2000.

4. Assistant Principals shall be hired according to the schedule set forth in sub-section 1 of this section.

5. Assistant Principals shall be contracted for the ten (10) month period of September 1 to June 30. Any additional work requested in writing by the Superintendent with the approval of the Board during July and/or August shall be paid on a per diem basis (1/220 of the preceding year's salary).

C. Directors and Assistant Directors

1. Directors and Assistant Directors shall be those positions that have district-wide duties and responsibilities and whose positions have been designated as such by the Board.

2. At present, there is one (1) Director (Director of Special Education and Special Services) and one (1) Assistant Director (Assistant Director of Special Education and Special Services).

3. The Director shall be paid on the same salary basis as a principal and the Assistant Director shall be paid on the same salary basis as an assistant principal.

4. Newly employed directors shall be paid according to the following schedule:

a. Term of employment shall be for twelve (12) months with one month vacation.

b. Less than (1) year of appropriate certificated administrative experience — 1.3 times position on the Teacher Salary Guide.

c. One (1) year of appropriate certificated administrative experience — 1.4 times position on the Teacher Salary Guide.

d. Two (2) or more years of appropriate certificated administrative experience — 1.5 times position on the Teacher Salary Guide.

5. Newly employed assistant directors shall be paid according to the following schedule:

a. Term of employment shall be for twelve (12) months with one month vacation.

b. Less than one (1) year of appropriate certificated administrative experience — 1.15 times position on the Teacher Salary Guide.

c. One (1) year of appropriate certificated administrative experience — 1.20 times position on the Teacher Salary Guide.

d. Two (2) or more years of appropriate certificated administrative experience — 1.25 times position on the Teacher Salary Guide.

D. Administrative Assistants

Administrative Assistants shall be paid \$1500 above their position on the Teacher Salary Guide. This \$1500 shall be attained in three steps. An individual serving as administrative assistant for the first (1st) year shall receive an additional \$1000 above the Teacher Salary Guide; the second (2nd) year an additional \$1250 above the Teacher Salary Guide; and the third (3rd) year and thereafter, an additional \$1500 above the Teacher Salary Guide.

E. Supervisors

Supervisors shall be paid on the same schedule as administrative assistants.

Article XIV

SALARIES—OTHER POSITIONS

A. Department Heads

1. Department heads shall be paid \$1000 above their positions on the Teacher Salary Guide. This \$1000 shall be attained in three steps. An individual serving as department head for the first (1st) year shall receive an additional

\$500 above the Teacher Salary Guide; the second (2nd) year an additional \$750 above the Teacher Salary Guide; and the third (3rd) year an additional \$1000 above the Teacher Salary Guide.

2. Additional released time for Department Heads shall be as follows:

1 period per day — less than 5 members in department

2 periods per day — 5 to 10 members in department

3 periods per day — 11 to 15 members in department

4 periods per day — more than 15 members in department

B. Guidance Counselors

Guidance Counselors shall be paid \$400 above their position on the Teacher Salary Guide.

C. Social Workers

Social Workers shall be paid \$500 above their position on the Teacher Salary Guide.

D. Psychologists

Psychologists shall be paid \$1200 above their position on the Teacher Salary Guide.

E. Assistants to the Director

Assistants to the Director shall be paid \$2200 above their position on the Teacher Salary Guide.

F. Coordinators

Coordinators shall be paid \$300 above their base pay.

G. Learning Disability Specialists

Learning Disability Specialists shall be paid \$500 above their position on the Teacher Salary Guide.

Article XV
PROFESSIONAL DEVELOPMENT
AND
EDUCATIONAL IMPROVEMENT
New Jersey Education Association State
Convention

A. The Board and the Association agree to encourage teachers to attend the annual New Jersey Education Association Convention.

B. By state law, teachers are permitted to take time to attend this convention at full compensation. Because a large number of teachers attend each year, schools shall be closed during the convention.

C. Those who do not attend the convention may substitute an appropriate activity of educational value.

D. In either case, whether the teacher attends the convention or engages in some other educational activity, he shall not be required to submit to his principal an account of what he did or a certificate of attendance to the convention.

Article XVI
TEACHING HOURS AND
TEACHING LOAD

A. Length of School Day

1. The length of the teaching day shall be of a time necessary for teachers to meet their responsibilities as professional employees.

2. Teachers shall be on duty fifteen (15) minutes before school begins and remain after the dismissal of their classes as the discharge of their professional responsibilities require.

3. All teachers shall have a duty-free lunch period daily, with no teacher having fewer than thirty (30) minutes.

4. Building-based teachers may be required to remain after the end of the regular work day, without additional compensation, for the purpose of attending faculty or other professional meetings. The frequency and length of these meetings shall be reasonable. Teachers may suggest items for the agenda of faculty or other professional meetings.

B. Teaching Hours

1. All secondary school teachers shall have at least one (1) regular class period of preparation time each school day during which time they shall not be assigned to other duties except in an emergency.

2. An elementary teacher may leave or remain in his classroom when a special teacher is in charge of the class. The time a special teacher is in the classroom may be used by the regular teacher as preparation time.

C. Teaching Load

Reasonable duties assigned teachers over and beyond their teaching duties performed during the normal school day shall be counted as part of their teaching load.

Article XVII

CLASS SIZE

A. Class size shall be as provided for in the Board Policy Manual in effect on the effective date of this Agreement.

B. The Board shall, with all possible speed, take steps to provide for the reduction of class size and the fuller realization of its policy on class size on a temporary basis. Such temporary steps shall be determined by the Board after mutual study by the Board and the Association.

Article XVIII

TEACHER EMPLOYMENT

A. 1. Full credit on the 1970-71 Teacher Salary Guide shall be given to all new teachers for all verified contracted previous satisfactory teaching experience in a duly accredited public and/or private school.

2. Each new teacher shall be placed on his proper step on the 1970-71 Teacher Salary Guide upon verification of all contracted previous satisfactory teaching experience in a duly accredited public and/or private school by the chief school administrator, or his designated representative, of the school(s) or school district(s) in which he was previously employed.

3. Documentation of prior satisfactory teaching experience for full credit on the 1970-71 Teacher Salary Guide shall be the responsibility of the teacher being employed.

4. All validations of prior teaching experience shall be forwarded directly to the Superintendent of Schools on the official stationery of the previous employing school(s) and/or school district(s).

B. 1. Full credit shall be given to teachers on the Teacher Salary Guide for all verified contracted previous satisfactory teaching experience in a duly accredited public and/or private school. Such credit shall be given through double increment salary adjustments until such time that a teacher reaches his proper step on the Teacher Salary Guide.

2. Documentation of prior satisfactory teaching experience for salary adjustments for full credit on the Teacher Salary Guide shall be the responsibility of each teacher claiming such adjustments. All validations of prior teaching experience shall be prepared on the official stationery of the previous employing school(s) or school district(s), and forwarded by them directly to the Superintendent of Schools.

3. All verifications for salary adjustments for present employees for previous satisfactory teaching experience shall be received on or before July 31, 1970, for implementation beginning September 1, 1970.

C. 1. The Board and the Association recognize the value of experience outside the specific area of employment and agree that some credit should be granted for this experience in determining a new employee's position on the Teacher Salary Guide.

2. Each appropriate administrator shall submit to the Board and the Association guidelines for determining the value of "related" experience for purposes of determining salary guide placement. These guidelines shall be received by June 30, 1970.

3. After mutual agreement by the Board and the Association, these guidelines shall be adopted by the Board and shall become part of this Agreement.

D. Teachers shall be notified of their contract and salary status no later than May 1st.

E. Teachers shall be notified of their number of unused accumulated sick days no later than September 30.

Article XIX

TEACHER ASSIGNMENT

A. In June, at least one week prior to the closing of school, the building principal or his designated representative shall give all teachers notice of their grade and/or subject assignments, as well as their room assignments if possible for the forthcoming year.

B. 1. Newly appointed personnel shall be assigned to their specific positions within that subject area and/or grade level for which the Board appointed the teacher.

2. Notice of assignments to new teachers shall be given as soon as practicable after they are appointed by the Board.

C. 1. The Board authorizes the employment of a reserve group of teachers to provide for anticipated vacancies which arise during the summer months.

2. As soon as practicable, the superintendent or his designated representative shall give notice of assignment to each teacher employed as a reserve teacher.

3. Teachers who remain unassigned on September 1 shall be used as part of the substitute force until more vacancies occur.

D. 1. In the event that changes in grade and/or subject assignments or room assignments occur after assignments are made in June, the building principal(s) or his designated representative shall promptly notify in writing teachers so affected.

2. Upon request of the teacher, the principal(s) or his designated representative shall meet with the teacher affected by a change in grade and/or subject assignment, or room assignment to explain the professional necessity for the change.

3. In the event of a continued disagreement, and upon the request of the teacher, the matter of a teacher assignment shall be reviewed with the teacher by the superintendent or his designated representative and at the teacher's option, a representative of the Association.

E. Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one school per day shall be reimbursed for all such travel on the approval of the Board on the recommendation of the Superintendent of Schools at the rate of 10¢ per mile.

Article XX

VOLUNTARY TRANSFER AND REASSIGNMENT

A. Periodically during the school year, the superintendent shall distribute for posting in all school buildings, with a copy to the Association, a list of existing school vacancies.

B. A teacher who desires a change in grade assignment, a change in subject assignment, or a transfer to another school building shall adhere to the following procedures:

1. Discuss with his existing building principal (and/or the principal of the building to which the teacher is seeking a transfer or reassignment) his desire for transfer or reassignment.

2. File with the superintendent a written statement of the desire to transfer or be reassigned.

3. File at any time, but not later than May 1, for vacancies which may exist for the following school year.

4. Include in the request the specific grade level, subject area, or school building to which he is seeking transfer or reassignment.

5. If there is more than one existing vacancy, state in order of preference, the grade levels, subject areas, or buildings.

C. The superintendent or his designated representative, in consultation with the building principal or principals, shall review the teacher's request for transfer or reassignment and arrive at a decision as soon as practicable, but no later than thirty (30) days after the superintendent has received a request for transfer or reassignment.

D. In the determination of granting requests for voluntary transfers and reassignments, the following criteria shall be considered:

1. Individual qualifications and experience.
2. The requirements of the position to be filled and the best interests of the school district.
3. No request shall be denied without good reason.

E. Requests for transfer or reassignment shall be approved by official action of the Board. The teacher and principal(s) shall be notified accordingly.

Article XXI

INVOLUNTARY TRANSFER OR REASSIGNMENT

A. In the determination of involuntary transfers and reassignments, the following criteria shall be considered:

1. Individual qualifications and experiences.
2. The requirements of the position to be filled and the best interests of the school district.
3. Volunteers shall be considered for all positions where involuntary transfers might be made.

B. An involuntary transfer or reassignment shall be made only after a meeting between the teacher and the principal(s) involved. At this meeting the teacher shall be notified of the reason or reasons for the transfer or reassignment.

C. If at this meeting, the teacher objects to the transfer or reassignment, he may appeal in writing to the superintendent.

D. The superintendent or his designated representative shall meet with the teacher to discuss the appeal to the transfer or reassignment, and at the teacher's option, a representative of the Association may be present at this meeting.

E. Teachers being involuntarily transferred or reassigned because of the realignment or re-

distribution of school populations shall have preference over teachers seeking voluntary transfers or reassignments in regard to choice among those positions which are vacant.

Article XXII

TEACHER EVALUATION

A. The purpose of teacher evaluation shall be to assist teachers to develop and to strengthen their professional abilities through an assessment of strengths and weaknesses. Teacher evaluation shall be a process through which the principal provides guidelines, suggests ways to overcome difficulties, makes commendations, and determines the progress of a teacher's professional performance.

B. The principal has the responsibility of making a thorough, fair, and objective evaluation of all teachers in his building. The principal shall have as the primary purpose for teacher evaluation, the growth and effectiveness of individual staff members, as well as the strengthening of the total school staff.

C. Teacher evaluation shall be an ongoing process which involves all teacher-principal professional relationships, including, but not limited to, classroom visitations, staff meetings, conferences, etc. This process is not designed to constitute any threat to effective principal-teacher relationships.

D. Formal narrative statements of evaluation for non-tenure teachers shall be written at least twice each year on forms to be provided. The first evaluation shall be completed before November 15, the second by March 15 of each school year.

E. Formal narrative statements of evaluation for tenure teachers shall be written at least once each year on forms to be provided. The evaluation shall be completed before March 15 of each school year.

F. The minimum basic procedures leading to

formal narrative evaluations of teachers shall include the following:

1. The principal or his designated representative shall visit each teacher in the classroom several times during each school year and record in narrative form the general nature of visitations on a form to be provided with a copy for the teacher and the principal. A teacher or the principal or his designated representative may request a conference to discuss the visit.

2. At least twice each year in the case of non-tenure teachers, the principal or his designated representative shall schedule a formal evaluative interview with each teacher — the first prior to November 15; the second prior to March 15.

3. At least once each year in the case of a tenure teacher, the principal or his designated representative shall schedule a formal evaluative interview with each teacher prior to April 1.

4. In each evaluative interview, the principal or his designated representative and the teacher will discuss matters pertaining to the teacher's growth and development in professional abilities and make an assessment of the teacher's strengths and weaknesses. The interview shall include a discussion of pupil growth and achievement, the teacher's instructional skills, and his professional attributes.

5. The result of all formal conferences and evaluative interviews, with recommendations the teacher might take to improve his performance in each of the areas wherein weaknesses have been indicated, shall be recorded in narrative form with copies for the teacher, the principal, and/or his designated representative and for the superintendent. Both teacher and principal or his designated representative shall sign these reports.

6. In the event a teacher does not agree with the principal's or his designated representative's evaluation, the disagreement must be submitted in writing on a form to be provided with copies for the teacher, the principal, and the superin-

tendent. These disagreements may be filed at any time during the evaluation process.

7. The principal shall maintain a cumulative record of all pertinent data relating to each teacher. This file shall be available for the teacher's review. The teacher may write comments to evaluation reports and have them included in the file at any time.

8. In the case of special area teachers, the principal(s) to whom the teacher is assigned or his designated representative(s) shall be responsible for evaluations of the teacher's professional growth and development. Formal evaluative conferences shall be conducted for these teachers in the manner prescribed above.

9. A teacher may request visits by the principal or his designated representative whenever the teacher feels that such visits will assist the principal or his designated representative in the evaluation process. The principal or his designated representative may meet the teacher's request for a visit or indicate in writing why such a request would be denied.

10. Complaints regarding a teacher made to any member of the administration by a parent, student or other person which may be used in any manner in evaluating a teacher shall be promptly investigated and called to the attention of the teacher. The teacher shall be given an opportunity to respond to such a complaint, and shall have the right to be represented by the Association at any meetings or conferences regarding such a complaint.

G. 1. The principal's satisfactory evaluations shall be a prerequisite to the granting of all increases and/or increments in salaries.

2. The principal's narrative recommendations may include such factors as appearance, voice, manner, health, scope of interest, cooperation, attitudes, professional interests, planning and preparation, teaching techniques, ability to manage, pupil growth and achievement, regularity and promptness of school attendance, etc.

H. The form or format of all evaluation reports shall be approved by the Board and the Association.

Article XXIII

PERSONNEL FOLDERS

A. Every teacher shall have the right to inspect all material in his individual personnel folder, with the sole exception that all pre-hire material, both documents and letters, shall be treated as confidential and shall not be made available to the teacher.

B. The teacher shall have the right to submit written answers to all post-hire material contained in his individual personal folder and his answers shall be reviewed by the superintendent and shall become part of his personnel folder.

Article XXIV

PROMOTIONS

A. The appointment of a person to a promotional position shall be the responsibility of the Board, and shall be made in compliance with **New Jersey Statutes Annotated**, rules and regulations of the State Department of Education, and the County Superintendent.

B. Whenever positions which pay a salary differential and are on the administrative/supervisory level of responsibility occur, the Board agrees, through the Office of the Superintendent of Schools, to publicize adequately and post the positions in the District. These positions include, but are not limited to, position of coordinators, supervisors, directors, principals, assistant principals, administrative assistants, department heads, specialists, special project teachers, pupil personnel.

C. All vacancies in promotional positions shall be publicized by the superintendent or his designated representative in accordance with the following procedure:

1. When school is in session, a notice shall be posted by the principal in each school as far in advance as practicable but in no event less than ten (10) school days before the final date when applications must be submitted. A copy of said notice shall be given by the superintendent to the Association at the time of posting.

2. Teachers who desire to apply for such vacancies shall submit their applications in writing to the administrator named in the written notice within the time limit specified therein. The administrator named in the notice shall acknowledge promptly in writing the receipt of all such applications.

D. 1. Teachers who desire to apply for promotional positions which may be filled during the summer period when school is not regularly in session shall submit their names to the superintendent, together with the position(s) for which they desire to apply and an address where they can be reached during the summer.

2. The superintendent shall notify such teachers of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable but in no event fewer than fourteen (14) days before the final date when applications must be submitted.

3. The superintendent shall forward a copy of the notice of promotional positions to be filled during the summer period to the Association and post same at the central administrative office.

E. 1. Written notices of vacancies shall include the qualifications for the position, its duties, and the rate of compensation.

2. Qualifications for a given promotional position and the rate of compensation shall not be changed unless the Association has been notified in advance of such changes and the reasons thereof.

F. 1. The Board agrees to give due weight to the professional background and attainments of all applicants. The Board's policy shall be to

obtain the most qualified person from all available sources.

2. Where beneficial to the educational system and where circumstances permit, the Board will involve staff (through the Association) and the community in the screening and interviewing process for promotional positions. The decision to use a committee and the size of the committee will rest with the Board.

G. Appointments to promotional positions shall be made by the Board, upon the recommendation of the superintendent. No later than sixty (60) days after the closing date of application, the Board shall:

- a. make an appointment, or
- b. re-advertise the position, or
- c. defer the filling of the position.

Announcements of appointments shall be made by posting statements in the office of the central administration by the superintendent and in each school building by the principal, with a copy to the Association, indicating which positions have been filled and by whom.

H. 1. Internship positions may be created by the Board for teachers who have had three years of satisfactory teaching experience upon the recommendation of the superintendent, for positions carrying administrative responsibilities. The title of such positions shall be Administrative Intern.

2. Administrative Interns may be employed to serve in administrative positions for a period not to exceed two (2) years. Teachers so employed would be encouraged to pursue graduate study leading to full certification in administration.

3. The period of time may be extended by the Board if the Board determines that circumstances warrant such extension and the extension is specifically requested by the individual. The Association shall be notified of any such extension.

Article XXV

TEMPORARY SPECIAL ASSIGNMENTS

A. Placement of personnel on a temporary special assignment remain the prerogative of the Board, upon recommendation of the superintendent. Temporary special assignments shall be construed to mean any assignment of not more than one school year duration and which does not carry a salary differential.

B. The period of time for personnel on temporary special assignments may be extended to two (2) years by the Board if the Board determines that circumstances warrant such extension. The Association shall be consulted in the event of such extension.

C. Whenever temporary special assignments are on the administrative/supervisory levels of responsibility, the Board agrees, through the Office of the Superintendent of Schools, to publicize adequately, with copies to the Association, and post the positions in the District.

Article XXVI

INSTRUCTIONAL—CURRICULUM COUNCIL

The Board and the Association agree to establish a task force by September 30, 1970, to study the concepts of Instructional and Curriculum Councils. The report from this task force shall be completed and submitted to the Board and the Association by January 1, 1971.

Article XXVII

EXTRA COMPENSATION

A. A task force shall be established by the Board and the Association to study and make recommendations concerning the broad area of extra compensation. This task force shall be established no later than September 30, 1970 and shall submit the recommendations to the Board and the Association no later than April 1, 1971.

B. 1. Coaches' shall be paid according to the following schedule (this schedule shall be effective as of September 1, 1969):

Step	Ath. Dir.	Head Soccer	Asst. Soccer	Head Tennis	Head Track	Asst. Track	Head Hockey	Bowling
1	\$ 800	\$450	\$250	\$250	\$450	\$275	\$300	\$250
2	900	475	275	250	450	300	300	250
3	950	500	300	275	500	325	325	275
4	1000	550	325	300	550	350	350	300
5	1050	600	350	325	600	375	375	325
6	1100	650	375	350	650	400	400	350
7	1150	700	400	375	700	425	425	375
8	1200	750	425	400	750	450	450	400
9	1300	850	525	500	850	550	550	500
10	1400	950	625	600	950	650	650	600

Step	In. Track Cr. City	Head Baseb.	Asst. Baseb.	Head Bsktb.	Asst. Bsktb.	Head Ftbl.	Asst. Ftbl.
1	\$300	\$ 575	\$375	\$ 650	\$425	\$1050	\$ 550
2	300	675	375	750	475	1150	600
3	325	725	450	850	525	1250	650
4	350	775	475	950	575	1350	700
5	375	825	500	1050	600	1450	725
6	400	875	525	1150	625	1550	750
7	425	925	550	1200	650	1650	775
8	450	975	575	1250	675	1750	800
9	550	1075	675	1350	775	1850	900
10	650	1175	775	1450	875	1950	1000

2. The Coaches' Salary Schedule and released time arrangements shall be evaluated by the Task Force.

C. The following positions shall be paid as follows, effective September 1, 1969:

Position	Salary
Band Director (EOHS & CJS)	\$475
Asst. Band Dir. (EOHS & CJS)	200
Cheerleaders (EOHS)	325
Cheerleaders (CJS)	400
Superv. Twirlers (EOHS)	300
Photographer (EOHS)	325
Photographer (CJS)	300
*H.S. Treasurer (EOHS)	850
*H.S. Treasurer (CJS)	550

*status of these positions to be negotiated by September 30, 1970.

**D. 1. Grade Chairman and
Helping Teachers**

An analysis shall be made of the use of the concept of "Grade Chairmen" and "Helping Teachers" by the Task Force.

2. Club Advisors

a. Club advisors shall be provided one (1) period per week of released time for club activities.

b. An analysis shall be made of the responsibilities of club advisors by the Task Force.

c. There shall be no retroactive compensation provided for club advisors for the 1969-70 school year.

d. Elementary and junior high school student councils shall be considered clubs.

3. Usher Squad Advisors

Usher Squads shall be considered clubs and usher club advisors shall be considered Club Advisors.

4. Class Advisors

a. "Chief" high school class advisors shall be provided with released time as follows:

Freshman Advisor—One (1) period per week
Sophomore Advisor—Two (2) periods per week
Junior Advisor—Three (3) periods per week
Senior Advisor—Five (5) periods per week

b. There shall be no retroactive compensation to class advisors for the 1969-70 school year.

5. Publications

a. Yearbook Advisors shall be provided with two (2) periods per day, plus no homeroom periods, of released time.

b. Yearbook Managers shall be provided with one (1) period per day, plus no homeroom periods, of released time.

c. Newspaper Advisors shall be provided with two (2) periods per day, plus no homeroom periods, of released time.

d. Newspaper Managers shall be provided with one (1) period per day, plus no homeroom period, of released time.

e. Other publications: Advisors for other publications shall be considered as Club Advisors.

f. The retroactive compensation for Publication Advisors for the 1969-70 school year shall be paid as follows:

Yearbook Advisor (EOHS)—	\$325
Yearbook Advisor (CJS)—	550
Yearbook Manager (EOHS)—	none
Yearbook Manager (CJS)—	175
Newspaper Advisor (EOHS)—	550
Newspaper Advisor (CJS)—	550
Newspaper Manager (EOHS)—	none
Newspaper Manager (CJS)—	175

g. Unless it is unavoidable, there shall be no monetary compensation provided for the positions above for the 1970-71 school year.

6. Student Council Advisors

a. High School Student Council Advisors (two at East Orange High School and one at Clifford J. Scott High School) shall be provided with two (2) periods per day, plus no homeroom periods, of released time.

b. High School Student Council Advisors shall be provided with retroactive compensation for the 1969-70 school year as follows:

EOHS — \$100 (each) . . . CJS — \$550

7. Audio-Visual Aids

An analysis shall be made by the Task Force to determine the need for a district coordinator of audio-visual aid program.

8. Special Considerations

a. All positions that involve extra pay for extra work shall be adequately advertised. The Association shall be notified of all such vacant positions.

b. A teacher shall hold only one position, except under special conditions, for which extra pay for extra work is received.

c. Teachers currently holding two or more positions for which they receive extra pay for extra work shall be permitted to continue holding such positions and be compensated therefor. They shall not be relieved of one or more of these positions.

d. A teacher who already holds a position for which he receives extra pay for extra work shall not be considered for another position for which extra pay for extra work is paid unless he resigns from the position he holds.

e. Exceptions to the special consideration above pertaining to extra pay for extra work shall be made by the Board only after consultation with the Association.

f. Board shall approve, on the recommendation of the Superintendent of Schools, the employment of teachers to receive extra pay for extra work.

9. a. The Task Force shall analyze the concept of public performance duties being part of the employment responsibilities of the teacher.

b. The Task Force shall conduct a complete study of the concept of preparation time for elementary teachers.

Article XXVIII

DEDUCTION FROM SALARY

The Board agrees to deduct from the salaries of its teachers dues for the East Orange Education Association, the Essex County Education Association, the New Jersey Education Association and/or the National Education Association, or any one or any combination of such Associations as said teachers individually and voluntarily authorize the Board to deduct.

Article XXIX

MISCELLANEOUS

The Board agrees to consult with the Association and the Association agrees to cooperate with the Board in studying the following items which are not included in this Agreement:

1. Maintenance of Classroom Control and Discipline
2. Substitutes
3. School Calendar
4. Specialists
5. Non-teaching duties

DURATION OF AGREEMENT

A. This Agreement shall be effective as of September 1, 1970, and shall continue in effect until August 31, 1971. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

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

East Orange Education
Association

Board of Education
City of East Orange
County of Essex

By _____
Its President

By _____
Its President

By _____
Its Secretary

By _____
Its Secretary

Negotiating Team

Negotiating Team

**EAST ORANGE
BOARD OF EDUCATION**

Mildred Barry
President

Winfred Gideon
Vice President

Vivian Makle
Mavis Reuter
Alfred Wishart

NEGOTIATING TEAM

Winfred Gideon
Chairman

Alfred Wishart
Mildred Barry
Alternate

Paul Moody
Secretary - Business Manager

Dr. Russell Jackson
Superintendent of Schools

Morgan Loesch
Dr. Harold Smith
Assistant Superintendents