

PASSAIC VALLEY ★
REGIONAL HIGH SCHOOL ★
Serving Little Falls, Totowa, & Woodland Park

CONTRACT

BETWEEN

PASSAIC VALLEY EDUCATION ASSOCIATION

AND

PASSAIC VALLEY REGIONAL HIGH SCHOOL

DISTRICT NO. I

BOARD OF EDUCATION

2018-2019

2019-2020

2020-2021

MEMBERS OF THE BOARD OF EDUCATION

Mr. Samuel Yodice, President

Mrs. Lori Brigati, Vice President

Dr. Charles Cathcart

Mr. Giovanni D'Ambrosio

Mr. Raymond Luke Damiano

Mr. Peter D'Angelo

Mrs. Jaclyn Luker

Dr. Vincent Varcadipane

Mr. Nicholas Doell

MEMBERS OF THE ADMINISTRATION

Dr. JoAnn Cardillo, Superintendent

Mr. Colin Monahan, Board Secretary/Business Administrator

BOARD ATTORNEY

Raymond Reddin, Esq.

PASSAIC VALLEY EDUCATION ASSOCIATION

-OFFICERS-

Marc Salvatore..... PRESIDENT

Thomas Deeney VICE PRESIDENT

Daria Leidig..... SECRETARY

Jeffery Francisco TREASURER

PREAMBLE

THIS AGREEMENT entered into this 26th day of June, 2018, by and between the Passaic Valley Regional High School District #1 Board of Education, in the Township of Little Falls, New Jersey, hereinafter called the “Board,” and the Passaic Valley Education Association, Inc. hereinafter called the “Association.”

WITNESSETH

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement, be it

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

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ARTICLE 1

RECOGNITION

A. Unit

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all certificated personnel under contract, on leave, employed by the Board or hereinafter employed pursuant to the terms of this Agreement.

The following are specifically excluded from the bargaining unit:

- Superintendent
- Principals
- Assistant Principals
- Director of Student Personnel Services
- Supervisors
- Guidance Specialist
- School Business Administrator / Board Secretary

B. Definition of Teacher/School Counselors/Trainer/School Nurses/CST

Unless otherwise indicated, the term “teachers,” when used hereinafter in this Agreement, shall refer to all certificated personnel under contract represented by the Association in the negotiating unit as above defined. This would include all teachers and school certified school counselors, trainers and nurses and CST.

ARTICLE 2

NEGOTIATION PROCEDURE

A. Deadline Date

The Board and the Association agree to enter into collective negotiations over a successor agreement in accordance with Chapter 303, Public Laws as amended by Chapter 123, P.L. 1974.

B. Availability of Data

During negotiations, the Board and the Association shall present relevant data, exchange points of view and make proposals and counter proposals. The Board and Association shall make available to each other for inspection research materials that are available pertinent to the item being negotiated.

C. Exclusive Selection of Representatives

Neither party in any negotiation shall have any control over the selection of the negotiation representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiation. It is understood and agreed that each committee cannot bind their respective principals and that any tentative Agreement reached by committee must be ratified by the full Board and Association.

D. Savings Clause

Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless

otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied as so to eliminate, reduce nor otherwise detract from any teacher benefit existing prior to its effective date. This section shall not apply to Article 15, Section A. 1.

E. Association Exclusive Negotiating Rights.

The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article 1 on this Agreement, with any organization other than the Association for the duration of this Agreement.

F. Modification Clause

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE 3

GRIEVANCE PROCEDURE

A. Definitions

1. A “grievance” is a claim by a teacher or the Association based on the interpretation, applicable or violation of this Agreement, policies or administrative decisions affecting terms and conditions of employment.
2. An “aggrieved person” is the person or persons making the complaint.
3. A “party in interest” is the person or persons making the complaint and any person who might be required to take action or against whom action might be taken in order to resolve the complaint.
4. The term “days” when used in this Article shall mean working school days; thus weekend or vacation days are excluded.

B. Purpose

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 welfare or working conditions of teachers. Both parties agree that grievance procedures will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Initiation and Processing

1. Level I-Immediate Supervisor

The grievance shall be presented verbally at a meeting between the grievant and his/her union representatives and the administrator. Within 10 days after the incident is discussed, the immediate supervisor will provide a decision.

**2. Level II-Written Grievance (Superintendent)
(See Appendix E for form)**

If the results of the Level I meeting are not satisfactory to the grievant or the Association, either may submit the grievance in writing within twenty-five (25) days following the act or condition which is the basis of his complaint, to the Superintendent. A hearing on such grievance shall be held by the Superintendent at a mutually convenient time within ten (10) working days of receipt of such written notice.

Within five (5) days after the hearing of the grievance by the Superintendent, the Superintendent shall make his/her decision known in writing to the grievant and to all persons officially present at the hearing.

**3. Level III-Written Grievance (Board of Education)
(See Appendix E for form)**

If the results of the Level II meeting are not satisfactory to the grievant or the Association, the Association shall have the option to appeal the decision of the Superintendent to the Board of Education. Such action shall be taken within ten (10) days of receipt of the decision of the Superintendent. The Board will promptly review such an appeal and may schedule a hearing on the matter to provide the grievant and the Association the opportunity to address the Board on the matter being grieved. At the next available Board Meeting or within 45 working days. A Board decision will be made within 10 days of the Board hearing.

Exercising this option shall not diminish the right of the Association to take up the matter in arbitration as provided below.

D. Arbitration

1. A grievance may not be submitted to an arbitrator unless a decision has been rendered by the Superintendent of Schools under the grievance procedure, except in cases where, upon expiration of the time limit for decision, no decision was issued by the Superintendent, under Section C, above.
2. The proceedings shall be initiated by filing with the Superintendent and the Public Employment Relations Commission a notice of arbitration. Both parties shall be bound by the rules of the Public Employment Relations Commission. The notice shall be filed within ten (10) days after receipt of the decision of the Superintendent under the grievance procedure, or where no decision has been issued by the Superintendent with ten (10) days following the expiration of the time limits for the Superintendent's decision. The notice shall include a statement setting forth precisely the issue to be decided by the arbitrator and the specific provision of the Agreement involved.
3. Unless the parties agree that it shall be binding, the arbitrator's decision shall be advisory only and limited strictly to the interpretation, application, or violation of the language of the contract. The arbitrator shall not add to or subtract from the Agreement and shall limit his findings to the language of the contract.
4. The costs for the services of the arbitrator will be borne equally by the Board and the Association.

E. General Provisions as to Grievances and Arbitration

1. Rights of Teachers to Process Grievance Without Intervention or Representation

Nothing contained in this article or elsewhere in this Agreement shall be construed to prevent any individual teacher from presenting and processing a grievance and having it adjusted without intervention or representation by the Association.

A teacher may be represented and accompanied by not more than two (2) persons at any step in the grievance procedure beyond Level I.

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 except Level I of the grievance procedure.

2. Time Limits

Failure at any step of this procedure except Level I to communicate the decision in writing on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step in this procedure to appeal a grievance to the next step within the specified time limits shall preclude any further appeal on the grievance. The time limits specified in any step of this procedure may be changed in any specific instance only by mutual agreement, signed by the Superintendent and the President of the Association. In the event that 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 harm to a party in interest. 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 practicable.

3. Stating Purpose of Visit

In the course of investigation of any grievance, representatives of the Association will report to the Superintendent and will state the purpose of the visit upon arrival.

4. Conflicts with Instructional Program

Every effort will be made by all parties to avoid interruption of classroom activities and to avoid the involvement of students in all phases of the grievance procedure.

5. Release from Duty

It will be the practice of all interested parties to process grievances after the regular work day or at other times which do not interfere with assigned duties. However, that upon mutual agreement by the aggrieved persons, the Association, and the Superintendent to hold proceedings during regular working hours, it is understood that the grievant and the appropriate association representative will be released from assigned duties without loss of salary.

ARTICLE 4

TEACHER RIGHTS AND BOARD RIGHTS

A. Statutory Savings Clause

Nothing contained here shall be construed to deny or restrict to any teacher or other employee under contract such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

B. Just Cause Provision

No teacher shall be 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 be subject to the grievance procedure herein set forth.

C. Required Meetings or Hearings

Disciplinary interviews and reprimands will be considered in private. The teacher shall be informed of the nature of the interview and given twenty-four (24) hours notice except in emergency situations when teachers or students may be adversely affected. An affected teacher shall, however, have the right, in all such instances, to request the presence of an Association representative at said interview and, when such request is made, the interview shall not proceed until the representative is in attendance. Where the interview is to occur immediately upon notice of its nature, the teacher shall have adequate time to speak with his/her representative prior to its commencement. The member of the administrative staff who conducts the interview shall have the right to have another member of the Administrative staff in attendance at said interview.

ARTICLE 5

TEACHER WORK YEAR

A. In-School Work Year - Teachers

The in-school work year for teachers employed on a ten (10) month basis shall not exceed one hundred eight-five (185) days. Excluded from this section are new teachers, who may be required to attend three additional days of orientation. First year teachers will be required to attend orientation and association representation will be invited to any scheduled programming.

B. Inclement Weather or Similar Emergency

1. Teacher attendance shall not be required whenever student attendance is not required due to inclement weather or other similar emergency.
2. The Board agrees to finalize, at its first April meeting, the closing date for the staff school year. If this is not possible, every attempt will be made to establish a closing date by the second meeting in May. The staff is willing to attend days beyond graduation when necessary to meet institutional needs.
3. Should an extreme circumstance arise after the April meeting, the Association recognizes the Board's right to adjust the calendar accordingly.

ARTICLE 6

TEACHER EMPLOYMENT

A. Notification of Contract, Salary, and Assignment

Non-tenured teachers shall be notified of their contract and salary status for the ensuing year in accordance with the date provided by the law then in effect. All teachers returning for the following school year will receive a contract by June 15th that includes their salary, degree, step on guide and assignment.

B. Notification of Compensated Extra-Curricular Activities

The Board shall notify teachers of their assignment for compensated extra-curricular activities no later than the last school day of June regarding their status, except in those instances in which an unforeseen contingency, the reasons for which shall be in writing, makes the giving of a notice by the stated date impossible.

C. List of Positions and Compensation

The Board agrees to furnish to the Association a list of all B, C and D positions that are to be compensated and the amount of compensation.

ARTICLE 7

ASSOCIATION MEMBER HOURS

A. Check-in Procedure/Electronic Sign-In and Out

Association members shall indicate their presence for duty by indicating the time of arrival and departure electronically according to standard operating procedures. Each member is required to only sign in and out for themselves. If it is determined that the electronic procedure is down, a paper sign in process will be accepted.

B. Lunch/Prep/Bus Duty/Security Drills

1. Teacher's will be assigned five (5) academic classes, one (1) lunch, one (1) prep and duty period, as per Principal's assignment.
2. School Counselor's and Child Study Team will be assigned one (1) bus duty per week (not Fridays) and one (1) in between passing period supervision per day as per Principal's assignment.
3. Fire Drill, Lockdown and Shelter in Place duty/site supervisor will be assigned to School Counselor's and Child Study Team.

C. Leaving the Building

Association members may leave the building during their duty-free lunch period without requesting permission. As a courtesy for safety purposes, staff members leaving the building must contact the main office.

D. Lunch Periods – Teachers/School Counselors/Child Study Team

1. All teachers shall have a daily, duty-free lunch period of forty-three (43) consecutive minutes. On delayed openings or early dismissals, teacher duty free lunch periods will adhere to the schedule for delayed openings and early dismissals.

2. All school counselors will have a daily duty free lunch period of fifty-eight (58) consecutive minutes. On delayed openings or early dismissals, teacher duty free lunch periods will adhere to the schedule for delayed openings and early dismissals.
3. All child study team members will have a daily duty free lunch period of fifty-eight (58) consecutive minutes. On delayed openings or early dismissals, teacher duty free lunch periods will adhere to the schedule for delayed openings and early dismissals.

E. Preparation Time

In addition to their lunch period, members will have duty-free preparation time which will average forty-three (43) minutes per day, per week. Preparation time shall be utilized only for professional purposes.

F. Length of Day- All Association Members

Except in emergency and as qualified elsewhere in this Agreement, the in-school day for teachers covered by this Agreement shall be seven (7) hours and five (5) minutes, with the exception of zero (0) period, inclusive of lunch and preparation. Members shall not be required to report for duty before 8:00 a.m. or remain on duty after 4:00 p.m. A member who leaves prior to the end of the regular school day shall notify the Principal and be charged accordingly, with regard to sick or personal time. To provide adequate supervision in the morning, the Superintendent will charge the Principal to assign early supervision as needed. On days when after school meetings are scheduled, however, all teachers are to remain for the duration of the meetings, regardless of the arrival schedule agreed upon.

G. Extended Day Library Hours

The Board may extend afternoon hours of the Library. Association members will be given first priority for supervision purposes. Association members will be compensated at the Drivers Education Rate.

H. Association Members Lateness and Failure to Sign In

REFER TO DISTRICT POLICIES

I. Fridays and Days Preceding Holidays

On Fridays and days preceding holidays or vacations, the members day shall end at the close of the student's day (i.e., 2:30 p.m.). On the last day prior to the Christmas recess there will be early dismissal at 12:30 p.m. Staff should be cognizant of student's safety at dismissal time. After the graduation ceremony, staff should remain ten (10) minutes to participate with students and parents after the conclusion of the ceremony. In addition, members will be required to attend and participate in the annual commencement exercises. Any teacher members, whose own child is graduating at the same time as the Passaic Valley graduation ceremony, will be excused from attendance.

J. Meeting with Parents/Guardians

Members shall meet with parents at mutually scheduled times. During the school year these meetings can be electronically planned. Parents should have every opportunity to meet with association members regarding the needs of their children. At times this may mean scheduled meetings outside contractual hours will take place contiguous to the regular school day. Specific situations with issues outside regular parameters of conferences will be dealt with under administrative guidance.

K. Faculty Meetings/Department Meetings

Members are required to meet outside the contracted hours normal workday without additional compensation for up to (10) meetings (faculty, department, building, accreditation, area, etc.) In season coaches will be excused. All other members will attend.

L. Evening Meetings – All Certificated Staff Members

The Superintendent and the Association leadership agree that association members are required to attend certain evening events as it pertains to their job responsibilities. Members may be required to attend up to three (3) evening meetings per year when such attendance is related to a teacher's professional responsibility. In the event rescheduling becomes necessary, members shall be given written notice at least two (2) weeks in advance. Regularly scheduled evening meetings shall take place between the hours of 7:00 p.m. and 9:00 p.m.

M. Athletic Trainer

The athletic trainer's school calendar will consist of 10 months with a maximum of 1300 hours annually. The athletic trainer's weekly work schedule shall be flexible 7 days a week governed by the schedule of

athletic events. Events necessitating the trainer to be on-site outside of the 10-month contract will be paid at the same hourly rate as Schedule D- CST, School Counselors. The Board of Education shall reimburse the athletic trainer for selected hours of continuing education during the term of the contract to assist the athletic trainer in maintaining accreditation.

N. Sixth Period Assignment

The purpose of sixth (6th) period assignment is to meet the staffing and program needs of the Board. It is not to be implemented as a means of reducing the professional staff. However, the teachers and the Board agree that under certain conditions it may be desirable and necessary to assign certain teachers to a sixth teaching assignment.

1. Teachers will be assigned 5 academic classes, one (1) lunch, one (1) prep, and one (1) duty period.
2. The administration has the right to assign a sixth (6th) academic teaching period in lieu of an assigned duty period.

3. Teachers assigned to a sixth teaching period shall be compensated at a rate of \$7,500 per year, to be part of the teacher's base salary.
4. The Superintendent/Designee shall initially seek volunteers for the sixth (6th) teaching assignment from among association members who are qualified for the assignment.
5. If the assignment remains vacant, the Board may assign teachers to a sixth (6th) teaching assignment. No more than three (3) teachers per department. Teachers assigned to a sixth (6th) teaching period shall be compensated at a rate of \$7,500 per year, to be part of the teacher's base salary.
6. The Administration and Board agree to make an effort to minimize the number of different preparations assigned to a teacher who carries the sixth (6th) class.

O. Length of Periods

The Board and the Association agree that the length of each period during the school day shall be a total of forty-three (43) minutes.

P. Early Assignment (Zero Period)

1. Effective September 1, 1994, the Board shall establish as an extra-curricular assignment with the meaning and limitation of N.J.S.A. 34:13A-22 and 23, a new regular teaching assignment to be referred to as "Early Assignment" (zero period), which assignment shall be scheduled during the school year, on days when school is in session, from 7:15 a.m.-7:58 a.m.
2. The parties hereto agree that assignments to cover Period EA shall be on a yearly basis for each teacher assigned and that such assignments shall not increase the length of the regular teachers' work, hour total of seven (7) hours and twenty- one (21) minutes as set forth in the Agreement at ARTICLE 7—TEACHER HOURS.

3. Early Assignment – Zero Period (EA) teacher day shall be seven (7) hours and twenty-one (21) minutes commencing at 7:11 a.m. Dismissal at 2:30 p.m. after seven (7) hours and twenty-one (21) minutes except on Fridays and days before holidays when dismissal for such EA assigned staff will be after seven (7) hours and twenty-one (21) minutes. During delayed opening days zero period will be cancelled.
4. The early assignment shall be compensated at \$6,500.00 which will be added to the teacher's base salary.

Q. Association President

The President of the Association shall not be assigned a daily duty period. During that period association business shall be conducted. The Association shall be provided with office space in Room 219.

ARTICLE 8

TEACHER ASSIGNMENT

A. Notification

All teachers shall be given written notice of their tentative class schedules and/or subject assignments by June 5 for the forthcoming school year or as soon as practicable thereafter, but no later than June 15.

B. Revisions in Assignment

In the event that changes in tentative schedules, class, and/or subject assignments are made after June 15th, the Association and any teacher affected shall be notified promptly in writing and, upon the request of the teacher, the changes shall be promptly reviewed between the Principal and the teacher affected and, at the teacher's option, a representative of the Association.

C. Exceptions

The above stated dates shall apply except in those instances in which an unforeseen contingency occurs, the reason for which shall be in writing to the Association and the staff member affected.

ARTICLE 9

REASSIGNMENTS

A. Posting Vacancies

As teaching vacancies and vacancies in extra-curricular activities become known, the school administration shall provide a staff memo posting electronically to all staff.

B. Filing Requests

Within twenty (20) school days of the original posting, teachers who desire a change in grade and/or subject assignment may then file a written statement of such desire with the Principal. Such statement shall include the grade and/or subject to which the teacher desires to be reassigned in order of preference.

ARTICLE 10

NOTICE OF PROMOTIONS

In all situations of promotions, the qualifications for positions, duties, and rate of compensation shall be clearly set forth. All vacancies in any promotional positions shall be filled according to the procedures outlined below.

1. **Date of Posting**

All positions new and promotional will be posted electronically for all staff with at least 10 calendar days notification of final date when applications must be submitted.

2. **Notification during Summer**

During July and August, any vacancies of any positions including promotional shall be posted accordingly to procedure outlined in #1.

3. **Board Employment Prerogative**

Notification for promotional positions shall in no way be interpreted as compelling the Board and/or the Superintendent to hire among the personnel of the membership of the Passaic Valley Education Association.

4. **Criteria for Notice**

In both situations set forth in Section A above, the qualifications for the position, its duties, and the rate of compensation shall be clearly set forth. No vacancy in the promotional position shall be filled other than in accordance with the above procedure.

ARTICLE 11

TEACHER EVALUATION

A. General Criteria

TEACHNJ and Achieve NJ represents legislation enacted in August 2012. It is found in Chapter 26 of Title 18A of NJ State Statutes. This law establishes criteria and parameters for evaluation of teachers using a state approved system of evaluation to determine a final score of highly effective, effective, partially effective, and ineffective. Tenure for teachers is determined based on a summative score including individual and Student Growth Objectives (SGOs).

All TEACHNJ and Achieve NJ processes and procedures are outlined in the Board approved Teachers Manual for Observation and Evaluation Practices. This manual will be updated as needed to include any changes in state statute as prescribed by legislation through the NJDOE.

1. Open Evaluation

All monitoring or observation of the work performance of a teacher shall be conducted openly with full knowledge of the teacher.

2. Evaluation by Certified Supervisors

Teacher shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.

3. Copies of Evaluation

A teacher shall be given a copy of any class-visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the Central Office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank form.

B. In-Service Workshops and Courses

The Board agrees to consult with the Administration and Association through the school improvement panel (SCIP) in establishing after school, evening, or summer in-service courses, workshops, conferences, and programs designed to improve the quality of instruction, within budgetary limitations.

C. Expenses for Required or Approved Conferences

The Board within budgetary limitations, will pay the reasonable expenses, including fees, meals, lodging, and/or transportation for teachers who attend local and out-of-town educational workshops, seminars, and/or conferences at the request and/or with the advance approval of their immediate supervisor and the Superintendent.

D. Tuition Reimbursement

In order to provide teachers with an opportunity to enhance their professional education, beginning July 1, 2006, the Board shall implement the following Tuition Reimbursement Program. In order to be eligible, members must comply with each of the listed criteria:

1. Enrollment in a Graduate Degree Program/Graduate Course at an accredited college or university, unless the Superintendent requests a member to take courses at a non-accredited institution, industrial or corporate-sponsored program, or undergraduate institution.
2. Courses must be within the member's content area or taken for the acquisition of additional certifications. Educational leadership courses may not be approved for reimbursement unless recommended by the superintendent and approved by the Board of Education.
3. All courses must be approved in advance by the Superintendent who shall, in his/her discretion, determine whether the courses will improve the educational program within the District.
4. Tuition reimbursement will be made after a transcript is provided to the Board showing that the member has paid for the

courses and has successfully completed the course with a grade of "B" or better.

5. Reimbursement shall be divided equally for approved credit hours among the teachers requesting tuition reimbursement over the calendar year beginning July 1st and/or shall be at 100% of the current state college tuition rate for the first three (3) credits in any year. Reimbursement shall be at 50% of the state college tuition rate for credits beyond the first three (3) credits in any year, to a maximum of twelve (12) credits in one year as funds permit. Reimbursement payment will take place at the conclusion of Passaic Valley Regional High School's academic year.
6. Maximum funds to be expended by the Board shall be \$21,500 to the life of this contract.
7. With respect to tenured members, if dual certification is part of the teacher's Professional Improvement Program and the tenured teacher agrees, the Board will pay for the tenured teacher's tuition pending Board approval. Such tuition payment will not be deducted from the tuition funds available under Paragraph C 6 above.
8. Tuition reimbursement which is paid pursuant to this section shall be repaid to the district in the event that the recipient of the reimbursement terminates employment within a two (2) year period of course completion, except in the following circumstances:
 - a. Serious illness of a member or a family member of the member's immediate family as certified by a physician where the teacher is required to render care to the member of the immediate family.
 - b. Change of spousal employment necessitating a geographical relocation.
 - c. Any other verified personal, unforeseen emergency necessitating termination of employment and providing no other employment as a teacher.
 - d. Death of the employee.

ARTICLE 12

PERSONNEL RECORDS

1. File

A Member shall have the right, upon request, to review the contents of his/her personnel file and to photocopy any documents contained therein. A teacher member shall be entitled to have a representative of the Association accompany him/her during such review. The District shall also have representation during this review and assist in photocopying of any documents.

2. Derogatory Material

No material regarding a teacher's member's conduct, service, character or personality shall be placed in his personnel file unless the teacher has had an opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.

ARTICLE 13

SICK LEAVE

A. Definition

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

B. Number of Days

Teachers shall be allowed sick leave with the full pay for ten (10) school days in any school year.

C. Accumulative Days

If any staff member requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years.

D. Reimbursement for Unused Accumulated Sick Leave

1. Members shall be eligible for reimbursement of their unused accumulated sick leave.
2. In order to be eligible for this benefit, a teacher must have completed at least fifteen (15) years of service in and to Passaic Valley Regional High School District.
3. Those who qualify shall be paid only upon actual retirement (the filing of papers with the Teachers Pension and Annuity Fund for regular, non-deferred retirement).

4. Effective July 1, 2006, the reimbursement schedule shall be as follows:

Days 1-100 \$40.00 per day

Days 101 and above \$50.00 per day

5. Any member desiring reimbursement hereunder shall make his intentions of retiring known to the Superintendent of Schools, in writing, January 15th to the date that the Board submits its final budget to the County Superintendent of Schools. Actual payment shall be made during the month of July following the effective date of retirement providing notice was given to the Superintendent by January 15th of the employee's retirement year. In cases where notice was not given to the Superintendent by January 15th, payment will be made 1 year from July 1st of the effective retirement.

The member has the option of receiving funds for unused accumulated sick time in one installment payable on or about August 1st or two installments on or about August 15th and on or about January 15th the following year. Notification shall be made to the Business Administrator by June 30th relative to this option of receiving of funds. The maximum payout for unused sick leave will be \$12,000.

ARTICLE 14

SHORT TERM LEAVES OF ABSENCE

A. Types of Leave

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

1. Professional

Absence for professional reasons must be approved by the Superintendent. The application must be in writing, signed by the applicant and submitted to the Superintendent; whenever possible at least three (3) school days in advance of the day for which permission to be so absent is sought. ARTICLE 2, Section D, shall not apply to this paragraph.

2. Legal

Time necessary for appearance in any legal proceeding connected with the teacher's employment with the school system if the teacher is required by law to attend as party or as a witness under subpoena.

3. Personal Days

During each year of this Agreement, up to five (5) personal days shall be provided to all teachers. The staff member need not provide a reason for a personal leave day. Personal Days may not be used to extend vacations, holidays, or weekends, and may not be used during the first five (5) school days or last five (5) school days of the year. The Superintendent reserves the right to limit the number of staff out on any day for legitimate reasons consistent with the educational needs of the district. Unused personal days may accumulate from year to year into a member's sick bank.

4. OTHER LEAVES

Other leaves of absence with or without pay may be granted by the Board as the Board may see fit.

5. BEREAVEMENT LEAVE

Bereavement days must be taken in alignment of the details established in the obituary. Proof of relationship / documentation must be provided to the Superintendent for disbursement of Bereavement Day(s). (e.g. obituary, death certificate.)

1. An allowance of up to five (5) working days shall be granted to a member because of death of their father, mother, child, grandchild, spouse, son-in-law, daughter in-law, mother in-law, father in-law. Three Bereavement Days will be afforded for the passing of a brother, sister, brother-in-law, sister-in-law, grandparent, and spouse's grandparent. One Bereavement Day will be afforded an employee for the loss of an aunt or uncle, niece, nephew, step-parent, step-child.
2. In the event of the death of a staff member or student in the school district, the Superintendent shall grant to an appropriate number of members sufficient time to attend the funeral as long as the continuity of instruction can be maintained in each building.

ARTICLE 15

EXTENDED LEAVE OF ABSENCE

- A. All extended leaves of absence will follow existing state law. For purposes of advancement on salary guide and years of service to the district, a member must work nine (9) consecutive weeks in order to earn credit for that year. Advancement toward seniority shall not be interrupted by the teacher's use of extended leave of absence; seniority shall not accrue during an extended leave of absence and shall be determined in accordance with state regulations.

ARTICLE 16

INSURANCE PROTECTION

A. Full Health Care Coverage

The Board shall provide for each teacher, hospitalization benefits, surgical benefits, and Major Medical benefits under the New Jersey Health Benefits Program or its equivalent. Each member of the PVEA will make a contribution to their health care coverage. This contribution will be based on the guidelines provided in Chapter 78 PL 2011. All premium costs shall be exclusive of broker fees. Additionally, all callable funds shall be applied to the following year's premiums or returned to those contributing to their premiums at the appropriate percentage.

- 1) A member may elect to waive the above insurance coverage for a full year (July 1 through June 30), upon providing proof, to the Board, of other medical coverage that is equal to or better than the Board provided policy. Notification of said waiver and presentment of proof of alternative medical coverage must be made in writing by due to the yearly open enrollment period.

In the event said waiver is elected, The State funded health benefits formula will be used to determine the reimbursement cost, not to exceed 25% or \$5,000.00.

- 2) The above waiver of coverage shall be administered in accordance with applicable tax laws. Any employee who waives coverage and receives monetary compensation shall be issued a W-2 form from the District. The employee shall be solely responsible for any tax liability and tax consequences.

B. Dental Plan

1. During each year of this Agreement, the Board shall provide for each teacher a family dental plan. An orthodontic maximum of twelve hundred (\$1,200.00) per case.
2. The Board shall pay a lump sum of up to forty two thousand dollars (\$42,000.00) during each year of this Agreement.

C. Description to Teachers

Teachers have 24/7 access to the State of New Jersey and Delta Dental website and are encouraged to refer to these sites as needed.

D. Flexible Spending Account

The Board shall administer a medical flexible spending account (FSA) And a dependent FSA consistent with the Internal Revenue Code. All costs associated with these plans shall be borne entirely by the Board. The plan year shall be from July 1 through June 30. A ten (10) week extension following the end of the plan year shall be implemented to allow employees to utilize any remaining funds.

ARTICLE 17

SALARIES

A. Salary Schedules for School Years 2018-2019, 2019-2020, 2020-2021

The salaries of all certified personnel covered by this Agreement are set forth in Schedules A, B, C, and D of this Agreement.

B. Method of Payment

1. Twelve (12) Month

Teacher employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.

2. Ten (10) Month

Teachers employed on a ten (10) month basis shall be paid in twenty (20) semi-monthly installments as follows:

- a. On the fifteenth (15th) day of the month; and
- b. Last day of the month

3. Summer Pay Plan

Teachers may individually elect to have ten percent (10%) of the monthly salary deducted from their pay. The bank will issue a summer savings check to the employee in the month of July.

4. Exceptions

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

5. **Final/First Pay**

Teachers shall receive their final paychecks on the last working day in June. Teachers shall receive their first paycheck in September on September 10th. In the event this day falls on a Saturday or Sunday, the payday shall be the preceding Friday.

6. **Note:** All schedule “B, C, and D” positions must be offered to qualified PVEA members first. If no qualified individuals can be found, the position will then be offered to other qualified PV employees. If there are still no qualified individuals, the Board may seek qualified individuals outside the District. All scheduled “B, C, and D Positions not held by PVEA members must be posted each year.

ARTICLE 18

REPRESENTATION FEE

A. The Association shall, on or before September 30th, of each year of this Agreement, deliver to the Board a written statement containing the following:

1. A statement that the Association has determined the amount of representation fee in accordance with the formulated requirements of N.J.S.A. 34:13A-5.5.
2. A statement that the Association has established a “demand and return system” in accordance with the requirements of N.J.S.A. 34:13A-5.5.
3. A statement establishing the amount of the yearly representation fee to be deducted from the salary of each non-member. Such representation fee shall not exceed eighty-five percent (85%) of the regular membership dues, fees and assessments.
4. A list of all members who have failed to arrange for and become members of the Association and a request that the representation fee of such non-members be deducted in accordance with the Agreement.
5. Beginning with the first full pay period in November, the Board will commence deductions from the salaries of such members in accordance with Paragraph B below, of the full amount of the Representation Fee and will promptly send the amount so deducted to the Association.

B. Payroll Deduction Schedule

1. The Board will deduct the Representation Fee, in equal installments, as nearly as possible, from the pay checks paid to each employee on the aforesaid list, during the remainder of the membership year in question.

2. The deductions will begin with the first paychecks:
 - (a) In September or
 - (b) Thirty (30) days after the employee begins his/her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position or was on lay-off, in which event, the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

3. On or about the last day of each month, beginning the month this Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such employees.

- C. The Association hereby agrees to indemnify, defend, and save harmless the Board from any claim, suit, damages, cost and attorney fees or action of any nature whatsoever which may be brought at law or equity, or before any administrative agency with regard to or arising from the deduction from salaries of any employee of any sum of money as a representation fee under the provisions of this Agreement.

ARTICLE 19

DURATION OF AGREEMENT

A. Duration Period

This Agreement shall be effective as of July 1, 2018 and shall continue in effect until June 30, 2021, subject to the Association's right to negotiate over a successor Agreement as provided in ARTICLE 2. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended mutually in writing.

B. Status of Incorporation

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.

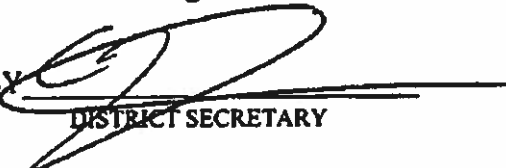
PASSAIC VALLEY EDUCATION
ASSOCIATION, INC.

BY 
DISTRICTS PRESIDENT

BY 
DISTRICTS SECRETARY

BOARD OF EDUCATION OF
THE PASSAIC VALLEY
REGIONAL HIGH SCHOOL
DISTRICT # 1

BY 
DISTRICT PRESIDENT

BY 
DISTRICT SECRETARY

Appendix A
SCHEDULE A
SALARY GUIDE FOR PROFESSIONAL STAFF
2018-2019, 2019-2020, 2020-2021

The basic classifications according to academic training are identified as follows:

Class 1	Bachelor's Degree.
Class 2	Thirty (30) graduate credits of approved study beyond the Bachelor's Degree.
Class 3	Sixty (60) graduate credits of approved study beyond the Bachelor's Degree and completion of an earned Master's Degree.
Class 4	Ninety (90) graduate credits of approved study beyond the Bachelor's Degree and completion of an earned Master's Degree.
Class 5	A professional staff member holding an earned Doctoral Degree from an accredited American University.

LONGEVITY

- A. After completing 15 years of service through 20 years of service in the district
- B. After completing 20 years of service through 25 years of service in the district
- C. After completing 25 years of service through 30 years of service in the district
- D. After completing 30 years of service.

2018-2021

- A. \$1,884.00 starting in year 16
- B. \$2,696.00 starting in year 21
- C. \$3,508.00 starting in year 26
- D. \$4,318.00 starting in year 31

YEAR 1
 2018-19 Passaic Valley Regional High School
 Salary Guide

Step	Class 1	Class 2	Class 3	Class 4	Class 5
1	51,359	54,884	59,059	61,059	62,658
1-2	52,750	56,272	60,450	62,450	64,049
3	53,950	57,334	61,889	63,636	65,267
4	54,950	58,402	63,108	64,830	66,494
5	55,950	59,472	64,272	66,029	67,726
6	56,950	60,368	65,438	67,180	68,751
7	57,950	61,711	67,055	68,757	70,144
8	58,950	62,792	68,256	70,099	71,391
9	60,450	64,775	70,272	72,118	73,176
10	62,450	67,007	72,293	74,962	76,291
11	64,650	69,277	75,277	77,277	79,777
12	67,250	71,250	78,250	80,250	82,750
13	70,250	73,750	81,250	83,128	88,850
14	74,075	79,075	83,075	87,075	90,075
15	77,100	83,100	90,100	91,100	94,100
16	81,125	87,125	96,875	96,125	100,125
17	85,350	95,000	101,000	102,000	108,000
18	90,150	99,226	106,778	108,654	113,205
19	95,050	103,451	112,557	115,307	118,410
20	99,950	107,677	118,335	121,961	123,615

YEAR 2
2019-20 Passaic Valley Regional High School

Salary Guide

Step	Class 1	Class 2	Class 3	Class 4	Class 5
1	53,080	56,602	60,780	62,780	64,379
2-3	53,580	56,964	61,519	63,266	64,897
4	54,530	57,982	62,688	64,410	66,074
5	55,510	59,032	63,832	65,589	67,286
6	56,510	59,928	64,998	66,740	68,311
7	57,510	61,271	66,615	68,317	69,704
8	58,510	62,352	67,816	69,659	70,951
9	60,000	64,325	69,822	71,668	72,726
10	61,900	66,457	71,743	74,412	75,741
11	64,100	68,727	74,727	76,727	79,227
12	66,600	70,600	77,600	79,600	82,100
13	69,600	73,100	80,600	82,478	88,200
14	72,900	77,900	81,900	85,900	88,900
15	76,700	82,700	89,700	90,700	93,700
16	80,750	86,750	96,500	95,750	99,750
17	85,250	94,900	100,900	101,900	107,900
18	90,150	99,226	106,778	108,654	113,205
19	95,150	103,551	112,657	115,407	118,510
20	100,150	107,877	118,535	122,161	123,815

YEAR 3
2020-21 Passaic Valley Regional High School
Salary Guide

Step	Class 1	Class 2	Class 3	Class 4	Class 5
1	54,020	57,542	61,720	63,720	65,319
2	54,520	57,904	62,459	64,206	65,837
3-4	55,020	58,472	63,178	64,900	66,564
5	55,520	59,042	63,842	65,599	67,296
6	56,260	59,678	64,748	66,490	68,061
7	57,160	60,921	66,265	67,967	69,354
8	58,110	61,952	67,416	69,259	70,551
9	59,360	63,685	69,182	71,028	72,086
10	61,110	65,667	70,953	73,622	74,951
11	63,110	67,737	73,737	75,737	78,237
12	65,110	69,110	76,110	78,110	80,610
13	68,110	71,610	79,110	80,988	86,710
14	71,210	76,210	80,210	84,210	87,210
15	74,910	80,910	87,910	88,910	91,910
16	79,410	85,410	95,160	94,410	98,410
17	84,110	93,760	99,760	100,760	106,760
18	89,410	98,486	106,038	107,914	112,465
19	94,860	103,261	112,367	115,117	181,220
20	100,350	108,077	118,735	122,361	124,015

Appendix B

SCHEDULE B STIPENDS 2018-2021

<u>CHEERING STIPENDS</u>		
CHEERING DIRECTOR / ADVISOR		\$ 4,246.00
CHEERING ASSISTANT		\$ 3,121.00
CHEERING ASSISTANT		\$ 3,121.00
<u>GIRLS' SHOW STIPENDS</u>		
GIRLS' SHOW DIRECTOR / ADVISOR		\$ 4,246.00
GIRLS' SHOW ASSISTANT		\$ 3,121.00
GIRLS' SHOW ASSISTANT		\$ 3,121.00
GIRLS' SHOW ASSISTANT		\$ 3,121.00
GIRLS' SHOW PROGRAM EDITOR		\$ 1,591.00
<u>MARCHING BAND STIPENDS</u>		
MARCHING BAND DIRECTOR		\$ 6,892.00
MARCHING BAND ASSISTANT DIRECTOR		\$ 5,155.00
MARCHING BAND ARRANGER (2 share)		\$ 1,200.00
		\$ 1,200.00
MARCHING BAND COLOR GUARD		\$ 2,400.00
MARCHING BAND DRILL DESIGN		\$ 2,400.00
<u>MUSIC STIPENDS</u>		
MUSIC DIRECTOR		\$ 5,168.00
ASSISTANT MUSIC DIRECTOR		\$ 1,625.00
VOCAL ENSEMBLE		\$ 1,625.00
JAZZ ENSEMBLE		\$ 1,625.00
<u>THEATER ARTS STIPENDS</u>		
PLAY DIRECTOR – FALL		\$ 3,034.00
PLAY DIRECTOR – HOLIDAY		\$ 2,471.00
PLAY DIRECTOR – SPRING MUSICAL		\$ 3,034.00
PLAY DIRECTOR – VARIETY SHOW		\$ 1,267.00
PLAY DIRECTOR – ASSISTANT		\$ 1,625.00
PLAY – SET CONSTRUCTION (PER SHOW)		\$ 1,165.00
PLAY CHOREOGRAPHER		\$ 1,166.00
LIGHTING CLUB DIRECTOR		\$ 2,534.00

<u>CLASS ADVISORS</u>		
CLASS ADVISOR SENIORS (2)		\$ 2,342.00
		\$ 2,342.00
CLASS ADVISOR JUNIORS (2)		\$ 1,625.00
		\$ 1,625.00
CLASS ADVISOR SOPHOMORES (2)		\$ 1,625.00
		\$ 1,625.00
CLASS ADVISOR FRESHMEN (2)		\$ 1,625.00
		\$ 1,625.00
<u>CLUBS</u>		
CRIMINAL JUSTICE CLUB (1)		\$ 1,625.00
CULINARY CLUB (1)		\$ 1,625.00
DRAMA CLUB (1)		\$ 1,625.00
ENVIRONMENTAL CLUB (2)		\$ 1,625.00
		\$ 1,625.00
ART CLUB (1)		\$ 1,625.00
GSA (Gender and Sexualities Alliance) (1)		\$ 1,625.00
INTERACT CLUB (1)		\$ 1,625.00
TECHNOLOGY INTERNS/COMPUTER CLUB (1)		\$ 1,625.00
VARSITY CLUB (2)		\$ 1,625.00
		\$ 1,625.00
PHYSICS CLUB (1)		\$ 1,625.00
AUDIO/VISUAL CLUB (2)		\$ 2,531.00
		\$ 2,531.00
TV PRODUCTION (2)		\$ 2,859.00
		\$ 2,859.00
STUDENT SENATE (1)		\$ 1,625.00
LITERARY CLUB (2 Share)		\$ 900.50
		\$ 900.50
PEER MENTORING CLUB (2)		\$ 2,971.00
		\$ 2,971.00
YEARBOOK CLUB (2)		\$ 2,342.00
		\$ 2,342.00

<u>HONOR SOCIETIES</u>		
NATIONAL HONOR SOCIETY		\$ 1,625.00
PASSAIC VALLEY HONOR SOCIETY		\$ 1,625.00
WORLD LANGUAGE HONOR SOCIETY		\$ 1,625.00
NATIONAL ART HONOR SOCIETY		\$ 1,625.00
MUSIC HONOR SOCIETY		\$ 1,625.00
<u>WORLD LANGUAGE CLUBS</u>		
SPANISH CLUB		\$ 1,625.00
ITALIAN CLUB		\$ 1,625.00
FRENCH CLUB		\$ 1,625.00
<u>FUTURE PROFESSIONALS CLUBS</u>		
FUTURE BUSINESS LEADERS OF AMERICA		\$ 1,625.00
FUTURE MEDICAL PROFESSIONALS		\$ 1,625.00
FUTURE ENGINEERS		\$ 1,625.00
FUTURE LAWYERS / MOCK TRIAL		\$ 1,625.00
FUTURE EDUCATORS OF AMERICA		\$ 1,625.00
<u>SCHOOL STORE</u>		
SCHOOL STORE ADVISOR / MANAGER		\$ 2,342.00
<u>ACADEMIC COMPETITIONS</u>		
ACADEMIC TEAM		\$ 1,625.00
MATH LEAGUE		\$ 1,625.00
SCIENCE LEAGUE		\$ 1,625.00
NATIONAL HISTORY DAY		\$ 1,625.00

Appendix C

SCHEDULE C STIPENDS 2018-2021

<u>JOB ASSIGNMENT (PER HOUR)</u>		
CPR INSTRUCTOR		\$ 28.08 / HR
BEHIND THE WHEEL INSTRUCTOR		\$ 28.08 / HR
WEIGHT ROOM INSTRUCTOR		\$ 28.08 / HR
DETENTION HALL		\$ 28.08 / HR
TUTORING		\$ 35.62 / HR
HOME INSTRUCTOR		\$ 35.62 / HR
CURRICULUM WRITING		\$ 37.00 / HR
TECH TEAM	STIPEND	TBD
ACADEMIC LAB	STIPEND	TBD
<u>ATHLETIC EVENTS (PER EVENT)</u>		
CASHIER, CLOCK OPERATOR, SITE MANAGER		\$ 75.00 PER EVENT
SUPERVISION		\$ 65.00 PER EVENT
<u>SCHOOL COUNSELOR / CST RATE BEYOND 185 DAYS</u>		1/200 TH
WILL BE PAID 1/200TH OF THEIR SALARY – UP TO 5 DAYS AT THE END OF THE SCHOOL YEAR AND UP TO 5 DAYS PRIOR TO SCHOOL STARTING		
<u>SCHOOL COUNSELOR / CST RATE BEYOND 185 DAYS & BETWEEN 1/200TH RATE</u>		\$ 37.00 / HR
JULY & AUGUST (BETWEEN THE 1/200TH RATE) NOT TO EXCEED 5 DAYS		
Bus License	STIPEND	\$1690.00

Appendix D

SCHEDULE D STIPENDS 2018-2021

CATEGORY 1		
FOOTBALL COACHES		AMOUNT
Head 1		\$ 8,837.00
Head 2		\$ 9,440.00
Head 3		\$ 10,045.00
Head 4		\$ 10,645.00
Head 5		\$ 10,863.00
Assistant 1		\$ 4,629.00
Assistant 2		\$ 5,172.00
Assistant 3		\$ 5,720.00
Assistant 4		\$ 6,272.00
CATEGORY 2		
WRESTLING / BASKETBALL		
Head 1		\$ 6,822.00
Head 2		\$ 7,410.00
Head 3		\$ 8,002.00
Head 4		\$ 8,591.00
Head 5		\$ 9,052.00
Assistant 1		\$ 4,211.00
Assistant 2		\$ 4,790.00
Assistant 3		\$ 5,365.00
Assistant 4		\$ 5,858.00
CATEGORY 3		
BASEBALL, FIELD HOCKEY,	SOCCER,	SOFTBALL,
TRACK, LACROSSE,	ICE HOCKEY,	VOLLEYBALL
Head 1		\$ 6,178.00

Head 2		\$	6,741.00
Head 3		\$	7,308.00
Head 4		\$	7,761.00
Assistant 1		\$	3,881.00
Assistant 2		\$	4,460.00
Assistant 3		\$	5,000.00
Assistant 4		\$	5,533.00
CATEGORY 4			
CROSS COUNTRY,	GYMNASTICS,	INDOOR TRACK,	
GOLF, TENNIS, FENCING			
Head 1		\$	4,365.00
Head 2		\$	4,940.00
Head 3		\$	5,516.00
Head 4		\$	6,090.00
Head 5		\$	6,442.00
Assistant 1		\$	3,527.00
Assistant 2		\$	4,092.00
Assistant 3		\$	4,656.00
Assistant 4		\$	5,148.00
CATEGORY 5			
STRENGTH & CONDITIONING	COACH		
\$6,000.00 Per Season	4 Seasons	\$	24,000.00
Position must be held by a	properly	certified full time	
employee of the district.			

Appendix E

Certified Contract Grievance Forms



CERTIFICATED CONTRACT GRIEVANCE FORM - LEVEL II

Submission of Complaint - All portions of this section must be completed by the grievant.

Employee Name: _____

Statement of Grievance:

Specify policy or regulation alleged to have been violated: (Cite source)

Remedy Sought:

Employee's Signature

Date

Upon Completion of this section, grievant shall present original and copies #2 and #3 to immediate supervisor.

Copy #4 should be retained by grievant.

Immediate Supervisor's Response:

Supervisor's Signature

Date

Upon completion of this section, immediate supervisor shall retain original, present copy #2 to grievant and forward copy #3 to Superintendent.



CERTIFICATED CONTRACT GRIEVANCE FORM – LEVEL III

Submission of Complaint – All portions of this section must be completed by the grievant. Copy of completed Grievance Form – Level II must be attached.

Employee Name: _____

Reason for Appeal:

Remedy Sought:

Employee's Signature Date

Upon completion of this section, grievant shall present original and copies #2 and #3 to Immediate Superintendent/Assistant Superintendent

HRD (Designee). Copy #4 should be retained by grievant.

Superintendent/Assistant Superintendent HRD (Designee)'s Response:

Designee's Signature Date

Upon completion of this section, Designee shall retain original, present copy #2 to grievant and forward copy #3 to Principal. The original and all attachments shall be filed.

Appendix F

Regular Day Bell Schedule

ZERO PERIOD.....	7:15-7:58 am
TEACHER SIGN IN	8:00 am
HOME ROOM	8:04-8:14
PERIOD 1	8:18-9:01
PERIOD 2	9:05-9:48
PERIOD 3	9:52-10:35
PERIOD 4	10:39-11:22
PERIOD 5	11:26-12:09
PERIOD 6	12:13-12:56
PERIOD 7	1:00-1:43
PERIOD 8	1:47-2:30

Delayed Opening Bell Schedule

ZERO PERIOD.....	CANCELLED
STAFF REPORT	9:00 am
HOME ROOM	9:20-9:28
PERIOD 1	9:34-10:08
PERIOD 2	10:12-10:46
PERIOD 3	10:50-11:24
PERIOD 4	11:28-12:02
PERIOD 5	12:06-12:40
PERIOD 6	12:44-1:18
PERIOD 7	1:22-1:56
PERIOD 8	2:00-2:30

Early Dismissal Bell Schedule

ZERO PERIOD.....	7:15-7:58 am
STAFF REPORT	8:00 am
HOME ROOM	8:04-8:11
PERIOD 1	8:15-8:44
PERIOD 2	8:48-9:17
PERIOD 3	9:21-9:50
PERIOD 4	9:54-10:23
PERIOD 5	10:27-10:56
PERIOD 6	11:00-11:29
PERIOD 7	11:33-12:02
PERIOD 8	12:06-12:35