

1-2019

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**THIS BOOK DOES
NOT CIRCULATE**

A G R E E M E N T
between
WEST ORANGE BOARD OF EDUCATION
and
WEST ORANGE ASSOCIATION
of
EDUCATIONAL SECRETARIES
Covering Period
1975 - 1976
1976 - 1977

Essex County

1975-1977

LIBRARY
Institute of Management and
1-5

MAR 26 1978
RUTGERS UNIVERSITY

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ARTICLE I
RECOGNITION

- A. This Agreement made this ninth day of February, 1976, between the Board of Education of the Town of West Orange in the County of Essex, hereinafter called the "Board" and the West Orange Association of Educational Secretaries, hereinafter called the "Association."
- B. The Board agrees to, and hereby does recognize the Association as the exclusive representative for collective negotiations on behalf of the following unit in accordance with Chapter 303, Public Laws of 1968 (as amended);
1. Including:
 - Elementary School Secretaries
 - High School Library Secretaries
 - Junior High School Secretaries
 - Senior High School Secretaries
 - Switchboard Operators
 - Secretaries in Administrative Offices (except as provided below)
 - Data Center Key Punch-Tabulator Operator
 2. Excluding:
 - Executive Secretary to the Superintendent
 - Executive Secretary to the Board Secretary/School Business Administrator
 - Executive Secretary to the Director of Personnel
- C. Despite reference herein to the Board or Association as such, each reserves the right to act hereunder by committee, individual member, or designated representative, professional, or lay, whether or not a member, in accordance with Chapter 303, Public Laws of 1968 (as amended).

ARTICLE II

SUCCESSOR AGREEMENT & BOARD'S RIGHTS

- A. The Board and the Association agree to initiate negotiations over a successor agreement in compliance with the Rules and Regulations of the New Jersey Public Employment Relations Commission (as amended) The preliminary session(s) shall be limited to discussion of ground rules and procedures.
- B. All agreements shall be reduced to writing and signed by the parties.
- C. 1. The Association acknowledges the right of the Board to alter and amend its rules concerning the operation of the schools, based upon educational needs. The Board agrees, however, that it will not alter the basic financial terms of this contract, specifically (a) hours of employment and work year, (b) salaries, (c) sick leave, (d) other types of leave, (e) vacations, (f) insurance protection, during the term of this Agreement without making appropriate adjustments as to these basic financial terms, with the employees covered by this Agreement.

2. The employees covered by this Agreement agree to perform their duties in accordance with this Agreement, the Rules, Regulations, Policies and By-Laws of the Board, the State Board of Education and the statutes pertinent thereto.
- D. The parties agree that all negotiable items have been discussed during the negotiations leading to this Agreement, and therefore agree that negotiations will not be reopened on any item, whether contained herein or not, during the life of this Agreement, except as provided in ARTICLE XIII.

ARTICLE III

JOB OPPORTUNITIES

All notices of job opportunities, within the bargaining unit and/or of a promotional nature, shall be posted in all schools and offices a reasonable time in advance of interviewing. A copy of said notice shall be sent to the President of the Association.

ARTICLE IV

GRIEVANCE PROCEDURE

- A. A "grievance" is an alleged violation of the application, meaning, or interpretation of any provisions of this Agreement affecting an employee or group of employees.
- B. The term "grievance" and the procedure relative thereto shall not be deemed applicable in the following instances:
 - 1. The failure or refusal of the Board to renew a contract of a non-tenure employee.
 - 2. In matters where a method of review is prescribed by law, or by any rule, regulation or by-law of the State Commissioner of Education or the State Board of Education.
 - 3. In matters where the Board is without authority to act.
 - 4. In matters involving the sole and unlimited discretion of the Board.
 - 5. In matters where the discretion of the Board may not be unlimited but where, after the exercise of such discretion, further review of the Board's action is available to employees under provisions of State Law.
- C. The term "Superintendent" shall mean the Superintendent of Schools or his designee.
- D. The term "employees" includes all individuals who are represented by the West Orange Association of Educational Secretaries.

ARTICLE IV - GRIEVANCE PROCEDURE - continued

- E. The term "person" means an aggrieved employee(s) within the Negotiating Unit.
- F. For the purposes of this procedure, the term "school days" shall be interpreted as days when the Central Administrative Offices are open
- G.
 - 1. The purpose of this procedure is to secure promptly at the lowest level possible, equitable solutions of claims of the aggrieved person(s).
 - 2. Both parties agree that these proceedings shall be kept confidential as far as practicable at each level of this procedure.
 - 3. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
- H. It is recognized that all grievances will be processed in good faith by both parties. Since it is important that grievances be processed as rapidly as possible, every effort shall be made to expedite the process.
 - 1. A grievance shall first be discussed orally with the aggrieved's immediate supervisor, as outlined in the Board's Table of Organization, with a representative of the Association present if the employee requests. If the grievance pertains only to a situation involving a building which is administered by a building principal, then in that event the grievance shall be submitted in writing by the aggrieved employee to the principal of the building involved within ten (10) school days of this occurrence. If the matter is not settled in this stage within five (5) school days after presentation of the grievance to the building principal, it may be submitted to the Superintendent of Schools.

ARTICLE IV - GRIEVANCE PROCEDURE - continued

2. In the event that a grievance is not resolved to the satisfaction of the aggrieved at H-1 above, the aggrieved shall submit her grievance in writing within five (5) school days of complying with H-1. The Superintendent shall hold a hearing within thirty (30) school days of receipt of the grievance at which the aggrieved person, the Association or its representative, and such other persons as the Superintendent or the Association may require, shall have an opportunity to be heard, except that the aggrieved shall have the right to process her own grievance without the Association. In that event, the Association shall have no right to be heard unless the grievance applies to a class of employees.
 3. Within twenty (20) school days after said hearing, the Superintendent shall, in writing, advise the aggrieved and the Association, if applicable, of his determination and shall forward a copy of said determination to the immediate supervisor of the aggrieved employee and the Association shall be informed.
 4. In the event that the Association is not satisfied with the decision of the Superintendent or his designee, such grievance or grievances may be taken to binding arbitration. The parties shall operate in accordance with the Rules of the American Arbitration Association. The power and authority of the impartial arbitrator shall be limited to the construction and interpretation of this Agreement as applied to the subject of the particular grievance involved. He shall have no authority or power to add to, delete, disregard, or modify any of the provisions of this Agreement. The decision of the impartial arbitrator shall be final and binding upon the parties. Arbitration, if any, shall be held in New Jersey. Expenses and fees incident to the services of an arbitrator shall be borne equally by the Board and the Association.
- I. No grievance shall be considered unless the same has been raised within ten (10) school days of its occurrence and no adjustment as of an earlier date (unless extended by mutual agreement).

ARTICLE V

HOURS OF EMPLOYMENT AND WORK YEAR

- A. HOURS OF EMPLOYMENT: The regular work week shall consist of thirty-five (35) hours. It is expected that an employee will work reasonable overtime when requested to do so.

In the event that an employee works between thirty-five (35) hours

ARTICLE V - HOURS OF EMPLOYMENT AND WORK YEAR

and forty (40) hours in a work week, she shall receive compensatory time at a ratio of one to one, or will be paid for said time at her normal rate of pay.

In the event that an employee works in excess of forty (40) hours in any one work week, she shall be paid at the rate of one and one-half times of her normal rate of pay or be granted compensatory time at the ratio of one to one and one-half. "Compensatory time" is defined as time off during normal working hours to be taken at such time as the employee shall select with the approval of the immediate supervisor. Said compensatory time shall be scheduled within sixty (60) days of its accrual. Whether an employee will be paid for additional hours of work or will receive compensatory time will be determined by mutual agreement between the employee and the immediate supervisor. For the purpose of computing overtime within a week, the work week will be computed from 12:01 A.M. Sunday to 12:00 P.M. Saturday.

The normal work day shall consist of seven (7) working hours with a duty-free one-hour lunch period. The lunch period shall be scheduled by the employee's immediate supervisor.

B. CLASSIFICATIONS: For purpose of the work-year, employees are placed in the following classifications:

- I. Secretaries in Elementary Schools
Secretaries in High School Librarians
- II. Secretaries in Junior and Senior High Schools
Switchboard Operators
- III. Administrative Office Secretaries
Key Punch-Tabulator Operator

ARTICLE V - HOURS OF EMPLOYEMENT AND WORK YEAR

C. WORK YEAR:

1. The work year for ten-(10)-month secretaries in Classification I shall be from September 1 to June 30. Said employees shall have the vacations and holidays as set forth in the school calendar, plus Labor Day.
2. a) The work year for twelve-(12)- month school secretaries in Classification II shall be from July 1 to June 30. Said employees shall be subject to the provisions for earned vacations set forth in this Agreement, in addition to the school vacations and holidays provided for in the school calendar, plus July 4th and Labor Day.
b) The work year for the switchboard operators shall be the same as that for personnel in Classification III.
3. The work year for twelve-(12)-month secretaries in Classification III shall be from July 1 to June 30. Said employees shall be subject to the provisions for earned vacations set forth in this Agreement, in addition to the school vacations and holidays provided for in the Central Office Calendar.

ARTICLE VI
SALARIES

- A. The salaries to be paid all employees covered by this Agreement are set forth in the salary guide for secretaries adopted by the Board of Education. Attached hereto is Schedule A which is the Salary Guide.

ARTICLE VI - SALARIES - continued

- B. PAYMENT OF SALARIES: All regular employees shall be paid one-half of the monthly salary on the fifteenth and the last calendar day of each month under contract except when such day is a non-working day, in which case salary shall be paid on the first preceding working day.

Monthly salary is defined as one-tenth annual salary for all ten-month employees, and one-twelfth annual salary for all twelve-month employees.

- C. PER DIEM RATES: For ten-month employees, 1/200th of annual salary; for twelve-month employees, 1/20th of monthly salary.

ARTICLE VII

SICK LEAVE

- A. SICK LEAVE FOR PERSONAL ILLNESS: All full-time employees shall be allowed ten (10) days or two (2) calendar weeks' absence annually with full salary for sickness in person or quarantine. All employees shall receive credit for their accumulated days of sick leave as of June 30, 1954. Thereafter, all unused sick leave shall be added to the accumulated total. Full salary shall be paid for absence due to sickness until such accumulated leave is exhausted. Thereafter, full salary shall be deducted in accordance with the method of calculating the daily rate.
- B. SUPPLEMENTARY SICK LEAVE: Full-time employees shall be credited with five (5) days supplementary sick leave allowance for each year of service beginning with the 1960-61 school year, with unused days to be accumulated. Full-time employees, who have exhausted their regular sick leave, may utilize the accumulated supplementary sick leave to the

ARTICLE VII - SICK LEAVE - continued

extent necessary to provide total compensation of three (3) days in a month.

- C. CREDIT FOR UNUSED ACCUMULATED SICK LEAVE FROM OTHER SCHOOL DISTRICTS IN THE SAME COUNTY: Credit for unused accumulation of sick leave days from another school district in the same county shall be granted by the Board of Education. The employee must present a certificate from the prior district listing the unused days. This request must be presented within the first year of employment.
- D. LEAVE OF ABSENCE DUE TO PERSONAL ILLNESS: Employees may request in writing a leave of absence due to illness or health reasons. Such a request shall be made to the Superintendent of Schools who shall transmit the request for Board of Education action. The Board of Education reserves the right to grant special extension of such leave in individual cases, which, in its judgment, are deserving of such.
- E. COMPENSABLE ABSENCE: Whenever any employee 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, the Board of Education shall pay to such employee up to a full salary or wages for the period of such absence for up to one calendar year without having such absence charged to the annual sick leave or the accumulated sick leave provided in Section I (18:13-23.8) of the act of which this act is a supplement. 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 of the Revised Statutes.

ARTICLE VII: SICK LEAVE - continued

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.

ARTICLE VIII

OTHER TYPES OF LEAVE

- A. EMERGENCY ABSENCE: In addition to leave for personal illness as defined previously, an employee may be allowed a maximum of five (5) days in any one year with full salary because of death or serious illness within the immediate family. A maximum of five (5) additional days may be granted with deduction of substitute's salary where such additional absence is necessary and unavoidable. The number of days shall be determined by the Superintendent of Schools on the merits of each individual case. Thereafter, full deduction shall be made.

SERIOUS: Shall mean an illness when the attending physician believes that the personal attention of the employee is required to assure the proper recuperation of the patient.

- IMMEDIATE: 1. In the case of serious illnesses, IMMEDIATE shall be understood to include in the family, the husband, wife, father, mother, child, brother, sister and any other relative making his or her home with the employee's family.
2. In the case of death, IMMEDIATE shall be understood to include, in addition to the persons named above in "1", the following: mother-in-law, father-in-law, sister-in-law, and brother-in-law.

ARTICLE VIII: OTHER TYPES OF LEAVE - continued

In case of death of a relative of the second degree, or close friend, absence of one full day may be allowed with full pay. Thereafter, full deduction shall be made. Relative of the second degree - shall be understood to include aunt, uncle, grandparent, nephew, niece and cousin.

- B. PERSONAL BUSINESS: An application for absence for personal business is to be made only when the absence cannot be avoided without substantial hardship to the employee.

Application for absence for personal business shall be made in writing, at least three (3) school days prior to the time of absence, if possible, to the employee's immediate supervisor for approval. The employee shall state the reason for the personal leave on the appropriate form. Three days of personal leave, with full pay, are permissible where a substantial hardship exists. Thereafter, full deduction shall be made for personal business which has been explained to, and approved by the employee's immediate supervisor and the Director of Personnel.

- C. RELIGIOUS OBSERVANCE: Absences for three (3) religious holy days shall be granted with full pay and shall not be counted as absences under personal business. Any absence beyond the three (3) religious holy days shall receive full pay deduction.

Application for absence for religious holy days shall be made, in writing at least three (3) school days prior to the time of absence, to the building principal, (in the case of the Administrative Office - to the immediate supervisor) who will authorize the absence.

- D. MATERNITY: An employee who is pregnant shall file with the Superintendent of Schools not later than the third month of pregnancy, a physician's certificate stating the date of the expected birth.

ARTICLE VIII: OTHER TYPES OF LEAVE - continued

An employee may request a maternity leave of absence. No experience credit will be granted for the period of the leave. Any employee adopting an infant child under two years of age shall receive similar leave, which shall commence upon receiving de facto custody of said infant, or earlier, if necessary, to fulfill the requirements of the adoption.

ARTICLE IX
VACATIONS

All full-time and part-time twelve-month secretaries shall be eligible for a vacation according to the following conditions:

- A. Request for earned vacation time must be made in duplicate in advance of the vacation, using the form "Request for Secretary's Vacation Time." The supervisor of the employee must approve and sign the forms and return one to the employee and forward the other to the office of the Superintendent of Schools for recording.
- B. In addition to school vacations and holidays designated by the Board of Education, all twelve-month secretaries who have worked at least four months, shall be entitled to two days earned vacation for each month worked during the school year, not exceeding twenty-two (22) days in any one year. The vacation period shall run from the following July 1 to June 30. Secretaries in school offices are to use at least three-fourths of their vacation days between July 1 and August 31. Any twelve-month secretary employed on a part-time basis (number of days/5) shall be eligible for earned vacation on a fractional basis of the above rule. For example, a secretary who is contracted for three-(3)-days-per-week shall be entitled to $3/5$ vacation days ($3/5 \times 22 \text{ days} = 13 \text{ days}$) and these earned vacation days shall be applied to the three (3) days per week work schedule.

ARTICLE IX - VACATIONS - continued

- C. In the case of unusual circumstances, request for exception or accumulation from one year to the next is to be made in writing to the Superintendent of Schools. (Business Office secretaries apply to the Secretary of the Board of Education).

ARTICLE X
EMPLOYEE DEVELOPMENT

- A. All requests to attend professional meetings and in-service workshops shall be made in accordance with the established procedures for absence on school business. Each request shall be reviewed on its merits by the Superintendent or his designee whose decision shall be final and not subject to the Grievance Procedure.
- B. Secretaries holding a Professional Standards Certificate shall receive an annual stipend of \$100.

ARTICLE XI
DUES DEDUCTION

The Board agrees to deduct from the salaries of its employees dues for the West Orange Association of Educational Secretaries, the West Orange Education Association, the Essex County Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such Associations as said employee individually and voluntarily authorizes the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e) and under the rules established by the State Department of Education.

ARTICLE XII
INSURANCE PROTECTION

- A. The Board shall provide medical insurance (employee plus dependents) protection as follows:
1. Blue Cross/Blue Shield (750 Series)
 2. Rider J
 3. Major Medical - \$50,000 maximum
- B. Effective March 1, 1976, the Board shall provide dental insurance (employee only) protection as follows:
1. Basic Plan
 2. Riders 3 and 4
 3. No Deductible
 4. Indemnity Schedule B
- C. Employees may elect through payroll deduction, husband/wife, family, parent/child categories of dental insurance provided the group meets the enrollment requirements of the carrier.

ARTICLE XIII
SEPARABILITY

It is the intent of the parties hereto to abide by all applicable statutes covering the subject matter of this Agreement. Should any provision or provisions of this Agreement be declared illegal, contrary to any statute, all other provisions of this Agreement shall remain in full force and effect, and substitutions for the invalidated provision or provisions shall be immediately negotiated.

ARTICLE XIV
EMPLOYEE RIGHTS AND PROTECTION

- A. The rights granted to employees hereunder shall be in addition to those

ARTICLE XIV - EMPLOYEE RIGHTS AND PROTECTION - continued

provided in N. J. S. A. Title 18A.

- B. Whenever any secretary is required to appear before the Board or any committee or member thereof concerning any matter which could adversely effect the continuation of that secretary in employment, position or the salary or any increment pertaining thereto, then the secretary shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have the Association and/or a person of his/her own choosing present to advise or represent him/her during such meeting(s) or interview(s).
- C. The Board agrees to provide those protections which are prescribed in N.J.S.A. Title 18A, in order to make every reasonable effort to provide for the safety of employees.

ARTICLE XV

ASSOCIATION RIGHTS

- A. All pertinent public records of the West Orange Public Schools shall be available to the Association for inspection during business hours at the office of the Board Secretary.
- B. The Board agrees that the Association, its representatives and affiliates, shall be permitted to continue to exercise and enjoy all present rights pertaining to the Association's activities, said rights to be exercised in accordance with Board Rules and Regulations. Association business shall not conflict with normal work assignments and duties.

ARTICLE XV - ASSOCIATION RIGHTS - continued

- C. The rights granted to the Association and its representatives in this Agreement are granted only to the Association as the exclusive representative of the employees covered by this Agreement and are not intended as a grant of any such rights to any other organization purporting to represent the employees covered by this Agreement.

ARTICLE XVI
MISCELLANEOUS

- A. A mutually agreed upon number of copies of this Agreement shall be prepared at the shared expense of the Board and the Association after agreement on the format and within thirty (30) days after the Agreement is signed. Cost of preparation shall be shared equally.

- B. This Agreement shall expire at midnight on June 30, 1977.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their proper corporate officers and affixed the corporate seal hereto the day and year first above written.

BOARD OF EDUCATION OF THE TOWN OF
WEST ORANGE IN THE COUNTY OF ESSEX

BY /s/ Joan Pine
Joan Pine, President

ATTEST:

/s/ Lennart T. Ericsson
Lennart T. Ericsson, Secretary

WEST ORANGE ASSOCIATION OF EDUCATIONAL
SECRETARIES

BY /s/ Elizabeth S. Ely
Elizabeth Ely, President

ATTEST:

/s/ Ruth Springer
Ruth Springer, Secretary

SALARY GUIDE FOR SECRETARIES
(Effective July 1, 1975)TEN MONTH CONTRACTTWELVE MONTH CONTRACT

STEP*	I (5/6's of Column II)	II (Base)	III (1.05 of Column II)
1	5050	6060	6363
2	5279	6335	6652
3	5508	6610	6941
4	5738	6885	7229
5	5967	7160	7518
6	6217	7460	7833
7	6467	7760	8148
8	6725	8070	8474
9	6983	8380	8799
10	7250	8700	9135
11	7525	9030	9482
12	7800	9360	9828
13	8083	9700	10,185

I. Secretaries in Elementary Schools; Secretaries in High School Libraries.

II. Secretaries in Junior and Senior High Schools; Switchboard Operators

III. Administrative Office Secretaries; Key Punch-Tabulator Operator

*Step placement does not indicate years of service.

February 9, 1976

SALARY GUIDE FOR SECRETARIES
 (Effective July 1, 1976)

TEN MONTH CONTRACT

TWELVE MONTH CONTRACT

<u>STEP*</u>	<u>I (5/6's of Column II)</u>	<u>II (Base)</u>	<u>III (1.05 of Column I)</u>
1	5575	6690	7075
2	5808	6970	7319
3	6042	7250	7613
4	6275	7530	7907
5	6525	7830	8222
6	6775	8150	8537
7	7042	8450	8873
8	7308	8770	9209
9	7592	9110	9566
10	7883	9460	9933
11	8196	9835	10,327
12	8508	10,210	10,721

- I. Secretaries in Elementary Schools; Secretaries in High School Libraries.
- II. Secretaries in Junior and Senior High Schools; Switchboard Operators.
- III. Administrative Office Secretaries; Key Punch-Tabulator Operator.

*Step placement does not indicate years of service.

February 9, 1976

THE PUBLIC SCHOOLS
22 Municipal Plaza
WEST ORANGE, NEW JERSEY

1975-1976 SCHOOL CALENDAR

MONTH	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	TOTAL		
		+									*																	
SEPT.		2	(3)	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				19		
OCT.			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	23		
NOV.									*	*									x	*	*					16		
		3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28							
DEC.		1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	*	*	*	29	30	31	17
JAN.				*	*																							
				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	20		
FEB.		2	3	4	5	6	9	10	11	12	13	*	*	*	*	*												
		2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27					15		
MARCH		1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		23		
APRIL														*	*			*	*	*	*	*						
				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	15		
MAY		3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	*						
		3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				20		
JUNE		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	(23)										
		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	(23)								17		

185

CODE: * NO SESSION + STAFF ATTENDANCE DAY

X EXTENDED SINGLE SESSION

CALENDAR

August 28 (Thursday)..... Orientation Day
 September 2 (Tuesday) Staff Meeting with Principals - 9 A.M.
 September 3 (Wednesday) First Day of School
 September 15 (Monday) Yom Kippur
 November 13 & 14 (Thursday/Friday)..... N.J.E.A. Convention
 November 26 (Wednesday) Extended Single Session
 November 27 & 28 (Thursday/Friday) Thanksgiving Recess
 December 24 thru January 2 Christmas Recess
 February 16 thru February 20 Mid-Winter Recess
 April 15 (Thursday) Holy Thursday/Passover
 April 16 (Friday) Good Friday
 April 19 thru April 23 Spring Recess
 May 31 (Monday) Memorial Day
 June 23 (Wednesday) Last Day of School

MARKING PERIODS

September 3 thru November 7 = 47 days
 November 10 thru January 30 = 48 days
 February 2 thru April 9 = 45 days
 April 12 thru June 22 = 45 days

REPORT CARD DATES

November 18
 February 6
 April 26
 June 23

THE SCHOOL CALENDAR YEAR SHALL BE 185 DAYS. DAYS WILL BE MADE UP AT THE DISCRETION OF THE BOARD OF EDUCATION AND ADDED TO THE SCHOOL CALENDAR YEAR WHEN SCHOOL IS CLOSED FOR ANY REASON OTHER THAN AS SCHEDULED.

THE PUBLIC SCHOOLS
WEST ORANGE, NEW JERSEY

CENTRAL OFFICE PERSONNEL*

HOLIDAY CALENDAR - 1975-1976

Friday	July 4	Independence Day	1
Monday	September 1	Labor Day	1
Friday	November 14	N.J.E.A. Convention	1
Thursday & Friday	November 27 & 28	Thanksgiving Recess	2
Wednesday, Thursday & Friday	December 24, 25 & 26	Christmas Recess	3
Wednesday	December 31	New Year's Eve	1
Thursday	January 1	New Year's Day	1
Monday	February 16	Washington's Birthday	1
Tuesday through Friday	February 17 through 20	Mid-Winter Recess (All work 3 days)	1
Friday	April 16	Good Friday	1
Monday through Friday	April 19 through 23	Spring Vacation (All work 3 days)	2
Monday	May 31	Memorial Day	<u>1</u>
			16

*Central Office Administrators
Administrative Office Secretaries
Key-Punch-Tabulator Operator
Central Office Switchboard