

1452

AGREEMENT

BETWEEN THE

**WOODSTOWN-PILESGROVE
REGIONAL BOARD OF EDUCATION**

AND THE

**WOODSTOWN-PILESGROVE
REGIONAL EDUCATIONAL ASSOCIATION**

JULY 1, 1997 THROUGH JUNE 30, 2000

AGREEMENT

BETWEEN THE

**WOODSTOWN-PILESGROVE
REGIONAL BOARD OF EDUCATION**

AND THE

**WOODSTOWN-PILESGROVE
REGIONAL EDUCATIONAL ASSOCIATION**

JULY 1, 1997 THROUGH JUNE 30, 2000

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
I. RECOGNITION	3
II. NEGOTIATION PROCEDURE	3
III. GRIEVANCE PROCEDURE	4
IV. PROBLEM SOLVING PROCEDURE	7
V. WORK YEAR	7
VI. SALARIES.	8
VII. LEAVES OF ABSENCE	25
VIII. WORKDAY AND WORKLOAD	28
IX. TEACHER ASSIGNMENT	32
X. CLASS SIZE.	32
XI. HOME TEACHING AND OTHER PROGRAMS	32
XII. TEACHER EVALUATION	33
XIII. COST OF PRINTING	34
XIV. HEALTH INSURANCE	34
XV. PROFESSIONAL STAFFING	35
XVI. POSTING PROCEDURES	35
XVII. NO STRIKE CLAUSE	35
XVIII. BOARD RIGHTS	35
XIX. STATUTORY SEPARABILITY	36
XX. FULLY BARGAINED PROVISION	36
XXI. SAVINGS CLAUSE	36
XXII. CLERICAL STAFF VACATIONS	36
XXIII. JURY DUTY	37
XXIV. DURATION OF AGREEMENT	38

ARTICLE I

RECOGNITION

- A. The Board of Education of the Woodstown-Pilesgrove Regional School District recognizes the Woodstown-Pilesgrove Regional Education Association as the exclusive representative for the bargaining unit consisting of classroom teachers, nurses, guidance counselors, librarians, teachers of special classes, secretaries, clerk-typists, classroom aides and clerk aides, but excluding the Superintendent, Assistant Superintendent, Director of Special Education, Director of Curriculum and Instruction, School Business Administrator, Principals, Assistant Principals, Supervisors who evaluate, Secretary to the Superintendent and secretaries to the Board Secretary/Business Administrator.
- B. Unless otherwise indicated, the term, "employees," when used as a generally descriptive term in accordance with provision A above, hereinafter in this Agreement, shall refer to all members of the negotiating unit, and references to male employees shall include female employees.
- C. The term "teachers" shall refer specifically to classroom teachers, nurses, guidance counselors, librarians, and teachers of special classes.
- D. The term "clerical staff" shall refer specifically to secretaries, clerk-typists, and aides included in Section A. above.

ARTICLE II

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement. Such negotiations begin no later than one hundred and twenty (120) days before the required budget submission date of the Board. Any Agreement so negotiated shall apply to all employees, be reduced to writing, be adopted by the Association first and then the Board, and signed by the delegated representatives of the Board and the Association.
- B. During negotiation, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. The Board shall make available for inspection by the Association such financial records, data and information of the Woodstown-Pilesgrove Regional School District as is available to any member of the public by statutory regulation. This inspection shall be made by appointment with the Superintendent or his designee.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating 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 counterproposals in the course of negotiations.

D. Negotiations Sessions

1. Any agreement that is mutually agreeable to both parties shall be adopted by the Association and the Board.
2. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, be adopted by the Association and the Board and signed by the Association and the Board.

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

F. 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 III

GRIEVANCE PROCEDURE

A. Definitions

1. A grievance is defined as a violation, misapplication, or misinterpretation of this Agreement, policies, administrative decisions, or state statutes or regulations affecting the terms and conditions of employment of employees in this bargaining unit.
2. A "grievant" is an employee who files a grievance.
3. "Day" means a school day, when school is in session, or a work day during summer and vacation periods.
4. "Representative" is a person or agent designated to represent either party in the grievance procedure.
5. "Party in interest" is a person, agent or agency with an interest in the grievance.

B. Procedures

1. Grievances shall be adjudicated according to the terms of this Agreement.
2. Formal grievances shall be filed in writing.
3. Communications and decisions concerning formal grievances shall be in writing.
4. Nothing herein precludes mutual extension of time limits of the grievance procedure.
5. Parties in interest shall be permitted representatives limited to three (3) persons at all levels of the procedures.
6. Failure by a grievant to process a grievance within the specified time limits

shall render the grievance as settled in favor of the Board, except as provided hereafter.

7. Failure to issue a decision within the specified time limit shall render the grievance settled in favor of the grievant, except as provided hereafter.
8. When a written grievance is filed under C-2a. below, a copy will be submitted to the Superintendent. If, at the expiration of the time limits provided herein, there is no response from the other side, a five day notice will be given, at the expiration of which, in the continued absence of a response, the grievance will be resolved in accordance with the terms of sections 6 and 7 above.
 - a. For clerical staff grievances, failure to issue a decision within the specified time limit shall render the grievance settled in favor of the grievant. This provision will not be applicable in any grievance in which the remedy demanded exceeds the authority of the administrator who fails to respond within the time limits.
9. A class grievance is a formal grievance by the Association on behalf of (or by) two (2) or more affected employees. Such class grievance may be filed at Level III, but within ten (10) days of the occurrence. If the affected employees are under the direction of one principal, then the grievance must be initiated at the principal's level.

C. Processing

1. Level I - Informal Grievances

A grievant shall discuss informally with his immediate supervisor any alleged misinterpretation of this Agreement, within ten (10) days of such occurrence, in order to resolve the grievances. Failure to resolve the grievance shall advance it to Level II.

2. Level II - Formal Grievances

- a. A grievant shall file a formal grievance within twenty (20) days of the occurrence, and shall specify the clause of the Agreement, the nature of the grievance, and the remedy.
- b. The immediate supervisor shall hold a hearing promptly within five (5) days of receipt of the formal grievance, and shall render this decision within five (5) days after the hearing.

3. Level III - Appeals to the Superintendent

- a. Within five (5) days of the decision at Level II, the grievant may request an appeal to the Superintendent. The appeal shall include all materials previously submitted.
- b. The Superintendent shall establish a hearing within ten (10) days following such request, and notify the grievant at least five (5) days prior to the hearing date.

ARTICLE IV

PROBLEM SOLVING PROCEDURE

- A. Employees may submit problems, in writing, not of a contractual nature, to their immediate superior. If they are not satisfied with the solution provided by their immediate superior, they may appeal the problem to the Superintendent.
- B. The Superintendent's decision will be final and binding.
- C. All of the problems submitted in this procedure will be in writing and all of the answers given to the employee will be in writing.

ARTICLE V

WORK YEAR

- A. The teacher work year shall consist of one hundred and eighty-three (183) pupil days and one hundred and eighty-six (186) teacher days. One (1) teacher day shall be utilized for orientation and two (2) teacher days shall be utilized for in-service activity.
- B. All new teachers must report for 2 special orientation inservice days for new staff members only.
- C. In the event that it becomes necessary to add pupil days to an adopted calendar, the Association shall be given the opportunity to make recommendations as to how this should be done.
- D. All ten (10) month clerical staff will be required to work two hundred (200) days, excluding holidays. All twelve (12) month employees will be required to work two hundred and forty (240) days, except for Saturdays, Sundays, rotating holidays and earned vacation time. All other days between July 1 and June 30 are considered work days.
- E. If a clerical employee is requested to work on a holiday, the employee will receive holiday pay (a day's pay) plus an extra day's pay.
- F. Due to the variation in school calendars from year to year, and the nature of the position, the clerical staff holidays shall conform to that of the teaching staff with the exception of Christmas and Easter recesses, which will be determined by the building principal and approved by the Superintendent.
- G. When normal teacher and/or student attendance is excused for safety or emergency reasons, the attendance of clerical staff may be excused at the discretion of the building principal. Clerical employees will not be required to report on emergency closing days, but must use vacation or comp days, or make up the days.
- H. Secretaries will be able to choose when to use compensatory days and make-up days with their supervisor's approval. If the student calendar is altered due to emergency closing(s), those days may not be utilized as compensatory or make-up days.

- c. Within five (5) days of the said hearing, the Superintendent shall notify the parties in interest of his decision.

4. Level IV - Appeals to the Board

Grievances appealed to the Board shall be processed as in Level III, except that the Board will establish a hearing within thirty (30) days.

5. Level V - Arbitration

- a. Within ten (10) days of the decision of the Board, the Association may request arbitration of the grievance by filing notice with the Superintendent.
- b. The Board and the Association shall request a list of arbitrators from the Public Employment Relations Commission.
- c. Within five (5) days of receipt of such list, an arbitrator shall be selected by alternately striking names from the list, the Association striking first. If the arbitrator is unable to serve, a new list shall be requested, and the process repeated.
- d. The arbitrator shall establish rules for the hearing, except as provided herein.
- e. The arbitrator shall first rule on the arbitrability of the grievance, if so requested by either party.
- f. The arbitrator shall have no power to add to, subtract from or alter the language of the Agreement. He shall have no power to make an award inconsistent with law. He shall rule only on the interpretation of the clause of the Agreement.
- g. The arbitrator's decision shall be binding on all parties, except that if his decision requires legislative action, such decision shall be effective only if such legislation is enacted.
- h. The cost of the services of the arbitrator shall be shared equally by the parties.
- i. Only grievances pertaining to violation of this Agreement may be processed to arbitration.

6. General Provisions

- a. No prejudice will attend any employee by reason of the utilization of participation in the grievance procedure.
- b. The filing or pendency of any grievance shall not impede the normal management and operation of the schools.
- c. All records of grievance processing shall be filed separately.
- d. Parties in interest will cooperate in investigating and providing pertinent information concerning a grievance being processed.

ARTICLE VI

SALARIES

A. Salary payments will be as follows:

1. Any regular, annual or school year teacher who is under contract in any of the categories listed in the recognized bargaining unit and who is employed only a portion of each day shall have his salary prorated in accordance with this schedule. Salary increments shall be by action of the Board of Education and shall be based upon approved service. Any increments or adjustments may be withheld in accordance with New Jersey Law. Except for any increments or adjustments withheld in accordance with the legal authority of the Board, all employees covered by this guide will be placed on their proper step for the school year in which Schedules "A", "B", "C" and "D" are applicable.
2. Teachers employed on a twelve (12) month basis shall be paid in twelve (12) monthly installments.
3. Teachers employed on a ten (10) month basis shall be paid in ten (10) monthly installments.
4. Teachers employed on a ten (10) month basis may individually elect to have a portion of their monthly salary deducted so that they may have a summer plan. The deducted funds shall be paid to the teacher at the end of June or in equal amounts on or about the 15th of the months of July and August. Any teacher may have an amount of his choosing deducted from his pay and deposited for him in the Salem County School Employee's Federal Credit Union. Monthly payments will be made on or about the fifteenth (15th) of the month. When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their paychecks on the last previous working day.
5. Teachers shall receive their final checks on the last working day in June or upon completion of the check-out condition for the year.
6. Extended Service Increments

Faculty members who have completed a certain number of years in teaching and a certain number of years in the district are eligible for extended service increments according to the following table:

Years in Teaching	Years in District	Payment	Amount
5	5	A	500
10	5	B	1000
15	10	C	1500
20	15	D	2000
25	20	E	2500
30	25	F	3000
35	30	G	3500

In order to receive extended service increments, faculty members must complete nine (9) semester hours of post-graduate credit within the previous five (5) years. Six of the credit hours must be at the graduate level. The remaining three may be graduate or undergraduate. Additional undergraduate credits taken for additional certification may be approved by the Superintendent to satisfy the nine (9) credit requirement.

If a faculty member completes nine (9) additional credits, he/she may move up to the next extended service increment level provided that he/she has completed the proper number of years and has taken the nine (9) credits in the previous five (5) years.

For example: an individual with nine (9) years teaching and five (5) years in the district was put on Step A in 1994-95. That person will have ten (10) years teaching and six (6) years in the district as of the end of the 1994-95 school year. If he/she can demonstrate the completion of an additional nine (9) credits taken within the previous five (5) years, he/she will advance to Step B as of 9/1/95.

In all other cases, a faculty member who is eligible for extended service increments will move up a step every five (5) years provided nine (9) credits are earned within the preceding five (5) years.

If a person is not at his "eligible" step because he/she failed to earn the nine (9) credits, he/she can move up in a successive year if the required credits are later earned; however, the credits must always be earned during the previous five (5) years. A person may not skip a step.

Inservice credit may be substituted for the three (3) undergraduate hours under Section 6 but may not be substituted for the six (6) graduate credit portion. Fifteen (15) hours of inservice shall equal one (1) credit hour. Inservice shall include:

Summer courses.

Weekend courses.

Courses taken during breaks in the school year.

Work on committees involving curriculum development, with the approval of the Superintendent and Curriculum Director.

Inservice instruction provided by a staff member to other staff at double the rate (two (2) hours credit for one (1) hour lecturing), with the approval of the Superintendent and Curriculum Director.

Inservice credit shall not be given for work done during the teacher's regular workday or for attendance at conventions.

If a person is approved to substitute inservice hours for these three (3) credits, he/she will not also receive an hourly stipend.

When a faculty member reaches the doctorate level, he/she no longer needs to satisfy the credit require requirement for extended service increments

In all other cases after 9/1/94 a faculty member who is eligible for extended service increments will move up a step every five (5) years provided nine (9) credits are earned within the preceding five (5) years.

If a person is not at his 'eligible' step he can move up in a successive year if the required credits are earned during the previous five (5) years. A person may not skip a step.

7. Teachers who retire immediately from service under the rules of TPAF (not vesting benefits) and who have not less than ten (10) years of service in Woodstown-Pilesgrove will be compensated for 1/2 of their accumulated sick leave days, after the first fifty (50) days, which shall be deductible, at the rate of fifty dollars (\$50) per day (after deductions).

Teachers who claim this payment must notify the Board of their intent to retire by December 1 of their final year of service if they retire at the end of the school year, or not less than seven (7) months in advance of their retirement date if they retire at any other time. If, due to unusual circumstances notice is given less than seven (7) months in advance, payment may be made twelve (12) months after the receipt of notice. In the event that a teacher, having met all requirements herein, dies before receiving payment, payment will be made to the teacher's estate.

Payment will be made in any of the following schedules, at the option of the teacher.

- a. Full payment on or about July 1.
- b. Full payment on or about January 1.
- c. Half on each date.

8. Professional Development and Educational Improvement

The Board and the Association affirm that continued intellectual growth on behalf of its employees is vital to the progressive development of the educational program.

- a. The contractual agreement to pay teachers an ongoing additional sum of \$10 per credit earned prior to July 1, 1975, and \$15 per credit earned prior to July 1, 1976, shall be continued. Teachers will be reimbursed for tuition for credits earned up to a limit of \$1400 per teacher in 1997-98; \$1500 in 1998-99; and \$1600 in 1999-2000 by the Board of Education with the appropriate approval and submission of the necessary documentation and proof of payment. Books and fees can be reimbursed out of the per teacher maximums.
- b. Payment for additional credits earned after July 1, 1977, shall be subject to the following conditions.

- (1) A maximum of 12 credits per employee will be reimbursed in any fiscal year, providing such credits were earned during that fiscal year.
 - (2) Payments will be made within 45 days after the teacher submits official transcripts or letters of completion to the Superintendent of Schools and providing that the teacher has earned a grade of B or better or a grade of passing in pass/fall courses.
 - (3) Payment may be withheld for courses taken to satisfy emergency or provisional certification requirement, or for courses taken to pursue any degree not related to the Educational profession, or for courses paid for by any other public or private funding or for courses taken while on sabbatical or other extended leave of absence. Tuition reimbursement will be granted for graduate courses, and for up to three (3) undergraduate credits in any five (5) year period. The Board will also pay the cost of inservice programs taken outside the district.
 - (4) To be eligible for reimbursement, employees must notify the Superintendent and receive his approval prior to enrolling in the post graduate courses.
 - (5) Employees who are enrolled in a matriculated program for a Master's Degree in the field of Education or in the field of the subject area endorsement of their teaching certificate, and who reach one-half (1/2) the required credits toward that degree on or after July 1, 1991, shall receive a one-time lump sum payment of \$500. Employees shall submit proof of the completed credits and of the total credits required for the degree when applying for the payment.
 - (6) Upon receiving a Doctoral degree, a teacher will no longer need to satisfy the credit requirement for the longevity payment.
- c. The Association agrees to cooperate in arranging inservice courses, workshops, conference visits to industries of neighboring school systems, and programs designed to improve the quality of education. Such activities shall be coordinated through the "Education Liaison and District-wide Educational Council." Final approval will rest with the Superintendent of Schools. Such decision shall not be subject to binding arbitration.
 - d. The Board will reimburse clerical staff for college or other courses related to their duties in Woodstown-Pilesgrove, subject to the prior approval of the Superintendent, up to \$250 in 1997-98; \$300 in 1998-99; and \$350 in 1999 to 2000. Books and fees can be reimbursed out of the per secretary maximums.

9. Initial Employment

Initial hiring guide placement for new teachers to be, hired for 1980-81 school year (and thereafter) shall be negotiable between the prospective new hire and the Board, provided that such salary shall not be above what would

be the normal step placement based on experience, etc., and shall entitle the teacher to normal step progression thereafter.

- A - Nondegree
- B - Bachelor Degree
- C - Bachelor Degree plus thirty (30) graduate credits
- D - Master's Degree
- E - Master's Degree plus thirty (30) graduate credits

For categories C, D and E, all credits beyond the stated degree shall be at the post graduate level and be given by institutions approved by the New Jersey State Board of Education. Transcripts, an official diploma, or notification of grades bearing an official and proper college seal shall be submitted to the Superintendent of Schools, who will evaluate the credits for Board of Education approval.

B. Clerical Staff Salaries

1. All employees covered by this Salary Schedule D shall be construed to be on duty for the calendar year, twelve (12) months unless otherwise scheduled. The working year for ten (10) month staff members shall be construed as 200 days. The working year for eleven (11) month staff members shall be construed as 220 days. The working year for twelve (12) month staff members shall be construed as 240 days, less earned vacation.

A work day is defined as a day in which the employee is scheduled for work at the place of employee assignment or on approved vacation.

Salary for 240 work days, less vacation, will be computed on approved salary guide in accordance with classification.

2. An employee covered by this Salary Schedule will advance only one (1) step per contract year.
3. Transfers from one position to another shall be given full credit for all years of experience presently held at the time of transfer.
4. Initial placement on scale may be negotiated on the basis of training and experience as approved by the Superintendent for new clerical staff employees.
5. Any regular, annual or school year clerical employee who is under contract in any of the categories listed in the recognized bargaining unit and who is employed only a portion of each day shall have his salary prorated in accordance with this schedule. Salary increments shall be by action of the Board of Education and shall be based upon approved service. Any increments or adjustments may be withheld in accordance with New Jersey School Law Title 18A:29-14. A member of the bargaining unit whose increment or adjustment is withheld may use the appeal procedure in New Jersey School Law Title 18A:29-14 or may grieve the action in accordance with the grievance procedure in this Agreement.

6. In order to receive extended service increments, clerical staff must complete forty-five (45) hours of in-service credit as approved by his/her immediate supervisor within the previous five (5) years. At least thirty (30) of the forty-five (45) hours must be in an area of technology related to the clerical staff members' specific assignment. In-service instruction provided by a clerical staff member to other clerical staff members with the approval of the immediate supervisor shall accrue at double the rate of hours for the instructor (e.g. two (2) hours of in-service credit for one (1) hour of instruction). In-service credit shall not be given for work done during the regular work day or for attendance at conventions. College courses and workshops may be counted with prior approval of the administration.

Extended service increments shall be:

	1997-00
After 15 years	\$800.
After 20 years	900 add.
After 25 years	1000 add.
After 30 years	1100 add.
After 35 years	1200 add.

A transition plan shall be in effect as follows:

Year increase due:	Total	Prorated # of hours required:
September		Technology
1994	0	0
1995	15	10
1996	30	20
1997	45	30

7. Clerical staff members who retire immediately for service under the rules of PERS (not vesting benefits) and who have not less than ten (10) years service in Woodstown-Pilesgrove will be compensated for one-half (1/2) of their accumulated sick leave days, after the first fifty (50) days, which shall be deductible, at the rate of thirty-five dollars (\$35) per day (after deductions).

Clerical staff members who claim this payment must notify the Board of their intent to retire by December 1 of their final year of service if they retire at the end of the school year, or not less than seven (7) months in advance of their retirement date if they retire at any other time. If, due to unusual circumstances, notice is given less than seven (7) months in advance, payment may be made twelve (12) months after the receipt of notice. In the event that a clerical staff member, having met all the requirements herein, dies before receiving payment, payment will be made to the clerical staff estate.

Payment will be made in any of the following schedules, at the option of the clerical staff member:

- a. Full payment on or about July 1
- b. Full payment on or about January 1
- c. Half on each date.

C. Extracurricular Salaries

- 1. Full adjustment to guide shall be made upon issuance of annual contract except as provided in (A) above.
- 2. Any teacher who has been employed in the Woodstown-Pilesgrove Regional School District in any position listed shall receive credit for each year of such service if he or she is hired for any other position listed in the same athletic or extracurricular category.

Ticket takers, sellers, scorekeepers and timekeepers will be paid \$48.25 per event effective 1997-98, \$50.00 in 1998-99 and \$51.75 in 1999-2000. The head football ticket taker will be paid \$77.75 per event in 1997-98, \$80.50 in 1998-99 and \$83.25 in 1999-2000. The head ticket taker for any other sport will be paid \$63.25 in 1997-98, \$65.50 in 1998-99 and \$67.75 in 1999-2000.

1997-98 SALARY GUIDE

STEP	ALL 3.6%				ADD 1 STEP
	B	C	D	E	
1	30150	31475	32800	34125	34125
2	30560	31880	33200	34520	34520
3	31080	32400	33720	35040	35040
4	31710	33030	34350	35670	35670
5	32340	33660	34990	36310	36310
6	33100	34420	35740	37060	37060
7	34270	35590	36910	38230	38230
8	35610	36930	38250	39580	39580
9	37300	38620	39940	41260	41260
10	39500	40820	42140	43460	43460
11	42090	43410	44730	46050	46050
12	45530	46850	48170	49490	49490
13	49350	50670	51990	53310	53310
14	54520	55840	57160	58480	58480

1998-99 SALARY GUIDE

STEP	ALL 3.6%				ADD 1 STEP
	B	C	D	E	
1	30870	32230	33590	34940	34940
2	31240	32610	33980	35350	35350
3	31660	33030	34400	35760	35760
4	32200	33570	34930	36300	36300
5	32850	34220	35590	36950	36950
6	33500	34870	36250	37620	37620
7	34290	35660	37030	38390	38390
8	35500	36870	38240	39610	39610
9	36890	38260	39630	41000	41000
10	38640	40010	41380	42750	42750
11	40920	42290	43660	45020	45020
12	43610	44970	46340	47710	47710
13	47170	48540	49900	51270	51270
14	51130	52490	53860	55230	55230
15	56480	57850	59220	60590	60590

98-10
99-11
20 12

1999-2000 SALARY GUIDE

STEP	STAY ON SAME STEP			
	B	C	D	E
1	32100	33550	35050	36600
2	32490	33940	35440	36990
3	32930	34380	35880	37430
4	33500	34950	36450	38000
5	34170	35620	37120	38670
6	34840	36290	37790	39340
7	35660	37110	38610	40160
8	36920	38370	39870	41420
9	38370	39820	41320	42870
10	40190	41640	43140	44690
11	42560	44010	45510	47060
12	45350	46800	48300	49850
13	49060	50510	52010	53560
14	53180	54630	56130	57680
15	58190	59640	61140	62690

TEACHERS STEP GUIDE 1997-2000

1996-1997 STEP	1997-1998 STEP	1998-1999 STEP	1999-2000 STEP
1	2	3	3
2	3	4	4
3	4	5	5
4	5	6	6
5	6	7	7
6	7	8	8
7	8	9	9
8	9	10	10
9	10	11	11
10	11	12	12
11	12	13	13
12	13	14	14
13	14	15	15
	1	2	2
		1	1

CLERICAL SALARY GUIDE 1997-98

STEP	I-12	I-10	I-12C	I-10C	II-12	II-10	III-12	III-10	IV-12	IV-10
1	16440	13700	16685	13905	15780	13150	15130	12610	14800	12330
2	16720	13930	16965	14135	16050	13370	15380	12820	15050	12540
3	17340	14450	17585	14655	16640	13870	15950	13290	15610	13000
4	18060	15050	18305	15255	17340	14450	16620	13850	16260	13550
5	19310	16090	19555	16295	18540	15450	17760	14800	17380	14480
6	21070	17560	21315	17765	20230	16860	19390	16160	18970	15800
7	23250	19380	23495	19585	22320	18600	21390	17820	20930	17440
8	25550	21290	25795	21495	24530	20440	23510	19590	23000	19160
9	28090	23420	28335	23625	26980	22480	25850	21540	25290	21080
10	30800	25670	31045	25875	29740	24790	29360	24470	28290	23580

CLERICAL SALARY GUIDE 1998-99

STEP	I-12	I-10	I-12C	I-10C	II-12	II-10	III-12	III-10	IV-12	IV-10
1	16770	13970	17265	14385	16100	13410	15430	12860	15100	12580
2	17030	14190	17525	14605	16350	13620	15670	13060	15330	12770
3	17320	14430	17815	14845	16630	13850	15930	13280	15590	12990
4	17960	14970	18455	15385	17240	14370	16520	13770	16170	13470
5	18710	15590	19205	16005	17960	14970	17220	14350	16850	14040
6	20010	16670	20505	17085	19210	16010	18400	15330	18010	15000
7	21830	18190	22325	18605	20960	17470	20090	16740	19650	16370
8	24090	20080	24585	20495	23120	19270	22160	18460	21680	18070
9	26470	22060	26965	22475	25410	21180	24360	20300	23830	19850
10	29100	24260	29595	24675	27950	23290	26780	22320	26200	21840
11	31910	26590	32405	27005	30810	25680	30420	25350	29310	24430

CLERICAL SALARY GUIDE 1999-2000

STEP	I-12	I-10	I-12C	I-10C	II-12	II-10	III-12	III-10	IV-12	IV-10
1	17370	14470	18125	15105	16670	13890	15980	13320	15640	13030
2	17630	14690	18385	15325	16930	14100	16230	13520	15870	13220
3	17930	14940	18685	15575	17220	14340	16500	13750	16140	13450
4	18600	15500	19355	16135	17850	14880	17110	14260	16740	13950
5	19370	16140	20125	16775	18600	15500	17830	14860	17450	14540
6	20720	17260	21475	17895	19890	16580	19050	15870	18650	15530
7	22600	19940	23355	19475	21700	19090	20900	17330	20350	16950
8	24950	20790	25705	21425	23940	19950	22950	19120	22450	18710
9	27410	22840	28165	23475	26310	21930	25220	21020	24680	20550
10	30130	25120	30885	25755	28940	24120	27730	23110	27130	22620
11	33040	27530	33795	28165	31900	26590	31500	26250	30350	25300

CLERICAL STEP GUIDE 1997-2000

1996-1997 STEP	1997-1998 STEP	1998-1999 STEP	1999-2000 STEP
1	2	3	3
2	3	4	4
3	4	5	5
4	5	6	6
5	6	7	7
6	7	8	8
7	8	9	9
8	9	10	10
9	10	11	11
	1	2	2
		1	1

COACHES STEP GUIDE 1997-2000

1996-1997 STEP	1997-1998 STEP	1998-1999 STEP	1999-2000 STEP
1	2	3	4
2	3	4	5
3	4	5	6
4	5	6	7
5	6	7	8
	1	2	3
		1	2

SCHEDULE B 1997-1998

STEP POSITION	1	2	3	4	5	6
BASEBALL - HEAD	2785	2885	3050	3215	3380	3545
BASEBALL - ASST.	2045	2145	2310	2475	2640	2805
FOOTBALL - HEAD	3465	3565	3730	3895	4060	4225
FOOTBALL - ASST.	2310	2410	2575	2740	2905	3070
BASKETBALL - HEAD	3095	3195	3360	3525	3690	3855
BASKETBALL - ASST.	2090	2190	2355	2520	2685	2850
CROSS COUNTRY	2485	2585	2750	2915	3080	3245
TENNIS	2485	2585	2750	2915	3080	3245
TRACK - HEAD	2770	2870	3035	3200	3365	3530
TRACK - ASST.	2045	2145	2310	2475	2640	2805
HOCKEY - HEAD	3105	3205	3370	3535	3700	3865
HOCKEY - ASST.	2045	2145	2310	2475	2640	2805
SOFTBALL - HEAD	2785	2930	3050	3215	3380	3545
SOFTBALL - ASST.	2045	2145	2310	2475	2640	2805
GOLF	1940	2040	2205	2370	2535	2700
SOCCER - HEAD	2785	2885	3050	3215	3380	3545
SOCCER - ASST.	2045	2145	2310	2475	2640	2805
WRESTLING - HEAD	2890	2990	3155	3320	3485	3650
WRESTLING - ASST.	2045	2145	2310	2475	2640	2805
SWIMMING - HEAD	2680	2780	2945	3110	3275	3440
SWIMMING - ASST.	2060	2160	2325	2490	2655	2820
INT - HEAD	2080	2180	2345	2510	2675	2840

SCHEDULE B 1998-1999

STEP POSITION	1	2	3	4	5	6	7
BASEBALL - HEAD	2785	2910	3010	3175	3340	3505	3670
BASEBALL - ASST.	2045	2135	2235	2400	2565	2730	2895
FOOTBALL - HEAD	3465	3590	3690	3855	4020	4185	4350
FOOTBALL - ASST.	2310	2400	2500	2665	2830	2995	3160
BASKETBALL - HEAD	3095	3220	3320	3485	3650	3815	3980
BASKETBALL - ASST.	2090	2180	2280	2445	2610	2775	2940
CROSS COUNTRY	2485	2610	2710	2875	3040	3205	3370
TENNIS	2485	2610	2710	2875	3040	3205	3370
TRACK - HEAD	2770	2895	2995	3160	3325	3490	3655
TRACK - ASST.	2045	2135	2235	2400	2565	2730	2895
HOCKEY - HEAD	3105	3230	3330	3495	3660	3825	3990
HOCKEY - ASST.	2045	2135	2235	2400	2565	2730	2895
SOFTBALL - HEAD	2785	2910	3010	3175	3340	3505	3670
SOFTBALL - ASST.	2045	2135	2235	2400	2565	2730	2895
GOLF	1940	2065	2165	2330	2495	2660	2825
SOCCER - HEAD	2785	2910	3010	3175	3340	3505	3670
SOCCER - ASST.	2045	2135	2235	2400	2565	2730	2895
WRESTLING - HEAD	2890	3015	3115	3280	3445	3610	3775
WRESTLING - ASST.	2045	2135	2235	2400	2565	2730	2895
SWIMMING - HEAD	2680	2805	2905	3070	3235	3400	3565
SWIMMING - ASST.	2060	2150	2250	2415	2580	2745	2910
INT - HEAD	2080	2205	2305	2470	2635	2800	2965

SCHEDULE B 1999-2000

STEP POSITION	1	2	3	4	5	6	7	8
BASEBALL - HEAD	2830	2930	3030	3130	3295	3460	3625	3790
BASEBALL - ASST.	2055	2155	2235	2335	2500	2665	2830	2995
FOOTBALL - HEAD	3510	3610	3710	3810	3975	4140	4305	4470
FOOTBALL - ASST.	2320	2420	2500	2600	2765	2930	3095	3260
BASKETBALL - HEAD	3140	3240	3340	3440	3605	3770	3935	4100
BASKETBALL - ASST.	2100	2200	2280	2380	2545	2710	2875	3040
CROSS COUNTRY	2530	2630	2730	2830	2995	3160	3325	3490
TENNIS	2530	2630	2730	2830	2995	3160	3325	3490
TRACK - HEAD	2815	2915	3015	3115	3280	3445	3610	3775
TRACK - ASST.	2055	2155	2235	2335	2500	2665	2830	2995
HOCKEY - HEAD	3150	3250	3350	3450	3615	3780	3945	4110
HOCKEY - ASST.	2055	2155	2235	2335	2500	2665	2830	2995
SOFTBALL - HEAD	2830	3250	3030	3130	3295	3460	3625	3790
SOFTBALL - ASST.	2055	2155	2235	2335	2500	2665	2830	2995
GOLF	1985	2085	2185	2285	2450	2615	2780	2945
SOCCER - HEAD	2830	2930	3030	3130	3295	3460	3625	3790
SOCCER - ASST.	2055	2155	2235	2335	2500	2665	2830	2995
WRESTLING - HEAD	2935	3035	3135	3235	3400	3565	3730	3895
WRESTLING - ASST.	2055	2155	2235	2335	2500	2665	2830	2995
SWIMMING - HEAD	2725	2825	2925	3025	3190	3355	3520	3685
SWIMMING - ASST.	2070	2170	2250	2350	2515	2680	2845	3010
INT - HEAD	2125	2225	2325	2425	2590	2755	2920	3085

1997-1998 SCHEDULE C

POSITION	1	2	3	4
HIGH SCHOOL				
DEPARTMENT CHAIR*	1775	1885	2045	2205
CHEER ADV.	2005	2170	2335	2500
CHEER ASST.	1790	1955	2120	2285
BAND DIRECTOR	2395	2560	2725	2890
BAND DIR. ASST.	1400	1565	1730	1895
DRAMA ADV.	1645	1810	1975	
YEARBOOK	1780	1945	2110	
NEWSPAPER	1780	1945	2110	
STUD. COUN. ADV.	1700	1865		
SEN. CLASS ADV.	1895			
JUN. CLASS ADV.	1725			
SOPH. CLASS ADV.	1565			
FRESH. CLASS ADV.	1565			
STUD. STORE ADV.	1645			
MUSIC DIRECTOR	910			
CHOREOGRAPHER	655			
SET DIRECTOR	910			
PIT BND	655			
DR PROD	1505			
MOCK TRIAL	1045			
NAT. HONOR SOC.	910			
FBLA	910			
FFA	910			
AVA	1470			
MIDDLE SCHOOL				
YEARBOOK	740			
STUD. GOVT.	740			
NEWSPAPER	740			
DRAMA ADV.	1070			
MUSIC DIRECTOR	910			
CHOREOGRAPHER	655			
SET DIRECTOR	910			
JUST SAY NO	740			
GR. CHAIR	1490	1600	1760	1920
AVA	1470			
MSS				
AVA	1470			
DEPT CHAIR	1490	1600	1760	1920

*PLUS \$40 per person in the department, excluding chair, and \$20 per person not in the building.

1998-1999 SCHEDULE C

POSITION	1	2	3	4	5
HIGH SCHOOL					
DEPARTMENT CHAIR*	1775	1835	1945	2105	2265
CHEER ADV.	2005	2065	2230	2395	2560
CHEER ASST.	1790	1850	2015	2180	2345
BAND DIRECTOR	2395	2560	2725	2890	2950
BAND DIR. ASST.	1400	1460	1625	1790	1955
DRAMA ADV.	1705	1870	2035		
YEARBOOK	1840	2045	2170		
NEWSPAPER	1840	2045	2170		
STUD. COUN. ADV.	1760	1925			
SEN. CLASS ADV.	1955				
JUN. CLASS ADV.	1785				
SOPH. CLASS ADV.	1625				
FRESH. CLASS ADV.	1625				
STUD. STORE ADV.	1705				
MUSIC DIRECTOR	980				
CHOREOGRAPHER	725				
SET DIRECTOR	970				
PIT BND	725				
DR PROD	1565				
MOCK TRIAL	1105				
NAT. HONOR SOC.	980				
FBLA	980				
FFA	980				
AVA	1530				
MIDDLE SCHOOL					
YEARBOOK	810				
STUD. GOVT.	810				
NEWSPAPER	810				
DRAMA ADV.	1130				
MUSIC DIRECTOR	980				
CHOREOGRAPHER	725				
SET DIRECTOR	980				
JUST SAY NO	810				
GR. CHAIR	1490	1550	1660	1820	1980
AVA	1530				
MSS					
AVA	1530				
DEPT CHAIR	1490	1550	1660	1820	1980

*PLUS \$40 per person in the department, excluding chair, and \$20 per person not in the building.

1999-2000 SCHEDULE C

POSITION	1	2	3	4	5
HIGH SCHOOL					
DEPARTMENT CHAIR*	1815	1875	1985	2145	2305
CHEER ADV.	2045	2105	2270	2435	2600
CHEER ASST.	1830	1890	2055	2220	2385
BAND DIRECTOR	2435	2600	2765	2930	2990
BAND DIR. ASST.	1440	1500	1665	1830	1995
DRAMA ADV.	1745	1910	2075		
YEARBOOK	1880	2085	2210		
NEWSPAPER	1880	2085	2210		
STUD. COUN. ADV.	1800	1965			
SEN. CLASS ADV.	1995				
JUN. CLASS ADV.	1825				
SOPH. CLASS ADV.	1665				
FRESH. CLASS ADV.	1665				
STUD. STORE ADV.	1745				
MUSIC DIRECTOR	1020				
CHOREOGRAPHER	765				
SET DIRECTOR	1020				
PIT BND	765				
DR PROD	1605				
MOCK TRIAL	1145				
NAT. HONOR SOC.	1020				
FBLA	1020				
FFA	1020				
AVA	1570				
MIDDLE SCHOOL					
YEARBOOK	850				
STUD. GOVT.	850				
NEWSPAPER	850				
DRAMA ADV.	1170				
MUSIC DIRECTOR	1020				
CHOREOGRAPHER	765				
SET DIRECTOR	1020				
JUST SAY NO	850				
GR. CHAIR	1530	1645	1765	1890	2020
AVA	1570				
MSS					
AVA	1570				
DEPT CHAIR	1530	1645	1765	1890	2020

*PLUS \$40 per person in the department, excluding chair, and \$20 per person not in the building.

ARTICLE VII

LEAVES OF ABSENCE

- A. Except for personal disability or emergency situation, employees included in this Agreement shall be expected to work each designated workday unless excused under the following stipulations:
- B. Leave With Full Pay:
 - 1. For ten (10) month employees, allowance for personal illness or disability will be ten (10) days per year with the unused portion accumulated without limit. After five (5) years of service in the district, one (1) additional day per year will be available until a maximum of five (5) per year is reached, for serious illness in the immediate family, defined as parents, spouse or children. Unused family illness days will convert to sick leave and be accumulated at the end of each fiscal year.
 - 2. For twelve (12) month employees, allowance for personal illness or disability will be twelve (12) days per year with the unused portion accumulated without limit. After five (5) years of service in the district, twelve month employees will receive ten (10) sick leave days per year, three (3) days for serious illness in the family, and one additional serious family illness day per year to a maximum of five (5) serious family illness days per year. Immediate family is defined as parents, spouse or children. Unused family illness days will convert to sick leave and be accumulated at the end of each fiscal year.
 - 3. A physician's statement may be required for serious illness in the family.
 - 4. A physician's statement may be required for personal illness or disability.
 - 5. Bereavement Leave
 - a. The Board will provide up to four (4) workdays leave for each death in the immediate family. The Superintendent shall-determine the actual number of days granted in each circumstance.
 - (1) The immediate family shall consist of the employee's mother, father, sister, brother, son, daughter, spouse, mother-in-law, father-in-law, and grandparents.
 - (2) The workdays granted for bereavement leave shall be noncumulative.
 - (3) One (1) workday per year for the death of each relative other than the immediate family, as noted above or each close friend.
 - (4) The workday granted for bereavement leave shall be noncumulative.
- 5. Personal Business Days

Each employee may utilize up to two (2) work days per year for personal

business reasons and shall not be required to state a specific reason for requesting same except in b. below:

- a. The Superintendent of Schools must be notified, on the appropriate district form, forty-eight (48) hours in advance of said leave.
- b. If the Superintendent is not notified forty-eight (48) hours prior to said leave, then the leave may be taken only if an emergency exists that has been explained to the Superintendent.
- c. Unused personal business leave days shall convert to sick leave days as long as the accumulated number does not exceed fifteen (15) for that year.
- d. No more than five percent (5%) of the teachers in a given building may take personal business days on the same day and no more than one (1) member of the clerical staff may take personal leave on the same day.
- e. No personal business days may be utilized on the days immediately preceding or following a holiday or vacation period.
- f. Utilization of personal business days as of May 1 of each school year, up to and including the last day of school (until June 30 and during the week before the opening of school for clerical staff), shall be with the consent of the Superintendent or his designee and such consent must be received prior to utilizing personal days during this period of time.
- g. Personal leave may only be taken for full days.

C. Limitations

1. Special consideration may be given particular problems of employees with extended years of service.

D. Rules Governing Absence

1. Employees are to notify their administrator or his delegate of pending absence. Such notification will be in accordance with the directions of the administrator.
2. After returning from absence, each employee will prepare an Absentee Record Form, completed accurately, and turn it in to the supervisor's office within three (3) school days. If an employee fails to turn in the Absentee Record Form within the required time period, the employee shall be docked five (\$5.00) dollars for the day's absence(s).
3. For absences that can be anticipated, advance arrangements are to be made.
4. Absence for professional business, conference, school visitations must be approved in advance.
5. The daily checking in and out are important parts of the employee accounting procedure. It is the responsibility of each employee to check in by the designated time and check out, if permission is granted for leaving before

the end of the normal workday. Requests to leave during or before the end of the workday are to be made to the supervisor.

E. Sabbatical Leave

1. After having taught seven (7) consecutive years in the Woodstown-Pilesgrove Regional School District, a teacher may receive leave for a year with half pay in accordance with the following provisions:
 - a. The leave will be for a regular and formalized program of education or travel or other program that may be approved by the Board of Education. All programs must be meaningful in terms of the present or future teaching assignment. The education shall be full-time residence program or its equivalent given by a recognized and approved institution. The travel shall be an extensive, planned itinerary.
 - b. Applications for leaves shall be filed with the Superintendent of Schools by March 1 immediately preceding the leave and shall be made on the forms provided by the Superintendent. The Board will examine the detailed request on the recommendation of the Superintendent.
 - c. All leaves must be approved by the Board of Education.
 - d. Leaves will be limited to one (1) per year and when more than one (1) applicant files for a given year, applications will be processed so that teachers with the longer number of consecutive years service in the district will be given primary consideration.
 - e. Teachers on leave in accordance with these policies shall not lose seniority, retirement, and tenure rights.
 - f. As part of the application for leave, the teacher will sign an agreement to return to serve for two (2) consecutive years in this school district immediately after leave.
 - g. Leaves shall be for an academic year from September 1 to the following June 30.

F. Child-Rearing Leave

1. An employee may make application to the Board for a child-rearing leave of absence without pay for purpose of caring for a newborn or newly adopted infant child.
2. Written application will be made to the Superintendent as soon as possible, but not less than 90 days prior to the expected date of cessation of work. This time requirement may be reduced as necessary if the adoption agency gives the adoptive parents less than 90 days' notice.
3. Child-care leaves will begin immediately upon the expiration of disability leave for pregnancy and child birth or at a date mutually agreed upon by the Board and employee.

4. All such leaves will end at the end of the current school year.
5. Employees may make application for an extension of childcare leave for one (1) additional school year and the Board may grant such an extension.
6. To the extent that the terms of the group health insurance contracts covering members of the bargaining unit permit, employees on child-care leave will be permitted to continue such coverage by paying their own premiums.

Teachers absent less than ninety (90) school days shall receive an increment the following year upon return and all benefits shall be restored.

- G. Time necessary for appearance in any legal proceeding arising out of the employee's performance of his duties, providing that the employee is not participating or assisting as an adversary to the Board, shall not result in loss of pay or personal leave.
- H. Other leaves subject to the terms dictated by the Board of Education may be applied for and approved in the sole discretion of the Board.

ARTICLE VIII

WORKDAY AND WORKLOAD

- A.
 1. Teachers shall indicate their presence for duty each day by signing their initials, as signed on the first day of each school year, on the designated line on the sign-in roster in accordance with the time schedule for teacher arrival set forth by the Board of Education for each building.
 2. Teachers shall be required to report for duty no earlier than twenty (20) minutes before the opening of the pupils' school day, and shall be required to remain no later than twenty (20) minutes after the close of the pupils' school day. On Fridays or on days preceding holidays or vacation, or Back-to-School Night, the teachers' day shall end at the close of the pupils' day.
 3. Teachers who fail to sign in for any reason by the designated time set forth by the Board of Education shall suffer a wage deduction for the amount of time elapsed from the designated sign-in time up to the actual sign-in time.
 4. Teachers shall not be required to indicate that they are leaving the school grounds at the end of the school day, unless they are leaving prior to the designated departure time and must have the express permission of the building principal or his designee.
 5. Teachers required to teach beyond their total regular school workday shall be compensated at an hourly rate of 1/7th of their daily rate (1/200th of their annual salary).

6. A regular school workday is defined as being from the time a teacher is regularly scheduled to report for duty in the morning until the regularly scheduled time for leaving at the end of the workday as set forth by the Board of Education in accordance with 2. above.
7. Teacher attendance is required, unless specifically excused by the principal or his/her designee, at staff meetings, departmental meetings, grade level meetings, and faculty meetings unless excessive meetings are scheduled. "Excessive," in this case, shall mean any month in which more than five (5) of the above are scheduled of all employees in a given building, excluding meetings necessary for the implementation of the "Thorough and Efficient" guideline. Every teacher shall, in addition to the above commitments, be required to attend one (1) Back-to-School Night each year.
8. Employee attendance is requested at special programs such as musicals, plays, program reviews and P.T.A. meetings.
9. Parental conferences and student help are within the scope of regular duties.
10. Teachers shall not receive additional compensation for any of the activities noted in Sections 7, 8 and 9 cited above.
11. Teachers may request in writing from the building principal an excused early departure for:
 - a. Emergency dental and medical appointments which arise on the day that the request is made. Time will be charged to sick leave unless it falls within the last thirty (30) minutes prior to departure. Said time will not be deducted from sick leave.
 - b. Association and/or other educational meetings (local, county, state and national).
12. Teachers may request in writing from the Superintendent an excused early departure to attend early classes for graduate credit, certification and general educational improvement.
13. Teachers involved in unexcused early departure will be docked for the entire time involved.
14. Teachers who fail to sign in, are late or depart early without permission, will acknowledge said occurrence by signing a paper which contains the date, the amount of time involved, the reason for the occurrence, and the principal's signature.
 - a. A copy of this paper will be given to the teacher.
 - b. The principal or Superintendent may excuse for just cause any teacher involved in any of the above occurrences.
- c. Denial of a request for excused early departure shall not constitute grounds for lodging a grievance.

B.

1. In 1988-89, in addition to the homeroom period, a secondary teacher shall not be assigned more than thirty (30) of the thirty-five (35) periods of the week or a similar ratio.
2. Beginning in 1989-90, the Board may institute a nine (9) period day in the secondary school (Grades 7-12). Teachers may be assigned to seven (7) periods of pupil contact, of which no more than six (6) may be teaching periods with regard to preparation, except as specified below:
 - a. No reductions in force will be made by reason of the implementation of the nine (9) period day.
 - b. A committee of teachers and administrators will participate in planning for the nine (9) period day.
 - c. Fifth and sixth grade assignments shall remain as in 1987-88 except in the event that the fifth grade is relocated to the Mary Shoemaker School. If this occurs, fifth grade teachers shall not have a greater number of teaching periods, teacher-pupil contact minutes or subject assignments than the highest amount that could be assigned for a teacher in the same building.

If fifth grade is moved, sixth grade shall work and be paid under the same terms and conditions as grades 7-12.
 - d. Teachers in grades 7-12 shall have no more than six preparations daily. A preparation shall be defined as a grade level in a major subject or any elective course title.
 - e. Payment for teaching a seventh period shall be increased by the percentage agreement. 1997-98 \$2850; 1998-99 \$2955; 1999-2000 \$3060.
 - f. Department chairpersons in the high school shall be assigned no more than five (5) teaching periods with no duties.
3. Teachers in grades 5 through 12 shall, in addition to their lunch period, have one (1) preparation - conference period per day.
4. Teachers in grades K through 12 shall have duty-free lunch period in conformance with State Board of Education rules.
5. Teachers in grades K through 4 shall have not less than one (1) thirty (30) minute preparation - conference period per day.
6. The daily morning recess period in the elementary grades will be abolished and that time will be used for instruction.
7. In emergency situations (unusual, unforeseen, temporary situations) when the safety of pupils is involved, teachers may be given other assignments during the time described in B-3 and B-4 of this section.

8. When it becomes necessary to assign teachers to cover classes during their conference preparation periods, they shall be compensated as follows:
 - a. Given an amount of time at a later date twenty (20) coverages will constitute one (1) full day, and no more than one (1) compensatory day may be taken. A compensatory day cannot be taken after a holiday or before a holiday, unless the holiday is preceded by a half-day session: or
 - b. Class coverage rate shall be \$24 per coverage.
 - c. This compensation shall not be paid if teachers are given assignments in emergency situations as described in subsection 7. above.
- C. The Association and Board of Education recognize that the preparation time scheduled during the regular school day should be used for the purpose of professional preparation: include such things as materials, lesson plans, etc., consulting with parents, school administrators and coworkers. As a professional, it is the responsibility of the teacher to accomplish these goals and to budget his time according to his best professional judgment.
- D. A normal work schedule of thirty-five (35) hours per week is established for all clerical staff employees. The regular workday shall consist of seven (7) hours.
- E. Clerical employees covered by this Agreement are compensated on a salary basis for a forty (40) hour week.
 1. Overtime will be paid to clerical employees covered under this Agreement who work in excess of forty (40) hours per work week. The rate of overtime pay shall be calculated at 1-1/2 times the-normal rate of pay. Said overtime shall be authorized by the building principal.
 2. Clerical employees may be required to work in excess of the normal thirty-five (35) hour schedule on certain occasions. Hours worked between the normal thirty-five (35) hour schedule and forty (40) hours per week may be credited as compensatory time as outlined below:
 - a. Compensatory time will be accrued on a time-for-time basis.
 - b. Use of accrued compensatory time shall be only with the approval of the Superintendent of Schools upon request of the employee.
 - c. Clerical employees may accumulate a maximum of five (5) days of compensatory time in any contract period. Compensatory time not used by a clerical employee during the contract period shall be considered waived by the employee, and the employee shall make no further claim on the Board for such waived time as either-compensatory time off or payment at the overtime rate.

ARTICLE IX

TEACHER ASSIGNMENT

- A.
1. Tentative assignment of subjects to be taught in the high school or grade or class assignment in the elementary school for the ensuing academic year shall be given to the teachers no later than the closing of school in June.
 2. In the event that it becomes necessary to change the assignments described in A. 1. above, after August 1, the teacher affected shall be notified in writing and, upon the request of the teacher, the changes shall be promptly reviewed between the Superintendent and the teacher affected and at his option, a representative of the Association.
 3. All assignments must be within the area of certification.

ARTICLE X

CLASS SIZE

- A.
1. It is recognized by the Board that pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees to continue its effort to keep class sizes at an acceptable number as dictated by the financial condition of the district, the building of facilities available, the availability of qualified teachers, and the best interests of the district, as deemed administratively feasible.
 2. The capacity and adequacy of pupil facilities available in a teaching room or station shall be given consideration in the scheduling of pupils.

ARTICLE XI

HOME TEACHING AND OTHER PROGRAMS

1. All openings for positions listed in the bargaining unit in home or bedside instruction and in state, federal, or other projects operated by the Woodstown-Pilesgrove Regional School District shall be announced by the Superintendent and posted on teacher bulletin boards as they occur.
2. Teachers doing home teaching shall be paid 1/7th of their daily rate (1/200th of annual salary), "plus mileage at the current rate as approved by the Board of Education."
3. Teachers will be paid on the above basis only if home tutoring is performed outside the defined regular school day, plus mileage at the IRS rate for new cars.

ARTICLE XII

TEACHER EVALUATION

- A.
1. It is recognized by the Board that evaluation is an important aspect of personnel relations, and that evaluation procedures are necessary to aid in the improvement of instruction and its auxiliary services through increasing staff effectiveness, and to identify quality of service as it relates to administrative recommendations in connection with dismissal, reappointment, salary increments, transfer, and promotion.
 2. A monitoring or observation of the work performance of staff members shall be conducted openly.
 3. All professional personnel are to be evaluated by persons holding a supervisory certificate as issued by the State Department of Education.
- B.
1. An annual Evaluation Report is to be made for all professional personnel.
 2. The Evaluation Report is to be made by the appropriate administrator and a copy sent to the Superintendent, the teacher at his request, and a copy retained in the office of the person making the report.
 3. The Evaluation Report shall be the result of observations, official reports and other pertinent information and evidence. All Evaluation Reports shall include any strengths and weaknesses, and where indicated, shall include suggestions for improvement. Those being evaluated shall be made aware of the ratings and recommendations. The staff member shall acknowledge that he has had the opportunity to review any observation and Evaluation Reports by affixing his signature to the copies to be filed with the express understanding that such signatures in no way indicate agreement with the contents of the reports.
 4. The staff member shall have the right to submit a written answer to any observation or Evaluation Report and his answer shall be reviewed by the Superintendent and a copy attached to the file copy sent to the teacher.
- C.
1. Any complaints regarding a teacher made to any member of the administration or Board by any parent, student, or person, which is to be put in the teacher's personnel file, shall be promptly investigated and called to the attention of the teacher. The teacher shall be given an opportunity to respond to and/or rebut such complaints and shall have the right to be represented at any meetings or conferences regarding such complaints.

- D.
1. The Association shall have the right to make suggestions and recommendations to the Superintendent in regard to an evaluative form.

ARTICLE XIII

COST OF PRINTING

- A.
1. Copies of this Agreement shall be provided to the Board and the Association in as many copies as shall be mutually agreed upon. Costs of publication and distribution shall be borne equally by the parties to this Agreement.

ARTICLE XIV

HEALTH INSURANCE

- A. The Board of Education shall make available to current employees in the bargaining unit, and be responsible for the payment of employee coverage and one hundred percent (100%) of the dependent coverage for each employee in the New Jersey Public and School Employee Health Benefits Plan or an equal to or better than employee health benefits plan.

Employees hired after the date of this contract signing will receive the "Blue Choice" program for the employee and any eligible dependents for the first three (3) years of employment at Board cost. New employees may, at their own expense through payroll deductions, pay the difference between the Board paid program and the BC/BS Traditional plan, Blue Select or HMO Blue for the first two years.

Effective July 1, 1996, the BC/BS Traditional plan will no longer be offered to any employee. Blue Select shall become the standard program for the district.

- B. The Board will provide a co-pay prescription plan at Board expense for each employee and his or her family where applicable. The prescription card co-pay shall be \$10/\$5/0 all three years, beginning as soon as the Board can institute the change.
- C. The Board of Education shall pay the cost of premiums for the employee and dependents, for the Delta Dental III A Dental Insurance Plan, or its equivalent.
- D. The Board will reimburse each employee for costs incurred for optical health care and/or medical and dental care to the employee or members of his immediate family which are not reimbursable under insurance coverage provided herein, upon presentation of receipted bills and evidence that reimbursement has been claimed and denied under insurance provided herein, if appropriate, to a maximum of \$500 per year for the life of this contract. Employee bills must be submitted by June 30 and payment will be made by July 31.

- E. Employees must work a minimum of 23 hours per week to be eligible for insurance protection. Employees currently working between 20 and 23 hours shall be grandfathered and continue to receive benefits.

ARTICLE XV

PROFESSIONAL STAFFING

- A. The Board agrees with the Association that an adequate number of professional employees is desirable to the operation of an effective educational program. The Board agrees to continue its effort to provide an adequate number of qualified professional personnel as dictated by student enrollment, the financial condition of the district, the building facilities available, and the best interest of the school district.
- B. Teachers wishing to make recommendations to the Board concerning curriculum and additional professional personnel should make such recommendations through the administrative channels.

ARTICLE XVI

POSTING PROCEDURES

Any vacancy will be posted on the central bulletin board in each school building for a ten (10) day period after the vacancy is made known to the Superintendent, except that teaching vacancies which occur during the school year will be posted for five (5) days. Any employee who wishes to be considered for any said vacancy must contact the Superintendent's office in writing within the posting period noted above.

ARTICLE XVII

NO STRIKE CLAUSE

The Association agrees that it will not engage in any job action, sanction activities on the part of its membership providing that the Board of Education continued to negotiate in good faith as determined by PERC procedures under Public Law 123 as amended.

ARTICLE XVIII

BOARD RIGHTS

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulation (a) to direct employees of the school district, (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and for just cause, to suspend, to demote, discharge

or take other disciplinary action against employees, (c) to relieve employees from duty because of lack of work or for other legitimate reasons, (d) to maintain the efficiency of the school district operations entrusted to the, (e) to determine the methods, means and personnel by which such operations are to be conducted, and (f) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

ARTICLE XIX

STATUTORY SEPARABILITY

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is declared illegal by any action or legal authority of recognized jurisdiction, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XX

FULLY BARGAINED PROVISION

This Agreement incorporates the entire understanding of the parties on all matters which were the subject of negotiations.

ARTICLE XXI

SAVINGS CLAUSE

Unless other wise provided in this Agreement, nothing contained herein shall be interpreted so as to eliminate, reduce or otherwise detract from any teacher benefit existing prior to its effective date. A benefit is herein defined to mean one that is tangible and measurable and existing for no less than three (3) years.

ARTICLE XXII

CLERICAL STAFF VACATIONS

- A. Annual vacations based on seniority shall be taken within the contract period at the discretion of the Superintendent of Schools. Members of the clerical staff who were employed on or before June 30, 1984 may bank a maximum of two (2) weeks accrued vacation time. Members employed on or after July 1, 1984 may bank a maximum of one (1) week accrued vacation time.
- B. Vacation schedules for all regular twelve (12) month clerical employees will be as follows:

Years of Service

After 1 year
2 years to 9 years
Over 10 years
Over 15 years
Over 20 years
Over 25 years

Vacations

1 week
2 weeks
3 weeks
17 days
18 days
20 days

In addition to current vacation time schedule for twelve (12) month employees, those employees shall also receive their birthdays as a paid vacation. They shall receive that day even when the birthday falls on a holiday or weekend.

- C. Present clerical employees will continue to receive vacation rights that have been built up by them until they reach the number of years needed to conform to this provision.
- D. Whenever a legal holiday falls within the scheduled vacation period, the clerical employee will receive one (1) extra day of paid vacation or an additional day's pay rather than a vacation day.
- E. Future transfers from ten (10) month employment to twelve (12) month employment shall have such full-time in-district service credited toward vacation entitlement. (Example: Four (4) years of ten (10) month service = forty (40) months credit toward the above vacation "Years of Service.")

ARTICLE XXIII

JURY DUTY

All employees covered by this Agreement who are called on jury duty shall be paid for the time thus lost from regular school duties and the amount of payment shall be the difference between their regular pay and their jury duty pay.

ARTICLE XXIV

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1997, and shall continue in full force and effect until June 30, 2000. The parties agree that there will be no new negotiations on any matter for either party, during the life of this contract except those for a successor Agreement.

Negotiations shall be reopened at the request of the Board if there is to be a change to an intensive scheduling model or alternative scheduling model.

In witness hereof the Woodstown-Pilesgrove Regional Education Association and the Woodstown-Pilesgrove Regional Board of Education have signed this Agreement through action of these designated officers.

FOR THE WOODSTOWN-PILESGROVE
REGIONAL EDUCATION ASSOCIATION

FOR THE BOARD OF EDUCATION
OF THE WOODSTOWN-PILESGROVE
REGIONAL SCHOOL DISTRICT

President

President

Chairman
Negotiations Committee

Chairman
Negotiations Committee

ATTEST: _____
Board Secretary

CONSTITUTION

WOODSTOWN-PILESGROVE REGIONAL EDUCATION ASSOCIATION

Article I - Name and Incorporation

Section 1: The name of this organization shall be Woodstown-Pilesgrove Regional Education Association, hereafter referred to as the Association.

Section 2: It is incorporated as a non-profit corporation under Title 15, sections 1-12 of Revised Statutes of the State of New Jersey.

Article II - Affiliation

The Association shall be an affiliate of the Salem County Education Association, the New Jersey Education Association, and the National Education Association.

Article III - Purposes

Section 1: To advocate the welfare of students, the advancement of education, and the improvement of instructional opportunities for all.

Section 2: To develop and promote the adoption of such personnel policies and standards of preparation and participation as mark a profession.

Section 3: To establish the professional rights and responsibilities of its members as educators.

Section 4: To represent its members in negotiations and grievances with the School Board on all matters of compensation and all other terms and conditions of employment.

Section 5: To form a representative body to speak with authority for the members.

Section 6: To enhance cooperation between the educator and the community.

Article IV - Membership

Section 1: Active Members

a. Active membership in the Association shall be open to all teachers, nurses, guidance counselors, child study team members, secretaries, and aides employed by the district.

b. Active members, where eligible, of the Association, shall also be members of the Salem County Education Association, the New Jersey Education Association, and the National Education Association.

Article V - Officers

- Section 1: The officers of the Association shall consist of a president, a vice-president, a secretary, and a treasurer.
- Section 2: The officers shall be elected at the May general meeting and shall be installed in September for a term of two years.
- Section 3: Officers of the Association shall serve their terms so long as they satisfactorily perform the duties of their office. Where an officer is guilty of misconduct, the following guidelines shall constitute the procedure for removal from office:
- Recommendation for recall can be made by the submission of a petition containing the signatures of 75% of the membership to the Executive Committee.
 - The Executive Committee shall notify in writing any officer who has been recommended for recall.
 - Any officer may appeal in writing to the Executive Committee.
 - The Executive Committee shall schedule hearings, whenever necessary, to review the recommendation of recall of an officer.
 - The report of those hearings shall be made available to the membership.
 - A general membership meeting shall be called two weeks after the issuance of the report.
 - Such recall shall be determined by a majority vote of the membership in attendance at said meeting.
- Section 4: Nothing in this Article shall be construed as precluding officers from succeeding themselves in office, if duly elected.
- Section 5: In the event of vacancy in the office of the president, the vice-president shall become president and serve until the next annual election.

Article VI - Executive Committee

The Executive Committee shall consist of:

- the officers of the Association.
- the immediate past president.
- one elected representative from the Middle School, Mary Shoemaker School, secretaries and aides, and two from the High School.
- chairmen of the Membership, Professional Rights and Responsibilities, Negotiations, Salary, and Legislative Committees.

Article VII - Representative Council

- Section 1: The policy-forming body of the Association shall be the Representative Council.
- Section 2: The Representative Council shall consist of the Executive Committee and one or more other elected faculty representatives from each school, secretaries and aides, and the chairperson from the Communication, Public Relations, Social, Retirement, and Sunshine Committees.
- Section 3: There shall be at least one representative from each building. Elections shall be held in May, and faculty representatives shall assume office at the September meeting of the Representative Council.
- Section 4: The Building Representative or designee shall call meetings of the Association members within their buildings to discuss Association business, appoint such building committees as the Association may require, and organize and oversee the subsequent elections of representatives, the enrollment of members, and two-way Association communication within the building.
- Section 5: Any member of the Association who is not a member of the Representative Council may attend the meetings, shall sit apart from the voting body, but may receive permission to speak.

Article VIII - Amendments

Amendments to this constitution may be made by a two-thirds majority of the active members of the Association voting in a regular or special election called for this purpose, provided that:

- the amendments have been submitted in writing to the secretary of the Association.
- the secretary of the Association has distributed copies of the amendment to the members of the Representative Council.
- the Representative Council, by a majority vote, proposes to recommend said amendments to the general membership.
- the secretary of the Association has distributed copies of the amendment so proposed to all active members of the association at least two calendar weeks in advance of the election.

By Laws

Article I - Meetings

Section 1: Executive Committee

The Executive Committee shall meet at the call of the president.

Section 2: Representative Council

- a. The Representative Council shall meet on a day designated by the council at the initial school year meeting every other month. The Executive Committee shall prepare the agenda for each meeting and shall circulate it to all members of the Council so that the Representatives have time to discuss it with their faculty members in advance of the Council meetings.
- b. Special meetings of the Representative Council may be held at the call of the president and the secretary. Business to come before special meetings shall be limited to items stated in the call, which shall be sent in writing to each Representative if time permits.

Section 3: General Membership

- a. The Executive Committee shall arrange at least two meetings of the members each year.
- b. Special meetings of the membership may be called by the president, or upon request of one quarter of the members for a specific purpose, but no business other than that for which the meeting was called may be transacted.
- c. At least one week prior to each General Membership meeting, the secretary shall notify all members of the time and place of said meeting, including September.

Section 4: The order of business at any Representative Council or regular General Membership meeting shall be as follows:

- a. Call to order
- b. Approval of minutes
- c. Correspondence
- d. Report of treasurer
- e. Reports of committees
- f. Old business
- g. New business
- h. Adjournment

Article II - Quorum

Section 1: A majority of the Executive Committee members shall constitute a quorum for the Executive Committee meetings.

Section 2: A majority of the Representative Council members shall constitute a quorum for the Representative Council meetings.

Section 3: The members present shall constitute a quorum for the General Membership meetings.

Article III - Powers and Duties of the Officers

Section 1: President - The president shall:

- a. preside over all meetings of the Executive Committee, Representative Council, and General Membership.
- b. appoint the chairperson and members of all standing committees with the approval of the Executive Committee not otherwise provided for in the Constitution and by-laws.
- c. be an ex-officio member of all committees.
- d. represent the Association before the public either personally or through a designated representative.
- e. perform all other functions usually attributed to the office.

Section 2: Vice president - The vice president shall:

- a. assume all duties of the president in his or her absence and work closely with one or more standing committees as the president may suggest.
- b. become president whenever the presidency becomes vacant as provided for in Article V, Section 4, of the Constitution.
- c. be an ex-officio member of the Negotiations and Professional Rights Committees.

Section 3: Secretary - The secretary shall:

- a. be responsible for handling all correspondence for the Association.
- b. as directed by the president and Executive Committee, carry on the affairs of the Association.
- c. notify the appropriate members as to the time and place of the Executive Committee, Representative Council, and General Membership meetings at least seven (7) calendar days prior to the meetings.
- d. keep accurate minutes of all the meetings.
- e. maintain the official files.

- f. distribute copies of all proposed amendments to the Constitution as prescribed in Article VIII of the Constitution.

Section 4: Treasurer - The treasurer shall:

- a. be responsible for collection of all dues.
- b. deposit all moneys in a bank, in the name of the Association.
- c. notify NJEA of name of bank in which Association dues are deposited.
- d. hold the funds of the Association and disburse them accordingly upon submission of vouchers.
- e. sign all checks.
- f. report at each meeting.
- g. prepare an annual financial statement which shall be distributed to all members.
- h. file the appropriate Federal and State forms.
- i. transmit appropriate NJEA-NEA dues money to NJEA no later than ten (10) days after its receipt by Association from the Board of Education.
- j. prepare the budget.
- k. be bonded for such amount as may be determined by the Executive Committee from time to time.

Article IV - Powers and Duties of the Executive Committee

Section 1: The Executive Committee shall:

- a. be responsible for the management of the Association.
- b. authorize all expenditures within the limits of the budget.
- c. by a two-thirds vote authorize the spending money for non-budgeted items not to exceed \$150 in any one case. Disbursements in excess of \$150 must have approval of the Representative Council.
- d. propose policies for consideration by the Representative Council.
- e. Execute policies established by the Representative Council.
- f. cause to be reported to the members its transactions and those of the Representative Council.
- g. establish such special committees as may be necessary.

Section 2: In the event of vacancy in the office of the president, the vice president shall become president and serve until the next annual election.

- Section 3: Whenever the offices of both the president and vice president shall become vacant between elections except as noted in Article V, Section 4 of the Constitution, the remaining members of the Executive Committee shall choose one of their members to serve as president pro tempore until the Representative Council can fill the vacancies.

Article V - Powers and Duties of the Representative Council

Section 1: The Representative Council shall:

- a. approve the budget.
- b. set the dues for the Association.
- c. act on reports of committees.
- d. establish the policies of the Association.
- e. adopt rules for governing the conduct at meetings as are consistent with this Constitution and By-laws.
- f. be the final judge of the qualifications and elections of officers, active committee members, and faculty representatives.

Section 2: Powers not delegated to the Executive Committee, the Officers, or other groups in the Association shall be vested in the Representative Council.

Article VI - Committees

Section 1: Appointment

The president, with the advice and consent of the Executive Committee, shall appoint members of the standing committees.

Section 2: Meetings

Each standing committee shall meet according to a calendar developed by the committee.

Section 3: Reports

Chairpersons shall report as necessary to the Executive Committee, Representative Council, and the General Membership.

Section 4: Committee Title and Duties

- a. The Negotiations Committee shall survey the members and prepare a proposed package to be negotiated with the Board of Education by the Association's negotiating team. All areas of member welfare and general working conditions will be addressed during negotiations.
- b. The Professional Rights and Responsibilities Committee shall explore and prepare programs for securing satisfactory policies and procedures

for the redress of grievances. It shall process all grievances filed in accordance with the Agreement and policies adopted by the Association. It shall advise the Executive Committee in situations involving the defense of individual rights.

- c. The Membership Committee shall organize and conduct membership enrollment. Its members shall attempt to enroll cash members, new teachers, and former non members enrolled for the current school year. It shall communicate with members on Automatic Payroll Deduction to return by direct mail any corrections in their status or address after receiving their annual membership cards in the mail.
- d. The Public Relations Committee shall seek to develop public understanding of the purposes and programs of the Association. It shall develop procedures by which the Association can present material through newspapers, radio, television, and other mass media. The Public Relations Committee shall work cooperatively with the public in civic, fraternal, and social organizations to enhance public relations.
- e. The Communications Committee shall be responsible to keep the general membership informed of Association action through fliers and newsletters. It shall develop a telephone call system for the membership in case of a crisis situation. At least one of its members shall be at the disposal of the negotiating team. All communications shall be reviewed by the Association president.
- f. The Social Committee shall organize such activities as may serve the needs of members and promote rapport within the Association.
- g. The Legislative Committee shall have broad concern for state and national legislation affecting the interests of the Association. It shall inform members about newly proposed and enacted legislation related to their interests and promote activities leading to exercise their responsibility to vote and their right to participate in political activity.
- h. The Budget Committee shall propose to the Representative Council for action a budget for the Association each year. Members of the Budget Committee shall have full and complete access to all financial and other records of the Association pertinent to the preparation of the annual budget.
- i. The Retirement Committee shall be responsible for planning the functions for retiring members. (A retirement luncheon shall be held in the afternoon of the first early closing day in June.) The committee shall consist of a chairperson, treasurer, one representative from each school and one representative from the secretaries and aides.
- j. The Sunshine Committee shall be responsible for sending remembrances to active members in the event of an illness, bereavement, or birth. The Committee shall consist of a chairperson and building representatives.

k. The Salary Committee will perform the following tasks:

- 1. Keep up-to-date information concerning salary settlements in the surrounding area and state.
- 2. Work with the negotiations team and NJEA representative to present a total salary package to the Board of Education.
- 3. Upon acceptance by the board, work with the team and NJEA representation to distribute the moneys in the various salary schedules.
- 4. Check the final salary proposal for accuracy before presentation to the membership.
- 5. Provide each member with a written notice of the change in his or her salary status.
- 6. Answer questions from the membership regarding the salary schedules.
- 7. Work with the Negotiations Chairman to insure that the salary package is properly implemented.

Section 5: Special Committees

Each year the president shall appoint, with the approval of the Executive Committee, an Audit Committee and such other special committees as may be deemed necessary, and shall disband them upon completion of their duties. These committees shall operate according to rules approved by the Executive Committee. No officer shall serve on the Audit Committee. A copy of the audit shall become part of the Association's permanent record. A copy shall be sent to NJEA.

Article VII - Elections

Section 1: Nominations

- a. The president, subject to approval by the Representative Council at its March meeting, shall appoint a Nominating Committee which will name one or more candidates for president, vice president, secretary, and treasurer.
- b. The Nominating Committee shall make its recommendations to the Representative Council at a special meeting called by the president in April. Members of the Representative Council may nominate other candidates from the floor.
- c. The Nominating Committee shall present all nominations to the general membership at its May meeting. Any member of the Association may nominate other candidates from the floor.

Section 2: Voting

- a. The president, with the approval of the Representative Council, shall appoint an Election Committee. No elected person may serve on this committee.
- b. At the May general meeting members shall vote for officers by secret ballot in accordance with procedures developed by the Representative Council.
- c. The Election Committee shall report the results to the president, who shall cause them to be published. New officers shall assume their responsibilities September 1.
- d. The results of the election of officers shall be reported immediately to NJEA, NEA, and the County Association by the secretary.

Article VIII - Fiscal Year

The fiscal year of the Association shall begin September 1 and end August 31.

Article IX - Authority

The most recent edition of Roberts Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the Constitution and By-laws and such standing rules as the Executive Committee may adopt.

Article X - Amendments

Amendments to the By-laws may be made by a two-thirds majority of the active members of the Association voting in a regular or special election called for this purpose, provided that each amendment has been previously introduced at a regular meeting of the Representative Council and that copies have been distributed to each active member of the Association at least two (2) calendar weeks in advance of the election.