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A G R E E M E N T

TEANECK BOARD OF EDUCATION - TEANECK TEACHERS ASSOCIATION

EFFECTIVE JULY 1, 1969

NEGOTIATING PARTIES

BOARD OF EDUCATION

- Dr. A. Milton Bell, President
- Dr. Henry McCanna, Vice-President
- Mr. Boris Bierstein
- Mr. Andrew Fraser
- Mr. David Kapell
- Mrs. Dorothy Belle Pollack
- Mr. Robert Thomann
- Mr. Reginald Walton
- Mr. Peter Zeleny
- Mr. Irving C. Evers, Attorney

TEACHERS ASSOCIATION

- Mr. James DeLaney, President
- Mr. Flory Perini, Vice-President
- Mr. Leonard Bogan
- Mr. Harry Hefter
- Mr. Joseph Karant
- Mr. Edgar H. Law
- Miss Joan Mazza
- Mr. Fred Pasquini
- Mr. Salvatore Rainone
- Mr. Paul Giblin, Attorney

- Mr. Joseph Killory, Supt. of Schools
- Mr. Aubrey Sher, Asst. Supt. of Schools
- Mr. Jac Gnrrep, Recorder

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AGREEMENT made this day of , 1969

BETWEEN TEANECK TEACHERS" ASSOCIATION, hereinafter referred to
"Association;

AND TEANECK BOARD OF EDUCATION hereinafter referred to as "Board

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

ARTICLE 1 - RECOGNITION

The Board recognizes the Association as the exclusive repre-
sentative for collective negotiations concerning the terms and condi-
tions of employment for all certificated personnel whether under contra-
ct or on leave and not engaged as supervisory employees in the following
classifications: classroom teachers, nurses, guidance counselors,
librarians, social workers, psychologists, learning disability special-
ists, audio-visual aids director, speech therapists, special education
classroom teachers and teacher consultants.

In the case of employees declared by the Board to be super-
visory but contended by Association to be properly includable in the
negotiating unit, when there has been a final determination as to the
proper classification of said employees, said final determination shall
be conclusive and binding upon the parties and the employee shall be
dealt with based upon such a final determination.

The term "final determination" shall mean a determination by
the final appellate body or court to which either party may apply in
accordance with legal proceedings.

The term "supervisory employee" is hereby defined as meaning an employee having the power to hire, discharge, discipline or effectively recommend the same.

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

ARTICLE 2 - ADVISORY COMMITTEE

Board and Association recognize a mutual concern on the part of each for the maintenance and development of quality education. Both parties agree that teachers, administrators, students, parents and community members should be consulted in connection with the development of policies and regulations which will address themselves to the education of children and youth. Board and Association agree to the establishment of an advisory committee consisting of the Superintendent of Schools, the Assistant Superintendent of Schools, the President of the Teaneck Teachers' Association, five other members of the Teachers' Association, the President of the Teaneck Association of Administrators and Supervisors, and three other members of the Association of Administrators and Supervisors, and one member of the Board of Education.

This Committee shall submit to the Board for its consideration, procedures to be followed in connection with the development of recommendations relative to those policies and regulations which the Board should include in the "Policy Manual" and/or "General Bulletin".

It is understood that the machinery developed by this Committee is subject to review and approval by the Board of Education and the Teaneck Teachers' Association, and that said committee shall complete this work by June 15, 1969.

ARTICLE 3 - ASSOCIATION RIGHTS AND PRIVILEGES

(a) Board agrees to furnish to Association, in response to reasonable requests made by Association from time to time available information concerning financial resources and personnel data, including a list of certificated personnel, agendas and minutes of all public Board meetings, names and addresses of all teachers, and such information as Board may be able to furnish to Association, which Association may require in connection with the processing of grievances and complaints. Nothing herein contained shall impose any obligation on the part of the Board to disclose any information which may be classified as privileged and/or confidential.

(b) Whenever any representative of Association or any teacher is mutually scheduled by the parties to participate during working hours, in negotiations, grievance procedures, conferences, or meetings, he shall suffer no loss of pay.

(c) Whenever Association desires to use school buildings, it shall request permission for such use. The principal shall grant the permission sought provided that the use by Association does not conflict with any other scheduled activities and provided, further, that in connection with said use, no additional costs are incurred by Board.

(d) Association shall have the right to use school facilities and equipment, including typewriters, mimeograph machines, other

duplicating equipment, calculating machines and all other types of audio-visual equipment, at reasonable times when such equipment is not otherwise in use. Association shall pay for the cost of all materials and supplies incidental to such use. In the event any equipment is damaged due to negligence, which being used by Association, Association shall be responsible for such damage.

(e) Board agrees to extend the assistance of Board office to the Association in connection with the purchasing of expendable office supplies by Association and such other materials as Association may require from the Board's suppliers. Nothing herein contained however, shall be construed as an obligation on the part of the Board or assurance on the part of the Board that the suppliers will agree to sell to Association.

(f) Association will have the right to use inter-school mail boxes as it deems necessary and without the approval of the building principals or other members of the administration.

(g) Bulletin board space shall be provided in each building for the posting of Association notices. No approval shall be required for the posting of said notices.

(h) Association shall be given the right to address new teachers at orientation.

(i) Released time for the purpose of conducting the affairs of the Office of President of the Teaneck Teachers Association will be granted to the President of the Association by agreement between the Superintendent of Schools and the President.

(j) A day designated by the Association will be set aside each week for use by the Association, except in the case of emergency or by mutual agreement of the parties, no other teacher activities may be scheduled on the day so designated. The time for teacher activities on said day shall commence no sooner than thirty minutes from the latest student dismissal of any school, except on five days during the school year, which days shall be designated by the Association as general membership meeting days the thirty minuted time limit hereinbefore set forth shall not be applicable.

ARTICLE 4 - NEGOTIATIONS PROCEDURES

(a) Parties agree to enter into collective negotiations pursuant to Chapter 303, Public Law of 1968, in a good faith offer to reach agreement on all matters concerning the terms and conditions of employment for all employees for whom Association is authorized to negotiate. Such negotiations shall begin no later than October 1st of each calendar year. Any agreement so negotiated shall be applicable to all personnel for whom the Association is authorized to negotiate, shall be reduced to writing and shall be signed by the Board and Association and shall be adopted by appropriate resolution of the Board. The signature of Association on the contract shall be pursuant to authorization received from the membership and Board reserves the right to request proof of authorization of the membership before appending its signature to any agreement.

(b) Either party shall upon written request, convene meetings for the purposes of conducting negotiations. Requests for meetings

when made by either party shall contain, insofar as possible, a listing of all requests to be included for discussion at the meeting requested.

(c) Board covenants that it will exercise all efforts to finalize the annual budget by no later than December 31st of each year.

(d) Either side shall have the right to utilize the services of consultants in their deliberations.

(e) The negotiating teams of the Board shall consist of no more than four persons who shall consist of either Board members or a negotiator selected by the Board and/or Board members. The negotiating team of the Association shall consist of no more than nine members or a Negotiator. Either side shall have the right to have one roving member who shall participate in discussions in the absence of any one of the regularly designated members.

(f) In the event either party proposes to have a consultant at any of the negotiating sessions, it shall notify the other party. Either party shall have the right to have its attorney present without prior notification.

(g) The Superintendent of Schools shall have the right to be present at all negotiating sessions as a resource person and shall not be construed to be a member of either negotiating team. The Board secretary shall also have the right to be present. A recorder shall be selected to keep minutes of the proceedings; he shall not be considered to be a part of either negotiating team.

(h) Whenever tentative agreement is reached upon any provision to be incorporated in the agreement, the parties shall endeavor to have said agreement reduced to writing, and, subject to approval by counsel for either side, to recommend said writing be incorporated as a part of the final draft of the agreement to be entered into between the parties and approved.

It is understood and agreed between the parties that negotiations contemplate a complete agreement to be signed by the respective parties and in the event either of the parties do not receive authorization to execute the agreement negotiated by the members of the negotiating team, then and in such event the clauses which have been agreed upon between the representatives of the negotiating parties shall not be deemed to have any binding effect.

(i) The minutes of the negotiations session shall be approved by both the Association and Board negotiating committees and shall be signed by the chairman of each negotiating committee.

ARTICLE 5 - GRIEVANCE PROCEDURE

The Grievance Procedure to be in effect during the life of this Agreement shall be that set forth in Schedule A which is annexed hereto and made a part hereof, and incorporated herein by reference as though set forth at length.

ARTICLE 6 - PROMOTIONS

(a) Promotional positions are defined as being those positions paying a salary differential and/or positions on the Administrator-Supervisory levels of responsibility.

Such positions shall be adequately publicized by the Superintendent in accordance with the following procedure:

1. When school is in session, a notice shall be posted in each school as far in advance as is reasonably possible, and a copy of the notice sent to each teacher. Copy of the notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge properly in writing, receipt of such applications. Where the position requires specific certification, the teacher interested in applying for such a position shall indicate in her application the qualifications possessed by her.

2. Teachers who desire to apply for promotional positions which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent, together with the position for which applicant desires to apply and the address where the applicant can be reached during the summer. The Superintendent shall notify such applicants of any vacancy in the positions for which they desire to make application. Such notice or notices shall be sent as far in advance as is reasonably possible. In addition, the Superintendent shall, within the same time period, post a list of promotional positions to be filled during the summer period at the Administration office in each school, and a copy of said notice shall be given to the Association.

(b) In connection with the posting of notices for vacancies and promotional positions, the qualifications for the position, its

duties and the rate of compensation shall be clearly set forth.

(c) All qualified teachers shall be given reasonable opportunity to make application and no position shall be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the professional background and attainments of all applicants and other relevant factors. Announcements of appointments shall be made by posting a list in the office of the central administration and in each school building. The list shall be given to the Association and shall indicate which positions have been filled and by whom.

The parties recognize that the ultimate responsibility for making all appointments rests with the Board of Education, and agree that it is the obligation of the Board to fill all vacancies with the best qualified personnel.

In those situations where the finalists are considered to offer comparable ability in job training and potential, preference shall be given to Board of Education employees.

ARTICLE 7 - TEACHER EVALUATION

(a) 1. Observations of the work performance of a teacher shall be conducted openly and only with full knowledge of the teacher. The use of hearsay, eavesdropping, public address audio systems and similar surveillance devices shall be strictly prohibited.

2. Teachers shall be evaluated only by certificated personnel qualified to supervise instruction and who have been appointed to supervisory positions.

3. A teacher shall be furnished with a copy of any class visits or evaluation reports prepared by his evaluators at least one day before any conference to discuss it. If a conference is requested by either party, no such report shall be submitted to the Central office, placed in the teacher's file or otherwise acted upon without such prior conference with the teacher. If a conference prevents the submission of a teacher's yearly evaluation to the Central Office, the evaluation of that teacher shall be replaced with a memorandum indicating that a conference is taking place. A copy of said memorandum shall be forwarded to the teacher involved and the memorandum will be replaced by the completed evaluation form.

All teachers shall be required to sign completed evaluation forms but the signing of such a form shall not be deemed to signify an approval on the part of the teacher that the teacher consents to said evaluation.

(b) 1. A teacher shall have the right, upon request, to review the contents of his personnel file in the presence of the person authorized by the Board. A teacher shall be entitled to have a representative of Association accompany him during such review. At least once every three (3) years, a teacher shall have the right to indicate those documents and/or other materials in his file which he believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his designee and if in his judgment they are obsolete or otherwise inappropriate to retain, they shall be destroyed.

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

Although the Board agrees to protect the confidential nature of personal references, it shall not establish any separate personnel file which is not available for the teacher's inspection.

(c) Any complaints regarding a teacher made to any member of the Administration by any parent, student, or other person which are used in any manner in evaluating a teacher shall be promptly investigated and called to the attention of the teacher. The teacher shall be given the opportunity to respond to and/or rebut such complaint and shall have the right to be represented by the Association at any meeting or conference regarding such complaint.

If in the judgment of the Administrator, a narrative of the incident should be included in the teacher's record, section (b)-2 of this article shall apply.

The provisions of paragraph (c) above are intended to apply only to those cases where a complaint may be used in connection

with evaluating a teacher but shall not be deemed applicable with reference to any complaints that may result in the determination by the Board to forward the charges which may be against said teacher to the Commissioner of Education for processing in accordance with the tenure hearing act set forth in the provisions of Title 18A.

(d) 1. Prior to any evaluation report, the supervisor of a teacher shall have had appropriate communication, including but not limited to all steps in section (d)-2, below, with said teacher, regarding his performance as a teacher in the classroom.

2. The annual report shall be addressed to the teacher, which shall be based substantially on classroom observation and performance, and shall include, when pertinent: (a) strengths of the teacher as evidenced during the period since the previous report. (b) weaknesses of the teacher as evidenced during the period since the previous report. (c) specific suggestions as to measures which the teacher might take to improve his performance in each of the areas wherein weaknesses have been indicated. (d) Final evaluation of a teacher upon termination of his employment shall be concluded prior to severance and no derogatory documents and/or other material shall be placed in the personnel file of such teacher after severance.

ARTICLE 8 - TEACHER FACILITIES

(a) Within budgetary appropriations and within physical limitations, suitable and adequate facilities shall be furnished for the use of teachers.

(b) Whenever it is alleged by the teachers that facilities are inadequate or unsuitable, Association shall present to Board a

written statement of the respects in which it is alleged that facilities are neither suitable nor adequate and the corrective action it desires to have taken.

(c) If the corrective action requires an expenditure of funds, if funds are available, the corrective action shall be taken as expeditiously as possible.

If funds are not available, suitable notations shall be made of the requests and the Board, in connection with the preparation of the next budget shall give due consideration to the inclusion in said budget of the funds deemed necessary to establish the requested facilities.

(d) A semi-public pay telephone will be installed in each faculty lounge for the use of the teachers, expenses to be borne by the Board of Education. Board shall pay up to the minimum amount required in the event said minimum is not realized.

ARTICLE 9 - SCHOOL CALENDAR

(a) The annual school calendar will be adopted by the Board after consultation between the Superintendent of School, the Administrators Association, Teachers' Association, and Parents and Students representatives.

(b) The calendar shall provide for no less than the number of days required attendance established pursuant to rules and regulations of the State Board of Education.

(c) Whenever a calendar may have been agreed upon but because of unforeseen circumstances the minimum days established by rules and

regulations of the State Board of Education and cannot be met, the school year shall be adjusted by Board after consultation with Association.

(d) The school calendar for the year 1969-1970 shall consist of one hundred eighty-two school days.

ARTICLE 10 - SICK LEAVE

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

The term "sick leave" as above defined shall not include maternity leave.

(b) During the year 1969-1970 the personnel covered by this agreement shall be entitled to unlimited sick leave subject, however, to rules and regulations to be negotiated between the parties governing the procedures and principles applicable in such cases. Said regulations may distinguish between newly employed individuals, persons who have been in the employ of the Teaneck School System for one or more years and those employees under Tenure.

(c) The granting of unlimited sick leave for the school year 1969-1970 shall not be intended to entitle any employee in the event extensive sick leave is not required, to accumulate more than ten (10) days of unused sick leave in accordance with the provisions of

R.S.18A:30-7. In the event less than ten (10) days of sick leave are utilized by any employee covered by this agreement, there shall be credited to the employee in his sick leave account, the difference between the number of days actually used and ten (10) days.

(d) This unlimited sick leave provision shall be on a probationary period for the 1969-1970 school year.

(e) No Doctor's certificate shall be required in the event of an absence due to illness, unless, in the opinion of the Superintendent of Schools, an abuse is taking place in an individual situation, a doctor's certificate may be required of the individual in order to receive salary for the period of such absence.

(f) The Association shall assist in investigating and controlling alleged abuses of this policy.

ARTICLE XI - LEAVES OTHER THAN SICK LEAVES

A. Pregnancy

Effective July 1, 1964, when an employee has used all of her sick leave benefits at full compensation, she shall be allowed unused days of absence up to ten days per year, for each year of employment with the Teaneck School system prior to July 1, 1954, if the current illness exceeds a period of ten (10) consecutive school days. An additional ten (10) days may be used, but with substitute's minimum daily salary deduction from the regular compensation. (For

those employed for less than a full year, the number of days will be pro-rated on the basis of one (1) day for each month or major fraction that she is employed).

If at the end of that time the employee is unable to return to perform her duties as prescribed, she should then either tender her resignation, or if eligible for an official leave of absence, immediately submit her request for same to the Superintendent of Schools, in writing.

Employees are requested to inform the Superintendent of Schools, in writing, when pregnancy is known and plan to terminate their teaching no later than the fifth month.

B. Death in the Immediate Family

Staff members may be granted a leave of absence, without loss of pay, for death in the immediate family, for a period not exceeding three (3) working days, within five (5) calendar days beginning with the day after death.

Immediate family would include wife, husband, son, daughter, mother, father, mother-in-law, father-in-law, sister, brother, grandmother, grandfather, and grandchildren. If it is found necessary to exceed the allotment indicated, an additional three (3) days will be allowed, but with a deduction of the substitute's minimum daily salary.

C. Death in the Non Immediate Family

In case of the death of a relative not mentioned in Part "A" above, the staff member may be granted a one (1) working day leave of absence, without loss of pay, to attend the funeral. If it is found necessary to exceed the allotment indicated, an additional two (2)

days will be allowed, but with a deduction of the substitute's minimum daily salary.

D. Death - Other Than Relatives

A staff member may be granted a one (1) working day leave of absence with the deduction of the substitute's minimum daily salary to attend the funeral.

E. Illness in Immediate Family

A total of three (3) days per year will be allowed without loss of pay for serious illness in the immediate family.

F. Quarantine

No deduction will be made for an employee who is well but quarantined in the home. When submitting reimbursement application for quarantine, satisfactory evidence must appear on or accompany the application.

G. Personal Business

One day with no deduction, the second day with substitute's minimum pay deducted. Superintendent's written approval (copy to be filed with Business Office) is necessary if request is for a day or days prior to, or subsequent to a holiday or vacation.

H. Religious Holidays

A substitute's minimum daily salary will be deducted for any absence for the purpose of observing religious holidays not provided for by the Board of Education.

I. Non Attendance at Lawfully Assigned Duty

A substitute's minimum daily salary will be deducted for non-attendance of any lawfully assigned duty or meeting, unless approved

by the Principal or Superintendent of Schools.

J. Absence During Regularly Scheduled Day

A full daily salary deduction will be made whenever an employee, for personal reasons, leaves his/her work during the school year, prior to a holiday or vacation, or subsequently returns a day or more late after the expiration thereof.

K. Witness in Court

Educational staff members may be absent without loss of pay, when the absence is in obedience to legal process. "Legal Process" shall mean summons to appear as a witness in a court in the State of New Jersey or in a court of the United States in a case to which the person summoned is not a party and also such that the individual has no option but to appear. When submitting reimbursement application for court compliance, satisfactory evidence must appear on, or accompany the application.

L. September and June Regulations

Whenever a teacher fails to report at the opening of school in September or leaves before the close of school in June, his/her salary (for September or June) will be based on the actual number of days of service.

M. Workmen's Compensation Injury

Staff members must inform the Business Office immediately of any absences due to an on-the-job injury for which a Workmen's Compensation claim is filed.

ARTICLE 12 - REPORTING ABSENCES AND REIMBURSEMENT REGULATIONS

A. REPORTING ABSENCE

1. When absence is necessary, all personnel must notify the designated person no later than 7:00 A.M. on the day of such absence.

2. If an unusual situation prompts an infraction of the above regulation, it should be promptly discussed with the Superintendent of Schools as soon as the individual's duties are resumed.

3. When reporting absences individuals will report on the reason for the absences, the approximate durations thereof, and noon-time assignments, if any.

4. If illness necessitates leaving the building during the day, individuals will report this to the principal, who will in turn notify the office of the Superintendent of Schools, in order that a proper replacement can be made.

5. No certain substitute should be asked for.

B. REIMBURSEMENT REGULATIONS

1. In order to secure salary reimbursement on account of absence, all personnel will be required to fill out properly, a "Salary Reimbursement Application" which may be obtained from the principal or the Main Office of the School.

2. Salary reimbursement applications shall be submitted to the Board Secretary not later than noon on or before the first day of each calendar month. Failure to do so will necessitate an automatic deduction and a loss of the reimbursement privilege. If absent on the first day of the month, the application must be submitted immediately upon return.

ARTICLE 13 - SABBATICAL LEAVE

ELIGIBILITY

Any teacher who has completed seven (7) or more years of continuous satisfactory service in the Teaneck Public Schools may, provided such applicant has not reached his/her fifty-ninth (59) birth date, be granted leave for one academic year for study including study in another area of specialization outside of the teacher's field, with the approval of the Sabbatical Leave Committee and the Superintendent, for research leading to professional growth which would be beneficial to the Teaneck School System and is in an area directly connected with his or her work in the Teaneck Public Schools.

NUMBER OF LEAVES AUTHORIZED

Not more than 3% of the teachers of the system shall be granted sabbatical leaves during the same academic year.

APPLICATION FOR LEAVE

Application for sabbatical leave shall be made on or before February 1 of any year in which the sabbatical is to take place. If approved, such leave shall officially begin the following September and shall be on a one year basis only.

Applications shall be made to the Superintendent upon the appropriate form and shall include the program to be followed by the teacher during the period of leave.

A sabbatical leave Advisory Committee appointed by the Superintendent of Schools, the President of the Teaneck Teachers Association, and the President of Teaneck Association of Administrators & Supervisors shall review all applications and advise the Superintendent. The Superintendent shall present all applications for consideration to the Board of Education.

Each applicant shall be notified promptly by the Superintendent in writing of the decision of the Committee of Review concerning his/her application.

PHYSICAL EXAMINATION

If an applicant for sabbatical leave is favorably considered, the applicant will then present to the Superintendent a statement of condition of health from a licensed physician.

SUBSEQUENT SERVICE

As a condition to being granted leave, the teacher shall enter into a contract, as prescribed by the Board to continue in the service of the Teaneck Board of Education for a period of not less than two (2) years after the expiration of the leave of absence.

If a teacher fails to continue in service after such leave of absence, the teacher shall repay to the Board of Education of the Township of Teaneck, in the County of Bergen, a sum of money bearing the same ratio to the amount of salary received while on leave of absence that the unperformed part of the two subsequent years service bears to the full two years, unless such teacher is incapacitated, has been discharged, or has been released for good and sufficient reasons by the Board of Education from this obligation.

STATUS OF TENURE AND PENSION

The period of sabbatical leave shall count as regular service for the purpose of retirement planning and contributions by the teacher to the retirement fund shall continue as usual during such period. Tenure rights shall not be impaired.

ILLNESS OR ACCIDENT

Should the program of study or itinerary being pursued by a teacher on sabbatical leave be interrupted by serious accident or illness (established by evidence satisfactory to the Superintendent) this fact shall not constitute a breach of the conditions of such leave nor prejudice the teacher against receiving all the rights and benefits provided for under the terms of sabbatical leave, providing the Superintendent is notified of such accident or illness by registered letter within ten (10) days of its occurrence. Arrangements may be made, subsequently to carry out the intent of the sabbatical leave contract.

FORFEITURE OF LEAVE

The teacher to whom sabbatical leave has been granted shall accept responsibility for providing evidence (transcript or comparable document) that the purpose of the leave is being fulfilled, bearing in mind that an ethical relationship exists between the recipient and the Committee of Review and a contractual agreement with the Superintendent of Schools and the Board of Education.

If the Superintendent is convinced that a teacher on sabbatical leave is not fulfilling the purpose for which the leave of absence was granted, he shall report this fact to the Board of Education and the Board may terminate the leave of absence as of the date of its abuse after giving the teacher an opportunity to be heard.

SABBATICAL TO MATERNITY LEAVE

If a teacher on sabbatical leave shall ascertain that she is pregnant, she shall report this fact to the Superintendent immediately.

She may continue the sabbatical leave until the fifth month of pregnancy providing she meets all of the sabbatical requirements during that period of time. At the beginning of the fifth months, she must accept a leave of absence under the maternity leave regulations of the General Bulletin policy.

REINSTATEMENT

At the expiration of sabbatical leave, the certificated employee shall be reinstated in the position held by such employee at the time such leave was granted, unless he/she shall agree otherwise. This pre-supposes, however, that conditions have not arisen which would have changed such employee's location and type of work had he/she remained in active service. This is further conditioned by the presentation of a written report to the Superintendent of Schools in which is stated the activities engaged in while on sabbatical leave and the subsequent benefits expected therefrom.

SALARY

The salary granted to a teacher on sabbatical leave for a full year shall be one-half of the regular salary.

Salary shall be paid in accordance with the general time schedule for payment of salaries in the Teaneck Public Schools.

ARTICLE XIV - BACK TO SCHOOL NIGHT

The Board and the Teaneck Teachers Association agree that Back To School Nights have great value in the Teaneck School System. In order to provide time to prepare for Back To School Night the Board agrees to close schools at the end of a four (4) hour session on the day of Back To School Night.

ARTICLE XV - COACHES

The Board of Education has in the 1969-1970 budget provided an increase of ten (10%) per cent over the amounts budgeted for the 1968-1969 school year and said increased budgeted amount shall be applied towards increasing the salaries of present coaches.

ARTICLE XVI - EXTRA PAY FOR EXTRA WORK

The Board in the 1969-1970 budget has provided an increase of ten (10%) per cent over the amounts budgeted for the 1968-1969 school year to compensate for extra pay for extra work and the amount so budgeted shall be applied towards extra pay payments for extra work.

ARTICLE XVII - MEDICAL INSURANCE

A. As of the beginning of the 1969-1970 school year, the Board shall provide the health-care insurance protection designated below. The Board shall pay the full premium for each teacher and in cases where appropriate, according to the contract, for family and for other dependent plan insurance coverage.

1. For each teacher who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing October 1st and ending September 30th; when necessary

premiums in behalf of the teacher shall be made retroactively or prospectively to assure uninterrupted participation and coverage, subject to the regulations of New Jersey Blue Cross, Blue Shield and Prudential Insurance Company of America.

2. Provisions of the health-care insurance program shall be detailed in master policies and contracts with New Jersey Blue Cross, Blue Shield with Rider J and Major Medical Coverage with Prudential Insurance Company.

B. Wherever material is made available by Blue Cross, Blue Shield and/or Prudential Insurance Company of America, describing the provisions of the policies and such material is made available to the Board, the Board shall, in turn, distribute said materials to the teachers.

ARTICLE XVIII - SALARY GUIDE AND SALARY REGULATIONS

During the year 1969-1970 Board covenants and agrees to pay to the staff the salaries in accordance with Salary Guide annexed hereto and made a part hereof as Schedule B.

The regulations covering the payment of salaries shall be as set forth in Salary Regulations annexed hereto and made a part hereof and marked Schedule C.

ARTICLE XIX - EDUCATIONAL CREDIT PAYMENT PLAN

The Teaneck Board of Education, in order to implement its philosophy of encouraging educational improvement will pay the cost of approved educational credits taken at an accredited institution, subject to the following:

1. Courses to be taken and institutions to be attended must be

approved by the Superintendent of Schools prior to registering for these courses.

2. Upon completion of a course (s), a transcript must be submitted to the office of the Superintendent of Schools indicating satisfactory completion of the course. Failure to achieve a passing grade shall not negate the payment, unless in the judgment of the Superintendent, with the advice of the In-Service Committee, it is the result of excessive absence. A second failure during the teacher's service in Teaneck shall not be reimbursed.

3. Payment will not include books, registration or student fees, laboratory fees, etc., but is limited to payment for credits only.

4. Payment will be limited to no more than six (6) credits per semester during the school year (September 1 - June 30). There is no limitation imposed on the number of credits taken during the summer period.

5. The cost of courses not completed shall be borne by the individual who shall reimburse the Board or have an equivalent payroll deduction.

ARTICLE X - IN-SERVICE

Hereafter, in-service courses shall refer to those courses offered by the Teaneck School System.

The fundamental purpose of these courses is to encourage professional improvement as it applies to the immediate and future needs of the Teaneck Schools.

In order to qualify for salary increment and/or adjustment,

all members of the teaching staff will be required to take a minimum of one in-service course every three years. A teacher may request the approval of a college, university, or other outside course in lieu of the in-service requirement, if he believes the course will serve his and Teaneck's best interests. The request will be to the Superintendent of Schools who shall seek the advice of the In-Service Committee.

In-Service courses will carry no educational credit values with the following exception: In determining equivalency for movement from the fifth to the sixth year training level on the salary guide, a member of the teaching staff may apply up to eight (8) in-service credits. Present staff members may apply a maximum of eight (8) in-service credits for movement from the fourth to fifth year training level until June 30, 1972.

The value of these in-service credits will be determined from the number of course hours taken by the individual, with one credit granted for each course hour.

The in-service courses to be offered each semester will be recommended by the In-Service Committee. The cost of conducting these courses will be borne by the Board of Education.

The requirement will be effective July 1, 1969. In-service courses taken prior to this date will not qualify to satisfy this requirement, except as indicated for the purpose of guide movement. The first test date shall be July 1, 1973, and annually thereafter.

ARTICLE XXI - DURATION OF AGREEMENT

This Agreement shall become effective September 2, 1969, and it

shall remain in full force and effect until September 2, 1970.

Negotiations on a successor contract shall commence on or about October 1, 1969 as provided for in the provisions of Article IV NEGOTIATIONS PROCEDURE.

ARTICLE XXII - DEDUCTIONS FROM SALARY

1. The Board agrees to deduct from the salaries of its teachers dues for the Teaneck Teachers Association, the Bergen County Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such Associations as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the Treasurer of the Teaneck Teachers Association by the 15th of each month following the monthly pay period in which deductions were made. The Association Treasurer shall disburse such monies to the appropriate association or associations. Teacher authorizations shall be in writing in the form set forth below:

AUTHORIZATION

TO DEDUCT ASSOCIATION MEMBERSHIP DUES

Name _____ Soc. Sec. No. _____

School Building _____ District _____

To: Disbursing Officer - Teaneck Board of Education

I hereby request and authorize the above named disbursing officer to deduct from my earnings an amount sufficient to provide for the payment of those yearly membership dues as certified by the organizations indicated in equal monthly payments for all or part of the current school year and for succeeding school years. I understand that the disbursing officer will discontinue such deductions only if I file such notice of withdrawal as of the January 1 next succeeding the date on which notice of withdrawal is filed. I also agree that upon termination of employment, the disbursing officer shall deduct any remaining amount due for that current school year. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization, and relieve the governing board and all of its officers from any liability therefor.

I designate the Teaneck Teachers Association to receive dues and distribute according to the organization(s) indicated:

- Teaneck Teachers Association _____
- Bergen County Education Association _____
- New Jersey Education Association _____
- National Education Association _____

2. If during the life of this Agreement there shall be any change in the rate of membership dues, Association shall furnish to the Board written notice prior to the effective date of such change and shall furnish to the Board new authorizations from its

members showing the individual deduction authorizations and the total authorized deductions for each employee, it being understood that the only obligation of the Board shall be to remit to Association the total deduction and not the individual deductions. It shall be the obligation of the Association from the total deduction to make the further individual deductions authorized by the members.

3. The program now in force for payroll deductions with the Teaneck School Employees Federal Credit Union shall remain.

ARTICLE 23 - SPECIALISTS

1. A Joint Specialist Staffing Needs Committee (consisting of four members appointed by the superintendent and four members appointed by the Association) shall be established as soon as possible after the effective date of this Agreement. Said committee shall consider the size of the Specialist staff necessary for the Teaneck School District, their duties and functions.

2. The report of the Specialist Staffing Needs Study Committee shall be presented to the Board prior to the next negotiations as the joint recommendation of the Association and the superintendent to meet the educational requirements of the Teaneck School District.

ARTICLE 24 - CLASS SIZE

1. The Teaneck Board of Education and the Teaneck Teachers Association express their mutual concern for reaching a realistic pupil-teacher ratio in the Teaneck Public Schools.

2. While both the board and the Association realize that it is impossible at this point to set a maximum limit on the size of classes, they seek as a goal:- the largest possible professional staff to student ratio commensurate with budgeting and plant limitations, and good educational practice.

3. Every attempt within physical and transportation limitations will be made to equalize class and teacher loads in the Teaneck School System.

4. Both parties will continue to discuss the matter in all of its complexities, but with the recognition of the inability of the Board at this time to guarantee the maximum number of students in a particular class or group of classes. To this end there shall be formed a committee to investigate in depth the problem of class size and pupil teacher ratios. To aid the committee in its study the Board will supply it with a detailed report of the class size and teacher loads in the Teaneck Public Schools by October

15, 1969. The committee will study in particular those classes which appear to be disproportionately large. The committee shall report its findings to both parties by November 15, 1969. The size and make up of this committee shall be determined by the Superintendent of Schools, the President of the T.T.A. and the President of the T.A.A.S.

ARTICLE 25 - TEACHING HOURS AND TEACHING LOAD

It is the agreement of both parties that concern for students, and therefore length of the school day or week, cannot end with a dismissal bell or a fixed number of hours and minutes written into a contract. As professionals teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in or clock out" by hours and minutes. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty sign in and sign out roster. They shall also indicate their absence from the building at the close of school in the same manner.

1. The total in school work week for secondary teachers will be thirty-five and one half hours (four seven hour days and one seven and one half hour day) exclusive of lunch.

2. The number of clock hours of classroom teaching or related assignments for secondary teachers will not exceed twenty-six and no teacher shall be assigned more than five regular (five days a week) classes. Exceptions to these can be made only at the teacher's request or in emergency situations.

3. The number of hours for student help or club supervision for secondary teachers will be two hours per week.

4. One day per week will be reserved for administrative or department meetings which shall not exceed one hour in length for all personnel under this contract.

5. Five hours per week will be used for preparation for secondary

teachers. Parent conferences can be scheduled during this time by appointment.

6. The remaining time will be used in differing ways in the secondary schools.

7. Elementary teachers shall report one half hour before school starting time in the morning and 5 minutes before school starting time in the afternoon. They shall remain one half hour after school closing with the exception of number 4 above.

8. Elementary teachers shall have, wherever practicable and possible, a minimum of 30 minutes preparation time per week.

YEARLY

1. The voluntary approach for attendance at evening meetings will be used. All teachers should consider attending 3 evening functions per year as part of their responsibility. Problems in this area will be worked out between the Building Principal and the T.T.A. Liaison Committee in each school.

2. Both parties recognize the need for adequate time for teachers to eat lunch and a forty-five minute lunch period shall be the goal for secondary teachers. Both recognize that efforts have been made in this direction this year and that further increases are impractical because of scheduled commitments. Efforts will be made to incorporate this into the 1970-71 school schedules.

GENERAL

1. Coaches will provide two hours per week of help for students before school or at other appropriate times during their coaching season.

2. Teachers conducting field trips extending longer than the school day shall receive compensatory time from other than their twenty-six hours of classroom or related assignments.

3. Field trips on other than school days shall be on a voluntary

basis only.

4. Membership on school and/or system-wide committees shall be voluntary and the time shall be determined by the committee members unless otherwise specified in this contract. Time spent in excess of the thirty-five and one half hour work week will not be compensated.

5. Teachers with responsibility for conducting so-called extracurricular programs which carry additional time commitments shall continue to be reimbursed according to the present schedule.

6. Except in unusual circumstances (for example in small departments offering a single course in different subjects or at different levels) and then when the teacher agrees, secondary teachers will not be required to teach more than two disciplines or more than three preparations. In those cases where there is ability grouping, no teacher shall be limited to above or below average classes since it is agreed by both parties that it is generally in the best interests of the students and teachers that each teacher work with a variety of students. Exceptions to this will be approved by the Principal and Superintendent of Schools. The effective date of this will be 1970-71.

7. Teachers may leave the building without requesting permission during their scheduled duty free lunch periods.

8. The notice of, and agenda for, any meetings shall be given to the teachers involved at least three days prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

GRIEVANCE PROCEDURE

DEFINITIONS

The term "grievance" means a complaint by any teacher or group of teachers that, there has been an inequitable, improper, or unjust application, interpretation, or violation of a policy, agreement, or administrative decision affecting the terms and conditions of employment of said teacher or group of teachers.

The term "grievance" and the procedure relative thereto shall not be deemed applicable in the case of the failure or refusal of the Board to renew the contract of a non-tenure employee. Neither shall the grievance procedure be invoked by any individual claiming tenure under the provisions of R.S.18A:28-5 where charges have been brought against such individual pursuant to the provisions of the Tenure Employees Hearing Law, R.S.18A:6-10 et seq. In such cases the procedure to be followed shall be that set forth in R.S.18A:6-10 et seq.

In cases involving the withholding of increments pursuant to the provisions of R.S.18A:29-14, an individual affected by such action shall have the right to invoke the grievance procedure through the hearing before the Board. From the final determination by the Board the method of review shall be that set forth in R.S.18A:29-14.

The term "teacher" shall have the meaning as set forth in Article 1 - Recognition.

The term "representative" shall include any organization, agency, or person authorized or designated by any teacher or by any group of teachers, or by a public employees association, or by the Board to act on its or their behalf and to represent it or them. The determination of the organization shall be as outlined in Chapter 303 P.L. of 1968.

The term "immediate" superior shall mean the person to whom the aggrieved teacher is directly responsible under the Table of Organization of the Teaneck School System.

The term "party" means an aggrieved teacher, his immediate superior, the school principal or any staff member below the Superintendent who may be affected by the determination of the Superintendent in connection with the procedure herein established.

PURPOSE

Nothin herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without the intervention of the Association.

PROCEDURE

1. An aggrieved employee shall institute action under the provision hereof within thirty (30) calendar days of the occurrence complained of, or within thirty (30) calendar days after he would reasonably be expected to know of its occurrence. Failure to act within said thirty (30) day period shall be deemed to constitute an abandonment of the grievance.

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

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

4. Level One - A teacher shall first discuss his grievance orally with his immediate superior (Supervisor, or Principal). Where the immediate superior is below the rank of Principal, the Principal shall be notified and shall have the right to be present at and to participate in said hearing. A decision shall be rendered within five (5) days of said hearing.

5. Level Two - If the grievance is not resolved to the teacher's satisfaction within five (5) days, or if no decision is forthcoming in five (5) days, within five (5) days from the determination referred to in Paragraph 4 above, the teacher shall submit his grievance to the Superintendent of Schools in writing, specifying:

- A. The nature of the grievance
- B. The results of the previous discussion
- C. The basis of his dissatisfaction with the determination.

A copy of the writing called for in Paragraph 5 above shall be furnished to the school principal, the immediate superior of the aggrieved teacher and the Association.

6. Within ten (10) days from the receipt of the written grievance the Superintendent shall hold a hearing at which all parties in interest shall have the right to be heard. This time may be extended by mutual consent.

7. Within ten (10) days of said hearing (unless a different period is mutually agreed upon), the Superintendent shall, in writing, advise the employee and his representative, if there be one, of his determination and shall forward a copy of said determination to the school principal and to the immediate superior of the aggrieved employee.

8. In the event of the failure of the Superintendent to act in accordance with the provisions of Paragraphs 6 and 7 or, in the event a determination by him in accordance with the provisions thereof, is deemed unsatisfactory by either party, the dissatisfied party, within ten (10) days of the failure of the Superintendent to act, or within ten (10) days of the determination by him, may appeal to the Board of Education, unless a different period is mutually agreed upon.

9. Where an appeal is taken to the Board, there shall be submitted by the teacher:

The writing set forth in Paragraph 5, and a further statement in writing setting forth the teacher's dissatisfaction with the Superintendent's action. A copy of said statement shall be furnished to the Superintendent, the adverse party and the Association.

10. If the teacher, in his appeal to the Board, does not request a hearing, the Board may consider the appeal on the written record submitted to it, or the Board may, on its own, conduct a hearing; or it may request the submission of additional written material. Where additional written materials are requested by the Board, copies thereof, shall be served upon the adverse parties who shall have the right to reply thereto. Where the teacher requests in writing, a hearing before the Board, a hearing shall be held.

11. The Board shall make a determination within twenty (20) days from the receipt of the grievance and shall in writing, notify the employee, his representatives, if there be one, the principal, and the Superintendent of its determination. This time period may be extended by mutual agreement of the parties.

12. In the event a teacher is dissatisfied with the determination of the Board he shall have the right to request advisory arbitration pursuant to rules and regulations established by Public Employment Relations Commission, under the Provisions of Chapter 303, Laws of 1968. Where both parties consent, the arbitration may be binding instead of advisory.

The authority of any arbitrator shall be limited solely to the interpretation of the Agreement to which this procedure is annexed and he shall have no authority to add to, subtract from, or modify any of said provisions.

13. A request for advisory arbitration shall be made no later than twenty (20) days following the determination of the

Board. Failure to file within said time period shall constitute a bar to such arbitration unless the aggrieved teacher and the Board shall mutually agree upon a longer period of time within which to assert such a demand.

14. In the event of arbitration, the costs of the arbitrator's services shall be shared by the Board and the teacher, or if represented by the Association, by the Board and the Association. Each of the parties shall bear their own costs.

15. In any case, where a grievance is based upon the direct order, ruling, or determination of the Superintendent, the aggrieved employee may appeal directly to the Board within fifteen (15) days of the issuance of said order, ruling or directive, or within fifteen (15) days of the time when same have been brought to the teacher's attention, by filing with the Secretary of the Board, a written statement setting forth:

- A. The order, ruling or determination complained of
- B. The basis of the complaint
- C. A request for a hearing if a hearing is desired.

A copy of the writing set forth above shall be served upon the Superintendent who shall have the right to reply in writing thereto. A copy of such reply shall be served upon the aggrieved employee.

16. Upon receipt of a grievance filed under the provisions of Paragraph 18 the procedure shall be as set forth in Paragraphs 10 and 11.

17. In the event a grievance should be filed by any teacher who is not subject to the jurisdiction of any principal or who may be answerable to more than one principal, he shall discuss his grievance initially with the Superintendent and if dissatisfied, with the determination, may appeal to the Board in accordance with the provisions herein set forth.

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

19. 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.

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

21. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this Article.

SCHEDULE B

SALARY GUIDE

<u>YEAR</u>	<u>4 YEAR LEVEL</u>	<u>5 YEAR LEVEL</u>	<u>6 YEAR LEVEL</u>	<u>DOCTORATE</u>
	<u>1969-70</u>	<u>1969-70</u>	<u>1969-70</u>	<u>1969-70</u>
1	\$ 7,000	\$ 7,500	\$ 8,000	\$ 8,500
2	7,287	7,808	8,328	
3	7,586	8,128	8,670	
4	7,897	8,461	9,026	
5	8,221	8,808	9,396	
6	8,558	9,169	9,781	
7	8,909	9,545	10,182	
8	9,274	9,936	10,600	
9	9,654	10,343	11,035	
10	10,050	10,767	11,487	
11	10,462	11,209	11,958	
12	10,891	11,669	12,448	
13	-	12,147	12,958	
14	-	12,645	13,489	
15	-	13,164	14,042	
16	-	-	14,618	15,532

Effective - September 1, 1969

SCHEDULE C

SALARY REGULATIONS

1. New minimum and maximum salaries were set at:

<u>Training</u>	<u>Minimum</u>	<u>Maximum</u>
Bach	7,000	10,891
5 Year	7,500	13,164
6 Year	8,000	14,618
Doctorate	8,500	15,532

Upon entering the system, the step on the guide will be determined by degree of training and length of experience.

2. Military service will be credited up to a maximum of four years.

3. Salary increments and/or adjustments shall be awarded on the basis of satisfactory service and shall not be considered automatic.

4. Salary increments will be granted for personnel on leave of absence for overseas teaching, military service or sabbatical leaves.

5. Personnel in the following categories shall be placed on the Teachers Salary Guide with the further adjustment as is herein set forth:

GUIDANCE PERSONNEL

Guidance personnel will be placed on the Teachers Salary Guide (as determined by training and experience) with exception of a Chairman in each school, who will be placed on the guide plus a differential of \$400.00.

PSYCHOLOGISTS

Psychologists will be placed on the Teachers Salary Guide (as determined by training and experience) plus a differential of \$1,500.00.

ELEMENTARY CONSULTANTS

Consultants in the Elementary areas of Art, Music and Physical Education will be placed on the Teachers Salary Guide (as determined by training and experience), plus a differential of \$400.00.

SPEECH THERAPISTS

Speech Therapists will be employed on the Teachers Salary Guide plus a differential of \$400.00.

SUPPLEMENTAL & HOME INSTRUCTORS

To be employed at the rates as listed in the General Bulletin.

RE-EMPLOYMENT

The salaries for all active members of the Teaneck teaching staff, based upon their educational training and experience, shall be at the proper step for each training level as indicated in the Teaneck Teachers Salary Guide and adopted by the Teaneck Board of Education for the ensuing school year.

One-half year experience steps shall be eliminated by moving personnel to the next higher step.

RE-EMPLOYMENT (Continued)

The salary for an individual member of the teaching staff may vary from the proper amount for the individual's training and experience as indicated on the "Guide," only when he is affected by the criteria as hereinafter specified.

Effective July 1, 1969, the In-Service Credit and Recurring Study Plans will no longer be a part of the policies of the Teaneck Board of Education. However, present staff will be protected in this policy change as indicated in the criteria.

CRITERIA

The following criteria will apply to those members of the teaching staff in the employ of the Teaneck Board of Education as of June 30, 1969, who have been re-employed and report for active duty for the school year 1969-70 (unless granted a leave of absence or extension of a leave.)

These criteria will not apply to new members of the teaching staff employed effective for the school year 1969-70, or re-employed after a break in continuous service.

1. An individual who has received salary credits under the Board's recurring study plan and/or in-service plan and, as a result of these credits would receive a salary other than the salary indicated at his proper step and training level, will have one of the following apply:

a. Less Than Sixteen Credits

This person will have the choice of continuing to receive the salary credit for a period not to exceed three (3) years (June 30, 1972) or until enough additional credits have been obtained to move to the next training level; the cost of the additional credits to be borne by the individual. (Option A - memo of 2/21/69)

The alternate choice for this person is to waive this additional salary credit, in which case he would qualify for payment for educational credits, under the Board of Education, Educational Credit Payment Plan, for those additional credits needed to qualify him for the next training level. (Option B - memo of 2/21/69)

b. Sixteen or More Credits

This person will receive, in lieu of the salary credit, one additional year of experience. That is, an additional step on guide in addition to any credited experience (salary increment) that may be earned. This person will qualify for the Educational Credit Payment Plan. (NOTE: This additional experience is a one-time permanent movement on the guide).

Staff members who are at the maximum salary step and are receiving an additional salary amount as a result of the Recurring Study and/or In-Service Credit Plan, will continue to receive this amount of additional salary for a period not to exceed three (3) years (June 1972), or until

enough additional credits have been obtained to move to the next training level. This person will also qualify for payment for educational credits under the Educational Credit Payment Plan.

(Purpose: to eliminate "off guide" situations resulting from salary credits granted under the Recurring and In-Service Programs).

SUPER-MAXIMUM

A member of the teaching staff who has reached maximum on the sixth year training level may present his years of teaching experience and teaching qualifications (educational training and on-the-job record) for review and evaluation by a committee established for this purpose, in order to qualify for additional salary above the maximum. Such additional salary shall not be permanent, but must be approved at periodic intervals.

NEW EMPLOYEES

The following will apply to members of the teaching staff employed for and after the 1969-70 school year.

1. Minimum educational training required shall be a bachelors degree.
2. At the time of employment, the step on the salary guide will be determined by the degree of training and length of experience.

NEW EMPLOYEES (Continued)

3. No person will be employed off-step or off-training level.

4. Teachers with military training will be given credit, not to exceed four years for their service as though it were teaching experience. Ten months of active duty shall equal one year of experience.

5. Qualification for placement on the Fifth Year Training level will be based on possession of a masters degree from an accredited institution.

6. Super-maximum, In-Service and Educational Credit Payment Plan policy will be available and applicable to all new employees.

TRAINING LEVELS

1. The present staff members shall possess a masters degree from an accredited institution before being placed on the sixth year level (except those on the fifth year level prior to September 1, 1964).

2. Courses required for certification in the field for which the individual is hired may not be applied for movement from one level to another except as part of an advanced degree program.

3. The In-Service Committee shall assist in the development of criteria for course approval.

4. Commencing June 30, 1970, all requirements for movement from one training level to another must be completed by June 30.

NURSES

Effective July 1, 1969, the following will apply to school nurses employed or re-employed by the Teaneck Board of Education.

1. All school nurses with a bachelors degree, or approved equivalent educational credits are to be placed on the proper level and step of the Teaneck Teachers Salary Guide in effect for the School Year 1969-70.

2. All school nurses not possessing a bachelors degree but enough educational credits may have their educational credits evaluated by the Advisory Committee. All approved educational credits will be used in determining the bachelor degree equivalency status of a nurse.

3. All school nurses not possessing a bachelors degree or approved equivalent are to be placed on the proper step of the 4th year level of the Teaneck Teachers Salary Guide in effect for the school year 1969-70.

The salary to be paid a nurse in this category and as indicated at the proper step on the 4th year level, is to be reduced by a differential of \$650.00 until such time that the nurse obtains a bachelors degree or approved equivalent.

4. The Board of Education in order to implement its philosophy of encouraging the nurses to take approved educational credits agrees to pay the cost of these credits in an accredited institution, subject to recommendation of the Advisory Committee and approval of the Board of Education in order to assure proper training.

5. The Board of Education adopts as its philosophy relative to the future employment of nurses that, insofar as possible, only nurses with the minimum educational background of a bachelors degree or approved equivalent shall be employed as a school nurse.

EXCEPTION CLAUSE

If any member of the teaching staff feels that he will be unable to comply with any section of these regulations or, that any section works an undue hardship upon him, he may present his case to the Superintendent of Schools for consideration. This presentation may be via the Teaneck Teachers Association if the teacher so desires. Upon recommendation of the Superintendent of Schools, the Board of Education may make individual exceptions to these regulations.