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THIS BOOK DOES
NOT CIRCULATE

A G R E E M E N T

between

THE BOARD OF EDUCATION

of

THE TOWNSHIP OF SOUTH BRUNSWICK

COUNTY OF MIDDLESEX, NEW JERSEY

and

THE SOUTH BRUNSWICK ASSOCIATION OF EDUCATIONAL SECRETARIES

July 1, 1973 -71

RESOLUTIONS

1. WHEREAS, The Board of Education and the South Brunswick
2. Association of Educational Secretaries have negotiated in good
3. faith in accordance with the New Jersey, Employer - Employee
4. Relations Act, Chapter 303, Public Laws of 1968 and
5. WHEREAS, The Board and the Association have reached Agree-
6. ment on items contained in the attached agreement,
7. NOW THEREFORE, be it resolved that the Board of Education
8. hereby adopts this agreement effective July 1, 1973.

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PREAMBLE

1. This document constitutes an agreement entered into by
2. the Board of Education of the Township of South Brunswick,
3. New Jersey, to be called the "Board" from this point forth
4. and the South Brunswick Association of Educational Secretaries,
5. South Brunswick Township, New Jersey, to be called the
6. "Association" from this point forth on the 1st day of July,
7. 1973.

ARTICLE I

Recognition

1. A. The Board recognizes that all employees of the South
2. Brunswick Schools have the right to contribute to,
3. affiliate with or create employee associations for
4. the purpose of participating with the Board in negotiations
5. in keeping with Chapter 303, Public Laws of 1968 and within
6. the framework described by said laws.
7. B. The South Brunswick Association of Educational Secretaries has
8. proven to the Board that they have obtained majority status.
9. The South Brunswick Township Board of Education hereby
10. recognizes the South Brunswick Association of Educational
11. Secretaries as the exclusive representative in collective
12. negotiations concerning the terms and conditions of employment for
13. all contracted secretaries, stenographers, clerk/typists, bookkeepers,
14. receptionists, registrars, and any other office personnel
15. employed or to be employed by the Board.
16. C. The term "Secretary" unless otherwise stated, shall henceforth
17. mean all employees in the negotiating unit defined in
18. paragraph B above.

ARTICLE II

Procedures

1. A. The Committee: Representatives of the Board and Representatives
2. of the Association shall form a committee for the express
3. purpose of conducting negotiations.
4. B. Representatives: Neither the Board nor the Association shall
5. control or attempt to control the procedures governing the
6. selection of the other group's representatives. Each group
7. shall be empowered to propose, counterpropose and either accept
8. or reject proposals being considered.
9. C. Meetings: Meetings shall be regularly scheduled until negotia-
10. tions are considered completed by the representatives of the
11. Board and the Association. Should either group feel the need
12. to meet with the other group at times not regularly scheduled,
13. the group initiating the request will submit to the other group
14. a written statement detailing the reasons for the meeting. This
15. special meeting will take place within ten (10) calendar days
16. after receipt of the written request.
17. D. Scope of Negotiations: The Board and the Association both agree
18. to negotiate terms and conditions of employment as well as
19. grievance procedures as described in Chapter 303, Public Laws 1968.
20. E. Consultants: The Board and the Association each reserve the
21. right to bring consultants to the collective negotiations sessions.
22. Should both groups agree to engage in joint contract to bring
23. consultants or clerical assistants to the negotiating sessions,
24. costs between the Board and the Association will be shared equally.

25. The time and degree of participation of these consultants
26. and clerks shall be determined by mutual agreement between
27. the Board and the Association.
28. F. Sharing of Information: The Association shall have access to
29. information needed for processing a grievance and/or information
30. relating to the school district's financial resources upon
31. request.
32. G. Agreements: Agreements between the Board and the Association
33. shall be put in written form and signed by the Presidents of
34. both the Board and the Association. These agreements shall be
35. held binding upon both groups to the extent allowed under the
36. laws of the State of New Jersey and the United States.
37. H. Impasse in Negotiations:
38. 1. Impasse shall be considered to have occurred when both
39. groups agree that it has occurred, or when the Board or
40. the Association declare it has occurred.
41. 2. When impasse occurs, either the Board or the Association,
42. or both, shall notify the Executive Director of the New
43. Jersey Public Employment Relations Commission in accordance
44. with the provisions of Chapter 303, Public Laws 1968, New
45. Jersey Public Employer-Employee Relations Act, and shall
46. request the assignment of a mediator.
47. 3. The Board and the Association will share equally the entire
48. cost of the service provided by P.E.R.C., including all
49. necessary per diem travel and subsistence expense. Should
50. efforts to hold meetings after work hours prove

51. H-3 (Con't)

52. unsuccessful, the Board agrees not to reduce the salaries
53. of the participating Association representatives. The
54. Association, in turn, agrees to send only two (2) repre-
55. sentatives to these sessions.

56. I. Attainment of the objectives of the educational program conducted
57. in the schools of the district requires mutual understanding and
58. cooperation among the Board, the Superintendent, the professional
59. personnel, the other personnel, and citizens of the community.
60. To this end, free and open exchange of views is desirable, proper
61. and necessary.

62. J. This agreement is negotiated in order to establish for its term
63. the terms and conditions of employment of all members of the
64. staff employed in the classifications covered by the South Bruns-
65. wick Association of Educational Secretaries.

66. K. The Board and the Association, the parties to this Agreement,
67. accept the provisions of this agreement as commitments which they
68. will cooperatively and in good faith honor, support and seek to
69. fulfill.

70. L. Each party will provide the other, upon written request, with a
71. written notification of those personnel who have been authorized
72. to act in their behalf in contract negotiations.

73. M. The provisions of this agreement will constitute a binding obliga-
74. tion on the parties for the duration hereof or until changed by
75. mutual consent in writing by the signatories of this agreement.
76. Any previously adopted policy, rule or regulation of the parties

77. M (Con't)

78. which is in direct conflict with a provision of this Agreement
79. shall be superseded and replaced by this Agreement. Nothing
80. in this Agreement which changes pre-existing policy, rules or
81. regulations of the parties will operate retroactively unless
82. expressly so stated.

ARTICLE III

Conditions of Employment

1. A. Transfer and Reassignment
2. 1. Secretaries desiring a transfer shall make a request in
3. writing to the Business Manager. If there are no vacancies
4. available at that time, consideration shall be given to the
5. individuals requesting transfer when positions become
6. available.
7. 2. In the event of an involuntary transfer, the secretary so
8. transferred shall be given consideration for open positions
9. in the system she is qualified to perform at the time of
10. transfer. In the determination of the employee to be
11. transferred on an involuntary basis, seniority within the
12. system shall be considered.
13. 3. The Business Manager shall discuss the transfer with the
14. secretary and shall make the final assignment in writing.
15. B. Vacancies and New Positions
16. 1. Notice of all vacancies for existing or new positions in
17. office personnel positions shall be posted in each school
18. by the Business Manager or Supervisor.
19. 2. The notice shall be posted for five (5) working days and
20. secretaries interested must submit a written application
21. to the Business Manager within the aforementioned five
22. (5) working days posting period to be considered for
23. the vacancy. The notice shall state the title of the
24. job and the name of the immediate Supervisor.

25. B (Con't)

26. 3. Secretaries who have acquired experience, skill and ability
27. (physical or otherwise) to do the work required in the job
28. without training, shall be given consideration before an
29. applicant outside the school system. All such applicants
30. shall be considered and will be given a reply to their
31. application and an interview.

32. 4. The Business Manager or immediate Supervisor shall determine
33. the qualifications and abilities of the secretaries who
34. apply and, in the event that two (2) applicants are of equal
35. experience and ability, the applicant with the greater
36. seniority shall be awarded the job.

37. 5. The Board agrees to the immediate formation of a committee,
38. as recommended by the Fact-Finder's Report of August 11, 1971,
39. which shall be charged with responsibility for analyzing,
40. implementing and otherwise effectuating the Job Evaluation
41. Report prepared by Metzler Associates; and that such Committee
42. will make recommendations concerning "Red Circle" rates as to
43. whether or not they should be eliminated or retained and it
44. will analyze and recommend to this Board whether the down-
45. graded positions should remain that way or otherwise. Said
46. committee shall consist of one (1) permanent member from the
47. Association, one (1) permanent member from the Administration,
48. one (1) Association Representative covering the area from
49. which request for evaluation is made, one (1) Administrator
50. Representative from the same area and two (2) members of
51. the Board to be designated at the time of each evaluation.

52. B (Con't)

53. The area representative can be the permanent member if

54. that is the area under discussion.

55. C. Probation: If, upon completion of a sixty (60) day probationary

56. period, a contract is issued, said contract shall be retroactive

57. to first day of employment.

58. D. Substitute Service: Employees may call a telephone answering

59. service between 3:00 P.M. and 7:00 A.M. (when possible) to report

60. unavailability for work. It shall then be the responsibility of

61. the Supervisor to arrange for temporary coverage of the position.

62. A list of substitutes is to be prepared and updated as needed by

63. the Association.

ARTICLE IV

Salary and Fringe Benefits

1. A. The salary ranges of all classifications covered by this
2. Agreement are set forth in Appendix "A".
3. B. Work Days
4. 1. Twelve month secretaries shall work two hundred and sixty-one
5. (261) days per year less earned vacation days and holidays.
6. 2. Ten month secretaries shall work two hundred and eighteen
7. (218) days per year less earned vacation days and holidays.
8. C. Summer Hours: Secretaries shall work six (6) hours per day
9. during the summer months. (From the last day of school to the
10. day after Labor Day) Times to be established by each Building
11. Administrator.
12. D. Overtime
13. 1. The regular work week shall be $36\frac{1}{2}$ hours, exclusive of lunch.
14. All hours over $36\frac{1}{2}$ in any one week shall be paid at $1\frac{1}{2}$ times
15. the hourly rate. Sundays and holidays to be paid at $2\frac{1}{2}$ times
16. the hourly rate.
17. 2. A secretary may take compensatory time off in preference to
18. overtime pay, but it shall be on the basis of one hour off
19. for each hour worked. Such time to be taken by mutual agree-
20. ment with the immediate Supervisor.
21. 3. When management requires a secretary to take compensatory
22. time off in lieu of paid overtime, such time off shall be
23. on the basis of one and one-half hours off each hour of work
24. performed.

25. E. Previous Experience: Upon employment, secretaries may be granted
26. experience not to exceed the "New Employee Maximum" as stated on
27. the Salary Range Chart (Appendix "A").

28. F. Insurance

29. 1. All insurance coverages provided by the Board for Teachers
30. and other professional personnel will also be provided for
31. all personnel included in this agreement.
32. 2. The Board shall provide to each secretary a description of
33. Health Care Insurance Coverage under this Article which shall
34. include the benefits of the plan.
35. 3. It is agreed that when a physical examination is required by
36. the Board, the Board will assume any and all expenses incurred,
37. even by own physician.

38. G. Leaves and Absences

39. 1. Sick Leave is hereby defined to mean absence from duty
40. of any secretary because of personal disability due to illness
41. or injury, or because he has been excluded from school by the
42. School District's Medical Authorities because of a contagious
43. disease or because of a quarantine for such a disease in his
44. immediate household. (18A:30-1)

45. A. Secretaries shall be allowed sick leave with full pay for
46. thirteen (13) days (12 month employees) and eleven (11)
47. days (10 month employees) in any year. All unused sick
48. leave shall be accumulative for additional sick leave
49. as needed in subsequent years.

50. 2. Absences During Working Day: Secretaries may not leave
51. the buildings in which they work during their assigned

52. G. Leaves and Absences (Con't)
53. 2. Absences During Working Day (Con't): working day (exclusive
54. lunch time) without permission.
55. 3. Secretaries shall be entitled to two (2) days or four (4)
56. half days personal leave per year with pay. Personal Leave
57. days shall not be accumulative. (18A:30-7)
58. 4. Those secretaries called for jury duty shall be paid at their
59. regular rate less compensated fees for jury duty.
60. 5. The following sections of the Policy Manual to remain a part
61. of this contract as written: 4.7.14.3 - Health & Hardship
62. Leave; 4.7.14.4 - Maternity Leave; 4.7.14.5 - Military Leave.
63. H. Other Leave
64. 1. As of the beginning of the 1973-74 school year, a secretary
65. shall be entitled to the following nonaccumulative leaves of
66. absence with full pay each school year.
67. a. Two (2) days for all members of the Association to attend
68. conferences and conventions of State and National
69. Affiliated Organizations (NJEA, NJESA) at no loss of pay.
70. b. Time necessary for appearances in any legal proceeding
71. connected with the secretary's employment or with the
72. school system.
73. c. No salary deductions shall be made for absence when
74. subpoenaed to be a witness in court.
75. d. Death-in-Family
76. 1. Three (3) days leave of absence with pay will be
77. granted upon request when death occurs in the
78. immediate family. Immediate family is defined to

79. H. Other Leave (Con't)

80. d. Death-in-Family (Con't)

81. 1. include husband, wife, father, mother, son,
82. daughter, brother, sister, husband's parents
83. and grandparents and wife's parents and
84. grandparents.

85. 2. Two additional days of absence with pay may be
86. granted upon approval by the Business Manager
87. for unusual and extenuating circumstances.

88. 3. One day's leave of absence with pay may be
89. granted upon approval of the Business Manager,
90. or his designee, to attend the funeral of a
91. close relative or a close friend.

92. e. Leaves taken pursuant to Section 1 above shall be in
93. addition to any sick leave to which the employee is
94. entitled.

95. f. All extensions or renewals of leaves shall be applied
96. for and granted in writing.

97. I. Vacations

98. 1. Twelve month secretaries with less than 12 months of service
99. resigning from the school district before July 1st shall
100. not be entitled to any paid vacation.

101. 2. Ten month secretaries shall be entitled to eight (8) days
102. paid vacation annually only after having served at least
103. ten (10) months.

104. 3. Vacations which are earned by July 1st of any year may be
105. taken at any time thereafter by a mutually convenient

106. I. Vacations (Con't)
107. 3. (Con't) arrangement with the immediate supervisor.
108. 4. Vacation time is earned as per Appendix "C" attached.
109. Length of service shall be computed from the very first
110. day of a secretary's contract in this school district.
111. J. Holidays
112. 1. Holidays to be celebrated as per Appendix "D" attached.
113. 2. If a holiday falls during a secretary's vacation period, the
114. secretary shall receive an extra day off.
115. 3. In the event any of the holidays listed on Appendix D
116. fall on a Saturday or Sunday, or if schools are officially
117. open on any of these holidays, then secretaries shall be
118. allowed compensatory time off.
119. K. When a Pay Day falls on or during a school holiday, vacation or
120. weekend, ten and twelve month secretaries shall receive their
121. pay checks on the last previous work day.
122. L. Those individuals who perform the secretarial/clerical duties required
123. by elementary principals during periods not covered by contract (i.e.
124. summer work) shall be paid on the First Secretary salary range: Salary
125. shall be proportionate to her position in the current salary range.
126. M. On storm days, when school is officially closed, Secretaries
127. will not be required to report for duty.
128. N. Deductions From Salary
129. 1. The Board agrees to deduct from the salaries of its
130. Secretaries dues for the SBAES or NJAES, NJEA, NEA or any
131. one or any combination of such Associations as said
132. Secretary individually and voluntarily authorize the Board

133. N. Deductions From Salary (Con't)

134. 1. to deduct. Such deductions shall be made in compliance
135. with Chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e)
136. and under rules established by the State Department of
137. Education. Said monies together with records of any
138. corrections shall be transmitted to the treasurer of the
139. SBAES by the 15th of each month following the monthly pay
140. period in which deductions were made. The Association
141. treasurer shall disburse such monies to the appropriate
142. Association or Associations. The Board will not be held
143. responsible for disbursement of monies by said Treasurer.
144. 2. Each of the Associations named above shall certify to the
145. Board, in writing, the current rate of its membership dues.
146. Any Association which shall change the rate of its
147. membership dues shall give the Board written notice prior
148. to the effective date of such change.

APPENDIX "A"

SALARY RANGE

CLASSIFICATION	TERM	MINIMUM	NEW EMPLOYEE MAXIMUM*	MAXIMUM
Clerk Typist	12 mo.	\$5,120	\$6,031	\$7,382
Clerk Typist	10 mo.	4,267	5,025	6,152
Second Secretary	12 mo.	5,227	6,075	7,536
Second Secretary	10 mo.	4,355	5,062	6,280
Ass't. Bookkeeper	12 mo.	5,362	6,110	8,312
First Secretary	12 mo.	5,362	6,110	8,312
First Secretary	10 mo.	4,468	5,439	6,927
Bookkeeper	12 mo.	5,473	6,670	8,486
Senior Secretary	12 mo.	5,473	6,670	8,486
Senior Secretary	10 mo.	4,562	5,558	7,071
Adminis. Secretary	12 mo.	5,576	6,797	8,646
Supt. Secretary	12 mo.	5,796	7,064	8,985
Suprvng. Bookkeeper	12 mo.	7,367	8,542	10,261

* - Minimum of Four years' experience

A. Above Salary Range reflects a 3% increase in the minimums and a 5% increase in the New Employee Maximums and Maximums over the 1972-73 schedule.

7/1/73

APPENDIX "C"

VACATION SCHEDULE

INITIAL YEAR

New 12 and 10 month secretaries with less than one year's service shall be entitled to paid vacation for service performed prior to July 1st as per following schedule, provided they are employed in the District on July 1st.

<u>Months of Service Performed</u>	<u>12 Month Earned Paid Vacation Days</u>	<u>10 Month Earned Paid Vacation Days</u>
3 or less	None	None
4	3	3
5	4	4
6	5	5
7	6	6
8	6	6
9	7	7
10	8	8
11	9	---
12	10	---
1 - 4 Years	10 days	8 days
5 - 7 Years	15 days	12½ days
8 Years	16 days	13½ days
9 Years plus	17 days	14½ days

Note: Length of service shall be computed from the very first day of a Secretary's contract in this School District. (IV, J4)

APPENDIX "D"

HOLIDAY SCHEDULE

All Secretaries are entitled to the following paid holidays:

	<u>Days</u>
New Year's Day	1
Lincoln's Birthday	1
Washington's Birthday	1
Good Friday	1
Easter Holiday	1
Memorial Day	1
Independence Day (only 12 month employees)	1
Labor Day	1
Rosh Hashanah or Yum Kippur (as per school calendar of any given year)	2
NJEA Convention	2
Thanksgiving Day	1
Friday Following Thanksgiving Day	1
December 24th	1
Christmas Day	1
During Christmas Holiday	1
December 31st	<u>½</u>
 TOTAL HOLIDAYS	 17½ Days

NOTE: In the event any of the above listed holidays fall on a Saturday or Sunday, or if school is officially open on any of these holidays, Secretaries shall be allowed compensatory time off. (IV, K3)

ARTICLE V

Grievance

1. A. Definition: A Grievance shall mean a complaint by a secretary
2. that there has been as to her a violation, misinterpretation, or
3. mis-application of an existing or new policy, an agreement, or an
4. Administrative decision, except that the term grievance shall not
5. apply to any matter as to which (a) a method of review is pre-
6. scribed by law or by any rule or regulation of the State Commissioner
7. of Education, or (b) the Board and/or Administrative officers are
8. without authority to act, or (c) a complaint of a non-tenure
9. secretary which arises by reason of her not being re-employed, or
10. (d) a complaint of any secretary represented by the Association in
11. a non-tenure position which arises solely by reason of her being
12. not employed or re-employed. In respect to exclusion c and d,
13. non-tenure secretaries are entitled to all other grievances as
14. defined above. As used in this definition, the term secretary
15. shall also mean a group of secretaries having the same grievance.
16. B. Rights of the Aggrieved: Any individual secretary represented by
17. the Association shall be ensured freedom from restraint, inter-
18. ference, coercion, discrimination, or reprisal in presenting her
19. appeal. She shall have the right to present her own appeal or to
20. designate a representative of the Association, or other persons of
21. her own choosing to appear with her at any step in the grievance
22. procedure. Whenever she chooses to have other persons to appear
23. with her, the Association will have the option of being present.

24. C. Grievance Notification: The Association shall be notified of all
25. grievances in advance of any grievance meetings in which any
26. secretaries represented by the Association are involved.

27. D. Procedure

28. 1. A secretary with a grievance shall first discuss it with her
29. immediate supervisor within thirty (30) calendar days actual
30. notification of new policy or the occurrence of a grievance
31. with the object of resolving the matter informally.

32. 2. If, as a result of the discussion, the matter is not resolved
33. to the satisfaction of the secretary within five (5) work
34. days, she shall set forth her complaint in writing to her
35. immediate supervisor. The supervisor shall communicate his
36. decision to the secretary in writing within five (5) work
37. days of receipt of the written complaint.

38. 3. The secretary may appeal the supervisor's decision to the
39. Superintendent of Schools. The appeal to the Superintendent
40. must be made in writing and must set forth the grounds upon
41. which the grievance is based. The Superintendent shall
42. request a report on the grievance from the supervisor, shall
43. confer with the concerned parties, and, upon request, with
44. the secretary or supervisor separately. He shall attempt to
45. resolve the matter as quickly as possible, but within a
46. period of ten (10) work days. The Superintendent shall
47. communicate his decision in writing to the secretary and the
48. supervisor.

49. D. Procedure (Con't)

50. 4. If the grievance is not resolved to the secretary's
51. satisfaction, she may request a review by the Board. The
52. request shall be submitted in writing through the Superintendent,
53. who shall attach all related correspondence and forward the
54. request to the Board. The Board shall review the grievance,
55. hold a hearing with the employee, and render a decision in
56. writing within ten (10) work days of receipt of the request.
57. 5. If the grievance is still not resolved to the satisfaction of
58. the aggrieved party, and the Grievance Committee of the
59. Association feels the grievance has merit, the grievance may
60. be submitted to PERC for arbitration by a written notice to
61. the Board within ten (10) work days following receipt of the
62. Board's decision.
63. 6. The arbitrator shall confer with the representatives of the
64. Board and the Grievance Committee and hold hearings promptly
65. and shall issue his decision not later than twenty (20)
66. calendar days from the close of the hearings, or if oral
67. hearings have been waived, then from the date the issues are
68. submitted to him. The arbitrator's decision shall be in
69. writing and shall set forth his findings of fact, reasoning
70. and conclusions on the issues submitted. The arbitrator shall
71. be without power or authority to make any decision which
72. requires the commission of an act prohibited by law or which
73. violates the terms of this agreement. The decision of the
74. arbitrator shall be submitted to the Board and the Association
75. and shall be final and binding on the parties.

76. D. Procedure (Con't)

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

ARTICLE VI

Association Rights and Privileges

1. A. The Board agrees to furnish to the Association in response to
2. reasonable requests from time to time, available information
3. in the public domain.
4. B. Whenever any representative of the Association is required by
5. the Business Manager to participate during working hours in
6. negotiations, grievance proceedings, grievance conferences or
7. grievance meetings, he shall suffer no loss in pay.
8. C. The Association and its representatives may be permitted to use
9. school buildings, at reasonable hours, for meetings upon prior
10. notice and approval by the principal of the school in question.
11. D. The Association may be permitted to use school facilities and
12. office equipment upon prior notice and approval by the building
13. principal, at reasonable times, when such equipment is not
14. otherwise in use. The Association shall pay for the cost of all
15. materials and supplies incident to such use and for any repairs
16. necessitated as a result thereof.
17. E. The Association may be permitted the reasonable use of the inter-
18. school mail facilities and school mail boxes.

ARTICLE VII

Duration

1. A. This Agreement constitutes Board Policy for the term of said
2. Agreement, and the Board shall carry out the commitments contained
3. herein and give them full force and effect as Board Policy.
4. B. If any provisions of this Agreement or any application of this
5. Agreement to any secretary or group of secretaries is held to be
6. contrary to law, then such provision or application shall not be
7. deemed valid and subsisting, except to the extent permitted by law,
8. but all other provisions or applications shall continue in full
9. force and effect.
10. C. Any individual contract between the Board and an individual
11. secretary, heretofore or hereafter executed, shall be subject to
12. and consistent with the terms and conditions of this Agreement.
13. If an individual contract contains any language inconsistent with
14. this Agreement, this Agreement, during its duration, shall be
15. controlling.
16. D. Copies of this Agreement shall be printed at the expense of the
17. Board after Agreement with the Association on format within
18. thirty (30) calendar days after the Agreement is signed. The
19. Agreement shall be presented to all secretaries now employed or
20. hereafter employed in positions leading to contracts.
21. E. Whenever any notice is required to be given by either of the
22. parties to this Agreement to the other, pursuant to the provisions
23. of this Agreement, either party shall do so by telegram or
24. registered letter at the following addresses:

25. E. (con't)
26. 1. If by Association, to Board at New Road, Monmouth Junction,
27. New Jersey, 08852.
28. 2. If by Board, to the Association at Crossroads School,
29. Georges Road, Monmouth Junction, New Jersey, 08852.
30. F. The provisions of this Agreement shall be effective as of July 1,
31. 1973 and shall remain in full force and effect until June 30, 1974,
32. subject to the right of the Board and Association to negotiate
33. modification of this Agreement.

The School District of South Brunswick

By David A Daniels
President, Board of Education

The South Brunswick Association of
Educational Secretaries

By Alice Rodakis
President, During Negotiations

By Alice Rodakis
Current President

1973-74 SALARIES FOR OFFICE PERSONNEL

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Salary 1972-73</u>	<u>Increment</u>	<u>Salary 1973-74</u>
Marilyn Birkenthal	Bookkeeper	Bus. Office	\$7,996	490	\$8,486
Irma Combs	Admin. Secy.	Bd. Secy.	6,690	582	7,272
Hazel Domotor	Bookkeeper	Bus. Office	6,565	571	7,136
Mary Hall	Asst. Bkkpr.	Bus. Office	5,884	512	6,396
Audrey Merinsky	Suprv. Bkpr.	Bus. Office	9,073	789	9,862
Joan O'Brien	Supt. Secy.	Supt. Office	6,954	605	7,559
Virginia Otjen Gerdies	1st Secy.	Supt. Office	6,432	560	6,992
Ada Alper	Clk. Typ.	High School	6,733	586	7,319
Delta Goad	2nd Secy.	Crossroads	7,177	359	7,536
Dolores Polm	Admin. Secy.	High School	8,234	412	8,646
Alice Rodakis	Admin. Secy.	Crossroads	6,438	560	6,998
Frances Scurato	1st Secy.	Crossroads	5,621	489	6,110
Gloria Modestino	2nd Secy.	High School	6,330	551	6,881
Lucy Pietrefesa	Clrk. Typ.	Crossroads	6,206	540	6,746
Lorraine Roberts	1st. Secy.	Crossroads	5,895	513	6,408
Helene Rooney	1st Secy.	High School	7,003	609	7,612
Kathryn Scurato	1st Secy.	High School	6,900	600	7,500
Ann Warley	Sr. Secy.	High School	6,438	560	6,998
Sarah Gellman	1st Secy.	High School	7,557	657	8,214
Vivian Kubiak	1st Secy.	Trans. Off.			
Lillian Kaplan	Clrk. Typ.	Crossroads	5,229	119	5,348
Nancy Valenti	Sr. Secy.	High School	6,754	588	7,342
Alice Bevalac	Fed. Proj. Bk	Bus. Office	7,638	665	8,303
Arlene Krase	Clrk. Typ.	Bus. Office	5,744	500	6,244
Wendy Keller	Clrk. Typ.	Bus. Office	5,487	89	5,576
Jean Frantz	1st Secy.	Cambridge	6,597	330	6,927
Paula Gebler	Sr. Secy.	Mon. Jct.	6,669	402	7,071
Miriam Holsten	1st Secy.	Greenbrook	6,538	389	6,927
Edith Rooney	1st Secy.	Constable	6,597	330	6,927
Darryl Schurig	Sr. Secy.	Deans	5,825	507	6,332
Gertrude Stern	2nd Secy.	Cambridge	5,721	498	6,219
Grace Tiernan	2nd Secy.	Constable	5,721	498	6,219
Barbara Van Pelt	Sr. Secy.	Dayton	6,669	402	7,071
Judith Shapiro	2nd Secy.	Greenbrook	5,048	439	5,487
Doris Holsten	Clrk. Typ.	Spec. Serv.	2,243	195	2,438
Anastasia Kirby	Sr. Secy.	Spec. Serv.	6,734	337	7,071
Ruth Larsen	1st Secy.	Spec. Serv.	5,712	497	6,209