



1978 - 1980

AGREEMENT

BETWEEN

HAMMONTON BOARD OF EDUCATION

and

HAMMONTON EDUCATION ASSOCIATION



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ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Hammonton Education Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for certificated personnel under contract and on leave, employed by the Board of Education, including:
- | | |
|---|--|
| 1. Teachers | 5. Guidance |
| 2. Librarians | 6. C. I. E. |
| 3. Nurses | 7. Extra-Curricular Personnel |
| 4. Child Study Team and
Speech Therapist | 8. Grade Level Chairpersons
Area Coordinators |
- B. Unless otherwise indicated, the term "teachers", when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and references to male teachers shall include female teachers.

ARTICLE II

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations in accordance with Chapter 123, Public Laws 1975, in a good-faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin not later than November 1 of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all teachers, be reduced to writing, be signed by the Board and the Association.
- B. Representatives of the Board and the Association negotiating committee shall meet at the request of either party for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to by-pass the grievance procedure.
- C. Each party shall submit to the other, at least three (3) days prior to the meeting, an agenda covering matters they wish to discuss.

ARTICLE III

GRIEVANCE PROCEDURE

- A. The following steps are to be followed in the Grievance Procedure. An aggrieved person or group shall file within twenty (20) school days from date of alleged grievance his grievance in writing to the building principal. If after ten (10) school days, the principal does not satisfy the grievance or fails to make a determination, the individual or group may then take his grievance in writing to the Superintendent of Schools.

If after ten (10) school days the aggrieved individual or group is still not satisfied, or if the Superintendent fails to make a determination, the grievance may be turned over to a committee from the Board of Education and a committee from the Hammonton Education Association, who will then have ten (10) school days to satisfy or make a determination on the grievance.

If they fail to do so, the aggrieved person or group may then submit his grievance to the Board of Education for determination.

A grievance which remains unresolved after a decision has been rendered by the Board of Education may be appealed to arbitration within fifteen (15) days following written receipt of the Board's decision. The arbitration shall be conducted under the rules of the American Arbitration Association for Voluntary Labor Arbitration. The decision of the arbitrator shall be advisory only. The costs of the arbitrator shall be divided equally between the parties. To expedite the rendering of a prompt decision, there shall be no transcript or post-hearing briefs except if requested by the arbitrator.

- B. Definition: A grievance is a claim by a teacher or group of teachers based upon the interpretation, application, or violation of this Agreement.

ARTICLE IV

SCHOOL CALENDAR

- A. The Hammonton Education Association may act as a consulting body in the preparation of the School Calendar and are not to be involved as a decision making body.
- B. The Superintendent shall prepare the School Calendar by May 15th and submit said calendar to the Hammonton Education Association for suggestions. The Hammonton Education Association shall return the calendar with their suggestions by the 30th of May.

ARTICLE V

TEACHING HOURS AND LOAD

- A. Sign-In: A teacher shall be required to indicate their presence for day by initialing their arrival and departure in the appropriate column of the faculty "sign-in" roster.
- B. No teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of the pupils' school day, and shall not be permitted to leave until at least fifteen (15) minutes after the close of the pupils' school day, unless otherwise designated by the administration for duties including but not limited to faculty meetings, duty rosters, student help, etc. In the event of split, half, staggered, or extended sessions, the school day shall be interpreted to mean the scheduled school day as determined by the administration for teacher assignments. In no case will the teachers' school day exceed the 1971-72 school year workday.
- C. When teachers are required to attend pre- or post-school meetings, such meetings shall begin no later than fifteen (15) minutes after the students' dismissal time. Administrators shall make every effort to limit said meetings to sixty (60) minutes, except during evaluation periods.
- D. When qualified substitute teachers are not available, faculty members will be required to cover classes of teachers who are absent.

Teachers who cover these classes should:

1. Be utilized from study halls first of all.
 2. Secondly, be taken from their P.P.S.A. periods.
- E. Area Coordinators and Grade Level Chairpersons.
1. Compensation: See Schedule " C "
- F. Extracurricular Activities.
1. Compensation: See Schedule " D "

ARTICLE VI

NON-TEACHING DUTIES

- A. A central register is to replace the individual classroom

register as the official attendance record of the school. The Board of Education is to provide a secretary for recording in the central register and to provide possible clerical help for the teachers. This will be under the direction of the building principal.

- B. Lunchroom and Playground Aides shall be employed in the new elementary School for Grades K-5.

ARTICLE VII

INSURANCE

- A. NJHB Plan: The Board shall assume full cost for the Blue Cross, Blue Shield Full Family Plan, Major Medical, Rider J.
- B. Prescription Plan: Effective September, 1979, the Board of Education shall provide a co-pay, single employee coverage prescription plan. *\$100 Ann 10/16/78*

ARTICLE VIII

KO

REEMPLOYMENT RIGHTS

- A. On or before April 30, all non-tenured teachers will have had their administrative conference wherein they will be notified of the recommendation of the administration regarding their reemployment or the termination of their employment as of the end of that school year.
- B. On or before April 30 in each school year, the Board of Education shall give to each non-tenure teaching staff member continuously employed by it since the preceding September 30, either
 1. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary as may be required by law or policies of the Board of Education, or
 2. A written notice that such employment will not be offered.
- C. Each non-tenure teacher receiving contracts must notify the Board of Education of such acceptance, in writing, on or before June 1, in which event such employment shall continue as provided for herein. In the absence of such notice of acceptance, the provision of this Article shall no longer be applicable.
- D. Tenured teachers shall assume reemployment under existing policies and contracts unless otherwise notified.
- E. Upon request, teachers shall be notified of their tentative assignment no later than the close of the present school year.

- F. The President of the Hammonton Education Association shall be notified in writing of all Unit vacancies. If said vacancy(s) occur(s) during the summer recess, in addition to the aforementioned, such vacancy(s) shall be posted on each school main office bulletin board.
- G. Home-School Teaching Salary Guide: See Schedule " G "

ARTICLE IX

INSTRUCTIONAL COUNCIL

- A. (1) Instructional Council: The purpose of the Council shall be to strengthen the educational program through recommendations, research and evaluation to best meet the needs of the students, the schools, and the community. All such recommendations shall be made through the Superintendent to the Board of Education.
- (2) The Council size and membership shall be determined and appointed by the Association.
- (3) The Council shall encourage the initiation of ideas and suggestions for projects by individual teachers, departments, grade levels, Association committees, administrators, Board members, students, parents, or other interested parties.
- (4) The Council may consult with teachers, administrators, professional advisors, students, parents, or other persons as the original members herein designated shall determine are desirable and appropriate for said purposes.
- (5) The Council shall establish its own rules of procedure and shall provide for a chairman who shall be responsible for the arrangements and conduct of meetings. No meeting shall be held during the school day without approval of the building principal and/or the Superintendent of Schools.
- B. The Board shall consider and study all written recommendations submitted from the Council through the Superintendent.
- C. The Council shall incur no expenses unless approved by the Board of Education.

ARTICLE X

PHYSICAL EXAMINATIONS

- A. A doctor's certification shall be required and provided by a teacher absent for more than three (3) consecutive school days due to illness. This certification shall be at the teacher's expense, provided, however, that the

teacher shall have the option of submitting himself to examination by the School Doctor.

- B. The Board of Education shall require, at initial employment, a physical examination by the school physician or any other physician designed by the Board of Education.
- C. Annual pre-school term physical examinations may be at the Board's request. The cost of this physical to be borne by the Board of Education. Any other physical exam requested by the Board of Education will be the Board's expense.

ARTICLE XI

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. The Board of Education will reimburse any full certificated teacher or administrator seventy-five (75) per cent of the yearly cost of tuition of professional courses taken by him. Seventy-five per cent of the yearly cost is not to exceed five hundred dollars (\$500) per school fiscal year (July 1 to June 30).

Each person must obtain approval by the Superintendent of Schools before enrolling in said course.

Official confirmation in writing of successful completion of each course must be presented to the Superintendent for his approval within sixty (60) days after completion of course, and then forwarded to the Secretary of the Board of Education for payment of seventy-five (75) per cent of the presented bill. No one is to receive any payment for any course with a grade below a "C".

The staff member must be in the employment of the Board of Education at least one (1) school year (September-June) before this policy applies.

Reimbursement of summer courses will apply only if the teacher has signed a contract for the following year and returns in September to assume his duties.

ARTICLE XII

PERSONNEL RECORD

- A. (1) There shall be one (1) designated file for each unit member. This file shall include the evaluation(s) and other pertinent material.

- (2) A teacher, upon presentation of advanced written request, may inspect his personnel file.
 - (3) The Superintendent has the right to remove materials pertaining to pre-employment prior to review.
 - (4) Upon inspection the teacher shall have the right to add his comments to any material filed, and these written comments shall be made part of the teacher's personnel file.
- B. A teacher shall be given a copy of any class visit or evaluation report prepared by his evaluator. Teacher(s) shall have the opportunity to review and add written comments to the evaluation.

ARTICLE XIII

SICK LEAVE

- A. Teachers are to be given a written accounting of accumulated sick leave days no later than November 1 of each year.
- B. Effective September, 1978, teachers shall be granted twelve (12) sick leave days per year. Such days shall be accumulative.
- C. Upon retirement, any employee who has been employed in the district for a minimum of twenty (20) years prior to retirement, and who has accumulated sick leave pursuant to R.S. 18A:30, shall be paid at the time of retirement such sum as shall be arrived at according to the following formula and conditions:
1. One-third of the employee's daily salary, computed by taking one-two hundredth of the ten-month employee's yearly salary, or one-two hundred fortieth of the twelve-month employee's yearly salary and shall be multiplied by the total number of accumulated sick leave days accumulated by the employee. This amount subject to the conditions below shall represent the total sum to be paid upon retirement.
 2. Any employee retiring prior to the age of 50 or retiring prior to 20 years of service in this school district shall not be eligible to receive payment under this policy, unless said employee who has been employed for a minimum of 20 years retires due to ill health.
 3. In order to receive payment under this policy the retiring employee shall give advance notice to the Board of Education of his intentions to retire so that

appropriate sums of money can be budgeted in the annual school budget. In the event the School Board is not given adequate notice, the retiring employee shall not receive payment until the next annual budget.

4. Under no circumstances shall any individual receive more than \$3,500 under this policy.

ARTICLE XIV

LEAVES OF ABSENCE

A. Personal Leave

- (1) All employees shall be granted a leave of absence for personal business not to exceed two (2) days per year.
- (2) Such leave shall be without loss of pay and shall be non-cumulative.
- (3) Personal business for the purpose of this policy is hereby defined as follows:
 - (a) Illness in the immediate family when the presence of the employee is required.
 - (b) Death of a relative or close friend.
 - (c) Court summons or other legal process involving no moral turpitude on the part of the employee.
 - (d) Religious holiday.
 - (e) Personal Confidential (confide in one administrator of your choice).
 - (f) Or for any other valid reasons at discretion of Superintendent.
- (4) Each employee shall be required to obtain prior approval for the personal leave from his principal or supervisor, except in the case of emergency. In the event of an emergency, such personal leave shall be confirmed by the principal or supervisor.

B. Bereavement Leave

- (1) A maximum of five (5) days shall be allowed with no loss of pay whenever employee is absent due to death of a member of his immediate family. Immediate family is defined to include husband, wife, brother, sister, son, daughter, parents, or spouse's parents.
- (2) Five (5) days shall mean five consecutive days, including Saturday and Sunday.

- (3) The same five day leave shall apply to related persons residing in the same residence of the employee, such as: in-laws, grandparents, etc.

C. Maternity Leave

- (1) Disability leave is provided for under Article XIII, Section "B".
- (2) Maternity leave shall commence on the date requested provided that the Superintendent has been notified in writing at least fifteen (15) school days prior to the date requested.
- (3) A teacher may return from Maternity Leave at the beginning or mid-year (second semester) of the following school year provided she has notified the Board sixty (60) days prior to her return.
- (4) The Board shall have the discretion to delay reinstatement of the teacher until certification by her physician.

ARTICLE XV

RIGHT TO WITHHOLD INCREMENT

- A. The Hammonton Board of Education reserves the right to withhold an increment and/or adjustment from any teacher due to inefficiency or other just cause according to the following:
- B. Withholding Increments: Causes: Notice of Appeals
Any Board of Education may withhold, for inefficiency or other good cause, the employment increment, or the adjustment increment, or both, of any member in any year by a majority vote of all members of the Board of Education. It shall be the duty of the Board of Education, within ten (10) days, to give written notice of such action, together with the reasons therefore; to the members concerned. The member may appeal from such action to the commissioner under rules prescribed by him. The commissioner shall consider such appeal and shall either affirm the action of the Board of Education or direct that the increment or increments be paid. The commissioner may designate an assistant commissioner of education to act for him in his place and with his powers on such appeals. It shall not be mandatory upon the Board of Education to pay any such denied increment in any future year as an adjustment increment.
- C. Notice Given to Employee of Inefficiency
The Board shall not forward any charge of inefficiency

to the commissioner, unless at least ninety (90) days prior thereto and within the current or preceding school year, the Board or the Superintendent of Schools of the district has given to the employee, against whom such charge is made, written notice of the alleged inefficiency, specifying the nature thereof with such particulars as to furnish the employee an opportunity to correct and overcome the same.

- D. No tenure teacher will be denied an increment and/or adjustment unless he has been observed at least three (3) times during any school year. The three observations are to be concluded with at least a two (2) week interval between each, and are to be done by more than one administrator.

ARTICLE XVI

MISCELLANEOUS

- A. For any mileage driven on school business or within the course of a normal teaching assignment, the teacher shall be compensated at the rate of twelve (12) cents per mile.
- B. The Hammonton Education Association President or his designee shall be granted one (1) free period per week to conduct Association business.

ARTICLE XVII

DURATION

- A. Duration Period: This Agreement shall be in effect as of July 1, 1978 and shall continue in effect until June 30, 1980.

This Agreement shall not be extended orally, and it is expressly understood that it will expire on the date indicated, unless it is extended in writing.

- B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

HAMMONTON EDUCATION ASSOCIATION

HAMMONTON BOARD OF EDUCATION

Joseph M. Laurentis
President

Warren M. Benedetto
President

Kathy O'Brien
Secretary

J. Monaco
Secretary

Witnesses: _____

Agustino Italiano

SCHEDULE " A "

1978-79

<u>STEP</u>	<u>BS</u>	<u>BS+15</u>	<u>BS+30</u>	<u>MS</u>	<u>MS+15</u>	<u>MS+30</u>
1	9855	10055	10255	10655	10855	11055
2	10180	10380	10580	10980	11180	11380
3	10505	10705	10905	11305	11505	11705
4	10830	11030	11230	11630	11830	12030
5	11180	11380	11580	11980	12180	12380
6	11580	11780	11980	12380	12580	12780
7	11995	12195	12395	12795	12995	13195
8	12410	12610	12810	13210	13410	13610
9	12980	13180	13380	13780	13980	14180
10	13475	13675	13875	14275	14475	14675
11	14055	14255	14455	14855	15055	15255
12	14755	14955	15155	15555	15755	15955
13	15420	15620	15820	16220	16420	16620
14	16140	16340	16540	16940	17140	17340
15	16885	17085	17285	17685	17885	18085
16	17645	17845	18045	18445	18645	18845
17				19175	19375	19575

All employees beyond the 16th step of BS, BS+15, BS+30 columns and those employees beyond the 17th step of the MS, MS+15, MS+30 columns shall receive an increase of \$1,275. to their existing 1977-78 salary.

The actual maximum salaries for the Hammonton Public School District are as follows:

<u>BS</u>	<u>BS+15</u>	<u>BS+30</u>	<u>MS</u>	<u>MS+15</u>	<u>MS+30</u>
19,775	19,575	19,875	21,975		23,475

SCHEDULE " B "

1979-80

<u>STEP</u>	<u>BS</u>	<u>BS+15</u>	<u>BS+30</u>	<u>MS</u>	<u>MS+15</u>	<u>MS+30</u>
1	10455	10655	10855	11255	11455	11655
2	10780	10980	11180	11580	11780	11980
3	11105	11305	11505	11905	12105	12305
4	11430	11630	11830	12230	12430	12630
5	11780	11980	12180	12580	12780	12980
6	12180	12380	12580	12980	13180	13380
7	12595	12795	12995	13395	13595	13795
8	13010	13210	13410	13810	14010	14210
9	13580	13780	13980	14380	14580	14780
10	14075	14275	14475	14875	15075	15275
11	14655	14855	15055	15455	15655	15855
12	15355	15555	15755	16155	16355	16555
13	16020	16220	16420	16820	17020	17220
14	16740	16940	17140	17540	17740	17940
15	17485	17685	17885	18285	18485	18685
16	18245	18445	18645	19045	19245	19445
17				19775	19975	20175

All employees beyond the 16th step of BS, BS+15, BS+30 columns and those employees beyond the 17th step of the MS, MS+15, MS+30 columns shall receive an increase of \$1,275. to their existing 1978-79 salary

The actual maximum salaries for the Hammonton Public School District are as follows:

<u>BS</u>	<u>BS+15</u>	<u>BS+30</u>	<u>MS</u>	<u>MS+15</u>	<u>MS+30</u>
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SCHEDULE " C "

COMPENSATION: GRADE LEVEL CHAIRPERSONS

Each Grade Level Chairperson will receive a base stipend of First Year - \$300.00, Second Year - \$350.00, Third Year - \$400.00 with an additional stipend of \$25.00 for each department or grade level member working with the Chairperson.

Example: The Grade Level Chairperson works with six staff members, the total stipend will be:

Base 1st Year	\$300.00
Staff Members 6 x \$25.00	150.00
Total Compensation	<u>\$450.00</u>

Note: The additional stipend may change school year to school year due to increase or decrease of staff members assigned to the various departments, areas, or grade levels.

<u>Dept. or</u> <u>Grade Level</u>	<u># Staff</u> <u>Members</u>	<u>1st</u> <u>Year</u>	<u>2nd</u> <u>Year</u>	<u>3rd</u> <u>Year</u>
Kdg.	3 x \$25.00	375.00	425.00	475.00
First	7 x \$25.00	475.00	525.00	575.00
Second	7 x \$25.00	475.00	525.00	575.00
Third	7 x \$25.00	475.00	525.00	575.00
Fourth	7 x \$25.00	475.00	525.00	575.00
Fifth	6 x \$25.00	450.00	500.00	550.00
Sixth	6 x \$25.00	450.00	500.00	550.00
Seventh & Eighth	9 x \$25.00	525.00	575.00	625.00
Special Areas (Elem. School)	8 x \$25.00	500.00	550.00	600.00
Reading Department	6 x \$25.00	450.00	500.00	550.00

Area Co-Ordinators - High School (4)

1. Science, Math, Foreign Language
2. Social Studies, Reading, English
3. Industrial Arts, Fine Arts
4. Business Ed., Physical Ed., Health Ed., Driver Training

	<u>1st</u> <u>Year</u>	<u>2nd</u> <u>Year</u>	<u>3rd</u> <u>Year</u>
Stipend	900.00	1200.00	1300.00

Effective September, 1979 the base step shall be increased by \$25.00 for all of the above positions.

SCHEDULE " D "

EXTRA CURRICULAR

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
<u>Class Advisors</u>			
1. Twelfth Grade	400.00	450.00	500.00
2. Eleventh Grade	350.00	400.00	450.00
3. Tenth Grade	125.00	175.00	225.00
4. Ninth Grade	125.00	175.00	225.00
5. Eighth Grade	250.00	300.00	350.00
<u>Clubs</u>			
1. Yearbook, Blue & White	500.00	600.00	700.00
2. National Honor Society	100.00	150.00	200.00
3. Student Council	150.00	200.00	250.00
4. Photo Club	200.00	200.00	200.00
5. F. H. A.	100.00	150.00	200.00
<u>Band</u>			
1. Band Director	900.00	1200.00	1400.00
2. Band Front	900.00	1200.00	1400.00
3. Ass't Band Director	300.00	400.00	500.00
4. Pom - Pom	250.00	500.00	600.00
5. Choral Director	450.00	500.00	600.00
6. Cheerleader H. S.	250.00	300.00	350.00
7. Cheerleader 8th	100.00	100.00	100.00
<u>Misc.</u>			
1. Musical Director (Play)	250.00	300.00	300.00
2. Play Director	400.00	600.00	700.00
3. Ass't Play Director	200.00	300.00	400.00
4. A. V. Director H. S.	500.00	550.00	600.00
5. Gymnastics' Director	500.00	550.00	600.00

Effective September 1979 each step shall be increased by \$25.00 for all of the above positions.

COACHES' SALARY GUIDE

1978-79

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Athletic Director	1,500	1,600	1,750	1,900
Football				
Head Coach	1,300	1,400	1,550	1,700
1st Assistant	750	850	1,000	1,050
Assistant	650	750	900	950
Assistant	650	750	900	950
Assistant	650	750	900	950
Basketball				
Head Coach	950	1,050	1,200	1,350
J. V.	450	500	650	700
Freshman	400	450	550	600
7th and 8th Grade	350	400	475	525
Track				
Assistant	850	950	1,100	1,250
	400	450	550	600
Baseball/Softball				
J. V.	850	950	1,100	1,250
	400	450	550	600
Golf				
	350	450	600	675
Field Hockey/Soccer				
Assistant	650	750	900	1,050
	350	450	550	650
Wrestling				
Head Coach	850	950	1,100	1,250
Assistant	450	500	650	700
Cross Country				
	350	450	600	675
Tennis				
	350	450	600	675
Proposed Saturday Morning Basketball League				
Organizers, Publicity	Official #1	200		
	Official #2	150		
	Official #3	150		

SCHEDULE "F"

COACHES' SALARY GUIDE

1979-80

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Athletic Director	1,600	1,750	1,900	2,050
Football				
Head Coach	1,400	1,550	1,700	1,850
1st Assistant	850	1,000	1,050	1,100
Assistant	750	900	950	1,000
Assistant	750	900	950	1,000
Assistant	750	900	950	1,000
Basketball				
Head Coach	1,050	1,200	1,350	1,500
J. V.	500	650	700	750
Freshman	450	550	600	650
7th and 8th Grade	400	475	525	575
Track				
Assistant	950	1,100	1,250	1,400
Assistant	450	550	600	650
Baseball/Softball				
J. V.	950	1,100	1,250	1,400
J. V.	450	550	600	650
Jlf	450	600	675	750
Field Hockey/Soccer				
Assistant	750	900	1,050	1,200
Assistant	450	550	650	750
Wrestling				
Head Coach	950	1,100	1,250	1,400
Assistant	500	650	700	750
Cross Country	450	600	675	750
Tennis	450	600	675	750
Proposed Saturday Morning Basketball League				
Organizers, Publicity	Official #1	225		
	Official #2	175		
	Official #3	175		

SCHEDULE " G "

HOME SCHOOL TEACHING SALARY GUIDE:

<u>YEAR</u>	<u>BS/BA LEVEL</u>	<u>MS/MA LEVEL</u>
1 - 4	\$6.00 per hour	\$7.00 per hour
5 - 9	7.00 per hour	8.00 per hour
10 - 14	8.00 per hour	9.00 per hour
15 - *	9.00 per hour	10.00 per hour