

AGREEMENT BETWEEN
THE
PARK RIDGE BOARD OF EDUCATION
AND
PARK RIDGE EDUCATION ASSOCIATION

JULY 1, 2005 - JUNE 30, 2006

PARK RIDGE, NEW JERSEY

Ratified: Park Ridge Education Association
Park Ridge Board of Education

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AGREEMENT

WHEREAS, The Park Ridge Board of Education and the Park Ridge Education Association have reached understandings which they desire to confirm in this agreement, and in consideration of the following, mutually covenants and it is hereby agreed as follows:

ARTICLE I

RECOGNITION

The Board recognizes the Association as the exclusive representative for collective Negotiations concerning the terms and conditions of employment for all certificated personnel whether under contract or on leave in the following classifications; classroom teachers, nurses, guidance counselors, librarians, special education personnel, department chairmen, supervisors, coordinators, secretaries, payroll, computer secretary/attendance, accounts payable.

Unless otherwise indicated, the term "Employee", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined, and references to male employees shall include female employees.

ARTICLE II

INITIATION OF COLLECTIVE NEGOTIATIONS
LEADING TO NEW CONTRACTS

The parties agree to enter into collective negotiation over a successor agreement in accord with NJSA 34: 13A -1 et seq. and following such negotiations to commence no later than the date specified for initiation of discussions by the Public Employees Relations Commission.

GRIEVANCE PROCEDURE**A. DEFINITION****1. Grievance**

A "Grievance" is a claim based upon interpretation, application, or violation of this Agreement, Board policies or administrative decisions affecting an employee or group of employees.

2. Aggrieved Employee

An "aggrieved employee" is the employee or employees making the claim.

3. Party in Interest

A "party in interest" is the aggrieved employee or employees making the claim and any employees below the Superintendent, who may be affected by the determination of the Superintendent in connection with the claim.

4. Calendar Day

All days refer to calendar days for the aggrieved employee or employees.

B. PURPOSE

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. PROCEDURE**1. Time Limits**

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. Day one (1), at each of the following steps, shall start the next calendar day after a discussion and/or a written communication has been received and acknowledged with a sign-off.

2. Year End Grievance

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 of interest, the time limits set forth herein shall be reduced by mutual agreement of all parties so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

Step 1: The aggrieved party shall first discuss the grievance orally with his/her immediate supervisor in an effort to resolve the matter informally. To be considered, the grievance must be initiated within thirty (30) days from the time when the grievant knew or should have known of its occurrence.

Step 2: If the aggrieved party is not satisfied with the disposition of the grievance at Step 1, the party shall submit the grievance in writing within fifteen (15) calendar days to his building Principal. The Principal shall review the grievance and render a decision in writing within fifteen (15) calendar days.

Step 3: If the aggrieved party is not satisfied with the disposition of the grievance at Step 2, the grievance shall be submitted in writing within fifteen (15) calendar days with the Superintendent of Schools. The Superintendent's answer, in writing shall be delivered to the aggrieved person within twenty (20) calendar days of the meeting.

Step 4: If the matter is not settled, the grievance, presented in writing, shall be discussed at the meeting of the Board of Education. This meeting will occur within twenty (20) calendar days of the presentation of the grievance to the Board. Response from the Board, in writing, will be presented within thirty (30) calendar days thereafter.

Step 5: If a grievance has not been resolved at Step 4, then within fifteen (15) calendar days after receipt of the written decision of the Board, or the expiration of the time limits for making such decision, the Association may submit to the Board a written notice to PERC requesting advisory arbitration and the appointment of an arbitrator who shall be empowered to review the grievance and render an opinion. Selection of the arbitrator shall be from a list to be supplied by the Public Employee Relations Commission, and selection is to be made by the rules and regulations of said Commission. The decision of the arbitrator shall be submitted to the Board and the Association. Cost of the arbitration shall be divided equally among the parties, and each party shall be responsible for its own legal expenses.

D. RIGHTS OF EMPLOYEES TO REPRESENTATION

1. Employee and Association

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative(s) selected or approved by the Association. When an employee is not represented by the Association, the association shall have the right to be present and to state its views at all stages of the grievance procedure.

E. MISCELLANEOUS

1. Group Grievance

If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Step 3. The association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

2. Written Decisions

Decisions rendered after Step 1 of the grievance procedure shall be in writing, setting forth the decision and shall be transmitted promptly to the aggrieved employee.

3. Forms

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 distribution so as to facilitate operation of the grievance procedure.

4. Meetings and Hearings

All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this ARTICLE.

ARTICLE IV

EMPLOYEE RIGHTS

- A. Pursuant to NJSA 34: 13A – 1 et seq, the Board hereby agrees that every employee of the Board shall have the right to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by NJSA 34: 13A –1 et seq, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey school laws. Nothing contained herein will be construed to deny or restrict other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the board, or any agent or representative thereof, shall not be made public and shall be subject to the grievance procedure herein set forth. Any dismissal or suspension shall be considered a disciplinary action and shall, at the option of the employee, be subject to the grievance procedure.
- D. No employee will be prevented from wearing pins or other identifications of membership in the Organization or its affiliates as long as the identification does not interfere with the performance of duty or the operation of the school.

ARTICLE V

BOARD RIGHTS

The Board retains and reserves unto itself, without limitations, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of New Jersey and of the United States, by the decisions of the Courts of the United States and the State of New Jersey, the Commissioner of Education, and the State Board of Education of the State of New Jersey and by the Rules and Regulations of the State Board of Education of the State of New Jersey, subject to the terms of this Agreement.

ARTICLE VI

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time:
1. For negotiation purposes, the total cost of the current instructional salaries.
 2. Other pertinent information at a reasonable time or when available, such as:
 - a. Audit
 - b. Personnel Roster indicating salary guide step and degree
 - c. Tentative budget as approved by the County Superintendent
 - d. Agendas and approved minutes of public meetings
 - e. Census data related to school enrollments
 - f. Directory of Personnel (names and addresses)
- B. As has been practice, the Association may use bulletin boards and interschool mail facilities and school mailboxes.
- C. The Association will participate actively in the planning of the orientation program.
- D. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he will suffer no loss of pay.
- E. Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- F. The Association shall have the right to use school facilities and equipment including computers, duplicating equipment, and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use and pay the cost of repairing any damage to equipment caused by their negligence.
- G. Whenever the Association desires to use any of the school buildings, it shall request permission for such use. The Principal shall grant the permission sought, provided that the use by the Association does not conflict with any other scheduled activity and provided further, that in connection with said use no additional costs are incurred by the Board.

- H. The Board agrees to extend the assistance of the Board Office to the Association in connection with the purchase of expendable office supplies by the Association and such other materials as the 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 the Association.
- I. The Association President or designated representative shall be granted no more than two days absence per school year, with pay, to attend to official Association business which cannot be accomplished during non-school hours. A statement from the Association President of the general nature of the business and that it meets this criteria shall be provided to the Superintendent through the Principal, using the "Request for Approval of Anticipated Absence" form for professional purposes.
- J. The Board agrees to the establishment of a representation fee for employees who choose not to join the Park Ridge Education Association. The representation fee will be 85% of the total unified dues established by the Association for the individual school year for that employee. The Association by December 1 or each year will provide the Board a list of those employees required to pay the representation fee. The Board will deduct from the salaries of the employees referred to in this section the full amount of yearly representation fee in equal installments beginning the first paycheck in January and through the June paycheck.

The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses, that may arise out of, or by reason of any action taken or not taken by the employer in conformance with this provision.

APPENDIX A

A-1 SNOWDAYS

All Office Staff members shall be exempt from reporting to work on days when the schools are closed because of inclement weather. The Office Staff will be dismissed within 30 minutes of the departure of students on early dismissal due to inclement weather.

A-2 HOLIDAYS

The holiday schedule for office staff employees shall consist of holidays established annually in the school calendar. In addition, the day before Thanksgiving shall be an early dismissal day. Office staff will be permitted to leave with the students for this day only. During recess periods within the school year, office staff will have the same schedule as teaching staff.

A-3 PROMOTIONS, NEW POSITION OF NEW EMPLOYEES ON THE SALARY GUIDE

- A. Office Staff members shall be given the opportunity to apply for all vacant or new positions. All openings for these positions shall be posted.
1. All office personnel will be appointed with three months probationary status prior to the issuance of a regular contract. The contract will be retroactive to the first day of employment.
 3. When existing staff members are promoted to a different category, e.g. from Group I to Group III, the step placement on the guide may be adjusted vertically by one step.

B. INVOLUNTARY TRANSFERS

The individual affected shall be notified fifteen workdays prior to transfer to permit dialog with his supervisor and Superintendent of Schools.

A-4 FRINGE BENEFITS

- A. **Health Benefits:** Employees of the Park Ridge School District who are employed twenty-six (26) hours or more per week shall be entitled to participate in a Health Benefit Insurance Plan which is equal to or better than the State Health Benefit Insurance Plan as agreed upon in writing by the Board and Park Ridge Education Association. Any employee who was employed in the district 20 hours or more per week before July 1, 1999 shall continue to receive benefits notwithstanding anything in the Agreement to the contrary.
1. The cost of employee (and dependent) coverage will be borne by the Board of Education.
 2. The Board shall request from the carrier for distribution to new members of the unit, and others on request, a description of the health-care insurance coverage provided under this Article no later than the beginning of each school year, which shall include a description of conditions and limits of coverage as defined in the master policies and contracts mentioned above.
 3. Health Insurance Benefit deductible shall increase from \$100 to \$200/year for single coverage and \$200 to \$400/year for family coverage. For non-traditional coverage the deductible increases apply to out-of-network visits only.

- B. **Dental:** Office Staff who are employed twenty-six (26) hours or more per week shall be entitled to participate in a dental insurance plan, effective July 1, 2000. The cost of office staff (and dependent) coverage will be borne by the Board of Education. Any employee who was employed in the district twenty (20) hours or more per week before July 1, 1999 shall receive this benefit notwithstanding anything in the Agreement to the contrary.

The maximum yearly benefit shall be \$1,500 per employee and \$1,500 per each dependent enrolled in the plan.

- C. **Optical Plan:** There will be an Optical Plan offered to office staff (and dependents) that is the same as for certificated staff for years 2000-01 and 2001-02 of the contract, if they are employed twenty-six hours or more per week. The cost of office staff (and dependent) coverage will be borne by the Board of Education. Any employee who was employed in the district twenty (20) hours or more per week before July 1, 1999 shall receive this benefit notwithstanding anything in the Agreement to the contrary.
- D. **Sick Leave:** All office staff will be allowed twelve sick leave days each year with pay. All twelve days are cumulative. Sick leave days shall be prorated for less than full-time staff.

Full salary shall be paid for absence due to illness until the current and accumulated sick leave is expended. When regular sick leave is exhausted, the Board of Education will consider individual cases, written requests for the following additional benefits. Should an illness carry over to the following school year, and the accumulated sick leave days had been fully expended the previous school year, after the use of the current sick leave day's full salary shall be deducted.

An illness of seven (7) consecutive working days or more requires a doctor's approval before the staff member returns to work.

- E. **Unused Sick Leave Days:** The Board shall pay a retiring Office Staff member partial payment for unused sick leave days. The payment shall be in a lump sum payable on retirement or the January 15th following retirement, at the retiring employee's option. Such pay for unused sick leave days shall be determined by the following criteria:
1. To qualify, an employee must have worked in the Park Ridge Schools for at least ten years, half-time or more. Time served as an aide counts.
 2. A school office employee must have accumulated a minimum of thirty (30) days to qualify.
 3. Payment will be made to a maximum of 180 days.
 4. Payment for unused accumulated days will be \$25 per day.
- F. **Work Day:** The work week for all full time office staff employees shall consist of thirty five hours per week/seven hours per day exclusive of lunch hour. During the summer months of July and August, the workweek shall be 32 ½ hours as past practice.
- G. **Personal Leave:** Personal leaves for office staff may be granted upon recommendation of the appropriate administrative office and approval of the Superintendent or Board Secretary, where applicable. Salary deductions will be made at a prorated daily rate.
- H. **Vacations:** Paid summer vacation periods for office staff members shall be as follows:
1. Twelve month employees with less than one year of service shall be entitled to one day of vacation per month of employment up to ten days. This vacation is to be taken during the immediately following July or August.
 2. Twelve month employees with one to four years of service shall be entitled to two weeks vacation; five to nine years service, three weeks vacation; ten or more years of service, four weeks vacation.
 3. Ten-month employees shall receive no summer vacation pay or time.

Staff members may take part of their vacation during the school year upon approval of their Supervisor and the Superintendent.

- I. **Commitments and Transactions:** Up to two days absence with pay will be allowed annually by the Superintendent for Legal, Family, Educational, and/or Real Estate purposes. A statement that the reason fits within these categories is all that is required. Absence for other reasons may also be allowed. Commitment and transactions should be approved in advance by the Superintendent, when possible. Emergency absences should be certified in writing to the Superintendent.
- J. **Tuition Reimbursement:** An office staff employee who voluntarily takes professional courses which will contribute to his professional development must have prior approval of the Superintendent and reimbursed under the following conditions.
1. To be eligible for reimbursement, the staff employee must furnish an explanation of how the course will contribute to his professional improvement in the Park Ridge School System.
 2. The maximum reimbursement for tuition, registration fees shall be \$500. Courses will be charged to the school year in which they are completed.
 3. In school year and summer courses are included.
 4. Written participation/passing of course must be presented to the Superintendent to qualify for reimbursement.
- K. **Evaluation Procedures:** Office staff employees shall be evaluated in accordance with the Office Staff Evaluation Form by division heads and Principals.

The employee shall be given a copy of the evaluation prior to a conference with the immediate supervisor/evaluator. All copies of evaluations shall be signed by both employee and evaluator at the time of the conference.

The employee reserves the right to respond in writing and said will be attached to this evaluation.

PARK RIDGE SECRETARIAL GUIDES

SALARY GUIDE EXPLANATION FOR OFFICE STAFF

Group I: These secretaries are to work 193 days. These days are to start five days prior to the official opening of school and run through June 30th.

Salary Guide Explanation for Office Staff

- Group I – Less than full time secretary in school offices and/or media centers working 6 hrs/day
- Group II – school secretary, secretary to the principal, secretary to the vice principal, secretary to guidance department, secretary to special services.
- Group III - payroll, accounts payable, non-confidential secretary to the superintendent, attendance secretary.

PARK RIDGE PUBLIC SCHOOLS

OFFICE STAFF SALARY GUIDES

A-5 Salaries

5.5%

2005-2006 Office Staff

Step	Group I *	Group II	Group III
A	\$16,723		
B	\$17,441 pro-rated \$14,999		
C	\$18,191		
1	\$18,975 pro-rated \$16,319	\$30,674	\$31,908
2	\$20,380 pro-rated \$17,527	\$31,888	\$33,135
3	\$21,263 pro-rated \$18,286	\$33,135	\$34,662
4	\$22,185	\$34,662	\$35,973
5	\$23,585	\$35,973	\$37,324
6	\$24,499 pro-rated \$21,069	\$37,324	\$39,208

Note * - Actual Salary to be pro-rated for a .86 work day.

** Steps A, B, C will sunset after current staff moves off of these steps

APPENDIX B
B-1 TEACHING HOURS AND TEACHING LOAD

- A.**
1. 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" roster.
 2. The arrival and departure times for all teachers shall be designated by the individual schools; however, their total in-school work day shall consist of not more than seven (7) consecutive hours and zero (0) minutes beginning with designated sign-in time or the start of an assigned duty and ending with sign-out as prescribed by the Administration which shall include a duty-free lunch period.
 3. The time limitation herein above set forth shall not be deemed to relieve the teachers of their responsibilities in assisting students when such help is requested or required; of parent or teacher initiated conferences about pupil progress; of assumption of detention duties and of similar professional responsibilities.
 4.
 - a. Any teacher who is required to work beyond the established school days in any regular school year as defined in the school calendar shall be compensated at an additional 1/180 of current contractual salary for each day, or any part thereof for such work.
 - b. Teachers shall be required to perform one chaperoning duty per school year without compensation. Any additional chaperoning assignment shall be voluntary and shall be compensated at \$25 per assignment on school days and \$35 for Saturdays, Sundays, holidays and other non-school days including the evenings of these days.
- B.**
1. The normal daily teaching load in the junior and senior high school shall consist of five teaching periods, two preparation periods, and a duty period; except that Physical Education and Related Arts teachers may teach more than five periods, but not more than six. Where a teacher is asked to teach more than five periods and agrees to do so, said teacher shall be relieved of the performance of a duty period by virtue of the additional teaching assignment. The total of eight enumerated periods and lunch period shall run consecutively.

Teaching Salary Guide: High School Basic Skills Instruction – 6th period/no duty period: based on agreed percentages each year. For **2005-06** the guide will increase **4.75%** based on the 2004-05 Schedule E New Positions = **\$4989.00**.

Elementary Schools Morning Supervision.

One teacher at each elementary school shall supervise students who arrive prior to the opening of school. The teacher on duty shall report for this duty fifteen (15) minutes prior to the official starting time for teachers. The assignment of the duty shall be as follows:

1. Administration shall issue a memorandum seeking volunteers for this duty.
 2. Should there be no volunteer(s), the building principal shall assign all members of the staff on an equitable rotation basis at the beginning of the school year. In no event shall a staff member be assigned for more than five consecutive school days if there are not volunteers.
 3. A stipend for said duty shall be paid in the amount of \$50.00 per five-day period of supervision. Any teacher who may be needed to substitute shall be compensated at \$10.00 per supervision.
2. The normal weekly teaching load in the elementary schools shall not exceed twenty-five (25) hours of pupil instruction per week.
 3. While desirable that secondary teachers should not teach more than two subject areas nor have more than three preparations both parties understand that this is not always possible. Administration shall have the right to assign additional preparations when in its judgment the additional preparations are necessary to maintain an appropriate program.
 4. While desirable that secondary school teachers should not be required to change subject area teaching stations more than two (2) times during the school day, both parties understand that this is not always possible. The Administration shall continue to use all resources necessary to make this possible.
 5. The day before Thanksgiving shall be an early dismissal day.
- C. 1. The normal procedure to be used for class coverage when necessary is as follows in the order of preference:
- a. Obtain substitute to cover teacher absences.
 - b. Use of a staff member normally assigned to supervisory duties such as library supervision, study hall supervision, cafeteria supervision or supplemental instruction.
 - c. Combining classes within departments when size and program permits.
 - d. Assignment of a staff member with the resultant loss of a preparation period at a remuneration of \$17 (non-emergency situations only). Preference would be given to staff members who have expressed their willingness to cover said periods from a list to be compiled at the beginning of each semester, but the administration retains the prerogative to assign class coverage to staff members not on the preference list due to particular needs of the class.

- f. Emergency situations will not include the case where the absence of the teacher is known one or more days ahead of time.

- 2. No remuneration will be required for assignment to four emergency substitution duty periods. However, in the event that a teacher is asked to provide emergency coverage for more than four periods in a year, using periods other than a duty or regular class period, the teacher will be remunerated at the rate of \$15 for each additional period assigned.

Emergency assignments are to be distributed as equitably as possible among all available teachers.

- D. Teachers may leave the building without requesting permission during their scheduled duty free lunch period.

- E. 1.
 - a. Elementary Staff – Elementary school meetings shall be held on no more than three (3) days each month. Meetings are to begin 10 minutes after the student dismissal time if all participants are in the same building. Meetings shall begin 20 minutes after the student dismissal time if participants must travel to a different building. In no event shall any meeting continue beyond 4:30 p.m.
 - b. High School Staff – High school teachers shall be available for after school meetings for no more than three (3) days each month. Such meetings shall begin no later than 10 minutes after the student dismissal time and shall run for no more than 50 minutes.
 - c. All staff – If additional time is needed, students shall be dismissed early. This does not preclude the possibility of meetings being scheduled before the opening of the school day if it is mutually agreed upon by the principal and faculty. If said meetings are held before the school day, the time shall be deducted from the 200 total monthly minutes.
 - d. One day each month shall be reserved for PREA meetings.
 - e. Monthly administrative meeting dates for the school year shall be scheduled on the calendar at the start of the school year and distributed to teachers in September.
 - f. Any faculty member may submit items to be considered for inclusion in the agenda.

- F. 1. Classroom teachers shall, in addition to their lunch period, have preparation time during which they shall not be assigned to any other duties as follows at least:

- a. Elementary School – five (5) periods per week
- b. Secondary School – two (2) period per day

2. The desired teaching load for High School Laboratory Science teachers shall consist of up to 26 periods per week. The remaining time shall be allocated as follows: lunch – 5 periods per week, preparation – 10 periods per week and remainder allocated to duties/supervisions.
- G. Administrators shall have the authority to make exceptions to items, A, B, C, D, E and F in emergency situations.
- H. Teachers participating in extra-curricular activities listed in Schedule E shall be compensated for such participation as defined in said schedule. Compensation includes supervision of functions related to the responsibility except where special provision is made in Schedule E, such as for Class Advisors.

B-2 CLASS SIZE

Every attempt within physical limitations will be made to equalize class and teacher loads in the Park Ridge School System.

B-3 SPECIALISTS

As has been practice, the Board will continue to strive to adequately staff our schools with specialists.

This article falls within the realm of the discussions of the Teacher-Administration Liaison Committee. Due consideration will be given to their suggestions.

B-4 NON-TEACHING DUTIES

- A. The Board and Association acknowledge that a teacher's primary responsibility is to teach and that his energies should to the extent possible, be utilized to this end. Therefore, they agree as follows:
 1. Elementary:
It will continue to be the policy of the Board of Education to employ lunchroom aides. In an emergency situation, teachers assigned shall be compensated at the rate established for luncheon supervision.

- 2006 SALARIES
- A. The salaries of all teachers covered by this agreement are set forth in Schedule A which is attached hereto and made a part hereof.

The Board of Education may withhold, for inefficiency or other good cause, the employment increment, including longevity, or the adjustment increment, or both, of any member in any year by a recorded roll call majority vote of the full membership 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 member concerned. The member may appeal 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. (18A:29-14)

An increment shall be granted, unless withheld for the reasons above, if the teacher has been present fulfilling his assignment for half or more of the days school is in session. If a teacher is absent more than half of the days school is in session, the increment shall not be granted.

- B. Those salaries and payments which are beyond those prescribed in Section A of this Article are set forth in Schedule E which is attached hereto and made a part hereof.

C. Unused Sick Leave Pay for Retiring Teachers

The Board shall pay a resigning/retiring teacher the sum of \$200 per day for unused sick leave days for up to a maximum of 200 days. Payment shall be in two equal installments. The teacher must have a minimum of fifty (50) accumulated sick days to be eligible for this benefit. At the teacher's option, the teacher may elect to receive the first installment of one-half of the payment on July 15, 2006 and the second installment on July 15, 2007 or receive the first installment on July 15, 2007 and receive the second installment on January 15, 2008

This section shall be in full force and effect for the duration of the contract, which expires on June 30, 2006. In order for teachers to qualify for these payments, notification of resignation/retirement on or before June 30, 2006 must be submitted to the Board of Education on or before December 1, 2005. Any teacher notifying the Board of their intent to retire between December 1, 2005 and June 30, 2006 will receive one payment for the unused sick days on either July 15, 2008 or January 25, 2009 based on the option selected by the teacher. This section shall expire on June 30, 2006.

"Retiring employee" shall be defined as a teacher who, upon cessation of employment, applies for and receives a retirement allowance from the Teachers' Pension and Annuity Fund. Teachers who leave Park Ridge without formally retiring, including those who vest their previous contributions, shall not be eligible. The Board will consider individual cases which may not specifically be covered by the above definition but meet the general criteria of retirement as defined above.

(Note: Appendix B-8 paragraph B relative to accumulated sick leave available from this benefit in the case of extended sick leave days.)

- D. All salaries and stipends will be rounded to the nearest dollar. \$.50 or more will be the next highest whole dollar; \$.49 or less will be dropped.

2005-2006

Park Ridge Teacher's Guide

B-5 SALARIES Schedule A
4.75%

Step	BA	BA+30	MA	MA+30
1-2	42,473	43,469	44,868	48,084
3	42,773	43,769	45,168	48,384
4	43,073	44,069	45,468	48,684
5	44,273	45,269	46,668	49,936
6	45,473	46,470	47,868	51,283
7	46,473	47,469	48,868	52,778
8	47,114	48,221	49,717	54,357
9	47,822	49,019	50,764	56,029
10	48,563	50,439	52,408	57,814
11	50,264	52,203	54,264	59,690
12	52,379	54,123	56,203	61,536
13	54,684	56,139	58,276	63,736
14	57,300	58,233	60,240	65,756
15	59,926	60,604	62,459	68,085
16	62,601	63,244	64,962	70,642
17	65,342	65,749	67,218	72,939
18	67,542	70,196	71,459	77,283
19	68,742	72,196	76,222	81,608
20	70,542	74,396	79,117	84,612
21	71,778	75,786	81,013	86,615
22	73,082	77,167	82,495	88,204

SCHEDULE E

A. **CO-CURRICULAR**

This guide will be determined based on an agreed upon percentage each year. The guide will increase by an across the board percentage. For the **2005-06** school year the guide will increase 4.75% based on the **2004-05** Schedule E salaries.

1. **COACHES 2005-2006**

	Step I	Step II	Step III Two or more yrs. experience
Director of Athletics	11,191	11,377	11,559
Football, Head	7,157	7,341	7,523
Assistant	4,587	4,771	4,954
Basketball			
Head	6,236	6,421	6,604
HS Boys' Ass't (2)	4,128	4,312	4,495
HS Girls' Ass't (1)	"	"	"
Jr. High (2) each	3,303	3,486	3,668
Wrestling – Head	6,236	6,421	6,604
Track Coord/Head Spring	7,800	7,982	8,165
Winter Track	3,118	3,304	3,486
Track Assistants - Spring			
H.S. (4)	3,944	4,127	4,312
J.H.S. (2)	3,026	3,211	3,395
Track Assistants – Winter	2,184	2,314	2,440
Baseball, Softball (H.S.)			
Head	5,689	5,872	6,056
Ass't (HS 2 each) (MS 1)	3,944	4,127	4,312
Bowling, Head	3,118	3,304	3,486
Assistant	2,184	2,314	2,440
Soccer, Head	5,046	5,230	5,412
Ass't (1 Boys, 1 Girls)	3,486	3,668	3,854
Jr. High(1 Boys 1 Girls)	2,776	2,959	3,141
Volleyball, Head	5,046	5,230	5,412
Assistant	3,486	3,668	3,854
Freshman	\$367-\$550 (\$62/game after school; \$91/game on Saturday)		
Cross Country	3,945	4,128	4,312
Tennis (Fall & Spring)	4,127	4,312	4,495
Ass't	2,566	2,753	2,936
Cheerleading			
Head (Fall)	2,019	2,110	2,201
Head (Winter)	3,026	3,118	3,211
Assistant (Fall)	1,376	1,468	1,560
Assistant (Winter)	2,110	2,201	2,294
Golf	3,118	3,304	3,486

- experience step.
- b. The Board of Education, on the recommendation of the Superintendent, will determine placement on the guide of coaches with prior experience elsewhere.
 - c. Coaches named as coach in a different sport, but remaining at the same or a lower level of responsibility (i.e. Assistant), will drop back one experience step. Assistant coaches named as head coaches in a different sport in which he has not previously coached, will be placed on Step I.
 - d. The Board of Education, on the recommendation of the Superintendent, will determine placement in individual cases where the normal conditions above do not apply.

2. NON-COACHING ASSIGNMENTS 2005-2006

*Advanced Placement		\$45 /hour (per group) X 33 weeks
Art Advisors	Student Publications: Junior & Senior High Literary Magazines And "Owl"	1,009
Art Club Honor Society Advisor		733
Brain Busters		733
Camp Bernie Coordinator		984
Chaperoning (overnight - per night)		96
Chess Club		733
Choir, Women's		1,651
Class Advisors	Senior, Junior Sophomore Freshman Middle School	2,294 each 1,099 551 551
Computer Club Advisors	Junior & Senior High	733
Costumes / Props		647
Culture Club Advisor (Environmental)		733
District Test / Guidance Leader		6,237
Dramatics Directors High School (2)		2,294 each
Director (Jr. High)		1,193
Elementary Band Director		945
ESL Coordinator		1,684
Extended School Year Instructor (15hrs/44 per hr.)		660
Future Problem Solving Team		2,753
Gifted & Talented		5,503

* Pensionable

* Independent Study

A.	In Class Session	\$32/hr (pro-rated-.72 hrs X average no. of wks 16.5, 25, or 33)
B.	After School, Prep Period, Lunch	\$41/hr (pro-rated-.72 hrs X average no. of wks 16.5, 25, or 33)
	Instrumental - HS State/Regional Competitions	\$29/hr - \$1649 cap
	Interact Club Advisor	1,468
Intramurals	Elementary 2 (50 hrs/school yr)	917 each
	High School (75 hrs/school yr)	1,376
	Exceeding 50 hrs./pro-rate other 50)	917 each
	Lighting Technician	3,156
	Literary Magazine Advisors	
	Senior High	1,835
	Junior High	1,651
	Madrigals	1,651
Marching Band	Director	5,229
	Ass't Director	2,567
	Band Front	1,558
	Math Team Advisor	733
	Math Club - Jr. High	733
Mini-Pop	Director	2,294
	Ass't. Director	1,193
Miss Park Ridge	Director of Music	733
	Choreographer	733
Musical	Director (2)	2,294 each
	Assistant (Music)	1,193
	Choreographer	1,193
	National Honor Society	1,468

Pensionable

OWL Advisor		2,753
PEER Advisors	High School (2) Middle School (2)	2,294 each 1,887each
Photography Club		1,651
Popcert	Director Ass't. Director	733 551
PRE Advisor		1,468
Quiz Bowl		733
ReAct (Middle School Service Club)		1,468
Renaissance Coordinator		733
SADD/Drug Task Force/Activity		3,669
Safety Patrol Advisors (2)		1,099 each
Science	Ecology Physics Biology Geology Chemistry	733 each
School-To-Work		3,940
Set Construction/Design		1,296
Sound Technician		3,239
Staff Workshop Instructor (15 hr. class / \$58/hour		870
Student Council Advisor	High School Junior High	2,018 1,835
Summer Band Camp	Director Ass't. Director Drill Writer Band Front/Color Guard	2,517 1,265 3,239 648
Vocal – HS Regional/State Competitions		\$29/hr - \$1649 cap
Yearbook	Literary - High School Business - High School Junior High School	3,119 1,835 917

The Superintendent will recommend in conjunction with PREA any new positions or clubs as needed and will recommend to the Board of Education a suitable level of compensation.

Class Advisors: Are expected to chaperone additional class activities beyond the normal chaperoning requirements without compensation as provided in Appendix B-1, Section A, paragraph 4b according to the following schedule: Senior Class Advisor - 2; Junior Class Advisor - 2; Sophomore Class Advisor - 1; Freshman Class Advisor - 1.

DEPARTMENT SUPERVISORS, CHAIRPERSONS, COORDINATORS AND DIRECTORS

1. Department Supervisors and Department Chairpersons shall receive additional remuneration above basic salary by the following percentages based on size of department, experience, educational level, and amount of responsibility.

- a. Teachers in Department:

2005-2006	4.75%		
	<u>0 - 7</u>	<u>8 - 10</u>	<u>11 or more</u>
Dept. Chair.	5,659	6,130	6,603
Supervisor	7,075	7,545	8,018

- b. Department Chairperson who has total K-12 responsibility English, Social Studies, Fine Arts, Science, Mathematics, Physical Education and Reading Supervision shall receive an additional \$800.
 - c. Department chairpersons having responsibilities for additional departments shall receive an additional \$1,500 for each additional department.
 - d. For the **2005-2006** school year the stipend will increase 4.75% based on the **2004-2005** stipend.

B-6 TEACHER FACILITIES

- A. Every effort shall be made to provide the following:
1. With the limitation of the classroom, such space as may be available for teachers to store instructional materials and supplies;
 2. A teacher work area containing equipment and supplies to aid in the preparation of instructional materials;
 3. Within the limitations of existing facilities an appropriately furnished room which shall be reserved for the exclusive use of staff as a faculty lounge. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff;
 4. Serviceable desks, chairs and filing cabinets shall be available for the use of teachers;
 5. A communications system permitting teachers to communicate between the classroom and the office;
 6. Properly lighted and clean teacher rest rooms, separate for each sex and separate from the students' rest rooms;
 7. Within the limitations of existing facilities, a separate, private dining area for the exclusive use of staff members;
 8. Suitable space for each teacher to store coats, overshoes, and personal articles;
 9. Copies, exclusively for each teacher's use, of all texts used in each of the courses he is to teach;
 10. Chalkboard space in every classroom;
 11. A suitable dictionary in every classroom;
 12. Required numbers of books, papers, and pencils, which shall be available for distribution with discretion, chalk, erasers, and other suitable materials required in carrying out daily teaching responsibilities;

13. Free off-street parking within the limits of the space available will be provided staff. Diagrams (drawings) of the parking areas available at or in the immediate vicinity of each of the separate schools shall be maintained at the school offices. The assignment of spaces at the high school, other than twenty of those at the upper level, shall be worked out mutually by the high school administration and the Park Ridge Education Association.
- B. The Board shall endeavor within space limitations to furnish appropriate rooms and other facilities for teachers who work in more than one building so as to permit the effective discharge of their responsibilities to their pupils. Wherever physical facilities permit, said teachers shall also have assigned to them a single classroom or office for their use outside of regular teaching hours, with a desk or like facility and a place to store materials and supplies for their personal use.
- C. Upon request of the Association, vending machines shall be installed in the Teachers Lounge and Teachers Lunchroom areas, provided, however, that said machines can be installed without any expense to the Board. Profits from all such machines shall be placed in a student scholarship fund created for that purpose and said fund shall be administered jointly by the Association and the Board acting through the Superintendent.
- D. In order to permit freedom of access both during and after regular school hours, teachers shall be furnished with keys to the Faculty Lounge and teacher work areas. Whenever a teacher desires to make use of school facilities during non-school hours, request for such use shall be made of the school principal who shall then notify the custodians on duty to admit the teacher requesting permission to enter the building and the teacher shall seek admission at the location designated by the principal. It is understood that access to school buildings by teachers after school hours shall only be permitted when custodial help is available in the building.
- E. The Board agrees that it shall provide gym uniforms to physical education teachers; smocks for art and home economics teachers; shop coats for industrial arts teachers and laboratory coats for laboratory/science teachers. The total cost of this program is not to exceed \$500. in any one school year. The uniforms shall be the property of the Board of Education and are to be returned if the teachers so mentioned leave the employ of the Park Ridge School System.

B-7 TEACHER-ADMINISTRATION LIAISON

- A. The Association shall select a liaison committee for each school building to meet with the school principal at least three times during the school year, said committee shall consist of not more than one (1) member for every ten (10) teachers in the school building, but shall in no event have less than three (3) members. Major make-up of the committee shall consist of members of the teaching unit of said building. Matters to be discussed shall be related to school problems and practices.
- B. Meetings shall occur at least twice during the school year between the Association representatives and the Superintendent and his staff to review and discuss current school problems and practices and the administration of this Agreement. The Association committee shall consist of no more than six (6) representatives.
- C. Insurance Containment: PREA, in conjunction with the Administration and the Board, shall select a committee to review the current Health Benefits Plan and develop a means of cost containment of the spiraling costs.

B-8 SICK LEAVE AND COMMITMENTS & TRANSACTIONS

- A. All professional employees shall be entitled to ten (10) sick days each school year as of the first official day of said school year, including part-time workers that work 5 days a week. Sick leave both per year and accumulated, shall be prorated to part-time staff that work less than 5 days a week.
- B. Full salary shall be paid for absence due to illness until the current and accumulated sick leave is expended. When regular sick leave is exhausted, the Board of Education will consider in individual cases, written requests for the following additional benefits: payment of the difference between the contract salary and the actual substitute's pay for the duration of the school year in which the accumulated sick leave is expended; except that for teachers with four years or more experience in Park Ridge, regular substitute's pay would be deducted. Should a substitute not be required, the amount deducted would be the regular substitute's pay. Should an illness carry over to the following school year, and the accumulated sick leave had been fully expended the previous school year, after the use of the current sick leave full salary shall be deducted.

Should extended sick leave be granted, the total days of such extended leave shall be deducted from accumulated sick leave applicable to determining payment for unused sick leave under Appendix B-5, paragraph D of this contract. Should such deduction reduce the total accumulative sick leave days below fifty (50), the teacher would become ineligible for partial payment of unused sick leave except that the minimum of fifty (50) days will be adjusted for less than full-time staff. This provision is effective July 1, 1987, and any extended sick leave granted prior to that date shall not be deducted from accumulated sick leave applicable to Appendix B-5, paragraph D.

- C. An illness of seven (7) consecutive working days or more requires a doctor's approval before the teacher returns to work.
- D. Commitments and Transactions – Up to two days of absence with pay will be allowed annually by the Superintendent for legal, family, educational, and/or real estate purposes. A statement that the reason fits within these categories is all that is required. Absence for other reasons may also be allowed. When possible, commitments and transactions should be approved in advance by the Superintendent. Emergency absences should be certified in writing to the Superintendent.

A. **Health Benefits**

Employees of the Park Ridge School District who are employed twenty-three (23) hours or more per week effective July 1, 1999 shall be entitled to participate in the Health Benefit Insurance Plan or a plan which is equal to or better than the Health Benefit Insurance Plan as agreed upon in writing by the Board and Park Ridge Education Association. Any employee who was employed in the district 20 hours or more per week before July 1, 1999, shall continue to receive health benefits notwithstanding anything in this Agreement to the contrary.

1. The cost of employee (and dependent) coverage will be borne by the Board of Education.
 - A. As of 1997-98 new hires will be entitled to single DPP coverage only. They will be eligible for traditional dependent coverage on their first day of tenure.
2. The Board and the Association will establish a qualified cafeteria plan within the meaning of Section 125 of the Internal Revenue Code of 1986.
3. The Board shall request from the carrier for distribution to new members of the unit, and others on request, a description of the health-care insurance coverage provided under this Article no later than the beginning of each school year, which shall include a description of conditions and limits of coverage as defined in the master policies and contracts mentioned above.
4. Health Insurance Benefit deductible shall increase from \$100 to \$200/year for single coverage and \$200 to \$400/year for family coverage. For non-traditional coverage the deductible increases apply to out-of-network visits only.

B. **Dental**

Teachers who are employed twenty-three (23) hours or more per week shall be entitled to participate in a dental insurance plan as provided by the NJ Dental Service, or its equivalent, as agreed upon by the Board and Park Ridge Education Association. The cost of teacher (and dependent) coverage will be borne by the Board of Education. Any employee who was employed in the district for 20 hours or more per week before July 1, 1999 shall continue to receive health benefits notwithstanding anything in the Agreement to the contrary.

The maximum yearly benefit shall be \$1,500 per employee and \$1,500 per each dependent enrolled in the plan.

C. **Optical Plan**

There will be an Optical Plan offered to employees, as well as dependents. Any employee who was employed in the district for 20 hours or more per week before July 1, 1999 shall continue to receive health benefits notwithstanding anything in the Agreement to the contrary. The cost of teacher (and dependent) coverage will be borne by the Board of Education.

- D. The Board shall assume the cost of the State Health Benefit Insurance Plan for a retiring employee and dependent(s), provided that the employee shall have had twenty-five (25) years credit in a State or locally administered retirement system or for an employee who retires on a disability pension based on fewer years of service credited in such retirement systems. This provision shall not include employees who elect deferred retirement. The benefit shall be provided to survivors of a deceased employee provided he was covered as a dependent under the Health Benefits Program

aspects of this benefit are to be consistent with present State law and subject to change should the law be modified during the life of this contract.

B-10 PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A professional employee voluntarily taking professional courses which have had the prior approval of the Superintendent shall be reimbursed under the following conditions:

- A. To be eligible for reimbursement, the teacher must finish an explanation of how the course will contribute to his professional role in the improvement of the Park Ridge School system.
- B. The maximum yearly reimbursement for tuition, registration and laboratory fees only, shall be capped at \$700 for the duration of this contract. Courses will be charged to the school year in which they are completed. Part time professional employees will be reimbursed on a pro-rated basis. For example, a teacher employed on a half-time basis will be reimbursed one-half of \$700 or \$350.
- C. In-school year and summer courses are included.
- D. Written evidence of earned credit at appropriate degree level, presented to the Superintendent. Marks of "B" or better, or their equivalent, must be earned to qualify for reimbursement, except that two grades of "C" (total of six credits) per each 30 credits or degree program may be earned provided that a corresponding grade of "a" must be earned to balance each "C". Pass (P) will be accepted if marks are given only on a Pass (P), Fail (F) basis.
- E. Tenured teachers will receive reimbursement within 60 days of presenting written evidence of successful completion of course and payment of tuition, registration and laboratory fees. Non-tenured teachers will receive reimbursement during October for the previous school year (July 1 to June 30) after presenting written evidence of successful completion of course and payment of tuition, registration and laboratory fees. Beginning teachers may not receive reimbursement for courses taken prior to September 1 of their first year of employment. Teachers are not eligible for reimbursement for courses taken to meet minimum teacher certification. Should a teacher's employment be discontinued, all monies not previously received become uncollectible. However, a tenured teacher who is not re-employed due to a reduction-in-force shall be entitled to full reimbursement under this Article.
- F. Peer to Peer Review – Teachers will be responsible for obtaining and setting up videotaping equipment utilizing appropriate school personnel and videotaping one complete class lesson/year. Teachers will be responsible to coordinate the collaborative review/critique/evaluation of the class lesson with two other teachers in their department or within their level and shall participate in the collaborative review/critique/evaluation of two other teachers. Both of the above activities will be completed annually by the end of May. Each teacher shall retain the tape for the term of this agreement as a form of individual portfolio assessment.

B-11 SCHOOL CALENDAR

In developing the school calendar for the following year, PREA will be given the opportunity to present its suggestions. The Board of Education retains unto itself the right and responsibility to make the final determination on the school calendar.

DURATION OF THIS AGREEMENT

This Agreement shall be effective as of July 1, 2005 and shall continue until June 30, 2006.

IN WITNESS WHEREOF, the Park Ridge Board of Education has hereto caused its corporate seal to be affixed hereunto and this agreement to be executed by its proper corporate officers; and the Park Ridge Education Association has hereunto set its hand and seal, this:

_____ day of _____, 2005.

Attest: PARK RIDGE BOARD OF EDUCATION

_____ By: Barbara von Bradsky
Barbara von Bradsky, President

Attest: PARK RIDGE EDUCATION ASSOCIATION

Syrene Collins By: Kevin O'Neill
Kevin O'Neill, PREA President