

4-0241
15-26

THIS BOOK DOES
NOT CIRCULATE

TABLE OF CONTENTS

Article

I	Recognition
II	Negotiation Procedure
III	Grievance Procedure
IV	Teacher Rights
V	Association Rights and Privileges
VI	School Calendar
VII	Teaching Hours and Teaching Load
VIII	Non-Teaching Duties
IX	Teacher Employment
X	Salaries
XI	Teacher Assignment
XII	Transfers, Re-Assignments, and Extra-Curricular Positions
XIII	Teacher Evaluation
XIV	Teacher Facilities
XV	Superintendent's Advisory Instructional Council
XVI	Leaves of Absence
XVII	Sabbatical Leaves
XVIII	Insurance Protection
XX	Deductions from Salary
XXI	Miscellaneous Provisions
XXII	Duration of Agreement

Schedules

A	Teacher Salary Guide for 1970-71
B	Salary Guide Policy
C	Length of School Day
D	Policy - Teaching and Extra-Curricular Positions
E	Extra-Curricular Compensation
F	Supervisory Reports on Teachers
G	Deduction from Salaries

ARTICLE I

RECOGNITION

1. Pursuant to Chapter 303, Public Laws of 1968, the Board of
2. Education of the Borough of Point Pleasant Beach hereby recognizes
3. the Point Pleasant Beach Teachers' Association as the majority
4. representative for collective negotiations concerning terms and
5. conditions of employment for the school year 1970-71, beginning
6. July 1, 1970 and ending June 30, 1971 for the following classes
7. of employees of the district:
8. A. All teaching personnel under contract, including librarians,
9. guidance counselors, learning disabilities specialist, coaches,
10. extra-curricular personnel, department heads, nursing personnel,
11. and personnel on maternity leave, and including hourly or part-time
12. Chapter 46 and Title I teachers, but excluding:
 13. 1. Superintendent , principals, vice principals, guidance
 14. director, certified supervisors, office, clerical,
 15. custodial, maintenance, cafeteria employees, teacher aides,
 16. psychologist and social worker.
 17. 2. Per diem, part-time, and hourly employees other than
 18. employees in A above.
19. B. Any new classes of employees to be included for recognition
20. are to be mutually discussed and agreed upon.
21. C. Unless otherwise indicated, the term "teachers" when used
22. hereinafter in this Agreement shall refer to all professional
23. employees in the negotiating unit as above defined, and ref-
24. erence to male teachers shall include female teachers.

NEGOTIATION PROCEDURE

1. A. The parties agree to enter into collective negotiations over a suc-
2. cessor Agreement in accordance with Chapter 303, Public Laws 1968 in a
3. good-faith effort to reach agreement on all matters concerning the terms
4. and conditions of teachers' employment. Such negotiations shall begin no
5. later than October 1 of the calendar year preceding the calendar year in
6. which this Agreement expires and shall operate under the ground rules
7. established by the negotiating parties as the first order of business, or
8. as those rules are modified through mutual agreement. It is recom-
9. mended that at the first meeting both parties present their requests for
10. changes in the Agreement and that by the end of the second meeting both
11. parties will have mutually exchanged all requests for changes, unless
12. some later date is mutually agreed upon. Any Agreement so negotiated
13. shall apply to all teachers, be reduced to writing, be signed by the Board
14. and the Association, and be adopted by the Board.

15. B. During negotiations, the Board and the Association shall present
16. relevant data, exchange points of view and make proposals and counter-
17. proposals. The Board shall make available to the Association for inspec-
18. tion all records in the public domain of the Point Pleasant Beach School
19. District, together with computations of the costs of proposals and counter-
20. proposals submitted by either the Board or the Association.

21. C. Neither party in any negotiations shall have any control over the
22. selection of the negotiating representatives of the other party. The parties
23. mutually pledge that their representatives shall be clothed with all neces-
24. sary power and authority to make proposals, and make counter-proposals
25. in the course of negotiations.

Negotiation Procedure

1. D. Except as this Agreement shall hereinafter otherwise provide,
2. all terms and conditions of employment applicable on the effective date
3. of this Agreement to employees covered by this Agreement as estab-
4. lished by the rules, regulations and/or policies of the Board that are in
5. force on said date and have been submitted to the Association, in writing,
6. on or before October 1, shall continue to be so applicable during the
7. term of this Agreement. Unless otherwise provided in this Agreement,
8. nothing contained herein shall be interpreted and/or applied so as to
9. eliminate, reduce nor otherwise detract from any teacher benefit exist-
10. ing prior to its effective date.
11. E. The Board agrees not to negotiate concerning said employees
12. in the negotiating unit as defined in ARTICLE I of this Agreement, with
13. any organization other than the Association for the duration of this
14. Agreement.
15. F. This Agreement incorporated the entire understanding of the
16. parties on all matters which were or could have been the subject of
17. negotiation. During the term of this Agreement neither party shall be
18. required to negotiate with respect to any such matter whether or not
19. covered by this Agreement and whether or not within the knowledge or
20. contemplation of either or both of the parties at the time they negotiated
21. or executed this Agreement.
22. G. Clarification Procedures:
23. 1. Representatives of the Board and the Association's negotiating com-
24. mittee shall meet at the request of either party for the purpose of clarify-

Negotiation Procedure

1. ing any questions that may arise concerning the administration of the
2. Agreement. These meetings are not intended to bypass the grievance
3. procedure.
4. 2. Each party shall submit to the other, at least three (3) days prior to
5. such a meeting, an agenda covering matters they wish to discuss.
6. 3. These meetings between the parties shall be scheduled, whenever
7. possible, to take place when the teachers involved are free from as-
8. signed instructional responsibilities, unless otherwise agreed.
9. 4. Should a mutually acceptable amendment to this Agreement be ne-
10. gotiated by the parties, it shall be reduced to writing, be signed by the
11. Board and the Association, and be adopted by the Board.

ARTICLE III

GRIEVANCE PROCEDURE1. A. Definitions

2. The term "grievance" means a complaint by any employee that, as to
3. him, there has been an inequitable, improper, or unjust application, inter-
4. pretation, or violation of a policy, agreement, or administrative decision
5. affecting said employee.

6. The term "grievance" and the procedure relative thereto, shall not be
7. deemed applicable in the following instances:

8. (1) The failure or refusal of the Board to renew a contract
9. of a non-tenure employee, provided evaluation procedures
10. have been followed in accordance with the Board of Educa-
11. tion policy as stated in Schedule F;

12. (2) In matters prescribed either by law, or by any rule,
13. regulation, or by decision of the State Commissioner of
14. Education or the State Board of Education, or by the
15. courts of the State of New Jersey;

16. (3) In matters involving the sole and unlimited discretion
17. of the Board, except that teachers not satisfied with a
18. decision rendered at Level One, that is, by informal
19. discussion with a principal or immediate supervisor,
20. may proceed with a grievance as far as Level Three,
21. without prejudice.

22. B. Purpose

23. 1. The purpose of this procedure is to secure, at the lowest pos-
24. sible level, equitable solutions to the grievances which may from time to

Grievance Procedure

1. time arise affecting the welfare or terms and conditions of employment
2. of teachers. Both parties agree that these proceedings will be kept as in-
3. formal and confidential as may be appropriate at any level of the pro-
4. cedure.

5. 2. Nothing herein contained shall be construed as limiting the
6. right of any teacher having a grievance to discuss the matter informally
7. with any appropriate member of the administration, and having the
8. grievance adjusted without intervention of the Association, provided
9. the adjustment is not inconsistent with terms of this Agreement and that
10. the Association has been given the opportunity to be present at such ad-
11. justment.

12. C. Procedure

13. 1.
14. (a) Since it is important that grievances be processed as rapidly
15. as possible, the number of days indicated at each level should be con-
16. sidered as a maximum and every effort should be made to expedite the
17. process. The time limits specified may, however, be extended by mutual
18. agreement.

19. (b) A grievance shall be initiated within ten (10) school days fol-
20. lowing the act or condition which is the basis of a complaint.

21. (c) When a teacher learns of an act or condition which is griev-
22. able to him, and when it is impossible to satisfy the ten (10) school day
23. limitation, he shall file the grievance within ten (10) school days of the
time he learned or was informed of such act or condition.

Grievance Procedure

1. (d) A grievance that cannot be processed within the ten (10)
2. school day limit above in 1 (c) because of the close of school or the ex-
3. piration date of the contract may still be processed as any other grievance.
4. If there is no successor agreement in force at this time, the grievance
5. shall be processed under the most recent agreement.

6. If a grievance is in process at the time a successor agreement
7. goes into effect, the balance of the processing for that grievance shall be
8. under the terms in effect at the time the processing was started.

9. 2. Level One

10. A teacher with a grievance shall first discuss it with his
11. principal or immediate superior, either directly or through the Associa-
12. tion's designated representative, with the objective of resolving the matter
13. informally. Decisions rendered at Level One which are unsatisfactory to
14. the teacher and all decisions rendered at subsequent levels of the Grievance
15. Procedure shall be in writing, setting forth the decisions and reasons there-
16. fore, and shall be transmitted promptly to the teacher, the Superintendent,
17. and to the Association.

18. 3. Level Two

19. If the teacher is not satisfied with the disposition of his grievance
20. at Level One, or if no decision has been rendered within five (5) school days
21. after presentation of the grievance, he may file the grievance, in writing,
22. with the Association within five (5) school days after decision at Level
23. One or ten (10) school days after the grievance was presented, whichever
24. is sooner. Within five (5) school days after receiving the written grievance,
25. the Association shall refer it to the Superintendent of Schools.

Grievance Procedure

1. 4. Level Three

2. If the teacher is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within five (5) school days after the grievance was delivered to the Superintendent, he may, within five (5) school days after a decision by the Superintendent or ten (10) school days after the grievance was delivered to the Superintendent, whichever is sooner, request, in writing, that the Association submit his grievance to the Board of Education.

9. 5. Level Four

10. If the Association takes the grievance to the Board of Education, it shall do so within ten (10) days after the Association receives the request from the teacher. There shall be submitted by the appellant copies of written records of appeals and decisions made in Levels One and Two. A copy of these records shall also be furnished to the Superintendent, to the adverse party, and to the Association.

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

Grievance Procedure

1. 7. The Board shall make a determination within fifteen (15) days
2. from the receipt of the grievance and shall, in writing, notify the teacher,
3. his representative if there be one, the principal, and the Superintendent
4. of its determination. This time period may be extended by mutual agreement
5. of the parties.

6. 8. In the event a teacher is dissatisfied with the determination of
7. the Board, he shall have the right to request the Association to submit his
8. grievance to mediation. If the Association determines that the grievance
9. is meritorious, it may, within ten (10) days after such request, submit a re-
10. quest to the Board for mediation.

11. 9. Within ten (10) days after such notice of submission for media-
12. tion, the Board and the Association shall attempt to agree upon a mutually
13. acceptable mediator and shall obtain a commitment from said mediator to
14. serve. If the parties are unable to agree upon a mediator or to obtain such
15. a commitment within the specified period, a request for a list of mediators
16. may be made to the American Arbitration Association by either party. The
17. parties shall then be bound by the rules and procedures of the American
18. Arbitration Association in the selection of a mediator. The mediator shall
19. confer with representatives of the Board and the Association and shall hold
20. meetings promptly.

21. 10. If within fifteen (15) days from the first meeting no settlement
22. has been reached, the mediator shall so report, in writing, to both the
23. Board and the Association.

Grievance Procedure

1. 11. If the appellant and the Association so desire, they may, within
2. fifteen (15) days following the report of the mediators, request binding ar-
3. bitration pursuant to rules and regulations established by the Public Em-
4. ployees Relations Commission under the provisions of Chapter 303, Laws
5. of 1968. Failure to file within said time period shall constitute a bar to
6. such arbitration unless the teacher and the Board shall mutually agree upon
7. a longer time period within which to assert such a demand.

8. 12. The arbitrator so selected shall confer with the representatives
9. of the Board and the Association and hold hearings promptly and shall issue
10. his decisions not later than twenty (20) days from the date of the close of the
11. hearings or, if oral hearings have been waived, then from the date the final
12. statements and proofs on the issues are submitted to him. The arbitrator's
13. decision shall be in writing and shall set forth his findings of fact, reasoning
14. and conclusions on the issues submitted. The arbitrator shall be without
15. power or authority to make any decisions which requires the commission of
16. an act prohibited by law or which is violative of the terms of this Agreement.

17. D. Related Conditions

18. 1. The arbitrator shall have no power to alter, modify, add to, or
19. subtract from the provisions of this Agreement. His authority shall be
20. limited to deciding whether a specific article and section of this Agreement
21. has been violated and shall be subject to, in all cases, the rights, responsi-
22. bilities and authority of the parties under the New Jersey School Law, Title 18A
23. or the Rules and Regulations of the State Board of Education. The arbitrator
24. shall not usurp the functions of the Board of Education or the proper exercise
25. of its judgment and discretion under law and this Agreement.

Grievance Procedure

1. 2. The decision of the arbitrator, if within the scope of his authority
2. as above set forth, shall be final and binding.

3. 3. In the event of mediation and/or arbitration, the costs of such
4. services shall be shared equally by the parties and each of the parties
5. shall bear his own expense in connection therewith.

6. E. Rights of Teachers to Representation

7. 1. Any teacher may be represented at all stages of the grievance
8. procedure by himself, or, at his option, by a representative selected or
9. approved by the Association. When a teacher is not represented by the As-
10. sociation, the Association shall have the right to be present at all stages of
11. the grievance procedure.

12. 2. No reprisals of any kind shall be taken by the Board or by any
13. member of the administration against any teacher, any building representa-
14. tive, any member of the Association, or any other participant in the grievance
15. procedure by reason of such participation.

16. F. Miscellaneous

17. 1. All documents, communications and records dealing with the
18. processing of a grievance shall be filed in a separate grievance file and shall
19. not be kept in the personal file of any of the participants.

20. 2. Forms for filing grievances, serving notices, taking appeals,
21. making reports and recommendations, and other necessary documents shall
22. be prepared jointly by the Superintendent and the Association and given ap-
23. propriate distribution so as to facilitate operation of the grievance procedure.

24. 3. All meetings and hearings under this procedure shall not be con-

Grievance Procedure

1. ducted in public and shall include only such teachers and their designated
2. or selected representatives, heretofore referred to in this Article.

TEACHER RIGHTS

1. A. Pursuant to Chapter 303, Public Laws 1968, the Board here-
2. by agrees that every employee of the Board covered by this Agreement
3. shall have the right freely to organize, join and support the Associa-
4. tion and its affiliates for the purpose of engaging in collective negotia-
5. tions and other concerted activities for mutual aid and protection. As a
6. duly selected body exercising governmental power under color of law of
7. the State of New Jersey, the Board undertakes and agrees that it shall
8. not directly or indirectly discourage or deprive or coerce any teacher
9. in the enjoyment of any rights conferred by Chapter 303, Public Laws of
10. 1968 or other laws of New Jersey or the Constitutions of New Jersey and
11. the United States; that it shall not discriminate against any teacher with
12. respect to hours, wages, or any terms or conditions of employment by
13. reason of his membership or non-membership in the Association and its
14. affiliates, his participation in any activities of the Association and its
15. affiliates, collective negotiations with the Board or his institution of any
16. grievance, complaint or proceeding under this Agreement or otherwise
17. with respect to any terms or conditions of employment.

18. B. Nothing contained herein shall be construed to deny or restrict
19. to any teacher such rights as he may have under New Jersey School
20. Laws or other applicable laws and regulations. The rights granted to
21. teachers hereunder shall be deemed to be in addition to those provided
22. elsewhere.

23. C. No teacher shall be disciplined, reprimanded, reduced in
24. rank or compensation or deprived of any professional advantage

1. without just cause. Any such action asserted by the Board, or any agent
2. or representative thereof, shall be subjected to the grievance procedure
3. herein set forth.

4. D. Whenever any teacher is required to appear before the Board or
5. any committee or member thereof concerning any matter which could ad-
6. versely affect the continuation of that teacher in his office, position or em-
7. ployment or the salary or any increments pertaining thereto, then he shall
8. be given prior written notice of the reasons for such meeting or interview
9. and shall be entitled to have a representative of the Association present
10. to advise him and represent him during such meeting or interview. Any
11. suspension of a teacher pending charges shall be with pay.

12. E. The teacher shall maintain responsibility to determine grades
13. within the grading policy of the Point Pleasant Beach School District
14. based upon his professional judgment of available criteria pertinent to
15. any given subject area or activity to which he is responsible. No grade
16. shall be changed without prior knowledge of the teacher. Notification of
17. the change shall be in writing. The teacher shall return an initialed
18. copy of the proposed change for filing, and any objections shall be made
19. at once in writing.

ARTICLE VASSOCIATION RIGHTS AND PRIVILEGES

1. A. The Board agrees to furnish to the Association, in response to
2. reasonable requests from time to time, all available information in the
3. public domain concerning the financial resources of the district, includ-
4. ing annual financial reports and audits, agendas and minutes of all Board
5. meetings, enrollment projections and employee directory, as well as
6. copies of those records not in the public domain, which may be neces-
7. sary for the Association to process a grievance. If, in processing a
8. grievance, parent or guardian consent is necessary for disclosure of any
9. information on any school records, whether public or no, the Association
10. shall furnish to the Board written consent from each parent or guardian
11. of each student involved for disclosure of information contained in said
12. records.
13. B. Whenever any representative of the Association or any teacher is
14. mutually scheduled by the parties to participate during working hours in
15. negotiations, grievance proceedings, conferences, or meetings, he shall
16. suffer no loss in pay.
17. C. Representatives of the Association, the New Jersey Education
18. Association, and the National Education Association shall be permitted to
19. transact official Association business on school property, provided that
20. this shall not interfere with or interrupt normal school operations.

Association Rights and Privileges

1. D. The Association and its representatives shall be able to use school
2. buildings at all reasonable hours for meetings. The meeting place will be
3. arranged in advance with the building principal.
4. E. The Association shall be able to use equipment within the build-
5. ing, including typewriters, mimeographing machines, or other duplicating
6. equipment, calculating machines, and all types of audio-visual equip-
7. ment, at reasonable times, when such equipment is not otherwise in
8. use. The Association shall pay for the reasonable cost of all materials
9. and supplies incident to such use.
10. F. The Association shall have, in each school building, the
11. exclusive use of a bulletin board in each faculty lounge and teachers'
12. dining room.
13. G. The Association shall have the right to use the inter-school
14. mail facilities and school mail boxes as it deems necessary and without
15. the approval of the building principals or other members of the administra-
16. tion.
17. H. The Board may grant leave with pay to the president of the As-
18. sociation as requested during his term of office.
19. I. The president of the Teachers' Association may act as an
20. ex officio member of any committee in which the Association is repre-
21. sented. While serving as an ex officio member, not a regular member, the
22. president shall not have voting privileges.

ARTICLE VI
SCHOOL CALENDAR

1. Two representatives shall be named by the Association to serve
2. on the Superintendent's Advisory Calendar Committee. As members of
3. the Calendar Committee, these representatives shall participate in the
4. deliberations of the Committee, present the suggestions of the Associa-
5. tion on calendar items, and assist in drafting the calendar to be pre-
6. sented to the Board for consideration.

7. The Association may also appoint a lay person to the committee.

8. In addition, the Board will appoint a Board member, principals,
9. the superintendent, and two lay persons to this committee.

10. The 1970-71 school year shall consist of 183 pupil days plus five
11. teacher professional days. Professional days shall consist of one day
12. prior to the opening of school, two days at NJEA convention time, and
13. two days to be spaced through the school year as determined by the Board
14. of Education upon recommendation from the Calendar Committee. Plans
15. for professional days shall be given to the teachers involved at least five
16. days prior to professional days. Teachers shall have the opportunity to
17. suggest items for any agenda and for small group or individual activities.

18. The Calendar Committee shall report its suggestions by March 15,
19. or as soon thereafter as the negotiating parties have agreed to the length
20. of the working year.

ARTICLE VIITEACHING HOURS AND TEACHING LOAD

1. A. 1. Teachers shall indicate their presence for duty by placing
2. their initials in the appropriate columns of the faculty "sign-in"
3. roster.
4. 2. The arrival and departure times for all teachers shall be
5. designated in Schedule C. On Fridays or on days preceding holidays or
6. vacations, the teachers' day shall end 15 minutes after the close of
7. the pupils' day.
8. B. 1. The weekly teaching load in the high school shall be the
9. equivalent of thirty (30) teaching periods. Assignment to a super-
10. vised study period shall be considered a teaching period for the
11. purpose of this Article.
12. 2. The weekly teaching load in the elementary schools shall
13. not exceed 25 hours of assigned pupil contact.
14. 3. Assignments shall be made at the discretion of the
15. administration and within the area of teacher competency, teach-
16. ing certificate, or their major or minor fields of study, except
17. temporarily and/or for good cause.
18. C. 1. Teachers shall have a daily duty-free lunch period of
19. at least the following lengths:
20. (a) Elementary School - 50 minutes, except that
21. during inclement weather there shall be at
22. least 30 minute duty-free lunch period.
23. (b) High School - One class period.
24. 2. Teachers may leave the building without requesting
25. permission during their scheduled duty-free lunch periods.

ARTICLE VII

Teaching Hours and Teaching Load

1. D. 1. Teachers may be required to remain after the end of the
2. regular workday, without additional compensation, for the purpose
3. of attending faculty or other professional meetings four (4) days
4. each month. Such meetings shall begin no later than fifteen (15)
5. minutes after the student dismissal time and shall run for no more
6. than sixty (60) minutes. If additional time is needed, students may
7. be dismissed early.
8. 2. Where practicable, the notice of an agenda for any meetings
9. shall be given to the teachers involved at least two (2) days prior
10. to the meeting. Teachers shall have the opportunity to suggest
11. items for the agenda.
12. E. Teacher participation in extra-curricular activities
13. which require time beyond the hours specified in Schedule C shall
14. be voluntary. Compensation for specific, contracted extra-curricular
15. activities shall be at the rates shown in Schedule E.
16. F. Teacher participation in educational field trips which
17. extend beyond the teacher's workday, as well as overnight and week-
18. end trips, shall be voluntary.
19. G. Teachers shall be compensated for professional duties on
20. overnight field trips at the rate of twenty dollars (\$20.00)
21. over and above regular salary. Overnight is defined to mean a
22. trip where pupils are housed away from home from one evening to
23. the following morning.

ARTICLE VIIINON-TEACHING DUTIES

1. A. The Board and Association acknowledge that a teacher's primary
2. responsibility is to teach and that his energies should, to the extent pos-
3. sible, be utilized to this end. Therefore, the Board agrees to continue
4. the present practice of relieving teachers of certain non-teaching duties.
5. B. 1. Teachers shall not be required to drive to activities which
6. take place away from the school building. A teacher may do so volun-
7. tarily, however, with the advance approval of his principal or immediate
8. supervisor. He shall be compensated at the rate of ten (10) cents per
9. mile for the use of his own automobile. The school vehicle shall be used
10. for transportation whenever feasible.
11. 2. The Board shall continue to maintain appropriate insurance
12. covering the authorized use of the teacher's own automobile in the per-
13. formance of school duties.
14. C. 1. Attendance at regular PTA meetings will be optional for
15. individual teachers.
16. 2. The principal may require attendance by teachers at a
17. Back-to-School Night at the High School and one comparable event at the
18. Elementary School.
19. 3. The Board of Education may request teachers to attend a
20. meeting of critical importance to the school system.
21. 4. Some school functions apart from the normal school day re-
22. quire the presence and help of the teaching staff.

Non-teaching Duties

1. For these functions, the principal in each school shall, by
2. October 1, have prepared a list of known school activities at that time.
3. The list will be circulated among the teachers, allowing each to choose,
4. so far as possible, his pro-rata share of these supervisory duties.

ARTICLE IXTEACHER EMPLOYMENT

1. A. 1. Each teacher shall be placed on his proper step of the salary
2. schedule, Schedule "A," as of the beginning of the 1970-71 school
3. year, in accordance with Paragraph 2 below.
4. 2. Credit on the Teacher's Salary Schedule shall be given for
5. previous experience according to Board of Education policy as per
6. Schedule "B."
7. B. Previously accumulated sick leave days shall be restored to all
8. returning teachers and those teachers transferring from other dis-
9. tricts as permitted by State law.
10. Teachers shall be notified of their contract and salary status for
11. the ensuing year no later than April 1st.

ARTICLE X

SALARIES

1. A. The salaries of all teachers covered by this Agreement
2. are set forth in Schedule "A", which is attached hereto and made
3. a part hereof.
4. B. 1. Teachers may individually select a method of payment
5. from among the following:
6. (a) Twenty (20) equal semi-monthly installments, on
7. the 15th and last day of each month.
8. (b) Have ten per cent (10%) of their monthly salary
9. deducted from their pay. These funds shall be
10. paid as requested by each teacher:
11. (1) on the final pay day in June
12. (2) in two equal payments, one July 15
13. and the other August 15
14. (3) in four equal payments—July 15,
15. July 31, August 15, and August 31.
16. (c) Teachers may individually elect to have monthly
17. deductions made and sent to the Mon-Oc Teachers
18. Credit Union.
19. 2. No change in method of payment may be made after
20. August 1 immediately preceding the opening of school.
21. 3. When a pay day falls on or during a school holiday,
22. vacation, or week-end, teachers shall receive their pay checks on
23. the last previous working day.

1. C. Summer Professional Work

2. 1. Professional work in the summer time shall be compensated
3. at the following rates:

4. (a) The first hour of class shall be compensated at the
5. rate of Fifteen Dollars (\$15.00). The rate for each
6. additional hour of class shall be computed by the fol-
7. lowing formula:

8.
$$\frac{\text{Current Salary}}{200 \times 5} = \text{Rate for each additional hour of class}$$

9. Time for preparation, reporting and conferences shall
10. be the responsibility of the teacher.

11. (b) Professional work, other than pupil-teacher contact,
12. for one month, will be compensated on the basis of
13. 1/10th of the teacher's current salary. If part-time
14. or less than a month's work is agreed upon, the
15. salary shall be pro-rated accordingly.

16. 2. The "current salary" is defined as the teacher's proper place on
17. the Point Pleasant Beach Teachers' Salary Guide.

18. 3. In event a successor agreement has not been completed, the
19. teacher's salary shall be based on the prior guide, with an
20. adjusted payment to be made as soon as the new guide has been
21. established.

ARTICLE XI

TEACHER ASSIGNMENT

1. A. 1. All teachers shall be given written notice of their
2. tentative class and/or subject assignments for the forthcoming
3. year not later than the last school calendar day.
4. 2. In the event that changes in such class and/or
5. subject assignments are later proposed, any teacher affected
6. shall be notified promptly in writing.

ARTICLE XIITRANSFERS, RE-ASSIGNMENTS, AND EXTRA-CURRICULAR POSITIONS

1. A. Teachers who desire a change in grade and/or subject assignment
2. may file a written statement of such desire with the Superintendent. Such
3. statement shall include the grade and/or subject to which the teacher de-
4. sires to be assigned and the school or schools to which he desires to be
5. transferred, in order of preference.
6. B. All vacancies for regular teaching positions, and other positions
7. such as Adult School, Summer School, Federal Projects, Intramurals,
8. Interscholastic Coaching, and other programs (including non-teaching
9. positions for which teachers may be qualified and eligible) shall be pub-
10. licized and filled as per Board policy in Schedule "D."
11. C. An involuntary transfer or re-assignment shall be made only
12. after a meeting between the teacher involved and the building principal,
13. at which time the teacher shall be notified of the reason therefore. In
14. the event that a teacher objects to the transfer or re-assignment at
15. this meeting, upon the request of the teacher, the Superintendent shall
16. meet with him. The teacher may, at his option, have an Association
17. representative present at such meeting. If the teacher is still unsatis-
18. fied, he may file a grievance at Level Three.

ARTICLE XIII
TEACHER EVALUATION

1. A. 1. All observations of the work performance of a teacher shall
2. be conducted openly and with full knowledge of the teacher.

3. 2. Upon request, a teacher shall be given a copy of any class
4. visit or evaluation report prepared by his evaluators at least one (1)
5. day before any conference to discuss it. No such report shall be sub-
6. mitted to the Superintendent's Office, or placed in the teacher's file
7. or otherwise acted upon without prior conference with the teacher.
8. No teacher shall be required to sign a blank or incomplete evaluation
9. form.

10. B. With the exception of material obtained in confidence, the teacher
11. shall be entitled to review the material in his file upon request; and, in
12. addition, shall see and initial any derogatory material prior to its place-
13. ment into his personnel file.

14. C. Any complaints regarding a teacher made to any member of the ad-
15. ministration by any parent, student, or other person which are used in any
16. manner in evaluating a teacher shall be promptly investigated and called
17. to the attention of the teacher. The teacher shall be given an opportunity
18. to respond to the administration concerning such complaint, and shall have
19. the right to be represented by the Association at any such meetings or con-
20. ferences regarding such complaint.

21. D. Final evaluation of a teacher upon termination of his employment
22. shall be concluded prior to severance and no documents and/or other

Teacher Evaluation

1. material shall be placed in the personnel file of such teacher after
2. severance other than in accordance with the procedure set forth in this
3. ARTICLE.
4. E. Specifics of the evaluation process are given in Schedule "F."

ARTICLE XIV

TEACHER FACILITIES

1. A. By the beginning of the 1969-70 school year, each school
2. shall have the following facilities:
3. 1. An appropriately furnished room shall be reserved
4. for the exclusive use of the teachers as a Faculty Lounge.
5. Although teachers shall be expected to exercise reasonable care in
6. maintaining the appearance and cleanliness of said Lounge, it
7. shall be regularly cleaned by the school's custodial staff;
8. 2. Well-lighted and clean teacher rest rooms, separate
9. for each sex, and separate from the students' rest rooms;
10. 3. A private dining area, for the use of teachers.
11. B. On the request of the Association, permission may be
12. granted for installation of vending machines in the Teachers'
13. Lounge and Teachers' Lunch Rooms. The profits from all such
14. machines shall be administered by the Point Pleasant Beach
15. Teachers' Association.
16. C. The Board agrees to continue its policy of improvement
17. of physical facilities, with priority being given to the annual
18. recommendations of teachers.

ARTICLE XVSUPERINTENDENT'S ADVISORY INSTRUCTIONAL COUNCIL

1. A. There is hereby established a Superintendent's Advisory In-
2. structional Council (SAIC) composed of six (6) members, three (3) of
3. whom shall be teachers selected by the Association and three (3) of whom
4. shall be appointed by the Board.
5. B. The SAIC may meet at least once each month with the Superin-
6. tendent to discuss and study subjects relating to the educational program.
7. Submission of agenda items may be made by any member of the committee
8. prior to the tenth calendar day of the month and will be the basis for sched-
9. uling a meeting. Other items may be submitted for the agenda within
10. three days prior to the scheduled meeting date.
11. C. The SAIC is empowered to appoint sub-committees composed of
12. teachers and administrators to study and report upon any mutually agreed
13. upon subjects.
14. D. All reports of the SAIC or its sub-committees, including any recom-
15. mendations, shall be submitted, in writing, to all members of the SAIC,
16. the principals, and all Board members. A summary of such reports shall
17. be sent to all teachers.
18. E. Subjects of study by the committee might include but not be limited
19. to:
 20. 1. Development of total or specific parts of curriculum
 21. 2. Discipline policy
 22. 3. Personnel and staffing

Superintendent's Advisory Instructional Council

1. Upon completion of its study and report on the subject assigned to
2. it, each sub-committee shall be considered dissolved, and once dissolved
3. no sub-committee shall be reactivated except by mutual consent of the mem-
4. bers to the SAIC.
5. F. The parties agree that the SAIC and its sub-committees serve in an
6. advisory capacity only, and that the failure of the Board to place any of its
7. recommendations in effect shall not constitute the basis for a grievance.
8. G. The clerical expenses of the SAIC and its sub-committees shall be
9. borne by the Board through the Superintendent's Office.

ARTICLE XVI

LEAVES OF ABSENCE

1. For the period of this Agreement, teachers shall be allowed the
2. leaves of absence described below:
3. A. Leaves of absence with no deductions in pay.
4. 1. Sick leave; minimum allowances; cumulating unused leave
5. (a) Sick leave defined: Sick leave is hereby defined to
6. mean the absence from his or her post of duty, of any
7. such person because of personal disability due to
8. illness or injury, or because he or she has been
9. excluded from school by the school district's medical
10. authorities on account of a contagious disease or
11. of being quarantined for such a disease in his or
12. her immediate household. (18A:30-1 N.J.S.A.)
13. (b) All persons holding any office, position or
14. employment in all school districts, regional
15. school districts for county vocational schools of the
16. State who are steadily employed by the Board of
17. Education or who are protected in their office,
18. position or employment under the provisions of
19. Sections 18A:28-1 to 18A:28-15 of the Revised
20. Statutes or under any other law shall be allowed
21. sick leave with full pay for a minimum of twelve
22. (12) days in any school year. If any such person
23. requires in any school year less than this specified
24. number of days of sick leave with pay allowed, all
25. days of such minimum sick leave not utilized that
26. year shall be accumulative to be used for additional

Leaves of Absence

1. sick leave as needed in subsequent years.
2. (18A:30-1 to 18A:31-2 N.J.S.A.)
3. (c) Physician's Certificate: In case of sick leave
4. claimed, a Board of Education may require a physician's
5. certificate to be filed with the Secretary of the
6. Board of Education. (18A:30-4 N.J.S.A.)
7. (d) Upon return from sick leave granted pursuant to
8. All above:
9. (1) a teacher shall maintain his previous
10. tenure status and be placed on the next or
11. appropriate step of the salary guide,
12. (2) all benefits to which a teacher was entitled
13. at the time his sick leave commenced,
14. including credits toward sabbatical eligibility,
15. shall be restored to him upon his return, and
16. he shall be assigned to the same position
17. which he held at the time the sick leave
18. commenced, if available, or, if not, to a
19. substantially equivalent position.

20. 2. Payment of Sick Leave for Service Connected Disability

21. Whenever any employee, entitled to sick leave under this
22. chapter, is absent from his post of duty as a result of a
23. personal injury caused by an accident arising out of and in the
24. course of his employment, his employer shall pay to such employee
25. the full salary or wages for the period of such absence for up to
26. one calendar year without having such absence charged to the
27. annual sick leave or the accumulated sick leave provided in
28. sections 18A:30-2 and 18A-30-3. Salary or wage payments provided

Leaves of Absence

1. in this section shall be made for absence during the waiting period
2. and during the period the employee received or was eligible to
3. receive a temporary disability benefit under Chapter 15 of Title 34,
4. Labor and Workmen's Compensation, of the Revised Statutes. Any
5. amount of salary or wages paid or payable to the employee pursuant
6. to this section shall be reduced by the amount of any Workmen's
7. Compensation award made for temporary disability.

8. B. Short term leaves with pay.

9. 1. Each teacher shall be allowed up to six (6) days per year for
10. leaves for reasons other than those stated in Section A. The
11. requests for such days shall be in writing, addressed to the
12. Superintendent, and shall give the reason for absence and the date
13. or dates of such absence. In emergency, notification shall be
14. given orally to the principal, with a written request to be turned
15. in upon return to school.

16. 2. Court Order: Appearance in court when required by subpoena,
17. except where the employee has instituted the suit.

18. 3. Religious Days: Religious days and observances as prescribed
19. by the Commissioner's annual bulletin.

20. 4. Temporary (two-week) Active Training Duty: Time necessary
21. for persons called into temporary active duty of any unit of the
22. United States Reserves or the State National Guard, provided such
23. obligations cannot be fulfilled on days when school is not in
24. session. A teacher shall be paid his regular pay in addition to
25. any pay which he received from the State or Federal government.

26. (R.S. 38:23-1)

Leaves of Absence

1. 5. Visitation and Conference: Employees, upon written request to the
2. Superintendent of Schools, may be granted two (2) days to visit schools
3. other than their own or to attend educational conferences.
4. 6. Additional Leaves of Absence: Additional leaves of absence with pay
5. may be granted by the Board for good reason.
6. 7. No leaves with pay will be granted the day before or the day after a vaca-
7. tion or holidays.
8. C. Excessive Absence -
9. 1. Salary - Day's salary defined: When absence, under the circumstances
10. described in Section A above, exceeds the annual leave and the accumulated
11. leave, the Board of Education may pay any teacher each day's salary less
12. the pay of a substitute for such length of time as may be determined by the
13. Board of Education in each individual case. A day's salary is defined as
14. 1/200 of the annual salary. (18A:30-6 N.J.S.A.)
15. 2. Salary in cases of absence not constituting sick leave; additional sick
16. leave or accumulation sick leave: Nothing in this act shall affect the right
17. of the Board of Education to fix, either by rule or by individual considera-
18. tion, the payment of salary in cases of absence not constituting sick leave,
19. or granting sick leave over and above the minimum sick leave as defined
20. in this act or allowing days to accumulate over and above those provided
21. for in Section 18A:30-2.3 except that no person shall be allowed to increase
22. total accumulation by more than fifteen (15) days in any one year.
23. (18A:30-7 N.J.S.A.)

Leaves of Absence

1. 3. Relationship to Sick Leave: Leaves taken pursuant to Section
2. B shall be in addition to any sick leave to which the teacher is
3. entitled.

4. D. Leaves of Absence Without Pay

5. Leaves of absence with full loss of pay, excepting that to
6. which the employees are entitled under the provisions of sick leave,
7. may be granted by the Board of Education for a limited and definite
8. period. All requests for leave for a definite term should be
9. addressed to the Superintendent of Schools, in writing, should
10. indicate the reason for the contemplated absence, and the date on
11. which the employee expects to return to duty.

12. 1. Exchange, Fulbright, or Federal Corps Program: A leave of
13. absence, without pay, of up to two (2) years shall be granted to any
14. teacher who accepts a Fulbright Scholarship, joins the Peace Corps,
15. VISTA, National Teacher Corps, or serves as an exchange teacher or
16. overseas teacher, and is a full-time participant in any such programs.

17. 2. Maternity Leave:

18. (a) As soon as any married woman employee shall become
19. aware of her pregnancy, she shall apply for a leave
20. of absence, and shall accept a leave of absence as
21. provided in these regulations.

22. (b) A maternity leave of absence, without pay, may be
23. for a period of a year and a half (18 calendar
24. months). The expiration of all maternity leaves of
25. absence shall coincide with the beginning of the
26. school year unless the Board and the teacher mutually
27. agree to a different re-entry time.

Leaves of Absence

1. (c) Nothing in these regulations shall be construed as
2. obligating the Board of Education to grant leaves of
3. absence to married women employees who are not under
4. tenure.

5. (d) The name of a teacher on maternity leave may be
6. placed on the Substitute List.

7. 3. Other Leaves:

8. (a) A leave of absence, without pay, of up to one (1)
9. year may be granted for the purpose of caring for a
10. sick member of the teacher's immediate family.
11. Additional leave may be granted at the discretion of
12. the Board.

13. (b) Other leaves of absence, without pay, may be granted
14. by the Board for good reason.

15. 4. Conditions Upon Returning From Leave:

16. (a) A teacher shall not receive increment credit for time
17. spent on a leave pursuant to Section D 2 and 3 above.

18. (b) All benefits to which a teacher was entitled at the
19. time his leave of absence commenced, including
20. unused accumulated sick leave and credits toward
21. sabbatical eligilility, shall be restored to him upon
22. his return, and he shall be assigned to the same
23. position which he held at the time said leave commenced,
24. if available, or, if not, to a substantially
25. equivalent position.

26. (c) Eligibility for an increment step shall require one
27. hundred (100) days of teaching within the specified
28. school year.

Leaves of Absence

1. 5. All extensions or renewals of leaves shall be applied for and
2. notification of Board action made in writing.

ARTICLE XVII

SABBATICAL LEAVES

1. A. A sabbatical leave may be granted to a teacher by the Board
2. for study, including study in another area of specialization, or
3. for some other reason of value to the school system, subject to
4. the following conditions:

5. 1. If there are sufficient qualified applicants, sabbatical
6. leaves may be granted to a maximum of three per cent (3%) of tea-
7. chers at any one time. The Board's priority will be based on the
8. applicants whose sabbatical leave will be of greatest value to the
9. educational program of the system, or where a time limit beyond the
10. control of the applicant would prohibit postponement of a leave -
11. for example, fellowship in a university.

12. 2. Tentative requests for leave of absence shall be made, in
13. writing, by October 1, prior to the school year for which absence
14. is desired.

15. 3. If no action has been taken by the Board within thirty (30)
16. days after formal application for leave, the teacher may institute
17. grievance procedures.

18. 4. The teacher must have completed seven (7) full school
19. years of service in the Point Pleasant Beach School District.

20. 5. A teacher on sabbatical leave shall be paid by the Board
21. at fifty per cent (50%) of his pro-rated salary for the period of
22. sabbatical leave.

23. 6. A teacher on sabbatical leave agrees not to engage in
24. employment for remuneration for this period unless approved by the
25. Superintendent.

Sabbatical Leaves

1. 7. Regular contributions for the State Retirement Fund and
2. such other items as shall be authorized by the teacher shall be de-
3. ducted.

4. 8. Upon return from sabbatical leave, a teacher shall be
5. placed on the salary schedule at the level he would have achieved
6. had he remained actively employed in the system during the period of
7. his absence.

8. 9. All benefits to which a teacher was entitled at the time
9. his sabbatical commenced, including accumulative sick leave, shall
10. be restored to him upon his return, and he shall be assigned to the
11. same position which he held at the time the sabbatical commenced.

12. 10. As a condition, the teacher shall enter into a contract
13. to continue in the service of Point Pleasant Beach Board of Education
14. for a period of at least two (2) years after the expiration of the
15. leave. Failing to so continue, the teacher shall be required to pay
16. the Board of Education a sum bearing the same ratio to the amount of
17. salary received while on absence that the unfulfilled portion of the
18. two (2) subsequent years' service bears to the two (2) full years.
19. Any balance due the Board shall be repaid within the time limit mutual-
20. ly agreed upon with the Board.

21. B. Doctoral Program

22. In addition to the above, the following rules shall be in ef-
23. fect for reimbursement for Doctor's Degrees:

24. 1. When a teacher who has taught in Point Pleasant Beach Public
25. Schools for at least four (4) years is accepted for a Doctor's Degree
26. in an accredited institution in a subject matter field or a field of
27. education (Ed.D. or Ph.D.), the Board will reimburse the teacher for:

Sabbatical Leave

1. (a) the cost of credits
2. (b) required textbooks
3. (c) travel expenses to and from classes

4. This applies to all credits above a Bachelor's Degree plus sixty (60)
5. hours or a Master's Degree plus thirty (30) hours. In addition, the
6. Board will grant one (1) year's leave of absence, when needed, for
7. completion of his Doctoral Project or to meet the University Residence
8. Requirements, with a salary equal to the teacher's salary less the
9. cost of a substitute, computed on the basis of the regular daily pay
10. of a substitute teacher (not the actual salary of the replacement
11. teacher). Regular contributions for the State Retirement Fund and
12. such other items as shall be authorized by the teacher shall also be
13. deducted. One-half of the cost of credits, textbooks and mileage at
14. the prevailing rate, within a limit of seventy-five (75) miles, shall
15. be paid each semester, with the balance to be paid upon completion of
16. the degree.

17. 2. As a condition, the teacher shall enter into a contract to
18. continue to teach in the Point Pleasant Beach School System for a
19. period of three school years following the leave of absence. If the
20. teacher leaves this system prior to this time, he shall be required
21. to repay the Board of Education a sum, without interest, bearing the
22. same ratio to the amount of salary received while on absence that the
23. unfulfilled portion of the three subsequent years' service bears to
24. the full three years. Any balance due the Board of Education shall be
25. repaid within the time limit mutually agreed upon with the Board of
26. Education.

27. 3. A teacher on doctoral leave agrees not to engage in employ-
28. ment for remuneration during this period unless approved by the Super-
29. intendent.

Sabbatical Leave

1. 4. The teacher shall not be eligible for any monies or leave
2. of absence under this section of the policy once the completion of
3. the degree has been refused by the university involved.
4. 5. Reimbursement procedures:
5. (a) At the end of each semester, reimbursement will be made
6. upon presentation to the Board of a transcript of grades,
7. appropriate bills for tuition and required books, and a
8. statement of mileage driven, together with dates of
9. travel.
10. (b) Final reimbursement will be made upon presentation to
11. the Board of a transcript from the University showing
12. that a Doctor's degree has been awarded to the Teacher,
13. together with appropriate bills for credits, textbooks,
14. and mileage, with the statement of mileage driven, to-
15. gether with dates of travel, as aforesaid.

ARTICLE XVIIIINSURANCE PROTECTION

1. As of the beginning of the 1970-71 school year, the Board will
2. provide the following insurance protection:

3. 1. For each teacher, while in the employ of the Board, the
4. Board shall provide full family coverage for health and
5. medical benefits, as provided by the New Jersey State
6. Health Benefits Program.

7. 2. For each teacher, while in the employ of the Board, an
8. income protection plan.

9. (a) as provided under Class 5 of the Wash-
10. ington National Insurance Company, with
11. sickness benefits beginning on the fourth
12. (4th) day.

13. (b) Any teacher not eligible for Washington
14. National Insurance coverage may receive
15. an equal dollar amount toward an income
16. protection plan of his own choosing.

ARTICLE XX

DEDUCTION FROM SALARY

1. A. 1. The Board agrees to deduct from the salaries of its
2. teachers dues for the Point Pleasant Beach Teachers' Association,
3. the Ocean County Education Association, the New Jersey Education
4. Association or the National Education Association, or any one or
5. any combination of such associations as said teachers individually and
6. voluntarily authorize the Board to deduct. Such deductions shall
7. be made in compliance with Chapter 310, Public Laws of 1967
8. (NJSA 52:14-15.9e) and under rules established by the State
9. Department of Education. Said monies, together with records of
10. any corrections, shall be transmitted to the Treasurer of the Point
11. Pleasant Beach Teachers' Association by the 15th of each month
12. following the monthly pay period in which deductions were made.
13. The Association Treasurer shall disburse such monies to the
14. appropriate association or associations.
15. 2. Each of the associations named above shall certify to the
16. Board, in writing, the current rate of its membership dues. Any
17. association which shall change the rate of its membership dues
18. shall give the Board written notice prior to the effective date
19. of such change.
20. 3. Additional authorizations for dues deduction may be received
21. after August 1, under rules established by the State Department of
22. Education.
23. 4. The filing of notice of a teacher's withdrawal shall be
24. prior to December 1, and become effective to halt deductions as of
25. January 1 next succeeding the date on which notice of withdrawal
26. is filed.

Deduction From Salary

1. 5. The following deduction schedule will be used for auth-
2. orizations received after August 1:
3. (a) For authorization received after August 1, or prior to
4. October 1, the first deduction should begin with November
5. pay period, with deductions being retroactive for the September
6. and October pay periods.
7. (b) For authorization received after October 1, but prior to
8. January 1, deductions should begin as of the February pay
9. period and be based on five equal deductions of the total
10. amount.
11. (c) Authorization received after January 1, or prior to
12. February 15, the first deduction should begin with the
13. March pay period, with deductions being retroactive for the
14. February pay period, which places the employee on five
15. equal monthly deductions of the total amount.
16. 6. The authorization form is shown in Schedule "C."

ARTICLE XXI

MISCELLANEOUS PROVISIONS

1. A. This Agreement constitutes Board policy for the items con-
2. tained herein for the term of said Agreement, and the Board shall
3. carry out the commitments contained herein and give them full force
4. and effect as Board policy.
5. B. Any individual contract between the Board and an individual
6. teacher, heretofore or hereafter executed, shall be subject to and
7. consistent with the terms and conditions of this Agreement. If an
8. individual contract contains any language inconsistent with this
9. Agreement, this Agreement, during its duration, shall be controlling.
10. C. The Board and the Association agree that there shall be no
11. discrimination, and that all practices, procedures, and policies of
12. the school system shall clearly exemplify that there is no discrimina-
13. tion in the hiring, training, assignment, promotion, transfer, or
14. discipline of teachers or in the application or administration of
15. this Agreement on the basis of race, creed, color, religion, national
16. origin, sex, domicile, or marital status.
17. D. Copies of this Agreement shall be reproduced at the expense
18. of the Board within thirty (30) days after the Agreement is signed,
19. and presented to all teachers now employed, or hereafter employed.
20. E. Whenever any notice is required to be given by either of the
21. parties to this Agreement to the other, pursuant to the provision(s)
22. of this Agreement, either party shall do so by telegram or registered
23. letter at the following addresses:
24. 1. If by Association, to the Board at Point Pleasant Beach High
25. School, Trenton Avenue.
26. 2. If by Board, to Association at Point Pleasant Beach High
27. School, Trenton Avenue.

ARTICLE XXIIDURATION OF AGREEMENT

1. A. This Agreement shall be effective as of July 1, 1970 and shall
 2. continue in effect until June 30, 1971, subject to the Association's
 3. right to negotiate over a successor Agreement as provided in ARTICLE II.
 4. This Agreement shall not be extended orally, and it is expressly under-
 5. stood that it shall expire on the date indicated.

6. B. In witness whereof the Association has caused this Agreement
 7. to be signed by its president and secretary and the Board has caused this
 8. Agreement to be signed by its president, attested by its secretary, and its
 9. corporate seal to be placed hereon, on this 14th day of July,
 10. 1970.

11. POINT PLEASANT BEACH TEACHERS ASSOCIATION

12. By (Signed) JOHN R. KELLEY
 President

13. By (Signed) JOHN WITIUK JR.
 Secretary

14. BOARD OF EDUCATION OF THE BOROUGH OF POINT PLEASANT BEACH

15. By (Signed) HAROLD E. CLAYTON
 President

16. By (Signed) DOROTHY B. STREASER
 Secretary

SCHEDULE A

Teacher Salary Guide for 1970-71

<u>Step</u>	<u>B</u>	<u>B + 30</u>	<u>M</u>	<u>M + 30</u>	<u>Doctorate</u>
1	7,250.00	7,641.50	8,033.00	8,816.00	9,599.00
2	7,641.50	8,033.00	8,424.50	9,207.50	9,990.50
3	8,033.00	8,424.50	8,816.00	9,599.00	10,382.00
4	8,624.50	9,016.00	9,407.50	10,190.50	10,973.50
5	9,016.00	9,407.50	9,799.00	10,582.00	11,365.00
6	9,407.50	9,799.00	10,190.50	10,973.50	11,756.50
7	9,799.00	10,190.50	10,582.00	11,365.00	12,148.00
8	10,390.50	10,782.00	11,173.50	11,956.50	12,739.50
9	10,782.00	11,173.50	11,565.00	12,348.00	13,131.00
10	11,173.50	11,565.00	11,956.50	12,739.50	13,522.50
11	11,565.00	11,956.50	12,348.00	13,131.00	13,914.00
12	12,156.50	12,548.00	12,939.50	13,722.50	14,505.50
13	12,548.00	12,939.50	13,331.00	14,114.00	14,897.00
16	12,748.00	13,139.50	13,531.00	14,314.00	15,097.00
20	12,948.00	13,339.50	13,731.00	14,514.00	15,297.00

8 credits =	97.88	8 credits =	195.75
16 credits =	195.75	16 credits =	391.50
24 credits =	293.63	24 credits =	587.25

Index .054 = \$391.50

Home Instruction is to be paid at the rate of \$7.50 per hour, with 10¢ per mile for Home Instruction where students live outside of Point Pleasant Beach.

Effective: July 1, 1970

SALARY GUIDE POLICY

EXPERIENCE QUALIFICATIONS

1. A teacher with no creditable teaching experience shall be employed at the minimum salary for his educational preparation.
2. Teachers with teaching experience in other public school districts shall be credited with the numbers of years experience.
3. Teachers with teaching experience in non-public schools may receive credit for the years experience in these schools.
4. Credit for military service, up to a total of four years, shall be given on the basis of twelve-month years. Such a year, or major fraction thereof of military service, shall be equal to one academic year of teaching experience.
5. Teachers with work experience, other than teaching, but related to their teaching field may be given credit in experience in the related field. Evaluation of special related experience shall be the responsibility of the Superintendent.
6. The determining factor for salary placement on the schedule shall be:
 - (a) The number of years experience (as mentioned in 1 to 5 above), and
 - (b) The training of the teacher.

COLLEGE CREDIT QUALIFICATIONS

1. A. Teachers will receive a college credit increment as specified in the Salary Schedule for each eight hours of college credit received after completion

of a Bachelor's Degree up to the Master's Degree, or equivalent, in accordance with the following conditions:

- (1) Courses shall be approved for increment credit which are as follows:
 - (a) graduate courses as listed in accredited college catalogs.
 - (b) All NDEA and NSF summer, academic year, and in-service institutes, with credits listed by institutions, as equal to graduate credit.
 - (c) Special seminars, conferences, and courses not covered above, taken in consultation with the Superintendent of Schools for credit determination. Approval in writing must be obtained from the Superintendent before these courses can be taken for salary guide increases.
 - (d) In the subject field in which the teacher is teaching, or
- (2) Courses in related fields: Should the privilege of using related courses for salary increment be abused, in the judgment of the Superintendent, by any teacher, the Superintendent may require that the teacher obtain prior approval from him for future courses.
- (3) Courses shall not be credited which are taken prior to receiving a regular New Jersey Certificate in the field in which the teacher is employed.

1. B. Teachers will receive a college credit increment for each eight hours of college credit completed up to thirty-two hours beyond the Master's Degree.

(1) Courses shall be approved for increment credit which are as follows:

(a) graduate courses as listed in accredited college catalogs.

(b) All NDEA and NSF summer, academic year, and in-service institutes, with credits listed by institutions, as equal to graduate credit.

(c) Special seminars, conferences, and courses not covered above, taken in consultation with the Superintendent of Schools for credit determination. Approval in writing must be obtained from the Superintendent before these courses can be taken for salary guide increases.

(d) In the subject field in which the teacher is teaching, or

(2) Statement concerning completion of work shall be in the hands of the Superintendent before September 1.

(3) It shall be the responsibility of the teacher to see that the Superintendent receives a certified transcript showing satisfactory completion of all courses of study.

(4) Adjustment in teachers' salaries to reflect the annual salary increment and changes from one salary level to the next higher salary level by reason of additional training shall be made only at the beginning of the school year in September.

SCHEDULE C

LENGTH OF SCHOOL DAY

A. Teacher's School Day

1. High School

8:05 a.m. - 3:30 p.m.

2. Elementary School

8:15 a.m. - 3:00 p.m.

B. Pupil's School Day

(except when school calendar indicates an 8:30 a.m. to
12:30 p.m. session)

1. High School

8:15 a.m. - 2:44 p.m. Class Time

2:44 p.m. - 3:30 p.m. After school help and
school activities

2. Elementary School

(a) Kindergarten

A. M. Session - 8:30 a.m. - 11:00 a.m.

P. M. Session - 12:00 p.m. - 2:30 p.m.

(b) Grades 1 to 6

8:30 a.m. - 2:30 p.m. Class Time

2:30 p.m. - 3:00 p.m. After school help
and school activities

SCHEDULE DPOLICY - TEACHING AND EXTRA-CURRICULAR POSITIONS

1. All vacancies for regular teaching positions, and other positions
2. such as Adult School, Summer School, Federal Projects, Intramurals and
3. Interscholastic Coaching and other programs (including non-teaching posi-
4. tions for which teachers may be qualified and eligible) shall be adequately
5. publicized by the Superintendent. People who wish to apply for Summer
6. School or Adult School openings shall apply to the respective principal or
7. Adult School Director not later than the preceding March 1 and June 1 re-
8. spectively. These applicants shall be notified of action taken not later
9. than May 15 or August 15 respectively.

10. Home Instruction openings will be offered first to those teachers
11. currently teaching these pupils. If that teacher wishes not to be con-
12. sidered, then the entire staff shall be notified of the opening.

13. In filling such position, consideration shall be given to a teacher's
14. area of competence, major and/or minor field of study, quality of teaching
15. performance, attendance record, and length of service in the Point Pleasant
16. Beach School District; and, when all other factors are substantially equal,
17. preference shall be given first to teachers who have taught the subject area
18. and/or grade level in question during the regular school year and then to
19. teachers who have taught the grade and/or subject in question on a regular
20. basis at any time during other years.

21. At all times, the final consideration for appointment shall be based
22. on an estimation by the Superintendent of the effectiveness of an individual
23. in the proposed position.

1. Definitions :
2. An extra-curricular position shall normally be considered open
3. only after the person in that position has requested, in writing, that he not
4. be reappointed; or, he has been notified, in writing, that he will no longer
5. be reappointed, together with reasons for such action.
6. Notification by the Superintendent may be either in a memo to each
7. person, and/or written notices in teachers' rooms, principals' offices,
8. at sign-in books, and/or a notice in a "morning bulletin."
9. Such notification shall contain (a) a job title, (b) a brief explana-
10. tion of the job and/or conditions of the job where necessary, (c) informa-
11. tion as to when and to whom to apply.

SCHEDULE E

EXTRA-CURRICULAR COMPENSATION

Coaching Guide

	<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>	<u>4th Year</u>
Football (Head Coach)	700	800	900	1000
Assistant (2)	500	600	700	800
Freshman (Head Coach)	500	600	700	800
Assistant (Freshman)	400	500	600	
Basketball (Head Coach)	700	800	900	1000
Assistant	500	600	700	800
Freshman	400	500	600	700
Track (Head Coach)	700	800	900	1000
Assistant	400	500	600	700
Indoor	350			
Baseball (Head Coach)	500	600	700	800
Assistant	400	500	600	700
Freshman	400	500	600	
Cross Country Coach	400	500	600	700
Bowling Coach	300			
Golf Coach	300			
Athletic Director	800	900	1000	1100

It is understood that any one who voluntarily assists in coaching does so without compensation; and, if appointed to a coaching position the following year in that particular sport, will start at the first step of the Coaching Guide unless another step is agreed to by the Board of Education.

EXTRA-CURRICULAR COMPENSATION

Extra-Curricular Activities

Girls' Intramurals and Playdays	
(1)	400
(1)	400
Boys' Intramurals as follows:	
Tag Football	
Soccer	
September through October	200
Bowling	
November through March	200
Volley Ball	
November through December	200
Basketball	
January through February	200
Wrestling	
February 15 through March	250
Gym Club	
Tennis	
March through May	200
Elementary School Intramural	
Boys	200
Girls	200
Twirlers and Color Guard	250
Cheerleaders	
Varsity	300
Junior Varsity	250
School Accounts Treasurer	200
Audio Visual Aids Director (High School)	200
Student Council Advisor	200
Yearbook Advisor	
Production Advisor	200
Financial Advisor	150

SCHEDULE EEXTRA-CURRICULAR COMPENSATIONExtra-Curricular Activities

Class Advisors	
Senior	200
Junior	150
Sophomore	100
Freshman	100
Honor Society Advisor	75
Dramatics Advisor	200
Band Director	650
Stage Band	200
Audio Visual Aids Director (Elementary)	200
Student Publications Sponsor (Elementary)	200
Safety Patrol, Elementary	200

SCHEDULE FSupervisory Reports on Teachers

1. In education, the primary purpose of supervision is to improve the educa-
2. tional opportunities for pupils and to maintain a high level of educational excellence.
3. A secondary purpose is to evaluate those who have been selected to do the teaching
4. so that only the best possible persons are recommended for tenure.

5. Each year principals are asked to make careful evaluations of all teachers.
6. Detailed reports will be due in the Superintendent's Office on December 15 for
7. non-tenure teachers. On March 5, detailed reports will be due for all teachers.
8. A third, rather simple report will be due no later than June 30 for all non-tenure
9. teachers and for those tenure teachers about whom there was a question in March.

10. Principals have been asked to use as much available evidence as possible
11. when preparing each report. Also, the reports for non-tenure teachers should in-
12. clude at least two (2) formal observations of no less than one (1) class period in
13. length in the high school (7-12), and each observation no less than one-half hour in
14. the elementary school. For tenure teachers, whose quality of work is well-known
15. to the principal, there should be at least one formal observation.

16. The report may be in narrative form, including information such as the
17. following:

18. 1. Name of Teacher
19. 2. Subject and/or grade assigned
20. 3. When observed (Date, hours from _____ to _____)

1. 4. Description of what was observed, being as specific as possible.
2. This would include such things as:
3. (a) Apparent amount of planning
4. (b) Pupil-teacher relationships
5. (c) Physical condition of room
6. (d) Objectives of lesson and kind and appropriateness
7. of methods used
8. (e) Attention to purpose of homework or other assignment
9. (f) Evidence of flexibility to take advantage of a teaching
10. situation when it arises, evidence of providing for
11. differing levels of ability and/or achievement
12. 5. Recommendations made to teacher
13. 6. Action taken by principal or department head to assist teacher
14. 7. Other appropriate comments which will help in evaluating the
15. program for pupils as offered by the particular teacher
16. 8. In March, the report shall include recommendations for rehiring,
17. not hiring, increments, or other appropriate action to be
18. taken
19. Other material may be filed in a teacher's folder, such as letters of com-
20. mendation or reports of unusual contributions to the school or community.
21. Each teacher should sign each report before it is submitted to the Super-
22. intendent. The teacher is invited to add comments if he so desires.

SCHEDULE G

DEDUCTION FROM SALARY

AUTHORIZATION

TO DEDUCT ASSOCIATION MEMBERSHIP DUES

Name _____ Social Sec. No. _____

School Building _____ District _____

To: Disbursing Officer _____, Board of Education

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

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

_____ Association

_____ County Education Association

New Jersey Education Association

National Education Association

(Date)

(Signature)