



## **AGREEMENT**

Between the

**BOONTON TOWNSHIP  
BOARD OF EDUCATION**

and the

**BOONTON TOWNSHIP  
EDUCATION ASSOCIATION**

For the Years

July 1, 2013 to June 30, 2016

## TABLE OF CONTENTS

	Page
<b>Article I Term/Recognition/Definitions</b>	1
A. Term	1
B. Recognition	1
C. Definitions	1
<b>Article II Negotiation of Present and Successor Agreement</b>	2
A. Present Agreement	2
B. Successor Agreement	2
C. Access to Information	2
<b>Article III Grievance Procedure</b>	2
A. Definitions	2
B. Procedure	3
C. Advisory Arbitration	4
<b>Article IV Employee's Rights</b>	5
<b>Article V Association Rights and Privileges</b>	5
<b>Article VI Employee Hours and Workload</b>	6
A. Teaching Hours	6
B. Teaching Workload	7
C. Teacher Assistants' Hours and Workload	9
<b>Article VII Working Conditions</b>	9
<b>Article VIII Salaries</b>	9
<b>Article IX Dues Deduction</b>	10
A. Deduction from Salary	10
B. Representation Fee	10
C. Hold Harmless	11
<b>Article X Absences and Leaves</b>	11
A. Notification of Absence	11
B. Personal Illness	11
C. Disability Leaves	12
D. Adoption	13
E. Personal	14
F. Professional	14
G. Military	15
H. Sabbatical	15
I. Other Information	15

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TABLE OF CONTENTS (con't)	Page
<b>Article XI Insurance Protections</b>	16
1. Dual Health Coverage	16
<b>Article XII Professional Development</b>	17
<b>Article XIII TERMS OF EMPLOYMENT – Custodial Staff</b>	18
A. Hours and Days of Work	18
B. Vacation Time/Personal Days/Floating Holidays	20
C. Vacation Schedule – 12 Month Employees	21
D. Bereavement Days	21
E. Sick Days	21
F. Health Care	21
G. Tax Shelter Annuity and Disability Insurance	21
H. Credit Union	21
I. Direct Deposit	21
J. Tuition Reimbursement	21
K. Uniforms	22
L. Pension	22
M. Retirement	22
<b>Article XIV Appendix A – Time Schedule</b>	22
<b>Appendix B</b>	23
A. Custodial Hours and Workload (Non-tenured Positions)	23
B. Teacher Salary Agreements	23
2013-2014 Salary Guide	23
2014-2015 Salary Guide	24
2015-2016 Salary Guide	24
C. Instructional Aides	25
D. Longevity	25
E. Athletic/Co-curricular Stipends	26
F. Special Positions	27
G. Additional Salary Amounts	27
H. Paid Assemblies	27
I. Mentoring	27

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**Article I**  
**Term/Recognition/Definitions**

**A. Term**

THIS AGREEMENT entered into this *26th day of February 2013*, by and between the Board of Education of Boonton Township, Morris County, New Jersey hereinafter called the "Board" and the Boonton Township Education Association, hereinafter called the "Association". This agreement shall become effective July 1, 2013 and shall continue in effect until June 30, 2016. This agreement effectively rescinds the previous contract between the Board and the Association, which had been scheduled to expire on May 9, 2013, in its entirety.

**B. Recognition**

Pursuant to Chapter 123, Public Laws of 1974, the Board recognizes the Association as the exclusive representative for collective negotiation for the terms and conditions of employment of the persons listed in the unit described below:

Teachers, Librarian, Nurse, Coaches, Extracurricular Advisors, Custodians and Instructional Aides.

The positions of School Psychologist, LDTC, Guidance Counselor, Social Worker and Substance Abuse Counselor are included in the bargaining unit unless otherwise excluded.

Not included in this agreement are the following:

The Superintendent and other administrative personnel, all secretaries, substitute teachers, school clerk, certain per diem special service personnel and school physician.

**C. Definitions**

1. Teachers

Unless otherwise indicated, "teachers" shall refer to all professional employees represented by the Association in the negotiating unit as above defined.

2. Days

"Days" shall refer to the number of days when school is in session. A half-day session shall be considered a "day." During summer vacation, "days" shall be considered work weekdays excluding Saturdays, Sundays and national holidays.

3. Full-time Employee

A full-time employee shall be defined as any employee who normally works a full workday each day school is in session. All other employees working less than full-time shall be considered part-time.



4. Instructional Aides  
Instructional Aides are ten month employees whose work schedules are set forth by the administration and perform duties defined by their job description.
5. Custodial Staff  
Custodial Staff are 12-month employees whose work schedules are set forth by the administration and perform duties defined by their job descriptions.

## Article II Negotiation of Present and Successor Agreement

### A. Present Agreement

1. Conditions set forth in subsequent articles shall be the guiding agreement for salaries, salary adjustment action, grievance procedures and working conditions for the contract years. Except as set forth herein, all other working conditions remain the same as during the previous year.
2. This agreement shall not be modified in whole or in part by the parties except in writing duly executed by both parties.

### B. Successor Agreement

The parties agree to enter into collective negotiations towards a successor agreement in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin no later than 120 calendar days before public hearing presentation of the district budget in the calendar year in which the agreement expires. Any agreement so negotiated shall apply to all employees in the defined unit, including non-union employees. The agreement shall be in writing and signed and adopted by both parties.

### C. Access to Information

The Board recognizes that the Association officers have a right to inspect all pertinent records, data, and information normally available to citizens of Boonton Township.

## Article III Grievance Procedure

### A. Definitions

1. A grievance is an appeal by an employee or the Association based on a specific interpretation, application or violation of an agreement provision, a Board policy or an administrative decision affecting an employee or a group of employees. All written grievances shall include:
  - a. Pertinent dates (date of occurrence, date of filing, date of prior decision, date of appeal, all other pertinent dates)

- b. A description of the incident or alleged violation giving rise to the grievance
- c. Identification of the specific provision(s) of the agreement, specific Board policy, and/or specific administrative decision involved.
- d. The specific remedy sought by the grievant(s).
- e. The outcome from the prior level in the procedure, if any.

2. An aggrieved person is the person or persons making the appeal.

## **B. Procedure**

### Level 1

Within twenty (20) calendar days of the occurrence of the incident, the aggrieved party shall submit the grievance in writing to the school full-time administrative head. Within five (5) days of the receipt of the written grievance, the administrator shall submit his written response to the aggrieved.

Prior discussion between administrator and employee(s) is encouraged.

### Level 2

If the superintendent is the only full-time school administrator, the grievance may pass from Level 1 directly to Level 3.

Otherwise, if the grievance is not responded to by the administrator within five (5) days or if the aggrieved is not satisfied with the disposition of the grievance at Level 1, a written request to meet with the superintendent (with concurrent notification of the request to the school administrator) must be made in five (5) days after receipt of the school administrator's reply or lapse of time to reply.

A report from the person or persons to whom the appeal was first made shall be submitted at the same time as the appeal of the employee. The superintendent shall meet with the aggrieved to consider the matter within ten days of written notice of the grievance and shall render a written decision to the aggrieved no more than ten days after this meeting.

### Level 3

If the grievance is not settled to the aggrieved's satisfaction by the superintendent, the aggrieved must, within five days file a written appeal to the Board/Association Subcommittee. The Subcommittee shall consist of four (4) Board members and four (4) Association members. Concurrent notification of the request shall be given to the superintendent. All prior actions by the aggrieved and the school administration shall be submitted to the Subcommittee for its consideration. The Subcommittee shall afford the aggrieved party an opportunity to present the grievance to the Subcommittee at a conference meeting within fifteen (15) days of the filing of the grievance.

### Level 3a

If the grievance is not settled to the aggrieved's satisfaction by the superintendent, the aggrieved must, within five (5) days file a written appeal to the Board of Education. Concurrent notification of the request shall be given to the superintendent. All prior actions by the aggrieved and the school administration shall be submitted to the Board for its consideration. The Board shall afford the aggrieved party an opportunity to present the grievance to the Board at a conference meeting within fifteen (15) days of the filing of the grievance.

If the Board of Education and the employee(s) or his/her staff representatives are unable to reach agreement, the Board may seek independent advice. All information hitherto gathered shall be made available to the advisors.

The Board shall render a decision in writing to the aggrieved, with copies to the Association, Superintendent and any other administrator concerned, within ten days after the conference hearing.

NOTE Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself (themselves) and/or at his/her (their) option, by a representative selected or approved by the Association. Any advisors of the aggrieved shall present to the Board satisfactory written evidence that the aggrieved has given them authority to be heard.

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.

### **C. Advisory Arbitration**

1. If the decision of the Board is unsatisfactory, the Association may declare an impasse, and if it does so, the Secretary of the Board shall be so notified in writing within fifteen days of the receipt of the Board's decision. Thereupon, the Association shall have the right to appeal to the New Jersey Public Employment Relations Commission, for obtaining an arbitrator to serve pursuant to PERC rules, regulations and statement of procedures. No hearing shall be held sooner than ten days after the Board has received notification of impasse.
2. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the costs of the hearing room shall be borne equally by both parties. Any other expenses incurred shall be paid by the party incurring the same.
3. Nothing contained herein shall be construed to submit the Board to binding arbitration.

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Future discussion between the Association and the Board will take place for the purpose of revising grievance procedure. If said changes are mutually agreed upon said revision will replace present procedure. Until that time, both parties will follow existing procedure.

#### **Article IV Employee's Rights**

- A. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- B. An employee may have access to his/her personnel file with the superintendent or other administrator present.
- C. The teacher shall maintain the right and responsibility of determining grades within the grading policy and philosophy of the Boonton Township Board of Education. If a grade change is made, the administrator making the change shall notify the teacher of the change in writing, and the grade of both the teacher and the administrator shall be placed in the student's file.
- D. Individual Board members who wish to examine an employee's personnel file shall ask the Board President and Personnel Committee for such permission. The request must be in writing, stating the reason(s) for such action. Upon Board approval (in writing) that the action is necessary, the employee must be notified in writing, as to the reason(s) for the examination of his/her personnel file by a Board member, at least one week prior to such an examination. During the summer recess the employee or his/her designee must be available.

The employee and/or his designee have a right to be present while the file is examined.

- E. Any criticism of an employee shall be made in a confidential setting. If a complaint or criticism becomes part of an employee's file he/she shall be given a copy at the time it is entered into the file and shall have the right to place a rebuttal in the file within ten (10) school days.
- F. No employee shall be disciplined without just cause, nor shall teacher assistants be non-renewed without just cause.

#### **Article V Association Rights and Privileges**

- A. The Association and its representatives shall have the right to use the school building at all reasonable hours for meetings. The Association shall follow the same scheduling procedure as for all public users of the facilities.
- B. The Association shall have the right to use school facilities and equipment, including typewriters and other office equipment, at reasonable hours when such equipment is not otherwise in use. The Association shall pay for the actual cost of all materials and supplies incidental to such use, and for any repair necessitated as a result thereof.



- C. In each school building, the Association shall have the exclusive use of a bulletin board in the Faculty Room. The Association shall also be assigned reasonable space on the bulletin board in the central office for Association notices.
- D. The Association shall have the right to use the intra-school mail facilities and school mailboxes as it deems necessary and without the approval of building principal or other members of the administration.
- E. The Board shall grant the president of the Association or president designee up to three days, maximum total, with pay, for his/her administrative duties, according to a schedule submitted by the president.

**Article VI**  
**Employee Hours and Workload**

**A. Teaching Hours**

1. Teachers shall indicate all arrivals and departures from duty by placing their initials or a check mark in the appropriate column of the faculty sheet.
2. The arrival and departure time for all teachers shall be as designated in Appendix A, except for flex time teachers. However, the total in-school workday shall consist of not more than seven and one-half hours plus a duty-free lunch period as guaranteed to teachers under the law.
3. No teacher shall be required to report for duty earlier than fifteen minutes before the opening of the pupils' school day and no teacher shall be required to remain more than ten minutes after the close of the pupils' school day except as outlined in the following sections on teachers' meetings and student extracurricular activities, except as noted in Article VI-A-5.
4. Twice a week, teachers will remain for a duration of an additional twenty minutes to be available for extra help and assistance to students. These sessions may be scheduled before or after school, at the teacher's discretion. Sessions will follow the school calendar. Teachers must submit their extra help schedule to the Superintendent at the start of the school year. The Superintendent must approve any revisions to the schedule. Teachers will remain an additional twenty minutes each week to be available for the exclusive purpose of planning in-class support. These sessions may be scheduled before or after school, at the teacher's discretion.
5. Any teacher employed in the district who has mutually agreed with the Board to offer Board approved course(s) of instruction to the district's students outside of the traditional full day teaching schedule of their building can have their report time altered to fit the needs of the agreed upon instructional situation. A flex schedule must be contiguous. At the time when the above-mentioned flex time schedule is determined, an agreement will also be made concerning attendance at administrator or Board directed meetings or workshops.

6. Teachers shall have a lunch period which is equal to the length of a full teaching period; teachers may leave the school building during the scheduled duty-free lunch period if mutually agreeable between the teacher and administrator.

**B. Teaching Workload**

1. The in-school work year for teachers employed on a ten-month basis shall not exceed 185 days.
  - a. The daily teaching load in the elementary school shall not exceed five and three-quarter hours of pupil contact.
  - b. Teachers shall have no less than five preparation periods per week, scheduled one per day whenever the schedule permits.
  - c. Teachers shall be compensated at the rate of \$50.00 per hour for a lost preparation period.
  - d. Per diem rates shall be calculated and paid using the statutory rate of 1/200 days.
2. Teachers may be required to remain after the end of the regular workday without additional compensation for the purpose of attending faculty or other professional meetings. Meetings shall occur no more than four (4) times per month. Such meetings shall begin no later than ten (10) minutes after student dismissal times. Meetings shall be held on Mondays with any variation requiring a thirty (30) day advance notification by the Board. Meetings will be no more than sixty (60) minutes except in unusual or extraordinary circumstances.
  - a. Meetings which take place after the regular in-school days shall not normally be called on Fridays or on a day immediately preceding any holiday, or other day upon which teacher attendance is not required at school.
  - b. Teachers shall have the opportunity to suggest items for the agenda for the teachers' meetings.
3. Teachers will be required to return to school for parent-teacher conferences as follows:
  - (1) Two Fall conferences: one to be held from 2:00 p.m. - 6:00 p.m. and the other from 5:00 p.m. - 9:00 p.m. on consecutive days. On the days that conferences are held, teachers with scheduled evening conferences shall be dismissed on single session days.
  - (2) Two Spring conferences: one to be held from 2:00 p.m. - 6:00 p.m.; and the other from 5:00 p.m. - 9:00 p.m. on consecutive days. On the days that conferences are held, teachers with scheduled evening conferences shall be dismissed on single session days.



Teachers may also be required to attend one (1) Back to School night each year without additional compensation.

- a. In addition to the evenings for the purpose of conducting parent-teacher conferences and one (1) back to school night, all teachers, except those who are already required to be present for a concert, art show, science demo night or parent workshop may be required to attend one (1) additional evening activity for up to a maximum of two (2) hours without additional compensation for the purpose of showcasing curricula or grade level meetings or subject area meetings or educational programs or parent teacher conferences or student performances.

4. Class Assignment

- a. Teachers who desire a change in grade and/or subject assignment may file a written statement of such desire with the superintendent not later than February 1. This statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he desires to be transferred, in order of preference.
- b. Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practical, and except in cases of emergency not later than June 30.
- c. In the event that change in schedules, classes, subject assignment, or room assignment become necessary after June 30, a teacher affected shall be notified promptly in writing, and upon the request of the teacher, the changes shall be mutually reviewed by the superintendent, or his representative, and the teacher affected.

5. Supervision of student teachers

- a. A teacher shall be consulted about the responsibilities of supervising a student teacher, provided, however, that the district shall retain the exclusive right to assign student teachers.
- b. No additional assignment will be made for a supervising teacher other than those associated with the evaluation and guidance of the student teacher.
- c. Upon approval of the chief school administrator, a supervising teacher will be given time off to attend specific meetings at the student teacher's college, as required by the college.

6. Extracurricular Activities

Activities which extend beyond the regularly scheduled in-school day shall be assigned advisors and coaches by the administration in consultation with staff members concerned and shall be compensated in accordance with the schedule in Appendix B.



**C. Teacher Assistants' Hours and Workload**

**Workday:**

1. Full-time instructional aides shall report fifteen (15) minutes before the student day begins. No instructional aide shall be required to remain at work after students are dismissed. A full-time instructional aide shall receive one (1) fifteen (15) minute break. Aides shall be entitled to a duty free lunch period which is equal to the length of a full teaching period and which may not coincide with a teacher's lunch.
2. A part time instructional aide's schedule shall be determined by the principal. A part time instructional aide's workday of three (3) hours or more shall include a fifteen (15) minute duty free break. A part time instructional aide's workday of five (5) hours or more shall include a fifteen (15) minute duty free break and a duty free lunch which is equal to the length of a full teaching period.

**Work year:**

The work year for instructional aides shall follow the student calendar. Their work year shall begin the first day teachers report back to school and shall end on the last day of student attendance. Instructional aides shall not work when students are not present, i.e. school recess/holiday periods and snow days. However, instructional aides shall be required to report to work and remain for any in-service days for state mandated training sessions.

**Article VII  
Working Conditions**

- A. Employees shall not be required to drive students to activities which take place away from the school building.

**Article VIII  
Salaries**

- A. Each teacher shall receive compensation consistent with his/her teaching experience, educational achievement and current negotiated salary increase. The following increases shall be applied inclusive of increment:

- Effective July 1, 2013 and retroactive to said date: 2.0%
- Effective July 1, 2014: 2.0%
- Effective July 1, 2015: 2.0%

**B. Credit Union Payment Plan**

Persons employed for an academic year may elect to participate in the credit union payment plan. They must indicate their desire to participate, in writing, by the date required by the secretary to the Board. The secretary to the Board will then be empowered to deduct the amount designated by the employee from the salary due each participating employee for each

semi-monthly or monthly installment. All deductions shall be deposited with the Tri-Co Federal Credit Union, 140 Speedwell Avenue, Morris Plains, New Jersey 07950.

Indications of desire to participate in the credit union payment program will be consistent with statutes.

Payment for all participants will be submitted by the Board secretary and sent to Tri-Co. The payment is to be received by Tri-Co by the 5<sup>th</sup> business day after pay date. All participants will release the Board from responsibility for any problems with Tri-Co Federal Credit Union.

## **Article IX Dues Deduction**

### **A. Deduction from Salary**

The Board agrees to deduct from the salaries of its employees dues for the Association, the County Educational Association, the New Jersey Education Association and the National Education as said individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 311, Public laws of 1967 (N.J.S.A. 52:14-15, 9(e)) and under rules established by the State Department of Education.

### **B. Representation Fee**

#### **1. Purpose of Fee.**

If a teacher does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

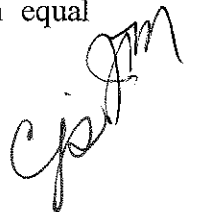
#### **2. Amount of Fee/Notification.**

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fees to be paid by non-members will be determined by the Association in accordance with the law.

#### **3. Deduction and Transmission of Fee.**

a. Notification. On or about the 15th of September of each year, the Board will submit to the Association a list of all employees in the bargaining unit. On or about December 1 of each year, the Association shall notify the Board of Education as to the names of those employees who are required to pay the representation fee.

b. Payroll Deduction Schedule. The Board will deduct from the salaries of the employees, the full amount of the yearly representation fee in equal installments beginning with the first paycheck in January.



- c. Termination of Employment. If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck to said employee during the membership year in question.
- d. Mechanics. Except as otherwise provided in this Article, the mechanics for transmission of such fees to the Association will, as nearly as possible, be the same as those used for the transmission of regular membership dues to the Association.
- e. Changes. The Association will notify the Board in writing of any changes in the list provided for in paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.
- f. New Employees. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding 30 day period. The list will include names, social security numbers, job titles, dates of employment and places of assignment for all such employees. The Board will also notify the Association of any change in the status of an employee regarding transfer, leave of absence, return from leave, retirement, resignation, separation from employment, death.

**C. Hold Harmless**

The Association shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon salary deductions made pursuant to this Article.

**Article X  
Absences and Leaves**

**A. Notification of Absence**

Any employee who may have cause to be absent from work must give notice in the manner prescribed by the superintendent on the night before such absence or not later than 6:30 a.m. on the day of the absence. Failure to comply with the above may cause forfeit of payment of one full day's salary.

**B. Personal Illness**

- 1. Sick leave shall be defined as per N.J.S.A. 18A:30.1.

2. Each full-time 10-month employee shall be allowed ten sick days per year. Any 10-month employee starting employment after the beginning of the school year, shall have his/her sick days prorated based upon the length of his/her employment contract. A 10-month employee employed on a part time basis will be allowed 10 part-time equivalent sick days per year. For any part time 10-month employee a minimum of one day per year, per category shall be granted.

Each full-time 12-month employee shall be allowed twelve sick days per year. Any 12-month employee starting employment after the beginning of the school year, shall have his/her sick days pro-rated based upon the length of his/her employment contract. A 12-month employee employed on a part time basis will be allowed 12 part-time equivalent sick days per year.

- a. If less than the allowed number of school days per year sick leave are taken in any school year, the number of unused days shall be cumulative without limit.
  - b. Sick leave shall be charged first to the current year's allowance until it is fully utilized, and thereafter to cumulative credit.
  - c. An employee's full annual allotment of sick days shall be credited on his/her first day of employment each year. Employees shall not accumulate sick days while on unpaid leave of absence.
3. In cases of illness extending beyond the employee's cumulative sick leave credit, the deductions will be made on the following basis:
    - a. Ten-month contracts: 1/200th per day of the contract salary.
    - b. Twelve-month contracts: 1/260th per day of the contract salary.
  4. The superintendent may require the employee to file a physician's certificate stating the name of the illness or disability and the prognosis in case of sick leave claim as per N.J.S.A. 18A: 30-4. The superintendent may require a physician's certificate stating the date the employee may return to work.
  5. See Article X, Section C for Sick Leave pay back on retirement.

### **C. Disability Leaves**

1. Any employee who becomes or anticipates becoming disabled shall notify the superintendent of his/her condition as soon as practicable. The employee may continue his/her employment if possible. The superintendent may request a note from the employee's physician that he/she is capable of continuing to perform duties.
  - a. No employee's disability shall arbitrarily deprive her/him of employment, or temporary disability benefits, if applicable.
  - b. All leaves of absence requested or taken by an employee for reasons

associated with disability shall be governed by agreement and Board policies on unpaid leaves of absence and sick leave.

2. The Board assumes a pregnant employee will be disabled one month before and after her anticipated delivery date and will be considered disabled one month after actual delivery.
  - a. However, an employee may present medical certification that she is fit to perform duties any time within this two month period.
  - b. The Board may at any time request that the school physician, an impartial physician appointed by the county medical society, and/or the employee's physician certify that the employee is able to perform her duties.
3. A tenured employee may request an extended childcare leave without pay. Except in special cases, as determined by the Superintendent and approved by the Board, the leave shall expire on June 30<sup>th</sup> of the following school year. This time shall run concurrent with any time for which an employee may be eligible under the Federal Family and Medical Act and/or the New Jersey Family Leave Act. Except in special cases as determined by the Superintendent and approved by the Board, the request must be made 90 days prior to the anticipated date of return of the initial leave. If an extended leave is granted, the employee must notify the Superintendent by March 1<sup>st</sup> of his/her intention to return the following September or the employment shall terminate at the end of said leave.
4. To be eligible for a salary increment and credit towards longevity payments and sabbaticals, a teacher must work at least ninety days in the school year that the leave commences or terminates.
5. To be eligible for an unpaid childcare leave, the employee must have been actively employed in the district for the full academic year prior to the requested leave.

#### **D. Adoption**

1. An employee adopting a pre-first grade age child may request extended leave which shall commence upon her/his receiving de facto custody of the adopted child or shall begin earlier, if necessary, to fulfill adoption requirements. The superintendent shall be notified as soon as adoption papers are approved.
2. Except in special cases, extended adoptive parent leave shall terminate July 1 following the anniversary of the granting of the leave. An employee on extended leave shall notify the superintendent by March 1 of his/her intent to return the following September.
3. An employee considering adoption of an older child may apply to the Board for a leave consideration.

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**E. Personal**

1. Any employee requesting a personal leave shall do so in writing to the superintendent at least forty-eight hours, except in cases of emergency, prior to the time such leave is needed so that adequate planning for a substitute can be made.
  - a. Absence due to death in an employee's immediate family or relative or significant other living in his/her household shall be allowed with full pay for up to five consecutive school days per event. The term immediate family shall include: spouse, parent, parent-in-law, sister, brother, child and natural grandparents or another person deemed important by the member and so agreed upon by the superintendent.
  - b. Absence due to the illness of a member of the full-time employee's immediate family (spouse, parent, or relative living in the employee's household, or another person deemed important by the member and so agreed upon by the superintendent), shall be allowed with full pay for up to three days per school year.
  - c. The superintendent may grant an employee leave of absence with pay for not more than three days in each school year upon submission of a written statement of need, pro-rated to the nearest day per year, per category, for part time teachers and employees.
  - d. Personal days may not be taken immediately prior to or immediately following holidays or vacations. The superintendent's prior approval is required for emergencies or extenuating circumstances.
  - e. Any unused personal days not taken during the school year may be banked and added to their accumulated sick days, subject to the limitations outlined in Article X, Section C.
2. Any employee is entitled to leave with differential pay for such period, as the employee is required to be elsewhere by reason of jury service or compliance with a subpoena.

**F. Professional**

1. Absence for visitation to other schools shall be allowed for one day at full pay in any school year upon approval of the superintendent.
2. Absences to attend conferences, workshops, critiques and conventions will be allowed with full pay upon the pre-approval of the superintendent. (Attendance shall be supported by the required certificate of attendance). Travel and fees shall be submitted to the Board for approval or reimbursement: Employees attending the annual NJEA convention shall be allowed \$15.00 per day attended.

**G. Military**

1. Military leave, without pay, shall be granted in accordance with applicable statutes.

**H. Sabbatical**

1. After seven year continuous, full-time service in Boonton Township schools, a teacher may, upon recommendation of the superintendent, be granted a leave of absence for one full year of advanced study or study combined with travel. Eligibility for a sabbatical shall recur after each subsequent period of seven years' service.
2. Application shall be made by December 15th prior to the school year for which the absence is requested on the Board form. The teacher's intended sabbatical program shall be submitted. A minimum of nine credits per semester, writing of a doctoral dissertation or professional advancement to better serve the school system shall be a satisfactory program.
3. In recommending sabbaticals, the superintendent shall consider the greatest benefit to the school system, the greater self-improvement and the reasonable and equitable distribution of applications among the different school departments. The superintendent shall notify the applicant in writing of the Board's decision by January 31st prior to the leave requested.
4. While on sabbatical, a teacher shall receive one-half the salary to which he/she would otherwise be entitled. Regular income tax, social security Teachers' Pension and Annuity, and other deductions authorized by the teacher shall be made. While teachers may take part-time positions to supplement their income, full-time employment while on sabbatical is discouraged unless the Board and Association agree such a position is beneficial to the school system.
5. Teachers returned from sabbatical shall continue in the Boonton Township schools for at least two years. Teachers resuming employment shall be paid the same scheduled salary they would have received had they not had a sabbatical. Except in case of death or permanent disability, a teacher shall reimburse the Board in direct proportion to unfilled time if two years' service is not provided following a sabbatical.
6. No more than one teacher every other year shall be granted a sabbatical leave.

**I. Other Information**

1. Employees who report one hour after school opens or leave more than one hour before school ends shall be considered to have used one-half day of personal leave or sick leave, whichever is appropriate.
2. Absence for reasons other than those listed above will be acted upon by the Board.

3. No employee will advance on the guide if he/she is on a leave that extends for more than 50% of the school year, with the exception of the Federal Family and Medical Act and/or the New Jersey Family Leave Act.

**Article XI  
Insurance Protections**

- A. All full-time employees will receive full health care benefits, including family coverage. Employees shall contribute to their healthcare coverage in accordance with Chapter 78, P.L. 2011. Employee contribution to health care premiums (medical, dental) can be pre-tax deductions through the Section 125 plan.
- B. All full-time employees will receive dental coverage as follows:

	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
Family	\$810.75	\$932.36	\$932.36
Two-Party	\$512.56	\$589.45	\$589.45
Individual	\$303.76	\$349.29	\$349.29

Any premium cost in excess of these cap limits will be borne by the individual through a monthly payroll deduction.

**1. Dual Health Coverage**

- a. Employees who have other health insurance coverage may voluntarily choose to waive the Board-paid health insurance for the cash payments listed in the chart below. Waiver of health insurance will be for the school year July – June and available only during open enrollment. All applications for this waiver must be submitted with proof of alternate coverage for the employee and his/her eligible dependents.

Notification of the insurance waiver by the employee to the School Business Administrator must be made no less than 30 days prior to the waiver period (school year), and must be restated in writing by the employee each year.

- b. Payments shall be paid in two equal installments (December/June) in each school year in which coverage is waived. For 12-month employees hired after July 1 and for 10-month employees hired after September 1, waivers will be pro-rated in the first year of employment.

Coverage	Payment
Single	\$1,600
2 Adults	\$3,600
Family	\$4,200

- c. Employee re-enrollment into the health plan may occur during the open enrollment period(s). All employees shall be entitled to re-enroll in the

health plan immediately if he/she submits proof of a life status change (e.g., loss of alternate coverage, unemployment, death or disability of a spouse; divorce or legal separation; activation to full-time military status; or a material change of the spouse's insurance coverage, etc.)

- C. The Board of Education will pay back employees serving in their position prior to July 1, 1993 one day for every five days accumulated sick days to a maximum accumulation of 200 sick days.

Employees hired by the Board of Education on or after July 1, 1993, may accumulate sick days to a maximum of 125 days and be reimbursed at a rate of one for every five days up to a maximum reimbursement of 25 days at the per diem rate of 1/200. Said payments will be made one calendar year after employee has left the system, and if said employee has retired under one of the retirement allowances established by their pension fund and have at least ten years of service in Boonton Township.

- D. The Board shall reimburse employees for the reasonable cost of any clothing or other personal property damaged or destroyed as a result of a proven wrongful act suffered by an employee while the employee was acting in the discharge of his/her duties within the scope of his/her employment.
- E. The Board of Education and the Association agree to create a joint committee to review insurance coverage and carriers.

## **Article XII Professional Development**

The Board of Education has established a fund of \$27,500 from which teachers will be reimbursed for their tuition. The superintendent agrees to meet annually with the executive committee of the BTEA to determine the most equitable way to fairly distribute these funds. The following reimbursement schedule applies only to the extent that funds within the annual allotment are still available.

- A. The Board shall pay 100% for a B grade or better including a passing grade for a pass / fail course, for full-time teachers employed in the system. Non-state or private college tuition reimbursement shall be at the Montclair State College tuition rate or the cost per credit, whichever is less. Courses must be approved by the superintendent as eligible for reimbursement, in accordance with Board policy. Pending prior administrative approval, allowance for at least one of three reimbursable courses taken per year may be an online course provided, however, that the course shall be from an accredited institution. Part-time employees will be paid on a pro-rated basis for graduate course reimbursement as per the above provisions. No tuition reimbursement will be provided for courses, which may lead to certification as a school administrator, principal, supervisor, or school business administrator, unless such a course is part of a pre-approved degree program.



- B. Distribution of fund:
1. Teachers intending to take courses shall make it known by filling out the appropriate form prior to June 15<sup>th</sup> of the previous fiscal year. (Any courses approved prior to the ratification of this contract shall not be subject to the date listed above).
  2. Members will be reimbursed by dividing the established fund by the number of approved credits, capped at nine credits per year. The amount reimbursed per person will not exceed A-1 above. The dollar amount of per credit reimbursement shall be uniform, and shall not exceed the actual cost per credit.
  3. Staff members may replace an approved course in the event of a course cancellation or a district contractual obligation that prohibits them from taking the course.
- C. The Board Secretary shall be notified as soon as registration has been accomplished and again when the course has been completed satisfactorily (with relevant receipts and transcripts).
- D. Local Professional Development Committee  
The Board shall establish a Professional Development Committee in accordance with the state requirements (N.J.A.C. 6:11-13.3).
- E. Tuition reimbursement payments will be made annually by July 15. In order to receive payment by July 15, employees must submit authorized transcripts to the Board Secretary by June 15. When an authorized transcript is received after June 15, the appropriate employee shall not be paid until the following year and from the following year's fund.
- F. Any employee that leaves the District within three years of completion of a course for which he or she received reimbursement shall be required to repay the District for the course. Any such repayment will be calculated on a pro-rata basis (e.g., 1/3<sup>rd</sup> repaid if the employee left after two years of course completion). The District will be entitled to withhold any amounts due the District from an employee's paycheck.

**Article XIII**  
**TERMS OF EMPLOYMENT**  
**Custodial Staff**

**A. Hours and Days of Work**

The Superintendent/Principal shall apply uniformly throughout the school district the following rules for full-time employee working periods:

1. Custodial/maintenance personnel shall work eight (8) hours per day, five (5) days per week, which includes a paid half-hour lunch each day. Custodial/maintenance personnel shall report to work during school vacation periods and when schools are closed for inclement weather. The starting time for custodial/maintenance personnel shall be established by the Superintendent/Principal/Assistant Principal, Business Administrator or designee.

- a. Day Shift: 6:30 a.m. to 2:30 p.m., including a half-hour lunch period.

Night Shift: 2:00 p.m. to 10:00 p.m., including a half-hour dinner period.

No custodian will be required to work overtime without the approval of the Superintendent/Principal/Assistant Principal/Business Administrator or designee.

- b. Overtime: Any hours worked over the regular work day are paid at 1 ½ times the employee straight hourly rate. (Hourly rate equals annual salary divided by 52 divided by 40.)

The regular work week for employees shall be forty (40) hours. All hours worked in excess of eight (8) hours in any one day or forty (40) hours in any one week shall be paid at overtime rates. All overtime shall be approved by the Superintendent/Principal or designee. Overtime rates shall be as follows: Hours of overtime worked, except on Sundays and holidays, shall be paid at one and one-half (1 ½) times an employee's regular hourly pay rate; hours of overtime worked on Sunday shall be paid at two (2) times an employee's regular hourly pay rate; hours of overtime worked on designated holidays as set forth in this agreement when the district is closed, will be paid at one and one-half (1 ½) an employee's regular hourly pay rate in addition to the day's pay the employee receives for the holiday.

The following are recognized custodial/maintenance employee classifications:

- **Maintenance Technician** – Performs building maintenance/repairs and other duties and holds a license and/or certifications in a skilled trade ex: electrician, HVAC, plumbing etc. appropriate to school building operations.
- **Lead Custodian** – Performs light building maintenance/repairs and other duties as needed, maintains records for ordering supplies and services from vendors and serves as a liaison between the Business Administrator and other Custodial/Maintenance staff.
- **Custodian** – Performs housekeeping/cleaning and other related duties.

Salaries for the above maintenance/custodial classifications will be commensurate with classification level, experience, responsibility, skill level and certification in specialized trades.

Overtime may be taken as compensatory time.

(NOTE: According to FLSA compensatory time must be accrued at 1 ½ times)

Night shift personnel will receive overtime pay when they are requested to work past their normal hours or when they are called to do snow removal.

- c. Snow Day: Custodians are expected to report for their regular shift. In cases of extreme weather, custodians are expected to report to work as soon as the roads are cleared.

During the days when school is not in session, as a result of a snow day, work should be undertaken that is not part of the normal daily routine.

- d. Work Year: July 1 - June 30. When school is not in session, custodians are expected to work their normal day.

At the recommendation of the Superintendent and approval by the Board of education, part-time positions will be permitted. Benefits would be applicable on a pro-rated basis.

**B. Vacation Time/Personal Days/Floating Holidays**

1. Custodial /maintenance employees are entitled to 12 holidays per school year. If the current school calendar does not identify 12 observed holidays, then floating holidays will be included to increase holidays to 12 for the school year.
2. All custodians and maintenance persons employed on a 12-month basis are entitled to vacation time based on length of service (chart below). Custodial personnel must submit their request for vacation time to their immediate supervisor. \*Summer vacations will be approved only after the demands of the summer work schedule have been considered. Vacation time for part-time employees will be pro-rated.

\*Requests for vacations should be submitted in writing one month prior to the requested date.

3. Vacations shall accrue from July 1 to June 30. Vacations are to be taken prior to the end of the contract year in which they were earned. Those employed for part of a year shall be pro-rated part of a vacation.

The following exceptions apply when employees would like to take their vacation other than in the year in which it is earned:

1. Employees may take vacation time before it is earned with the approval of the Superintendent. If the employee does not complete the year and thereby earn all the vacation time taken, then the unearned vacation will be subtracted from the employee's final paycheck.
2. Vacation time is non-cumulative; however employees may request to carry over part of their vacation for personal reasons, or to avoid impacting the school's workflow. In such event, the employee may, with the Superintendent's written approval and Board resolution, carry unused vacation over to the following year, or be paid on the basis of the salary in effect when the vacation is earned. Carried time must be used before the end of the next contract year.

Custodians/maintenance personnel are entitled to three personal days per school year. Any unused personal days not taken during the school year may be banked and added to their accumulated sick days subject to the limitations outlined in Article XII Section M. Those employed for a part of a school year shall have those personal days pro-rated.

**C. Vacation Schedule – 12 Month Employees**

1st year of service – One day per month of service, up to 10 days. No vacation shall be taken prior to the completion of 6 months of service.

2 - 5 years	10 days
6 - 9 years	15 days
10+ years	20 days

**D. Bereavement Days**

Absence due to death in an employee's immediate family or relative or significant other living in his/her household shall be allowed with full pay for up to five consecutive school days per event. The term immediate family shall include: spouse, parent, parent-in-law, sister, brother, child and natural grandparents or another person deemed important by the member and so agreed upon by the superintendent.

**E. Sick Days**

Twelve-month employees are entitled to 12 sick days per school year and 10-month employees are entitled to 10 sick days. Sick days are cumulative; they will be carried forward to the next school year. There are no separate benefits for time off for medical reasons. Medical leaves of absence with pay will equal the number of sick days the employee has accumulated. Please see the maternity/child care leave benefits or family leave act for their applicability. Employees may request a leave of absence without pay by petitioning the Board through written correspondence to the Superintendent/Principal.

**F. Health Care**

Non-certified personnel are entitled to full medical coverage without restrictions when they work 20 hours or more per week. Employees shall contribute to his/her healthcare coverage in accordance with Chapter 78, P.L. 2011.

**G. Tax Shelter Annuity and Disability Insurance**

All employees may voluntarily participate in 403(B) retirement plans through companies approved by the Board of Education.

Disability insurance is available to all employees at the employees' expense. The Education Association may elect to change providers.

**H. Credit Union**

All employees are eligible to become members of the Tri-Co Credit Union.

**I. Direct Deposit**

All employees may request direct deposit of their paychecks into a savings or checking account.

**J. Tuition Reimbursement**

In order to receive reimbursement for licensing and other job-related courses, Board approval must be obtained prior to attendance at the course.





**K. Uniforms**

Each custodian will receive 6 work shirts, 3 pairs of pants and 1 jacket with a zip-out lining. These uniforms must be worn while on duty. If a custodian leaves before one year's service, the cost of the uniforms will be deducted from his/her final paycheck.

Uniforms may be replaced by the Board of Education as need dictates.

Custodians are also entitled to an annual shoe allowance of up to \$100.00.

**L. Pension**

Custodial employees are required to join the state-run pension plan, public employees' retirement system (PERS). Contributory insurance is also required by law. The contribution percent is set annually by the state.

**M. Retirement**

Employees who retire from the Boonton Township Board of Education, with 10 years or more of service, will receive payment for their accumulated sick days at a 1:5 ratio with a cap at \$5,000 at the per diem rate of 1/260.

**Article XIV**  
**Appendix A**

**Time Schedule**

Times may be adjusted due to busing schedules. Length of working day will remain the same.

Grades Kindergarten - 8th

7:45 a.m. All teachers report in

8:00 a.m. Late bell

2:30 p.m. Dismissal bell

Teachers may leave at 2:40 p.m.

On days when teachers schedule extra help and assistance, they will report at 7:25 AM if a morning session is planned or will stay in school until 3:00 PM when an afternoon session is planned

Single Session Days - All Classes

Grades Kindergarten – 8 8:00 a.m. - 12:15 p.m. No lunch periods

Time Schedules will be developed annually and may change as directed by the Board of Education provided that the reporting time, dismissal time and pupil contact time are not extended to increase the working day. (Except as noted in Article VI-A-5)

**Appendix B**

**A. Custodial Hours and Workload (Non-tenured Positions)**

It is agreed that if custodial work reverts to the district, the Board and the Association will negotiate the terms and conditions of employment for said employees.

Custodians employed by the District as of July 1, 2013 shall receive a 2% salary increase retroactive to said date.

Custodians employed by the District as of July 1, 2014 shall receive a 2% salary increase.

Custodians employed by the District as of July 1, 2015 shall receive a 2% salary increase.

Effective July 1, 2013, eligible custodians shall receive longevity compensation at the same rate as aides, in accordance with Article 14, Appendix B, paragraph D (2) of this agreement.

**B. Teacher Salary Agreements**

1. Both parties agree to the following salary guides which cover the three year non-negotiable salary contract for the 2013-14, 2014-15, 2015-16 school years.

2. Teachers employed by the Board as of July 1, 2010, progress on the following guides (excluding longevity). Lateral moves across the guide based on attainment of formal education result in placement to the advanced degree column according to "Movement Across the Guide Policy" #4131.4 Readopted June 30, 2004

**Salary Guides**

**2013-14 Boonton Township Salary Guide**

Step	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 60
1	48,625	50,225	51,825	53,425	55,025	56,625	58,625
2-3	49,625	51,225	52,825	54,425	56,025	57,625	59,625
4	50,525	52,125	53,725	55,325	56,925	58,525	60,525
5	51,525	53,125	54,725	56,325	57,925	59,525	61,525
6	52,675	54,275	55,875	57,475	59,075	60,675	62,675
7	53,625	55,223	56,823	58,423	60,023	61,623	63,623
8	54,125	55,725	57,325	58,925	60,525	62,125	64,125
9	55,275	56,875	58,475	60,075	61,675	63,181	65,181
10	56,205	57,805	59,478	61,095	62,726	64,368	66,368
11	57,305	58,911	60,700	62,379	64,085	65,805	67,805
12	60,630	62,142	64,094	66,223	68,422	70,841	72,841
13	64,255	66,567	68,519	70,648	72,847	75,266	77,266
14	67,680	69,992	71,944	74,073	76,272	78,691	80,691
15	71,405	73,717	75,669	77,798	79,997	82,416	84,416
16	75,230	77,648	79,688	81,914	84,213	86,742	88,742
17	79,055	81,578	83,707	86,030	88,429	91,068	93,068
18	82,080	84,603	86,732	89,055	91,454	94,093	96,093

**2014-15 Boonton Township Salary Guide**

Step	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 60
1-2	49,625	51,225	52,825	54,425	56,025	57,625	59,625
3-4	50,525	52,125	53,725	55,325	56,925	58,525	60,525
5	51,525	53,125	54,725	56,325	57,925	59,525	61,525
6	52,625	54,275	55,875	57,475	59,075	60,675	62,675
7	53,625	55,225	56,825	58,425	60,025	61,625	63,625
8	54,625	56,225	57,825	59,425	61,025	62,625	64,625
9	55,505	57,105	58,705	60,305	61,905	63,411	65,411
10	56,625	58,225	59,898	61,515	63,146	64,788	66,788
11	57,505	59,111	60,900	62,579	64,285	66,005	68,005
12	59,880	61,392	63,344	65,473	67,672	70,091	72,091
13	63,555	65,867	67,819	69,948	72,147	74,566	76,566
14	66,980	69,292	71,244	73,393	75,572	77,991	79,991
15	70,605	72,917	74,869	76,998	79,197	81,616	83,616
16	74,430	76,848	78,888	81,114	84,413	85,942	87,942
17	77,955	80,478	82,607	84,930	87,329	89,968	91,968
18	81,315	83,838	85,967	88,290	90,689	93,328	95,328
19	82,820	85,343	87,472	89,795	92,194	94,833	96,833

**2015-16 Boonton Township Salary Guide**

Step	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 60
1	50,000	51,600	53,200	54,800	56,400	58,000	60,000
2-3	50,625	52,225	53,825	55,425	57,025	58,625	60,625
4-5	51,725	53,325	54,925	56,525	58,125	59,725	61,725
6	52,875	54,475	56,075	57,675	59,275	60,875	62,875
7	53,750	55,350	56,950	58,550	60,150	61,750	63,750
8	54,813	56,413	58,013	59,613	61,213	62,813	64,813
9	55,905	57,505	59,105	60,705	62,305	63,811	65,811
10	56,825	58,425	60,098	61,715	63,346	64,988	66,988
11	57,905	59,511	61,300	62,979	64,685	66,405	68,405
12	59,880	61,392	63,344	65,473	67,672	70,091	72,091
13	62,555	64,867	66,819	68,948	71,147	73,566	75,566
14	65,580	67,892	69,844	71,973	74,172	76,591	78,591
15	68,905	71,217	73,169	75,298	77,497	79,916	81,916
16	72,330	74,748	76,788	79,014	81,313	83,842	85,842
17	75,943	78,466	80,595	82,918	85,317	87,956	89,956
18	79,815	82,338	84,467	86,790	89,189	91,828	93,828
19	83,613	86,136	88,265	90,588	92,987	95,626	97,626

**C. Instructional Aides**

Instructional aides employed by the district as of July 1 of the school years listed below and eligible for County substitute certificate shall receive the hourly rate as follows:

<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
\$21.72	\$22.16	\$22.61

**D. Longevity**

Teachers

1. During the term of this three year agreement, longevity compensation for teaching staff shall be based upon years of continuous (i.e. no break in service) as a teacher in Boonton Township schools, and will be added to the base salary beginning in each year of this three year agreement as of 7/1/2013. Such longevity shall not be cumulative. Maternity leaves, sabbaticals, or administration approved leaves shall not constitute a break in service for purposes of this paragraph.

Step #1 (11-15 years)	\$ 800.00
Step #2 (16-20 years)	\$1,610.00
Step #3 (21-24 years)	\$2,100.00
Step #4 (25+ years)	\$2,600.00

The salary and longevity, if any, of a part-time teacher shall be prorated in accordance with his/her schedule.

Aides

2. During the term of this three year agreement, longevity compensation for instructional aides shall be based upon years of service as an instructional aide in Boonton Township schools, and will be added to the base salary beginning in each year of this three year agreement. Such longevity shall not be cumulative.

The salary and longevity, if any, of a part-time instructional aide shall be prorated in accordance with his/her schedule.

Completed years of service (7-10 years)	\$ 500.00
Completed years of service (11-14 years)	\$ 800.00
Completed years of service (15 years or more)	\$1,200.00

**E. Athletic/Co-curricular Stipends**

The Athletic/Co-curricular stipends on the following table will remain in effect for the contract term 2013-2014 through 2015 - 2016:

Level	Yrs. Exp.	Special	Major	Minor	Assistant
I	0-1	3,958	3,138	2,441	2,207
II	2-3	4,075	3,256	2,558	2,326
III	4-5	4,189	3,423	2,674	2,441
IV	6-7	4,307	3,697	2,999	2,767
V	8-9	4,424	3,813	3,114	2,884
VI	10+	4,513	3,930	3,232	2,999

**ATHLETIC STIPENDS**

SPECIAL	MAJOR	MINOR
*Basketball	Baseball Soccer Softball Athletic Coordinator	Cross Country Track & Field

\* It is agreed that the current basketball coaches are grandfathered to receive the "special" athletic stipend. Upon the resignation from their respective positions, the basketball coach position will be reclassified as a Major Athletic Stipend position.

**CO-CURRICULAR STIPENDS**

MAJOR	MINOR
Band Director	Student Council
Homework Club	5/6 Team Leader
7/8 Team Leader	Jazz Band
Yearbook	Service Squad
8th Gr. Advisor	Forensics
	Traffic Control
	Broadcast Club

**Athletic Stipends** – Athletic stipends will be paid in the following manner:

- Fall Sports – ½ in Oct.; ½ in Nov.
- Winter Sports – ½ in Nov.; ½ in Feb
- Spring Sports – ½ in April; ½ in June
- Volleyball – full amount in April

**Co-curricular Stipends** – Co-curricular stipends will be paid ½ in Dec.; ½ in June. The Board reserves the right to add or delete Co-curricular Club Advisor positions based on the availability of funds and/or interest in the activity. New club advisor positions will be designated at the Minor stipend level.

**F. SPECIAL Positions**

Compensation will be as follows:

Curriculum Review	\$1,600.00
Lost Preparation Period (per hour)	\$ 50.00

All of the above positions (except lost preparation periods) shall be paid twice annually in December and June. The stipends for these positions shall not be pensionable. Contractual absences are permitted without a deduction in pay. Substitutes, if any, are the responsibility of the Board.

**G. Additional Salary Amounts**

Home Instruction (per hour)	\$ 70.42
Black Seal License	\$655.31
Summer Work (per 4 hours)	\$102.58


Vacancies shall be posted to include scope of project, number of hours, and rate of compensation. Assignments shall be voluntary.

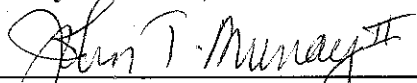
**H. Paid Assemblies** - It is additionally agreed that \$500.00 be set aside by the Board for paid assemblies during each of the contract years 2013-2014, 2014-2015 and 2015-2016.

**I. Mentoring** - Senior teaching staff will be compensated by the District for mentoring new staff according to State regulations.

Except as set forth as follows, the Agreement between the Board and the Association for the period July 1, 2013 through June 30, 2016 shall remain the same.

**BOONTON TOWNSHIP  
BOARD OF EDUCATION**

  
\_\_\_\_\_  
Barry Brantner, President

  
\_\_\_\_\_  
John T. Murray II RSBA, Secretary

Dated: 4/28/14

**BOONTON TOWNSHIP  
EDUCATION ASSOCIATION**

  
\_\_\_\_\_  
Cindy Snyder, President

  
\_\_\_\_\_  
Millicent Freeman, Secretary

Dated: 4/28/14