



AGREEMENT

between

THE BOARD OF EDUCATION

of

THE PASCACK VALLEY REGIONAL HIGH SCHOOL DISTRICT

and

THE PASCACK VALLEY REGIONAL EDUCATION ASSOCIATION

for the period

1993 - 1996



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PREAMBLE

This agreement entered into this 18th day of October, 1993 by and between the Pascack Valley Regional Board of Education hereinafter called the "Board" and the Pascack Valley Regional Education Association, hereinafter called the "Association."

Witnesseth:

Whereas, the members of the teaching profession are particularly qualified to advise the formulation of policies and programs designed to improve educational standards, and

Whereas, the Board has an obligation, pursuant to Chapter 123, Public Law 1974, to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and,

Whereas, the parties have reached certain understandings which they desire to confirm in this Agreement, be it

Resolved, in consideration of the following mutual covenants, it is hereby agreed as follows,

ARTICLE I

Recognition

A. Unit

The Board hereby recognizes the Association as the executive and sole representative for collective negotiation concerning grievances and terms and conditions of employment for all professional personnel under contract, on leave, employed or hereafter employed, including:

Classroom Teachers	Work Experience Coordinators
Guidance Counsellors	School Psychologists
Librarians	School Social Workers
Audio Visual Coordinators	Learning Disability Teacher Consultants
School Nurses	Chapter I Teachers
Speech Correctionists	Reading Specialists
Resource Room Teachers	Supplementary Teachers
Directors of Athletics	
Compensatory Education Teachers	

but excluding:

Superintendent	Administrative Assistants and Secretaries
Principals	Transportation Officers
Vice Principals	Library Technicians
Supervisors of Instruction	Attendance Officers
Board Secretary/Business Adm.	Cafeteria Aides
Directors of Student Personnel	Substitute Teachers
Adm. Asst. to Principal	Custodians and Maintenance Personnel
Director of Student Activities	Teacher Aides
Monitors	Health and Safety Officers

B. Definition of Teacher

Unless otherwise indicated, the term "teacher" when used hereinafter, in this agreement, shall refer to all professional employees represented by the Association in the negotiation unit as above defined.

ARTICLE II

Negotiation of Successor Agreement

The parties agree to enter into discussion over a successor agreement in accordance with Chapter 123, Public Law 1974, prior to October 1 of the calendar year preceding the calendar year in which this agreement expires.

ARTICLE III

Grievance Procedure

A. Policy

The Board of Education hereby declares as a statement of policy that any employee invoking the Grievance Procedure herein set forth shall be free from any prejudicial or punitive action by reason of invoking such procedure.

Further, all documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

B. Definitions

1. Grievance

A grievance is a claim by an employee or the Association based upon the application or violation of this agreement, policies, or administrative decisions involving a term or condition of employment of an employee or group of employees.

2. Grievant

A grievant is the person or persons making the claim or on whose behalf the Association is making the claim.

3. The term "Grievance" shall not apply to any matter as to which (1) a method of review is prescribed by law, or by any rule, regulation or by law of the Commissioner of Education or of the State Board of Education having the force or effect of law; or (2) in cases where the Board of Education is without authority to act; or (3) the failure or refusal of the Board of Education to offer a contract to a probationary employee.

C. Purpose

The purpose of this procedure is to resolve disputes that arise involving the terms and conditions of employment covered by this agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

D. Procedure

1. Time Limits

The number of days indicated at each level is the maximum and every effort should be made to expedite the process. The time limits specified may, however, be modified by written mutual agreement.

2. Limitations on Filing

A grievance shall be initiated at Level One of the procedure within thirty (30) days of the occurrence of an event which gives rise to a grievance. Failure to act within said thirty (30) calendar day period shall be deemed to constitute an abandonment of the grievance.

Level One - Immediate Supervisor

The grievant shall first discuss it with his immediate supervisor (or principal if applicable) either directly, or through the Association's designated representative within five (5) work days after the filing date of the actual grievance as outlined in Section D Paragraph 2 in an attempt to resolve the matter informally at that level.

Level Two - Building Principal

If the grievance is not resolved informally to the satisfaction of the grievant, then the grievant shall file the grievance in writing with the building principal within five (5) work days after the supervisor's response. The building principal shall respond in writing within five (5) work days of receipt of the grievance.

Level Three - Superintendent of Schools

If the grievant is not satisfied with the disposition of his or her grievance at Level Two, he or she may file the grievance in writing with the Superintendent of Schools within five (5) work days of receipt of the response from the building principal. The Superintendent of Schools shall respond in writing within (5) work days of receipt of the grievance.

Level Four - Board of Education

If the grievant is not satisfied with the disposition of his or her grievance at Level Three, he or she may, within five (5) work days after a decision by the Superintendent, file the grievance in writing with the Secretary of the Board of Education. The Board of Education shall review the grievance at its next regular meeting, and all parties who have been involved at any stage of the procedure shall have the right to be heard. The Board of Education shall render a decision in writing within thirty (30) days of the hearing.

Level Five - Binding Arbitration

- (a) If the grievant is not satisfied with the disposition of the grievance at Level Four, he or she may, within five (5) work days after the decision by the Board of Education, request in writing that the Association submit the grievance to binding arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to binding arbitration within five (5) work days after receipt of a request by the grievant.
- (b) Within ten (10) work days after such written notice of submission to binding arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the Public Employment Relations Commission by either party. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission.

- (c) The arbitrator shall be limited to the issues submitted to him/her and shall not add to, subtract from, or modify the terms of the agreement. The only grievances which may be arbitrated are those alleging that there has been a violation of the express, written terms of the locally negotiated agreement. The arbitrator shall not have authority to rule on grievances which concern the interpretation, application or alleged violation of the Board policies and administrative decisions affecting terms and conditions of employment, or of statutes and regulations setting terms and conditions of employment.
- (d) Arbitration meetings will be held at times other than the regular school day.
- (e) Each party shall pay its own costs for arbitration preparation. The parties shall share equally the fee and expenses of the arbitrator and arbitration proceedings.

E. Right to Representation

At any state of the grievance procedure, the aggrieved employee shall have the right to summon and have present witnesses on his or her behalf. The aggrieved employee shall have the right to be represented by counsel and to have speak on his or her behalf a representative of the Association. The right to participate in cross examination and/or argument on behalf of the aggrieved employee shall be limited to one person.

Nothing contained herein this procedure shall be deemed to require any employee to become a member of any organization, and any employee shall be entitled to a hearing under this procedure whether a member of any organization or not.

If in the judgment of the Representative Council of the Association, a grievance uniquely affects a group of teachers covered by this Agreement, the Association may submit such grievance in writing directly to the Superintendent of Schools. If the Superintendent agrees that the grievance is such as to warrant direct consideration by him or her, then the processing of such grievances shall commence at this level. This procedure is not intended to apply to common grievances that could be resolved by immediate superiors or principals, but to unique grievances over which immediate superiors or principals have no control.

ARTICLE IV

Teacher Rights

A. Rights and Protection in Representation

Pursuant to Chapter 123, Public Laws of 1974, the Board hereby agrees that every employee of the Board shall have and shall be protected in the exercise of, the right, freely and without fear of penalty or reprisal, to form, join, and assist any employee organization or to refrain from any such activity.

As a duly elected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974 or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of membership in the Association and its affiliates, participation in any activities of the Association and its affiliates, collective negotiations with the Board, or institution of any grievance, complaint or proceeding under this agreement or otherwise with respect to any terms or conditions of employment.

B. Required Meetings or Hearings

Whenever any teacher is required to appear before the Superintendent or a designee, Board, or any committee, member, representative or agent thereof concerning any matter which could adversely affect the continuation of that teacher in office, position or employment, or the salary or any increments pertaining thereto, then the teacher shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise and represent the teacher during such meeting or interview.

C. Evaluation of Students

Evaluation of students shall be per Board Policy No. 5121 adopted August 5, 1986. This provision shall be grievable to Board level only.

D. Criticism of Teachers

Any criticism by a supervisor, administrator, or Board Member of a teacher and the teacher's instructional methodology shall be made in confidence and not in the presence of students, parents, or other public gatherings. Nothing contained herein shall be deemed to prevent the Board from carrying out its duties, responsibilities, and obligations from acting publicly or disciplinary actions against teachers, which actions may possibly result from criticism of the teachers.

E. Complaint Procedure

1. In the event of complaints, the appropriate administrator shall make a determination as to whether to make an investigation. If the administrator decides to conduct an investigation, the teacher shall be notified in writing of that determination, and of the allegations being investigated, and of the name(s) of the complainant(s). The teacher shall have the right to representation by the Association for the duration of the investigation. If a written report results from the investigation, the teacher shall have the right to reply in writing and to have this reply appended to the report. The complaint shall not appear in any evaluation nor shall it influence an evaluation unless the investigation substantiates the complaint.
2. The provisions of the above paragraph are intended to apply to those cases where a complaint may be used in connection with evaluating a teacher, but shall not be deemed applicable with reference to any complaints that may result in the determination by the Board to forward charges which may be made against a teacher to the Commissioner of Education for processing in accordance with the Tenure Hearing Act set forth in the provision of Title 18A.

F. Personnel Files

1. No material derogatory to a teacher's conduct, service, character, or personality shall be placed in the teacher's personnel file unless said teacher has had an opportunity to review the material, except such material as may have been received in connection with the application for employment of the teacher. The teacher shall acknowledge that there has been the opportunity to review such material by signing the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents or assents to its inclusion in the teacher's personnel file. The teacher shall have the right to append a written reply to such material.
2. The Board shall not establish any separate personnel file unless it is available for the teacher's inspection, with the exception of personal references solicited by the Board at the time of employment.
 - a. This provision shall not limit the Board's right to establish personnel files as may be required in the operation of the school system, with the understanding that such files will be available for the teacher's inspection.
 - b. Teachers shall have the right, upon request to review the contents of these personnel files in the presence of a person authorized by the Board. After an initial review of personnel files, a teacher may request a second review of the files accompanied by a representative of the Association, in the presence of the Superintendent or his designee.

G. Non-Discrimination

The Board and the Association agree that there shall be no discrimination in the policies and practices of the District. Said policy of non-discrimination shall be in accordance with Title VI and Title IX and any other applicable State or Federal Legislation.

H. Enrollment of Dependent Children

A full-time tenured teacher in the District shall be entitled to enroll dependent children in either high school at no tuition, provided that the children shall not compete in interscholastic activities unless meeting eligibility requirements met by other students.

I. Smoking Provisions

Teachers may only smoke a tobacco product on school property when inside his or her own personal vehicle in designated areas for teacher parking.

ARTICLE V

Association Rights and Privileges

A. Information

The Board agrees to make available to the Association all public information concerning the school district.

B. Released Time for Meetings

1. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during the working hours in negotiations, grievance proceedings, conferences, or meetings, said representative shall suffer no loss in pay.
2. Whenever the presence of a single teacher representative is required by counsel for the Association in connection with a court appearance involving PVREA-Pascack Valley Regional High School District matters where no testimony is to be taken, that representative shall suffer no loss in pay.

C. Use of School Building

Whenever the Association desires to use school buildings for meetings, it shall request permission for such use. The Principal shall grant the permission, provided that the use by the Association does not conflict with any other scheduled activities and provided, further, that in connection with said use, no additional costs are incurred by the Board.

D. Use of School Equipment

The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall furnish all materials and supplies in connection with said use and pay for any damages and repairs to the facilities and equipment occasioned by such use.

E. Bulletin Boards

1. Bulletin board space shall be provided in the main teacher's room and in each faculty cafeteria in each building for the posting of the Association notices.
2. No approval shall be required for the posting of said notices.
3. Prior to posting, copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required for their posting.
4. Nothing contained herein, however, shall be deemed to relieve the Association and any teacher of the consequences of any improper postings on said bulletin boards.

F. Mail Facilities

Upon oral notice first being given to the building principal and without approval of the contents by the principal, the Association shall have the right to use the school mailboxes reasonably. Nothing contained herein, however, shall be deemed to relieve the Association, or any teacher, of the consequences of any improper use of mailboxes. Notice shall consist of oral notice to the building principal or if the building principal is not available in the office, through written notice consisting of a copy of the communication delivered to the principal's secretary or assistant principal.

ARTICLE VI

Teacher Work Year

A. In School Work Year

1. **Ten (10) Month Personnel.** The in-school work year for teachers employed on a ten month basis (other than new personnel who may be required to attend one (1) additional day of orientation) shall not exceed one hundred eighty-five (185) days. Whenever, any member of the bargaining unit is required to complete any work which is customary and which should have been reasonably anticipated to be completed prior to the close of the school year, the member shall complete such work even if the fact that the completion of said work shall require the member to remain beyond the aforementioned 185 day period.
2. **Eleven (11) Month Personnel.** The in school work year of teachers employed on an eleven month basis shall not exceed two hundred five (205) days. Whenever any member of the bargaining unit is required to complete any work which is customary and which should have been reasonably anticipated to be completed prior to the close of the school year, the member shall complete such work even if the completion of said work shall require the member to remain beyond the aforementioned 205 day period.

B. School Calendar

The school calendar shall be approved by the Board at a regularly scheduled meeting. Prior to this meeting, the Association will discuss with the Board, through the Superintendent of Schools, any date or dates that it feels should be considered in the school calendar. This meeting between the Superintendent of Schools and the representative of the Association shall take place before December 1.

The final determination of the calendar is a Board prerogative and nothing contained herein shall prevent the Board from adopting this calendar.

ARTICLE VII

Teaching Hours and Teaching Load

A. Teacher Day

1. **A Check-in Procedure.** As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in or clock out" by hours and minutes, except during the course of the school day. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in" roster.
2. **Length of the Day.** The total in-school work day shall consist of not more than six (6) hours and fifty-one (51) minutes which shall include a duty-free lunch period and at least one (1) planning period.
3. **Arrival and Dismissal time.** Teachers shall be required to report for duty five (5) minutes before the opening of the school day, and shall be permitted to leave five (5) minutes after the close of the pupils' day. In accordance with school policy, teachers shall be required to remain to give extra help on the appropriate assigned days. It is the responsibility of all teachers to be present in their assigned classes and duties at the appointed times.
4. **Meetings.** Teachers shall attend regularly scheduled faculty and departmental meetings, serve on curriculum and other professional committees for the welfare of the District and the profession. Such committee assignments shall be distributed as equitably as possible among all by the administration, who will, in turn, take into consideration each teacher's regular teaching load, abilities, and interests. Special meetings may be called on at least twenty-four (24) hours notice; however, in emergency situations this requirement shall be waived. The notice of an agenda for any faculty meeting shall be given to the teachers at least twenty-four (24) hours prior to the meeting, except in an emergency.

B. Teaching Load

1. Normal Load

- a. A teacher whose teaching duties require daily preparation for teaching, and involve such items as checking homework, marking papers, etc. shall not be required to teach more than five (5) classes per day, except as herein otherwise provided.

- b. A teacher shall take charge of a homeroom or perform equivalent services which shall be assigned by the administration.
- c. A teacher shall be required to supervise one study hall period per day or perform equivalent services of professional or non-professional nature which shall be assigned by the administration.
- d. Teachers assigned to both schools on a daily basis shall not be assigned a supervisory period.
- e. The Association President shall not be assigned a supervisory period or a homeroom.

2. Exceptions

Under extraordinary circumstances and after a thorough investigation of all viable alternatives by the teacher, and administration, a teacher may be required to teach a sixth period per day. Teachers assigned to a sixth period per day will not be required to perform the duties listed in B.1.c. above.

3. Mentoring

A teacher serving as a mentor and a provisionally certified teacher shall not be assigned a supervisory period. The extra release time shall be scheduled for the mentor and the provisionally certified teacher assigned to him or her at the same time. The mentor teacher shall provide regular assistance to the provisional teacher through classroom visits and individual conferences during his or her regular scheduled preparation period. The mentor's preparation period shall instead be taken during the regularly scheduled extra release time during the day in question.

- a. A teacher serving as a mentor shall be paid by the provisionally certified teacher in accordance with state guidelines.
- b. All vacancies for mentoring positions shall be posted as early as the district is aware of its needs. The posting shall include the qualifications for the position. No employee shall be assigned to serve as a mentor if there are qualified volunteers available. If an employee is involuntarily assigned to a mentoring position, he or she shall not be involuntarily assigned again until all other qualified employees have been assigned.

- c. The Board of Education shall provide training for all teachers who serve as mentors before the start of their assignment. The district shall pay the tuition connected with the training approved by the Board including travel to any out-of-district training site.
- d. There shall be a committee of two administrators or supervisors designated by the Superintendent and two teachers appointed by the Association president. The committee shall review the state requirements concerning certification and support services for provisional teachers and make recommendations to the Board regarding those aspects which do not have an impact on terms and conditions of employment.

ARTICLE VIII

Cafeteria Supervision

Personnel other than teachers shall perform supervisory duties in the cafeterias except in those instances where such personnel is not available. In the event of unavailability of such personnel, teachers may be called upon to perform such duties by the Principal or designated representative.

ARTICLE IX

Salaries

A. Salary Schedule

The salary of each teacher covered by this Agreement is set forth in Schedules A1 thru A3 which are attached hereto and made a part hereof.

B. Compensable Extra-Curricular Activities

The stipend for certain extra-curricular activities covered by this agreement is set forth in Schedules B and C which are attached hereto and made a part thereof.

C. Audio Visual Coordinators, and Intramurals

The stipend for each of these positions is set forth in Schedules D and E.

D. Additional Compensation

1. When the members of the professional staff are assigned to cover teaching situations which would ordinarily require a substitute, such teachers shall be recompensed at the rate of \$15 per period commencing with the first class covered.
2. When teachers covered by this Agreement are employed on an eleven (11) month basis, they shall receive one-tenth (1/10) of their previous year's annual base pay as compensation for the additional month of employment.
3. Mileage Compensation - Second Year - When a teacher qualifies for mileage compensation, the teacher shall be compensated at the rate of \$.26 per mile.

E. Method of Payment

1. Eleven (11) Month. Each teacher employed on an eleven (11) month basis shall be paid on twenty-four (24) semi-monthly installments.
2. Ten (10) Month. Each teacher employed on a ten (10) month basis shall be twenty (20) semi-monthly installments.
3. Exceptions. When a pay day falls on or during a school holiday, vacation, or weekend, teachers shall receive their paychecks on the last previous working day.
4. The first paycheck in September shall be paid on September 10th.

F. Withholding of Increment and/or Adjustment.

1. The granting of any salary increment and/or adjustment as set forth in the salary schedule shall not be deemed to be automatic.
2. The Superintendent shall have the responsibility to recommend to the Board, the withholding of any salary increment and/or adjustment for inefficiency or other good cause.
3. Whenever the withholding of an increment and/or adjustment is proposed, the individual concerned shall be given written reasons for such proposed withholding and said individual shall have the right to appeal in accordance with the provisions of the Grievance Procedure applicable in such matters.

4. In cases involving the withholding of increments pursuant to the provision of R.S. 18A 29-14, an individual affected by such action shall have the right to invoke the Grievance Procedure through the hearing before the Board. From the final determination by the Board, the method of review shall be that set forth in R.S. 18A 29-14.
5. Whenever an increment has been withheld, the Board shall have the right in its discretion to restore the teacher to the appropriate place on the guide in any succeeding year.

ARTICLE X

Health Benefits

A. Full Health-Care Coverage

As of the beginning of 1976-77 school year, the Board shall provide the health-care insurance protection through New Jersey State Health Benefits Program. The Board shall pay the full premium for each teacher and for the teacher's family.

1. Provisions of Coverage

- a. Provisions of the health care insurance program shall consist of Blue-Cross, Blue-Shield with Rider J and Major Medical, or their equivalent.
- b. The Board shall pay the full premium for each teacher and the teacher's family the Dental insurance contracted with the New Jersey Dental Service Plan.

2. Carriers

After consultation with the Association, the Board has the right to choose an insurance carrier, provided that the benefits and coverage are at least equivalent to the benefits and coverage which presently exist.

3. Complete Annual Coverage

For each teacher who remains in the employ of the Board for the full school year, the Board shall make payment of Health Care insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1 and ending August 31. When necessary, payment of premiums in behalf of the teacher shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

B. Description to Teachers

Whenever material is made available by the carriers describing the provisions of the policies and such material is made available to the Board, the Board shall, in turn, distribute said materials to the teachers.

ARTICLE XI

Sick Leave

A. Eligibility

Any ten (10) month teacher of the school district shall be eligible for ten (10) sick leave days during the teacher's contract period. Any eleven (11) month teacher in the school district shall be eligible for eleven (11) sick leave days during the teacher's contract period. Any teacher who has been employed continuously for a period of ten years shall be eligible for twelve sick leave days per contract year. If one or two of the twelve sick leave days are not used in a given contract year by the teacher, then the day (s) shall be accumulated in a separate unused sick leave bank for the teacher. The separate unused sick leave bank day may be utilized by the teacher after the unused sick leave accumulated in accordance with Section C of this Article has been exhausted. The days accumulated in the separate unused sick leave bank shall not be eligible for payment for unused sick leave in accordance with Article XXII of this Agreement.

B. Definition

Sick leave is hereby defined to mean the absence from his or her post of duty, of any person because of personal disability due to illness or injury, or because he or she has been excluded from school by the District's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.

C. Cumulative

When a teacher uses less than the allotted number of sick leave days during a contract period, the number of such unused days is cumulative, beginning from the date of the teacher's initial employment in the district. Such cumulative days shall be credited as additional days beyond the regular allotted days for any one year. Cumulative days are not transferable when a teacher enters the employment of the school district.

A statement listing the total amount of cumulative unused sick leave credited is to be submitted to each teacher at the beginning of each school year by the Board Secretary.

D. Deduction for Cause

If a teacher who forfeits or discontinues a contract for any reason, has expended the sick leave and taken additional sick leave before the contract is forfeited, the Board may deduct from the teacher's terminal paycheck reimbursement for the days missed in excess of allowable sick leave.

E. Extension of Coverage

Whenever a teacher is granted sick leave, with pay, by the Board, the basic health insurance coverage shall be paid by the Board. Such payment shall be made during the period of such sick leave for a maximum of twelve (12) months. If the teacher is granted sick leave, without pay, the teacher may continue coverage under the health benefit program at Board expense for a maximum of three (3) months. At the expiration of the three month period, coverage may continue if the teacher elects to pay the required premiums directly to the carrier at non-group rates.

F. Extended Sick Leave

When a teacher's absence exceeds the annual and accumulated sick leave, the Board may pay any teacher each day's salary less the pay of a substitute, for a reasonable length of time, as may be determined in each individual case by the Board and the Superintendent.

ARTICLE XII

Professional Development Fund

There shall be established a Professional Development Fund (P.D.F.). The purpose of this fund shall be to provide fiscal support for curriculum projects proposed by members of the teaching and administrative staff which will prove a benefit to students. Funding shall be \$7,000 for each year of this contract.

The Superintendent and the Association will, by mutual agreement, establish detailed procedures for receiving, evaluating and making recommendations relative to all project proposals. The Board shall approve or disapprove all recommended proposals submitted to it, but shall be committed to the expenditure of the total amount allocated for the fund if there are adequate, acceptable proposals.

The following general guidelines are to be incorporated into the document of procedures:

1. Specific deadlines for receiving and acting upon proposals shall be clearly established.
2. The P.D.F. Committee established to receive, evaluate, and make recommendations concerning projects shall be broadly representative of the entire professional staff.
3. All projects must have as their primary purpose the improvement of curriculum and instruction.
4. No single project proposal shall receive funding in excess of 15 percent of the total monies provided in the Professional Development Fund, except by mutual agreement of the P.D.F. Committee and the Board.
5. Project expenditure may include compensation for services rendered by members of the teaching staff, secretaries and clerks, and consultants, purchase of materials and travel expenses.
6. In the event that P.D.F. funds are not expended in any fiscal year, it is the intent of the Board and the Association that such funds shall be incorporated into the P.D.F. for the next fiscal year.

7. Should funds remain in the P.D.F. account from two years prior to the current academic year, the Superintendent, with the approval of the P.V.R.E.A. President and Representative Council, shall determine how such funds might be used in the best interest of the District.
8. Expenditures under the P.D.F. shall not be considered a substitute for monies regularly budgeted by the Board for in service projects, workshops, or professional travel unconnected with an approved P.D.F. project.

ARTICLE XIII

A. Personal Leave

Personal leave is a privilege which allows teachers to be absent for important reasons. The Board expects this privilege to be used in a responsible manner.

B. Number of Days

Five (5) days personal leave shall be allowed with pay for each ten month teacher per year. Six (6) days leave shall be allowed for each eleven month teacher per year. Prior approval should be obtained whenever possible, at least 24 hours before the leave is to occur, in writing, on the appropriate form. Application should be made through the line of communication to the Superintendent.

C. Reasons

This policy shall cover all absences not chargeable to sick leave or professional leave or bereavement leave. These reasons include absences for death, illness in the immediate family, presentation of a degree, religious holidays, court appearances, any emergency situation, or personal business that is not related to employment outside of the district except in an emergency or does not result in financial remuneration, either of which cannot be handled outside of school hours and by any other member of the family. Requests for personal leave which serve only to extend a weekend, holiday or vacation shall be denied.

D. Partial Days

When a teacher is absent for less than half the normal working day, it will be considered one half-day of personal leave. More than one-half day's absence will be considered a full day of personal leave.

E. Miscellaneous

1. No unused days shall be cumulative for use in another year.
2. Every absence must be reported in writing on the Employee's Absence Form on returning to work.

F. Bereavement Leave

Teachers shall be entitled to the following temporary, non-cumulative leave of absence with full pay for each school year.

1. Up to four (4) days at any one time in the event of death of a teacher's spouse, child, parent, brother or sister.
2. Up to two (2) days at any one time in the event of death of a teacher's father-in-law, mother-in-law, grandparents.
3. One day (1) in the event of a teacher's son-in-law or daughter-in-law.

ARTICLE XIV

Teacher Observation and Evaluation

A. General

1. Observation and evaluation of the work performance of a teacher shall be conducted openly and with the full knowledge of the teacher. Such on-the-job evaluation shall include only school related activities and responsibilities.
2. Information regarding the performance of a teacher obtained by an administrator as the result of an on-the-job observation by another administrator may be included in an annual evaluation. However, such observations must be communicated to the teacher in writing. The teacher shall have the right to dissent with any or all parts of the evaluation and to have this written dissent appended to the report.

3. The Administration shall have the right to determine when the evaluation shall be made. In selecting the time for evaluations, supervisors shall consider all relevant factors which should be taken into consideration and shall avoid making evaluations at those times when, in the opinion of the evaluator, a fair evaluation may not be made. Supervisors shall make all evaluations as comprehensive as possible keeping with conditions then in existence.

B. Classroom Observation

1. Non-tenure teachers shall be observed by their immediate superiors (e.g., Supervisors of Instruction and/or Principal/Vice Principal) at least three (3) times each year. Tenure teachers shall be observed at least one (1) time each year. Each one of the minimum required observations shall be one class period in duration. The teachers shall be furnished with a copy of any classroom observation report within two (2) school days of the observation. A conference between the teacher and the observer for the purpose of identifying any deficiencies, extending assistance for their correction and improving instruction shall be held within three (3) school days of the observation. Additional observations and help are recommended for teachers experiencing difficulty. When possible, two or more persons should observe teachers independently. Where both teacher and observer agree that there has been an oversight, or a mistake in fact, in connection with any observation report, said observation report shall be rewritten to reflect the facts.
2. When the principal is not the observer, no observation report shall be submitted to him or her or any supervisor while such conference as outlined in B.1 above is pending. The teacher shall have the right to dissent with any or all parts of the observation report and to have his or her written dissent appended to the report at the time of submission to the principal or other supervisor.
3. All teachers shall be required to sign completed observation forms. The signing of such forms does not signify approval by the teacher. Where teacher and supervisor agree that there has been an oversight, or a mistake in fact in connection with any observation, said observation shall be rewritten to reflect the facts.

C. Evaluation

1. Prior to the submission of annual evaluations, the administrator or supervisor writing the evaluations shall hold a conference with each teacher. Where both teacher and evaluator agree that there has been an oversight, or a mistake in fact in connection with any evaluation, said evaluation shall be rewritten to reflect the facts before submission. If the teacher objects to, or disagrees with statements in his or her evaluation he or she shall be allowed five (5) school days to append a written reply to the evaluation. The evaluation shall not be forwarded without this reply. If the teacher does not reply within the allotted time, the evaluation shall be forwarded to the Principal/Superintendent on the sixth school day.
2. All teachers shall be required to sign completed evaluation forms. The signing of such forms does not signify approval by the teacher. Where teacher and evaluator agree that there has been an oversight, or a mistake in fact in connection with any evaluation, said evaluation shall be rewritten to reflect the facts.
3. Annual evaluation reports shall be in addition to the classroom observation reports.

ARTICLE XV

Professional Courses

The Board encourages members of the professional staff to take courses for the betterment of their teaching capabilities and for their increased value to the school, and will subsidize up to one hundred percent (100%) of the tuition cost of such courses within the limits defined below and with the exception of courses which have been suggested or recommended by the Board.

A. Eligibility

The teacher shall have been a full time member of the professional staff for a full school year prior to enrollment in the course.

B. Approval of Courses

1. To be approved it must meet the following requirements.
 - a. The value and suitability of the courses shall have had approval of the Superintendent prior to enrollment by each individual.
 - b. Be in the area of specialty of the teacher making application, or
 - c. Be determined that the course will enhance the value of the staff member in terms of the needs of the district as determined by the Superintendent of Schools.
 - d. All courses must be taken in residence at an approved or accredited college. Attendance at classes is required. Approval of independent study, research, dissertation, thesis credits and correspondence courses will be considered on an individual basis by the Superintendent.
2. All applications are to be submitted to the Superintendent of Schools for approval by the dates announced by the Superintendent of Schools to the staff for courses to be taken during the Fall, Spring or Summer semester. In the event that evidence is presented that college catalogues were not available by the dates announced yearly by the Superintendent, the Superintendent has the prerogative of extending the announced date for submission of application on an individual basis.

C. Payment

1. Proof of successful completion of the course shall be furnished to the Superintendent and endorsed by him or her before payment is made.
2. A teacher who does not return from the summer session will not be reimbursed.
3. Teachers not returning to their positions for the school year following that in which an approved course of study was taken will be required to reimburse the Board for such payment and will sign an agreement to that effect at the time of the application. Teacher reimbursement will be on or about June 30 of that school year providing they are still members of the school district.

4. For the term of this contract, this subsidy shall be one hundred percent (100%) of the tuition and laboratory fees. This one hundred percent (100%) is not to exceed \$1000 effective 1993-94 to any one teacher. Payment shall be made upon furnishing proof of successful completion of the course and the total payment by the Board of Education will not exceed \$18,000 in 1993-94 and \$20,000 effective 1994-95.
5. Reimbursement for courses outside a teacher's area of specialty will be made from monies remaining after subsidies have been paid for courses within a teacher's area of specialty.

D. Required Training

The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which a teacher is required by the Board to take.

ARTICLE XVI

Deductions from Salary

A. Professional Dues

Deductions from salary of members of the negotiating unit for dues for the Pascack Valley Regional Education Association, The New Jersey Education Association or the National Education Association shall be made in accordance with the laws of the State of New Jersey (Chapter 310, PL. 1967)

B. Annuity Program

Whenever the Association indicates a desire to participate in an annuity program in accordance with the provisions of R.S. 18A:66-127, the Board shall participate on behalf of the employees in said program provided, however, that there shall be no more than two plans covering such annuity programs, which plans shall be agreed upon mutually between parties.

ARTICLE XVII

Agency Fee

A. 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 to offset the costs of services rendered by the Association as majority representative.

B. Amount of Fee

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 fee to be paid by nonmembers will be equal to the maximum allowed by law.

C. Deduction and Transmission of Fee

The Board agrees to deduct from the salary of any teacher who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section B above and promptly will transmit the amount so deducted to the Association.

The Board agrees to deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each teacher during the remainder of the membership year in question. The deductions will begin thirty (30) days after the teacher begins his or her employment in a bargaining unit position.

D. Termination of Employment

If a teacher 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 paid to said teacher during the membership year in question and promptly forward same to the Association.

E. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

F. Save Harmless

The Association shall save the Board harmless from any claim raised against it by an employee as a result of fulfilling its obligation under this article.

ARTICLE XVIII

Board Rights

The Board reserves to itself sole jurisdiction over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, or any successor agreement, in accordance with applicable laws and regulations.

1. To direct employees of the school district;
2. To hire, promote, transfer, assign and retain employees in positions in the school district, and to suspend, to demote, discharge, or take other disciplinary action against employees (subject, however, to the provisions of the applicable statutes and rules and regulations of the State Board of Education in such cases made and provided) and all applicable laws and decisions of any New Jersey State or applicable Federal agency regarding these matters;
3. To maintain the efficiency of the school district operations entrusted to them.
4. To determine the methods, means, and personnel by which such operations are to be conducted, subject to all applicable laws and decisions of any State or applicable Federal Agency; and

5. To take whatever other actions may be necessary to carry out the matters of the school district; and to carry out without limitation, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it, by the Constitutions of the State of New Jersey and of the United States and the laws of the State of New Jersey and of the United States, as the same have been interpreted either by administrative decisions or by appropriate courts of competent jurisdiction.

Nothing in the above shall limit the Association directly or indirectly in its duty to fairly represent the membership of the Association and to present grievances, proposals, counter proposals and to negotiate with the Board on wages, hours and other terms and conditions of employment.

ARTICLE XIX

Teacher's Responsibilities

Except as otherwise modified by this agreement and subject to the provisions of this agreement, teachers shall act under the supervision of their superiors and they shall be fully responsible for:

1. The instruction, guidance, discipline, and supervision of students assigned to their classes.
2. Evaluation of the progress of students under their direction.
3. The maintenance of such records and reports as they may be required to keep under the provisions of State law or as required by their superiors.
4. Attendance at staff meetings, called by their superiors according to Article VII.
5. Complying with all applicable rules, regulations and policies of the Board, except as where otherwise provided by this Agreement.
6. Where called upon by their superior to plan, guide, direct, evaluate, and supervise extra-curricular activities within the sphere of their competence, scheduled as per past practices. Volunteers shall first be sought.

7. Recommending to the Guidance Department such pupils as in the opinion of the teachers require assistance from the Guidance Department.
8. Any question or criticism of a supervisor or administrator by a teacher shall be made in private and not in the presence of students, parents, or other public gatherings.
9. Meeting with students for extra help as provided elsewhere in this Agreement.

ARTICLE XX

Miscellaneous Provisions

A. Separability

If any provision of the Agreement or any application of the Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. Compliance between Individual Contract and Master Agreement

Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If any individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

C. Printing Agreement

The Association and the Board shall share equally in the costs of preparing, printing, and reproducing this Agreement.

D. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:

1. If by Association, to Board at:

46 Akers Avenue
Montvale, New Jersey

07645

2. If by Board, to Association at:

Pascack Hills High School
Grand Avenue
Montvale, New Jersey 07645

Should any difficulties arise in implementation of this Agreement, either party may request a meeting to clarify the disputed section(s).

E. Fully Bargained Clause

This Agreement represents and incorporates the complete and final understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter.

F. Waiver

The failure of either party to exercise any right it may have under this Agreement shall not constitute a waiver of that right.

G. Modification

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE XXI

Duration of Agreement

This Agreement shall be effective as of July 1, 1993 and shall continue in effect until June 30, 1996. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

ARTICLE XXII

Payment for Unused Sick Leave

Any teacher, 55 years of age or older, who retires according to the provisions of the T.P.A.F. in order to receive immediate benefits and not merely "deferred retirement" and who has twenty (20) years of service in the Pascack Valley Regional High School District shall be eligible for payment for unused sick leave according to the following formula:

- a. A teacher must notify the Board of Education of intention to retire at least 6 full months prior to June 30th and shall retire at the end of the school year (June 30th).
- b. Qualifying days are all sick days accumulated within the district in excess of 25 days.
- c. The Board of Education will pay \$75 for each qualifying day.
- d. The total amount paid to any one teacher shall not exceed \$15,000.

Status of Incorporation

In witness whereof the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, and their Corporate Seals to be placed hereon, all on the day and year first written above.

**Pascack Valley Regional
Education Association**

**Pascack Valley Regional
Board of Education**

by Judith D. Clemen
President

by Louisa B. Hellegers
President

by Jane H. Hoade
Secretary

by Patricia J. Jaramilla
Secretary

1993-1994 Salary Guide: Schedule A-1

STEP	BA	BA+30	MA	MA+15	MA+30	MA+45
1	33820	34960	36970	38560	41230	43180
2	35440	36840	38860	40450	43110	45060
3	37110	38800	40820	42410	45070	47020
4	38820	40840	42860	44450	47110	49070
5	40600	42960	44980	46570	49230	51190
6	42430	45170	47180	48780	51440	53380
7	44310	47440	49460	51050	53710	55670
8	46250	49800	51820	53410	56070	58030
9	48250	52250	54270	55860	58520	60460
10	50280	54760	56780	58370	61030	62980
11	52370	57360	59380	60970	63630	65580
12	54530	60050	62050	63640	66320	68260
13	54530	60050	64810	66410	69070	71020

1994-1995 Salary Guide: Schedule A-2

STEP	BA	BA+30	MA	MA+15	MA+30	MA+45
1	35210	36390	38490	40100	42910	44950
2	36880	38340	40440	42100	44870	46910
3	38630	40390	42490	44150	46920	48940
4	40410	42510	44610	46270	49040	51070
5	42260	44720	46820	48470	51240	53280
6	44170	47010	49110	50770	53540	55560
7	46130	49380	51480	53140	55910	57940
8	48140	51840	53940	55600	58370	60400
9	50220	54380	56480	58140	60910	62930
10	52340	57000	59100	60760	63530	65550
11	54510	59710	61810	63460	66230	68260
12	56750	62500	64590	66240	69030	71050
13	56750	62500	67460	69120	71890	73920

1995-1996 Salary Guide: Schedule A-3

STEP	BA	BA+30	MA	MA+15	MA+30	MA+45
1	36670	37900	40080	41810	44700	46810
2	38420	39940	42130	43850	46740	48850
3	40230	42070	44260	45980	48870	50970
4	42090	44280	46460	48190	51080	53190
5	44020	46580	48760	50490	53370	55490
6	46000	48970	51150	52880	55760	57870
7	48040	51440	53620	55350	58230	60350
8	50140	53990	56180	57910	60790	62910
9	52300	56640	58830	60560	63440	65550
10	54510	59370	61560	63280	66170	68280
11	56780	62190	64380	66100	68990	71100
12	59110	65100	67270	69000	71900	74000
13	59110	65100	70260	72000	74880	76990

PH.D. or Ed.D. add \$1000 to the appropriate step

Longevity: Teachers with a minimum of sixteen (16) credited years in the District will receive longevity salary. Credited years of experience in the District is the basis of assignment to the given step of the salary guide. Half steps do not qualify an individual for movement to the next full step on the longevity guide. Only a full year of service will be given salary credit on the longevity guide. Credited years of experience in the District means actual full contracted years of teaching in Pascack Valley Regional High School District, plus years of approved sabbatical leave, plus credit accepted by the Pascack Valley Regional High School District for military service, plus teaching experience outside the Pascack Valley Regional High School District credited for placement on the salary guide.

LONGEVITY

<u>Years Completed</u>	<u>Salary</u>	
16-18	\$300	Credited Service
19-21	600	Credited Service
22-24	900	Credited Service
25-27	1200	Credited Service
28-30	1500	Credited Service
30+	1800	District Service

Extra Curricular Pay Guide: Schedule B

Head Coaches at each school	1993-1994			1994-1995			1995-1996		
	1	2	3	1	2	3	1	2	3
Football	5595	5835	6090	5885	6140	6405	6195	6465	6745
Wrestling	4690	4935	5185	4935	5195	5455	5195	5465	5740
Basketball	4690	4935	5185	4935	5195	5455	5195	5465	5740
Baseball	4105	4355	4600	4320	4585	4840	4545	4825	5095
Softball	4105	4355	4600	4320	4585	4840	4545	4825	5095
Spring Track	4105	4355	4600	4320	4585	4840	4545	4825	5095
Soccer	4105	4355	4600	4320	4585	4840	4545	4825	5095
Volleyball	3785	4025	4275	3980	4235	4495	4190	4460	4730
Cross Country	3210	3435	3695	3380	3615	3885	3555	3805	4090
Tennis	3210	3435	3695	3380	3615	3885	3555	3805	4090
Indoor Track	3210	3435	3695	3380	3615	3885	3555	3805	4090
Golf	3210	3435	3695	3380	3615	3885	3555	3805	4090
Gymnastics	3210	3435	3695	3380	3615	3885	3555	3805	4090
Bowling	3210	3435	3695	3380	3615	3885	3555	3805	4090
Cheerleading	2470	2625	2790	2595	2765	2935	2735	2910	3090
Athletic Director	6090	6330	6585	6405	6660	6925	6745	7010	7290

Assistant Coaches at each school	1993-1994			1994-1995			1995-1996		
	1	2	3	1	2	3	1	2	3
Football	3645	3880	4135	3780	4030	4295	3925	4185	4455
Wrestling	3320	3560	3810	3450	3695	3955	3580	3835	4105
Basketball	3320	3560	3810	3450	3695	3955	3580	3835	4105
Baseball	3085	3320	3570	3200	3450	3705	3320	3580	3845
Softball	3085	3320	3570	3200	3450	3705	3320	3580	3845
Track	3085	3320	3570	3200	3450	3705	3320	3580	3845
Soccer	3085	3320	3570	3200	3450	3705	3320	3580	3845
Volleyball	2590	2835	3085	2690	2940	3200	2790	3055	3320

A coach within the District who transfers to a new or different sport or who takes on an additional assignment during a different season, shall receive credit for all prior coaching experience.

A coach from another school who comes to this District as a Head or Assistant Coach will be given prior coaching credit provided it is in the same or equivalent sport.

The following sports are equivalent: Baseball and Softball, Cross-Country, Winter and Spring Track

Extra Curricular Pay Guide: Schedule C

Positions at each school	1993-1994			1994-1995			1995-1996		
	1	2	3	1	2	3	1	2	3
Band Director	4215	4380	4540	4410	4580	4750	4610	4790	4965
Debating Team Advisor	3100	3270	3435	3245	3420	3595	3395	3575	3760
Musical Director	3100	3270	3435	3245	3420	3595	3395	3575	3760
Drama Director	3100	3270	3435	3245	3420	3595	3395	3575	3760
Student Gov't. Advisor	3100	3270	3435	3245	3420	3595	3395	3575	3760
Yearbook Advisor	2405	2575	2745	2515	2690	2870	2630	2815	3005
Yearbook Bus. Mgr.	2405	2575	2745	2515	2690	2870	2630	2815	3005
Senior Class Advisor (2)	2405	2575	2745	2515	2690	2870	2630	2815	3005
Newspaper Advisor	2405	2575	2745	2515	2690	2870	2630	2815	3005
Band Front Advisor	1885	2060	2230	1970	2155	2330	2060	2255	2440
Literary Magazine Adv.	1715	1880	2040	1795	1965	2135	1875	2055	2230
Ass't Band Director	1715	1880	2040	1795	1965	2135	1875	2055	2230
Ass't Band Front Adv.	1715	1880	2040	1795	1965	2135	1875	2055	2230
Jazz Band Advisor	1520	1695	1855	1590	1770	1940	1665	1855	2030
Set Construction Adv.	1520	1695	1855	1590	1770	1940	1665	1855	2030
Set Design & Decoration	1520	1695	1855	1590	1770	1940	1665	1855	2030
Musical Costume Designer	1520	1695	1855	1590	1770	1940	1665	1855	2030
Musical Choreographer	1520	1695	1855	1590	1770	1940	1665	1855	2030
Musical Orchestra Dir.	1520	1695	1855	1590	1770	1940	1665	1855	2030
Junior Class Advisor	1425	1425	1425	1490	1490	1490	1555	1555	1555
Sophomore Class Advisor	1245	1245	1245	1300	1300	1300	1360	1360	1360
Freshman Class Advisor	1075	1075	1075	1125	1125	1125	1180	1180	1180
National Honor Society	635	715	805	660	750	840	690	785	880
Math Team Advisor	635	715	805	660	750	840	690	785	880
Science League Advisor	635	715	805	660	750	840	690	785	880
Computer Team Advisor	635	715	805	660	750	840	690	785	880
Audio Visual Club Adv.	635	715	805	660	750	840	690	785	880
Public Relations	635	715	805	660	750	840	690	785	880
Chartered Clubs	635	715	805	660	750	840	690	785	880
Ger., Fr., & Sp. Club Adv.	635	715	805	660	750	840	690	785	880
Investment Club	635	715	805	660	750	840	690	785	880
Mock Trial, U.N.	635	715	805	660	750	840	690	785	880
Approved Clubs	635	715	805	660	750	840	690	785	880
Chaperones (per event)	42	42	42	44	44	44	46	46	46

An Activity advisor from another school who comes to this District as an advisor shall be given prior advising credit provided it is in the same or equivalent activity.

Extra Curricular Pay Guide: Schedules D and E

	1993-1994			1994-1995			1995-1996		
	1	2	3	1	2	3	1	2	3
<hr/>									
Schedule D									
Audio-Visual									
Coordinator	2070	2185	2280	2165	2285	2385	2265	2390	2495
<hr/>									
Schedule E									
Intramurals		14.50/period			15.00/period			15.75/period	