

Contract # 81

APPROVED
8/28/90

LIBRARY
INSTITUTE OF MANAGEMENT
AND LABOR RELATIONS
MAY 13 1991
RUTGERS UNIVERSITY

AGREEMENT BETWEEN THE
PLEASANTVILLE EDUCATION ASSOCIATION
AND THE
BOARD OF EDUCATION OF CITY OF PLEASANTVILLE

July 1, 1990 - June 30, 1992

PREAMBLE

This Agreement entered into this first day of July, 1987, by and between the Board of Education of Pleasantville, the City of Pleasantville, State of New Jersey, hereinafter called the "Board", and the Pleasantville Education Association, hereinafter called the "Association".

WITNESSETH

WHEREAS, the Board has an obligation, pursuant to Chapter 123, Public Laws of 1974, to negotiate with the Association as the representative of employees hereinafter designed 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 Pleasantville Board of Education hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all full-time certificated personnel under contract or approved leave including:

Teachers
Librarian/Media Specialists
Guidance Counselors
Long-Term Substitutes
Social Workers
Nurses
Learning Disabilities Teacher Consultant/s
School Psychologist/s
Permanent Substitutes

NOTE: For purposes of this Agreement, a long-term substitute is defined as a teacher who has been in the employment of the Pleasantville School District for ninety (90) consecutive days in a specifically assigned teaching position as an approved substitute, but excluding:

Superintendent of Schools
Assistant Superintendent of Schools
Assistant Administrator to the Superintendent
Business Manager/Secretary of the Board
Principals
Director of Special Services
Director of Funded Programs
Coordinator of Computer Services
Supervisors of Instruction
Administrative Assistant to the Superintendent
Director of Guidance/Career Education

B. DEFINITION OF A TEACHER

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

ARTICLE II

Negotiation of a Successor Agreement

A. DEADLINE DATE

The parties agree to enter into collective negotiations over 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 teachers' employment. Such negotiations shall begin not later than the date set pursuant to Chapter 123. Any agreement so negotiated shall apply to all teachers, be reduced in writing, be signed by the Board and the Association, and be adopted by the Board.

B. RELEVANT DATA

During negotiation, the Board and the Association shall present relevant data, exchange points of view and make proposals and counter proposals.

C. REPRESENTATIVES

Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with power to make proposals, consider proposal and make counter proposals in the course of negotiations.

D. 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.

E. TERMS AND CONDITIONS

In accordance with and to the extent required by Chapter 123, New Jersey Public Laws of 1974, proposed new rules or modification an of existing rules governing working conditions shall be negotiated with the Association before they are established.

F. UNDERSTANDING

This Agreement incorporates the entire understanding of the parties on matters which were the subject of negotiation.

ARTICLE III Grievance Procedure

A. DEFINITIONS

1. Grievance

A grievance is a claim by a teacher or the Association based upon the interpretation, application or violation of this Agreement, policies or administrative decisions affecting a teacher or a group of teachers.

2. Time Limit

A grievance to be considered under this procedure must be initiated in writing within twenty (20) school days from the time when the grievant knew or could have known of its occurrence.

3. Aggrieved Person

An "Aggrieved Person" is the person or persons or the a Association making the claim. Such person must be present at each level of the grievance procedure.

4. Party of Interest

A "Party of Interest" is the person or persons making the claim or any authorized representative of the Board of Education or the Association necessary for resolution of the grievance.

5. Administrator

Each administrator referred to herein, such as Superintendent or Principal, may also be his designee.

B. PURPOSE

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

C. PROCEDURE

1. (a) Failure to Communicate

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision.

(b) Continuation of Assignments

It is understood that any employee grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all legal and required assignments and rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.

(c) Year-End Grievances

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to the party in interest, the time limits set forth herein shall be reduced so that this grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

2. Level 1 - Principal

A teacher with a grievance shall first discuss it with his principal or immediate superior with the objective of resolving the matter informally. To clearly identify the alleged grievance and to expedite settlement, the aggrieved person shall prepare a written statement addressed to his principal or immediate superior who shall give his decision within five (5) school days. The aggrieved person may elect to have an Association representative accompany him at this level, if he so desires.

3. Level 2 - Superintendent

The aggrieved person, no later than five (5) school days after receipt of the decision of this principal, may appeal to the Superintendent of Schools. The appeal to the Superintendent must be made in writing with a copy to the Association specifying: (a) the nature of the grievance; (b) the results of previous discussions; (c) his dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the appeal. The Superintendent shall communicate his decision in writing to the aggrieved person, to the Association and to the Principal.

4. Level 3 - Board of Education

(a) If the grievance is not resolved to the grievant's satisfaction, he, no later than ten (10) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and at the option of the Board, hold a hearing with the aggrieved person and render a decision in writing and forward copies thereof to the grievant and to the Association within twenty (20) calendar days of receipt of the appeal or, if a hearing is granted, within twenty (20) calendar days of the date of hearing. The referred to hearing, if granted, shall be held within a reasonable expeditious time after receipt of the appeal notice.

(b) If the grievant is not notified by the Board of a hearing date within twenty (20) calendar days after the grievance has been appealed to the Board, the lack of such notice shall entitle the grievant to appeal beyond Level 3 of this Article.

(c) If the decision of the Board does not resolve the grievance to the satisfaction of the aggrieved person and he wishes review by a third party and if the Association determines that the matter should be reviewed further, it shall so advise the Board through the Superintendent within twenty (20) school days of receipt of the Board's decision. However, the Board's decision shall be final and binding on the grievance concerning:

(1) Any matter for which specified method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education; or

(2) A complaint of a non-tenure teacher which arises by reason of his not being reemployed; or

(3) A complaint by a certified teacher occasioned by appointment to or lack of retention in any position for which tenure either is not possible or not required; or

(4) Any matter which according to law is either beyond the scope of the Board authority or limited to unilateral action by the Board.

5. Level 4 - Arbitration

(a) Procedure

The following procedures shall be used to secure the services of an arbitrator:

(1) Either party may request the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.

(2) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they may request the American Arbitration Association to submit a second roster of names.

(3) If the parties are unable to determine within ten (10) school days of the initial request for arbitration from the second submitted roster, the American Association may be requested by either party to designate an arbitrator.

(b) Limits of Arbitration

The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from, the Agreement between the parties or by policy of the Board of Education. The arbitrator shall have only the power to interpret what the parties to the Agreement intended by the specific clause in the Agreement which is at issue. His recommendations on such an interpretation shall be binding.

D. RIGHTS OF THE BOARD

(1) Acknowledging binding arbitration as the means of resolution for any dispute arising under the terms of this Agreement, the Association and all teachers shall not cause, engage in or sanction any strike, slow-down or other concerted action for the duration of this Agreement because of any dispute or disagreement between the School District or its representatives and the Association, or any and all teachers, or between any other persons or other employees or organizations who are not signatory parties to this Agreement.

(2) The Association recognizes that the Board has the responsibility and authority to manage and direct in behalf of the public all the operations and activities of the School District to the full extent authorized by law. The exercise of these powers, rights, authority, duties and responsibilities by the Board and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by State Law and the terms of this Agreement.

(3) The Association agrees and recognizes that the Board of Education reserves to itself sole jurisdiction and right in compliance with the laws of the State of New Jersey and the rulings of the State Commissioner of Education to hire, assign, promote, transfer and direct employees covered by this Agreement or to take disciplinary action against said employees (up to and including discharge) for just cause, to direct school operations and to take whatever other actions may be necessary to accomplish the mission of the school district, except as may be specifically provided by State Law and the language of this Agreement.

E. RIGHTS OF TEACHERS TO REPRESENTATION

(1) Any aggrieved person may be represented at all stages of the Grievance Procedure by himself or, at his option, by the Association or by a representative selected or approved by the Association.

(2) When a teacher represents himself in the processing of a grievance, the Association shall, at the submission of the grievance to the Superintendent or at any later level, be notified by the Superintendent that the grievance is in existence and shall be notified of the results.

(3) Both parties to this Agreement shall not take any reprisal(s) against any party in interest for this participation in the grievance procedure.

F. COST FOR ARBITRATION

The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

G. MEETINGS AND HEARING

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives.

H. GROUP GRIEVANCE

If, in the judgment of the Association, a grievance affects a group of teachers from more than one (1) school, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall commence at Level 2.

I. SEPARATE GRIEVANCE FILE

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

J. FORMS FOR GRIEVANCE

Forms for filing grievance shall be available in each school building's administrative office.

ARTICLE IV

A. RIGHTS AND PROTECTION IN REPRESENTATION

Pursuant to Chapter 123, Public Laws of 1974, the Board and Association agree that every teacher shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other legal concerted activities and the right not to participate in such actions. Both parties to this Agreement shall not discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974, or other law of New Jersey and the United States; they shall not discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of this membership in the Association and its affiliates or by his lack of membership therein, his participation or lack thereof in any activities of the Association and its affiliates.

B. JUST CAUSE PROVISION

The Board of the Association agree that no teacher shall be disciplined or reduced in rank or compensation without just cause. Any such action asserted by the Board or any authorized agent or representative thereof, shall be subject to the grievance procedure herein set forth.

C. REQUIRED DISCIPLINARY HEARING

Any teacher required to appear before the Board of Education or any authorized committee or agent thereof for a disciplinary hearing shall be given prior written notice of the charges and shall be entitled to have a representative of the Association present to advise and represent him during such hearing. If the charge(s) are dismissed or found to be without substantiation, then full compensation shall be made to a teacher suspended without pay. The Required Disciplinary Hearing shall be held within fifteen (15) calendar days of the initiation of such suspension.

D. EVALUATION OF STUDENTS

A teacher shall maintain the primary right and responsibility to determine grades and other evaluations of students in his jurisdiction within the grading policies of the Pleasantville School District based upon his professional judgment. A grade or evaluation shall not be changed by the Board of Education or its administration without prior written notice to the teacher concerned. If requested in writing, opportunity for a conference will be provided to the teacher by the Superintendent or his designee.

ARTICLE V Association Rights and Privileges

A. AVAILABLE DATA

The Board agrees to make available to the Association, upon written request, all information in the public domain.

B. USE OF SCHOOL BUILDINGS

The Association and its representatives shall be granted the privilege to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified by the Association Representative in advance of the time and place of all such meetings. This privilege is contingent on the building not being previously scheduled for another group in accordance with present standard district policy.

C. USE OF SCHOOL EQUIPMENT

The Association shall be granted the privilege to use the school 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 pay for the reasonable cost of all materials and supplies incident to such use and for any repairs necessitated as a result thereof.

D. BULLETIN BOARD

The Association shall have, in each school building, an Association bulletin board in each faculty lounge or teacher's dining room. The location of the Association bulletin board in each school shall be designated by the Board of Education or its designee.

E. ORIENTATION PROGRAMS FOR TEACHERS

The Association may suggest items for inclusion and/or discussion during orientation programs. Final determination for the use of such items remains with the Board of Education.

F. MAIN FACILITIES

The Association shall have the privilege of reasonably using interschool mail boxes provided that open materials, except meeting announcements, shall receive prior approval by the Superintendent or his designee. Closed mail materials, meaning those in sealed envelopes, shall not require such prior approval.

ARTICLE VI
Teacher Work Year

A. TEN (10) MONTH PERSONNEL

The in-school work year for teachers employed on a ten (10) month basis shall not exceed one hundred and eighty-five (185) days.

B. INCLEMENT WEATHER

Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.

C. SCHOOL CALENDAR

The Superintendent of Schools shall draw up a School Calendar to recommend to the Board of Education and shall consult with the Association prior to such recommendation. The Superintendent may also consult with other individuals and organizations within the school community. The Board of Education reserves the right to establish the School Calendar after recommendation from the Superintendent. Any changes necessary after the School Calendar is acted upon shall be dismissed with the Association but shall not be subject to the grievance procedure.

ARTICLE VII
Teacher Work Day, Hours and Load

A. ATTENDANCE PROCEDURE

Teachers shall indicate their presence for duty by initiating the appropriate column of the faculty "sign-in" roster.

B. LEAVING THE BUILDING

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

C. NOTICE OF ASSOCIATION MEETINGS

During a faculty or professional meeting called by the Administration, announcement will be made of an Association meeting to be held at the conclusion of the meeting if the Association shall make such request to the Superintendent or his designee.

D. DUTY-FREE LUNCH PERIODS

In accordance with and to the extent permitted by the New Jersey State Board of Education Rules and Regulation, teachers are guaranteed a duty-free lunch period of the amount of time allotted students.

E. PREPARATION TIME-ELEMENTARY SCHOOL

When special teachers are teachers are teaching elementary class, the regular classroom teacher shall be provided preparation time during such period. In cases where portions of classes are scheduled for special subjects in elementary schools, then the remainder of such students shall be combined and provided instruction on a rotating basis with the classroom teachers. It is specifically understood that this preparation time applies only to those cases of music, physical education and media specialists, and is not intended to include reading or tutorial instruction.

Effective with the 1991-92 academic year, teachers in elementary buildings shall receive one hundred and fifty (150) minutes of preparation time each full five day work week. If the work week is shorter, then such time shall be pro rata.

The Board of Education will make a reasonable effort to distribute preparation time on an equal daily basis. Whether such distribution can be developed schedule-wise rests in the sole discretion of the Board.

In cases where a special subject elementary teacher is absent for a full day(s), the Board will make reasonable effort to secure substitute(s) for an absent special teacher(s). The Board and Association understand the "reasonable effort" means calling no less than (5) special subject substitutes in the appropriate discipline who are on the approved substitute list developed by the district.

F. LOST PREPARATION PERIODS

1. Teachers in the High School who are assigned more than two (2) times to cover classes other than their regular assignment shall be reimbursed at the rate fifteen dollars (\$15.00) per hour covered. Effective with the 1991-92 academic year, the rate shall be twenty dollars (\$20) per hour covered for more than six (6) coverages. Such coverage shall be arranged by the principal of the school and shall be distributed as equitably as possible among the teachers.

2. Whenever a specialist teacher's class is not held and results in more than two (2) losses of preparation time for the Pre-Kindergarten - 8 regular classroom teachers, the teacher affected shall be entitled to compensation prorated at fifteen dollars (\$15.00) per hour whenever they are assigned more than two (2) times to cover classes other than their regular assignment (this applies to Physical Education, Art, Music, Industrial Arts and Home Economics only). In 1991-92 academic year the rate shall be twenty dollars (\$20) for more than six (6) coverages.

G. CLASS COVERAGE (elementary)

When a regular classroom teacher (not a specialist) at the Pre-Kindergarten - 8 elementary level is absent and the children in that class have to be reassigned for the day, then the teacher (s) who are recipients of those students shall receive fifteen dollars (\$15.00) for each half day provided such teacher(s) have accepted students without compensation on three (3) prior one-half (1/2) days during the academic year.

H. WORK DAY

Effective with the 1991-92 academic year, the student-teacher contact time shall be five (5) hours and thirty (30) minutes. The in-school work day for teachers at the Elementary School shall consist of not more than six (6) hours and fifty (50) minutes.

The in-school work day for teachers at the High School shall consist of not more than seven (7) hours and fifteen (15) minutes.

The Administration has the right to schedule Faculty Meetings in addition to the teacher work day. This provision shall not be abused.

ARTICLE VIII
Class Size

The Board of Education and the Association recognize the need for effective class size.

ARTICLE IX
Teacher Employment

A. CERTIFICATION

The Board of Education shall continue to hire only certified teachers.

B. CREDIT FOR EMPLOYMENT

The Board shall continue to place teachers on the proper step of the salary schedule. Any teacher employed prior to February 1 of any school year shall be given full credit for one (1) year of service toward the next step for the following school year.

C. RETURNING TO THE DISTRICT

A teacher with previous teaching experience in the Pleasantville School District shall, upon returning to the system, receive full credit on the salary schedule for all outside teaching experience, military experience or alternative civilian service required by the Selective Service, Peace Corps, VISTA or National Teacher Training Corps work and time spent on a Fulbright Scholarship up to the maximum set forth in Article X, Section A-1. Such teachers who have not been engaged in other teaching or the other activities indicated above shall, upon returning to the system, be restored to the next position on the salary schedule above that at which they left.

D. NOTIFICATION OF CONTRACT AND SALARY

Teachers shall be notified of their contract and salary status for the ensuing year no later than April 30th.

E. SPECIALISTS

The Board and the Association will continue to recognize the use of competent specialists as essential to the operation of an effective educational program.

ARTICLE X
Salaries

A. ADJUSTMENT TO SALARY SCHEDULE

Each teacher shall be placed on his proper step of Salary Schedule A-1 attached in accordance with Paragraph 1 and 2 below:

(1) Previous Experience

Credit up to the eleventh step on the salary guide shall be given for previous outside teaching experience in a duly accredited school upon initial employment in accordance with the provisions of Schedule A.

Credit not to exceed four (4) years for military experience or alternative civilian service required by the Selective Service System and credit not to exceed two (2) years for Peace Corps, VISTA or National Teacher Corps work and time spent on a Fulbright Scholarship shall be given upon initial employment.

(2) Immediate Adjustment

Each teacher shall be placed on the proper pay scale upon meeting the qualifications for said scale and providing proof of qualification for such scale. Adjustments shall not be retroactive, and responsibility for providing proof of accomplishment remains with each teacher, additional salary compensation shall commence at the start of the next semi-monthly salary pay period.

B. METHOD OF PAYMENT

(1) Teachers employed on a ten (10) month basis shall be paid in twenty-one (21) equal bi-weekly installments.

(2) Teachers may individually elect to have ten per cent (10%) of their monthly salary deducted from their pay. These funds shall be paid to the teacher on or before June 30th. Such funds are to be deposited with a mutually-agreed upon agency capable of giving interest and handling all payments to the individual teacher(s) involved. Application(s) by a teacher shall be made prior to June 1st of the previous school year, and such option to join or not join shall not be changed thereafter.

(3) When a pay day falls on or during a school holiday, vacation or weekend, teachers will receive their pay checks on the last previous working day.

(4) Each teacher shall receive his final check(s) on the last assigned working day in June after all assigned duties are fulfilled by the individual teacher concerned. If information comes from Trenton too late for the Board to have final checks ready as per above, the Board shall have two additional work days to prepare the checks, and thereafter teachers may either pick them up or furnish the office of their respective schools with a self-addressed envelope. The Board will, in this case, have the checks inserted and mailed.

(5) Teachers required to work beyond the ten (10) month contract year shall be reimbursed ten percent (10%) of their yearly salary for each additional month of work. Teachers required to work one (1) or more weeks, but less than one (1) month, shall be reimbursed pro-rata. This section is understood to exclude Summer School or other individual extra-duty contract.

C. TAX-SHELTERED ANNUITY

Teachers shall have the opportunity to participate in tax-sheltered annuities program of:

(1) An Educational Fund, or

(2) A second fund to be agreed upon by the Board and the Association.

Payroll deductions will be made only for those teachers who participated in the above-mentioned funds.

ARTICLE XI Teacher Assignment

A. NOTIFICATION

Each teacher shall be given written notification of his class and/or subject assignment(s), building assignment(s) and room assignment(s) for the forthcoming school year later than August 1, only if such assignment as the teacher had for the prior school year is to be changed.

B. REVISIONS

In the event that changes as specified in Paragraph A of this Article are required after August 1, the Association and the teacher affected shall be notified promptly in writing.

C. TRAVEL EXPENSES

Teachers required to use their automobiles for interschool travel in the performance of their scheduled duties shall be reimbursed for such use at the prevailing I.R.S. rate as of June 1 preceding each fiscal year (effective July 1) when using prescribed routes. Reimbursement shall not be given for travel to or from any school at the beginning or end of a scheduled work day.

ARTICLE XII
Transfer

A. INVOLUNTARY TRANSFERS.

Teachers are subject to transfer from position to position at the discretion of the Superintendent of Schools. The following factors shall be considered in the transfer of teachers.

(1) When transfers are to be made, a conference of all employees concerned shall be held with the Superintendent. All reasons for the transfer shall be reviewed. The disposition of the case shall be in writing by the Superintendent to all parties involved. The Superintendent's decision shall be final.

(2) When teachers are to be transferred for reasons of decreased enrollment, consideration shall be given to the length of and to the quality of service which these employees have rendered in the system. Each case shall be decided on its individual merit and the final decision left to the Superintendent.

B. VOLUNTARY TRANSFERS

A teacher requesting a voluntary transfer within the school district shall make such request in writing to the Superintendent of Schools, who shall consider such request(s) when scheduling teacher assignment(s), but the decision for granting such request(s) shall depend upon the operational needs of the district as determined by the Superintendent of Schools.

C. PROMOTION POLICY

(1) Notice of administrative promotional positions with minimum qualification included will be posted in each school building ten (10) school days during the school year. Teachers who express in writing to the Superintendent that wish to be advised of an administrative promotional opportunity that may occur during the summer recess will be advised of such at their home or file address. Reapplication must be made each subsequent school year. Interim temporary appointments may be made by the Board, and it is further understood that final selection resides with the Board. Interviewed candidates who are not chosen will be advised in writing after Board appointment.

(2) Known open extra-duty positions will be posted prior to the end of the school year, and Pleasantville teachers may also apply for such. It is understood that these positions are for one (1) year normally, but teachers who serve a portion of a year will receive pro-rated compensation.

ARTICLE XIII
Teacher Evaluation

A. UNDERSTANDING

It is understood by both parties to this Agreement that evaluation is the judgment by the Board and/or its authorized agents of the total professional performance of a teacher.

B. NON-TENURE TEACHERS

As one aspect of a teacher's evaluation, each non-tenure teacher shall have a minimum of three (3) formal observations of work performance each school year. Formal observation reports shall be prepared after each formal observation, and said teacher shall be provided opportunity to see and sign a copy of prior to inclusion in the non-tenure teacher's personnel file. Signature

by a non-tenure teacher shall only signify acknowledgment of the report and shall not imply agreement or disagreement with the comments thereon. It is expected that a teacher will be provided reasonable time between observations to take corrective action as required.

C. FREQUENCY

Failure to provide three (3) formal observations and reports shall be understood to signify satisfactory performance of classroom functions as if such formal observation(s) and report(s) were made.

D. TENURE TEACHERS

(1) Tenure teachers shall have formal observations as required in the judgment of the administration. Tenure teachers shall have the opportunity to sign and respond.

(2) Tenure teachers shall be evaluated in accordance with Title VI of the N.J.A.C. Any such evaluation shall be mindful of the length of the segment of instruction observed.

E. OPEN EVALUATION

Observation of instructional performance of a teacher shall continue to be open and with full knowledge of the teacher.

F. CONFERENCE

(1) Each teacher shall be afforded an opportunity for an evaluation conference within fifteen (15) school days of a formal evaluation/observation.

(2) Each teacher shall be given a copy of any preliminary class visit evaluation report. Upon request, said report shall be provided one (1) day in advance of conference.

G. RIGHT TO RESPOND

A teacher shall have the opportunity to respond on the back of such report(s) prior to inclusion in the teacher(s) permanent personnel folder.

H. PERSONNEL FILE

A teacher shall have the right upon written request to review the contents of his permanent personnel file at a time of mutual convenience. A teacher shall have the right to obtain copies of the file materials at his expense. The teacher may be accompanied by an Association representative at this meeting.

ARTICLE XIV Fair Dismissal

A non-tenured teacher who is being offered a contract for the next school year shall receive notification by April 30th. Any non-tenured teacher who has not received such notification shall be granted a conference with his principal if he so requests in writing. Thereafter, the teacher concerned shall be granted a conference with the Superintendent if requested in writing.

At said conference, the teacher may have a representative of the choice. It is explicitly understood by both parties to this Agreement that absence of a contract offer to a non-tenure teacher for the following school year is not subject to the grievance procedure of this Agreement.

ARTICLE XV Liaison

A. DISTRICT

A committee comprised of the Superintendent of Schools or his designee as chairman, three (3) members of the administrative staff chosen by the Superintendent of Schools and three (3) representatives of the Pleasantville Education Association or their substitute alternate(s) chosen by the Association shall meet on three (3) occasions during the school year - October, January and April respectively. Initiation may be made by either party in writing requesting date(s) convenient to both parties, and such letter of initiation shall suggest agenda items of mutual concern for discussion.

This committee is advisory in nature. All reports of the committee shall be forwarded to the Board who may accept, reject or send back a report for further study. In the event a report is rejected or returned, it shall not be resubmitted without substantial modification. Rejection or return of such reports shall not be subject to the grievance procedure of this agreement.

B. BUILDING

Each month, at a time of mutual convenience outside of the school day, the faculty representative of each school may initiate in writing and be granted a meeting with the principal to discuss matters of mutual concern. If initiation is not made by the faculty representative, then it is presumed that such meeting is not required.

ARTICLE XVI Sick Leave

A. ENTITLEMENT

All teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

B. CREDIT FROM OTHER DISTRICTS

Unused sick leave credit of up to twenty (20) days shall be granted by the Board to all teachers entering the Pleasantville School System from any other district in New Jersey.

C. EXHAUSTED SICK LEAVE

Teachers, who because of severe illness have exhausted all eligible accumulated sick leave, may apply on an individual basis to the Board for the differential between their regular salary and the substitute rate for a maximum of ninety (90) workdays. Determination of the Board will be made upon each individual application, and such determination shall not be subject to the grievance procedure. The Board shall reply within thirty (30) calendar days in writing.

D. RETIREMENT PAY

If a teacher has a minimum of fifteen (15) years of in-district service at the time of retirement from the District, and if such teacher has at least seventy-five (75) accumulative sick leave days, then the Board shall, at the time of retirement reimburse at the rate of forty dollars (\$40.00) for each unused accumulated sick leave day to a maximum of \$9,000 provided at least a twelve (12) month notice is given in writing advising the Board of the effective date of retirement. If the notice above is not given in a timely fashion, then the compensation shall be deferred until one (1) year later. If the employee should die after retirement and prior to receiving payment, then such funds shall be paid to the employees's estate. Effective 1991-92 academic year, the reimbursement shall be forty-five dollars (\$45.00) and the maximum shall be \$11,000.

ARTICLE XVII Temporary Leave of Absence

A. TYPES OF LEAVE

(1) Temporary Leave

Teachers shall be entitled to the following temporary non-accumulated leaves of absence with full pay each school year:

(2) Personal Leave

Two (2) days leave of absence shall be granted for personal, legal, business, household or family matters which require absence during school hours. Application to the teacher's principal or other immediate superior for personal leave shall be made at least one (1) week before taking such leave (except in the case of emergencies), and the applicant for such leave shall not be required to state the reason for taking such leave other than that he is taking it under this Section.

Unused personal leave will be converted to accumulated sick leave at the close of the school year.

(3) Bereavement Leave

Leave without loss of pay not to exceed a total of five (5) days per year shall be granted by the Superintendent of Schools. Said leave applies to death of any of the following: husband, wife, child, sister, brother, father, mother, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle or any other member of the family unit living in the same household no matter what degree of relationship.

B. CONFERENCE AND CONVENTIONS

The Board of Education may grant up to two (2) days a school year for two (2) representatives of the Association to attend conferences and conventions of State and National affiliated organizations. Requests for permission to attend professional meetings shall be submitted in writing by the local president or this designee at least two (2) weeks prior to the meeting for approval by the Superintendent of Schools.

Requests for permission to attend professional meetings shall be submitted in writing at least two (2) weeks prior to the meeting for approval by the Superintendent of Schools.

Eligibility to attend meetings of State and National professional organizations shall be based upon professional interest and leadership in positions of local affiliation.

C. OTHER LEAVES

Other leaves of absence with pay may be granted at the discretion of the Superintendent of Schools. A written request must be submitted by the teacher no less than one (1) week, if possible, prior to the time leave is to be granted.

D. IN ADDITION TO SICK LEAVE

Leaves taken pursuant to all sections above shall be in addition to any sick leave to which the teacher is entitled.

ARTICLE XVIII Extended Leaves of Absence

A. EXTENDED LEAVES

(1) The Board of Education, upon the recommendation of the Superintendent of Schools, may grant a leave of not more than two (2) semesters for national or international exchange teaching.

(2) The applicant shall submit and have approved in advance by the Superintendent, a plan for an exchange of teaching services which will show the benefit to both the applicant and to the school system. A final report shall be filed with the Superintendent upon return from leave of absence for national or international exchange teaching.

(3) The number of persons on exchange shall be limited each year to not more than one per cent (1%) of the total number of employees involved.

(4) Exchange privileges shall be given on the basis of:

- (a) Date of application
- (b) Personality of individual
- (c) Teaching proficiency
- (d) Seniority
- (e) Consent of administrator(s) affected by the change.

(5) An employee while engaged upon an exchange of teaching services shall be paid the same salary as he would have received were he carrying his regular assignment. Salary shall be paid at the same time and under the same conditions as for other employees of the Board. Total salary shall not be in excess of the entitled salary of Appendix A in compensation from the Board shall be less other salaries while engaging in such exchange teaching service.

(6) An employee, upon completion of an exchange of teaching assignment, shall agree to return to the service of the Board of Education and to continue in such service for a period of at least two (2) years. The employee who fails to return to the system upon completion of exchange of teaching assignment without just cause, as determined by the Board, shall refund all compensation paid by the Board during such leave.

(7) An employee, upon return from an exchange of teaching service, shall be assigned to his former teaching position or to a position of comparable status.

B. MILITARY LEAVE

Any regular employee who may enlist or be conscripted into the defense forces of the United States for service or training shall be granted military leave. He shall be reinstated to his position in this school system with credit to a maximum of four (4) years, including annual increment(s) under the salary schedule, upon written request supported by competent proof that said applicant is fully qualified to perform the duties job said position. The application for reinstatement shall be made within a reasonable time after discharge or release from military service and not later than ninety (90) days from the date of said release or discharge.

C. CHILD REARING LEAVE

(1) The Board of Education will grant child rearing leave of absence without pay to any full-time employed teacher whose child is less than ninety (90) days of age at the time of leave commencement.

(2) The teacher must apply in writing for such leave to the Superintendent or designee at least thirty (30) days prior to commencement.

However, if the child is born during the summer, then such leave shall commence at the beginning of the academic year.

(3) It is understood that a leave of absence for child rearing is not be extended to a non-tenured teacher beyond the end of the contract year in which the leave is obtained.

(4) Child rearing leave of absence shall be for no longer than one (1) year at a time, and the maximum leave shall be for no longer than three (3) consecutive years. Written application to extend such leave of absence from year to year until maximum leave is granted shall be made per paragraph (5) below.

(5) A teacher on child rearing leave shall have the option of returning to active employment at the beginning of a new school year provided notice of the return is given the preceding April 1st or the preceding August 1st, if return is for the mid-year semester start. In order to preserve the continuity of education, no teacher may leave for and return from child rearing leave during the same school year.

(However, if it is mutually agreeable, this requirement may be waived). Any request for return to work must be made in writing to the Superintendent of Schools or designee.

(6) In order to be eligible for incremental gain upon return to duty, the employee must have worked no less than one-half (1/2) of the work year prior to commencing child-rearing leave.

(7) Disability related to pregnancy shall be treated as other physical disability.

D. ADOPTION

Any tenured teacher adopting an infant child less than five (5) years of age shall receive such leave without pay commencing upon receiving de facto custody of said infant; also, such leave shall be in accordance with child rearing leave's procedural requirements.

E. OPPORTUNITY TO SUBSTITUTE

No teacher on child rearing leave shall, on the basis of said leave, be denied the opportunity to apply for substitute work in the Pleasantville School District.

F. INSURANCE COVERAGE

(1) The teacher shall have the option of maintaining insurances through the Board of Education's carriers at the teachers's expense.

(2) Any employee approved for an extended leave without pay must prepay three (3) full months of the group rate for insurance in advance of the time of the leave's commencement. Should the employee therefore fail to pay in advance quarterly, the individual's participation will then terminate immediately in the employer's master plan. Within thirty (30) days of such termination, the employee will be notified.

G. ILLNESS IN FAMILY

A leave of absence without pay for one (1) school year shall be granted for the purpose of caring for a sick member of the tenure teacher's immediate family. Additional leave may be granted at the discretion of the Board. Substantiation of need for such leave must be verified in writing by the attending physician.

ARTICLE XIX Sabbatical Leave

The Board of Education, upon the recommendation of the Superintendent of Schools, may grant a sabbatical leave to qualified personnel for the purpose of study and for such other purposes as may be approved by the Board of Education.

Upon the recommendation of the Superintendent of Schools, the Board of Education may grant a sabbatical leave to a contract employee who has been employed at least seven (7) consecutive years and who has not had a sabbatical leave during the seven (7) years immediately preceding. The leave granted shall not exceed two (2) semesters.

Any employee on sabbatical leave shall receive as compensation during the period of absence one-half (1/2) of his regularly scheduled salary for a full year's sabbatical or full pay for one-half (1/2) year's sabbatical leave. Compensation shall be paid at the time as to other employees of his professional rank. An employee on sabbatical leave shall receive the scheduled increment and/or adjustments in salary and credit toward retirement the same as he would have received were he occupying his regular assignment. All requests for sabbatical leave must be submitted to the Superintendent of Schools by December 1 of the preceding year.

The number of persons given sabbatical leave in one (1) year shall not exceed one per cent (1%) of the total number of instruction employees. The number of persons given sabbatical leave in any one (1) year shall not exceed one per cent (1%) of the total number of instructional employees. The number of leaves granted shall be distributed throughout the system. If the number requesting sabbatical leave exceeds the number of such leaves available as determined by the Board, the selection shall be based on:

- (1) The estimated value of the plan to the individual and to the school system;
- (2) The amount of seniority;
- (3) The length of time since the last sabbatical leave.

An employee on sabbatical leave shall report all compensation received from sources other than the Board of Education provided that compensation shall not include such items as allowance for travel, cost-of-living adjustments for foreign service, research or other expenses in connection with the summer project. Should such other compensation, excluding money earned from summer income, when added to the compensation paid by the Board exceed the salary which the recipient would have received if on active duty, the compensation allowed by the Board of Education shall be reduced to bring the total to the amount of the salary he would have received if on active duty.

An employee who receives a sabbatical leave shall agree to return to service with the Board of Education for a period of two (2) years. The employee who fails to return to the system shall refund all compensation paid to him, unless he is incapacitated or unable to return to work.

The employee, upon return from sabbatical leave, shall be restored to his former position or to one of comparable status. He shall make such reports of his activities as may be required by the Superintendent.

ARTICLE XX
Professional Development
and Educational Improvement

A. REIMBURSEMENT

Up to a maximum of seven (7) credits at the rate in effect for the New Jersey State Colleges will be granted annually (non-accumulative) towards meeting the costs of graduate courses for all personnel in their specific field of teaching. Annually is defined as that period from September 1 to August 31.

Effective with the 1991-92 academic year, the maximum number of credits shall be nine (9).

If a course(s) at other than a State College is approved by the Superintendent, then the total reimbursement shall not exceed seven (7) times the State College rate.

Effective with the 1991-92 academic year, the total reimbursement shall not exceed nine (9) times the State College rate.

A teacher who has submitted notice of voluntary resignation shall not be reimbursed for tuition at the time of normal payment by the Board.

B. PRIOR CONSULTATION

The Superintendent of Schools must be consulted prior to registration for a graduate course in order to be certain that the course is approved for reimbursement.

C. SUBMISSION OF PROOF

Funds will be reimbursed upon submission to the office of the Superintendent of Schools evidence of participation, official proof of successful completion of graduate course and proof of costs for tuition.

D. EXCEPTION

Unless granted an exception by the Board, reimbursement will not be given for:

(1) Courses taken to satisfy certification requirements (teachers) on sub-standard teaching certification emergency provisional;

(2) To personnel taking courses in any other field than their current teaching field for staff assignment;

(3) Workshops, conferences, seminars or institutes unless requested to attend by the Superintendent and approved by the Board of Education.

E. REIMBURSEMENT FOR CONFERENCES

Attendance at conferences and/or seminars requested in writing by a teacher or staff member to the Superintendent of Schools and approved by the Board of Education shall be reimbursed full cost of registration, travel and other reasonable expenses in accordance with present reimbursement schedules after submitting proof of said expenses.

F. APPROVED ELECTIVES

Teachers who are matriculating in a Masters Degree program shall be reimbursed for elective courses outside their current teaching field or staff assignment only under the following circumstances:

(1) The Masters Degree program is in their specific field of teaching or staff assignment.

(2) A list of elective subjects offered by the institution awarding such degrees is submitted to the Superintendent of Schools (prior to course registration) who shall designate which subjects are of preferable benefits to the Pleasantville School System in this judgement;

(3) Only those approved elective subjects within a degree program as described herein shall be eligible for reimbursement.

ARTICLE XXI Protection of Teachers

A. HAZARDOUS CONDITIONS

Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health or safety.

B. USE OF REASONABLE FORCE

Pursuant to and to the extent of 18A:6-1, a teacher may, within the scope of his employment, use and apply such amounts of force as is reasonable and necessary;

(1) To quell a disturbance threatening physical injury to others;

(2) To obtain possession of weapons or other dangerous objects upon the person or within control of a pupil;

(3) For the purpose of self-defense;

(4) For the protection of persons or property an such acts shall not be construed to constitute corporal punishment within the meaning and intent of the law.

C. ADDITIONAL LEAVE

When absence arises out of or from an assault or injury arising out of and in the course of the teacher's scope of employment, the teacher shall not forfeit any sick leave or personal leave. The necessity for such absence must be verified by the school physician, and the intent of this paragraph shall be subject to his sole determination and/or opinion after consulting with the said teacher's personal physician.

D. REPORTING ASSAULTS

Teachers shall immediately report cases of assault suffered by them in connection with their employment to their principal or immediate supervisor. Such notification shall be immediately forwarded to the Superintendent who shall, within the requirements of the law, comply with any reasonable request from the teacher for information in the possession of the Superintendent relating to the incident or the person involved.

E. PAYMENT OF COST - CIVIL ACTION

Pursuant to and to the extent of 18A:16-6, whenever any civil action has been or shall be brought against any person holding any office, position or employment under the jurisdiction of any Board of Education, including any student teacher, for any act or omission arising out of and in the course of the performance of the duties of such office, position, employment or student teaching, the Board shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting therefrom; and said Board may arrange for and maintain appropriate insurance to cover all damages, losses and expenses.

F. REIMBURSEMENT OF COST - CRIMINAL ACTION

Pursuant to and to the extent of 18A:16-6.1, should any criminal action be instituted against any such person for any such act or omission and should such proceeding be dismissed or result in a final disposition in favor of such person, that Board of Education shall reimburse him for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals.

G. REIMBURSEMENT FOR PERSONAL EFFECTS

The Board shall reimburse teachers for any loss, damage or destruction of clothing or personal effects upon a teacher's person resulting out of any activity engaged in as set forth in Paragraph B of the Article.

ARTICLE XXII Deductions

A. Dues

The Board will provide for dues deduction in accordance with the requirements of New Jersey State Laws, (Chapter 233, N.J. PL1969) (NJSA 52:14-15.9e) Chapter 477 PL1979C .34:13A-5.4.

B. CREDIT UNION

Employees may individually elect to have a percentage of their pay automatically deducted and deposited in the Atlantic Burlington Credit Organization (A.B.C.O.).

ARTICLE XXIV Insurance Protection

A. FULL HEALTH CARE COVERAGE

The Board shall provide the health-care insurance protection designated below. The Board shall pay full premium for each teacher and, in cases where appropriate, for family-plan insurance coverage.

Carrier(s)

The health insurance carrier(s) shall be determined by the Board of Education for the basic hospitalization and medical-surgical coverage and for the major medical coverage. Such coverage shall be a local rated 1420 Series Group Blue Cross/Blue Shield - Rider "J" Plan.

Incorporation will be provided in such master policy to allow teachers who retire henceforward to be covered upon retirement at their own cost at group rates.

B. DESCRIPTION TO TEACHERS

The Board shall request the carrier(s) to provide to each teacher a description of the health-care insurance coverage provided under this Article no later than the beginning of the 1982-83 school year, which shall include a clear description of conditions and limits of coverage as listed above.

C. WASHINGTON NATIONAL MEETING

The Superintendent shall permit representatives of the N.J.E.A. Washington National Income Protection Plan to meet with teachers for the purpose of enrolling new members and permitting present members to adjust their coverage at faculty meetings on a district or building level at the request of the Association. Requests for such meeting shall be made no more than once a year. It is agreed that the Washington National representative shall be permitted a minimum of twenty (20) minutes for the meeting after the normal school working day.

D. PRESCRIPTION PLAN

The Board shall provide a one dollar (\$1.00) co-pay Family Prescription Plan.

E. DENTAL PLAN

Dental coverage shall be the same current plan (or equal) but the Board of Education shall pay up to \$500.00 for coverage with the eligible employee teacher paying any additional cost above such figure.

F. OPTICAL PLAN

The board shall provide for employee (only) up to \$110.00 for optical services upon presentation of receipts from licensed physicians or optometrists. Such receipts should be paid by the Board of Education as soon as possible after presentation to the Board Secretary.

G. COMBINATION OF BENEFITS

Two (2) teaching staff members married to each other shall have the right to combine insurance premiums for participation in one (1) category, including South Shore Health Program.

Salaries

Salaries shall be per the attached salary guides.

ARTICLE XXV
Miscellaneous

A. RETAINED POWERS

It is understood that, under the rulings of the courts of New Jersey and the State Commissioner of Education, the Board of Education is forbidden to waive any rights granted it by law.

B. NON-WAIVER

Nothing contained in any section or sub-section on this Agreement shall be interpreted in any manner or be so construed as to indicate that the Board waived rights which are to be retained by the Board.

C. RETROACTIVE

Nothing in this Agreement which changes pre-existing Board policy, rules and regulations shall operate retroactively unless expressly so stated.

D. SAVINGS CLAUSE

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

E. NON-DENIAL OF RIGHTS

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

F. WORKING CONDITIONS

In accordance with, and to the extent permitted by Chapter 123, Public Laws of 1974, proposed new rule(s) governing working conditions shall be negotiated with the majority representatives before they are established.

G. NOTICE

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

(1) If by Association, to Board at

Pleasantville Public Schools
Administration Building
West Decatur Avenue
Pleasantville, New Jersey 08232

(2) If by Board, to Association at

2310 Shepherd Drive
Northfield, New Jersey 08225

or other such substitute address as may be supplied by either party.

ARTICLE XXVI

A. DURATION PERIOD

This Agreement shall be effective as of July 1, 1990, and shall continue in effect through June 30, 1992, subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This Agreement shall not be extended orally and is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

B. WITHHOLD INCREMENTS

The Board continues to reserve the right to withhold for one (1) year a salary adjustment and/or adjust for unsatisfactory service. The reduction in remuneration shall be restored to said teacher the following year, unless additional charges are preferred by the Board.

C. 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 above written.

Pleasantville Education Association

Patricia Royal
President

9-12-90

Date

Sandra D. Anderson
Secretary

9-12-90

Date

Pleasantville Board of Education

Anthony J. Johnson
President

9-10-90

Date

Thomas J. Smith
Secretary

9-10-90

Date

INDEX

Grievance Procedure	3
Recognition	1
Arbitration	6
Association	9
Association Rights and Privileges	9
CHILD REARING LEAVE	22
Class Size	12
CREDIT FROM OTHER DISTRICTS	19
Deductions	28
Educational Improvement	25
Extended Leaves of Absence	21
Fair Dismissal	18
Insurance Protection	28
INVOLUNTARY TRANSFERS	15
Liaison	18
Miscellaneous	29
NON-TENURE TEACHERS	16
NOTIFICATION OF CONTRACT AND SALARY	13
PERSONNEL FILE	17
Professional Development	25
Protection of Teachers	26
RETIREMENT PAY	19
RETURNING TO THE DISTRICT	13
RIGHTS OF TEACHERS TO REPRESENTATION	7
Sabbatical Leave	23
Sick Leave	19
Teacher Assignment	15
Teacher Employment	12
Teacher Evaluation	16
Teacher Work Day, Hours and Load	11
Teacher Work Year	10
Temporary Leave of Absence	20
WITHHOLD INCREMENTS	31

PLEASANTVILLE PUBLIC SCHOOLS
Pleasantville, New Jersey

Salary Guide 1990-91

Step	Yr/Exp	BACH	B+15	B+30	MAST	M+15	M+30	M+45	DOCT
1	0	23,476	23,976	24,476	24,976	25,476	25,976	26,476	26,976
2	1	23,826	24,326	24,826	25,326	25,826	26,326	26,826	27,326
3	2	24,244	24,744	25,244	25,744	26,244	26,744	27,244	27,744
4	3	24,767	25,267	25,767	26,267	26,767	27,267	27,767	28,267
5	4	25,550	26,050	26,550	27,050	27,550	28,050	28,550	29,050
6	5-8	26,334	26,834	27,334	27,834	28,334	28,834	29,334	29,834
7	9-10	27,118	27,618	28,118	28,618	29,118	29,618	30,118	30,618
8	11-12	27,954	28,454	28,954	29,454	29,954	30,454	30,954	31,454
9	13-14	28,796	29,296	29,796	30,296	30,796	31,296	31,796	32,296
10	15	29,996	30,496	30,996	31,496	31,996	32,496	32,996	33,496
11	16	31,496	31,996	32,496	32,996	33,496	33,996	34,496	34,996
12	17	33,146	33,646	34,146	34,646	35,146	35,646	36,146	36,646
13	18	35,296	35,796	36,296	36,796	37,296	37,796	38,296	38,796
14	19	37,596	38,096	38,596	39,096	39,596	40,096	40,596	41,096
15	20	39,996	40,496	40,996	41,496	41,996	42,496	42,996	43,496
16	21+	42,896	43,396	43,896	44,396	44,896	45,396	45,896	46,396

1991-92

1	0	24,645	25,170	25,695	26,220	26,745	27,270	27,795	28,320
2	1	25,445	25,970	26,495	27,020	27,545	28,070	28,595	29,120
3	2	26,245	26,770	27,295	27,820	28,345	28,870	29,395	29,920
4	3	27,245	27,770	28,295	28,820	29,345	29,870	30,395	30,920
5	4	28,245	28,770	29,295	29,820	30,345	30,870	31,395	31,920
6	5	29,245	29,770	30,295	30,820	31,345	31,870	32,395	32,920
7	6-9	30,245	30,770	31,295	31,820	32,345	32,870	33,395	33,920
8	10-11	31,245	31,770	32,295	32,820	33,345	33,870	34,395	34,920
9	12-13	32,245	32,770	33,295	33,820	34,345	34,870	35,395	35,920
10	14-15	33,445	33,970	34,495	35,020	35,545	36,070	36,595	37,120
11	16	35,345	35,870	36,395	36,920	37,445	37,970	38,495	39,020
12	17	37,270	37,795	38,320	38,845	39,370	39,895	40,420	40,945
13	18	39,250	39,775	40,300	40,825	41,350	41,875	42,400	42,925
14	19	41,250	41,775	42,300	42,825	43,350	43,875	44,400	44,925
15	20	43,250	43,775	44,300	44,825	45,350	45,875	46,400	46,925
16	21+	45,700	46,225	46,750	47,275	47,800	48,325	48,850	49,375

LONGEVITY

After 15 years in district \$975

After 20 years in district an additional \$1,000

After 25 years in district an additional \$1,000

A-2 SALARY GUIDE
FOR
SCHOOL-BASED STUDENT ACTIVITY PROGRAM
1990-91 1991-92

The student activities provided by a school should reflect the interest and choices of the students currently enrolled. In addition, the availability of qualified sponsors/coaches will help determine what student activities a school may offer.

In this package autonomous building-level activity funds are allotted to each building. The purpose of these funds is to provide flexibility in the selection of activities best suited to the needs of students and talents and availability of teacher sponsors.

Autonomous building-level activity funds may be considered surplus and, therefore, used for other student activities only after all requests for clubs (which meet the approved guidelines) have been organized.

Such other students activities are to be accessible to the total school population.

Proposals for other student activities are subject to review by the Building Planning Team and must receive the Principal's approval.

In an effort to be responsive to students' needs, the following student activity salary guide is presented.

1990-1992
PLEASANTVILLE HIGH SCHOOL

Positions	1990-91	1991-92
Department Chairpersons/Unit		
Leader - (1-5)	1,578	1,767
Leader - (6-12)	1,648	1,846
Freshman Class Advisor	709	794
Sophomore Class Advisor	818	916
Junior Class Advisors	981	1,099
Senior Class Advisors	1,090	1,221
Greyhound Newspaper	981	1,099
Yearbook Advisor	1,799	2,015
Band Director	1,799	2,015
Assistant Band Directors	709	794
Concert Stage Band Director	981	1,099
Band Front	1,254	1,404
Choir Director	1,799	2,015
Drama Director	1,199	1,343
Media Coordinator	1,472	1,649
Activities Coordinator	1,417	1,587
Club/Activity Units	654	732
Head Baseball	2,398	2,686
Head Basketball	2,943	3,296
Head Cheerleading (Football)	1,199	1,343
Head Cheerleading (Basketball)	1,199	1,343
Cross Country	1,799	2,015
Head Football	3,815	4,273
Head Softball	2,398	2,686
Head Track/Field	2,398	2,686
Head Wrestling	2,398	2,686
Assistant Baseball	1,613	1,807
Assistant Basketball	1,771	1,984
Assistant Cross Country	1,417	1,587
Assistant Football	2,017	2,259
Assistant Softball	1,613	1,807
Assistant Track/Field	1,613	1,807
Assistant Wrestling	1,613	1,807
Head Golf	1,799	2,015
Tennis	1,417	1,587
Parade/competetion/performance Dir.	1,384	1,550

PLEASANTVILLE ELEMENTARY SCHOOL

Positions	1990-91	1991-92
Head Volleyball	1,079	1,208
Head Baseball	1,079	1,208
Head Softball	1,079	1,208
Head Basketball	1,079	1,208
Head Wrestling	1,079	1,208
Head Track	1,079	1,208
Cheerleading	1,079	1,208
Assistant Basketball	790	885
Assistant Wrestling	790	885
Assistant Baseball	790	885
Assistant Softball	790	885
Assistant Track	790	885
Elementary Band Director . .	1,916	2,146
per school Choir	654	732
per school Safety Patrol . .	654	732
per school Student Council .	654	732
Elementary Club	654	732

- *1. All Clubs, organizations and activities must be approved by building principal. If a position is created it must be posted within the building for a period of a least ten (10) days -- according to existing guidelines.
2. Teachers are encouraged to submit ideas for student activities over and beyond those listed in this guide. The administration in conjunction with Building Planning Team shall seek additional funding, when necessary, to sponsor such activities.
3. An extra-duty contract shall be issued indicating appropriate salary within one (1) Regular Board of Education Meeting following the administrative appointment. In the event that such action cannot be taken, a proposed recipient of an extra-duty contract shall be notified and action taken at the next most feasible time.

Club/Activity Sponsor: Guidelines

- A. One (1) (Club/Activity) unit will equal 36 hours of service.
- B. Each unit of service will be compensated at a rate listed pro-rata.
- C. Service time includes regular scheduled meeting times, special projects sponsored or participated in by club members that necessitate sponsor supervision.
- D. One (1) unit time may be broken down as follows:
one (1) hour per week/year = 36 hours or (36 school weeks/year)
two (2) hours per week/semester = 36 hours or
four (4) hours per week/quarter = 36 hours
- E. Clubs/Activities: Sponsors of clubs/activities must submit proposals for their respective club/activities to the Building Planning Team for review.
 1. The Team will review those clubs and activities and submit to the Building Principal for this approval the list of clubs/activities proposed. The list will specify:
 - a. those clubs/activities that have received the Team's recommendation.
 - b. the number of units to be assigned to each club.
 - c. the length of time those units will be complete (e.g., semester, year, quarter)
 - d. 1) club/activity may not exceed four (4) units per year.
2) a one-half (1/2) unit may be assigned as long as it is accompanied by a full unit.
 - e. reason (s) for not recommending a club or activity.

Criteria for a club's acceptance and unit(s) of assignment:

1. Previous year's activities and the amount of student participation.
2. Present year, as determined by interest.
3. Overall benefit to students and school.
4. Availability of monies to be allocated.