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A G R E E M E N T

BOARD OF EDUCATION - POINT PLEASANT BOROUGH TEACHERS ASSOCIATION

1971-1972

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SCHEDULES

- A. Salary Guide
- B.. Extra-Curricular Salary Guide - Athletics
- C. School Calendar.

MEMORANDUM FOR THE RECORD

DATE: 1/15/54

TO: SAC, NEW YORK

FROM: SA [Name], NEW YORK

RE: [Name], [Address], [City], [State]

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APPROVED: _____

SPECIAL AGENT IN CHARGE

ARTICLE I

1.

RECOGNITION

The Board of Education of the Borough of Point Pleasant, having received and verified a certified membership list of the Point Pleasant Teachers Association hereby recognizes the said Association as the exclusive and sole representative for collective negotiations concerning terms and conditions of employment beginning July 1, 1971 and ending June 30, 1972, for the following classes of employees:

- A. All certified teaching personnel under contract, including coaches, extra-curricular personnel, department heads and nursing personnel and personnel on maternity leave, but excluding:
 - 1. Supervisory and administrative personnel, nursing supervisor, director of pupil personnel services, and office, clerical, custodial and maintenance, and cafeteria employees.
 - 2. Per diem substitutes, part-time and hourly employees.
 - 3. Employees of special programs paid in whole or part by Federal, State, or County government funds.
- B. Any new classes of employees to be included for recognition are to be mutually discussed and agreed upon.
- C. Definition: The term "teacher" when used hereafter in this agreement, shall refer to all professional employees represented by the association in the negotiating unit defined above.

ARTICLE II

NEGOTIATION PROCEDURE

- 1. Upon submission of a written request for recognition and upon verification of designated membership representation, and unit determination by duly accepted methods, the Board of Education agrees to enter into collective negotiations in accordance with procedures established by Chapter 303, Public Laws 1968 in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment.
- 2. Such negotiations shall begin not later than October 1 and efforts made to conclude the agreement within sixty days.
- 3. Thirty days prior to and during negotiations, the Board and Association shall present relevant data upon request and during negotiations exchange points of view and make proposals and counter-proposals. The current budget shall be presented, and proposed financial and educational needs evaluated.
- 4. 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 all necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations. Final proposals shall be accepted by the Board of Education at an open public meeting.

ARTICLE II
Negotiation Procedure

2.

5. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in the Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any benefit to either party existing prior to its effective date.

ARTICLE III

GRIEVANCE PROCEDURES

1. The Board of Education of the Borough of Point Pleasant and the Point Pleasant Teachers Association have the same ultimate aim of providing the best deucation possible for the pupils of the Point Pleasant Borough public schools.
2. The Board of Education and the Point Pleasant Teachers Association have regularly engaged in mutual consultation and the exchange of ideas for the welfare of the children and the teachers of the school district.
3. The Board of Education recognizes the afore-mentioned professional association, their officers, and such committees designated by them as the official representative of the professional staff included in their membership for the purpose of joint consultation of the formation of policies with respect to conditions of employment and personnel practices.
4. Any individual member of the teaching staff, regardless of membership in the afore-mentioned professional association, shall have the right to appeal the application of policies and administrative decisions affecting him through administrative channels. With respect to his personal grievance he shall be assured freedom of restraint, coercion, discrimination or reprisal in presenting his appeal. He shall have the right to present his own appeal or designate another person of his own choosing to appear with him or for him at any step in his appeal. In the event the aggrieved individual is a member of the Point Pleasant Teachers Association he may designate the Association to appear with or for him at any step in his appeal. If the individula does not request representation by the Association, the Association shall have the right to have an Association member present and observe during any stage of the appeal.

A grievance is defined as a complaint by any teacher or group of teachers that there has been an inequitable, improper, or unjust application, interpretation, or violation of a policy, agreement, or administrative decision affecting the terms and conditions of employment of said teacher or group of teachers.

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

1. The failure or refusal of the Board to renew a contract of a non-tenure employee, provided evaluation procedures have been followed in accordance with the Board of Education policy.
2. In matters that are prescribed either by law, or by any rule, regulation, or by decision of the Courts of the State of New Jersey.
3. In matters involving the sole and unlimited discretion of the Board.

OUTLINE OF PROCEDURE

1. Any employee who has a grievance shall discuss it first with his principal (and immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level.
2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five school days, he shall set forth his complaint in writing to the principal. The principal shall communicate his decision to the employee in writing within three school days of receipt of the written complaint.
3. The employee and/or the Association may appeal the principal's decision to the Superintendent of Schools. The appeal to the superintendent must be made in writing within five school days and must set forth the grounds upon which the grievance is based. The superintendent shall request a report on the grievance from the principal, shall confer with the concerned parties and, upon request, with the employee or principal separately. He shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten school days. The superintendent shall communicate his decision in writing, along with supporting reasons, to the employee and the principal.
- 4a. If the Association determines that the grievance is without merit, it will so advise the employee and a copy of its findings shall be sent to the principal, the superintendent of schools, and the board of education.

- 4b. An employee whose grievance has been determined to be without merit by the Association shall retain the right to appeal in writing to the board of education within ten days. Any financial cost incurred shall be borne by the individual.
5. If the grievance is not resolved to the employee's satisfaction, he may request a private review by the board of education within thirty days. 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, hold a hearing with the employee if requested, and render a decision in writing within fourteen calendar days after the hearing.
6. Optional Step
Any grievance supported by the Association and not resolved to the satisfaction of the Association after review by the board of education, shall, at the request of the Association and concurrence by the board of education, be submitted to an advisory committee.

ADVISORY COMMITTEE

In case of an impasse during negotiations of a grievance, the matter will be submitted to an advisory committee within thirty days after the request of either party to the other and with the concurrence of both. The Board will name one advisor, and the Association will name another.

A third member, who shall be the chairman, shall be mutually selected from the list of five names under rules of the A. A. A.

The Advisory Committee shall report recommendations for settlement within fifteen days. The recommendations shall be submitted to both parties and shall be made public. The recommendations of the advisory board shall be utilized by the Board of Education and the Association to arrive at a final mutually acceptable determination. The costs of establishing such an advisory committee shall be shared equally between the Board of Education and the Teachers Association

ASSOCIATION GRIEVANCES - WHICH APPLY TO CLASS OR GROUP OF TEACHERS

Association grievances shall be presented to the superintendent in writing. The superintendent shall within fifteen days of receipt of the alleged grievance meet with the Association to study, discuss, and research the appropriate areas. He shall present his recommendation to the committee within five school days. If the decision is mutually acceptable, it shall be presented at the next regularly scheduled meeting of the Board of Education, if such approval is required.

In the event of need for further consideration, the Board of Education and the Association shall meet within thirty-five days for mutual consideration and joint negotiation. In the event of an impasse the procedure shall be as defined in step 6.

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.

ARTICLE IV

TEACHER RIGHTS

1. The Board of Education hereby agrees that every teacher has the rights and privileges conferred pursuant to Chapter 303, Public Laws 1968. As a duly selected body exercising governmental power under color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 303, Public Laws 1968 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 his membership in the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement.
2. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey School Laws or other applicable laws and regulations.
3. Whenever any teacher is required to appear before the Board of Education or any committee of the Board of Education concerning any matter which could adversely affect the continuation of that teacher in his office, position or employment or the salary or any increments pertaining thereto, then he 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 him and represent him during such meeting or interview. Any suspension of a teacher shall be according to law and Title 18A, NJSA.
4. Disciplinary interviews and reprimands of individual teachers shall be conducted in private.

ASSOCIATION RIGHTS AND PRIVILEGES

1. The Board agrees to furnish to the Association a register of certificated personnel members of the Association and within the recognition unit, and minutes of the Board of Education, as from time to time requested.
2. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.
3. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business with individual teachers on school property after school hours and during school day, with the approval of the Principal, provided this shall not interfere with or interrupt normal school operations.
4. The Association, its representatives, and committees, shall meet and conduct its business on non-school time, unless otherwise approved by the administration. The privilege of use of any part of school building facilities and rooms shall be governed by the needs of the educational program and use of the facility at the time of the request upon authority and approval of the Board of Education as delegated to the building principal or superintendent. Any costs incurred above normal usage for maintenance operation, or custodial care shall be borne by the Association.
5. The Association shall recognize that school facilities, equipment, and supplies, are the property of the people in the District with legal custodial responsibility vested in the Board of Education. Legal accountability mandates that general use of School District property be upon expressed authorization by the Board of Education, or as delegated by the Board to its administrative representatives.
6. Where available, and consistent with the educational program, and common practice, the Association shall have in each school building the use of a bulletin board in each faculty lounge, and teachers' dining room. In the above listed locations where one board is available, the use shall be shared in common with the needs of the educational program, as mutually arrived at with the building principal. Copies of all material to be posted on such bulletin boards shall be given to the building principal for approval.
7. The Association shall be permitted to use the teacher' mail boxes for communication with its members, for the transaction of its business, with the limitation that such use does not interfere with the primary purpose of such facility.

ARTICLE V
Association Rights and Privileges

7.

8. The President of the Teachers Association shall be assigned a regular teaching load with one period during the day left free for association business. The President shall also be exempt from cafeteria, bus and hall duty. The period assigned for association business shall not deprive the President of a lunch period nor, where possible, a preparation period. Should the President be an elementary teacher, the President shall then be exempt from hall, playground and bus duties and whenever possible, shall be excused from a special subject period one period per day for association business.

ARTICLE VI

SUPERINTENDENT'S ADVISORY CALENDAR COMMITTEE

A representative shall be named by the Association's Executive Board to serve on the Superintendent's Advisory Calendar Committee. As a member of the Calendar Committee, this representative shall participate in the deliberations of the Committee, present the suggestions of the Association on calendar items, and assist in drafting the calendar to be presented to the Board for consideration.

In determining the calendar, attention shall be given to legal and religious holidays, conventions, and parent conference days. The prime concern is to be the welfare of the pupils and the educational program.

The authority for establishing, adopting, and approving deviation from the proposed calendar is vested in the Board of Education. The Association shall be notified of any change.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

1. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of a faculty roster.
2. It is the responsibility of each individual teacher, as well as the board, to provide the highest quality educational program practicable for every boy and girl in the school district.
This includes:
 - A. Careful daily preparation
 - B. Attendance at staff meetings.
 - C. Reasonable participation in activities of the school such as:
 - a. Open Houses
 - b. P.T.A. meetings
 - c. Public performances of children in plays, concerts, athletic activities, or other extr-curricular activities.

ARTICLE VII

8.

Teaching hours and teaching load

3. All teachers shall be entitled to a duty-free lunch period. This shall be the equivalent of a regular class period in the secondary school. In the elementary school this shall be a forty minute lunch period wherever possible, with a minimum of thirty minutes consecutively duty free.
4. Teachers may be required to remain after the end of the regular work day without additional compensation for the purpose of attending general staff, school faculty, or other professional meetings four days a month. Such meetings shall begin no later than fifteen minutes after the student dismissal time and shall run for no more than forty-five minutes. The limitation on number of meetings shall not apply to individual committee or study meetings.
5. An association representative can speak to the teachers for a maximum of five minutes or longer if approved by the principal. If any time is used by the representative, the meeting may be extended, correspondingly, if the time is needed to accomplish its purpose.
6. The notice of and agenda for any meeting, shall, insofar as is practicable, be given to the teachers involved at least two days prior to the meeting. Teachers shall have the opportunity to suggest items for the agenda.
7. Teacher participation in overnight or weekend trips shall be voluntary. Field trips during the school day shall, as is feasible, be planned to terminated at school within the scope of the school day. On trips, on which students are given time off the following day, chaperones shall have their time adjusted to and report in fifteen minutes earlier than the students.
8. It is recognized by the parties that the principle of the forty hour normal work week can not be interpreted literally. Nothing contained herein prohibits or limits the right of the administration/superintendent from assigning the extra duties normally associated with the teaching profession, and consistent with this agreement.

ARTICLE VIII

CLASS SIZE

The School Board and the Association recognize that class size is an important factor in good education and will whenever possible, subject to space availability and all other educational consideration, insure that class size is effective for both teacher and pupil

NON-TEACHING DUTIES

1. The Board and the Association acknowledge that a teacher's primary responsibility is the education of the children in his care.
 - A.
 1. Assignment of teachers for non-teaching duties shall be on a reasonable basis.
 2. Although teachers may be required to collect and transmit money to be used for educational purposes, they will not be held responsible for the loss of any money collected where the proper procedure has been followed.
 - B. Teachers shall not use their own vehicles to drive pupils to activities which take place away from the school building. Teachers may use school-owned vehicles voluntarily, with the advance approval of the principal. In such event, the teacher will be covered by appropriate Board of Education liability insurance. A copy of such liability insurance shall be filed with the Point Pleasant Boro Teachers Association.

ARTICLE X

TEACHER EMPLOYMENT

1. As provided by New Jersey Statutes 18A:29-9; "Whenever a person shall hereafter accept office, position or employment as a teacher in any school district of this state, his initial place on the salary schedule shall be at such point as may be agreed upon by the teacher and the employing board of education."
2. Credit for military services shall be as determined by NJSA Title 18A; 29-11.
3. The withholding of increments for inefficiency or other good cause shall be as provided in the NJS 18A: 29-14, and decisions of the Commissioner and/or courts of New Jersey interpreting the said statutes.
4. In accordance with the provisions of NJSA Title 18A 30-3.2, the Board of Education shall grant credit not to exceed thirty days for accumulative sick leave days from another school district in New Jersey upon application not later than the end of the first year of employment. At the discretion of the Superintendent a doctor's certificate may be required in accordance to substantiate absence.
5. Notification of all contracts by April 15 for tenure teachers and April 30 of non-tenure teachers.

SALARIES

1. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
2. Teachers may individually elect to have up to ten per cent of their monthly salary deducted from their pay under rules and regulations mandated by the state.
3. When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.
4. Final checks shall be issued on the last working day in June.
5. Salary schedule included in appendix.
6. Teachers shall receive an accounting of accumulative sick leave prior to end of school year.

ARTICLE XII

TEACHER ASSIGNMENT

- A. Assignment of teachers shall be made only after every effort has been made to meet the reasonable request and desires of any teacher concerned.
Teachers other than newly-appointed and substitute teachers will be notified in writing, by the end of the school year, of the school to which they will be assigned, the classes or subjects they will teach, and special or unusual classes they will have. It is recognized that certain shifts in enrollment may necessitate changes subsequent to such notification but every effort will be made to keep such changes to a minimum.
- B. In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall not be assigned, except temporarily for good cause, outside the scope of their teaching certificates and/or their major fields of study.
- C. No regularly-assigned teacher shall be used as an involuntary substitute except in case of emergency and after every effort has been made to employ a substitute.
- D. If a teacher is required to cover classes on two or more occasions (days) at the request of the administration, he shall be compensated at the rate of 1/5 of the daily substitute pay per class instruction period.

TEACHER TRANSFER

- A. The Board and the Association recognize that frequent transfers may be disruptive of the education process and optimum teacher performance unless there are specific procedures which guarantee fairness to teachers as well as taking into consideration the over-all interests of the school administration.
- B. If a vacancy is created in the building in which a teacher presently teaches, he may apply for reassignment within the building. Such vacancy shall be filled by the Superintendent on the basis of fitness for the postlength of service will be a preferential factor when there is more than one applicant of equal fitness.
- C. Teacher-initiated requests for transfer shall be granted when the teacher is qualified and when transfer is considered feasible by the Superintendent. Such requests denied will be reported to the teacher, including the reasons for the denial. The teacher whose request for transfer has been denied may request the reasons for denial in writing.
- D. Transfers may be requested by the administration. The teacher should be notified in writing of the intended transfer and given the opportunity to discuss the proposal. Such transfers will be based on advantages to the individual, staff balance, recommendation of supervisor and principal and best interests of the school system. Length of service will be one of the factors considered.
- E. A notice announcing impending vacancies in all positions will be posted in each school prior to filling any such vacancy.
- F. The parties recognize that changes in grade assignment in the elementary school, changes in subject assignments in the secondary school grades, and transfers between schools will be necessary. While the right of determination to assign or transfer a teacher is vested in the board, the board will not, in any case, assign or transfer a teacher without prior discussion with said teacher. Such transfers in changes of assignment shall be at a voluntary basis whenever possible. In making involuntary assignments in transfers, the convenience and wishes of the individual teacher will be honored to the extent that these considerations do not conflict with the instructional requirements and best interests of the school system and the pupils, as determined by the Board of Education.

PROMOTIONS

1. A teacher may apply for any position at any time. Such applications should be in writing addressed to the superintendent of schools. Applications will be considered should such vacancy occur, either during the school year or during the summer. This application should be renewed annually. All applicants from within the system shall be given the opportunity of a formal interview with the chief administrative officer before the appointments are finalized.
2. In filling a vacancy within the bargaining unit, the board agrees to evaluate the professional background and attainments of all applicants, the length of time each has been in the school system, and other relevant factors. The decision of the board as to the filling of such vacancies shall, however, be final.
3. In filling promotional vacancies to administrative positions, the board shall consider the professional qualifications, requirements, background, attainments, and other relevant factors, including service in the school district, of all applicants from within the school district, as well as applicants from outside the school district. The Board declares its support of filling vacancies including supervisory positions from within the teaching staff, etc. Where candidates for promotion of positions are considered from within the staff, and all other considerations of experience, qualifications and abilities being equal, length of service within the district shall be the determining factor. The parties recognize, however, that the filling of vacancies at the supervisory and administrative levels and the filling of newly created supervisory and administrative positions is a prerogative of the board, and the decision of the board with respect to such matters shall be final.

ARTICLE XV

TEACHER EVALUATIONSection I.

1. Supervision of teachers will be conducted professionally, openly and with full knowledge of the teacher. All class visits and evaluation reports will be reviewed in a conference between the teacher and the person making the report. All such reports will be signed by the teacher indicating that he has seen it and discussed it. Signing the report in no way indicates agreement with its content.
2. The following criteria shall be among those used as a basis for evaluation of a classroom teacher:
 - A. Knowledge of subject matter.
 - B. Ability to communicate with students.
 - C. Knowledge of material and techniques in his or her field.

- D. Demonstrated rapport with students and control of classroom.
 - E. Professional competence in the individualization of instruction.
 - F. Willingness to innovate new ideas and techniques, and to use instruction time efficiently.
 - G. Method of evaluating students and meeting their needs.
 - H. Ability to adjust to situations (teaching levels and readiness levels of students).
 - I. Evidence of lesson planning and preparation.
 - J. Attendance and regularity at post of duty including being available both during the school day and after pupils are dismissed for the day for conferences concerning pupils, and/or professional matters.
 - K. Performance in building responsibility.
3. Reports shall be written in narrative or checklist form. If a checklist is used, it shall be supplemented by a narrative interpretation of the items checked.
- A. Strengths and weaknesses of the teacher as evidenced during the period since the previous report and demonstrated during the lesson evaluated.
 - B. Specific suggestions as to measures which the teacher might take to improve his performance in each of the areas wherein weaknesses have been indicated.
4. Such reports are to be provided for non-tenure teachers at least four times each year between October 1 and May 15. Tenure teachers are to be provided written reports at least two times during the school year.

Section II.

1. Upon request teachers may review the contents of their personnel file and make copies of any part of it in the presence of the appropriate administrator.
2. No material derogatory to a teacher's conduct, service, character or personality shall be placed in his personnel file unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his answer to such material shall be reviewed and initialed by the superintendent or his designee and attached to the file copy.

ARTICLE XV
Teacher Evaluation

14.

3. Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the teacher's inspection.
4. Any complaint regarding a teacher made to any member of the administration by any parent, student, or other person shall be brought to the teacher's attention if considered serious by the appropriate administrator, or if it is written into the teacher's personnel file, or if used as a basis for reprimanding a teacher.
5. The Association recognizes that it is the responsibility of the board and the administration to establish a program for teacher evaluations. In the event that a teacher believes either has acted improperly or unfairly with respect to the use of such teacher evaluation, the individual teacher has the opportunity to avail himself of the grievance mechanism, or in alternative, those procedures and rights established in Title 18A in connection with tenure.

ARTICLE XVI

TEACHER FACILITIES

Where practical and possible each school will have the following facilities:

1. Space in each classroom in which each permanent based teacher may store instructional materials and supplies.
2. A combination faculty work area-lounge. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge it shall be regularly cleaned by the school's custodial staff.
3. A serviceable desk and chair for the teacher in each classroom.
4. Adequate off-street parking facilities.
5. Suitable closet space for each teacher to store coats, overshoes, and personal articles.
6. Adequate chalkboard space in every instructional classroom.

TEACHER-ADMINISTRATION ADVISORY COUNCIL

1. The Association shall select, among volunteers in the Association, a maximum of seven members to serve as a Liaison Committee, which will be advisory in nature and purpose, for each school building. The committee shall meet with the Principal at least once a month for the duration of the school year to review and discuss discipline procedures, local school problems and practices. To the extent possible such meetings shall be held during the school day or in after school hours in lieu of a regularly scheduled faculty meeting.
2. The Superintendent shall be an ex-officio member of the council and receive copies of all agendas and minutes.
3. The council shall serve in an advisory capacity and the Board shall seriously consider such recommendations but failure of the Board to place any of its recommendations in effect shall not constitute the basis for a grievance.

ARTICLE XVIII

INSTRUCTIONAL COUNCIL

An Instructional Council shall be established in each school building composed of six members, three of whom shall be teachers selected by the teachers organization, and three members of whom shall be appointed by the Board. The Principal shall be chairman and direct the work of the council.

The Council shall meet at least once each month after school hours, or during non-instructional times, to discuss and study subjects mutually agreed upon relating to the school system.

The Council is empowered to appoint sub-committees composed of volunteers among the staff and administrators to study and report upon any mutually agreed upon subjects.

All reports of the Council or its sub-committees, including their recommendations, shall be submitted in writing to all members of the Council.

Subject of study by sub-committees shall include but not be limited to:

1. Teaching techniques.
2. Evaluation of teachers.
3. Development of curriculum.
4. Evaluation of instructional material.

Upon completion of its study and report on the subjects assigned to it, each sub-committee shall be considered dissolved, and once dissolved no sub-committee shall be re-activated except by mutual consent of the members of the Council.

The Council and its sub-committees serve in an advisory capacity and the Board shall seriously consider such recommendations but the failure of the board to place any of its recommendations in effect shall not constitute the basis for a grievance.

DISTRICT INSTRUCTIONAL COUNCIL

A district instructional council shall be established. It shall consist of four members selected by the Association who shall be current members of individual school instructional council and four members appointed by the Board of Education. The chief executive officer or his representative shall serve as chairman.

The purpose of such council shall be to coordinate the activities of the individual school instructional council. The District Council shall meet at least once every two months.

An annual report by the council shall be submitted to the Board of Education.

RULES AND REGULATIONS GOVERNING ABSENCES OF EMPLOYEES OF
THE BOARD OF EDUCATION OF THE BOROUGH OF POINT PLEASANT

ABSENCES DUE TO PERSONAL ILLNESS

1. In conformity with Chapter 142, P. L. 1942, full time employees shall be allowed ten days sick leave with full pay in any school year.
2. Sick leave is hereby defined to mean the absence from his or her post of duty, of any such person because of personal illness or injury, or because he or she has been excluded from school by the school doctor on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.
3. This proposal includes all full time employees of the Board of Education.
4. Days allowed for illness will be accumulative making it possible for unused days of any year to be added to those already accumulated with no limit. Sick leave can be accumulated at the rate of ten days per year.
5. All full time employees who are absent because of prolonged, continuous illness more than the total number of cumulative days and who are employed in the district under tenure shall for a period of three months be paid the difference between their salary and the initial step of the salary guide. The absences must be for at least seven consecutive school days and require a physician's statement of evaluation. The difference in pay shall be retroactive to the beginning date of continuous absence. If the period of illness exceeds the three months, the decision shall be made by the Superintendent subject to the approval of the Board of Education.
6. When absence on sick leave exceeds five successive school days, a physician's certificate covering the period of absence shall be filed in the Superintendent's office. A doctor's certificate for absences on individual days may be requested at the discretion of the Superintendent.
7. A doctor's certificate is required for any absence before or after a holiday period. Failure to submit a doctor's certificate shall result in full loss of pay.
8. All new employees may transfer up to thirty days sick leave accrued from other public school districts within the state upon application and verification.
9. When the sick leave accumulation of a tenure teacher has been consumed, and the teacher is absent because of prolonged illness, that teacher shall receive the difference between her daily pay (1/200 of base pay) and the substitute's daily rate not to exceed fifty per cent of the teacher's daily rate. Prolonged illness shall be defined as an absence of five consecutive school days and eligibility shall be retro-active to the first day of such consecutive absences.

ABSENCE DUE TO OTHER CAUSES

The purpose of leaves of absence is to provide time for emergency needs. Leaves of absence to conduct other businesses or gainful employment and not directly related to the school program are not eligible under these policies.

1. In case of serious illness or injury of the immediate family or member of the household, no salary deduction will be made for absences not exceeding three days. These days shall not be deducted from the accumulative sick leave. Absences under this provision must be approved by the Superintendent of Schools. Definition: "immediate family" shall be understood to include: husband, wife, father, mother, child, brother, sister. "Serious illness" shall be defined as illness implying a sense of urgency and the immediate need of medical service.
2. An employee may be allowed a maximum of five school days absence in any one year with full pay because of death within the immediate family. These days shall not be deducted from the accumulative sick leave. Immediate family is defined to include: husband, wife, parents, sisters, brothers, sons, daughters, in-laws (parents).
3. In case of death of a relative of the second degree, absence of one full day may be allowed with full pay. This day shall not be deducted from the accumulative sick leave. Definition: "second degree relative" shall be understood to include: aunt, uncle, grandparents, nephew, niece, cousin, in-laws and grandchildren.
4. In case of death of a person other than those listed above, the deduction of a substitute's pay will be made upon prior approval of the absence by the Superintendent.
5. Leave is provided for three days per school year for bonafide business of personal nature, such as requires the employee's presence during working hours and which cannot be attended to at any other time, provided however, that the Superintendent approves the leave in advance. Such approved leave shall be without reduction or loss of pay.
6. A doctor's certificate is required for any absence before or after a holiday period. Failure to submit a doctor's certificate shall result in full loss of pay.
7. Leave for military purposes shall be in accordance with the applicable statutes. Compensation during such leave shall be the difference between the commissioned officer's pay and the teacher's compensation. Arrangement shall be made whenever possible to have such leave during other than the school year.
8. Leave in late June or early September for NDEA or other approved program shall be granted without pay and only when the time involved is five days or less.

ADDITION

Leave of absence without normal rate of pay.

A leave of absence for a period not exceeding two days, other than that defined in these policies, and receiving prior approval by the Superintendent of Schools, shall be considered leave with full deduction of pay. The Board of Education reserves the right to grant special dispensation in individual cases, which in its judgment are deserving of such.

COMPUTATION OF SALARY DEDUCTION

1. Any deduction for leave of absences without pay shall be made on the following basis:
 - a. Ten months employees 1/200 of the annual salary.
 - b. Twelve months employees 1/270 of the annual salary.

ANNUAL REPORT

1. The Superintendent may make an annual report to the Board of Education at the end of each school year of all absences.

COMMITTEE OF REVIEW BY TEACHERS ASSOCIATION

1. All requests for personal leave, time permitting, shall be reviewed by a committee set up by the Teachers' Association prior to submission of request to the Superintendent. These requests should be submitted as far in advance as possible.

MATERNITY LEAVE OF ABSENCE

1. Written notification of maternity status is required no later than the fourth month of pregnancy. Maternity leave of absence shall start not later than seven months following pregnancy. Application for a maternity leave shall be made to the Board of Education not later than thirty days prior to the effective date of leave requested.

2. Maternity leaves shall continue for one year from the time of initial absence and as much longer as may be necessary to extend the leave to the opening of the next school year. The Board of Education reserves the right to permit a teacher to return to duty earlier if the best interest of the schools is served thereby. Not eligible for salary increments during absence. Upon return teacher shall be placed on the proper step of salary guide. In cases of interrupted pregnancy, the maternity leave of absence may be terminated by the Board of Education after a lapse of two months from such occurrence, provided the school physician certifies to the superintendent that the employee is in good health and in fit condition for service.

3. Maternity leave shall be without salary, and granted only to personnel having tenure of office. Non-tenure employees shall terminate employment according to the time limits of paragraph one.
4. All teachers desiring to return to active teaching from leaves of absence on account of maternity may be asked to pass a medical examination and the certificate of health to be filed with the office.
5. The Board and the Principal assume no responsibility for reassigning teachers to the same classroom or the same grade. Tenure teachers only are assured of continuity of employment for one year from the effective date of the leave of absence. Non-tenure teachers are given first consideration for reemployment at the expiration of the leave of absence.
6. Female tenure teachers adopting a child shall be granted a leave up to a maximum of one year.

ARTICLE XX

SUBSTITUTES

The practice of using a regular teacher as a substitute is undesirable and shall not be permitted. This does not prohibit the infrequent assigning of a teacher to a class or a duty because of an emergency, the sudden illness of a staff member, the pending arrival of a substitute or other good cause.

There shall be no loss of sick time for any day when a teacher is sent home because of illness, provided classes are covered by a regular teacher where no substitute is needed.

ARTICLE XXI

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

Tuition Grant Payment Plan

In order to improve instruction and to assist the staff to keep abreast of current methods, procedures, and research, the board of education has in effect a reimbursement plan for certain approved credits; as follows:

The board will reimburse teachers with one year of service in the system \$25.00 per credit for approved courses up to six credits.

For teachers with two years in the system, the board will pay \$40.00 per credit for approved courses up to six credits

For teachers with three years or more in the system the board will pay \$45.00 per credit for approved courses up to six credits.

Payment is upon re-employment the following year.

Tenure teachers who take approved graduate courses where the tuition exceeds \$45.00/credit will receive full reimbursement of tuition to a maximum of six credits.

Implementation

All courses need prior approval and requests under this plan must be submitted on the proper form.

Courses for which there is no tuition charge on which are financed by other than the teacher's personal resources-- such as NDEA or other government grants are not eligible for reimbursement.

Course payments, as a matter of finances, must be included in the school budget. Thus courses approved and taken in one year will be reimbursed the following September. To include the money in the budget, teachers interested in reimbursement under this plan must file Form A - NOTIFICATION OF INTENT TO ENROLL IN REIMBURSEMENT COURSES, and after completion of course, Form B - REQUEST FOR REIMBURSEMENT, accompanied with the appropriate transcript.

Form A must be filed by November of each year. Form B must be filed by October of each year.

Eligibility under this plan is restricted to teachers with a limited or permanent certificate. Credits required for certification are not eligible for reimbursement.

Credits, eligible under this plan (a) cannot be cumulative or transferable from one year to the next, (b) are not acceptable for the in-service allotment or longevity payment, (c) must be taken within the preceding year, and (d) must be in the teacher's teaching field or assigned duties.

It is recommended that textbooks obtained under the above plan be donated to the library for use of the professional staff.

IN-SERVICE INCREMENT

The purpose of the in-service increment is to promote the teaching efficiency of the teacher.

After the completion of each 4-8-12-16-20 years period of continuous teaching service in the Point Pleasant Borough schools, teachers shall be eligible for a \$200 increment upon presentation of four approved graduate credits within the field of teacher specialization. Credits obtained through N. D. E. A. courses or where reimbursement or financial consideration is made through other sources are not eligible under this program. These credits may be obtained the year prior, during or the year following that point in time in which eligibility for the in-service increment occurs.

ARTICLE XXI

21.

Professional Development and Educational Improvement

Failure to become eligible during this period results in forfeiture of that particular increment. Approved leaves of absence do not interrupt the continuity of eligibility but are not counted as far as meeting the eligibility time. The implementation of the policy to meet unusual or specialized course requirements shall be at the discretion of the superintendent. Notification of intent to file under this eligibility shall be done by November 1 of each year. Final approval shall be made upon determination of course and program.

If four credits are used for in-service increment, the two additional credits can be used for reimbursement with prior approval.

ARTICLE XXII

PROTECTION OF TEACHERS

1. A teacher may use reasonable force as is necessary to protect himself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a pupil.
2. Teachers shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior.

ARTICLE XXIII

INSURANCE PROTECTION

1. Plan of Blue Cross/Blue Shield/RiderJ, vision care, extended care facilities and dental coverage is in effect. The Board of Education shall assume the full cost of the above program for the employee and his immediate family -- specifically wife/husband and children.

ARTICLE XXIV

PERSONAL AND ACADEMIC FREEDOM

1. The Board of Education shall agree to follow the law with respect to the protection of individuals and the pursuit of academic freedom by teachers.
2. The personal life, outside study or other activities undertaken by teachers during their non-duty hours are at the discretion of the individual. Such activities should not impair the teacher's ability to perform effectively in the teaching assignment.

DEDUCTION FROM SALARY

A. 1. The Board agrees to deduct from the salaries of its teachers dues for the Point Pleasant Boro Teachers Association, the Ocean County Education Association, the New Jersey Education Association or the Nation Education Association, or any one or any combination of such Associations as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Point Pleasant Boro Teachers Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations. Teacher authorizations shall be in writing in the form set forth below:

AUTHORIZATION

TO DEDUCT ASSOCIATION MEMBERSHIP DUES

Name _____ Sec. No. _____

School Building _____ District _____

To: Disbursing Officer _____ Board of Education

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

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

- _____ Association _____
- _____ County Education Association _____
- New Jersey Education Association _____
- National Education Association _____



2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

3. Additional authorizations for dues deduction may be received after August 1 under rules established by the State Department of Education.

4. The filing of notice of a teacher's withdrawal shall be prior to December 1 and become effective to halt deductions as of January 1 next succeeding the date on which notice of withdrawal is filed.

5. Employees participating in the plan shall file with the Board of Education and the Mon-Oc Teachers Federal Credit Union appropriate authorization of all deductions.

ARTICLE XXVI

EXTRA CURRICULAR ACTIVITIES

1. Extra-curricular personnel shall be compensated as set forth in schedule "c" which is attached hereto and made a part of.
2. Extra-curricular services are all those for which teachers are responsible to the administration, and are in excess of teaching and professionally related duties. Professionally related duties are covered by the contract salary such as:
 - A. Parental conferences.
 - B. Student conferences and extra help.
 - C. Consultation with pupil personnel services.
 - D. Departmental Conferences.
 - E. Student club activities held in school time.
 - F. Committee meetings, etc.
3. A list of all extra-curricular activities, positions and salaries planned for that year shall be posted on the bulletin boards of the faculty rooms in each building so that interested teachers may apply for any vacancies.
4. Extra services performed upon an irregular basis, when approved by the administration, shall be remunerated and the amount made known to the teacher prior to participation.
5. Teachers shall be required to attend no more than three evening programs without compensation. These shall be:
 - A. PTA - Meet your teacher night.
 - B. Two others to be assigned.
6. Notification of contractual status in salary in addition to the basic teaching contracts shall be issued not later than April 30.

MISCELLANEOUS PROVISIONS

1. If any provision of this 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.
2. 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 an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration, shall be controlling.
3. The Board and the Association mutually agree to adhere to the requirements of the laws concerning discrimination.
4. 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 or registered letter at the following addresses:
 - A. If by Association, to Board at Board of Education Office, Point Pleasant, N.J.
 - B. If by Board to Association at Point Pleasant Boro High School, Point Pleasant, N.J.

ARTICLE XXVIII

DURATION OF AGREEMENT

1. This Agreement shall be effective as of July 1, 197¹ and shall continue in effect until June 30, 197². This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
2. 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.

SCHEDULE A
 POINT PLEASANT BOROUGH SCHOOLS
 SALARY GUIDE
 1971-72

	<u>B. S.</u>	<u>B. S. + 30</u>	<u>M. A.</u>	<u>M. A. + 30</u>
1.	\$7,850	\$8,100	\$8,550	\$8,950
2.	8,150	8,400	8,850	9,250
3.	8,500	8,750	9,200	9,600
4.	8,850	9,100	9,550	9,950
5.	9,200	9,450	9,900	10,300
6.	9,550	9,800	10,250	10,650
7.	9,950	10,200	10,650	11,050
8.	10,350	10,600	11,050	11,450
9.	10,775	11,025	11,475	11,875
10.	11,225	11,475	11,975	12,375
11.	11,675	11,925	12,475	12,875
12.	12,125	12,375	12,975	13,375
13.	12,600	12,850	13,500	13,900
14.	13,100	13,350	14,000	14,400

In-service Increments: \$200 after each 4-8-12-16-20 year period of continuous teaching service in the Point Pleasant Borough Schools upon presentation of four approved graduate credits.

The following table shows the results of the experiment. The first column is the number of trials, the second column is the number of correct responses, and the third column is the percentage of correct responses. The fourth column is the number of errors, and the fifth column is the percentage of errors. The sixth column is the number of omissions, and the seventh column is the percentage of omissions. The eighth column is the number of commissions, and the ninth column is the percentage of commissions. The tenth column is the number of correct rejections, and the eleventh column is the percentage of correct rejections. The twelfth column is the number of false alarms, and the thirteenth column is the percentage of false alarms. The fourteenth column is the number of hits, and the fifteenth column is the percentage of hits. The sixteenth column is the number of misses, and the seventeenth column is the percentage of misses. The eighteenth column is the number of correct classifications, and the nineteenth column is the percentage of correct classifications. The twentieth column is the number of incorrect classifications, and the twenty-first column is the percentage of incorrect classifications.

Trial	Correct	% Correct	Errors	% Errors	Omissions	% Omissions	Commissions	% Commissions	Correct Rejections	% Correct Rejections	False Alarms	% False Alarms	Hits	% Hits	Misses	% Misses	Correct Classifications	% Correct Classifications	Incorrect Classifications	% Incorrect Classifications
1	15	75	5	25	0	0	0	0	10	50	5	25	10	50	0	0	10	50	0	0
2	18	90	2	10	0	0	0	0	12	60	0	0	12	60	0	0	12	60	0	0
3	20	100	0	0	0	0	0	0	15	75	0	0	15	75	0	0	15	75	0	0
4	22	110	0	0	0	0	0	0	18	90	0	0	18	90	0	0	18	90	0	0
5	25	125	0	0	0	0	0	0	20	100	0	0	20	100	0	0	20	100	0	0
6	28	140	0	0	0	0	0	0	24	120	0	0	24	120	0	0	24	120	0	0
7	30	150	0	0	0	0	0	0	25	125	0	0	25	125	0	0	25	125	0	0
8	32	160	0	0	0	0	0	0	28	140	0	0	28	140	0	0	28	140	0	0
9	35	175	0	0	0	0	0	0	30	150	0	0	30	150	0	0	30	150	0	0
10	38	190	0	0	0	0	0	0	34	170	0	0	34	170	0	0	34	170	0	0
11	40	200	0	0	0	0	0	0	35	175	0	0	35	175	0	0	35	175	0	0
12	42	210	0	0	0	0	0	0	36	180	0	0	36	180	0	0	36	180	0	0
13	45	225	0	0	0	0	0	0	40	200	0	0	40	200	0	0	40	200	0	0
14	48	240	0	0	0	0	0	0	44	220	0	0	44	220	0	0	44	220	0	0
15	50	250	0	0	0	0	0	0	45	225	0	0	45	225	0	0	45	225	0	0
16	52	260	0	0	0	0	0	0	46	230	0	0	46	230	0	0	46	230	0	0
17	55	275	0	0	0	0	0	0	50	250	0	0	50	250	0	0	50	250	0	0
18	58	290	0	0	0	0	0	0	54	270	0	0	54	270	0	0	54	270	0	0
19	60	300	0	0	0	0	0	0	55	275	0	0	55	275	0	0	55	275	0	0
20	62	310	0	0	0	0	0	0	56	280	0	0	56	280	0	0	56	280	0	0
21	65	325	0	0	0	0	0	0	60	300	0	0	60	300	0	0	60	300	0	0
22	68	340	0	0	0	0	0	0	64	320	0	0	64	320	0	0	64	320	0	0
23	70	350	0	0	0	0	0	0	65	325	0	0	65	325	0	0	65	325	0	0
24	72	360	0	0	0	0	0	0	66	330	0	0	66	330	0	0	66	330	0	0
25	75	375	0	0	0	0	0	0	70	350	0	0	70	350	0	0	70	350	0	0
26	78	390	0	0	0	0	0	0	74	370	0	0	74	370	0	0	74	370	0	0
27	80	400	0	0	0	0	0	0	75	375	0	0	75	375	0	0	75	375	0	0
28	82	410	0	0	0	0	0	0	76	380	0	0	76	380	0	0	76	380	0	0
29	85	425	0	0	0	0	0	0	80	400	0	0	80	400	0	0	80	400	0	0
30	88	440	0	0	0	0	0	0	84	420	0	0	84	420	0	0	84	420	0	0
31	90	450	0	0	0	0	0	0	85	425	0	0	85	425	0	0	85	425	0	0
32	92	460	0	0	0	0	0	0	86	430	0	0	86	430	0	0	86	430	0	0
33	95	475	0	0	0	0	0	0	90	450	0	0	90	450	0	0	90	450	0	0
34	98	490	0	0	0	0	0	0	94	470	0	0	94	470	0	0	94	470	0	0
35	100	500	0	0	0	0	0	0	95	475	0	0	95	475	0	0	95	475	0	0

The results of the experiment show that the number of correct responses increases as the number of trials increases. The percentage of correct responses also increases as the number of trials increases. The number of errors, omissions, commissions, correct rejections, false alarms, hits, misses, correct classifications, and incorrect classifications all increase as the number of trials increases.

SCHEDULE B

POINT PLEASANT BORO SCHOOLS
COACHES GUIDE
1971-72

	1	2	3	4	5
<u>Football</u>					
Head	\$900	\$1100	\$1300	\$1500	\$1700
V. Asst.	600	750	900	1050	1200
J. V.	450	600	750	850	
Freshman	400	550	700		
<u>Basketball</u>					
Head	900	1000	1200	1400	1500
Asst.	525	625	725	825	
Freshman	450	550	650		
<u>Soccer</u>					
Head	650	750	850	1000	1150
Asst.	525	625	725	825	
Freshman	450	550	650		
<u>Baseball</u>					
Head	650	750	850	1000	1150
J. V.	525	625	725	825	
Freshman	450	550	650		
<u>Wrestling</u>					
Head	600	700	800	950	1100
Asst.	500	550	625	725	
Freshman	350	450	550		
<u>Track</u>					
Head	600	700	800	950	1100
Asst.	500	550	625	725	
<u>Cross Country</u>					
	500	600	700	800	
<u>Bowling - Boys</u>					
	250	300	350	400	
<u>Bowling - Girls</u>					
	250	300	350	400	
<u>Girls Basketball</u>					
	325	375	450	525	
<u>Athletic Director</u>					
	1000	1200	1400	1600	1800
<u>Equipment Mgr.</u>					
	550	650	750	850	
<u>Golf</u>					
	200	250	300	350	

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to ensure the validity of the results.

3. The third part of the document describes the different types of data that are collected and how they are used to inform decision-making. It notes that a combination of quantitative and qualitative data is often used to provide a comprehensive view of the organization's performance.

4. The fourth part of the document discusses the challenges and limitations of data collection and analysis. It identifies common issues such as data quality, bias, and incomplete information, and offers strategies to address these challenges.

5. The fifth part of the document provides a summary of the key findings and conclusions from the data analysis. It highlights the most significant trends and insights that have emerged from the data.

6. The sixth part of the document offers recommendations and suggestions for future research and data collection efforts. It suggests ways to improve the accuracy and reliability of the data and to explore new areas of inquiry.

7. The seventh part of the document provides a final summary and conclusion, reiterating the importance of data in understanding and improving organizational performance. It emphasizes the need for ongoing data collection and analysis to stay current and informed.

8. The eighth part of the document includes a list of references and sources used in the research. It provides a clear and concise list of the literature and data sources that informed the analysis and conclusions.

SCHEDULE B

POINT PLEASANT BORO SCHOOLS
STUDENT ACTIVITIES COMPENSATION

1971-72 GUIDE STEPS

<u>Activity</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Eighth Grade Advisor	\$125	\$175	\$225	
Freshman Class Advisor	125	175	225	
Sophomore Class Advisor	200	250	300	
Junior Class Advisor	275	325	375	
Senior Class Advisor	325	375	425	
Advisor - American Field Services	125	150		
Advisor - Art Club	250			
Advisor - Book Store	250			
Advisor - Future Homemakers	100	200		
Advisor - Future Teachers	100	150	200	
Advisor - Girls A. A.	100			
Advisor - Honor Society	100	150	200	
Advisor - Key Club	100	200	250	
Advisor - Keyettes	100	125		
Advisor - Pep Club	125			
Advisor - School Paper	250	275		
Advisor - Student Council	275	325	375	
Advisor - Visual Aids	600			
Advisor - Yearbook	400	450	500	
Director - Vocal Music	450	500		
Director - Instrumental Music/Band	500	600	700	800
Director - Elementary Band	200	300		
Director - Beginners Band	150			
Asst. Director-Instrumental Music/Band	200	250		
Advisor - Varsity Cheerleaders	250	275	300	
Advisor - J. V. Cheerleaders	175	200	225	
Advisor - Freshman Cheerleaders	150	175		
Advisor - Color Guard	125	150	175	
Advisor - Twirlers	125	175		
Advisor-Intramurals Grades 8-12, Football and Basketball	450	- 225	each activity	
Advisor - Girls Field Hockey, Soccer, Basketball (Grades 8-9)	300	- 100	each activity	
Advisor - Girls Field Hockey, Soccer, Baseball (Grades 10, 11, 12)	300	- 100	each activity	
Advisor - Girls Basketball and Volleyball	200	combined		

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. Key Objectives and Goals

The primary objective of this initiative is to streamline the reporting process and reduce the time and resources spent on data collection and analysis. By implementing a standardized system, we aim to improve the accuracy and reliability of the information provided to management.

Another key goal is to enhance communication and collaboration between different departments. This will be achieved through the use of a centralized platform that allows for easy access to data and facilitates the exchange of information.

Finally, we seek to increase the overall efficiency of the organization by automating repetitive tasks and reducing the risk of human error. This will enable us to focus more on strategic activities and drive growth.

The implementation of these objectives will be supported by a series of training sessions and workshops designed to ensure that all staff members are fully equipped to use the new system effectively.

It is important to note that the success of this initiative will depend on the active participation and cooperation of all employees. We encourage everyone to provide feedback and suggestions throughout the process.

The next steps include finalizing the system design, conducting a pilot test, and rolling out the system to all departments. We will continue to monitor progress and make adjustments as needed.

We are confident that these changes will lead to significant improvements in our reporting and operational performance. Thank you for your support and commitment to the success of our organization.

SCHEDULE B (cont'd.)

POINT PLEASANT BORO SCHOOLS
STUDENT ACTIVITIES COMPENSATION

1971-72 GUIDE STEPS

<u>Activity</u>	<u>1</u>	<u>2</u>	<u>3</u>
Advisor - Future Business	\$125		
Advisor - Photography	125		
Advisor - Automotive	100	125	
Advisor - Jr. High Chorus	100	150	200
Advisor - Ocean Road Elementary Chorus	100	150	200
Advisor - Bennett Elementary Chorus	100	150	200
Advisor - Jr. High Chefs' Club	100		
Advisor - Jr. High Art Club	100		
Advisor - Jr. High Science Club	100		
Advisor - Jr. High Safety Patrol	100		
Advisor - Jr. High Student Council	100		
Advisor - Jr. High Leaders Club	100		
Conservation Club	100		

1. Introduction

- The first part of the document discusses the importance of maintaining accurate records.
- It also covers the various methods used to collect and analyze data.

The following table shows the results of the experiments conducted over a period of six months. The data indicates a significant increase in efficiency when using the new method compared to the traditional approach. This is supported by the statistical analysis performed on the collected data.

Method	Efficiency (%)	Time (min)
Traditional	75	120
New Method	85	90

SCHOOL CALENDAR
POINT PLEASANT BORO SCHOOLS

1971-72

Number of Days

SEPTEMBER

- New teacher orientation - day to be determined
- 7 - Teacher orientation
- 8 - School opens 17

OCTOBER

- 11 - Columbus Day
- 25 - Veterans' Day 19

NOVEMBER

- 4 and 5 - Teachers Convention
- 25 and 26 - Thanksgiving 18

DECEMBER

- 23 - School closed end of day - Christmas vacation 17

JANUARY

- 3 - School re-opens 21

FEBRUARY

- 21 - Washington's Birthday 20

MARCH

- Workshop
- 30 - School closed end of day for Spring Vacation 21

APRIL

- 10 - School re-opens 15

MAY

- 29 - Memorial Day 22

JUNE

- 21 - School closed end of day 15

185

Close out afternoon of June 21 or as much longer as is necessary.
Calendar provides for snow days and half-day sessions for workshops.

Approved by Board of Education May 6, 1971.

Mathematical Analysis

Introduction

The study of mathematical analysis is a branch of mathematics that deals with the properties of real and complex numbers, functions, and their derivatives and integrals. It is a fundamental part of many scientific and engineering disciplines.

The main topics covered in this course include: limits, continuity, differentiation, integration, and the theory of series. These topics are essential for understanding the behavior of functions and the relationships between them.

The course is designed to provide a rigorous foundation for the study of calculus and its applications. It is intended for students who have a strong background in algebra and geometry.

The course is divided into several chapters, each covering a specific topic. The chapters are: Chapter 1: Limits and Continuity; Chapter 2: Differentiation; Chapter 3: Integration; Chapter 4: Series.

The course is taught using a combination of lectures, problem sets, and exams. The lectures provide a theoretical overview of the topics, while the problem sets and exams test the student's understanding and ability to apply the concepts.

The course is a prerequisite for many other courses in the field of mathematics, including advanced calculus, differential equations, and mathematical physics.

The course is a challenging but rewarding experience. It provides a deep understanding of the mathematical concepts and their applications, and it is a valuable skill for many careers.

The course is a fundamental part of the mathematical education of many students. It is a subject that is both beautiful and useful, and it is a subject that is worth studying.