

AGREEMENT

between

**THE RANCOCAS VALLEY REGIONAL
HIGH SCHOOL
BOARD OF EDUCATION**

and

**THE RANCOCAS VALLEY REGIONAL
HIGH SCHOOL
EDUCATION ASSOCIATION**

SCHOOL YEARS

2005-2008

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Salary Guides

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CONTRACT

This agreement, between RANCOCAS VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION, a body politic and corporate of the State of New Jersey, with its principal place of business in Mount Holly, County of Burlington, State of New Jersey, party of the first part, and THE RANCOCAS VALLEY REGIONAL HIGH SCHOOL EDUCATION ASSOCIATION, a non-profit corporation of the State of New Jersey, also situated in Mount Holly, aforesaid party of the second part, WITNESSETH: The parties do hereby enter into this contract pursuant to the provisions of Chapter 123 of the Public Laws of 1975.

ARTICLE I

RECOGNITION OF UNIT

The Board of Education of Rancocas Valley Regional High School has heretofore recognized and does hereby confirm its recognition of The Rancocas Valley Regional High School Education Association, a nonprofit corporation of the State of New Jersey, as the Representative for the purpose of collective negotiations by the following groups of employees of the Rancocas Valley Regional High School:

A. PROFESSIONAL STAFF

1. Classroom Teachers
2. Nurses
3. Guidance Counselors
4. Coordinator of Library/Media Center, Librarian
5. School Psychologists
6. Social Workers
7. Learning Disabilities Specialist
8. Department Chairpersons
9. Athletic Trainer

B. SUPPORT STAFF

1. District Non-confidential Secretaries *
2. Clerks *
3. Library Assistant *
4. Computer Operator *
5. TV Station Manager *
6. Technology Technician *
7. Custodians
8. Maintenance

* As used in this Agreement, the term "Office Staff" shall include those positions designated with an asterisk.

C. OTHER STAFF

1. NJROTC Instructors

ARTICLE II

GRIEVANCE PROCEDURE

The parties hereto agree to resolve grievances affecting the employees of the party of the first part, who are represented for the purposes of collective negotiations by the party of the second part, as follows:

DEFINITION

CATEGORY A - A grievance under this category shall mean a complaint by an employee as defined in Article I of this Agreement or the Association that there has been a violation, misinterpretation, or inequitable application of any of the provisions of this Agreement.

CATEGORY B - A grievance under this category shall mean a complaint by an employee as defined in Article I of this Agreement or the Association that there has been a violation, misinterpretation, or inequitable application of Board Policies or Administrative decisions. A grievance shall not apply to any matter to which (a) a method of review is prescribed by law, or any rule or regulation of the New Jersey State Commissioner of Education; (b) a complaint of a non-tenure employee which arises by reason of his/her not being reemployed.

PROCEDURE

Step I. The aggrieved employee or the Association shall first discuss the grievance with the Superintendent of Rancocas Valley Regional High School within fourteen calendar days of the occurrence in an attempt to resolve the grievance informally through personal conference with the aggrieved employee and/or a representative of the Association.

Step II. If as a result of the discussion at Step I, the grievance is not resolved to the satisfaction of the aggrieved employee or the Association, the aggrieved employee or the Association shall set forth the grievance, in writing, to the Superintendent within three school days of the Superintendent's disposition at the Step I meeting.

The aggrieved employee or the Association shall specify the following in the written complaint:

- a) statement of the grievance

- b) the agreement provision alleged to have been violated, misinterpreted or applied inequitably
- c) the reason for dissatisfaction with the Superintendent's decision
- d) the remedies sought.

The Superintendent's disposition of the written grievance must be made within fourteen calendar days following the Step I meeting.

Step III. The Superintendent's disposition of the grievance may be appealed to the Board of Education of Rancocas Valley Regional High School.

This appeal must be submitted within seven school days of the aggrieved employee's or the Association's receipt of the Superintendent's written disposition of the grievance. This appeal must be submitted with all pertinent data, in writing, to the President of the Rancocas Valley Regional High School Board of Education.

The Board of Education shall meet with the aggrieved employee or the Association within 14 calendar days of the Board President's receipt of the appeal.

The President of the Board of Education shall notify the aggrieved employee or the Association, in writing, of the Board of Education's disposition of the grievance within 14 calendar days after the hearing of the appeal.

Step IV. In the event that a Category A grievance cannot be resolved by both parties it may be submitted to binding arbitration within 14 calendar days after Step III notification.

In the event that a Category B grievance cannot be resolved by both parties it may be submitted to advisory arbitration within 14 calendar days after Step III notification, unless both parties mutually agree to submit the grievance to binding arbitration.

Within 14 calendar days after such a notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator to serve. If the parties are unable to agree upon an arbitrator, a request for a list of arbitrators

may be made to the Public Employment Relations Commission (PERC) by either party. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they may request the PERC to submit a second roster of names. If the parties are still unable to determine a mutually acceptable arbitrator from the second list, the PERC may be requested by either party to designate an arbitrator.

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

No charge shall be made for building facilities owned by the Board.

The Rancocas Valley Regional High School Education Association may provide three representatives for the aggrieved employee as defined in this contract for the procedure set forth in Step I, III, and IV of this Agreement. The time limits stated in Step II, III, and IV may be extended when necessary and when mutually agreed upon by the parties to this Agreement. A request for an extension shall be made, in writing, addressed to the President of The Rancocas Valley Regional High School Education Association and to the Superintendent of Rancocas Valley Regional High School.

NOTE:

- a) If the Superintendent or Board fails to respond to a grievance within the prescribed time limits, the aggrieved party may proceed to the next level within seven days from the level expiration date.
- b) The aggrieved employee's or the Association's failure to proceed to the next grievance level within the prescribed time limits shall be deemed to constitute an abandonment of the grievance.
- c) Should the Board of Education create a new position entitled Assistant Superintendent or Principal, then Step I would be an informal conference with the Assistant Superintendent or Principal; Step II would be a written submission of grievance to the Assistant Superintendent or Principal; Step III would be an appeal to the Superintendent; Step IV would be an appeal to the Board; and Step V would be arbitration.

ARTICLE III

SALARY SCHEDULE

PROFESSIONAL STAFF AND SUPPORT STAFF

A. Professional Staff and Office Staff

It is agreed between the parties that the Salary Schedules annexed and marked Exhibit 1 "Salary Guide - Professional Staff" and Exhibit 2 "Salary Guide - Office Staff" are hereby adopted for the school years 2005-2006, 2006-2007, and 2007-2008 for the designated employees represented for the purposes of collective negotiations by the party of the second part.

B. Custodian/Maintenance Staff

1. Members of the custodian/maintenance staff are not paid according to a salary schedule. Instead, each person will receive individual annual increases, comprised of both a guaranteed percentage increase and a merit increase, based on individual performance.

2. Each member of the custodian/maintenance staff shall receive a guaranteed increase in the following amounts:

2005-06: 3.24% added to the prior year's base salary. In addition, each member of the custodian/maintenance staff shall receive an equal share of \$2,500 (\$1600 for custodians and \$900 for maintenance) not added to base (and not based on merit), but used to determine salaries for 2005-06.

2006-07: 3.12% added to the prior year's base salary. In addition, each member of the custodian/maintenance staff shall receive an equal share of \$2,500 (\$1600 for custodians and \$900 for maintenance) not added to base (and not based on merit), but used to determine salaries for 2006-07.

2007-08: 2.94% added to the prior year's base salary.

3. A merit fund for custodians and a merit fund for maintenance will be established each year by multiplying the total salary base in the preceding year for each group (custodian/maintenance) by the following amounts. The total salary base is determined annually by taking the sum of the base salaries received in the preceding year by each current employee.

2005-06: 2.16%
2006-07: 2.08%
2007-08: 1.96%.

4. From the separate merit funds, each member of the custodian/maintenance staff shall receive a merit increase based upon his/her annual evaluation. It is understood that some employee(s) may not qualify for a merit increase (based on his/her annual evaluation). The entire merit fund for each group (custodian/maintenance) will be distributed among those employees who have been awarded a merit increase, in a proportion based on individual merit.
5. Evaluation form: As soon as possible after ratification, the parties will form a joint committee to revise the evaluation form currently in use. The current form will remain in use until a new form is agreed upon.

C. Overtime Compensation

1. Office Staff

Overtime compensation will be based on hours worked beyond the normal work day as defined in Article XXIII Paragraph B.

2. Custodian/Maintenance Staff

Overtime compensation will be based on hours worked beyond forty (40) hours per week. However, during snow removal overtime will be paid for hours in excess of eight (8) hours within the 24 hour period commencing with the start of the employee's regular shift. All paid time off, except sick time, shall be considered as time worked for purposes of eligibility for overtime.

3. All Support Staff

The first 40 hours of overtime in a year (July 1 - June 30) will be at the employee's option either to be paid at a one and a half rate or comp time at a one and a half rate. Any hours beyond 40 in a year will be compensated at a one and a half rate of comp time.

ARTICLE IV

LONGEVITY PROVISIONS

PROFESSIONAL STAFF

Longevity for professional staff is as follows:

- A. After 17 years in the District: \$150.
- B. After 18 years in the District: \$300.
- C. After 19 years in the District: \$450.
- D. After 20 years in the District: \$600.
- E. After 21 years in the District: \$1350.
- F. After 25 years in the District: \$2100.
- G. Additional \$750 every 5 years thereafter.
- H. Any teacher who received longevity in 2004-05 will receive the applicable longevity rate set forth above, or the amount he/she received in 2004-05, whichever is greater.

In addition, in order to be eligible for longevity increases, a teacher will have had to comply with the 100-hour professional requirement by participating and/or completing one or more of the following professional development activities for increase A-E and no less than five activities for increases beyond the fifth longevity increase.

Supervising a student teacher or serving as a mentor – an experienced teacher is assigned to a student teacher and/or first or second year teacher for the purpose of providing individualized, ongoing professional support.

Participation in peer observation – teams of teachers volunteer to observe each other's classes for the purpose of providing and receiving feedback on their instruction.

Analysis of portfolios or artifacts – teachers choose to maintain a file that includes lesson plans, handouts, assessments for a given semester for the purpose of analyzing their teaching for congruency, questioning techniques, instructional strategy, etc.

Maintenance of professional journal – teachers elect to reflect upon which aspects of their instruction have worked and/or not worked effectively and records this analysis in a daily or weekly journal.

Participation in group seminar – a group of teachers identify an instructional topic of interest to read about and discuss. Attempts are made by group members to implement the new idea and ongoing discussions reflect on success and failure and modifications to the original idea.

Presenting staff development – teachers with an interest in and expertise in a particular area of instruction develop and present programs on the topic to interested staff.

Submission of an article for publication – teachers prepare and present an article on instruction, curriculum for publication in a professional journal.

Self-analysis of video taped lessons – teachers videotape their lessons throughout the year and analyze and assess their effectiveness.

Participation in partnerships – teacher participates in a collaborative project with another school, business, community group or college with benefits to the school or the teacher's professional development.

Participation in school improvement committees – teacher participates in and/or takes a leadership role in the school improvement process.

Other – teachers may submit other ideas for the superintendent's approval in keeping with the general objective of promoting serious reflection about teaching and the improvement of student achievement.

SUPPORT STAFF

Commencing July 1, 2001, a longevity increase will be granted to every support staff employee who has completed ten years of service to Rancocas Valley Regional High School.

The longevity payment will consist of \$175.00 for the first year and an additional \$150.00 for every year thereafter.

OTHER STAFF

Commencing July 1, 2001, a longevity increase will be granted to other staff in accordance with the provisions for support staff above.

ARTICLE V

ISSUING CONTRACTS

All employees of the party of the first part represented by the party of the second part shall receive no later than May 15 written notification of their reappointment to any position, except spring athletic positions which will receive reappointment notice by June 15 for the next school year, which must be accepted and executed by the employee within fifteen days thereafter.

ARTICLE VI

HEALTH CARE BENEFITS

- A. For the 2005-06 school year, the Board agrees to pay full premium coverage for all its employees under the New Jersey State Health Benefits Plan. Effective July 1, 2006, the Board agrees to pay full premium coverage for all its employees through AETNA, in a plan that matches coverage provided by the State Health Benefits Plan.
- B. The Board shall continue to provide the Bollinger Caremark Prescription plan for employees and dependents. For the 2005-06 school year the co-pays will be \$12.00 for name-brand drugs, \$6.00 for generic drugs, and \$3.00 for mail order drugs. Effective July 1, 2006, the co-pays shall be \$15.00 for name-brand drugs, \$7.50 for generic drugs, and a \$1.00 co-pay for a ninety (90) day supply of mail order drugs.
- C. The Board agrees to provide a single coverage \$25.00 deductible dental plan. Plan to be New Jersey Blue Shield Dental 100+ or its equivalent. Mutual agreement is required by both parties if a different carrier is to be used. (Board will assume increased costs.)
- D. The Board agrees to provide a Flexible Spending Account option for employees, in accordance with IRS Regulation 125 and the plan prepared and submitted to the Internal Revenue Service.
- E. Waiver of Insurance – On an annual basis, at time of open enrollment, employees who provide proof of alternate coverage may waive any or all of the coverage to which they are entitled (medical, dental, and/or prescription), and receive 30% of the premium the Board would have paid, if not for the waiver.

1. Prorated payments will be made to the employee, on December 30 and on June 30, of each school year. If the employee opts to return to the health benefits coverage during the school year, the waiver payment will be prorated accordingly.
2. Payment shall be made in accordance with the Board's Section 125 Plan.
3. An employee may choose to waive only dependent coverage (if applicable) or to waive all coverage for that year.
4. Proof of alternate coverage must be presented to the Business Administrator each time the employee seeks to renew his/her waiver.

ARTICLE VII

PERSONAL PROPERTY DAMAGE REIMBURSEMENT

- A. The parties agree to contribute a matching sum of \$750 each (\$1,500) toward an Employees' Personal Property Reimbursement Fund. This fund to be administered by the Association.
- B. Employees may apply to the Association for reimbursement for damages done to clothing or other personal property (not otherwise covered by insurance and based on depreciated value) while the employee is within the scope of his/her employment. This Article does not apply to vehicles.
- C. It is mutually agreed that in the event the \$1500 Fund allocation is not required, the balance will be applied to the following school year with the Board and Association equally making up the \$1500 total fund difference.
- D. Total disbursements in any school year shall not exceed the \$1500 Fund total.
- E. The Association will submit copies of all claim applications and financial records of the Fund following each claim approval and disbursement, with a final "Fund" report submitted at the end of the school year to the Board Secretary.

ARTICLE VIII

NOTIFICATION OF DEGREES AND CREDITS

Any employee of the party of the first part who anticipates an award of a higher degree or additional credits that will cause a change in his/her position on the Salary Guide, must notify the Superintendent of the Rancocas Valley Regional High School, in writing, on or before December 1st preceding the award.

All Degrees and Graduate Courses to be used for placement on the Salary Guide shall be taken at an accredited college or university and be directly related to the Educational Subject Courses and Professional Positions at Rancocas Valley Regional High School.

For professional staff hired after June 30, 2001, advanced degrees must be in the teacher's content area, specialty or in education. Credits in addition to the teacher's Bachelors or Masters must be in the teacher's specialty leading to an advanced degree or in courses at a graduate level that are offered to improve the teacher's teaching skills and are related to the teacher's assignment or position (including administration and guidance).

ARTICLE IX

TUITION REIMBURSEMENT

The Board shall provide for a Tuition Reimbursement Program for professional staff who attend an accredited college or university to a maximum amount of \$30,000.00 for 2005-2006, and \$35,000.00 for 2006-2007, and 2007-2008 during the fiscal year (July 1-June 30). In order to qualify for reimbursement, the following requirements must be met:

1. Courses will be of a graduate level, in the specific subject area taught by the professional staff member or directly related to the staff member's particular assignment or position, and approved by the Superintendent (including administration and guidance).
2. Proof of successful completion of graduate courses shall be provided no later than September 1st following completion of the course:
 - a) by transcript
 - b) by affidavit until the transcript may be furnished

Successful completion means that the participant must earn a grade of A or B in the approved course(s). Failure to achieve these grades will result in non-reimbursement for said courses.

3. The Board shall pay full tuition for a maximum of nine credit hours of graduate level courses per professional staff member taken during the fiscal year (July 1-June 30). When the aggregate amount is in excess of the cap, money will be reimbursed proportionally.
4. Professional staff members shall receive reimbursement in September, immediately following the successful completion of the course(s).
5. Professional staff members must apply, in writing, for course approval at least one (1) month prior to the first meeting of the course.
6. Undergraduate courses shall be reimbursed with the prior written approval of the Superintendent when said courses are required by the Superintendent for special curriculum considerations.

ARTICLE X

LEAVE POLICY

Employees will be entitled to the following non-accumulative leave of absence with full pay during the school year.

- A. Death in Immediate Family. Three days will be allowed per death in the immediate family. Immediate family shall consist of parent, child, spouse, brother, sister, grandchild, grandparents, spouse's parents, or relative in the employee's home.
- B. Serious Illness of Spouse, Child, or Parent. A maximum of two days per year will be allowed for serious illness of spouse, child, or parent. Serious illness is considered to be one requiring hospitalization, and/or major surgery. When possible, request for this leave should be made 24 hours in advance of the date requested.
- C. Personal Business. A maximum of three days per school year will be allowed for the transaction of personal business that cannot be conducted at a time other than the school day. Such leave shall, except as specifically approved by the Superintendent, not be preceding or succeeding a holiday or during exam periods. An employee, when applying for such leave, shall, except in case of emergency, file a request at least two days in advance.

Unused personal business days will be added to accumulated sick leave by July 1 of each year.

Professional Staff Should, in the Administration's discretion, an excessive number of persons apply for personal or professional leave on a given day, the Administration shall have the right to reject such applications. Excessive number of such absences is defined as 15 teachers. (Approved student or class trips are excluded from this provision.)

Support Staff Should, in the Administration's discretion, an excessive number of employees (two secretaries, two main office staff, two per shift from the custodian/maintenance staff; total of eight) apply for personal leave on a given day, the Administration shall have the right to reject such applications.

Custodians and Maintenance will be permitted to use a personal day on Easter Monday, provided schools are closed and at least 2 persons acceptable to Administration are working to cover District needs.

- D. School Litigation. A maximum of two court appearances per year, less pay of the substitute, shall be allowed.
- E. Sick Leave Bank. Effective with the 1992-1993 school year, a Sick Leave Bank was established for the purpose of providing compensable leave coverage to bargaining unit members who are absent for an extended period due to catastrophic illness or injury. This Bank shall operate in accordance with the following rules and regulations:
1. An employee may participate in the Sick Bank if he/she has donated a minimum of one earned and accumulated sick day during an enrollment period prior to the employee's request to utilize the Sick Bank. Each year the enrollment period shall be September 1 to September 30. Employee contributions shall be voluntary. Professional staff hired prior to July 1, 2006, who donated to the Sick Bank prior to July 1, 2005, shall not be required to donate any sick days from July 1, 2006 to June 30, 2008.
 2. No more than 300 days per year will be available to eligible professional staff. No more than 300 days per year will be available to support staff. Separate banks will be maintained.
 3. The Sick Leave Bank shall be available only to those members of the bargaining unit who have: (a) exhausted all of their earned and accumulated leave time (vacation, sick, and personal) and (b) have been on sick leave for at least 30 school days.

4. Members of the bargaining unit who are eligible to utilize the Sick Bank must submit a written request to do so to the Superintendent or his designee. The request shall outline the nature of the problem and the reason(s) for the requested use of the Bank and shall include medical verification of illness, injury, or disability. Verification of continued disability may be required at reasonable intervals. The Board reserves the right to have the bargaining unit member examined by medical personnel of its choice.
5. A member of the bargaining unit's use of the Sick Bank shall be subject to the recommendation of a joint committee comprised of equal numbers of staff members and Board members or their designees, and to final approval by the Board or its designee.
6. An employee shall be entitled to no more than 150 Sick Bank days in a year (July-June). Sick Leave Bank days cannot be extended automatically from one work year to another. Beginning the next year, a member of the bargaining unit who is unable to return to work must use his/her accumulated leave days before drawing upon the Sick Leave Bank.
7. Payments from the sick leave bank shall be at the employee's daily rate of pay, less the cost of a county certified per diem substitute.

ARTICLE XI

SPECIAL LEAVE OF ABSENCE

Special leave(s) of absence requests must be made, in writing, addressed to the Superintendent on or before December 1st of the school year preceding the absence. Such leave may be granted with or without full salary, or with partial salary, and the determination for such leave and reimbursement, if any, shall reside with the Board. Only tenure personnel shall be considered for such leave. Those personnel granted such leave shall contract with the Board for one year following such leave or reimburse the Board for all financial benefits paid during the term of such leave.

ARTICLE XII

SICK/PERSONAL LEAVE TIME

The Board agrees to allocate the following sums of money per year and the per diem rate, for the repurchase of all unused sick leave since the first year of employment and all

unused personal time accrued since July 1, 1979 through the last year of employment for any retiring teacher who has acquired tenure as of September 1983 and has a minimum of 12 years of teaching service at Rancocas Valley Regional High School.

All support staff members will be grandfathered having accrued more than 100 days prior to July 1, 1989 may only carry 100 days into this provision, however, all days accrued after July 1, 1989 will be included.

| Year | Sum | Category A Re-Purchase Rate | Categories B and C Re-Purchase Rate |
|-----------|-------------|--------------------------------|--|
| 2005-2006 | \$25,000.00 | \$40.00 | \$20.00 |
| 2006-2007 | \$26,000.00 | \$41.00 | \$21.00 |
| 2007-2008 | \$26,000.00 | \$42.00 | \$22.00 |

All other employees will be required to have had 20 years of service at Rancocas Valley Regional High School and have attained the age of 55 years at retirement or have had 25 years of service and reached the age of 50 years at retirement to be eligible for this repurchase benefit.

- A. Priority for payments to all eligible retiring employees will be on the following basis.
 - 1. Retiring employees will be given first priority for payment on an "earliest notice" basis. It is requested that notice of retirement be given to the Board in the last year of employment between September 1st and December 1st for retirement at the end of the school or calendar year.
 - 2. In the event that multiple retirements in the same year would result in exceeding the fund allocated above and in the event of equal time of notice, employee seniority at Rancocas Valley Regional High School will determine first priority in the year of retirement for payment(s) due.
 - 3. In the event that the funds allocated above in any one year are depleted in that year, those eligible retirees who have not been paid will be given first priority in all subsequent years until they have been fully paid.
- B. It is mutually agreed that in the event that the fund is not required in any given year to satisfy fully the payments due eligible retiring employees, the Board will be required only to allocate the amount actually due and payable.
- C. It is further mutually agreed that the payment(s) to the retiree(s), under all the conditions previously noted above, will be made on June 30th of the last year of employment. In order to minimize the tax impact, the employee may elect to

accept payment in a lump sum, within a year and one day of retirement, or on an annuity basis. Should any employee die prior to retirement and has met all of the requirements of service, any sick leave reimbursement money due that employee should be paid to the estate of said employee.

ARTICLE XIII

PREGNANCY DISABILITY/CHILD CARE LEAVES

Disability Leaves

1. An employee who anticipates a pregnancy disability leave shall notify the Superintendent, in writing, as soon as possible of the anticipated commencement of the disability leave and the anticipated delivery date.
2. No later than 90 days prior to the anticipated delivery date, the employee shall request a leave of absence while she is disabled for which accumulated sick leave may be utilized.
3. The Board of Education reserves the right to regulate the commencement and termination dates of anticipated disability leaves in order to preserve educational continuity. When this occurs, an employee who is placed on an involuntary unpaid leave shall be entitled to all sick leave and insurance benefits during the period of actual disability, according to the negotiated agreement and the rules of the insurance carrier. However, time spent on unpaid leave shall not be counted for accrual of any benefits.

Child Care Leave

1. Child care leave is available to eligible employees either through the Family Leave Act or through the provisions of this article. An employee opting for statutory leave shall not be eligible for contractual leave.
2. Contractual child care leave shall begin immediately upon a) the termination of the disability leave defined above, or b) on the first day of the school year or the first day of the second semester and shall terminate on the last day of the school year or the last day of the first semester.
3. Extensions or other adjustments to the duration of the leave shall be at the full discretion of the Board of Education.

4. An employee desiring an unpaid leave shall apply no less than 90 calendar days before the anticipated delivery date of the infant. In the case of an adoption, notice shall be given to the Superintendent when application for the adoption is made. In cases of adoption, application shall be made for a specific leave period as soon as the employee is informed of the custody date.
5. Contractual unpaid child care leave is available to employees who fulfill the requirements set out above. No request will be disapproved arbitrarily, discriminatorily, or capriciously.
6. To be eligible for a salary increment and credit towards longevity payments and sabbaticals, an employee must work at least 90 days in the school year that the leave commences or terminates. Time spent on sick leave, not to exceed 45 days, shall count as time worked.
7. An employee on a voluntary, unpaid leave of absence shall not be eligible to either receive or accrue benefits except as statutorily required. The Board shall, however, continue the employee's coverage in the district's group health plan for a period of 12 weeks, after which the employee may continue coverage at the employee's own expense, in accordance with the rules of the insurance carrier.
8. To be eligible for a child care leave, a new employee must have been actively employed in the district for at least one full academic year prior to the requested leave.
9. Child care leaves of absence for professional staff may be requested for one full semester or one full year at the request of the teacher and the approval of the Board. The extent of the leave shall not exceed three consecutive semesters. Leaves of absence for support staff may be for 6 months, 12 months, or a maximum of 18 months. Extensions will only be granted in extreme emergencies and at the discretion of the Board.

ARTICLE XIV

EXTRA-CURRICULAR ACTIVITIES

It is further agreed between the parties hereto that the following procedure will be followed relative to the consideration of new positions to be added:

- A. A teacher who feels the need to seek consideration for a new position will compile all data to present to the Superintendent.
- B. The Superintendent will then present this request and information to the Board for study.
- C. The Board and Superintendent will then give said teacher their reply to the request as soon as a reasonable time for study has elapsed.
- D. Extra curricular activities, other than those specified in the contract, may be created and compensated for in accordance with the criteria listed below. It shall be the duty of the Superintendent to recommend personnel and salary amounts within this guide. Assignment shall be by the Board. All appointments to ECA positions covered under this clause are at the discretion of the Board. Such appointments shall be made annually.

All ECA salaries for the term of this Agreement are as set forth in Exhibit 3.

CATEGORIES

| <u>Criteria</u> | <u>A</u> | <u>B</u> | <u>C</u> |
|-------------------|--------------------------|-------------------------------|---------------------------|
| Hours | over 230 | 116-230 | 45-115 |
| Pupil Load | over 50 | 26-50 | 5- 25 |
| Public/Activities | frequent | occasional | none |
| Monies/Equipment | over \$1,000 \$700.00 | less than \$1,000 \$500.00 | \$100 or less \$250.00 |

(To qualify, an activity must meet three out of four criteria.)

ARTICLE XV

SUMMER CURRICULUM FEES/ SUMMER SCHOOL RATE

It is further agreed between the parties hereto that the fee for summer curriculum and/or summer physical examinations work will be based on an hourly rate of \$25 for each year of this Agreement. The rate for summer school teaching shall be: \$30 for 2005-2006; \$31 for 2006-2007 and \$32 for 2007-2008.

ARTICLE XVI

LIAISON COUNCIL

A committee comprised of one or more members of the Board of Education of Rancocas Valley Regional High School, the Superintendent of said School or his or her nominee, who shall act as Chairperson, three members of the administrative staff chosen by the Superintendent, and three representatives of the Rancocas Valley.

Regional High School Education Association or their alternates chosen by said Association shall meet on three occasions during the school year in October, January, and April respectively. More meetings can be scheduled upon mutual agreement of both parties. Initiation may be made by either party, in writing, requesting a 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. It is also understood that any disposition by the Board concerning this matter, by commission or omission, shall not be grievable.

Minutes of the meetings will be prepared by the Association and approved by the Superintendent prior to distribution.

ARTICLE XVII

OBSERVATION/EVALUATION

PROFESSIONAL STAFF

OBSERVATION

A. Frequency

1. All tenured teachers shall be observed a minimum of one time during the school year, with a follow-up conference, by a certified Supervisor or Administrator.
2. Any teacher who received only one observation, which is less than satisfactory, shall have the right to request another observation. Said request must be honored.

3. An observation, and its follow-up conference cycle, shall be completed before a second observation is made by the same or any other Supervisor and/or Administrator, unless mutually agreed to the contrary. Cycle time shall be ten school days. Informal observations can be done at any time.

B. Open Observation

All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address, cameras, audio systems, or similar surveillance devices shall be strictly prohibited.

C. Copies of Evaluations

1. A teacher shall be given a copy of any classroom visit observation report.
2. No such observation report shall be submitted to the school administration, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete observation form.
3. There shall be no requirement for a teacher to complete a self-evaluation form.

D. Conferences

Observation conferences, as described in A-1, shall occur within ten school days of the observation. The conference shall be held within the school day and be at a mutually convenient time.

E. Reports

1. Observation reports shall be presented and discussed with the teacher at the follow-up conference.

The observation report under C-1 shall be submitted to the teacher at the follow-up conference. The teacher's signature shall be placed thereon within three school days. A teacher's failure or refusal to sign the evaluation form shall not preclude placing same in the teacher's file.

2. The signing of the written observation report by the teacher in no way implies agreement with the statement.

A teacher's signature on the observation report shall not establish agreement or consent with the contents, but shall merely indicate his/her acknowledgment that he/she has seen the document and knows its contents.

3. A formal observation shall require a written observation report while an informal observation shall not. The annual observation required for tenured teachers and each of the three annual observations required for non-tenured teachers shall be formal observations and shall be a full class period in duration.
4. Teachers shall have the right to attach comments or responses to the observation report.

EVALUATION

- A. All teachers shall have an annual summary evaluation prepared by a certified Supervisor or Administrator. At the end of first semester each teacher shall be given the name of the person who will evaluate his/her performance if it is not his/her designated supervisor. If the named evaluator is changed for any reason, the teacher will be so informed as soon as possible.
- B. Year end evaluation reports and conferences must be completed by the close of the current school year.
- C. The teacher's signature will be placed on the evaluation report within three school days. The signing of the document in no way implies agreement with the contents of the report.
- D. Teachers shall have the right to attach comments or responses to the evaluation report.

SUPPORT STAFF

- A. Frequency. All employees shall be evaluated at least once, but no more than three times, during a school year by his/her immediate supervisor and/or administrator.
- B. Conferences. Evaluation conferences, in accordance with the above frequency requirement, will be held within the work day and at a mutually convenient time.
- C. Reports. The evaluation report shall be presented and discussed with the employee at the evaluation conference.

Each employee shall be given a copy of his/her evaluation and shall sign the District's copy (within three school days) as evidenced that he/she has seen it and that it has been discussed with him/her.

The employee's signature in no way implies agreement with the evaluation report but merely indicates that he/she has seen the document and is aware of its contents.

Each employee shall be permitted to write comments and/or responses to the evaluation report prior to its being filed in the employee's personnel file.

In July, each employee will be given the name of the person doing his/her evaluation. If the named evaluator is changed for any reason, the employee will be so informed as soon as possible.

Evaluations will be completed by June 30.

ARTICLE XVIII

RELEASE TIME FOR ASSOCIATION PRESIDENT

- A. The Board agrees to provide released time to the Association President equivalent to the grade room assignment.
- B. It is mutually agreed that the president's activities during this period of released time will in no way interfere with other teachers who are on tutorial or administratively assigned duties.

ARTICLE XIX

AGENCY FEES

From all employees in the bargaining unit who do not pay dues in accordance with *N.J.S.A. 52: 14-15.9 (e)*, the Board shall deduct a representation fee not to exceed 85 percent of the appropriate dues as certified by the Association. It is agreed that the Board shall have no other obligations or liability, financial or otherwise, other than as set forth herein because of any action arising out of the understandings expressed in the language of this section. It is further understood that once funds deducted are remitted to the Association, the disposition of such funds shall be the full and exclusive responsibility of the Association. The Association shall indemnify and save the Board and its agents harmless against any and all claims, demands, suits, or other forms of liability including

legal and/or representation fees resulting from any action arising out of the provisions of this section or in reliance upon any list or notice furnished by the Association.

ARTICLE XX

PERSONNEL RECORDS

An employee shall have the right to a yearly inspection to review the contents of his/her personnel file at the Superintendent or Supervisor's level, upon written notice of 24 hours. An employee shall be entitled to have a representative of the Association present during such review if same is desired by the employee. It is understood that confidential pre-employment and academic references are not subject to inspection by the employee.

No material derogatory to an employee's conduct, service, character, or personality shall be placed in his/her personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. If an employee refuses to sign that he/she has reviewed the material, a third party's signature attesting to the fact that the employee has received the document will be required.

The employee shall also have the right to submit a written response to such material. Said written response will be reviewed by the Superintendent or his/her designee and attached to the file copy.

Any information placed in an employee's personnel file, information which documents a violation of school policy or administrative procedure, or employee performance, must be placed in the file (with notice to the employee) ten school days from the Administrator/Supervisor's knowledge of the occurrence of the infraction. (Employee and/or Administrator/Supervisor's absence from school will extend the ten school days provision accordingly.)

ARTICLE XXI

VACATIONS

All twelve month Support Staff shall have paid vacation as follows:

Permanent employees having less than ten months of service shall have one day of vacation with pay for each month of service starting with one day if employed in April of

the year, two days if employed in March of the year, and so forth, up to ten days if employed in July of the previous year. Permanent employees having ten months or more of service on May 1 shall be entitled to ten (10) days annual vacation with pay.

Permanent employees who have attained more than five years of service shall be entitled to the following annual vacation:

- After 6 years - 11 days
- After 7 years - 12 days
- After 8 years - 13 days
- After 9 years - 14 days
- After 10 years - 15 days
- After 20 years - 20 days.

Custodian/Maintenance. Custodian/Maintenance staff shall not be permitted to take vacation from August 15 through the first full week of classes, unless approved by the supervisor. Night custodians must take one week vacation during the first full week (Monday through Friday) after graduation.

ARTICLE XXII

DEPARTMENT CHAIRPERSONS

- A. Department Chairpersons shall work an additional 20 minutes per day beyond the normal school day.
- B. Department Chairpersons shall be paid their per diem rate for working any additional days during the summer vacation period, as assigned by the Superintendent.
- C. The stipend for the position of Department Chairperson shall be paid bi-monthly as part of the regular salary payment of the employee. However, the parties agree that this stipend shall be considered part of the employee's base teaching salary for pension purposes only, if so included by the Board of Pensions.

The appointment to the position of department chairperson shall be made on a yearly basis and the position of department chairperson shall not be eligible for tenure. In the event that an employee is not re-appointed as a department chairperson, the loss of the stipend shall not in any way be construed to constitute a reduction in the employee's teaching salary provided such non-renewal is not for an illegal or unconstitutional reason.

ARTICLE XXIII

MISCELLANEOUS PROVISIONS

A. Meetings

After school meetings shall be limited to 18 per school year and shall not exceed one hour duration. A maximum of four after school meetings may be held during the month of September and a maximum of three after school meetings per month may be held during the remaining months of the school year. Additional meetings beyond the 18 maximum may be scheduled during the regular school day.

B. Work Day - Professional Staff The length of the teacher's day shall be seven hours and 12 minutes.

Work Day – Office Staff

The length of the workday for support staff shall be eight hours (with a one-hour lunch period).

During the summer months, when school is not in session, the workday for support staff shall be seven hours (with a one-hour lunch period).

The day prior to a holiday, and/or the last workday of the week, the working day for support staff shall end one-half hour prior to the end of the normal workday.

Work Day – Custodian/ Maintenance Staff

The length of the workday for Custodian/Maintenance staff shall be eight and one-half (8½) hours, including a one-half (1/2) hour unpaid lunch period.

C. Work Year - Professional Staff

The teacher's work year shall not exceed 185 days (180 student/teacher days), plus five additional days for new hires.

Closing day for all teachers shall be the last student day.

D. Assignments

Teachers can be assigned a total of three daily assignment periods covering teaching and/or duty, plus a prep period, lunch, tutorial and grade room.

E. Substituting/Class Coverage

Every effort will be made to equitably distribute any substituting outside of one's discipline amongst the entire teaching staff. Class coverage will be compensated at the rate of \$40 per class period for persons covering a class on a temporary

basis. Persons covering a class for a full semester will be compensated at the rate of 1/8 of step 7 of the BA salary guide.

F. Parent Open House Attendance

Teachers may be required to attend a maximum of two parent open house evening meetings per school year. Teacher attendance for the first parent open house evening meeting will be without additional compensation or released time. Teacher attendance for the second parent open house evening meeting will be with matching compensatory time during the regular day.

G. Lunch The teacher's uninterrupted lunch period shall be of length equal to that of the students.

H. Professional Conferences and Workshops The Board will pay 100 percent reimbursement of approved conferences and workshops.

I. Representation

An employee has the right to request representation, as a condition of participation in a conference, when the employee reasonably believes the conference will result in certain matters being disclosed which could result in disciplinary action.

Representation does not pertain to a conference called during the school day to discuss the observation/evaluation of an employee's performance unless the supervisor gives notice that disciplinary action could result.

J. Posting of All Vacancies

All vacancies, including extra-curricular activities, specialist, and/or special projects teachers, administrative/supervisory, and positions funded by the Federal Government, including evening school and the adult evening school, shall be posted in the main office and faculty rooms at least ten school days before appointments are made.

K. Mailboxes

The Association shall have the use of the inter-school mailboxes provided all correspondence is placed in sealed envelopes.

L. Use of School Building

The Association shall have the right to use school-meeting rooms. Clearance must be obtained from the School Business Administrator.

M. Use of School Equipment

The Association shall have the right to use school equipment when such equipment is not otherwise in use. Clearance must be obtained from the building

Superintendent. The Association will pay for reasonable cost of materials, supplies, and repairs if needed.

N. Holidays

The following holidays are provided for support staff:

| | |
|-----------|--|
| July | Independence Day |
| September | Labor Day |
| November | Thanksgiving Day Thanksgiving Friday |
| December | Christmas Day |
| January | New Year's Day Martin Luther King, Jr. Birthday |
| February | Presidents' Day |
| April | Good Friday |
| May | Memorial Day |

Two additional holidays shall be established by the Board annually in the District Calendar.

O. Non-Working Days

The following non-working days are provided to all staff except Custodian/Maintenance Staff as follows:

N.J.E.A. Convention
Winter Recess
Mid-Winter Recess
Spring Recess
Emergency Weather School Closings

P. Morning detention staffing (not to exceed 20 minutes) shall be paid at a rate of \$10 per day.

ARTICLE XXIV

BOARD/ASSOCIATION OFFICIAL COMMUNICATION

Whenever either party to this Agreement is officially required to correspond with the other party, only the Association President or the Board Secretary shall correspond, with a copy of all correspondence to the Superintendent, such correspondence shall be addressed as follows:

If by the Association: Board Secretary
Rancocas Valley Regional High School Board of Education
Jacksonville Road
Mount Holly, New Jersey 08060

If by the Board: President
Rancocas Valley Regional High School Education Association
Jacksonville Road
Mount Holly, New Jersey 08060

ARTICLE XXV

DURATION OF AGREEMENT

The Agreement shall be effective July 1, 2005, and shall continue in effect until June 30, 2008.

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.

It is understood and agreed that the provisions of this contract have no bearing on any employees of Rancocas Valley Regional High School not in the negotiating unit as defined in Article I herein.

IN WITNESS WHEREOF, the parties here to have caused these presents to be signed by their respective Presidents, attested by their respective Secretaries, and have hereunto affixed their respective corporate seals, the day and year first above written.

RANCOCAS VALLEY REGIONAL HIGH
SCHOOL BOARD OF EDUCATION

Attest:

(Seal) _____

by: _____

Date: _____

Date: _____

THE EDUCATION ASSOCIATION OF
RANCOCAS VALLEY REGIONAL HIGH
SCHOOL

Attest:

(Seal) _____

by: _____

Date: _____

Date: _____

EXHIBIT 1

SALARY GUIDE - PROFESSIONAL STAFF

2005-06

| Step | BA | BA+15 | MA | MA+15 | MA+30 | D |
|-------------|-----------|--------------|-----------|--------------|--------------|----------|
| 1 | 41,550 | 42,950 | 44,750 | 45,250 | 45,750 | 46,250 |
| 2 | 42,200 | 43,600 | 45,400 | 45,900 | 46,400 | 46,900 |
| 3 | 42,850 | 44,250 | 46,050 | 46,550 | 47,050 | 47,550 |
| 4 | 43,950 | 45,350 | 47,150 | 47,650 | 48,150 | 48,650 |
| 5 | 45,450 | 46,850 | 48,650 | 49,150 | 49,650 | 50,150 |
| 6 | 46,950 | 48,350 | 50,150 | 50,650 | 51,150 | 51,650 |
| 7 | 48,450 | 49,850 | 51,650 | 52,150 | 52,650 | 53,150 |
| 8 | 49,950 | 51,350 | 53,150 | 53,650 | 54,150 | 54,650 |
| 9 | 51,450 | 52,850 | 54,650 | 55,150 | 55,650 | 56,150 |
| 10 | 52,950 | 54,350 | 56,150 | 56,650 | 57,150 | 57,650 |
| 11 | 54,450 | 55,850 | 57,650 | 58,150 | 58,650 | 59,150 |
| 12 | 55,950 | 57,350 | 59,150 | 59,650 | 60,150 | 60,650 |
| 13 | 57,450 | 58,850 | 60,650 | 61,150 | 61,650 | 62,150 |
| 14 | 58,950 | 60,350 | 62,150 | 62,650 | 63,150 | 63,650 |
| 15 | 60,450 | 61,850 | 63,650 | 64,150 | 64,650 | 65,150 |
| 16 | 62,450 | 63,850 | 65,650 | 66,150 | 66,650 | 67,150 |
| 17 | 64,650 | 66,050 | 67,850 | 68,350 | 68,850 | 69,350 |
| 18 | 67,250 | 68,650 | 70,450 | 70,950 | 71,550 | 72,050 |
| 19 | 69,900 | 71,300 | 73,100 | 73,600 | 74,100 | 74,600 |
| 20 | 73,000 | 74,400 | 76,200 | 76,700 | 77,598 | 78,098 |

2006-07

| Step | BA | BA+15 | MA | MA+15 | MA+30 | D |
|-------------|-----------|--------------|-----------|--------------|--------------|----------|
| 1 | 42,600 | 44,100 | 45,975 | 46,475 | 46,975 | 47,475 |
| 2 | 43,250 | 44,750 | 46,625 | 47,125 | 47,625 | 48,125 |
| 3 | 43,900 | 45,400 | 47,275 | 47,775 | 48,275 | 48,775 |
| 4 | 45,000 | 46,500 | 48,375 | 48,875 | 49,375 | 49,875 |
| 5 | 46,400 | 47,900 | 49,775 | 50,275 | 50,775 | 51,275 |
| 6 | 47,900 | 49,400 | 51,275 | 51,775 | 52,275 | 52,775 |
| 7 | 49,400 | 50,900 | 52,775 | 53,275 | 53,775 | 54,275 |
| 8 | 50,900 | 52,400 | 54,275 | 54,775 | 55,275 | 55,775 |
| 9 | 52,400 | 53,900 | 55,775 | 56,275 | 56,775 | 57,275 |
| 10 | 53,900 | 55,400 | 57,275 | 57,775 | 58,275 | 58,775 |
| 11 | 55,400 | 56,900 | 58,775 | 59,275 | 59,775 | 60,275 |
| 12 | 56,900 | 58,400 | 60,275 | 60,775 | 61,275 | 61,775 |
| 13 | 58,400 | 59,900 | 61,775 | 62,275 | 62,775 | 63,275 |
| 14 | 60,000 | 61,500 | 63,375 | 63,875 | 64,375 | 64,875 |
| 15 | 61,600 | 63,100 | 64,975 | 65,475 | 65,975 | 66,475 |
| 16 | 63,500 | 65,000 | 66,875 | 67,375 | 67,875 | 68,375 |
| 17 | 65,800 | 67,300 | 69,175 | 69,675 | 70,175 | 70,675 |
| 18 | 68,400 | 69,900 | 71,775 | 72,275 | 72,775 | 73,275 |
| 19 | 71,300 | 72,800 | 74,675 | 75,175 | 75,675 | 76,175 |
| 20 | 74,665 | 76,165 | 78,040 | 78,540 | 79,438 | 79,540 |

(Exhibit 1 cont'd)

2007-08

| Step | BA | BA+15 | MA | MA+15 | MA+30 | D |
|-------------|-----------|--------------|-----------|--------------|--------------|----------|
| 1 | 43,600 | 45,200 | 47,100 | 47,600 | 48,100 | 48,600 |
| 2 | 44,250 | 45,850 | 47,750 | 48,250 | 48,750 | 49,250 |
| 3 | 44,900 | 46,500 | 48,400 | 48,900 | 49,400 | 49,900 |
| 4 | 46,050 | 47,650 | 49,550 | 50,050 | 50,550 | 51,050 |
| 5 | 47,450 | 49,050 | 50,950 | 51,450 | 51,950 | 52,450 |
| 6 | 48,950 | 50,550 | 52,450 | 52,950 | 53,450 | 53,950 |
| 7 | 50,450 | 52,050 | 53,950 | 54,450 | 54,950 | 55,450 |
| 8 | 51,950 | 53,550 | 55,450 | 55,950 | 56,450 | 56,950 |
| 9 | 53,450 | 55,050 | 56,950 | 57,450 | 57,950 | 58,450 |
| 10 | 54,950 | 56,550 | 58,450 | 58,950 | 59,450 | 59,950 |
| 11 | 56,450 | 58,050 | 59,950 | 60,450 | 60,950 | 61,450 |
| 12 | 57,950 | 59,550 | 61,450 | 61,950 | 62,450 | 62,950 |
| 13 | 59,450 | 61,050 | 62,950 | 63,450 | 63,950 | 64,450 |
| 14 | 61,050 | 62,650 | 64,550 | 65,050 | 65,550 | 66,050 |
| 15 | 62,650 | 64,250 | 66,150 | 66,650 | 67,150 | 67,650 |
| 16 | 64,550 | 66,150 | 68,050 | 68,550 | 69,050 | 69,550 |
| 17 | 66,850 | 68,450 | 70,350 | 70,850 | 71,350 | 71,850 |
| 18 | 69,550 | 71,150 | 73,050 | 73,550 | 74,050 | 74,550 |
| 19 | 72,750 | 74,350 | 76,250 | 76,750 | 77,250 | 77,750 |
| 20 | 76,544 | 78,144 | 80,044 | 80,544 | 81,044 | 81,544 |

EXHIBIT 2

SALARY GUIDE - OFFICE STAFF

| Level I Office Staff: | Step | 2005-06 | 2006-07 | 2007-08 |
|------------------------------|-------------|----------------|----------------|----------------|
| | 1 | 24,300 | 24,546 | 25,000 |
| | 2 | 25,200 | 25,446 | 25,900 |
| | 3 | 26,100 | 26,346 | 26,800 |
| | 4 | 27,000 | 27,246 | 27,700 |
| | 5 | 27,900 | 28,146 | 28,600 |
| | 6 | 28,800 | 29,046 | 29,500 |
| | 7 | 29,700 | 29,946 | 30,400 |
| | 8 | 30,300 | 30,846 | 31,300 |
| | 9 | 31,200 | 31,846 | 32,300 |
| | 10 | 32,200 | 32,946 | 33,300 |
| | 11 | 33,200 | 34,046 | 34,400 |
| | 12 | 34,200 | 35,146 | 35,700 |
| | 13 | 35,200 | 36,246 | 36,900 |
| | 14 | 36,300 | 37,446 | 38,100 |
| | 15 | 37,400 | 38,646 | 39,300 |
| | 16 | 38,500 | 39,846 | 40,600 |
| | 17 | 39,600 | 41,046 | 42,000 |
| | 18 | 40,700 | 42,246 | 43,400 |
| | 19 | 41,800 | 43,446 | 44,900 |
| | 20 | 43,035 | 44,646 | 46,413 |

| Level II Office Staff: | Step | 2005-06 | 2006-07 | 2007-08 |
|-------------------------------|-------------|----------------|----------------|----------------|
| | 1 | 25,535 | 25,998 | 26,500 |
| | 2 | 26,435 | 26,898 | 27,400 |
| | 3 | 27,335 | 27,798 | 28,300 |
| | 4 | 27,835 | 28,698 | 29,200 |
| | 5 | 28,335 | 29,598 | 30,100 |
| | 6 | 29,535 | 30,298 | 31,000 |
| | 7 | 30,885 | 31,098 | 31,800 |
| | 8 | 31,885 | 32,298 | 32,800 |
| | 9 | 32,885 | 33,398 | 34,000 |
| | 10 | 34,085 | 34,498 | 35,100 |
| | 11 | 35,385 | 35,798 | 36,200 |
| | 12 | 36,685 | 37,198 | 37,600 |
| | 13 | 37,985 | 38,598 | 39,000 |
| | 14 | 39,085 | 39,998 | 40,400 |
| | 15 | 40,185 | 41,398 | 41,800 |
| | 16 | 41,285 | 42,598 | 43,200 |
| | 17 | 42,485 | 43,698 | 44,600 |
| | 18 | 43,885 | 44,898 | 46,000 |
| | 19 | 45,535 | 46,598 | 47,400 |
| | 20 | 47,401 | 49,048 | 50,369 |

EXHIBIT 3

ECA GUIDES 2005-08

Part I - ATHLETICS

CATEGORY A

(Football)

| | <u>HEAD</u> | | | | | | <u>ASSISTANT</u> | | | | | |
|--------------|-------------|------|------|------|------|------|------------------|------|------|------|------|------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 |
| 05-06 | 5800 | 6100 | 6400 | 6700 | 7000 | 7300 | 3674 | 4004 | 4335 | 4665 | 4998 | 5330 |
| 06-07 | 6102 | 6417 | 6733 | 7048 | 7364 | 7680 | 3865 | 4212 | 4560 | 4908 | 5258 | 5607 |
| 07-08 | 6401 | 6731 | 7063 | 7393 | 7725 | 8056 | 4054 | 4418 | 4783 | 5148 | 5516 | 5882 |

CATEGORY B

(Basketball; Wrestling)

| | <u>HEAD</u> | | | | | | <u>ASSISTANT</u> | | | | | |
|--------------|-------------|------|------|------|------|------|------------------|------|------|------|------|------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 |
| 05-06 | 4911 | 5225 | 5538 | 5851 | 6164 | 6479 | 3187 | 3532 | 3877 | 4222 | 4567 | 4912 |
| 06-07 | 5166 | 5497 | 5826 | 6155 | 6485 | 6816 | 3353 | 3716 | 4079 | 4442 | 4804 | 5167 |
| 07-08 | 5419 | 5766 | 6111 | 6457 | 6803 | 7150 | 3517 | 3898 | 4279 | 4660 | 5039 | 5420 |

CATEGORY C

(Baseball; Field Hockey; Gymnastics; Lacrosse; Soccer; Softball; Swimming; Track/Field)

| | <u>HEAD</u> | | | | | | <u>ASSISTANT</u> | | | | | |
|--------------|-------------|------|------|------|------|------|------------------|------|------|------|------|------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 |
| 05-06 | 4667 | 4945 | 5223 | 5501 | 5779 | 6061 | 3135 | 3511 | 3887 | 4264 | 4639 | 5016 |
| 06-07 | 4910 | 5202 | 5495 | 5787 | 6080 | 6376 | 3298 | 3694 | 4089 | 4486 | 4880 | 5277 |
| 07-08 | 5151 | 5457 | 5764 | 6071 | 6378 | 6688 | 3460 | 3875 | 4289 | 4706 | 5119 | 5536 |

CATEGORY D

(Bowling - 3 days; Cross Country; Golf; Tennis; Winter Track)

| | <u>HEAD</u> | | | | | | <u>ASSISTANT</u> | | | | | |
|--------------|-------------|------|------|------|------|------|------------------|------|------|------|------|------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 |
| 05-06 | 3344 | 3616 | 3888 | 4160 | 4432 | 4703 | 2717 | 3010 | 3302 | 3595 | 3888 | 4180 |
| 06-07 | 3518 | 3804 | 4090 | 4376 | 4662 | 4948 | 2858 | 3167 | 3474 | 3782 | 4090 | 4397 |
| 07-08 | 3690 | 3990 | 4290 | 4590 | 4890 | 5190 | 2998 | 3322 | 3644 | 3967 | 4290 | 4612 |

For Categories A - D, there is no movement in steps from year-to-year. The guide is a "vertical guide" (i.e., 05/06 Step 1, 06/07 Step 1, 07/08 Step 1).

Part II - GENERAL

| | <u>2005 - 2008</u> | | | | |
|--|---------------------------|----------|----------|----------|----------|
| | 1 | 2 | 3 | 4 | 5 |
| MARCHING BAND: | | | | | |
| DIRECTOR | 3172 | 3344 | 3518 | 3690 | 3862 |
| ASSISTANTS | 2404 | 2529 | 2653 | 2777 | 2901 |
| MUSICAL: | | | | | |
| ENSEMBLES | 1568 | 1650 | 1731 | 1813 | 1895 |
| (Dixieland Combo; Stage Band; String Ensemble; Vocal Ensemble) | | | | | |
| SCHOOL NEWSPAPER: | | | | | |
| HEAD | 2715 | 2873 | 3031 | 3189 | 3345 |
| YEARBOOK: | | | | | |
| HEAD | 2715 | 2873 | 3031 | 3189 | 3345 |
| ASSISTANT | 1254 | 1319 | 1384 | 1449 | 1514 |
| CHEERLEADERS: | | | | | |
| HEAD | 1881 | 1979 | 2076 | 2173 | 2270 |
| ASSISTANT | 1150 | 1210 | 1269 | 1329 | 1389 |

For the positions listed in "Part II - General" movement is horizontal for each year (i.e., 05/06 Step 1, 06/07 Step 2, 07/08 Step 3).

Part III - STIPENDS

| | 2005-06 | 2006-07 | 2007-08 |
|------------------------------------|----------------|----------------|----------------|
| CHOREOGRAPHER | 2107 | 2217 | 2326 |
| SET DESIGN | 2107 | 2217 | 2326 |
| LIT. MAGAZINE | 1850 | 1946 | 2041 |
| PEER - HEAD | 2585 | 2719 | 2852 |
| PEER - ASSISTANT | 1346 | 1416 | 1485 |
| MEDIA COORDINATOR | 3420 | 3598 | 3774 |
| ROBOTICS | 1791 | 1884 | 1976 |
| RVTV | 4587 | 4825 | 5061 |
| CHAIR: SPECIAL ED | 6108 | 6425 | 6740 |
| DEANS OF DISCIPLINE | 3421 | 3599 | 3775 |
| ACADEMIC TEAMS | 675 | 710 | 745 |
| SCHOOL PLAY: | | | |
| DIRECTOR | 3184 | 3350 | 3514 |
| ASSISTANT DIRECTOR | 2762 | 2906 | 3048 |
| PUBLICITY | 2122 | 2232 | 2341 |
| CHOREOGRAPHER | 2122 | 2232 | 2341 |
| SET DESIGN | 2122 | 2232 | 2341 |
| FALL STRENGTH COACH | | | |
| FALL STRENGTH COACH | 1359 | 1430 | 1500 |
| WINTER STRENGTH COACH | 1359 | 1430 | 1500 |
| SPRING STRENGTH COACH | 1359 | 1430 | 1500 |
| SUMMER STRENGTH COACH | 1359 | 1430 | 1500 |
| CLASS ADVISORS: | | | |
| SENIOR | 1045 | 1099 | 1153 |
| JUNIOR | 941 | 999 | 1048 |
| SOPHOMORE | 784 | 825 | 865 |
| FRESHMAN | 784 | 825 | 865 |
| EQUIPMENT MANAGERS: | | | |
| BOYS & GIRLS | 2508 | 2638 | 2767 |
| FOOTBALL | 1672 | 1759 | 1845 |
| TIMERS: | | | |
| BASKETBALL(Boys & Girls) | | | |
| JV & VARSITY | 84 | 88 | 92 |
| WRESTLING | | | |
| JV & VARSITY | 84 | 88 | 92 |
| SECURITY: | | | |
| ALL FRESHMAN & OTHER SPORTS | 42 | 44 | 46 |
| BASKETBALL/WRESTLING(JV & Varsity) | 63 | 66 | 69 |
| TICKETS: | | | |
| TAKERS | 42 | 44 | 46 |
| SELLERS | 44 | 46 | 48 |
| CHAPERONES | 50 | 53 | 56 |