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AGREEMENT

Between The

WEST DEPTFORD BOARD OF EDUCATION

and the

WEST DEPTFORD TOWNSHIP EDUCATION ASSOCIATION

Effective July 1, 1989 to June 30, 1992

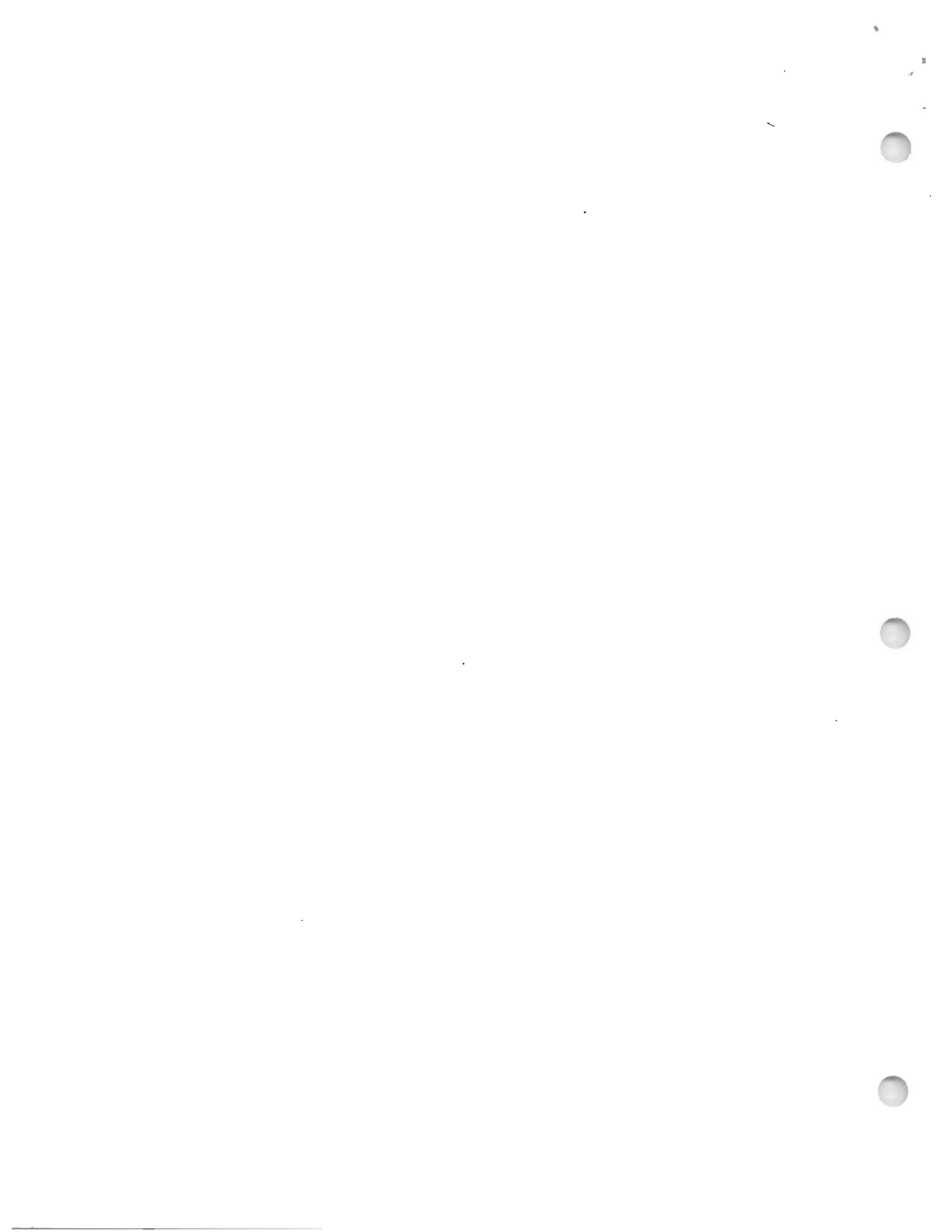
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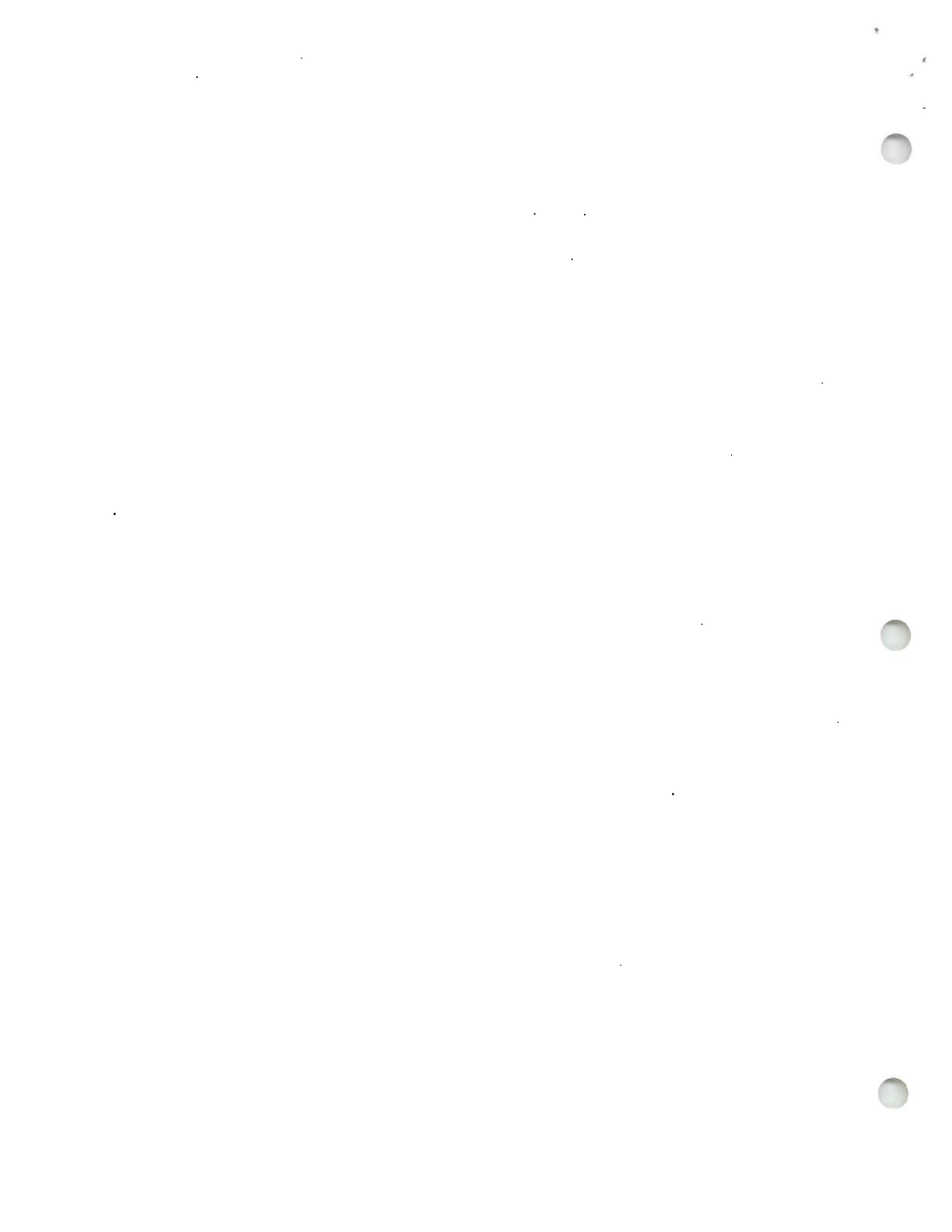
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PREAMBLE

This Agreement entered into this 1st day of July 1989, by and between the Board of Education of West Deptford Township, the Township of West Deptford, New Jersey, hereinafter called the "Board" and the West Deptford Education Association, hereinafter called the "Association."



ARTICLE I
RECOGNITION

A. Association Unit

1. The Board hereby recognizes the Association as the exclusive bargaining representative as defined in "Chapter 123, New Jersey Laws of 1974," for all full-time certified personnel under contract, but excluding supervisory and executive personnel, as well as psychologists, learning disability specialists, social workers, secretarial, maintenance and operating employees.
2. The term "teacher" when used hereinafter in this agreement shall refer to all professional employees represented by the Association in the bargaining unit as defined above.
 - a. Whenever the term "classroom teacher" is used in this Agreement, it shall refer only to teachers who are assigned classes and shall not be deemed to include members of the bargaining unit whose work schedule does not include classroom contact for instructional purposes with students on a continuing basis. Accordingly, employees such as counselors, nurses and librarians are not classroom teachers.

B. Board Unit

The term "Board" shall include its officers and agents.

C. Negotiation Rights

The Board agrees not to negotiate with any organization other than that designated as the representative pursuant to Chapter 123, New Jersey Laws of 1974, for the duration of this Agreement.

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ARTICLE II

NEGOTIATING PROCEDURE

A. Sessions

1. Negotiating sessions shall be held in the West Deptford School facilities.
2. Negotiating sessions shall begin within the initial time period scheduled by the Public Employment Relations Commission or, in the absence thereof, no later than the last day of October.
3. Each session shall start and end at a time to be mutually agreed upon by the parties.

B. Composition of Negotiating Teams

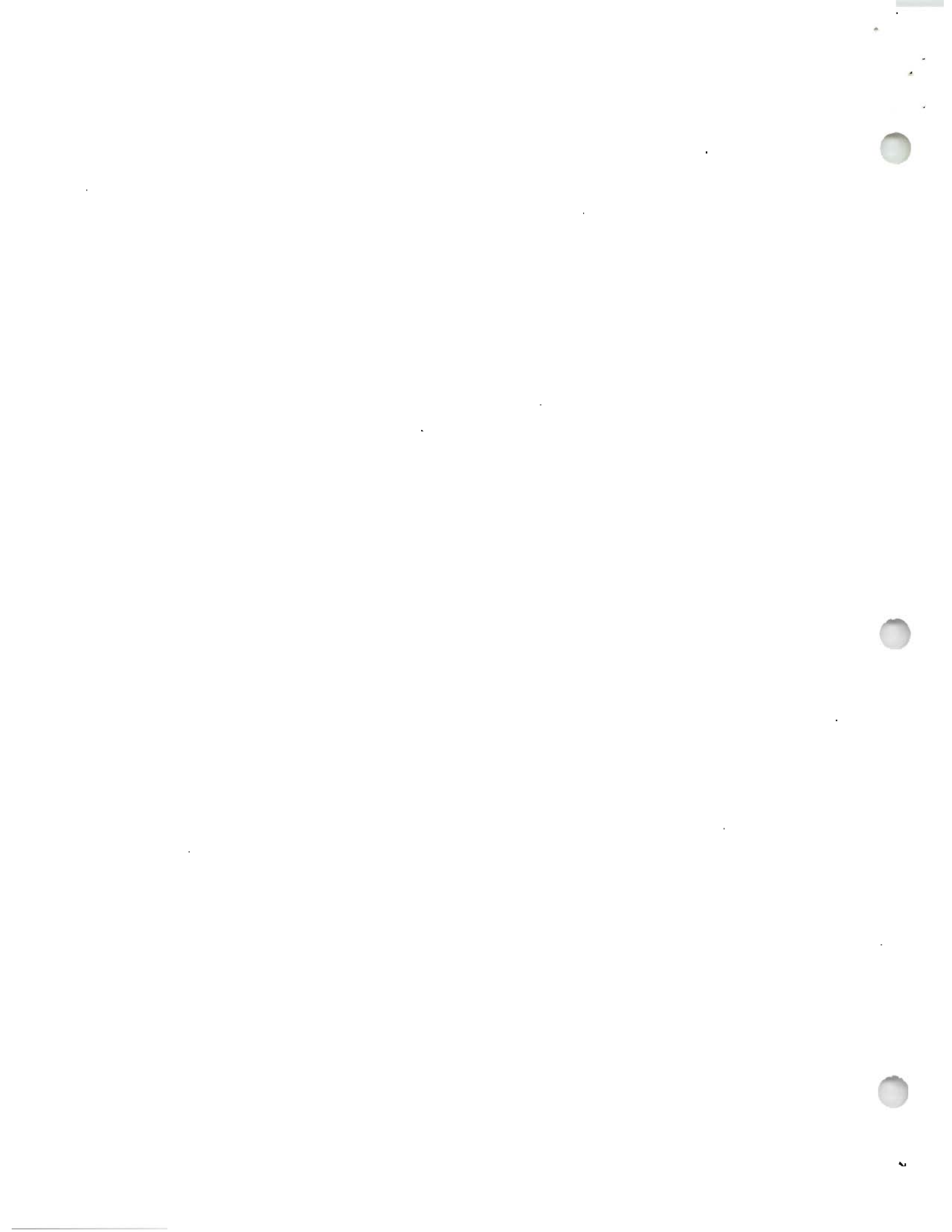
Neither the Board nor the Association shall have any control over the selection of the negotiation representatives of the other party. However, each party's team of representatives for negotiations shall consist of no more than eight representatives.

C. Restrictions

No tape recorders or other mechanical or electronic recording device shall be used at any time during either negotiating sessions or fact-finding sessions.

D. Tentative Agreements

Tentative Agreements by the Board Committee and the West Deptford Education Association Committee are not binding until adopted by the majority vote of the entire Board of Education and ratified by the W.D.E.A. respectively.



ARTICLE III

GRIEVANCE PROCEDURE

A. Definitions

1. A grievance is a claim by a teacher, or a group of teachers and/or the Association, based upon a violation of any provision of the Agreement or written Board policies.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making a claim and any person or persons who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The primary purpose of this procedure is to secure, at the lowest possible level, equitable solutions to grievances. Both parties agree that these proceedings shall be kept confidential at each level of the procedure, subject to any applicable right-to-know laws.
2. Nothing contained herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted, providing the adjustment is not inconsistent with the terms of this Agreement.

C. Procedure

1. The aggrieved person shall be entitled, at his/her option, to be represented by an Association representative at every step of the grievance procedure.
2. If the matter is not resolved to the satisfaction of the aggrieved person, after informal discussions, he/she shall set forth his/her grievance in writing to the Building Principal. The written grievance shall specify:
 - a. the nature of the grievance,
 - b. the article and section of the Agreement or written Board policies allegedly violated,
 - c. the day of the alleged grievance,

- d. the results of previous discussions,
- e. a statement regarding the relief sought, and
- f. signature of the aggrieved person.

The written grievance shall be submitted within the first ten (10) school days following the alleged grievance. (The term school day and work day shall be used interchangeably.) If the grievance is not submitted in writing within the aforementioned time span, the grievance shall be declared void. In the case where a grievance is submitted at the end of the school year, the grievance must be received in writing within seven (7) calendar days following the last scheduled teacher-duty day.

The building principal shall render his decision in writing to the aggrieved person within five (5) school days.

3. If the aggrieved person is not satisfied with the disposition of his/her grievance by the building principal, he/she may appeal the decision in writing to the Superintendent of Schools. Such appeal shall be made within five (5) school days. The Superintendent of Schools shall render his decision in writing to the aggrieved person within ten (10) school days.

4. If the aggrieved person is not satisfied with the disposition of his/her grievance by the Superintendent, he/she may appeal the decision in writing to the Board. Such appeal shall be made within five (5) school days.

5. The aggrieved person may request a hearing before the appropriate committee of the Board and said hearing shall be granted. The hearing shall be held within two (2) calendar weeks. The Board shall render a written decision to the aggrieved person within thirty-one (31) calendar days.

6. If the aggrieved person is not satisfied with the disposition of his/her grievance by the Board and he/she wishes review by a third party, he/she shall so advise the Board in writing, through the Superintendent of Schools, of his/her appeal. Such appeal shall be made within ten (10) school days from receipt of the Board's decision.

7. a. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within a specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator. The arbitrator shall limit him/herself to issues submitted to him/her and shall consider nothing else. He/she can add nothing to nor subtract anything from this Agreement.

b. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision no later than twenty (20) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power of authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be advisory in nature.

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

D. Rights of Teachers to Representation

The aggrieved person may proceed individually through the grievance procedure, or at his option, with a representative designated by the Chairperson of the P.R. & R. Committee of the Association and/or with the President of the Association. When a teacher is not represented by the Association, the Association shall have the right to submit its views on the matter.

E. Miscellaneous

1. It shall be the practice of all parties in interest to conduct meetings and hearings under this Article in private at times which do not interfere with assigned duties.
2. All staff members, including the aggrieved, shall continue under the direction of the administration until such grievance is resolved.
3. Board decisions shall be final and binding on the grievances concerning:
 - a. Any matter for which a specific method is prescribed and expressly set forth by law, by rules or regulations having the force of law, or rules or regulations of the State Commissioner of Education, or
 - b. The termination of services or failure to reemploy any probationary teacher, or
 - c. A complaint by any certified personnel occasioned by appointment to, or lack of appointment to, retention in, or lack of retention in, any position for which tenure either is not possible, or is not required, or
 - d. Any matter which according to law is either beyond the scope of Board authority, or limited to the unilateral action by the Board alone.
4. If, in the judgment of the Association, an alleged grievance affects a group or class of teachers, the grievance procedure shall commence with the Superintendent of Schools unless the action complained of was initiated by the building principal, in which case the grievance procedure shall commence with the building principal. The building principal(s) shall be consulted prior to the submission of said grievance.

ARTICLE IV

TEACHING HOURS AND TEACHER LOAD

A. Teacher Day

1. Check-in Procedure

Each Building Principal or Head Teacher in consultation with the Superintendent of Schools shall establish procedures for regulating the check-in and check-out procedures of his/her staff. This shall be based upon the needs of the students attending each building. No time clocks shall be used to accomplish this task. The actual arrival and departure times for teachers shall be determined by the Superintendent of Schools in consultation with the Building Principal or Head Teacher. Adequate supervision of students before and after school and extra help needs of students must be considered in establishing time requirements.

2. Length of School Day

The total required school day for teachers in the elementary, middle and senior high schools shall not exceed seven and one-half (7 1/2) hours. On the last full student day of the week, teachers shall not be required to remain in excess of ten (10) minutes after students have left school except in the event of an emergency as determined by the administration.

B. Teaching Load

1. Middle School and High School

a. The normal weekly teaching load shall not exceed five (5) class assignments.

b. In the event a sixth class assignment becomes necessary, the administration will solicit volunteers. The criteria for the selection of the individual teacher shall be such as it does not conflict with the instructional requirements and is in the best interests of the educational program. At the time five (5) teachers are assigned to a sixth period class in a departmental area, the Board shall hire an additional teacher for that area for the following school year, unless there is no longer a need for the five (5) extra class

assignments. The final selection of the teacher assigned to a sixth class rests with the Board. The teacher shall be compensated as follows:

Effective 7/1/89 - \$2,300.00

Effective 7/1/90 - \$2,400.00

Effective 7/1/91 - \$2,500.00

- c. Each classroom teacher shall have designated preparation time equal to one-fifth (1/5) of the time spent in teaching. This preparation time shall be calculated on a weekly basis. The Board recognizes that team planning is essential to the success of team teaching. Consequently, wherever and insofar as possible, the administration will provide two (2) of the five (5) preparation periods per week for team planning. Occasionally, a situation will arise demanding staff supervision that may require a teacher to relinquish his/her preparation period on a particular day. The administration shall record such instances and equalize such "coverage needs" to the extent that it is possible among the total staff.
- d. Each classroom teacher shall receive a duty free lunch period based on the same time allotment provided students for lunch periods.
- e. The administration may assign non-teaching duties for the remainder of the school day (7 1/2 hours) to meet the needs of the school program.
- f. The administration may decrease teaching loads according to the needs of the curricular or the extra-curricular programs.
- g. Teachers working with the Middle or High Schools shall receive every possible consideration in limiting the number of teaching stations. Factors such as the needs of handicapped children, the limitation of the building structure, the size of the student populations, etc., must be accepted as legitimate factors affecting these decisions.

2. Elementary Schools

- a. The normal daily teaching load in the elementary schools shall not exceed five (5) hours and thirty (30) minutes of pupil teaching time.
- b. Elementary School teachers shall receive a minimum of forty-five (45) consecutive minutes of duty free lunch time. This time provision shall be in effect unless an emergency should arise as deemed by the building principal.
- c. Elementary teachers may leave their classroom for preparation time when specialists are teaching their students. When necessary in the judgment of the principal, preparation time may be used for purposes other than preparation.
During physical education activities, elementary school classroom teachers may be required to accompany their classes to the physical education class whenever the principal has determined that safety considerations require it. An example of the activities that require the assistance of the classroom teachers are gymnastics and tumbling.
- d. The administration may assign non-teaching duties for the remainder of the school day (7 1/2 hours) to meet the needs of the school program.

C. Meetings

1. The notice of an agenda for in-school meetings shall be given to the teachers involved or posted at least one (1) day prior to the meeting except in an emergency.
2. Teachers may have the opportunity to suggest school related topics for inclusions as items in the agenda.

D. Professional Development Programs

1. Clinical Supervision

For those unit members participating in Clinical Supervision, the Board agrees to the following limitations in regard to the scheduling of conferences related to this program.

- a. When a clinical supervisor notifies a teacher that he/she wishes to schedule a conference, the teacher will have a three (3) working day period in which he/she will communicate with the supervisor in order to attempt to

arrive at a mutually agreed upon time for the conference. If, during the three (3) working day period, the teacher and the clinical supervisor cannot arrive at a mutually agreed upon time for the conference, the administrator will assign a time as per item (b), (c) and (d) below. However, after the three (3) working day period established to obtain a mutually agreed upon time has elapsed, if an agreement has not been reached and the administrator unilaterally schedules the classroom observation follow-up conference during a teacher's preparation period, said employee will be paid \$15 for relinquishing that period after two (2) preparation periods for tenured teachers or three (3) preparation periods for non-tenured teachers have been used for administrative directed conferences as follow-up meetings to observations.

- b. Conferences shall be held during the contractual work day which includes time periods before and after the student day, prep time and duty time.
- c. Conferences may not be scheduled at times which cause another teacher to lose his/her prep time to cover for a particular teacher.
- d. No employee will be disciplined or receive an adverse evaluation because of his/her failure during the aforesaid three-day period to participate in an administratively directed clinical supervision conference during his/her regularly scheduled preparation time.

2. Peer Feedback and Peer Coaching

For those unit members participating in Peer Feedback and Coaching Programs, i.e., programs which may exist in addition to the established program of classroom visitations by High School Department Chairpersons, the Board agrees to the following limitations in regard to the scheduling of conferences and visits related to those programs.

- a. Peer feedback and peer coaching programs will exist as voluntary programs. No staff member will be required to participate and may exit at any time if benefits derived from the programs do not meet his/her expectations or if the programs become burdensome.
- b. The scheduling of peer feedback and peer coaching visits and follow-up conferences will be set by mutual agreement of the participants in consultation with the building principal or his/her designee.
- c. Conferences shall be held during the contractual work day which includes time periods before and after the student day, prep time and duty time.
- d. Conferences may not be scheduled at times which cause another teacher to lose his/her prep time to cover for a particular teacher.

3. Special Elementary School Considerations - Clinical Supervision, Peer Feedback and Peer Coaching

- a. Clinical supervision, peer feedback or peer coaching conferences or visits may not be unilaterally scheduled by an administrator between 8:15 A.M. on a day when an elementary school teacher does not have a regularly scheduled preparation period during the school day (a period created by a specialist teaching his/her students). Also, if the 8:15 A.M. to 8:55 A.M. period is being used on a given day for an administrator-directed meeting, the preparation period during that school day may not be unilaterally designated by an administrator for use to conduct a clinical supervision, peer feedback or peer coaching visit or conference.

E. Prep Periods Used for Substitute Teacher Coverage

Any teacher who is assigned to cover an absent teacher's classes during his/her preparation period will either have the time restored within a two-week period or will receive a stipend of \$15.00. Note: At the High School, Department Chairpersons are used during the first period to cover for substitute teachers who arrive late. Said coverage is regarded as part of the duties of the position.

F. Special Assignments

1. Special Curriculum Studies and Projects may be established by the administration and recommended to the Board of Education for approval. Said studies and projects are limited to those tasks which: (1) are begun but cannot be completed during the school day as per Article IV-A and B; (2) result in a written proposal or report and/or an inservice day presentation; and (3) do not occur as an integral part of one's duties for which compensation is already being received via a contracted salary guide. Teachers who are assigned to complete special curriculum studies and projects will be compensated as follows:
Effective 7/1/89 - \$13.75 per hour
Effective 7/1/90 - \$14.25 per hour
Effective 7/1/91 - \$14.75 per hour
2. Staff members will be notified of special assignments by building administrators in writing. Assignment notification for a project will include:
 - a. a description of the project,
 - b. the length of time necessary to complete,
 - c. the method of determining successful completion,
 - d. the date the assignment is to be completed.
3. A staff member who accepts a special assignment and the conditions will notify his/her Unit Administrator in writing.
4. The Superintendent of Schools shall authorize remuneration upon completion of the project in accordance with the criteria listed in Article IV, Section D, item 2.

ARTICLE V

NON-TEACHING DUTIES

A. Intent

Determination of what non-teaching duties shall be performed by teachers shall remain the province of the Board. The Board and the Association are aware that teaching is a teacher's first responsibility and to that end the Board shall strive to keep non-teaching duties to a minimum. However, the Board and the Association ask all teachers to take cognizance of the fact that certain such non-teaching duties are inherent in the teaching function. It is understood that non-teaching duties are those which do not require teacher preparation time.

B. Application

Teachers shall not be required to:

1. Keep registers.
2. Score the California and Iowa Tests or their equivalent.

C. Chaperoning/Supervising After-School Activities

The Board shall pay teachers for chaperoning/supervising after-school activities listed under 1. at the following rates.

Effective 7/1/89 - \$25/teacher/activity

Effective 7/1/90 - \$30/teacher/activity

Effective 7/1/91 - \$35/teacher/activity

1. List of Compensated Activities

High School

Pre-Prom (New Activity)

Post-Prom (New Activity)

Gong Show

Tennis Tournament (Supervisors only)

NJSIAA Tournaments

Athletic supervisors only

Senior Citizen's Meeting

Team Handball Tournament (Supervisors only)

Dances

Middle School

8th Grade Trip

Bowling/Skating/Pizza Parties

Dances

Elementary

Safety Patrol Ball Game

Safety Patrol Banquet

2. The Administration reserves the right to select teachers to whom paid activities will be offered.

In cases where there is an insufficient number of teachers to cover the activity in question, the Administration may assign the least senior teachers needed for coverage from the building originating the activity.

ARTICLE VI

SALARIES

- A. The salaries of all teachers covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part hereof.
- B. Teachers employed on a ten (10) months' basis shall be paid in twenty (20) equal semi-monthly installments.
- C. Teachers may individually elect to have monies deducted from their monthly gross salary and deposited with the Gloucester County Teachers' Federal Credit Union. Notification to the Secretary of the Board from the Credit Union authorizing the payroll deductions and amount shall be made no later than five (5) weeks after adoption of the salary scale, with deductions to begin at the next pay period. Thereafter, the teachers may change the amount being deducted at any time during the school year.
- D.
 - 1. Teachers shall receive their semi-monthly payment on the fifteenth (15th) and thirtieth (30th) of each month during the contract year. If the 15th and/or 30th fall on a Saturday or Sunday, pay shall be made on the previous Friday.
 - 2. When a pay day falls on or during a school holiday, vacation, or weekend, teachers shall receive their paychecks on the last previous working day.
 - 3. If schools are closed on a regularly scheduled payday due to inclement weather, teachers shall receive their paychecks on the first day school is in session.
- E. Teachers shall receive their final checks on the last working day in June. However, any teacher who has used all of his/her sick leave prior to the last school day in May will be notified by June fifth (5th), in writing, that his/her second June paycheck will be held in order to affect any adjustments for sick days taken during the month of June. This final check will be mailed as soon as possible after the last school day in June, but no later than ten (10) calendar days after the close of school.
- F. Salaries of extra-curricular activities sponsors, athletic coaches, team leaders and department chairpersons covered by this Agreement are set forth in Schedule "B", "C" and "D" which are attached hereto and made a part hereof. Individuals may not assume duties under this contract unless informed by the Board of Education, in writing, annually of their employment. The Board of Education reserves the right to add or delete positions from the aforementioned schedules. Notification of deletions of positions shall be made prior to the starting date of the activity.

G. The Superintendent of Schools will authorize payment of extra-curricula and co-curricula salaries upon completion of the service with the following exceptions:

1. Sponsors of activities which continue throughout the school year shall be paid semi-annually. (February - June)
2. Short-term club sponsors will be paid after the completion of the activity. Payment will be made upon satisfactory completion of all reports required to be submitted to the Building Principal.

ARTICLE VII

TUITION REIMBURSEMENT

A. Eligibility

1. Only teachers possessing a regular New Jersey State teaching certificate will be eligible to participate in the program of professional development and improvement.
2. There may be circumstances when the Board requests to have a teacher become certified in another area, or have a teacher take a specific course to meet a need, in which the teacher involved will be eligible for full participation in the Board's program for professional development.
3. A teacher will not be eligible to participate in the Board's program for professional development if costs are paid by an outside agency. However, if the teacher receives financial assistance from an outside agency which does not cover the complete course costs, the Board shall pay the difference, not to exceed the tuition reimbursement limitation.

B. Requirements

1. The Board will reimburse a teacher for graduate courses in his/her area of employment which are offered at an accredited institution of higher education.
2. Graduate courses may be taken to increase one's knowledge in his/her area of employment or to keep abreast of current trends in his/her area of employment, or to fulfill the needs of a Master's or Doctoral program.
3. Graduate courses taken solely to gain a specialization in another discipline, or for obtaining certification in other areas such as administration, guidance, etc., would not be eligible for reimbursement.
4. The Superintendent must approve all courses in advance of enrollment. In the event of extenuating circumstances, undergraduate credits may be taken.
5. General preparation courses will be recognized only when they are in connection with the fulfillment of requirements for a Master's or Doctoral degree or when relevance to the job can be demonstrated.

C. Reimbursement

1. The Board will reimburse teachers for tuition and books up to the amounts set forth below in one (1) given school year from July 1st to June 30th following:
Effective 7/1/89 - \$ 900.00
Effective 7/1/90 - \$1,000.00
Effective 7/1/91 - \$1,100.00
2. Payment for approved courses shall be made contingent upon the receipt of passing grades, "C" or better, and appropriate receipts for tuition, fees and books.
3. All teachers voluntarily leaving the school system shall reimburse the Board for all tuition reimbursement granted during the current school year.

ARTICLE VIII

VOLUNTARY AND INVOLUNTARY TRANSFERS

A. General

The Board and the Association recognize that changes in grade assignments and changes in subject assignments and transfers between schools will be necessary. Decisions affecting teachers in regard to transfers and reassignments shall rest with the Board. The decision of the Board as to the filling of all vacancies shall be final

B. Notification of Vacancies

1. Posting

As soon as practical the Superintendent shall post in all schools a list of known vacancies as they occur.

2. Filing of Requests

A teacher may apply for a position at any time. Application must be made in writing to the Superintendent of Schools. Applications will be considered should a vacancy occur either during the school year or during the summer. Applications shall be renewed annually at the start of each school year.

C. Voluntary Transfers

1. Criteria for Reassignment

In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system. No such request shall be denied arbitrarily, capriciously, or without basis of fact.

2. Notification of Assignment

As soon as practical the Superintendent shall notify all teachers who have been reassigned or transferred. Changes made after the last day of school shall be followed by notification to the teacher by certified mail to his/her address.

D. Involuntary Transfers

1. Criteria

In making an involuntary transfer, or reassignment, the conveniences 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 students.

When such assignment is necessary a teacher's area of competence, major or minor field of study, and length of service shall be considered.

2. Notice

Notice of an involuntary transfer and/or reassignment shall be given to teachers as soon as practical and, except in cases of emergency, not later than five (5) days following the Board's regular May meeting.

3. Meeting and Appeal

An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the immediate supervisor at which time the teacher shall be notified of the reasons. In the event that a teacher objects to the transfer or reassignment at this meeting, upon the request of the teacher, the Superintendent shall meet with him/her. The teacher may, at his/her option, have an Association representative present at such meeting.

ARTICLE IX

TEACHER EVALUATION

A. Tenure Teacher Evaluation Policy

1. Responsibility for Tenure Teacher Evaluation

Teacher evaluation is the responsibility of the Board and shall be conducted by administrative personnel in accordance with State law relative thereto.

2. Philosophy and Components of Evaluation Process

The Board agrees that teacher evaluation is an important part of improving and maintaining a good educational system. The Board confirms that the means of evaluating should be discussed between the administration and teacher, but the decision regarding the final format rests with the Board. The purpose of the annual evaluation process which consists of classroom observation, formal and informal performance reviews via the Annual Summary Conference and the Annual Written Performance Report shall be:

- a. to improve student learning and growth,
- b. to improve the skills of tenured teaching staff members,
- c. to provide a basis for the review of the performance of tenured teaching staff members.

3. Classroom Observation

a. Frequency

All tenure staff members are to be observed formally at least twice each year.

b. Processing of Copies of the Observation Report

- (1) Each teacher shall receive two (2) copies of the observation report within fifteen (15) calendar days following an observation.
- (2) The teacher shall retain one (1) copy for his/her file, the other shall be signed and returned to the evaluator to be placed in the teacher's personal file.
- (3) A tenure teacher shall have the opportunity to respond to the written observation with the evaluator.

(4) All teachers, if they so desire, may submit a written reply to the observation. This reply shall be in duplicate, signed by the teacher and forwarded to the evaluator. The evaluator shall sign both copies and return one copy to the teacher. The other copy shall be placed in the teacher's personal file.

4. Annual Summary Conference

Each tenure staff member shall receive a yearly comprehensive evaluation. The conference phase of this evaluation shall include, but not be limited to:

- a. Review of the performance of the teaching staff member based upon the job description.
- b. Review of the teaching staff member's progress toward the objectives of the individual professional improvement plan developed at the previous annual conference.
- c. Review of available indicators of pupil progress and growth toward the program objectives.
- d. Review of the annual written performance report. The signing of said report shall occur within five (5) working days of the review.

5. Annual Written Performance Report: Two Step Process

a. Initial Phase

The Annual Summary Conference shall consist of a meeting between the teacher and appropriate administrator(s). This meeting will be structured to provide a discussion of the teacher's total performance. If areas of disagreement should arise, the teacher shall be given the opportunity to present any extenuating circumstances or arguments which he/she feels would affect the interpretation of the matter being considered. In order to insure that the teacher will be adequately prepared for this meeting, advance notice will be extended him/her of the forthcoming conference. This notice shall include a copy of the outline to be used as the evaluative instrument. The staff member should use this outline to either write out or mentally formulate his/her own self-evaluation.

b. Second Phase

This comprehensive evaluation shall consist of the administrator(s) drafting a summary statement, after the aforementioned exchange with the teacher which shall include, but not be limited to:

- (1) performance areas of strength,
- (2) performance areas needing improvement based upon the job description,
- (3) an individual professional improvement plan developed by the supervisor and the teaching staff member,
- (4) a summary of available indicators of pupil progress and growth, and a statement of how these indicators relate to the effectiveness of the overall program and the performance of the individual teaching staff member;
- (5) provision for performance data which has not been included in the report prepared by the supervisor to be entered into record by the evaluatee within ten (10) working days after the signing of the report.

(Commentary in the Annual Written Performance Report will pertain only to those matters discussed at the preliminary meeting.)

c. Processing of Copies of the Annual Written Performance Report

- (1) Each teacher shall receive two (2) signed copies of the Annual Written Performance Report.
- (2) The teacher shall retain one (1) copy for his/her file, the other shall be signed and returned to the evaluator to be placed in the teacher's personal file.
- (3) Should the teacher substantially disagree with the written comprehensive evaluation, he/she may submit two (2) signed copies of a written statement indicating disagreement. Both copies shall be signed by the evaluator, one (1) copy returned to the teacher, the other to be placed in the teacher's personal file.

6. Distribution of Policy Statement

The Superintendent shall be responsible for the distribution of the Tenure Teacher Evaluation Policy to each tenured teaching staff member on or before October 1st of each school year.

B. Non-Tenure Teacher Evaluation

1. Responsibility

Non-tenure teacher evaluation is the responsibility of the Board and formal evaluations shall be conducted by administrative personnel in accordance with State Law; however, the Board agrees that teacher evaluation is an important part of improving and maintaining a good educational system. The Board confirms that the means of evaluating should be discussed between the administration and teacher, but the decision regarding the final format rests with the Board. Supervision shall exist for the improvement of instruction.

2. Frequency

All non-tenure teachers shall be formally observed at least four (4) times during the school year. A follow-up conference shall be held after each observation at which time teacher strengths and weaknesses shall be indicated. These observations shall be made by the supervisors or administrators under whose jurisdiction the particular staff members are assigned.

3. Reports and Procedures

Each non-tenure teacher shall receive three (3) copies of the observation report within fifteen (15) calendar days following an observation.

The teacher shall retain one (1) copy for his/her file, the other shall be signed and returned to the evaluator to be placed in the teacher's personal file.

A non-tenure teacher shall have the opportunity to respond to the written observation with the evaluator. All teachers, if so desired, may submit a written reply to the observation. This reply shall be in duplicate, signed by the teacher, and forwarded to the evaluator. The evaluator shall sign both copies and return one (1) copy to the teacher. The other copy shall be placed in the teacher's personal file.

4. Comprehensive Evaluation

Each non-tenure staff member shall receive a yearly comprehensive evaluation in writing reflecting informal classroom observations, records, and all other existing information relating to that teacher's total performance as a staff member.

a. Process - Two Steps

Initial Phase

The comprehensive evaluation shall consist of a meeting between the teacher and the appropriate administrator(s). This meeting will be structured to provide a discussion of the teacher's total performance. If areas of disagreement should arise, the teacher shall be given the opportunity to present any extenuating circumstances or arguments which he/she feels would affect the interpretation of the matter being considered. In order to insure that the teacher will be adequately prepared for this meeting, advance notice will be extended to him/her of the forthcoming conference. This notice shall include a copy of the outline to be used as the evaluative instrument. The staff member should use this outline to either write out or mentally formulate his/her own self-evaluation.

Second Phase

This comprehensive evaluation shall consist of the administrator(s) drafting a summary statement, after the aforementioned exchange with the teacher reflecting conclusions regarding that teacher's total performance. This statement will pertain only to those matters discussed at the preliminary meeting.

b. Reports and Procedure

Each teacher shall receive two signed copies of the comprehensive evaluation report.

The teacher shall retain one copy for his/her file, the other shall be signed and returned to the evaluator to be placed in the teacher's personal file.

Should the teacher substantially disagree with the written comprehensive evaluation, he/she may submit two (2) signed copies of a written statement indicating disagreement. Both copies shall be signed by the evaluator, one (1) copy returned to the teacher, the other to be placed in the teacher's personal file.

c. Review

If a dissatisfaction still exists, the teacher may request a meeting with the Superintendent of Schools.

5. Personnel Records

Contents of a teacher's file shall, subject to this paragraph, be within the discretion of the Superintendent of Schools. No material derogatory to a teacher's conduct or service shall be placed in the teacher's personnel file unless the teacher has the opportunity to review the material. Confidential material originating outside the District as job references or letters of recommendations shall be expunged from the teacher's personnel file upon reaching tenure in the District.

6. No later than April 30th of each year, the Board shall give to each non-tenured teacher a written offer of employment for the next year or a written notice that employment shall not be offered.

ARTICLE X

SICK LEAVE

A. Accumulative

1. All teachers employed are entitled to ten (10) sick days each school year as of the first day they report for duty. Unused sick leave days shall be accumulated with no maximum limit.
2. A teacher employed during a school year shall be granted one (1) day of sick leave for each month remaining in that school year beginning with the teacher's first day of duty.

B. Statement

1. A written reason shall be filed for each sick day absence.
2. The Superintendent may, at his discretion, require medical proof under the following circumstances:
 - a. when a teacher has been absent for two (2) consecutive working days,
 - b. when a teacher has been absent four (4) days in any thirty (30) calendar day periods,
 - c. whenever 15% of the teachers in any one of the School District's three divisions are absent on the same day,
 - d. in cases where a pattern of abuse has been determined to exist by the Superintendent.

C. In-School Injury

Payment of sick leave for a service connected disability shall be granted according to the appropriate provisions of N.J.S.A. 18A (18A:30-2.1).

D. Prolonged Absence

Payment for prolonged absence beyond the sick periods shall be granted according to the appropriate provisions of N.J.S.A. 18A (18A:30-6).

E. Sick Leave Reimbursement

A teacher, upon retirement from the district as certified by the Division of Pensions who has completed at least 18 years of teaching service in the district, shall be paid the sum of \$30.00 per day for each day of unused accumulated sick leave up to 100 days and \$25.00 per day for each day of unused accumulated sick leave over 100 days.

100

ARTICLE XI
TEMPORARY LEAVES OF ABSENCE

A. Bereavement

In the event of a death in the immediate family, an allowance of up to five (5) school days leave shall be granted. "Immediate family" shall be defined as mother, father, spouse, child and siblings, step parents with whom the employee resided during childhood, step children with whom the employee resided during their childhood, step siblings with whom the employee was raised during childhood and Aunt and Uncle who acted as a parent. An allowance of up to three (3) school days leave shall be granted for the death of grandparents, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and other members of the immediate household, excluding boarders.

B. Personal Leave

1. General

- a. Each teacher shall be granted no more than two (2) days of personal leave of absence with pay for personal business reasons.

In addition, upon a teacher acquiring tenure, he/she shall be entitled to a third day of personal leave of absence with pay for personal business reasons.

- b. Unused personal leave days during the contract year shall be added to a teacher's accumulated sick leave time for the next school year.

2. Definitions

Personal leave days are to be utilized only for business engagements of an obligatory nature that cannot be conducted outside the normal work day. Personal leave shall not be taken for pleasure, recreation, job interviews or to extend vacations, holidays or weekends, or attending the obligations of advanced study or a second job. In addition, except for emergencies, personal leave shall not be taken on the first or last days of the teacher calendar year nor the first or last pupil contact days for the school year.

3. Procedure

- a. An application form for personal leave must be submitted to the Superintendent of Schools for approval through

the normal chain of command, beginning with the principal, at least four (4) calendar days in advance.

- (1) A teacher shall be entitled to take one (1) of the two (2) or three (3) personal days as the case may be without being required to state a reason other than that the leave is for personal business. As to the other personal day, the teacher shall provide a reason in order to permit the Superintendent to render a decision on the request.
- (2) In cases of extreme emergency, requests may be granted immediately by the principal. In the latter case, the application form shall be submitted through the normal chain of command within two (2) days after the teacher's return to work.
- (3) Personal business reasons may include but are not limited to:
 - (a) Attendance at funeral services.
 - (b) Serious illness or injury within the immediate family
 - (c) Religious holidays where observance prevents the teacher from working on such days.
 - (d) Court subpoena
 - (e) Marriage of employee
 - (f) Wedding attendance of son or daughter
 - (g) Attendance at one's graduation exercises or of immediate family. Graduation must be from high school, college, or any accredited secondary institution.
 - (h) Other reasons (explanation required on form if the day being requested is a personal day for which a reason must be given under Paragraph 3A (1) above).

(4) Additional Personal Leave

The Superintendent of Schools may grant additional temporary leaves of absence without pay.

C. Professional Leave

Temporary leaves for Administrator-approved visitation to other schools, or for attending meetings, or conferences, of an educational nature, will be with pay.

ARTICLE XII
EXTENDED LEAVES OF ABSENCE

A. General

All leaves must be approved by the Board of Education and upon return from leave, there is no guarantee that the teacher will be assigned to the same class and/or building to which he/she was assigned prior to commencing the leave.

B. Disability Leave

1. A disability leave related to pregnancy shall be granted for the period of time during which a teacher is unable to perform her duties due to disability directly related to the bearing and delivery of a child.
2. Written notice for disability leave related to pregnancy shall be given to the Board at least ninety (90) days prior to the commencement of such leave. Such notice shall include the notice of anticipated return date and confirmation by the attending physician. The employee shall notify the Superintendent if there is any change in dates.
3. Disability leave related to pregnancy shall be with pay to the extent of the teacher's accumulated sick leave.
4. The Board reserves the right to require that the teacher be examined by a physician of its choice at its own expense.

C. Child Rearing Leave

1. A child rearing leave without pay shall, upon written request, be granted to the parent of a newly born child, said leave to commence upon the conclusion of maternal disability as medically verified.
2. The request for child rearing leave shall be submitted at the same time as the notice and request referred to in paragraph B2 above. In cases of unforeseen circumstances, a later request shall be considered.
3. A child rearing leave granted to teachers under tenure shall be for the balance of that school year in which it is granted, and, if requested, for the entire following school year.
4. Child care leave for non-tenure teachers may be granted without pay for the remainder of the school year in which the leave is requested and said leave shall not extend beyond the end of the teacher's contract for the school year in which the leave is granted.

5. Upon the conclusion of the child rearing leave, the teacher shall return to work on the first teacher work day thereafter.

D. Adoption Leave

All tenured teachers in the school district adopting an infant child may receive similar leave (C above) which shall commence upon his/her receiving de facto custody of said infant. In addition, said teachers shall be entitled to one (1) day off with pay to take custody of the child.

E. Benefits

Any benefit to which a teacher was entitled prior to the extended leave of absence, which are still available, shall be restored to the teacher returning from leave. Teaching experience credit shall be granted for the school year in the teacher was actively employed for five months and one day during the school year prior to the disability leave. However, no teaching experience credit shall be granted for less than five (5) months and one day of active employment.

F. Compliance

The Board hereby agrees to fully comply with Federal and State law decisions including the New Jersey Division of Civil Rights with respect to disability leave.

G. Military Leave

Military leave shall be granted according to the appropriate provisions of the New Jersey Statutes Annotated, Title 18A.

ARTICLE XIII
SABBATICAL

A. Purpose

Subject to applicable New Jersey statutory regulations as provided in N.J.S.A. Title 18A and any amendments thereto, the West Deptford Township Board of Education shall grant sabbatical leave for the purpose of study.

B. Provisions

1. No more than 1% of the professional teaching staff shall be on sabbatical leave during any one (1) year.
2. Sabbatical leaves shall be granted solely for the purpose of study at an accredited institution of higher learning.
3. Requests for sabbatical leave must be received by the Superintendent, in writing, on or before February 1st of the school year preceding the school year for which the leave is sought.
4. The Superintendent shall verify receipt of the written request for sabbatical and his office shall forward the Request For Sabbatical Form for completion.
5. The institution and program of studies, the latter must be a minimum of twelve (12) graduate credits, or in cases where extenuating circumstances are exhibited, undergraduate credits may be taken, shall be approved by the Superintendent prior to formal Board action on the sabbatical request.
6. The teacher shall have completed at least seven (7) consecutive full school years of service in West Deptford Township School District. Teaching experience credit shall be granted towards accumulated sabbatical leave time, if the teacher was actively employed for five (5) months and one (1) day during a given school year. However, no teaching experience credit shall be granted for less than five (5) months and one (1) day of active employment.
7. Preference shall be given, though not restricted, to requests of study related directly to a teacher's classroom assignment.
8. Sabbatical leaves shall be granted for a full year at one-half (1/2) pay or one-half (1/2) year at full pay.
9. Upon return from sabbatical leave, a teacher shall be placed on level of the salary schedule which he would have reached if he had not taken a sabbatical leave.

10. Payment for sabbatical leave shall be granted by the Board subject to the provision that if the teacher does not work in the District for three (3) years following return from sabbatical leave, the Board shall be reimbursed for salaries paid during sabbatical leave in the following manner:

- a. only one year - 70% reimbursement,
- b. only two years - 35% reimbursement,
- c. three years - 0% reimbursement,
- d. no return - 100% reimbursement.

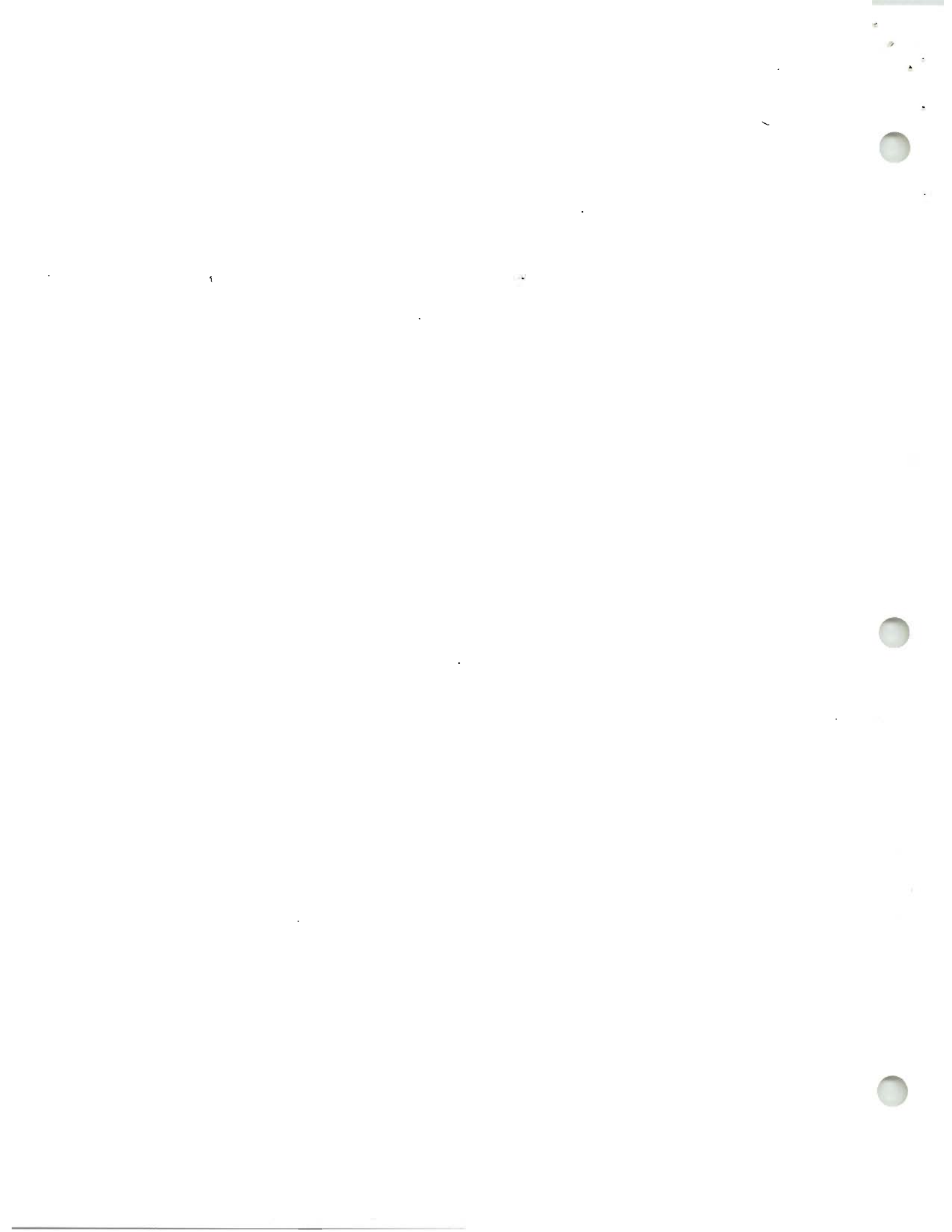
The teacher shall signify his understanding of the terms by affixing his signature on the Request for Sabbatical form where the aforementioned is indicated.

11. Approval by the Board shall be contingent upon securing a certified employee qualified to assume the applicant's duties while on leave.

12. A teacher on an approved sabbatical leave shall not engage in any form of work, other than the work in which he is engaged at the time of his request for sabbatical, or except in extenuating circumstances as approved by the Superintendent.

ARTICLE XIV
INSURANCE PROTECTION

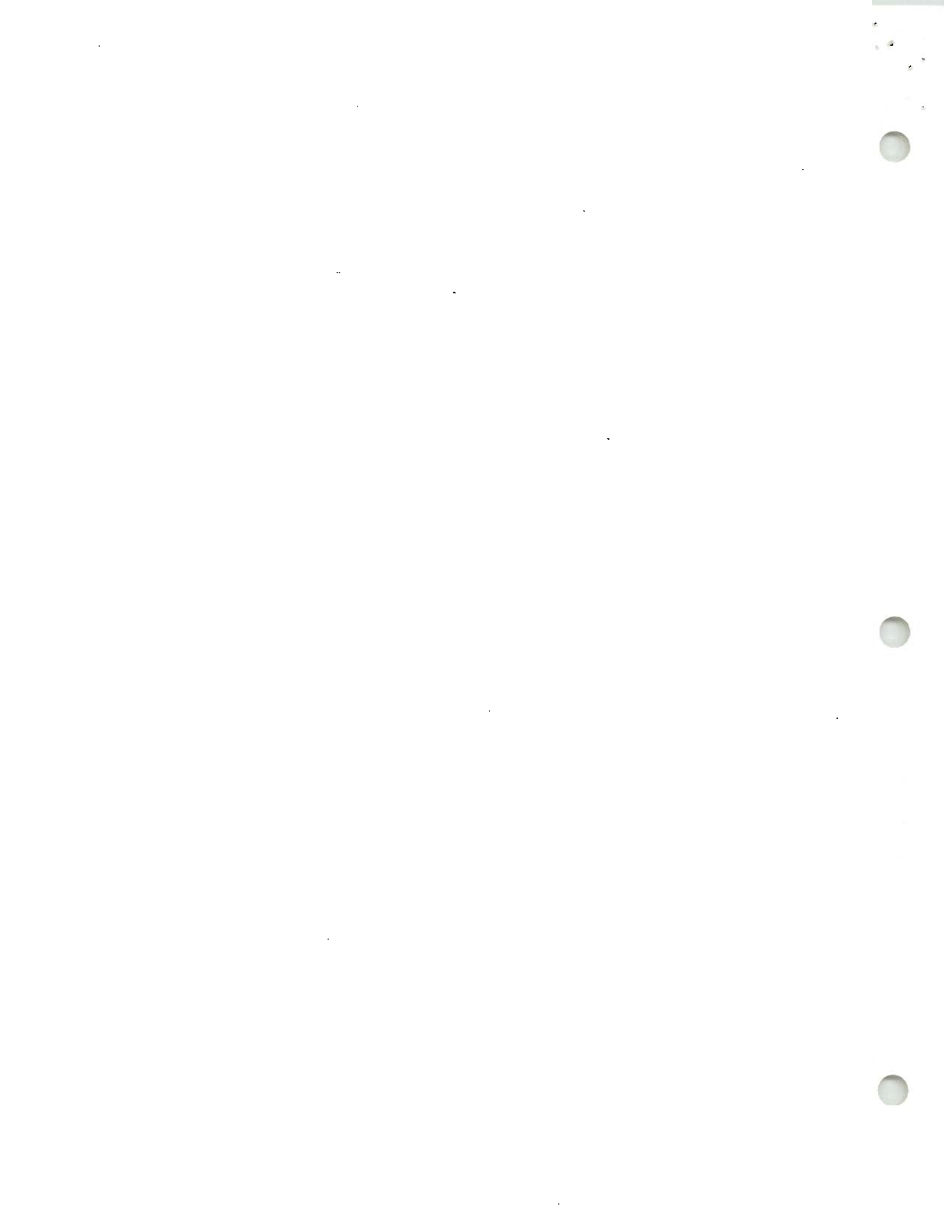
- A. The Board shall pay, for each teacher who remains in the employment of the Board for the full school year, single and full family health and major medical coverage, as provided by the Public and School Employee's Health Benefit Act of the State of New Jersey (L.1964, Ch.125), for the full twelve (12) month period commencing September 1st and terminating August 31st.
- B. Any member of the West Deptford Education Association who has not enrolled for Family or Husband and Wife BC/BS coverage and to whom it is not a violation of law to continue to make such a payment, will receive, for the 1989-90 and 1990-91 school years, \$400 to be paid in monthly installments from September 1989 to June 1990 and from September 1990 to June 1991. On July 1, 1991 these payments will be discontinued and this paragraph will be deleted from the agreement.
- C. Effective July 1, 1989, the Board shall provide a prescription drug plan for the teacher and his/her family subject to a maximum CAP of \$480.00 (teacher composite rate per year) per covered teacher. Effective July 1, 1990, the CAP shall be increased to \$565.00 (teacher composite rate per year) per covered teacher. Effective July 1, 1991, the CAP shall be increased to \$672 (teacher composite rate per year) per covered teacher.
1. In the event that the cost of the plan exceeds the CAP, the Board shall have the excess paid by the teacher through payroll deduction, and the teacher shall sign appropriate authorizations for said deductions.
- D. Effective September 1, 1989, the Board shall provide a dental plan for the teacher and his/her family subject to an annual maximum CAP of \$337.00 per year for each of 3 years, per covered teacher for the life of the agreement.
1. In the event that the cost of the plan exceeds the CAP, the Board shall have the excess paid by the teacher through payroll deduction, and the teacher shall sign appropriate authorizations for said deductions.



ARTICLE XV

TEACHER WORK YEAR

- A. The Board, through the Superintendent of Schools, may solicit the suggestions and recommendations concerning the school calendar from interested groups. However, the Teacher School Calendar shall contain a maximum of one hundred and eighty-eight (188) days.
- B. No teacher shall be required to report for work at the beginning of the school year prior to Labor Day.



ARTICLE XVI

MISCELLANEOUS

A. Tax Sheltered Annuity

The Board agrees to deduct from teachers' salary, money to be deposited in the Tax Sheltered Annuity as said teachers individually and voluntarily authorize the Board to deduct.

B. Use of School Buildings

1. Subject to Paragraph 2 below, the Association and its representatives shall have the right to use school buildings at all reasonable times for meetings. The Superintendent and building principal shall be notified in advance of the time and place of all such meetings.

2. In the event that the Association or members of the bargaining unit engage in behavior on school property which involves such activities as picketing, wearing arm bands or T-shirts, or similar activities, then the use of school buildings shall immediately terminate until such behavior ceases to be engaged upon.

C. Separability

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.

UNITED STATES

DEPARTMENT OF JUSTICE

Attorney General

TO THE HONORABLE ATTORNEY GENERAL
FROM THE HONORABLE ATTORNEY GENERAL
RE: [Illegible]

Attorney General

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ARTICLE XVII

DURATION OF AGREEMENT

A. New Teachers

Contracts for teachers new to the District and for non-tenure teachers in the District shall be by Agreement between the Board of Education and the person to be hired, and the execution of such contracts are not within the purview of this Agreement.

B. Duration

This Agreement shall be effective as of July 1, 1989 and terminate June 30, 1992, provided that, if no new Agreement has been adopted by that time, the Agreement then in force shall continue until a new Agreement is ratified.

ARTICLE VIII
OPERATION OF MEMBERS

ARTICLE XVIII

SIGNING OF AGREEMENT

IN WITNESS WHEREOF the Board of Education has caused this Agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon, and the West Deptford Education Association has caused this Agreement to be signed by its President and Secretary, all on the day and year written below.

WEST DEPTFORD EDUCATION ASSOCIATION

Date: October 9, 1989

Boe M. Redinger
President

Date: Oct. 9, 1989

Lillian K. Earl
Secretary

WEST DEPTFORD BOARD OF EDUCATION

Date: October 10, 1989

Douglas H. Hill
President

Date: 11 October 1989

Paul M. Bruner
Secretary

SECTION XVIII
SIGNATURE OF M. ADAMS

SCHEDULE A

1989-90

Salary Guide

<u>Level</u>	<u>Yrs. Exp.</u>	<u>BA</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+30</u>
1	0	22,750	23,205	23,660	24,115
2	1-2	23,000	23,460	23,920	24,380
3	3	23,350	23,817	24,284	24,751
4	4,5,6,7	23,910	24,388	24,866	25,345
5	8	24,560	25,051	25,542	26,034
6	9	25,260	25,765	26,270	26,776
7	10	26,000	26,520	27,040	27,560
8	11	26,780	27,316	27,851	28,387
9	12	27,660	28,213	28,766	29,320
10	13	28,570	29,141	29,713	30,284
11	14	29,650	30,243	30,836	31,429
12	15	30,800	31,416	32,032	32,648
13	16	32,150	32,793	33,436	34,079
14	17-18	34,765	35,460	36,156	36,851
15	19+	38,450	39,219	39,988	40,757

NOTE:

Longevity increments for service in the West Deptford School System shall be paid as per the following scale:

- After completion of 15 years - \$ 375.00
- After completion of 20 years - \$ 450.00 additional
- After completion of 25 years - \$1000.00 additional



SCHEDULE A

1990-91

Salary Guide

<u>Level</u>	<u>Yrs. Exp.</u>	<u>BA</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+30</u>
1	0	23,250	23,715	24,180	24,645
2	1	23,650	24,123	24,596	25,069
3	2-3	24,150	24,633	25,116	25,599
4	4	24,750	25,245	25,740	26,235
5	5,6,7,8	25,450	25,959	26,468	26,977
6	9	26,250	26,775	27,300	27,825
7	10	27,150	27,693	28,236	28,779
8	11	28,150	28,713	29,276	29,839
9	12	29,250	29,835	30,420	31,005
10	13	30,550	31,161	31,772	32,383
11	14	32,050	32,691	33,332	33,973
12	15	33,750	34,425	35,100	35,775
13	16	35,650	36,363	37,076	37,789
14	17	37,750	38,505	39,260	40,015
15	18+	41,005	41,825	42,645	43,465

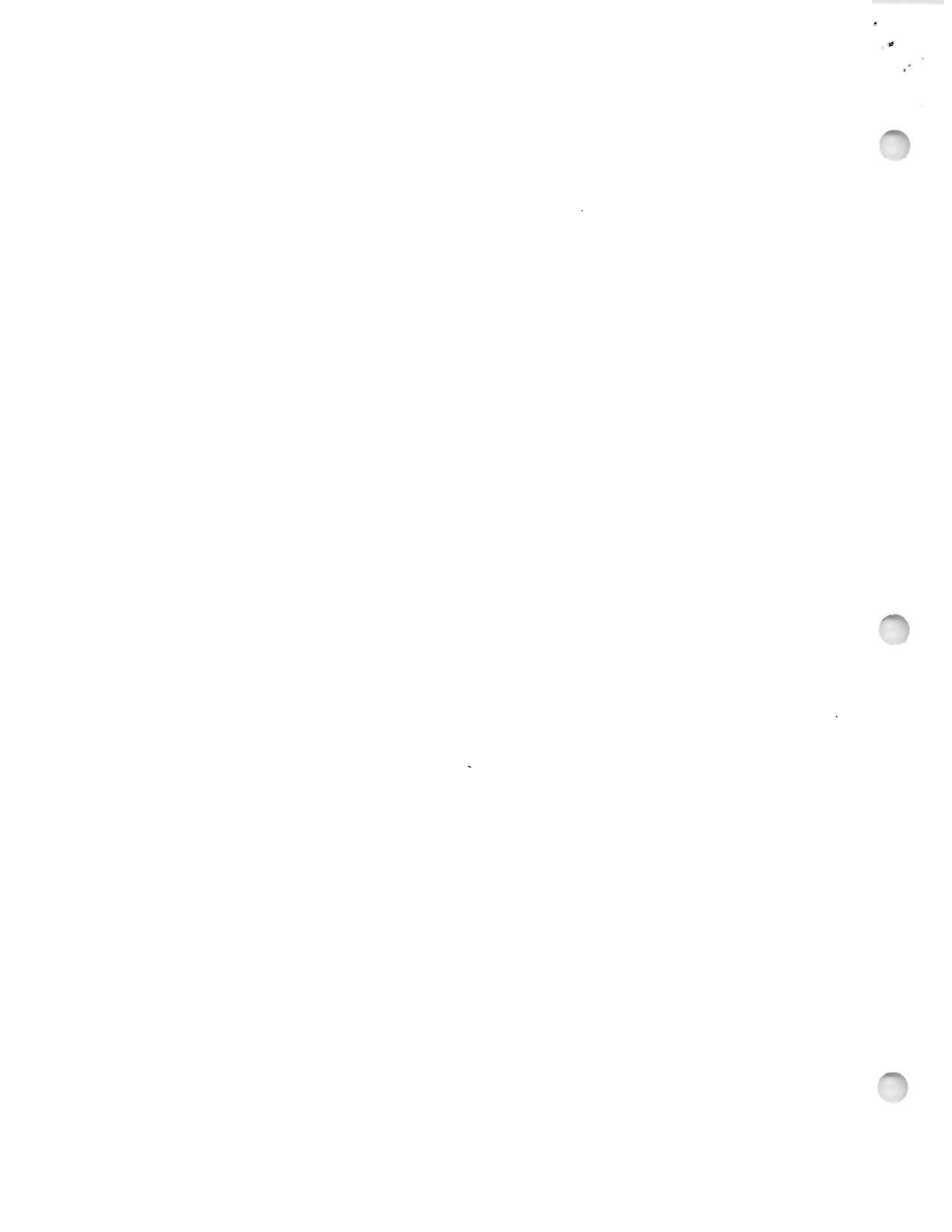
NOTE:

Longevity increments for service in the West Deptford School System shall be paid as per the following scale:

After completion of 15 years - \$ 375.00

After completion of 20 years - \$ 450.00 additional

After completion of 25 years - \$1000.00 additional



SCHEDULE A

1991-92

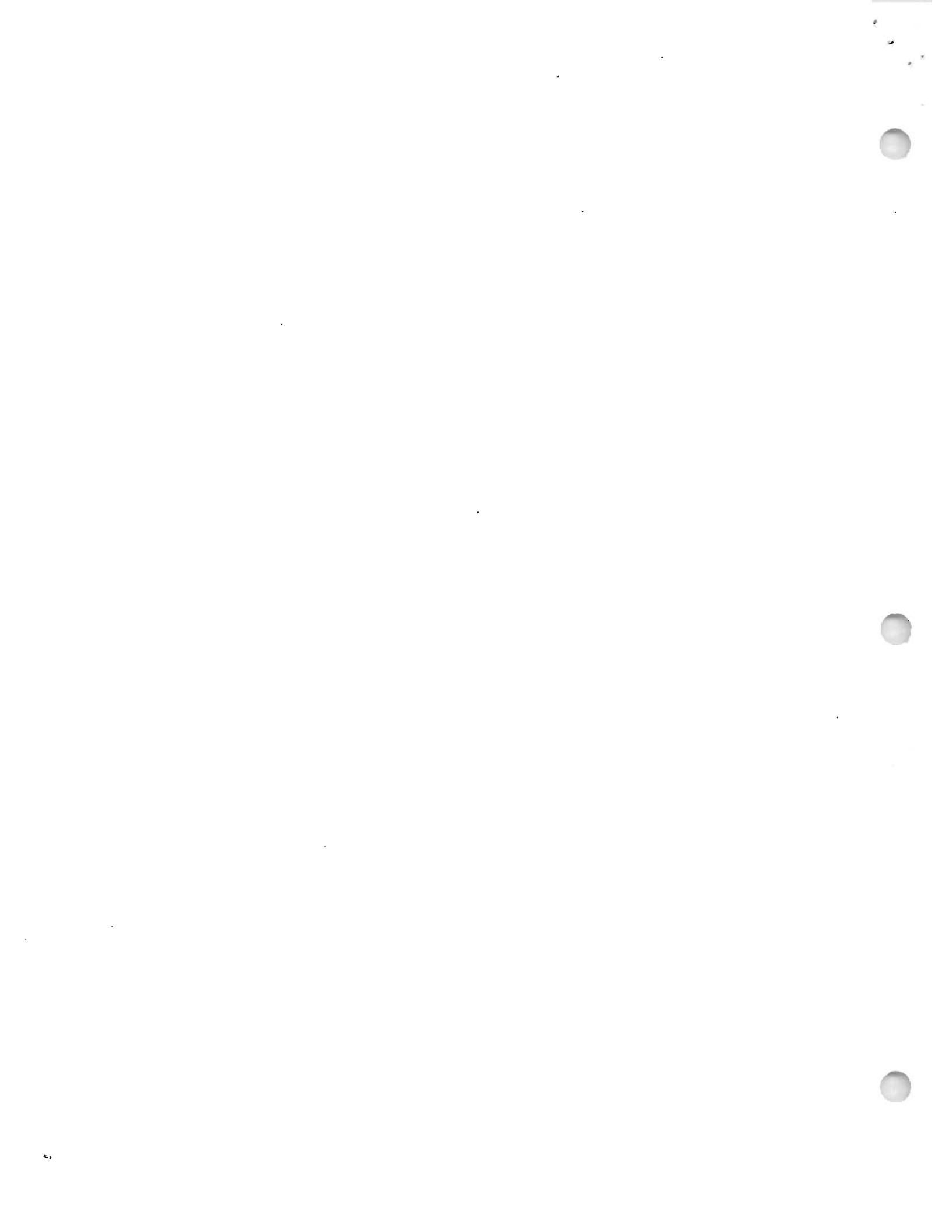
Salary Guide

<u>Level</u>	<u>Yrs. Exp.</u>	<u>BA</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+30</u>
1	0	24,275	24,760	25,246	25,732
2	1	24,775	25,270	25,766	26,262
3	2	25,375	25,882	26,390	25,898
4	3-4	26,075	26,596	27,118	27,640
5	5	26,875	27,412	27,950	28,488
6	6,7,8,9	27,775	28,330	28,886	29,442
7	10	28,775	29,350	29,926	30,502
8	11	29,875	30,472	31,070	31,668
9	12	31,175	31,798	32,422	33,046
10	13	32,675	33,328	33,982	34,636
11	14	34,375	35,062	35,750	36,438
12	15	36,275	37,000	37,726	38,452
13	16	38,375	39,142	39,910	40,678
14	17	40,775	41,590	42,406	43,222
15	18+	44,005	44,885	45,765	46,645

NOTE:

Longevity increments for service in the West Deptford School System shall be paid as per the following scale:

- After completion of 15 years - \$ 375.00
- After completion of 20 years - \$ 450.00 additional
- After completion of 25 years - \$1000.00 additional



SCHEDULE B
Salary Guide: Extra Curricular Activities Sponsors

	<u>1989-90</u>		
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Student Activities Director	2,786	3,168	3,605

Asst. Yearbook	765	950	1,114
Yearbook Financial Manager			
Olympics of the Mind			
Twirling Advisor			
Drum Line Coordinator			

Grade 5-8 Class Advisors	503	546	634
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Asst. Stage Crew (1)			
Asst. Olympics of the Mind			
School Store			

Stage Crew	656	819	1,005
AVA Assistant (HS)			
AVA Assistant (MS)			
Stage Band Director			

Key Club	983	1,213	1,475
Student Council (HS)			
Student Council (MS)			
Asst. Band Director			
Asst. Marching Band Director			
Assoc. Band Director			
National Honor Society			

Yearbook (2)	1,180	1,530	1,879
AVA Director (HS)			
AVA Director (MS)			

Marching Band Director	2,174	2,502	2,819

Band Front Director	885	1,060	1,224

11th & 12th Grade Class Advisors	1,060	1,235	

9th & 10th Grade Class Advisors	546	623	

<u>School Musical</u>			
Director of School Musical	940	1,103	1,333
Asst. Dir. School Musical	590	754	907
Music Director			
Choreographer/Consultant	240	295	393
Stage Manager/Consultant	459	535	732
Set Designer/Builder/Consultant			

SCHEDULE B
Salary Guide: Extra Curricular Activities Sponsors
1990-91

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
<u>Advisors</u>			
Student Activities Director	3,037	3,453	3,930

Asst. Yearbook Yearbook Financial Manager Olympics of the Mind Twirling Advisor Drum Line Coordinator	834	1,036	1,215

Grade 5-8 Class Advisors	548	595	691
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Asst. Stage Crew (1) Asst. Olympics of the Mind School Store			

• Stage Crew	714	893	1,096
AVA Assistant (HS) AVA Assistant (MS) Stage Band Director			

Key Club	1,072	1,322	1,608
Student Council (HS) Student Council (MS) Asst. Band Director Asst. Marching Band Director Assoc. Band Director National Honor Society			

Yearbook (2) AVA Director (HS) AVA Director (MS)	1,286	1,667	2,048

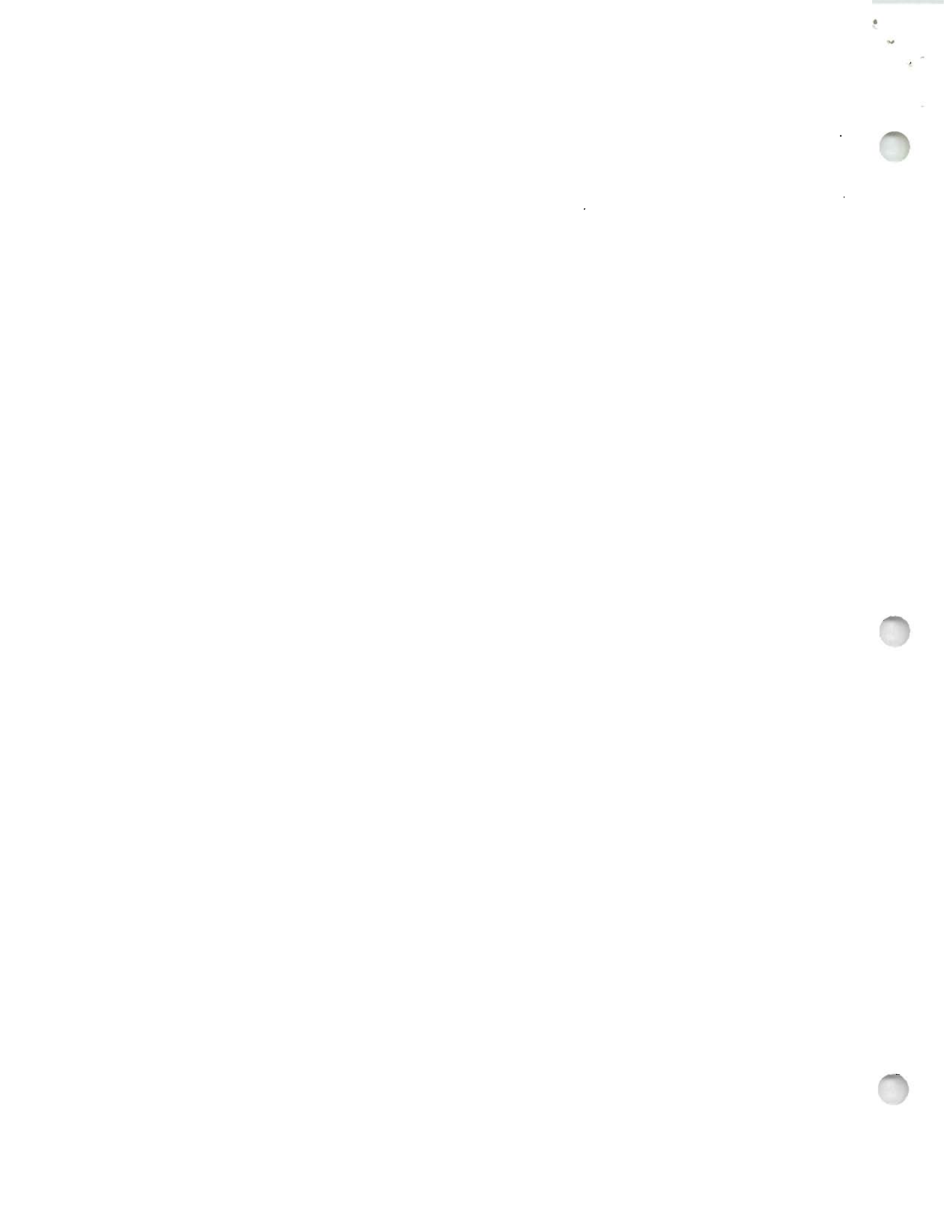
Marching Band Director	2,370	2,727	3,072

Band Front Director	965	1,155	1,334

11th & 12th Grade Class Advisors	1,155	1,346	

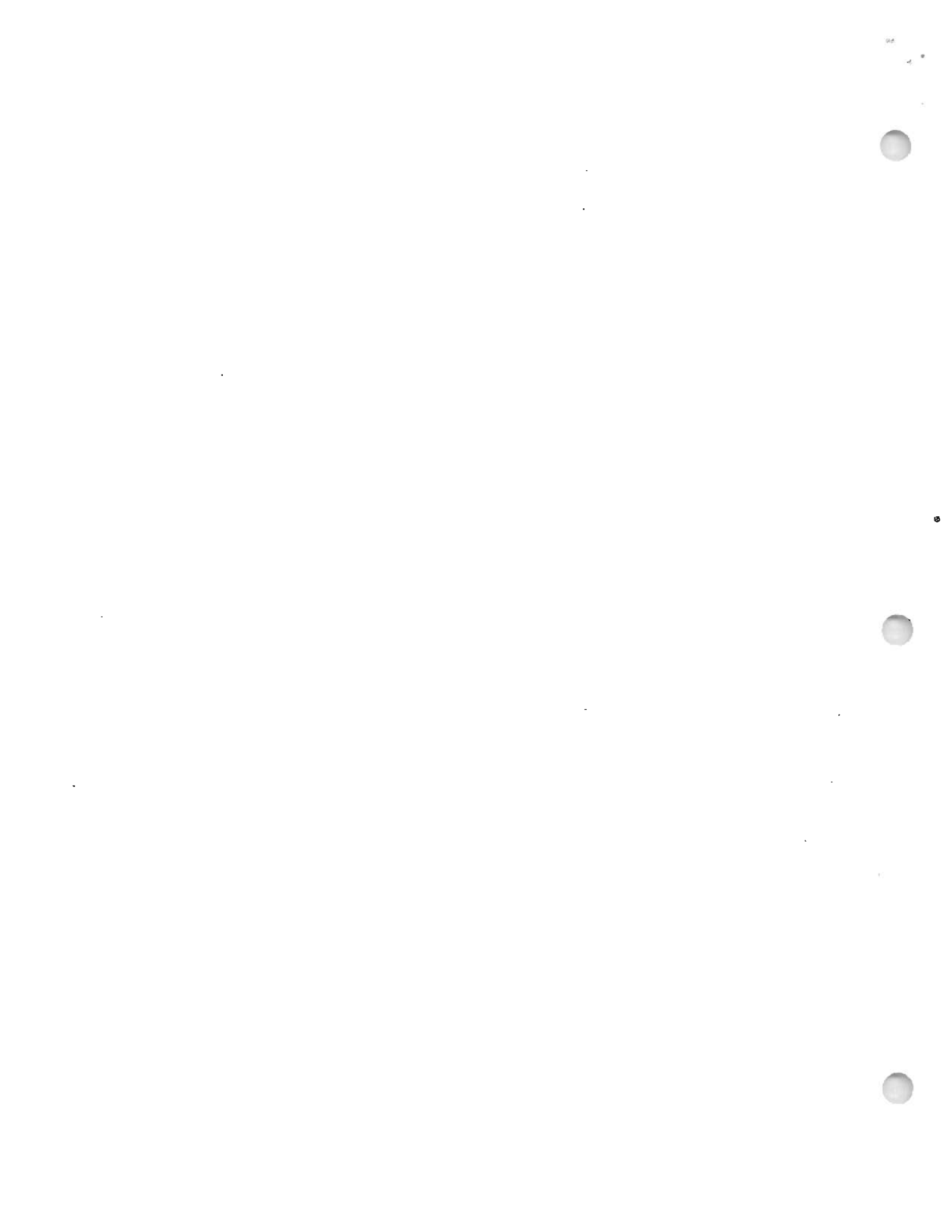
9th & 10th Grade Class Advisors	595	679	

<u>School Musical</u>			
Director of School Musical	1,024	1,203	1,453
Asst. Dir. School Musical	643	822	989
Music Director			
Choreographer/Consultant	262	322	429
Stage Manager/Consultant	500	584	798
Set Designer/Builder/Consultant			



SCHEDULE B
Salary Guide: Extra Curricular Activities Sponsors
1991-92
Step 1 Step 2 Step 3

<u>Advisors</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Student Activities Director	3,302	3,756	4,274
Asst. Yearbook	907	1,127	1,321
Yearbook Financial Manager			
Olympics of the Mind			
Twirling Advisor			
Drum Line Coordinator			
Grade 5-8 Class Advisors	596	648	751
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Asst. Stage Crew (1)			
Asst. Olympics of the Mind			
School Store			
Stage Crew	777	971	1,191
AVA Assistant (HS)			
AVA Assistant (MS)			
Stage Band Director			
Key Club	1,166	1,437	1,748
Student Council (HS)			
Student Council (MS)			
Asst. Band Director			
Asst. Marching Band Director			
Assoc. Band Director			
National Honor Society			
Yearbook (2)	1,399	1,813	2,227
AVA Director (HS)			
AVA Director (MS)			
Marching Band Director	2,577	2,966	3,341
Band Front Director	1,049	1,256	1,450
11th & 12th Grade Class Advisors	1,256	1,463	
9th & 10th Grade Class Advisors	648	738	
<u>School Musical</u>			
Director of School Musical	1,114	1,308	1,580
Asst. Dir. School Musical	699	894	1,076
Music Director			
Choreographer/Consultant	285	350	466
Stage Manager/Consultant	544	635	868
Set Designer/Builder/Consultant			



SCHEDULE B

Salary Guide: Extra Curricular Activities Sponsors

Page 2

General Club and Intramural Program

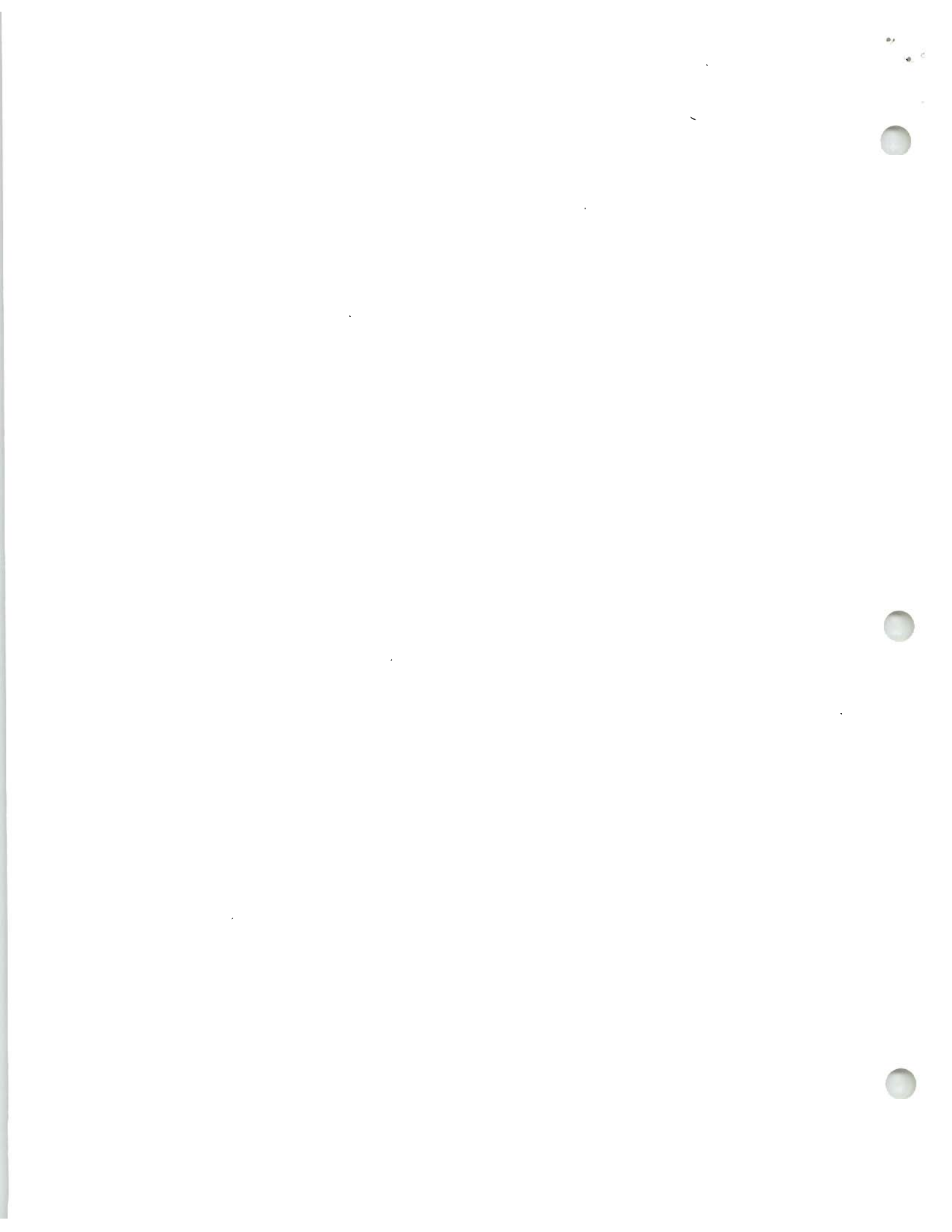
For at least:

	<u>89-90</u>	<u>90-91</u>	<u>91-92</u>
8 Meetings	87	95	103
16 Meetings	175	191	208
24 Meetings	262	286	311
32 Meetings	350	381	415

<u>Newspaper Per Issue</u> (Max:10 Issues/Year)	111	121	132
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- (1) If the Assistant Stage Crew position is unfilled, the director will receive the assistant's stipend at the first step.
- (2) Yearbook Advisor - Should it become necessary to revise the Yearbook advisor's class assignment schedule, the compensation for the position will be re-negotiated.

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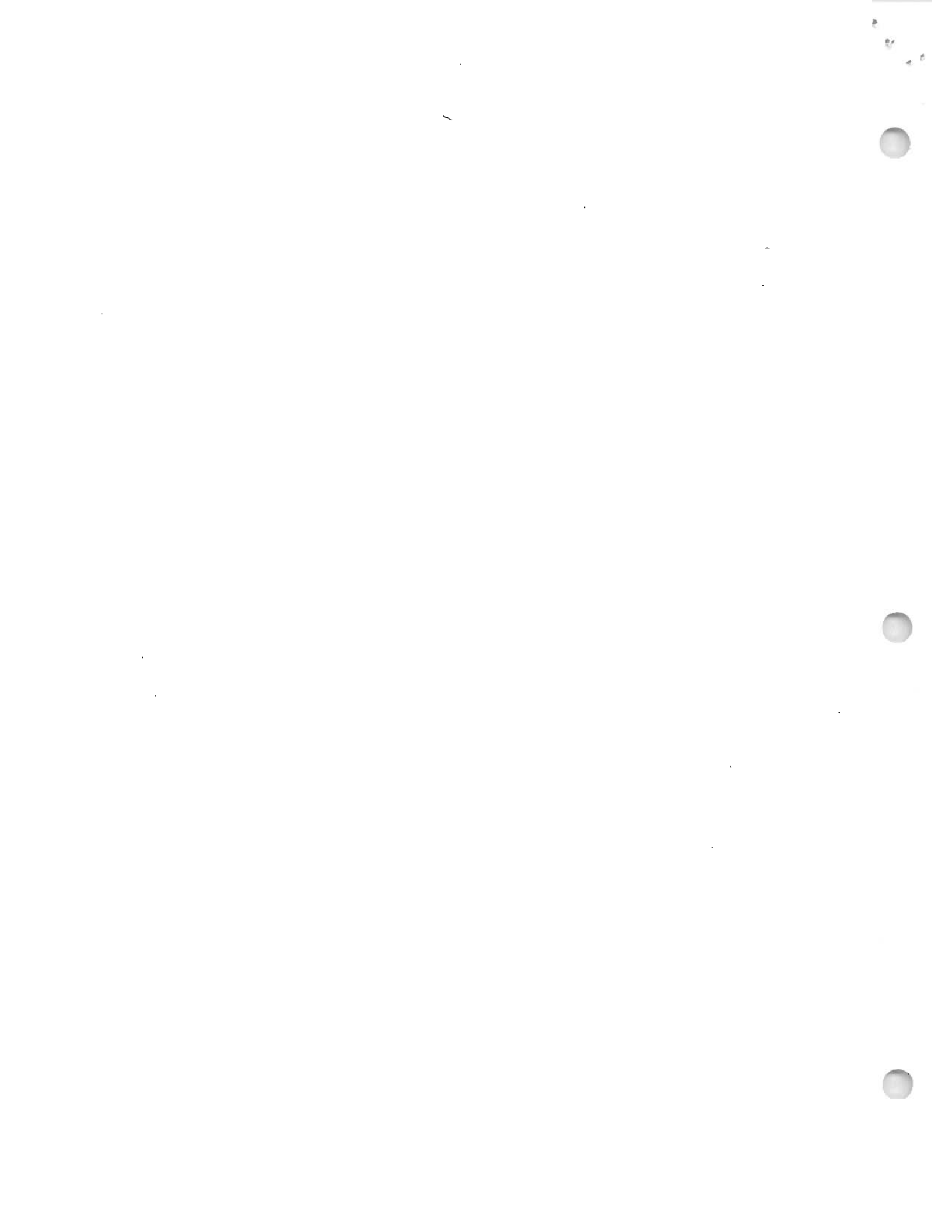


SCHEDULE C
Coaches' Salary Guide

1989-90

<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Athletic Director	3,609	3,902	4,192
Asst. Athletic Dir. M.S. Athletic Dir.	1,611	1,955	2,296
Athletic Trainer	3,534	3,819	4,178
Football - Head	3,392	3,684	3,974
- Asst.	1,861	2,112	2,371
Wrestling, Basketball (B&G)			
- Head	2,730	3,039	3,346
- Asst.	1,646	1,880	2,125
- 7/8 Gr. Head	1,646	1,880	2,125
- 7/8 Gr. Asst.	1,316	1,503	1,700
Baseball, Softball, Spring Track			
- Head	2,194	2,502	2,811
- Asst.	1,438	1,646	1,782
Soccer, Hockey			
- Head	1,960	2,233	2,510
- Asst.	1,383	1,586	1,792
- 7/8 Gr. Head	1,383	1,586	1,792
- 7/8 Gr. Asst.	1,106	1,269	1,433
Swimming - Head	1,833	2,107	2,383
- Asst.	1,250	1,422	1,591
- Diving	782	940	1,091
Bowling, Cross Country, Tennis (B&G)			
- Head	1,540	1,748	1,951
- Asst.	1,250	1,422	1,591
Golf, Winter Track			
- Head	1,154	1,343	1,527
- Asst.	782	940	1,091
Cheerleading Advisor	1,213	1,430	1,646

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SCHEDULE C
Coaches' Salary Guide

1990-91

<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Athletic Director	3,909	4,226	4,540
Asst. Athletic Dir. M.S. Athletic Dir.	1,745	2,117	2,486
Athletic Trainer	3,828	4,136	4,525
Football - Head	3,674	3,990	4,304
- Asst.	2,015	2,288	2,568
Wrestling, Basketball(B&G)			
- Head	2,957	3,292	3,623
- Asst.	1,782	2,036	2,302
- 7/8 Gr.Head	1,782	2,036	2,302
- 7/8 Gr.Asst.	1,425	1,628	1,841
Baseball, Softball, Spring Track			
- Head	2,376	2,710	3,045
- Asst.	1,558	1,782	1,930
Soccer, Hockey			
- Head	2,123	2,418	2,718
- Asst.	1,498	1,718	1,941
- 7/8 Gr.Head	1,498	1,718	1,941
- 7/8 Gr.Asst.	1,198	1,374	1,552
Swimming - Head	1,986	2,282	2,580
- Asst.	1,354	1,540	1,723
- Diving	847	1,018	1,181
Bowling, Cross Country, Tennis (B&G)			
- Head	1,668	1,893	2,113
- Asst.	1,354	1,540	1,723
Golf, Winter Track			
- Head	1,250	1,454	1,654
- Asst.	846	1,018	1,181
Cheerleading Advisor	1,313	1,548	1,782

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SCHEDULE C
Coaches' Salary Guide

1991-92

<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Athletic Director	4,224	4,566	4,906
Asst. Athletic Dir. M.S. Athletic Dir.	1,885	2,288	2,687
Athletic Trainer	4,136	4,469	4,889
Football - Head	3,969	4,311	4,650
- Asst.	2,177	2,472	2,774
Wrestling, Basketball(B&G)			
- Head	3,195	3,557	3,915
- Asst.	1,926	2,200	2,487
- 7/8 Gr.Head	1,926	2,200	2,487
- 7/8 Gr.Asst.	1,540	1,759	1,989
Baseball, Softball, Spring Track			
- Head	2,567	2,928	3,290
- Asst.	1,683	1,926	2,086
Soccer, Hockey			
- Head	2,294	2,613	2,937
- Asst.	1,618	1,856	2,097
- 7/8 Gr.Head	1,618	1,856	2,097
- 7/8 Gr.Asst.	1,294	1,485	1,677
Swimming - Head	2,145	2,466	2,788
- Asst.	1,463	1,664	1,862
- Diving	915	1,100	1,277
Bowling, Cross Country, Tennis (B&G)			
- Head	1,802	2,045	2,283
- Asst.	1,463	1,664	1,862
Golf, Winter Track			
- Head	1,350	1,571	1,787
- Asst.	915	1,100	1,277
Cheerleading Advisor	1,419	1,673	1,926

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SCHEDULE D
 Compensation - Extra Duty Assignments
 89-90 90-91 91-92

DISTRICT ITIP COORDINATORS 329 361 394

HS DEPT. CHAIRPERSONS

Base Salary:

First Year	581	636	695
Second Year	792	868	948
Third Year	997	1,092	1,192
Fourth Year	1,200	1,314	1,435

Each teacher in Dept.in addition to the person designated as Dept. Chairperson	77	84	92
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Master's Degree in curriculum area of Chairpersonship	128	141	154
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Responsibility for specialized equipment	128	141	154
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MS SUBJECT AREA COORDINATORS

Base Salary:

First Year	581	636	695
Second Year	792	868	948
Third Year	997	1,091	1,192
Fourth Year	1,200	1,314	1,435

Each teacher in Dept.in addition to the person designated as Dept. Chairperson	64	70	76
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Master's Degree in curriculum area of Chairpersonship	128	141	154
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Responsibility of specialized equipment	128	141	154
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MS TEAM LEADERS

1. Step 1	792	868	948
Step 2	1,200	1,314	1,436

2. Each teacher in team other than team leader	64	70	76
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<u>ASSISTANTS TO ELEM. PRINCIPALS</u>	274	300	328
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