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THIS BOOK DOES
NOT CIRCULATE

AGREEMENT
BETWEEN THE
HUNTERDON CENTRAL HIGH SCHOOL TEACHERS' ASSOCIATION
AND THE
BOARD OF EDUCATION OF THE HUNTERDON CENTRAL HIGH SCHOOL.
FLEMINGTON, NEW JERSEY
FOR 1971-72

PREAMBLE

1. This Agreement entered into this day of ,
2. 1971, by and between the Board of Education of the Hunterdon
3. Central High School District, Flemington, New Jersey, herein-
4. after called the "Board," and the Hunterdon Central High School
5. Teachers' Association, hereinafter called the "Association."
6.
7.

8. W I T N E S S E T H :
9.

10. WHEREAS, the Board and the Association recognize and
11. declare that providing a quality education for the students of
12. the Hunterdon Central High School District is their mutual aim
13. and that the character of such education depends predominately
14. upon the quality and morale of the teaching service, and
15.

16. WHEREAS, the members of the teaching profession are
17. particularly qualified to advise the formulation of policies and
18. programs designed to improve educational standards, and
19.

20. WHEREAS, The Board has an obligation, pursuant to Chapter
21. 303, Public Laws 1968 to negotiate with the Association as the
22. representative of employees hereinafter designated with respect
23. to the terms and conditions of employment, and
24.

25. WHEREAS, the parties have reached certain understandings
26. which they desire to confirm in this Agreement.
27.

28. In consideration of the following mutual covenants, it is
29. hereby agreed as follows:

ARTICLE I

RECOGNITION

1. A. The Board hereby recognizes the Association as the
2. exclusive and sole representative for collective negotiation
3. concerning the terms and conditions of employment for all certi-
4. ficated personnel whether under contract, on leave, on a per
5. diem basis, employed or to be employed by the Board, including:
6. all teachers, guidance personnel, librarians, nurses, coordinators
7. of the work-study programs, coordinator of audio-visual aids, and
8. all professional members of the staff who do not hold fully ad-
9. ministrative positions, but excluding: superintendent, assist-
10. ant superintendents, housemasters, department chairmen, and
11. director of athletics.
- 12.
13. B. Unless otherwise indicated, the term "teachers," when used
14. hereinafter in this Agreement, shall refer to all professional
15. employees represented by the Association in the negotiating unit
16. as above defined, and references to male teachers shall include
17. female teachers.

ARTICLE II

NEGOTIATION PROCEDURE

1. A. The parties agree to enter into collective negotiations
2. over a successor Agreement in accordance with Chapter 303, Public
3. Laws 1968 in a good-faith effort to reach agreement on all matters
4. concerning the terms and conditions of teachers' employment. Such
5. negotiations shall begin not later than October 1st of the calendar
6. year preceding the calendar year in which this Agreement expires.
7. Any Agreement so negotiated shall apply to all teachers, be reduced
8. to writing, be signed, and be adopted by the Board and the Associa-
9. tion.
- 10.
11. B. During negotiation, the Board and the Association shall
12. present all relevant data, exchange points of view and make proposals
13. and counter-proposals.
- 14.
15. C. Neither party in any negotiations shall have any control
16. over the selection of the negotiation representatives of the other
17. party. The parties mutually pledge that their representatives shall
18. be clothed with all necessary power and authority to make proposals,
19. consider proposals, and make counter-proposals in the course of negotia-
20. tions.
- 21.
22. D. 1. Representatives of the Board and the Association's negotiat-
23. ing committee shall meet at least once each month for the purpose of
24. reviewing the administration of the Agreement, and to resolve problems
25. that may arise. These meetings are not intended to by-pass the griev-
26. ance procedure.
- 27.
28. 2. Each party shall submit to the other, at least three (3)
29. days prior to the meeting, an agenda covering matters they wish to dis-
30. cuss.
- 31.
32. 3. All meetings between the parties shall be regularly scheduled,
33. whenever possible, to take place when the teachers involved are free from
34. assigned instructional responsibilities, unless otherwise agreed.
- 35.
36. 4. Should a mutually acceptable amendment to this Agreement
37. be negotiated by the parties, it shall be reduced to writing, be signed
38. by the Board and the Association, and be adopted by the Board and the
39. Association.
- 40.
41. E. Except as this Agreement shall hereinafter otherwise provide,
42. all terms and conditions of employment applicable on the effective date
43. of this Agreement to employees covered by this Agreement as established
44. by the rules, regulations and/or policies of the Board in force on said
45. date, shall continue to be so applicable during the term of this Agree-
46. ment.

ARTICLE II

Negotiation Procedure

47. F. The Board agrees not to negotiate concerning said employees
48. in the negotiating unit as defined in ARTICLE I of this Agreement,
49. with any organization other than the Association for the duration of
50. this Agreement.

51.
52. G. The Board agrees to inform the Association of all grants to
53. be requested by the Board pursuant to any federal and/or state laws
54. and to make available all information concerning said grants.

55.
56. H. This Agreement incorporates the entire understanding of the
57. parties on all matters which were or could have been the subject of
58. negotiation. During the terms of this Agreement neither party shall
59. be required to negotiate with respect to any such matter whether or
60. not covered by this Agreement and whether or not within the knowledge
61. or contemplation of either or both of the parties at the time they
62. negotiated or executed this Agreement.

63.
64. I. This Agreement shall not be modified in whole or in part
65. by the parties except by an instrument in writing duly executed by
66. both parties.

ARTICLE III

GRIEVANCE PROCEDURE

1. A. Definitions:

2.
3. 1. A "grievance" is a claim based on any of the provisions of
4. this Agreement and/or past common practice resulting from an event
5. or condition which affects the welfare and/or terms and conditions
6. of employment of a teacher or group of teachers and/or the interpre-
7. tation, meaning or application thereof.
8.

9. 2. An "aggrieved person" is the person or persons making the
10. claim.
11.

12. 3. A "party in interest" is the person or persons making the
13. claim and any person who might be required to take action or against
14. whom action might be taken in order to resolve the claim.
15.

16. 4. The term "school days" shall include days school is in
17. session during the regular school term, September through June, and
18. all non-national holiday weekdays, Monday through Friday, during
19. June, July and August.
20.

21. B. Purpose:

22.
23. 1. The purpose of this procedure is to secure, at the lowest
24. possible level, equitable solutions to the problems which may from
25. time to time arise affecting the welfare or terms and conditions of
26. employment of teachers. Both parties agree that these proceedings
27. will be kept as informal as is mutually agreeable and confidential
28. at every level of the procedure.
29.

30. 2. Nothing herein contained shall be construed as limiting the
31. right of any teacher or group of teachers having a grievance to dis-
32. cuss the matter informally with any appropriate member of the adminis-
33. tration, and having the grievance adjusted without intervention of
34. the Association, provided the adjustment is not inconsistent with the
35. terms of this Agreement.
36.

37. C. Procedure:

38.
39. 1. Since it is important that grievances be processed as
40. rapidly as possible, the number of days indicated at each level should
41. be considered as a maximum and every effort should be made to expedite
42. the process. The time limits specified may, however, be extended by
43. mutual agreement.
44.

45. 2. Level One

46.
47. A teacher or group of teachers with a grievance shall first
48. discuss it with his or their immediate supervisor or appropriate
49. member of the administration, either directly or through the Associa-
50. tions Negotiations Committee, with the objective of resolving the
51. matter informally.

ARTICLE III

52. C. Procedure (Continued)

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3. Level Two

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4. Level Three

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5. Level Four

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If the aggrieved person or group of persons is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within (5) five school days after the presentation of the grievance, for further consideration, he must file the grievance in writing with the Chairman of the Association's Negotiations Committee within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. If the Negotiations Committee determines that the grievance is meritorious, for further consideration, it must submit the grievance to the Superintendent of the School District within five (5) school days after receiving the written grievance.

If the aggrieved person or group of persons is not satisfied with the disposition of his grievance at Level Two, or if no written decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, for further consideration, he must within five (5) school days after a written decision rendered by the Superintendent, or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that the Chairman of the Negotiations Committee submit his grievance to the Board. If the Negotiation Committee determines that the grievance is meritorious for further consideration, it must submit the grievance for the Board within fifteen (15) school days after receipt of a request by the aggrieved person or group of persons.

(a) If the aggrieved person or group of persons is not satisfied with the disposition of his grievance at Level Three, or if no written decision has been rendered within ten (10) school days after the grievance was delivered to the Board, for further consideration, he must within five (5) school days after a decision reduced to writing by the Board or fifteen (15) school days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Chairman of the Negotiation Committee submit his grievance to arbitration. If the Negotiation Committee determines that the grievance is meritorious for further consideration, it must submit the grievance for arbitration within fifteen (15) school days after receipt of the request by the aggrieved person.

(b) Within ten (10) school days after such written notice of submission to arbitration, the Board and the Negotiations Committee shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the 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.

ARTICLE III

108. C. Procedure (continued)

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(c) The arbitrator so selected shall confer with the representatives of the Board and the Negotiations Committee and hold hearings promptly and shall issue his decision not 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 decisions shall be in writing and shall set forth his findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make a 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 final and binding on the parties.

(d) 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 the same.

D. Rights of teachers to representation:

1. Any party in interest may be represented at all stages of the grievance procedure by himself or at his option by a representative from the Negotiations Committee of the Association. Professional counsel may be used for representation when it is so indicated on the written grievance or mutually agreed to by both parties.

2. No reprisals of any kind shall be taken by either party, Board and/or representatives or Association and/or representatives, against any party in interest or other participant in the grievance procedure by reason of such participation.

E. Miscellaneous:

1. Following Level One the Negotiations Committee may process a grievance through all levels of the grievance procedure even though the aggrieved person or group of persons does not wish to do so.

2. Decisions rendered at Levels Two, Three, and Four of the grievance procedure shall be in writing setting forth the decision and the reasons therefor and shall be transmitted promptly to all parties in interest and to the Chairman of the Negotiations Committee. Decisions rendered at Level Four shall be in accordance with the procedures set forth in Section C, paragraph 5 (c) of this ARTICLE.

3. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file, available to the Superintendent, the Chairman of the Association's Negotiations Committee, or a party in interest appointed by either of the above, and shall not be kept in the personnel file of any of the participants.

ARTICLE III

161. E. Miscellaneous (continued)

162.

163. 4. Forms for filing grievances, serving notices, taking appeals,
164. making reports and recommendations, and other necessary documents shall
165. be prepared jointly by the Superintendent and the Association and given
166. appropriate distribution so as to facilitate operation of the grievance
167. procedure.

168.

169. 5. No meetings or hearings under this procedure shall be conducted
170. in public and shall include only such parties in interest and their desig-
171. nated or selected representatives, heretofore referred to in this ARTICLE.

ARTICLE IV

TEACHER RIGHTS AND RESPONSIBILITIES

1. A. Pursuant to Chapter 303, Public Laws 1968, the Board hereby agrees
2. that every employee of the Board shall have the right freely to organize,
3. join and support the Association and its affiliates for the purpose of en-
4. gaging in collective negotiations and other concerted activities for mutual
5. aid and protection. As a duly selected body exercising governmental power
6. under color of law of the State of New Jersey, the Board undertakes and agrees
7. that it shall not directly or indirectly discourage or deprive or coerce any
8. teacher in the enjoyment of any rights conferred by Chapter 303, Public Laws
9. 1968 or other Laws of New Jersey or the Constitutions of New Jersey and the
10. United States; that it shall not discriminate against any teacher with re-
11. spect to hours, wages, or any terms or conditions of employment by reason of
12. his membership in the Association and its affiliates, his participation in
13. any activities of the Association and its affiliates, collective negotiations
14. with the Board, or his institution of any grievance, complaint or proceeding
15. under this Agreement or otherwise with respect to any terms or conditions of
16. employment.
- 17.
18. B. Nothing contained herein shall be construed to deny or restrict to
19. any teacher, administrator, or Board member such rights as he may have
20. under New Jersey Laws or other applicable laws and regulations. The rights
21. granted to teachers hereunder shall be deemed to be in addition to those pro-
22. vided elsewhere.
- 23.
24. C. No teacher shall be disciplined, reprimanded, reduced in rank or com-
25. pensation or deprived of any professional advantage without just cause. Any
26. such action asserted by the Board, or any agent or representative thereof,
27. shall be subject to the grievance procedure herein set forth.
- 28.
29. D. No teacher shall be prevented from wearing pins or other identifica-
30. tion of membership in the Association or its affiliates.
- 31.
32. E. Individuals associated with the Board of Education, administration
33. and the Association will not discuss with the students or attempt to influ-
34. ence students' opinions in regard to any matter under discussion by the
35. parties to the Agreement. This applies during school days and at school
36. sponsored activities.
- 37.
38. F. Any question or criticism of a teacher shall be made in confidence
39. and not in the presence of students, parents, or any public gatherings.
40. In like spirit, any question or criticism of an administrator should first
41. be made in the same manner.

ARTICLE V

PERSONAL AND ACADEMIC FREEDOM

1. A. The Board and the Association agree that the private and personal
2. life of a teacher is within the appropriate concern or attention of the
3. Board only when it interferes with the teacher's responsibilities to
4. and relationship with students and/or the school system.
- 5.
6. B. The Board and the Association agree that teachers will be entitled
7. to full rights of citizenship, and no religious or political activities
8. of any teacher outside of school, or the lack thereof will be grounds for any
9. disciplinary action or discrimination with respect to the professional
10. employment of such teacher, providing they do not violate the Constitu-
11. tion of the United States.
- 12.
13. C. The Board and the Association agree that academic freedom is es-
14. sential to the fulfillment of the purposes of the school system, and
15. they acknowledge the fundamental need to protect teachers from any cen-
16. sorship or restraint which might interfere with their obligation to pur-
17. sue truth in the performance of their classroom functions. Accordingly,
18. the Board and the Association agree that:
- 19.
20. 1. The nature of American democracy requires that citizens
21. be able to listen to all sides of a controversial issue,
22. sort out the facts, and arrive at independent conclusions.
23. Students in school, therefore, have a right to be exposed
24. to issues which are within their intellectual grasp and
25. are under current debate in our society.
- 26.
27. 2. This right of students imposes certain obligations upon
28. the Board, the teachers, the administration, and the com-
29. munity.
- 30.
31. 3. The Board will attempt through its policies to employ
32. capable teachers, supply them with the necessary teach-
33. ing materials, and maintain an atmosphere of academic
34. freedom in the school.
- 35.
36. 4. Teachers as individuals through their councils, committees,
37. departments, and faculties, will be responsible for deter-
38. mining when and how to deal with controversial issues ac-
39. cording to the maturity and needs of students and the policies
40. of the Board of Education.
- 41.
42. 5. The community has a right to expect that controversial issues
43. will be presented in a fair and unbiased manner and to com-
44. municate through proper channels to the Board if convinced
45. that they are not.
- 46.
47. 6. Teachers shall consult with the administration the appropri-
48. ateness of discussing any planned controversial issues with
49. children.

ARTICLE VI

ASSOCIATION PRIVILEGES

1. A. The Board agrees to furnish to the Association in response to
2. reasonable requests from time to time all available information concern-
3. ing the financial resources of the district, including but not limited
4. to: annual financial reports and audits, list of certificated personnel,
5. tentative budgetary requirements and allocations, agendas and minutes of
6. all Board meetings, student census data, names and addresses of all teach-
7. ers, and such other information that shall assist the Association in de-
8. veloping intelligent, accurate, informed and constructive programs on be-
9. half of the teachers and their students, together with information which
10. may be necessary for the Association to process any grievance or complaint.
- 11.
12. B. Representatives of the Association, the New Jersey Education
13. Association, and the National Education Association shall be permitted to
14. transact official Association business on school property at all reason-
15. able times, provided that this shall not interfere with or interrupt nor-
16. mal school operations.
- 17.
18. C. The Association and its representatives shall have the privilege
19. to use the school buildings at all reasonable hours for meetings. A re-
20. quest to the Assistant Superintendent in charge of general administration
21. shall be made in advance of the time and place of all such meetings.
- 22.
23. D. The Association shall have the privilege to use school facilities
24. normally available to teachers. The Association shall pay for the reason-
25. able cost of all materials and supplies incident to such use, and will
26. assume responsibility for its proper operation and maintenance.
- 27.
28. E. The Association shall have, in each school building, the exclu-
29. sive use of a bulletin board in each faculty lounge and teachers' dining
30. room.
- 31.
32. F. The Association shall have the privilege to use the inter-school
33. mail facilities and school mail boxes.
- 34.
35. G. The Board of Education agrees to grant up to five (5) days leave
36. to the President of the Association for duties in connection with his
37. office. The Association President shall be relieved of a homeroom assign-
38. ment.

ARTICLE VII

SCHOOL CALENDAR

1. A. The school calendar for 1971-72 shall be as set-forth in
2. Schedule "A". There shall be no deviation or change in the school
3. calendar except by mutual agreement of the Board and the Association.
4. This statement does not interfere with the authority of the Super-
5. intendent to close school when in his opinion it is in the best
6. interest of the school and its students and staff.
- 7.
8. B. The school calendar shall be negotiated each year for the
9. term of this Agreement according to the procedures set-forth in
10. ARTICLE II.
- 11.
12. C. The in-school work year of teachers employed on a ten (10)
13. month basis (other than new personnel who may be required to attend
14. an additional two (2) days of orientation) shall not exceed one
15. hundred eighty-four (184) days, and the in-school work year of
16. teachers employed on a twelve (12) month basis shall include one
17. (1) month's vacation. The time is to be arranged by mutual agree-
18. ment. The in-school work year shall include days when students are
19. in attendance, orientation days, and any other days on which teacher
20. attendance is required.

ARTICLE VIII

SALARIES

1. A. The salaries of all teachers covered by this Agreement are set-
2. forth in Schedule "B", which is attached hereto and made a part hereof.
3.

4. B. (1) Teachers employed on a ten (10) month basis shall be paid
5. in twenty (20) equal semi-monthly installments on the 15th and 30th.
6.

7. (2) Teachers may individually elect to have ten (10%) percent
8. of their monthly salary deducted from their pay. These funds shall be
9. paid to the teacher on the final pay day in June or according to the
10. following schedule: 1/2 of 10% paid on July 15th and 1/2 of 10% on
11. August 15th.
12.

13. (3) When a pay day falls on or during a school holiday, vaca-
14. tion or weekend, teachers shall receive their pay checks on the last
15. previous working day. The December pay will be paid in total on December
16. 15th.
17.

18. (4) Teachers shall receive their final checks on the last
19. working day in June after all obligations have been met.
20.

21. (5) When a teacher is awarded tenure he shall advance a double
22. step on the guide.
23.

24. (6) The compensation for Home Instruction shall be at the rate
25. of \$12.50, per hour, for the time spent in actual instruction.
26.

27. (7) The rate of compensation for Summer School employment shall
28. be ten percent (10%) of the teacher's salary as set forth in Schedule
29. "B" or \$800.00, whichever is greater.
30.

31. (8) A teacher shall receive an additional \$500.00 each year for
32. the five (5) years prior to his retirement, upon his declaration of in-
33. tent to retire.
34.

35. C. Teachers employed for extra-curricular activities for which payment
36. as set forth in Schedule "C" is made will be paid in accordance with the
37. following schedule:
38.

39. (1) TO BE PAID ON THE 15th OF EACH MONTH SEPTEMBER THROUGH
40. JUNE (10-MONTH BASIS).
41.

42. Department Heads	Social Director
43. Athletic Director	Equipment Manager
44. Cheerleader Advisor(s)	Debating and Forensic Coach
45. Service Club Advisors	Honor Society Advisor
46. Yearbook Advisor (General)	Publications Advisor(s)
47. Yearbook Advisor (Business)	Gymnastics
48. Stage Crew Advisor	Intramural Activities
49. Student Council Advisor	Faculty Manager
50. Fine Arts Organization	
51. Head Advisor	
52. Assistant Advisor(s)	

ARTICLE VIII
SALARIES

C. (Continued)

53. (2) SEASONAL EXTRA-CURRICULAR PAY SCHEDULE:
54.
55. Payable in 6 equal payments Sept. 15, 30; Oct. 15, 30; and
56. November 15,30.
57. Football, Soccer, Cross Country, Girls' Hockey.
58. Payable in 8 equal payments Nov. 30; Dec. 15, 30; Jan.15,
59. 30; Feb. 15, 28; Mar. 15.
60. Basketball, Wrestling, Indoor Track.
61. Payable in 8 equal payments March 15, 30; April 15,30.; May 15,
62. 30; June 15, 30.
63. Baseball, Track, Girls' Basketball, Golf, Girls' Baseball,
64. LaCrosse, Girls' Softball, Girls' Track.
65.
66. (3) Senior Class Play advisor (s), Devil's Cabaret advisor(s),
67. Junior Class Play advisor (s) will be reimbursed the 15th
68. of the month following the date of production.

ARTICLE IX

TEACHER FACILITIES

1. A. All school facilities shall be available at all times to staff members
2. for professional use subject to the following criteria:

3.
4. (1) School facilities that are within the normal operational duties
5. of staff members are available for use for professional purposes on school
6. days until 11:00 P.M. Staff members remaining in a building after 11:00 P.M.
7. shall inform a custodian that he is staying and that he accepts the respon-
8. sibility for the security of the building. All interior and exterior doors
9. and windows will be locked securely when leaving the building in the area
10. used by the teacher.

11.
12. (2) When school facilities are used and a custodian is not on
13. duty, staff members shall assume responsibility for building security
14. in the area of use.

15.
16. (3) On non-school days staff members shall record the time and
17. facilities used in a designated place.

18.
19. (4) It is agreed that all staff members shall exercise sound
20. and prudent judgment in the control of keys to school facilities.

21.
22. (5) When students are involved in activities outside the normal
23. school day, it is agreed that no student or group of students be left
24. in a building after the building has been secured.

25.
26. (6) Upon request staff members shall be privileged to receive,
27. from the head librarian or person in charge, a key to the Instructional
28. Center issued for specific periods of time, for the purpose of profess-
29. ional preparation. The use of the Instructional Center shall be in
30. accordance with the standard operational procedures.

31.
32. (7) A teacher, upon request, shall be issued those keys neces-
33. sary to obtain access to their teaching area.

34.
35. B. Upon the completion of the present construction the school shall
36. have the following facilities:

37. (1) Adequate space in which teachers may store instructional
38. materials and supplies;

39.
40. (2) A teacher work area containing adequate equipment and supplies
41. to aid the preparation of instructional materials;

42.
43. (3) In addition to the aforementioned teacher work area, an ap-
44. propriately furnished room which shall be reserved for the use of staff
45. as a staff lounge;

ARTICLE IX

TEACHER FACILITIES (Continued):

46. (4) A serviceable desk and adequate facilities for filing for
47. each teacher;
48.
49. (5) A communication system so that teachers can communicate readily
50. with the office from their area;
51.
52. (6) A separate private dining area for the exclusive use of the
53. staff;
54.
55. (7) Adequate off-street, paved parking facilities properly main-
56. tained shall be identified for staff use;
57.
58. (8) Upon request, a Webster Collegiate Dictionary or its equiva-
59. lent shall be available to any teacher on an annual sign-out basis
60. through the library.
61.
62. C. Upon request a teacher shall be provided with a smock, laboratory
63. coat, or shop protective garment. Laundering service for all said
64. items shall be provided without charge to the teacher.
65.
66. D. All teachers who are assigned to teach in more than one building
67. shall have a desk or other equivalent facilities and a place to store
68. materials and supplies in an office, classroom or teacher work area
69. for their personal use in each building. These facilities will be
70. available pursuant to Section A.

ARTICLE X

NON-TEACHING DUTIES

1. A 1. It is agreed that the teacher is employed to render
2. professional services and, therefore, should be engaged exclusive-
3. ly in professional activities.
- 4.
5. 2. The elimination of non-professional duties will provide
6. the teacher with additional time and energy which can then be directed
7. toward improving the total educational program. Accordingly, the
8. parties concerned pledge to work towards the implementation of the con-
9. cept contained in the preceding statement.
- 10.
11. 3. Until such time as the aforementioned goal is full achieved,
12. the Board and the Association agree that, effective immediately:
13. (a) all cafeteria duties shall be placed on a fully voluntary
14. basis.
15. (b) teachers volunteering for cafeteria duty shall receive
16. one (1) extra professional preparation period beyond
17. those ordinarily scheduled for each period of cafeteria
18. duty so volunteered.
19. (c) teachers shall not be required to supervise the loading
20. or unloading of buses.
- 21.
22. B. Detention hall duty shall be shared equally among members
23. of the professional staff, administrators and non-administrators alike.
- 24.
25. C. The Board, or its designated representatives, shall have the
26. authority to select from among the volunteering teachers those who will
27. perform cafeteria duties.

1
ARTICLE XI

TEACHER-ADMINISTRATION LIAISON

1. A. Representatives of the Association's Negotiations Committee
2. and one member of the Association's Executive Committee shall meet
3. with the Superintendent and/or the Board members at least once a
4. month during the school year to review and discuss current school
5. problems and practices and the administration of this Agreement.

ARTICLE XII

INSTRUCTIONAL COUNCIL

1. A. A joint Instructional Council shall be established as soon
2. as possible after the effective date of this Agreement. It shall
3. consist of three (3) representatives appointed by the Board and
4. three (3) representatives appointed by the Association. The council
5. shall meet at least once each month and advise the administration,
6. the Board and the Association on such matters as teaching techniques,
7. curriculum improvement, extra-curricular programs, in-service testing,
8. testing and evaluation, philosophy and educational goals of the dis-
9. trict, research and experimentation, educational specifications for
10. buildings, curriculum of the summer school, and other related matters
11. regarding the effective operation of the Hunterdon Central High School
12. District.
- 13.
14. B. The Instructional Council shall establish its own rules of
15. procedure and shall provide for a rotating chairman who shall be re-
16. sponsible for the arrangement and conduct of meetings.
- 17.
18. C. In addition to whatever unassigned time they may be entitled
19. to under the terms of this Agreement, teachers who are members of the
20. Instructional Council or any of its sub-committees shall be provided
21. with released time for the purpose of working on any of the projects
22. defined above.
- 23.
24. D. Nothing in this ARTICLE shall be interpreted to prevent the
25. Instructional Council from consulting or adding to its number such
26. additional teachers, professional advisors, parents, students, or
27. other persons as the original members herein designated shall deter-
28. mine are desirable and appropriate for said purposes.

ARTICLE XIII

SICK LEAVE

1. A. As of September 1, 1969, all teachers employed shall be
2. entitled to twelve (12) sick leave days each school year as of
3. the first official day of said school year whether or not they report
4. for duty on that day. Unused sick leave days shall be accumulated
5. from year to year with no maximum limit.
- 6.
7. B. Non-accumulative additional sick leave benefits shall be
8. allowed to teachers according to the following schedule:
- 9.
10. First year twenty (20) days; Second year fifteen (15) days;
11. Third year ten (10) days, and every year thereafter (10) days.
- 12.
13. C. Non-accumulative sick leave days shall be used before
14. using unused accumulative sick leave days.
- 15.
16. D. The Board of Education reserves the right to require a
17. certificate from a doctor in any case where a school employee is
18. absent for three or more consecutive days.
- 19.

ARTICLE XIV

TEMPORARY LEAVES OF ABSENCE

1. Teachers shall be entitled to the following temporary non-
2. accumulative leaves of absence with full pay each school year in
3. addition to any sick leave to which the teacher is entitled;
4.

5. (1) Two (2) days leave of absence for personal, legal business,
6. or family matters which require absence during school hours. Application
7. to the teacher's immediate supervisor for personal leave shall be made at
8. least five (5) days before taking such leave (except in cases of emergen-
9. cies) and the applicant for such leave shall not be required to state the
10. reason for taking such leave other than that he is taking it under this
11. Section. It is understood that such personal leave excludes vacations,
12. household and other routine matters which could otherwise be equally
13. satisfactorily performed on days when school is not in session.
14.

15. (2) The Board recognizes the value of school visitations and
16. and attendance at meetings or conferences of an educational nature, and
17. encourages members of the faculty to participate in those visitations,
18. meetings, and/or conferences which can contribute to the programs within
19. the school. Adequate notice shall be given to the immediate supervisor.
20.

21. (3) Adequate time to attend conferences and conventions of state
22. and national professional organizations. Application to the teacher's
23. immediate supervisor for such leave shall be made at least five (5) days
24. before taking such leave.
25.

26. (4) Time necessary for appearances in any legal proceeding con-
27. nected with the teacher's employment or with the school system or in any
28. other legal proceeding if the teacher is required by law to attend.
29.

30. (5) Up to five (5) days at any one time in the event of death of
31. a teacher's spouse, child, parent, brother, sister, and any other member of
32. the immediate household. In all other cases, one (1) day shall be granted
33. unless a longer leave is approved by the Superintendent.
34.

35. (6) Days for which application may be made at the end of a school
36. year and/or at the beginning of a school year, as may be required to attend
37. summer school classes and/or to travel to the place where such classes are
38. to be held. To be effective said application must be approved by the
39. Superintendent.
40.

41. (7) One (1) day for the purpose of attending the marriage of a
42. member of the immediate family.
43.

44. (8) Time necessary for persons called into temporary active duty,
45. not to exceed three (3) months, of any unit of the U.S. Reserves or the
46. State National Guard, provided such obligations cannot be fulfilled on days
47. when school is not in session. A teacher shall be paid his regular pay in
48. addition to any pay which he receives from the State or Federal government.

ARTICLE XIV (Continued)

49. (9) A reasonable number of days for the purpose of marriage.
50.
51. (10) Other leaves of absence with pay may be granted by the Board
52. for any good reason, and extensions or renewals of leaves shall be
53. granted if approved by the Superintendent.

ARTICLE XV

EXTENDED LEAVES OF ABSENCE

1. A. The Board agrees that teacher(s) designated by the Association
2. shall, upon request, be granted a leave of absence without pay for one
3. (1) year for the purpose of engaging in activities of the Association
4. or its affiliates.
5.
6. B. A leave of absence without pay of up to two (2) years shall be
7. granted to any teacher who joins the Peace Corps, VISTA, National Teacher
8. Corps, or serves as an exchange teacher or overseas teacher, and is a
9. full-time participant in either of such programs, or accepts a Fulbright
10. Scholarship.
11.
12. C. A teacher on tenure may be granted a leave of absence without
13. pay for up to two (2) years to teach in an accredited college or uni-
14. versity.
15.
16. D. Military leave without pay shall be granted to any teacher who
17. is inducted or enlists in any branch of the Armed Forces of the United
18. States for the period of said induction or initial enlistment.
19.
20. E. 1. Any female teacher under tenure shall apply for a maternity
21. leave of absence as soon as her pregnancy is medically confirmed and
22. said leave shall be granted. The leave shall commence no later than five
23. (5) months prior to the anticipated date of birth of the child and shall
24. extend at least eighteen (18) calendar months, except in cases of still-
25. birth, in which case the teacher may elect to return to her position at
26. an earlier date. Her return to employment must coincide with the begin-
27. ning of a school year. No salary shall be paid this employee while she
28. is on maternity leave. A teacher, upon her return to employment, shall
29. be advanced one year on the salary schedule from that position which she
30. occupied when applying for the maternity leave of absence. A maternity
31. leave shall not extend more than two (2) years after the start of the
32. leave. Upon recommendation of the Superintendent and approval of the
33. Board, a teacher may leave or return at an earlier date than provided
34. herewith.
35.
36. 2. Any teacher under tenure adopting a child shall receive
37. leave without pay which shall commence upon his receiving de facto
38. custody of said child, or earlier if necessary to fulfill the require-
39. ments for adoption, not to exceed a period of two (2) years. At his
40. request, a teacher on leave shall be placed on the substitute list of
41. the Hunterdon Central High School District. If the leave exceeds one
42. (1) month, the return to employment must coincide with the beginning
43. of a school year.
44.
45. 3. The Board is not obligated to grant to non-tenure teachers
46. leaves pursuant to this Section (E) of this ARTICLE.
47.
48. F. Other leaves of absence without pay shall be granted by the
49. Board or by the Superintendent with the approval of the Board for good
50. reason of value to the teacher and the district.

ARTICLE XV
EXTENDED LEAVES OF ABSENCE

51. G. 1. Upon return from leave granted pursuant to Section B, C,
52. D or E of this ARTICLE, a teacher shall be considered as if he were
53. actively employed by the Board during the leave and shall be placed
54. on the salary schedule at the level he would have achieved if he had
55. not been absent, provided, however, that the time spent on said leave
56. shall not count toward the fulfillment of the time requirements for
57. acquiring tenure. However, credit on the salary schedule for leaves taken
58. pursuant to Section D of this ARTICLE shall be limited to a maximum
59. of four (4) years. Upon return from leaves granted pursuant to this
60. ARTICLE other than those granted pursuant to Sections B, C, D or E
61. of this ARTICLE, the salary increment received by the teacher shall
62. be determined by the value of leave to the position held by the teacher.
63.

64. 2. All benefits to which a teacher was entitled to at the
65. time his leave of absence commenced, including unused accumulated
66. sick leave and credits toward sabbatical eligibility, shall be re-
67. stored to him upon his return, and he shall be assigned to a position
68. on the same basis as if he had been employed by the Board during the
69. period of his absence.
70.

71. H. All extensions or renewals of leaves shall be applied for in
72. writing to the Superintendent within 30 days prior to the expiration
73. of such leave.

ARTICLE XVI

SABBATICAL LEAVES

1. A. A teacher on sabbatical leave shall be considered equivalent to a
2. regularly and fully employed teacher in the Hunterdon Central High School
3. District, and, as such, shall be fully entitled to all rights, privileges,
4. and benefits pertaining thereto.
5.

6. B. A sabbatical leave shall be granted to a teacher by the Board for
7. study and/or for other reasons of value to the school system, subject to
8. the following conditions:
9.

10. (1) If there are sufficient qualified applicants, sabbatical leaves
11. shall be granted to a minimum of two percent (2%) of teachers at any one time.
12.

13. (2) Requests for sabbatical leave must be received by the Superin-
14. tendent in writing in such form as may be mutually agreed on by the Associ-
15. ation and the Superintendent, no later than November 1st of the school year
16. prior to the period for which sabbatical leave is requested. Action must
17. be taken on all such requests no later than January 15th of the school year
18. prior to the period for which sabbatical leave is requested.
19.

20. (3) The teacher has completed at least five (5) full school years
21. of service in the Hunterdon Central High School District.
22.

23. (4) A teacher on an approved sabbatical leave shall be paid one-
24. half of his salary for a full year sabbatical or full salary for one-
25. half year sabbatical. He shall be paid according to the ARTICLE VIII of
26. this Agreement.
27.

28. (5) A teacher on sabbatical leave shall be morally obligated to con-
29. tinue his employment with the district for a period of two (2) years.
30.

31. C. The Board and the Association agree to establish jointly a Com-
32. mittee on sabbatical leaves which shall consider and pass on all applica-
33. tions and requests for sabbatical. The Committee on Sabbatical Leaves,
34. hereinafter referred to in this ARTICLE as "the Committee" shall consist of
35. three (3) members appointed by the Superintendent, and three (3) members
36. of the Association's Professional Improvement Committee. During its con-
37. siderations of applications the Committee shall be guided in part by the
38. following criteria:
39.

40. (1) The purpose for the sabbatical leave.

41. (2) The benefit of the sabbatical leave to the school district.

42. (3) The course description for courses taken under the sabbatical
43. leave.
44.

45. (4) Applicant's intent to apply for a grant, fellowship, or
46. scholarship.
47.
48.

ARTICLE XVI (Continued)
SABBATICAL LEAVE

49. (5) Applicant's obligations to the institution in which he
50. is studying, upon accepting a grant, fellowship, or scholarship.

51.

52.

(6) Length of the sabbatical leave.

53.

54. The Committee shall not regard any one of the above enumerated
55. criteria as a mandatory requirement for sabbatical leave, but,
56. rather, each application shall be considered on the basis of its
57. own merits. The Committee shall establish an application form in
58. which the applicant shall furnish such information as will render
59. the Committee knowledgeable of the applicant's status with respect
60. to the above enumerated criteria, and such additional relevant informa-
61. tion as the Committee in its judgment deems necessary.

62.

63.

64.

D. If for any reason the purpose for which sabbatical leave is
granted is terminated, the Superintendent must be notified immediately.

ARTICLE XVII

SUBSTITUTES

1. A. Positions which are vacant because teachers are temporarily
2. absent or on leave shall, to the extent possible, be filled by per-
3. sonnel who have fully met the appropriate certification requirements
4. of the New Jersey State Board of Examiners.
- 5.
6. B. The Board agrees at all times to maintain an adequate list
7. of substitute teachers. Teachers may call the administrator in
8. charge between 8 - 11 P.M. and 6:30 - 7:30 A.M. to report unavail-
9. ability; it shall be the responsibility of the administration to
10. arrange for a substitute.

ARTICLE XVIII

PROFESSIONAL DEVELOPMENT AND
EDUCATIONAL IMPROVEMENT

1. A. In our rapidly changing society teachers must constantly review
2. curricular content, teaching methods and materials, educational philosophy
3. and goals, social change and other topics related to education. The Board
4. recognizes that it shares with its professional staff responsibility for
5. upgrading and updating of teacher performance and attitudes. The Board
6. and the Association support the principle of continuing training of teach-
7. ers and the improvement of instruction.
- 8.
9. B. 1. To work toward the ends stated above, the Board agrees to estab-
10. lish a procedure by which teachers may appeal decisions on authorization
11. to attend courses, workshops, seminars, conferences, in-service training
12. sessions or other such sessions. Within ten (10) days after signing this
13. Agreement, the Superintendent and the President of the Association shall
14. each appoint two (2) members to a committee, selecting a Chairman, who
15. shall be a voting member, among themselves to reach these ends. The
16. Superintendent and the President of the Association may, from time to time,
17. replace members appointed by them.
- 18.
19. 2. Educational Expenses
- 20.
21. (a). All course work for which the school district is expected
22. to make payment must be approved in advance of any type
23. of commitment by the school district superintendent, sub-
24. ject to appeal pursuant to Section B, Paragraph 1, of this
25. ARTICLE.
- 26.
27. (b) Any teacher without prior teaching experience will not re-
28. ceive approval for any reimbursement course work during
29. the teaching portion of the first year of employment by the
30. Hunterdon Central High School District.
- 31.
32. (c) The items for reimbursement are tuition, fees, and required
33. textbooks. Textbooks retained by the teacher shall be re-
34. imbursed at 50% of cost. Those textbooks deposited in the
35. school's professional library by the teacher shall be re-
36. bursed at 100% of cost.
- 37.
38. (d) Reimbursement will be made by the Board of Education upon
39. submission by the teacher to the Superintendent of receipts
40. for payment from the college and the book store. Payment
41. will be made following submission by the teacher of evidence
42. that the course has been satisfactorily completed and a
43. passing grade received.
- 44.
45. (e) For teachers under tenure, the Board of Education will pay
46. the tuition for a maximum of fifteen (15) credits within
47. (1) one year, non-accumulative.

ARTICLE XVIII

Professional Development and Educational Improvement (Continued)

48. (f) In the case of teachers who are not under tenure, the
49. Board of Education will reimburse for tuition to a
50. maximum of twelve (12) credits within (1) one year,
51. non-accumulative. A teacher is considered to be under
52. tenure as of September 1st of the fourth year of the
53. teacher's employment.

54.
55. (g) A year is defined as being from September 1st of one
56. year to August 31st of the following year.

57.
58. 3. The Board and the Association agree to cooperate in arrang-
59. ing in-service courses, workshops, conferences, and programs de-
60. signed to improve the quality of instruction.

61.
62. 4. The Board agrees to implement and establish a Recruitment
63. Committee to study and improve teacher recruitment. It is a
64. function of this Committee to develop ways to utilize incumbent
65. teachers who volunteer as recruiters. The Committee shall consist
66. of the Assistant Superintendent in charge of Supervision and two
67. members appointed by the Association.

ARTICLE XIX

MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

1. A. A definition of the duties and responsibilities of all
2. administrators, supervisors and other personnel pertaining to stu-
3. dent discipline shall be reduced to writing by the administration
4. and presented to each teacher at the start of each school year.
- 5.
6. B. When, in the judgment of a teacher, a student requires
7. the attention of an administrator, psychologist, physician or other
8. specialist, he shall so inform his immediate supervisor or the stu-
9. dent's counselor. The immediate supervisor or the student's counselor
10. shall arrange as soon as possible for a conference among himself, the
11. teacher, and an appropriate specialist to discuss the problem and to
12. decide upon appropriate steps for its resolution.
- 13.
14. C. When, in the judgment of a teacher, a student is by his
15. behavior seriously disrupting the instructional program to the de-
16. triment of other students, the teacher may temporarily exclude the
17. student from the classroom and refer him to the appropriate adminis-
18. trator. In such cases the administrator shall arrange as soon as
19. possible a conference among himself, the teacher and possibly an
20. appropriate specialist to discuss the problem and to decide upon
21. necessary steps for its resolution.
- 22.
23. D. A joint Student Behavior Committee, consisting of two
24. members appointed by the Superintendent and two members appointed
25. by the Association, shall be established to study and make recom-
26. mendation with respect to the disciplinary procedures of the school.
27. Any recommendations from the Committee shall be submitted to the
28. Instructional Council established pursuant to Article XII of this
29. Agreement.
- 30.
31. E. The Committee may consult with or add additional teachers,
32. professional advisors, parents, students, or other persons as the
33. appointed members shall determine are desirable and appropriate.

ARTICLE XX

BOOKS AND OTHER INSTRUCTIONAL
MATERIALS AND SUPPLIES

1. A. The Board shall allocate funds to provide for the purchase
2. and/or replacement of textbooks, library books, instructional materials,
3. supplies and equipment of sufficient quality and quantity to enable
4. teachers to properly fulfill their teaching responsibilities. Specifi-
5. cally, the Board agrees that during the 1971-72 school year it shall
6. provide the following allocation:
- 7.
8. 1. Teachers purchasing materials and/or supplies with the
9. advance approval of the Superintendent or immediate super-
10. visor shall be reimbursed upon submission of an appropriate
11. receipt of purchase.
- 12.
13. B. The classroom teacher shall be continually consulted on
14. on the selection of textbooks and related instructional materials.

ARTICLE XXI

TEACHER EMPLOYMENT

1. A. The parties to this Agreement concur with the present policy
2. of making every attempt to hire only fully certificated teachers
3. holding standard certificates issued by the New Jersey State Board
4. of Examiners for every regular teaching assignment.
- 5.
6. B. In keeping with current practices each teacher shall be placed
7. on his proper step of the salary schedule.

ARTICLE XXII

SUMMER SCHOOL - HOME INSTRUCTION AND FEDERAL PROGRAMS

1. A. All openings for positions in the summer school, home in-
2. struction, federal projects, and other programs (including non-
3. teaching positions for which teachers may be qualified and eligible)
4. shall be adequately publicized by the Superintendent. Summer school
5. openings shall be publicized and teachers shall be notified of the
6. action taken as soon as possible. Home Instruction openings shall
7. be posted as they occur.
- 8.
9. B. In filling such positions, consideration shall be given to a
10. teacher's area of competence, major and/or minor field of study,
11. quality of teaching performance, and length of service in the Hunterdon
12. Central High School District. Teachers employed in the Hunterdon
13. Central High School District shall have priority to such assignments
14. before appointment to applicants from outside the District.
- 15.
16. C. All of the provisions of this Agreement shall apply to teachers
17. holding positions in the summer school, home instruction and/or under
18. federal programs, except where clearly inapplicable.

ARTICLE XXIII

EDUCATIONAL ENVIRONMENT

1. It is agreed that the prime activity of the school takes place
2. in the classroom. Therefore, interruptions of the daily classroom
3. activity and/or final examination periods by messenger and/or public
4. address system and/or inter-communications system will be kept to an
5. absolute minimum

ARTICLE XXIV

CLASS SIZE

1. A. Class size shall be determined in the best interest of
2. the educational process.
- 3.
4. B. Whether or not it is in the best interest of the educational
5. process shall be determined by the teacher of the class, his immediate
6. supervisor, and the curriculum coordinator.

ARTICLE XXV

INSURANCE PROTECTION

1. The Board agrees that for the 1971-72 school year it will provide
2. individual and full family health-care insurance coverage as provided
3. by the New Jersey Public and School Employees Health Benefits Program.

ARTICLE XXVI

MISCELLANEOUS PROVISIONS

1. A. This Agreement constitutes Board and Association policy for
2. the term of said Agreement, and the Board and Association shall carry
3. out the commitments contained herein and give them full force and ef-
4. fect as Board and Association policy.
- 5.
6. B. If any provision of this Agreement or any application of this
7. Agreement to any employee or group of employees is held to be contrary
8. to law, then such provision or application shall not be deemed valid
9. and subsisting, except to the extent permitted by law, but all other
10. provisions or applications shall continue in full force and effect.
- 11.
12. C. Any individual contract between the Board and an individual
13. teacher, heretofore or hereafter executed, shall be subject to and con-
14. sistent with the terms and conditions of this Agreement. If an individu-
15. al contract contains any language inconsistent with this Agreement, this
16. Agreement, during its duration, shall be controlling.
- 17.
18. D. The Board and the Association agree that there shall be no
19. discrimination, and that all practices, procedures and policies of the
20. school system shall clearly exemplify that there is no discrimination
21. in the hiring, training, assignment, promotion, transfer, or discipline
22. of teachers or in the application or administration of this Agreement on
23. the basis of race, creed, color, religion, national origin, sex, domicile,
24. or marital status.
- 25.
26. E. Copies of this Agreement shall be reproduced at the expense of
27. the Board and the Association within thirty (30) days after the Agree-
28. ment is signed and presented to all teachers now employed, hereafter
29. employed, or considered for employment by the Board.
- 30.
31. F. Whenever any notice is required to be given by either of the
32. parties to this Agreement to the other, pursuant to the provision(s) of
33. this Agreement, either party shall do so by letter at the following
34. addresses:
- 35.
36.
 1. If by the Board to the Association: President
Hunterdon Central High School
Teachers' Association
Hunterdon Central High School
Flemington, New Jersey
 2. If by the Association to the Board: Secretary
Board of Education
Hunterdon Central High School
Flemington, New Jersey

ARTICLE XXVII

DURATION OF AGREEMENT

1. A. This Agreement shall be effective as July 1st, 1971,
2. and shall continue in effect until June 30th, 1972, subject to the
3. Association's right to negotiate each annual budget with negotiations
4. commencing no later than October 1st of each year, under procedures
5. defined in Article II, and subject to the Association's right to ne-
6. gotiate over a successor Agreement as provided in ARTICLE II. This
7. Agreement shall not be extended orally and it is expressly understood
8. that it shall expire on the date indicated.
- 9.
10. B. This Agreement represents a great step forward in the relation-
11. ship between the Association, Administration, and the Board. The Board
12. and the Association recognize that this Agreement, as it stands on the
13. date of formal signing, is incomplete and that there are other topics
14. not covered in the present Agreement which are appropriate for negotia-
15. tion. Accordingly, the Board and the Association agree to continue
16. discussions, beginning in September of 1971, concerning any and all
17. topics dealing with terms and conditions of employment and any other
18. matters relating to the Hunterdon Central High School District. This
19. Section (B) of this ARTICLE shall serve to qualify Section (H) of
20. ARTICLE II.
- 21.
22. C. In witness whereof the parties hereto have caused this Agreement
23. to be signed by their respective Presidents, attested by their respective
24. secretaries, and their corporate seals to be placed hereon, all on the
25. day and year first above written.

Hunterdon Central High School
Teachers' Association

By

James P. Progoth
President

By

Carol Martinez
Secretary

Hunterdon Central High School
Board of Education

By

H. Alan Sutfin
President

By

Harry W. Jones
Secretary

SCHEDULE "A"
HUNTERDON CENTRAL HIGH SCHOOL
SCHOOL CALENDAR 1971-72

September 1st and 2nd (Wed.Thur.).....New Teacher's Orientation
 September 7th (Tues.).....General Faculty Meeting
 September 8th (Wed.).....First Day for Students
 (9,10,11,12)
 October 11th (Mon.).....Columbus Day
 November 4th and 5th (Thurs.Fri.).....N.J.E.A. Convention
 November 25th and 26th (Thurs.Fri.).....Thanksgiving Recess
 December 6th (Mon.).....H.C.H.S. Dist. Curriculum
 Day
 December 24th - Dec.31st. (Fri.toFri.Incl.).....Winter Recess
 February 21st (Mon.).....President's Day
 March 31st - April 7th (Fri.to Fri. incl.).....Spring Recess
 May 29th (Mon.).....Memorial Day
 May 30th (Tues.).....Granted in Lieu of a Snow
 Day
 June 16th (Fri.).....Last Day of School

September.....17 days

October.....20 days

November.....18 days

December.....16 days

January.....21 days

February.....20 days

March.....22 days

April.....15 days

May.....21 days

June.....12 days

182 days - students

184 days - faculty (Workshop, General
 Faculty Meeting)

Excess snow days added in June

SCHEDULE "B"
TEACHER'S SALARY GUIDE
1971-72

<u>Step</u>	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>M</u>	<u>*M+15</u>	<u>*M+30</u>	<u>*M+45</u>	<u>*M+60</u>
1.	\$8,000	\$8,500	\$8,800	\$9,200	\$9,500	\$9,800	\$10,100	\$10,400
2.	8,575	8,900	9,200	9,640	9,940	10,240	10,565	10,900
3.	8,950	9,300	9,600	10,080	10,380	10,680	11,030	11,400
4.	9,325	9,700	10,000	10,520	10,820	11,120	11,495	11,900
5.	9,700	10,100	10,400	10,960	11,260	11,560	11,960	12,400
6.	10,075	10,500	10,800	11,400	11,700	12,000	12,425	12,900
7.	10,450	10,900	11,200	11,840	12,140	12,440	12,890	13,400
8.	10,825	11,300	11,600	12,280	12,580	12,880	13,355	13,900
9.	11,200	11,700	12,000	12,720	13,020	13,320	13,820	14,400
10.	11,575	12,100	12,400	13,160	13,460	13,760	14,285	14,900
11.	11,950	12,500	12,800	13,600	13,900	14,200	14,750	15,400
12.	12,325	12,900	13,200	14,040	14,340	14,640	15,215	15,900
13.	12,700	13,300	13,600	14,480	14,780	15,080	15,680	16,400
14.	13,075	13,700	14,000	14,920	15,220	15,520	16,145	16,900
Increments	375	400	400	440	440	440	465	500

*M.A.+15, M.A.+30, M.A.+45, M.A.+60 - Approved in advance by
The Superintendent

SCHEDULE "C"

EXTRA CURRICULAR COMPENSATION

1971-1972

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Football			
Head Coach	\$1,400	\$1,600	\$1,800
First Assistant Coach	800	900	1,000
Assistant Coaches (Each of 9)	700	800	900
Basketball			
Head Coach	1,200	1,400	1,600
Assistant Coaches (Each of 3)	700	800	900
Wrestling			
Head Coach	1,200	1,400	1,600
Assistant Coaches (Each of 4)	700	800	900
Track			
Head Coach	1,000	1,125	1,250
Assistant Coaches (Each of 2)	600	700	800
Baseball			
Head Coach	1,000	1,125	1,250
Assistant Coaches (Each of 3)	600	700	800
Soccer			
Head Coach	1,000	1,125	1,250
Assistants (Each of 3)	600	700	800
Cross Country			
Head Coach	600	700	800
Golf			
Head Coach	400	500	600
Indoor Track			
Head Coach	200	300	400
LaCrosse			
Head Coach	200	300	400
Girls Hockey			
Head Coach	550	650	750
Assistant	300	400	500
Girls Basketball			
Head Coach	550	650	750
Assistant	300	400	500
Girls Softball			
Head Coach	550	650	750
Assistant	300	400	500

SCHEDULE "C"
(Continued)

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Girls Track			--
Head Coach	\$ 300	\$ 400	\$ 500
Assistant	200	250	300
Cheerleaders			
Head Coach	600	700	800
Assistants (Each)	400	500	600
Intramural Activities			
Head Advisor	600	700	800
Assistants (Each)	300	400	500
Gymnastics			
Girls	150	225	300
Equipment Manager (not a faculty position)	6,500		
Publications			
Lamp Advisor (Upper House Paper-Weekly)	700	800	900
Echo Advisor (Yearbook)			
General	650	700	750
Business	450	500	550
Sophomore Scene Advisor (10th Grade House Paper - Monthly)	250	350	450
Freshman Voice Advisor (9th Grade House Paper - Monthly)	250	350	450
Elan Advisor (Seasonal Magazine - 3 issues)	150	175	200
Student Council Advisors	950	1,075	1,200
Social Director	800		
Service Club Advisors (Each of 3)	250	300	350
Honor Society Advisor	200		