

AGREEMENT

between the

SCOTCH PLAINS-FANWOOD

BOARD OF EDUCATION

and the

SCOTCH PLAINS-FANWOOD

EDUCATION ASSOCIATION, INC.

July 1, 2022 to June 30, 2027

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SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
and the
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July 1, 2022 to June 30, 2027

PREAMBLE

The Board of Education and the employees of the Scotch Plains-Fanwood Public Schools are both committed to serve the common, indivisible interest of all persons in the school district in the best possible education for their children. This requires among other things, establishing a climate favorable to education within the community to the end that the public is favorably disposed to support the schools' needs. Service to the children must be their paramount consideration. The employee and the Board of Education can perform their indispensable functions only if they act in terms which fulfill this common purpose.

As an aid to serving this common purpose, this set of procedures is adopted to provide an orderly method for the Association and the School Board, through professional channels, to negotiate with the aim of reaching mutually satisfactory agreement, and if needed, to establish educational channels for resolving an impasse.

ARTICLE 1

RECOGNITION

The Board recognizes the Association for the purposes of negotiations as the exclusive representative of a unit consisting of all certified teaching personnel, including nurses, lunch/general aides, instructional aides, and all clerk typists, secretary/office assistants, executive secretaries, bookkeepers and payroll specialists excluding confidential secretaries (Superintendent's office-2, Assistant Superintendent's office – 1, Business Administrator's office – 1, personnel office-3).

Unless otherwise indicated, the term "employees" shall apply to all personnel specified above. References to teachers, aides, or secretaries shall apply exclusively to those groups.

ARTICLE 2

NEGOTIATION PROCEDURE

- A. Prior to the expiration of this Agreement, the parties agree to enter into professional negotiations in accordance with the procedures set forth herein in a good-faith effort to reach agreement on all matters raised by either party concerning the terms and conditions of employment. Such negotiations will begin in accordance with existing laws.
- B. Any agreement so negotiated shall apply to all employees, be reduced to writing, and be signed by both the Board and Association.
- C. During negotiations, the Board and Association will present relevant data, exchange points of view, and make proposals and counterproposals. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in negotiations.
- D. Before the Board may adopt a change in any of the items which have been negotiated and reduced to writing, the Board will notify the Association in writing by certified mail, that it is considering such a change. The Association and the Board will then meet to negotiate such proposed change. If said change is proposed by the Association, it shall notify the Board by certified mail and the Association and the Board shall meet to negotiate such proposed change.

ARTICLE 3

DEDUCTIONS FROM SALARY

- A. The Board agrees to deduct from the salaries of its employees' dues for the Scotch Plains-Fanwood Education Association, Inc., the Union County Education Association, the New Jersey Education Association of the National Education Association, or any one of any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with N.J.S.A. 52:14-15.9 and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Scotch Plains-Fanwood Education Association, Inc. by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations. Teacher authorizations shall be in writing in the form set forth below:

AUTHORIZATION TO DEDUCT ASSOCIATION MEMBERSHIP DUES

Name _____ Soc. Sec. No. _____

School Building _____ District _____

To: Disbursing Officer Board of Education

I hereby request and authorize the disbursing officer of the above school district to deduct from my earnings until notified of termination, an amount required for current membership dues and such amounts as may be required for dues in each subsequent year, all as certified by the affiliated and unified organizations, such amounts to be paid to such person as may from time to time be designated by the local association. This authorization may be terminated only by prior written notice from me effective January 1 or July 1 of any year. I waive all right and claim for monies so deducted and transmitted and relieve the Board of Education and its officers from any liability therefore.

I designate the Scotch Plains-Fanwood Education Association, Inc. to receive dues and distribute according to the organization(s) indicated:

Scotch Plains-Fanwood Education Association, Inc.
Union County Education Association
New Jersey Education Association
National Education Association

- B. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- C. Additional authorization for dues deduction may be received after August 1 under rules established by the State Department of Education.
- D. The filing of notice of an employee's withdrawal shall be prior to December 1 or June 1 and shall become effective to halt deductions as of January 1 and July 1 respectively next succeeding the date on which notice of withdrawal is filed or in accordance with the New Jersey Workplace Democracy Enhancement Act.
- E. In addition, the Board agrees to deduct an amount from the monthly salary which shall be forwarded to the Union County Teachers Federal Credit Union. Deductions will be made each payroll period. Deductions can be in any amount in even round dollars. Changes in the amounts deducted can be made whenever such changes are requested, in accordance with the law. Employees shall complete the form prescribed by the Union County Teachers Federal Credit Union in order to authorize such deductions.

- F. Changes in the amounts withheld from the monthly salary for Federal withholding taxes shall be made whenever such changes are requested by employees, with the understanding that the changes will be made beginning with the next payroll period after the request is made. Such request will be made in writing on the appropriate form (W-4).
- G. Deductions from salary checks for the credit union or for any annuity plans shall be forwarded to the proper organization no later than the third business day after the end of the month in which such deductions are made.

ARTICLE 4

GENERAL PROVISIONS RE: SALARIES

- A. The salaries of all employees covered under this Agreement are set forth as follows:

Aides' Salary Guides	Schedules A
Teachers' Salary Guides	Schedules B
Secretaries' Salary Guides	Schedules C
Co-Curricular Advisors' Salary Guides	Schedules D
Coaches' Salary Guides	Schedules E

which are attached hereto and made a part hereof.

- B.
 1. Employees on a ten-month contract shall be paid in twenty (20) semi-monthly installments. The Board shall implement a summer pay plan in accordance with Title 18A:29:3. Employees on either eleven (11) or twelve (12) month contracts shall be paid in twenty-four (24) semi-monthly installments. Employees who work an additional month shall be paid at the end of the month worked and such additional pay calculations shall be based upon the employees' annual contractual salary.
 2. Guidance counselors and child study team members who are required to perform their normal functions during vacation periods shall be compensated at their per diem rate.
 3. Aides shall be offered individual contracts including an annual salary based on an hourly rate as set forth in Schedules A and on the number of student days per year. Lunchroom aides who are requested to workdays beyond the total student days in the school year shall be compensated at the regular rate of pay. Classroom aides will work the number of days outlined in Article A-1, Paragraph (A)(1), but will be compensated based on one hundred and eighty-three (183) days of work.

4. Aides shall be compensated when performing secretarial/clerical tasks under the following circumstances.
 - a. When a regular secretarial/clerical employee is absent and an aide is directly assigned to perform the absent employee's secretarial/clerical tasks by a supervisor in lieu of the hiring of a full-day secretarial/clerical substitute.
 - b. When the provisions of 4.a. have been met, the Board will pay the aide at the substitute secretary per diem rate or the aide's hourly rate, whichever is higher.
 - c. Payments under b. above shall be made in the first paycheck in the month following the month in which the work is performed.

5. All aides shall be paid for all additional work performed at the direction of any administrator or supervisor at the regular hourly rate of pay. The additional payment shall be made no later than the first pay period following the month in which the work is performed.

Extra services shall include, but not limited to: additional work assigned to aides before or after her/his regular work hours, required attendance at back-to-school activities or parent/teacher conferences, work performed during any school shutdown periods, and work performed before the beginning of or after the end of the normal student year.

6. No changes in salary will be made for schedule changes including inclement weather or emergency. Additional payment shall be made for days extended for any reason at the regular rate of pay.

7. The Board shall provide for the direct deposit of an employee's paycheck into an account of the employee's choice with appropriate authorization of the employee. All employees shall receive their paycheck by direct deposit.

C. Teachers who participate in curriculum development or in-service programs which are offered by the Board during the summer shall be compensated at the rate listed below. Additional in-service programs may be offered by the Board during the summer without monetary compensation in which staff may voluntarily participate. Aides who are employed after their normal hours or during the summer shall be paid their hourly rate. If such employment for aides occurs during the summer, they shall be compensated their hourly rate of employment for the contractual year in which the summer occurs.

<u>YEARLY</u>	<u>HOURLY RATE</u>
2022-2023	\$45.00
2023-2024	\$46.00
2024-2025	\$47.00

2025-2026	\$48.00
2026-2027	\$49.00

- D. Employees shall receive pensionable longevity pay in addition to their base salary starting in the years indicated on Salary Schedules B and C provided the employee has served in his/her job classification for the required number of years of service. Prior military service shall count as time worked in the job classification. Unpaid leaves of absence and time served under a leave replacement contract do not count towards years of service for longevity. Twenty-year (20) longevity movement shall take place on September 1 or February 1 for those who have served in the district for twenty years by each of these dates. Movement to the twenty-one (21) year longevity step will take place the following September. Once placed on the twenty-year (20) longevity step, movement through the longevity steps will be guided by Article B-1:B2. Effective July 1, 2022, time taken by an employee through FMLA or NJFLA shall not count against progress towards longevity, prospectively only. This shall apply only to time taken through FMLA or NJFLA on or after July 1, 2022.
- E. When a payday falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day. The exception to this practice will be at the end of the school year, the last paycheck will be available via direct deposit on June 30. For teachers and aides, the receipt of their final checks is contingent on completion of all obligations and responsibilities in connection with the closing of school.
- F. Employment increments, i.e., a step up on the Salary Guide based on service or additional salary raises which may be authorized by the Board, are not automatic. Such increments and/or raises shall be awarded based upon the recommendation of the Superintendent and approval by the Board of Education. An appeal from withholding of an increment or raise shall not be the subject of a grievance except for the withholding of an increment for disciplinary reasons but shall be processed in accordance with N.J.S.A. 18A:29-14 which provides that an appeal from the withholding of such increment shall be heard before the Commissioner of Education.
- G. 1. Employees who retire with at least ten (10) years of qualified service in either TPAF or PERS and who will be eligible to receive either a TPAF or PERS pension shall be entitled to receive compensation for accumulated sick leave days and accumulated unused personal days (Article 8.1) as follows:
- | | |
|-------------|--------------|
| Teachers | \$65 per day |
| Aides | \$25 per day |
| Secretaries | \$40 per day |
2. Unused personal leave days (Article 8.A.1) shall accumulate as sick days and for conversion to compensation at retirement effective July 1, 2019.
3. Compensation provided by this section shall be paid between July 1 and July 31 following the retirement of the employee except for those employees who are

applying for Social Security Benefits. Employees who are applying for Social Security Benefits will be paid under these provisions in the same month in which the employee received his/her last paycheck.

4. Effective July 1, 2019, the maximum payout for accumulated sick and personal days is one hundred and eighty-five (185) times the above amount.
 5. In the event of the death of an employee who meets the requirements for compensation provided under this Section, the estate of the deceased employee shall be entitled to the above benefit.
- H. Each aide shall be placed on the appropriate step and level of the salary schedule as indicated on Schedule A.
- I. The teacher and secretary salary guides will be developed without adding additional letter steps. Step advancement does not occur between the letter steps on each salary guide.

ARTICLE 5

HEALTH INSURANCE, DENTAL PLAN

A. HEALTH INSURANCE

1. Employees shall contribute to the cost of the health insurance program in accordance with the provisions of Chapter 78 or Chapter 44, whichever is applicable, of the laws of New Jersey. Employees who waive health and dental insurance coverage shall not be subject to payroll deductions for health insurance.
2. Employees hired on or after July 1, 2019 shall only be eligible for health insurance benefits when they are employed by the Board for twenty-seven and one half (27.5) or more hours per week. Employees hired on or after July 1, 2012 shall only be eligible for health insurance benefits when they are employed by the Board for twenty-five (25) or more hours per week. Part-time employees who were hired prior to July 1, 2012, and who were eligible for medical insurance benefits on June 30, 2012, will continue to receive medical insurance benefits for the duration of their employment unless the employee's hours are reduced below twenty (20) hours per week.
3. Employees who are initially employed on a date other than July 1st for twelve (12) month employees or September 1st for ten (10) month employees will have a thirty (30) day waiting period before the employee is eligible to enroll in the insurance program.

B. DENTAL INSURANCE

1. The Board agrees to provide a basic dental plan. The plan shall provide family coverage, children covered to the age of 23. The plan shall include a deductible of \$25 per individual and \$50 per family per year.
2. The dental insurance coverage shall be based upon the usual, customary and reasonable concept and shall include:

	Plan <u>Pays</u>	Employee <u>Pays</u>
Preventive and Diagnostic	100%	0%
Remaining Basic Benefits	60%	40%
Crowns, Inlays and Gold Restorations	60%	40%
Prosthodontics Benefits	50%	50%
Orthodontic Benefits (Child Only)	50%	50%

The maximum amount payable by the dental carrier for the above dental services, excluding Orthodontic Benefits, to an eligible patient in any calendar year is eighteen hundred dollars (\$1,800). The maximum for orthodontics shall be one thousand dollars (\$1,000) per case.

- C. The Board shall provide for Health Care Insurance and Dental Insurance for individuals within the unit who were hired on or before September 30, 1994, who retire, after serving the Scotch Plains-Fanwood School District for twenty (20) years or more. Anyone hired on or after October 1, 1994, will not be eligible for this benefit. The coverage provided shall be that under the current contract less Medicare when the individual is eligible for Medicare. The cost of retirement coverage shall be as follows:

1 st year of retirement	100% paid by the Board
2 nd year of retirement	90% paid by the Board
3 rd year of retirement	80% paid by the Board
4 th year of retirement	70% paid by the Board
5 th year of retirement	60% paid by the Board
and from the 6 th year forward	50% paid by the Board.

The individuals so covered shall be required to pay the necessary contribution to the Board in advance of the payment of the premium by the Board.

- D. Medical insurance and dental insurance shall be equal to or better than the plans offered during the 2014-15 school year except as shown below, unless the parties agree to a different plan.

	<u>OMAC (PPO)</u>		<u>MC (POS)</u>	
	<u>In/Out of Network</u>		<u>In/Out of Network</u>	
Office visit copays primary care and specialists	\$15/\$15	20%	\$15	30%
Emergency Room visit co-pay	\$70	\$70	\$75	\$75
Prescription Drug Co-pay	Tier 1/2/3 \$10/\$15/\$40		Tier 1/2/3 \$10/\$15/\$40	
Max Out of Network Out of Pocket	\$2,500/\$5,000		N/A	

E. 1. Health Insurance Waiver Option

Employees with dependent coverage shall be offered annually (July 1 to June 30) the option of waiving all health insurance benefits as set forth in this Agreement. Any employee who executes an appropriate form, provided by the Board, waiving both individual and dependent coverage will receive for the year to which the waiver applies three thousand dollars (\$3,000) which shall be payable at the rate of three hundred dollars (\$300) per month for ten months. Once an employee makes an election to waive insurance coverage, he/she may not return at any time during that year. Employees hired during the year who elect not to take coverage or employees terminating his/her employment prior to July 1 shall have the above payments prorated on a monthly basis. The waiver option is not available to employees hired on or after July 1, 2016.

2. Dental Insurance Waiver Option

Employees with dependent coverage shall be offered annually (July 1 to June 30) the option of waiving all dental insurance benefits as set forth in this Agreement. Any employee who executes an appropriate form, provided by the Board, waiving both individual and dependent coverage will receive for the year to which the waiver applies three hundred fifty dollars (\$350.00) which shall be payable at the rate of thirty-five dollars (\$35.00) per month for ten (10) months. Once an employee makes an election to waive insurance coverage, he/she may not return at any time during that year. Employees hired during the year who elect not to take coverage or employees terminating his/her employment prior to July 1 shall have the above payments prorated on a monthly basis. The waiver option is not available to employees hired on or after July 1, 2016.

F. An IRS Chapter 125 plan will be developed in compliance with the IRS code.

ARTICLE 6

GRIEVANCE PROCEDURE

A. Definitions

1. A “grievance” is a claim by an employee or the Association that there has been a misinterpretation, misapplication, or violation of this Agreement, Board policies or administrative decisions affecting an employee or group of employees except that the term “grievance” shall not apply to:
 - a. any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education except where under Chapter 269, P.L. 1989, an appeal from the withholding of an increment for disciplinary reasons may be submitted to binding arbitration; or
 - b. a complaint of a non-tenured teacher which arises by reason of his/her not being re-employed, except for disciplinary reasons; or
 - c. a complaint by any certificated personnel occasioned by appointment to or non-appointment to any position for which tenure is either not possible or not required. The non-renewal of coaches and advisors is subject to the grievance procedure and binding arbitration.
2. An “aggrieved person” is the person or persons making the claim.
3. A “party in interest” is the person or persons making the claim and any person, including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the claim.
4. When a grievance affects a group or class of employees, the Association may initiate the grievance. If a grievance affects employees in more than one (1) building, the Association may initiate the grievance at the Superintendent’s level. In the case of group or class grievances, the group or class shall be established by name through mutual agreement between the Association and the Superintendent. Should the Superintendent and the grievance chairperson be unable to mutually agree on the list of grievants in the group or class or the name of the group or class, this shall not be a bar to the processing of the grievance. If the grievance arises as the result of an action by an authority higher than the principal of a school, the employee or the Association may initiate the grievance at Level I.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the grievances which may from time to time arise affecting employees. Both parties

agree that these proceedings will be kept as informal as may be appropriate at any level of the procedure and confidential.

C. Procedure

1. A grievance to be considered under this procedure must be initiated within thirty (30) calendar days of its occurrence.
2. Failure at any step of this procedure to implement the provisions or communicate the decision on a grievance within the specified time limits shall permit the grievance to proceed to the next step. Failure of the aggrieved person at any step of this procedure to appeal a grievance to the next step within specified time limits shall be deemed a waiver of the right to proceed to the next step.
3. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.
4. In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the contract year, the time limits set forth herein shall be reduced so far as practicable so that the grievance procedure may be exhausted prior to the end of the contract year.
5. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board and administration until such grievance and any effect thereof shall have been fully determined.
6. The written grievance shall include the date of occurrence, a statement of the grievance which shall include the issue or action being grieved and the section of the Agreement affected and the remedy sought.

7. LEVEL 1- Principal of Immediate Supervisor

The aggrieved person shall initiate the grievance by submitting it in writing and discussing it with his or her principal or immediate supervisor. The Association's designated representative shall have the right to be present with the grievant(s) and to represent the aggrieved. The principal or immediate supervisor shall hold the discussion and shall render a decision on the grievance in writing within ten (10) school days of receipt of the grievance.

8. LEVEL II—Superintendent

If the aggrieved person is not satisfied with the disposition of the grievance at Level I, within ten (10) school days after receipt of the decision, or if no decision has been

rendered, within twenty (20) school days after the grievance was submitted, the grievance may be submitted in writing to the Superintendent or his/her designee. The Superintendent or his designee shall hold a hearing and render a decision on the grievance, in writing with reasons, within ten (10) school days of receipt of the grievance.

9. LEVEL III—Board of Education

If the aggrieved person is not satisfied with the disposition of the grievance at Level II, within ten (10) school days after receipt of the decision, or if no decision has been rendered, within twenty (20) school days after the grievance was submitted, the grievance may be submitted in writing to the Board. The Board shall hold a hearing on the grievance within thirty (30) calendar days of receipt of the grievance. The Board shall forward its decision, in writing, with reasons, within seven (7) calendar days of the hearing.

10. LEVEL IV—Arbitration

- a. If the aggrieved person is not satisfied with the disposition of his or her grievance at Level III, and if the grievance concerns the misinterpretation, misapplication or violation of this Agreement but not the misinterpretation, misapplication or violation of Board policy or administrative decisions, within five (5) school days after receipt of the Board's decision, or if no decision has been rendered, within thirty-seven (37) calendar days after the grievance was delivered to the Board, the aggrieved may request that the Association submit the grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after the request of the aggrieved person by submitting a demand for arbitration to the Public Employment Relations Commission and the Board of Education.
- b. The parties shall be bound by the rules and procedures of the Public Employment Relations Commission.
- c. The arbitrator shall be empowered to hold a hearing or hearings and to obtain all relevant data concerning the grievance. The arbitrator shall render a written decision within thirty (30) days after the completion of the hearing or hearings or submission of any additional data. A copy shall be simultaneously furnished to the Association and the Board. The arbitrator shall limit himself to the issue submitted and shall consider nothing else. The arbitrator can add nothing to nor subtract anything from this Agreement between the parties or any policy of the Board of Education. The award of the arbitrator shall be final and binding on the parties.
- d. It shall be the function of the arbitrator, and the arbitrator shall be empowered except as his/her powers are limited below, after due

investigation, to make a decision in cases of alleged violation, misinterpretation, or misapplication of this Agreement, but he/she shall not be empowered to make decisions in the cases of alleged violation, misinterpretation or misapplication of Board policy or administrative decisions.

- e. In the event that a case is appealed to an arbitrator on which he/she determines he/she has no power to rule or which he/she determines is not arbitrable, it shall be referred back to the parties without decision or recommendation on its merits.
- f. The fact that the grievance has been considered by the parties in the preceding steps of the grievance, shall not constitute a waiver of jurisdictional limitations upon the arbitrator in this Agreement.
- g. The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of a 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 Employees to Representation

- 1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his/her option, by representative(s) selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present, to state its views at all stages of the Grievance Procedure, and to receive a copy of all decisions rendered. The aggrieved shall be present at all grievance hearings. When a grievance involves more than one (1) employee, a minimum of two (2) grievants shall be present at all hearings; if the grievance involves more than one (1) building, the grievants present at the hearing shall be from a minimum of two (2) schools. If the grievant(s) cannot be present at a scheduled hearing, the parties in interest shall extend the time limits and reschedule the hearing at a time when the grievant(s) can be present.
- 2. No reprisals or harassment of any kind shall be taken by the Board, the Administration, or the Association against any party in interest, any representative, any member of the Association, or any other participant in the Grievance Procedure by reason of such participation.

E. Miscellaneous

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

2. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this procedure.
3. The Board will provide the Association, upon request, with public information necessary to the processing of grievances.

ARTICLE 7

SICK LEAVE

- A. All employees employed under a ten-month contract shall be entitled to ten (10) days of sick leave in a school year. Those employees under an eleven (11) or twelve (12) month contract shall be entitled to eleven (11) or twelve (12) sick days per year based upon the number of months in their work years. Employees who are scheduled to work less than five (5) days per week will have their annual sick leave entitlement reduced in proportion to the number of days the employee works. The sick leave days shall be accumulated in accordance with the New Jersey statutes.
- B. The Superintendent may in unusual circumstances require the presentation of a sick leave certificate in order to obtain sick leave. Such a requirement shall not be applied in an arbitrary or capricious manner.
- C. Employees shall inform their building principals or other immediate superior as soon as it is practically feasible, that a sick day will be required. In any event, teachers and aides shall call the designated substitute number no later than 6:30 a.m. on the day or days that sick leave will be required. Failure to notify may result in a denial of sick leave unless the building principal or other immediate supervisor determines that exceptional circumstances existed that prevented compliance with the notification procedure.
- D. The Board shall give each employee an accounting of available sick leave days, personal days and vacation days, and the dates on which sick, personal and vacation days were used through the attendance reporting system in real time.
- E. Sick Leave Bank
 1. The sick leave bank shall be administered by a committee which shall be comprised of three members selected by the board of education and three members selected by the majority representative or majority representatives of those employees of the board who are eligible to participate in the sick leave bank. The committee may establish standards or procedures that it deems appropriate for the operation of the sick leave bank, which may include a requirement that employees donate leave time to be eligible to draw leave time from the sick leave bank and limitations on the amount of sick leave time which may be drawn or the conditions under which the sick leave time may be drawn. No day of leave which is donated to a sick leave

bank by an employee shall be drawn by that employee or any other employee from the sick leave bank unless authorized by the committee in order to provide sick leave (N.J.S.A. 18A:30-11).

2. A recorded majority vote of the full committee will determine the outcome of the request. In the event of a tie vote of the full committee, the request will be denied. Recommendation of the use of sick bank days must be approved by the Board of Education. Denial of the issuance of days from sick leave bank shall not be grievable or arbitrable.
3. The sick bank year begins on July 1st of each school year and ends on June 30th.
4. Continued enrollment must be established by contributing one personal day or one sick day each school year. To remain an active member of the Bank, members on paid or unpaid leave of absence must donate a minimum of one day per year. If the employee does not have any sick or personal days in their Bank, the day will be deducted from the prorated allotment they receive upon their return during that school year. If the employee does not return to work during the school year and they do not have a sick or personal day to donate for that year, they may stay in Sick Bank by contributing the appropriate number of days on their return based on the length of their leave.
5. Employees who are initially hired after September 30th of any school year shall be eligible to enroll in the sick leave bank in the next school year. Long term substitutes/leave replacement staff members are not eligible.
6. The form for soliciting membership in the sick leave bank will be distributed by the Association on teacher orientation day each school year or at the time of hire in the Board Office by the Human Resources Personnel.
7. Utilization of days from the sick leave bank shall be based on years of continuous enrollment in the sick leave bank and shall be limited as follows:
 - a. The first year of enrollment – maximum twenty (20) days
 - b. Second year of continuous enrollment – maximum thirty (30) days
 - c. Third year of continuous enrollment – maximum forty (40) days
 - d. Fourth year of continuous enrollment – maximum sixty (60) days
 - e. Fifth year and beyond of continuous enrollment – maximum one hundred (100) days within one year.
 - f. The maximum use of days from the sick leave bank by any enrollee shall be limited to one hundred and eighty (180) days over a five (5) year period.
8. Applications for days from the sick leave bank shall comply with the provisions of Article 7, Section E of the collective bargaining agreement.
9. Applications for days shall be up to a maximum of forty (40) consecutive workdays

for each catastrophic or life threatening illness or injury. Subsequent applications for the same catastrophic or life threatening illness or injury shall also be limited to a maximum of forty (40) consecutive workdays.

10. Catastrophic illness or injury shall be defined as a life threatening illness or injury, which requires significant medical intervention. Such illnesses or injuries may include, but are not limited to: brain injury, heart disease requiring major surgery, cancer, major organ failure, etc. Life threatening illness or injury shall be determined by the individual's physician with the concurrence of the Board's medical authority.
11. Members who are on a Board approved unpaid leave or worker's compensation are ineligible to apply to draw days from Sick Bank.
12. Members who have withdrawn days from the Sick Bank need not replace these days. However, they may not resign from membership in the Sick Bank until they have returned all days withdrawn.
13. An individual whose membership in the Sick Bank has been terminated and who subsequently seeks re-enrollment will be reinstated on the same basis as a first year member of the Sick Bank.
14. Members may apply for days from the Sick Bank only for life threatening injuries /illness that will require a total absence of 20 or more consecutive work days. All paid leave days (e.g., sick, personal and vacation) must be used prior to using days from Sick Bank.
15. Membership is automatic from year to year unless a formal withdrawal has been submitted by June 15th of any year for the following Sick Bank year. In the event the employee withdraws from membership in Sick Bank, previously donated days are not recoverable.
16. New enrollment for current employees must be established by June 15th for the subsequent school year.

ARTICLE 8

TEMPORARY LEAVES OF ABSENCE

Employees shall be entitled to the following temporary leaves of absence without loss of pay:

- A. 1.
 - a. A total of three (3) days leave of absence for eleven (11) month employees and twelve (12) month employees for such personal or other matters which require absence during the school hours. Ten (10) month employees who are eligible for vacation days shall also be entitled to three (3) such leave days. A total of four (4) such personal leave days shall be available to ten (10) month employees who do not receive vacation days. Application to the employee's principal or other immediate superior for personal leave shall be made at least five (5) days before taking such leave (except in the case of emergencies). The applicant for such leave shall not be required to state the reason for taking such leave, but shall be required to certify that the purpose of the leave is for matters that cannot be accomplished outside of school hours.
 - b. Effective June 30, 2023, a maximum of four (4) unused personal leave days will be accrued as sick days for those ten (10) month employees who do not receive vacation days, and a maximum of three (3) unused personal leave days will be accrued as sick days for twelve (12) month employees, eleven (11) month employees, and ten (10) month employees who do receive vacation days.
 - 2. All employees shall be required to state the reason for requesting the employee's last available personal leave day for the year.
 - 3. Personal leave may not be used to extend a school holiday or recess period except:
 - (1) in an emergency, in which case the reason for the emergency is to be stated; or
 - (2) for the purpose of attending a graduation or wedding of an immediate family member (as defined in the first sentence of Section C of this Article) when that event occurs on the day in question or during the adjacent holiday period. A day surrounding a weekend of Saturday or Sunday is not considered a school holiday or recess, unless a holiday should precede or follow the weekend. A day required for a religious observance may be taken if contiguous with a holiday if so stated. Subsection A.3 does not apply to secretaries.
- B. The actual time necessary for appearance in court or before a state administrative agency pursuant to a duly issued subpoena for a matter directly related to the school district. The subpoena shall be presented to the building principal or immediate superior for approval in advance of the appearance at court or the administrative agency.

- C. A maximum of five (5) days at any one time in the event of the death of the employee's mother, father, spouse, child, sibling, or grandchild. A maximum of three (3) days at any one time in the event of the death of the employee's daughter-in-law, son-in-law, father-in-law, mother-in-law, grandmother or grandfather. A maximum of two (2) days at any one time in the event of the death of an employee's brother-in-law, sister-in-law, aunt, or uncle. Secretaries shall be granted up to a maximum of three (3) days in the event of the death of a person domiciled with the secretary. Bereavement days should be taken concurrent with the death of the relatives identified above. Arrangements to take the days at a time other than in conjunction with the death must be made with the Superintendent within seven (7) days of the death.
- D. Members of the organized Reserve of the Army of the United States, Naval Reserve, United States Air Force Reserve, or United States Marine Corps Reserve, shall be entitled to leave of absence without loss of pay or time on all days on which he/she shall be engaged in field training. Teachers shall make every effort to participate in field training during non-school periods whenever possible.
- E. Employees who are required to serve jury duty shall receive their regular daily pay.
- F. Employees identified as the father of a newborn child will be granted, upon request, within one (1) week of the birth of the child, one (1) day of paternity leave with pay. Documentation is required, such as a doctor's note or birth certificate.

ARTICLE 9

EXTENDED LEAVES OF ABSENCE

- A.
 - 1. Any employee who becomes pregnant, shall notify the Superintendent of such pregnancy as soon as it is medically confirmed. No employee who is pregnant shall be removed from her assigned duties as a result of pregnancy unless, as a result of such pregnancy, her work performance has been substantially impaired or her health would be impaired if she were to continue the performance of her duties.
 - 2. A pregnant employee prior to ceasing her duties, may apply for and receive a child-bearing leave. Application for such child-bearing leave shall be filed with the Superintendent sixty (60) days prior to the commencement of such leave. It shall specify the date upon which it is desired that such leave shall commence, and the date upon which the employee desires to return to her active duty. The Board may require the employee to produce a certificate from a physician to support the requested leave period. In the event the Board disputes the length of the requested leave period, a request shall be made to the Union County Medical Society for the appointment of an impartial physician whose findings and conclusions shall be binding upon both the Board and the employee.

3. If the physician's certificate provided by the employee or the report of the impartial physician does not support the length of the requested leave period, the Board may deny such leave or modify the length for time requested. If the physician's certificate produced by the employee, or the advice of the impartial physician supports the length of the requested leave period, the Board shall grant such leave except if the granting would substantially interfere with the administration of the school. Upon granting of such leave, the term may be extended or reduced based upon medical reasons upon application by the employee to the Board for such extension or reduction. Such application shall be supported by a certificate of a physician. In the event of a dispute concerning the physician's certificate, the matter shall be referred to the County Medical Society for determination as set forth above. If there is no dispute with respect to the application for extension or reduction based upon medical reasons, such leave shall be extended or reduced provided it shall not interfere with the administration of the schools.

4.
 - a. Employees must deplete accumulated sick leave when taking leave for their own illness, prior to beginning Family Leave and Unpaid Medical Leave, except, at the discretion of the employee, a maximum of five (5) days may be retained for future use.
 - b. Sick leave shall be granted to an employee on child-bearing leave in accordance with the provisions of N.J.S.A. 18A:30-1, et seq., and applicable rules, regulations, laws, agency, and court decisions. The Board reserves the right to challenge medical certification in accordance with the provisions of paragraph 2. and 3. above.
 - c. Pregnancy-related disability shall be treated as any other temporary physical disability. All benefits available to individuals for other temporary disability leaves shall be available for those on leave for pregnancy related conditions.

5. A non-tenured employee shall acquire no right to obtain an extension of child bearing leave beyond the end of the contract year in which the child bearing leave is obtained. Further, such non-tenured employee shall have no right to return to work in the District in the subsequent school year unless a contract has been offered by the Board and accepted by the employee in accordance with the appropriate statutes.

6. Nothing contained herein shall be deemed to preclude the Board from requiring a doctor's certificate from any employee prior to the employee resuming her duties and assignments upon the termination of the child-bearing leave. Such doctor's certificate shall certify that the employee is in all respects physically capable of discharging the full scope of her duties.

7. No employee on child-rearing leave shall, on the basis of said leave, be denied the opportunity to substitute in the Scotch Plains-Fanwood Schools in the area of her certification.
 8. A tenured male or female employee who adopts a pre-school child may also request a child-rearing leave of absence without pay. Such employee shall notify the Superintendent as soon as application for adoption has been filed together with a statement of the tentative date upon which de facto custody is to be received. The leave shall commence upon receiving de facto custody of the child or as required by the adoption agency, and shall continue for the balance of that school year together with the next full school year. In the event the employee wishes to return to the district, he/she shall notify the Superintendent no later than March 1 for the succeeding school year.
 9. The Board may grant child-rearing leave to a tenured employee for the remainder of the contract year and for the subsequent contract year upon request by the employee. The request for leave in the subsequent contract year shall be made on or before March 1. The employee shall not be permitted to return prior to the termination of the requested leave time once it has been approved. Employees shall not accrue additional sick leave while absent on unpaid child-rearing leave.
 10. Employees granted child-rearing leaves of absence pursuant to this Article must return to work at the beginning of a marking period.
 11. Child-Rearing Leave includes the time when the Employee starts bonding with the child, including any time they are entitled to under FMLA/NJFLA. Child-Rearing Leave must be taken immediately after the disability portion of the medical leave. The bonding portion of FMLA/NJFLA may be taken in accordance with the law but if it is not taken concurrently with the birth, no additional time will be granted beyond the FMLA/NJFLA entitlement. The only exception to this is if they are entitled to additional time under the FMLA/NJFLA portion of the Child-Rearing Leave.
- B.
1. A leave of absence without pay of up to one (1) year may be granted to an employee after four (4) years of service for the purpose of caring for a sick member of the employee's immediate family, which is defined as mother, father, brother, sister, husband, wife, children, father-in-law, mother-in-law, grandmother, grandfather, step-parent or step-child.
 2. A leave of absence without pay for either a full semester (September-January or February-August) or a full school year (September-August) shall be granted to a tenured applicant for the purpose of caring for a sick member of the employee's immediate family. Immediate family in this section is defined as parent, spouse, or child. Leaves granted under this section shall be extended for one semester provided the employee notifies the Board in writing at least sixty (60) days prior to the expiration date of the leave of the need for an extension. Applicants for leave

under this section must include medical verification that one of the above defined family members is ill and does require home care.

- C. Upon return from any approved extended leave of absence, the employee shall be assigned to the same position formerly held or another position within his/her job classification at the discretion of the Superintendent. All rights and benefits to which an employee was entitled at the time the leave commenced, shall be restored upon return from leave.
- D. The Board may grant such additional leaves of absence without pay as it may deem necessary and appropriate, which may require that the leave end at the end of a marking period.
- E. All fringe benefits shall cease except in accordance with the Family Leave laws during the term of a leave granted pursuant to the provisions of this Article. During the term of a leave granted pursuant to the provisions of this Article employees shall be permitted to pay for Medical and Dental benefits at the existing group rate for up to one year.

ARTICLE 10

ASSOCIATION RIGHTS

- A. Representatives of the Association, the New Jersey Education Association, and the National Education Association, shall be permitted to transact official Association business on school property at all reasonable times, provided that it shall not interfere with nor interrupt normal school operations. The representative shall first notify and obtain permission of the building principal or his/her designee, to enter the building. Such permission shall not be unreasonably withheld.
- B. The Association and its representatives shall have the right to use school buildings at all reasonable times for meetings, provided such meeting will not interrupt normal school operations. Permission shall be obtained from the Central Office on the approved forms for use of such buildings. Permission to use the building shall not be unreasonably withheld.
- C. The Association shall have the right to use school facilities, office equipment, and audiovisual equipment at reasonable times, when such equipment is not otherwise in use in the building. The Association shall pay for any repairs of the aforesaid equipment incident to such use. Permission of the building principal or his/her designee shall be required for its use, which permission shall not be unreasonably withheld.
- D. The Association shall have in each school building a space on a bulletin board in each faculty lounge. Copies of all materials to be posted on the bulletin board shall be given to the building principal.

- E. The Association shall have the right to use interschool mail facilities and school mailboxes as it deems necessary. All materials will be submitted to the building principal for distribution. Normal distribution procedures shall be followed.
- F. The Association shall be provided without cost to it, adequate space in a school building to store and maintain files of the Association. The Association shall be allowed to install a telephone in such space at its own expense.
- G. The President shall be granted seven (7) day's leave per year for Association business. If the President is a teacher, he/she shall not be scheduled for non-teaching duty assignments.
 - 1. When the Association President is an elementary teacher, the President may use his/her preparation period for Association business and shall receive sixth period pay (Article B-6, Section E.1) for each day worked. The sixth period payment to the President shall not count against the limit on the number of teachers receiving sixth period pay.
 - 2. When the Association President is a high school or middle school teacher, the President shall, at the Superintendent's option, either receive sixth period pay (Article B-6, Section E.1) for each day worked or be released from one (1) teaching assignment.
- H. The Board agrees to make public records available to the Association from time to time in response to reasonable requests. Any costs associated with the preparation or collation of the requested information shall be borne by the Association.
- I. Whenever any representative of the Association or any employee participates during working hours in negotiations, grievance proceedings, conferences or meetings, he/she shall suffer no loss in pay if said meetings are mutually scheduled by the Board and the Association.

ARTICLE 11

EMPLOYEE RIGHTS

- A. The Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under color of law and of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Laws or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership

in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his/her institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. Whenever an employee is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position, or employment, or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.
- D.
 - 1. Whenever an employee is required to appear before a principal or other administrator for a formal evaluation conference, such employee shall have the privilege to adjourn the conference, if after its commencement the employee believes that such conference could adversely affect the continuation of the employee in his or her position, salary, or salary increment. The purpose of such adjournment would be to provide the employee with an opportunity to obtain the services of a local representative to be present to counsel and advise the employee during such subsequent conference.
 - 2. The principal or administrator, in the case of an adjournment, may request the presence of the Superintendent or Assistant Superintendent during the subsequent conference. It is understood and agreed that the privilege to adjourn the conference by the employee shall not be acquired until after the commencement of the original conference, and the employee has determined that the conference is adversely affecting his or her position, salary, or salary increment. Arrangements for a subsequent conference shall be made within three (3) working days and the subsequent conference shall take place no later than ten (10) working days after the adjournment.
- E. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- F. Employees shall not be disciplined without just cause. Discipline shall be applied in a nondiscriminatory fashion, and shall be subject to the grievance procedure. The discipline to be imposed shall be determined on a case-by-case basis, and shall take into account the nature of the offense, the number of previous offenses of any kind, the length of service of the employee, the general employment record of the employee, and any mitigating circumstances.

ARTICLE 12

PROFESSIONAL RELATIONSHIPS

The Board may not, by agreement or through arbitration, delegate powers and responsibilities which by law are imposed upon and lodged with the Board. Any contract must include and therefore be subject to the New Jersey School Laws and all other applicable laws and regulations.

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey, and of the United States.

The exercise of the powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of New Jersey, and the Constitution and laws of the United States.

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the New Jersey School Laws or any other national, state, county, district, or local laws or regulations as they pertain to education.

The parties further acknowledge that this agreement has been negotiated and executed with the objective of setting forth mutual rights, obligations, and responsibilities. The parties further agree that in all aspects of their relationships, they shall comply with all appropriate law and recognized standards of professional conduct and professional relationships.

There shall be no discrimination by the Board against any officer of the Association for any legal activity in carrying out his/her office, nor shall the Association or any of its members encourage or conduct a strike, impose sanctions, or undertake any concerted activity which shall cause a slowdown or disruption of any of the operations and activities of the school system. Any grievance arising under and out of this Agreement shall be prosecuted within the framework of the Grievance Procedure. The Board acknowledges that it shall fully comply with all of the obligations and responsibilities imposed upon it by this Agreement and shall take no action or conduct any activities which shall impair the operation of this Agreement.

ARTICLE 13

POSTING OF VACANCIES

- A. Notice of all vacancies to be filled, on other than a temporary basis, in positions included within the bargaining unit where such vacancies were created by retirement, resignation, or leaves of absence for a year or more; in positions paying a salary different from the

teachers' salary guide; in administrative and supervisory positions; in department chairperson and extra-curricular positions for which extra compensation is paid, will be given by the Superintendent to the Association and will be posted on the Board's web site and in a District wide e-mail.

- B. The notice shall set forth the qualifications for the position, required certification, general description of the position, and the salary range. Any change in the qualifications for a position or other changes in the content of the notice of vacancy shall mean that the procedure of posting must be repeated.
- C. Notice of vacancies to be filled shall be furnished no later than five (5) calendar days before applications must be submitted. In no event shall this period exceed ten (10) calendar days.
- D. Those unit members who have indicated a desire for a specific transfer or reassignment under the provisions of Article B-6, shall receive an electronic copy of the posting following the normal district posting procedures

Vacancies in classroom teaching positions which occur within thirty (30) days prior to the opening of the school year in September or during the school year will be posted as they occur, but any transfers resulting there from may not become effective until September 1 of the following school year, except in the case of a teacher who has returned to the district after a lay-off and is filling a vacancy that will expire prior to the close of the school year, or is less than a full-time position.

- E. The Superintendent or his/her designee shall acknowledge and consider all applications.
- F. A temporary vacancy is a vacancy which exists for less than a full school year for reasons of extended illness, maternity or leave of absence.

ARTICLE 14

PROTECTION OF EMPLOYEES AND PROPERTY

- A. An employee may use such reasonable force as is necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or in control of a pupil.
- B. 1. Whenever a civil action is brought against an employee for any act or omission arising out of and in the course of the performance of his or her duties, the Board of Education shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such employee from any financial loss resulting there from.

The Board may arrange for and maintain appropriate insurance to cover all such damages, losses, and expenses.

2. Should any criminal action be instituted against an employee for any act or omission arising out of or in the course of his or her duties, and should such proceedings be dismissed or result in a final disposition in favor of such teacher, the Board of Education shall reimburse the employee for the cost of defending such proceedings, including reasonable counsel fees and expenses of the original hearing or trial and all appeals.
- C. In the event an employee is absent as a result of injuries sustained because of an assault upon the employee in the course of the employee's duties, the Board of Education shall pay to the employee the full salary or wages for the period of such absence, up to one (1) calendar year, without having such absence charged to the annual sick leave or cumulative sick leave. The amount of salary or wages paid shall be reduced by the amount of any Worker's Compensation award made for temporary disability. The Board may arrange for and maintain appropriate insurance to cover the payment of such wages.
- D.
 1. Employees shall immediately report in writing cases of assaults suffered by them in connection with their employment to their principal or other immediate superior.
 2. Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or persons involved, and shall act in appropriate ways as liaison between the employee, the police, and the courts.
- E. The Board shall reimburse employees for the reasonable cost of any clothing or other personal property which is damaged or destroyed as a result of an assault committed upon a member of the Association while such member was acting in the discharge of his/her duties and within the scope of his/her employment. Such reimbursement shall not cover any clothing of the staff member or personal property which was not physically on the employee's person during the assault. The Board reserves the right to bring an action at law to recover any such reimbursement made by the Board, and the Association agrees on behalf of the staff member affected that the Board shall receive an authorization and/or assignment of those rights of the staff member that may be required in order for the Board to commence an action to recover such costs.

ARTICLE 15

MILEAGE

Employees who may be required to use their own vehicle in the performance of their duties and employees who are assigned to more than one (1) school per day shall be reimbursed for all such travel at the per mile rate allowed by the New Jersey Office of Management and Budget or the IRS rate when permitted by law.

ARTICLE 16

NON-DISCRIMINATION CLAUSE

The Board of Education and the Scotch Plains-Fanwood Education Association, Inc. agree that no discrimination shall be carried on in any of their practices, and that the policies of both organizations, as well as the application and administration of this Agreement, shall not cause any discrimination on the basis of race, creed, color, religion, national origin, sex, age, domicile, or marital status.

ARTICLE 17

MISCELLANEOUS PROVISIONS

- A. This Agreement and its appendices shall constitute the entire Agreement between the parties and shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- B. If any such 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 provisions 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.
- C. Copies of this Agreement shall be distributed electronically.
- D. The personal life of an employee is not an appropriate concern nor within the purview of the Board of Education except in those cases as determined by the Superintendent of Schools wherein the personal life interferes with the effective performance of the employee's assigned functions within the school district.
- E. Employees shall be entitled to full rights of citizenship and no religious, social, or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such member, providing said activities do not violate any local, state, or federal law.
- F. The Board of Education and the Scotch Plains-Fanwood Education Association agree that academic freedom is essential to the fulfillment of the purposes of the Scotch Plains-Fanwood School District, and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their job functions.
- G. In performing their job functions, employees shall be guaranteed full freedom in expressing their personal opinions on all matters relevant to the school and society provided however that when they do so, they shall indicate that they are speaking personally and not on behalf of the school, its administration or the Board of Education, and shall assume all liabilities relative to libelous and slanderous statements which they may make.

- H. 1. The Board of Education will administer the Affirmative Action Program in accordance with N.J. Title VI.—Federal Title IX.
- 2. Should the implementation of affirmative action plans alter or change the terms and conditions of employment, the Board of Education and the Scotch Plains-Fanwood Education Association shall enter into immediate negotiations.

ARTICLE 18

NOTICE PROVISIONS

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

- A. If by the Scotch Plains-Fanwood Education Association to the Board of Education:

512 Cedar Street
Scotch Plains, N.J. 07076

- B. If by the Board of Education to the Scotch Plains-Fanwood Education Association:


c/o Scotch Plains-Fanwood High School
667 Westfield Road
Scotch Plains, N.J. 07076

ARTICLE 19

DURATION

- A. This Agreement shall be effective as of July 1, 2022 and shall continue in effect until June 30, 2027 subject to the Scotch Plains-Fanwood Education Association's right to negotiate over a successor Agreement as provided in Article 2. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.
- B. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective representatives, and their corporate seals to be placed hereon.


**SCOTCH PLAINS-FANWOOD
EDUCATION ASSOCIATION**

By 
President/Co-Chief Negotiator

By 
Co-Chief Negotiator

**SCOTCH PLAINS-FANWOOD
BOARD OF EDUCATION**

By 
President

By 
Board Secretary

APPENDIX A

SPECIFIC TERMS AND CONDITIONS AIDES

ARTICLE A-1

WORK DAY AND WORK LOCATION

A. Work Year

1. The work year for classroom aides shall consist of one hundred and eighty (180) days and three (3) additional work days as scheduled by the Superintendent of Schools which may include, but are not limited to, additional student days, in-service days, professional development days, student programming days, and student orientation days. Any additional days beyond the one hundred and eighty-three (183) set forth herein shall be compensated at the aide's hourly rate. All of the days shall be full length except:

High School – Back-to-school night and the last two days in June;
Middle School – Back-to-school night and the last two days in June;
Elementary School – Back-to-school night, evening parent conference night and the last day in June.

The in-service day for classroom aides whose work day is five (5) or more hours shall be identified when the school calendar is adopted and shall occur on a day when the teachers are present.

2. The work year for lunch/general aides shall be one hundred and eighty (180) days. Any additional days will be compensated at the aide's hourly rate.

B. Break

Aides employed for 5 or more hours daily shall be afforded a 30-minute paid lunch break. For those who work 4 or more hours a day, a 10-minute break shall be afforded.

C. Annual Assignment

All aides shall be given written notice of their tentative assignment for the forthcoming year by June 1st and final notice by June 30th. Should changes occur after this date, written notice will be sent to the aide at his/her home or file address by certified mail.

D. Reporting on Delayed Opening Days

Aides shall not be required to report for duty more than thirty (30) minutes prior to the student arrival time on delayed opening days.

ARTICLE A-2

TRANSFERS

A. Voluntary Transfer

The Board of Education recognizes that Aides will, from time to time, request transfers to another building or assignment. Such requests shall be made in writing to the Personnel Office.

B. Involuntary Transfer

The Association recognizes that the Board will, from time to time, determine it is in the best interest of the district to transfer an aide to another building or assignment. The Board or its agent agrees to consult with said aide before effectuating such transfer and whenever possible to pursue a mutually acceptable course of action.

ARTICLE A-3

UNEXCUSED ABSENCE

Leaves of absence beyond the limits specified in this Agreement may be granted for legitimate purposes by the Personnel Office. Denial of an unpaid leave of absence is grievable to the Superintendent's level. The taking of unauthorized leaves may result in the immediate termination of employment without regard to any individual employment contract termination clauses.

ARTICLE A-4

EVALUATION

- A. Each aide shall be given a written evaluation of her/his work at least once a year. The written evaluation report shall be given to the aide at least twenty-four (24) hours in advance of the conference to discuss the report.
- B. Aides shall have the right, upon request, to review the contents of their personnel files and to receive a copy, at Board expense, of any document contained therein. No material shall be placed in an aide's personnel file without the aide receiving a copy first and having the opportunity to submit a written response which shall be attached to the material and placed in the file.
- C. A copy of the job description for the aide position shall be available on the District's web-site.

ARTICLE A-5

LAYOFF/RECALL

- A. In reducing the number of aide positions within each category, aides with the least amount of continuous service as an aide in the classification being reduced shall be reduced first. Aides who have worked in more than one aide classification will have continuous service credit equal to their total continuous service as an aide in the district in the lowest of the classifications in which the aide has worked.
- B. If a vacancy occurs within twenty-four (24) months of layoff, any aide who has lost her/his job as a result of a reduction in the number of aide positions shall be re-employed within her/his category before the Board employs any new aide. The order of recall shall be in the reverse of the order of layoff. The last laid off shall be the first recalled.
- C. Any aide shall be given thirty (30) days' notice prior to layoff.
- D. Any aide who is recalled shall have five (5) days from receipt of the recall notice to notify the Board or its agent of her/his acceptance of the recall assignment. Recall notices sent by the Board shall be by certified mail.
- E. Vacancies which occur within either category of aide, including those which result from a refusal of re-employment by aides on the recall list, shall be posted in all school buildings as soon as they become known to the Board or its agent. A copy of the posting shall be sent immediately to the President of the Association.

Aides from either category can apply for any such positions vacant.

ARTICLE A-6

TUITION REIMBURSEMENT

The Board agrees to make available the sum of three thousand dollars (\$3,000) annually for the reimbursement of aides' cost of tuition for college courses or non-college course related to his/her work assignment, as long as the institution is a duly authorized institution of higher education defined in N.J.S.A. 18A:3-15.3.

- A. An aide shall apply for reimbursement under the following procedure:
 - 1. Prior to beginning the course, the aide shall seek approval from the Superintendent and/or designee in writing. The application for approval shall include the title of the course, the nature of the course, the number of credits, if the course is part of a matriculated program, the institution where the course will be taken and the relevance of the course to his/her position as an aide.

2. Upon completion of the course, the aide shall present to the office of the Superintendent evidence of the tuition cost incurred and evidence of the grade received.
- B. The Board shall reimburse an aide for credits earned or courses satisfactorily completed to the maximum of \$400 per contract year. It is understood that an aide must be employed at least twenty (20) hours per week to be eligible for tuition reimbursement.
 - C. Any aide may apply to the Superintendent for permission to attend workshops or conferences which relate to his/her work assignment and which may or may not be scheduled during his/her work time. If the Superintendent approves the application, the aide shall be reimbursed for the costs incurred for his/her attendance at such workshops or conferences. The Superintendent's decision is not grievable.

ARTICLE A-7

SALARIES

Effective July 1, 2022, the hourly wages on the Classroom Aide Salary Guide in Schedule A shall be converted to an annualized salary. The Classroom Aides salary guides shall receive a one-time guide enhancement of \$750.00 added to each step of the salary guide, in addition to all other monies agreed upon. The guide enhancement shall be used to improve the 2022-2023 classroom aide salary guides. All subsequent years of the Classroom Aides' salaries shall increase by the agreed upon settlement percentage.

APPENDIX B

SPECIFIC TERMS AND CONDITIONS

TEACHERS

ARTICLE B-1

SALARY GUIDE PLACEMENT

- A. The parties have acknowledged the desirability and professionalism of advanced study beyond the B.A. level and desire to incorporate this concept within the Salary Guide. Accordingly, the following regulations will apply to all teachers:
1. A tenure track teacher initially employed on Steps A through and including Step 3 during the 2022-2023 school year, on Steps B through and including Step 4 during the 2023-2024 school year and 2024-2025 school year, and on Steps 1 through and including Step 5 for the 2025-2026 school year and 2026-2027 school year will be allowed eleven (11) years to move from the B.A. column to another column. In the event that movement to another column is not obtained during the eleven (11) year period, the teacher will not advance further on the B.A. column and will not be eligible for longevity. Time served under a leave replacement contract will not count towards the eleven years, for teachers not in a maintained status as of September 1, 2019.
 2. A tenure track teacher initially employed on Step 4 or beyond during the 2022-2023 school year, on Step 5 or beyond during the 2023-2024 school year and 2024-2025 school year, and on Step 6 or beyond during the 2025-2026 school year and 2026-2027 school year will be allowed five (5) years to move from the B.A. column to another column. In the event such movement is not obtained during the five (5) year period, the teacher will not advance further on the B.A. column and will not be eligible for longevity. Time served under a leave replacement contract will not count towards the five years, for teachers not in a maintained status as of September 1, 2019.
 3. In the event that a teacher in either category (1) or (2) above becomes eligible to move to another column after the expiration of the eleven (11) or five (5) year period set forth in (1) or (2) above, the maximum allowable advance on the appropriate column shall be one (1) year. If the completion of the eleven (11) or five (5) year period occurs on or after September 1, due to date of hire, the teacher will be maintained as of September 1 of the school year in which the completion will occur. If the teacher becomes eligible to move to another column between September 1 and the date of the expiration of the eleven (11) or five (5) year period, their step will be adjusted retroactive back to September 1 of the current school year. If they become eligible prior to February 1, the column movement will be effective February 1 of the current school year. If they become eligible on or after February 1, the column movement will be effective September 1 of the next school year.

4. It is expressly acknowledged that the above provisions relate only to those persons initially employed and moving from the B.A. column. Leaves of absence shall be included in the eleven or five year period.

B. Credit for Prior Experience

1. Upon initial employment, employees will be placed on the salary guide in accordance with the provisions of N.J.S.A. 18A:29-9.
2. Teachers must be on the payroll for one (1) day more than one half (1/2) the number of work days in their work year to be eligible for an increment. Those teachers who are paid for one half of the work year or less will remain on the same step the following year.

ARTICLE B-2

EXTENDED LEAVES OF ABSENCE

- A. A leave of absence without pay of up to two years shall be granted to any teacher who has acquired tenure who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher, and is a full-time participant in any of such programs, or accepts a Fulbright Scholarship. Upon return from such leave of absence, the teacher shall assume the position on the Teachers' Salary Guide which would have been held had the teacher continued in service.
- B. Military leave without pay shall be granted to any tenured teacher entering the military service of the United States. Such teacher shall be entitled to the benefits, rights, and privileges with respect to tenure and pension and the benefits which he/she would have had or acquired if he/she had actually served in such employment during such period of leave of absence, in accordance with N.J.S.A. 18A:6-33 and N.J.S.A. 38:23-4.

ARTICLE B-3

REDUCTION IN FORCE PROCEDURE

- A. If a reduction in tenured personnel is being considered, the Board shall notify and consult with the Association as soon as practical but not less than sixty-five (65) days before the layoff is to take place. The Board shall submit a list of teachers who will be laid off to the Association as soon as a final decision on the number of teachers to be laid off is made.
- B. A seniority list shall be prepared by the Board and presented to the Association by November 1st of each school year. The list shall include all tenured bargaining unit personnel and shall list their name, school, grade level, years of service, certification, and subject(s) taught. Prior to the Board taking action to reduce the teaching force, an updated

seniority list shall be forwarded to the Association President; this updated seniority list shall be forwarded not later than thirty (30) days preceding the planned layoff. The Association shall have the right to meet with the Superintendent or his/her designee, in the event of a disagreement concerning the layoff list. Such meeting will take place prior to notification of the individual teacher(s).

- C. Tenured teachers shall not be laid off as long as there are probationary or non-tenured teachers holding positions for which the tenured teachers, whose positions are being curtailed, are certified.
- D. Except as provided in C. above, layoffs will be on the basis of seniority and certification. In the case of teachers with identical seniority, the level of certification shall be the standard. Those with less than standard certification shall be considered for layoff before anyone with standard certification.
- E. In the case of identical substandard certification, the accumulation of credits toward standard certification shall be the determining factor in making such decisions.
- F. The reduction in force shall be made through attrition to the extent possible. In the case of any vacancies that occur subsequent to the reduction, the Board shall first offer a job to any tenured employee who has been laid off and who is certified for the vacancy. The parties recognize that Section F. contains provisions that are nonnegotiable under present law. Until the law changes or Court decisions dictate to the contrary, this Section is non-enforceable through the grievance procedure. However, it is understood by the parties that the Board will endeavor to continue to implement these provisions.
- G. All offers of re-employment to personnel in layoff status, shall be by registered mail, return receipt requested, to the last known address of the affected employee. The teacher, so affected, shall not later than seven (7) days from receipt of the offer of re-employment, notify the Superintendent in writing, by registered mail, return receipt requested, of acceptance or rejection of the offer. Teachers rejecting an offer of re-employment, shall have their name removed from the recall list.
- H. The district procedures on voluntary transfers and voluntary reassignments, shall be honored to the extent that implementation of the procedures does not violate the recall rights of reduced personnel as set forth in this Article.

ARTICLE B-4

VOLUNTARY AND INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. Definitions
 - 1. A transfer is defined as a relocation of a teacher from one building to another in an equivalent position.

2. A reassignment is defined as any change in position, at the elementary level, from one grade to another; at the secondary level from one subject to another.

B. Procedure

1. All teachers shall be given written notice of changes in grade and/or subject assignments or building assignments for the forthcoming year by June 15. Should changes occur after this date, written notice will be sent to the teacher at his/her home or file address by certified mail.
2. Prior to an involuntary transfer or an involuntary reassignment, a conference must be held involving the Superintendent or appropriate administrator and the teacher. Should involuntary transfer or reassignment be implemented, it shall take place no sooner than ten (10) school days after the conference.
3. Teachers who desire transfer or reassignment may file a written statement of such desire with the Superintendent, the present principal, or the appropriate administrator at any time. The application will be in effect until the request is acted upon, until the beginning of the next school year, or until withdrawn by the applicant.
4. The Superintendent or his or her designee shall acknowledge in writing receipt of teachers' requests for voluntary transfers or reassignments.
5. When an involuntary transfer or involuntary reassignment is necessary, a staff member's area of competence, major or minor field of study and certification, length of service in the Scotch Plains-Fanwood School District, length of service in the particular school building, and other relevant factors shall be considered in determining which staff member is to be transferred.

The parties recognize that Section 5. contains provisions that are nonnegotiable under present law. Until the law changes or Court decisions dictate to the contrary, this Section is not enforceable through the grievance procedure. However, it is understood by the parties that the Board will endeavor to continue to implement these provisions.

ARTICLE B-5

PERSONNEL FILES

- A. Any teacher shall be entitled to inspect his/her personnel file(s) by appointment. A personnel file shall be defined as any file on any individual teacher maintained by any administrator of the school district.

- B. Each teacher shall be afforded an opportunity to place into his/her personnel file his/her answers or comments regarding the material contained within the personnel files.
- C. The following procedures shall be used in the inspection of professional personnel files:
1. A teacher's request to see his/her personnel file shall be made in writing.
 2. After inspecting his/her personnel file, the teacher shall sign a statement acknowledging the fact that he/she has been afforded the opportunity to inspect his/her file.
 3. Should the teacher want to place any comments or explanations on the material in his/her personnel file, the teacher shall be afforded such opportunity, and such written comments or statements shall be attached to and placed in the file.
 4. The fact of a reply shall be noted on the original document to indicate that a reply has been made. Said note shall be initialed by both parties.
 5. The holder of the file or his/her designee may be present during any inspection of the file.
 6. When a document, other than those excepted above, is placed in the Central Office personnel file of a teacher, that teacher shall receive a copy of the document. This statement shall not apply to evaluative reports signed by the teacher, letters written to the Central Office administrators by the teacher, or official transcripts and/or certificates filed.

ARTICLE B-6

TEACHER ASSIGNMENT

A. Grades 1-5

1. Work Day

The in-school workday for teachers shall be seven (7) hours as follows:

0:00 Teacher Arrival

0:05 Student Arrival, teachers at their assigned locations

0:15 Instruction begins

3:30 Instruction ends and lunch begins

4:30 Lunch ends and instruction resumes

6:50 Instruction ends

7:00 Teacher departure

2. The elementary teacher's workday shall not begin earlier than 8:00 a.m.

3. Preparation Time

Elementary teachers shall be relieved of classroom duties for two hundred (200) minutes per full school week during the time that special subject teachers are teaching their classes. This time will be designated preparation time. Special teachers in the elementary schools shall have two hundred (200) minutes of preparation time per week within the student day. No preparation period shall be less than thirty (30) consecutive minutes.

4. Pre-School and Kindergarten

A minimum of two hundred (200) minutes per full school week. No preparation period shall be less than twenty-five (25) consecutive minutes. Twenty-five (25) minutes may result in four (4) preps per week.

5. Lunch/playground Duty Assignments

- a. Up to four (4) teachers per elementary school and two (2) teachers per middle school may be assigned to lunch/recess duty for thirty (30) minutes each. The compensation will be eighteen dollars (\$18) per half hour duty. Effective September 1, 2019, the rate shall be nineteen dollars (\$19) per half hour. The building principal shall seek volunteers for the duty prior to the assignment of teachers, with staff involuntarily assigned to be rotated on a daily basis. The nineteen dollars (\$19) will also apply to teachers who are assigned to lunch room duty for any reason. When assigned to supervise the teacher shall have a minimum duty-free lunch period of thirty (30) consecutive minutes.
- b. On delayed opening days the elementary teachers' duty-free lunch period may be reduced to the same length as the student lunch period, however, the teachers' duty-free lunch period shall be at least thirty (30) minutes.

6. Parent Conferences

Teachers assigned to elementary buildings shall be required to attend three (3) daytime parent conference sessions and one (1) evening parent conference session per year. Students shall be dismissed after the minimum length school day on the four (4) parent conference days. On the day of evening parent conferences teachers shall be permitted to leave at the normal time interval following student dismissal.

Effective September 1, 2016, teachers assigned to grades K through 5 shall be required to attend two (2) daytime parent conference sessions and one (1) evening parent conference session per year. Students shall be dismissed after the minimum length school day on the three (3) parent conference days. If needed, teachers shall receive substitute teacher support to complete the parent conferences. On the day

of evening parent conferences, teachers shall be permitted to leave at the normal time interval following student dismissal.

B. Middle Schools

1. Middle School Schedule

Teachers Report	7:55 a.m.
Period One	8:10-8:57
Period Two	9:00-9:42
Period Three	9:45-10:27
Period Four	10:30-11:12
Lunch	11:15-11:42
Period Five	11:45-12:27
Period Six	12:30-1:12
Period Seven	1:15-1:57
Period Eight	2:00-2:42
End of Teachers Day	2:55 p.m.

2. The daily schedule in grades 6, 7 and 8 shall consist of eight (8) periods in addition to a separate lunch period that is not included in the eight (8) periods within the seven (7) hour teacher in-school work day starting at 7:55 AM.
3. The daily schedule for full time teachers will include five (5) teaching periods and one (1) preparation period. The remaining two (2) periods may include a combination of team planning, activity advisory, and duty assignments. Teachers who are assigned to a 6th or 7th grade academic team shall be assigned to a team planning period per day in lieu of the duty period, and this shall include special education teachers who are assigned to a 6th or 7th grade academic team, except for one day per week. On that one day per week, 6th and 7th grade academic team teachers will have a duty period in place of their planning period and 8th grade teachers will have a planning period in place of their duty period. Eighth grade teachers who are assigned to team teach with another teacher shall be scheduled a common non-teaching period per week with the other team teacher. The duty assignments will be limited to one (1) per day per teacher except when a teacher is not assigned to either a team planning or activity advisory period. When a teacher is not assigned to either a team planning or activity advisory period, the teacher may be assigned to a second duty assignment. The second duty assignment shall not include a second lunch duty unless the teacher volunteers for a second lunch duty.
4. No additional lesson plans will need to be submitted for activity period other than generalized statements of what is occurring for the week.
5. There shall be no formal evaluation of a teacher during the Activity period.

C. High School

1. The in-school work day for secondary teachers shall be seven (7) hours. The high school student day shall be the same length as it was during the 2011-12 school year. During the 2012-13 school year the additional after school time will be utilized for student assistance. Effective September 1, 2013, the building principal or his/her designee shall have the right to direct the use of the teacher's time during the time between student departure and teacher departure on one (1) day per week. Uses of the teacher's time between student departure and teacher departure may include common planning, teachers collaborating on students with or without IEP's, professional learning communities, and student assistance and extra help. Effective September 1, 2014, the number of administration directed days shall increase to two (2) per week in accordance with the above parameters. On all the other days the high school teachers shall be available for student assistance.
2. Secondary teachers shall have a minimum of one preparation period per day, exclusive of lunch, which shall be equal in duration to one regular teaching period, except on early dismissal days when the availability of preparation periods shall be determined by the schedule.
3. High School teachers shall be reasonably available for student assistance during study hall periods.

- D.
1. Teachers who are assigned to teach one period earlier (zero period) than the normal teaching day will be permitted to leave early at the end of their school day so that their work day will be the same length overall as the workday for teachers who start at the normal starting time.
 2. When a zero period teacher is requested to remain beyond the end of his/her work day to attend meetings, the teacher will be compensated for the extra period at the rate of forty-five dollars (\$45.00) at the high school, and thirty-five dollars (\$35.00) at the middle school. If the teacher elects not to attend the meeting the teacher will be responsible for obtaining the information disseminated at the meeting by other means. Teachers who receive the compensation under this section may be assigned to a duty or a class coverage during the last period.

E. Sixth Teaching Period

1. Teachers who are or were assigned to teach a sixth (6th) period will be compensated at a per period rate of 1/1400 of the individual's annual salary provided the assignment is a full assignment including but not limited to developing lesson plans, teaching, grading and meeting with students and parents as required. In order to qualify for the 1/1400 per period the sixth (6th) teaching assignment must last at least three (3) weeks. Absences of the teacher teaching the sixth (6th) period do not count for pay purposes nor do the absences constitute a break in the three (3) weeks.

Assignments to a sixth (6th) teaching period for less than three (3) weeks will be compensated at the rate of forty-five dollars (\$45.00) for each period covered at the high school, and thirty-five dollars (\$35.00) for each period covered at the middle school. If the assignment to a sixth (6th) teaching period is for a full school year, the additional compensation will be added to the teacher's base salary for pension purposes. The assignment to a sixth (6th) teaching period shall be limited to fifteen percent (15%) of the total high school and middle schools' teaching staff at any one time.

2. Compensation will not be granted for a sixth (6th) teaching period in situations where the extra period(s) per day is (are) balanced within a school year by less periods per day in another marking period, for example, twenty-seven (27) teaching periods per week in one (1) marking period and twenty-three (23) teaching periods in a subsequent marking period.

F. Work Year

The Wednesday preceding Thanksgiving shall be a minimum length school day for students. Teachers and aides shall be permitted to depart at the end of the normal time interval following student departure. Secretaries shall be permitted to depart two (2) hours prior to their normal departure time.

G. Preparation Time Defined

Preparation time is defined as in-school time provided for activities related to the educational program including but not limited to planning lessons, meetings with the child study team, meetings with parents, evaluation conferences, team planning, departmental meetings and conferring regarding educational or job-related issues in which the Association is involved.

H. Delayed Opening

Teachers shall not be required to report for duty more than thirty (30) minutes prior to the student arrival time on delayed opening days.

I. Team Teaching Absences

- a. Team of Secondary Level teachers of regular education classes—one member of the team is absent and no substitute hired for the class period.
- b. Team of Secondary Level teachers of regular education and special education classes—one member of the team is absent and no substitute hired for the class period.

- c. For situations a. and b. above starting with the third (3rd) absence of a team member during a class period within a school year without a substitute teacher hired, the remaining team member shall be paid in accordance with Article B-6, L.1. For the first (1st) or second (2nd) absence of a team member during a class period within a school year without a substitute teacher hired, no payment shall be made to the remaining team member.

J. Mentor Program

Teachers shall be compensated in accordance with the guidelines established by the State Department of Education as long as the State provides funds.

K. Back-To-School Night

Teachers shall be required to attend one evening Back-to-School session per year. On the day of Back-to-School night the schools will be closed after the minimum length school day and teachers shall be permitted to leave at the normal time interval following student dismissal.

L. Lost Preparation Periods

1. At the secondary level teachers shall not be required to cover classes in lieu of hiring a full day substitute teacher. Any high school teacher who is assigned to cover for an absent teacher in lieu of the Board hiring a substitute teacher shall receive forty-five dollars (\$45.00) for each period covered. Any middle school teacher who is assigned to cover for an absent teacher in lieu of the Board hiring a substitute teacher shall receive thirty-five dollars (\$35.00) for each period covered.
2. Elementary teachers who are deprived of their preparation period shall receive thirty-five dollars (\$35.00) for a preparation period that is lost.

M. Nurses On Field Trip

Nurses shall be paid the hourly rate, as indicated in Article 4.C, to a maximum of three (3) hours for extended school day trips and three hundred dollars (\$300) per day for non-school day trips. The selection process shall be in-district volunteers, out-of-district hires, if available, involuntary assignment.

N. After School Meetings

Teachers may be required to:

1. Attend up to twenty (20) after-school meetings, faculty, or department, per school year.

2. The meeting dates will be determined mutually by the SPFEA President and the Superintendent or their designees.
3. Department meetings may be on different days for each department.
4. Meeting schedules are to be distributed by June 1 for the following school year.
5. Changes in meeting dates due to inclement weather shall be by mutual agreement.

O. Traveling Teachers

1. Traveling teachers shall not be assigned to more than two (2) schools daily. Traveling teachers will be provided the same preparation guarantees as all other classroom teachers, and they will be exempt from involuntary lunch/playground duties in any building to which they are assigned.
2. Traveling teachers will attend Back-to-school night at their home school. Any traveling teacher assigned to attend more than one (1) Back-to-school night may either be compensated for three (3) hours at the curriculum development rate in Article 4, Section C or may elect to have an early dismissal the same as the teachers in the school hosting the Back-to-school night. Traveling teachers will not be required to attend more than two (2) Back-to-school nights annually.
3. On any day when they must attend an evening parent conference in a school other than the one to which they are assigned on that day, they will be allowed to leave the building at the usual time for teacher dismissal on evening parent conference days.

ARTICLE B-7

**TUITION REIMBURSEMENT AND PROCEDURE AND
QUALIFICATION FOR GRADUATE CREDITS**

- A. The Board agrees to make available the sum of \$150,000 per year for the reimbursement for tenure track teachers' costs of tuition for courses taken when the course(s) meet the requirements of N.J.S.A. 18A:6-8.5 and the following.
 1. Graduate Courses/Credits for Tuition Reimbursement and/or Guide Advancement must:
 - a. Be offered through an accredited institution of higher education that is recognized as such by the State of New Jersey as per N.J.S.A. 18A:3-15.3. Education courses must be taken at an institution that is accredited by the Council for the Accreditation of Educator Preparation (CAEP) with

exceptions during the, accreditation consolidation period merging NCATE and TEAC into CAEP.

- b. Must be pre-approved by the Superintendent.
 - c. Must be related to current or future job responsibilities, as determined by the Superintendent.
 - d. Courses to be approved for tuition reimbursement shall be those not required for full certification for the position held by the teacher.
 - e. Courses offered by for profit third party vendors will not be considered for either tuition reimbursement or horizontal advancement on the salary guide.
 - f. The course can be utilized toward a graduate degree at the accredited institution offering the course.
 - g. Continuing education units required to maintain licensure or professional development/continuing education credits are not eligible for tuition reimbursement and/or horizontal advancement on the salary guide.
 - h. Courses that would not count toward a degree program may be approved at the discretion of the Superintendent.
2. A teacher shall apply for reimbursement under the following procedure:
- a. Prior to beginning the course, the teacher shall seek approval from the office of the Superintendent of Schools by submitting the title of the course, the course syllabus or description, the number of credits, if the course is part of a matriculated program, and the institution where the course will be taken.
 - b. Upon completion of the course, the teacher shall present to the Human Resources Office for the Superintendent's approval, evidence of the tuition cost incurred and evidence of the grade received. To receive reimbursement, a teacher must obtain a grade of "B" or better.
3. A teacher shall be reimbursed up to a maximum of six (6) credits per session, not to exceed twelve (12) credits per year if the procedures of Sections A.1 and A.2 have been met and if:
- a. The grade received was a "B" or better, and
 - b. The teacher has not received or will not receive reimbursement from some other source.

4. Teachers who are unable to complete a course by the course completion deadline specified above may file for an extension to the following trimester. The teacher's course reimbursement request will be excluded from the total for the initial trimester. If the teacher successfully completes the course in the following trimester the teacher's request will be taken from the new trimester sum of money. The course will count as part of the teacher's maximum six (6) credits in the final trimester to which the course is charged.
5. To receive reimbursement pursuant to this section, the applicant must be employed by the District at the time the reimbursement is due. Any employee covered by this Agreement who leaves his or her employment within two (2) years of receiving tuition reimbursement as provided herein, excluding non-renewal and termination, shall pay back the tuition reimbursement as follows:

Within 1 year of receipt of reimbursement 100% paid back to District

Within 2 years of receipt of reimbursement 50% paid back to District

C. The use of undergraduate credits for salary guide advancement shall terminate on June 30, 2012. Thereafter, only graduate credits will be recognized for guide movement to MA+30 and beyond. The final determination as to the recognizing of such credits shall rest solely with the Superintendent. Teachers may advance to the BA+30 column utilizing undergraduate credits to advance until December 31, 2012. Thereafter, undergraduate credits will not be accepted for advancement to any salary guide level and any and all grievances on this topic are withdrawn.

1. The member of the professional staff who has completed thirty (30) graduate credits beyond the Bachelor's Degree can obtain placement or advancement to the Bachelor's Degree plus 30 category. These graduate credits will include:
 - a. A minimum of eighteen (18) credits in his/her subject field or the field for which he/she is certified, and
 - b. No more than twelve (12) credits in other areas that will improve teacher competence.
2. The member of the professional staff who has completed thirty (30) graduate credits beyond the Master's Degree can obtain placement or advancement to the Master's Degree plus 30 category. These graduate credits will include:
 - a. A minimum of eighteen (18) credits in his/her subject field or the field for which he/she is certified, and
 - b. No more than twelve (12) credits in other areas that will improve teacher competence.
 - c. Graduate credits may include credits taken prior to the awarding of the Master's Degree if such credits were in the field or fields of certification AND were over and above the requirements for the Master's Degree itself.

3. Placement or advancement to the Advanced Degree (post Masters) category may be obtained by a member of the professional staff who has earned a Master's Degree and has earned any of the following:
 - a. A second Master's Degree, or
 - b. An additional sixty (60) graduate credits that are not part of the Master's Degree requirements.
 4. Those members who believe they have met any of the above requirements should submit certified official transcripts that include course titles and credits to be considered to the Superintendent or his/her designee. The Superintendent shall then make the final recommendation to the Board as to the advancement on the Teachers' Salary Guide.
 5. Persons planning to take courses to meet the requirements of either Paragraphs 1, 2 or 3 above shall seek approval from the Superintendent of Schools by submitting the title of the course, the course syllabus or description, the number of credits, if the course is part of a matriculated program, and the institution where the course will be taken. The Superintendent will make the final determination as to approval of such courses.
 6. The right to payment at BA plus 30, Master's, Master's plus 30, Advanced Degree (post Masters) and Doctorate shall take place either on September 1 or February 1 after receipt of the degree or from the date the credits have been completed in accordance with the requirements of Paragraphs 1, 2, 3, 4 and 5 above. For a September 1 effective date, the official transcript must show the degree was conferred or courses completed by August 31. For a February 1 effective date, the official transcript must show the degree was conferred or courses completed by January 31. Payment for degrees conferred or courses completed after these dates may be submitted by either the next September 1 or February 1, in accordance with Article B-7, Section D. The teacher shall advise the Superintendent of Schools or his/her designee as soon as necessary course credits for horizontal guide movement is achieved. The teacher must submit verification of course completion by December 1 for course(s) completed in the Spring or Summer and by May 1 for course(s) completed during the Fall semester.
- D. Teachers who may advance horizontally on the salary guide must notify the Business Administrator prior to February 1st of the school year preceding the school year during which the teacher may advance on the salary guide. Failure to give this notice will delay the teacher's advancement on the salary guide by one year and the adjustment shall not be retroactive.
- E. 1. In order that teachers complete 100 clock hours of State-approved continuing professional development and/or in-service every 5 years, starting January 1, 2000, one additional in-service day and the two existing in-service days for a total of three days each calendar year shall be entirely devoted to State-approved continuing professional development and/or in-service.

2. During the term of this Agreement, if the State no longer requires continuing professional development and/or in-service of teachers, the third in-service day shall be removed from the teachers' work year, but the other two days shall remain and will be utilized for the same functions for which these days were utilized prior to June 30, 1998.

ARTICLE B-8

VOLUNTEERS AND AIDES

- A. Volunteers shall only be assigned to work with a teacher with the teacher's acceptance. Volunteers shall be accountable to and take direction from the teachers to whom they are assigned. The service of a volunteer shall be discontinued by the administrator in charge upon the written request of the teacher. Volunteers shall only perform non-instructional duties. Volunteers shall not be used to displace certified employees.
- B. Teacher aides will not be assigned to work with a teacher at the same time that a child of the teacher aide is being taught by the teacher.

ARTICLE B-9

NONTENURED TEACHERS

On or before May 15 of each year, the Board shall give to each non-tenured teacher continuously employed since the preceding September 30 either:

1. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary and benefits as may be required by law or agreement between the Board of Education and the Scotch Plains/Fanwood Education Association, Inc. or
2. A written notice that such employment shall not be offered.
3. If the teacher desires to accept such employment, he/she shall notify the Board of Education of such acceptance in writing on or before June 1, in which event, such employment shall continue as provided for herein. In the event such notification is not received on or before June 1, it shall be deemed to be a rejection of the Board's offer of employment.

ARTICLE B-10

TEACHER EVALUATION

- A.
 - 1. Teacher evaluation shall be based on the observation and evaluation of the total performance of the teaching staff member as an employee of the district. The personal life of a teacher shall not be the subject of evaluation.
 - 2. All evaluations shall be made by appropriately certified personnel. All formal observations of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. This is not to preclude informal observation concerning the caliber of a teacher's performance and/or work. If the results of informal observations are to appear in a written evaluation, the teacher shall be notified within five (5) school days after the informal observation.
- B. Teachers will be evaluated and observed in accordance with State statutes and regulations.
- C. Formal observation of classroom performance shall be followed by a conference between the evaluator and the teacher. This conference shall take place within seven (7) school days of the classroom visitation, and prior to the finalization of the formal written report. Teachers shall receive their evaluation scores not later than the conclusion of the post-observation conference. The formal evaluation report shall be completed within five (5) school days following the conference and shall include strengths, weaknesses, and specific suggestions for improvement if weaknesses are noted.
- D. No evaluation report will be filed in the Superintendent's office until after the teacher has seen it, has had the opportunity upon request for a conference to discuss it, has signed it as an indication that he/she has seen it, and has had the opportunity to make comments on the evaluation form.
- E. The teacher will be given a copy of all field evaluation reports and statements.

APPENDIX C

ARTICLE C-1

ATHLETIC TRAINER/EQUIPMENT MANAGER

- A. All of the provisions of this Agreement shall apply except:
- Appendix A Aides
 - Appendix D Secretaries
 - Article B-1 Salary Guide Placement Section A.
 - Article B-3 Reduction in Force Procedure
 - Article B-4 Voluntary and Involuntary Transfers and Reassignments
 - Article B-6 Teacher Assignment
 - Article B-8 Volunteers and Aides
- B. The work year for the Athletic Trainer/Equipment Manager shall begin on the first official day of practice for the fall athletic season. The Athletic Trainer/Equipment Manager will be compensated for the additional days in August including Saturdays. The Athletic Trainer/Equipment Manager will work throughout the course of each athletic season to include pre-season practices and post season tournaments. Between the end of the last post season tournament and the first pre-season practice for the next season the Athletic Trainer/Equipment Manager shall not be required to report for duty.
- C. The work week and workday of the Athletic Trainer/Equipment Manager shall be Monday through Friday from 10:30 AM until the conclusion of the afternoon athletic practice and/or contests plus Saturdays, Sundays, holidays and evenings when there are athletic events that require the Athletic Trainer/Equipment Manager's presence to include off-site County and State tournament semi and final contests. At such times that night events occur (a night event is any contest that begins at 7:00 PM or later) the Athletic Trainer/Equipment Manager's work day shall begin at 1:00 PM. The Athletic Trainer/Equipment Manager shall be entitled to a duty free meal period that is equal in duration to the lunch period of secondary teachers. The duty free meal period shall be coordinated with the Assistant Principal for Athletics.
- D. The base salary of the Athletic Trainer/Equipment Manager shall be set forth on the teachers' salary guide and shall be set in accordance with educational degrees and years of experience. For each of the days of work during August, the Athletic Trainer/Equipment Manager shall be paid one-two hundredth (1/200) of his/her base salary.
- E. The Athletic Trainer/Equipment Manager shall not be disciplined without just cause.
- F. The Athletic Trainer/Equipment Manager shall be evaluated in accordance with the Board's evaluation procedures for teaching staff members. The Athletic Trainer/Equipment Manager shall be given a copy of all evaluation reports and statements.

- G. The Board and/or the Administration may choose to assign any or all of the duties set forth in the Athletic Trainer/Equipment Manager job description dated August 25, 2011 to other personnel. When the duties listed in the August 25, 2011, Athletic Trainer/Equipment Manager job description have been assigned to other personnel the Board and/or the Administration may return those duties to the Athletic Trainer/Equipment Manager at any time without additional compensation to the Athletic Trainer/Equipment Manager.

APPENDIX D

SPECIFIC TERMS AND CONDITIONS

SECRETARIES

ARTICLE D-1

SALARIES AND DEDUCTIONS FROM SALARIES

A. Salaries

1. The salaries of all employees covered under this Agreement are set forth in Schedule C which is attached hereto and made a part hereof.
2. Secretaries on a ten (10) month contract shall be paid in twenty (20) semi-monthly installments. Secretaries on either eleven (11) or twelve (12) month contracts shall be paid in twenty-four (24) semi-monthly installments. When a payday falls on or during a school holiday, vacation or weekend, secretaries shall receive their paychecks on the last previous working day. The exception to this practice will be at the end of the school year, the last paycheck will be available via direct deposit on June 30.

3. Employment Increments

Any secretary employed prior to January 1 of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year. Tenured secretaries who have transferred to a lower level position at the request of the Administration will retain their prior salary levels, and will receive the salary increases provided to those salary levels, but the higher salary shall not attach to that position permanently, and when that position is again vacant it will be filled and compensated at its original salary level.

4. Movement Between Levels

When a secretary is promoted to a higher level position, the placement on the guide shall be at the step on the job classification guide to which the secretary is promoted that is at least \$3,000 higher than the step on the salary classification guide from which the secretary was promoted. If the promotion is from a ten (10) month clerk typist to a twelve (12) month secretary/office assistant position, the ten-month clerk typist salary shall be adjusted for the two (2) additional months of work prior to adjusting for the promotion. Examples using the 2022-2027 secretary salary guide:

- a. Step 5 clerk typist (\$31,325) is promoted to twelve-month secretary/office assistant. $\$31,325 + \$3,133 + \$3,133 = \$37,591$. The guide placement would be at step 4, \$40,685.
- b. Step 5 twelve-month secretary/office assistant (\$42,004) is promoted to bookkeeper/executive secretary. The guide placement would be at step 1, \$45,558.

5. Notification

Secretaries shall be notified of their contract and salary status for the year no later than May 15th.

B. Longevity

Effective July 1, 2019, upon completion of seventeen (17) years of continuous employment within the District in a secretarial position, an employee shall receive a five-hundred and fifty dollar (\$550) longevity increase in salary. An additional five hundred and fifty dollars (\$550) shall be paid upon the completion of twenty (20) and twenty-five (25) years of continuous service in a secretarial position, respectively.

ARTICLE D-2

SECRETARIAL WORK HOURS

- A. Secretaries are expected to devote to their assignments the time required to meet their responsibilities.
- B. The workweek for secretaries shall consist of five (5) days; Monday through Friday. The workday will consist of not less than eight (8) hours which shall include a duty-free lunch hour.
- C. No secretary shall be required to report for duty earlier than 7:30 a.m. nor be required as part of the regular workday to stay later than 5:00 p.m. Time in excess of the regular workweek shall be considered overtime. Starting and ending time for each secretary shall be established by the immediate supervisor.
- D. Any secretary who is required to work beyond the eight (8) hours in any one day shall be compensated at the rate of one and a half (1-1/2) times their hourly rate. Secretaries shall have two (2) breaks each working day, one (1) in the morning and one (1) in the afternoon; neither break shall exceed fifteen (15) minutes in length. Starting and ending time of the break period shall be determined by the immediate superior.

- E. Secretaries shall perform such normal first aid as would be performed by any reasonable and prudent person under similar circumstances.
- F. When school is not in session, for students and teachers except for inclement weather days the workday for secretaries shall consist of not less than seven (7) hours which shall include a duty-free lunch hour. On those days, no secretary shall be required to report for duty earlier than 7:30 a.m. nor be required as part of the regular workday to stay later than 4:00 p.m.
- G. When single session student days are scheduled secretaries shall work a full-length day, except for the single session day preceding Thanksgiving when they may leave two (2) hours prior to their normal departure time.
- H. On delayed opening days secretaries shall not be required to report more than forty-five (45) minutes prior to students' arrival.

ARTICLE D-3

WORK YEAR AND HOLIDAYS

A. Secretarial Work Year

1. The work year for secretaries employed on a ten (10) month basis shall be September 1 through June 30.
2. The work year for eleven (11) month secretaries shall commence two (2) weeks prior to September 1, and shall terminate two (2) weeks subsequent to June 30.
3. The work year for secretaries employed on a twelve (12) month basis shall be July 1 through June 30.
4. New ten (10) month personnel may be required to attend an additional two (2) days for orientation purposes.

B. Vacations

1. Twelve-month secretarial personnel shall earn one (1) vacation day per full month after their first two (2) months, up to a maximum of ten (10) workdays during their first school year of employment in the District. Thereafter, vacation shall be earned in accordance with the following schedule. As used in this section of the contract, the term "year" means full school years of service in a secretarial position beginning on July 1.

<u>During the employee's</u>	<u>Earns vacation at this rate</u>
1 st through 5 th years	10 days per year
6 th through 10 th years	15 days per year
11 th through 20 th years	20 days per year
21 st or more years	25 days per year

Vacation time earned in one school year must be used in that school year and vacations shall be non-cumulative, except as set forth herein.

2. Eleven (11) month secretarial personnel shall receive 11/12ths of the paid vacation days provided in Section B.1. above in accordance with the number of years of service in a secretarial position in the District.
3. Ten (10) month secretarial personnel shall receive 10/12ths of the paid vacation days provided in Section B.1. above in accordance with the number of years of service in a secretarial position in the District. Ten (10) month secretaries employed on or after July 1, 2012, shall not be entitled to vacations.
4. Ten (10) and eleven (11) month secretarial personnel shall receive vacation in accordance with the schedule contained in Section 1. above and shall be permitted to take the vacation days during the year in which the days are earned. This section does not apply to ten (10) month secretaries hired on or after July 1, 2012.
5. Vacation pay entitlement at the time of termination, after at least six (6) months of employment, will be determined as follows:

$$\text{Pay} = \frac{\text{Full months worked since July 1}}{12} \times \text{annual days} \times \text{dollars per day}$$

6. In the event a secretary is on vacation and becomes ill or suffers a death in the family, the day or days involved shall not be counted as part of vacation time. A physician's certificate must be provided to verify the illness.
7. Employees will schedule vacation days through their immediate supervisor. In the event that an employee's request for use of vacation days is denied by the supervisor, the employee shall have the right to a review of the denial by the Superintendent.
8. Secretaries eligible for 20 or 25 days of vacation who do not use all their vacation days may carry over 3 days to the following year. Notification of intent to carry over days shall be made to the office of Human Resources by June 15th. All days carried over into the next school year must be used by June 30th of that year.

C. Holidays

1. The Board will establish and grant to all twelve (12) month employees thirteen (13) paid holidays per year. The days will be determined by the Board in accordance with the school calendar. One holiday will be adjacent to Christmas Day. In the event a holiday falls during an employee's vacation period, the employee will not be charged a vacation day for that holiday.
2. Eleven (11) month secretaries shall receive all the holidays provided in Section C.1. above. In the event that an eleven (11) month secretary is asked to work at times other than those provided in Section A.2. above, the secretary shall receive a holiday in lieu of July 4th.
3. Ten (10) month secretaries shall receive all the holidays provided in Section C.1. above except July 4th. In addition, ten (10) month secretaries initially hired on or after July 1, 2012, shall have the winter and spring recess as holidays as delineated by the school calendar.

ARTICLE D-4

SECRETARIAL EVALUATION

It is agreed that a standard evaluation form shall be used by the Board in connection with the evaluation of secretaries. It is further agreed that tenured secretaries shall be evaluated a minimum of once each work year by their immediate supervisor; non-tenured secretaries shall be evaluated a minimum of twice each year by their immediate supervisor. Secretaries employed after October 1st shall be evaluated only once during that school year. Those secretaries employed after April 1st will receive no formal evaluation unless deemed necessary by the administrator in charge.

ARTICLE D-5

SENIORITY AND SECURITY

- A. School district seniority is defined as services by appointed employees in the school district in the collective bargaining unit covered by the agreement. An appointed employee shall lose all accumulated school district seniority if the employee resigns or is discharged for cause, irrespective of whenever the employee is subsequently rehired by the school district.
- B. In the event of reduction of force, tenured employees shall be laid off in the inverse order of seniority of the employee in the specific job category (e.g. 12-month secretary, executive secretary). Should a tenured employee have seniority in more than one category, the

employee retains seniority in only those categories, but it will be cumulative across all categories at the lowest level only.

1. At least 30 days' notice will be provided an appointed tenured employee should a reduction in force occur.
2. Appointed tenured employees released due to a reduction in force shall be notified of all vacancies that occur within 60 days of their release. Such notification shall be made by letter addressed to the employee's last known address in the employee's personnel file. Within 5 days the employee shall notify the Board if the employee desires to return to the work involved in the notice. If the employee meets the qualifications for the position, the employee shall return to work with the accumulated seniority prior to the layoff. Wages will be determined for the specific duties at the time of reappointment.

ARTICLE D-6

INVOLUNTARY TRANSFER

In the event that the employee objects to an involuntary transfer, the employee shall be given an opportunity to meet with the Superintendent prior to the effective date of the transfer. At the employee's option, an Association representative may be present at the meeting.

ARTICLE D-7

PROFESSIONAL IMPROVEMENT

- A. The Board agrees to make available the sum of \$5,000 annually for the reimbursement of secretaries' cost of tuition for college courses related to his/her work assignment. The courses must be taken at an institution of higher education as defined in N.J.S.A. 18A:3-15.3.
 1. Secretarial/clerical employees shall apply for reimbursement under the following procedure:
 - a. Prior to beginning the course, the employee shall seek approval from the Superintendent and/or designee in writing. The application for approval shall include the title of the course, the nature of the course, the number of credits, if the course is part of a matriculated program, the institution where the course will be taken and the relevance of the course to his/her position as a secretarial/clerical employee.

- b. Upon completion of the course, the employee shall present to the office of the Superintendent evidence of the tuition cost incurred and evidence of the grade received.
 - 2. The Board shall reimburse an employee for credits earned or courses satisfactorily completed to the maximum of \$400 per contract year. It is understood that the employee must be full-time to be eligible for tuition reimbursement.
 - 3. The Superintendent's decision is not grievable.
- B. Secretarial/clerical employees may apply to the Superintendent for permission to attend workshops or conferences which relate to his/her work assignment and which may or may not be scheduled during his/her work time. If the Superintendent approves the application, the employee shall be reimbursed for the costs incurred for his/her attendance at such workshops or conferences. The Superintendent's decision is not grievable.

ARTICLE D-8

MISCELLANEOUS

A. Extended Leaves of Absence

A leave of absence without pay of up to two (2) years shall be granted to any secretary, who has acquired tenure, who joins the Peace Corps or VISTA. Upon return from such leave of absence, the secretary shall assume the position on the guide which would have been held had the secretary continued in service.

- B. The Board shall provide each secretary a lockable place at the secretary's work place which can be used to secure personal property.

Year 1
22-23

Schedule A
Scotch Plains - Fanwood Aide Salary Guide

Step	2.5 L/G	7.0 L/G	3.5 C/A	6.5 C/A	7.0 C/A
1	6,414	17,965	9,876	18,342	19,753
2	6,548	18,343	10,133	18,818	20,265
3	6,818	19,099	10,453	19,412	20,906
4	7,178	20,107	10,971	20,376	21,944
5	7,313	20,485	11,163	20,733	22,328
No advancement to letter steps effective July 1, 2015					
S	-	-	11,202	20,804	22,404
R	7,363	20,624	11,247	20,887	22,494
Q	7,504	21,020	11,285	20,959	22,571
P	7,430	20,813	11,349	21,078	22,699
O	7,533	21,102	11,503	21,363	23,006
N	7,623	21,354	-	-	-
M	7,884	22,085	12,067	22,409	24,133
L	8,226	23,043	12,630	23,457	25,261
K	-	-	13,213	24,539	26,427
J	-	-	13,733	25,502	27,464
I	-	-	14,251	26,466	28,502
H	-	-	14,713	27,323	29,424
G	9,693	27,150	15,148	28,131	30,295
F	-	-	15,557	28,893	31,115
E	10,183	28,524	15,936	29,594	31,871
D	10,390	29,103	-	-	-
A	-	-	17,255	32,044	34,510

Year 2
23-24

Schedule A
Scotch Plains - Fanwood Aide Salary Guide

Step	2.5 L/G	7.0 L/G	3.5 C/A	6.5 C/A	7.0 C/A
1	6,507	18,225	10,009	18,588	20,018
2	6,641	18,603	10,265	19,064	20,530
3	6,911	19,359	10,585	19,658	21,171
4	7,271	20,367	11,104	20,622	22,209
5	7,406	20,745	11,296	20,979	22,593
No advancement to letter steps effective July 1, 2015					
S	-	-	11,335	21,050	22,669
R	7,456	20,884	11,379	21,134	22,759
Q	7,597	21,280	11,418	21,205	22,836
P	7,523	21,073	11,482	21,324	22,964
O	7,626	21,362	11,636	21,609	23,271
N	7,716	21,614	-	-	-
M	7,977	22,345	12,200	22,656	24,398
L	8,319	23,303	12,763	23,703	25,526
K	-	-	13,346	24,785	26,692
J	-	-	13,865	25,748	27,729
I	-	-	14,384	26,712	28,767
H	-	-	14,845	27,569	29,689
G	9,786	27,410	15,280	28,377	30,560
F	-	-	15,690	29,139	31,380
E	10,276	28,784	16,068	29,840	32,136
D	10,483	29,363	-	-	-
A	-	-	17,388	32,291	34,775

Year 3
24-25

Schedule A
Scotch Plains - Fanwood Aide Salary Guide

Step	2.5 L/G	7.0 L/G	3.5 C/A	6.5 C/A	7.0 C/A
1	6,747	18,900	10,224	18,987	20,448
2	6,828	19,127	10,480	19,463	20,960
3	7,062	19,782	10,800	20,058	21,601
4	7,422	20,790	11,319	21,022	22,639
5	7,557	21,168	11,511	21,379	23,023
No advancement to letter steps effective July 1, 2015					
S	-	-	11,550	21,450	23,099
R	7,607	21,307	11,594	21,533	23,189
Q	7,748	21,703	11,633	21,604	23,266
P	7,674	21,496	11,697	21,723	23,394
O	7,777	21,785	11,851	22,009	23,701
N	7,867	22,037	-	-	-
M	8,128	22,768	12,415	23,055	24,828
L	8,470	23,726	12,978	24,102	25,956
K	-	-	13,561	25,185	27,122
J	-	-	14,080	26,148	28,159
I	-	-	14,599	27,112	29,197
H	-	-	15,060	27,969	30,119
G	9,936	27,833	15,495	28,777	30,990
F	-	-	15,905	29,538	31,810
E	10,427	29,207	16,283	30,240	32,566
D	10,634	29,786	-	-	-
A	-	-	17,603	32,690	35,205

Year 4
25-26

Schedule A
Scotch Plains - Fanwood Aide Salary Guide

Step	2.5 L/G	7.0 L/G	3.5 C/A	6.5 C/A	7.0 C/A
1	6,988	19,573	10,566	19,624	21,133
2	7,069	19,800	10,823	20,100	21,645
3	7,303	20,456	11,143	20,694	22,286
4	7,662	21,464	11,661	21,658	23,324
5	7,797	21,842	11,853	22,015	23,708
No advancement to letter steps effective July 1, 2015					
S	-	-	11,892	22,086	23,784
R	7,847	21,981	11,937	22,169	23,874
Q	7,988	22,377	11,975	22,241	23,951
P	7,915	22,170	12,039	22,360	24,079
O	8,018	22,459	12,193	22,645	24,386
N	8,108	22,711	-	-	-
M	8,369	23,442	12,757	23,691	25,513
L	8,711	24,400	13,320	24,739	26,641
K	-	-	13,903	25,821	27,807
J	-	-	14,423	26,784	28,844
I	-	-	14,941	27,748	29,882
H	-	-	15,403	28,605	30,804
G	10,177	28,507	15,838	29,413	31,675
F	-	-	16,247	30,175	32,495
E	10,667	29,881	16,626	30,876	33,251
D	10,874	30,460	-	-	-
A	-	-	17,945	33,326	35,890

Year 5
26-27

Schedule A
Scotch Plains - Fanwood Aide Salary Guide

Step	2.5 L/G	7.0 L/G	3.5 C/A	6.5 C/A	7.0 C/A
1	7,262	20,342	10,957	20,350	21,915
2	7,343	20,569	11,214	20,826	22,427
3	7,577	21,224	11,534	21,421	23,068
4	7,937	22,232	12,052	22,385	24,106
5	8,072	22,610	12,244	22,741	24,490
No advancement to letter steps effective July 1, 2015					
S	-	-	12,283	22,813	24,566
R	8,121	22,749	12,328	22,896	24,656
Q	8,263	23,145	12,366	22,967	24,733
P	8,189	22,938	12,430	23,086	24,861
O	8,292	23,227	12,584	23,372	25,168
N	8,382	23,479	-	-	-
M	8,643	24,210	13,148	24,418	26,295
L	8,985	25,168	13,711	25,465	27,423
K	-	-	14,294	26,548	28,589
J	-	-	14,814	27,511	29,626
I	-	-	15,332	28,474	30,664
H	-	-	15,794	29,331	31,586
G	10,451	29,275	16,229	30,140	32,457
F	-	-	16,638	30,901	33,277
E	10,942	30,649	17,017	31,603	34,033
D	11,148	31,228	-	-	-
A	-	-	18,336	34,053	36,672

Year 1 Schedule B
22-23 Scotch Plains - Fanwood Teacher Salary Guide

Step	BA	BA+30	MA	MA+30	ADVANCED DEGREE	Ph.D
A	60,568	63,496	65,223	68,499	70,130	72,509
B	60,863	64,028	65,774	69,052	70,685	73,070
1	61,172	64,577	66,328	69,610	71,243	73,630
2	61,487	65,138	66,891	70,172	71,803	74,190
3	63,215	66,869	68,628	71,916	73,544	75,937
4	63,813	67,470	69,230	72,513	74,144	76,536
5	64,425	68,079	69,839	73,123	74,755	77,148
6	65,198	68,876	70,638	73,939	75,579	77,985
7	65,996	69,677	71,542	74,733	76,375	78,788
8	66,872	70,533	72,297	75,591	77,245	79,657
9	68,258	71,960	73,742	77,070	78,736	81,173
10	69,930	74,241	76,456	80,451	82,418	85,441
11	71,971	76,743	79,215	83,560	85,709	88,966
12	72,575	77,396	79,892	84,281	86,451	89,740
13	73,183	78,066	80,594	85,040	87,239	90,570
14	73,624	78,554	81,109	85,599	87,820	91,184
15	74,820	79,847	82,450	87,028	89,291	92,723
No advancement to letter steps effective July 1, 2015						
N	76,154	81,439	84,176	88,987	91,365	-
M	76,478	81,808	84,626	89,584	92,033	-
L	77,015	82,621	85,526	90,630	93,154	-
K	77,986	83,760	86,752	92,009	94,629	-
J	80,067	86,014	89,095	94,506	97,184	-
I	82,104	88,221	91,388	96,956	99,708	-
20L	89,984	97,445	101,276	108,055	111,429	114,829
21L	92,197	99,732	103,602	110,449	113,856	116,504
22L	93,207	100,742	104,638	111,553	114,995	117,994
23L	94,217	101,752	105,684	112,669	116,145	119,484
24L	95,227	102,770	106,741	113,796	117,306	120,974
25L	98,407	106,277	110,391	117,488	121,049	122,464
26L	99,670	107,540	111,653	118,751	122,311	123,954
27L	100,932	108,802	112,916	120,013	123,574	125,444
28L	102,195	110,065	114,178	121,276	124,836	126,934

Year 2 Schedule B
23-24 Scotch Plains - Fanwood Teacher Salary Guide

Step	BA	BA+30	MA	MA+30	ADVANCED DEGREE	Ph.D
B	61,471	64,668	66,432	69,742	71,392	73,801
1	61,783	65,223	66,991	70,306	71,956	74,366
2	62,102	65,789	67,560	70,873	72,521	74,931
3	63,847	67,538	69,315	72,635	74,280	76,696
4	64,451	68,145	69,923	73,238	74,886	77,301
5	65,069	68,760	70,538	73,854	75,503	77,919
6	66,182	69,916	71,704	75,055	76,720	79,162
7	66,992	70,730	72,622	75,862	77,528	79,977
8	67,882	71,598	73,389	76,733	78,411	80,860
9	69,289	73,047	74,855	78,234	79,925	82,399
10	70,986	75,362	77,610	81,666	83,663	86,731
11	73,058	77,902	80,411	84,822	87,003	90,309
12	73,671	78,565	81,098	85,554	87,757	91,095
13	74,289	79,245	81,811	86,324	88,556	91,938
14	74,736	79,740	82,334	86,891	89,146	92,561
15	76,324	81,451	84,108	88,777	91,086	94,586
No advancement to letter steps effective July 1, 2015						
M	78,007	83,444	86,319	91,375	93,873	-
L	78,555	84,273	87,236	92,443	95,017	-
K	79,546	85,436	88,487	93,849	96,522	-
J	81,668	87,734	90,877	96,396	99,127	-
I	83,746	89,985	93,216	98,895	101,702	-
20L	91,857	99,474	103,385	110,305	113,749	115,403
21L	92,658	100,231	104,120	111,001	114,426	117,087
22L	93,673	101,246	105,161	112,111	115,570	118,584
23L	94,688	102,261	106,213	113,232	116,726	120,081
24L	95,703	103,283	107,275	114,365	117,893	121,579
25L	98,899	106,809	110,943	118,076	121,654	123,076
26L	100,168	108,077	112,212	119,345	122,923	124,574
27L	101,437	109,346	113,481	120,613	124,191	126,071
28L	102,706	110,615	114,749	121,882	125,460	127,569

Year 3 Schedule B
24-25 Scotch Plains - Fanwood Teacher Salary Guide

Step	BA	BA+30	MA	MA+30	ADVANCED DEGREE	Ph.D
B	61,673	64,881	66,651	69,972	71,627	74,044
1	61,987	65,438	67,211	70,538	72,193	74,611
2	62,306	66,006	67,782	71,107	72,760	75,178
3	64,057	67,760	69,543	72,874	74,524	76,949
4	64,663	68,369	70,153	73,479	75,132	77,555
5	65,283	68,986	70,770	74,097	75,751	78,176
6	67,219	71,010	72,827	76,230	77,922	80,402
7	68,041	71,837	73,760	77,050	78,742	81,230
8	68,945	72,719	74,538	77,934	79,639	82,127
9	70,374	74,191	76,027	79,459	81,176	83,689
10	72,098	76,542	78,826	82,945	84,973	88,090
11	74,202	79,122	81,670	86,150	88,366	91,723
12	74,825	79,795	82,368	86,893	89,131	92,522
13	75,452	80,486	83,092	87,676	89,943	93,378
14	75,906	80,989	83,623	88,252	90,542	94,011
15	78,613	83,162	85,874	90,641	92,999	96,573
No advancement to letter steps effective July 1, 2015						
M	79,645	85,197	88,132	93,294	95,845	-
L	80,205	86,043	89,068	94,384	97,012	-
K	81,216	87,230	90,345	95,820	98,549	-
J	83,383	89,576	92,785	98,421	101,209	-
20L	93,052	100,767	104,729	111,739	115,228	116,903
21L	93,584	101,233	105,161	112,111	115,570	118,257
22L	94,610	102,259	106,213	113,232	116,725	119,770
23L	95,635	103,284	107,275	114,364	117,893	121,282
24L	96,660	104,316	108,347	115,508	119,072	122,795
25L	99,888	107,877	112,052	119,256	122,870	124,307
26L	101,170	109,158	113,334	120,538	124,152	125,820
27L	102,451	110,440	114,615	121,819	125,433	127,332
28L	103,733	111,721	115,897	123,101	126,715	128,844

Year 4 Schedule B
25-26 Scotch Plains - Fanwood Teacher Salary Guide

Step	BA	BA+30	MA	MA+30	ADVANCED DEGREE	Ph.D
1	62,607	66,092	67,884	71,243	72,914	75,357
2	62,929	66,666	68,460	71,818	73,487	75,930
3	64,698	68,438	70,238	73,603	75,269	77,718
4	65,310	69,053	70,854	74,214	75,883	78,331
5	65,936	69,676	71,478	74,838	76,509	78,957
6	67,929	71,760	73,596	77,035	78,744	81,251
7	68,760	72,596	74,539	77,864	79,574	82,087
8	69,673	73,487	75,325	78,757	80,480	82,994
9	71,117	74,974	76,830	80,298	82,034	84,573
10	72,859	77,351	79,658	83,821	85,870	89,020
11	74,986	79,958	82,533	87,060	89,299	92,692
12	75,615	80,638	83,238	87,811	90,072	93,499
13	76,249	81,336	83,970	88,602	90,893	94,364
14	76,708	81,844	84,506	89,184	91,498	95,004
15	80,421	85,075	87,849	92,726	95,138	98,794
No advancement to letter steps effective July 1, 2015						
L	82,130	88,108	91,206	96,649	99,340	-
K	83,166	89,323	92,514	98,120	100,914	-
J	85,385	91,726	95,012	100,783	103,638	-
20L	93,982	101,775	105,776	112,856	116,380	118,072
21L	94,520	102,246	106,213	113,232	116,726	119,440
22L	95,556	103,281	107,275	114,365	117,892	120,968
23L	96,591	104,317	108,348	115,508	119,072	122,495
24L	97,627	105,359	109,431	116,663	120,263	124,023
25L	100,887	108,955	113,173	120,449	124,099	125,550
26L	102,182	110,250	114,467	121,743	125,393	127,078
27L	103,476	111,544	115,762	123,038	126,688	128,605
28L	104,770	112,838	117,056	124,332	127,982	130,133

Year 1 Schedule C

22-23 Scotch Plains - Fanwood Secretary/Office Assistants Salary Guide

Step	Clk/Typ 10	Sec/OA 10	Sec/OA 11	Sec/OA 12	EL/Exec 11	Bkr/Ex 12	Pay Spec
1	28,611	31,291	34,618	38,980	41,285	45,558	52,632
2	29,194	31,874	35,189	39,548	41,868	46,136	53,208
3	29,776	32,455	35,763	40,117	42,450	46,713	53,785
4	30,358	33,038	36,337	40,685	43,032	47,291	54,361
5	31,325	34,104	37,505	42,004	44,457	48,860	55,897
6	32,327	35,208	38,714	43,368	45,933	50,485	57,323
7	33,370	36,349	39,969	44,783	47,463	52,172	59,217
8	34,443	37,534	41,270	46,246	49,052	53,915	60,953
9	35,564	38,884	42,757	47,754	50,719	55,753	62,784
10	37,282	40,956	45,141	50,327	53,483	58,878	65,023
No advancement to letter steps effective July 1, 2015							
R	37,836	41,562	45,812	51,072	54,262	59,738	65,518
P	38,076	41,815	46,104	51,383	54,562	60,067	67,638
N	39,413	43,361	47,718	53,282	56,819	62,549	-
B	48,983	55,568	60,875	66,558	72,345	79,640	-
L1	550		S1	550			
L2	1,100		S2	1,000			
L3	1,650						

Year 2 Schedule C

23-24 Scotch Plains - Fanwood Secretary/Office Assistants Salary Guide

Step	Clk/Typ 10	Sec/OA 10	Sec/OA 11	Sec/OA 12	EL/Exec 11	Bkr/Ex 12	Pay Spec
1	29,373	32,053	35,380	39,742	42,047	46,320	53,394
2	29,956	32,636	35,951	40,310	42,630	46,898	53,970
3	30,538	33,217	36,525	40,879	43,212	47,475	54,547
4	31,120	33,800	37,099	41,447	43,794	48,053	55,123
5	32,087	34,866	38,267	42,766	45,219	49,622	56,659
6	33,089	35,970	39,476	44,130	46,695	51,247	58,085
7	34,132	37,111	40,731	45,545	48,225	52,934	59,979
8	35,205	38,296	42,032	47,008	49,814	54,677	61,715
9	36,326	39,646	43,519	48,516	51,481	56,515	63,546
10	38,028	41,775	46,044	51,333	54,552	60,056	66,323
No advancement to letter steps effective July 1, 2015							
R	38,593	42,393	46,729	52,094	55,347	60,933	66,828
P	38,837	42,651	47,026	52,410	55,653	61,268	68,991
N	40,201	44,228	48,672	54,347	57,955	63,800	-
B	49,963	56,679	62,092	67,889	73,791	81,232	-
L1	550		S1	550			
L2	1,100		S2	1,000			
L3	1,650						

Year 3 Schedule C

24-25 Scotch Plains - Fanwood Secretary/Office Assistants Salary Guide

Step	Clk/Typ 10	Sec/OA 10	Sec/OA 11	Sec/OA 12	EL/Exec 11	Bkr/Ex 12	Pay Spec
1	30,215	32,895	36,222	40,584	42,889	47,162	54,236
2	30,798	33,478	36,793	41,152	43,472	47,740	54,812
3	31,380	34,059	37,367	41,721	44,054	48,317	55,389
4	31,962	34,642	37,941	42,289	44,636	48,895	55,965
5	32,929	35,708	39,109	43,608	46,061	50,464	57,501
6	33,931	36,812	40,318	44,972	47,537	52,089	58,927
7	34,974	37,953	41,573	46,387	49,067	53,776	60,821
8	36,047	39,138	42,874	47,850	50,656	55,519	62,557
9	37,168	40,488	44,361	49,358	52,323	57,357	64,388
10	38,788	42,611	46,965	52,360	55,643	61,257	67,650
No advancement to letter steps effective July 1, 2015							
R	39,364	43,241	47,663	53,136	56,454	62,152	68,165
P	39,614	43,504	47,967	53,458	56,766	62,493	70,371
N	41,005	45,113	49,645	55,434	59,115	65,076	-
B	50,962	57,812	63,334	69,247	75,267	82,857	-
L1	550		S1	550			
L2	1,100		S2	1,000			
L3	1,650						

Year 4 Schedule C

25-26 Scotch Plains - Fanwood Secretary/Office Assistants Salary Guide

Step	Clk/Typ 10	Sec/OA 10	Sec/OA 11	Sec/OA 12	EL/Exec 11	Bkr/Ex 12	Pay Spec
1	30,733	33,413	36,740	41,102	43,407	47,680	54,754
2	31,316	33,996	37,311	41,670	43,990	48,258	55,330
3	31,898	34,577	37,885	42,239	44,572	48,835	55,907
4	32,480	35,160	38,459	42,807	45,154	49,413	56,483
5	33,447	36,226	39,627	44,126	46,579	50,982	58,019
6	34,449	37,330	40,836	45,490	48,055	52,607	59,445
7	35,492	38,471	42,091	46,905	49,585	54,294	61,339
8	36,565	39,656	43,392	48,368	51,174	56,037	63,075
9	37,686	41,006	44,879	49,876	52,841	57,875	64,906
10	39,564	43,463	47,904	53,407	56,756	62,482	69,003
No advancement to letter steps effective July 1, 2015							
R	40,152	44,106	48,616	54,198	57,583	63,395	69,528
P	40,406	44,374	48,926	54,528	57,901	63,743	71,778
N	41,825	46,015	50,638	56,543	60,297	66,378	-
B	51,982	58,969	64,601	70,632	76,773	84,514	-
L1	550		S1	550			
L2	1,100		S2	1,000			
L3	1,650						

Year 5 Schedule C

26-27 Scotch Plains - Fanwood Secretary/Office Assistants Salary Guide

Step	Clk/Typ 10	Sec/OA 10	Sec/OA 11	Sec/OA 12	EL/Exec 11	Bkr/Ex 12	Pay Spec
1	31,136	33,816	37,143	41,505	43,810	48,083	55,157
2	31,719	34,399	37,714	42,073	44,393	48,661	55,733
3	32,301	34,980	38,288	42,642	44,975	49,238	56,310
4	32,883	35,563	38,862	43,210	45,557	49,816	56,886
5	33,850	36,629	40,030	44,529	46,982	51,385	58,422
6	34,852	37,733	41,239	45,893	48,458	53,010	59,848
7	35,895	38,874	42,494	47,308	49,988	54,697	61,742
8	36,968	40,059	43,795	48,771	51,577	56,440	63,478
9	38,089	41,409	45,282	50,279	53,244	58,278	65,309
10	40,355	44,332	48,862	54,475	57,891	63,732	70,383
No advancement to letter steps effective July 1, 2015							
R	40,955	44,988	49,589	55,282	58,735	64,663	70,918
P	41,214	45,262	49,904	55,618	59,059	65,018	73,214
N	42,662	46,936	51,651	57,674	61,503	67,706	-
B	53,021	60,148	65,893	72,045	78,308	86,204	-
L1	550		S1	550			
L2	1,100		S2	1,000			
L3	1,650						

Co-Curricular Advisors Salary Guides

Schedule D

High School

Tier 1

Position	22-23	23-24	24-25	25-26	26-27
Activity Advisor	3,000	3,014	3,167	3,316	3,471
Assembly Director*	3,925	3,925	3,925	3,925	3,925
BSU	3,000	3,014	3,167	3,316	3,471
Culmen Business	3,000	3,014	3,167	3,316	3,471
Culmen Literary	3,000	3,014	3,167	3,316	3,471
Culmen Yearbook*	3,624	3,624	3,624	3,624	3,624
DCH SADD	3,000	3,014	3,167	3,316	3,471
Intramurals*	3,624	3,624	3,624	3,624	3,624
Math League	3,000	3,014	3,167	3,316	3,471
Model United Nations ^	3,000	3,014	3,167	3,316	3,471
MUSE	3,000	3,014	3,167	3,316	3,471
NJ Science League Biology (2)	3,000	3,014	3,167	3,316	3,471
NJ Science League Chemistry (2)	3,000	3,014	3,167	3,316	3,471
NJ Science League Physics (2)	3,000	3,014	3,167	3,316	3,471
Robotics Assistant	3,000	3,014	3,167	3,316	3,471
SAGA	3,000	3,014	3,167	3,316	3,471
SCN	3,000	3,014	3,167	3,316	3,471
SLC*^	3,000	3,014	3,167	3,316	3,471
Winter Guard	3,000	3,014	3,167	3,316	3,471
WL French NHS#	750	754	792	829	868
WL French#	2,250	2,261	2,375	2,487	2,603
WL Italian NHS#	750	754	792	829	868
WL Italian#	2,250	2,261	2,375	2,487	2,603
WL Mandarin NHS#	750	754	792	829	868
WL Mandarin#	2,250	2,261	2,375	2,487	2,603
WL Spanish NHS#	750	754	792	829	868
WL Spanish#	2,250	2,261	2,375	2,487	2,603

* Club is above tier maximum and will remain froze until all are equalized.

^ Club meets for half a year.

Club responsibilities are split 25%/75%.

Gaps between clubs should be:

Tier 1 to Tier 2	\$1,250
Tier 2 to Tier 3	\$750
Tier 3 to Tier 4	\$1,000

Co-Curricular Advisors Salary Guides Schedule D
High School
Tier 2

Position	22-23	23-24	24-25	25-26	26-27
Las Cantaadores	3,548	4,264	4,403	4,552	4,707
Men's Choir	3,548	4,264	4,403	4,552	4,707
NHS	3,869	4,264	4,403	4,552	4,707
Percussions	4,184	4,264	4,403	4,552	4,707
Rep Theater	4,184	4,264	4,403	4,552	4,707
Robotics	3,548	4,264	4,403	4,552	4,707
Select Chorus	3,548	4,264	4,403	4,552	4,707
SPF Jazz Band	4,184	4,264	4,403	4,552	4,707
SMAC	3,548	4,264	4,403	4,552	4,707
Tier 3					
Position	22-23	23-24	24-25	25-26	26-27
Coordinator of Student Activities	5,000	5,014	5,167	5,316	5,471
DECA	5,000	5,014	5,167	5,316	5,471
Fanscotian	5,132	5,132	5,132	5,316	5,471
FBLA	5,000	5,014	5,167	5,316	5,471
JSA	5,000	5,014	5,167	5,316	5,471
Monglowers	4,250	5,014	5,167	5,316	5,471
Senior Class	5,000	5,014	5,167	5,316	5,471
SGA	5,738	5,738	5,738	5,738	5,738
Stage Crew	5,000	5,014	5,167	5,316	5,471
Tier 4					
Position	22-23	23-24	24-25	25-26	26-27
Band Front (2)	6,000	6,014	6,167	6,316	6,471
Marching Band Assistant	6,000	6,014	6,167	6,316	6,471
Tier 5					
Position	22-23	23-24	24-25	25-26	26-27
Marching Band Director	7,500	7,514	7,667	7,816	7,971

*Club is above tier maximum and will remain frozen until all are equalized

Gaps between clubs should be:

Tier 1 to Tier 2 \$1,250

Tier 2 to Tier 3 \$750

Tier 3 to Tier 4 \$1,000

Co-Curricular Advisors Salary Guides

Schedule D

Middle School

Tier 1

Position	22-23	23-24	24-25	25-26	26-27
Activity Advisors	3,098	3,198	3,302	3,409	3,520
5th & 6th Gd. Homework Club	3,098	3,198	3,302	3,409	3,520
7th & 8th Gd. Homework Club	3,098	3,198	3,302	3,409	3,520
Art Club	3,142	3,198	3,302	3,409	3,520
Builders Club	3,098	3,198	3,302	3,409	3,520
Choose Your Own Adventure Club	3,098	3,198	3,302	3,409	3,520
Computer Club Robotics	3,098	3,198	3,302	3,409	3,520
Debate/Model Un	3,098	3,198	3,302	3,409	3,520
Environmental Club	3,098	3,198	3,302	3,409	3,520
*Intramurals	3,770	3,770	3,770	3,770	3,770
History Day Club	3,098	3,198	3,302	3,409	3,520
Jazz Band	3,098	3,198	3,302	3,409	3,520
Multi-Cultural Club	3,098	3,198	3,302	3,409	3,520
Newspaper	3,098	3,198	3,302	3,409	3,520
PALS Advisor	3,098	3,198	3,302	3,409	3,520
Pep Squad	3,098	3,198	3,302	3,409	3,520
Photography Club	3,098	3,198	3,302	3,409	3,520
S.A.V.E Promise Club	3,098	3,198	3,302	3,409	3,520
Select Choir	3,098	3,198	3,302	3,409	3,520
S.T.E.A.M. Co-Advisor	3,098	3,198	3,302	3,409	3,520
TV Production & Broadcasting	3,098	3,198	3,302	3,409	3,520
Tier 2	22-23	23-24	24-25	25-26	26-27
Director/Producer for Musical	3,555	3,670	3,790	3,913	4,040
*Student Council	4,399	4,399	4,399	4,399	4,399
*Yearbook	4,250	4,250	4,250	4,250	4,250
*Club is above tier maximum					
Elementary Schools					
Position	22-23	23-24	24-25	25-26	26-27
Activity Advisor	3,098	3,198	3,302	3,409	3,520

+Elementary activity advisors shall be paid the same amount in ALL elementary schools for advising the same activity.

**Year 1
22-23**

**Schedule E
Scotch Plains-Fanwood Coaches**

High School	1	2	3	4	5
Baseball					
Head Coach	8,990	9,474	9,955	10,378	10,818
Assistants	7,051	7,532	8,018	8,358	8,712
Grade 9	6,035	6,514	6,999	7,299	7,607
Basketball					
Head Coach	9,095	9,577	10,059	10,485	10,930
Assistants	7,051	7,532	8,018	8,358	8,712
Grade 9	6,035	6,514	6,999	7,299	7,607
Bowling					
Head Coach	5,830	6,314	6,794	7,272	7,384
Cheerleaders (F/W)					
Head Coach	3,018	3,257	3,501	3,650	3,804
Junior Varsity	2,154	2,327	2,500	2,607	2,716
Grade 9	2,154	2,327	2,500	2,607	2,716
Cross Country					
Head Coach	6,343	6,825	7,307	7,616	7,941
Grade 9	4,810	5,289	5,773	6,019	6,275
Hockey/LAX					
Head Coach	8,076	8,558	9,040	9,424	9,824
Assistants	6,442	6,925	7,407	7,721	8,048
Grade 9	5,730	6,213	6,692	6,979	7,273
Football					
Head Coach	10,725	11,207	11,688	12,187	12,705
Assistants	8,179	8,661	9,142	9,531	9,934
Grade 9	6,850	7,334	7,816	8,147	8,494
Golf					
Head Coach	6,542	7,026	7,509	7,827	8,160
Gymnastics					
Head Coach	7,974	8,455	8,935	9,316	9,712
Assistants	6,035	6,514	6,999	7,299	7,607
Soccer					
Head Coach	8,076	8,558	9,040	9,424	9,824
Assistants	6,442	6,944	7,407	7,721	8,048
Grade 9	5,730	6,213	6,692	6,979	7,273
Softball					
Head Coach	8,990	9,474	9,955	10,378	10,818
Assistants	7,051	7,532	8,018	8,358	8,712
Grade 9	6,035	6,514	6,999	7,299	7,607

Year 1
22-23

Schedule E
Scotch Plains-Fanwood Coaches

High School	1	2	3	4	5
Swimming					
Head Coach	8,280	8,759	9,243	9,636	10,046
Assistants	6,850	7,334	7,816	8,147	8,494
Tennis					
Head Coach	6,542	7,026	7,509	7,827	8,160
Assistants	4,860	5,220	5,579	5,814	6,063
Track: Winter					
Head Coach	7,156	7,637	8,121	8,465	8,826
Assistants	5,294	5,652	6,010	6,265	6,531
Track: Spring					
Head Coach	8,179	8,661	9,142	9,531	9,934
Assistants	7,156	7,637	8,121	8,465	8,826
Grade 9	5,930	6,411	6,896	7,188	7,497
Volleyball					
Head Coach	8,076	8,558	9,040	9,424	9,824
Assistants	6,645	7,128	7,607	7,932	8,268
Grade 9	5,930	6,411	6,896	7,188	7,497
Wrestling					
Head Coach	8,990	9,474	9,955	10,378	10,818
Assistants	7,462	7,942	8,425	8,784	9,156
Grade 9	6,035	6,514	6,999	7,299	7,607
Weight Training					
Fall, Winter or Spring	2,818				
Summer	4,696				
Middle Schools	1	2	3	4	5
Football	5,568	6,056	6,540	6,817	7,108
Soccer	5,568	6,056	6,540	6,817	7,108
Field Hockey	5,568	6,056	6,540	6,817	7,108
Cross Country	5,568	6,056	6,540	6,817	7,108
Volleyball	5,568	6,056	6,540	6,817	7,108
Basketball	5,568	6,056	6,540	6,817	7,108
Wrestling	5,568	6,056	6,540	6,817	7,108
Baseball	5,568	6,056	6,540	6,817	7,108
Softball	5,568	6,056	6,540	6,817	7,108
Track	5,568	6,056	6,540	6,817	7,108

Year 2
23-24

Schedule E
Scotch Plains-Fanwood Coaches

High School	1	2	3	4	5
Baseball					
Head Coach	9,248	9,745	10,240	10,675	11,127
Assistants	7,253	7,748	8,247	8,597	8,961
Grade 9	6,207	6,700	7,199	7,508	7,825
Basketball					
Head Coach	9,355	9,851	10,347	10,785	11,242
Assistants	7,253	7,748	8,247	8,597	8,961
Grade 9	6,207	6,700	7,199	7,508	7,825
Bowling					
Head Coach	5,997	6,495	6,989	7,480	7,595
Cheerleaders (F/W)					
Head Coach	3,105	3,350	3,601	3,754	3,912
Junior Varsity	2,216	2,394	2,572	2,681	2,794
Grade 9	2,216	2,394	2,572	2,681	2,794
Cross Country					
Head Coach	6,524	7,020	7,516	7,834	8,168
Grade 9	4,948	5,440	5,939	6,191	6,455
Hockey/LAX					
Head Coach	8,307	8,803	9,298	9,693	10,105
Assistants	6,626	7,123	7,618	7,942	8,279
Grade 9	5,894	6,390	6,883	7,178	7,481
Football					
Head Coach	11,032	11,528	12,023	12,535	13,068
Assistants	8,412	8,908	9,403	9,804	10,219
Grade 9	7,045	7,544	8,040	8,380	8,737
Golf					
Head Coach	6,730	7,227	7,724	8,051	8,393
Gymnastics					
Head Coach	8,202	8,697	9,191	9,582	9,990
Assistants	6,207	6,700	7,199	7,508	7,825
Soccer					
Head Coach	8,307	8,803	9,298	9,693	10,105
Assistants	6,626	7,142	7,618	7,942	8,279
Grade 9	5,894	6,390	6,883	7,178	7,481
Softball					
Head Coach	9,248	9,745	10,240	10,675	11,127
Assistants	7,253	7,748	8,247	8,597	8,961
Grade 9	6,207	6,700	7,199	7,508	7,825

Year 2
23-24

Schedule E
Scotch Plains-Fanwood Coaches

High School	1	2	3	4	5
Swimming					
Head Coach	8,517	9,010	9,508	9,912	10,333
Assistants	7,045	7,544	8,040	8,380	8,737
Tennis					
Head Coach	6,730	7,227	7,724	8,051	8,393
Assistants	4,999	5,369	5,739	5,981	6,237
Track: Winter					
Head Coach	7,360	7,855	8,353	8,707	9,078
Assistants	5,446	5,813	6,182	6,444	6,718
Track: Spring					
Head Coach	8,412	8,908	9,403	9,804	10,219
Assistants	7,360	7,855	8,353	8,707	9,078
Grade 9	6,100	6,595	7,093	7,394	7,711
Volleyball					
Head Coach	8,307	8,803	9,298	9,693	10,105
Assistants	6,835	7,332	7,825	8,159	8,504
Grade 9	6,100	6,595	7,093	7,394	7,711
Wrestling					
Head Coach	9,248	9,745	10,240	10,675	11,127
Assistants	7,675	8,169	8,666	9,035	9,418
Grade 9	6,207	6,700	7,199	7,508	7,825
Weight Training					
Fall, Winter or Spring	2,898				
Summer	4,831				
Middle Schools	1	2	3	4	5
Football	5,749	6,252	6,752	7,038	7,339
Soccer	5,749	6,252	6,752	7,038	7,339
Field Hockey	5,749	6,252	6,752	7,038	7,339
Cross Country	5,749	6,252	6,752	7,038	7,339
Volleyball	5,749	6,252	6,752	7,038	7,339
Basketball	5,749	6,252	6,752	7,038	7,339
Wrestling	5,749	6,252	6,752	7,038	7,339
Baseball	5,749	6,252	6,752	7,038	7,339
Softball	5,749	6,252	6,752	7,038	7,339
Track	5,749	6,252	6,752	7,038	7,339

Year 3
24-25

Schedule E
Scotch Plains-Fanwood Coaches

High School	1	2	3	4	5
Baseball					
Head Coach	9,530	10,042	10,552	11,000	11,467
Assistants	7,474	7,984	8,499	8,859	9,234
Grade 9	6,396	6,904	7,419	7,737	8,063
Basketball					
Head Coach	9,640	10,151	10,663	11,114	11,585
Assistants	7,474	7,984	8,499	8,859	9,234
Grade 9	6,396	6,904	7,419	7,737	8,063
Bowling					
Head Coach	6,179	6,693	7,202	7,709	7,827
Cheerleaders (F/W)					
Head Coach	3,199	3,452	3,710	3,869	4,032
Junior Varsity	2,283	2,467	2,650	2,763	2,879
Grade 9	2,283	2,467	2,650	2,763	2,879
Cross Country					
Head Coach	6,723	7,234	7,745	8,073	8,417
Grade 9	5,099	5,606	6,120	6,380	6,652
Hockey/LAX					
Head Coach	8,560	9,072	9,582	9,989	10,413
Assistants	6,828	7,341	7,851	8,184	8,531
Grade 9	6,074	6,585	7,093	7,397	7,710
Football					
Head Coach	11,368	11,879	12,389	12,918	13,467
Assistants	8,669	9,180	9,690	10,103	10,530
Grade 9	7,260	7,774	8,285	8,635	9,003
Golf					
Head Coach	6,935	7,447	7,959	8,297	8,649
Gymnastics					
Head Coach	8,452	8,962	9,471	9,875	10,295
Assistants	6,396	6,904	7,419	7,737	8,063
Soccer					
Head Coach	8,560	9,072	9,582	9,989	10,413
Assistants	6,828	7,360	7,851	8,184	8,531
Grade 9	6,074	6,585	7,093	7,397	7,710
Softball					
Head Coach	9,530	10,042	10,552	11,000	11,467
Assistants	7,474	7,984	8,499	8,859	9,234
Grade 9	6,396	6,904	7,419	7,737	8,063

**Year 3
24-25**

**Schedule E
Scotch Plains-Fanwood Coaches**

High School	1	2	3	4	5
Swimming					
Head Coach	8,776	9,284	9,798	10,214	10,648
Assistants	7,260	7,774	8,285	8,635	9,003
Tennis					
Head Coach	6,935	7,447	7,959	8,297	8,649
Assistants	5,152	5,533	5,914	6,163	6,427
Track: Winter					
Head Coach	7,585	8,095	8,608	8,973	9,355
Assistants	5,612	5,991	6,370	6,641	6,923
Track: Spring					
Head Coach	8,669	9,180	9,690	10,103	10,530
Assistants	7,585	8,095	8,608	8,973	9,355
Grade 9	6,286	6,796	7,309	7,620	7,946
Volleyball					
Head Coach	8,560	9,072	9,582	9,989	10,413
Assistants	7,043	7,556	8,063	8,407	8,763
Grade 9	6,286	6,796	7,309	7,620	7,946
Wrestling					
Head Coach	9,530	10,042	10,552	11,000	11,467
Assistants	7,909	8,418	8,931	9,310	9,705
Grade 9	6,396	6,904	7,419	7,737	8,063
Weight Training					
Fall, Winter or Spring	2,987				
Summer	4,978				
Middle Schools	1	2	3	4	5
Football	5,936	6,456	6,972	7,267	7,577
Soccer	5,936	6,456	6,972	7,267	7,577
Field Hockey	5,936	6,456	6,972	7,267	7,577
Cross Country	5,936	6,456	6,972	7,267	7,577
Volleyball	5,936	6,456	6,972	7,267	7,577
Basketball	5,936	6,456	6,972	7,267	7,577
Wrestling	5,936	6,456	6,972	7,267	7,577
Baseball	5,936	6,456	6,972	7,267	7,577
Softball	5,936	6,456	6,972	7,267	7,577
Track	5,936	6,456	6,972	7,267	7,577

Year 4
25-26

Schedule E
Scotch Plains-Fanwood Coaches

High School	1	2	3	4	5
Baseball					
Head Coach	9,839	10,368	10,894	11,357	11,839
Assistants	7,717	8,243	8,774	9,146	9,534
Grade 9	6,604	7,128	7,660	7,988	8,325
Basketball					
Head Coach	9,953	10,481	11,009	11,475	11,961
Assistants	7,717	8,243	8,774	9,146	9,534
Grade 9	6,604	7,128	7,660	7,988	8,325
Bowling					
Head Coach	6,380	6,910	7,435	7,959	8,081
Cheerleaders (F/W)					
Head Coach	3,303	3,564	3,831	3,994	4,163
Junior Varsity	2,357	2,547	2,736	2,853	2,973
Grade 9	2,357	2,547	2,736	2,853	2,973
Cross Country					
Head Coach	6,941	7,469	7,997	8,335	8,690
Grade 9	5,264	5,788	6,318	6,587	6,867
Hockey/LAX					
Head Coach	8,838	9,366	9,893	10,313	10,751
Assistants	7,050	7,579	8,105	8,449	8,808
Grade 9	6,271	6,799	7,323	7,637	7,960
Football					
Head Coach	11,737	12,265	12,791	13,337	13,904
Assistants	8,950	9,478	10,005	10,430	10,872
Grade 9	7,496	8,026	8,554	8,916	9,295
Golf					
Head Coach	7,160	7,689	8,218	8,566	8,930
Gymnastics					
Head Coach	8,726	9,253	9,778	10,195	10,629
Assistants	6,604	7,128	7,660	7,988	8,325
Soccer					
Head Coach	8,838	9,366	9,893	10,313	10,751
Assistants	7,050	7,599	8,105	8,449	8,808
Grade 9	6,271	6,799	7,323	7,637	7,960
Softball					
Head Coach	9,839	10,368	10,894	11,357	11,839
Assistants	7,717	8,243	8,774	9,146	9,534
Grade 9	6,604	7,128	7,660	7,988	8,325

Year 4
25-26

Schedule E
Scotch Plains-Fanwood Coaches

High School	1	2	3	4	5
Swimming					
Head Coach	9,061	9,586	10,116	10,546	10,994
Assistants	7,496	8,026	8,554	8,916	9,295
Tennis					
Head Coach	7,160	7,689	8,218	8,566	8,930
Assistants	5,319	5,712	6,105	6,363	6,635
Track: Winter					
Head Coach	7,831	8,358	8,888	9,264	9,658
Assistants	5,794	6,185	6,577	6,856	7,147
Track: Spring					
Head Coach	8,950	9,478	10,005	10,430	10,872
Assistants	7,831	8,358	8,888	9,264	9,658
Grade 9	6,490	7,016	7,546	7,867	8,204
Volleyball					
Head Coach	8,838	9,366	9,893	10,313	10,751
Assistants	7,272	7,801	8,325	8,680	9,048
Grade 9	6,490	7,016	7,546	7,867	8,204
Wrestling					
Head Coach	9,839	10,368	10,894	11,357	11,839
Assistants	8,166	8,691	9,220	9,613	10,020
Grade 9	6,604	7,128	7,660	7,988	8,325
Weight Training					
Fall, Winter or Spring	3,084				
Summer	5,140				
Middle Schools					
Football	6,129	6,665	7,198	7,503	7,824
Soccer	6,129	6,665	7,198	7,503	7,824
Field Hockey	6,129	6,665	7,198	7,503	7,824
Cross Country	6,129	6,665	7,198	7,503	7,824
Volleyball	6,129	6,665	7,198	7,503	7,824
Basketball	6,129	6,665	7,198	7,503	7,824
Wrestling	6,129	6,665	7,198	7,503	7,824
Baseball	6,129	6,665	7,198	7,503	7,824
Softball	6,129	6,665	7,198	7,503	7,824
Track	6,129	6,665	7,198	7,503	7,824

Year 5
26-27

Schedule E
Scotch Plains-Fanwood Coaches

High School	1	2	3	4	5
Baseball					
Head Coach	10,159	10,705	11,248	11,726	12,224
Assistants	7,967	8,511	9,060	9,444	9,844
Grade 9	6,819	7,360	7,908	8,247	8,596
Basketball					
Head Coach	10,277	10,821	11,366	11,848	12,350
Assistants	7,967	8,511	9,060	9,444	9,844
Grade 9	6,819	7,360	7,908	8,247	8,596
Bowling					
Head Coach	6,587	7,135	7,677	8,217	8,343
Cheerleaders (F/W)					
Head Coach	3,410	3,680	3,955	4,124	4,298
Junior Varsity	2,434	2,630	2,825	2,945	3,069
Grade 9	2,434	2,630	2,825	2,945	3,069
Cross Country					
Head Coach	7,167	7,712	8,257	8,606	8,973
Grade 9	5,435	5,976	6,524	6,801	7,091
Hockey/LAX					
Head Coach	9,126	9,670	10,214	10,648	11,100
Assistants	7,279	7,825	8,369	8,724	9,094
Grade 9	6,475	7,020	7,561	7,885	8,219
Football					
Head Coach	12,118	12,663	13,207	13,770	14,356
Assistants	9,241	9,786	10,330	10,769	11,225
Grade 9	7,740	8,287	8,832	9,205	9,598
Golf					
Head Coach	7,392	7,939	8,485	8,844	9,220
Gymnastics					
Head Coach	9,010	9,554	10,096	10,526	10,974
Assistants	6,819	7,360	7,908	8,247	8,596
Soccer					
Head Coach	9,126	9,670	10,214	10,648	11,100
Assistants	7,279	7,846	8,369	8,724	9,094
Grade 9	6,475	7,020	7,561	7,885	8,219
Softball					
Head Coach	10,159	10,705	11,248	11,726	12,224
Assistants	7,967	8,511	9,060	9,444	9,844
Grade 9	6,819	7,360	7,908	8,247	8,596

**Year 5
26-27**

**Schedule E
Scotch Plains-Fanwood Coaches**

High School	1	2	3	4	5
Swimming					
Head Coach	9,356	9,897	10,444	10,889	11,351
Assistants	7,740	8,287	8,832	9,205	9,598
Tennis					
Head Coach	7,392	7,939	8,485	8,844	9,220
Assistants	5,492	5,898	6,304	6,570	6,851
Track: Winter					
Head Coach	8,085	8,629	9,176	9,565	9,972
Assistants	5,982	6,386	6,791	7,079	7,380
Track: Spring					
Head Coach	9,241	9,786	10,330	10,769	11,225
Assistants	8,085	8,629	9,176	9,565	9,972
Grade 9	6,701	7,244	7,792	8,122	8,471
Volleyball					
Head Coach	9,126	9,670	10,214	10,648	11,100
Assistants	7,508	8,054	8,596	8,962	9,342
Grade 9	6,701	7,244	7,792	8,122	8,471
Wrestling					
Head Coach	10,159	10,705	11,248	11,726	12,224
Assistants	8,431	8,974	9,520	9,925	10,346
Grade 9	6,819	7,360	7,908	8,247	8,596
Weight Training					
Fall, Winter or Spring	3,184				
Summer	5,307				
Middle Schools					
Football	6,328	6,882	7,432	7,747	8,078
Soccer	6,328	6,882	7,432	7,747	8,078
Field Hockey	6,328	6,882	7,432	7,747	8,078
Cross Country	6,328	6,882	7,432	7,747	8,078
Volleyball	6,328	6,882	7,432	7,747	8,078
Basketball	6,328	6,882	7,432	7,747	8,078
Wrestling	6,328	6,882	7,432	7,747	8,078
Baseball	6,328	6,882	7,432	7,747	8,078
Softball	6,328	6,882	7,432	7,747	8,078
Track	6,328	6,882	7,432	7,747	8,078