

**AGREEMENT BETWEEN**  
**THE**  
**PARK RIDGE BOARD OF EDUCATION**  
**AND**  
**PARK RIDGE EDUCATION ASSOCIATION**

**JULY 1, 2011 - JUNE 30, 2014**

**PARK RIDGE, NEW JERSEY**

**Ratified: Park Ridge Education Association  
Park Ridge Board of Education**

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## AGREEMENT

WHEREAS, The Park Ridge Board of Education, hereafter known as the Board, and the Park Ridge Education Association, hereafter known as the Association, have reached understandings which they desire to confirm in this agreement, and in consideration of the following, mutually covenants and it is hereby agreed as follows:

### ARTICLE I

#### RECOGNITION

The Board recognizes the Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all certificated personnel whether under contract or on leave in the following classifications; classroom teachers, nurses, guidance counselors, media specialists, special education personnel, coordinators, secretaries, payroll, accounts payable secretary and athletic trainers.

Unless otherwise indicated, the term "Employee", when used hereinafter in this agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined, and references to male employees shall include female employees.

## ARTICLE II

### INITIATION OF COLLECTIVE NEGOTIATIONS LEADING TO NEW CONTRACTS

The parties agree to enter into collective negotiation over a successor agreement in accord with NJSA 34: 13A -1 et seq. and following such negotiations to commence no later than the date specified for initiation of discussions by the Public Employees Relations Commission.

**ARTICLE III**  
**GRIEVANCE PROCEDURE**

**A. DEFINITION**

1. **Grievance**

A "Grievance" is a claim based upon interpretation, application, or violation of this agreement, board policies or administrative decisions affecting an employee or group of employees.

2. **Aggrieved Employee**

An "aggrieved employee" is the employee or employees making the claim.

3. **Party In Interest**

A "party in interest" is the aggrieved employee or employees making the claim and any employees below the superintendent, who may be affected by the determination of the superintendent in connection with the claim.

4. **Calendar Day**

All days refer to calendar days for the aggrieved employee or employees.

**B. PURPOSE**

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

**C. PROCEDURE**

1. **Time Limits**

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. Day one (1), at each of the following steps, shall start the next calendar day after a discussion and/or a written communication has been received and acknowledged with a sign-off.

2. **Year End Grievance**

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party of interest, the time limits set forth herein shall be reduced by mutual agreement of all parties so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

**Step 1:** The aggrieved party shall first discuss the grievance orally with his/her immediate supervisor in an effort to resolve the matter informally. To be considered, the grievance must be initiated within ten (10) workdays from the time when the grievant knew or should have known of its occurrence.

**Step 2:** If the aggrieved party is not satisfied with the disposition of the grievance at Step 1, the party shall submit the grievance in writing within fifteen (15) calendar days to his building Principal. The Principal shall review the grievance and render a decision in writing within fifteen (15) calendar days.

**Step 3:** If the aggrieved party is not satisfied with the disposition of the grievance at Step 2, the grievance shall be submitted in writing within fifteen (15) calendar days with the Superintendent of Schools. The Superintendent's answer, in writing shall be delivered to the aggrieved person within twenty (20) calendar days of the meeting.

**Step 4:** If the matter is not settled, the grievance, presented in writing, shall be discussed at the meeting of the Board of Education. This meeting will occur within twenty (20) calendar days of the presentation of the grievance to the Board. Response from the Board, in writing, will be presented within thirty (30) calendar days thereafter.

**Step 5:** If a grievance has not been resolved at Step 4, then within fifteen (15) calendar days after receipt of the written decision of the Board, or the expiration of the time limits for making such decision, the Association may submit to the Board a written notice to PERC requesting advisory arbitration and the appointment of an arbitrator who shall be empowered to review the grievance and render an opinion. Selection of the arbitrator shall be from a list to be supplied by the Public Employee Relations Commission, and selection is to be made by the rules and regulations of said Commission. The decision of the arbitrator shall be submitted to the Board and the Association. Cost of the arbitration shall be divided equally among the parties, and each party shall be responsible for its own legal expenses.

D. **RIGHTS OF EMPLOYEES TO REPRESENTATION**

1. **Employee and Association**

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a 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 and to state its views at all stages of the grievance procedure.

E. **MISCELLANEOUS**

1. **Group Grievance**

If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Principal directly and the processing of such grievance shall be commenced at Step 2. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

2. **Written Decisions**

Decisions rendered after Step 1 of the grievance procedure shall be in writing, setting forth the decision and shall be transmitted promptly to the aggrieved employee.

3. **Forms**

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

4. **Meetings and Hearings**

All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this ARTICLE.

## ARTICLE IV

### EMPLOYEE RIGHTS

- A. Pursuant to NJSA 34: 13A – 1 et seq, the Board hereby agrees that every employee of the Board shall have the right 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 the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by NJSA 34: 13A –1 et seq, 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 membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his 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 may have under New Jersey school laws. Nothing contained herein will be construed to deny or restrict other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the board, or any agent or representative thereof, shall not be made public and shall be subject to the grievance procedure herein set forth. Any dismissal or suspension shall be considered a disciplinary action and shall, at the option of the employee, be subject to the grievance procedure.
- D. No employee will be prevented from wearing pins or other identifications of membership in the Organization or its affiliates as long as the identification does not interfere with the performance of duty or the operation of the school.
- E. Any questions or criticisms by a supervisor, administrator, or Board member of any employee of his/her instructional methodology shall be made in confidence and not in any public gathering nor in the presence of students, parents, or other employees, with the exception of Association representatives acting in that capacity. Direct orders made to staff members by administration in emergency situations (i.e. fire drills, etc.) may be excluded from the provisions of this Section.



## ARTICLE V

### BOARD RIGHTS

The Board retains and reserves unto itself, without limitations, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of New Jersey and of the United States, by the decisions of the Courts of the United States and the State of New Jersey, the Commissioner of Education, and the State Board of Education of the State of New Jersey and by the Rules and Regulations of the State Board of Education of the State of New Jersey, subject to the terms of this Agreement.

## ARTICLE VI

### ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time:
1. For negotiation purposes, the total cost of the current instructional salaries.
  2. Other pertinent information at a reasonable time or when available, such as:
    - a. Audit
    - b. Personnel Roster indicating salary guide step and degree
    - c. Tentative budget as approved by the County Superintendent
    - d. Agendas and approved minutes of public meetings
    - e. Census data related to school enrollments
    - f. Directory of Personnel (names and addresses)
- B. As has been practice, the Association may use bulletin boards and interschool mail facilities and school mailboxes.
- C. The Association will participate actively in the planning of the orientation program.
- D. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he will suffer no loss of pay.
- E. Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- F. The Association shall have the right to use school facilities and equipment including computers, duplicating equipment, and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use and pay the cost of repairing any damage to equipment caused by their negligence.
- G. Whenever the Association desires to use any of the school buildings, it shall request permission for such use. The Principal shall grant the permission sought, provided that the use by the Association does not conflict with any other scheduled activity and provided further, that in connection with said use no additional costs are incurred by the Board.
- H. The Board agrees to extend the assistance of the Board Office to the Association in connection with the purchase of expendable office supplies by the Association and such other materials as the Association may require from the Board's suppliers. Nothing herein contained, however, shall be construed as an obligation on the part of the Board, or assurance on the part of the Board, that the suppliers will agree to sell to the Association.

- I. The Association President or designated representative shall be granted no more than two days absence per school year, with pay, to attend to official Association business which cannot be accomplished during non-school hours. A statement from the Association President of the general nature of the business and that it meets this criteria shall be provided to the Superintendent through the Principal, using the "Request for Approval of Anticipated Absence" form for professional purposes.
- J. The Board agrees to the establishment of a representation fee for employees who choose not to join the Park Ridge Education Association. The representation fee will be 85% of the total unified dues established by the Association for the individual school year for that employee. The Association by December 1 or each year will provide the Board a list of those employees required to pay the representation fee. The Board will deduct from the salaries of the employees referred to in this section the full amount of yearly representation fee in equal installments beginning the first paycheck in January and through the June paycheck.

The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses, that may arise out of, or by reason of any action taken or not taken by the employer in conformance with this provision.

## ARTICLE VII

### EMPLOYEE EVALUATION PROCEDURES

- A. Teachers shall be evaluated consistent with NJAC 6:1.19-6:1.21.
- B. Each non-tenured employee shall be observed three (3) times during each school year. Tenured staff shall be observed one (1) time during the school year. Each observation shall consist of one (1) class period from the teacher's schedule.
- C. Within five (5) workdays of each observation, the employee shall receive a written report and, within five (5) workdays after, shall have a conference with the author of the report. Each observation cycle shall be completed before another cycle begins.
- D. Annually, each employee shall receive a written evaluation five (5) workdays prior to a meeting with his/her supervisor to review the content of the evaluation. This evaluation must be completed prior to the end of the calendar year for teachers.
- E. Each employee shall have the right to attach a written statement of rebuttal to all written evaluations.
- F. All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, public address, cameras, audio systems, and similar surveillance devices shall be strictly prohibited.
- G. An employee shall be given a copy of any visit, observation, or evaluation report prepared by his/her evaluator(s) five (5) workdays before any conference. No such report shall be submitted to the central office, placed in the employee's file, or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form.

## **APPENDIX A**

### **A-1 SNOWDAYS**

All Office Staff members shall be exempt from reporting to work on days when the schools are closed because of inclement weather. The Office Staff will be dismissed within 30 minutes of the departure of students on early dismissal due to inclement weather.

### **A-2 HOLIDAYS**

The holiday schedule for office staff employees shall consist of holidays established annually in the school calendar. In addition, the day before Thanksgiving and December winter recess shall be an early dismissal day. Office staff will be permitted to leave with the students for those days only. During recess periods within the school year, office staff will have the same schedule as teaching staff.

### **A-3 PROMOTIONS, NEW POSITION OF NEW EMPLOYEES ON THE SALARY GUIDE**

- A. Office Staff members shall be given the opportunity to apply for all vacant or new positions. All openings for these positions shall be posted.
1. All office personnel will be appointed with three months probationary status prior to the issuance of a regular contract. The contract will be retroactive to the first day of employment.
  3. When existing staff members are promoted to a different category, e.g. from Group I to Group III, the step placement on the guide may be adjusted vertically by one step.

### **B. INVOLUNTARY TRANSFERS**

The individual affected shall be notified fifteen workdays prior to transfer to permit dialog with his supervisor and Superintendent of Schools.

## A-4 FRINGE BENEFITS

- A. Health Benefits:** Employees of the Park Ridge School District who are employed twenty-six (26) hours or more per week shall be entitled to participate in a Health Benefit Insurance Plan which is equal to or better than the School Employees Health Benefit Program effective July 1, 2009, as agreed upon in writing by the Board and Park Ridge Education Association.

Any employee who was employed in the district 20 hours or more per week before July 1, 1999 shall continue to receive benefits notwithstanding anything in the Agreement to the contrary.

1. The cost of employee (and dependent) coverage will be borne by the Board of Education, except as otherwise provided by State and/or Federal law.
2. The Board shall request from the carrier for distribution to new members of the unit, and others on request, a description of the health-care insurance coverage provided under this Article no later than the beginning of each school year, which shall include a description of conditions and limits of coverage as defined in the master policies and contracts mentioned above.
3. The Board shall offer to eligible employees who can establish health insurance coverage through their spouse or domestic partner, an opt-out plan, providing for a payment of 25% of the cost of the premium or \$5,000, whichever is less.

- B. Dental:** Office Staff who are employed twenty-six (26) hours or more per week shall be entitled to participate in a dental insurance plan, effective July 1, 2000. The cost of office staff (and dependent) coverage will be borne by the Board of Education.

Any employee who was employed in the district twenty (20) hours or more per week before July 1, 1999 shall receive this benefit notwithstanding anything in the Agreement to the contrary.

The maximum yearly benefit shall be \$2,500 per employee and \$2,500 per each dependent enrolled in the plan.

- C. Optical Plan:** There will be an Optical Plan offered to office staff (and dependents) that is the same as for certificated staff if they are employed twenty-six hours or more per week. The cost of office staff (and dependent) coverage will be borne by the Board of Education.

Any employee who was employed in the district twenty (20) hours or more per week before July 1, 1999 shall receive this benefit notwithstanding anything in the Agreement to the contrary. The upgrades are as follows:

**Benefit:**

Exam	\$70	Frames	\$75
Single vision lenses	\$70	Elective contact lenses	\$135
Bifocal lenses	\$90	Medically necessary	
Trifocal lenses	\$110	Contact lenses	\$240
Lenticular lenses	\$110		

- D. **Sick Leave:** (return to old language) All office staff will be allowed twelve sick leave days each year with pay. All twelve days are cumulative. Sick leave days shall be prorated for less than full-time staff. Full salary shall be paid for absence due to illness until the current and accumulated sick leave is expended. When regular sick leave is exhausted, the Board of Education will consider individual cases, written requests for the additional benefits. Should an illness carry over to the following school year, and the accumulated sick leave days have been fully expended the previous year, after the use of the current sick leave day's full salary shall be deducted.
- An illness of seven (7) consecutive working days or more requires a doctor's approval before the staff member returns to work.
- E. **Unused Sick Leave Days:** The Board shall pay a retiring Office Staff member partial payment for unused sick leave days. The payment shall be in a lump sum payable on retirement or the January 15<sup>th</sup> following retirement, at the retiring employee's option. Such pay for unused sick leave days shall be determined by the following criteria:
1. To qualify, an employee must have worked in the Park Ridge Schools for at least ten years, half-time or more. Time served as an aide counts.
  2. A school office employee must have accumulated a minimum of thirty (30) days to qualify.
  3. Payment will be made to a maximum of 180 days.
  4. Payment for unused accumulated days will be \$25 per day.
- F. **Work Day:** The work week for all full time office staff employees shall consist of thirty-five hours per week/seven hours per day exclusive of lunch hour. During the summer months of July and August, the workweek shall be 32 ½ hours as past practice.
- G. **Individual Leave:** Individual leaves for office staff may be granted upon recommendation of the appropriate administrative office and approval of the Superintendent or Board Secretary, where applicable. Salary deductions will be made at a prorated daily rate.

H. **Vacations:** Paid summer vacation periods for office staff members shall be as follows:

1. Twelve month employees with less than one year of service shall be entitled to one day of vacation per month of employment up to ten days. This vacation is to be taken during the immediately following July or August.
2. Twelve month employees with one to four years of service shall be entitled to two weeks' vacation; five to nine years service, three weeks' vacation; ten or more years of service, four weeks' vacation.
3. Ten-month employees shall receive no summer vacation pay or time.

Staff members may take part of their vacation during the school year upon approval of their Supervisor and the Superintendent.

I. **Personal Days:** Up to four days absence with pay will be allowed annually by the Superintendent for legal, family, educational, and/or real estate purposes. A statement that the reason fits within these categories is all that is required. Absence for other reasons may be allowed. Personal Days should be approved in advance by the direct supervisor and the Superintendent. Emergency absences should be certified in writing to the Superintendent.

Up to two (2) unused personal days may be converted to sick days per year.

J. **Tuition Reimbursement:** An office staff employee who voluntarily takes professional courses which will contribute to his professional development must have prior approval of the Superintendent and reimbursed under the following conditions.

1. To be eligible for reimbursement, the staff employee must furnish an explanation of how the course will contribute to his professional improvement in the Park Ridge School System.
2. The maximum reimbursement for tuition, registration fees shall be \$500. Courses will be charged to the school year in which they are completed.
3. In school year and summer courses are included.
4. Written participation/passing of course must be presented to the Superintendent to qualify for reimbursement.

K. **Evaluation Procedures:** Office staff employees shall be evaluated in accordance with the Office Staff Evaluation Form by Supervisors and Principals.

The employee shall be given a copy of the evaluation prior to a conference with the immediate supervisor/evaluator. All copies of evaluations shall be signed by both employee and evaluator at the time of the conference.

The employee reserves the right to respond in writing and said will be attached to this evaluation.



## PARK RIDGE SECRETARIAL GUIDES

### SALARY GUIDE EXPLANATION FOR OFFICE STAFF

- Group I: These secretaries are to work 193 days. These days are to start five days prior to the official opening of school and run through June 30. Less than full time secretary in school offices or media centers working 6 hours per day.
- Group II: school secretary, secretary to the principal, secretary to the vice principal, secretary to guidance department, secretary to special services.
- Group III - accounts payable, HS attendance secretary

PARK RIDGE PUBLIC SCHOOLS

OFFICE STAFF SALARY GUIDES

A-5 Salaries

2011-2012 Office Staff

Steps	Group I*	Group II	Group III
1	\$22,541	38,094	\$39,785
2	\$23,391	\$39,531	\$41,285
3	\$24,241	\$40,967	\$42,785
4	\$25,091	\$42,404	\$44,286
*5	\$25,941	\$43,840	\$45,786
6	\$26,791	\$45,277	\$47,286

**PARK RIDGE PUBLIC SCHOOLS**

**OFFICE STAFF SALARY GUIDES**

**A-5 Salaries**

**2012-2013 Office Staff**

Steps	Group I*	Group II	Group III
1	\$23,030	\$38,921	\$40,648
2	\$23,880	\$40,357	\$42,148
3	\$24,730	\$41,794	\$43,648
4	\$25,580	\$43,230	\$45,149
5	\$26,430	\$44,667	\$46,649
*6	\$27,280	\$46,103	\$48,422

**PARK RIDGE PUBLIC SCHOOLS  
OFFICE STAFF SALARY GUIDES**

**A-5 Salaries**

**2013-2014 Office Staff**

Steps	Group I *	Group II	Group III
1	\$23,576	\$39,843	\$41,612
2	\$24,426	\$41,280	\$43,112
3	\$25,276	\$42,716	\$44,612
4	\$26,126	\$44,153	\$46,112
5	\$26,976	\$45,589	\$47,613
*6	\$27,826	\$47,026	\$49,113

## APPENDIX B

### B-1 TEACHING HOURS AND TEACHING LOAD

- A. 1. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in or clock out" by hours and minutes. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in" roster or use district provided electronic system.
2. The work year for teaching staff shall be scheduled for no more than 186 days, inclusive of three (3) snow days (183 days for students). In the event there is no snow day utilized during the year, the work year shall be reduced to 185 days. In the event there is one (1) or two (2) snow days utilized, the work year shall be reduced to 184 days. In the event that all three (3) snow days are utilized, then the work year shall be 183 days.
3. The arrival and departure times for all teachers shall be designated by the individual schools; however, their total in-school work day shall consist of not more than seven (7) hours and five (5) minutes in the elementary schools and seven hours and ten minutes in the MS/HS. The day begins with designated sign-in time or the start of an assigned duty and ends with sign-out as prescribed by the Administration which shall include a duty-free lunch period. The first five (5) minutes of the elementary school teacher's day shall be non-instructional. The ten (10) minutes at the end of the MS/HS teacher's day is non-instructional except during the (30) thirty-minutes extra help time for students to be performed one day per week. On that day, the ten (10) minutes shall be instructional time. Teachers shall arrange with their Building Principal as to which day per week the extra help shall be offered to students. In the event the teacher is permitted to provide the thirty (30) minutes of extra help time before the student/teacher day begins, there shall be no effect upon the teacher's non-instructional requirements after the school day.
4. The time limitation herein above set forth shall not be deemed to relieve the teachers of their responsibilities in assisting students when such help is requested or required; of parent or teacher initiated conferences about pupil progress; of assumption of detention duties and of similar professional responsibilities.
- 4-5. a. Any teacher who is required to work beyond the established school days in any regular school year as defined in the school calendar shall be compensated at an additional 1/180 of current contractual salary for each day, or any part thereof for such work.
- b. Teachers shall be required to perform one chaperoning duty per School year without compensation. Any additional chaperoning assignment shall be voluntary and shall be compensated at \$25 per assignment on school days and \$35 for Saturdays, Sundays, holidays and other non-school days including the evenings of these days.

- B. 1. The normal daily teaching load in the Middle School/High School shall consist of five teaching periods, two preparation periods, and a duty period; except that Physical Education and Related Arts teachers may teach more than five periods, but not more than six. Where a teacher is asked to teach more than five periods and agrees to do so, said teacher shall be relieved of the performance of a duty period by virtue of the additional teaching assignment. The total of eight enumerated periods and lunch period shall run consecutively.

Elementary Schools Morning Supervision:

One teacher at each elementary school shall supervise students who arrive prior to the opening of school. The teacher on duty shall report for this duty fifteen (15) minutes prior to the official starting time for teachers. The assignment of the duty shall be as follows:

1. Administration shall issue a memorandum seeking volunteers for this duty.
  2. Should there be no volunteer(s), the building principal shall assign all members of the staff on an equitable rotation basis at the beginning of the school year. In no event shall a staff member be assigned for more than five consecutive school days if there are not volunteers.
  3. A stipend for said duty shall be paid in the amount of \$50.00 per five-day period of supervision. Any teacher who may be needed to substitute shall be compensated at \$10.00 per supervision.
2. The normal weekly teaching load in the elementary schools shall not exceed twenty-five (25) hours of pupil instruction per week.
3. While desirable that secondary teachers should not teach more than two subject areas nor have more than three preparations both parties understand that this is not always possible. Administration shall have the right to assign additional preparations when in its judgment the additional preparations are necessary to maintain an appropriate program.
4. While desirable that secondary school teachers should not be required to change subject area teaching stations more than two (2) times during the school day, both parties understand that this is not always possible. The Administration shall continue to use all resources necessary to make this possible.
5. The day before Thanksgiving and December winter recess shall be early dismissal days.

- C. 1. The normal procedure to be used for class coverage when necessary is as follows in the order of preference:
- a. Obtain substitute to cover teacher absences.
  - b. Use of a staff member normally assigned to supervisory duties such as library supervision, study hall supervision, cafeteria supervision or supplemental instruction.

- c. Combining classes within departments when size and program permits.
  - d. Assignment of a staff member with the resultant loss of a preparation period at a remuneration of \$17 (non-emergency situations only). Preference would be given to staff members who have expressed their willingness to cover said periods from a list to be compiled at the beginning of each semester, but the administration retains the prerogative to assign class coverage to staff members not on the preference list due to particular needs of the class.
  - e. Combining classes across departmental lines
  - f. Emergency situations will not include the case where the absence of the teacher is known one or more days ahead of time.
2. No remuneration will be required for assignment to two (2) emergency substitution duty periods. However, in the event that a teacher is asked to provide emergency coverage for more than two (2) periods in a year, using periods other than a duty or regular class period, the teacher will be remunerated at the rate of \$20 for each additional period assigned.

Emergency assignments are to be distributed as equitably as possible among all available teachers.

D. Teachers may leave the building without requesting permission during their scheduled duty free lunch period.

- E. 1.
- a. Elementary Staff – Elementary school meetings shall be held on no more than three (3) days each month. Meetings are to begin 10 minutes after the student dismissal time if all participants are in the same building. Meetings shall begin 20 minutes after the student dismissal time if participants must travel to a different building. In no event shall any meeting continue beyond 4:30 p.m.
  - b. MS/HS Staff – MS/HS teachers shall be available for after school meetings for no more than three (3) days each month. Such meetings shall begin no later than 10 minutes after the student dismissal time and shall run for no more than 50 minutes.
  - c. All staff – If additional time is needed, students shall be dismissed early. This does not preclude the possibility of meetings being scheduled before the opening of the school day if it is mutually agreed upon by the principal and faculty. If said meetings are held before the school day, the time shall be deducted from the 200 total monthly minutes.
  - d. One day each month shall be reserved for PREA meetings.
  - e. Monthly administrative meeting dates for the school year shall be scheduled on the calendar at the start of the school year and distributed to teachers in September and is subject to change.

- f. Any faculty member may submit items to be considered for inclusion in the agenda.
- F. 1. Classroom teachers shall, in addition to their lunch period, have preparation time during which they shall not be assigned to any other duties as follows at least:
    - a. Elementary School – five (5) periods per week
    - b. Secondary School – two (2) period per day
  - 2. The desired teaching load for High School Laboratory Science teachers shall consist of up to 26 periods per week. The remaining time shall be allocated as follows: lunch – 5 periods per week, preparation – 10 periods per week and remainder allocated to duties/supervisions.
- G. Administrators shall have the authority to make exceptions to items, A, B, C, D, E and F in emergency situations.
  - H. Teachers participating in extra-curricular activities listed in Schedule E shall be compensated for such participation as defined in said schedule. Compensation includes supervision of functions related to the responsibility except where special provision is made in Schedule E, such as for Class Advisors.

#### B-2 NON-TEACHING DUTIES

- A. The Board and Association acknowledge that a teacher's primary responsibility is to teach and that his energies should to the extent possible, be utilized to this end. Therefore, they agree as follows:
  - 1. Elementary:  
It will continue to be the policy of the Board of Education to employ lunchroom aides. In an emergency situation, teachers assigned shall be compensated at the rate established for lunchroom supervision.



## B-3 SALARIES

- A. The salaries of all teachers covered by this agreement are set forth in Schedule A which is attached hereto and made a part hereof.

The Board of Education may withhold, for inefficiency or other good cause, the employment increment, including longevity, or the adjustment increment, or both, of any member in any year by a recorded roll call majority vote of the full membership of the Board of Education. It shall be the duty of the Board of Education within ten (10) days, to give written notice of such action, together with the reasons therefore, to the member concerned. The member may appeal such action to the Commissioner under rules prescribed by him. The Commissioner shall consider such appeal and shall either affirm the action of the Board of Education or direct that the increment or increments be paid. The Commissioner may designate an Assistant Commissioner of Education to act for him in his place and with his powers on such appeals. It shall not be mandatory upon the Board of Education to pay any such denied increment in any future year as an adjustment increment. (18A:29-14)

An increment shall be granted, unless withheld for the reasons above, if the teacher has been present fulfilling his assignment for half or more of the days school is in session. If a teacher is absent more than half of the days school is in session, the increment shall not be granted.

- B. Those salaries and payments which are beyond those prescribed in Section A of this Article are set forth in Schedule E which is attached hereto and made a part hereof.

C. Unused Sick Leave Pay for Retiring Teachers

The Board shall pay a retiring teacher partial payment for unused sick leave days. The payment shall be in a lump sum and equal to one-half (1/2) the current daily substitute pay for the year in which the teacher retires times the number of days accumulated, up to a maximum of two hundred (200) days. The teacher must have a minimum of fifteen (15) years experience in Park Ridge and a minimum of fifty (50) days accumulated.

At the retiring teacher's option, the teacher may elect to receive payment on the July 15<sup>th</sup> or January 15<sup>th</sup> following retirement, provided that the teacher has notified the Board of Education of his/her retirement by January 15<sup>th</sup> prior to retirement that school year. If a teacher provides notice of retirement to the Board after January 15<sup>th</sup>, payment to the teacher according to the above provision shall be delayed for one entire year.

"Retiring employee" shall be defined as a teacher who, upon cessation of employment, applies for and receives a retirement allowance from the Teachers' Pension and Annuity Fund. Teachers who leave Park Ridge without formally retiring, including those who vest their previous contributions, shall not be eligible. The Board will consider individual cases which may not specifically be covered by the above definition but meet the general criteria of retirement as defined above.

(Note: Appendix B-8 paragraph B relative to accumulated sick leave available from this benefit in the case of extended sick leave days.)

- C. All salaries and stipends will be rounded to the nearest dollar. \$.50 or more will be the next highest whole dollar; \$.49 or less will be dropped.

## APPENDIX C

### Athletic Trainer

The Athletic Trainer will be placed on the Teacher's Salary Guide and perform duties in accordance with the job description.

PARK RIDGE BOARD OF EDUCATION

July 1, 2011 - January 31, 2013

Salaries - Schedule A

Old	New	BA	BA +30	MA	MA + 30
1	1	50,967	52,467	53,967	56,967
2	2	51,967	53,467	54,967	57,967
3-4	3	52,967	54,467	55,967	58,967
5-6	4	53,967	55,467	56,967	60,372
7-8	5	54,967	56,467	57,967	62,210
9	6	55,967	57,467	58,967	64,174
10	7	57,767	59,643	61,612	67,018
11	8	59,777	61,716	63,777	69,203
12	9	61,787	63,531	65,611	70,944
13	10	63,797	65,297	67,389	72,849
14	11	65,807	67,307	68,807	74,263
15	12	67,817	69,317	70,817	75,976
16	13	69,827	71,327	72,827	77,868
17	14	71,837	73,337	74,837	79,434
18	15	73,847	76,501	77,764	83,588
19	16	75,857	79,311	83,337	88,723
20	17	77,867	81,721	86,442	91,937
21	18	79,877	83,885	89,112	94,714
22	19	81,887	85,972	91,300	97,009

**PARK RIDGE BOARD OF EDUCATION**  
**February 1, 2013 - June 30, 2014**  
**Salaries - Schedule A**

Old	New	BA	BA +30	MA	MA + 30
1	1	52,362	54,037	55,712	59,062
2	2	53,362	55,037	56,712	60,062
3	3	54,362	56,037	57,712	61,062
4-5	4	55,362	57,037	58,712	62,062
6-7	5	56,362	58,037	59,712	63,605
8-9	6	57,362	59,037	60,712	65,569
10	7	59,167	61,043	63,012	68,418
11	8	61,177	63,116	65,177	70,603
12	9	63,187	64,931	67,011	72,344
13	10	65,197	66,872	68,789	74,249
14	11	67,207	68,882	70,557	75,663
15	12	69,217	70,892	72,567	77,376
16	13	71,227	72,902	74,577	79,268
17	14	73,237	74,912	76,587	80,834
18	15	75,247	77,901	79,164	84,988
19	16	77,257	80,711	84,737	90,123
20	17	79,267	83,121	87,842	93,337
21	18	81,277	85,285	90,512	96,114
22	19	83,287	87,372	92,700	98,409

SCHEDULE E

A. CO-CURRICULAR

This guide will be determined based on an agreed upon percentage each year. The guide will increase by an across the board percentage. For the 2011-12 school year the guide will increase 2% based on the 2010-11 Schedule E salaries; for 2012-13 it will increase 1% based on the 2011-12 Schedule E salaries; and for 2013-2014 it will increase 1% based on the 2012-013 Schedule E salaries.

<u>COACHES 2011-2012</u>	Step I	Step II	Step III Two or more yrs. experience
Football, Head	7,953	8,157	8,360
Assistants (4)	5,097	5,302	5,505
Basketball			
Head	6,930	7,135	7,338
HS Boys' Ass't (2)	4,587	4,792	4,995
HS Girls' Ass't (1)	"	"	"
MS Intramurals – Boys	1,529 (2% over \$1499 Intramurals Stipend)		
MS Intramurals - Girls	1,529 (2% over \$1499 Intramurals Stipend)		
Wrestling – Head	6,930	7,135	7,338
Current Coach receives 70% of established stipend)			
Track Coord/Head Spring	8,667	8,869	9,073
Track / Head Winter	3,464	3,672	3,874
Track Assistants – Spring			
H.S. (4)	4,382	4,586	4,792
MS Intramurals Co-Ed (2)	1,529 (2% over \$1499 Intramurals Stipend)		
Track Assistant – Winter	2,427	2,571	2,711
Baseball, Softball (H.S.)			
Head	6,322	6,525	6,730
Ass't (HS 2 each) (MS 1)	4,382	4,586	4,792
MS Intramurals – Boys	1,529 (2% over \$1499 Intramurals Stipend)		
MS Intramurals – Girls	1,529 (2% over \$1499 Intramurals Stipend)		
Bowling, Head	3,464	3,672	3,874
Assistant	2,427	2,571	2,711
Soccer, Head	5,607	5,811	6,014
Ass't (1 Boys, 1 Girls)	3,874	4,076	4,282
MS (1 Boys 1 Girls)	3,084	3,287	3,489
Volleyball, Head	5,607	5,811	6,014
Assistant	3,874	4,076	4,282
Freshman	3,362	3,568	3,773
MS Intramurals - Boys	1,529 (2% over \$1499 Intramurals Stipend)		
MS Intramurals – Girls	1,529 (2% over \$1499 Intramurals Stipend)		
Cross Country, Head	4,384	4,587	4,792
Tennis (Fall & Spring), Head	4,586	4,792	4,995
Assistant	2,851	3,059	3,262
Cheerleading			
Head (Fall)	2,244	2,345	2,446
Assistant (Fall)	1,529	1,631	1,733
Golf	3,464	3,672	3,874

COACHES    2012-2013

<u>Position</u>	<u>Step I</u>	<u>Step II One Yr. Exp.</u>	<u>Step III Two or more Years Exp.</u>
Football, Head	8033	8239	8444
Assistant	5148	5355	5560
Basketball			
Head	6999	7206	7411
HS Boys' Ass't (2)	4633	4840	5045
HS Girls' Ass't (1)	"	"	"
MS Intramurals – Boys		1544 (1% over \$1529 Intramurals Stipend)	
MS Intramurals – Girls		1544 (1% over \$1529 Intramurals Stipend)	
Wrestling - Head	6999	7206	7411
Current Coach receives 70% of established stipend			
Track Coord/Head Spring	8754	8958	9164
Track / Head Winter	3499	3709	3913
Track Assistants – Spring			
H.S. (4)	4426	4632	4840
MS Intramurals Co-Ed (2)		1544 (1% over \$1529 Intramurals Stipend)	
Track Assistant – Winter	2451	2597	2738
Baseball, Softball (H.S.)			
Head	6385	6590	6797
Ass't (HS 2 each) (MS 1)	4426	4632	4840
MS Intramurals - Boys		1544 (1% over \$1529 Intramurals Stipend)	
MS Intramurals – Girls		1544 (1% over \$1529 Intramurals Stipend)	
Bowling, Head	3499	3709	3913
Assistant	2451	2597	2738
Soccer, Head	5663	5869	6074
Ass't (1 Boys, 1 Girls)	3913	4117	4325
MS (1 Boys, 1 Girls)	3115	3320	3524
Volleyball, Head	5663	5869	6074
Assistant	3913	4117	4325
Freshman	3396	3604	3811
MS Intramurals - Boys		1544 (1% over \$1529 Intramurals Stipend)	
MS Intramurals – Girls		1544 (1% over \$1529 Intramurals Stipend)	
Cross Country	4428	4633	4840
Tennis (Fall & Spring), Head	4632	4840	5045
Assistant	2880	3090	3295
Cheerleading			
Head (Fall)	2266	2368	2470
Assistant (Fall)	1544	1647	1750
Golf	3499	3709	3913

COACHES 2013-2014

<u>Position</u>	<u>Step I</u>	<u>Step II One Yr. Exp.</u>	<u>Step III Two or more Years Exp.</u>
Football, Head	8113	8321	8528
Assistant	5199	5409	5616
Basketball			
Head	7069	7278	7485
HS Boys' Ass't (2)	4679	4888	5095
HS Girls' Ass't (1)	"	"	"
MS Intramurals – Boys		1559 (1% over \$1544 Intramurals Stipend)	
MS Intramurals – Girls		1559 (1% over \$1544 Intramurals Stipend)	
Wrestling - Head	7069	7278	7485
Current Coach receives 70% of established stipend			
Track Coord/Head Spring	8842	9048	9256
Track / Head Winter	3534	3746	3952
Track Assistants – Spring			
H.S. (4)	4470	4678	4888
MS Intramurals Co-Ed (2)		1559 (1% over \$1544 Intramurals Stipend)	
Track Assistant – Winter	2476	2623	2765
Baseball, Softball (H.S.)			
Head	6449	6656	6865
Ass't (HS 2 each) (MS 1)	4470	4678	4888
MS Intramurals – Boys		1559 (1% over \$1544 Intramurals Stipend)	
MS Intramurals – Girls		1559 (1% over \$1544 Intramurals Stipend)	
Bowling, Head	3534	3746	3952
Assistant	2476	2623	2765
Soccer, Head	5720	5928	6135
Ass't (1 Boys, 1 Girls)	3952	4158	4368
MS (1 Boys, 1 Girls)	3146	3353	3559
Volleyball, Head	5720	5928	6135
Assistant	3952	4158	4368
Freshman	3430	3964	3849
MS Intramurals – Boys		1559 (1% over \$1544 Intramurals Stipend)	
MS Intramurals – Girls		1559 (1% over \$1544 Intramurals Stipend)	
Cross Country	4472	4679	4888
Tennis (Fall & Spring), Head	4678	4888	5095
Assistant	2909	3121	3328
Cheerleading			
Head (Fall)	2289	2392	2495
Assistant (Fall)	1559	1663	1768
Golf	3534	3746	3952

## SCHEDULE E

### A. CO-CURRICULAR

- a. Coaches moving from Assistant to Head coach in the same sport will drop back one experience step.
- b. The Board of Education, on the recommendation of the Superintendent, will determine placement on the guide of coaches with prior experience elsewhere.
- c. Coaches named as coach in a different sport, but remaining at the same or a lower level of responsibility (i.e. Assistant), will drop back one experience step. Assistant coaches named as head coaches in a different sport in which he has not previously coached, will be placed on Step I.
- d. The Board of Education, on the recommendation of the Superintendent, will determine placement in individual cases where the normal conditions above do not apply.



**NON-COACHING ASSIGNMENTS    2011-2012 (2% Increase)**

Academic Events Coordinator		3600
Advanced Placement		\$50 /hour (per group) X 33 weeks
Art Advisers	Student Publications: MS & HS Literary Magazines	1140
Art Club Honor Society Advisor		1100
Band Director (Elementary)		1200
Brain Busters		1000
Camp Bernie Coordinator		1200
Chaperones (overnight – per night)		106/night
Chess Club		1000
Choir, Women's		1850
Class Advisers	Senior, Junior Sophomore Freshman Middle School	2700 each 1300 1000 800
Costumes / Props		750
Culture Club Advisor HS (Environmental)		1100
Curriculum Writing		45/hour
Dramatics Directors High School (2)		2600 each
Director (MS) (2)		1350 each
ESL Coordinator		1900
Exchange Trip (Coordinators) (2) (Trips alternate every other year)		2100 each
Exchange Trip (Hosts) (2) (Visits alternate every other year)		1700 each
Extended School Year Instructor		(15hrs/49 per hr.)
Future Problem Solving Team		3060
Homework Club		38/hr

Independent Study		
A. In Class Session		35/hr (pro-rated-.72 hrs X average no. of wks 16.5,25, or 33
B. After School, Prep Period, Lunch		50/hr (pro-rated-.72 hrs X average no. of wks 16.5, 25, or 33
Instrumental – HS State/Regional Competitions		\$32/hr - \$1800 cap
Interact Club Advisor		1700
Intramurals: EB & WR		1100
Liaison Football (County & State)		1899
Lighting Technician Musical/Play/Concerts		3500
Literary Magazine Advisors		
High School		2040
Middle School (Stepping Stones)		1835
Madrigals		1835
Marching Band	Director	5900
	Assistants (2)	2855
	Color Guard	1735
Math Team Advisors MS & HS (1 each)		1050 each
Music Coordinator (Summer)		3000
Musical	Director (2) (if needed)	2600 each
	Assistant (Music)	1350
	Choreographer	1350
National Honor Society	High School	1700
	Middle School	1250
OWL Advisor		3060
P E A K Advisor		1631
Popcert	Director	850
	Ass't. Director	650
PRE Advisor		1900
Quiz Bowl		1050
ReAct (Middle School Service Club)		1700

Renaissance Coordinator		1050
SADD/Drug Task Force/Activity		4080
Safety Patrol Advisors EB & WR		1225 each
Science Clubs: (Physics = J.E.T.S.) (MS Environmental)		1100 each
Set Construction/Design (2) Play & Musical		1500 each
Social Events Organizer		700
Sound Technician		3600
Staff Workshop Instructor (15 hr. class - 2 hr prep. & 1 hr. presentation)		\$66/hr
Student Council Advisor	High School	2500
	Middle School	2000
Summer Band Camp		
	Camp Director	2800
	Ass't. Director (2)	1450
	Drill Writer	1530
	Color Guard	1000
Teachers (In Charge)	EB & WR	1200 each
Test Coordinators		
	EB	1100
	WR	1100
Variety Show MS		
	Director	675
	Assistant	325
Vocal – HS State/Regional Competitions		\$32/hr \$1800 cap
Yearbook		
	Literary - High School	3515
	Business - High School	2170
	Middle School	1100

**NON-COACHING ASSIGNMENTS    2012-2013    1% Increase**

Academic Events Coordinator	3636
Advanced Placement	\$51 /hour (per group) X 33 weeks
Art Advisers    Student Publications: MS & HS Literary Magazines	1151
Art Club Honor Society Advisor	1111
Band Director (Elementary)	1212
Brain Busters	1010
Camp Bernie Coordinator	1212
Chaperones (overnight – per night)	107/night
Chess Club	1010
Choir, Women's	1869
Class Advisers                      Senior, Junior	2727 each
Sophomore	1313
Freshman	1010
Middle School	808
Costumes / Props	758
Culture Club Advisor HS (Environmental)	1111
Curriculum Writing	46/hour
Dramatics Directors High School (2)	2626 each
Director (MS) (2)	1364 each
ESL Coordinator	1919
Exchange Trip (Coordinators) (2) (Trips alternate every other year)	2121 each
Exchange Trip (Hosts) (2) (Visits alternate every other year)	1717 each
Extended School Year Instructor	(15hrs/50 per hr.)
Future Problem Solving Team	3091
Homework Club	38/hr

Independent Study		
A.	In Class Session	35/hr (pro-rated-.72 hrs X average no. of wks 16.5,25, or 33)
B.	After School, Prep Period, Lunch	51/hr (pro-rated-.72 hrs X average no. of wks 16.5, 25, or 33)
Instrumental – HS State/Regional Competitions		\$32/hr - \$1800 cap
Interact Club Advisor		1700
Intramurals: EB & WR		1111
Liaison Football (County & State)		1918
Lighting Technician Musical/Play/Concerts		3535
Literary Magazine Advisors		
	High School	2060
	Middle School (Stepping Stones)	1853
Madrigals		1853
Marching Band	Director	5959
	Assistants (2)	2884
	Color Guard	1752
Math Team Advisors MS & HS (1 each)		1061 each
Music Coordinator (Summer)		3030
Musical	Director (2) (if needed)	2626 each
	Assistant (Music)	1364
	Choreographer	1364
National Honor Society	High School	1717
	Middle School	1263
OWL Advisor		3091
P E A K Advisor		1647
Popcert	Director	859
	Ass't. Director	657
PRE Advisor		1919
Quiz Bowl		1061
ReAct (Middle School Service Club)		1717

Renaissance Coordinator		1061
SADD/Drug Task Force/Activity		4121
Safety Patrol Advisors EB & WR		1237 each
Science Clubs: (Physics = J.E.T.S.) (MS Environmental)		1111 each
Set Construction/Design (2) Play & Musical		1515 each
Social Events Organizer		707
Sound Technician		3636
Staff Workshop Instructor (15 hr. class - 2 hr prep. & 1 hr. presentation)		\$67/hr
Student Council Advisor	High School	2525
	Middle School	2020
Summer Band Camp		
	Camp Director	2828
	Ass't. Director (2)	1465
	Drill Writer	1545
	Color Guard	1010
Teachers (In Charge)	EB & WR	1212 each
Test Coordinators		
	EB	1111
	WR	1111
Variety Show MS		
	Director	682
	Assistant	328
Vocal – HS State/Regional Competitions		\$32/hr \$1800 cap
Yearbook		
	Literary - High School	3550
	Business - High School	2191
	Middle School	1111

**NON-COACHING ASSIGNMENTS    2013-2014    1% Increase**

Academic Events Coordinator		3672
Advanced Placement		\$52 /hour (per group) X 33 weeks
Art Advisers	Student Publications: MS & HS Literary Magazines	1163
Art Club Honor Society Advisor		1122
Band Director (Elementary)		1224
Brain Busters		1020
Camp Bernie Coordinator		1224
Chaperones (overnight – per night)		108/night
Chess Club		1020
Choir, Women's		1888
Class Advisers	Senior, Junior Sophomore Freshman Middle School	2754 each 1326 1020 816
Costumes / Props		766
Culture Club Advisor HS (Environmental)		1122
Curriculum Writing		47/hour
Dramatics Directors High School (2)		2652 each
Director (MS) (2)		1378 each
ESL Coordinator		1938
Exchange Trip (Coordinators) (2) (Trips alternate every other year)		2142 each
Exchange Trip (Hosts) (2) (Visits alternate every other year)		1734 each
Extended School Year Instructor		(15hrs/51 per hr.)
Future Problem Solving Team		3122
Homework Club		39/hr
Independent Study		

A.	In Class Session	36/hr (pro-rated-.72 hrs X average no. of wks 16.5,25, or 33
B.	After School, Prep Period, Lunch	52/hr (pro-rated-.72 hrs X average no. of wks 16.5, 25, or 33
	Instrumental – HS State/Regional Competitions	\$33/hr - \$1800 cap
	Interact Club Advisor	1734
	Intramurals: EB & WR	1122
	Liaison Football (County & State)	1937
	Lighting Technician Musical/Play/Concerts	3570
	Literary Magazine Advisors	
	High School	2081
	Middle School (Stepping Stones)	1872
	Madrigals	1872
	Marching Band	
	Director	6019
	Assistants (2)	2913
	Color Guard	1770
	Math Team Advisors MS & HS (1 each)	1072 each
	Music Coordinator (Summer)	3060
	Musical	
	Director (2) (if needed)	2652 each
	Assistant (Music)	1378
	Choreographer	1378
	National Honor Society	
	High School	1734
	Middle School	1276
	OWL Advisor	3122
	P E A K Advisor	1663
	Popcert	
	Director	868
	Ass't. Director	664
	PRE Advisor	1938
	Quiz Bowl	1071
	ReAct (Middle School Service Club)	1734



Renaissance Coordinator		1072
SADD/Drug Task Force/Activity		4162
Safety Patrol Advisors EB & WR		1249 each
Science Clubs: (Physics = J.E.T.S.) (MS Environmental)		1122 each
Set Construction/Design (2) Play & Musical		1530 each
Social Events Organizer		714
Sound Technician		3672
Staff Workshop Instructor (15 hr. class - 2 hr prep. & 1 hr. presentation)		\$68/hr
Student Council Advisor	High School	2550
	Middle School	2040
Summer Band Camp		
	Camp Director	2856
	Ass't. Director (2)	1480
	Drill Writer	1560
	Color Guard	1020
Teachers (In Charge)	EB & WR	1224 each
Test Coordinators		
	EB	1122
	WR	1122
Variety Show MS		
	Director	689
	Assistant	331
Vocal – HS State/Regional Competitions		\$33/hr \$1800 cap
Yearbook		
	Literary - High School	3586
	Business - High School	2213
	Middle School	1122

The Superintendent will recommend in conjunction with PREA any new positions or clubs as needed and will recommend to the Board of Education a suitable level of compensation.

Class Advisors: Are expected to chaperone additional class activities beyond the normal chaperoning requirements without compensation as provided in Appendix B-1, Section A, paragraph 4b according to the following schedule: Senior Class Advisor - 2; Junior Class Advisor - 2; Sophomore Class Advisor - 1; Freshman Class Advisor - 1.

## B-4 TEACHER FACILITIES

- A. Every effort shall be made to provide the following:
1. With the limitation of the classroom, such space as may be available for teachers to store instructional materials and supplies;
  2. A teacher work area containing equipment and supplies to aid in the preparation of instructional materials;
  3. Within the limitations of existing facilities an appropriately furnished room which shall be reserved for the exclusive use of staff as a faculty lounge. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff;
  4. Serviceable desks, chairs and filing cabinets shall be available for the use of teachers;
  5. A communications system permitting teachers to communicate between the classroom and the office;
  6. Properly lighted and clean teacher rest rooms, separate for each sex and separate from the students' rest rooms;
  7. Within the limitations of existing facilities, a separate, private dining area for the exclusive use of staff members;
  8. Suitable space for each teacher to store coats, overshoes, and personal articles;
  9. Copies, exclusively for each teacher's use, of all texts used in each of the courses he is to teach;
  10. Board space in every classroom;
  11. Required numbers of books, papers, and pencils, which shall be available for distribution with discretion, chalk, erasers, and other suitable materials required in carrying out daily teaching responsibilities;
  12. Free off-street parking within the limits of the space available will be provided for staff. Diagrams (drawings) of the parking areas available at or in the immediate vicinity of each of the separate schools shall be maintained at the school offices. The assignment of spaces at the high school, other than twenty of those at the upper level, shall be worked out mutually by the high school administration and the Park Ridge Education Association.

- B. The Board shall endeavor within space limitations to furnish appropriate rooms and other facilities for teachers who work in more than one building so as to permit the effective discharge of their responsibilities to their pupils. Wherever physical facilities permit, said teachers shall also have assigned to them a single classroom or office for their use outside of regular teaching hours, with a desk or like facility and a place to store materials and supplies for their personal use.
- C. Upon request of the Association, vending machines shall be installed in the Teachers Lounge and Teachers Lunchroom areas, provided, however, that said machines can be installed without any expense to the Board. Profits from all such machines shall be placed in a student scholarship fund created for that purpose and said fund shall be administered jointly by the Association and the Board acting through the Superintendent.
- D. In order to permit freedom of access both during and after regular school hours, teachers shall be furnished with keys to the Faculty Lounge and teacher work areas. Whenever a teacher desires to make use of school facilities during non-school hours, request for such use shall be made of the school principal who shall then notify the custodians on duty to admit the teacher requesting permission to enter the building and the teacher shall seek admission at the location designated by the principal. It is understood that access to school buildings by teachers after school hours shall only be permitted when custodial help is available in the building.

#### **B-5 TEACHER-ADMINISTRATION LIAISON**

- A. The Association shall select a liaison committee for each school building to meet with the school principal at least three times during the school year, said committee shall consist of not more than one (1) member for every ten (10) teachers in the school building, but shall in no event have less than three (3) members. Major make-up of the committee shall consist of members of the teaching unit of said building. Matters to be discussed shall be related to school problems and practices.
- B. Meetings shall occur at least twice during the school year between the Association representatives and the Superintendent and his staff to review and discuss current school problems and practices and the administration of this Agreement. The Association committee shall consist of no more than six (6) representatives.
- C. Insurance Containment: PREA, in conjunction with the Administration and the Board, shall select a committee to review the current Health Benefits Plan and develop a means of cost containment of the spiraling costs.

## B-6 SICK LEAVE AND PERSONAL DAYS & INDIVIDUAL LEAVE

- A. All professional employees shall be entitled to ten (10) sick days each school year as of the first official day of said school year, including part-time workers that work 5 days a week. Sick leave both per year and accumulated, shall be prorated to part-time staff that work less than 5 days a week.
- B. Full salary shall be paid for absence due to illness until the current and accumulated sick leave is expended. When regular sick leave is exhausted, the Board of Education will consider in individual cases, written requests for the following additional benefits: payment of the difference between the contract salary and actual substitute's pay for the duration of the school year in which the accumulated sick leave is expended; except that for teachers with four or more years of experience in Park Ridge, regular substitute pay would be deducted. Should a substitute not be required, the regular substitute's pay would be deducted. Should an illness carry over to the following school year, and the accumulated sick leave had been fully expended the previous school year, after the use of the current sick leave full salary shall be deducted.

Should extended sick leave be granted, the total days of such extended leave shall be deducted from the accumulated sick leave applicable to determining payment for unused sick leave under Appendix B-5, paragraph D of this contract. Should such deduction reduce the total accumulative sick leave days below fifty (50), the teacher would become ineligible for partial payment of unused sick leave except that the minimum of fifty (50) days will be adjusted for less than full time staff. This provision is effective July 1, 1987, and any extended sick leave granted prior to that date shall not be deducted from the accumulated sick leave applicable to Appendix B-5, paragraph D.

- C. An illness of seven (7) consecutive working days or more requires a doctor's approval before the teacher returns to work.
- D. **Personal Days:** Up to four days absence with pay will be allowed annually by the Superintendent for legal, family, educational, and/or real estate purposes. A statement that the reason fits within these categories is all that is required. Absence for other reasons may be allowed. Personal Days should be approved in advance by the Superintendent, when possible. Emergency absences should be certified in writing to the Superintendent and principals.

Up to two (2) unused personal days may be converted to sick days per year.

## B-7 HEALTH INSURANCE

### A. Health Benefits

Employees of the Park Ridge School District who are employed twenty-three (23) hours or more per week effective July 1, 1999 shall be entitled to participate in the Health Benefit Insurance Plan or a plan which is equal to or better than the School Employees Health Benefit Program effective July 1, 2009, as agreed upon in writing by the Board and Park Ridge Education Association. Any employee who was employed in the district 20 hours or more per week before July 1, 1999, shall continue to receive health benefits notwithstanding anything in this Agreement to the contrary.

1. The cost of employee (and dependent) coverage will be borne by the Board of Education, except as otherwise provided by State and/or Federal law.
2. The Board and the Association will establish a qualified cafeteria plan within the meaning of Section 125 of the Internal Revenue Code of 1986.
3. The Board shall request from the carrier for distribution to new members of the unit, and others on request, a description of the health-care insurance coverage provided under this Article no later than the beginning of each school year, which shall include a description of conditions and limits of coverage as defined in the master policies and contracts mentioned above.

Coverage will be in accordance with the carrier's provisions.

4. The Board shall offer to eligible employees who can establish health insurance coverage through their spouse or domestic partner, an opt-out plan, providing for a payment of 25% of the cost of the premium or \$5,000, whichever is less.

### B. Dental

Teachers who are employed twenty-three (23) hours or more per week shall be entitled to participate in a dental insurance plan as provided by the NJ Dental Service, or its equivalent, as agreed upon by the Board and Park Ridge Education Association. The cost of teacher (and dependent) coverage will be borne by the Board of Education. Any employee who was employed in the district for 20 hours or more per week before July 1, 1999 shall continue to receive health benefits notwithstanding anything in the Agreement to the contrary.

The maximum yearly benefit shall be \$2,500 per employee and \$2,500 per each dependent enrolled in the plan.

- C **Optical Plan:** There will be an Optical Plan offered to office staff (and dependents) that is the same as for certificated staff if they are employed 23 hours or more per week. The cost of office staff (and dependent) coverage will be borne by the Board of Education. Any employee who was employed in the district twenty (20) hours or more per week before July 1, 1999 shall receive this benefit notwithstanding anything in the Agreement to the contrary.

**Benefit:**

<b>Exam</b>	<b>\$70</b>	<b>Frames</b>	<b>\$75</b>
<b>Single vision lenses</b>	<b>\$70</b>	<b>Elective contact lenses</b>	<b>\$135</b>
<b>Bifocal lenses</b>	<b>\$90</b>	<b>Medically necessary</b>	
<b>Trifocal lenses</b>	<b>\$110</b>	<b>Contact lenses</b>	<b>\$240</b>
<b>Lenticular lenses</b>	<b>\$110</b>		

- D. The Board shall assume the cost of the State Health Benefit Program for a retiring employee and dependent(s), provided that the employee shall have had twenty-five (25) years credit in a State or locally administered retirement system or for an employee who retires on a disability pension based on fewer years of service credited in such retirement systems. This provision shall not include employees who elect deferred retirement. The benefit shall be provided to survivors of a deceased employee provided he was covered as a dependent under the State Health Benefits Program immediately preceding the retirement or the death of the active or retired employee. All aspects of this benefit are to be consistent with present State law and subject to change should the law be modified during the life of this contract.

## B-8 PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A professional employee voluntarily taking professional courses which have had the prior approval of the Superintendent shall be reimbursed under the following conditions:

- A. To be eligible for reimbursement, the teacher must finish an explanation of how the course will contribute to his professional role in the improvement of the Park Ridge School system.
- B. The maximum yearly reimbursement for tuition, registration and laboratory fees only, shall be capped at \$700 for the duration of this contract. Courses will be charged to the school year in which they are completed. Part time professional employees will be reimbursed on a pro-rated basis. For example, a teacher employed on a half-time basis will be reimbursed one-half of \$700 or \$350.
- C. In-school year and summer courses are included.
- D. Written evidence of earned credit at appropriate degree level, presented to the Superintendent. Marks of "B" or better, or their equivalent, must be earned to qualify for reimbursement, except that two grades of "C" (total of six credits) per each 30 credits or degree program may be earned provided that a corresponding grade of "a" must be earned to balance each "C". Pass (P) will be accepted if marks are given only on a Pass (P), Fail (F) basis.
- E. Tenured teachers will receive reimbursement within 60 days of presenting written evidence of successful completion of course and payment of tuition, registration and laboratory fees. Non-tenured teachers will receive reimbursement during October for the previous school year (July 1 to June 30) after presenting written evidence of successful completion of course and payment of tuition, registration and laboratory fees. Beginning teachers may not receive reimbursement for courses taken prior to September 1 of their first year of employment. Teachers are not eligible for reimbursement for courses taken to meet minimum teacher certification. Should a teacher's employment be discontinued, all monies not previously received become uncollectible. However, a tenured teacher who is not re-employed due to a reduction-in-force shall be entitled to full reimbursement under this Article.



## B-9 SCHOOL CALENDAR

In developing the school calendar for the following year, PREA will be given the opportunity to present its suggestions. The Board of Education retains unto itself the right and responsibility to make the final determination on the school calendar.

**DURATION OF THIS AGREEMENT**

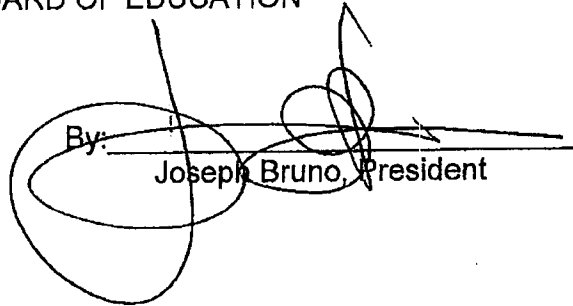
This Agreement shall be effective as of July 1, 2011 and shall continue until June 30, 2014.

IN WITNESS WHEREOF, the Park Ridge Board of Education has hereto caused its corporate seal to be affixed hereunto and this agreement to be executed by its proper corporate officers; and the Park Ridge Education Association has hereunto set its hand and seal, this:

21 day of Nov, 2011.

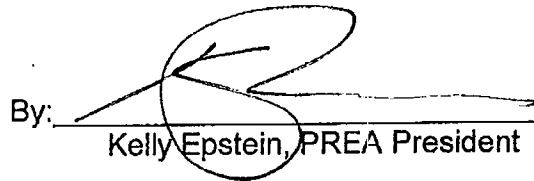
Attest: PARK RIDGE BOARD OF EDUCATION

Suzanne Collins

By:   
Joseph Bruno, President

Attest: PARK RIDGE EDUCATION ASSOCIATION

Suzanne Collins

By:   
Kelly Epstein, PREA President

Certification

I declare to the best of my knowledge and belief that the attached document(s) are true electronic copies of the executed collective negotiations agreement(s).

Name Robert M. Gamper

Title Superintendent