

Hillside Education Association
Negotiation Ratification
2022

Meeting October 20, 2022

All Staff

Year 1 - 3.2%

Year 2 - 3.35%

Year 3 - 3.4%

A1	49-50	XVI	<p><u>D. Personal Business Teachers</u></p> <p>1. Unused personal business days will be cumulative as sick days added to the subsequent year and will be treated as unused sick days when the employee leaves the district upon retirement.</p> <p><u>E. Personal Business Secretaries/Custodians/Security Officers, IT Staff</u></p> <p>1. Unused personal business days will be cumulative as sick days added to the subsequent year and will be treated as unused sick days when the employee leaves the district upon retirement.</p>	
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A2	52	XVII	<p><u>A. Professional Dev and Educational Dev</u></p> <p>ADD:</p> <p>Reference the Criteria and Procedures for Professional Development reclassification section.</p> <p>As it pertains to Masters Plus 30 - the classes should be approved by the Union and the Superintendent for School Nurses, School Guidance Counselors and Child Study team members. The course would need to correspond with their certification.</p> <p>Current Language</p> <p>RECLASSIFICATION CREDIT</p> <p>Thirty (30) credits beyond the Master's Degree are required to attain the sixth year level. Courses taken before a Master's Degree will not count towards the sixth year level. No equivalency credits (Area 7) will be accepted toward reclassification on this level except such in-service courses approved by the Superintendent of Schools. The purpose of continuing education is for improvement of one's current teaching or to further an area of expertise by getting certified in that area. Therefore, it is the responsibility of the teacher to see to it that the intent of the course work is to improve his/her knowledge within the current classroom</p>	<p>Will be a policy adopted by the BOE</p>
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			<p>assignment or to further their certification in a new area. The Board of Review reserves the right to request that a letter be submitted with the course approval form prior to submitting it to the Superintendent of Schools. Fifteen (15) of the thirty (30) credits must comply with the first four areas listed below. EVERY TEACHER MUST TAKE TEACHING READING IN THE CONTENT AREA WITHIN THE 15 REQUIRED CREDITS. The reading course will be waived for staff members who previously took the course in undergraduate studies, have a Master's in reading and those categorized, by the New Jersey Department of Education, as employed in an "Educational Services" position (i.e. school counselors, nurses, psychologists, social workers, speech-language specialists, LDT-C, media specialists, librarians, athletic trainer, etc.). Staff members not enrolled in a degree program must complete the reading course which also applies to art and physical education teachers. Employees completing two teaching certificate programs (i.e. ESL, supervisor, etc.) must take the reading course as an elective. An official college transcript verifying completion of the reading course must be submitted to qualify for reclassification.</p>	
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A3	20	VI - 13	<p>Traveling teachers will have 15 minutes travel time that is not part of their prep or lunch periods. Travel WILL NOT be included in the teachers lunch period. This time can be part of a duty period. 15 minutes will be subjected to local conditions relating to weather, traffic or parking conditions.</p> <p>Traveling teacher must have designated parking space at their second school</p>	
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A4	24	VII - B2	<p>Change class coverage rate from \$38.14 to \$45.00 per class coverage outside of teacher duty period</p> <p>Add: Summer School Teaching Rate from \$43.00 to \$50.00 per hour</p> <p>Add: Home School Instruction will be paid at an hourly rate of \$50</p> <p>Add: Drivers Education (in car instruction) will be paid at an hourly rate of \$50</p>	
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A5	24	VII - B2	<p>All stipends will be reviewed yearly by the HEA and administration and maybe increased as needed. Any increases or other adjustments to stipends must be approved by both the BOE and HEA.</p> <p>See Attachment 4</p>	
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A6	43-47	XVG	<p><u>G. SICK LEAVE BANK</u></p> <p>See Attachment 3</p>	
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A7	48	XVIA1	<p>Remove: shall not exceed eight (8) workdays per year</p> <p>Replace: shall not exceed twelve (12) workdays per year</p>	
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A8	59	XXI-A/B	<p>Teachers</p> <p>Delete: A teacher who elects to retire and applies within sixty (60) days for applicable benefits under one of the plans of the NJTPAF shall be paid, based upon unused accumulated sick days, at the following rate:</p> <p>Per Day \$55.00 Maximum \$12000</p> <p>Add: A teacher who elects to retire and applies within sixty (60) days for applicable benefits under one of the plans of the NJTPAF shall be paid, based upon unused accumulated sick days, at the rate based on a formula provided by the NJSBA (PL.2010.C.3)</p> <p>Per Day: \$100 Maximum \$15000</p> <p>Secretaries/Custodians/Security Officers/IT Staff</p> <p>Delete: A secretary, custodian, security officer who elects to retire under a State Retirement Plan shall be paid, based upon unused accumulated sick days, at the following rate:</p> <p>Per Day \$27.50 Maximum \$6000</p> <p>Add: A secretary, custodian, security officer, IT staff who elects to retire and applies within sixty (60) days for applicable benefits under one of the plans of the NJTPAF shall be paid, based upon unused accumulated sick days, at the rate based on a formula provided by the NJSBA (PL.2010.C.3)</p>	
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			Per Day \$50.00 Maximum \$12000	
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A9	77	App C	Add language See Attachment 2 Coaches Salary Guide	
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A10	101	App I	Add language Athletic Training position 12 months	
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Hillside Board of Education (HBE) Proposals

1	A3	15	The district shall make the next year's calendar for 10- and 12-month HEA employees (July – June) as soon as possible during the year, but no later than April 15th	
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2	A2	16	An employee is required to record their sign-in time and sign-out time by using the formal timekeeping system that the district implements. HBE may choose to implement a system for timekeeping that is inclusive of but not limited to the following list: employee placing initials in the appropriate column of the faculty "sign-in, sign-out" roster form; or a biometric clock; All teachers must sign-in no later than five (5) minutes prior to student arrival time, and no later than 5 minutes.	Effective 7/1/2023
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3	A2	16	Two (2) days per week teachers/certificated staff shall be available for a total of 15 consecutive minutes each day prior to student arrival or after student dismissal to meet with students or parents. Teachers/certificated staff will submit their schedule for approval to the Building Principal prior to September 20th in the Fall semester, and at least two weeks before the beginning of the Spring semester. Upon approval from the principal, teachers will inform students and parents of which days the teacher will be available each semester.	
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4	A7	17	One preparation period a month will be used for regularly scheduled professional development, team meetings, and coaching. Teachers will be provided the schedule prior to the beginning of each semester (Fall and Spring).	
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5	A12	18	Nurses will receive a stipend for 30 minutes of daily work which occurs before or after the normal workday nurse's schedule. This will be for the completion of paperwork, reports, etc. The scheduling of this time will be agreed upon between the principal and the nurse. If an emergency arises, the nurse must respond. It is understood that this time will be respected, and school staff will be informed that nurses may not be called upon during this time except if an emergency arises. The stipend rate will be for \$4,275 per year.	
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6	XI	5	Increment Withholding: Notify employee by June 15th	
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7	VII	F	Any HEA member that works as a coach or advisor of a new club or extra-curricular activity approved by the Superintendent, the Board of Education, and Hillside Education Association (HEA) after July 1 and before February 1 of the current school year will receive the stipend amount based on a comparable amount similar to a club or extra-curricular activity that is already in place for the grade level of students that will be serviced by the activity. For any clubs approved after September 30 of the current school, the stipend will be pro-rated.	
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Attachment 2

High School Sports Salary Guide All sports salaries pulled from 2021/2022 BOE minutes

Fall Sports

Football

Head Coach	\$10,370.00
Assistant 1	\$8,580.00
Assistant 2	\$6,506.00
Assistant 3	\$6,506.00
Assistant 4	\$6,031.00

Soccer Boys

Head Coach	\$7,786.00
Assistant 1	\$6,506.00
Assistant 2	\$6,506.00

Soccer Girls

Head Coach	\$7,786.00
Assistant 1	\$6,506.00
Assistant 2	\$6,506.00

Cross Country

Head Coach	\$6,506.00
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Cheer

Head Coach	\$3,365.00
Assistant 1	\$1,682.00

Winter Sports

Basketball Boys

Head Coach	\$9,740.00
Assistant 1	\$6,506.00
Assistant 2	\$6,506.00
Assistant 3	\$6,031.00

Basketball Girls

Head Coach	\$9,740.00
Assistant 1	\$6,506.00
Assistant 2	\$6,506.00
Assistant 3	\$6,031.00

Volleyball Girls

Head Coach	\$7,786.00
Assistant 1	\$3,253.00

Winter Track

Head Coach	\$7,786.00
Assistant 1	\$6,506.00

Bowling

Head Coach	\$4,870.00
Assistant 1	\$3,253.00

Wrestling

Head Coach	\$9,740.00
Assistant 1	\$6,506.00

Cheer

Head Coach	\$3,365.00
Assistant 1	\$1,682.00

Spring Sports

Baseball

Head Coach	\$7,786.00
Assistant 1	\$6,506.00
Assistant 2	\$6,506.00

Softball

Head Coach	\$7,786.00
Assistant 1	\$6,506.00
Assistant 1	\$6,506.00

Spring Track Boys

Head Coach	\$7,786.00
Assistant 1	\$6,506.00

Spring Track Girls

Head Coach	\$7,786.00
Assistant 1	\$6,031.00

Golf

Head Coach	\$4,870.00
Assistant 1	\$3,253.00

Volleyball - Boys

Head Coach \$7,786.00

Assistant 1 \$3,253.00

Flag Football - Girls

Coach 1 \$6,031.00

Coach 2 \$6,031.00

Middle School Sports**Soccer Boys**

Head Coach \$3,893.00

Assistant 1 \$3,253.00

Soccer Girls

Head Coach \$3,893.00

Assistant 1 \$3,253.00

Cross Country

Head Coach \$3,254.00

Basketball Boys

Head Coach \$4,871.00

Basketball Girls

Head Coach \$4,871.00

Baseball Boys

Head Coach \$3,893.00

Assistant 1 \$3,253.00

Softball Girls

Head Coach \$3,893.00

Assistant 1 \$3,253.00

Attachment 3

PROPOSED LANGUAGE

AGREEMENT TO ESTABLISH SICK LEAVE BANK

The Hillside Township Board of Education ("the Board") and the Hillside Education Association ("the Association"), in accordance with the N.J.S.A. 18A:30-10, *et seq.*, hereby establish a sick day donation program for employees of the Board on the terms set forth herein.

PURPOSE

The purpose of the sick day donation program shall be to enable certain employees of the Board, who are entitled to sick leave under N.J.S.A. 18A:30 and faced with a catastrophic illness, to draw needed days of sick leave, donated from other Board employees.

TERM

The parties agree that the sick leave bank created herein is established on an experimental basis, subject to reexamination by the parties in due course.

COMMITTEE

The distribution of donated sick days will be administered by a Sick Day Donation Committee (SDDC). The SDDC will be comprised of six members, three selected by the Board and three selected by the Association and the Association President.

1. Sign an agreement of confidentiality
2. Recuse themselves from voting if that committee member, or family member of committee member, is requesting days from the sick day donation program and
3. Be reappointed each school year.

PROLOGUE

The only means by which days may be obtained for the sick day donations

1. Employees may donate one (1) sick day once an approved email is generated by the SDDC.
 - A. No sick day which is donated to the sick day donation program, prior to use, can be withdrawn by the employee who donated such sick days without committee approval.
 - B. Donation of sick days does not guarantee future sick day donations approval for any employee. The bank will only accept 25 days per employee at one time. Donated days will be taken in order they are received (max 25 at one time per employee). Excess over 25 will not be accepted.

PARAMETERS OF USE

Any employee of the Board, who has depleted his/her accrued sick days may submit, to the SDDC, an application requesting additional sick days from the sick day donation program. Certain parameters will apply for requests.

1. The request shall not be used to replenish personal sick day banks.
2. The request is prompted by a catastrophic illness.
3. Sick days awarded hereunder may be used only for the employee's own health condition that qualifies for use of sick days pursuant to applicable law.
4. The request should not overlap granted days under workmen's comp or family leave.
5. Days that are used will follow the contract of the employee (10-months, 11-month, and 12-month employees).
6. During the period in which an employee is using donated sick days, they prohibited from taking out a pension loan, starting a credit union, 403B or any program involving garnishment of pay.

PROCEDURES

The following procedures will be followed for each request.

1. An employee (or his/her designee if not able) will submit a letter(doctors verification required) to the SDDC for additional days from the sick day donation program two weeks (whenever possible) prior to his/her personally accrued sick days depletion.
2. The SDDC will analyze and confirm the validity and legality of each request and submit written approval or denial to the employee.
3. With each request, the committee will solicit sick day donations from the staff in order to accommodate the request. The staff members donating a day, will be notified of the deduction of the sick day from their personal account. Those individuals who volunteer to donate a sick day but who are not selected will be notified of such.
5. In the event of a need for additional days, the faculty/staff member must reapply for sick day donations to the SDDC.



Attachment 4
Honoraria Guide

High School	2020	2021-2023	Cost
Acad. Decathlon Asst.	\$1,799.00	\$2,500.00	\$701.00
Acad. Decathlon Director	\$3,058.00	\$3,058.00	\$0.00
Art Club	\$1,441.00	\$1,500.00	\$59.00
Asst. Band Director	\$2,323.00	\$2,500.00	\$177.00
Athletic Trainers Club	\$2,323.00	\$2,500.00	\$177.00
Audio Visual	\$2,626.00	\$2,626.00	\$0.00
Band Director	\$4,326.00	\$4,326.00	\$0.00
Biomedical Club	\$2,323.00	\$2,500.00	\$177.00
Cheerleading Adv. (per season)	\$3,365.00	\$3,365.00	\$0.00
Chess Club	\$2,323.00	\$2,500.00	\$177.00
Color Guard/Flag Advisor	\$2,323.00	\$2,500.00	\$177.00
Computer Club	\$2,323.00	\$2,500.00	\$177.00
Dance Ensemble	\$2,323.00	\$2,500.00	\$177.00
DECA	\$2,323.00	\$2,500.00	\$177.00
French Club	\$1,441.00	\$2,000.00	\$559.00
Freshman Class Advisor	\$919.00	\$1,500.00	\$581.00
Future Business Club	\$2,323.00	\$2,500.00	\$177.00
Garden Club	\$1,441.00	\$2,000.00	\$559.00
Gay Straight Alliance	\$2,323.00	\$2,500.00	\$177.00
Guitar Club	\$2,323.00	\$2,500.00	\$177.00
Hiller	\$3,531.00	\$3,531.00	\$0.00
Hillside Student Fed. Advisor	\$3,716.00	\$3,716.00	\$0.00
International Club	\$2,323.00	\$2,500.00	\$177.00
Jazz/Orchestra	\$2,323.00	\$2,500.00	\$177.00
Jets	\$3,058.00	\$3,058.00	\$0.00
Junior Class Advisor	\$1,538.00	\$2,000.00	\$701.00
Math League	\$2,323.00	\$2,500.00	\$177.00
National Honor Society	\$1,174.00	\$2,000.00	\$826.00
Performing Arts	\$1,279.00	\$1,500.00	\$221.00

Play Director	\$3,604.00	\$3,604.00	\$0.00
Play Music Director	\$3,604.00	\$3,604.00	\$0.00
Play Set Designer	\$3,604.00	\$3,604.00	\$0.00
Poetry Club	\$2,323.00	\$2,500.00	\$177.00
Robotics	\$2,323.00	\$2,500.00	\$177.00
Science Club	\$2,323.00	\$2,500.00	\$177.00
Senior Class Advisor	\$3,047.00	\$3,047.00	\$0.00
Sophomore Class Advisor	\$1,110.00	\$1,500.00	\$390.00
Stage and Lighting	\$2,323.00	\$2,500.00	\$177.00
Summer Band Director	\$2,614.00	\$2,614.00	\$0.00
TV Production Advisor	\$8,650.00	\$8,650.00	\$0.00
World Language Club	\$1,441.00	\$1,500.00	\$59.00
Yearbook	\$3,530.00	\$3,530.00	\$0.00
High School (continued)			

Hourly Rates

Detention (per hr)	\$43.00	\$43.00	\$43.00 Raise by new rate
Driver's Ed (per hr)	\$43.00	\$50.00	as per proposal
Home Instruction (per hr)		\$50.00	as per proposal
Athletic Trainer (per hr)	\$43.00	\$43.00	\$43.00 Raise by new rate
NJASK Sat. Academy (per hr)	\$43.00	\$43.00	\$43.00 Raise by new rate
HSPA Sat. Academy (per hr)	\$43.00	\$43.00	\$43.00 Raise by new rate