

7-0414

13-23
Monmouth

THIS BOOK DOES
NOT CIRCULATE

AGREEMENT BETWEEN

LITTLE SILVER
BOARD OF EDUCATION

AND THE

LITTLE SILVER
EDUCATION ASSOCIATION

SEPTEMBER 1, 1976

to

AUGUST 31, 1978

TABLE OF CONTENTS

PREAMBLE		1
ARTICLE 1	- Recognition	1
ARTICLE 11	- Negotiation Procedure	1
ARTICLE 111	- Grievance Procedure	2,3,4
ARTICLE 1V	- Association Rights & Privileges	5
ARTICLE V	- Teacher's Rights	6
ARTICLE VI	- Teacher Work Year	6
ARTICLE VII	- Teaching Hours and Teaching Load	7
ARTICLE VII1	- Personal Leave	8,9
ARTICLE IX	- Management Rights	10
ARTICLE X	- Nonteaching Duties	10
ARTICLE XI	- Teacher Employment	10
ARTICLE XI1	- Salaries	11
ARTICLE XI11	- Teacher Assignment	11
ARTICLE XIV	- Transfers and Reassignments	12
ARTICLE XV	- Deductions from Salary	12,13
ARTICLE XVI	- Maintenance of Classroom Control and Discipline	13
ARTICLE XVI1	- Teacher Evaluation	13
ARTICLE XVI11	- Miscellaneous	14
ARTICLE XIX	- Home Instruction	14
ARTICLE XX	- Tuition Reimbursement	15
ARTICLE XXI	- Insurance	15
ARTICLE XXI1	- Duration of Agreement	15
SCHEDULE A	- 1976-1977 Salary Guide	16
	- 1977-1978 Salary Guide	17
EXHIBIT A	- Teacher Evaluation Form	18

THIS AGREEMENT is entered into this 11th day of December, 1975 by and between the Board of Education of Little Silver, New Jersey, hereinafter called the "Board" and the Little Silver Education Association, hereinafter called the "Association"

Article 1
RECOGNITION

A. Pursuant to Chapter 123 of 1974, Public Laws of the State of New Jersey, known as the New Jersey Employer-Employee Relations Act, the Little Silver Board of Education hereby recognizes the Little Silver Education Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all certificated personnel under contract with the Board, or on leave from the school district, including teachers, librarians, nurses, learning disabilities teacher-consultants, but excluding the Superintendent, principals as well as secretaries, administrative office personnel and custodians.

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

Article 11
NEGOTIATION PROCEDURE

A. In accordance with the provisions of Chapter 123 Public Laws of 1974, the parties agree to commence collective negotiations on a successor agreement not later than dates set forth by Public Employment Relations Commission.

B. Upon reasonable request by the president of the Association, the Board agrees to make known to the president when and where the Association may obtain documents that the Board is required by law to release, including annual audit, tentative budget after approval by County Superintendent, agenda of Board meeting during the school day of meeting, approved minutes, and names and addresses of all teachers in unit.

C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.

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

E. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

Article 111
GRIEVANCE PROCEDURE

A. Definition:

A "Grievance" shall mean a complaint by a teacher or the Association that there has been to him a personal loss, injury or inconvenience because of a violation, misinterpretation or misapplication of this Agreement or Board policies. A grievance to be considered under this procedure must be initiated in writing by the teacher or the Association within thirty (30) calendar days from the time when the teacher or the Association knew or should know of its occurrence. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to grievances. Both parties agree these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

B. Procedure:

1. a) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant or the Association to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

b) It is understood that grievants shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

2. Any complainant who has a grievance shall discuss it first with his Principal in an attempt to resolve the matter informally at that level.

3. If as a result of the discussion, the matter is not resolved to the satisfaction of the grievant within five (5) school days, he shall initiate a grievance in writing to the principal specifying:

- a) the nature of the grievance;
- b) the nature and extent of the injury, loss or inconvenience;
- c) the results of previous discussions;
- d) his dissatisfaction with decisions previously rendered.

The principal shall communicate his decision in writing to the grievant within three (3) school days of his receipt of the written grievance.

4. The grievant, no later than five (5) school days after receipt of the principal's decision, may appeal the principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing reciting the matter submitted to the principal as specified above and his dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days. The Superintendent shall communicate his decision in writing to the grievant, the Association and the principal.

5. If the grievance is not resolved to the grievant's or Association's satisfaction, he or they no later than (5) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education.

The Board, or committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the grievant and render a decision in writing and forward copies thereof to the grievant and to the Association within thirty (30) calendar days of receipt of the appeal. If the Board makes the decision not to hold a hearing, the grievant and the Association shall be notified of this decision not later than thirty (30) calendar days after receipt of the appeal. Grievances to be presented to arbitration shall be limited to the application or interpretation of this written Agreement. Decisions of the Board in the following matters shall be final and such decisions shall not be subject to the arbitration procedure:

- a) a complaint of a non-tenure teacher which arises by reason of his not being re-employed; or
- b) a complaint by any certified personnel occasioned by lack of appointment to or lack of retention in any position for which tenure is either not possible or not required.

6. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with an appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided adjustment is not inconsistent with the terms of this Agreement.

7. If the decision of the Board does not resolve the grievance to the satisfaction of the Association and the Association wishes review by a third party it shall so notify the Board through the Superintendent within ten (10) school days of receipt of the Board's decision.

8. a) A request for arbitration shall be made by either party to the American Arbitration Association. The parties agree to be bound by the voluntary labor rules of the American Arbitration Association.

b) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to nor subtract anything from the Agreement between the parties or any policy of the Board of Education. The decisions of the arbitrator shall be binding on the parties. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's award. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearings.

9. 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.

C. Rights of Teachers to Representation:

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association.

2. When a teacher is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent or any later level, be notified that the grievance is in process, have the right to be present and present its position in writing at all hearing sessions held concerning the grievance and receive a copy of all decisions rendered.

3. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his appeal with respect to his personal grievances.

D. 1. If, in the judgment of the Association, a grievance affects a group or class of teachers in more than one school, the Association may submit such grievance in writing directly to the Superintendent and the processing of such grievance shall commence at that level. The Association shall have the exclusive right to pursue such grievances.

2. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file.

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

E. Costs:

1. Each party will bear the total cost incurred by themselves.
2. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.

Article 1V
ASSOCIATION RIGHTS & PRIVILGES

- A. Representatives of the Association, the Monmouth County Education Association, the New Jersey Education Association and the National Education Association shall be permitted to transact official Association business on school property at reasonable times provided that notification has been given to the building principal.
- B. The Association and its representatives shall have the right to use school buildings at reasonable hours for meetings provided permission has been granted by the Superintendent.
- C. The Association shall have the exclusive use of a bulletin board in each faculty lounge in each building for internal association activities.
- D. The Association shall have the right to a reasonable use of school mailboxes as it deems necessary for distribution of association related materials.
- E. The rights and privileges of the Association and representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the teachers and to no other organization.
- F. The Board shall send to the Association copies of all bulletins that go out to personnel represented by the Association.
- G. The Association may appoint a member of the Committee which plans the orientation program.
- H. The Association shall have the right to use school facilities and equipment designated for teacher use for internal Association matters on a reasonable basis. The use of equipment shall include typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use and the result of this equipment will be for distribution to Association members. The Association shall pay for the actual cost of replacement of all materials and supplies incident to such use, and for any repairs necessitated as a result thereof.

Article V
TEACHER'S RIGHTS

- A. No teacher shall be disciplined, reprimanded in writing, reduced in rank or given an adverse evaluation of his professional services without just cause.
- B. Whenever any teacher is required to appear before the Superintendent or his designee together with any other person, the Board or any committee, member, representative or agent thereof, concerning any matter which could adversely affect the continuation of that teacher in his office, position or employment or the salary or any increment pertaining thereto, he 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 and represent him during such meeting or interview.
- C. No teacher shall be prevented from wearing pins or other standard identification of membership in the Association or its affiliates.
- D. The teacher shall maintain the right and responsibility to determine grades and other evaluations of students within the grading policies of the Little Silver School District based upon his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. No grade or evaluation of a student shall be changed without consulting the teacher if possible.
- E. Teachers shall perform regularly assigned duties forthrightly and to the best of their ability. Teachers shall remain under the direct supervision of superiors as deemed appropriate by the Superintendent and Board of Education, notwithstanding pending grievances, New Jersey Commissioner of Education decisions, and court cases. Teachers shall perform their professional charge in accordance with the laws of the United States and New Jersey and rules and regulations of the New Jersey Commissioner of Education and the New Jersey State Board of Education.

Article VI
TEACHER WORK YEAR

- A. IN-SCHOOL WORK YEAR
1. Ten (10) month personnel. The in-school work year for teachers employed on a ten month basis (other than new personnel who may be required to attend an additional one (1) day of orientation) shall not exceed one hundred eighty-three (183) days including one day of orientation. An additional day will be added if faculty and administration agree and such agreement shall not be unreasonably withheld on a workshop day. The above shall not include snow days.
 2. Inclement weather. Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.
- B. SCHOOL CALENDAR
1. The school calendar will be developed by the administration after consultation with the Association.
 2. The school calendar for each year shall become a part of this Agreement. Any changes in the school calendar after adoption by the Board shall be made only after consultation with the Association and the Board.

Article VII
TEACHING HOURS AND TEACHING LOAD

- A. The length of the school day shall remain as per the status quo.
- B. Teachers may leave the building during their scheduled duty free lunch periods in accordance with past practice upon notifying the office except in cases of emergency.
- C. 1. Teachers may be required to remain after the end of the regular workday for the purpose of attending faculty meetings. The administration shall limit, except in cases of emergency, the number of such meetings to two per month and shall strive to limit them to not more than sixty (60) minutes in length.
2. Meetings which take place after the regular in-school workday and which require attendance shall not be called on Fridays or on any day immediately preceding any holiday.
3. The notice of and tentative agenda for any meeting shall be given to the teachers involved at least one (1) day prior to the meetings, except in any emergency. Teachers shall have the opportunity to suggest items for the agenda.
- D. Field trips shall be scheduled and implemented in a manner which shall be mutually agreed upon by the teachers participating in them. Written permission for field trips shall be obtained from the superintendent to guarantee insurance coverage as a school sponsored activity.
- E. Preparation time shall remain as per the status quo.
- F. Membership on Curriculum Development Committees shall be voluntary.
- G. The Board shall compensate any teacher who engages in an approved extra-curricular activity. The Superintendent shall post a list in each school building of extra-curricular activities. The list shall include a deadline for applying for said activities. Participation in approved extra-curricular activities shall be voluntary.

Article VIII
PERSONAL LEAVE

A. Death or Serious Illness:

1. An employee may be absent with full pay for serious illness or death in the immediate family for five days which are not accumulative. The immediate family includes parents, brothers, sisters, husband or wife, children, mother-in law, father-in-law, brother-in-law, sister-in-law, and grandparents or any other relative living under the same roof. Request for further extension will be presented to the Board by the Superintendent.

2. An employee may be absent with full pay for illness or death of another relative or close friend for one day which is not accumulative.

B. Personal Days:

1. Up to three personal days shall be granted by the Superintendent for business or any emergency that requires a teacher's presence during the school day and which may not be attended to during the time school is not in session. Such leave shall be granted with full pay and shall not be accumulative.

2. Personal days shall not be granted the day prior to or following a holiday or vacation and during the first or last weeks of the school year. An exception may be made by the Board of Education if a request is presented in writing to the Board of Education through the Superintendent.

C. Professional Days

The Superintendent may authorize any employee to attend meetings, visit other school systems, and be absent from his regular duties for professional reasons without loss of salary or sick leave.

D. Other Leave Days:

1. Religious Holidays. Teachers shall be permitted up to three (3) days per school year observance of religious holidays without loss of salary.

2. Temporary Military. A teacher shall be granted the time necessary for temporary active duty in any unit of the U.S. Reserves or the State National Guard. A teacher shall be paid his regular pay in addition to any pay which he receives from the State or Federal government.

3. Good Cause. Other leaves of absence with pay may be granted by the Board for good cause.

E. Maternity:

1. Leave of absence for reasons of maternity may be granted up to two years upon application by the candidate.

2. Any teacher granted maternity leave without pay, according to the provisions of this section, may at her discretion elect to use all or any part of her accumulated sick leave during the period of such absence.

3. Upon reasonable notice, any tenured or non-tenured teacher seeking a leave of absence on the basis of medical reasons associated with pregnancy or birth shall apply to the Board for said leave at any time prior to birth. At the time of application, which shall be made upon reasonable notice to the Board, the teacher shall specify in writing the date on which she wishes to commence leave and the date on which she wishes to return to work after birth.

The Board may require any teacher to produce a certificate from a physician in support of the requested leave dates. If the Board's physician is in disagreement the conflict of medical opinion shall be resolved by physician selected by the Monmouth County Medical Society. Where medical opinion is supportive of the leave dates requested, such requested leave shall be granted by the Board, except that the Board may change the requested dates upon a finding that the grant of leave for those dates would substantially interfere with the administration of the school and provided that such change by the Board is not medically contra-indicated. Following the grant of such leave to any teacher, the commencement or termination dates thereof may be further extended or reduced for medical reasons upon application by the teacher to the Board. Such extension or reduction shall be granted by the Board for an additional reasonable period of time except that the Board may alter the requested dates upon a finding that such extension or reduction would substantially interfere with the administration of the school, and provided that such date change by the Board is not medically contra-indicated. The Board may require any teacher to produce a certificate from a physician in support of the extension or reduction of requested leave dates provided that if the Board's physician is in disagreement, the conflict of medical opinion shall be resolved by a physician selected by the Monmouth County Medical Society.

4. The Board need not grant or extend the leave of absence of any non-tenured teacher beyond the end of the contract school year in which the leave is obtained. A teacher returning from pregnancy leave of absence shall be entitled to all benefits to which teachers returning from other types of sick or disability leave would be entitled.

5. No tenured or non-tenured teacher shall be barred from returning to work after the birth of her child solely on the ground that there has not been a stated or prescribed lapse of time between that birth and her desired date of return except as is provided in this order. Nothing contained in this paragraph shall be construed to preclude the Board from requiring any teacher after birth of her child to produce a certificate from her physician showing that she is physically capable of resuming her duties, provided that if the Board's physician is in disagreement, that conflict of medical opinion shall be ^{resolved} by a physician selected by the Monmouth County Medical Society.

F. Sick Leave:

1. Sick leave will be for ten (10) days per year for those on a ten-month contract for personal illness with unused days accumulating without limit. For those on a twelve-month contract, twelve (12) days of sick leave will be granted. The Board may grant additional sick leave in special cases provided that satisfactory evidence of hardship is presented in writing to the Superintendent. The teachers shall be given written accounts of accumulated sick leave days as early as possible in each school year.

2. Any employee, who, due to personal illness only, exhausts annual plus accumulated sick leave may be paid the difference between his salary and that paid the substitute for such period of time as may be determined by the Board of Education in each individual case. A day's salary is defined as 1/200 of the annual salary.

G. A teacher is deemed to have had one (1) year of service in the school district if he has taught for at least 90 school days during the school year.

H. All extensions or renewals of leaves shall be applied for and granted or rejected in writing.

Article 1X
MANAGEMENT RIGHTS

A. The Association recognizes that the Board of Education may not, by Agreement, delegate authority and responsibility which by law are imposed upon and lodged with the Board of Education.

B. The Board of Education reserves to itself, subject to the limitation imposed by this contract, sole jurisdiction in authority over matters of policy and retains the right, in accordance with the laws of the State of New Jersey and the rulings of the State Department of Education, to do the following:

1. to direct employees of the Board of Education,
2. to hire, assign, promote, transfer and retain employees covered by this Agreement with the Board of Education or to suspend, discharge or to take disciplinary action against employees,
3. to make work assignments which relieve employees from duties because of any legitimate reason.
4. to maintain the efficiency of the Board of Education operation entrusted to them, and
5. to determine the method, means and personnel by which such operations are to be conducted.

Article X
NONTEACHING DUTIES

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 that the Board shall not require teachers to perform non-teaching duties other than those they are presently performing except in the case of emergencies.

Article XI
TEACHER EMPLOYMENT

A. CERTIFICATION

The Board agrees to hire only certificated teachers holding certificates issued by the New Jersey State Board of Examiners for every teaching assignment.

B. PLACEMENT ON SALARY SCHEDULE

Adjustment to salary schedule.

Any teacher employed prior to February 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 and credit for a maximum of ten (10) years prior teaching experience may be granted teachers new to Little Silver Schools. Additional experience credit beyond ten (10) years may be granted by the Board of Education on the recommendation of the Superintendent.

C. NOTIFICATION OF CONTRACT AND SALARY

Teachers shall be notified of their contract and salary status for the ensuing year no later than April 30.

Article XII
SALARIES

A. SALARY SCHEDULE

The salary of each teacher covered by this Agreement is set forth in Schedule "A" which is attached hereto and made a part hereof.

B. METHOD OF PAYMENT

1. Ten (10) month. Each teacher employed shall be paid in twenty (20) equal semi-monthly installments on the fifteenth (15) and thirtieth (30) of the month.

2. Exceptions. When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day unless an emergency exists.

3. Final pay. Each teacher shall receive his final pay on his last working day in June provided his duties and obligations have been fulfilled.

4. Summer Pay Plans. Each teacher may individually elect to have ten per cent (10%) of his monthly salary deducted from his pay.

Article XIII
TEACHER ASSIGNMENT

All teachers shall be given written notice of their class and/or subject assignments, building assignments and room assignments for the forthcoming year not later than August 1 except in cases of emergencies or unusual circumstances.

Revisions. In the event that changes in such schedules, class and/or subject assignments, building assignments or room assignments are proposed after August 1, any teacher affected shall be notified promptly in writing. Upon the request of the teacher changes shall be promptly reviewed by the Superintendent or his representative and the teacher affected and at his option a representative of the Association.

Article XIV
TRANSFERS & REASSIGNMENTS

A. VOLUNTARY TRANSFERS AND REASSIGNMENTS

As soon as practicable, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies and promotional positions when they exist. The listing shall include a deadline for filing which shall be at least two (2) weeks from the date of posting.

1. Filing requests. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the grade(s) and/or subject(s) to which the teacher desires to be assigned and to the school to which he desires to be transferred, in order of preference. Such requests for transfers and reassignments for the following year shall be submitted not later than May 1 unless the position is posted later.

2. Criteria for assignment. The Superintendent shall make his recommendations to the Board based on his best estimate of the qualifications of the available candidates and the well-being of students.

B. INVOLUNTARY TRANSFERS AND REASSIGNMENTS

1. No vacancy shall be filled by means of involuntary transfer or reassignment if in the judgment of the Superintendent there is an equally qualified volunteer available to fill said position.

2. Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable and except in cases of emergency not later than June 15.

3. Meeting and Appeal

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

4. Criteria for Assignment

The Superintendent shall make his recommendations to the Board based on his best estimate of the qualifications of the available candidates and the well-being of the students.

Article XV
DEDUCTIONS FROM SALARY

1. The Board agrees to deduct from the salaries of its teachers dues for the Little Silver Education Association, Monmouth County Education Association, the New Jersey Education Association, and the National Education Association, as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, N.J. Public Laws of 1969 (NJSA 52-14-15, 9e) and under the rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to such person as may from time to time be designated by the Association by the 15th of each month following the monthly pay period in

which deductions were made. The person designated shall disburse such monies to the appropriate association or associations.

2. 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.

Article XVI
MAINTENANCE OF CLASSROOM CONTROL
AND DISCIPLINE

A brief definition of the duties and responsibilities of all administrators, supervisors, and other personnel pertaining to student behavior shall be reduced to writing by the principal of each school, and if approved by the Superintendent, presented to each teacher at the start of each school year.

Article XVII
TEACHER EVALUATION

All teachers shall be formally evaluated by their immediate supervisors at least twice a year. Upon receipt of the evaluation, a conference shall be arranged with the building principal to discuss the observation. At the conclusion of the conference the teacher will sign the evaluation sheet. Such signature does not constitute agreement with the evaluation, but merely that the teacher has read the same. A teacher shall have the right to file a written reply to any evaluation which shall be attached and made a part thereof.

A teacher shall have the right, upon request, to review the contents of his personnel file and to receive a copy at Board expense of any documents contained therein. A teacher shall be entitled to have a representative of the Association accompany him during such review. This right shall not include correspondence dealing with one's experience prior to employment in the district.

Copies of Evaluation. A teacher shall be given a copy of any class visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it unless parties mutually agreed to meet sooner. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher.

A copy of the evaluation form is attached as Exhibit "A"

No material derogatory to a teacher's conduct, service, character or personality shall be placed in his personnel file unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.

Final evaluation of a teacher upon termination of his employment shall be concluded prior to severance and no documents and/or other material shall be placed in the personnel file of such teacher after severance except in accordance with the procedure set forth in this Article.

Article XVIII
MISCELLANEOUS

A. STATUTORY SAVINGS CLAUSE

Nothing contained herein shall be construed to deny or restrict to any teacher or the Board such right as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere under the law.

B. The Board and Association agree that there shall be no discrimination and that they will abide by all federal and state rules and regulations.

C. SEPARABILITY

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

D. COMPLIANCE BETWEEN INDIVIDUAL CONTRACT AND MASTER AGREEMENT

Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

E. AGREEMENT COPIES:

Copies of this Agreement shall be printed within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all teachers now employed and hereafter employed. This expense shall be shared equally.

F. NOTICE:

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 telegram or certified letter at the following addresses:

1. If by Association, to Board at 123 Markham Place, Little Silver, New Jersey 07739.

2. If by Board, to Association at Markham Place School, Markham Place, Little Silver, New Jersey 07739.

Article XIX
HOME INSTRUCTION

Teachers shall be paid at the rate of \$ 7.50 per hour for home instruction.

Article XX
TUITION REIMBURSEMENT

Courses approved by the Superintendent may be taken by full-time certified teachers at any time and will be reimbursed by the Board of Education, in a sum not to exceed \$500.00 per teacher per year. Course approval request shall be submitted no later than September 15 for fall semester, January 15 for spring semester and June 15 for summer classes. Reimbursement will be made when an official transcript or other acceptable evidence of satisfactory completion of the course or courses is submitted to the Superintendent with a grade of C or equivalent, or better.

Article XXI
INSURANCE

The Board shall provide medical and hospital insurance as per status quo.

Article XXII
DURATION OF AGREEMENT

DURATION PERIOD

This Agreement shall be effective as of September 1, 1976 and shall continue in effect until August 31, 1978. 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.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

LITTLE SILVER EDUCATION ASSOCIATION

By . . . *Chano Siberman* PRESIDENT
(Signed)

By . . . *Sharon Shnessy Cutchett* SECRETARY
(Signed)

LITTLE SILVER BOARD OF EDUCATION

By *Ala. Dowd* PRESIDENT
(Signed)

By *Norothy C. Alisen Asst.* SECRETARY
(Signed)

TEACHERS' SALARY GUIDE - 1976-1977

STEP	<u>A</u> B.A.	<u>B</u> B.A.+30	<u>C</u> M.A.	<u>D</u> M.A. +30
1	\$ 9,300	\$9,800	\$10,300	\$10,800
	\$200	\$200	\$200	\$200
2	9,500	10,000	10,500	11,000
	\$550	\$550	\$550	\$550
3	10,050	10,550	11,050	11,550
4	10,600	11,100	11,600	12,100
5	11,150	11,650	12,150	12,650
6	11,700	12,200	12,700	13,200
7	12,250	12,750	13,250	13,750
8	12,800	13,300	13,800	14,300
9	13,350	13,850	14,350	14,850
10	13,900	14,400	14,900	15,400
11	14,450	14,950	15,450	15,950
	\$900	\$900	\$900	\$900
12	15,350	15,850	16,350	16,850
13	16,250	16,750	17,250	17,750
	\$950	\$950	\$950	\$950
14	17,200	17,700	18,200	18,700

B.A. - Bachelor's Degree or ten years' experience and a permanent elementary certificate.

B.A. +30 - Bachelor's Degree plus 30 or more additional graduate credits.

M.A. - Master's Degree.

M.A. +30 - Master's Degree plus 30 or more additional graduate credits.

Service increments of \$300 over and above the salary guide may be granted to teachers after 15, 18 and 21 years' service and \$500 after 25 years' service in the Little Silver Schools.

SCHEDULE A

TEACHERS' SALARY GUIDE - 1977-1978

<u>STEP</u>	<u>A</u> <u>B.A.</u>	<u>B</u> <u>B.A. +30</u>	<u>C</u> <u>M.A.</u>	<u>D</u> <u>M.A. +30</u>
1	\$9,600 \$300	\$10,100 \$300	\$10,600 \$300	\$11,100 \$300
2	9,900	10,400	10,900	11,400
3	10,200 \$600	10,700 \$600	11,200 \$600	11,700 \$600
4	10,800	11,300	11,800	12,300
5	11,400	11,900	12,400	12,900
6	12,000	12,500	13,000	13,500
7	12,600	13,100	13,600	14,100
8	13,200	13,700	14,200	14,700
9	13,800	14,300	14,800	15,300
10	14,400 \$950	14,900 \$950	15,400 \$950	15,900 \$950
11	15,350	15,850	16,350	16,850
12	16,400	16,900	17,400	17,900
13	17,350	17,850	18,350	18,850
14	18,300	18,800	19,300	19,800

B.A. - Bachelor's Degree or ten years' experience and a permanent elementary certificate

B.A. +30 - Bachelor's Degree plus 30 or more additional graduate credits.

M.A. - Master's Degree

M.A. +30 - Master's Degree plus 30 or more additional graduate credits.

Service increments of \$300 over and above the salary guide may be granted to teachers after 15, 18 and 21 years' service and \$500 after 25 years' service in the Little Silver Schools.

LITTLE SILVER SCHOOLS

LITTLE SILVER, N.J.

TEACHER EVALUATION

Teacher _____ Date _____

Grade _____ Subject _____

COMMENTS

SUGGESTIONS

Teacher's Signature _____

Principal's Signature _____

EXHIBIT A