
**An agreement between the
Lakewood Education Association
NEA/NJEA/ OCCEA/ LEA
and the
Board of Education
of
Lakewood, New Jersey
covering the period
July 1, 2018 to June 30, 2021**

AS OF THE SIGNING OF THIS AGREEMENT:

LAKEWOOD EDUCATION ASSOCIATION OFFICERS:

President – Kimberlee Shaw
First Vice-President – Cara Leach
Second Vice-President – Miriam Medina
Secretary – Lois Cirillo
Treasurer – Alyson Szczygiel

LAKEWOOD BOARD OF EDUCATION:

Mr. Moshe Bender, President
Mrs. Thea Jackson-Byers, Vice President
Mr. Ada Gonzalez
Mr. Chanina Nakdimen
Mr. Moshe Newhouse
Mr. Heriberto Rodriguez
Mr. Moshe Tendler
Mr. Bentzion Treisser
Mr. Isaac Zlatkin
Mrs. Laura A. Winters, Superintendent of Schools
Mr. Robert S. Finger, Interim Board Secretary/Business Administrator

LAKEWOOD EDUCATION ASSOCIATION - NEGOTIATIONS COMMITTEE

Negotiations Chairs –Paulette Fox
President – Kimberlee Shaw
Negotiations Committee –Lois Cirillo, Cheryl Correia, Brenda Douglas, Andrea DeJohn,
Angelique Gregson, Kathy Hall, Karen Hetzel, Cara Leach, Eileen Maley, Meriam Medina,
Stacy Mitchell, Stacey Peace, Eileen Romano, Sue Wiemken

LAKEWOOD BOARD OF EDUCATION - NEGOTIATIONS COMMITTEE

Mr. Chanina Nakdimen
Mr. Heriberto Rodriguez
Mr. Isaac Zlatkin

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MISSION STATEMENT

The Lakewood Education Association and the Lakewood Board of Education recognize that the primary goal of the Lakewood Public Schools is to provide its students with the highest quality educational experience possible. To that end, the Lakewood Education Association and the Board of Education further recognize that all individuals engaged in supporting and providing instruction to the Lakewood student body exhibit personal and professional accountability for the educational growth and success of the students in their charge.

ARTICLE I - RECOGNITION

A. Pursuant to the provisions of Chapter 123, Public Laws 1974, the Lakewood Board of Education hereby recognizes the Lakewood Education Association as the majority representative and as exclusive and sole representative for collective negotiations concerning terms and conditions of employment for all full- or part-time certificated staff clerical personnel and paraprofessionals under contract or on leave, now employed or as hereafter may be employed by the Board, including:

1. Certificated Personnel:

Teachers	Social Workers
Guidance Counselors	Nurses and Nurse Coordinator
Coaches	Extracurricular Positions
Psychologists	Speech Therapists
Learning Disabilities Specialists	Computer Lab Coordinators
Media Specialists	Department Coordinators
JROTC Instructor	Athletic Trainer
Job Coach	ESL In-Take Coordinator

2. Support Personnel:

Secretaries	Attendance Officer
Library	Safety Compliance Officer
Home/School Liaison	Receptionist/Switchboard Operator
Instructional Paraprofessional Personnel	
Pupil Personnel Services Paraprofessional Personnel	
Parent Liaison Program Coordinator	

B. Excluding Executive Secretaries, Operations Facilitators I and II, Computer Manager, Security Liaison, Substitute Caller, School/Community Resource Person, substitute secretaries assigned to confidential positions in the board office, and all other titles not specified above.

C. Unless otherwise indicated, the term “teachers” when used hereinafter in the Agreement, shall refer to professional certificated employees. The term “secretary” shall refer to clerical employees. The term “paraprofessional” shall refer to aides. The term “support personnel” shall apply to all unit members listed in A.2. above. The term “member” shall refer to all of the employees in the bargaining unit. All references to male shall include female, and all references to female shall include male.

ARTICLE II - NEGOTIATION OF SUCCESSOR AGREEMENT

In accordance with the provisions of Chapter 123, Public Laws 1974, the parties agree to commence negotiations on a successor agreement not later than December 1st of the calendar year preceding the calendar year in which this Agreement expires.

This Agreement shall continue on a school year to school year basis unless either party desiring changes in this Agreement shall notify the other party in writing prior to December 1st of the previous calendar year.

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 III - GRIEVANCE PROCEDURE

A. Definitions

- A. A “grievance” is a claim by an employee, employees, or the Association based upon an alleged improper interpretation, application, or violation of this Agreement, policies, or administrative decisions affecting an employee’s or a group of employees’ terms and conditions of employment.
- B. The term “grievant” shall refer to the employee or employees or the Association making the claim on behalf of the employee or group of employees or the Association on behalf of itself.
- C. A “party in interest” shall refer to the person or persons making the claim, and any person including the Association or Board, who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

- A. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to problems, which may from time to time arise affecting employees. Both parties agree that proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- B. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided such adjustment is not inconsistent with the terms of this Agreement.

C. Procedure

1. Level One – The grievant shall first discuss the grievance with his immediate supervisor, either directly or with the Association’s designated representative, with the objective of resolving the matter informally. A grievance must be commenced at Level One within twenty (20) school days of the date the employee knew or should have known of its occurrence, and if not commenced by that time shall be deemed waived.

2. Level Two – If the grievant is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within 10 school days after the discussion at Level One or 10 school days after the grievance was presented, whichever is sooner, the grievance will be reduced to writing and presented to the Superintendent of Schools. The grievance shall set forth at a minimum the date the incident occurred, a brief description of the incident, the specific contract clause(s) and/or policy or policies violated, and the remedy sought.
3. Level Three – If the grievant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within 15 school days after any discussion with the Superintendent or 15 school days after the grievance was delivered to the Superintendent, whichever is sooner, the grievant may submit the grievance in writing to the Board of Education through its Secretary. The grievant shall include in the submission to the Board at a minimum the date the incident occurred, a brief description of the incident, the specific contract clause(s) and/or policy or policies violated, and the remedy sought.
4. Level Four – If the Association is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within 30 school days after any discussion with the Board or 30 school days after the grievance was delivered to the Secretary of the Board or designee, whichever is sooner, the Association may submit the grievance to binding arbitration by filing with the Public Employment Relations Commission, and the rules of such agency shall apply.

D. Authority of the Arbitrator

1. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.
2. In the event that the procedural arbitrability of a grievance is at issue between the parties, jurisdiction to resolve the issue shall rest solely with the arbitrator.
3. Disputes as to the scope of arbitration shall be resolved in favor of requiring arbitration.
4. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator can add nothing to nor subtract anything from the Agreement between the parties.

E. Costs

1. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

F. Representation

1. Any grievant may represent himself/herself through Level Two of this procedure. When the grievant 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. Only the Association may process grievances through board level and arbitration.

G. Reprisals

1. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.
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H. Miscellaneous

1. The number of days indicated at each level should be considered as a maximum and every effort shall be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. All days referred to in this procedure shall be school days.
2. If a grievance continues into the summer or is filed during the summer, all reference to school days within the time limits shall be based upon the days the Central Office is open for business.
3. 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 Superintendent directly and the processing of such grievance shall commence at Level Two.
4. All decisions rendered shall be in writing, setting forth the decision and the reasons therefor, and shall be transmitted to the Association within the specified timeframes.
5. Failure to respond to a grievance within the specified timeline shall entitle the grievant to proceed to the next level. Failure to file a grievance at the next level within the specified timeline shall constitute an abandonment of the grievance. At any time, both parties may agree to hold a grievance in abeyance, and such abeyance shall not violate any timelines.
6. Any and all documents, communications, and records dealing with the grievance shall be kept in a separate grievance file. Grievance documents shall not be kept in employee personnel files.

ARTICLE IV - MEMBER RIGHTS

- A. Pursuant to Chapter 123, Public Laws 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other connected 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 member in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any member with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, collective negotiations with the Board, or his institutions of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms and conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any member such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to members hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No member shall be disciplined, reprimanded or reduced in rank or compensation without just cause. The Board retains the right to discipline or discharge an employee during the term of his/her employment pursuant to law. Discipline may include oral and/or written reprimands, increment withholdings, fines or suspensions without pay if consistent with law, and mid-contract discharges consistent with the law, but shall not include the non-renewal of a non-tenured teaching staff member for performance related reasons. Except in circumstances concerning health or safety, no member shall be disciplined or reprimanded in the presence of students, parents, teachers or outside administrators. All disciplinary acts shall be subject to the grievance procedure. Any discipline to be imposed shall take into account the nature of the offense, the length of service and the general employment record of the employee, the number of previous offenses, any other mitigating circumstances, and previous discipline administered to others in similar situations. Discipline shall be applied in a non-discriminatory fashion.
- D. Whenever any member is required to appear formally before the Superintendent or his designee or Business Administrator, Board or any committee member, representative or agent thereof concerning any matter which could adversely affect the continuation of that member in his office, position or employment or the salary or any increments pertaining thereto, then 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. Any suspension of a member pending charges shall be with pay.
- E. The administration reserves the right to change a student's grade. The teacher shall be notified of the change, in writing, over the signature of the administrator making the change, indicating what the grade was changed from and what the grade was changed to.

- F. No member shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- G. Secretaries shall not be required to work under unsafe or hazardous conditions, or to perform tasks which endanger their health, safety, or well-being. On days which are officially declared to be "snow days," it is understood that secretaries shall not be required to expose themselves to unnecessary danger in traveling to work. Further, in the event schools should be closed during a normal working day because of snow, secretaries shall be permitted to leave work in the interest of their safety.

ARTICLE V - ASSOCIATION RIGHTS

- A. The Board agrees to provide the Association with the same budget information it gives to the County Superintendent of Schools, in the same format, within one (1) week of approval by the County Superintendent. The Board shall provide the Association, at no cost, with pertinent information within the public domain concerning the processing of a grievance.
- B. Whenever any representative of the Association or any member participates during working hours in negotiations, grievance proceedings, conferences or mutually scheduled meetings, he shall suffer no loss in pay. The Association Grievance Chairperson, the Association Negotiations Chairperson, and the Senior Building Representatives shall not be assigned any supervisory duties. The Association shall not institute any grievance over the increased workload of the teachers related to the increased rotation of duty assignments by including Senior Building Representatives in the article.
 - 1. The President of the Association shall have a full-time release schedule beginning July 1, 2017. In addition, to full-time release schedule, the President shall begin each school day by reporting to Ella G. Clarke School at 7:40 a.m. for a forty (40) minute administrative duty period. The President shall be excused from this forty (40) minute administrative duty when their attendance is required at NJEA Headquarters for various meetings.
 - 2. Administrative Duty shall be limited to the following activities: library coverage, hallway supervision, bus drop off supervision, stairwell supervision.
 - 3. The Association shall reimburse the Board one-half (1/2) year's salary of the Association President in two (2) equal installments. The installments shall be paid following the receipt of the Association's LAFAP reimbursement from NJEA.
 - 4. The Association President shall advance on the salary guide as if employed as a regular full-time teaching staff member during the period that he/she serves as President.
 - 5. The Association President shall receive all benefits as if employed as a regular full-time teaching staff member during the period that he/she serves as President.

6. The Association President shall continue to accrue seniority as if employed as a regular full-time teaching staff member during the period that he/she serves as President.
 7. The Superintendent of Schools shall meet with the Association President every two (2) weeks at a mutually agreed upon time to work collaboratively to resolve any and all labor disputes as they occur.
- C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The administrator of the building in question shall be consulted in advance of the time and place of all such meetings. The Association will give twenty-four (24) hours notice to use school buildings for full Association membership meetings.
 - D. The Association shall have the right to use school facilities and equipment, including computers, copiers, calculating machines, and all types of audiovisual 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 incidental to such use, and for any repairs necessitated as a result thereof.
 - E. The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge and teachers' dining room. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. The location of Association bulletin boards in each room shall be designated by the Association. Copies of all materials to be posted on such bulletin boards shall be given to the building administrator for his approval.
 - F. The Association shall have the right to use the interschool mail facilities and school mailboxes as it deems necessary, excluding bulk mailing.
 - G. Posting Procedures
 1. All district and unit vacancies shall be adequately publicized by the Superintendent in accordance with the following procedure:
 - a. A notice shall be posted at each building, on the District's website and an all staff email as far in advance as practicable, but not less than seven (7) workdays before the final date when applications must be submitted.
 - b. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent or designee within the time limit specified in the notice. Applications shall be kept on file in the Superintendent's office for continual consideration for future vacancies until an applicant notifies the office in writing that the application is withdrawn.
 - c. The qualifications for any vacancy position, its duties, and the rate of compensation shall be clearly set forth.

2. Position Openings for Coaches

- a. No later than June 1st of each school year, the Board shall deliver to the Association, and post in each school building, a list of known coaching vacancies which shall occur during the following year.
- b. Such posting shall include the title of the coaching position being vacated and the qualifications necessary. Such posting shall be in accordance with all provisions of the Agreement.

3. Procedures for filling all extracurricular positions.

- a. All vacancies in extracurricular positions shall be adequately publicized by June 1st by the Superintendent or designee in accordance with the procedure outlined in Section G of this article.
- b. All qualified employees shall be given adequate opportunities to make applications and no position shall be filled until all properly submitted applications have been considered.
 1. The Board agrees to give due consideration to the professional background, attainments, and other relevant factors of all applicants.
 2. In filling such vacancies, when the Board determines all other qualifications are equal, length of service in the district shall be the deciding factor.
- c. The district shall give preference to any qualified bargaining unit member who applies for the position and shall only hire an applicant from outside of the District if no qualified in-district unit member applies.

ARTICLE VI - WORK YEAR

Category I: Teacher Work Year

- A. The school work year for teachers will be one hundred and eighty-three (183) days including workshops. School holidays will be listed in accordance with the approved student school year, and may be changed in case of emergency.
- B. A guidance counselor's stipend (see Schedule F) is provided for the extra time in the guidance counselor's work year which for the high and middle school guidance counselors begins five (5) work days prior to the regular opening date of school and ends five (5) work days beyond the end of the regular staff work year; for elementary guidance counselors, a total of five (5) days, the schedule to be mutually determined with the appropriate administrator.
- C. The Athletic Trainer shall attend all games and practices as assigned, except for "away" games during one holiday period, to be determined with the Superintendent/designee.

- D. Teacher attendance is mandatory for one (1) Back to School Night per school year for two (2) hours.
- E. Teacher attendance is mandatory for one (1) night conference per school year for two (2) hours. Teachers shall be released on a half-day schedule on the night they are returning for evening conferences.

Category II: Secretary Work Year

- A. Secretaries shall be eligible for the following vacation schedule for permanent full-time twelve (12) month employees:
 - 1. Less than one (1) year of employment - one (1) day for each month worked up to June 30.
 - 2. First year through seventh year - twelve (12) working days.
 - 3. Eighth year through sixteenth year - fifteen (15) working days.
 - 4. Seventeenth year and over - twenty (20) working days.
- B. Secretaries shall be permitted to take their vacations pursuant to the following:
 - 1. Secretaries with less than seventeen (17) years of service in the district shall be permitted to take up to five (5) vacation days during the school year.
 - 2. Secretaries with seventeen (17) years or more of service in the district shall be permitted to take up to seven (7) days vacation during the school year.
 - 3. All vacation requests are subject to the approval of the school principal or supervising administrator.
 - 4. Requests for additional vacation days during the school year may be made to the building principal or supervising administrator in writing, explaining the need for additional days.
 - 5. Vacation days will not be approved the last week of the school year.
- C. Holidays:
 - 1. Twelve (12) month employees shall receive their full pay for holidays as follows:
 - July 4th
Labor Day
 - 2. Any employee, ten (10) or twelve (12) month, required to work such holidays, will receive one and one-half times their applicable rate of pay for any work performed in addition to any holiday pay.

Category III: Paraprofessional Work Year

- A. The paraprofessional work year shall be one hundred and eighty-three (183) days (September thru June) plus up to six weeks during the summer.
- B. Paraprofessional employees shall be employed for summer assignments on a voluntary basis first.
- C. Should not enough paraprofessional volunteers be willing to work the summer program, individual assignment by the district may be made using the inverse order of seniority for a maximum of four weeks. Paraprofessionals will be assigned on a rotating basis, however the number of paraprofessionals needed to staff the summer program may dictate assignment in consecutive summers.
- D. Summer assignments shall be based upon the student and programmatic needs as identified by the administration.
- E. Paraprofessionals assigned to a summer assignment that is different from their school year assignment will, when feasible, be returned to their school year assignment based on the student and programmatic needs as identified by the administration.

Summer Employment Teachers & Paraprofessionals

Special Education Summer Program

- A. The Special Education Summer Program shall be thirty (30) days in length.
- B. Employees who work all thirty (30) days receive fifteen percent (15%) of their annual salary, plus one (1) additional sick day and one (1) additional personal day, which are accumulative if not used.
- C. Employees who work fifteen (15) days receive five percent (5%) of their annual salary, plus one (1) additional personal day, which is accumulative if not used.
- D. Employees shall be notified of their summer assignment no later than April 15th.
- E. All staff in the summer program shall be paid on the regular bi-weekly payroll schedule.
- F. Professional staff: volunteers shall be chosen first. The Board retains the right to assign teachers to vacancies based upon reverse seniority if enough volunteers are not available.
- G. Professional staff shall initially be hired for their personal summer option: i.e. thirty (30) days or fifteen (15) days.
- H. Paraprofessional staff shall be employed for the summer pursuant to the current procedures.
- I. The summer work day shall be five (5) hours.

- J. During the summer work day, teachers and paraprofessional staff shall each have one (1) fifteen (15) minute break scheduled with the least impact on the program.

Secondary Summer School Program

- A. The secondary summer school program shall run for the equivalent of thirty (30) days.
- B. Employees hired for the thirty (30) day secondary summer school program shall receive ten percent (10%) of their annual salary as compensation.

Summer Employment Child Study Team Members

- A.
 - 1. Child Study Team Members (School Social Workers, Psychologists, LDTC) will work ten (10) months plus twenty (20) days during the summer.
 - 2. The base work year for team members shall be the school calendar between September 1 and June 30, for which they will be compensated as per the negotiated agreement.
 - 3. For the additional twenty (20) days, they will receive ten percent (10%) of their base salary as monetary compensation and will be credited with one additional sick day.
 - 4. The twenty (20) days shall be scheduled between July 1 and the opening of school.
 - 5. To insure appropriate coverage, individuals will be assigned to work either during July or August by the Superintendent/designee and notified of their summer work schedule by March 1st of the preceding school year.
- B. The summer work hours for Child Study Team members will be 8:00 a.m. to 1:00 p.m. each day.

ARTICLE VII - HOURS AND WORK LOAD

Category I: Teaching Hours and Teaching Load

- A. The regular workday for certified employees shall not exceed six (6) hours and forty-five (45) minutes. The Board reserves the right to set the start and end time of the workday. No school start time shall be before 7:00 a.m. and no school end time shall go beyond 3:45 p.m. All staff must report to work five (5) minutes before the school day begins. The start and end times of the succeeding school year shall be sent to all staff no later than June 1st of the preceding school year.

Elementary School teachers who work fifteen (15) minute A.M. bus duty for the school year shall receive an eighteen hundred dollar (\$1,800) pensionable stipend. This pensionable stipend shall be added to their total income and be paid as a part of their bi-monthly checks.

Middle School and High School teachers who work thirty (30) minute A.M. bus duty for the school year shall receive a thirty-six hundred dollar (\$3,600) pensionable stipend. This pensionable stipend shall be added to their total income and be paid as a part of their bi-monthly checks.

- B. Building-based certified staff members may be required to remain at the end of the regular work day on the first, second, and third Monday of each month for the purpose of attending three (3) staff meetings per month. Each meeting shall run no more than one (1) hour. The meetings will begin immediately following the close of the workday as defined in Article VII-Category I A. At the commencement of each school year, traveling teachers and the principals of the buildings in which they work shall develop a mutually acceptable schedule of faculty meeting attendance for the staff member. If a need arises for Administration to change the day of a scheduled staff meeting, the staff will be notified three (3) weeks in advance of the change.
- C. 1. All staff shall enter their assigned location through the designated entrance by swiping their ID Badge in the Card Reader.
2. All staff shall indicate their presence for duty daily by swiping their ID Badge in the Card Reader, located outside of the main office.
3. All staff attendance shall be tracked through the designated entrance swipe as defined in C.1. Lateness will be tracked through the designated office swipe (swipe #2). Lateness shall be addressed through progressive discipline. No discipline shall be issued to any employees who do not have a functioning ID Badge. No discipline shall be issued to any employees who have not been issued an ID Badge. Employees shall report all ID Badge issues/concerns to the building Principal or designee as soon as they have an issue.
- D. 1. There shall be a duty-free lunch period for teachers commensurate with the time period allotted to pupils for their lunch period. Teachers will not be required to remain in the building during their lunch periods, or to state where they are going. Teachers shall be required to record time of leaving and returning during the school day.
2. Middle School and High School teachers shall have a forty-three (43) minute duty-free lunch. All elementary teaching staff shall have a forty (40) minute duty free lunch. Students on lunch and playground shall be supervised by all certificated school personnel on a rotating duty schedule. Such schedule shall be established by the building administrator.
- E. Regular teachers shall not be required to substitute during their preparation period except for emergencies; however, in such emergencies they shall receive a pro rated amount of their regular salary, as stated in schedule H of this Agreement.
- F. Any teacher who believes his/her schedule is of an unreasonable length without a break can appeal such schedule through appropriate channels.

- G. No teacher (grades 6-12) shall teach more than two (2) blocks or four (4) class periods consecutively. In the event a teacher teaches 2 consecutive blocks or 4 consecutive class periods, it must be followed by a preparation period or a lunch period. At no time will the schedule be used as a tool for harassment and/or discrimination. In reference to the assignment of a sixth period class, the following procedures will be adhered to in the order given:
1. Volunteers will be sought;
 2. Outside additional staff will be sought by administration;
 3. Any teacher assigned a sixth period class shall have a duty period on an "A Day" or a "B Day". No teacher shall have a duty period on both an "A Day" and a "B Day". On the day a teacher does not have a duty period, the teacher shall have an additional PLC period. This will result in an alternating schedule of three (3) duties one week and two (2) duties the next week.
- H. Each classroom teacher shall be guaranteed a minimum of one (1) preparation period per day.
1. Preparation periods at the High School and Middle School shall be forty-three (43) minutes each.
 2. Preparation periods at all elementary schools shall be a minimum of forty (40) minutes each.
- I. Teacher attendance is mandatory for one (1) Back to School Night per school year for two (2) hours. Teacher attendance is mandatory for one (1) night conference per school year for two (2) hours. Teachers shall be released on a half day schedule on the night they are returning for evening conferences. One (1) additional night, not eligible for pay, shall be required for teachers at their respective schools for Middle School Promotion Exercises/High School Graduation.

Category II: Secretary Hours and Workload

- A. Secretaries shall be required to work eight (8) hours per day, forty (40) hours per week, during the contract period, inclusive of one (1) hour for lunch daily and two (2) coffee breaks not to exceed fifteen (15) minutes each per day.
- B. Secretaries will work the school calendar from September 1st to June 30th.
- C. Summer Hours:
1. Secretaries shall work from 8 a.m. to 1 p.m. with a fifteen (15) minute coffee break and no lunch from July 1st until the last five full work days prior to September 1st.
- D. Attendance Officer
1. Should the Attendance Officer be required to work during the period between the last pupil day and the opening of school in September, he/she shall be paid a pro-rated

hourly salary based upon his/her approved annual salary. The formula used to determine the hourly rate shall be as stated in Schedule H of this Agreement.

2. In order to qualify for such payment, the Attendance Officer must request prior approval from the Superintendent of Schools or his/her designee, in writing, for any time to be worked, indicating as much as possible the number of hours involved. The Superintendent or his/her designee shall issue approval for such time in writing.
 3. Subsequent to the actual performance of the duties as approved, the Attendance Officer shall submit a voucher to the Superintendent or his/her designee for processing for payment on the regular summer pay schedule.
 4. The Board shall supply an automobile liability rider on its general liability policy.
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E. Overtime shall be payable after a forty (40) hour work week.

Category III: Paraprofessional Hours and Work Load

- A. The work day shall not be greater than six and one-half (6 ½) hours inclusive of a duty-free lunch equal to that of the teachers in their building. The Board reserves the right to set the start and end time of the workday. No school start time shall be before 7:00 a.m. and no school end time shall go beyond 3:45 p.m. The start and end times of the succeeding school year shall be sent to all staff no later than June 1st of the preceding school year.

Elementary School paraprofessionals who work fifteen (15) minute A.M. bus duty for the school year shall receive a one thousand dollar (\$1,000) pensionable stipend. This pensionable stipend shall be added to their total income and be paid as a part of their bi-monthly checks.

Middle School and High School paraprofessionals who work thirty (30) minute A.M. bus duty for the school year shall receive a two thousand dollar (\$2,000) pensionable stipend. This pensionable stipend shall be added to their total income and be paid as a part of their bi-monthly checks.

During the first month or in the case of an emergency, Paraprofessional personnel may be required to stay fifteen (15) minutes after their workday.

1. Paraprofessional personnel shall be given a twenty (20) minute break each day, to be worked out with the classroom teacher, provided no governmental agency requires that a substitute be furnished during such break time. During such break time, the classroom teacher will be responsible for the students' safety and well-being.
2. Paraprofessional personnel shall attend Back-to-School Night with no additional compensation.

ARTICLE VIII - NON-TEACHING DUTIES

- A. The Board and the Association acknowledge that a teacher's primary responsibility is to teach; therefore, the Board will strive to minimize the non-academic duties of a teacher and shall continue its efforts in the utilization of paraprofessional personnel.
- B. No collection of funds for charitable purposes shall be performed by members of the bargaining unit involuntarily.
- C. Except as authorized by the Board of Education, no teacher shall use his/her personal vehicle to transport students. In such cases, the teacher who owns the vehicle shall be reimbursed as stated in Schedule H of this Agreement. This mileage reimbursement rate shall apply to all unit members required to use their automobiles in the performance of their duties.

ARTICLE IX - EMPLOYMENT

Category I: Teacher Employment

- A. The Board must have the freedom to hire those persons whom the State of New Jersey gives it the authority to hire and place on their respective steps of the salary schedule.
- B. Teachers shall be notified of their salary status no later than May 15th of each year, provided that the Agreement between the parties has been consummated at such time as to make it possible and feasible to meet this requirement.
- C. Teaching staff members must be in an employment status for a minimum of five (5) months and one (1) day in a school year to qualify for an increment at the start of the next school year.

Category II: Secretary Employment

- A. Each secretary who qualifies shall be placed on the proper step of the salary guide as of the beginning of each school year.
 - 1. Twelve (12) month secretarial staff members must be in an employment status for a minimum of six (6) months and one (1) day in a work year to qualify for an increment at the start of the next year.
 - 2. Ten (10) month secretarial staff members must be in an employment status for a minimum of five (5) months and one (1) day in a school year to qualify for an increment at the start of the next school year.
- B. Secretaries shall be notified of their contract and salary status for the ensuing year no later than May 15th.

Category III: Paraprofessional Employment

- A. The duties of non-certificated personnel shall be confined to areas of non-certification.
- B. Employees shall be placed on the proper step of the salary schedule as of the beginning of the current school year.
- C. Any employee who is resigning his position shall give fifteen (15) days notice.
- D. Notification - All paraprofessional personnel shall be notified of their contract and salary status for the ensuing year by May 15th unless based on state or federal funding announcement.

- E. Paraprofessional personnel must be in an employment status for a minimum of five (5) months and one (1) day in a school year to qualify for an increment at the start of the next school year.
- F. Transportation - Paraprofessional personnel assigned the use of their vehicles shall be reimbursed at a rate as stated in Schedule H of this Agreement.
- G. A seniority list for full- and part-time paraprofessional personnel is annexed to and made a part hereof, and shall be utilized for the purposes of reduction in force and recall. Special qualifications shall be considered in case of a reduction in force. Paraprofessional personnel may submit a letter of preference as to assignment; this shall not be binding on the Board of Education.

Category IV: Safety Compliance Officer

The individual who holds the Safety Compliance Officer position, although not a tenured staff member, shall have recall rights to the position should it be abolished by the Board of Education and subsequently reinstated. Based upon a ten (10) or twelve (12) month work year for the position outlined in this provision, the minimum qualifying time for incremental advancement, as outlined in Category II:B. 1 or B.2 above, shall be applicable.

ARTICLE X - SALARIES

Category I: Teacher Salaries

- A. The salary schedule and rates of special compensation of all teachers covered by this Agreement are set forth in the attached schedules (see Article XXXIV), which are made a part hereof.
- B. The schedule of paydays shall be distributed to all teachers on or before the first week of school.
 - 1. Beginning July 1, 2019 salary checks are due on the 15th and 30th of each month.

2. When a payday falls on or during a school holiday, vacation or weekend, teachers shall receive their paychecks on the last previous working day.
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3. Teachers shall receive their final checks on the last working day in June.
- C. The Board agrees to provide the Association with the number of teachers on each step in the salary guide and also indicate the number of teachers receiving in-service increments at each step, if any. This information is to be provided to the Association no later than November 15th of each year. At the same time, the Board will provide data on the number of bargaining unit members employed, and will provide a list of each person's address and phone number to the secretary of the LEA.
 - D. A list of the stipend positions covered within this agreement is attached hereto and made a part hereof.
 1. Stipend positions are not tenured and can be abolished or created by the Board. Teachers may or may not be hired at the discretion of the Board. These matters are not grievable.
 2. Release time shall be the same as current practice.
 - E. Special Education employees shall not be required to make home visitations unless required by the IEP of a student. In such case, special education teachers shall be reimbursed for mileage and visitation at the rate noted in Schedule H of this agreement.
 - F. Part-time staff shall be paid the appropriate proportion of the salary at their step and training, e.g. staff working three-fifths of full time shall be paid at 60% of the full time salary.

Category II: Secretary Salaries

- A. The salaries of all secretaries covered by this Agreement are set forth in the attached schedules (see Article XXXIV), which are made part hereof.
- B. Beginning July 1, 2019 salary checks are due on the 15th and 30th of each month.
- C. When a pay day falls on or during a secretary holiday, vacation or weekend (as outlined in Article VI), the secretary shall receive a pay check on the last previous work day.
- D. Overtime shall be at the rate of time and one-half based on the rate of salary of the individual employee; any employee required to work on a Sunday will be paid at the rate of two (2) times their base hourly rate (double time) calculated on an hourly rate of pay based on 220 days per year.
- E. Employees assigned to work in a higher classification on a temporary basis, exclusive of vacation coverage, shall receive the higher rate of pay starting with the first day while in such temporary position.

- F. Although the Association does not represent substitute secretaries for the determination of the substitute rate, any substitute secretary who serves for forty (40) days or more during a school year shall be paid at an hourly rate based on Step One (1) of the appropriate secretarial guide.

Category III: Paraprofessional Salaries

- A. The salary of each paraprofessional covered by this Agreement is set forth in the attached schedules (see Article XXXIV), which are made a part hereof.
- B. Beginning July 1, 2019 salary checks are due on the 15th and 30th of each month.

Category IV: Co-curricular and Coaching Salaries

- A. Pay dates for all coaches and co-curricular positions shall be as follows:

All Fall sports coaches will receive one half (½) of their pay on September 30th and one half (½) on October 30th. All Winter sports coaches will receive one half (½) of their pay on December 15 and one half (½) on January 30th. All Spring sports coaches will receive one half (½) of their pay on April 15th and one half (½) on May 15th. Co-curricular positions will receive one half (½) of their pay in December. Co-curricular positions will receive the second one-half (½) of their pay in June.
- B. One (1) coach shall scout per game at a rate as shown in Schedule F for each scouting assignment.

Category V: Non-certificated Employees

The salary schedule and rates of special compensation of all non-certificated employees covered by this Agreement are attached as Schedule G and made a part hereof.

ARTICLE XI - TEACHER ASSIGNMENT

- A. Teachers shall be notified of their contract and status for the ensuing year not later than May 15th.
- B. Assignment shall be made at the discretion of the administration and within the teacher's competency, teaching certificate, or major or minor field of study.
- C. Whenever administratively possible, coaches shall have notification of their coaching status or position no later than ninety (90) days prior to the start of their respective season.
- D. The Board of Education will pay for the expenses of coaches' workshops and overnight conferences in accordance with Board of Education policies. Prior approval of the Superintendent and the Board of Education is required for attendance at all workshops and overnight conferences. Each coach may attend one (1) clinic per year, per sport coached.

ARTICLE XII - VOLUNTARY TRANSFERS AND ASSIGNMENTS

- A. Members 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 not later than April 30th of the academic year preceding the academic year for which the change is desired. Such statement shall include the grade, subject and/or building to which the member desires to be assigned and the location of the building to which he/she desires to be transferred in order of preference. Such requests must be renewed, in writing, each year if the request is not granted on the initial application.
- B. The Superintendent shall deliver to the Association a list of known vacancies and have them posted in each building by May 15th, and as they become available through the end of the school year. The Secretary of the Association shall be notified of same. After the close of school, the lists shall be mailed to the Secretary of the Lakewood Education Association at his/her home.

ARTICLE XIII - INVOLUNTARY TRANSFERS AND ASSIGNMENTS

- A. In the event of an involuntary transfer or reassignment, the member shall have the right to a conference with the Superintendent. The member may, at his/her option, have an Association representative present at the meeting.
- B. The parties recognize that changes in grade assignment in elementary schools, changes in subject assignments in the high school or middle school and transfers between schools may be necessary. While the right of determination to assign or transfer a member is vested in the Board, the Superintendent or designee, on behalf of the Board, will not assign or transfer a member without prior discussion with the member before the transfer is placed on the Board agenda. If such member is not readily available, he shall be notified by registered mail of such assignment or transfer.
- C. Involuntary transfer shall not be used as a disciplinary action against a member.

ARTICLE XIV - PROMOTIONS

Category I: Teacher Promotions

- A. The notice of a vacancy and qualifications required for a promotional position shall be sent to each school and a copy of record shall be sent to the Association thirty (30) days, but not less than fifteen (15) days before the final day when application must be submitted.
- B. Teachers who desire to apply for such vacancies are to submit their application in writing to the Superintendent within the time limit specified in the notice. Written notification shall immediately be forwarded to each applicant, by the Superintendent or designee, informing him that his application has been received and is being considered.
- C. In filling promotional vacancies to administrative positions, the Board shall consider the professional qualifications, background, attainments, and other relevant factors, including

service in the school district, as well as applicants outside the school district. This filling of a vacancy is the prerogative of the Board, and the decision of the Board with respect to such matters shall be final.

Category II: Secretary Promotions

Any existing vacancy that might be considered an advancement, e.g. ten (10) month to twelve (12) month position, or a position with advancement in position and salary, shall be posted at least ten (10) calendar days prior to the selection for that position.

ARTICLE XV - EVALUATION

Category I: Teacher Evaluation

- A. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
1. A teacher shall be given a copy of any class visit evaluation report prepared by his evaluators. 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.
 2. Following the conclusion of an evaluation of a teacher, the latter shall be informed in writing of his strengths and weaknesses, and suggestions for improvement noted in the written evaluation report.
 3. No material derogatory to a teacher's conduct, service, character, or personality shall be placed in his/her personnel file unless the teacher has had an opportunity to review such material. The teacher shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. Every teacher shall have the right to attach to his or her evaluation form a note containing comments or information which he/she feels is pertinent, and said note shall be attached to all file copies and become a permanent part of the evaluation.
 4. No one except supervisory or administrative personnel of the school district may be permitted to see the personnel file or records of any teacher without the teacher's knowledge, consent and presence. A teacher may see his or her own file.
 5. A Board member may be permitted to examine personnel files in the event of a pending Board action involving personnel matters.
- B. Non-tenured teachers shall be evaluated by their certificated superiors at least three (3) times each school year, to be followed in each instance by a written evaluation report, and by a conference between the teacher and his/her properly certificated superior for the purpose of identifying any deficiencies, extending assistance for their correction, and improving instruction. Such evaluation in each instance shall consist of at least one (1) in-classroom observation of at least one (1) classroom period or full lesson.

- C. At the beginning of the year, teaching staff members shall be given the names of evaluators and criteria for evaluation.
1. All certificated staff shall be observed and evaluated according to law.
 2. Within fifteen (15) school days of a classroom observation, the staff member shall meet with his/her evaluator to hold an observation conference. The purpose of this conference is for the evaluator and staff member to mutually discuss the lesson that was observed.
 3. Within five (5) days of the observation conference, the staff member shall receive a copy of the written evaluation for signature.
 4. The staff member's signature will only indicate knowledge of the contents of the report, not agreement with the content. No certificated staff member shall be required to sign a blank evaluation form.
 5. Should the certificated staff member wish to have a rebuttal attached to an evaluation, he/she shall submit said document to the evaluator within ten (10) days of receipt of the written evaluation. Said rebuttal shall become part of the evaluation document.

Category II: Support Staff Evaluation

- A. Each secretary shall be evaluated at least twice a year as to his/her duties and performances by his/her immediate supervisor. Evaluation of all other support staff shall only be done by the appropriate administrator or supervisory employee as determined by the Board of Education. Any support staff member receiving a deficiency in his/her evaluation shall be given thirty (30) days to correct that deficiency. In all cases, no evaluation shall be done orally.
- B. Support staff members shall have the right, upon request, to review the contents of his/her personnel file and to receive copies, at employee's expense, of any documents contained therein. Any employee shall be entitled to have a representative of the Association accompany him/her during such review.
- C. No material derogatory to an employee's conduct, service, character or personality shall be placed in his/her personnel file, unless the employee has had an opportunity to review the complaint and must be required to sign an acknowledgment.
- D. Support staff may attach a rebuttal to their evaluation should they so desire. Any rebuttal sheets so attached shall remain part of the evaluation document.

ARTICLE XVI – FAIR PROCEDURES FOR NONRENEWAL OR DISMISSAL OF NON-TENURED TEACHERS

On or before June 1st, a non-tenured teacher who has been advised that his/her contract has not been renewed, may request a conference with the Superintendent for reasons of dismissal.

ARTICLE XVII - TEACHER FACILITIES

- A. The Board will continue its efforts to keep the schools reasonably and properly equipped and maintained.
- B. The Board shall make available, if practical, in each building a lounge and/or work study room and/or dining area for members.
- C. Where possible, teachers shall be allowed individual supply orders at the end of each school year, and these supplies shall be delivered to their rooms in the beginning of the following school year.

ARTICLE XVIII - BOARD-ASSOCIATION COMMITTEES

- A. The Association representatives shall meet with the Superintendent and such administrators as he/she selects, normally once a month with not more than two months elapsing between meetings, to review and discuss current school problems and practices. This committee in no way alters or modifies the functions of any committee which has been or shall be established by the administration. A mutually agreed upon agenda three (3) days prior to the meeting will be provided.
- B. The Board of Education shall establish a committee made up of the Superintendent or his designee, one (1) Board of Education member (appointed by the Board President) and two (2) Association members (appointed by the Association President). This committee shall discuss and make recommendations to the full Board of Education with regard to issues of school security and health and safety.
- C. The Board of Education shall establish a six (6) member district Professional Development Committee. Serving on the committee shall be four (4) teachers elected by the Association and two (2) representatives selected by the Board of Education. If the committee meets during a regular school day, release time shall be made available to the Association members. Should a meeting be held after school hours, the Association members shall receive compensation at the rate shown in Schedule H of this Agreement.
- D. The Board of Education will make available eight (8) hours of continuing education per year, subject to state regulations.

ARTICLE XIX - SICK LEAVE

Category I: Teacher Sick Leave

- A. All teachers shall be entitled to ten (10) days sick leave each year, as of the first day of the school year. Unused sick leave days shall be accumulated from year to year with no limit.
- B. For each complete year of service beyond three (3) years, the teacher will be eligible for a maximum of an additional five (5) days of pay equivalent to regular pay, minus substitute pay. For example, after five (5) complete years of service, the teacher is eligible for ten

(10) days of the above described special pay; after nine (9) complete years of service, the teacher is eligible for thirty (30) days of special difference in pay consideration. Staff members may only use the maximum special days for which they are eligible one (1) time within any school year.

- C. After expiration of the abovementioned five (5) days of special consideration, a full day's pay will be deducted.
- D. Upon the death of a member with at least ten (10) years of service in the district, an amount equivalent to one-half ($\frac{1}{2}$) the number of total accumulated sick leave days over the number of contractual work days times the salary of their last year's employment shall be paid to their estate.
- E. Members shall be given a written account of accumulated sick leave days no later than October 15th of each school year.

Category II: Support Staff Sick Leave

- A. Support staff shall be allowed the following leave due to personal illness at the rate of one day per month:
 - 1. Twelve (12) month full time employee - twelve (12) days per year.
 - 2. Ten (10) month full time employee - ten (10) days per year.
- B. The unused days of sick leave each year shall be cumulative.
- C. Previously accumulated sick leave days will be restored to a support staff member upon return from an extended Board approved leave of absence.
- D. Upon the death of a member with at least ten (10) years of service in the district, an amount equivalent to one half ($\frac{1}{2}$) the number of total accumulated sick leave days over the number of contractual work days times the salary of their last year's employment shall be paid to their estate.
- E. Members shall be given a written account of accumulated sick leave days no later than October 15th of each school year.

ARTICLE XX - TEMPORARY LEAVES OF ABSENCE

- A. All Lakewood Education Association employees of the Lakewood Public Schools are entitled to four (4) days of personal, non-accumulative leave, with the exception of Lakewood Education Association secretaries, who are entitled to five (5) days of such leave. The request for leave must be given forty-eight (48) hours in advance.
- B. Personal days may be granted before or after regularly scheduled school holidays at the discretion of the Superintendent / designee.

C. Death in the immediate family:

1. All full-time [twelve (12) or ten (10) month] employees shall be allowed four (4) days without loss of pay at the time of death in the immediate family. Bereavement leave shall be separate from personal leave.
2. The immediate family shall include: father, mother, step-father, step-mother, spouse, domestic partner, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or a relative living as a member of the immediate household.
3. In the event a teacher has used all his/her personal leave days, and must have additional leave to attend the funeral of a person in the immediate family, such leave shall be granted by the immediate superior, with pay, at not less than one (1) day, and up to three (3) days depending on the circumstances.
4. All full-time [twelve (12) or ten (10) month] employees shall be allowed one (1) day without loss of pay at the time of death of a grandparent or grandchild. Bereavement leave shall be separate from personal leave.

D. For all employees, personal days not utilized during the year shall be added as accumulated sick days, provided that no employee may accumulate more that fifteen (15) sick days per year.

E. All employees who require additional days off during the school year for any personal reason will be granted up to three (3) non-accumulative paid excused absence days which shall be taken as additional personal days less a deduction. All certified employees will be paid each day less one hundred thirty-five (\$135.00). All Support Staff employees will be paid each day less eighty-one dollars (\$81.00). Days not utilized by the end of the school year will not be added to any other leave category for any purpose.

ARTICLE XXI - EXTENDED LEAVES OF ABSENCE

A. A leave of absence without pay of up to two (2) years may be granted to any teacher who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.

B. 1. An unpaid child rearing leave of absence may be requested by any staff member. Said leave shall be for the remainder of the year in which it is granted, and may be extended for the following year by request to the Board of Education.

2. The expiration of any child rearing leave shall coincide with the beginning of a school year.

3. The Superintendent of Schools must be notified no later than March 1st as to whether the member on child rearing leave intends to return to his/her position the following September. Members not under tenure will be given individual consideration. Upon

the recommendation of the Superintendent and the approval of the Board, a member may leave at a later date or return at an earlier date than provided herewith.

4. Any member adopting a child may request similar leave.
- C. A leave of absence without pay of up to one (1) year for the purpose of caring for a sick member of the member's immediate family may be granted by the Board upon the recommendation of the Superintendent in accordance with applicable statute and code.
- D. All extensions or renewals of leaves shall be applied for, in writing, and the Board's decision shall be given in written form.
- E. The Superintendent must be notified no later than March 1st as to whether a member on leave intends to return to his/her position the following September.
- F. A leave of absence for one year may be granted for personal reasons to a member who has served at least ten (10) years in the Lakewood District. Such request must be made on or before February 15th of the preceding year. On or before February 15th of the leave year, notification in writing of intent to return must be submitted to the Superintendent. This leave shall only be granted to a member one time.
- G. All such leaves shall be without pay.

ARTICLE XXII - SABBATICAL LEAVE

- A. The purpose of a sabbatical leave plan will be to enhance the professional skills of teachers in order to strengthen the quality of education in the Lakewood School System. Any member of the staff who is interested in applying for sabbatical leave should submit, to the Superintendent's Office by February 15th, a written request for consideration by the Sabbatical Leave Committee. The Sabbatical Leave Committee will endeavor to determine its selection(s) by March 1st so that the Board of Education Personnel Committee can be advised of the choice. By March 15th, the full Board will consider the recommendations in conference session, and by the end of March, Board action will be taken at the public meeting.
- B. Requirements:
 1. In order to be eligible for a sabbatical leave, a teacher must have served at least five (5) years in the Lakewood School System.
 2. The applicant must submit written evidence of a purposeful plan of education that will enhance his/her professional competence.
 3. The applicant must submit his/her application through his/her building principal, who shall indicate whether the applicant has exhibited qualities of leadership and scholarship during his/her teaching experience in Lakewood.

C. Selection Methods:

1. A selection committee composed of the Superintendent of Schools, who will act as permanent chairperson, the Elementary or Secondary Assistant Superintendent, an elementary and a secondary teacher selected by the LEA President, and the appropriate building principal and department chairperson or district supervisor in the absence of a department chairperson, shall review the written plans of the applicant(s) and determine eligibility and selection.
 2. Criteria for selection will be left to the judgment of the committee.
 3. Final approval of all candidates granted sabbatical leave rests with the Board of Education.
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D. Scope:

1. The duration of the sabbatical leave is not to exceed one (1) year.
2. The program is to be one of formal study at a recognized institution of higher learning and/or specified in Article XXII, B.2.

E. Obligations of the Board and Teacher:

1. The Board:
 - a. The Board will pay one-half ($\frac{1}{2}$) of the teacher's regular salary to the candidate.
 - b. The Board will consider the period of the sabbatical in all ways comparable to a similar period of professional service in the Lakewood Schools. This will apply to salary increases and any other benefits which would normally accrue to the candidate. This provision is only applicable to a teacher whose sabbatical is granted under Article XXII, I. a.
2. The Teacher:
 - a. Upon completion of the sabbatical, the individual teacher will be obligated to serve the Lakewood School system for at least an additional two (2) years.
 - b. This obligation will be put in writing.
 - c. In the event the teacher finds he/she cannot fulfill his/her obligation under Article XXII, E.2.a above, he/she will repay the Board in full over a period not to exceed three (3) years, except in the case of permanent disability.

ARTICLE XXIII - PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. To work toward the end stated above, the Board agrees to implement the following:
1. The Board agrees to give credit on the salary guide for those courses which enable the teacher to improve his/her professional background.
 2. The Board agrees to reimburse tenured teachers for the cost of six (6) credits per year. Should a teaching staff member attend Rutgers University, the Rutgers University graduate credit rate shall be reimbursed. Should a teaching staff member attend any other institution, or take on-line courses at an accredited institution, the rate for that institution or up to the Rutgers University graduate rate, whichever is less, shall be reimbursed. The credits must be on the graduate level and be in the subject area taught, or in the field of education for elementary teachers.

All courses must be in an accredited program listed in the accredited institutions list: [www. Accredited Institutions of the State of New Jersey](http://www.AccreditedInstitutionsoftheStateofNewJersey.com).

S-2127 stipulates that to receive tuition assistance for coursework taken at an institution of higher education and to receive additional compensation upon completion of coursework:

- The institution of higher education must be a “duly authorized institution of higher education.”
- The employee must obtain approval from the superintendent of schools prior to enrollment.
- Prior approval is also required for all payment of any additional compensation upon acquisition of additional academic credits or completion of a college degree program.
- The employee must attain a grade at or above a “B” in each course.
- The tuition assistance per credit must be set at an amount no greater than the current average cost per credit at Rutgers, The State University.
- The tuition assistance may only be provided at the end of the course.
- The employee must reimburse the district for the amount of the tuition assistance provided if he/she leaves within three (3) years of the reimbursement.
- The course or degree must be related to the employee’s current or future job responsibilities.

3. The definition of "school year" for the taking of graduate credits shall be July 1 through June 30. Submission of requests for reimbursement for graduate credits shall be by October 31 of the subsequent year.
 4. The maximum total amount the Board of Education shall be liable for in any one (1) school year for graduate credit reimbursement shall be fifty thousand dollars (\$50,000).
- B. All secretaries shall be provided with no less than one (1) full day of training by the manufacturer or another qualified person, when assigned to use a computer or any computer-related equipment.
- C. The Board of Education agrees to reimburse support staff for the cost of job related workshops certified by the Superintendent of Schools or his designee.
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ARTICLE XXIV - PROTECTION OF MEMBERS

- A. Pursuant to the Statutes of the State of New Jersey:
1. 18A:6-1 - No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution, but any such person may, within the scope of his/her employment, use and employ such amounts of force as is reasonable and necessary:
 - a. to quell a disturbance, threatening physical injury to others.
 - b. to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil.
 - c. for the purpose of self-defense; and
 - d. for the protection of persons or property; and such acts, or any of them, shall not be construed to constitute corporal punishment within the meaning and intent of this section. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a pupil attending a school or educational institution shall be void.
 2. 18A: 16-6 - Indemnity of officers and employees against civil actions:

Whenever any civil action has been or shall be brought against any person holding any office, position or employment under the jurisdiction of any board of education, including any student teacher, for any act or omission arising out of and in the course of the performance of the duties of such office, position, employment or student teaching, the board shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting therefrom;

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

3. 18A: 16-6. 1- Indemnity of officers and employees in certain criminal actions:

Should any criminal action be instituted against any such person for any such act or omission and should such proceeding be dismissed or result in final disposition in favor of such person, the board of education shall reimburse him for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals.

- B. Members shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger his/her health, safety or well-being. In the event of 'any disorder or disruption in the regular school program, the Association shall have the right to meet with the Board as soon as possible to develop mutually acceptable programs to guarantee the safety of students, members and property.
- C. By July 1, the LEA will receive a check for \$500 from the Board for losses suffered or incurred to personal property of members quelling a disturbance; funds to be administered by the LEA.

ARTICLE XXV - MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

- A. The Board recognizes its responsibility to continue to maintain classroom control and discipline through the administration. Each teacher bears primary responsibility for maintaining control and discipline in the classroom.
- B. Each principal at the first faculty meeting of the school year will inform the faculty in writing of procedures in discipline cases.

ARTICLE XXVI - INSURANCE

- A. Subject to the provisions of Chapter 78, P. L. 2011, the Board of Education shall pay full premium cost for all employees and dependents. Effective April 1, 2008, the base plan shall be the Direct 10 School Employees Health Benefits Plan (SEHBP). Any change in carrier shall be equal to or better than the SEHBP Direct 10 plan. Effective July 1, 2019, all new hired Category I teachers and their dependents shall have the SEHBP Direct 15 as their base plan until they obtain tenure. Upon obtaining tenure, the Category I Teachers and their dependents shall be eligible to select the SEHBP Direct 10 as their base plan.
- B. A co-pay prescription program shall be implemented through NJSHBP (SEHBP or equivalent). Co-payments will be the co-pays as established by the plan.
- C. The Board will pay the full premium costs of all employees and dependents as outlined in a Delta Dental Plan (or equivalent), including the following benefits:

1. Orthodontia benefit shall be \$1,500 payable per covered individual, every five (5) consecutive calendar years; and
 2. Dental maximum shall be \$2,000 per annum.
- D. The Board will pay the full premium costs for optical care for all members and their dependents as outlined in NVA (or equivalent - no deductible 12 months on exam, lenses and frames).
- E. All part-time employees shall be allowed to buy, through payroll deduction, health insurances at the group rate available to the Board of Education.
- F. The Board shall pay all employees eligible for medical insurance waivers five thousand dollars (\$5,000.00) or twenty-five percent (25%) of the premium, whichever is less. The waivers will be calculated using the SEHBP Horizon HMO 2035 premiums. The Board shall pay all employees eligible for prescription insurance waivers five thousand dollars (\$5,000.00) or twenty-five percent (25%) of the premium, whichever is less. The waivers will be calculated using the Benecard highest premium rate.

The medical and prescription waivers, although individually calculated, shall not exceed a combined amount of five thousand dollars (\$5,000.00)

ARTICLE XXVII - PERSONAL & ACADEMIC FREEDOM

- A. Members shall be entitled to full rights of citizenship; and no religious or political activities of any member or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such member, providing said activities do not violate any local, state or federal law.
- B. The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the Lakewood School District and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions. Accordingly, they agree as follows:
1. Teachers shall be guaranteed full freedom in classroom presentations and discussions and may introduce poetically, religiously or otherwise controversial material, provided that said material is relevant to the course content and that all sides of any such controversial issue be presented.
 2. In performing their teaching functions, teachers shall be guaranteed full freedom in expressing their personal opinions on all matters relevant to the course content, provided, however, that when they do so they shall make every effort to indicate that they are speaking personally and not on behalf of the school, its administration or the Board.

ARTICLE XXVIII - DEDUCTIONS FROM SALARY

A. Such deductions shall be made in compliance with Chapter 123, Public Laws 1974 (N.J.S.A. 52:15-14.9e) and under rules established by the State Department of Education.

B. The Board agrees to deduct from the salaries of its members, dues for the Lakewood Education Association, the Ocean County Council of Education Associations, the New Jersey Education Association, and the National Education Association, as said members individually and voluntarily authorize the Board to deduct.

C. Representation Fee:

The Association shall, on or before September 3, deliver to the Board a written statement containing the following:

1. A statement that the Association has determined the amount of representation fee in accordance with the formulated requirements of NJSA 34:13a-5.4
2. A statement that the Association has established a “demand and return” system in accordance with the requirements of NJSA 34:13a-5.4.
3. A statement establishing the amount of yearly representation fees to be deducted from the salaries of each non-member. Such representation fee shall not exceed eighty-five percent (85%) of the regular membership dues, fees, and assessments.
4. A list of all teachers who have failed to arrange for and become members of the Association and a request that the representation fee of such non-members be deducted in accordance with the Agreement.
5. Beginning with the first full pay period in November, the Board will commence deductions from salaries of such non-members as defined in subsection B above in accordance with Section 3 below of the full amount of the representation fee and will promptly transmit the amount so deducted to the Association.

D. Payroll Deduction Schedule:

1. The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list, during the remainder of the membership year in question. The deductions will begin with the first paychecks.
2. In November; or
3. Thirty days after the employee begins his/her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position or was on lay-off, in which event, the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee’s employment in a bargaining unit position, whichever is later. The mechanics for deduction of representation fees and

the transmission of such fees due to the Association, as nearly as possible, shall be the same as those used for the deduction of regular membership to the Association.

4. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, dates of employment for all such employees.
5. The Association hereby agrees to indemnify, defend, and save harmless the Board from any claim, suit or action of any nature whatsoever which may be brought at law or equity, or before any administrative agency with regard to or arising from the deduction from the salaries of any employee of any sum of money under the provision of this Agreement provided the Board has fully complied with the requirements contained herein. In addition, the Board shall be required to make available any and all public records necessary for such defense.

ARTICLE XXIX - MANAGEMENT'S RIGHTS

It is the right of the Board, except as limited by the provisions of this Agreement, to determine the standards of services to be offered by its schools; determine the standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty for legitimate reasons; maintain the efficiency of its operations; determine the methods, means and personnel by which its operations are to be conducted; take any necessary actions to carry out its mission in emergencies and exercise complete control and discretion over its organization and the technology of performing its work.

The Board's decisions on those matters are not within the scope of collective bargaining, but not withstanding the above, questions the practical impact that decisions on the above matters have on employees are within the scope of the collective bargaining agreements.

ARTICLE XXX - MISCELLANEOUS

- A. 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.
- B. Copies of this Agreement shall be printed at the shared expense of the Board and the Association.
- C. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:

1. If by the Association, to the:

Board of Education
200 Ramsey Avenue
Lakewood, New Jersey 08701

2. If by the Board, to the:

Lakewood Education Association President
Lakewood Education Association
1255 Route 70, Suite 34S
Lakewood, New Jersey 08701

- D. The Board and the Association agree that the district board of education does not assign, transfer, promote, or retain staff or fail to retain staff on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.
- E. Any individual contract between the Board and an individual member, covered under this Agreement, 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, should be controlling.

ARTICLE XXXI - TEACHER RESPONSIBILITY

- A. The Lakewood Education Association and the School Board recognize and acknowledge that it serves the Lakewood community and its educational institutions.
- B. The Association recognizes the professional responsibilities of the teachers and pledges the cooperation of the Association and the teachers toward attaining the highest goals of education of students.
- C. Consistent with teacher responsibilities are the following:
 1. Teachers will meet in conference with parents. Such conferences shall be held when requested by the teachers and/or parents or students at times that are convenient to all concerned.
 2. The Board recognizes its responsibility to continue to maintain classroom control and discipline through the administration. Each teacher bears the primary responsibility for maintaining control and discipline in the classroom.
 3. Teachers will, to the best of their ability, safeguard all school material and equipment committed to their charge.

ARTICLE XXXII - RETIREMENT BENEFITS

- A. All members upon retirement shall be paid an amount equivalent to one-half ($\frac{1}{2}$) the number of total accumulated sick leave days over the number of contractual work days times their salary of the last year's employment. Payments will be deposited into a Board approved 403B account in accordance with applicable IRS regulations. There is no option to have sick leave paid in cash.
- B. At the option of the employee, payment for unused sick leave may be made in two (2) or three (3) equal payments, the first thirty (30) days after retirement, the second one (1) year after the date of the first payment and the third one (1) year after the date of the second payment.
- C. Effective July 1, 1999 unused sick leave shall be mandatorily paid out over a two (2) year period, or over a three (3) year period if requested by the Association member, pursuant to the schedule of payments outlined above.
- D. Should the retiring employee die prior to the actual date of retirement, but subsequent to the Board accepting the employee's letter of retirement, payment for unused sick leave shall be made to the employee's estate. Should a retired employee die subsequent to actual retirement but before all payments have been made, the remaining payment(s) shall be made to the employee's estate pursuant to the schedule of payments outlined above.

ARTICLE XXXIII – CHAPERONES

- A. The Board shall post all scheduled events for the forthcoming school year at the beginning of the school year. In the event there is an unscheduled event, the Board shall post such event at least two (2) weeks prior to such event. Employees shall have an opportunity to volunteer to act as chaperones for such events. Employees shall declare their availability to act as chaperones for such events at least two (2) weeks prior to a scheduled event and at least forty-eight (48) hours prior to an unscheduled event. In the event there are more persons volunteering than are needed, selection shall be on a time priority basis; that is, the employees who have first volunteered shall be selected. If there are insufficient volunteers, or in the event of an emergency, the Board will go to an alphabetical list of employees, but shall not select an employee who has already acted as a chaperone or who has volunteered to act as one during the relevant school year. Should certificated staff be requested to chaperone an event, non certificated staff may be passed over on the alphabetical list. Also, building assignment may be used to determine appropriate chaperone assignments. In the event an employee volunteers or is selected to act as a chaperone and shows up for duty but does not perform such duty through no fault of such employee, such employee shall receive one-half ($\frac{1}{2}$) of the designated stipend.
- B. The stipends for the performance of chaperoning duty shall be as stated in Schedule H of this agreement.

ARTICLE XXXV - DURATION OF AGREEMENT

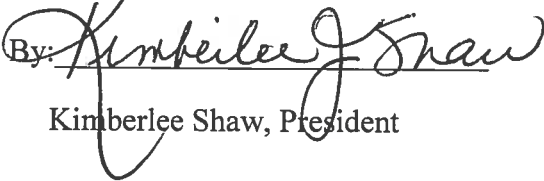
A. Duration Period:

This Amended Agreement shall be effective as of July 1, 2018 and shall continue in effect until June 30, 2021, subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

B. Status of Incorporation:

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.

FOR THE LAKEWOOD EDUCATION ASSOCIATION

By: 
Kimberlee Shaw, President

By: _____

Paulette Fox, Chairperson– Negotiations Committee

FOR THE LAKEWOOD BOARD OF EDUCATION

By: 

Moshe Bender President.

By:  11/14/18

Robert S. Finger, Interim Board Secretary/Business Administrator

- C. The Board will pay or arrange for free admission of the chaperoning employee and the sponsor of the activity to the event to be chaperoned.

ARTICLE XXXIV- SALARY SCHEDULES

- A. Salary guides for unit members are as follows:

1. The salary guides for certificated staff members are attached as Schedules A-1, A-2 and A-3, and made a part hereof.
2. The salary guides for secretaries are attached as Schedules B-1, B-2, and B-3, and made a part hereof.
3. ~~The salary guides for Other Unit Positions as Schedule C, and made a part hereof.~~
4. The salary guides for paraprofessional personnel are attached as Schedules D-1, D-2, and D-3, and made a part hereof.
5. The salary guides for coaches are attached as Schedule E, and made a part hereof.
6. The salary guides for special stipends are attached as Schedule F, and made a part hereof.
7. The salary guides for stipends for co-curricular positions are attached as Schedule G and made a part hereof.

- B. The hourly rates are outlined in Schedule H of this agreement.

1. Ten (10) month employees may elect to be paid their ten (10) month salary on a twelve (12) month basis. The Association member's ten (10) month salary for the period September 1 through June 30 of a school year shall be paid out over the twelve (12) month period September 1 through August 31.
2. To participate in this plan, an employee must, for each school year he/she wishes to participate, notify the Business Office in writing no later than June 30 of the school year preceding the year in which the ten (10) month salary is to be paid over a twelve (12) month basis. Failure to notify the Business Office shall result in a ten (10) month payment schedule. Once the Business Office has been notified of the employee's choice, the payment schedule for the following school year shall be irrevocable.

Schedule A-1

Teacher Salary Guide

YEAR 1							
2018-19 Lakewood Teachers							
Salary Guide							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	48,666	49,666	50,666	51,666	52,666	53,666	54,666
2	48,966	49,966	50,966	51,966	52,966	53,966	54,966
3	49,266	50,266	51,266	52,266	53,266	54,266	55,266
4-5	49,666	50,666	51,666	52,666	53,666	54,666	55,666
6	50,166	51,166	52,166	53,166	54,166	55,166	56,166
7	50,666	51,666	52,666	53,666	54,666	55,666	56,666
8	51,316	52,316	53,316	54,316	55,316	56,316	57,316
9	52,016	53,016	54,016	55,016	56,016	57,016	58,016
10	52,716	53,716	54,716	55,716	56,716	57,716	58,716
11	53,416	54,416	55,416	56,416	57,416	58,416	59,416
12	54,116	55,116	56,116	57,116	58,116	59,116	60,116
13	55,016	56,016	57,016	58,016	59,016	60,016	61,016
14	56,016	57,016	58,016	59,016	60,016	61,016	62,016
15	57,016	58,016	59,016	60,016	61,016	62,016	63,016
16	58,516	59,516	60,516	61,516	62,516	63,516	64,516
17	60,016	61,016	62,016	63,016	64,016	65,016	66,016
18	61,616	62,616	63,616	64,616	65,616	66,616	67,616
19	63,316	64,316	65,316	66,316	67,316	68,316	69,316
20	65,746	66,746	67,746	68,746	69,746	70,746	71,746
21	68,246	69,246	70,246	71,246	72,246	73,246	74,246
22	70,496	71,496	72,496	73,496	74,496	75,496	76,496
23	72,696	73,696	74,696	75,696	76,696	77,696	78,696
24	74,896	75,896	76,896	77,896	78,896	79,896	80,896
25	77,096	78,096	79,096	80,096	81,096	82,096	83,096
26	79,296	80,296	81,296	82,296	83,296	84,296	85,296
27	81,496	82,496	83,496	84,496	85,496	86,496	87,496
28	83,796	84,796	85,796	86,796	87,796	88,796	89,796
29	86,346	87,346	88,346	89,346	90,346	91,346	92,346
OG1	61,157	-	-	-	-	-	-
OG2	76,463	-	-	-	-	-	-
OG3	117,805	-	-	-	-	-	-

Schedule A-2

Teacher Salary Guide

YEAR 2							
2019-20 Lakewood Teachers							
Salary Guide							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	49,761	50,761	51,761	52,761	53,761	54,761	55,761
2	50,061	51,061	52,061	53,061	54,061	55,061	56,061
3	50,361	51,361	52,361	53,361	54,361	55,361	56,361
4	50,761	51,761	52,761	53,761	54,761	55,761	56,761
5-6	51,261	52,261	53,261	54,261	55,261	56,261	57,261
7	51,761	52,761	53,761	54,761	55,761	56,761	57,761
8	52,411	53,411	54,411	55,411	56,411	57,411	58,411
9	53,111	54,111	55,111	56,111	57,111	58,111	59,111
10	53,811	54,811	55,811	56,811	57,811	58,811	59,811
11	54,511	55,511	56,511	57,511	58,511	59,511	60,511
12	55,211	56,211	57,211	58,211	59,211	60,211	61,211
13	56,111	57,111	58,111	59,111	60,111	61,111	62,111
14	57,111	58,111	59,111	60,111	61,111	62,111	63,111
15	58,111	59,111	60,111	61,111	62,111	63,111	64,111
16	59,611	60,611	61,611	62,611	63,611	64,611	65,611
17	61,111	62,111	63,111	64,111	65,111	66,111	67,111
18	62,711	63,711	64,711	65,711	66,711	67,711	68,711
19	64,411	65,411	66,411	67,411	68,411	69,411	70,411
20	66,611	67,611	68,611	69,611	70,611	71,611	72,611
21	68,811	69,811	70,811	71,811	72,811	73,811	74,811
22	71,011	72,011	73,011	74,011	75,011	76,011	77,011
23	73,211	74,211	75,211	76,211	77,211	78,211	79,211
24	75,446	76,446	77,446	78,446	79,446	80,446	81,446
25	77,746	78,746	79,746	80,746	81,746	82,746	83,746
26	80,046	81,046	82,046	83,046	84,046	85,046	86,046
27	82,446	83,446	84,446	85,446	86,446	87,446	88,446
28	84,846	85,846	86,846	87,846	88,846	89,846	90,846
29	87,346	88,346	89,346	90,346	91,346	92,346	93,346
OG1	62,157	-	-	-	-	-	-
OG2	77,463	-	-	-	-	-	-
OG3	117,805	-	-	-	-	-	-

Schedule A-3

Teacher Salary Guide

YEAR 3							
2020-21 Lakewood Teachers							
Salary Guide							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	51,071	52,071	53,071	54,071	55,071	56,071	57,071
2	51,371	52,371	53,371	54,371	55,371	56,371	57,371
3	51,671	52,671	53,671	54,671	55,671	56,671	57,671
4	52,071	53,071	54,071	55,071	56,071	57,071	58,071
5	52,471	53,471	54,471	55,471	56,471	57,471	58,471
6-7	52,971	53,971	54,971	55,971	56,971	57,971	58,971
8	53,621	54,621	55,621	56,621	57,621	58,621	59,621
9	54,321	55,321	56,321	57,321	58,321	59,321	60,321
10	55,021	56,021	57,021	58,021	59,021	60,021	61,021
11	55,721	56,721	57,721	58,721	59,721	60,721	61,721
12	56,471	57,471	58,471	59,471	60,471	61,471	62,471
13	57,371	58,371	59,371	60,371	61,371	62,371	63,371
14	58,371	59,371	60,371	61,371	62,371	63,371	64,371
15	59,371	60,371	61,371	62,371	63,371	64,371	65,371
16	60,871	61,871	62,871	63,871	64,871	65,871	66,871
17	62,371	63,371	64,371	65,371	66,371	67,371	68,371
18	63,971	64,971	65,971	66,971	67,971	68,971	69,971
19	65,671	66,671	67,671	68,671	69,671	70,671	71,671
20	67,671	68,671	69,671	70,671	71,671	72,671	73,671
21	69,846	70,846	71,846	72,846	73,846	74,846	75,846
22	72,046	73,046	74,046	75,046	76,046	77,046	78,046
23	74,246	75,246	76,246	77,246	78,246	79,246	80,246
24	76,446	77,446	78,446	79,446	80,446	81,446	82,446
25	78,746	79,746	80,746	81,746	82,746	83,746	84,746
26	81,046	82,046	83,046	84,046	85,046	86,046	87,046
27	83,446	84,446	85,446	86,446	87,446	88,446	89,446
28	85,846	86,846	87,846	88,846	89,846	90,846	91,846
29	88,346	89,346	90,346	91,346	92,346	93,346	94,346
OG1	63,157	-	-	-	-	-	-
OG2	78,463	-	-	-	-	-	-
OG3	117,805	-	-	-	-	-	-

Schedule B-1

Secretary (Clerical) Salary Guides

YEAR 1			
2018-19	Lakewood Secretaries		
Salary Guide Step	10 Month	Sec I	Admin Office 12 Mth Exec
1	21,130	25,356	26,201
2-3	21,430	25,716	26,573
4-5	21,730	26,076	26,945
6	22,030	26,436	27,317
7	22,330	26,796	27,689
8	22,655	27,186	28,092
9	22,980	27,576	28,495
10	23,330	27,996	28,929
11	23,780	28,536	29,487
12	24,280	29,136	30,107
13	24,780	29,736	30,727
14	25,480	30,576	31,595
15	26,330	31,596	32,649
16	27,280	32,736	33,827
17	28,280	33,936	35,067
18	29,280	35,136	36,307
19	30,480	36,576	37,795
20	31,760	38,112	39,382
21	33,060	39,672	40,994
22	34,460	41,352	42,730
23	35,960	43,152	44,590
24	37,535	45,042	46,543
25	39,135	46,962	48,527
OG1	-	-	62,100
OG2	-	-	62,100
OG3	-	-	49,308

Schedule B-2

Secretary (Clerical) Salary Guides

YEAR 2			
2019-20	Lakewood Secretaries		
Salary Guide Step	10 Month	Sec I	Admin Office 12 Mth Exec
1	21,725	26,070	26,939
2	22,025	26,430	27,311
3-4	22,325	26,790	27,683
5-6	22,625	27,150	28,055
7	22,925	27,510	28,427
8	23,225	27,870	28,799
9	23,525	28,230	29,171
10	23,875	28,650	29,605
11	24,275	29,130	30,101
12	24,725	29,670	30,659
13	25,225	30,270	31,279
14	25,925	31,110	32,147
15	26,775	32,130	33,201
16	27,775	33,330	34,441
17	28,775	34,530	35,681
18	29,860	35,832	37,026
19	31,060	37,272	38,514
20	32,360	38,832	40,126
21	33,660	40,392	41,738
22	35,060	42,072	43,474
23	36,560	43,872	45,334
24	38,135	45,762	47,287
25	39,735	47,682	49,271
OG1	-	-	62,700
OG2	-	-	62,700
OG3	-	-	50,885

Schedule B-3

Secretary (Clerical) Salary Guides

YEAR 3			
2020-21	Lakewood Secretaries		
Salary Guide Step	10 Month	Sec I	Admin Office 12 Mth Exec
1	22,460	26,952	27,850
2	22,760	27,312	28,222
3	23,060	27,672	28,594
4-5	23,360	28,032	28,966
6-7	23,660	28,392	29,338
8	23,960	28,752	29,710
9	24,260	29,112	30,082
10	24,610	29,532	30,516
11	25,010	30,012	31,012
12	25,460	30,552	31,570
13	25,960	31,152	32,190
14	26,660	31,992	33,058
15	27,510	33,012	34,112
16	28,510	34,212	35,352
17	29,510	35,412	36,592
18	30,585	36,702	37,925
19	31,785	38,142	39,413
20	33,085	39,702	41,025
21	34,385	41,262	42,637
22	35,785	42,942	44,373
23	37,285	44,742	46,233
24	38,785	46,542	48,093
25	40,335	48,402	50,015
OG1	-	-	63,300
OG2	-	-	63,300
OG3	-	-	52,514

Schedule C: Other Unit Positions

Safety Compliance Officer and JROTC Instructors (2):

- ▶ Each of the above shall be paid on the appropriate column and granted experience step of Schedule A. based upon degree held. If the individual holds no degree, \$5,000 less than the granted experience step on the BA column shall be paid.
- ▶ For any individual hired prior to September 1, 1995, salaries as previously determined shall be increased by the negotiated settlement percentage each year.

Attendance Officer:

- ▶ The Attendance Officer shall be paid according to Schedule B, Secretary.

JROTC:

- ▶ Should the salary requirements of the federal government for the employment of JROTC instructors be in conflict with the provisions of Schedule C:A, the federal regulations shall supersede the contractual agreement, both now and in the future.

Schedule D-1

Paraprofessional Salary Guide

YEAR 1

<i>2018-19</i>	<i>Lakewood Paras</i>			
Salary Guide				
Step	0 Credits	30 Credits	60 Credits	90 Credits
1	17,219	18,629	18,719	19,419
2	17,344	18,754	18,844	19,544
3	17,469	18,879	18,969	19,669
4-5	17,594	19,004	19,094	19,794
6	17,744	19,154	19,244	19,944
7	17,894	19,304	19,394	20,094
8	18,069	19,479	19,569	20,269
9	18,244	19,654	19,744	20,444
10	18,419	19,829	19,919	20,619
11	18,619	20,029	20,119	20,819
12	18,969	20,379	20,469	21,169
13	19,649	21,059	21,149	21,849
14	20,349	21,759	21,849	22,549
15	21,099	22,509	22,599	23,299
16	21,999	23,409	23,499	24,199
17	22,999	24,409	24,499	25,199
18	24,199	25,609	25,699	26,399
19	25,449	26,859	26,949	27,649
20	26,549	27,959	28,049	28,749
21	27,849	29,259	29,349	30,049
22	29,149	30,559	30,649	31,349
23	30,449	31,859	31,949	32,649
24	31,749	33,159	33,249	33,949
25	33,049	34,459	34,549	35,249

Schedule D-2

Paraprofessional Salary Guide

YEAR 2				
2019-20	Lakewood Paras			
Salary Guide				
Step	0 Credits	30 Credits	60 Credits	90 Credits
1	17,564	18,974	19,064	19,764
2	17,689	19,099	19,189	19,889
3	17,814	19,224	19,314	20,014
4	17,939	19,349	19,439	20,139
5-6	18,089	19,499	19,589	20,289
7	18,239	19,649	19,739	20,439
8	18,414	19,824	19,914	20,614
9	18,594	20,004	20,094	20,794
10	18,794	20,204	20,294	20,994
11	18,999	20,409	20,499	21,199
12	19,349	20,759	20,849	21,549
13	19,999	21,409	21,499	22,199
14	20,699	22,109	22,199	22,899
15	21,424	22,834	22,924	23,624
16	22,324	23,734	23,824	24,524
17	23,324	24,734	24,824	25,524
18	24,524	25,934	26,024	26,724
19	25,724	27,134	27,224	27,924
20	26,949	28,359	28,449	29,149
21	28,249	29,659	29,749	30,449
22	29,574	30,984	31,074	31,774
23	30,924	32,334	32,424	33,124
24	32,274	33,684	33,774	34,474
25	33,649	35,059	35,149	35,849

Schedule D-3

Paraprofessional Salary Guide

YEAR 3				
2020-21	Lakewood Paras			
Salary Guide				
Step	0 Credits	30 Credits	60 Credits	90 Credits
1	17,949	19,359	19,449	20,149
2	18,074	19,484	19,574	20,274
3	18,199	19,609	19,699	20,399
4	18,324	19,734	19,824	20,524
5	18,449	19,859	19,949	20,649
6-7	18,599	20,009	20,099	20,799
8	18,749	20,159	20,249	20,949
9	18,924	20,334	20,424	21,124
10	19,124	20,534	20,624	21,324
11	19,324	20,734	20,824	21,524
12	19,674	21,084	21,174	21,874
13	20,374	21,784	21,874	22,574
14	21,099	22,509	22,599	23,299
15	21,849	23,259	23,349	24,049
16	22,784	24,194	24,284	24,984
17	23,784	25,194	25,284	25,984
18	24,984	26,394	26,484	27,184
19	26,184	27,594	27,684	28,384
20	27,434	28,844	28,934	29,634
21	28,784	30,194	30,284	30,984
22	30,134	31,544	31,634	32,334
23	31,484	32,894	32,984	33,684
24	32,859	34,269	34,359	35,059
25	34,249	35,659	35,749	36,449

Schedule E

2018-2019				
Group	Step 1	Step 2	Step 3	Step 4
1-Head	8,473	8,638	8,800	8,930
1-Asst	4,426	4,509	5,080	6,478
2-Head	6,387	6,552	7,002	7,295
2-Asst	4,454	4,509	5,080	5,865
3-Head	6,060	6,224	6,387	6,511
3-Asst	3,773	3,936	4,426	5,047
4-Head	5,407	5,570	5,734	5,865
4-Asst	3,771	3,936	4,098	4,353

2019-2020				
Group	Step 1	Step 2	Step 3	Step 4
1-Head	8,973	9,138	9,300	9,430
1-Asst	4,926	5,009	5,580	6,978
2-Head	6,887	7,052	7,502	7,795
2-Asst	4,954	5,009	5,580	6,365
3-Head	6,560	6,724	6,887	7,011
3-Asst	4,273	4,436	4,926	5,547
4-Head	5,907	6,070	6,234	6,365
4-Asst	4,271	4,436	4,598	4,853

2020-21				
Group	Step 1	Step 2	Step 3	Step 4
1-Head	9,473	9,638	9,800	9,930
1-Asst	5,426	5,509	6,080	7,478
2-Head	7,387	7,552	8,002	8,295
2-Asst	5,454	5,509	6,080	6,865
3-Head	7,060	7,224	7,387	7,511
3-Asst	4,773	4,936	5,426	6,047
4-Head	6,407	6,570	6,734	6,865
4-Asst	4,771	4,936	5,098	5,353

Schedule F

2018-2021

Position	2018-19	2019-2020	2020-2021
HS/MS Guidance Counselor	2,263	2,463	2,663
Elementary Guidance Counselor	1,233	1,433	1,633
Department Coordinator	3,960	3,960	3,960
Scouting Rate [per assignment]	50	50	50

Athletic Trainer	Each of these positions receives an additional 10% of salary as a stipend.
Athletic Coordinator	
Computer Lab Coordinator	

Schedule G Co-Curricular Positions

Position	2018-19	2019-20	2020-21
Academic Excellence	827	1,027	1,227
Afro-American	827	1,027	1,227
After School All-Stars [2]	827	1,027	1,227
Art Director	1,528	1,728	1,928
Art Service	827	1,027	1,227
Art Show	473	673	873
Asst. Director Musical	1,422	1,622	1,822
Asst. Marching Band	4,075	4,275	4,475
Band Orchestra Club	2,139	2,339	2,539
Chef's Club	827	1,027	1,227
Chess & Asst. Chess	827	1,027	1,227
Choreographer	1,528	1,728	1,928
Class Advisor			
Grade 6	967	1,167	1,367
Grade 7	967	1,167	1,367
Grade 8	1,201	1,401	1,601
Grade 9	1,135	1,335	1,535
Grade 10	1,135	1,335	1,535
Grade 11	1,563	1,763	1,963
Grade 12	2,337	2,537	2,737
Color Guard	827	1,027	1,227
Dance	827	1,027	1,227
Debate	827	1,027	1,227
DECA	827	1,027	1,227
Director/Producer	3,417	3,617	3,817
Drama Club	1,895	2,095	2,295
Dramatic Coach	2,076	2,276	2,476
Elementary K-6 Audio Visual	926	1,126	1,326
English	827	1,027	1,227

Schedule G (continued) Co-Curricular Positions

Position	2018-19	2019-20	2020-21
Fine Arts Enrichment	827	1,027	1,227
Future Teachers of America	827	1,027	1,227
Gay/Straight Alliance Club	827	1,027	1,227
Gospel Choir	1,691	1,891	2,091
Gospel Choir Accompanist	738	938	1,138
History	827	1,027	1,227
Homework Club	827	1,027	1,227
Interact	827	1,027	1,227
International Exchange	827	1,027	1,227
Intramurals			
High School [2]	2,998	3,198	3,398
other buildings [1 each]	2,998	3,198	3,398
Investment	827	1,027	1,227
Jazz Band [2]	827	1,027	1,227
Key Club	827	1,027	1,227
Latin American Student Org.	827	1,027	1,227
Library Guild	827	1,027	1,227
Marching Band Director	5,550	5,750	5,950
Mathematics	827	1,027	1,227
Middle School Audio Visual	926	1,126	1,326
Music & Art Honor Societies	827	1,027	1,227
National Honor Society	827	1,027	1,227
Newsletter	827	1,027	1,227
Peer/Youth Leadership	827	1,027	1,227
Pep Squad	827	1,027	1,227
Pine Needle Annual	2,702	2,902	3,102
Pine Needle Annual Business Mgr.	1,452	1,652	1,852
Pine Needle Monthly	2,434	2,634	2,834
Pride	827	1,027	1,227
Psychology	827	1,027	1,227
Radio	827	1,027	1,227
REWIND	827	1,027	1,227
Safety Patrol	773	973	1,173
Science League	827	1,027	1,227
Set Director	1,528	1,728	1,928
Spanish	827	1,027	1,227
Spanish Honor Society	827	1,027	1,227
Stage Band	3,192	3,392	3,592
Stamp	827	1,027	1,227
Stock Clerk – HS	1,520	1,720	1,920
Stock Clerk - MS	1,208	1,408	1,608
Stock Clerk – ES	1,039	1,239	1,439

Schedule G (continued) Co-Curricular Positions

Position	2018-19	2019-20	2020-21
Student Activities Treasurer	5,325	5,525	5,725
Student Government HS	1,713	1,913	2,113
Student Government MS	1,060	1,260	1,460
Student of the Month	827	1,027	1,227
Travel Choir	1,691	1,891	2,091
Varsity Letter	827	1,027	1,227
Weight Training [per season]	1,182	1,382	1,582
Winter/Spring Concert	746	946	1,146
Yearbook (Grade 8)	1,543	1,743	1,943

Schedule H

- A. **Travel Reimbursement** @ rate set by to NJOMB, plus tolls (with receipts) shall apply to all unit members required to use their own automobile in performance of their professional duties, unless a different rate is required by law.
- B. **Home Visitation** by Special Education as required by an IEP shall be reimbursed at a rate of fifteen dollars (\$15.00) per hour plus mileage reimbursement.
- C. **Professional Development Committee Member** shall be reimbursed at a rate of forty dollars (\$40.00) per hour for meetings held after the normal working day.
- D. **Chaperones** shall be reimbursed as follows:
(Free Admission will be provided to chaperones to each event)
 - ▶ Weekdays (Monday - Friday) fifty dollars (\$50.00) per event
 - ▶ Weekends (Saturday & Sunday) seventy-five dollars (\$75.00) per event
 - ▶ Overnight - seventy-five dollars (\$75.00) per event
- E. **Hourly Rates**
 - ▶ A rate of forty dollars (\$40.00) per hour (or a portion thereof) to LEA members assigned the following:

Central Detention	Home Instruction
-------------------	------------------
 - ▶ Teacher substitution during PREP: 1/1300 Base Salary
 - ▶ Attendance Officer Summer Work: 1/1325 Base Salary
- F. **Parent Liaison Program Coordinator**

This twelve (12) month position shall be compensated pursuant to an agreement with the Lakewood Board of Education. The current salary for this position shall be increased by the settlement percentage in each year of this current agreement (2018-2021).

**EXTRACT FROM THE MINUTES OF A MEETING OF THE
BOARD OF EDUCATION OF THE TOWNSHIP OF LAKEWOOD,
OCEAN COUNTY, N.J. AS RECORDED IN THE
OFFICIAL MINUTE BOOK**

The Board of Education of the Township of Lakewood in the County of Ocean, State of New Jersey, convened in public session Wednesday, November 14, 2018, at 6:30 p.m. in the meeting room at Lakewood High School, 855 Somerset Avenue, Lakewood, New Jersey.

The following members of the Lakewood Township Board of Education were present:

Mr. Zlatkin, Ms. Gonzalez, Mr. Nakdimen, Mr. Rodriguez, Mr. Treisser, Ms. Jackson-Byers, Mr. Bender

The following members were absent: Mr. Newhouse, Mr. Tendler

Reports and Recommendations of the Business Administrator/Board Secretary

Motion: Ms. Jackson-Byers Second: Mr. Rodriguez

J. Approve the contract with the Lakewood Education Association for the 2018-2019, 2019-2020 and 2020-2021 school years.

ROLL CALL: AYES: 7
 NAYS: 0
 ABSTAIN: 0

I, Robert S. Finger, Secretary of the Board of Education of the Township of Lakewood in the County of Ocean, State of New Jersey, hereby certify that the foregoing extract from the minutes of the meeting of the Lakewood Township Board of Education duly called and held on Wednesday, November 14, 2018 has been compared by me with the original minutes as officially recorded in my office in the minute book of said Lakewood Township Board of Education and is a true, complete copy thereof and of the whole of said original minutes so far as the same relate to the subject matter referred to in said extract. In witness I have hereunto set my hand and affixed the corporate seal of the Lakewood Township Board of Education this 15th day of November, 2018.

SEAL



Robert S. Finger, CFE, CGFM, QPA
Interim Business Administrator/Board Secretary

