

4-0384
15-14

1974 - 75

A G R E E M E N T

BETWEEN

LAKEHURST BOARD OF EDUCATION

AND

THE LAKEHURST EDUCATION ASSOCIATION

~~21~~ 21

~~21~~ 21 1974

FEB 21 1974

LAKEHURST ELEMENTARY SCHOOL
Union Avenue
Lakehurst, New Jersey 08733

PREAMBLE

This agreement entered into this _____ day of _____, 19____, by and between the Board of Education of the Borough of Lakehurst, New Jersey, hereinafter called the "Board", and the Lakehurst Education Association, hereinafter called the "Association".

ARTICLE I

A.

Pursuant to Chapter 303, Public Law 1968, State of New Jersey, The Lakehurst Board of Education recognizes The Lakehurst Education Association as the exclusive representative for collective negotiations for all members of the unit described herein:

INCLUDED

Classroom Teachers
Remedial Reading Teacher
Teacher of the Perceptually Impaired
Librarian
Art
Music
Nurse
Learning Disabilities Specialist

BUT EXCLUDING THE

Administrative Principal
Board Secretary
and all other employees of the Lakehurst School District not specifically enumerated in the inclusion above.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

A. Deadline Date

The parties agree to enter into collective negotiation over a successor Agreement in accordance with Chapter 303, Public Laws 1968 in good-faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin not later than October 1 of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all teachers, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

B. Modification

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.

GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A "grievance" is a claim, excluding reemployment of a non-tenure teacher, by a teacher or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting a teacher or group of teachers.

2. Aggrieved person

An "aggrieved person" is the teacher or teachers making the claim.

3. Party in interest

A "party in interest" is the teacher or teachers making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

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

C. Procedure

1. Time limits

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. Year end grievances

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

3. Level One - Principal or Immediate Supervisor

A teacher with a grievance shall first discuss it with his principal or immediate superior, either directly or through the Association's designated representative, with the objective of resolving the matter informally.

4. Level Two - Board

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, he shall file the grievance in writing with the Board and the Association within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Association or the aggrieved may refer it to the Board of Education.

5. Level Three - Commissioner of Education

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within twenty (20) school days by the Board after the grievance was delivered, he may submit his grievance to the New Jersey Commissioner of Education or Level Four whichever the aggrieved may choose as prescribed in New Jersey State Statutes, Title 18A, or the law of the land.

6. Level Four - Arbitration

a. If the aggrieved person is not satisfied with disposition of his grievance at Level Two, or if no decision has been rendered within twenty (20) school days after the grievance was delivered to the Board of Education, he may, within five (5) school days after a decision by the Board of Education or twenty-five (25) school days after the grievance was delivered to the Board of Education, whichever is sooner, request in writing that the Association submit its grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to **binding arbitration** within fifteen (15) school days after receipt of a request by the aggrieved person.

- b. Within ten (10) school days after such written notice of submission to binding arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- c. The Arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of the Agreement. The decision of the arbitrator shall be submitted to the Board and The Association and shall be binding. Binding arbitration shall be solely applicable to the contents of this agreement. The arbitrator's decision shall be advisory in all other cases.
- d. The costs for the services of the arbitrator including per diem expenses, if any, and actual and necessary travel, subsistence 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.

U. Rights of Teachers to Representation

1. Teacher and Association

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

2. Reprisals

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

E. Miscellaneous

1. Group grievance

If, in the judgment of the Association, a grievance affects a group or class of teachers, the Association may submit such grievance in writing to the administrative principal and the processing of such grievance shall be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so. This procedure is not applicable to the non-renewal of non-tenure contracts.

2. Written decisions

Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two and Three of the grievance procedure and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association. Decisions rendered at Level Three shall be in accordance with the procedures set forth in Section 5 (c) of this ARTICLE.

3. Separate grievance file

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

4. Forms

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

5. Meetings and Hearings

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designators or selected representatives, heretofore referred to in this ARTICLE.

6. All teachers, including the grievant, shall continue under the direction of the administrator, regardless of the pending of any grievance until such grievance is properly determined.

ARTICLE IV

TEACHER RIGHTS

- A. The Board shall not discriminate against any teacher for participation in the Association or its affiliates.
- B. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted hereunder shall be deemed to be in addition to those provided above.
- C. Whenever any teacher is required to appear for a formal hearing before the Superintendent, Board of any committee or member thereof concerning any matter which could adversely affect the continuation of that teacher in his office, position or employment or the salary or any increments pertaining thereto, he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of his choosing present to advise him and represent him during such meeting or interview.
- D. No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- E. No teacher shall be deprived of pay without formal suspension by the Board of Education except as provided by law.
- F. No teacher shall be disciplined, reprimanded in writing, reduced in compensation, or deprived of any professional advantage but not including the dismissal of non-tenure teachers, or given an adverse evaluation of his professional services without just cause, except as provided by law. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

The Board agrees to furnish to the Association any information which the Board and the Association deem may be necessary for the Association to process a grievance.

B. Released Time for Meetings

Whenever any representative of the Association or any aggrieved party participates during working hours in negotiations, grievance proceedings, conferences, or meetings called by the administration or Board, he shall suffer no loss in pay, providing the teacher has not been suspended without pay.

C. Use of School Building

The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. Administrative approval shall be required.

D. Bulletin Board

The Association shall have in the school building the exclusive use of a bulletin board in the faculty lounge.

E. Mail Facilities and Mail Boxes

The Association shall have the right to use the school mail boxes as deemed necessary for the Association business.

F. Exclusive Rights

The rights and privileges of the Association as set forth in the Agreement shall be granted only to the Association as the exclusive representative of the teachers and to no other union organizations.

G. Duty Release

Association President shall be entitled to a lunch and door duty free year; those duties to be assumed on a rotating basis by other members of the Association.

ARTICLE VI

TEACHER WORK YEAR

A. In-School Work Year

1. Ten (10) month personnel

The in-school work year for teachers employed on a ten (10) month basis (other than new personnel who may be required to attend an additional one (1) day of orientation) shall not exceed one hundred eighty-eight (188) days.

2. Definition of in-school work year

The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.

3. Inclement weather

Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.

B. School Calendar

The Association may submit a recommended school calendar to the Administration but the Board reserves the right to establish the final calendar governed by Title 18A.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in or clock out" by hours and minutes. Teachers shall indicate their presence for duty by initialing the appropriate column of the faculty "sign-in" roster daily.

B. No teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of the pupils' school day, and shall be permitted to leave fifteen (15) minutes after the close of the pupils' school day. On Fridays or on the days preceding holidays or vacations and PTA meetings the teachers' day may end five (5) minutes after the close of the pupils' day.

C. Any teacher employed in both morning and afternoon sessions shall be entitled to a duty-free lunch period during the normal school lunch period. Such duty free lunch period shall be not less than 40 minutes.

D. Building-based teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty or other professional meetings.

E. The notice of any meetings shall be given to the teachers involved at least one (1) day prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

ARTICLE VIII

INSURANCE PROTECTION

- A. As of the beginning of the 1974-75 school year, the Board, after agreement with the Association regarding appropriate insurance carriers, shall provide the health-care insurance protection designated below. The Board shall pay the full premium for each teacher for single coverage only.
1. For each teacher who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1st and ending August 31st. Those leaving at the end of the school year may have their coverage extended through September 30th at their own expense.
 2. Provisions of the health-care insurance program shall be as provided in the Public and School Employees Health Benefits Program of October 1, 1968.
- B. The Board shall provide to each teacher a description of the health-care insurance coverage provided under this Article.

ARTICLE IX

SICK LEAVE

A. Accumulative

As of September 1, 1974 all teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year. Unused sick leave days shall be accumulated from year to year with no maximum limit.

ARTICLE X

NON-TEACHING DUTIES

A. The Board retains the right of its administrator to assign such duties and responsibilities to the teachers as the administrator determines to be necessary for the efficient operation of the school in order to accomplish the goal of the best education possible. However, the Board and the Association acknowledge that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to this end.

B. At the start of the 1974-75 school year the Safety Patrol and Audio-Visual Advisers shall be paid the nominal sum of One hundred fifteen dollars (\$115).

ARTICLE VI

TEACHER EMPLOYMENT

A. Certification

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

B. Reduction

Any proposed reduction in the number of teachers employed by the Board shall be discussed with the Association prior to final Board action.

C. Placement on Salary Schedule

1. Adjustment to salary schedule

Each teacher shall be placed on his proper step of the salary schedule as of the beginning of the **1974-75** school year. Any teacher employed prior to February 1 of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

D. Notification of Contract and Salary

Teachers shall be notified of their contract and salary status for the ensuing year no later than May 1 provided a new agreement has been negotiated.

ARTICLE XII

STEPS	B A	BA +30	M A	MA +30
1	8,750	9,050	9,650	9,950
2	9,050	9,350	9,950	10,250
3	9,350	9,650	10,250	10,550
4	9,650	9,950	10,550	10,850
5	10,000	10,300	10,900	11,200
6	10,350	10,650	11,250	11,550
7	10,700	11,000	11,600	11,900
8	11,100	11,400	12,000	12,300
9	11,500	11,800	12,400	12,700
10	11,900	12,200	12,800	13,100
11	12,400	12,700	13,300	13,600
12	12,900	13,200	13,800	14,200
13	13,450	13,750	14,350	14,650
14	14,000	14,300	14,900	15,200

ARTICLE XIII

TEACHER ASSIGNMENT

A. Notification

1. Date for presently employed Teachers

All teachers shall be given written notice of their salary schedules, grade assignment, subject assignment and room assignments for the forthcoming year not later than May 15, except in case of emergency. A list of said schedules and assignments shall be simultaneously sent to the Association.

2. New Teachers

The administrative Principal shall assign all newly-appointed personnel to their specific grade level. The administrative Principal shall give notice of assignments to new teachers as soon as practicable.

ARTICLE XIV

VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. The Administrative Principal shall post in the school building a list of the known vacancies which shall occur during the following school year.

- B. Teachers who desire a change in grade and/or subject assignment may file a written statement of such desire with the administrative principal not later than the last day of the school calendar. Such statement shall include the grade and/or subject to which the teacher desires to be assigned, related to existing vacancies only.

ARTICLE XV

EVENING SCHOOL - SUMMER SCHOOL -

HOME TEACHING AND FEDERAL PROGRAMS

- A. All opening for positions in the summer school, home teaching, federal projects, and other programs (including nonteaching positions for which teachers may be qualified and eligible) shall be posted in the Faculty Room by the administrative principal. Home teaching openings shall be posted as they occur.

- B. In filling such positions, teachers employed in the Lakehurst School District shall have priority to such assignments before appointment to applicants from outside the district. Teacher qualifications shall be considered in relation to the positions available.

ARTICLE XVI

TEACHER EVALUATION

A. Frequency

Non-tenure teachers shall be evaluated by their immediate superiors at least **two (2)** times in each school year, to be followed in each instance by a written evaluation report and by a conference between the teacher and his immediate 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 twenty (20) minutes.

B. General Criteria

1. Open Evaluation

1. All observation of the work performance of a teacher shall be conducted openly.

2. Evaluation by Certificated Supervisors

Teachers shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.

3. Copies of Evaluation

A teacher shall be given a copy of any class visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. 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. No teacher shall be required to sign a blank or incomplete evaluation form.

4. Standardized Tests

Results of standardized tests used for evaluating students shall not be used to evaluate teacher performance.

C. Derogatory Material

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

material and his answer shall be reviewed by the administrative principal or his designee and attached to the file copy.

2. Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the teacher's inspection.

FAIR DISMISSAL PROCEDURE

A. Date

On or before April 30th of each year, the Board shall give to each non-tenure teacher continuously employed since the preceding September 30th either:

- a. A written offer of a contract for employment for the next succeeding year providing for at least the same terms but with such increases in salary and benefits as may be required by law or agreement between the Board and the Association, or
- b. A written notice that such employment shall not be offered.

B. Meeting

Any non-tenure teacher who has received such notice of non-employment shall be entitled to a meeting with the Board, provided a written request for a meeting is received in the office of the secretary of the Board within five (5) days after receipt by the teacher of said written notice.

The Board shall issue its written determination as to nonemployment of said non-tenure teacher for the next succeeding school year within five (5) days after the completion of the meeting. Said proceedings shall be completed and the Board's determination presented to the teacher no later than May 31st.

ARTICLE XVIII

TEACHER FACILITIES

- A. By the beginning of the 1974-75 school year, each school shall have the following facilities:
1. Space in each classroom in which teachers may store instructional materials and supplies.
 2. An appropriately furnished room which shall be reserved for the exclusive use of teachers as a faculty lounge during school hours. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.
 3. A serviceable desk, chair and filing cabinet for the exclusive use of each teacher in their designated classroom.
 4. A reasonable supply of books, paper, pencils, pens, chalk and erasers required in daily teaching responsibility.
 5. Teachers calling in sick may do so between the hours of 7:00 to 9:00 p.m. the night before or 6:15 to 7:15 a.m. of the day they will be out.

ARTICLE XIX

TEACHER-BOARD RELATIONS COMMITTEE

The following Teacher-Board relations procedure shall be followed by the Board of Education, the Administrative Principal and the Lakehurst Education Association.

1. A Teacher-Board Relations Committee composed of two (2) members designated by the Association, the President of the Association, two (2) members of the Board of Education and the Administrative Principal shall be created to:
 - a. Assist in solving school district problems.
 - b. Foster a spirit of professional growth.
 - c. Evaluate problems presented to the committee.
 - d. Gather facts to provide for a complete understanding of these problems.
 - e. Discuss and attempt to arrive at a solution for the improvement of the school and district.
 - f. Meetings may be called by either the Board of Association by giving a written request to the Administrative Principal. Said meeting shall take place within ten (10) school days after the request is received by the Administrative Principal. Said request shall indicate topics of discussion.
2. The duties of the Administrative Principal shall be:
 - a. To convene meetings of the Teacher-Board Relations committee.
3. The establishment of the Teacher-Board Relations Committee shall be for the purpose of discussing mutual problems of interest concerning the school and shall not be used in areas as outlined in Professional Negotiations or Individual Grievance Procedures. Nor shall it be interpreted as a mandated step in formal negotiations.

ARTICLE XX

TEMPORARY LEAVES OF ABSENCE

- A. As of the beginning of the 1974-75 school year, teachers shall be entitled to the following temporary nonaccumulative leaves of absence with full pay each school year:
1. Two (2) days for the purpose of visiting other schools or attending meetings or conferences of an educational nature, with approval of the administrative principal.
 2. Time necessary for appearance in any legal proceeding connected with the teacher's employment or with the school system or in any other legal proceeding if the teacher is required by law to attend, in accordance with Title 18A.
 3. Up to three (3) days at any one time in the event of death or serious illness of a teacher's spouse, mother, father, child, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, and any other member of the immediate household.
- B. Three (3) days of unrestricted personal leave of absence shall be granted, accumulative up to a maximum of five (5) years.
- C. A sabbatical for study toward an advance degree shall be granted to any teacher who has been employed full time in the Lakehurst School by the Board for at least ten (10) consecutive years.
1. Said leave shall be for one (1) full school year.
 2. Said leave shall be paid at the rate of one-half ($\frac{1}{2}$) of what the teacher would normally have made if they did not take a sabbatical.
 3. No more than one (1) teacher may be on sabbatical at any one time. Seniority in the Lakehurst School District shall be the determining factor if two (2) or more teachers apply at the same time.
 - a. Anyone applying for sabbatical leave must do so in writing no later than October first preceding the school year in which said leave is to be taken.

4. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the Lakehurst School District during the period of his absence and he shall be credited with all other benefits for which he would have been entitled during the period of his leave and continuing thereafter upon his return.
5. Said teacher shall guarantee in writing to return to the Lakehurst School System for a period of two years (school years) or repay any money paid to said teacher while on sabbatical leave.

DEDUCTIONS FROM SALARY

- A. The Board agrees to deduct from the salaries of its teachers dues for the Lakeland Education Association, the Ocean County Council of Education Associations, the New Jersey Education Association and the National Education Association or any one or combination of such organizations as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 N. J. Public Laws of 1969 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to such person as may from time to time be designated by the Association by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate association or associations. A one-page authorization form shall be signed by the individual and submitted to the Secretary of the Board of Education before deductions will be made by the Board.
- B. Each of the associations named above shall certify to the Board in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

A. Student Discipline

A copy of Board and Administrative student discipline policies shall be distributed to teachers at the beginning of the school year.

ARTICLE XXIX

BOARD RIGHTS CLAUSE

"The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and of the United States including all decisional law and rules and regulations of the State Department of Education and Commissioner of Education of the State of New Jersey, and the provisions of this Agreement shall be construed in the light of the management prerogatives vested in the Board by the foregoing legal authorities."

The Board of Education will not unilaterally develop or implement any policies which will affect terms and conditions of employment without first negotiating it with the Association and reducing it to writing.

MISCELLANEOUS PROVISIONS

- A. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- B. If any provision of the Agreement or any application of this Agreement to any teacher or group of teachers 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.
- C. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, during its duration, **this agreement shall be controlling.**
- D. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.
- E. Copies of this Agreement shall be duplicated at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all teachers now employed and hereafter employed.
- F. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of this Agreement to teachers covered by this Agreement as established by the rules, shall continue to be applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any teacher benefits existing prior to its effective date.
- G. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision of this Agreement, that party shall do so by telegram or certified letter at the following addresses:
1. If by Association at _____
Address
 2. If by Board at _____
Address
- H. The Board will make an effort to supply aids and substitutes for Music and Art.

ARTICLE XXV

DURATION OF AGREEMENT

- A. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. This agreement with the exception of monetary articles shall be closed for a two-year period. Said period shall extend from July 1, 1974 through June 30, 1976.

- B. This Agreement shall continue in full force until a successor agreement has been completely negotiated.

- C. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents and attested to their respective secretaries.

(Lakehurst Education) ASSOCIATION

(Lakehurst) BOARD OF EDUCATION

By _____, President

By _____, President

By _____, Secretary

By _____, Secretary

Dated: _____

Dated: _____