

AS OF THE SIGNING OF THIS AMENDED AGREEMENT:

LAKESWOOD EDUCATION ASSOCIATION OFFICERS:

Patricia Forse, President
Carol Cousins, 1st Vice-President
Miriam Medina, 2nd Vice-President
Julie Mercer, Secretary
Linda Manning, Treasurer

LAKESWOOD BOARD OF EDUCATION:

Abraham Ostreicher, President
Norman Bellinger, Vice-President
Chet Galdo
Meir Grunhut
Irene Miccio
Meir Neumann
Simcha Shain
Bruce Stern
Leonard Thomas

ERNEST J. CANNAVA, EdD
Superintendent of Schools

EDWARD W. LUICK
Board Secretary

LAKESWOOD EDUCATION ASSOCIATION

NEGOTIATIONS COMMITTEE

Carol M. Cousins, Chairperson
Janice Boski
Miriam Medina
Gloria Dix
Julie Mercer
Lynn Parkhurst
Barbara Feld
Anne Reppermund

Patricia Forse, President

LAKESWOOD BOARD OF EDUCATION

NEGOTIATIONS COMMITTEE

Abraham Ostreicher, Chair
Chet Galdo
Leonard Thomas

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 aides under contract or on leave, now employed or as hereafter may be employed by the Board, including:

1. **Certificated Personnel:**

- Teachers
- Guidance Counselors
- Nurses and Nurse Coordinator
- Coaches
- Extracurricular Positions
- Psychologists
- Social Workers
- Learning Disabilities Specialists
- Speech Therapists

- Computer Lab Coordinators
- Media Specialists
- Department Coordinators

2. **Support Personnel:**

- Secretaries
- Clerk/Typists
- Library
- Switchboard Operator
- Registrar
- Payroll Clerk
- Attendance Officer
- Bookkeeper
- Machine Operator
- Data Processor
- Receptionist
- Safety Compliance Officer
- Audio-Visual Assistant
- Home/School Liaison
- Instructional Paraprofessional Personnel
- Social Worker Paraprofessional Personnel
- Pupil Personnel Services Paraprofessional Personnel

3. **Non-Certificated Personnel**

- JROTC Instructor
- Athletic Trainer

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, included above.

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 "non-certificated personnel" shall apply to unit members listed in A.3. 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. Any member or class of members of the Association or representatives of the Association shall have the right to appeal the application of policies, agreements or contract and administrative decisions affecting him/her through administrative channels. With respect to his/her personal grievances, he/she

shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal. He/she shall have the right to present his/her own appeal or designate representatives of the Lakewood Education Association or another person of his/her own choosing to appear with him/her or for him/her in any step of his/her appeal.

Step 1:

The first step of the grievance procedure is to provide a thirty (30) day period within which a grievance is to be filed. The start of the thirty (30) days is the date on which the grievant could reasonably be expected to be aware that he/she was aggrieved.

Step 2:

All grievances by a member shall be submitted to the appropriate administrator. The statement of grievance shall set forth the action or omission complained of and an effort shall be made to cite the specific article of agreement alleged to have been violated and the remedy sought. In the event the grievance is of a class or policy nature, the grievance shall be submitted at Step 3, bypassing Step 2. The administrator has five (5) school days to respond in writing to the grievance.

Step 3:

If the administrator does not settle the grievance at Step 2, then the grievance and all associated material shall be submitted to the Superintendent of Schools or his designee within fifteen (15) days. The Superintendent or designee shall meet with the LEA President and/or grievance committee chairperson and grievant, where appropriate, within five (5) school days of receipt of the grievance. If the grievance is not settled, the Superintendent or designee shall submit in writing to the Board of Education his recommendations

and all associated materials within five (5) school days subsequent to the meeting.

Step 4:

The Board of Education or a committee thereof shall meet with the Superintendent or designee, the LEA President, and/or grievance committee chairperson and grievant. The Board and the LEA retain the right that either side may have representatives present. The matter shall be heard in closed session, whenever possible within thirty (30) school days. Any timeline herein specified may be extended by mutual agreement of the parties, in writing.

Step 5:

1. Any grievance supported by the Association and not resolved to the satisfaction of the employee after review by the Board of Education, shall, at the request of the Association, be submitted to binding arbitration. All parties are bound by the rules of the American Arbitration Association or PERC in respect to selection of an arbitrator and his procedure.
2. The decision of the arbitrator will be accepted as final by the parties and both will abide by it.
3. The costs for the services of the arbitrator, including per diem expenses, if any, and the 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.
4. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this article.

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 President shall be relieved from all supervisory duties, and shall be assigned no more than three (3) class periods per day. 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.

- 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 typewriters, duplicating equipment, 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.

ARTICLE VI - WORK YEAR

Category I: Teacher Work Year

- A. The schoolwork 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 E) 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.

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.

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. Employees hired for the six week program shall receive 15% of their annual salary as pensionable compensation. These employees shall receive one (1) additional personal day which, if not used, shall be accumulative. These employees shall receive one (1) additional sick day which, if not used, shall be forfeited.
- B. Employees hired for four weeks shall receive 10% of their annual salary as pensionable compensation. These employees shall receive one (1) additional personal day which, if not used, shall be accumulative.
- C. Employees hired for two (2) weeks shall receive 5% of their annual salary as pensionable compensation. Employees hired for two (2) weeks may only work the first two (2) weeks or the last two (2) weeks of the summer program.
- 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. six, four, or two weeks.
- 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.

Summer Employment Child Study Team Members

- A. Child Study Team Members (School Social Workers, Psychologists, LDTTC) will work eleven (11) months. The base work year for team members, exclusive of school holidays identified in the school calendar will be September 1 through June 30 for which they will be compensated as per the negotiated agreement. An additional one (1) month will be required during the summer months for which they will receive ten percent (10%) of their base salary as monetary compensation and will be credited with one additional sick day. 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 work hours for Child Study Team members will be seven and one half (7 ½) hours per day inclusive only of a one (1) hour lunch and an AM break. Schedules for lunch must be approved by the superintendent/designee. Starting and ending times shall be flexible to meet the needs of the district and will be assigned by the superintendent/designee after consultation with team members.

ARTICLE VII - HOURS AND WORK LOAD

Category I: Teaching Hours and Teaching Load

- A. Teachers shall be required to report for duty fifteen (15) minutes before opening of the pupils' school day.
- B. Building-based teachers may be required to remain at the end of the regular work day for the purpose of attending two (2) meetings per month. Such meetings shall begin no later than fifteen (15) minutes after the regular student dismissal time and shall run no more than one (1) hour. 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.
- C. 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" and "clock out" by hours and minutes. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign in" roster.
- D. 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.

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. Teachers shall be required to remain a total of one hundred twenty-five (125) minutes per week after the close of the pupil day, excluding Fridays and days before holidays, but no later than 4:30 p.m., for teachers' inservice education, for school day flexibility, for informal extra help for students, and for educational development programs as approved by the Superintendent of Schools. Bus duty and playground duty, in combination with the aforesaid purpose for use of the 125 minutes, will not exceed 125 minutes per week. Informal extra help for students shall not exceed thirty (30) minutes beyond the end of regular student dismissal time.

The aforesaid 125 minutes shall not be used for formal student-teacher contact.

Fifteen (15) minutes from the present 125 minutes may be used on a rotating basis for the supervision of early arrivals. One elementary teacher in each school may be designated to the above supervision each day.

Notice of activities to be scheduled in said 125 minutes will be given no later than three weeks prior to their scheduled date,

except that in emergencies, said three-week requirement shall not apply, and only as much notice as possible need be given.

Every effort will be made to require equal participation by all faculty members in the activities scheduled in the said 125 minutes.

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 7 through 12) shall teach more than three (3) class periods consecutively except for schedule flexibility. In that event, a maximum of four (4) consecutive periods may be assigned, if followed by a preparation 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 the administration.
 3. Any teacher assigned a sixth period class shall have neither a homeroom nor a duty period.
- H. Each classroom teacher shall be guaranteed a minimum of one (1) preparation period per day.

Preparation periods at the High School and Middle School shall be forty-three (43) minutes each. Preparation periods at all elementary schools shall be a minimum of forty (40) minutes each.

- I. Faculty attendance at one (1) open house/back to school night is required. One additional attendance by teachers at their respective schools shall be required 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:
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.

- The following provisions apply to the secretaries in the Transportation Department only.
 1. Compensatory time on an hour for hour basis for secretaries who work beyond the summer work day shall be awarded. Volunteers shall be sought prior to any assignment.
 2. Compensatory time will be used by the employee within the academic year (July 1 – June 30) in which it is earned.
 3. Employees shall utilize compensatory time with the approval of the administrator in charge.
 4. No employee will be asked to work additional hours on more than one-half (1/2) of the number of days in the summer session.

5. If an employee requests the use of compensatory time and is denied such use, he/she shall be compensated for such accumulated compensatory time by June 30th of the academic year at time and one-half (1 & ½).
6. If an employee does not request the use of his/her accumulated compensatory time by the end of the academic year, such compensatory time shall be forfeited without additional compensation.

D. Attendance Officer

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-rata 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.

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.

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.

The Board shall supply an automobile liability rider on its general liability policy.

- E. Overtime shall be payable after a forty (40) hour work week.

Category III: Paraprofessional Hours and Work Load

The work day shall not be greater than six and one-half (6½) hours inclusive of a duty-free lunch equal to that of the teachers in their building. Paraprofessional personnel may be required to report to work fifteen (15) minutes earlier than their work day and stay fifteen (15) minutes after their work day.

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: Audio-visual Assistant and Safety Compliance Officer

The individuals who hold the Audio-Visual Assistant and Safety Compliance Officer positions, although not tenured staff members, 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 positions 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. Salary checks are due every other Friday.
 - 2. When a payday falls on or during a school holiday, vacation or weekend, teacher shall receive their paychecks on the last previous working day.
 - 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 inservice 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. Salary checks are due every other Friday.
- C. When a pay day falls on or during a secretary holiday, vacation or weekend (as outlined in Article VII), 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 I 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. Salary checks are due every over Friday.

Category IV: Co-curricular and Coaching Salaries

- A. Pay dates for all coaches and co-curricular positions shall be as follows:
1. All Fall sports coaches will receive their whole check in December.
 2. Co-curricular positions will receive one half (½) of their pay in December.
 3. All Winter sports coaches will receive their whole check in March.
 4. All Spring sports coaches will receive their whole check in June.
 5. 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, on behalf of the Board, will not assign or transfer a member without prior discussion with the member. 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 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 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 ten (10) 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 employees 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 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 practicable, 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.
- 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.

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 pay days for which they are eligible one (1) time within any school year.
- C. After expiration of the above-mentioned 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, and amount equivalent to one-half (½) 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 (½) 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 LEA employees of the Lakewood Public Schools are entitled to four (4) days of personal, non-accumulative leave, with the exception of LEA secretaries' members, who are entitled 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 five (5) days without loss of pay at the time of death in the immediate family.
 - 2. The immediate family shall include: father, mother, spouse, child, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, 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.
- D. For all employees, personal days not utilized during the year shall be added as an accumulated sick day for retirement purposes only.

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. 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.

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

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.

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.
- 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 judgement of the committee.
- 3. Final approval of all candidates granted sabbatical leave rests with the Board of Education.

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 (½) 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, E. 1 .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 teachers for the cost of six (6) credits per year at the average of the tuition rates charged by the six (6) New Jersey State Colleges. Should a teaching staff member attend Rutgers University, the Rutgers graduate credit rate shall be reimbursed. Should a teaching staff member attend any other institution, the rate for that institution or the average rate for the New Jersey State Colleges, 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.
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 thirty-five thousand dollars (\$35,000).

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.

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 intendment 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:

3. 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.

4. 18A:16-6.1- Indemnity of officers and employees in certain criminal actions:

5. 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. The Board of Education will pay full premium cost of all employees and dependents for medical, surgical, Rider J equivalent and Major Medical Health insurance.
- B. A co-pay prescription program shall be implemented through NJ S HB (or equivalent). Co-payments will be five dollars (\$5) brand name/zero dollars (\$0) generic.
- 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 Plan C in the Vision Service Plan (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.

ARTICLE XXVII - PERSONAL & ACADEMIC FREEDOM

- A. Members shall be entitled to full rights of citizenship; and no religious or political activities of any member of 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 (NJSA52:15-14;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 of 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 1.d 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 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 as a representation fee 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 notwithstanding 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
655 Princeton Avenue
Lakewood, New Jersey
 2. If by the Board, to the:

Lakewood Education Association President
Lakewood School District.

- 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 shall be no discrimination in the hiring, training, assignment, promotion, transfer or discipline of members 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. 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

All members upon retirement shall be paid an amount equivalent to one-half (½) the number of total accumulated sick leave days over the number of contractual work days times their salary of the last year's employment. Payment will be made in accordance with Lakewood Board of Education Regulation 4117.11.

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.

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.

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 (½) of the designated stipend.

B. The stipends for the performance of chaperoning duty shall be as stated in Schedule H of this agreement:

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 Association positions are attached 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 rate as stated in schedule H of this agreement applies for LEA members assigned to the following tasks:

- Central Detention (includes Saturday School)
- Specifically assigned after-school tutorial duties (late-day school or home instruction)
- In-house printing
- Supplemental instruction (beyond the regular work day).

C. Effective September 1, 1996, 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.

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.

ARTICLE XXXV - DURATION OF AGREEMENT

A. Duration Period:

This Amended Agreement shall be effective as of July 1, 2004 and shall continue in effect until June 30, 2007, 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 Patricia Forse, President

By Carol Cousins, Negotiation Chairperson

FOR THE LAKEWOOD BOARD OF EDUCATION
By Mr. Abraham Ostreicher, President

By Edward W. Luick, Board Secretary

Schedule A-1: Teacher's Salary Guide 2004-2005

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	38,391	39,391	40,391	41,391	42,391	43,391	44,391
2	38,691	39,691	40,691	41,691	42,691	43,691	44,691
3	39,191	40,191	41,191	42,191	43,191	44,191	45,191
4	39,691	40,691	41,691	42,691	43,691	44,691	45,691
5	40,191	41,191	42,191	43,191	44,191	45,191	46,191
6	41,191	42,191	43,191	44,191	45,191	46,191	47,191
7	42,431	43,431	44,431	45,431	46,431	47,431	48,431
8	43,011	44,011	45,011	46,011	47,011	48,011	49,011
9	43,538	44,538	45,538	46,538	47,538	48,538	49,538
10	43,889	44,889	45,889	46,889	47,889	48,889	49,889
11	44,400	45,400	46,400	47,400	48,400	49,400	50,400
12	44,992	45,992	46,992	47,992	48,992	49,992	50,992
13	46,313	47,313	48,313	49,313	50,313	51,313	52,313
14	46,949	47,949	48,949	49,949	50,949	51,949	52,949
15	48,019	49,019	50,019	51,019	52,019	53,019	54,019
16	49,719	50,719	51,719	52,719	53,719	54,719	55,719
17	51,355	52,355	53,355	54,355	55,355	56,355	57,355
18	53,000	54,000	55,000	56,000	57,000	58,000	59,000
19	54,469	55,469	56,469	57,469	58,469	59,469	60,469
20	57,552	58,552	59,552	60,552	61,552	62,552	63,552
21	60,119	61,119	62,119	63,119	64,119	65,119	66,119
22	62,250	63,250	64,250	65,250	66,250	67,250	68,250
23	64,590	65,590	66,590	67,590	68,590	69,590	70,590
24	66,690	67,690	68,690	69,690	70,690	71,690	72,690
25	68,890	69,890	70,890	71,890	72,890	73,890	74,890
26	70,843	71,843	72,843	73,843	74,843	75,843	76,843
27	72,743	73,743	74,743	75,743	76,743	77,743	78,743
28	74,543	75,543	76,543	77,543	78,543	79,543	80,543
29	76,688	77,688	78,688	79,688	80,688	81,688	82,688

Schedule A-2: Teacher's Salary Guide 2005-2006

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	39,451	40,451	41,451	42,451	43,451	44,451	45,451
2	39,751	40,751	41,751	42,751	43,751	44,751	45,751
3	40,051	41,051	42,051	43,051	44,051	45,051	46,051
4	40,551	41,551	42,551	43,551	44,551	45,551	46,551
5	41,051	42,051	43,051	44,051	45,051	46,051	47,051
6	42,051	43,051	44,051	45,051	46,051	47,051	48,051
7	43,291	44,291	45,291	46,291	47,291	48,291	49,291
8	43,871	44,871	45,871	46,871	47,871	48,871	49,871
9	44,398	45,398	46,398	47,398	48,398	49,398	50,398
10	44,749	45,749	46,749	47,749	48,749	49,749	50,749
11	45,260	46,260	47,260	48,260	49,260	50,260	51,260
12	45,852	46,852	47,852	48,852	49,852	50,852	51,852
13	47,173	48,173	49,173	50,173	51,173	52,173	53,173
14	47,809	48,809	49,809	50,809	51,809	52,809	53,809
15	48,879	49,879	50,879	51,879	52,879	53,879	54,879
16	50,579	51,579	52,579	53,579	54,579	55,579	56,579
17	52,215	53,215	54,215	55,215	56,215	57,215	58,215
18	53,860	54,860	55,860	56,860	57,860	58,860	59,860
19	55,329	56,329	57,329	58,329	59,329	60,329	61,329
20	58,412	59,412	60,412	61,412	62,412	63,412	64,412
21	60,979	61,979	62,979	63,979	64,979	65,979	66,979
22	63,110	64,110	65,110	66,110	67,110	68,110	69,110
23	65,450	66,450	67,450	68,450	69,450	70,450	71,450
24	67,550	68,550	69,550	70,550	71,550	72,550	73,550
25	69,750	70,750	71,750	72,750	73,750	74,750	75,750
26	71,703	72,703	73,703	74,703	75,703	76,703	77,703
27	73,603	74,603	75,603	76,603	77,603	78,603	79,603
28	75,543	76,543	77,543	78,543	79,543	80,543	81,543
29	77,688	78,688	79,688	80,688	81,688	82,688	83,688

Schedule A-3: Teacher's Salary Guide 2006-2007

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	40,531	41,531	42,531	43,531	44,531	45,531	46,531
2	40,831	41,831	42,831	43,831	44,831	45,831	46,831
3	41,131	42,131	43,131	44,131	45,131	46,131	47,131
4	41,431	42,431	43,431	44,431	45,431	46,431	47,431
5	41,931	42,931	43,931	44,931	45,931	46,931	47,931
6	42,931	43,931	44,931	45,931	46,931	47,931	48,931
7	44,171	45,171	46,171	47,171	48,171	49,171	50,171
8	44,751	45,751	46,751	47,751	48,751	49,751	50,751
9	45,278	46,278	47,278	48,278	49,278	50,278	51,278
10	45,629	46,629	47,629	48,629	49,629	50,629	51,629
11	46,140	47,140	48,140	49,140	50,140	51,140	52,140
12	46,732	47,732	48,732	49,732	50,732	51,732	52,732
13	48,053	49,053	50,053	51,053	52,053	53,053	54,053
14	48,689	49,689	50,689	51,689	52,689	53,689	54,689
15	49,759	50,759	51,759	52,759	53,759	54,759	55,759
16	51,459	52,459	53,459	54,459	55,459	56,459	57,459
17	53,095	54,095	55,095	56,095	57,095	58,095	59,095
18	54,740	55,740	56,740	57,740	58,740	59,740	60,740
19	56,209	57,209	58,209	59,209	60,209	61,209	62,209
20	59,292	60,292	61,292	62,292	63,292	64,292	65,292
21	61,859	62,859	63,859	64,859	65,859	66,859	67,859
22	63,990	64,990	65,990	66,990	67,990	68,990	69,990
23	66,330	67,330	68,330	69,330	70,330	71,330	72,330
24	68,430	69,430	70,430	71,430	72,430	73,430	74,430
25	70,630	71,630	72,630	73,630	74,630	75,630	76,630
26	72,583	73,583	74,583	75,583	76,583	77,583	78,583
27	74,603	75,603	76,603	77,603	78,603	79,603	80,603
28	76,543	77,543	78,543	79,543	80,543	81,543	82,543
29	78,688	79,688	80,688	81,688	82,688	83,688	84,688

Schedule B-1: Secretaries' Salary Guide 2004-2005

Step	10 Month	Secretary	Administrative
1	14,537	17,445	18,488
2	15,189	18,226	19,316
3	15,869	19,043	20,182
4	16,580	19,896	21,086
5	16,866	20,239	21,429
6	17,162	20,594	21,784
7	17,950	21,540	22,153
8	18,269	21,923	22,536
9	18,589	22,306	22,805
10	18,908	22,690	23,303
11	19,411	23,294	23,907
12	19,949	23,939	24,552
13	20,488	24,585	25,199
14	21,193	25,431	26,044
15	22,100	26,519	27,133
16	23,073	27,687	28,300
17	23,981	28,777	29,390
18	24,954	29,944	30,558
19	26,130	31,356	31,969
20	27,373	32,848	33,461
21	28,550	34,260	34,873
22	30,375	36,449	37,063
23	31,548	37,857	38,870
24	32,797	39,357	40,370
25	34,121	40,945	41,958

Schedule B-2:
Secretaries' Salary Guide 2005-2006

Step	10 Month	Secretary	Administrative
1	14,671	17,605	18,648
2	15,322	18,386	19,476
3	16,002	19,203	20,342
4	16,713	20,056	21,246
5	16,999	20,399	21,589
6	17,295	20,754	21,944
7	18,083	21,700	22,313
8	18,403	22,083	22,696
9	18,722	22,466	22,965
10	19,041	22,850	23,463
11	19,545	23,454	24,067
12	20,082	24,099	24,712
13	20,621	24,745	25,359
14	21,326	25,591	26,204
15	22,233	26,679	27,293
16	23,206	27,847	28,460
17	24,114	28,937	29,550
18	25,087	30,104	30,718
19	26,263	31,516	32,129
20	27,507	33,008	33,621
21	28,683	34,420	35,033
22	30,508	36,609	37,223
23	31,681	38,017	39,430
24	32,931	39,517	40,930
25	34,254	41,105	42,518

Schedule B-3:
Secretaries' Salary Guide 2006-2007

Step	10 Month	Secretary	Administrative
1	14,858	17,830	18,873
2	15,509	18,611	19,701
3	16,190	19,428	20,567
4	16,901	20,281	21,471
5	17,186	20,624	21,814
6	17,483	20,979	22,169
7	18,271	21,925	22,538
8	18,590	22,308	22,921
9	18,909	22,691	23,190
10	19,229	23,075	23,688
11	19,732	23,679	24,292
12	20,270	24,324	24,937
13	20,809	24,970	25,584
14	21,513	25,816	26,429
15	22,420	26,904	27,518
16	23,393	28,072	28,685
17	24,301	29,162	29,775
18	25,275	30,329	30,943
19	26,451	31,741	32,354
20	27,694	33,233	33,846
21	28,871	34,645	35,258
22	30,695	36,834	37,448
23	31,869	38,242	40,055
24	33,118	39,742	41,555
25	34,775	41,730	43,543

Schedule C: Other Unit Positions 2004-2007

Audio-Visual Assistant, Safety Compliance Officer and JROTC Instructors (2)

- A. 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.
- B. 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 supercede the contractual agreement, both now and in the future.

**Schedule D-1:
Paraprofessional Salary Guide 2004-05**

Step	0 Credits	30 Credits	60 Credits	90 Credits
1	14,024	15,427	15,511	16,213
2	14,149	15,552	15,636	16,338
3	14,274	15,677	15,761	16,463
4	14,399	15,802	15,886	16,588
5	14,542	15,945	16,029	16,731
6	14,691	16,094	16,178	16,880
7	14,848	16,251	16,335	17,037
8	15,012	16,415	16,499	17,201
9	15,176	16,579	16,663	17,366
10	15,341	16,744	16,828	17,530
11	15,505	16,908	16,992	17,694
12	15,844	17,247	17,331	18,033
13	16,633	18,036	18,120	18,822
14	17,419	18,822	18,906	19,608
15	18,208	19,611	19,695	20,397
16	19,039	20,442	20,526	21,228
17	20,077	21,479	21,564	22,266
18	21,294	22,697	22,781	23,483
19	22,272	23,675	23,759	24,461
Off 1	23,172	24,575	24,659	25,361
Off 2	24,565	25,968	26,052	26,754
Off 3	26,017	27,420	27,504	28,206
Off 4	27,086	28,489	28,573	29,275
Off 5	28,232	29,635	29,719	30,421
Off 6	29,426	30,829	30,913	31,615

Schedule D-2:
Paraprofessional Salary Guide 2005-06

Step	0 Credits	30 Credits	60 Credits	90 Credits
1	14,402	15,805	15,889	16,591
2	14,527	15,930	16,014	16,716
3	14,652	16,055	16,139	16,841
4	14,777	16,180	16,264	16,966
5	14,920	16,323	16,407	17,109
6	15,069	16,472	16,556	17,258
7	15,226	16,629	16,713	17,415
8	15,390	16,793	16,877	17,579
9	15,554	16,957	17,041	17,744
10	15,719	17,122	17,206	17,908
11	15,883	17,286	17,370	18,072
12	16,222	17,625	17,709	18,411
13	17,011	18,414	18,498	19,200
14	17,797	19,200	19,284	19,986
15	18,586	19,989	20,073	20,775
16	19,417	20,820	20,904	21,606
17	20,455	21,857	21,942	22,644
18	21,672	23,075	23,159	23,861
19	22,772	24,175	24,259	24,961
Off 1	23,672	25,075	25,159	25,861
Off 2	25,065	26,468	26,552	27,254
Off 3	26,517	27,920	28,004	28,706
Off 4	27,586	28,989	29,073	29,775
Off 5	28,732	30,135	30,219	30,921
Off 6	29,926	31,329	31,413	32,115

Schedule D-3:
Paraprofessional Guide 2006-07

Step	0 Credits	30 Credits	60 Credits	90 Credits
1	14,752	16,155	16,239	16,941
2	14,877	16,280	16,364	17,066
3	15,002	16,405	16,489	17,191
4	15,127	16,530	16,614	17,316
5	15,270	16,673	16,757	17,459
6	15,419	16,822	16,906	17,608
7	15,576	16,979	17,063	17,765
8	15,740	17,143	17,227	17,929
9	15,904	17,307	17,391	18,094
10	16,069	17,472	17,556	18,258
11	16,233	17,636	17,720	18,422
12	16,572	17,975	18,059	18,761
13	17,361	18,764	18,848	19,550
14	18,147	19,550	19,634	20,336
15	18,936	20,339	20,423	21,125
16	19,767	21,170	21,254	21,956
17	20,805	22,207	22,292	22,994
18	22,022	23,425	23,509	24,211
19	23,272	24,675	24,759	25,461
Off 1	24,172	25,575	25,659	26,361
Off 2	25,565	26,968	27,052	27,754
Off 3	27,017	28,420	28,504	29,206
Off 4	28,086	29,489	29,573	30,275
Off 5	29,232	30,635	30,719	31,421
Off 6	30,426	31,829	31,913	32,615

Schedule E -1: Athletics 2004-05

Group	Step 1	Step 2	Step 3	Step 4
I Head	6,478	6,611	6,743	6,849
I Assistant	3,189	3,256	3,721	4,856
II Head	4,783	4,917	5,282	5,521
II Assistant	3,212	3,256	3,721	4,358
III Head	4,517	4,650	4,783	4,883
III Assistant	2,658	2,791	3,189	3,694
IV-Head	3,986	4,119	4,252	4,358
IV Assistant	2,658	2,791	2,923	3,129

Schedule E-2: Athletics 2005-06

Group	Step 1	Step 2	Step 3	Step 4
I Head	6,737	6,876	7,013	7,123
I Assistant	3,317	3,387	3,870	5,051
II Head	4,975	5,114	5,494	5,742
II Assistant	3,341	3,387	3,870	4,533
III Head	4,698	4,836	4,975	5,079
III Assistant	2,765	2,903	3,317	3,842
IV Head	4,146	4,284	4,423	4,533
IV Assistant	2,764	2,903	3,040	3,255

Schedule E -3: Athletics 2006-07

Group	Step 1	Step 2	Step 3	Step 4
I Head	7,007	7,152	7,294	7,408
I Assistant	3,450	3,523	4,025	5,254
II Head	5,174	5,319	5,714	5,972
II Assistant	3,475	3,523	4,025	4,715
III Head	4,886	5,030	5,174	5,283
III Assistant	2,876	3,020	3,450	3,996
IV-Head	4,312	4,456	4,600	4,715
IV Assistant	2,875	3,020	3,162	3,386

Schedule F

Position	2004-05	2005-06	2006-07
HS/MS Guidance Counselor	1,676	1,743	1,813
Elementary Guidance Counselor	839	873	908
Department Coordinator	3,217	3,346	3,480
Athletic Trainer	Each of these positions receives an additional 10% of salary as a stipend		
Athletic Coordinator			
Computer Lab Coordinator			
Scouting Rate (per assignment)	19	20	21
LDTC	665	692	720
Social Worker	665	692	720
Speech Therapist	665	692	720
Psychologist	997	1,037	1,079

Schedule G-Co Curricular Positions

Position	2004-05	2005-06	2006-07
Academic Excellence	508	529	551
Afro-American	508	529	551
Art Director	1,078	1,122	1,167
Art Service	508	529	551
Assistant Marching Band Dir.	3,148	3,274	3,405
Chess & Asst. Chess	508	529	551
Choreographer	1,078	1,122	1,167
Class Advisor - Freshman	759	790	822
Class Advisor - Grade 7	623	648	674
Class Advisor - Grade 8	813	846	880
Class Advisor - Junior	1,106	1,151	1,198
Class Advisor - Senior	1,735	1,805	1,878
Class Advisor- Sophomore	759	790	822
Color Guard	508	529	551
Dance	508	529	551
Debate	508	529	551
DECA	508	529	551
Director/Producer	2,613	2,718	2,827
Drama Club	1,376	1,432	1,490
Dramatic Coach	1,524	1,585	1,649
Elementary K-6 Audio Visual	589	613	638
Endangered Species	508	529	551
English	508	529	551
Fine Arts Enrichment	508	529	551
Foreign Students	508	529	551
French	508	529	551
French Honor Society	508	529	551
Future Teacher of America	508	529	551
Genesis	1,575	1,638	1,704
German	508	529	551

Schedule G continued

Position	2004-05	2005-06	2006-07
German Honor Society	508	529	551
Gospel Choir	1,210	1,259	1,310
Gospel Choir Accompanist	436	454	473
History	508	529	551
Instrument Repair (HS)	1,228	1,278	1,330
Instrument Repair (MS)	1,228	1,278	1,330
Interact	508	529	551
International Exchange	508	529	551
Intramurals, 3 season, 2 sponsor HS/ 1 @ other bldgs.	2,273	2,364	2,459
Investment	508	529	551
Key	508	529	551
Latin	508	529	551
Latin American Student Org	508	529	551
Latin Honor Society	508	529	551
Library Guild	508	529	551
Marching Band Director	4,348	4,522	4,703
Mathematics	508	529	551
Middle School Audio Visual	589	613	638
Music & Art Honor Societies	508	529	551
National Honor Society	508	529	551
News Letter	508	529	551
Peer/Youth Leadership	508	529	551
Pep Squad	508	529	551
Pine Needle Annual	2,032	2,114	2,199
Pine Needle Annual Bus. Mgr.	1,016	1,057	1,100
Pine Needle Monthly	1,814	1,887	1,963
Pride	508	529	551
Psychology	508	529	551
Radio	508	529	551

Schedule G continued

Position	2004-05	2005-06	2006-07
Rifles	1,575	1,638	1,704
Safety Patrol	465	484	504
Science League	508	529	551
Set Director	1,078	1,122	1,167
Spanish	508	529	551
Spanish Honor Society	508	529	551
Stage Band	2,429	2,527	2,628
Stamp	508	529	551
Stock Clerk - LHS	1,072	1,115	1,160
Stock Clerk - LMS	818	851	886
Stock Clerk -Elem. K-6	680	708	737
Student Activities Treasurer	4,163	4,330	4,504
Student Government H.S.	1,228	1,278	1,330
Student Government M.S.	698	726	756
Student of Month	508	529	551
Travel Choir	1,210	1,259	1,310
Varsity Letter	508	529	551
Weight trainer (per season)	797	829	863
Winter/Spring Concert	624	649	675
Yearbook (Grade 8)	1,090	1,134	1,180

Schedule H

- A. **Travel Reimbursement** @ a rate of \$.30 (thirty cents) per mile, plus tolls (with receipts) shall apply to:
- all unit members required to use their own automobile in performance of their professional duties.
 - All paraprofessional personnel assigned the use of their own automobile for the purpose of their professional duties.

- B. **Home Visitation** by Special Education as required by an IEP shall be reimbursed at a rate of \$15.00 (fifteen dollars) per hour plus mileage reimbursement.
- C. **Professional Development Committee Member** shall be reimbursed at a rate of \$30.00 (thirty dollars) per hour for meetings held after the normal working day.
- D. **Chaperones** shall be reimbursed as follows:
- Weekdays (Monday – Friday) \$50.00 (fifty dollars) per event
 - Weekends (Saturday & Sunday) \$75.00 (seventy-five dollars) per event
 - Overnight - \$75.00 (seventy-five dollars) per event
(Free Admission will be provided to chaperones to each event)
- E. A rate of \$30.00 (thirty dollars) per hour (for a portion thereof) to LEA members assigned the following:
- **Central Detention**
 - **Saturday School**
 - **Late Day School**
 - **Home Instruction**
 - **In-House Printing**
 - **Supplemental Instruction beyond the regular work day**
- F. **Hourly Rates**
Teacher substitution during PREP 1/1300 Base Salary
Attendance Officer Summer Work 1/1325 Base Salary

G. **Parent Resource Center**

The secretary assigned to the Parent Resource Center shall receive compensation equal to ten (10) percent of base salary for evening work that is performed at the PRC. The PRC will remain open a minimum of two scheduled evenings per week during the school year. A log of these hours must be kept on file in PRC office.