

**An agreement between the
Lakewood Education Association
NEA/NJEA/ OCCEA/ LEA
and the
Board of Education
of
Lakewood, New Jersey
covering the period
July 1, 2012 to June 30, 2015***

***The Board and Association acknowledge that as per the Memorandum of Agreement between them, dated June 13, 2012, they operated under the precise terms of their July 1, 2007-June 30, 2010 agreement between July 1, 2010 and June 30, 2012. All terms and conditions of employment remained unchanged during that time, and no salary increments were paid.**

AS OF THE SIGNING OF THIS AGREEMENT:

LAKESWOOD EDUCATION ASSOCIATION OFFICERS:

President – Janice Boski
Vice-President/Grievance – Linda A. Paine
Second Vice-President – Miriam Medina
Secretary – Julie E. Mercer
Treasurer – Linda M. Manning

LAKESWOOD BOARD OF EDUCATION:

Mr. Carl Fink, President
Mr. Yechezkel Seitler, Vice President
Mr. Joel Schwartz
Mr. Yisrael Friedman
Mr. Zechariah Greenspan
Mr. Tracey Tift
Mr. Jonathan Silver
Mr. Lee Mund
Mr. Isaac Zlatkin
Mrs. Laura A. Winters, Superintendent of Schools
Mr. Thomas D'Ambola, Board Secretary

LAKESWOOD EDUCATION ASSOCIATION - NEGOTIATIONS COMMITTEE

Negotiations Chair – Linda A. Paine
President – Janice Boski
Mildred Fritz
Julie Mercer
Rose Rivera
Kimberlee Shaw
Mary Ellen Wrobel

LAKESWOOD BOARD OF EDUCATION - NEGOTIATIONS COMMITTEE

Mr. Carl Fink, President
Mr. Yechezkel Seitler, V.P.
Mr. Jonathan Silver

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MISSION STATEMENT

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

ARTICLE I - RECOGNITION

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

1. Certificated Personnel:

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

2. Support Personnel:

Secretaries	Attendance Officer
Library	Safety Compliance Officer
Audio-Visual Assistant	Home/School Liaison
Receptionist/Switchboard Operator	
Instructional Paraprofessional Personnel	
Pupil Personnel Services Paraprofessional Personnel	
Parent Resource Center Liaison	

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

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

ARTICLE II - NEGOTIATION OF SUCCESSOR AGREEMENT

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

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

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

ARTICLE III - GRIEVANCE PROCEDURE

- A. 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.

Step 5:

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.

- B. Any timeline herein specified may be extended by mutual agreement of the parties, in writing.
- C. The decision of the arbitrator will be accepted as final by the parties and both will abide by it.
- D. 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.
- E. 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 computers, copiers, calculating machines, and all types of audiovisual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use, and for any repairs necessitated as a result thereof.
- E. The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge and teachers' dining room. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. The location of Association bulletin boards in each room shall be designated by the Association. Copies of all materials to be posted on such bulletin boards shall be given to the building administrator for his approval.
- F. The Association shall have the right to use the interschool mail facilities and school mailboxes as it deems necessary, excluding bulk mailing.

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. The Special Education Summer Program shall be thirty (30) days in length.
- B. Employees who work all thirty (30) days receive fifteen percent (15%) of their annual salary, plus one (1) additional sick day and one (1) additional personal day, which are accumulative if not used.
- C. Employees who work fifteen (15) days receive five percent (5%) of their annual salary, plus one (1) additional personal day, which is accumulative if not used.
- D. Employees shall be notified of their summer assignment no later than April 15th.
- E. All staff in the summer program shall be paid on the regular bi-weekly payroll schedule.

- F. Professional staff: volunteers shall be chosen first. The Board retains the right to assign teachers to vacancies based upon reverse seniority if enough volunteers are not available.
- G. Professional staff shall initially be hired for their personal summer option: i.e. thirty (30) days or fifteen (15) days.
- H. Paraprofessional staff shall be employed for the summer pursuant to the current procedures.
- I. The summer work day shall be five (5) hours.
- J. During the summer work day, teachers and paraprofessional staff shall each have one (1) fifteen (15) minute break scheduled with the least impact on the program.

Secondary Summer School Program

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

Summer Employment Child Study Team Members

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

ARTICLE VII - HOURS AND WORK LOAD

Category I: Teaching Hours and Teaching Load

- A. 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.
 - 1. There shall be a duty-free lunch period for teachers commensurate with the time period allotted to pupils for their lunch period. Teachers will not be required to remain in the building during their lunch periods, or to state where they are going. Teachers shall be required to record time of leaving and returning during the school day.
 - 2. Middle School and High School teachers shall have a forty-three (43) minute duty-free lunch. All elementary teaching staff shall have a forty (40) minute duty free lunch. Students on lunch and playground shall be supervised by all certificated school personnel on a rotating duty schedule. Such schedule shall be established by the building administrator.
- E. Regular teachers shall not be required to substitute during their preparation period except for emergencies; however, in such emergencies they shall receive a pro rated amount of their regular salary, as stated in schedule H of this Agreement.
- F. 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' in-service 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.
 - 1. Preparation periods at the High School and Middle School shall be forty-three (43) minutes each.
 - 2. Preparation periods at all elementary schools shall be a minimum of forty (40) minutes each.
- I. 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:

1. Secretaries shall work from 8 a.m. to 1 p.m. with a fifteen (15) minute coffee break and no lunch from July 1st until the last five full work days prior to September 1st.
2. The following provisions apply to the secretaries in the Transportation Department only.
 - a. Transportation Department secretaries shall work 8:00 a.m. to 3:00 p.m. five (5) days each week.
 - b. The first four (4) days each week shall be paid at straight time and the fifth (5th) day shall be paid at time and one-half (1½) for the full day.

D. Attendance Officer

1. Should the Attendance Officer be required to work during the period between the last pupil day and the opening of school in September, he/she shall be paid a pro-rated hourly salary based upon his/her approved annual salary. The formula used to determine the hourly rate shall be as stated in Schedule H of this Agreement.
2. In order to qualify for such payment, the Attendance Officer must request prior approval from the Superintendent of Schools or his/her designee, in writing, for any time to be worked, indicating as much as possible the number of hours involved. The Superintendent or his/her designee shall issue approval for such time in writing.
3. Subsequent to the actual performance of the duties as approved, the Attendance Officer shall submit a voucher to the Superintendent or his/her designee for processing for payment on the regular summer pay schedule.
4. The Board shall supply an automobile liability rider on its general liability policy.

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

Category III: Paraprofessional Hours and Work Load

- A. The work day shall not be greater than six and one-half (6 ½) hours inclusive of a duty-free lunch equal to that of the teachers in their building. 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, teachers 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 in-service increments at each step, if any. This information is to be provided to the Association no later than November 15th of each year. At the same time, the Board will provide data on the number of bargaining unit members employed, and will provide a list of each person's address and phone number to the secretary of the LEA.
- D. A list of the stipend positions covered within this agreement is attached hereto and made a part hereof.
1. Stipend positions are not tenured and can be abolished or created by the Board. Teachers may or may not be hired at the discretion of the Board. These matters are not grievable.
 2. Release time shall be the same as current practice.
- E. Special Education employees shall not be required to make home visitations unless required by the IEP of a student. In such case, special education teachers shall be reimbursed for mileage and visitation at the rate noted in Schedule H of this agreement.
- F. Part-time staff shall be paid the appropriate proportion of the salary at their step and training, e.g. staff working three-fifths of full time shall be paid at 60% of the full time salary.

Category II: Secretary Salaries

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

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

Category III: Paraprofessional Salaries

- A. The salary of each paraprofessional covered by this Agreement is set forth in the attached schedules (see Article XXXIV), which are made a part hereof.
- B. 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:

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

Category V: Non-certificated Employees

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

ARTICLE XI - TEACHER ASSIGNMENT

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

ARTICLE XII - VOLUNTARY TRANSFERS AND ASSIGNMENTS

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

ARTICLE XIII - INVOLUNTARY TRANSFERS AND ASSIGNMENTS

- A. In the event of an involuntary transfer or reassignment, the member shall have the right to a conference with the Superintendent. The member may, at his/her option, have an Association representative present at the meeting.
- B. The parties recognize that changes in grade assignment in elementary schools, changes in subject assignments in the high school or middle school and transfers between schools may be necessary. While the right of determination to assign or transfer a member is vested in the Board, the Superintendent, 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 file or records of any teacher without the teacher's knowledge, consent and presence. A teacher may see his or her own file.
 5. A Board member may be permitted to examine personnel files in the event of a pending Board action involving personnel matters.
- B. Non-tenured teachers shall be evaluated by their certificated superiors at least three (3) times each school year, to be followed in each instance by a written evaluation report, and by a conference between the teacher and his/her properly certificated superior for the purpose of identifying any deficiencies, extending assistance for their correction, and improving instruction. Such evaluation in each instance shall consist of at least one (1) in-classroom observation of at least one (1) classroom period or full lesson.

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

Category II: Support Staff Evaluation

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

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

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

ARTICLE XVII - TEACHER FACILITIES

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

ARTICLE XVIII - BOARD-ASSOCIATION COMMITTEES

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

ARTICLE XIX - SICK LEAVE

Category I: Teacher Sick Leave

- A. All teachers shall be entitled to ten (10) days sick leave each year, as of the first day of the school year. Unused sick leave days shall be accumulated from year to year with no limit.
- B. For each complete year of service beyond three (3) years, the teacher will be eligible for a maximum of an additional five (5) days of pay equivalent to regular pay, minus substitute pay. For example, after five (5) complete years of service, the teacher is eligible for ten (10) days of the above described special pay; after nine (9) complete years of service, the teacher is eligible for thirty (30) days of special difference in pay consideration. Staff members may only use the maximum special days for which they are eligible one (1) time within any school year.
- C. After expiration of the abovementioned five (5) days of special consideration, a full day's pay will be deducted.
- D. Upon the death of a member with at least ten (10) years of service in the district, an amount equivalent to one-half ($\frac{1}{2}$) the number of total accumulated sick leave days over the number of contractual work days times the salary of their last year's employment shall be paid to their estate.
- E. Members shall be given a written account of accumulated sick leave days no later than October 15th of each school year.

Category II: Support Staff Sick Leave

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

ARTICLE XX - TEMPORARY LEAVES OF ABSENCE

- A. All Lakewood Education Association employees of the Lakewood Public Schools are entitled to four (4) days of personal, non-accumulative leave, with the exception of Lakewood Education Association secretaries, who are entitled to five (5) days of such leave. The request for leave must be given forty-eight (48) hours in advance.
- B. Personal days may be granted before or after regularly scheduled school holidays at the discretion of the superintendent / designee.
- C. Death in the immediate family:
 - 1. All full time [twelve (12) or ten (10) month] employees shall be allowed four (4) days without loss of pay at the time of death in the immediate family. Bereavement leave shall be separate from personal leave.
 - 2. The immediate family shall include: father, mother, 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.
 - 1. An unpaid child rearing leave of absence may be requested by any staff member. Said leave shall be for the remainder of the year in which it is granted, and may be extended for the following year by request to the Board of Education.
 - 2. The expiration of any child rearing leave shall coincide with the beginning of a school year.
 - 3. The Superintendent of Schools must be notified no later than March 1st as to whether the member on child rearing leave intends to return to his/her position the following September. Members not under tenure will be given individual consideration. Upon the recommendation of the Superintendent and the approval of the Board, a member may leave at a later date or return at an earlier date than provided herewith.

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

ARTICLE XXII - SABBATICAL LEAVE

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

elementary and a secondary teacher selected by the LEA President, and the appropriate building principal and department chairperson or district supervisor in the absence of a department chairperson, shall review the written plans of the applicant(s) and determine eligibility and selection.

2. Criteria for selection will be left to the judgment of the committee.
3. Final approval of all candidates granted sabbatical leave rests with the Board of Education.

D. Scope:

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

E. Obligations of the Board and Teacher:

1. The Board:

- a. The Board will pay one—half ($\frac{1}{2}$) of the teacher's regular salary to the candidate.
- b. The Board will consider the period of the sabbatical in all ways comparable to a similar period of professional service in the Lakewood Schools. This will apply to salary increases and any other benefits which would normally accrue to the candidate, This provision is only applicable to a teacher whose sabbatical is granted under Article XXII, I. a.

2. The Teacher:

- a. Upon completion of the sabbatical, the individual teacher will be obligated to serve the Lakewood School system for at least an additional two (2) years.
- b. This obligation will be put in writing.
- c. In the event the teacher finds he/she cannot fulfill his/her obligation under Article XXII, E.2.a above, he/she will repay the Board in full over a period not to exceed three (3) years, except in the case of permanent disability.

ARTICLE XXIII - PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. To work toward the end stated above, the Board agrees to implement the following:

1. The Board agrees to give credit on the salary guide for those courses which enable the teacher to improve his/her professional background.

2. The Board agrees to reimburse teachers for the cost of six (6) credits per year. Should a teaching staff member attend Rutgers University, the Rutgers University graduate credit rate shall be reimbursed. Should a teaching staff member attend any other institution, or take on-line courses at an accredited institution, the rate for that institution or up to the Rutgers University graduate rate, whichever is less, shall be reimbursed. The credits must be on the graduate level and be in the subject area taught, or in the field of education for elementary teachers.

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

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

- The institution of higher education must be a “duly authorized institution of higher education.”
 - The employee must obtain approval from the superintendent of schools prior to enrollment.
 - Prior approval is also required for all payment of any additional compensation upon acquisition of additional academic credits or completion of a college degree program.
 - The employee must attain a grade at or above a “B” in each course.
 - The tuition assistance per credit must be set at an amount no greater than the current average cost per credit at Rutgers, The State University.
 - The tuition assistance may only be provided at the end of the course.
 - The employee must reimburse the district for the amount of the tuition assistance provided if he/she leaves within one year of reimbursement.
 - The course or degree must be related to the employee’s current or future job responsibilities.
3. The definition of “school year” for the taking of graduate credits shall be July 1 through June 30. Submission of requests for reimbursement for graduate credits shall be by October 31 of the subsequent year.
 4. The maximum total amount the Board of Education shall be liable for in any one (1) school year for graduate credit reimbursement shall be fifty thousand dollars (\$50,000).

- B. All secretaries shall be provided with no less than one (1) full day of training by the manufacturer or another qualified person, when assigned to use a computer or any computer-related equipment.
- C. The Board of Education agrees to reimburse support staff for the cost of job related workshops certified by the Superintendent of Schools or his designee.

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:

Whenever any civil action has been or shall be brought against any person holding any office, position or employment under the jurisdiction of any board of education, including any student teacher, for any act or omission arising out of and in the course of the performance of the duties of such office, position, employment or student teaching, the board shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting therefrom; and said board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.
 - 3. 18A: 16-6. 1- Indemnity of officers and employees in certain criminal actions:

Should any criminal action be instituted against any such person for any such act or omission and should such proceeding be dismissed or result in final disposition in favor of such person, the board of education shall reimburse him for the cost of

defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals.

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

ARTICLE XXV - MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

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

ARTICLE XXVI - INSURANCE

- A. Subject to the provisions of Ch. 78, P.L. 2011, the Board of Education will pay full premium cost of all employees and dependents. Effective April 1, 2008, the carrier shall be the School Employee Health Benefits Plan.
- B. A co-pay prescription program shall be implemented through NJSHBP (SEHBP or equivalent). Co-payments will be the co-pays as established by the plan.
- C. The Board will pay the full premium costs of all employees and dependents as outlined in a Delta Dental Plan (or equivalent), including the following benefits:
 - 1. Orthodontia benefit shall be \$1,500 payable per covered individual, every five (5) consecutive calendar years; and
 - 2. Dental maximum shall be \$2,000 per annum.
- D. The Board will pay the full premium costs for optical care for all members and their dependents as outlined in NVA (or equivalent - no deductible 12 months on exam, lenses and frames).
- E. All part-time employees shall be allowed to buy, through payroll deduction, health insurances at the group rate available to the Board of Education.

ARTICLE XXVII - PERSONAL & ACADEMIC FREEDOM

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

ARTICLE XXVIII - DEDUCTIONS FROM SALARY

- A. Such deductions shall be made in compliance with Chapter 123, Public Laws 1974 (N.J.S.A. 52:15-14.9e) and under rules established by the State Department of Education.
- B. The Board agrees to deduct from the salaries of its members, dues for the Lakewood Education Association, the Ocean County Council of Education Associations, the New Jersey Education Association, and the National Education Association, as said members individually and voluntarily authorize the Board to deduct.

- C. **Representation Fee:**

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

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

- D. **Payroll Deduction Schedule:**

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

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

4. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, dates of employment for all such employees.
5. The Association hereby agrees to indemnify, defend, and save harmless the Board from any claim, suit or action of any nature whatsoever which may be brought at law or equity, or before any administrative agency with regard to or arising from the deduction from the salaries of any employee of any sum of money 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 not withstanding the above, questions the practical impact that decisions on the above matters have on employees are within the scope of the collective bargaining agreements.

ARTICLE XXX - MISCELLANEOUS

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Copies of this Agreement shall be printed at the shared expense of the Board and the Association.
- C. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:
 1. If by the Association, to the:
Board of Education

1771 Madison Avenue
Lakewood, New Jersey 08701

2. If by the Board, to the:

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

- D. The Board and the Association agree that the district board of education does not assign, transfer, promote, or retain staff or fail to retain staff on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.
- E. Any individual contract between the Board and an individual member, covered under this Agreement, heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, should be controlling.

ARTICLE XXXI - TEACHER RESPONSIBILITY

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

ARTICLE XXXII - RETIREMENT BENEFITS

- A. All members upon retirement shall be paid an amount equivalent to one-half ($\frac{1}{2}$) the number of total accumulated sick leave days over the number of contractual work days times their salary of the last years employment. Payment will be made in accordance with Lakewood Board of Education Regulation 4117.11.
- B. At the option of the employee, payment for unused sick leave may be made in two (2) or three (3) equal payments, the first thirty (30) days after retirement, the second one (1) year after the date of the first payment and the third one (1) year after the date of the second payment.
- C. Effective July 1, 1999 unused sick leave shall be mandatorily paid out over a two (2) year period, or over a three (3) year period if requested by the Association member, pursuant to the schedule of payments outlined above.
- D. Should the retiring employee die prior to the actual date of retirement, but subsequent to the Board accepting the employee's letter of retirement, payment for unused sick leave shall be made to the employee's estate. Should a retired employee die subsequent to actual retirement but before all payments have been made, the remaining payment(s) shall be made to the employee's estate pursuant to the schedule of payments outlined above.

ARTICLE XXXIII - CHAPERONES

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

ARTICLE XXXIV- SALARY SCHEDULES

A. Salary guides for unit members are as follows:

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

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

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

ARTICLE XXXV - DURATION OF AGREEMENT

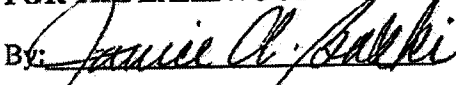
A. Duration Period:

This Amended Agreement shall be effective as of July 1, 2012 and shall continue in effect until June 30, 2015, 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: 
Janice A. Boski, President

By: 
Linda Paine - Chair -- Negotiations Committee

FOR THE LAKEWOOD BOARD OF EDUCATION

By: 
Mr. Carl Fink, President

By: 
Mr. Thomas D'Ambola, Board Secretary

Schedule A-1

Teacher Salary Guide

YEAR 1
2012-13

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	44,971	45,971	46,971	47,971	48,971	49,971	50,971
2	45,271	46,271	47,271	48,271	49,271	50,271	51,271
3	45,571	46,571	47,571	48,571	49,571	50,571	51,571
4	45,871	46,871	47,871	48,871	49,871	50,871	51,871
5	46,371	47,371	48,371	49,371	50,371	51,371	52,371
6	47,371	48,371	49,371	50,371	51,371	52,371	53,371
7	48,611	49,611	50,611	51,611	52,611	53,611	54,611
8	49,191	50,191	51,191	52,191	53,191	54,191	55,191
9	49,718	50,718	51,718	52,718	53,718	54,718	55,718
10	50,069	51,069	52,069	53,069	54,069	55,069	56,069
11	50,580	51,580	52,580	53,580	54,580	55,580	56,580
12	51,172	52,172	53,172	54,172	55,172	56,172	57,172
13	52,493	53,493	54,493	55,493	56,493	57,493	58,493
14	53,129	54,129	55,129	56,129	57,129	58,129	59,129
15	54,199	55,199	56,199	57,199	58,199	59,199	60,199
16	55,899	56,899	57,899	58,899	59,899	60,899	61,899
17	57,535	58,535	59,535	60,535	61,535	62,535	63,535
18	59,180	60,180	61,180	62,180	63,180	64,180	65,180
19	60,649	61,649	62,649	63,649	64,649	65,649	66,649
20	63,732	64,732	65,732	66,732	67,732	68,732	69,732
21	66,299	67,299	68,299	69,299	70,299	71,299	72,299
22	68,430	69,430	70,430	71,430	72,430	73,430	74,430
23	70,770	71,770	72,770	73,770	74,770	75,770	76,770
24	72,870	73,870	74,870	75,870	76,870	77,870	78,870
25	75,070	76,070	77,070	78,070	79,070	80,070	81,070
26	77,023	78,023	79,023	80,023	81,023	82,023	83,023
27	79,043	80,043	81,043	82,043	83,043	84,043	85,043
28	81,043	82,043	83,043	84,043	85,043	86,043	87,043
29	83,128	84,128	85,128	86,128	87,128	88,128	89,128

Schedule A-2

Teacher Salary Guide

**YEAR 2
2013-14**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	45,328	46,328	47,328	48,328	49,328	50,328	51,328
2	45,628	46,628	47,628	48,628	49,628	50,628	51,628
3	45,928	46,928	47,928	48,928	49,928	50,928	51,928
4	46,228	47,228	48,228	49,228	50,228	51,228	52,228
5	46,728	47,728	48,728	49,728	50,728	51,728	52,728
6	47,728	48,728	49,728	50,728	51,728	52,728	53,728
7	48,968	49,968	50,968	51,968	52,968	53,968	54,968
8	49,548	50,548	51,548	52,548	53,548	54,548	55,548
9	50,075	51,075	52,075	53,075	54,075	55,075	56,075
10	50,426	51,426	52,426	53,426	54,426	55,426	56,426
11	50,937	51,937	52,937	53,937	54,937	55,937	56,937
12	51,529	52,529	53,529	54,529	55,529	56,529	57,529
13	52,850	53,850	54,850	55,850	56,850	57,850	58,850
14	53,486	54,486	55,486	56,486	57,486	58,486	59,486
15	54,556	55,556	56,556	57,556	58,556	59,556	60,556
16	56,256	57,256	58,256	59,256	60,256	61,256	62,256
17	57,892	58,892	59,892	60,892	61,892	62,892	63,892
18	59,537	60,537	61,537	62,537	63,537	64,537	65,537
19	61,006	62,006	63,006	64,006	65,006	66,006	67,006
20	64,089	65,089	66,089	67,089	68,089	69,089	70,089
21	66,656	67,656	68,656	69,656	70,656	71,656	72,656
22	68,787	69,787	70,787	71,787	72,787	73,787	74,787
23	71,127	72,127	73,127	74,127	75,127	76,127	77,127
24	73,227	74,227	75,227	76,227	77,227	78,227	79,227
25	75,427	76,427	77,427	78,427	79,427	80,427	81,427
26	77,380	78,380	79,380	80,380	81,380	82,380	83,380
27	79,400	80,400	81,400	82,400	83,400	84,400	85,400
28	81,400	82,400	83,400	84,400	85,400	86,400	87,400
29	83,485	84,485	85,485	86,485	87,485	88,485	89,485

Schedule A-3

Teacher Salary Guide

**YEAR 3
2014-15**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	45,689	46,689	47,689	48,689	49,689	50,689	51,689
2	45,989	46,989	47,989	48,989	49,989	50,989	51,989
3	46,289	47,289	48,289	49,289	50,289	51,289	52,289
4	46,589	47,589	48,589	49,589	50,589	51,589	52,589
5	47,089	48,089	49,089	50,089	51,089	52,089	53,089
6	48,089	49,089	50,089	51,089	52,089	53,089	54,089
7	49,329	50,329	51,329	52,329	53,329	54,329	55,329
8	49,909	50,909	51,909	52,909	53,909	54,909	55,909
9	50,436	51,436	52,436	53,436	54,436	55,436	56,436
10	50,787	51,787	52,787	53,787	54,787	55,787	56,787
11	51,298	52,298	53,298	54,298	55,298	56,298	57,298
12	51,890	52,890	53,890	54,890	55,890	56,890	57,890
13	53,211	54,211	55,211	56,211	57,211	58,211	59,211
14	53,847	54,847	55,847	56,847	57,847	58,847	59,847
15	54,917	55,917	56,917	57,917	58,917	59,917	60,917
16	56,617	57,617	58,617	59,617	60,617	61,617	62,617
17	58,253	59,253	60,253	61,253	62,253	63,253	64,253
18	59,898	60,898	61,898	62,898	63,898	64,898	65,898
19	61,367	62,367	63,367	64,367	65,367	66,367	67,367
20	64,450	65,450	66,450	67,450	68,450	69,450	70,450
21	67,017	68,017	69,017	70,017	71,017	72,017	73,017
22	69,148	70,148	71,148	72,148	73,148	74,148	75,148
23	71,488	72,488	73,488	74,488	75,488	76,488	77,488
24	73,588	74,588	75,588	76,588	77,588	78,588	79,588
25	75,788	76,788	77,788	78,788	79,788	80,788	81,788
26	77,741	78,741	79,741	80,741	81,741	82,741	83,741
27	79,761	80,761	81,761	82,761	83,761	84,761	85,761
28	81,761	82,761	83,761	84,761	85,761	86,761	87,761
29	83,846	84,846	85,846	86,846	87,846	88,846	89,846

Schedule B-1

Secretary (Clerical) Salary Guides

**YEAR I
2012-13**

Step	10 Month	Sec. I	Admin Office
1	16,261	19,514	20,557
2	16,913	20,295	21,385
3	17,593	21,112	22,251
4	18,304	21,965	23,155
5	18,590	22,308	23,497
6	18,886	22,663	23,853
7	19,674	23,609	24,222
8	19,993	23,992	24,605
9	20,313	24,375	24,873
10	20,632	24,758	25,372
11	21,135	25,363	25,976
12	21,673	26,008	26,621
13	22,212	26,654	27,267
14	22,917	27,500	28,113
15	23,824	28,588	29,202
16	24,797	29,756	30,369
17	25,705	30,846	31,459
18	26,678	32,013	32,626
19	27,854	33,425	34,038
20	29,097	34,917	35,530
21	30,274	36,329	36,942
22	32,098	38,518	39,131
23	33,272	39,926	41,739
24	34,785	41,742	43,239
25	36,442	43,730	45,227

All secretary (clerical) employees remain on same step.

Schedule B-2

Secretary (Clerical) Salary Guides

**YEAR 2
2013-14**

Step	10 Month	Sec. I	Admin Office
1	16,834	20,200	21,243
2	17,485	20,982	22,072
3	18,165	21,798	22,937
4	18,876	22,651	23,842
5	19,162	22,994	24,184
6	19,458	23,350	24,539
7	20,246	24,295	24,908
8	20,565	24,678	25,292
9	20,885	25,062	25,560
10	21,204	25,445	26,058
11	21,708	26,049	26,662
12	22,245	26,694	27,308
13	22,784	27,341	27,954
14	23,489	28,186	28,800
15	24,396	29,275	29,888
16	25,369	30,443	31,056
17	26,277	31,532	32,145
18	27,250	32,700	33,313
19	28,426	34,111	34,725
20	29,670	35,604	36,216
21	30,846	37,015	37,628
22	32,671	39,205	39,818
23	33,844	40,613	42,425
24	35,202	42,242	43,925
25	36,858	44,230	45,913

All secretary (clerical) employees remain on the same step.

Schedule B-3

Secretary (Clerical) Salary Guides

**YEAR 3
2014-15**

Step	10 Month	Sec. I	Admin Office
1	17,420	20,904	21,947
2	18,071	21,685	22,775
3	18,751	22,501	23,640
4	19,462	23,354	24,545
5	19,748	23,697	24,887
6	20,044	24,053	25,242
7	20,832	24,998	25,612
8	21,151	25,382	25,995
9	21,471	25,765	26,263
10	21,790	26,148	26,761
11	22,294	26,752	27,366
12	22,831	27,397	28,011
13	23,370	28,044	28,657
14	24,075	28,890	29,503
15	24,982	29,978	30,592
16	25,955	31,146	31,759
17	26,863	32,235	32,849
18	27,836	33,403	34,016
19	29,012	34,815	35,428
20	30,256	36,307	36,920
21	31,432	37,718	38,332
22	33,257	39,908	40,521
23	34,430	41,316	43,129
24	35,618	42,742	44,629
25	37,275	44,730	46,617

All secretary (clerical) employees remain on the same step.

Schedule C: Other Unit Positions

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

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

Attendance Officer:

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

JROTC:

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

Schedule D-1

GUIDES

**Paraprofessional Salary Guide
2012-13**

Step	0 Credits	30 Credits	60 Credits	90 Credits
1	16,169	17,572	17,656	18,358
2	16,294	17,697	17,781	18,483
3	16,419	17,822	17,906	18,608
4	16,544	17,947	18,031	18,733
5	16,687	18,090	18,174	18,876
6	16,836	18,239	18,323	19,025
7	16,993	18,396	18,480	19,182
8	17,157	18,560	18,644	19,346
9	17,321	18,724	18,808	19,511
10	17,486	18,889	18,973	19,675
11	17,650	19,053	19,137	19,839
12	17,989	19,392	19,476	20,178
13	18,778	20,181	20,265	20,967
14	19,564	20,967	21,051	21,753
15	20,353	21,756	21,840	22,542
16	21,184	22,587	22,671	23,373
17	22,222	23,624	23,709	24,411
18	23,439	24,842	24,926	25,628
19	24,689	26,092	26,176	26,878
Off 1	25,589	26,992	27,076	27,778
Off 2	26,982	28,385	28,469	29,171
Off 3	28,434	29,837	29,921	30,623
Off 4	29,503	30,906	30,990	31,692
Off 5	30,649	32,052	32,136	32,838
Off 6	31,843	33,246	33,330	34,032

Schedule D-2

GUIDES

**Paraprofessional Salary Guide
2013-14**

Step	0 Credits	30 Credits	60 Credits	90 Credits
1	16,314	17,717	17,801	18,503
2	16,439	17,842	17,926	18,628
3	16,564	17,967	18,051	18,753
4	16,689	18,092	18,176	18,878
5	16,832	18,235	18,319	19,021
6	16,981	18,384	18,468	19,170
7	17,138	18,541	18,625	19,327
8	17,302	18,705	18,789	19,491
9	17,466	18,869	18,953	19,656
10	17,631	19,034	19,118	19,820
11	17,795	19,198	19,282	19,984
12	18,134	19,537	19,621	20,323
13	18,923	20,326	20,410	21,112
14	19,709	21,112	21,196	21,898
15	20,498	21,901	21,985	22,687
16	21,329	22,732	22,816	23,518
17	22,367	23,769	23,854	24,556
18	23,584	24,987	25,071	25,773
19	24,834	26,237	26,321	27,023
Off 1	25,734	27,137	27,221	27,923
Off 2	27,127	28,530	28,614	29,316
Off 3	28,579	29,982	30,066	30,768
Off 4	29,648	31,051	31,135	31,837
Off 5	30,794	32,197	32,281	32,983
Off 6	31,988	33,391	33,475	34,177

Schedule D-3

**Paraprofessional Salary Guide
2014-15**

Step	0 Credits	30 Credits	60 Credits	90 Credits
1	16,423	17,826	17,910	18,612
2	16,548	17,951	18,035	18,737
3	16,673	18,076	18,160	18,862
4	16,798	18,201	18,285	18,987
5	16,941	18,344	18,428	19,130
6	17,090	18,493	18,577	19,279
7	17,247	18,650	18,734	19,436
8	17,411	18,814	18,898	19,600
9	17,575	18,978	19,062	19,765
10	17,740	19,143	19,227	19,929
11	17,904	19,307	19,391	20,093
12	18,243	19,646	19,730	20,432
13	19,032	20,435	20,519	21,221
14	19,818	21,221	21,305	22,007
15	20,607	22,010	22,094	22,796
16	21,438	22,841	22,925	23,627
17	22,476	23,878	23,963	24,665
18	23,693	25,096	25,180	25,882
19	24,943	26,346	26,430	27,132
Off1	25,843	27,246	27,330	28,032
Off2	27,236	28,639	28,723	29,425
Off3	28,688	30,091	30,175	30,877
Off4	29,757	31,160	31,244	31,946
Off5	30,903	32,306	32,390	33,092
Off6	32,097	33,500	33,584	34,286

Schedule E

2012-2015

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

Schedule F

2012-2015

Position	2012-2015
HS/MS Guidance Counselor	2,063
Elementary Guidance Counselor	1,033
Department Coordinator	3,960
LDTC	819
Social Worker	819
Speech Therapist	819
Psychologist	1,228
Scouting Rate [per assignment]	24

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

Schedule G
Co-Curricular Positions

Position	12-15
Academic Excellence	627
Afro-American	627
Art Director	1,328
Art Service	627
Art Show	273
Asst. Marching Band	3,875
Chess & Asst. Chess	627
Choreographer	1,328
Class Advisor	
Grade 7	767
Grade 8	1,001
Grade 9	935
Grade 10	935
Grade 11	1,363
Grade 12	2,137
Color Guard	627
Dance	627
Debate	627
DECA	627
Director/Producer	3,217
Drama Club	1,695
Dramatic Coach	1,876
Elementary K-6 Audio Visual	726
Endangered Species	627
English	627
Fine Arts Enrichment	627
Foreign Studies	627
French	627
French Honor Society	627

Future Teachers of America	627
Genesis	1,222
German	627
German Honor Society	627
Gospel Choir	1,491
Gospel Choir Accompanist	538
History	627
Interact	627
International Exchange	627
Intramurals	
High School [2]	2,798

other buildings [1 each]	2,798
Investment	627
Key Club	627
REWIND	627
Latin American Student Org.	627
Gay/Straight Alliance Club	627
Library Guild	627
Marching Band Director	5,350
Mathematics	627
Middle School Audio Visual	726
Music & Art Honor Societies	627
National Honor Society	627
News Letter	627
Peer/Youth Leadership	627
Pep Squad	627
Pine Needle Annual	2,502
Pine Needle Annual Business Mgr.	1,252
Pine Needle Monthly	2,234
Pride	627
Psychology	627
Radio	627
Rifles	1,939
Safety Patrol	573
Science League	627
Set Director	1,328
Spanish	627
Spanish Honor Society	627
Stage Band	2,992
Stamp	627
Stock Clerk - HS	1,320
Stock Clerk - MS	1,008
Stock Clerk - ES	839
Student Activities Treasurer	5,125
Student Government HS	1,513
Student Government MS	860
Student of the Month	627
Travel Choir	1,491
Varsity Letter	627
Weight Training [per season]	982
Winter/Spring Concert	546
Yearbook (Grade 8)	1,343

Schedule H

- A. **Travel Reimbursement** @ a rate of forty cents (\$.40) per mile, plus tolls (with receipts) shall apply to all unit members required to use their own automobile in performance of their professional duties.
- B. **Home Visitation** by Special Education as required by an IEP shall be reimbursed at a rate of fifteen dollars (\$15.00) per hour plus mileage reimbursement.
- C. **Professional Development Committee Member** shall be reimbursed at a rate of forty dollars (\$40.00) per hour for meetings held after the normal working day.
- D. **Chaperones** shall be reimbursed as follows:
(Free Admission will be provided to chaperones to each event)
- ▶ Weekdays (Monday - Friday) fifty dollars (\$50.00) per event
 - ▶ Weekends (Saturday & Sunday) seventy-five dollars (\$75.00) per event
 - ▶ Overnight - seventy-five dollars (\$75.00) per event
- E. **Hourly Rates**
- ▶ A rate of forty dollars (\$40.00) per hour (or a portion thereof) to LEA members assigned the following:
 - Central Detention
 - Late Day School
 - In-House Printing
 - Supplemental Instruction beyond the regular work day
 - Saturday School
 - Home Instruction
 - ▶ Teacher substitution during PREP: 1/1300 Base Salary
 - ▶ Attendance Officer Summer Work: 1/1325 Base Salary
- F. **Parent Resource Center Coordinator**
- This twelve (12) month position shall be compensated pursuant to an agreement with the Lakewood Board of Education. The current salary for this position shall be increased by the settlement percentage in each year of this current agreement (2012-2015).