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NOT CIRCULATE

AGREEMENT

BETWEEN

THE BOARD OF EDUCATION
TOWNSHIP OF CRANFORD
COUNTY OF UNION

and

CRANFORD EDUCATION ASSOCIATION
(UNIT A)

1969-70 SCHOOL YEAR

*Secretarial
Custodial*

CRANFORD EDUCATION ASSOCIATION
UNIT A

NEGOTIATIONS COMMITTEE

Albert E. Ballinger) Sheldon O'Desky)	Co-Chairmen
Irwin Billett	President, CEA
Joel Geller	Vice President, CEA
Vincent Andreski	Treasurer, CEA Junior Schools Representative
Helen Shider	Secretary, CEA Elementary Schools Representative
Joanne Callanan	Secretarial-Clerical Representative
Joseph Gallagher	Building Service Personnel Representative
Alma Prill	Nurses Representative
John Witherington	Secondary Schools Representative
Jacob Green	Attorney

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ATTACHMENTS:

SCHEDULE A, Salary Policy for Non-Administrative Instructional Staff, Effective July 1, 1969

SCHEDULE B, Daily Schedules, 1969-70 School Year

SCHEDULE C, Salary Policy for Nurses, Effective July 1, 1969

SCHEDULE D, Salary Policy for Office Personnel, Effective July 1, 1969

SCHEDULE E, Salary Policy for Building Services Personnel, Effective July 1, 1969

SCHEDULE F, School Calendars

PREAMBLE

This Agreement entered into this second day of December, 1969, by and between the Board of Education of the Township of Cranford, in the County of Union, New Jersey, hereinafter also called the "Board," and the Cranford Education association, Unit A, hereinafter also called the "Association."

WITNESSETH:

WHEREAS, the Board has an obligation, pursuant to Chapter 303, Public Laws 1968, to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

RECOGNITION

Pursuant to the provisions of Chapter 303 of the Laws of 1968, the Cranford Board of Education hereby recognizes the Cranford Education Association, Unit A, as the majority representative and as exclusive representative for collective negotiations concerning terms and conditions of employment for all certificated personnel under contract or on leave, now employed or as shall hereafter be employed by the Board, including teachers, librarians, learning disability teacher consultants, nurses, social workers, guidance counselors, and department heads, and also including the following non-certificated personnel under contract or employment, now employed or as shall hereafter be employed by the Board: secretarial and clerical personnel and building service employees, but excluding: Superintendent of Schools, Assistant to the Superintendent of Schools, principals, assistant principals, directors, Secretary of the Board, school business administrator, office manager, psychologists, doctors and dentists, supervisor of plant operations and maintenance, substitutes, and home and supplementary instructors.

ARTICLE II

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws 1968, in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employees' employment. Such negotiations shall begin not later than October 1 of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all employees in Unit A, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.
- B. During the negotiation, the Board and the Association shall present relevant data, present points of view and make proposals and counter proposals. The Board shall make available to the Association for inspection all pertinent records, data and information of the Cranford School District, except confidential information. As soon as it is available, the Board shall provide the Association with a complete tentative line budget for the next fiscal year.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations. Nothing herein contained shall be construed as a delegation of the authority of the Board of Education to its representatives.
- D.
 1. Representatives of the Board and the Association's negotiating committee shall meet periodically for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.
 2. Each party shall submit to the other, at least forty-eight (48) hours prior to the meeting, an agenda covering matters they wish to discuss.
 3. All meetings between the parties shall be scheduled, whenever possible, to take place when the employees involved are free from assigned instructional responsibilities, unless otherwise agreed.
 4. Should a mutually acceptable amendment to this Agreement be negotiated by the parties and adopted by the Board, it shall be reduced to writing.

ARTICLE II (Continued)
Negotiation Procedure

- E. Unless otherwise provided in this agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any employee benefit existing prior to its effective date.
- F. The Board agrees not to negotiate concerning employees in the negotiating unit as defined in ARTICLE I of this Agreement, with any organization other than the Association for the duration of this Agreement, as provided by law.
- G. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation.
- H. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definitions

- 1. A "grievance" is a complaint by any employee or group of employees with respect to the interpretation, application, or violation of policies, agreements (including this Agreement) and administrative decisions affecting such employee, group of employees, or the Association.
- 2. A "grievant" is the person or persons making the complaint.

B. Procedure

- 1. The procedures set forth hereafter for review of a grievance by non-binding arbitration shall not apply to:
 - a. A complaint of a nontenure employee which arises by reason of his not being re-employed; or
 - b. A complaint by any employee occasioned by lack of appointment to or lack of retention in any position for which tenure either is not possible or not required.
- 2. A grievance to be considered under this procedure must be initiated by the grievant within thirty (30) calendar days from the time when the grievant is apprised of the occurrence constituting the grievance.

ARTICLE III (Continued)
Grievance Procedure

3. a. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits may be deemed to be waiver of further appeal of the decision.
- b. It is understood that an employee grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.
4. Any employee grievant who has a grievance shall discuss it first with his principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level.
5. The employee grievant, no later than fifteen (15) school days after receipt of the decision of his principal or other immediate superior, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing specifying: (a) the nature of the grievance; (b) the nature and extent of any injury, loss, or inconvenience; (c) the results of previous discussions; (d) his dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the appeal. The Superintendent shall communicate his decision in writing to the employee grievant, to the Association and to the principal or other immediate superior.
6. If the grievance is not resolved to the grievant's satisfaction, he no later than ten (10) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Board or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and to the Association within thirty (30) days of receipt of the appeal.

ARTICLE III (Continued)
Grievance Procedure

7. If a decision of the Board does not resolve the grievance to the satisfaction of the employee grievant and he wishes further review of the grievance, he shall so notify the Association within ten (10) school days of the receipt of the Board's decision. If the Association determines that the grievance should be further reviewed, it shall so advise the Board through the Superintendent within twenty (20) school days of the receipt of the Board's decision. A joint request by the Association and the Board shall then be made to the Public Employment Relations Commission under the provisions of Chapter 303, Public Laws 1968, for the appointment of a mediator pursuant to its rules and regulations to resolve the grievance to the grievant's satisfaction, and failing to do so, the Association may request further review of the grievance by a fact finder appointed by the Public Employment Relations Commission. The fact finder's recommendations shall be advisory.
8. Rights of Employees to Representation:
 - a. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by the association or by a representative selected or approved by the Association.
 - b. When an employee is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent or any later level, be notified by the Superintendent that the grievance is in process, and shall have the right to be present and present its views at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered.
 - c. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his appeal with respect to his personal grievances.
9. If, in the judgment of the Association, a grievance affects it or a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly in accordance with the procedure set forth above and the processing of such grievance shall commence at said level. The Association may process such grievance through all levels of the grievance procedure.

ARTICLE III (Continued)
Grievance Procedure

10. Since it is important that grievances be processed as rapidly as possible, every effort should be made to expedite the process. If adherence to the time limits set forth above will result in a grievance not being processed through all steps of the grievance procedure in time to prevent irreparable harm to a party, the time limits set forth above shall be reduced on request of such party so that the grievance procedure may be exhausted as soon as it is practicable.

C. Costs

1. Each party will bear the total cost incurred by themselves.
2. The fees and expenses of the fact finder, if any, shall be shared by the two parties, and such costs shall be shared equally.
3. If time is lost by an employee due to the proceedings necessitating the retention of a substitute, the Board of Education will pay only the cost of the substitute. The time lost by the employee must either be without pay or charged to personal time.

D. Miscellaneous

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to those problems which may from time to time arise concerning matters constituting grievances. Both parties agree that the proceedings provided for above will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. All meetings and hearings under this procedure shall not be conducted in public and shall include only parties to the proceedings and their designated or selected representatives and any representative of the Association entitled to be present in cases where employee grievants are not represented by the Association.
3. In the event the Public Employment Relations Commission does not appoint a mediator in accordance with Section B, Paragraph 7 hereof, the parties shall submit the matter to an arbitrator for advisory arbitration in accordance with the rules and regulations of the American Arbitration Association.

ARTICLE IV

EMPLOYEE RIGHTS

- A. Pursuant to Chapter 303, Public Laws 1968, 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 lawful activities for mutual aid. As a duly selected body exercising governmental power under color or law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 303, Public Laws 1968 or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any lawful activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey school laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage in violation of law. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth. Any suspension of an employee pending charges shall be without pay, but if the employee is found not guilty he shall be compensated for all loss of such pay.
- D. Whenever any employee is required to appear before the Superintendent, Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee 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.
- E. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

ARTICLE V

ASSOCIATION AND BOARD RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available nonconfidential information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations, agendas and minutes of all public Board meetings, census data, names and addresses of all employees, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees and the teachers and their students.
- B. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.
- C. The Association and its representatives shall be permitted to transact official Association business on school property and hold meetings at all reasonable times, provided that this shall not interfere with or interrupt normal school operations; and provided further, that the principal will be notified in advance.
- D. The Association shall have the privilege to use school equipment on the site, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at all reasonable times when such equipment is not otherwise in use, provided that this shall not interfere with or interrupt normal school operations; and provided further, that the principal will be notified in advance. The Association shall pay for the cost of all materials and supplies incident to such use and assume liability for any damage to any equipment occurring during such use.
- E. The Association shall be assigned adequate space on existing and subsequently created bulletin boards in each building and in the central office for Association notices. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.
- F. The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary.
- G. The rights and privileges of the Association and its representatives as set forth in this Agreement are intended to be granted only to the Association as the exclusive representative of the employees, and are not intended to create any rights and privileges in any other employee organization.

ARTICLE V (Continued)

Association and Board Rights and Privileges

- H. It is expressly understood by the parties to this Agreement that nothing herein is to be construed as a delegation on the part of the Board of any of its statutory duties and responsibilities, and the Board retains the right, subject to the terms of this Agreement and all applicable laws and regulations (a) to direct employees of the school district, (b) to hire, promote, transfer, assign and retain employees in positions within the school district, and to suspend, demote, discharge, or take other disciplinary action against employees, (c) to relieve employees from duties because of lack of work or for other legitimate reasons, (d) to maintain the efficiency of the school district operations entrusted to them, (e) to determine the methods, means and personnel by which such operations are to be conducted, and (f) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

ARTICLE VI

SCHOOL CALENDAR

- A. The School Calendar for the school year 1969-70 shall be as set forth in Schedule "F." There shall be no deviation or change in the School Calendar except for unforeseen circumstances or emergencies.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

- A. 1. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. Teachers shall indicate their presence for duty by indicating their time of arrival and leaving in the appropriate column of the faculty "sign-in" roster.
2. The arrival and departure times for all teachers shall be designated in Schedule "B," and the total school work day shall include a duty-free lunch period as guaranteed to teachers under Section C of this ARTICLE.
- B. The Board will make an effort to limit the teaching load as follows:
1. The daily teaching load in the Junior High Schools and in the Senior High School shall be five (5) subject matter periods, not exceeding one (1) hour per period.
2. Junior and senior high school teachers shall not be required to teach more than two (2) subject areas, nor more than a total of three (3) teaching preparations at any one time.

ARTICLE VII (Continued)
Teaching Hours and Teaching Loads

Department heads shall not be assigned more than two (2) student instruction-supervision periods each day, and shall be excused from regular study hall duties and homeroom assignments. A student instruction-supervision period means any period during which a teacher is responsible for directing the learning or supervising the behavior of the students.

- C. 1. Teachers shall have a daily duty-free lunch period of at least the following lengths:
 - a. Elementary School 1 hour
 - b. Junior High School 25 minutes
 - c. Senior High School 25 minutes
 - d. Other (excluding elementary special education teachers) 1 hour
- 2. Teachers may leave the building without requesting permission during their scheduled duty-free lunch periods.
- D. 1. Building-based teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty or other professional meetings four (4) days each month. Such meetings shall begin as soon as practicable after the student dismissal time and shall run for no more than sixty (60) minutes.
- 2. An Association representative may speak to the teachers at any meeting referred to in Paragraph 1 above for at least fifteen (15) minutes on the request of the representative, subject, however, to the requirements of the agenda of the meeting.
- 3. The notice of and agenda for any meeting shall be given to the teachers involved at least one (1) day prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.
- E. 1. Classroom teachers shall, in addition to their lunch period, have daily preparation time during which they shall not be assigned to any other duties as follows:

ARTICLE VII (Continued)
Teacher Hours and Teaching Load

- a. Junior High School one (1) period
- b. Senior High School one (1) period
- c. Elementary School

The matter of daily preparation time for elementary school teachers shall be referred for study by a Committee (hereinafter referred to as a "Joint Committee") to be made up of representatives of Unit A and Unit B to be chosen by the respective units and representatives appointed by the Board, and which Committee will, after due study of this problem and any other matters referred to it hereafter or otherwise make recommendations to Unit A, Unit B, the Superintendent and the Board.

ARTICLE VIII

CLASS SIZE

- A. The matter of class size (maximum number of pupils per teacher) shall be referred for study by a Joint Committee which shall make recommendations with respect to this subject matter to the Association, to the Superintendent **and to the Board.**

ARTICLE IX

SPECIALISTS

- A. The matter of specialists and category of specialists to be employed shall be referred for study by a Joint Committee which shall make recommendations with respect to this subject matter to the Association, to the Superintendent and to the Board.

ARTICLE X

NON-TEACHING DUTIES

- A. The Board and Association acknowledge that a teacher's primary responsibility is to teach and that his energies should to the extent possible, be utilized to this end. A Joint Committee shall study the problem of non-professional assignments, clerical and custodial functions performed by teachers, and the feasibility of teaching aides to perform non-teaching duties, and shall make recommendations with respect to this subject matter to the Association, to the Superintendent and to the Board.

ARTICLE XIII (Continued)

Vacation Schedule for Employees on Twelve Month Contracts

2. The length of vacations for personnel on twelve (12) month contracts will vary according to the number of years of service as follows:

Less than 1 year	10/12 of a day for each month employed to the nearest day
1 through 9 years	10 days
10 through 19 years	15 days
20 years and over	20 days

3. Except as otherwise provided by the head of the school or office and the Superintendent of Schools, vacations will be taken during July and August of the year following the school year (July 1 to June 30) in which they were earned.
4. If an employee is unable, because of personal reasons, to take all or any part of his annual vacation during or immediately following the school year (July 1 to June 30) in which it is earned, he may accumulate and carry into the succeeding year one-half (1/2) of his unused, annual vacation.
5. In case of termination of service, the employee may elect (a) to take his annual and accumulated vacation prior to separation from employment, or (b) to accept the equivalent in salary at his current contract rate.

If termination of employment occurs within rather than at the close of the school year, the annual vacation will be prorated for the purpose of implementing items (a) or (b) above.

ARTICLE XIV

TEACHER ASSIGNMENT

- A. 1. All teachers shall be given written notice of their class and subject assignments and building assignments for the forthcoming year not later than August 15.
2. The Superintendent shall assign all newly-appointed personnel to their specific positions within that subject area and grade level for which the Board has appointed the teacher.

ARTICLE XIV (Continued)
Teacher Assignment

3. In the event that changes in such class or subject assignments, or building assignments, are proposed after August 15, the teacher affected shall be notified promptly in writing and, upon the request of the teacher and the Association, the changes shall be promptly reviewed between the Superintendent or his representative and the teacher affected and at his option a representative of the Association. In the event of any disagreement as to the change, the dispute shall be subject to the grievance procedure set forth herein, but limited as to review up to and through the Board of Education.
- B. Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one (1) school per day shall be reimbursed for all such travel in accordance with existing rules and regulations (Policy No. 3545.6).
- C. Teacher assignments shall be made in accordance with the guidelines set forth in existing rules and regulations (Policy No. 4114).

ARTICLE XV

VOLUNTARY TRANSFER AND REASSIGNMENTS

- A. Appointments, initial and subsequent assignments and changes in rank of all personnel shall be made by the Superintendent of Schools, subject to Board of Education confirmation, with due consideration for the following: (a) overall needs of the school system, (b) qualifications of the employee in relation to school needs and to the qualifications of other available personnel, (c) state certification requirements, (d) work preference of the employee, and (e) opinion of administrators most directly involved.
- B. Reassignments within individual offices and schools, except those involving a change in rank and contractual status, will be the responsibility of the administrator in charge. Such reassignments shall be reported by the administrator to the Superintendent of Schools.
- C. Any employee who feels that a change in assignment would enhance his value to the school system and contribute to a greater sense of personal and professional achievement and satisfaction should so notify his building principal or office head. If his desired reassignment should involve a transfer from his assigned office or school, or a change in rank and contractual status, he shall likewise notify the Superintendent of Schools in writing.
- D. Recommendations for the selection and employment of personnel for summer schools and other special projects shall be submitted by the administrator in charge of the school or project to the Superintendent of Schools.

ARTICLE XV (Continued)

Voluntary Transfer and Reassignments

- E. Recommendations for appointment to athletic coaching and related sports services shall originate with the Director of Athletics and have the approval of principals of the schools involved before they are forwarded to the Superintendent of Schools for final disposition.
- F. Recommendations for appointment to other assignments which carry extra compensation (co-curricular activities and/or services) shall originate with the appropriate administrator and shall be forwarded to the Superintendent of Schools for final disposition.
- G. No later than May 1 of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies as of that date which shall occur during the following school year.
- H. A teacher who desires a change in grade or subject assignment, or both, or who desires to transfer to another building may file a written statement of such desire with his principal not later than March 1, and such statement shall immediately be forwarded to the Superintendent. Such statement shall include the grade or subject to which the teacher desires to be assigned and the school or schools to which he desires to be transferred, in order of preference.
- I. In the determination of requests for voluntary reassignment or transfer, the wishes of the individual teacher shall be considered to the extent that the re-assignment or transfer does not conflict with instructional requirements and is for the best interest of the school system.

ARTICLE XVI

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable, and except in cases of emergency not later than May 1.
- B. Involuntary transfer or reassignment shall be made only where necessary and in accordance with the guidelines set forth in existing rules and regulations (Policy No. 4114).
- C. An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the principal, at which time the teacher shall be notified of the reason therefor. In the event that a teacher objects to the transfer or reassignment at this meeting, upon the request of the teacher, the Superintendent shall meet with him. The teacher may, at his option, have an Association representative present at such meeting.

ARTICLE XVI (Continued)

Involuntary Transfers and Re-Assignments

- D. Involuntary transfers or re-assignments shall not be a subject matter for a grievance.
- E. No vacancy shall be filled by means of involuntary transfer or re-assignment if a qualified volunteer applies to fill said position.

ARTICLE XVII

PROMOTIONS

- A. Promotional positions are: administrative-supervisory positions, department chairmen, building chairmen, secretarial-clerical and building service positions on a higher scale on the Salary Guides.

All vacancies in promotional positions, including specialists and special projects teachers, pupil personnel workers and positions in programs funded by the federal government shall be adequately publicized by the Superintendent in accordance with the following procedure:

1. When school is in session, a notice shall be posted in each school as far in advance as practicable, and ordinarily at least five (5) school days before the final date when applications must be submitted. A copy of said notice shall be given to the Association at the time of posting. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications. When the vacancy described in the notice is filled, the Superintendent may destroy all applications for said position.
 2. Employees who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session may submit their applications to the Superintendent and an address where they can be reached during the summer. In addition, the Superintendent shall, as far in advance as practicable and ordinarily at least twenty-one (21) days before the final date when applications must be submitted, post a list of promotional positions to be filled during the summer period at the administration office, and in each open school, and a copy of said notice shall be given to the Association.
- B. In both situations set forth in Section A above, the job description including the qualifications for the position, its duties and its salary scale shall be posted with the notice. The qualifications set forth for a particular position shall not be changed when such future vacancies occur unless the Association has been notified in advance of

ARTICLE XVII (Continued)
Promotions

such changes and the reasons therefor. A disagreement over the necessity for such changes shall be subject to the grievance procedures set forth in this Agreement. No vacancy in a promotional position shall be filled other than in accordance with the above procedure except in case of emergency.

- C. All qualified teachers shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the professional background and attainments of all applicants and other relevant factors. In filling such vacancies, due weight shall be given to applications by qualified teachers already employed by the Board. Announcements of appointments shall be made by posting a list in the office of the central administration and in each school building. The list shall be given to the Association and shall indicate which positions have been filled and by whom.

ARTICLE XVIII

SUMMER SCHOOL, HOME TEACHING
AND FEDERAL PROGRAMS

- A. All openings for positions in the summer school, home teaching, federal projects, and other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be adequately and timely publicized by the Superintendent in accordance with the procedure for publicizing promotional vacancies set forth in ARTICLE XVII of this Agreement. Applications for home teaching positions may be submitted at any time.
- B. In filling such positions, consideration shall be given to a teacher's area of competence, major or minor field of study, quality of teaching performance, and attendance record; and due weight shall be given to experience of teachers who have taught the subject area or grade level in question during the regular school year. Employees employed in the Cranford School District shall have priority to such assignments over applicants from outside the district.
- C. Salary schedules for positions included in this ARTICLE shall be negotiated under procedures outlined in ARTICLE II of this Agreement along with regular salary schedules wherever possible, or at such other times as may be appropriate in order to conform to the time requirements for the implementation of said programs.
- D. Provisions of this Agreement which are pertinent shall apply to teachers holding positions in the summer school, home teaching or under federal programs.

ARTICLE XIX

TEACHER EVALUATION

- A. 1. A teacher shall be given a copy of every class visit or 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. No teacher shall be required to sign a blank or incomplete evaluation form.
- 2. Each teacher will be provided with copies of all evaluation reports submitted to the central office.
- B. The matter of teacher evaluation procedures shall be referred for study by a Joint Committee which shall make recommendations with respect to this subject matter to the Association, to the Superintendent and to the Board.

ARTICLE XX

TEACHER FACILITIES

- A. The matter of teacher facilities shall be referred for study by a Joint Committee which shall make recommendations with respect to this subject matter to the Association, to the Superintendent and to the Board.

ARTICLE XXI

EMPLOYEE-ADMINISTRATION LIAISON

- A. The Association shall select a Liaison Committee of employees in and for each school building which shall meet with the principal at the call of either the principal or the Committee during the school day at reasonable times which will not interfere with classes, to review and discuss local school problems and practices, and to play an active role in the revision or development of building practices.
- B. The Association's representatives shall meet with the Superintendent periodically during the school year to review and discuss current school problems and practices and the administration of this Agreement.

ARTICLE XXII

SICK LEAVE

- A. As of July, 1969, all employees shall be entitled to sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day, as set forth in Personnel Policy No. 4121.1 (adopted June 15, 1965). Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. At least once each year the Board shall inform each employee as to the total number of accumulated sick leave days said employee has and the number of additional sick leave days said employee shall be entitled to for the ensuing year.

ARTICLE XXIII

TEMPORARY LEAVES OF ABSENCE

A. Absences for Personal Reasons

- 1. Absences for personal reasons shall be allowed each employee without loss of salary, not to exceed three (3) days per year. Unused personal leave days shall not be carried over from one year to the next.
- 2. Requests for personal leave shall be made on forms provided by the administration and except for those reasons specified in Paragraph A-4 (c) and (d) below, or in the case of an emergency, shall be made in advance of the proposed date of leave. All requests shall be countersigned by the principal or head of office, and submitted for approval to the Superintendent of Schools.
- 3. One (1) of the three (3) personal leave days may be taken for any reason important to the employee without stating the reason. This "personal day" will not be available for use on days immediately preceding or immediately following a school holiday or vacation period.
- 4. Two (2) personal leave days per year may be taken for one or more of the following reasons: (a) religious observance, (b) employee's marriage, (c) illness of a member of the employee's household (any person who regularly resides with and functions on a continuing basis as a member of the employee's family unit, regardless of nature or legal relationship), (d) death of a relative, friend, or close associate, (e) for any other reason not specified above and granted at the discretion of the Superintendent of Schools.
- 5. In addition to the foregoing three (3) personal leave days per year, additional personal leave days may be granted at the discretion of the Superintendent of Schools upon written application by an individual employee.

ARTICLE XXIII (Continued)
Temporary Leaves of Absence

6. Personal leave days for any regular employee whose employment begins after the midpoint of the work year for his category will be prorated as follows:
 - a. Ten (10) month employees beginning service after February 1 and eleven (11) and twelve (12) month employees beginning service after January 1 shall be entitled to a maximum of one and one-half (1 1/2) personal leave days during the remainder of the year.
 - b. Employees of all categories whose employment begins after April 1 shall not be entitled to personal leave days during the remainder of that year.
 7. Persons employed on a half-time annual salary basis shall be entitled to a maximum of one and one-half (1 1/2) personal leave days.
- B. As of the beginning of the 1969-70 school year, in addition to temporary leaves of absence for personal reasons pursuant to Section A above, employees shall be entitled to the following non-accumulative leaves of absence each year with full pay except as otherwise specifically provided:
1. Time necessary for appearances in any legal proceeding connected with the employee's employment or with the school system, other than for action against the Board.
 2. Time necessary for jury duty as follows:
 - a. All certificated personnel are automatically exempt by law from serving on jury duty and shall not be entitled to claim personal leaves of absence for this reason.
 - b. All non-certificated personnel who are called to serve on jury duty shall receive their full salary during the period of jury duty less the amount of compensation paid them for jury service.
 - c. A written request to excuse from jury duty key personnel in the non-exempt group may be made by the Superintendent of Schools at his discretion.
 3. Absences not to exceed five (5) days each year for each death, not cumulative, shall be allowed without loss of salary because of the death of a member of the employee's household, his natural parent, de facto parent, spouse, child or sibling.

ARTICLE XXIII (Continued)
Temporary Leaves of Absence

4. Such other leaves of absence with pay as may be granted by the Superintendent of Schools at his discretion for valid reasons.
- C. Leaves taken pursuant to Sections A and B above shall be in addition to any sick leave to which the employee is entitled.

ARTICLE XXIV

EXTENDED LEAVES OF ABSENCE

- A. The Board agrees to consider, upon recommendation of its Superintendent of Schools, extended leaves of absences, some with salary and some without salary, for the various purposes indicated hereafter and in accordance with the following procedure:
1. Applications for such leaves of absence shall be made in writing to the Superintendent of Schools at least six (6) months in advance of the anticipated beginning of leave, except in case of emergency affecting the health of the employee or the welfare of the school system, with an adequate statement regarding the type, purpose and justification of the leave.
 2. The Board reserves the right to grant or reject any application on its individual merits. Approval or reasons for disapproval shall be communicated in writing to the applicant by the Superintendent of Schools.
 3. During an extended leave, the contractual status of the employee shall be preserved, except as otherwise indicated hereafter.
 4. During an extended leave, policies providing benefits for current sick leave, bereavement and personal leaves will not apply. Accumulated sick leave available at the beginning of the leave will be preserved.
 5. Except for extended leaves with salary and leaves involving creditable teaching or teaching-related experiences, the period of leave will not be counted as credit for salary advancement purposes.
 6. An employee on extended leave shall notify the Superintendent of Schools in writing at least six (6) months in advance of the termination date of the approved leave regarding his intentions to resume his duties with the Cranford school system. Failure to fulfill this obligation may be interpreted as an indication of the employee's intention not to resume his position at the end of the approved leave. Such notification may be made a part of the application for the leave if the leave is to be for less than a year.

ARTICLE XXIV (Continued)
Extended Leaves of Absence

7. Should the Superintendent of Schools become informed that the purposes and requirements of a leave are not being adequately fulfilled, he shall so advise the Board. The Board may terminate the leave as of the date of its violation and its decision shall be subject to the grievance procedure.
8. The Board reserves the right to require evidence of good health at the termination of a leave as a condition of reinstatement to active duty.

B. Leaves for Professional Growth through Study and/or Travel With Salary

1. This type leave may be granted to any full-time member of the instructional staff who has rendered seven or more years of continuous service to the school system.
2. The leave may be granted for a period of a half school year of a full school year.
3. A detailed plan of study or educational travel to be pursued shall be submitted with the application.
4. The employee on full school year leave for professional growth through study will be paid one-half of his regular contractual salary for the period of leave, such payment to be made in accordance with the regular salary schedule of the school system.
5. The employee on half school year leave for professional growth through study will be paid his regular contractual salary for the period of leave, such payment to be made in accordance with the regular salary schedule of the school system.
6. The employee on leave for professional growth through travel will be paid one-half of his regular contractual salary for the period of leave, such payment to be made in accordance with the regular salary schedule of the school system.
7. The period of leave shall count as regular service for fringe benefits, retirement and salary advancement purposes.
8. Acceptance of this type of leave obligates the employee to resume and to continue his service with the school system for a period at least equal to the period of leave, and in any event not less than for one (1) school year. Failing this obligation the employee will be obligated to reimburse the Board the full amount of salary received during the leave, unless he has become incapacitated, has been discharged or voluntarily released from this obligation by the Board.

ARTICLE XXIV (Continued)
Extended Leaves of Absence

9. Should the program of study or travel be interrupted by illness or injury and this fact is promptly reported to the Superintendent of Schools, such interruption shall not constitute a breach of agreement.
10. Upon satisfactory completion of the leave the employee will be returned to service in the school system and his salary shall be determined on the same basis as if he had rendered full-time satisfactory service in the school system during the period of leave.
11. Subsequent leaves for professional growth may be requested at intervals of seven years of continuous Cranford service.

C. Leaves for Rest or Recuperation Without Salary

1. This type of leave may be granted to any full-time employee who has rendered 15 or more years of satisfactory service in the school system or 15 years of school service outside of Cranford plus ten years in the local school system.
2. This type of leave may be granted for a period of one-half year or one full year, or for any longer or shorter period at the discretion of the Board without salary.
3. Application for leave shall be accompanied by a statement of need, supported by the employee's principal, head of office and by the school physician.
4. Applications for subsequent leaves may be made at intervals of ten years.

D. Other Leaves Without Salary

1. Other extended leaves without salary may be granted by the Board for good reason including: (1) formal study (other than sabbatical leave), (2) prolonged illness or incapacity, (3) major home and family responsibilities, (4) temporary work assignment of spouse away from locale, (5) employment in overseas schools, Peace Corps and other government-sponsored activities and (6) other personal interests, whether or not involving gainful employment.

E. Maternity Leave Without Salary

1. Maternity leaves of absence shall be granted without salary to tenure employees upon request, and may be granted to non-tenure employees under contract for a third consecutive year at the discretion of the Board.

ARTICLE XXIV (Continued)

Extended Leaves of Absence

2. Notification of pregnancy is required of employees under contract not later than the beginning of the fourth month of pregnancy. Failure to notify the Board may be considered insubordination.
3. The date of termination of active service will be determined by the Superintendent of Schools based on the availability of an acceptable substitute, the health and availability of the employee, and the special features of the school calendar.
4. The period of leave shall normally terminate one calendar year from the beginning date of the succeeding work year for the appropriate category of the employee.
5. The normal terminal date of the leave may be modified upon application of the employee at the discretion of the Board.
6. It will be assumed by the Board that the employee will resume her duties at the termination of her leave unless arrangements have been made with the Board at least six (6) months in advance to terminate her employment, to modify the termination date of her leave or to grant another maternity leave.

ARTICLE XXV

SOLICITING AND SELLING

A. Solicitations by Pupils

Pupils shall not solicit money or other material contributions on school property for any commercially sponsored enterprise. Likewise, pupils shall not, in the name of the school or school system, solicit money or other material contributions in the community for any commercially sponsored enterprise.

B. Solicitations by Employees

Employees shall not solicit money or other material contributions from pupils or fellow employees except contributions to the United Fund of Cranford or dues for professional or Association memberships or for welfare and professional purposes.

C. Selling by Pupils and Employees

Pupils and employees shall not sell, on behalf of themselves, the school or school system, or any other person, organization or agency, merchandise or marketable items within their work day or on school property. This prohibition does not apply to the disposal of surplus school property, the selling of school store items, advertising space for school publications, admissions to school-sponsored functions, school-produced publications and instructional supplies and materials approved by the administration.

ARTICLE XXV (Continued)
Soliciting and Selling

D. Soliciting and Selling by Persons Other Than School Personnel

No soliciting for contributions from pupils or employees (except by the United Fund of Cranford) and no selling of merchandise or services to pupils or employees except by administration-approved vendors of school supplies, equipment and services, shall be permitted within the work day nor on school property.

E. Prospect Lists

No lists of pupils or employees shall be submitted to persons, organizations or agents outside the school system to be used as a prospect list for solicitations or sales.

ARTICLE XXVI

PROFESSIONAL DEVELOPMENT AND
EDUCATION IMPROVEMENT

- A. In our rapidly changing society teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board and the Association support the principle of continuing training of teachers and improvement of instruction.
- B. To work toward the ends stated above, the Board agrees to the following effective at the beginning of the 1969-70 school year:
1. The question of assumption of tuition expenses of personnel by the Board shall be referred for study by a Joint Committee which shall make recommendations with respect to this subject matter to the Association, to the Superintendent and to the Board.
 2. Participation by employees in approved in-service activities which are designed to develop increased competency in their assignments shall be made without loss of salary. In-service activities include (a) visits to other classrooms, schools, colleges, industrial or business establishments, etc., (b) conferences, conventions or committee work including other personnel from the district, county, state, region or nation, and (c) training in classes and workshops sponsored by the district or other institutions.
 3. All requests for permission to be absent for in-service purposes must be in writing and must have the approval of the principal or other appropriate supervisor and the Superintendent of Schools. Approval will be based on (a) the nature of the activity in relation to the assignment and growth potential of the employee, (b) the availability of substitute service, (c) time limitations in relation to the work demands, (d) number of persons involved on applying for in-service activities at a given time, and (e) the relative importance of the project in terms of the needs of the school system.

ARTICLE XXVI (Continued)

Professional Development and Education

4. Approval or reason for disapproval for permission to be absent for in-service purposes shall be communicated to the employee in writing.
5. Reimbursement for travel, lodging, registration and meals may be granted at the discretion of the Superintendent of Schools if not otherwise specifically provided for in related policy.
6. Written and/or oral reports to appropriate members of the staff or Board of Education on the in-service activity may be required at the discretion of the Superintendent of Schools.

ARTICLE XXVII

PROTECTION OF EMPLOYEES, STUDENTS
AND PROPERTY

- A. The matters relating to protection of employees, students and property embodied in the Association's proposed Agreement and matters relating thereto shall be referred for study by a Joint Committee which shall make recommendations with respect to this subject matter to the Association, to the Superintendent and to the Board.

ARTICLE XXVIII

MAINTENANCE OF CLASSROOM CONTROL
AND DISCIPLINE

- A. A definition of the duties and responsibilities of all administrators, supervisors, teachers and other employees pertaining to student discipline shall be reduced to writing by the Superintendent and presented to each employee at the start of each school year.
- B. When, in the judgment of a teacher, a student requires the attention of the principal, assistant principal, a counselor, or a nurse or other specialist, he shall so inform his principal or immediate superior.
- C. When, in the judgment of a teacher, a student is by his behavior seriously disrupting the instructional program to the detriment of other students, the teacher may exclude the student from the classroom and refer him to the principal.

ARTICLE XXIX

INSURANCE PROTECTION

- A. The Board shall continue to provide existing health-care insurance protection including existing hospital and surgical plans, Rider J, and a major medical program, and shall pay the full premium for each employee and for 75% of the premium for the dependents of each employee as covered by the insurance contract.

ARTICLE XXX

PERSONAL AND ACADEMIC FREEDOM

- A. The matters relating to personal and academic freedom of employees embodied in the Association's proposed Agreement and matters relating thereto shall be referred for study by a Joint Committee which shall make recommendations with respect to this subject matter to the Association, to the Superintendent and to the Board.

ARTICLE XXXI

HEALTH EXAMINATIONS AND REQUIREMENTS

- A. Health examinations and requirements for initial and continuing employment shall be in accordance with existing rules and regulations (Policy No. 4113).

ARTICLE XXXII

BOOKS AND OTHER INSTRUCTIONAL
MATERIALS AND SUPPLIES

- A. The matter of procedure for reviewing, evaluating and selecting textbooks, library books, instructional materials and supplies shall be referred for study by a Joint Committee which shall make recommendations with respect to this subject matter to the Association, to the Superintendent and to the Board.

ARTICLE XXXIII

DEDUCTION FROM SALARY

- A. 1. The Board agrees to deduct from the salaries of its employees dues for the Cranford Education Association, the Union County Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the CEA by the fifteenth of each month following the monthly pay period in which the deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations. Employee authorizations shall be in writing in the form set forth below:

AUTHORIZATION TO DEDUCT
ASSOCIATION MEMBERSHIP DUES

Name _____ Social Security Number _____

School Building _____ District _____ Cranford _____

To: Disbursing Officer _____ Board of Education

I hereby request and authorize the above named disbursing officer to deduct from my earnings an amount sufficient to provide for the payment of those yearly membership dues as certified by the organizations indicated in equal monthly payments for all or part of the current school year and for succeeding school years. I understand that the disbursing officer will discontinue such deductions only if I file such notice of withdrawal as of the fifteenth of November next succeeding the date on which notice of withdrawal is filed. I also agree that upon termination of employment, the disbursing officer shall deduct any remaining amount due for that current school year. I hereby waive all rights and claims for said monies so deducted and transmitted in accordance with this authorization and relieve the governing board and all of its officers from any liability therefor.

I designate the Cranford Education Association to receive dues and distribute according to the organization(s) indicated:

Cranford Education Association _____

Union County Education Association _____

New Jersey Education Association _____

National Education Association _____

ARTICLE XXXIII (Continued)
Deduction from Salary

2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board sixty (60) days written notice prior to the effective date of such change.
 3. Additional authorizations for dues deductions may be received after August 1 under rules established by the State Department of Education.
 4. The filing of notice of an employee's withdrawal shall be prior to December 1 and become effective to halt deductions as of January 1 next succeeding the date on which notice of withdrawal is filed.
- B. The Board agrees to deduct from employees' salaries money for local, state and national association services and programs of a continuing or general nature as said employees individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such association or associations. Any employee may have such deductions discontinued at any time upon sixty (60) days written notice to the Board and the appropriate association.

ARTICLE XXXIV

MISCELLANEOUS PROVISIONS

- 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. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. The Board and the Association agree that there shall be no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.

ARTICLE XXXIV (Continued)
Miscellaneous Provisions

- D. 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 may do so at the following addresses:
1. If by Association, to Board at Lincoln School, Thomas Street, Cranford, New Jersey, or by mail to Post Office Box 408, Cranford, New Jersey, 07016.
 2. If by Board, to Association at home address of president.
- E. Copies of this Agreement shall be printed, mimeographed, or otherwise reproduced at the expense of the Board and the Association, each paying one-half of the cost, within thirty (30) days after the Agreement is signed, and a copy shall be presented to all employees now employed, hereafter employed, or, if requested, by any person considered for employment by the Board.
- F. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the negotiating unit as above defined.
- G. Unless otherwise indicated, references in this Agreement to male employees and teachers shall include female employees and teachers, and words used in the singular shall include words used in the plural where the text so requires.

ARTICLE XXXV

DURATION OF AND EXECUTION OF AGREEMENT

- A. This agreement shall be effective as of July 1, 1969, except where otherwise provided, and shall continue in effect until June 30, 1970, 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.
- B. 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.

CRANFORD EDUCATION ASSOCIATION

By: Joh H. Witherington
President

Attest:

Mary Northrup
Secretary

THE BOARD OF EDUCATION OF
THE TOWNSHIP OF CRANFORD, IN
THE COUNTY OF UNION

By: Thomas E. Dooley
Vice President

Attest:

Stuart Douglas
Secretary

SALARY POLICY FOR NON-ADMINISTRATIVE INSTRUCTIONAL STAFF
EFFECTIVE JULY 1, 1969

REGULATIONS

This schedule of salary rates establishes the basis of compensation for the various types of teaching services* for the 1969-70 school year and thereafter, except as subsequently modified by the Board of Education.

Initial placement on the guide shall be determined by (a) level of training and (b) years of creditable teaching, teaching-related, or active military services (maximum of four years credit for military service). Only continuous service (not day-to-day nor on call service) is creditable. Credit for teaching service in non-public schools may be credited in part or in full at the discretion of the Superintendent of Schools. In computing the total years of creditable service, a final fraction of one-half year (5 months) or more will be counted as one full year and a smaller fraction will be dropped.

Movement toward the maximum on each scale is achieved through annual increments ranging in size from \$200 to \$400 for continuing satisfactory service, as attested by the Superintendent of Schools and approved by the Board of Education. Continuous service for as long as five or more months of a school year will be counted as a full year for increment purposes. A lesser period of service will not be recognized for increment purposes.

Movement from a step on one scale to the corresponding step on the next higher training scale (salary reclassification) becomes effective on September first of the year in which the teacher has furnished the Superintendent acceptable evidence of the satisfactory completion of the study required for placement on the higher scale NOT LATER THAN SEPTEMBER THE TENTH OF THE YEAR IN WHICH THE SALARY CHANGE IS TO BE INITIATED. Payment for "salary reclassification" is not retroactive, but is initiated on September first of the year the level of training has been duly certified to and accepted by the Superintendent.

Personnel whose level of training places them on Scale III (A.B. plus 30) may qualify for additional increments of \$100 each at steps 3, 10 and 15 of this scale. Qualification for these additional increments includes undergraduate or graduate level course work directly related to the employee's teaching assignment. Certification courses will not be acceptable.

College course credit for advancement beyond Scale IV (Master's scale) will be granted on graduate courses only.

*Includes all classroom teachers, all Special Services personnel (except school psychologists, nurses and physicians) and all teachers of "special subjects" employed on a full-time continuing basis. Salaries of teachers employed on a half day, continuing basis will be prorated.

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CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY

Effective July 1, 1969

I. SALARY POLICY FOR TEACHERS*

<u>Year</u>	<u>SCALE I</u> <u>AB Degree</u>	<u>SCALE II</u> <u>AB + 15</u>	<u>SCALE III</u> <u>AB + 30</u>	<u>SCALE IV</u> <u>MA Degree</u>	<u>SCALE V</u> <u>MA + 15</u>	<u>SCALE VI</u> <u>MA + 30</u>	<u>Year</u>
1	\$ 7,000	\$ 7,100	\$ 7,300	\$ 7,500	\$ 7,700	\$ 8,000	1
2	7,200	7,300	7,500	7,700	7,900	8,200	2
3	7,400	7,500	7,700	8,000	8,200	8,500	3
4	7,700	7,800	8,000	8,300	8,500	8,800	4
5	8,000	8,100	8,300	8,600	8,800	9,100	5
6	8,300	8,400	8,600	8,900	9,100	9,400	6
7	8,600	8,700	8,900	9,200	9,400	9,700	7
8	8,900	9,000	9,200	9,500	9,700	10,000	8
9	9,200	9,300	9,500	9,800	10,000	10,300	9
10	9,500	9,600	9,800	10,200	10,400	10,700	10
11	9,800	9,900	10,100	10,500	10,700	11,000	11
12	10,100	10,200	10,400	10,800	11,000	11,300	12
13	10,400	10,500	10,700	11,100	11,300	11,600	13
14	10,700	10,800	11,000	11,400	11,600	11,900	14
15	11,000	11,100	11,300	11,800	12,000	12,300	15
16	<u>11,300</u>	<u>11,400</u>	<u>11,600</u>	12,100	12,300	12,600	16
17				12,400	12,600	12,900	17
18				<u>12,700</u>	<u>12,900</u>	13,200	18
19						<u>13,500</u>	19

Note: Add \$500 at each step of Scale VI for recognition of doctorate.

*Includes all classroom teachers, all Special Services personnel (except school psychologists, nurses and physicians), and all teachers of "special subjects" employed on a full-time continuing basis. Salaries of teachers employed on a half day, continuing basis will be prorated.

II. HEADS OF DEPARTMENTS

Department heads shall be paid an annual stipend of \$500.

Chairmen of science and guidance shall be paid an annual stipend of \$200.

III. SALARY POLICIES FOR SUBSTITUTE TEACHERS

Scale L.S.
(Long-Term Service)

1	\$7,000
2	7,200
3	7,400

Scale D.S.
(Day-to-Day Service)

\$19.00 per day

IV. HOME INSTRUCTION AND SUPPLEMENTARY INSTRUCTION PERSONNEL

Tutors assigned to home instruction and supplementary instruction cases shall be paid on the basis of \$4.75 per clock hour of teaching.

V. DRIVER EDUCATION TEACHERS (For behind-the-wheel instruction)

Driver education teachers shall be paid on the basis of \$4.50 per clock hour of behind-the-wheel instruction.

VI. SUMMER SCHOOL TEACHERS

Teachers of summer school classes shall be paid on the basis of clock hours of teaching at the following rates:

SCALE S.S.T.

<u>Year of Service</u>	<u>Rate per Clock Hour</u>
1	\$4.50
2	4.75
3	5.00
4	5.25
5	5.50

Note: Full credit for summer school teaching within and outside Cranford may be granted in determining initial placement on this scale.

Approved:
March 18, 1969

DAILY SCHEDULESMinimum Work Schedules for Employees
1969-70I. Classroom Teachers, Special Subject Teachers and School Nurses

	<u>Regular Schedule</u>		<u>Abbreviated Schedule</u>
	<u>A.M.</u>	<u>P.M.</u>	
Kindergarten - Grade 6*	8:25-11:50	12:50-3:30	8:10-12:30
Grades 7-12	8:00	3:20	8:00-12:30
Educable Elementary	9:10	2:30	8:10-12:30
Educable Intermediate	8:25	3:20	8:00-12:20
Educable Secondary	8:25	3:20	8:00-12:20
Neurologically Impaired	9:10	2:30	8:10-12:30
Emotionally Disturbed	8:40	2:30	8:10-12:30

*Includes elementary school librarian

II. Special Service Personnel (selected)

Psychologists, Social Workers, Learning Disabilities Teacher-Consultants, Special Counselor, Remedial Reading Teachers and Speech Correctionists.

8:25 a.m. 3:30 p.m.

III. School Building Administrators, Guidance Counselors, Secondary School Librarians, School Secretaries*, and Teacher Aides**

All Schools	8:00 a.m. - 4:00 p.m.
*Summer Hours	
July 1 through August 31 and)	
Christmas and Easter Recess)	8:00 a.m. - 3:00 p.m.

**Part-time teacher aides typically work a four and one-half hour day on days when school is in session for pupils. Their individual schedules will be determined by their principals so their services will be of maximum value to teachers and pupils.

Principals may secure permission from the Superintendent of Schools for an extension of the work day and work year to meet special work requirements.

IV. Building Service Personnel (Including Supervisor of Plant Operation and Maintenance and Foreman of Maintenance)

Elementary School Custodians	7:30 a.m. - 4:30 p.m. (1 hour lunch period)
Secondary School Custodians and Matrons	
Day Shift:	7:30 a.m. - 4:30 p.m. (1 hour lunch period)
Evening Shift	3:00 p.m. - 11:00 p.m. (1 hour lunch period)
Maintenance Personnel	8:00 a.m. - 4:30 p.m. (½ hour lunch period)
Summer Hours	
July 1 through August 31 and)	
Christmas and Easter Recess)	7:30 a.m. - 4:00 p.m. (½ hour lunch period)

V. Central Offices - Administrators and Office Personnel

- A. Period of September 1 to June 30
(except Christmas and Easter recesses) 8:30 a.m. - 4:30 p.m.
- B. Period of July 1 to August 31 and
Christmas and Easter Recesses 9:00 a.m. - 4:00 p.m.

VI. Central Office Switchboard

Manned by attendant from 6:15 a.m.* to 4:30 p.m. on weekdays except on holidays (see Calendar of Holidays).

Manned by electronic "secretary" telephone answering instrument (dial 276-7504) at all other times.

*The person handling emergency substitute services works from 6:15 a.m. to 8:30 a.m. on days when classes are scheduled.

NOTE: Minor deviations in these schedules may be made by the administrator in charge of the school or office where special conditions make it necessary or advantageous to the effective administration of his area of major responsibility. If such deviations are to be on a continuing basis for all or most of the school year, they should have prior approval of the Superintendent of Schools.

SALARY POLICY FOR NURSES
(Effective July 1, 1969)

REGULATIONS

1. This schedule shall be the basis for determining the annual salary rate for full-time school nurses. The salary rate for part-time nurses shall be pro-rated.
2. The annual salary rate for the initial year of employment may be negotiated. Credit for prior comparable or equivalent service, not to exceed five years, may be granted. A final fraction of a half year or more shall be counted as a full year.
3. Advancement within the schedule may be achieved through continued service and advanced training in education. Full-time employees will be eligible for annual increments of \$250 and half-time employees will be eligible for annual increments of \$125, within the range of their scales, upon recommendation of the Superintendent of Schools, and provided they have served the school system for at least five months of the year.
4. The contract extends over a ten-month period from September through June.

<u>Step</u>	<u>SCALE I</u> <u>Non-Degree</u> <u>Nurses</u>	<u>SCALE II</u> <u>Bachelor's</u> <u>Degree (or</u> <u>equivalent of</u> <u>128 credits)</u>	<u>SCALE III</u> <u>Master's Degree</u> <u>(or equivalent of</u> <u>Bachelor's plus</u> <u>30 graduate credits)</u>	<u>SCALE IV</u> <u>Master's Degree</u> <u>plus 30 or more</u> <u>additional</u> <u>credits</u>	<u>Step</u>
1	\$5,400	\$5,700	\$6,000	\$6,300	1
2	5,650	5,950	6,250	6,550	2
3	5,900	6,200	6,500	6,800	3
4	6,150	6,450	6,750	7,050	4
5	6,400	6,700	7,000	7,300	5
6	6,650	6,950	7,250	7,550	6
7	6,900	7,200	7,500	7,800	7
8	7,150	7,450	7,750	8,050	8
9	7,400	7,700	8,000	8,300	9
10	7,650	7,950	8,250	8,500	10
11	<u>7,900</u>	8,200	8,500	8,800	11
12		<u>8,450</u>	8,750	9,050	12
13			<u>8,900</u>	9,300	13
14				<u>9,550</u>	14
	10 increments of \$250	11 increments of \$250	12 increments of \$250	13 increments of \$250	

SALARY POLICIES FOR SUBSTITUTE NURSES

<u>Long-Term Service</u>		<u>Day-to-Day Service</u>
Step 1	\$5,400	\$16.00 per day
Step 2	5,650	
Step 3	5,900	

SALARY POLICY FOR OFFICE PERSONNEL
(Effective July 1, 1969)

REGULATIONS

1. Credit for prior office experience, not to exceed three years, may be granted by the Superintendent of Schools for initial placement on the appropriate scale.
2. Advancement on the schedule may be achieved by annual increments and/or promotions to higher ranking assignments and scales upon the recommendation of the Superintendent of Schools and approval of the Board of Education. In the case of promotion to a higher scale, the individual will be placed on the higher scale at a point to reflect the next higher dollar amount of his position on the lower scale regardless of years of service.
3. Full-time twelve month personnel employed prior to January 1 will be eligible for a full increment for the following year. Full-time ten month personnel employed prior to February 1 will be eligible for a full increment for the following year.
4. Normally the work day is seven hours, not including the lunch hour period; the work week is five days or 35 hours (typically Monday through Friday) and the work year extends over a ten-month or twelve-month period depending upon the job classification. Work schedules are as follows:

School Secretaries, Clerks and Full-Time Teacher Aides

8:00 a.m. to 4:00 p.m.

The work schedule for the above listed twelve-month employees will be from 8:00 a.m. to 3:00 p.m. during the Christmas and Easter recesses and during the period July 1 to August 31.

Central Offices Secretaries and Clerks

8:30 a.m. to 4:30 p.m.

The work schedule for the above listed personnel will be from 9:00 a.m. to 4:00 p.m. during the Christmas and Easter recesses and during the period July 1 to August 31.

Any deviations of the above work schedules must be authorized by the building principal or head of office and approved by the Superintendent of Schools.

"Summer hours" (6 hour work day) are in effect during the period from July 1 to August 31.

All personnel are entitled to all holidays included in the Official Calendar of Holidays. In addition, ten-month secretaries and teacher aides are not required to work during school recesses, such as NJEA Convention Days, Thanksgiving, Christmas, mid-winter and Easter. Twelve-month employees will not be required to work on Friday, NJEA Convention Day, and during the mid-winter recess, but are required to work only half-time during the Christmas and Easter recesses when summer hours will be in effect.

(continued)

5. Twelve-month employees are entitled to paid vacations of 10 work days following the first through the ninth years of employment, 15 work days following the tenth through the nineteenth years of service, and 20 work days following the twentieth year of service and each year thereafter. All vacation schedules are to be approved by the Superintendent of Schools. A person who has worked less than a full year on a twelve-month annual contract basis shall be entitled to a vacation allowance on a pro-rated basis as determined by the Superintendent of Schools (10/12 of a day for each month employed to the nearest half day).

Upon termination of employment, personnel on annual contracts will receive compensation for all unused vacation days.

6. Deviations from normal work schedules, including extra work assignments, shall be approved in advance by the Superintendent of Schools.
7. Approved work assignments which exceed a 35 hour work week shall be compensated by time and a half salary or by time off (computed at a value of 1½) as agreed to by the employee and the Superintendent of Schools.

I. SALARY SCHEDULE FOR FULL-TIME EMPLOYEES

<u>Step</u>	<u>SCALE I</u>	<u>SCALE II</u>		<u>SCALE III</u>	<u>SCALE IV</u>	<u>SCALE V</u>	<u>Step</u>
	<u>Teacher Aide</u>	<u>General Clerk</u>		<u>Secretary</u>	<u>Secretary</u>	<u>Head Secretary</u>	
	<u>10 mo.</u>	<u>10 mo.</u>	<u>12 mo.</u>	<u>10 mo.</u>	<u>12 mo.</u>	<u>12 mo.</u>	
		(A)	(B)				
1	\$2,300	\$2,855	\$3,425	\$3,375	\$4,080	\$4,880	1
2	2,415	3,035	3,650	3,555	4,305	5,110	2
3	2,530	3,215	3,875	3,735	4,530	5,340	3
4	2,645	3,395	4,100	3,915	4,755	5,570	4
5	2,760	3,575	4,325	4,095	4,980	5,800	5
6	2,875	3,755	4,550	4,275	5,205	6,030	6
7	2,990	3,935	4,775	4,455	5,430	6,260	7
8	3,105	4,115	5,000	4,635	5,655	6,490	8
9	3,220	4,295	5,225	4,815	5,880	6,720	9
10	3,335	4,475	5,450	4,995	6,105	6,950	10
	9 at	9 at	9 at	9 at	9 at	9 at	
	\$115	\$180	\$225	\$180	\$225	\$230	

General Clerk (Scale II, A or B)

Employees filling the level three position in the secondary schools and Central Offices.

Secretary (Scales III and IV)

Employees filling the level two positions in the secondary schools or Central Offices (Scale IV) and the level one position in the elementary schools (Scale III).

Head Secretary (Scale V)

Employees filling the level one position in secondary schools and Central Offices.

II. SALARY POLICIES FOR PART-TIME AND TEMPORARY EMPLOYEES

A. Substitutes for Regular Full-Time Employees

Hourly rate	\$ 1.65 to \$ 1.90
Daily rate	\$11.55 to \$13.30

Rate to be determined in individual cases by the Superintendent of Schools on basis of job classification and prior experience of the employee.

B. Part-Time Teacher Aides

SCALE
Part-Time Teacher Aide

<u>Step</u>	<u>Hourly Rate</u>	
1	\$ 1.65	
2	1.70	Typically employed on a four
3	1.75	and a half hour per day basis
4	1.80	on days when classes are in
5	1.85	session.

C. Emergency Substitute Service

SCALE
Emergency Substitute Service

<u>Step</u>	<u>Hourly Rate</u>	
1	\$ 2.15	
2	2.20	
3	2.25	Typically works from 6:15 a.m.
4	2.30	to 8:30 a.m. on days when
5	2.35	classes are in session.

SALARY POLICY FOR BUILDING SERVICES PERSONNEL
(Effective July 1, 1969)

REGULATIONS

1. For the purpose of initial placement on the appropriate scale for building service personnel (custodians and matrons), credit for prior comparable or equivalent service, outside the school system, not to exceed three years, may be granted by the Superintendent of Schools. For maintenance personnel, credit for prior comparable or equivalent service not to exceed six years may be granted by the Superintendent of Schools.
2. Advancement on the schedule may be achieved by annual increments and/or promotions to higher ranking assignments and scales upon the recommendation of the Superintendent of Schools and approval of the Board of Education. In the case of promotion to a higher scale, the individual will be placed on the higher scale at a point to reflect the next higher dollar amount of his position on the lower scale regardless of years of service.
3. Full-time, twelve-month personnel employed prior to January 1 will be eligible for a full increment for the following year.
4. All personnel are entitled to all holidays included in the Official Calendar of Holidays.
5. Twelve-month employees are entitled to paid vacations of 10 work days following the first through the ninth years of employment, 15 work days following the tenth through the nineteenth years of service, and 20 work days following the twentieth year of service and each year thereafter. All vacation schedules are to be approved by the Superintendent of Schools. A person who has worked less than a full year on a twelve-month annual contract basis shall be entitled to a vacation allowance on a pro-rated basis as determined by the Superintendent of Schools (10/12 of a day for each month employed to the nearest half day).

Upon termination of employment, personnel on annual contracts will receive compensation for all unused vacation days.

6. Deviations from normal work schedules, including extra work assignments, shall be approved in advance by the Superintendent of Schools.
7. The normal work day shall be eight (8) hours as assigned and the work week forty (40) hours year around in accordance with the following schedules:

School Custodians and Matrons

Day Shift 7:30 a.m. to 4:30 p.m.
 (1 hour lunch period)

Evening Shift 3:00 p.m. to 11:00 p.m.
 (1 hour lunch period)

Maintenance Personnel (including Foreman of Plant Maintenance)

8:00 a.m. to 4:30 p.m.
(½ hour lunch period)

(continued)

The work schedule for all above listed personnel will be from 7:30 a.m. to 4:00 p.m. (including half an hour for lunch) during the Christmas and Easter recesses and during the period July 1 to August 31.

Any deviation in the above work schedules must be authorized by the Director of Plant and Business Operations and approved by the Superintendent of Schools.

8. Approved extra work assignments for non-administrative building service personnel beyond the regular work week shall be compensated at the rate of 1½ times the regular hourly salary and shall be determined by dividing the annual salary by 2,080 hours for twelve month employees and 1,720 hours for ten month employees.

Matrons

1. Full-time matrons employed prior to February 1 will be eligible for a full increment the following year.
2. No paid vacations are available to Matrons.

SALARY SCHEDULES

BUILDING OPERATION AND MAINTENANCE

<u>Step</u>	<u>SCALE M Matron 10 months</u>	<u>SCALE C-1 Basic Custodial 12 months</u>	<u>SCALE C-2 Advanced Custodial 12 months</u>	<u>SCALE 3 Maintenance 12 months</u>	<u>Step</u>
1	\$2,600	\$5,000	\$5,200	\$5,500	1
2	2,750	5,200	5,400	5,750	2
3	2,900	5,400	5,600	6,000	3
4	3,050	5,600	5,800	6,250	4
5	<u>3,200</u>	5,800	6,000	6,500	5
6		6,000	6,200	6,750	6
7		6,200	6,400	7,000	7
8		<u>6,400</u>	6,600	7,250	8
9			6,800	7,500	9
10			<u>7,000</u>	<u>7,750</u>	10
	4 increments of \$150	7 increments of \$200	9 increments of \$200	9 increments of \$250	

HEAD BUILDING CUSTODIAN

Each building shall have a head custodian. Head custodians in buildings with two or more men shall be paid a stipend as follows:

- Two-man building: A yearly stipend of \$200 in addition to regular basic salary.
- Three-man building: A yearly stipend of \$300 in addition to regular basic salary.
- Five-man building: A yearly stipend of \$500 in addition to regular basic salary.

FOREMAN OF PLANT MAINTENANCE

The salary for this position will consist of the employee's regular salary based on Scale 3 plus a stipend of \$750.

For required services in excess of a 40 hour week, this employee will be paid the hourly rate based on his current, basic, contractual salary.

CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY

SCHEDULE F

ANNUAL SCHOOL CALENDAR
July 1, 1969 to June 30, 1970

Month	Inclusive Days and Dates	Activity	School Days
August	Friday, August 1 Monday, August 25 Wednesday and Thursday, August 27 and 28	Last day for Upper Summer School. Administrative/supervisory personnel (those whose salaries are based on A/S schedule), guidance personnel, office personnel on a ten-month contract, and teacher aides begin the new work year. Orientation for new personnel.	--
September	Monday, September 1 Tuesday and Wednesday, September 2 and 3 Thursday, September 4 Monday, September 22	Labor Day--Holiday for all employees. All personnel report for meetings and preparation for school opening. Classes begin. Schools closed--Yom Kippur.	18
October			23
November	Tuesday, November 11 Thursday and Friday November 6 and 7 * Wednesday, November 26 Thursday and Friday, November 27 and 28	Schools closed--Veterans Day. Schools closed--New Jersey Education Association Convention. Single (four hour) session. Start of Thanksgiving recess. Schools closed--Thanksgiving recess.	15
December	Wednesday, December 24	Schools closed--Christmas recess begins.	17
January	Thursday and Friday, January 1 and 2 Monday, January 5	Schools closed--New Year's Day. Schools re-open.	20
February	Friday, February 20 and Monday, February 23	Schools closed--Mid-winter recess.	18
March	Friday, March 27	Schools closed--Easter recess begins.	19
April	Monday, April 6	Schools re-open.	19
May	Friday, May 29	Schools closed--Memorial Day.	20
June	Tuesday, June 16 Wednesday, June 17 Thursday, June 18 Friday, June 19 Monday, June 22 Tuesday, June 30	High School commencement. Last day for classes. Single (four hour) session for pupils. Final preparation by staff for closing school year. Brief session for pupils for report card distribution. "Checking out" of teachers during afternoon. Summer school begins at High School. Last day for guidance personnel and ten month A/S personnel.	13
		Total Number of Days for Classes	182

Approved: March 18, 1969

*Revised

CRANFORD PUBLIC SCHOOLS
Cranford, New Jersey

SCHEDULE F

CALENDAR OF HOLIDAYS
(For Twelve-Month Employees)

School Year July 1, 1969 to June 30, 1970

<u>Day</u>	<u>Date</u>	<u>Holiday to be Observed</u>
Friday	July 4, 1969	Independence Day Recess
Monday	September 1, 1969	Labor Day
Monday	September 22, 1969	Yom Kippur
Friday	November 7, 1969	N.J.E.A. Convention Day
Tuesday	November 11, 1969	Veterans Day
Wednesday	November 26, 1969) close at 1:00 p.m.)	Thanksgiving Recess
Thursday	November 27, 1969)	
Friday	November 28, 1969)	
Wednesday	December 24, 1969)	Christmas Recess
Thursday	December 25, 1969)	
Wednesday	December 31, 1969)	New Year's Recess
Thursday	January 1, 1970)	
Friday	February 20, 1970)	Mid-Winter Recess
Monday	February 23, 1970)	
Friday	March 27, 1970	Good Friday
Friday	May 29, 1970	Memorial Day

NOTE:

In addition to these holidays, secretaries and clerks on ten-month contracts are not required to work on N.J.E.A. Convention Days (November 6 and 7) nor during Christmas, mid-winter, and Easter recesses.

In addition to these holidays, secretaries and clerks on twelve-month contracts are not required to work on November 7, one of the N.J.E.A. Convention Days and mid-winter recess. During Christmas and Easter recesses they are required to work half-time.

Building service personnel, including matrons, will work 7:30 a.m. to 4:00 p.m., during Christmas and Easter recesses and during the summer recess period.

Approved March 18, 1969
Revised June, 1969