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2023

AN AGREEMENT
between
THE WEST LONG BRANCH BOARD OF EDUCATION
AND
THE WEST LONG BRANCH EDUCATION ASSOCIATION

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PREAMBLE

This Agreement entered into as of July 1, 1991 between the Board of Education of the West Long Branch School system located in the Borough of West Long Branch, County of Monmouth, State of New Jersey, hereinafter referred to as the Board, and the West Long Branch Education Association, hereinafter referred to as the Association.

ARTICLE I
RECOGNITION

The Association agrees to present to the Board, through the Superintendent, a roster of membership indicating that the Association represents a majority of the teachers. Such roster will be presented prior to October 15 of each year that this Agreement is in effect, and upon receipt, the Board will recognize the Association as the exclusive representative for all employees who are classified as certified teachers, librarian and school nurse (who must have at least a B.A. degree), whether under contract or on leave of absence. It is mutually agreed that for the purpose of this Agreement the term "employee" shall not include the principal, clerical staff, or clerical aides, substitute teachers or teacher aides, custodians, maintenance personnel or bus drivers.

The Board hereby agrees that every teacher shall have the right to freely organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. The Board agrees that it shall not discriminate against any teacher with respect to hours, wages, or terms or conditions of employment by reason of his/her membership in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the Board or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

ARTICLE II

NEGOTIATION PROCEDURE

- A. In accordance with N.J.A.C. 19:12-2.1 (a), parties to a collective negotiations agreement shall commence negotiations for a successor agreement no later than 120 days prior to Board's required budget submission date.
- B. If the parties are unable to reach an Agreement (on items submitted by either party) the request for a mediator shall be made in accordance with the rules and regulations of the Public Employment Relations Commission. If the mediator is not successful in assisting the parties in reaching an agreement, the selection of a fact-finder shall be in accordance with the rules and regulations of the Public Employment Relations Commission.

ARTICLE III

GRIEVANCE PROCEDURE

A grievance is a claim by a teacher or the Association based upon the interpretation, application or violation of policies, agreement, and administrative decisions affecting them. However, the term "grievance" shall not apply to any matter for which a method of review is prescribed by law or State Board rule having the force and effect of law, or a complaint of a non-tenured teacher which arises by reason of his/her not being re-employed. As used in this definition, the term "employee" shall mean also a group of employees having the same grievance.

An "Aggrieved person" is a person or persons making the complaint. A "party in interest" is a person or persons making the complaint and any person who might be required to take the action or, against whom action might be taken in order to resolve the complaint.

Step One: An employee having a grievance shall first discuss it with his/her principal or immediate superior either directly or through the Association's designated representative with the objective of resolving the matter.

Step Two: If the aggrieved person is not satisfied with the disposition of his/her grievance on Step One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, he/she may file the grievance, in writing, to the Superintendent of Schools. The Superintendent of Schools should answer the grievance not later than ten (10) school days after the grievance is submitted to him.

Step Three: If the aggrieved person is not satisfied with the disposition of his/her grievance on Step Two he/she may file his/her grievance, in writing, to the Board. Within fifteen (15) school days after such written notice of submission in Step Three, the aggrieved person and his/her representative shall meet with the Board at a mutually convenient time in an attempt to resolve the grievance. If no agreement is reached in Step Three, and a request for arbitration is filed, the Board-Association committee shall meet within ten (10) days and shall attempt to select a mutually acceptable arbitrator in order to obtain an agreement for said arbitration. All of the meetings under the grievance procedure shall not be open to the public or be made public by either party. Only the parties involved and their representative shall be present at any of the sessions listed above. No reprisals of any kind shall be taken by the Board, the Association or by any member of the Administration against any party in interest, or building representative or any other participant in the grievance procedure by reason of such participation.

ARTICLE IV

TEACHER RIGHTS AND RESPONSIBILITIES

No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board or any agent or representative thereof shall be subject to the "Grievance Procedure" herein set forth. Any teacher required to appear before the Superintendent or Board concerning any matter which could adversely affect the continuation of that teacher in his/her office, position or employment or salary or any increment pertaining thereto 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/her.

ARTICLE V

ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. All members of the Association, New Jersey Education Association and the National Education Association shall be permitted to transact official Association business on school property at reasonable times providing that this shall not interfere with or interrupt normal school operations. The Association will tender to the Superintendent and principals a yearly schedule of its meetings on or before September 30 of the new school year. These meetings will not be scheduled in conflict with the meetings of the Superintendent or building principals. Once the Association's meetings are scheduled, any alterations to the Association's schedule are subject to the mutual agreement of the Association and the Administration.

B. A matter brought to the attention of the Association for its consideration by the Administration will be placed on the agenda where the Association feels it will reach the greatest number of teachers. The Association will provide the Administration information regarding the resolution of these matters.

C. Written inquiries to the Board and the Administration from the Association, and to the Association from the Board and the Administration, will be acknowledged in writing within five (5) school days of receipt indicating that the inquiry has been received and is under consideration.

D. The Board shall grant one (1) released school day per month, with pay, to the president or vice-president of the Association during his/her term in office. Requests for such released days are

to be made by the president to the Superintendent in a timely and reasonable manner. The Association shall reimburse the Board for the substitute's pay.

E. The Association shall appoint a Committee which shall work jointly with the Administration in the development of workshops in order to provide workshops which are meaningful and relevant to those teachers who will be attending. Advance notice of one semester for the scheduling of workshop programs shall be given to the Association and posted in the Faculty Rooms. Attendance at workshops shall be voluntary, although teachers are encouraged to attend those workshops which relate to their assigned duties. However, workshops may be established by the Administration and presented on a released time basis. These shall be attended by all instructional employees whenever scheduled.

ARTICLE VI

BOARD OF EDUCATION RIGHTS AND RESPONSIBILITIES

The Board on its own behalf and on behalf of the Electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey, and of the United States.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, and the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of the United States and of the State of New Jersey.

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the New Jersey School Laws or any other national, state, county, district or local laws or regulations as they pertain to education.

ARTICLE VII

TEACHER WORK DAY AND TEACHING LOAD

A. Every school work day shall include a duty-free lunch period. No teacher shall be required to report for duty any earlier than twenty (20) minutes before the opening of the pupil's school day, and shall be permitted to leave at least thirty minutes after the close of the pupil's school day. On Fridays or on a day preceding a holiday or a vacation, the teacher's day shall end at the close of the pupil's day. Teachers arriving and departing within the time limit set forth above, shall be permitted to indicate their arrival and departure by means of a check alongside his/her name in the appropriate sign-in book. A teacher reporting for duty less than twenty minutes before the opening of the pupil's school day or departing less than thirty minutes after the close of the pupil's school day, or at any time during the pupil's school day, shall be required to indicate the exact time of his/her arrival or departure alongside his/her name in the appropriate sign-in book.

B. Clerical assistance will be provided to transfer marks to the pupils' cumulative record cards for the first three marking periods.

C. Each full time classroom teacher shall, in addition to his/her lunch period, have a minimum of five (5) preparation periods per full five (5) day week, during which he/she shall not be assigned to any other duties.

D. The teacher has the responsibility to order materials and supplies for his/her classroom and program. He/she will list his/her order in priority order so that any necessary cuts will be of lowest priority items. If any changes are made in the order, the teacher will be notified.

E. The Board shall provide two (2) smocks for the Art Teacher and two (2) laboratory coats for the Science Teachers. Proper laundering for such items shall be provided without charge for the teachers.

ARTICLE VIII
TEACHER EVALUATION/APPRAISAL

Teachers shall be evaluated only by a person certified by the New Jersey State Board of Examiners to supervise instruction. The teacher shall be given a copy of all class visits or evaluation reports prepared by his/her evaluator. 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. 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 the 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. The teacher shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his designee and attached to the file copy.

Building principals shall review the appraisals from two (2) previous years when completing the appraisal for a school year. This will be made out in quadruplicate. The principal will place the appraisal in the teacher's mail box and notify those teachers with whom he/she wants to meet. The teacher has one day to review the appraisal and then arrange for a conference. If no conference has been requested by the principal, the teacher still has the option

of asking for one. If no conference is requested by either the principal or the teacher, then the teacher must sign three copies of the appraisal and return them to the principal.

As an Appendix to the Agreement, the existing evaluation form shall be attached. Before such form may be changed by the Board of Education, the Association must be consulted. Each teacher shall be entitled to a copy of his evaluation form.

The individual teacher file maintained in the Superintendent's office is the official personnel file and record; however, principals may maintain an unofficial file on each teacher for administrative and supervisory purposes. Teachers are free to review their file in either office by making an appointment and then signing and dating an appropriate log.

ARTICLE IX
COMPLAINT PROCEDURE

A. Any written complaint regarding a teacher made to any member of the Board of Education, the Superintendent or a Principal, which may influence evaluation of a teacher shall be processed according to the procedure outlined below. Any teacher has the right to be present with representation by the Association or personal attorney at all meetings or conferences of the Superintendent or his designee and the complainant, subsequent to receipt of a written complaint.

Step 1. A meeting with the Principal and the teacher in an attempt to resolve the matter, at which time the teacher shall be advised of the complaint.

Step 2. If the matter is not resolved in Step 1, a conference shall be held between the Principal, the teacher and the complainant.

Step 3. If not resolved in Step 2, both the teacher and the complainant may submit a written statement to the Principal, who shall forward said statement to the Superintendent, who shall investigate and attempt to resolve the matter.

Step 4. If not resolved in Step 3, the Superintendent shall forward all documents to the Board, which shall attempt to resolve the matter.

B. Any proposed resolution of the complaint shall be submitted in writing to all parties.

C. If any complaint or proposed resolution thereof is to be inserted into a teacher's personal file, the teacher shall be notified in writing and shall have the right to attach a response.

D. Any teacher shall have the right to file a grievance in accordance with the provisions of Article III at any time during or after the processing of a complaint; however, all proceedings under Paragraph A herein shall cease upon the filing of a grievance.

E. This Article shall be inoperative in all cases in which applicable procedures have been established by law.

ARTICLE X

GRADUATION

The committee is to consult with the Superintendent concerning graduation practices and policies.

ARTICLE XI
TEACHERS' BENEFITS

A. The Board of Education agrees to keep in force the insurance protection presently in effect, or a mutually acceptable replacement. Neither party will unreasonably withhold its consent to said replacement.

B. For the duration of this Agreement, the Board of Education agrees to continue its practices and procedures in connection with tuition reimbursement.

ARTICLE XII

COMPLIANCE - STATE AND FEDERAL LAWS

All operations hereunder are subject to any applicable State and Federal Laws, Executive Order having the effect of law, and regulations thereunder. The provisions of this Agreement shall be applied to all employees covered by this Agreement without discrimination as to race, color, religion, sex, age or national origin.

ARTICLE XIII

SCHOOL CALENDAR

A. The Association shall have the right to make recommendations on the school calendar to the Superintendent of Schools. In the situation in which a change is required in the adopted school calendar, the Association will be notified and the views of the Association may be submitted to the Superintendent of Schools.

B. The Board agrees that, insofar as practicable and consistent with its prerogatives and responsibilities with respect to the school calendar, the last school day before the Christmas Recess and the last day of the school year in June shall be abbreviated sessions.

C. School days in excess of the legal minimum (currently 180 days) and not utilized for snow or other emergency will be scheduled as abbreviated sessions for students and full days for teachers and staff. Such scheduling is intended to assist in the required end of year completion of records, etc., and the performance of other professional/educational responsibilities. It is understood that the unavailability of such abbreviated sessions will not affect the completion of end of year requirements and professional/educational responsibilities.

ARTICLE XIV

SICK LEAVE AND PERSONAL ABSENCE

A. In accordance with the State Law ten (10) days sick leave shall be allowed for absence due to personal illness during a school year. In addition, up to five (5) days shall be allowed for death in the immediate family to be taken within 10 days of the date of death. The immediate family is to be defined as husband, wife, mother, father, brother, sister, child, mother-in-law, father-in-law, or any person permanently living with the teacher. One (1) day shall be given for the death of a sister-in-law, brother-in-law, aunt, uncle, or other near relative at the discretion of the Superintendent. These additional days are not cumulative. Accumulated sick leave from another district is not transferable.

B. In addition, two (2) days may be used by a teacher for personal business. A teacher anticipating such a need, shall notify the Superintendent in writing at least five (5) days in advance stating the reasons for the request. In the event of an emergency where the need could not be anticipated, the 5 day notice will be waived but written notification shall be provided as far in advance as possible. Unused personal business days are to be credited to a teacher's accumulated sick leave. No personal day shall be taken immediately before or after a school holiday.

C. Maternity Leave: Application for leave shall be made to the Board of Education through the office of the Superintendent of Schools. Maternity leave may be granted for a period not to exceed two years upon application by the teacher on advice and recommendation, in writing, of a reputable physician. The teacher to whom leave is granted may return to service in the beginning of any school year within the two year period.

D. The Board of Education may require a physician's certificate to be filed with the Superintendent in the case of sick leave claimed. If a teacher should suffer an extended illness, the case may be reviewed by the Board of Education in order to determine a salary adjustment.

E. Each year a teacher may use two additional days of sick leave for illness in the teacher's family. These days shall not accumulate from year to year.

F. Any absence not chargeable to the allowances set forth herein or otherwise permitted by law shall be deducted at 1/200th of the individual's salary.

ARTICLE XV
TEACHERS' SALARY GUIDE
1991-92

STEP	BA	BA+30	MA	MA+30	MA+60
1	23,800	24,200	25,100	26,100	27,100
2	24,851	25,305	26,114	27,187	28,187
3	25,949	26,462	27,169	28,320	29,320
4	26,711	27,347	28,266	29,500	30,500
5	27,830	28,301	29,408	30,729	31,729
6	28,998	29,290	30,598	32,010	33,010
7	29,900	30,313	31,834	33,344	34,344
8	30,793	31,373	33,121	34,734	35,734
9	31,927	33,003	34,459	36,182	37,182
10	33,105	34,261	35,852	37,787	38,787
11	34,466	35,566	37,301	39,463	40,463
12	35,884	36,922	38,689	40,851	41,851
13	37,287	38,329	40,128	42,286	43,286
14	38,746	39,790	41,622	43,773	44,773
15	40,262	41,306	43,318	45,312	46,312
16	41,927	42,881	45,084	46,906	47,906
17	43,660	44,614	46,921	48,763	49,763
18	45,467	46,419	48,834	50,695	51,695
19	47,914	48,297	50,825	53,006	54,006
20	48,430	48,800	51,435	53,470	54,470

1991-92 Salary Guide

1. All teachers will be on guide for the 1991-92 school year.

2. Reimbursement for Approved Courses

Teachers taking approved graduate level courses will be reimbursed for up to six graduate credits per year. The rate of reimbursement will be at the lesser of the actual cost per credit at the institution where the credits are taken or the prevailing rate per graduate credit at Monmouth College at the time the credits are taken.

3. Blue Cross, Blue Shield, Rider J., Major Medical, or mutually acceptable replacement - employee's share, plus full family coverage will be paid by the Board of Education.

4. Course requirement for teachers is eliminated after 15 years of teaching or the achievement of the MA+30. Teachers with less than 15 years must still meet the course requirement except when a workshop is presented.

Staff members holding a Masters Degree will be permitted to take approved non-credit workshops and programs in lieu of college courses. However, such workshops and programs must conform to School Policies governing them. Applications for workshops and programs must be submitted reasonably well in advance of their start so that a determination may be made as to their worthiness.

5. A dental program for employee's share will be paid by the Board of Education. The Board and Association will mutually agree on the plan. Neither party will unreasonably withhold consent.

6. Upon retirement certificated personnel will be paid for accumulated sick days as follows:

No pay for first 100 days; remainder to be computed at 1 1/3 times substitute teacher rate in effect at time of retirement. (e.g., Current substitute rate = \$60/day x 1 1/3 = \$80/day for each accumulated sick day after 100.)

This provision shall be effective for any teacher retiring on or after the effective date of this contract.

7. A teacher called upon to take over a class during the teacher's planning period will be given compensatory time off to coincide with the children's dismissal, 30 minutes for each class equal to 1/6 of the substitute teacher rate in effect at the time of the contract. Example: 1/6 of \$60.00 = \$10.00 for each class covered. Payment shall be made once per school year.
8. A prescription plan (\$5.00 co-pay) for employees and dependents will be provided and paid for by the Board of Education. The Board and the Association will mutually agree on the plan with neither party unreasonably withholding consent.
9. Overnight class trip chaperones will be compensated at \$125.00 per night.
10. Head Teachers will be paid \$750.00 per year.
11. The Affirmative Action Officer will be paid \$600.00 per year.

EXTRA CURRICULAR ACTIVITY COMPENSATION

1991-1992

ACTIVITY	COMPENSATION-YEARS OF COACHING/EQUIVALENT EXPERIENCE		
	0 - 4	5 - 9	10 or more
Soccer	\$1,035.00	\$1,679.00	\$2,319.00
Basketball - Boys	\$1,035.00	\$1,679.00	\$2,319.00
Basketball - Girls	\$1,035.00	\$1,679.00	\$2,319.00
Field Hockey	\$1,035.00	\$1,679.00	\$2,319.00
Track	\$ 905.00	\$1,181.00	\$1,452.00
Track-Assistant	\$ 520.00	\$ 710.00	\$ 905.00
Softball	\$ 840.00	\$1,100.00	\$1,354.00
Cheerleaders	\$1,035.00	\$1,679.00	\$2,319.00
Swim Program	\$ 780.00	\$1,040.00	\$1,300.00

An additional \$100.00 will be paid to coaches with 15 years of coaching experience in West Long Branch.

ACTIVITY	COMPENSATION/ HOUR	ANTICIPATED MEETINGS/ WEEK-35 WEEK PROGRAM	
		WEEK-35	WEEK PROGRAM
Newspaper	\$20.60		2
Photography/Yearbook	\$20.60		2
Government	\$20.60		2
Band	\$20.60		1
Glee Club/Drama	\$20.60		2
Art Club	\$20.60		2
Library Club	\$20.60		1
Class Advisor	\$20.60		2
Spanish Club	\$20.60		1
Intramurals ¹ (Softball)	\$20.60		2 (@ 2 hrs ea)

The Board of Education may amend the above list of activities upon notifying the WLB Education Association, except the compensation for each activity performed.

Payment for school dance monitors will be \$38.00 per event. Payment for athletic events monitors will be \$32.00 per event.

¹Intramurals will be 8-week programs

TEACHERS' SALARY GUIDE

1992-93

<u>STEP</u>	<u>BA</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+30</u>	<u>MA+60</u>
1	25,000	25,700	27,300	28,800	30,000
2	25,983	26,693	28,329	29,861	31,081
3	27,004	27,724	29,398	30,962	32,202
4	28,066	28,796	30,506	32,103	33,363
5	29,170	29,908	31,656	33,286	34,565
6	30,317	31,064	32,850	34,513	35,812
7	31,509	32,264	34,089	35,785	37,102
8	32,747	33,511	35,374	37,104	38,440
9	34,035	34,805	36,708	38,472	39,826
10	35,373	36,150	38,092	39,890	41,261
11	36,764	37,547	39,528	41,360	42,749
12	38,209	38,998	41,019	42,884	44,290
13	39,711	40,505	42,565	44,465	45,886
14	41,273	42,070	44,170	46,104	47,541
15	42,896	43,695	45,836	47,803	49,254
16	44,582	45,383	47,564	49,565	51,030
17	46,335	47,137	49,358	51,392	52,870
18	48,157	48,958	51,219	53,286	54,775
19	50,050	50,850	53,150	55,250	56,750
20	51,050	51,850	54,150	56,250	57,750

1992-93 Salary Guide

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2. Reimbursement for Approved Courses

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3. Blue Cross, Blue Shield, Rider J., Major Medical, or mutually acceptable replacement - employee's share, plus full family coverage will be paid by the Board of Education.

4. Course requirement for teachers is eliminated after 15 years of teaching or the achievement of the MA+30. Teachers with less than 15 years must still meet the course requirement except when a workshop is presented.

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5. A dental program for employee's share will be paid by the Board of Education. The Board and Association will mutually agree on the plan. Neither party will unreasonably withhold consent.

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8. A prescription plan (\$5.00 co-pay) for employees and dependents will be provided and paid for by the Board of Education. The Board and the Association will mutually agree on the plan with neither party unreasonably withholding consent.
9. Overnight class trip chaperones will be compensated at \$125.00 per night.
10. Head Teachers will be paid \$750.00 per year.
11. The Affirmative Action Officer will be paid \$600.00 per year.

EXTRA CURRICULAR ACTIVITY COMPENSATION

1992-1993

ACTIVITY	COMPENSATION-YEARS OF COACHING/EQUIVALENT EXPERIENCE		
	0 - 4	5 - 9	10 or more
Soccer	\$1,121.00	\$1,818.00	\$2,511.00
Basketball - Boys	\$1,121.00	\$1,818.00	\$2,511.00
Basketball - Girls	\$1,121.00	\$1,818.00	\$2,511.00
Field Hockey	\$1,121.00	\$1,818.00	\$2,511.00
Track	\$ 980.00	\$1,279.00	\$1,573.00
Track - Assistant	\$ 563.00	\$ 769.00	\$ 980.00
Softball	\$ 910.00	\$1,191.00	\$1,466.00
Cheerleaders	\$1,121.00	\$1,818.00	\$2,511.00
Swim Program	\$ 845.00	\$1,126.00	\$1,408.00

An additional \$100.00 will be paid to coaches with 15 years of coaching experience in West Long Branch.

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ACTIVITY	COMPENSATION/ HOUR-1992/93	ANTICIPATED MEETINGS/ WEEK-35 WEEK PROGRAM
Newspaper	\$22.30	2
Photography/Yearbook	\$22.30	2
Government	\$22.30	2
Band	\$22.30	1
Glee Club/Drama	\$22.30	2
Art Club	\$22.30	2
Library Club	\$22.30	1
Class Advisor	\$22.30	2
Spanish Club	\$22.30	1
Intramurals ¹ (Softball)	\$22.30	2 (@ 2 hrs ea)

The Board of Education may amend the above list of activities upon notifying the WLB Education Association, except the compensation for each activity performed.

Payment for school dance monitors will be \$38.00 per event. Payment for athletic events monitors will be \$32.00 per event.

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TEACHERS' SALARY GUIDE

1993-94

<u>STEP</u>	<u>BA</u>	<u>BA+30</u>	<u>M</u>	<u>MA+30</u>	<u>MA+60</u>
1	25,865	26,565	28,165	29,665	30,865
2	26,875	27,628	29,348	30,960	32,250
3	27,932	28,695	30,454	32,101	33,412
4	29,029	29,803	31,603	33,284	34,617
5	30,171	30,956	32,794	34,511	35,865
6	31,358	32,151	34,030	35,782	37,157
7	32,591	33,394	35,314	37,101	38,498
8	33,872	34,684	36,646	38,469	39,885
9	35,203	36,024	38,027	39,887	41,323
10	36,588	37,415	39,461	41,357	42,813
11	38,026	38,861	40,949	42,882	44,356
12	39,521	40,363	42,493	44,462	45,955
13	41,075	41,923	44,095	46,100	47,612
14	42,689	43,543	45,757	47,800	49,327
15	44,368	45,225	47,483	49,562	51,107
16	46,113	46,972	49,274	51,388	52,948
17	47,926	48,787	51,131	53,282	54,857
18	49,810	50,672	53,060	55,246	56,835
19	51,769	52,630	55,060	57,282	58,883
20	53,804	54,664	57,136	59,394	59,925
20+	54,879	55,739	58,211	59,950	59,975

20+ - Commencement after 25 years of service

1993-94 Salary Guide

1. All teachers will be on guide for the 1993-94 school year.

2. Reimbursement for Approved Courses

Teachers taking approved graduate level courses will be reimbursed for up to six graduate credits per year. The rate of reimbursement will be at the lesser of the actual cost per credit at the institution where the credits are taken or the prevailing rate per graduate credit at Monmouth College at the time the credits are taken.

3. Blue Cross, Blue Shield, Rider J., Major Medical, or mutually acceptable replacement - employee's share, plus full family coverage will be paid by the Board of Education.

4. Course requirement for teachers is eliminated after 15 years of teaching or the achievement of the MA+30. Teachers with less than 15 years must still meet the course requirement except when a workshop is presented.

Staff members holding a Masters Degree will be permitted to take approved non-credit workshops and programs in lieu of college courses. However, such workshops and programs must conform to School Policies governing them. Applications for workshops and programs must be submitted reasonably well in advance of their start so that a determination may be made as to their worthiness.

5. A dental program for employee's share will be paid by the Board of Education. The Board and Association will mutually agree on the plan. Neither party will unreasonably withhold consent.

6. Upon retirement certificated personnel will be paid for accumulated sick days as follows:

No pay for first 100 days; remainder to be computed at 1 1/3 times substitute teacher rate in effect at time of retirement. (e.g., Current substitute rate = \$60/day x 1 1/3 = \$80/day for each accumulated sick day after 100.)

This provision shall be effective for any teacher retiring on or after the effective date of this contract.

7. A teacher called upon to take over a class during the teacher's planning period will be given compensatory time off to coincide with the children's dismissal, 30 minutes for each class equal to 1/6 of the substitute teacher rate in effect at the time of the contract. Example: $1/6$ of \$60.00 = \$10.00 for each class covered. Payment shall be made once per school year.
8. A prescription plan (\$5.00 co-pay) for employees and dependents will be provided and paid for by the Board of Education. The Board and the Association will mutually agree on the plan with neither party unreasonably withholding consent.
9. Overnight class trip chaperones will be compensated at \$125.00 per night.
10. Head Teachers will be paid \$750.00 per year.
11. The Affirmative Action Officer will be paid \$600.00 per year.

EXTRA CURRICULAR ACTIVITY COMPENSATION

1993-1994

ACTIVITY	COMPENSATION-YEARS OF COACHING/EQUIVALENT EXPERIENCE		
	0 - 4	5 - 9	10 or more
Soccer	\$1,204.00	\$1,953.00	\$2,697.00
Basketball - Boys	\$1,204.00	\$1,953.00	\$2,697.00
Basketball - Girls	\$1,204.00	\$1,953.00	\$2,697.00
Field Hockey	\$1,204.00	\$1,953.00	\$2,697.00
Track	\$1,053.00	\$1,374.00	\$1,689.00
Track-Assistant	\$ 605.00	\$ 826.00	\$1,053.00
Softball	\$ 977.00	\$1,279.00	\$1,574.00
Cheerleaders	\$1,204.00	\$1,953.00	\$2,697.00
Swim Program	\$ 908.00	\$1,209.00	\$1,512.00

An additional \$100.00 will be paid to coaches with 15 years of coaching experience in West Long Branch.

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ACTIVITY	COMPENSATION/ HOUR	ANTICIPATED MEETINGS/ WEEK-35 WEEK PROGRAM	
		WEEK	PROGRAM
Newspaper	\$23.95		2
Photography/Yearbook	\$23.95		2
Government	\$23.95		2
Band	\$23.95		1
Glee Club/Drama	\$23.95		2
Art Club	\$23.95		2
Library Club	\$23.95		1
Class Advisor	\$23.95		2
Spanish Club	\$23.95		1
Intramurals	\$23.95		2 (@ 2 hrs ea)

The Board of Education may amend the above list of activities upon notifying the WLB Education Association, except the compensation for each activity performed.

Payment for school dance monitors will be \$38.00 per event. Payment for athletic events monitors will be \$32.00 per event.

¹Intramurals will be 8-week programs

ARTICLE XVI

DURATION

All articles of the Agreement shall be for the period of July 1, 1991 to June 30, 1994.

IN WITNESS WHEREOF, the parties have caused their names to be subscribed by their duly authorized officers and representatives this 17th day of April, 1991.

WEST LONG BRANCH
EDUCATION ASSOCIATION

WEST LONG BRANCH
BOARD OF EDUCATION

K. Prout

W. Deisinger

C. White

F. Weinmann

A. Herberg

S. O'Neill

G. Teutsch

D. LaBanca

P. Sandilos, Superintendent of Schools

R. Tarantolo, School Business Administrator

WEST LONG BRANCH BOARD OF EDUCATION
WEST LONG BRANCH, NEW JERSEY

TEACHER APPRAISAL FORM

Teacher: _____ Date: _____

School: _____ Grade/Subject _____

Appraisal Period From: _____ To: _____

This form is to be used to appraise the teacher's actual performance for the rating period indicated. Ratings of Unsatisfactory or Needs Improvement will receive justification on the commentary section.

	ACCEPTABLE	NEEDS IM- PROVEMENT	UNSATISFACTORY
TEACHING SKILL			

COMMENT:

PREPARATION OF DAILY WORK			
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COMMENT:

PUPIL-TEACHER COOPERATION			
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COMMENT:

CLASSROOM DISCIPLINE			
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COMMENT:

	ACCEPTABLE	NEEDS IM- PROVEMENT	UNSATISFACTORY
CLASSROOM MANAGEMENT AND ADMINISTRATION			

COMMENT:

INITIATIVE			
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COMMENT:

PROFESSIONAL ATTITUDE			
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COMMENT:

PERSONAL QUALITIES			
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COMMENT:

FINAL EVALUATION:

1. For non-tenure teachers only. Do you recommend reappointment:
Yes ___ No ___
2. For all teachers. Is increment recommended: Yes ___ No ___

Principal's Signature _____

TEACHER'S COMMENTS: _____

Teacher's Signature _____

This signature of the teacher is an indication that he/she has reviewed this evaluation with the evaluator and not that the teacher is in agreement with the evaluation. The teacher may comment at the appropriate place on this form and/or at any subsequent time.

Three copies of this evaluation are prepared. All are signed by the teacher and principal. All are received by the superintendent who completes the section below, retains one copy and returns one copy to the teacher and one copy to the principal.

I have reviewed this report and consider the teacher's work:

Satisfactory ()

Unsatisfactory ()

Date: _____ Superintendent _____

DEFINITIONS OF TERMINOLOGY

TEACHING SKILL:

The adaptation of methods of teaching to particular aims or ends to be secured. For example, formation of habits, clear thinking, appreciation, mastery of methods of work, and the like. Adaptation, as well to the varying interests and abilities of all children.

**PREPARATION OF
DAILY WORK:**

The plans which a teacher has made for the work of the day, including illustrative materials prepared, plan of recitation and preparation of assignment, etc.

**PUPIL-TEACHER
COOPERATION:**

The attitude of teachers toward pupils and pupils toward their teacher. The spirit of enthusiastic cooperation which should exist between teachers and pupils.

CLASS DISCIPLINE:

The control of a group of children in such a manner as to make possible the realization of the aim of the school.

**CLASSROOM MANAGE-
MENT AND ADMINIS-
TRATION:**

The handling of supplies and equipment in the most beneficial and economic manner. Keeps classroom neat, attractive and stimulating. Is prompt, accurate in fulfilling administrative assigned duties, such as, reports, records, etc. Is prompt in reporting for teacher-assigned duties.

INITIATIVE: The ability to accept responsibility and to vary from routine procedure. Willingness to try something new.

PROFESSIONAL ATTITUDE: Cooperation with other teachers and with the supervisory and administrative staff. Evidence of work done for professional growth. Accepts and seeks criticism objectively.

PERSONAL QUALITIES: Cleanliness, neatness, good taste, general appearance. The personal qualities which make teachers acceptable in their relationship with pupils, their colleagues, and with school patrons. Voice, enthusiasm, ability to lead.