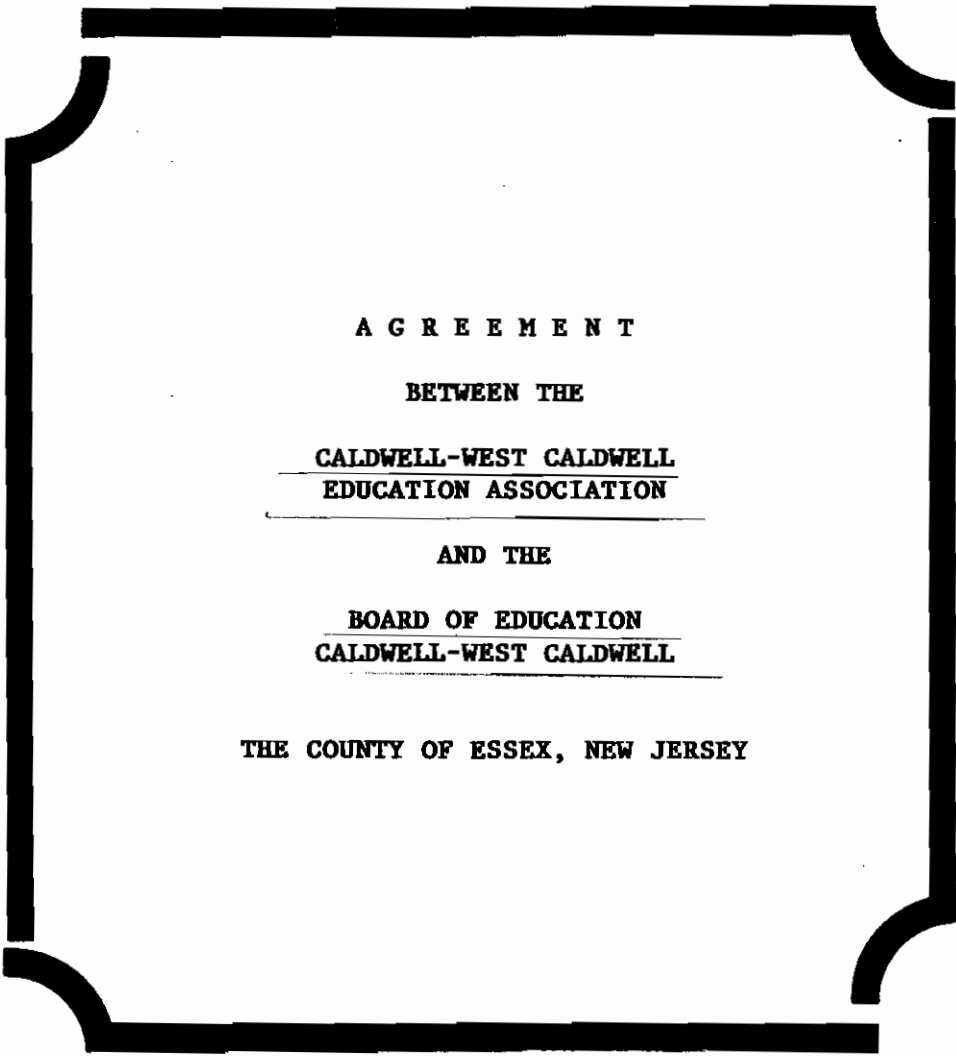


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**A G R E E M E N T**

**BETWEEN THE**

**CALDWELL-WEST CALDWELL**  
**EDUCATION ASSOCIATION**

**AND THE**

**BOARD OF EDUCATION**  
**CALDWELL-WEST CALDWELL**

**THE COUNTY OF ESSEX, NEW JERSEY**

**FOR THE SCHOOL YEARS**  
**1985-86**  
**and**  
**1986-87**

*\* July 1, 1985 - June 30, 1987*

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## APPENDIX

- A (1) - Salary Schedules for 1985-86 and 1986-87
- (2) - Athletic Salaries for 1985-86 and 1986-87
- (3) - Non-Athletic Salaries for 1985-86 and 1986-87
  
- B - Grievance Forms
  
- C - 1985-86 Calendar

## PREAMBLE

The Board and the Association recognize and declare that providing a quality education for the children of the Caldwell-West Caldwell School District is their mutual aim, and that the character of such education depends predominantly upon the quality and morale of the teaching service.

The Board and the Association have an obligation, pursuant to Chapter 303, Public Laws of 1968, to negotiate as representatives of their respective groups with respect to the terms and conditions of employment.

## ARTICLE I - RECOGNITION

- A. The Board recognizes the Association as the sole and exclusive representative for collective negotiations with respect to terms and conditions of employment of certificated personnel under contract or on leave, but limited to:

teachers  
nurses  
learning disabilities consultants  
psychologists  
guidance counselors  
librarians  
social workers  
speech therapists  
supplemental teachers who work  
a half-day or more  
coordinators of elementary art and  
industrial cooperative education.

- B. 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, and references to male teachers shall include female teachers.

## ARTICLE II - DUES DEDUCTION

The Board will, upon signed authorization of the teacher involved, deduct from the teacher's pay, dues payable by him to the local, county, state and national Associations during the period provided for in the Agreement.

A Representation Fee of 85% has been agreed to by the parties. The Association will provide a listing of non Association members, within a reasonable period of time after the commencement of the 1985-86 school year and 1986-87 school year, to the Board.

The Association will indemnify the Board against all costs, and expenses, including attorney's fees, incurred in any employee claim, litigation or action against the Board arising from implementation of this Article.

The Board will transmit in timely fashion, in accordance with the present procedure for payroll deductions, monies due the Association under this Article.

## ARTICLE III - GRIEVANCE

### A. Definition

A "grievance" is an appeal by a teacher based upon the interpretation, application or violation of policies, agreements or administrative decisions affecting that teacher.

The Association may file a class action grievance as long as the grievance is signed by at least one of the offended parties on behalf of the group or class.

Grievances pertaining to Association rights may be initiated by a representative of the Association.

A non-tenure teacher may process grievances in accordance with this procedure, except his administrators' judgments of his competence as a teacher, which may be appealed to the Superintendent of Schools.

Administrative decisions specifically pertaining to curriculum matters, instructional materials or equipment may not be appealed.

A teacher shall have the right to present his own appeal or designate another person or representative of his own choosing to appear with him at any step in his appeal. When a teacher is not represented by the Association, the Association shall have the right to be present at the Board of Education Hearing and any step beyond, and to state its views.

### B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the terms and conditions of employment of teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with the appropriate member of the administration, and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

**ARTICLE III - GRIEVANCE (continued)**

**C. Grievance Procedure**

1. The teacher shall appeal in writing using Grievance Forms, copies of which are included herein, within ten (10) school days of the alleged grievance, or within ten (10) school days of his knowledge of the alleged grievance, in sequence to the supervisor, where applicable, Principal, and Superintendent of Schools. The teacher shall inform the Association at any step. A copy of the written grievance and responses shall be forwarded to the Association at each step of the grievance procedure.
  2. The employee's request to the Board of Education for a hearing shall be submitted in writing through the designated representative(s) of the Association to the Superintendent of Schools, and shall include a statement of the nature of the appeal and a detailed account of all the facts upon which the appeal is based.
  3. There shall be a period of not more than ten (10) school days in each appeal sequence as outlined above. The number of days may be extended by mutual agreement.
  4. 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 shall be deemed to be a waiver of further appeal of the decision.
  5. Any and all teacher grievants 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.
- D. When the case is heard by the Board of Education, an opportunity shall be given to present any relevant and material evidence and a full discussion shall take place. The Board of Education shall at said hearing, or by independent investigation, seek to secure all evidence pertinent to the appeal. Copies of the said proceedings shall be distributed to the employee and his representatives. The Board of Education will forward through the Superintendent of Schools, a written response to the teacher within ten (10) school days following the hearing.
- E. In cases in which a grievance pertains to a matter of specific terms and conditions of employment in the written agreement between the Board and the Association, and if the decision of the Board does not resolve the grievance to the satisfaction of the teacher grievant, and if the Association determines that the grievance is meritorious, the Association may submit a written notice for arbitration to the Board through the Superintendent within fifteen (15) days after receipt by the teacher grievant of the Board's decision. However, the Board's decision shall be final and binding in all cases, as follows:

### ARTICLE III - GRIEVANCE (continued)

- (a) Any matter which refers in particular to those laws that confer specific powers on Boards of Education that may not be abrogated nor set aside by agreement.
- (b) a complaint of a non-tenure teacher which arises by reason of his not being re-employed; or
- (c) A complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in, any position for which tenure either is not possible or not required.
- (d) Any matter which according to law is either beyond the scope of Board authority or limited to unilateral action by the Board alone.
- (e) Any matter of written agreement between the Board and Association which pertains to school calendar, evaluation of teachers, organization of positions, or matters that specifically pertain to curriculum, instructional material, and equipment.

#### F. Arbitration

Within the ten (10) school days after the written notice of submission to arbitration, the Board and the Association shall select a mutually acceptable arbitrator and obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the selection of an arbitrator.

- (a) The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the hearings. The arbitrator's recommendations shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted.
- (b) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties, or any policy of the Board of Education. The recommendations of the arbitrator shall be binding on the parties.
- (c) The costs for the services of the arbitrator shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

### ARTICLE III - GRIEVANCE (continued)

- (d) In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
- (e) No reprisals of any kind shall be taken by the Board or Administration, or the Association or any teacher against any party in interest, or any other participant in the grievance procedure by reason of such participation.
- (f) All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
- (g) All necessary forms pertinent to the grievance procedure shall be prepared jointly by the Superintendent of Schools and the Association, and given appropriate distribution so as to facilitate operation of the grievance procedure.
- (h) All meetings and hearings under this procedure up through the Board of Education hearing shall be conducted in private and shall include only such parties in interest and their designated or selected representatives.
- (i) Copies of decisions reached at the Superintendent and Board level will be sent to the Association.

### ARTICLE IV - HEARINGS BEFORE BOARD

Whenever any teacher is required to appear before the Board or any committee thereof on any matter which would adversely affect the continuation of that teacher in his office, position, or employment or the salary or any increments pertaining thereto, such teacher shall be given notice in accordance with New Jersey Statutes 18A:25-7.

### ARTICLE V - CALENDAR

- A. The school calendar shall be established for the term of this Agreement by the Superintendent in consultation with the Association and with the approval of the Board of Education.
- B. The school calendar for the 1985-86 school year shall be set forth in Schedule C, and shall be revised for the 1986-87 school year.

### ARTICLE VI - VACATIONS

#### A. Teachers

The annual school calendar designates the workdays and vacation periods for teachers.

**ARTICLE VI - VACATIONS (continued)**

**B. Twelve Month Professional Employees**

Professional employees on a twelve month contract will be in attendance on all days of the teachers' calendar and will be responsible for the operation of their assignment on a Monday-to-Friday basis throughout the year, except on legal holidays. A twelve month professional employee will be entitled to four weeks of paid vacation during the months of July and August, to be arranged in conference with the Superintendent of Schools.

**ARTICLE VII - SALARIES**

- A. Each teacher in active employment shall be placed on the proper step of the salary schedule as of the beginning of the 1985-86 school year and the 1986-87 school year in accordance with salary guides mutually agreed to by the Board and the Association (see Appendix A). This contract shall be in effect for the school years 1985-86 and 1986-87.

Prior related skills and/or experience, including up to four years of military service are creditable in establishing the initial position of new teachers on the salary guide.

Subject to the exercise of the Board's retained right to withhold salary increments, in accordance with NJSA 18A:29-14, teachers shall be entitled to receive annual salary increments as provided in the salary guide until the maximum salary for the position has been attained.

**B. Payment of Teachers**

All teachers are paid semi-monthly on approximately the 15th and the last day of the month. Annually, the Secretary-Business Administrator will prepare a calendar of scheduled paydays for the fiscal year, running from July 1 of the one year through June 30 of the following year. Pay checks will be delivered to employees on these scheduled paydays.

**C. Contract and Salary Status**

Teachers shall be notified of their contract and salary status for the ensuing year as close to April 1 as possible. In order for the non-tenure teacher contract to be valid, each teacher shall return the contract notification to the Superintendent within three weeks of mailing notification. The Superintendent may extend the due date.

**D. Course Credit for Salary Purposes**

The Board of Education encourages teachers to continue their professional training through matriculation in advanced degree programs and/or enrollment in specific courses, which in the judgment of the Administration will serve to advance a teacher's performance in the classrooms of the local district.



**ARTICLE VII - SALARIES (continued)**

**D. Course Credit for Salary Purposes (continued)**

The following guidelines will serve as a basis for granting salary guide credit for approved teachers' training:

1. In general, any course or courses taken as part of a program in which the teacher is matriculating toward an advanced degree within the field of education will be accepted without further explanation because the attainment of an advanced degree is a recognizable professional goal.
2. A course or courses taken to meet requirements for certification in New Jersey do not qualify for salary guide credit unless the courses for certification are included in a matriculated program for an advanced degree.
3. Under certain conditions, it is understandable that a teacher may wish to pursue work in courses outside that teacher's present major teaching field, such as a degree program which may add to the teacher's background and consequently tend to enhance the contribution the teacher can make to the school district. Such courses, therefore, when taken in connection with a degree program may be allotted normal salary guide credit, if advanced application is made and approved by the teacher's building principal with final approval secured by the Superintendent or Assistant Superintendent of the complete contemplated program of study before first registration for any course is completed. Substitution of courses as may be required because of registration and scheduling difficulties will be permitted without advance Superintendent or Assistant Superintendent approval, provided the substitution is approved by the degree granting institution for substitute credit toward the degree being sought.
4. A teacher may wish to enroll in a specific course in an approved college or university when such course is not part of a degree program. Salary guide credit will be allotted upon successful completion of the course only if advanced application is made and approved by his building principal with final approval secured by the Superintendent or Assistant Superintendent before registration in the course is completed. The relevance of the proposed course to the improvement of teacher effectiveness will be a major factor in determining salary credit approval.
5. Graduate credits for application beyond the Masters Column may be earned in a nonmatriculated program, submitted to and approved by the Superintendent prior to the start of the program. Courses must be those offered by an accredited institution, approved by the Superintendent and acceptable for graduate credit. Courses must require regular scheduled attendance for advanced study over at least one term, semester, summer session or intersession.

## ARTICLE VII - SALARIES (continued)

### D. Course Credit for Salary Purposes (continued)

6. From time to time, the Board of Education may offer in-service teacher education programs on an elective or required basis. Salary credit for teachers' participation in such programs will be determined in advance and awarded only upon successful completion of the work.
7. When a teacher achieves a higher training level on the guide at mid-year, his salary will be adjusted to that level for the remainder of the year, provided an official transcript has been submitted to the Superintendent's office.

### E. Equivalency Credits for In-Service Training Programs

Equivalency credits towards the salary guide shall be granted by the Superintendent of Schools for in-service training experience sponsored by the Board of Education up to a maximum of three credits for satisfactory completion of each approved training program.

The number of credits allowed shall be determined prior to enrollment in such courses.

### F. Equivalency Credits

Equivalency credits towards the salary guide shall be granted by the Superintendent of Schools for educational travel experience under the following conditions:

1. The maximum amount of credit which can be obtained in this category shall be the equivalent of six semester hours of post graduate training.
2. The Superintendent of Schools shall determine the number of semester hours equivalent any particular travel experience is worth.
3. To aid the Superintendent of Schools in making the above decision, the teacher desiring such equivalency credit shall submit, at least thirty days before departure, a brief outline of the extent of the proposed travel and the educational values to the teacher.
4. After completion of the travel experience, the teacher shall submit to the Superintendent of Schools a brief summary of the trip and its value.

## ARTICLE VIII - ABSENCE OF PERSONNEL

All employees of the Caldwell-West Caldwell School District are expected to report on time for work on every work day designated by the official school calendar. All personnel are expected to notify the proper person or persons as soon as it is known that they will be absent from or late to their designated duties.

**ARTICLE IX - PERSONAL ILLNESS**

- A. Each employee covered by this Agreement shall be allowed twelve (12) days absence in any school year for personal illness without deduction of pay commencing with the school year 1985-86 and 1986-87. The number of unused days in any year shall accumulate from year to year, so long as employment is continuous.

Upon request filed three school days in advance on the prescribed application form (emergencies excepted), a maximum of two days in any one school year of unused sick leave entitlement may be granted by the Superintendent without deduction of pay to any employee covered by this Agreement for personal matters that are of such pressing and immediate importance that they cannot be performed after employment hours. Confidentiality of reasons for such request will be respected if the form processed so indicates that the teacher wishes the reason to remain confidential.

- B. The purpose of personal illness benefits is solely to provide relief in case of personal sickness, personal accident and quarantine.
- C. The Superintendent of Schools or Secretary-Business Manager may request certification by a properly licensed doctor for consecutive illness, if absence exceeds five days or more.
- D. Teachers will be notified on or about September 15, 1985 and September 15, 1986, of their accumulated personal illness days, which notification shall include the twelve days of personal illness allowed for the 1985-86 and 1986-87 school years.

**ARTICLE X - DEATH IN IMMEDIATE FAMILY**

An absence, not to exceed five working days in each instance, shall be allowed without loss of pay by the Superintendent in case of death in the immediate family. In general, immediate family shall be defined as mother, father, wife, husband, son, daughter, brother, sister or a member of the employee's household, and such other person as may have a close family relationship to the employee and is approved by the Superintendent as falling within this category.

**ARTICLE XI - TEMPORARY LEAVES OF ABSENCE**

- A. Up to two days per school year may be granted with full pay for observance of religious holidays where said observance prevents the teacher from working on said days.
- B. Upon application to the Superintendent, up to two days of any school year may be granted for two officers of the Association to attend conferences or conventions of county, state and national affiliated organizations. The Association will pay the cost of the substitute teachers employed for said Association officers during the times of their absences.
- C. Up to two days with pay may be granted by the Superintendent for the purpose of visiting other schools or attending meetings or conferences of an educational nature.

**ARTICLE XII - LEAVE OF ABSENCE WITH OR WITHOUT PAY**

- A. A teacher may apply for a leave of absence with or without pay. The leave shall be granted only by the Board of Education. The leave will be considered only upon written application to the Superintendent of Schools setting forth the reasons for which the leave is sought. When an application for a leave is filed, the Superintendent of Schools will promptly submit a recommendation to the Board of Education approving or disapproving the application and setting forth:
  - (1) The results of his investigation of the facts set forth in the application;
  - (2) The number of other members of the school staff on leave;
  - (3) The reasons for his approval or disapproval of the application and a copy of these reasons forwarded to the applicant;
  - (4) Whether the leave is to be with or without pay.
- B. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave, shall be restored to him upon his return.

### ARTICLE XIII - SABBATICAL LEAVE

A teacher may apply for a sabbatical leave of absence for a full contract year or half a contract year. Sabbatical leaves may be granted to a maximum of two percent of teachers at any one time. If granted for a full year, the applicant will receive one-half of his yearly contract salary. If granted for a half-year, the applicant will receive one-quarter of his yearly contract salary while on leave. Upon returning to duty for the remaining one-half year, he will receive one-half of his yearly contract salary paid in semi-monthly installments. Leave shall be granted only by the Board of Education.

Sabbatical leave may be granted for the purpose of study, travel or educational activities that will enhance the professional improvement of the teacher and benefit the school system.

Leave will be considered only upon written application to the Board of Education and Superintendent of Schools setting forth the reasons for which the leave is sought, and the use to which the leave is to be put. The applicant for leave shall agree in the application (a) to submit a written report upon termination of the leave showing the educational activities in which the applicant participated and their relationship to the work of the schools; (b) to render two years service to the school system after completion of leave, unless prevented by illness or excused by the Board of Education.

Such a leave of absence shall in no way be considered a termination or breach of contract of continuous employment. All tenure rights belonging to the applicant at the time the application is approved shall be retained, and the period of such leave shall be continued as regular service for purpose of retirement. Contributions to the New Jersey Pension and Annuity Fund shall be continued by the Board of Education and the appropriate amount deducted from the salary due the applicant. A staff member on sabbatical leave of absence shall be eligible for the normal salary increment upon the presentation of adequate written reports at the end of the leave.

### ARTICLE XIV - MATERNITY LEAVE

- A. When a teacher shall become aware of her pregnancy, she shall then so notify the Superintendent of Schools through her building principal or immediate supervisor indicating the tentative birthdate. Arrangements will then be made for the teacher's leave of absence.

A maternity leave of absence shall begin and be for a period of time designated by the Superintendent of Schools in consultation with the teacher and with the written approval of the teacher's physician.

**ARTICLE XIV - MATERNITY LEAVE (continued)**

Any teacher who has been granted a maternity leave shall, before she is permitted to return to active duty, undergo examination by a physician of her choice certifying that she is able to perform her duties in a proper manner, which certification shall be forwarded to the Board of Education physician to review. Following any difference of medical opinion between the Board physician and the teacher's physician, the two physicians shall mutually select a third physician, who shall review and decide the matter.

In the event of a miscarriage, still birth, or other unfortunate event, the teacher shall have the right to return to work. If the teacher on leave has been replaced by a person under contract, 60 days notice must be given to the Board of Education.

- B. Any female teacher adopting an infant child may receive similar leave which shall commence upon her receiving de facto custody of said infant, or earlier, if necessary, to fulfill the requirements of the adoption.
- C. A male employee may be granted one day's absence, with pay, at the time his wife gives birth to a child, or a child is adopted.

**ARTICLE XV - MEDICAL-SURGICAL/MAJOR MEDICAL/RIDER J/DENTAL PLAN**

**Employee**

Full coverage (Blue Cross/Blue Shield Usual, Customary or Reasonable Fee Plan) for medical-surgical, major-medical, and Rider J, or its equivalent by mutual agreement, is provided at Board of Education expense.

**Family or Dependency**

Full coverage (Blue Cross/Blue Shield Usual, Customary or Reasonable Fee Plan) for medical-surgical, major-medical, and Rider J, or its equivalent by mutual agreement, is provided at Board of Education expense.

**Dental**

- A. Dental insurance coverage will be a 100% preventative and diagnostic plan for the employee only in the 1985-86 school year.
- B. Effective 1986-87 the dental insurance coverage shall be increased to full family coverage, the cost of the improved change to be approximately 0.5%.

**ARTICLE XVI - COOPERATION WITH THE ASSOCIATION**

- A. Representatives of the Association, the New Jersey Education Association, National Education Association, and the Essex County Education Association shall be permitted to transact official Association business on school property, use school buildings and equipment, use interschool mail facilities and mail boxes, and a school faculty bulletin board, provided this shall not interfere with or interrupt normal school operations. The Association shall pay the cost of materials and supplies incident to such use.
- B. The Board shall cooperate with the president of the Association during his term in office to provide such time for Association duties as can be provided without expense to the Board, provided that this shall not interfere with or interrupt his normal school teaching responsibilities.
- C. The Board of Education will distribute those sections of the Policy Manual that effect terms and conditions of employment mutually agreed upon by the Association and the Superintendent by the opening day of school.
- D. The president of the Association shall meet with the Superintendent prior to the beginning of the school year to establish a schedule of times for regular meetings of the Association in order that conflicts with other meetings called by the Superintendent or his administrators may be minimized. To the extent possible, regular meetings of the Association are to be scheduled for Thursday afternoons.
- E. A representative of the Association may speak to teachers during scheduled faculty meetings. Arrangement for inclusion on the meeting agenda shall be made through the building principal.

**ARTICLE XVII - TEACHER'S AND BOARD'S RIGHTS**

Pursuant to Chapter 303, Public Laws 1968, the Board hereby agrees that employees shall have the right freely to organize for the purpose of engaging in collective negotiations in accordance with said statute. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 303, Public Laws 1968, or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any employee by reason or his membership in the Association and its affiliates, his lawful participation of any activities of the Association and its affiliates, collective negotiations with the Board, or his institutions of any grievance, complaint, or proceeding as provided by this Agreement between the Association and the Board.

Both parties recognize the desirability of continuous and uninterrupted discharge of responsibilities to the institutional program of the school during the school year, and the avoidance of disputes which threaten to interfere with such operation.

### ARTICLE XVIII - MANAGEMENT RIGHTS

Nothing in this Agreement shall be construed to diminish or remove from the Board the authority vested in it by the New Jersey Statutes Title 18A.

### ARTICLE XIX - PERSONAL AND ACADEMIC FREEDOM

The Board states that it will agree with and follow the law with respect to the protection of individuals and the pursuit of academic freedom by teachers.

### ARTICLE XX - TEACHER EVALUATION

Teachers are to receive periodic evaluation of performance in accordance with the procedure for evaluation as authorized by the Board and contained in the Administrative Regulations and posted on all teacher bulletin boards. In accordance with Title 18A:29-14 Revised Statutes of the State of New Jersey, the Board retains the right to withhold increments.

- A. Teachers are to receive a periodic evaluation of their performance in accordance with procedures for evaluation hereafter set forth:
1. Non-tenured teachers shall be observed through classroom visitations a minimum of three times during each school year. At least one such observation shall be with reasonable prior notification.
  2. The minimum number of observations for teachers hired after November 1 shall be determined by the Board on a pro-rata basis.
  3. Tenured teachers shall be observed through classroom visitation at least once during each school year.
  4. Criteria for evaluations shall be established by the Board.
  5. An observation shall be conducted by a certified supervisor, and shall encompass a period of time equal to the major portion of a period or in the alternative, a complete lesson.
  6. A post-observation conference shall be held within five school days of the classroom visitation.
  7. Teachers are to receive copies of evaluation reports at the time of their post-observation conference. The teacher shall sign the report to acknowledge receipt. Signing the evaluation report will be evidence that the teacher read the report and not indicate agreement with or approval of the evaluation. No evaluation report shall be submitted to the Central Office, placed in the teacher's file, or otherwise acted upon, without notification to the teacher, nor will any teacher be asked to sign a blank form.
  8. Teachers shall have the right to submit within 10 school days, a written disclaimer of an evaluation. A copy of such disclaimer shall be attached to each party's copy of the evaluation report.
  9. The supervisor signing the evaluation as observer shall be the person writing the observation report.



## ARTICLE XXI - TEACHER SUSPENSION

A teacher may be suspended with or without pay.

## ARTICLE XXII - TEACHING HOURS

- |    |                                |                        |
|----|--------------------------------|------------------------|
| A. | Grover Cleveland Middle School | 8:15 a.m. to 3:30 p.m. |
|    | James Caldwell High School     | 7:55 a.m. to 3:15 p.m. |
|    | Elementary Schools             | 8:30 a.m. to 3:30 p.m. |

Pupil contact time for elementary teachers and auxiliary teachers will continue as established for the 1978-79 school year.

Teachers assigned to more than one building are to keep the hours of work of the building to which they are assigned that day.

Teachers who do not report directly to a building should maintain the following hours of work: 8:30 a.m. to 3:30 p.m.

As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. The teacher will be in his classroom prior to the arrival of his students and shall be available to help students after student dismissal.

### B. Lunch Periods

Teachers shall have a daily duty-free lunch period of at least one-half hour or for a period of time equal to the students' lunch period where such lunch period is less than one-half hour.

Elementary teachers shall have a forty-five (45) minute, duty-free lunch period. The faculties in each elementary school will assist each building principal in the development of lunch hour schedules.

- C. Except in unusual circumstances, teacher meetings held after regular classes are dismissed are to be scheduled to begin fifteen (15) minutes after student dismissal. Such meetings will normally be scheduled for not more than 90 minutes (1½ hours) duration. Except in cases of emergency, no teacher meetings will be scheduled for Fridays.
- D. On Fridays or days preceding holidays or vacations, the teacher's day shall end at the close of the pupil's day.
- E. There shall be, in each school year, 6 days and 6 evenings maximum, of Parent-Teacher Conferences and they shall not be scheduled back-to-back.
- F. Teacher assignments will be based on the general practice established over the past 5 years in the Junior and Senior High Schools.
- G. Teachers in grades 9-12 shall have no less preparation time each day than the practice in effect at James Caldwell High School during the 1984-85 school year.
- H. Elementary teachers shall have preparation time when special subject teachers are available, as per existing general practice.

**ARTICLE XXIII - VOLUNTARY AND INVOLUNTARY TRANSFERS**

All professional staff positions available for the coming school year shall be posted in all school buildings as they become known. Notification of position vacancy shall specify position title, duties, qualifications and the procedure and dates for making application. A copy of each posted notification of position vacancy shall be sent to the Association.

**ARTICLE XXIV - TEACHER ASSIGNMENT AND TRANSFER**

- A. Assignment shall be made at the discretion of the administration and shall normally be within the teacher's area of competency, teaching certificate or major field of study.
- B. A teacher who is assigned to travel between two or more buildings shall be compensated at the rate of 21¢ per mile. Payment shall be made in two equal installments payable in November and April.

**ARTICLE XXV - SAVINGS CLAUSE**

Should any provision of this contract be declared invalid by a court of competent jurisdiction, the remainder of the Agreement shall not be affected thereby.

**ARTICLE XXVI - REDUCTION IN FORCE AND REEMPLOYMENT**

A. Coverage

The parties confirm that the Board of Education has and retains the right to make reductions in force pursuant to N.J.S.A. 18A:28-9 et seq. and do hereby agree to the provisions of the Article applicable to tenured and certificated teachers as set forth in Article I of this Agreement.

The holder of a provisional certificate shall be entitled to seniority rights but not over the holder of a standard certificate. The holder of an emergency certificate shall not be entitled to seniority rights but, when he becomes the holder of a provisional or standard certificate, the years of employment in the district under the emergency certificate shall count toward seniority under the provisional or standard certificate, as the case may be.

B. Definition

To the extent not inconsistent with Title 18A:28-9 et seq. and the regulations of the Commissioner of Education, the parties agree that, for the purpose of this Agreement, "Seniority" shall mean the period of consecutive employment by the employee in the district, including experience in the district in the position from which he was dismissed by reason of the reduction in force.

**ARTICLE XXVI - REDUCTION IN FORCE AND REEMPLOYMENT (continued)**

Not more than one year of employment may be counted toward seniority in any one academic or calendar year. Whenever a person shall hold employment simultaneously in two or more categories, seniority shall be counted in the category in which he spends the greatest percentage of his time. If the percentage of time spent in two or more categories shall be equal, the person shall be permitted to elect in which category his seniority shall be counted. Notwithstanding the provisions of this section, the seniority of a principal who teaches shall be counted in the appropriate principal's category.

C. Recall

An employee dismissed by reason of a reduction in force shall be entitled to be placed and to remain upon a preferred eligible list in order of seniority for reemployment whenever a vacancy occurs in the position from which such employee was dismissed; such employee shall be reemployed by the Board if and when such vacancy occurs.

D. Notice of Recall

Notice of Recall to teachers to which this Article is applicable shall be given to those teachers on the preferred eligible list by letter to last known address in order of seniority within a reasonable time (not more than 15 days) after such vacancy occurs. Such teachers shall have a reasonable period of time (but not to exceed thirty days after receiving notice), in which to give the Board notice of intent to return to the position.

1. In the event such teacher shall fail to respond to the notice from the Board, or if he gives notice that he does not desire to return to the position, he shall forfeit all his seniority rights.
2. Seniority shall not be accumulated during the period following dismissal by reason of reduction in force, but upon reemployment pursuant to the terms of this Article, such employee shall have his accumulated seniority to the date of such dismissal.

Whenever a teacher to which this Article is applicable is notified that his particular employment shall be abolished in a category, he shall be given that employment in the same category to which he is entitled by seniority.

If he shall have insufficient seniority for employment in the same category, he shall revert to the category in which he held employment in the district prior to his employment in the same category, and shall be placed and remain upon the preferred eligible list of the category from which he reverted until a vacancy shall occur in such category to which his seniority entitled him.

## **ARTICLE XXVI - REDUCTION IN FORCE AND REEMPLOYMENT (continued)**

If a teacher to which this Article is applicable has insufficient seniority in the category to which he shall revert, he shall, in like manner, revert to the next category in which he held employment in the district immediately prior to his employment in the category to which he shall have reverted, and shall be placed and remain upon the preferred eligible list of the next preceding category, and so forth, until he shall have been employed or placed upon all the preferred eligible lists of the categories in which he formerly held employment in the school district.

When the teacher is officially notified in writing by the Superintendent of Schools of the reduction in force as a result of Board action, the Association will also be sent notification at the same time.

## **ARTICLE XXVII - PERSONNEL RECORDS**

1. A teacher shall have the right, upon request, to see the contents of his personnel file. A teacher shall be entitled to have a representative of the Association accompany him during such review.
2. No material derogatory to a teacher's conduct, service, character or personality shall be placed in his personnel file unless the teacher has had an opportunity to see the material. The teacher shall acknowledge that he had had the opportunity to see such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.
3. The Board of Education agrees to protect the confidentiality of personal references, confidential academic credentials, and other similar privileged and confidential documents.

## **ARTICLE XXVIII - EVALUATION OF STUDENTS**

While a teacher has primary responsibility for grading students, an appropriate school authority may revise the grade after the proposed grade change has been discussed with the teacher involved. If the grade should be changed over the teacher's dissent, the student's permanent record shall indicate who made the change. If the teacher does not agree with the grade change, the teacher may then appeal to the Superintendent. The Superintendent shall notify the teacher of his decision.

**ARTICLE XXIX - SUMMER PAYMENT PLAN**

Teachers may voluntarily contribute one-tenth of their contracted salary per month to be placed in a Board of Education account to be held until the last pay period in June, at which time one check shall be issued to the recipient equal to the individual's own contributions. Any interest accrued shall revert entirely to the Board of Education.

**ARTICLE XXX - TUITION REIMBURSEMENT**

The Board of Education agrees to reimburse teachers for tuition costs for courses taken up to a maximum of \$350.00 per year for the school year 1985-86 and \$400.00 per year for the school year 1986-87. All courses must be approved by the Superintendent of Schools and be in subject matter related to the teacher assignment, and must be successfully completed for reimbursement.

**ARTICLE XXXI - SUMMER WORK**

Teachers will be paid at the rate of \$60.00 per day for work performed during the summer months.

**ARTICLE XXXII - UNUSED ACCUMULATED SICK LEAVE**

Effective 1986-87 the contract shall provide for the reimbursement of unused accumulated sick leave at Teachers Pension and Annuity Fund Retirement at the rate of \$25.00 per day, for 50% of the accumulated days, to a maximum of \$2,500. This shall apply to retirement from active teaching. Deferred retirement is not eligible.

**ARTICLE XXXIII - COMPLIANCE WITH LAW**

Except as this Agreement shall provide, all proposed new rules and modifications of new rules governing working conditions shall be negotiated with the Association before they are adopted, except as this Agreement may otherwise provide.

**ARTICLE XXXIV - DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 1985, and shall continue in effect until June 30, 1987.

## SCHEDULE A

SALARY GUIDE 1985-86

<u>STEP</u>	<u>*</u>	<u>BA</u>	<u>BA+16</u>	<u>MA</u>	<u>MA+16</u>	<u>MA+32</u>	<u>DOCTORATE</u>
1-6	= 1	18,997	19,716	20,774	21,560	22,377	23,137
7	= 2	19,716	20,462	21,560	22,377	23,223	24,013
8	= 3	20,462	21,236	22,377	23,223	24,102	24,922
9	= 4	21,236	22,041	23,223	24,102	25,015	25,865
10	= 5	22,041	22,874	24,102	25,015	25,962	26,844
11	= 6	22,874	23,740	25,015	25,962	26,944	27,860
12	= 7	23,740	24,639	25,962	26,944	27,964	28,915
13	= 8	24,639	25,572	26,944	27,964	29,022	30,009
14	= 9	25,572	26,539	27,964	29,022	30,121	31,145
15	=10	26,539	27,544	29,022	30,121	31,261	32,324
16	=11	27,544	28,586	30,121	31,261	32,444	33,547
17	=12			31,261	32,444	33,672	34,817
18	=13					34,947	36,135

LONGEVITY

1. Teachers at the BA or BA+16 level, starting on the 17th (12th) or 18th (13th) step, shall receive \$1,640.
2. Teachers at the MA or MA+16 level, starting on the 18th (13th) step, shall receive \$1,640.
3. Teachers at all levels, starting on the 19th (14th) step through the 29th (19th) step, shall receive \$2,265.
4. Teachers at all levels beyond the 29th (19th) step, shall receive \$2,430.
5. These amounts are reflected in the salaries that follow:

17	=12	29,184	30,226				
18	=13	29,184	30,226	32,901	34,084		
19-29	=14-19	29,809	30,851	33,526	34,709	37,212	38,400
30+	=20+	29,974	31,016	33,691	34,874	37,377	38,565

\*Number in second column is to be used as a basis for determining salaries for the 1986-87 school year.

## SCHEDULE A

SALARY GUIDE 1986-87

<u>STEP</u>	<u>BA</u>	<u>BA+16</u>	<u>MA</u>	<u>MA+16</u>	<u>MA+32</u>	<u>DOCTORATE</u>
1	20,300	21,069	22,200	23,040	23,912	24,725
2	21,069	21,867	23,040	23,912	24,817	25,661
3	21,867	22,694	23,912	24,817	25,756	26,632
4	22,694	23,553	24,817	25,756	26,731	27,640
5	23,553	24,444	25,756	26,731	27,743	28,686
6	24,444	25,369	26,731	27,743	28,793	29,772
7	25,369	26,330	27,743	28,793	29,883	30,899
8	26,330	27,326	28,793	29,883	31,014	32,068
9	27,326	28,361	29,883	31,014	32,188	33,282
10	28,361	29,434	31,014	32,188	33,406	34,542
11	29,434	30,548	32,188	33,406	34,670	35,849
12			33,406	34,670	35,983	37,206
13					37,345	38,614

LONGEVITY

1. Teachers at the BA or BA+16 level, starting on the 12th or 13th step, shall receive \$1,640.
2. Teachers at the MA or MA+16 level, starting on the 13th step, shall receive \$1,640.
3. Teachers at all levels, starting on the 14th step through the 19th step, shall receive \$2,265.
4. Teachers at all levels beyond the 19th step shall receive \$2,430.
5. These amounts are reflected in the salaries that follow:

12	31,074	32,188				
13	31,074	32,188	35,046	36,310		
14-19	31,699	32,813	35,671	36,935	39,610	40,879
20+	31,864	32,978	35,836	37,100	39,775	41,044

## SCHEDULE B

ATHLETIC SALARIES 1985-86

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Football Coaches			
Head	3389	3527	3776
Assistant	2373	2469	2642
Soccer Coaches			
Head	2374	2469	2642
Assistant	1662	1717	1839
Cross Country			
Head	1695	1764	1889
Assistant	1183	1236	1324
Basketball			
Head	3050	3173	3399
Assistant	2135	2220	2379
Wrestling			
Head	3050	3173	3399
Assistant	2135	2220	2379
Bowling	847	882	945
Rifle	1355	1410	1506
Baseball and Softball			
Head	2374	2469	2642
Assistant	1662	1728	1850
Track			
Head	2374	2469	2642
Assistant	1662	1728	1850
Girls Coordinator	2017	2092	2246
Head-Winter	2374	2469	2642
Assistant-Winter	1662	1728	1850
Tennis			
Head	1355	1410	1506
9th Grade	940	1015	1130
Golf	1355	1410	1506
Volleyball	1355	1410	1506
Gymnastics	1355	1410	1506



SCHEDULE B (continued)  
ATHLETIC SALARIES 1985-86

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Cheerleader			
High School-Winter	1803	1874	2004
High School-Fall	1260	1311	1404
Middle School	1298	1349	1445
High School Intramural			
Modern Dance	521	542	581
Gym Show	579	602	645
Equipment Manager	629	653	700
Middle School			
Cheerleader-Spring (112)	11.07 per hour		
Basketball -7th & 8th (598)	11.07 per hour		
Wrestling -7th & 8th (598)	11.07 per hour		
Tennis	11.07 per hour		
Bowling	11.07 per hour		
High School			
Weight Training Program Supervisor	11.07 per hour		
Paddleball	11.07 per hour		
Van Driver to Athletic Events	25.92 per round trip		

## SCHEDULE B

ATHLETIC SALARIES 1986-87

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Football Coaches			
Head	3660	3809	4078
Assistant	2563	2667	2835
Soccer Coaches			
Head	2564	2667	2835
Assistant	1795	1854	1986
Cross Country			
Head	1831	1905	2040
Assistant	1278	1335	1430
Basketball			
Head	3294	3427	3671
Assistant	2306	2398	2569
Wrestling			
Head	3294	3427	3671
Assistant	2306	2398	2569
Bowling	915	953	1021
Rifle	1463	1521	1626
Baseball and Softball			
Head	2564	2667	2853
Assistant	1795	1866	1998
Track			
Head	2564	2667	2853
Assistant	1795	1866	1998
Girls' Coordinator	2178	2259	2426
Head-Winter	2564	2667	2853
Assistant-Winter	1795	1866	1998
Tennis			
Head	1463	1523	1626
9th Grade	1015	1096	1220
Golf	1463	1523	1626
Volleyball	1463	1523	1626
Gymnastics	1463	1523	1626

SCHEDULE B (continued)  
ATHLETIC SALARIES 1986-87

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Cheerleader			
High School-Winter	1947	2024	2164
High School-Fall	1361	1416	1516
Middle School	1402	1457	1561
High School Intramural			
Modern Dance	563	585	627
Gym Show	625	649	697
Equipment Manager	679	705	756
Middle School			
Cheerleader-Spring (121)	11.96 per hour		
Basketball -7th & 8th (646)	11.96 per hour		
Wrestling -7th & 8th (646)	11.96 per hour		
Tennis	11.96 per hour		
Bowling	11.96 per hour		
High School			
Weight Training Program Supervisor	11.96 per hour		
Paddleball	11.96 per hour		
Van Driver to Athletic Events	\$28.00 per round trip		

## SCHEDULE C

NON-ATHLETIC SALARIES 1985-86

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Department Acting Coordinators			
1-5 Teachers	632	667	716
6 or more Teachers	1153	1193	1272
Child Study Team Chairperson	207	222	239
AV - High School	1158	1204	1290
AV - Middle School	990	1030	1101
Student Council - Middle School	750	775	833
Marching Band Director	1380	1436	1540
Assistant	583	606	649
Yearbook - High School	1652	1720	1841
Yearbook - Middle School	946	983	1049
Newspaper - High School	1652	1720	1841
Newspaper - Middle School	1266	1294	1347
School Production - High School	1652	1720	1841
School Production/Assembly - Middle School	712	740	788
Twirling - High School	1239	1292	1381
American Field Service	717	747	802
Literary Magazine - High School	788	822	880
Stage Band - High School	583	606	649
Brass Coach	532	559	608
Set Production	470	505	540
Dance Coordinator	330	353	378
Olympics of the Mind	257	276	295
12th Grade Advisor	1470	1581	1700
11th Grade Advisor	1470	1581	1700
10th Grade Advisor	1136	1217	1309
9th Grade Advisor	1136	1217	1309
Ski Club - High School	1179	1228	1311
Varsity Club Concession	68	69	73

SCHEDULE C (continued)  
NON-ATHLETIC SALARIES 1985-86

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Key Club - High School	1436	1486	1595
Future Physician	251	323	346
Health Career Club	450	477	515
Foreign Language Club	450	477	515
Music Productions*	717	743	797
Woodwind	532	559	608
String Chamber Music Coach	532	559	608
Percussion Chamber Music Coach	532	559	608
Detention	954	995	1056
Outdoor Education (per day)	38	44	53

Dance Supervisor 11.07 per hour

Library Supervisor 11.07 per hour

\*Categories may include Choral Director, Orchestra Director, Costumes, Publicity, Tickets, Choreography

## SCHEDULE C

NON-ATHLETIC SALARIES 1986-87

<u>POSITION,</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Department Acting Coordinators			
1-5 Teachers	683	720	762
6 or more Teachers	1245	1288	1374
Child Study Team Chairperson	224	240	258
AV - High School	1251	1300	1393
AV - Middle School	1069	1112	1189
Student Council - Middle School	810	837	900
Marching Band Director	1490	1551	1663
Assistant	630	654	701
Yearbook - High School	1784	1858	1988
Yearbook - Middle School	1022	1062	1133
Newspaper - High School	1794	1858	1988
Newspaper - Middle School	1367	1398	1455
School Production - High School	1784	1858	1988
School Production/Assembly - Middle School	769	799	851
Twirling - High School	1338	1395	1491
American Field Service	774	807	866
Literary Magazine - High School	851	888	950
Stage Band - High School	630	654	701
Brass Coach	575	604	652
Set Production	508	545	583
Dance Coordinator	356	381	408
Olympics of the Mind	278	298	319
12th Grade Advisor	1588	1708	1836
11th Grade Advisor	1588	1708	1836
10th Grade Advisor	1227	1314	1414
9th Grade Advisor	1227	1314	1414
Ski Club - High School	1273	1326	1416
Varsity Club Concession	73	75	79

SCHEDULE C  
NON-ATHLETIC SALARIES 1986-87

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Key Club - High School	1551	1605	1723
Future Physician	271	349	374
Health Career Club	486	515	556
Foreign Language Club	486	515	556
Music Productions*	774	802	861
Woodwind	575	604	657
String Chamber Music Coach	575	604	657
Percussion Chamber Music Coach	575	604	657
Detention	1030	1075	1141
Outdoor Education (per day)	41	48	57
Dance Supervisor 11.96 per hour			
Library Supervisor 11.96 per hour			

\*Categories may include Choral Director, Orchestra Director, Costumes, Publicity, Tickets, Choreography

CALDWELL-WEST CALDWELL PUBLIC SCHOOLS  
Caldwell, New Jersey

\_\_\_\_\_  
Date Presented to Supervisor

To: \_\_\_\_\_  
Immediate Supervisor

From: \_\_\_\_\_  
Appellant

\_\_\_\_\_  
School

Re: Grievance Appeal

- Step 1.
- A. Describe the event or condition for which redress is sought. Description must be confined to ascertainable facts, and must be specific in respect to times, dates, statements, etc.
  - B. Record actions taken by appellant (conferences with supervisors, etc.) to resolve problems which he associates with the event or condition described above. Be specific in respect to times, dates, statements, etc.
  - C. Describe how the appellant is allegedly unfairly or adversely affected by the event or condition outlined above.
  - D. State the specific remedy which is proposed or sought.

Form G-1 9/69

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date Received

To: \_\_\_\_\_  
Appellant

From: \_\_\_\_\_  
Supervisor or Principal

- Step II.
- A. Comment in response to Part I above:
  - B. Action by Supervisor or Principal:

Copies to: (Name and Title)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Form G-11 9/69

(Note: Attach responses or additional sheets as necessary)



CALDWELL-WEST CALDWELL PUBLIC SCHOOLS  
Caldwell, New Jersey

\_\_\_\_\_  
Date Received G-II

\_\_\_\_\_  
Date Presented

To: \_\_\_\_\_

From: \_\_\_\_\_  
(Appellant)

Re: Grievance Appeal, Step (II) (III)

Step III. It is requested that further consideration be given to the event or condition described in Step I, Form G-I, and to responses indicated in Step II.

- A. Describe specifically why the supervisor's decision is not acceptable to the appellant.
- B. Further actions taken by the undersigned after receipt of Part II (be factual and specific -- conferences with supervisor, times, dates, statements, etc.):

Form G-III 9/69

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date Received

To: \_\_\_\_\_  
Appellant

From: \_\_\_\_\_

- A. Comment in response to Step III above.
- B. Action taken

\_\_\_\_\_  
Signed

Copies to: (Name and Title)

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Form G-I, II 9/69 and attachments must accompany this form.)

Form G-IV 9/69

CALDWELL-WEST CALDWELL PUBLIC SCHGOLS  
Caldwell, New Jersey

\_\_\_\_\_  
Date Received G-IV

\_\_\_\_\_  
Date Presented

To: Superintendent of Schools, Caldwell-West Caldwell

Through: \_\_\_\_\_  
Name and Title, C-WCEA Official Representative

From: \_\_\_\_\_  
Appellant

Re: Request for Board of Education Hearing

It is requested that a hearing before the Board of Education, Caldwell-West Caldwell be scheduled to discuss the event or condition described on Form G-I 9/69, dated \_\_\_\_\_. Copies of Steps II-III of this form are attached.

A copy of this request, signed by the Appellant, is on file with the C-WCEA.

\_\_\_\_\_  
Signature: Designated C-WCEA Representative

\_\_\_\_\_  
Signature: Appellant

Form G-V 9/69

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\_\_\_\_\_  
Date Received

To: \_\_\_\_\_  
Appellant

\_\_\_\_\_  
C-WCEA Official Representative

From: Superintendent of Schools, Caldwell-West Caldwell

As per your request, a hearing before the Board of Education, Caldwell-West Caldwell has been scheduled for \_\_\_\_\_

Time

Date

\_\_\_\_\_  
Place

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

Form G-VI 9/69

## CALDWELL-WEST CALDWELL PUBLIC SCHOOLS

SCHOOL CALENDAR 1985-86 \*1985

SEPTEMBER 3	TUESDAY	ALL STAFF MEMBERS REPORT	
SEPTEMBER 4	WEDNESDAY	FIRST DAY FOR STUDENTS	REGULAR SESSION
SEPTEMBER 16	MONDAY	SCHOOLS CLOSED	ROSH HASHANAH
SEPTEMBER 25	WEDNESDAY	SCHOOLS CLOSED	YOM KIPPUR
OCTOBER 21	MONDAY	EARLY DISMISSAL	CURRICULUM WORKSHOP
NOVEMBER 7 & 8	THURSDAY & FRIDAY	SCHOOLS CLOSED	NJEA CONVENTION
NOVEMBER 27	WEDNESDAY	EARLY DISMISSAL	THANKSGIVING VACATION BEGINS
NOVEMBER 28 & 29	THURSDAY & FRIDAY	SCHOOLS CLOSED	THANKSGIVING VACATION
DECEMBER 23-31	MONDAY - TUESDAY	SCHOOLS CLOSED	CHRISTMAS VACATION

1986

JANUARY 1	WEDNESDAY	SCHOOLS CLOSED	NEW YEAR'S DAY
JANUARY 2	THURSDAY	SCHOOLS REOPEN	REGULAR SESSION
JANUARY 20	MONDAY	EARLY DISMISSAL	CURRICULUM WORKSHOP
FEBRUARY 17-21	MONDAY - FRIDAY	SCHOOLS CLOSED	MID-WINTER VACATION
MARCH 17	MONDAY	EARLY DISMISSAL	CURRICULUM WORKSHOP
MARCH 28	FRIDAY	SCHOOLS CLOSED	GOOD FRIDAY
APRIL 21-25	MONDAY - FRIDAY	SCHOOLS CLOSED	SPRING VACATION
MAY 26	MONDAY	SCHOOLS CLOSED	MEMORIAL DAY
JUNE 23	MONDAY	LAST DAY FOR STUDENTS	
JUNE 24	TUESDAY	LAST DAY FOR TEACHERS	

IF THE NUMBER OF DAYS SCHOOLS ARE CLOSED FOR EMERGENCY  
EXCEED 3, MAKE-UP DAYS WILL BE ADDED AT THE END OF THE YEAR  
OR AT SPRING VACATION.

\*ADDITIONAL EARLY DISMISSAL DATES FOR PARENT-TEACHER CONFERENCES, STUDENT EXAMS, AND  
STATE AND NATIONAL ELECTIONS WILL BE ANNOUNCED.

FEBRUARY 11, 1985