

AGREEMENT BETWEEN
GOLDEN DOOR CHARTER SCHOOL BOARD OF TRUSTEES
AND
GOLDEN DOOR CHARTER SCHOOL EDUCATION ASSOCIATION

July 1, 2021

To

June 30, 2025

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Preamble

The agreement ("Agreement") entered into this date, by and between the Golden Door Charter School Board of Trustees, hereinafter called the "Board," and the Golden Door Charter School Association, hereinafter called the "Association."

WITNESSETH:

WHEREAS, the Board and Association have an obligation, pursuant to *N.J.S.A. 34:13A-1 et seq.* to negotiate with respect to the terms and conditions of employment: and

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

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

Article I Recognition

1. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all regularly employed non-supervisory employees whether under contract, on leave, on a per diem basis, employed or to be employed by the Board. The bargaining unit includes teachers, instructional assistants/paraprofessionals, guidance counselors, nurses, custodians, night cleaning staff, and security guards.
2. Unless otherwise indicated, the term "employee," when used in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as defined.
3. References to males shall include females, and references to females shall include males.

Article II Negotiation of Agreement

1. Consistent with *N.J.S.A. 34:13A-1 et seq.*, the Board shall not affect any change in policy concerning terms and conditions of employment except those so negotiated and included as part of this Agreement and contained herein.
2. The parties agree to initiate negotiations over an agreement in accordance with the procedure set forth herein in a good faith effort to reach continuing agreement on salaries and other terms and conditions of employment. Any agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing, ratified, and signed by all parties.
3. During negotiations, the Board and Association shall present relevant data, exchange points of view, and make proposals and counterproposals. Each party shall promptly make available to the other, upon request, information within its possession which is not

privileged under law and which is relevant to the subject under discussion. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

4. Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings, or in negotiations regarding the Collective Bargaining Agreement, they will suffer no loss in pay.
5. This Agreement shall not be modified in whole, or in part, by the parties except by an instrument in writing duly executed by both parties.
6. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any employee benefit existing prior to its effective date.
7. The Board agrees not to negotiate concerning employees in the negotiating unit as defined in the Recognition Article of this Agreement with any organization other than the Association for the duration of this Agreement.

Article III Grievance Procedure

1. A grievance is a claim by an employee(s) or the Association based upon an alleged improper interpretation, application, or violation of this Agreement, policies, or administrative decisions affecting an employee or a group of employees.
2. The term "grievant" shall refer to the employee(s) or the Association making the claim on behalf of the employee or group of employees or the Association on behalf of itself.
3. A "party in interest" shall refer to the person or persons making the claim, and any person including the Association or Board, who might be required to take action or against whom action might be taken in order to resolve the claim.
4. 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 employees. Both parties agree that proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
5. Every effort shall be made to prevent and resolve differences on an informal basis before formal procedures are invoked. Formal grievances must originate in a formal complaint setting forth facts constituting the grievance. All decisions rendered shall be in writing, setting forth the decision and the reasons therefore, and shall be transmitted to the Association within the specified timeframes.
6. The number of days indicated at each level below should be considered as a maximum and

every effort shall be made to expedite the process. The time limits specified may be extended by mutual agreement.

7. The grievant shall be entitled to advance the grievance to the next level if the administration and/or Board does not abide by the timelines set forth below. The grievant's failure to meet the below timelines prevents the grievant from continuing with the grievance procedures and negates the administration's and/or Board's obligation to take any action with respect to the grievance.

- Level One – Chief School Administrator or Immediate Supervisor

If the grievance arises from a decision of the Chief School Administrator or the grievant's immediate supervisor, the grievant shall first discuss it with the Chief School Administrator or immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the matter informally. The grievant shall have thirty (30) calendar days to raise the matter informally with the Chief School Administrator or immediate supervisor from the event or when the grievant became aware of the event. The Chief School Administrator or immediate supervisor will have ten (10) school days, after informal discussions, to decide on the matter and to inform grievant, in writing, of the decision.

- Level Two – Written Grievance

If the grievant is not satisfied with the disposition of his/her grievance at Level One, he/she may file a written grievance to the Chief School Administrator and shall name the employee(s) involved, shall state the facts giving rise to the grievance, and shall indicate the specific relief requested. The grievant will have ten (10) school days to submit the written grievance after the disposition of the matter pursuant to Level One. Within five (5) school days after receiving the written Level Two grievance, the Chief School Administrator shall hold a meeting with the grievant. The Chief School Administrator will then have five (5) school days, after the meeting, to communicate his/her answer in writing to the grievant.

- Level Three – Board of Trustees

If the grievant is not satisfied with the disposition of the grievance at Level Two, the grievant may present the grievance, in writing, to the Board. The grievant will have ten (10) school days from receipt of the Level Two decision to submit the grievance to the Board. The Board will then have sixty (60) calendar days from receipt of the written grievance to render a decision.

- Level Four – Arbitration

If the grievant is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within sixty (60) days after a discussion with the Board or sixty (60) days after the grievance was delivered to the Board, whichever is sooner, the Association shall notify the Board in writing of its decision to proceed to arbitration under

the rules of the New Jersey Public Employees Relations Commission. The decision of the arbitrator shall be advisory, except in the case of an alleged violation of this Agreement, wherein the arbitrator's decision shall be final and binding on both parties. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator can neither add to nor subtract from the agreement between the parties. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses of witnesses called by the other.

8. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.
9. Any and all documents, communications, and records dealing with the grievance shall be kept in a separate grievance file. Grievance documents shall not be kept in employee personnel files.

Article IV Employee Rights and Privileges

1. Pursuant to *N.J.S.A. 34:13A-1 et seq.*, the parties agree to adhere to the public laws of New Jersey governing employee rights and privileges and duties. All employees shall have the right, pursuant to statute, to organize freely, join and support their association and engage in collective negotiation. 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 statutes of New Jersey or the constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of their membership in the Association and its affiliates, their participation in any legal activities of the Association and its affiliates, collective negotiations with the Board, or their institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
2. Discipline and/or reduction in rank and/or compensation shall be in accordance with New Jersey law and Board policy.
3. The teacher shall maintain exclusive right and responsibility to determine grades within the grading policy of Golden Door Charter School ("Golden Door" or the "School") based upon his/her professional judgment of available criteria pertinent to any given subject area or activity for which he/she is responsible. In the event a grade is changed without the consent of the teacher, the administrator shall affix his/her signature or initials next to the affected student's grade.
4. Criticism by a supervisor, administrator or Board member of an employee shall be made in confidence and not in the presence of students, faculty, staff, parents, or other public gatherings.
5. No documents, communications or records dealing with any complaint or criticism of any

party to this Agreement shall be filed in such individual's personnel file without that individual's knowledge. If such complaint or criticism is not substantiated, the personnel record of that individual shall be expunged of any such relevant documents or records. The teacher shall have the right of representation by the Association or NJEA Field Representative at any meetings/hearings to discuss any complaint or criticism.

6. Employees shall be granted the right to inspect their personnel files. Requests for appointment must be made through the director in writing and said appointment shall be granted no later than two (2) school days following the request.
7. If an employee objects to retention of material in his/her personnel file because it is believed to be obsolete or inappropriate, said employee shall, in writing to the director, set forth what material is deemed to be objectionable and the basis on which removal of said material is requested. Upon receipt of the written request, the director or his designee shall review the material and, if there is agreement that the material is obsolete or inappropriate, the material together with the request shall be destroyed.
8. The Board shall not establish any separate personnel file which is not available for the employee's inspection.
9. Whenever any employee is required to appear before any administrator or supervisor, Board, or any committee (or member thereof) concerning any matter which could be disciplinary in nature, the employee shall be given written notice of the reasons for such meeting(s) or interview(s) and shall be entitled to have a representative(s) of the Association advise and represent him/her during such meeting or interview.

If said meeting is scheduled with less than two (2) days' notice, and if during the course of the meeting, the employee and his/her local Association representative so request, the meeting will be rescheduled at such time that an NJEA Field Representative may be present. The rescheduled meeting or interview will occur no later than two (2) days after the initial meeting, unless some other date is mutually agreed to by the parties.

Article V Association Rights and Privileges

1. Upon request, the Board shall provide the Association with all information, including but not limited to budgetary, financial, and personnel records that the Association has determined are necessary to negotiate and enforce the Collective Bargaining Agreement.
2. Whenever any representative of the Association, or any employee, is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss in pay.
3. The Association shall be notified of all non-renewals and terminations in order to maintain proper rosters and membership lists. Timing of non-renewals and terminations shall be in accordance with applicable New Jersey law.
4. Representatives of the Association shall be permitted to transact official Association

business on School property at all reasonable times, provided that this shall not interfere with or interrupt normal School operations.

5. The Association or its designees shall have the right to use a School building at all reasonable hours for meetings. The Chief School Administrator will assign space to the Association or its designees, depending upon availability.
6. The Association shall have the right to use School facilities and equipment, including the public address system, computers, printers, typewriters, copy machines, other duplicating equipment, calculating machines, and all types of audiovisual equipment at reasonable times when such equipment is not otherwise in use.
7. The Association shall have the exclusive use of a bulletin board in lounges or other appropriate areas. The Association and the Chief School Administrator will agree upon the location of the Association bulletin boards.
8. The Association shall have the right to place correspondence and leaflets concerning Association business in the teachers' mailboxes and in the teachers' lounge, as well as use of the electronic mail system.
9. The Association President shall be allowed to maintain a file cabinet or similar storage cabinet in his/her classroom for Association files and materials.
10. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative and to no other organization.
11. The Board will allocate a total of three (3) days paid leave for the Association President and/or designated officers to conduct Association business. The Association will have discretion to determine how to allocate the three (3) days among its leadership. The Association president may use all three (3) days, or the three (3) days may be divided among multiple officers.
12. The Board shall provide to the Association the names and address of all newly hired employees.
13. The Board shall provide to the Association, upon request, any information concerning the deductions of Association dues and membership within the Association.

Article VI Work Year

1. The work year will not exceed 192 work days for teaching staff members who have worked at Golden Door for at least one (1) entire school year, and 194 days for all other teaching staff members. Further, any teaching staff member, regardless of the amount of time worked at Golden Door, on a Corrective Action Plan will be required to work additional days if the Corrective Action Plan specifies the need for additional training time of the teaching staff member.

The number of work days listed herein shall be inclusive of orientation, in-service and/or professional development days and no more than 190 instructional days. The Chief Academic Officer, in his/her sole discretion, may add days, in addition to the 192 or 194 work days, prior to the commencement of a particular school year in the event the Administration plans to implement any new program which requires staff training. The Chief School Administrator will notify all teaching staff members of the need for training and the training schedule at least thirty (30) days prior to any training which requires work days to be added prior to the commencement of the school year. All teaching staff members are required to set up their classrooms on their own time prior to the first (1st) student day of each school year.

2. Staff members will be required to attend one (1) in-person open house each school year. Staff members will also be required to participate in four (4) afternoons/evenings of parent-teacher conferences each year. The first (1st) two (2) will occur on consecutive days after the conclusion of the second (2nd) marking period. The second (2nd) two (2) will occur on consecutive days after the conclusion of the third (3rd) marking period. The first (1st) day during each set of conferences will be dedicated to in-person conferences. Staff members may offer in-person, virtual, or a combination of both options for the second (2nd) day of each set of conferences as long as any family requesting an in-person conference will be able to participate in an in-person conference. Teaching staff members will be required to be in the building regardless of whether conferences are in-person or virtual. With respect to night parent-teacher conferences, the conferences shall not extend beyond 7:00 p.m. On days with night parent-teacher conferences, there shall be a one-(1)-hour break, during the day, for teaching staff members and for all non-teaching staff members that work during the regular school day and stay until 7:00 p.m. The annual open house will not extend beyond 8:00 p.m.
3. The school year shall begin no sooner than August 25th and shall not exceed beyond June 30th, barring unforeseen circumstances, including, but not limited to, a catastrophic weather event.

Article VII Work Day

1. The work week will be from Monday through Friday each week.
2. The starting and ending times of the work day are as follows:
 - a. For teachers and support teachers, the work day will begin at 7:55 a.m. and end at 3:25 p.m. There will be no pupil contact for teachers and support teachers, except as set forth in paragraph 2(b) below, until 7:55 a.m.
 - b. Association members who provide supervision to students from 7:30 a.m. until 7:55 a.m. will receive an annual stipend of \$2,500.00. The stipend will be paid two (2) times per year, by January 31 and by June 30.
 - c. The work week for non-instructional staff shall be Monday to Friday. The work day shall be eight (8) hours. For all non-instructional staff, with the exception of custodians and night cleaning staff, the work day shall begin no earlier than 7:30

a.m., shall end no later than 4:00 p.m., and shall include one (1) duty-free forty-five (45) minute lunch period. Hours worked beyond eight (8) hours in a day shall be paid at time and one-half of the hourly rate. Hours worked beyond forty (40) hours in a week shall be paid at time and one-half of the hourly rate. Any hours worked on Saturday or Sunday shall be paid at time and one-half of the hourly rate. Any hours worked on the following holidays shall be paid at double the hourly rate:

1. Independence Day
2. Labor Day
3. Columbus Day
4. Thanksgiving Day
5. Christmas Day
6. New Year's Day
7. Martin Luther King Day
8. President's Day
9. Good Friday
10. Memorial Day

Prior written approval must be granted by the supervisor to be paid for overtime.

- d. All instructional staff shall have one (1) duty-free lunch period of not less than twenty-three (23) minutes.
 - e. Support teachers, which includes instructional assistants/paraprofessionals, will either receive a forty-five (45) minute lunch period or a thirty (30) minute lunch period and a fifteen (15) minute break. This may be prorated during half days or delayed openings.
3. Teachers shall have at least one (1) forty-five (45)-minute self-directed preparation period per day. In the event that a teacher does not have at least one (1) forty-five (45)-minute self-directed preparation period on a given day, the Board will compensate that individual at the rate of \$30.00 per day. On half days, or on days with delayed openings, teachers will be entitled to one (1) twenty (20) minute self-directed preparation period. Teachers will have, on average, two (2) weekly preparation periods which can be used, at the administration's discretion, for any of the following activities: grade-level meetings, subject-level meetings, IEP team meetings, IPT meetings, 504 Committee Meetings, parent/teacher meetings.

No teacher will be pulled from his/her weekly preparation periods for classroom coverage on back-to-back school days. In the event that teachers receive additional weekly preparation periods, then the same administrative discretion will apply, except that the administration will also be able to assign teachers to classroom coverage.

During weeks that consist of less than five (5) days, including, but not limited to, holiday weeks, or weeks with weather closings, teachers may not receive their full allotment of weekly preparation sessions.

4. Employees may leave the School building without seeking permission during their duty-free lunch.

5. Any teacher asked to perform a duty during his/her duty-free lunch period will be compensated \$30.00 for every period.
6. The Association President will have one (1) forty-five (45)-minute period per week to attend to Association business. This period will be in addition to the preparation period in item 3 above, in the event the Association President is a teacher.
7. The Chief School Administrator may, in his/her discretion, and on a case-by-case basis, consider employee requests to arrive at School late or to leave School early on a given work day. Requests must be made, in writing, to the Chief School Administrator. In the event the Chief School Administrator grants any such request, he/she will do so in hourly increments, meaning any amount of time up to and including one (1) hour will be treated as a full hour. If an employee accumulates four (4) hours of leave during the work year in accordance with this provision, the employee will be charged one-half (1/2) of a sick or personal day, depending upon the basis for the requests. Each subsequent, accumulated four (4) hours of leave granted under this provision will also be charged as one-half (1/2) of a sick or personal day, depending upon the basis for the requests. Any accumulated hours attributable to both sick and personal time will be charged against the employee's sick days.

The Chief School Administrator's decision to grant an employee's request will in no way be considered a "past practice." Should the Chief School Administrator grant such a request to an employee, he/she is in no way required to grant a similar request during the work year or in a subsequent work year for the employee or any other employee. Any decision is entirely within the Chief School Administrator's discretion and cannot be challenged through the grievance procedure or in any forum. In the event the Chief School Administrator is not available, employees will be able to submit requests to the Chief School Administrator's designee. The Chief School Administrator will notify employees of the identity of his/her designee and will notify employees if there is any change of designee.

8. Teachers will be guaranteed a half-day dismissal the day before the Christmas break and for any full days that become half days for students before holidays. The Chief School Administrator will dismiss teachers thirty (30) minutes after student dismissal on any half days granted under this paragraph 8.
9. The Chief School Administrator may schedule four (4) staff meetings to take place after the work day during each work year. The Chief School Administrator will provide a schedule for those meetings during or before the first (1st) full week of the school year. In addition, the Chief School Administrator may schedule staff meetings to address time-sensitive matters which cannot wait for regularly-scheduled staff meetings. The Chief School Administrator will make every effort to provide as much notice as possible. The Chief School Administrator may, in his/her discretion, excuse employees from attending a staff meeting to address time-sensitive issues. The Chief School Administrator will determine whether to grant an employee's request to be excused from a staff meeting to address time-sensitive issues on a case-by-case basis. Employees should, to the extent

possible, provide the Chief School Administrator with at least forty-eight (48) hours' notice of a conflict with a staff meeting to address time-sensitive issues. No meeting to address a time-sensitive issue will extend beyond 3:55 p.m. unless the Association agrees to a later end time.

Article VIII Employee Placement

1. The Board agrees to hire properly certificated teachers holding standard certificates or certificates of eligibility by the New Jersey State Board of Examiners for every teaching assignment.
2. Each employee shall be placed at his/her proper step and degree credit in accordance with the salary guide as of the beginning of the school year.
3. In the event that a teaching assistant/paraprofessional, who holds a proper teaching certificate, is asked to serve as the lead teacher of any classroom, that teaching assistant/paraprofessional will be compensated at his/her regular salary, or at the sub rate, whichever is higher, for the first twenty (20) days of the assignment. After twenty (20) consecutive days, the teaching assistant/paraprofessional will be paid in accordance with the salary guide and based upon the employee's years of experience.
4. Employees shall be notified of their employment status for the subsequent school year no later than May 15. The Chief School Administrator may notify employees before this date.
5. The Board shall retain full authority in the planning and determination of a School calendar. The Board shall provide a copy of the calendar for the new school year to each teacher no later than the end of May of the preceding school year.
6. The Board or Chief School Administrator shall notify the Association in writing of the name, address, education, certificates, licenses, salary, salary placement for each new employee within ten (10) days of hire.

Article IX Assignments

All employees shall be given written notice of their class and/or assignments and room assignments, if applicable, for the forthcoming school year on or before June 30 of the preceding school year. Should this written notice be unavailable on or before said date, a letter will be forwarded to the Association from the Chief School Administrator or the Board explaining the reason(s) for the delay.

Article X Promotions/Job Openings

1. The Board shall post any position which may provide a promotion, raise or additional monies for any employee. Any such posting shall be posted on the Golden Door website. In addition, the Chief School Administrator, or the Chief School Administrator's designee, will notify an Association designee of the posting.

2. In the event that any position should be posted during the summer or when School is not in session, the Chief School Administrator, or the Chief School Administrator's designee, shall forward a copy of such position(s) to a designated member of the Association, and that member will be responsible for distributing the information to the membership. Any such posting shall be posted on the Golden Door website.
3. All qualified employees shall be given adequate opportunity to make application for any posted positions and be granted an interview where warranted.

Article XI Teacher Evaluation

1. All monitoring or observance of the work performance of a teacher shall be conducted openly with full knowledge of the teacher. The use of eavesdropping, public address, audio systems and similar surveillance devices shall be strictly prohibited.
2. Teachers shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.
3. Evaluations shall be done in accordance with the Board's approved evaluation procedure and the rules and regulations of the Department of Education. Staff members will be permitted to review the evaluation procedure at their request.
4. The administration shall provide a teacher with a copy of the evaluation report no later than ten (10) school days after an observation. Any conference to discuss the evaluation will take place no later than fifteen (15) school days after the observation.
5. A teacher's absenteeism will not impact that teacher's evaluation. The Board and the administration retain all rights to discipline teachers for "excessive absenteeism" within the scope of the law.

Article XII Sick Leave

1. Employees shall be allowed ten (10) days of absence in one (1) school year with full pay for personal illness.

During the 2021-2022 school year, retroactive to the commencement of this Agreement, staff members will be permitted a maximum of five (5) additional sick days based upon proof of a positive COVID-19 test. Any unused days cannot be accumulated or carried over to future years. Staff members must use all five (5) days immediately after providing proof of the positive COVID-19 test. In the event of a second (2nd) positive COVID-19 test later in the 2021-2022 school year, the staff member will not be granted any additional days and will be subject to the provisions set forth in this Article XII, Section 7 or 8.

During the 2022-2023 school year, staff members will be permitted a maximum of three (3) additional sick days based upon proof of a positive COVID-19 test. Any unused days cannot be accumulated or carried over to future years. Staff members must use all three (3) days immediately after providing proof of the positive COVID-19 test. In the event of a second (2nd) positive COVID-19 test later in the 2022-2023 school year, the staff member

will not be granted any additional days and will be subject to the provisions set forth in this Article XII, Section 7 or 8.

2. Each employee shall report an anticipated absence as much in advance of the absence as possible, including, but not limited to, the day/night prior to the anticipated absence, but in no event later than 6:30 a.m. of the morning of the absence, unless prevented from doing so by circumstances beyond the employee's control. The Chief School Administrator shall make available a telephone number for each employee to report an anticipated absence. Employees may notify the Chief School Administrator by text message to the designated number (any time prior to 6:30 a.m. on the day of the absence) or by leaving a voicemail message at the designated number (between 6:00 a.m. and 6:30 a.m. on the day of the absence). In the event the employee fails to report the absence prior to 6:30 a.m. the day of the absence, the Chief School Administrator may require the employee to explain, in writing, the reason for failing to provide reasonable notice as set forth in this paragraph.
3. All unused sick leave days shall be accumulated from year to year with no maximum limit.
4. Upon retirement, an employee shall be compensated at a rate of \$100/day for all unused accumulated sick leave up to a maximum payout of \$7,500.00.
5. In the event an employee of the unit is excluded from working because of an action taken by the Golden Door's medical or health authorities due to exposure to contagious or infectious disease, or a quarantine is imposed on the employee's household, said employee shall not be subject to loss of pay.
6. All employees shall be eligible for a perfect attendance bonus of \$1,000.00, which shall be paid within thirty (30) days of the end of the school year. Absences for bona fide religious holidays, professional development days, and previously earned comp days awarded by the administration will not factor into an employee's eligibility for perfect attendance.
7. Days taken by ten-(10)-month employees in excess of those stated above shall be subject to a reduction in salary of 1/195th of the individual's contract salary.
8. Days taken by twelve-(12)-month employees in excess of those stated above shall be subject to a reduction in salary of 1/235th of the individual's contract salary.

Article XIII Temporary Leave of Absence

Employees shall be entitled to the following leaves of absence with full pay each school year.

1. Each full-time ten (10) and twelve (12) month employee will accrue three (3) personal days per year of service. Personal leave days not utilized during the year shall be accumulated as unused sick days or compassionate care days that may be utilized to care for an ill family member. Except in the case of an emergency, employees must give one (1) week's written notice to the Chief School Administrator to request the use of any personal days. Requests for personal days shall be granted on a first-come, first-served basis. Employees will not be permitted to use personal days during the first (1st) week of the school year, the last

week of the school year, or on the day before or after any School vacation or any long weekend unless the Chief School Administrator has approved a special consideration. The Chief School Administrator must approve the use of any personal days.

Golden Door employees are limited to requesting a maximum of two (2) personal days on consecutive days each school year unless the Chief School Administrator has approved a special consideration.

If five (5) Golden Door staff members and/or administrators, regardless of their membership in the bargaining unit, are absent on a particular day, for any reason whatsoever, the Chief School Administrator has the right to deny further requests for leave. If a request for leave is denied, the Association has the right to see the names of members who have requested such leave and the date of the request.

2. Time off with pay shall be granted for appearances in any legal proceeding connected with the individual's employment. Employees who are called to jury duty shall receive full pay for all time served on jury duty.
3. Up to five (5) days shall be granted in the event of the death of immediate family members (spouse, domestic/civil union partner, child, parent, sibling). Employees shall be granted up to three (3) days in the event of the death of an employee's relative outside the immediate family (grandparents, grandchildren, spouse's parents, domestic/civil union partner's parents, sister/brother-in-law, son/daughter-in-law). The Chief School Administrator may, in his/her discretion, grant one (1) additional day each school year for an employee to attend the funeral of another family member not included in the list set forth above. The Chief School Administrator may require verification from the employee before considering and/or granting such request. In the event of the death of a School employee or a School student, the Chief School Administrator will, in his/her discretion, determine which employees will be granted time, if the funeral occurs during a work day, to attend the funeral.
4. Golden Door will close for two (2) days in November for the NJEA Convention.

Article XIV Extended Leave of Absence

1. A leave of absence without pay of up to one (1) year shall be granted to any teacher who joins the Peace Corps, VISTA, National Teacher Corps, or service as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs or accepts a Fulbright Scholarship. Teachers are required to present appropriate documentation to the Board no later than May 15 of the preceding school year in order to be approved for an extended leave of absence.
2. Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of said service and three (3) months thereafter, or three (3) months after recovery from any wound or sickness at time of discharge.

3. Maternity disability leave may be taken at any time prior to or following the birth of a child, as provided for by law. The Board may require the employee to provide medical documentation substantiating the need for such a leave.
4. Employees shall be granted a child-rearing leave of absence without pay for a period up to one (1) year following the birth or adoption of a child. Employees wishing to return from child-rearing leave of absence in August must notify the Board by May of the previous school year. Teachers wishing to return in February must notify the Board by December 1 of the current school year. At the sole discretion of the Board, a teacher may be permitted to return to work during any other month provided that such a return is not disruptive to the education process.
5. All benefits to which an employee was entitled at the time her/his leave commenced, including unused accumulated sick leave and credit toward sabbatical eligibility, shall be restored upon her/his return. The employee shall be assigned to the same position which was held at the time said leave commenced if available, or if not, to a substantially equivalent position.
6. The Association and the Board acknowledge that all teachers shall be entitled to all provisions of the Family Medical Leave Act, the New Jersey Family Leave Act and the New Jersey Family Leave Insurance Act.

Article XV Committees and Board Representation

The Board and the Association agree that working together creates a harmonious environment that enriches both Golden Door and the students in its care. To that end, the following committees shall be formed:

Curriculum Committee

The Board shall select two (2) members and the Association shall select two (2) members from its tenured certificated staff to be part of this committee. The Chief School Administrator and Curriculum Supervisors will be included in the committee. The purpose of this committee is to bring teachers and administration together in an effort to discuss curriculum that fully offers the students the opportunity to learn within the state-approved curriculum. This committee will meet a minimum of twice per year.

Liaison Committee

The Board shall select two (2) members and the Association shall select two (2) members from its staff to be part of this committee. The purpose of this committee shall be to meet and discuss issues and concerns of interest to both parties. This committee will meet quarterly. Decisions of the committee will be shared fully with all the members of the Board and the Association. The Board will designate time on its agenda at each public meeting for a member of the Liaison Committee, or for another Association representation, to present to the Board for five (5)

minutes on any issues that the Association wants to raise with the Board. The Association will notify the Board Secretary in advance of each meeting to advise whether an Association representative will present at that meeting, and to advise of the topics to be addressed.

Article XVI Professional Development

1. The Board shall pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, assessments, or other such sessions, which the administration requires or requests an employee to take.
2. Within the scheduled non-instructional days, the Board agrees to offer to teachers a minimum of twenty (20) hours of professional development each year which is creditable as required by the regulations of the New Jersey State Department of Education.
3. Any teacher required to act as a Mentor for a provisional teacher will be compensated \$500.00 by the Board and shall receive ten (10) professional development hours for such an activity. The \$500.00 will be deducted from the provisional teacher's salary by the Board.
4. Any teacher required to act as a Mentor shall be provided one (1) additional preparation period per week to allow time to meet with the provisional teacher.

Article XVII Protection of Employees

1. An employee may use reasonable force, as is necessary, to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to gain possession of weapons or other dangerous objects within control of a pupil.
2. Employees shall immediately report cases of assault suffered by them in connection with their employment to their director or other immediate supervisor.
3. The Board shall fully comply with all aspects of applicable Workers' Compensation laws when employees are injured in the course of their employment. It is each individual employee's responsibility to report injuries in compliance with the Workers' Compensation laws.

Article XVIII Insurance Protection

1. Effective July 1, 2021, the base insurance plan offered to all eligible employees is the Horizon OMNIA 10 plan. The Board will continue to offer the Horizon OMNIA 10 plan to all eligible employees as long as the annual increase in premiums to the Board is less than 9%. The Board will also offer all eligible employees the Educators Health Plan.

2. In the event of an increase in the annual premium for the Horizon OMNIA 10 plan of 9% or more, the Board will contact the designated Association representative at least forty-five (45) days prior to the renewal date. The Association may request a meeting with the Business Administrator/Board Secretary, along with the Board's insurance broker. Any such meeting must take place after the Board provides the Association with information relating to the plan increase, and prior to the employee benefits fair. Both parties agree to engage in good faith negotiations when considering alternate plan(s) in an effort to keep the annual renewal rate below 9%. Should the good faith negotiations fail to produce an agreement, the Board will have discretion to make a final determination at least thirty (30) days prior to the renewal date. When making its determination, the Board will consider Association input.
3. An employee who is insured through a private health benefit plan of a spouse/legal partner may opt out of Golden Door's health plan. Employees opting to receive insurance through their spouse/legal partner's private health plan in a given school year shall receive a \$3,000.00 stipend for the school year because of the employee's waiver of coverage. Members will be able to immediately return to the Golden Door health insurance program, with no loss or break in coverage, under the following circumstances:
 - a. During the open enrollment period; or
 - b. The employee loses alternate insurance and provides valid proof of the loss of alternate insurance.
4. The Board will offer/provide individual coverage to all employees. Each employee is responsible for paying the amounts dictated by Chapter 78 or Chapter 44 and the Board will fund any remaining premium. Employees have the option of electing family coverage at an additional cost.
5. Dental Plan – Family. Chapter 78 is applicable to this provision and to all provisions relating to medical/dental coverage.
6. The Board will not provide disability insurance but will offer eligible employees the opportunity to purchase disability insurance at employee expense.

Article XIX Non-Instructional Professional Development Reimbursement

1. The Board will reimburse non-instructional employees for all out-of-pocket costs related to courses, workshops or professional development programs related to their position with Golden Door. Examples include, but are not limited to, Black Seal license for custodial employees, relevant computer training for secretarial employees, or emergency preparedness training for security guards. The Chief School Administrator must approve all professional development costs in advance of the course in order for the employee to be eligible for reimbursement.
2. Applications for such reimbursement must be submitted at least five (5) days prior to the

program or first scheduled class and will be followed by documentation indicating completion of the program or copies of official transcripts.

Article XX Salary

1. All teachers shall be paid according to the salary schedule for teachers in Appendix A. Said payments shall be in twenty (20) equal payments made on the 15th and 30th of each month. The annual salary increase shall be as follows:

2021-2022 School Year	3.6%
2022-2023 School Year	3.5%
2023-2024 School Year	3.4%
2024-2025 School Year	3.3%

2. All other employees, except for night cleaning staff, covered by this Agreement will receive an annual salary increase equal to the overall percentage increase outlined in paragraph 1 above. For employees paid at an hourly rate, the hourly rate will increase by an amount equal to the percentage increase outlined in paragraph 1 above. Night cleaning staff salaries are addressed in Article XXII.
3. In the event a payday falls on a weekend or holiday, then payment shall be made on the last work day preceding the weekend or holiday.
4. Employees may elect to have their paycheck automatically deposited into a bank of their choosing.
5. Any teacher required to perform any duties before or after the work day or work year, i.e., summer school, curriculum writing, home instruction, remediation, etc., shall be compensated at a rate of \$42.00 per hour for the 2021-2022 school year, \$43.00 per hour for the 2022-2023 school year, \$44.00 for the 2023-2024 school year, and \$44.00 per hour for the 2024-2025 school year unless specified otherwise in Appendix A.

All such positions shall be posted as required by this Agreement.

6. Any teaching staff member who provides professional development and/or in-service classes will be compensated at the hourly rate set forth in Article XII, Section 5, of this Contract for any time spent preparing for a presentation and providing the presentation. In order to receive compensation, the teaching staff member must first seek and receive written approval from the Chief Academic Officer for the presentation, as well as the amount of time eligible for compensation.
7. Non-instructional staff asked to perform a duty outside their regular hours will be compensated at their regular hourly rate of pay. Each overtime assignment will have a minimum duration of one (1) hour.
8. Each year, on or before August 15, the Board will provide the Association with the list of clubs/activities that will be offered to students. The Board will compensate staff members

who run clubs/activities based upon the stipend schedule attached to this document as Appendix B. The Board is in no way required to offer all clubs/activities listed in Appendix B. The administration will have discretion to assign staff members to clubs/activities based upon the applicant pool. Any interested staff members must advise the Chief School Administrator of his/her interest in a particular club/activity no later than August 30. In the event the Board adds a club or activity prior to or during any of the school years covered by this Agreement, the parties agree to negotiate the amount of the stipend.

9. The minimum annual salary for full-time custodians/security guards is \$30,000.00. All custodians/security guards shall be paid according to the salary schedule for custodians/security guards in Appendix A.
10. Any employee achieving twenty-five (25) years of continuous employment at Golden Door will receive a \$1,000.00 increase to their salary.
11. The salary increase for the 2021-2022 School Year, as well as any other increased compensation for the 2021-2022 School Year set forth in this Agreement, will be effective as of February 1, 2022 for all employees. The resulting salary increase for any employee for the period February 1, 2022 through the conclusion of the 2021-2022 School Year will be paid as a lump sum in June 2022.
12. Salary Guide. Step BA-1 will be, at a minimum, \$50,250.00.

Article XXI Deductions from Salary

1. The Board agrees to deduct dues from its employees' salaries for the Association, the Hudson County Education Association, the New Jersey Education Association, and the National Education Association as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, N.J. Public Laws of 1969 (*N.J.S.A. 52:14-15.9e*) and under rules established by the State Department of Education. Said monies, together with current records of any corrections, shall be transmitted to such person as may from time to time be designated by the Association each month within three (3) days following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate association(s). This provision shall be initially effective upon the ratification of this Agreement by both parties. The first deduction will occur the month following ratification.
2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
3. The Board agrees to deduct from employees' salaries money for services and other programs as said employees individually and voluntarily authorize the Board to deduct and to transmit the moneys to such agencies in accordance with plan guidelines. Any employee may have such deductions started or discontinued at any time upon thirty (30)

days' written notice to the Board and the appropriate agency to the extent permitted under plan guidelines.

This shall include:

- Automatic Payroll Deductions for a credit union.
 - Automatic Payroll Deductions for participation in a Tax-Sheltered Annuity program.
 - Automatic Payroll Deduction program for disability insurance programs.
 - Automatic Payroll Deduction for Flexible Spending Accounts.
 - Automatic Payroll Deduction for Chapter 78 insurance premium payments.
4. The Board will offer a credit union option to employees. Employees must address any questions regarding the credit union option to the Business Office.

Article XXII Night Cleaning Staff

1. On or before August 15 prior to the commencement of each school year, the administration will establish a set daily and hourly schedule for each member of the night cleaning staff for the upcoming school year. Night cleaning staff members will not be permitted to unilaterally alter their designated days and/or hours.
2. On or before May 31 each year, the administration will establish a set daily and hourly schedule for each member of the night cleaning staff for the upcoming summer. The summer schedule may vary in the hours staff members are required to work on certain days and the number of days each week staff members are required to work. Night cleaning staff will not be permitted to unilaterally alter their designated summer days and/or hours.
3. The minimum hourly rate for any night cleaning staff member is \$13.00 as of the effective date of this Agreement. All night cleaning staff members will be paid according to the salary schedule for night cleaning staff in Appendix A.
4. Night cleaning staff members are entitled to pay for time actually worked. Night cleaning staff will not receive compensation for any vacations, breaks, weather-related closures, or any other closures, when Golden Door is not open. This includes, but is in no way limited to, the first week in July and the first week in August, when the main office is closed for summer. Night cleaning staff members will be entitled to compensation for the following holidays if Golden Door is not open on the holiday:

1. Independence Day
2. Labor Day
3. Columbus Day
4. Thanksgiving Day
5. Christmas Day
6. New Year's Day
7. Martin Luther King Day
8. President's Day
9. Good Friday

10. Memorial Day

Article XXIII Miscellaneous Provisions

1. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the School system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status, age, or sexual orientation.
2. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
3. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
4. Any individual contract or annual salary between the Board and an individual, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract notification contains any language inconsistent with this Agreement, this Agreement shall be controlling.
5. Copies of this Agreement shall be printed at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all employees now employed, hereafter employed, or considered for employment by the Board.
6. Whenever any notice is required to be given by either of the parties of this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so in writing to the following addresses:
 - If by the Association, to the Golden Door Charter School Board of Trustees at 3044 John F. Kennedy Boulevard W., Jersey City, New Jersey 07306
 - If by the Board, to the Golden Door Charter School Education Association at 3044 John F. Kennedy Boulevard W., Jersey City, New Jersey 07306.

The Association will inform the Board of the members of each leadership team and any Association Committee.

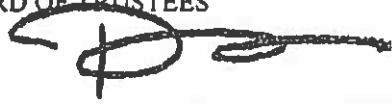
Article XXIV Duration of the Agreement

This Agreement shall be implemented between the period of July 1, 2021 to June 30, 2025.

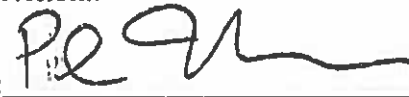
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed

by their respective presidents, attested by their respective secretaries.

GOLDEN DOOR CHARTER SCHOOL
BOARD OF TRUSTEES

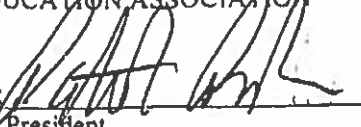
By: 

President


By: 

Secretary

GOLDEN DOOR CHARTER SCHOOL
EDUCATION ASSOCIATION

By: 

President

By: 

Secretary

Appendix A - Salary Guides and Other Compensation

YEAR 1

2021-2022

Golden Door Charter (TEACHERS)

Salary Guide

Step	BA	MA
1	50,250	54,205
2	50,350	54,305
3	50,550	54,505
4	50,850	54,805
5-6	51,370	55,325
7	52,200	56,155
8	53,345	57,300
9	54,770	58,725
10	56,525	60,480
11	57,925	61,880
12	59,500	63,455
13	61,100	65,055
14	62,725	66,680
15	64,325	68,280
16	66,050	70,005
17	67,800	71,755
18	69,625	73,580
19	71,500	75,455
20	73,325	77,280
21	75,300	79,255
22	77,300	81,255
23	79,350	83,305
24	82,150	86,105

Appendix A - Salary Guides and Other Compensation

YEAR 2

2022-2023

**Golden Door Charter
(TEACHERS)**

Salary Guide

Step	BA	MA
1	51,004	54,959
2	51,254	55,209
3	51,554	55,509
4	52,004	55,959
5	52,654	56,609
6-7	53,404	57,359
8	54,329	58,284
9	55,554	59,509
10	57,249	61,204
11	59,029	62,984
12	60,604	64,559
13	62,204	66,159
14	63,829	67,784
15	65,429	69,384
16	67,179	71,134
17	68,929	72,884
18	70,754	74,709
19	72,629	76,584
20	74,554	78,509
21	76,554	80,509
22	78,654	82,609
23	80,754	84,709
24	83,654	87,609

Appendix A - Salary Guides and Other Compensation

YEAR 3

2023-2024

Golden Door Charter **(TEACHERS)**

Salary Guide

Step	BA	MA
1	51,639	55,639
2	51,889	55,889
3	52,189	56,189
4	52,639	56,639
5	53,289	57,289
6	54,039	58,039
7-8	54,964	58,964
9	56,854	60,854
10	58,549	62,549
11	60,329	64,329
12	61,904	65,904
13	63,504	67,504
14	65,129	69,129
15	66,729	70,729
16	68,479	72,479
17	70,229	74,229
18	72,054	76,054
19	73,929	77,929
20	75,854	79,854
21	77,854	81,854
22	79,954	83,954
23	82,054	86,054
24	84,954	88,954

Appendix A - Salary Guides and Other Compensation

YEAR 4

2024-2025

**Golden Door Charter
(TEACHERS)**

Salary Guide

Step	BA	MA
1	52,264	56,264
2	52,764	56,764
3	53,264	57,264
4	53,764	57,764
5	54,264	58,264
6	55,014	59,014
7	55,904	59,904
8-9	57,504	61,504
10	59,104	63,104
11	60,704	64,704
12	62,304	66,304
13	63,904	67,904
14	65,504	69,504
15	67,104	71,104
16	69,104	73,104
17	71,104	75,104
18	73,104	77,104
19	75,104	79,104
20	77,104	81,104
21	79,104	83,104
22	81,304	85,304
23	83,504	87,504
24	86,254	90,254

Appendix A - Salary Guides and Other Compensation

Year 1

2021-2022

Golden Door Charter
(AIDES)

Step	Salary
1	26,934
2	27,434
3	27,934
4	28,434
5	28,989
6	29,559
7	30,169
8	30,789
9	31,424
10	32,074
11	32,739
12	33,414
13	34,114
14	34,829
15	35,559
16	36,294
17	37,059
18	37,824

Appendix A - Salary Guides and Other Compensation

Year 2

2022-2023

Golden Door Charter
(AIDES)

Step	Salary
1	27,513
2	28,013
3	28,513
4	29,013
5	29,568
6	30,138
7	30,748
8	31,368
9	32,003
10	32,653
11	33,318
12	33,993
13	34,693
14	35,408
15	36,138
16	36,873
17	37,638
18	38,403

Appendix A - Salary Guides and Other Compensation

Year 3
2023-2024

Golden Door Charter
(AIDES)

1	28,083
2	28,583
3	29,083
4	29,583
5	30,138
6	30,708
7	31,318
8	31,938
9	32,573
10	33,223
11	33,888
12	34,563
12	34,563
13	35,263
14	35,978
15	36,708
16	37,443
17	38,208
18	38,973

Appendix A - Salary Guides and Other Compensation

Year 4
2024-2025

Golden Door Charter
(AIDES)

Step	Aides
1	28,626
2	29,126
3	29,626
4	30,126
5	30,681
6	31,251
7	31,861
8	32,481
9	33,116
10	33,766
11	34,431
12	35,106
13	35,806
14	36,521
15	37,251
16	37,986
17	38,751
18	39,516

Appendix A - Salary Guides and Other Compensation

Year 1

2021-2022 Golden Door
Security/Custodian

Step	Salary
1	30,000
2	30,500
3	31,000
4	31,500
5	32,000
OG	43,688

Year 2

2022-2023 Golden Door
Security/Custodian

Step	Salary
1	30,795
2	31,295
3	31,795
4	32,295
5	32,795
OG	44,483

Year 3

2023-2024 Golden Door
Security/Custodian

Step	Salary
1	31,596
2	32,096
3	32,596
4	33,096
5	33,596
OG	45,284

Appendix A - Salary Guides and Other Compensation

Year 4

2024-2025

**Golden Door
Security/Custodian**

Step	Salary
1	32,401
2	32,901
3	33,401
4	33,901
5	34,401
OG	46,089

Appendix A - Salary Guides and Other Compensation

Year 1

2021-2022 Golden Door Night Cleaning Staff

Step	Salary
1	13.00
2	13.00
3	13.00
4	13.00
5	13.00
6	13.00
7	13.00
8	13.00
OG	15.80

Year 2

2022-2023 Golden Door Night Cleaning Staff

Step	Salary
1	14.00
2	14.00
3	14.00
4	14.00
5	14.00
6	14.00
7	14.00
8	14.00
OG	16.35

Year 3
2023-2024 Golden Door Night Cleaning Staff

Step	Salary
1	15.00
2	15.00
3	15.00
4	15.00
5	15.00
6	15.00
7	15.00
8	15.00
OG	16.91

Year 4
2024-2025 Golden Door Night Cleaning Staff

Step	Salary
1	15.50
2	15.50
3	15.50
4	15.50
5	15.50
6	15.50
7	15.50
8	15.50
OG	17.47

Appendix B - Stipends

Title I Unified Plan:	\$2,500.00
Choir:	\$2,500.00
Intramurals:	\$2,500.00
Yearbook:	\$2,500.00
Student Activities Coordinator:	\$2,500.00