

CONTRACT

FOLSOM EDUCATION ASSOCIATION

(Certified Staff)

and

FOLSOM BOARD OF EDUCATION

2018 - 2019
2019 - 2020
2020 - 2021

PREAMBLE

In the past, the Folsom Education Association and the Folsom Board of Education have enjoyed a good relationship, one in which the spoken word was sufficient. For better understanding and in light of new laws and rules binding on both parties, the Association and the Board agree that a written contract would best suit the needs of all concerned.

ARTICLE I

RECOGNITION

A. UNIT

The Board hereby recognizes the Folsom Education Association as the exclusive representative for collective negotiations concerning grievances and terms and conditions of employment for all professional full-time certified staffing including, the nurse, the media specialist, the child study team, the speech therapist and the guidance counselor. Full time staff is defined as those working more than 30 hours per week.

B. DEFINITION OF A TEACHER

Unless otherwise stated, the term "teachers", when used hereinafter in this agreement, shall refer to all full-time professional employees represented by the Folsom Education Association in the negotiating unit as above defined and references to male teachers shall include female teachers.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

A. DEADLINE DATE

The parties agree to enter into collective negotiations over a successor agreement in accordance with N.J.S.A. 34:13-A.et.seq. as applicable to the terms herein a good faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin not later than November 15 of the calendar year preceding the calendar year in which this agreement expires. Any agreement so negotiated shall apply to all full-time teachers, be reduced to writing, and be signed by the Board.

B. MODIFICATION

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

ARTICLE III

GRIEVANCE PROCEDURE

A. DEFINITION

1. Grievances

A "grievance" is a claim by a teacher of the Folsom Education Association based upon the alleged misinterpretation, misapplication, or violation of this collective agreement or administrative decisions affecting a teacher or group of teachers.

2. Aggrieved Person

An "aggrieved person" is the person or persons or the Folsom Education Association making the claim.

3. Party in Interest

A "party in interest" is the person or persons making the claim and any person including the Folsom Education Association or the Board who might be required to take action or against whom action might be taken in order to resolve the claim.

B. PURPOSE

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 teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

C. PROCEDURES

1. **Time Limits** - The number of days indicated at each level should be considered as a maximum. The time limits specified may, however, be extended by mutual agreement. Each claim is to be instituted within (30) calendar days from occurrence. In the event the time limit expires on a non-school day, the parties involved will have until the next in-session school day.

2. **Year End Grievances** - On the event that 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 is left unresolved until the beginning of the following school year, could result in irreparable harm to the parties in interest, the time limits as 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 possible.

3. **Level One – Chief School Administrator** - A teacher with a grievance will first discuss said grievance with the Chief School Administrator (CSA), either directly or through the Folsom Education Association's designated representative, with the objective of solving the matter informally. If the grievance is with the CSA, first a verbal discussion should take place between the CSA and the association's representative. If the matter is not resolved in five (5) school days, a written grievance will be filed to the CSA and time stamped by the CSA's secretary. CSA must present a decision regarding the grievance within ten (10) school days of the filing of the written grievance.

4. **Level Two – Board of Education** - If the grievance is not resolved to the grievant's satisfaction, he, not later than five (5) calendar days after the Chief School Administrator's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Chief School Administrator who shall time stamp the grievance and attach all related papers and forward the request to the Board.

The Board, or a committee thereof, shall review the grievance, and shall, at the option of the Board, or at the request of the grievant, hold a meeting with the employee grievant and render a decision in writing and forward copies thereof to the grievant and the Folsom Education Association within twenty (20) calendar days of the receipt of the appeal

by the Chief School Administrator, or if a hearing is held, within twenty (20) calendar days of the hearing. The referred hearing shall be held within fifteen (15) calendar days after the receipt of the appeal notice.

In the event the time limit expires on a non-school day, the parties involved will have until the next school day.

5. **Level Three** - If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant, he may exercise legal rights according to the Statutes Administrative Code and PERC regulations, such a request to be made known to the Chief School Administrator within twenty (20) calendar days of the receipt of the Board's decision.

ARTICLE IV

ASSOCIATION RIGHTS AND PRIVILEGES

A. USE OF SCHOOL BUILDING

The Folsom Education Association and its representatives may use the school building at all reasonable hours for meetings related to school activities. The Board of Education secretary shall be notified in advance of the time and place of all such meetings for approval of same. The Folsom Education Association shall pay any custodial fees for evening meetings.

B. USE OF SCHOOL EQUIPMENT

The Folsom Education Association may use school facilities and equipment, including duplicating equipment, calculating equipment, and all types of audio-visual equipment at reasonable times when such equipment is not in use. The Folsom Education Association shall pay for the reasonable cost of materials and supplies incidental to such use.

C. BULLETIN BOARDS

The Folsom Education Association shall have in each school building the use of a bulletin board in a prominent place, the location of which shall be determined by the Board of Education or its designee. Copies of all materials to be posted on such bulletin boards shall be given to the building principal but no approval shall be required.

D. EXCLUSIVE RIGHTS

The rights and privileges of the teachers' representative as set forth in this agreement shall be granted only to the organization designated as the representative pursuant to Chapter 308, Public Laws 1968, and to no other organization.

ARTICLE V

SALARIES

A. EMPLOYEES COVERED

Salaries of all employees covered by this agreement are set forth in the Schedules A and B that are attached hereto and made a part hereof.

B. FREQUENCY OF PAY

Each employee shall be paid on the 15th and 30th of each month beginning September 1 and ending June 30 for 10 month employees. If these days fall on a weekend or a holiday, staff will be paid on the last work day prior to that date. Direct deposits will be posted on the same day checks are issued.

C. GRADUATE COURSES

The Board agrees to pay reimbursement tuition costs for graduate courses for tenured personnel in the following manner:

Reimbursement is not to exceed \$2,200 per year, per teacher, not to exceed a total of \$18,000 per year for all 3 years. This will be initially allocated ½ for fall semester and ½ for spring semester. Teachers who have spent their allocated monies may apply to the Superintendent for additional money for summer studies, should money remain in the account. After summer course payments have been allocated, the above per teacher cap can be exceeded.

It must be certified as approved by the Chief School Administrator before Board approves that such courses are directly related to teaching in the elementary education or middle school education, but shall not cover administrative or supervisory courses and that the college or university is accredited.

Tuition costs will be reimbursed within the fiscal year when the courses are completed; upon submission to the Chief School Administrator and Board of Education evidence of participation, official proof of successful completion of course and proof of tuition costs. A passing grade of "B" or better must be earned to qualify for such reimbursement. Only tenured teachers may apply.

Any employee receiving any course reimbursement must be actively working for three years after reimbursement. If the employee ends employment with the district for any reason other than by full retirement, total disability or death, they shall owe and must pay back to the Board of Education 100% of the reimbursement amount within the 1st year of receiving such reimbursement. Such reimbursement pay back to the board shall be 75% of the amount, if the employee leaves the district during the 2nd year and 50% of the amount if the employee leaves the district during the 3rd year after receiving reimbursement.

D. CONTINUING EDUCATION

The Folsom Education Association and the Folsom Board of Education mutually agree to reopen Article V of the negotiated contract if it is necessary due to changes in legislation regarding the continuing education mandate or future interpretation thereof.

ARTICLE VI

TEACHING HOURS

A. TEACHER'S DAY

1. **Length of Day** - Teacher's day shall not exceed 7¼ hours with the exception of open house and conferences.

2. **Preparation Time** - All teachers shall have a minimum of 150 minutes of preparation time per week. Each preparation period shall be no less than 30 consecutive uninterrupted minutes.

3. **Teacher's Lunch Period** - Teachers shall have a forty (40) minute duty-free lunch for regular school days. On student half days, teachers shall have a 30 minute duty free lunch.

4. **Use of Teacher's Room** - The teacher shall be allowed to use the teacher's room during times when specialists are in charge of their classes.

5. **Leaving the Building** - Teachers may leave the building during their scheduled lunch period providing they sign out and upon returning sign in at the office.

6. **Parent/Teacher Conferences** - When parent-teacher conferences are scheduled in the evening after a regular school day, teachers shall be given compensating time by early dismissal, provided school has been in session a minimum of four (4) hours instructional time for students.

7. **Staff Meetings** - During the school year, teachers shall be required to attend one monthly prescheduled staff meeting not to exceed forty-five minutes. At least forty-eight (48) hour notice required except in case of emergency. (up to half of these days can be used for professional development)

8. **Teacher's Work Year** - The teacher's work year shall consist of a total of 185 days (180 student contact days, 5 professional development days).

9. **New Teacher Orientation** - New teaching staff shall attend 2 additional days of orientation prior to the start of school year.

10. **Online Training** – Teachers shall be given compensating time for completion of mandatory online trainings in the form of three (3) early dismissal days on the student half days preceding Thanksgiving, Christmas break, and Easter break.

ARTICLE VII

TEMPORARY LEAVES OF ABSENCE

A. TYPES OF LEAVE

Teachers shall be entitled to the following temporary leave of absence (nonaccumulative) with full pay each year:

1. **Personal Leave** - Four (4) days leave of absence for personal, legal, business, household or family matters, which require absence during school hours. Application to the Chief School Administrator for personal leave shall be made at least one week before taking such leave (except in the case of emergencies) and approval must be received. Any unused personal days at the end of the school year will convert to sick days.

2. **Professional Leave** - Up to two (2) days for the purpose of visiting other schools or attending meetings or conferences of an educational nature. Request for above must be submitted to the Chief School Administrator for approval at least one (1) week prior to the date the planned school visitation or meeting/conference attendance. Within ten (10) days, teacher must file a written report with the Chief School Administrator.

3. **Death** - Up to five (5) working days, to be used within 30 days of the event of death of a teacher's spouse, child, parent, father-in-law, mother-in-law, brother, sister, grandchild, step-parent, step-child, step-grandchild, and any other related member of the

immediate household. Up to three (3) working days, to be used within 15 days of the event of death of brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, and other member of the immediate household.

4. **Good Cause** - Other leaves of absence with pay may be granted upon discretion of the Board of Education.

B. ACCUMULATIVE LEAVE

Teachers shall be entitled to the following accumulative leave with pay:

1. **Sick Days** - Eleven (11) days sick leave per year.

2. **Accumulated Sick Leave** - Teachers shall be informed of their accumulated sick leave with the first paycheck in September.

3. **Unused Sick Leave** - After 18 years in the district, upon retirement, teachers will be paid for unused sick days at a rate of 30% of daily salary not to exceed \$17,000. New hires after July 1, 2009 will receive 30% of daily salary not to exceed \$15,000 Daily salary shall be calculated as 1/200th of annual salary.

C. EXTENDED LEAVE

In the event that a tenured teacher shall have exhausted the specific annual and accumulated sick leave days because of extended illness, quarantine or illness in the immediate family, the Board may, in its discretion, grant additional leave according to the circumstances of each case on a case-by-case basis. Teachers shall receive a salary reduction of 1/200th of their annual salary for each used sick day that exceeds their accumulated sick leave.

D. RETIREMENT

Notice of retirement shall be made to the Business Administrator by February 1 of the school year in which employee is retiring. The employee shall always have the right to rescind notice of retirement. Payment is to be made to the employee by July 15 of the subsequent year.

ARTICLE VIII

TEACHER EVALUATION

All evaluations of both tenured and non-tenured teachers will be consistent with the Teacher Effectiveness and Accountability for Children of New Jersey Act and New Jersey laws and code regulations relating thereto.

In order to bring about the highest level of instruction possible, every evaluation shall take into account the classroom assignment, the credentials and work background of the individual teacher, diversity of the student population, class size, student disabilities and other relevant factors which may impact on the success of an individual student, teacher or classroom.

All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. Any video equipment installed in classrooms shall not be used for evaluation unless mutually agreed upon by the teacher and the evaluator.

ARTICLE IX

CLASS SIZE

It is recognized by the Board and the Folsom Education Association that pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees to try to keep class size at acceptable numbers as dictated by the financial condition of the district, the facilities available, the availability of qualified teachers and the best interest of the district as deemed administratively feasible at the discretion of the Board.

ARTICLE X

CONDITIONS APPLICABLE TO ALL TEACHERS

A. SUBSTITUTE TEACHERS

The Board agrees at all times to maintain an adequate list of certified substitute teachers both for classroom and special teachers.

B. CHANGE IN GRADE ASSIGNMENT

Teachers who desire a change in grade/teaching assignment may file a written statement by May 15 of such desire with the Chief School Administrator.

ARTICLE XI

INSURANCE PROTECTION

At the beginning of each school year, the Board shall provide health care insurance protection as detailed below:

A. HEALTH / PRESCRIPTION INSURANCE

1. The health care / prescription insurance carrier(s) shall be determined by the Board of Education for the basic hospitalization, medical/surgical coverage, for the major medical coverage, and prescription coverage. Such coverage shall be equal to or better than the existing New Jersey State Health Benefits Plan, with the prescription co-pay not exceeding \$15. Mail-in prescription copays will be reimbursed in full to the employee upon submission of receipt and voucher.

2. Employee contributions for health/prescription insurance shall be a minimum of those required under Chapter 78 Public Law 2011 (Tier 4). This shall continue throughout the term of this contract.

The employee contributions shall be withheld in equal installments throughout the year from the employee's paycheck and the board will maintain a Section 125 Plan so that said contributions can be made on a pre-tax basis.

B. DESCRIPTION OF COVERAGE

The Board shall request the carrier(s) to provide each employee with a description of the health care insurance coverage provided under this article no later than the beginning of the school year which shall include a clear description of the conditions and limits of coverage as listed above.

C. DENTAL COVERAGE

1. A dental plan will be provided with the Board paying \$750 per year toward selected coverage for the duration of this contract. The employee may pay the balance of the premium in the form of a payroll deduction.

2. After fifteen (15) years in the district, upon retirement, employees may continue dental coverage under the Board's group policy provided the employee pays the full premium to the Board for such coverage.

D. VISION COVERAGE

1. A vision plan will be provided with the Board paying \$750 per year toward selected coverage for the duration of this contract. The employee may pay the balance of the premium in the form of a payroll deduction.

2. After fifteen (15) years in the district, upon retirement, employees may continue vision coverage under the Board's group policy provided the employee pays the full premium to the Board for such coverage.

The employee may choose either (dental or vision) or both plans (dental and vision), but board contribution/payment shall not exceed \$1,500 combined in any way.

ARTICLE XII

MISCELLANEOUS PROVISIONS

A. SEPARABILITY

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 or subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. PRINTING AGREEMENT

Enough copies of this agreement shall be printed within ninety (90) days of signing by both parties. The cost of such printing shall be shared equally by both parties to this agreement. Each teacher in the Folsom Education Association shall be furnished with a copy.

C. SCHOOL CALENDAR

The Chief School Administrator shall prepare a school calendar and must offer the calendar to the Folsom Education Association for suggestions.

ARTICLE XIII

DURATION OF AGREEMENT

A. DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 2018 and shall continue in effect until June 30, 2021. This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless extended in writing.

It is understood that Schedule B may be reopened for additional items for negotiation before this agreement expires only for the additional programs that are introduced.

B. STATUS OF INCORPORATION

In witness whereof the parties hereto have caused this agreement to be signed by their respective presidents, attested by their respected secretaries, and their corporate seals to be placed hereon, all on the day and year written below.


Dated this 24th day of July, 2018



President, Folsom Education Association



Secretary, Folsom Education Association



President Folsom Board of Education



Secretary, Folsom Board of Education

SCHEDULE B

A. EXTRA ACTIVITIES

All extra activities as listed in Schedule B shall be administered with approval of the Chief School Administrator and the Board of Education. Times are to be assigned by the Chief School Administrator. Extra compensation will be paid for extra work. All payments shall be prorated if the activity does not last the season.

1. Any one teacher(s) who supervises and advises any extracurricular school sponsored event that takes place other than during normal school hours will be paid at a rate of \$40 per event. This schedule will exclude field trips.

Regarding class trips or out of district school functions, any return from such trip or function on the same day to the school district that is more than three (3) hours past the normal school day shall result in \$50 additional compensation to each covered certified employee.

Regarding any trip or function whereby there is an overnight stay on such trip, etc., such shall entitle each covered certified employee to receive an additional \$100 in excess of the above for a total of \$150 with a maximum of 10 teachers.

2. Eighth grade advisors (one per 8th grade homeroom; not to exceed two) will be paid as indicated on schedule B.
3. Any teacher assigned to attend meetings in which he/she takes their own vehicle will be paid at the OMB rate. This is applicable to all employees.

B. EXTRACURRICULAR SCHEDULE

C. HOME INSTRUCTION - Home instruction will be paid at a rate of \$45 per hour for the duration of this contract. Members of the Folsom Education Association shall be notified by the Board when tutoring positions are open and shall be given preference. Positions will be filled at the discretion of the Chief School Administrator.

D. SUMMER TRAINING/CURRICULUM WORK – Teachers and the nurse will be paid at rate of \$40 per hour when required to attend summer training. This excludes new hires who attend orientation prior to the start of the work year.

E. DETENTION – Detention will be paid at a rate of \$25 for after school detentions (45 minutes) and \$100 for Saturday detentions (4 hours).

SCHEDULE B			
<u>SPORT STIPEND GUIDE</u>		<u>EXTRACURRICULAR STIPENDS GUIDE</u>	
BOYS BASKETBALL		ART CLUB	\$1,296
HEAD COACH	\$1,884	CHOIR ADVISOR	\$1,296
ASST. COACH	\$942	BAND ADMINISTRATOR	\$1,238
		STUDENT COUNCIL	\$942
GIRLS BASKETBALL		SAFETY PATROL	\$1,650
HEAD COACH	\$1,884	TALENT SHOW ADVISOR	\$586
ASST. COACH	\$942	TALENT SHOW ASST.	\$385
		YEARBOOK ADVISOR	\$1,414
CROSS COUNTRY		YEARBOOK ASST.	\$677
HEAD COACH	\$942	LEO CLUB	\$480
ASST. COACH	\$480	DRAMA CLUB ADVISOR	\$440
		PLAY DIRECTOR	\$1,430
VOLLEYBALL		ASST. PLAY DIRECTOR	\$660
HEAD COACH	\$942	ASST. PLAY DIRECTOR	\$660
ASST. COACH	\$480	ASST. PLAY DIRECTOR	\$660
		TECH CLUB	\$1,296
SOFTBALL		FTN	\$500
HEAD COACH	\$449	SIGN LANGUAGE	\$561
ASST. COACH	\$224	8TH GRADE ADVISOR	\$586
		STOKES ADVISOR	\$275
CHEERLEADING		HEAD TEACHER	\$500
HEAD COACH	\$1,414	BILANGUAL TRANSLATOR	\$300
ASST. COACH	\$673		
OTHER			
SPIRIT COORDINATOR	\$1059		
ATHLETIC DIRECTOR	\$1,884		

**Teachers' Salary Guide
2018-2019**

Step	BA	BA+15	MA	MA+30	Doc
B	50,000	51,350	52,750	54,750	56,750
C	51,500	52,850	54,250	56,250	58,250
D	52,764	54,114	55,514	57,514	59,514
E	53,972	55,322	56,722	58,722	60,722
F	55,179	56,529	57,929	59,929	61,929
G	56,429	57,779	59,179	61,179	63,179
H	57,722	59,072	60,472	62,472	64,472
I	59,016	60,366	61,766	63,766	65,766
J	60,311	61,661	63,061	65,061	67,061
K	61,608	62,958	64,358	66,358	68,358
L	63,281	64,631	66,031	68,031	70,031
M	65,094	66,444	67,844	69,844	71,844
N	67,118	68,468	69,868	71,868	73,868
O	69,139	70,489	71,889	73,889	75,889
P	71,459	72,809	74,209	76,209	78,209
Q	73,777	75,127	76,527	78,527	80,527
Q2	76,655	78,005	79,405	81,405	83,405
R	79,532	80,882	82,282	84,282	86,282

**Teachers' Salary Guide
2019-2020**

Former Step	Step	BA	BA+15	MA	MA+30	Doc
B	A	50,500	51,850	53,250	55,250	57,250
C	B	51,972	53,322	54,722	56,722	58,722
D	C	53,253	54,603	56,003	58,003	60,003
E	D	54,461	55,811	57,211	59,211	61,211
F	E	55,668	57,018	58,418	60,418	62,418
G	F	56,917	58,267	59,667	61,667	63,667
H	G	58,211	59,561	60,961	62,961	64,961
I	H	59,506	60,856	62,256	64,256	66,256
J	I	60,803	62,153	63,553	65,553	67,553
K	J	62,098	63,448	64,848	66,848	68,848
L	K	63,772	65,122	66,522	68,522	70,522
M	L	65,585	66,935	68,335	70,335	72,335
N	M	67,609	68,959	70,359	72,359	74,359
O	N	69,630	70,980	72,380	74,380	76,380
P	O	71,950	73,300	74,700	76,700	78,700
Q	P	74,268	75,618	77,018	79,018	81,018
Q2	Q	77,200	78,550	79,950	81,950	83,950
R	R	80,132	81,482	82,882	84,882	86,882

**Teachers' Salary Guide
2020-2021**

Step	BA	BA+15	MA	MA+30	Doc
A	51,000	52,350	53,750	55,750	57,750
B	52,661	54,011	55,411	57,411	59,411
C	53,965	55,315	56,715	58,715	60,715
D	55,173	56,523	57,923	59,923	61,923
E	56,381	57,731	59,131	61,131	63,131
F	57,630	58,980	60,380	62,380	64,380
G	58,925	60,275	61,675	63,675	65,675
H	60,218	61,568	62,968	64,968	66,968
I	61,515	62,865	64,265	66,265	68,265
J	62,811	64,161	65,561	67,561	69,561
K	64,461	65,811	67,211	69,211	71,211
L	66,274	67,624	69,024	71,024	73,024
M	68,298	69,648	71,048	73,048	75,048
N	70,319	71,669	73,069	75,069	77,069
O	72,638	73,988	75,388	77,388	79,388
P	74,957	76,307	77,707	79,707	81,707
Q	77,845	79,195	80,595	82,595	84,595
R	80,732	82,082	83,482	85,482	87,482

Longevity Schedule

The following amounts will be added to the base salary each year:

Beginning 20-25 years = \$1,500

Beginning 26-30 years = \$1,750

Beginning 31 + years = \$2,000