

**An agreement between the
Lakewood Education Association
NEA/NJEA/ OCCEA/ LEA
and the
Board of Education
of
Lakewood, New Jersey
for the period
July 1, 2021 to June 30, 2026**

AS OF THE SIGNING OF THIS AGREEMENT:

LAKESWOOD EDUCATION ASSOCIATION OFFICERS:

President – Kimberlee Shaw
First Vice-President – R. Clifford Mann
Second Vice-President – Eileen Romano
Secretary – Lois Cirillo
Treasurer – Kathleen Hall

LAKESWOOD BOARD OF EDUCATION:

Moshe Bender, President
Heriberto Rodriguez, Vice President
Ada Gonzalez
Meir Grunhut
Chanina Nakdimen
Moshe Raitzik
Shlomie Stern
Bentzion Treisser
Isaac Zlatkin
Laura A. Winters, Superintendent of Schools
Kevin Campbell, Board Secretary/Assistant Business Administrator
Robert S. Finger, Coordinator of Fiscal Services/Negotiator
Michael Inzelbuch, General Counsel/Board Attorney
David Shafter, State Monitor
Ronald Fisher, Assistant State Monitor

LAKESWOOD EDUCATION ASSOCIATION - NEGOTIATIONS COMMITTEE

Negotiations Chairs – Kimberlee Shaw
President – Kimberlee Shaw
Negotiations Committee – Lois Cirillo, Jennifer Coward, Margaret Czech, Valerie Daniluk, Brenda Douglas, Kathleen Hall, Alicia Intromasso, Cara Leach, Eileen Maley, R. Clifford Mann, Stacey Peace, Michael Randolph, Eileen Romano, Kelly Villa, Susan Wiemken, Robin Zarzycki

LAKESWOOD BOARD OF EDUCATION - NEGOTIATIONS COMMITTEE

Moshe Bender
Chanina Nakdimen
Heriberto Rodriguez
Shlomie Stern
Isaac Zlatkin

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MISSION STATEMENT

The Lakewood Education Association and the Lakewood Board of Education recognize that the primary goal of the Lakewood Public Schools is to provide its students with the highest quality educational experience possible. To that end, the Lakewood Education Association and the Board of Education further recognize that all individuals engaged in supporting and providing instruction to the Lakewood student body exhibit personal and professional accountability for the educational growth and success of the students in their charge.

ARTICLE I - RECOGNITION

A. Pursuant to the provisions of Chapter 123, Public Laws 1974, the Lakewood Board of Education hereby recognizes the Lakewood Education Association as the majority representative and as exclusive and sole representative for collective negotiations concerning terms and conditions of employment for all full- or part-time certificated staff clerical personnel and paraprofessionals under contract or on leave, now employed or as hereafter may be employed by the Board, including:

1. Certificated Personnel:

- | | |
|-----------------------------------|------------------------------|
| Teachers | Social Workers |
| Guidance Counselors | Nurses and Nurse Coordinator |
| Coaches | Extracurricular Positions |
| Psychologists | Speech Therapists |
| Learning Disabilities Specialists | Computer Lab Coordinators |
| Media Specialists | Department Coordinators |
| JROTC Instructor | Athletic Trainer |
| Job Coach | ESL In-Take Coordinator |
| Non-Public Grant Coordinator* | Transition Coordinator |

2. Support Personnel:

- | | |
|--|----------------------------------|
| Secretaries | Attendance Officer |
| Library | Home/School Liaison |
| Receptionist/Switchboard Operator | Parent Liaison* |
| Instructional Paraprofessional Personnel | District Translator |
| Parent Liaison Program Coordinator | Central Registration Coordinator |
| Pupil Personnel Paraprofessional Personnel | Community Liaison |

*Should the funds be available

B. Excluding Executive Secretaries, Operations Facilitators I and II, Computer Manager, Security Liaison, Substitute Caller, School/Community Resource Person, School Security Specialists, Substitute Secretaries assigned to confidential positions in the board office, and all other titles not specified above.

C. Unless otherwise indicated, the term “teachers” when used hereinafter in the Agreement, shall refer to professional certificated employees. The term “secretary” shall refer to clerical employees. The term “paraprofessional” shall refer to aides. The term “support personnel” shall apply to all unit members listed in A.2. above. The term “member” shall refer to all of the employees in the bargaining unit. All references to male shall include female, and all references to female shall include male.

ARTICLE II - NEGOTIATION OF SUCCESSOR AGREEMENT

In accordance with the provisions of Chapter 123, Public Laws 1974, the parties agree to commence negotiations on a successor agreement not later than December 1st of the calendar year preceding the calendar year in which this Agreement expires.

This Agreement shall continue on a school year to school year basis unless either party desiring changes in this Agreement shall notify the other party in writing prior to December 1st of the previous calendar year.

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

ARTICLE III - GRIEVANCE PROCEDURE

A. Definitions

- A. A “grievance” is a claim by an employee, employees, or the Association based upon an alleged improper interpretation, application, or violation of this Agreement, policies, or administrative decisions affecting an employee’s or a group of employees’ terms and conditions of employment.
- B. The term “grievant” shall refer to the employee or employees or the Association making the claim on behalf of the employee or group of employees or the Association on behalf of itself.
- C. 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.

B. Purpose

- A. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to 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.
- B. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided such adjustment is not inconsistent with the terms of this Agreement.

C. Procedure

- 1. Level One – The grievant shall first discuss the grievance with his immediate supervisor, either directly or with the Association’s designated representative, with

the objective of resolving the matter informally. A grievance must be commenced at Level One within twenty (20) school days of the date the employee knew or should have known of its occurrence, and if not commenced by that time shall be deemed waived.

2. Level Two – If the grievant is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within 10 school days after the discussion at Level One or 10 school days after the grievance was presented, whichever is sooner, the grievance will be reduced to writing and presented to the Superintendent of Schools. The grievance shall set forth at a minimum the date the incident occurred, a brief description of the incident, the specific contract clause(s) and/or policy or policies violated, and the remedy sought.
3. Level Three – If the grievant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within 15 school days after any discussion with the Superintendent or 15 school days after the grievance was delivered to the Superintendent, whichever is sooner, the grievant may submit the grievance in writing to the Board of Education through its Secretary. The grievant shall include in the submission to the Board at a minimum the date the incident occurred, a brief description of the incident, the specific contract clause(s) and/or policy or policies violated, and the remedy sought.
4. Level Four – If the Association is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within 30 school days after any discussion with the Board or 30 school days after the grievance was delivered to the Secretary of the Board or designee, whichever is sooner, the Association may submit the grievance to binding arbitration by filing with the Public Employment Relations Commission, and the rules of such agency shall apply.

D. Authority of the Arbitrator

1. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.
2. In the event that the procedural arbitrability of a grievance is at issue between the parties, jurisdiction to resolve the issue shall rest solely with the arbitrator.
3. Disputes as to the scope of arbitration shall be resolved in favor of requiring arbitration.
4. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator can add nothing to nor subtract anything from the Agreement between the parties.

E. Costs

1. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

F. Representation

1. Any grievant may represent himself/herself through Level Two of this procedure. When the grievant is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure. Only the Association may process grievances through board level and arbitration.

G. Reprisals

1. 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.

H. Miscellaneous

1. The number of days indicated at each level should be considered as a maximum and every effort shall be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. All days referred to in this procedure shall be school days.
2. If a grievance continues into the summer or is filed during the summer, all reference to school days within the time limits shall be based upon the days the Central Office is open for business.
3. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall commence at Level Two.
4. All decisions rendered shall be in writing, setting forth the decision and the reasons therefor, and shall be transmitted to the Association within the specified timeframes.
5. Failure to respond to a grievance within the specified timeline shall entitle the grievant to proceed to the next level. Failure to file a grievance at the next level within the specified timeline shall constitute an abandonment of the grievance. At any time, both parties may agree to hold a grievance in abeyance, and such abeyance shall not violate any timelines.

6. 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 - MEMBER RIGHTS

- A. Pursuant to Chapter 123, Public Laws 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other connected activities for mutual aid and protection. 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 member in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any member with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, collective negotiations with the Board, or his institutions of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms and conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any member such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to members hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No member shall be disciplined, reprimanded or reduced in rank or compensation without just cause. The Board retains the right to discipline or discharge an employee during the term of his/her employment pursuant to law. Discipline may include oral and/or written reprimands, increment withholdings, fines or suspensions without pay if consistent with law, and mid-contract discharges consistent with the law, but shall not include the non-renewal of a non-tenured teaching staff member for performance related reasons. Except in circumstances concerning health or safety, no member shall be disciplined or reprimanded in the presence of students, parents, teachers or outside administrators. All disciplinary acts shall be subject to the grievance procedure. Any discipline to be imposed shall take into account the nature of the offense, the length of service and the general employment record of the employee, the number of previous offenses, any other mitigating circumstances, and previous discipline administered to others in similar situations. Discipline shall be applied in a non-discriminatory fashion.
- D. Whenever any member is required to appear formally before the Superintendent or his designee or Business Administrator, Board or any committee member, representative or agent thereof concerning any matter which could adversely affect the continuation of that member in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given twenty-four (24) hours prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the

Association present to advise him and represent him during such meeting or interview. Any suspension of a member pending charges shall be with pay.

The Association President shall be emailed on all initial letters of reprimand that are issued to unit members. Subsequent letters of reprimand shall also be emailed to the Association President unless the unit member requests that such notice shall remain confidential and is not to be shared.

- E. The administration reserves the right to change a student's grade. The teacher shall be notified of the change, in writing, over the signature of the administrator making the change, indicating what the grade was changed from and what the grade was changed to.
- F. No member shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- G. Secretaries shall not be required to work under unsafe or hazardous conditions, or to perform tasks which endanger their health, safety, or well-being. On days which are officially declared to be "snow days," it is understood that secretaries shall not be required to expose themselves to unnecessary danger in traveling to work. Further, in the event schools should be closed during a normal working day because of snow, secretaries shall be permitted to leave work in the interest of their safety.

ARTICLE V - ASSOCIATION RIGHTS

- A. The Board agrees to provide the Association with the same budget information it gives to the County Superintendent of Schools, in the same format, within one (1) week of approval by the County Superintendent. The Board shall provide the Association, at no cost, with pertinent information within the public domain concerning the processing of a grievance.
- B. Whenever any representative of the Association or any member participates during working hours in negotiations, grievance proceedings, conferences or mutually scheduled meetings, he shall suffer no loss in pay. The Association Grievance Chairperson, the Association Negotiations Chairperson, and the Senior Building Representatives shall not be assigned any supervisory duties. The Association shall not institute any grievance over the increased workload of the teachers related to the increased rotation of duty assignments by including Senior Building Representatives in the article.
 - 1. Effective September 1, 2021, the Board shall provide full-time release to the Association President on the condition that the salary of the Association President shall be borne equally (50% each) between the Board of Education and the NJEA. If the NJEA at any time ceases to fund their portion of the salary obligation, the release time without loss of compensation shall be at the rate of five, 1/2 days per week. A half-day shall not exceed three hours.
 - 2. The Association President will maintain his/her attendance with the Superintendent's Office. The Superintendent will approve all personal, professional and sick day requests.

3. When the Association President enters a school, he/she must notify the main office of his/her presence. The Association President cannot interfere with normal school activities or with a member in the performance of his/her classroom duties.
 4. The Association shall reimburse the Board one-half (1/2) year's salary of the Association President in two (2) equal installments. The installments shall be paid following the receipt of the Association's LAFAP reimbursement from NJEA.
 5. The Association President shall advance on the salary guide as if employed as a regular full-time teaching staff member during the period that he/she serves as President.
 6. The Association President shall receive all benefits as if employed as a regular full-time teaching staff member during the period that he/she serves as President.
 7. The Association President shall continue to accrue seniority as if employed as a regular full-time teaching staff member during the period that he/she serves as President.
 8. The Superintendent of Schools shall meet with the Association President every two (2) weeks at a mutually agreed upon time to work collaboratively to resolve any and all labor disputes as they occur.
- C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The administrator of the building in question shall be consulted in advance of the time and place of all such meetings. The Association will give twenty-four (24) hours' notice to use school buildings for full Association membership meetings.
- D. The Association shall have the right to use school facilities and equipment, including computers, copiers, calculating machines, and all types of audiovisual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use, and for any repairs necessitated as a result thereof.
- E. The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge and teachers' dining room. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. The location of Association bulletin boards in each room shall be designated by the Association. Copies of all materials to be posted on such bulletin boards shall be given to the building administrator for his approval.
- F. The Association shall have the right to use the interschool mail facilities and school mailboxes as it deems necessary, excluding bulk mailing.
- G. Posting Procedures

1. All district and unit vacancies shall be adequately publicized by the Superintendent in accordance with the following procedure:
 - a. A notice shall be posted at each building, on the District's website and an all staff email as far in advance as practicable, but not less than seven (7) workdays before the final date when applications must be submitted.
 - b. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent or designee within the time limit specified in the notice. Applications shall be kept on file in the Superintendent's office for continual consideration for future vacancies until an applicant notifies the office in writing that the application is withdrawn.
 - c. The qualifications for any vacancy position, its duties, and the rate of compensation shall be clearly set forth.
2. Position Openings for Coaches
 - a. No later than June 1st of each school year, the Board shall deliver to the Association, and post in each school building, a list of known coaching vacancies which shall occur during the following year.
 - b. Such posting shall include the title of the coaching position being vacated and the qualifications necessary. Such posting shall be in accordance with all provisions of the Agreement.
3. Procedures for filling all extracurricular positions.
 - a. All vacancies in extracurricular positions shall be adequately publicized by June 1st by the Superintendent or designee in accordance with the procedure outlined in Section G of this article.
 - b. All qualified employees shall be given adequate opportunities to make applications and no position shall be filled until all properly submitted applications have been considered.
 1. The Board agrees to give due consideration to the professional background, attainments, and other relevant factors of all applicants.
 2. In filling such vacancies, when the Board determines all other qualifications are equal, length of service in the district shall be the deciding factor.
 - c. The district shall give preference to any qualified bargaining unit member who applies for the position and shall only hire an applicant from outside of the district if no qualified in-district unit member applies.

ARTICLE VI - WORK YEAR

Category I: Teacher Work Year

- A. The school work year for teachers will be one hundred and eighty-three (183) days including workshops. School holidays will be listed in accordance with the approved student school year, and may be changed in case of emergency.
- B. A guidance counselor's stipend (see Schedule F) is provided for the extra time in the guidance counselor's work year which for the high and middle school guidance counselors begins five (5) work days prior to the regular opening date of school and ends five (5) work days beyond the end of the regular staff work year; for elementary guidance counselors, a total of five (5) days, the schedule to be mutually determined with the appropriate administrator.
- C. The Athletic Trainer shall attend all games and practices as assigned, except for "away" games during one holiday period, to be determined with the Superintendent/designee.
- D. Teacher attendance is mandatory for one (1) Back to School Night per school year for two (2) hours.
- E. Elementary Teacher attendance is mandatory for one (1) night conference per school year for two (2) hours. Elementary Teachers shall be released on a half-day schedule on the night they are returning for evening conferences.

Middle School Teacher attendance is mandatory for one (1) night conference per school year for two (2) hours. Middle School Teachers shall be compensated at the hourly rate.

High School Teacher attendance is mandatory for one (1) night conference per semester for two (2) hours. High School Teachers shall be compensated each semester at the hourly rate.

Category II: Secretary Work Year

- A. Secretaries shall be eligible for the following vacation schedule for permanent full-time twelve (12) month employees:
 - 1. Less than one (1) year of employment - one (1) day for each month worked up to June 30.
 - 2. First year through seventh year - twelve (12) working days.
 - 3. Eighth year through sixteenth year - fifteen (15) working days.
 - 4. Seventeenth year and over - twenty (20) working days.
- B. Secretaries shall be permitted to take their vacations pursuant to the following:

1. Secretaries with less than seventeen (17) years of service in the district shall be permitted to take up to five (5) vacation days during the school year.
2. Secretaries with seventeen (17) years or more of service in the district shall be permitted to take up to seven (7) days' vacation during the school year.
3. All vacation requests are subject to the approval of the school principal or supervising administrator.
4. Requests for additional vacation days during the school year may be made to the building principal or supervising administrator in writing, explaining the need for additional days.
5. Vacation days will not be approved the last week of the school year.

C. Holidays:

1. Twelve (12) month employees shall receive their full pay for holidays as follows:

July 4th
Labor Day

2. Any employee, ten (10) or twelve (12) month, required to work such holidays, will receive one and one-half ($1\frac{1}{2}$) times their applicable rate of pay for any work performed in addition to any holiday pay.

Category III: Paraprofessional Work Year

- A. The paraprofessional work year shall be one hundred and eighty-three (183) days (September thru June) plus up to six weeks during the summer.
- B. Paraprofessional employees shall be employed for summer assignments on a voluntary basis first.
- C. Should not enough paraprofessional volunteers be willing to work the summer program, individual assignment by the district may be made using the inverse order of seniority for a maximum of four weeks. Paraprofessionals will be assigned on a rotating basis, however the number of paraprofessionals needed to staff the summer program may dictate assignment in consecutive summers.
- D. Summer assignments shall be based upon the student and programmatic needs as identified by the administration.
- E. Paraprofessionals assigned to a summer assignment that is different from their school year assignment will, when feasible, be returned to their school year assignment based on the student and programmatic needs as identified by the administration.

Summer Employment Teachers & Paraprofessionals

Special Education Summer Program

- A. The Special Education Summer Program shall be thirty (30) days in length.
- B. Employees who work all thirty (30) days receive fifteen percent (15%) of their annual salary, plus one (1) additional sick day and one (1) additional personal day, which are accumulative if not used.
- C. Employees who work fifteen (15) days receive five percent (5%) of their annual salary, plus one (1) additional personal day, which is accumulative if not used.
- D. Employees shall be notified of their summer assignment no later than April 15th.
- E. All staff in the summer program shall be paid on the regular payroll schedule.
- F. Professional staff: volunteers shall be chosen first. The Board retains the right to assign teachers to vacancies based upon reverse seniority if enough volunteers are not available.
- G. Professional staff shall initially be hired for their personal summer option: i.e. thirty (30) days or fifteen (15) days.
- H. Paraprofessional staff shall be employed for the summer pursuant to the current procedures.
- I. The summer work day shall be five (5) hours.
- J. During the summer work day, teachers and paraprofessional staff shall each have one (1) fifteen (15) minute break scheduled with the least impact on the program.

Secondary Summer School Program

- A. The secondary summer school program shall run for the equivalent of thirty (30) days.
- B. Employees hired for the thirty (30) day secondary summer school program shall receive ten percent (10%) of their annual salary as compensation.

Summer Employment Child Study Team Members

- A.
 - 1. Child Study Team Members (School Social Workers, Psychologists, LDTC) will work ten (10) months plus twenty (20) days during the summer.
 - 2. The base work year for team members shall be the school calendar between September 1 and June 30, for which they will be compensated as per the negotiated agreement.
 - 3. For the additional twenty (20) days, they will receive ten percent (10%) of their base salary as monetary compensation and will be credited with one additional sick day.

4. The twenty (20) days shall be scheduled between July 1 and the opening of school.
 5. To insure appropriate coverage, individuals will be assigned to work either during July or August by the Superintendent/designee and notified of their summer work schedule by March 1st of the preceding school year.
- B. The summer work hours for Child Study Team members will be 8:00 a.m. to 1:00 p.m. each day.

ARTICLE VII - HOURS AND WORK LOAD

Category I: Teaching Hours and Teaching Load

- A. The regular workday for certified employees shall not exceed six (6) hours and fifty (50) minutes. The Board reserves the right to set the start and end time of the workday. No school start time shall be before 7:00 a.m. All staff must report to work ten (10) minutes before the school day begins. The start and end times of the succeeding school year shall be sent to all staff no later than June 1st of the preceding school year.

Elementary School teachers who work fifteen (15) minute A.M. bus duty for the school year shall receive an eighteen hundred dollar (\$1,800) pensionable stipend. This pensionable stipend shall be added to their total income and be paid as a part of their bi-monthly checks.

Middle School and High School teachers who work thirty (30) minute A.M. bus duty for the school year shall receive a thirty-six hundred dollar (\$3,600) pensionable stipend. This pensionable stipend shall be added to their total income and be paid as a part of their bi-monthly checks.

- B. Building-based certified staff members may be required to remain at the end of the regular work day on the first, second, and third Monday of each month for the purpose of attending three (3) staff meetings per month. Each meeting shall run no more than one (1) hour. The meetings will begin immediately following the close of the workday as defined in Article VII-Category I A. At the commencement of each school year, traveling teachers and the principals of the buildings in which they work shall develop a mutually acceptable schedule of faculty meeting attendance for the staff member. If a need arises for Administration to change the day of a scheduled staff meeting, the staff will be notified three (3) weeks in advance of the change.

Teaching staff members must participate in Professional Learning Communities (PLC) during their prep time at least six (6) times per month whether they are asked to work with the Literacy Coach, Math Coach, Assistant Principal, Principal, Master Teacher, Teacher Leader or asked to work with their grade level peers. These meetings will be held in the months of October through May and scheduled as follows: One (1) meeting during the first and third week of the month. Two (2) meetings during the second and fourth week of the month. This is in addition to afterschool Professional Development.

- C.
1. All staff shall enter their assigned location through the designated entrance by swiping their ID Badge in the Card Reader.
 2. All staff shall indicate their presence for duty daily by swiping their ID Badge in the Card Reader, located outside of the main office.
 3. All staff attendance shall be tracked through the designated entrance swipe as defined in C.1. Lateness will be tracked through the designated office swipe (swipe #2). Lateness shall be addressed through progressive discipline. No discipline shall be issued to any employees who do not have a functioning ID Badge. No discipline shall be issued to any employees who have not been issued an ID Badge. Employees shall report all ID Badge issues/concerns to the building Principal or designee as soon as they have an issue.
- D.
1. There shall be a duty-free lunch period for teachers commensurate with the time period allotted to pupils for their lunch period. Teachers will not be required to remain in the building during their lunch periods, or to state where they are going. Teachers shall be required to record time of leaving and returning during the school day.
 2. Middle School and High School teachers shall have a forty-three (43) minute duty-free lunch. All elementary teaching staff shall have a forty (40) minute duty free lunch. Students on lunch and playground shall be supervised by all certificated school personnel on a rotating duty schedule. Such schedule shall be established by the building administrator.
- E.
- Regular teachers shall not be required to substitute during their preparation period except for emergencies; however, in such emergencies they shall receive a pro-rated amount of their regular salary, as stated in schedule H of this Agreement.
- Certificated staff and paraprofessionals may cover an uncovered lunch period during their lunch period on a volunteer basis. Every month the administration shall seek a pool of volunteers who can be asked to cover an uncovered lunch period. These monthly lists of volunteers will be shared with the Association President. Volunteers will be paid 1/1000th of their salary for the period they are covering.
- F.
- Any teacher who believes his/her schedule is of an unreasonable length without a break can appeal such schedule through appropriate channels.
- G.
- No teacher (grades 6-12) shall teach more than two (2) blocks or four (4) class periods consecutively. In the event a teacher teaches 2 consecutive blocks or 4 consecutive class periods, it must be followed by a preparation period or a lunch period. At no time will the schedule be used as a tool for harassment and/or discrimination. In reference to the assignment of a sixth period class, the following procedures will be adhered to in the order given:
1. Volunteers will be sought;

2. Outside additional staff will be sought by administration;
 3. Any teacher assigned a sixth period class shall have a duty period on an "A Day" or a "B Day". No teacher shall have a duty period on both an "A Day" and a "B Day". On the day a teacher does not have a duty period, the teacher shall have an additional PLC period. This will result in an alternating schedule of three (3) duties one week and two (2) duties the next week.
- H. Each classroom teacher shall be guaranteed a minimum of one (1) preparation period per day.
1. Preparation periods at the High School and Middle School shall be forty-three (43) minutes each.
 2. Preparation periods at all elementary schools shall be a minimum of forty (40) minutes each.
- I. Teacher attendance is mandatory for Back to School Night. Elementary and Middle School Teachers shall attend one (1) night conference per school year for two (2) hours. Elementary Teachers shall be released on a half day schedule on the night they are returning for evening conferences. High School Teachers shall attend one (1) night conference per semester for two (2) hours. One (1) additional night, not eligible for pay, shall be required for teachers at their respective schools for Middle School Promotion Exercises/High School Graduation.
- J. No teacher (grades K-5) shall teach more than five (5) class periods consecutively. In the event a teacher teaches five (5) consecutive class periods, it must be followed by a preparation period or a lunch period – other than paid volunteers.

Category II: Secretary Hours and Workload

- A. Secretaries shall be required to work eight (8) hours per day, forty (40) hours per week, during the contract period, inclusive of one (1) hour for lunch daily and two (2) coffee breaks not to exceed fifteen (15) minutes each per day.
- B. Secretaries will work the school calendar from September 1st to June 30th.
- C. Summer Hours:
1. Secretaries shall work from 8 a.m. to 1 p.m. with a fifteen (15) minute coffee break and no lunch from July 1st until the last five full work days prior to September 1st.
- D. Attendance Officer
1. Should the Attendance Officer be required to work during the period between the last pupil day and the opening of school in September, he/she shall be paid a pro-rated hourly salary based upon his/her approved annual salary. The formula used to determine the hourly rate shall be as stated in Schedule H of this Agreement.

2. In order to qualify for such payment, the Attendance Officer must request prior approval from the Superintendent of Schools or his/her designee, in writing, for any time to be worked, indicating as much as possible the number of hours involved. The Superintendent or his/her designee shall issue approval for such time in writing.
3. Subsequent to the actual performance of the duties as approved, the Attendance Officer shall submit a voucher to the Superintendent or his/her designee for processing for payment on the regular summer pay schedule.
4. The Board shall supply an automobile liability rider on its general liability policy.

E. Overtime shall be payable after a forty (40) hour work week.

Category III: Paraprofessional Hours and Work Load

- A. The work day shall not be greater than six and one-half (6 ½) hours inclusive of a duty-free lunch equal to that of the teachers in their building. The Board reserves the right to set the start and end time of the workday. No school start time shall be before 7:00 a.m. The start and end times of the succeeding school year shall be sent to all staff no later than June 1st of the preceding school year.

Elementary School paraprofessionals who work fifteen (15) minute A.M. bus duty for the school year shall receive a one thousand dollar (\$1,000) pensionable stipend. This pensionable stipend shall be added to their total income and be paid as a part of their bi-monthly checks.

Middle School and High School paraprofessionals who work thirty (30) minute A.M. bus duty for the school year shall receive a two thousand dollar (\$2,000) pensionable stipend. This pensionable stipend shall be added to their total income and be paid as a part of their bi-monthly checks.

The first two weeks in September or in the case of an emergency, Paraprofessional personnel may be required to stay fifteen (15) minutes after their workday.

1. Paraprofessional personnel shall be given a twenty (20) minute break each day, to be worked out with the classroom teacher, provided no governmental agency requires that a substitute be furnished during such break time. During such break time, the classroom teacher will be responsible for the students' safety and well-being.
2. Paraprofessional personnel shall attend Back-to-School Night with no additional compensation.

ARTICLE VIII - NON-TEACHING DUTIES

- A. The Board and the Association acknowledge that a teacher's primary responsibility is to teach; therefore, the Board will strive to minimize the non-academic duties of a teacher and shall continue its efforts in the utilization of paraprofessional personnel.
- B. No collection of funds for charitable purposes shall be performed by members of the bargaining unit involuntarily.
- C. Except as authorized by the Board of Education, no teacher shall use his/her personal vehicle to transport students. In such cases, the teacher who owns the vehicle shall be reimbursed as stated in Schedule H of this Agreement. This mileage reimbursement rate shall apply to all unit members required to use their automobiles in the performance of their duties.

ARTICLE IX - EMPLOYMENT

Category I: Teacher Employment

- A. The Board must have the freedom to hire those persons whom the State of New Jersey gives it the authority to hire and place on their respective steps of the salary schedule.
- B. Teachers shall be notified of their salary status no later than May 15th of each year, provided that the Agreement between the parties has been consummated at such time as to make it possible and feasible to meet this requirement.
- C. Teaching staff members must be in an employment status for a minimum of five (5) months and one (1) day in a school year to qualify for an increment at the start of the next school year.

Category II: Secretary Employment

- A. Each secretary who qualifies shall be placed on the proper step of the salary guide as of the beginning of each school year.
 - 1. Twelve (12) month secretarial staff members must be in an employment status for a minimum of six (6) months and one (1) day in a work year to qualify for an increment at the start of the next year.
 - 2. Ten (10) month secretarial staff members must be in an employment status for a minimum of five (5) months and one (1) day in a school year to qualify for an increment at the start of the next school year.
- B. Secretaries shall be notified of their contract and salary status for the ensuing year no later than May 15th.

Category III: Paraprofessional Employment

- A. The duties of non-certificated personnel shall be confined to areas of non-certification.
- B. Employees shall be placed on the proper step of the salary schedule as of the beginning of the current school year.
- C. Any employee who is resigning his position shall give fifteen (15) days' notice.
- D. Notification - All paraprofessional personnel shall be notified of their contract and salary status for the ensuing year by May 15th unless based on state or federal funding announcement.
- E. Paraprofessional personnel must be in an employment status for a minimum of five (5) months and one (1) day in a school year to qualify for an increment at the start of the next school year.
- F. Transportation - Paraprofessional personnel assigned the use of their vehicles shall be reimbursed at a rate as stated in Schedule H of this Agreement.
- G. A seniority list for full- and part-time paraprofessional personnel is annexed to and made a part hereof, and shall be utilized for the purposes of reduction in force and recall. Special qualifications shall be considered in case of a reduction in force. Paraprofessional personnel may submit a letter of preference as to assignment; this shall not be binding on the Board of Education.

Category IV: Central Registration Coordinator Employment

- A. The Central Registration Coordinator shall perform the duties as outlined in the job description and as directed by the Superintendent of Schools or designee.
- B. Hours and Work Year
 - 1. Hours of work will be eight (8) hours per day, forty (40) hours per week, time to be flexible as required to meet the needs of the school district.
 - 2. Summer hours will be seven (7) hours per day, twenty-eight (28) hours per week from July 1st until five (5) full work days prior to the opening of school. Designated days off will be on Monday or Friday, based on adequate coverage, as determined by the Superintendent or designee.
 - 3. Holidays will be consistent with the school calendar while school is in session. Outside the regular school calendar, the 4th of July and Labor Day will be considered holidays.

4. The work year for overtime calculation purposed will be considered to be 260 days, all other calculations will be at 240 days.

C. Compensation/Salary

1. The salary for Central Registration Coordinator is outlined is Schedule H, letter G.

D. Termination

1. The Agreement may be terminated by either party upon thirty (30) days written notice by one party to the other party of the intent to terminate, or if tenured, in accordance with the procedures established by law.

E. Miscellaneous

1. The Central Registration Coordinator shall be entitled to reimbursement for job-related workshops certified by the Superintendent of Schools or designee.
2. Mileage shall be reimbursed for out of district travel at the OMB rate for district related business only. The Central Registration Coordinator shall provide to the Superintendent monthly vouchers of documentation for all mileage submitted.
3. Except as provided for in Article IV C, the Central Registration Coordinator shall not be disciplined or transferred from the performance of duties or discharged without just cause.

F. Vacation

1. The Central Registration Coordinator shall be permitted to take their vacation pursuant to the following.
 - a. Less than one (1) year of employment - one (1) day for each month worked up to June 30th.
 - b. First year through seventh year - twelve (12) working days.
 - c. Eighth year through sixteenth year - fifteen (15) working days.
 - d. Seventeenth year and over – twenty (20) working days.

G. Sick Leave

1. The Central Registration Coordinator will be entitled to twelve (12) sick days per year. Unused days shall be cumulative. All cumulative unused days shall become payable upon retirement at the then per diem rate of pay and in accordance with the terms as outlined in Articles XIX and XXXII.

H. Personal Days

1. The Central Registration Coordinator is entitled to five (5) days of personal, non-cumulative leave annually. The request for leave must be given forty-eight (48) hours in advance.
2. Personal days shall be non-cumulative except for retirement purposes. Personal leave without pay may be requested and may be granted at sole discretion of the Superintendent of Schools or designee and the Board of Education.
3. The Central Registration Coordinator may be granted personal days before and after vacations and holidays, subject to the discretion of the Superintendent or designee.

I. Death in the Immediate Family

1. The Central Registration Coordinator shall be allowed five (5) days without loss of pay at the time of death in the immediate family. The immediate family shall include, father, mother, spouse, child, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent and grandchild or a relative living as a member of the immediate household.
2. In the event the Central Registration Coordinator has used all personal leave days and must have additional leave to attend the funeral of a person in the immediate family, such leave shall be granted by the immediate supervisor, with pay, at not less than one (1) day, and up to three (3) days depending upon the circumstances.

J. Insurance

1. The Central Registration Coordinator is entitled to insurance as outlined in Article XXVI.

K. Retirement Benefits

1. The Central Registration Coordinator, upon retirement from the District, shall be compensated for service as outlined in Article XXXII.

L. Death Benefits

1. Should the Central Registration Coordinator pass away while an active employee of the District, a lump sum payment in an amount equivalent to the sum of all accumulated vacation, sick, and personal days shall be paid by the Board of Education to the Estate. All earned vacation days will be calculated based upon a current per diem rate with payment being made on the next regularly scheduled pay date, while sick and personal leave payments will be calculated based upon K above.

ARTICLE X - SALARIES

Category I: Teacher Salaries

- A. The salary schedule and rates of special compensation of all teachers covered by this Agreement are set forth in the attached schedules (see Article XXXIV), which are made a part hereof.
- B. The schedule of paydays shall be distributed to all teachers on or before the first week of school.
 - 1. Beginning July 1, 2019 salary checks are due on the 15th and 30th of each month.
 - 2. When a payday falls on or during a school holiday, vacation or weekend, teachers shall receive their paychecks on the last previous working day.
 - 3. Teachers shall receive their final checks on the last working day in June.
- C. The Board agrees to provide the Association with the number of teachers on each step in the salary guide and also indicate the number of teachers receiving in-service increments at each step, if any. This information is to be provided to the Association no later than November 15th of each year. At the same time, the Board will provide data on the number of bargaining unit members employed, and will provide a list of each person's address and phone number to the secretary of the LEA.
- D. A list of the stipend positions covered within this agreement is attached hereto and made a part hereof.
 - 1. Stipend positions are not tenured and can be abolished or created by the Board. Teachers may or may not be hired at the discretion of the Board. These matters are not grievable.
 - 2. Release time shall be the same as current practice.
- E. Special Education employees shall not be required to make home visitations unless required by the IEP of a student. In such case, special education teachers shall be reimbursed for mileage and visitation at the rate noted in Schedule H of this agreement.
- F. Part-time staff shall be paid the appropriate proportion of the salary at their step and training, e.g. staff working three-fifths of full time shall be paid at 60% of the full time salary.

Category II: Secretary Salaries

- A. The salaries of all secretaries covered by this Agreement are set forth in the attached schedules (see Article XXXIV), which are made part hereof.
- B. Beginning July 1, 2019 salary checks are due on the 15th and 30th of each month.

- C. When a pay day falls on or during a secretary holiday, vacation or weekend (as outlined in Article VI), the secretary shall receive a pay check on the last previous work day.
- D. Overtime shall be at the rate of time and one-half ($1\frac{1}{2}$) based on the rate of salary of the individual employee; any employee required to work on a Sunday will be paid at the rate of two (2) times their base hourly rate (double time) calculated on an hourly rate of pay based on 220 days per year.
- E. Employees assigned to work in a higher classification on a temporary basis, exclusive of vacation coverage, shall receive the higher rate of pay starting with the first day while in such temporary position.
- F. Although the Association does not represent substitute secretaries for the determination of the substitute rate, any substitute secretary who serves for forty (40) days or more during a school year shall be paid at an hourly rate based on Step One (1) of the appropriate secretarial guide.

Category III: Paraprofessional Salaries

- A. The salary of each paraprofessional covered by this Agreement is set forth in the attached schedules (see Article XXXIV), which are made a part hereof.
- B. Beginning July 1, 2019 salary checks are due on the 15th and 30th of each month.
- C. Paraprofessionals required by Title I to take the Pro-Praxis test in 2010 to become highly-qualified shall be compensated on the 30 credits column of the salary guides.

Category IV: Co-curricular and Coaching Salaries

- A. Pay dates for all coaches and co-curricular positions shall be as follows:

All Fall sports coaches will receive one-half ($\frac{1}{2}$) of their pay on September 30th and one-half ($\frac{1}{2}$) on October 30th. All Winter sports coaches will receive one-half ($\frac{1}{2}$) of their pay on December 15 and one-half ($\frac{1}{2}$) on January 30th. All Spring sports coaches will receive one-half ($\frac{1}{2}$) of their pay on April 15th and one-half ($\frac{1}{2}$) on May 15th. Co-curricular positions will receive one-half ($\frac{1}{2}$) of their pay in December. Co-curricular positions will receive the second one-half ($\frac{1}{2}$) of their pay in June.
- B. One (1) coach shall scout per game at a rate as shown in Schedule F for each scouting assignment.

Category V: Non-certificated Employees

The salary schedule and rates of special compensation of all non-certificated employees covered by this Agreement are attached as Schedule G and made a part hereof.

ARTICLE XI - TEACHER ASSIGNMENT

- A. Teachers shall be notified of their contract and status for the ensuing year not later than May 15th.
- B. Assignment shall be made at the discretion of the administration and within the teacher's competency, teaching certificate, or major or minor field of study.
- C. Whenever administratively possible, coaches shall have notification of their coaching status or position no later than ninety (90) days prior to the start of their respective season.
- D. The Board of Education will pay for the expenses of coaches' workshops and overnight conferences in accordance with Board of Education policies. Prior approval of the Superintendent and the Board of Education is required for attendance at all workshops and overnight conferences. Each coach may attend one (1) clinic per year, per sport coached.

ARTICLE XII - VOLUNTARY TRANSFERS AND ASSIGNMENTS

- A. Members who desire a change in grade and /or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than April 30th of the academic year preceding the academic year for which the change is desired. Such statement shall include the grade, subject and/or building to which the member desires to be assigned and the location of the building to which he/she desires to be transferred in order of preference. Such requests must be renewed, in writing, each year if the request is not granted on the initial application.
- B. The Superintendent shall deliver to the Association a list of known vacancies and have them posted in each building by May 15th, and as they become available through the end of the school year. The Secretary of the Association shall be notified of same. After the close of school, the lists shall be mailed to the Secretary of the Lakewood Education Association at his/her home.

ARTICLE XIII - INVOLUNTARY TRANSFERS AND ASSIGNMENTS

- A. In the event of an involuntary transfer or reassignment, the member shall have the right to a conference with the Superintendent. The member may, at his/her option, have an Association representative present at the meeting.
- B. The parties recognize that changes in grade assignment in elementary schools, changes in subject assignments in the high school or middle school and transfers between schools may be necessary. While the right of determination to assign or transfer a member is vested in the Board, the Superintendent or designee, on behalf of the Board, will not assign or transfer a member without prior discussion with the member before the transfer is placed on the Board agenda. If such member is not readily available, he shall be notified by registered mail of such assignment or transfer.

- C. Involuntary transfer shall not be used as a disciplinary action against a member.
- D. Within five (5) days prior to the transfer of any employee from one work location to another work location, or as soon as otherwise practicable, the Board shall provide written (email) notification to the employee, and to the President of the Association of the aforesaid transfer.
- E. Any employee whose assignment/location is changed shall be provided assistance in the following manner:
 - 1. In cases of reassignments of position or location during the work year, the employee shall be provided two (2) comp days,
 - 2. In case of reassignments of position or location determined during vacation periods the employee shall be provided two (2) comp days. The Board shall provide assistance in moving equipment and materials to the reassigned employee's new building.
 - 3. In the event an employee takes course(s) related to the change in assignment, the Board shall pay the full cost of tuition, books, and materials. Such payments shall not be included in any limits otherwise required of employees as a condition for receiving tuition reimbursement.

ARTICLE XIV - PROMOTIONS

Category I: Teacher Promotions

- A. The notice of a vacancy and qualifications required for a promotional position shall be sent to each school and a copy of record shall be sent to the Association thirty (30) days, but not less than fifteen (15) days before the final day when application must be submitted.
- B. Teachers who desire to apply for such vacancies are to submit their application in writing to the Superintendent within the time limit specified in the notice. Written notification shall immediately be forwarded to each applicant, by the Superintendent or designee, informing him that his application has been received and is being considered.
- C. In filling promotional vacancies to administrative positions, the Board shall consider the professional qualifications, background, attainments, and other relevant factors, including service in the school district, as well as applicants outside the school district. This filling of a vacancy is the prerogative of the Board, and the decision of the Board with respect to such matters shall be final.

Category II: Secretary Promotions

Any existing vacancy that might be considered an advancement, e.g. ten (10) month to twelve (12) month position, or a position with advancement in position and salary, shall be posted at least ten (10) calendar days prior to the selection for that position.

ARTICLE XV - EVALUATION

Category I: Teacher Evaluation

- A. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
1. A teacher shall be given a copy of any class visit evaluation report prepared by his evaluators. No such report shall be submitted to the central office, placed in the teacher's file, or otherwise acted upon without prior conference with the teacher.
 2. Following the conclusion of an evaluation of a teacher, the latter shall be informed in writing of his strengths and weaknesses, and suggestions for improvement noted in the written evaluation report.
 3. No material derogatory to a teacher's conduct, service, character, or personality shall be placed in his/her personnel file unless the teacher has had an opportunity to review such material. The teacher shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. Every teacher shall have the right to attach to his or her evaluation form a note containing comments or information which he/she feels is pertinent, and said note shall be attached to all file copies and become a permanent part of the evaluation.
 4. No one except supervisory or administrative personnel of the school district may be permitted to see the personnel file or records of any teacher without the teacher's knowledge, consent and presence. A teacher may see his or her own file.
 5. A Board member may be permitted to examine personnel files in the event of a pending Board action involving personnel matters.
- B. Non-tenured teachers shall be evaluated by their certificated superiors at least three (3) times each school year, to be followed in each instance by a written evaluation report, and by a conference between the teacher and his/her properly certificated superior for the purpose of identifying any deficiencies, extending assistance for their correction, and improving instruction. Such evaluation in each instance shall consist of at least one (1) in-classroom observation of at least one (1) classroom period or full lesson.
- C. At the beginning of the year, teaching staff members shall be given the names of evaluators and criteria for evaluation.
1. All certificated staff shall be observed and evaluated according to law.
 2. Within fifteen (15) school days of a classroom observation, the staff member shall meet with his/her evaluator to hold an observation conference. The purpose of this conference is for the evaluator and staff member to mutually discuss the lesson that was observed.

3. Within five (5) days of the observation conference, the staff member shall receive a copy of the written evaluation for signature.
4. The staff member's signature will only indicate knowledge of the contents of the report, not agreement with the content. No certificated staff member shall be required to sign a blank evaluation form.
5. Should the certificated staff member wish to have a rebuttal attached to an evaluation, he/she shall submit said document to the evaluator within ten (10) days of receipt of the written evaluation. Said rebuttal shall become part of the evaluation document.

Category II: Support Staff Evaluation

- A. Each secretary shall be evaluated at least twice a year as to his/her duties and performances by his/her immediate supervisor. Evaluation of all other support staff shall only be done by the appropriate administrator or supervisory employee as determined by the Board of Education. Any support staff member receiving a deficiency in his/her evaluation shall be given thirty (30) days to correct that deficiency. In all cases, no evaluation shall be done orally.
- B. Support staff members shall have the right, upon request, to review the contents of his/her personnel file and to receive copies, at employee's expense, of any documents contained therein. Any employee shall be entitled to have a representative of the Association accompany him/her during such review.
- C. No material derogatory to an employee's conduct, service, character or personality shall be placed in his/her personnel file, unless the employee has had an opportunity to review the complaint and must be required to sign an acknowledgment.
- D. Support staff may attach a rebuttal to their evaluation should they so desire. Any rebuttal sheets so attached shall remain part of the evaluation document.

ARTICLE XVI – FAIR PROCEDURES FOR NONRENEWAL OR DISMISSAL OF NON-TENURED TEACHERS

On or before June 1st, a non-tenured teacher who has been advised that his/her contract has not been renewed, may request a conference with the Superintendent for reasons of dismissal.

ARTICLE XVII - TEACHER FACILITIES

- A. The Board will continue its efforts to keep the schools reasonably and properly equipped and maintained.
- B. The Board shall make available, if practical, in each building a lounge and/or work study room and/or dining area for members.

- C. Where possible, teachers shall be allowed individual supply orders at the end of each school year, and these supplies shall be delivered to their rooms in the beginning of the following school year.

ARTICLE XVIII - BOARD-ASSOCIATION COMMITTEES

- A. The Association representatives shall meet with the Superintendent and such administrators as he/she selects, normally once a month with not more than two months elapsing between meetings, to review and discuss current school problems and practices. This committee in no way alters or modifies the functions of any committee which has been or shall be established by the administration. A mutually agreed upon agenda three (3) days prior to the meeting will be provided.
- B. The Board of Education shall establish a committee made up of the Superintendent or his designee, one (1) Board of Education member (appointed by the Board President) and two (2) Association members (appointed by the Association President). This committee shall discuss and make recommendations to the full Board of Education with regard to issues of school security and health and safety.
- C. The Board of Education shall establish a six (6) member district Professional Development Committee. Serving on the committee shall be four (4) teachers elected by the Association and two (2) representatives selected by the Board of Education. If the committee meets during a regular school day, release time shall be made available to the Association members. Should a meeting be held after school hours, the Association members shall receive compensation at the rate shown in Schedule H of this Agreement.
- D. The Board of Education will make available eight (8) hours of continuing education per year, subject to state regulations.

ARTICLE XIX - SICK LEAVE

Category I: Teacher Sick Leave

- A. All teachers shall be entitled to ten (10) days sick leave each year, as of the first day of the school year. Unused sick leave days shall be accumulated from year to year with no limit.
- B. For each complete year of service beyond three (3) years, the teacher will be eligible for a maximum of an additional five (5) days of pay equivalent to regular pay, minus substitute pay. A complete year of service is defined as any year where a staff member has not been docked any days. For example, after five (5) complete years of service, the teacher is eligible for ten (10) days of the above described special pay; after nine (9) complete years of service, the teacher is eligible for thirty (30) days of special difference in pay consideration. Staff members may only use the maximum special days for which they are eligible one (1) time within any school year.
- C. Teachers hired after July 1, 2021 shall be entitled to additional sick leave in accordance with the terms and conditions of Item B. upon receiving tenure.

- D. After expiration of the abovementioned five (5) days of special consideration, a full day's pay will be deducted.
- E. Upon the death of a member with at least ten (10) years of service in the district, an amount equivalent to one-half ($\frac{1}{2}$) the number of total accumulated sick leave days over the number of contractual work days times the salary of their last year's employment shall be paid to their estate.
- F. Members shall be given a written account of accumulated sick leave days no later than October 15th of each school year.
- G. A doctor's note is required for any absence before or after a holiday. Failure to submit a doctor's note shall result in full loss of pay for sick time taken.
- H. In the event an employee of the unit is excluded from entering their workplace because of an action taken by the school district's medical or health authorities due to exposure to contagious or infectious disease, or a quarantine is imposed on the employee's household, the district shall utilize technology to find comparable remote work for said employee during their period of quarantine. Said employee shall not be subject to loss of pay and such remote work shall not be counted as sick leave.

Category II: Support Staff Sick Leave

- A. Support staff shall be allowed the following leave due to personal illness at the rate of one day per month:
 - 1. Twelve (12) month full time employee - twelve (12) days per year.
 - 2. Ten (10) month full time employee - ten (10) days per year.
- B. The unused days of sick leave each year shall be cumulative.
- C. Previously accumulated sick leave days will be restored to a support staff member upon return from an extended Board approved leave of absence.
 - a. Upon the death of a member with at least ten (10) years of service in the district, an amount equivalent to one-half ($\frac{1}{2}$) the number of total accumulated sick leave days over the number of contractual work days times the salary of their last year's employment shall be paid to their estate.
- D. Members shall be given a written account of accumulated sick leave days no later than October 15th of each school year.
- E. A doctor's note is required for any absence before or after a holiday. Failure to submit a doctor's note shall result in full loss of pay for sick time taken.

- F. In the event an employee of the unit is excluded from entering their workplace because of an action taken by the school district's medical or health authorities due to exposure to contagious or infectious disease, or a quarantine is imposed on the employee's household, the district shall utilize technology to find comparable remote work for said employee during their period of quarantine. Said employee shall not be subject to loss of pay and such remote work shall not be counted as sick leave.

ARTICLE XX - TEMPORARY LEAVES OF ABSENCE

- A. All Lakewood Education Association employees of the Lakewood Public Schools are entitled to four (4) days of personal, non-accumulative leave, with the exception of Lakewood Education Association secretaries, who are entitled to five (5) days of such leave. The request for leave must be given forty-eight (48) hours in advance, except in the case of an emergency. In any situation in which the Superintendent believes that there is an abuse/pattern of emergency personal days usage, the Superintendent may pursue progressive discipline.
- B. Personal days may be granted before or after regularly scheduled school holidays at the discretion of the Superintendent / designee.
- C. Death in the immediate family:
 - 1. All full-time [twelve (12) or ten (10) month] employees shall be allowed four (4) days without loss of pay at the time of death in the immediate family. Bereavement leave shall be separate from personal leave.
 - 2. The immediate family shall include: father, mother, step-father, step-mother, spouse, domestic partner, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or a relative living as a member of the immediate household.
 - 3. In the event a teacher has used all his/her personal leave days, and must have additional leave to attend the funeral of a person in the immediate family, such leave shall be granted by the immediate superior, with pay, at not less than one (1) day, and up to three (3) days depending on the circumstances.
 - 4. All full-time [twelve (12) or ten (10) month] employees shall be allowed two (2) days without loss of pay at the time of death of a grandparent or grandchild. Bereavement leave shall be separate from personal leave.
- D. For all employees, personal days not utilized during the year shall be added as accumulated sick days, provided that no employee may accumulate more than fifteen (15) sick days per year.
- E. All employees who require additional days off during the school year for any personal reason will be granted up to three (3) non-accumulative paid excused absence days which shall be taken as additional personal days less a deduction. All certified employees will

be paid each day less one hundred thirty-five (\$135.00). All Support Staff employees will be paid each day less eighty-one dollars (\$81.00). Days not utilized by the end of the school year will not be added to any other leave category for any purpose.

- F. Time off with pay shall be granted for appearances in any legal proceeding connected with the individual's employment or jury duty, if required by law to attend.

ARTICLE XXI - EXTENDED LEAVES OF ABSENCE

- A. A leave of absence without pay of up to two (2) years may be granted to any teacher who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.
- B.
 - 1. An unpaid child rearing leave of absence may be requested by any staff member. Said leave shall be for the remainder of the year in which it is granted, and may be extended for the following year by request to the Board of Education.
 - 2. The expiration of any child rearing leave shall coincide with the beginning of a school year.
 - 3. The Superintendent of Schools must be notified no later than March 1st as to whether the member on child rearing leave intends to return to his/her position the following September. Members not under tenure will be given individual consideration. Upon the recommendation of the Superintendent and the approval of the Board, a member may leave at a later date or return at an earlier date than provided herewith.
 - 4. Any member adopting a child may request similar leave.
- C. A leave of absence without pay of up to one (1) year for the purpose of caring for a sick member of the member's immediate family may be granted by the Board upon the recommendation of the Superintendent in accordance with applicable statute and code.
- D. All extensions or renewals of leaves shall be applied for, in writing, and the Board's decision shall be given in written form.
- E. The Superintendent must be notified no later than March 1st as to whether a member on leave intends to return to his/her position the following September.
- F. A leave of absence for one year may be granted for personal reasons to a member who has served at least ten (10) years in the Lakewood District. Such request must be made on or before February 15th of the preceding year. On or before February 15th of the leave year, notification in writing of intent to return must be submitted to the Superintendent. This leave shall only be granted to a member one time.
- G. All such leaves shall be without pay.

ARTICLE XXII - SABBATICAL LEAVE

- A. The purpose of a sabbatical leave plan will be to enhance the professional skills of teachers in order to strengthen the quality of education in the Lakewood School System. Any member of the staff who is interested in applying for sabbatical leave should submit, to the Superintendent's Office by February 15th, a written request for consideration by the Sabbatical Leave Committee. The Sabbatical Leave Committee will endeavor to determine its selection(s) by March 1st so that the Board of Education Personnel Committee can be advised of the choice. By March 15th, the full Board will consider the recommendations in conference session, and by the end of March, Board action will be taken at the public meeting.
- B. Requirements:
1. In order to be eligible for a sabbatical leave, a teacher must have served at least five (5) years in the Lakewood School System.
 2. The applicant must submit written evidence of a purposeful plan of education that will enhance his/her professional competence.
 3. The applicant must submit his/her application through his/her building principal, who shall indicate whether the applicant has exhibited qualities of leadership and scholarship during his/her teaching experience in Lakewood.
- C. Selection Methods:
1. A selection committee composed of the Superintendent of Schools, who will act as permanent chairperson, the Elementary or Secondary Assistant Superintendent, an elementary and a secondary teacher selected by the LEA President, and the appropriate building principal and department chairperson or district supervisor in the absence of a department chairperson, shall review the written plans of the applicant(s) and determine eligibility and selection.
 2. Criteria for selection will be left to the judgment of the committee.
 3. Final approval of all candidates granted sabbatical leave rests with the Board of Education.
- D. Scope:
1. The duration of the sabbatical leave is not to exceed one (1) year.
 2. The program is to be one of formal study at a recognized institution of higher learning and/or specified in Article XXII, B.2.
- E. Obligations of the Board and Teacher:
1. The Board:

- a. The Board will pay one-half (½) of the teacher’s regular salary to the candidate.
 - b. The Board will consider the period of the sabbatical in all ways comparable to a similar period of professional service in the Lakewood Schools. This will apply to salary increases and any other benefits which would normally accrue to the candidate. This provision is only applicable to a teacher whose sabbatical is granted under Article XXII, I. a.
2. The Teacher:
- a. Upon completion of the sabbatical, the individual teacher will be obligated to serve the Lakewood School system for at least an additional two (2) years.
 - b. This obligation will be put in writing.
 - c. In the event the teacher finds he/she cannot fulfill his/her obligation under Article XXII, E.2.a above, he/she will repay the Board in full over a period not to exceed three (3) years, except in the case of permanent disability.

ARTICLE XXIII - PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. To work toward the end stated above, the Board agrees to implement the following:
1. The Board agrees to give credit on the salary guide for those courses which enable the teacher to improve his/her professional background.
 2. The Board agrees to reimburse tenured teachers for the cost of six (6) credits per year. Should a teaching staff member attend Rutgers University, the Rutgers University graduate credit rate shall be reimbursed. Should a teaching staff member attend any other institution, or take on-line courses at an accredited institution, the rate for that institution or up to the Rutgers University graduate rate, whichever is less, shall be reimbursed. The credits must be on the graduate level and be in the subject area taught, or in the field of education for elementary teachers.

All courses must be in an accredited program listed in the accredited institutions list: [www. Accredited Institutions of the State of New Jersey](http://www.AccreditedInstitutionsoftheStateofNewJersey).

S-2127 stipulates that to receive tuition assistance for coursework taken at an institution of higher education and to receive additional compensation upon completion of coursework:

- The institution of higher education must be a “duly authorized institution of higher education.”
- The employee must obtain approval from the superintendent of schools prior to enrollment.

- Prior approval is also required for all payment of any additional compensation upon acquisition of additional academic credits or completion of a college degree program.
 - The employee must attain a grade at or above a “B” in each course.
 - The tuition assistance per credit must be set at an amount no greater than the current average cost per credit at Rutgers, The State University.
 - The tuition assistance may only be provided at the end of the course.
 - The employee must reimburse the district for the amount of the tuition assistance provided if he/she leaves within four (4) years of the reimbursement.
 - The course or degree must be related to the employee’s current or future job responsibilities.
3. The definition of “school year” for the taking of graduate credits shall be July 1 through June 30. Submission of requests for reimbursement for graduate credits shall be by October 31 of the subsequent year.
 4. The maximum total amount the Board of Education shall be liable for in any one (1) school year for graduate credit reimbursement shall be fifty thousand dollars (\$50,000).
 5. The Board shall provide the Association President with a monthly account of the amount of money disbursed for tuition reimbursement by the 15th of the following month.
- B. All secretaries shall be provided with no less than one (1) full day of training by the manufacturer or another qualified person, when assigned to use a computer or any computer-related equipment.
 - C. The Board of Education agrees to reimburse support staff for the cost of job related workshops certified by the Superintendent of Schools or his designee.

ARTICLE XXIV - PROTECTION OF MEMBERS

- A. Pursuant to the Statutes of the State of New Jersey:
 1. 18A:6-1 - No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution, but any such person may, within the scope of his/her employment, use and employ such amounts of force as is reasonable and necessary:
 - a. to quell a disturbance, threatening physical injury to others.

- b. to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil.
- c. for the purpose of self-defense; and
- d. for the protection of persons or property, and such acts, or any of them, shall not be construed to constitute corporal punishment within the meaning and intendment of this section. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a pupil attending a school or educational institution shall be void.

2. 18A: 16-6 - Indemnity of officers and employees against civil actions:

Whenever any civil action has been or shall be brought against any person holding any office, position or employment under the jurisdiction of any board of education, including any student teacher, for any act or omission arising out of and in the course of the performance of the duties of such office, position, employment or student teaching, the board shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting therefrom; and said board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

3. 18A: 16-6. 1- Indemnity of officers and employees in certain criminal actions:

Should any criminal action be instituted against any such person for any such act or omission and should such proceeding be dismissed or result in final disposition in favor of such person, the board of education shall reimburse him for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals.

- B. Members shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger his/her health, safety or well-being. In the event of 'any disorder or disruption in the regular school program, the Association shall have the right to meet with the Board as soon as possible to develop mutually acceptable programs to guarantee the safety of students, members and property.
- C. By July 1, the LEA will receive a check for \$500 from the Board for losses suffered or incurred to personal property of members quelling a disturbance; funds to be administered by the LEA.

ARTICLE XXV - MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

- A. The Board recognizes its responsibility to continue to maintain classroom control and discipline through the administration. Each teacher bears primary responsibility for maintaining control and discipline in the classroom.

- B. Each principal at the first faculty meeting of the school year will inform the faculty in writing of procedures in discipline cases.

ARTICLE XXVI - INSURANCE

- A. Subject to the provisions of C. 44, P.L. 2020 and C. 78, P.L. 2011 the Board of Education shall pay full premium costs for medical and prescription coverage for all members and dependents. Each member shall contribute toward the cost of insurance premiums pursuant to the requirements of C. 44, P.L. 2020 and C. 78, P.L. 2011 in accordance with their choice of health plan.

Should said laws expire or change during the term of this contract, such that member contributions are no longer required and become negotiable between the parties, it is agreed that member contributions shall continue until negotiations are ratified by both parties and in accordance with the provisions of said laws.

In addition, should the School Employees Health Benefits Plan (SEHBP) declare a "Premium Holiday" during the term of this agreement, the Board shall discontinue member contributions in accordance with the provisions of C. 44, P.L. 2020 and C. 78, P.L. 2011 and the requirements of the SEHBP.

- B. Effective July 1, 2019 through June 30, 2020, all newly hired Category I Teachers and their dependents shall have the SEHBP Direct 15 as their base plan until they obtain tenure. Upon obtaining tenure, the Category I Teachers and their dependents shall be eligible to select the SEHBP Direct 10 as their base plan subject to and in accordance with the provisions of C. 44, P.L. 2020 and C. 78, P.L. 2011, respectively.
- C. Any change in Medical, Prescription, Dental or Vision insurance shall be equal to or better than the plan in effect as of June 30, 2021.
- D. The Prescription plan shall be implemented through Benecard (or equivalent) and copayments will be the amounts established by the plan.
- E. The Board will pay premium costs for Vision insurance through National Vision Administrators (or equivalent) for all members and their dependents, twelve months on exam, no deductible, lenses and frames.
- F. The Board will pay premium costs for Dental insurance through MetLife (or equivalent) for all members and their dependents. The plan shall include an Orthodontia benefit of \$1,500 per covered individual every five (5) consecutive calendar years and an annual dental maximum of \$2,000.
- G. The Board shall pay all members eligible for medical insurance waivers \$5,000 (Five thousand dollars) or 25% (Twenty-five percent) of the premium, whichever is less. The waiver will be calculated using the NJ Educator Health Plan premium and the highest priced Benecard prescription plan premium rate. The medical and prescription waivers,

although individually calculated, shall not exceed a combined total of \$5,000 (Five thousand dollars).

ARTICLE XXVII - PERSONAL & ACADEMIC FREEDOM

- A. Members shall be entitled to full rights of citizenship; and no religious or political activities of any member or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such member, providing said activities do not violate any local, state or federal law.
- B. The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the Lakewood School District and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions. Accordingly, they agree as follows:
 - 1. Teachers shall be guaranteed full freedom in classroom presentations and discussions and may introduce poetically, religiously or otherwise controversial material, provided that said material is relevant to the course content and that all sides of any such controversial issue be presented.
 - 2. In performing their teaching functions, teachers shall be guaranteed full freedom in expressing their personal opinions on all matters relevant to the course content, provided, however, that when they do so they shall make every effort to indicate that they are speaking personally and not on behalf of the school, its administration or the Board.

ARTICLE XXVIII - DEDUCTIONS FROM SALARY

- A. Such deductions shall be made in compliance with Chapter 123, Public Laws 1974 (N.J.S.A. 52:15-14.9e), P.L. 2018, Chapter 15, Workplace Democracy Enhancement Act and under rules established by the State Department of Education.
- B. The Board agrees to deduct from the salaries of its members, dues for the Lakewood Education Association, the Ocean County Council of Education Associations, the New Jersey Education Association, and the National Education Association, as said members individually and voluntarily authorize the Board to deduct.
- C. Representation Fee:

The Association shall, on or before September 3, deliver to the Board a written statement containing the following:

 - 1. A statement that the Association has determined the amount of representation fee in accordance with the formulated requirements of NJSA 34:13a-5.4
 - 2. A statement that the Association has established a “demand and return” system in accordance with the requirements of NJSA 34:13a-5.4.

3. A statement establishing the amount of yearly representation fees to be deducted from the salaries of each non-member. Such representation fee shall not exceed eighty-five percent (85%) of the regular membership dues, fees, and assessments.
4. A list of all teachers who have failed to arrange for and become members of the Association and a request that the representation fee of such non-members be deducted in accordance with the Agreement.
5. Beginning with the first full pay period in November, the Board will commence deductions from salaries of such non-members as defined in subsection B above in accordance with Section 3 below of the full amount of the representation fee and will promptly transmit the amount so deducted to the Association.

D. Payroll Deduction Schedule:

1. The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list, during the remainder of the membership year in question. The deductions will begin with the first paychecks.
2. In November; or
3. Thirty days after the employee begins his/her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position or was on lay-off, in which event, the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later. The mechanics for deduction of representation fees and the transmission of such fees due to the Association, as nearly as possible, shall be the same as those used for the deduction of regular membership to the Association.
4. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, dates of employment for all such employees.
5. The Association hereby agrees to indemnify, defend, and save harmless the Board from any claim, suit or action of any nature whatsoever which may be brought at law or equity, or before any administrative agency with regard to or arising from the deduction from the salaries of any employee of any sum of money under the provision of this Agreement provided the Board has fully complied with the requirements contained herein. In addition, the Board shall be required to make available any and all public records necessary for such defense.

ARTICLE XXIX - MANAGEMENT'S RIGHTS

It is the right of the Board, except as limited by the provisions of this Agreement, to determine the standards of services to be offered by its schools; determine the standards of selection for

employment; direct its employees; take disciplinary action; relieve its employees from duty for legitimate reasons; maintain the efficiency of its operations; determine the methods, means and personnel by which its operations are to be conducted; take any necessary actions to carry out its mission in emergencies and exercise complete control and discretion over its organization and the technology of performing its work.

The Board's decisions on those matters are not within the scope of collective bargaining, but not withstanding the above, questions the practical impact that decisions on the above matters have on employees are within the scope of the collective bargaining agreements.

ARTICLE XXX - MISCELLANEOUS

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Copies of this Agreement shall be printed at the shared expense of the Board and the Association.
- C. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:
 - 1. If by the Association, to the:

Board of Education
200 Ramsey Avenue
Lakewood, New Jersey 08701
 - 2. If by the Board, to the:

Lakewood Education Association President
Lakewood Education Association
1255 Route 70, Suite 34S
Lakewood, New Jersey 08701
- D. The Board and the Association agree that the district board of education does not assign, transfer, promote, or retain staff or fail to retain staff on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.
- E. Any individual contract between the Board and an individual member, covered under this Agreement, heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, should be controlling.

ARTICLE XXXI - TEACHER RESPONSIBILITY

- A. The Lakewood Education Association and the School Board recognize and acknowledge that it serves the Lakewood community and its educational institutions.
- B. The Association recognizes the professional responsibilities of the teachers and pledges the cooperation of the Association and the teachers toward attaining the highest goals of education of students.
- C. Consistent with teacher responsibilities are the following:
 - 1. Teachers will meet in conference with parents. Such conferences shall be held when requested by the teachers and/or parents or students at times that are convenient to all concerned.
 - 2. The Board recognizes its responsibility to continue to maintain classroom control and discipline through the administration. Each teacher bears the primary responsibility for maintaining control and discipline in the classroom.
 - 3. Teachers will, to the best of their ability, safeguard all school material and equipment committed to their charge.

ARTICLE XXXII - RETIREMENT BENEFITS

- A. All members upon retirement from a State administered retirement system shall be paid for unused sick and personal leave calculated at 50% of the total number of accumulated unused sick days and personal days times the per diem rate of their final year's salary. The payments shall be deposited into a Board approved Post Retirement Deferred Compensation Plan in accordance with applicable Internal Revenue Service regulations. There is no option to have unused sick leave paid in cash.
- B. Unused sick and personal leave shall be paid out over a two (2) year period or over a three (3) year period if requested by the member. The first payment shall be made thirty days (30) after retirement, the second payment one year after the date of the first payment and the third payment one year after the second payment.
- C. Payments for members employed prior to July 1, 2021 shall be capped as follows:

25 or more years in the district	\$50,000
20 or more years in the district	\$35,000
15 or more years in the district	\$27,500
Less than 15 years in the district	\$22,500

Those members who have exceeded the above caps as of June 30, 2021 are excluded and "grandfathered". Upon retirement those unit members will not be capped at the above amounts and will receive a retirement payout based upon their actual sick and personal leave days balance at the time of retirement calculated in accordance with Item A.

- D. Members hired after July 1, 2021 shall have their payment for unused sick and personal leave capped at \$15,000 regardless of the number of years in the district.
- E. Members that submit their intention to retire that pass away prior to their effective date of retirement, but after the Board accepts their letter of retirement, shall have their sick leave paid to their estate. Should a retired member die subsequent to actual retirement but before all payments have been made, the remaining payment(s) shall be paid to their estate in accordance with the schedule of payments chosen by the member.

ARTICLE XXXIII – CHAPERONES

- A. The Board shall post all scheduled events for the forthcoming school year at the beginning of the school year. In the event there is an unscheduled event, the Board shall post such event at least two (2) weeks prior to such event. Employees shall have an opportunity to volunteer to act as chaperones for such events. Employees shall declare their availability to act as chaperones for such events at least two (2) weeks prior to a scheduled event and at least forty-eight (48) hours prior to an unscheduled event. In the event there are more persons volunteering than are needed, selection shall be on a time priority basis; that is, the employees who have first volunteered shall be selected. If there are insufficient volunteers, or in the event of an emergency, the Board will go to an alphabetical list of employees, but shall not select an employee who has already acted as a chaperone or who has volunteered to act as one during the relevant school year. Should certificated staff be requested to chaperone an event, non-certificated staff may be passed over on the alphabetical list. Also, building assignment may be used to determine appropriate chaperone assignments. In the event an employee volunteers or is selected to act as a chaperone and shows up for duty but does not perform such duty through no fault of such employee, such employee shall receive one-half (½) of the designated stipend.
- B. The stipends for the performance of chaperoning duty shall be as stated in Schedule H of this agreement.
- C. The Board will pay or arrange for free admission of the chaperoning employee and the sponsor of the activity to the event to be chaperoned.

ARTICLE XXXIV- SALARY SCHEDULES

- A. Salary guides for unit members are as follows:
 - 1. The salary guides for certificated staff members are attached as Schedules A-1 through A-5, and made a part hereof.
 - 2. The salary guides for secretaries are attached as Schedules B-1 through B-5 and made a part hereof.
 - 3. The salary guides for Other Unit Positions as Schedule C, and made a part hereof.

4. The salary guides for paraprofessional personnel are attached as Schedules D-1 through D-5 and made a part hereof.
 5. The salary guides for coaches are attached as Schedule E, and made a part hereof.
 6. The salary guides for special stipends are attached as Schedule F, and made a part hereof.
 7. The salary guides for stipends for co-curricular positions are attached as Schedule G and made a part hereof.
- B. The hourly rates are outlined in Schedule H of this agreement.
1. Ten (10) month employees may elect to be paid their ten (10) month salary on a twelve (12) month basis. The Association member's ten (10) month salary for the period September 1 through June 30 of a school year shall be paid out over the twelve (12) month period September 1 through August 31.
 2. To participate in this plan, an employee must, for each school year he/she wishes to participate, notify the Business Office in writing no later than June 30 of the school year preceding the year in which the ten (10) month salary is to be paid over a twelve (12) month basis. Failure to notify the Business Office shall result in a ten (10) month payment schedule. Once the Business Office has been notified of the employee's choice, the payment schedule for the following school year shall be irrevocable.

ARTICLE XXXV - DURATION OF AGREEMENT

- A. **Duration Period:** This Amended Agreement shall be effective as of July 1, 2021 and shall continue in effect until June 30, 2026, subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.
- B. **Status of Incorporation:** In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon all on the day and year first above written.

FOR THE LAKEWOOD EDUCATION ASSOCIATION

By: Kimberlee J. Shaw

Kimberlee Shaw, President

By: Kimberlee J. Shaw

Kimberlee Shaw, Chairperson– Negotiations Committee

FOR THE LAKEWOOD BOARD OF EDUCATION

By: Moshe Bender

Moshe Bender President

By: Kevin Campbell

Kevin Campbell, Board Secretary/Assistant Business Administrator

Schedule A-1

Teacher Salary Guide

YEAR 1							
2021-22 Lakewood Teachers							
Salary Guide							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD/EdD
1-3	53,771	54,771	55,771	57,271	58,271	59,271	60,271
4	54,071	55,071	56,071	57,571	58,571	59,571	60,571
5	54,371	55,371	56,371	57,871	58,871	59,871	60,871
6	54,771	55,771	56,771	58,271	59,271	60,271	61,271
7-8	55,371	56,371	57,371	58,871	59,871	60,871	61,871
9	56,071	57,071	58,071	59,571	60,571	61,571	62,571
10	56,771	57,771	58,771	60,271	61,271	62,271	63,271
11	57,471	58,471	59,471	60,971	61,971	62,971	63,971
12	58,171	59,171	60,171	61,671	62,671	63,671	64,671
13	58,996	59,996	60,996	62,496	63,496	64,496	65,496
14	59,996	60,996	61,996	63,496	64,496	65,496	66,496
15	60,996	61,996	62,996	64,496	65,496	66,496	67,496
16	62,196	63,196	64,196	65,696	66,696	67,696	68,696
17	63,796	64,796	65,796	67,296	68,296	69,296	70,296
18	65,396	66,396	67,396	68,896	69,896	70,896	71,896
19	67,096	68,096	69,096	70,596	71,596	72,596	73,596
20	68,996	69,996	70,996	72,496	73,496	74,496	75,496
21	71,146	72,146	73,146	74,646	75,646	76,646	77,646
22	73,346	74,346	75,346	76,846	77,846	78,846	79,846
23	75,546	76,546	77,546	79,046	80,046	81,046	82,046
24	77,796	78,796	79,796	81,296	82,296	83,296	84,296
25	80,096	81,096	82,096	83,596	84,596	85,596	86,596
26	82,446	83,446	84,446	85,946	86,946	87,946	88,946
27	84,846	85,846	86,846	88,346	89,346	90,346	91,346
28	87,246	88,246	89,246	90,746	91,746	92,746	93,746
29	89,746	90,746	91,746	93,246	94,246	95,246	96,246
OG	117,805						

Schedule A-2

Teacher Salary Guide

YEAR 2							
2022-23 Lakewood Teachers							
Salary Guide							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD/EdD
1	55,596	56,596	57,596	59,096	60,096	61,096	62,096
2-4	55,796	56,796	57,796	59,296	60,296	61,296	62,296
5	56,096	57,096	58,096	59,596	60,596	61,596	62,596
6	56,596	57,596	58,596	60,096	61,096	62,096	63,096
7	57,196	58,196	59,196	60,696	61,696	62,696	63,696
8-9	57,896	58,896	59,896	61,396	62,396	63,396	64,396
10	58,596	59,596	60,596	62,096	63,096	64,096	65,096
11	59,296	60,296	61,296	62,796	63,796	64,796	65,796
12	60,096	61,096	62,096	63,596	64,596	65,596	66,596
13	60,946	61,946	62,946	64,446	65,446	66,446	67,446
14	61,946	62,946	63,946	65,446	66,446	67,446	68,446
15	62,946	63,946	64,946	66,446	67,446	68,446	69,446
16	64,146	65,146	66,146	67,646	68,646	69,646	70,646
17	65,446	66,446	67,446	68,946	69,946	70,946	71,946
18	67,146	68,146	69,146	70,646	71,646	72,646	73,646
19	68,846	69,846	70,846	72,346	73,346	74,346	75,346
20	70,846	71,846	72,846	74,346	75,346	76,346	77,346
21	72,946	73,946	74,946	76,446	77,446	78,446	79,446
22	75,146	76,146	77,146	78,646	79,646	80,646	81,646
23	77,346	78,346	79,346	80,846	81,846	82,846	83,846
24	79,596	80,596	81,596	83,096	84,096	85,096	86,096
25	81,896	82,896	83,896	85,396	86,396	87,396	88,396
26	84,196	85,196	86,196	87,696	88,696	89,696	90,696
27	86,596	87,596	88,596	90,096	91,096	92,096	93,096
28	88,996	89,996	90,996	92,496	93,496	94,496	95,496
29	91,496	92,496	93,496	94,996	95,996	96,996	97,996
OG	117,805						

Schedule A-3

Teacher Salary Guide

YEAR 3							
2023-24 Lakewood Teachers							
Salary Guide							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD/EdD
1-2	57,746	58,746	59,746	61,246	62,246	63,246	64,246
3-5	58,046	59,046	60,046	61,546	62,546	63,546	64,546
6	58,546	59,546	60,546	62,046	63,046	64,046	65,046
7	59,146	60,146	61,146	62,646	63,646	64,646	65,646
8	59,846	60,846	61,846	63,346	64,346	65,346	66,346
9-10	60,546	61,546	62,546	64,046	65,046	66,046	67,046
11	61,246	62,246	63,246	64,746	65,746	66,746	67,746
12	62,046	63,046	64,046	65,546	66,546	67,546	68,546
13	62,846	63,846	64,846	66,346	67,346	68,346	69,346
14	63,846	64,846	65,846	67,346	68,346	69,346	70,346
15	64,846	65,846	66,846	68,346	69,346	70,346	71,346
16	66,046	67,046	68,046	69,546	70,546	71,546	72,546
17	67,346	68,346	69,346	70,846	71,846	72,846	73,846
18	68,846	69,846	70,846	72,346	73,346	74,346	75,346
19	70,546	71,546	72,546	74,046	75,046	76,046	77,046
20	72,546	73,546	74,546	76,046	77,046	78,046	79,046
21	74,646	75,646	76,646	78,146	79,146	80,146	81,146
22	76,846	77,846	78,846	80,346	81,346	82,346	83,346
23	79,046	80,046	81,046	82,546	83,546	84,546	85,546
24	81,296	82,296	83,296	84,796	85,796	86,796	87,796
25	83,596	84,596	85,596	87,096	88,096	89,096	90,096
26	85,946	86,946	87,946	89,446	90,446	91,446	92,446
27	88,346	89,346	90,346	91,846	92,846	93,846	94,846
28	90,796	91,796	92,796	94,296	95,296	96,296	97,296
29	93,296	94,296	95,296	96,796	97,796	98,796	99,796
OG	117,805						

Schedule A-4

Teacher Salary Guide

Year 4							
2024-25 Lakewood Teachers							
Salary Guide							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD/EdD
1-3	60,346	61,346	62,346	63,846	64,846	65,846	66,846
4-6	60,646	61,646	62,646	64,146	65,146	66,146	67,146
7	61,046	62,046	63,046	64,546	65,546	66,546	67,546
8	61,646	62,646	63,646	65,146	66,146	67,146	68,146
9	62,346	63,346	64,346	65,846	66,846	67,846	68,846
10-11	63,046	64,046	65,046	66,546	67,546	68,546	69,546
12	63,846	64,846	65,846	67,346	68,346	69,346	70,346
13	64,646	65,646	66,646	68,146	69,146	70,146	71,146
14	65,646	66,646	67,646	69,146	70,146	71,146	72,146
15	66,646	67,646	68,646	70,146	71,146	72,146	73,146
16	67,846	68,846	69,846	71,346	72,346	73,346	74,346
17	69,146	70,146	71,146	72,646	73,646	74,646	75,646
18	70,646	71,646	72,646	74,146	75,146	76,146	77,146
19	72,146	73,146	74,146	75,646	76,646	77,646	78,646
20	73,946	74,946	75,946	77,446	78,446	79,446	80,446
21	76,046	77,046	78,046	79,546	80,546	81,546	82,546
22	78,246	79,246	80,246	81,746	82,746	83,746	84,746
23	80,496	81,496	82,496	83,996	84,996	85,996	86,996
24	82,796	83,796	84,796	86,296	87,296	88,296	89,296
25	85,121	86,121	87,121	88,621	89,621	90,621	91,621
26	87,471	88,471	89,471	90,971	91,971	92,971	93,971
27	89,921	90,921	91,921	93,421	94,421	95,421	96,421
28	92,396	93,396	94,396	95,896	96,896	97,896	98,896
29	94,896	95,896	96,896	98,396	99,396	100,396	101,396
OG	117,805						

Schedule A-5

Teacher Salary Guide

Year 5							
2025-26 Lakewood Teachers							
Salary Guide							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD/EdD
1	62,396	63,396	64,396	65,896	66,896	67,896	68,896
2-4	62,696	63,696	64,696	66,196	67,196	68,196	69,196
5-7	63,096	64,096	65,096	66,596	67,596	68,596	69,596
8	63,696	64,696	65,696	67,196	68,196	69,196	70,196
9	64,296	65,296	66,296	67,796	68,796	69,796	70,796
10	64,946	65,946	66,946	68,446	69,446	70,446	71,446
11-12	65,746	66,746	67,746	69,246	70,246	71,246	72,246
13	66,546	67,546	68,546	70,046	71,046	72,046	73,046
14	67,546	68,546	69,546	71,046	72,046	73,046	74,046
15	68,546	69,546	70,546	72,046	73,046	74,046	75,046
16	69,746	70,746	71,746	73,246	74,246	75,246	76,246
17	71,046	72,046	73,046	74,546	75,546	76,546	77,546
18	72,546	73,546	74,546	76,046	77,046	78,046	79,046
19	74,046	75,046	76,046	77,546	78,546	79,546	80,546
20	75,646	76,646	77,646	79,146	80,146	81,146	82,146
21	77,646	78,646	79,646	81,146	82,146	83,146	84,146
22	79,846	80,846	81,846	83,346	84,346	85,346	86,346
23	82,046	83,046	84,046	85,546	86,546	87,546	88,546
24	84,346	85,346	86,346	87,846	88,846	89,846	90,846
25	86,696	87,696	88,696	90,196	91,196	92,196	93,196
26	89,046	90,046	91,046	92,546	93,546	94,546	95,546
27	91,496	92,496	93,496	94,996	95,996	96,996	97,996
28	93,996	94,996	95,996	97,496	98,496	99,496	100,496
29	96,496	97,496	98,496	99,996	100,996	101,996	102,996
OG	117,805						

Schedule B-1

Secretary (Clerical) Salary Guides

YEAR 1				
2021-22 Lakewood Secretaries				
Salary Guide				
Step	10 Month	Sec I	AdminOff 12 M	
1-2	23,820	28,584	29,537	
3	24,120	28,944	29,909	
4	24,420	29,304	30,281	
5-6	24,720	29,664	30,653	
7-8	25,020	30,024	31,025	
9	25,420	30,504	31,521	
10	25,820	30,984	32,017	
11	26,220	31,464	32,513	
12	26,720	32,064	33,133	
13	27,235	32,682	33,771	
14	27,935	33,522	34,639	
15	28,785	34,542	35,693	
16	29,785	35,742	36,933	
17	30,785	36,942	38,173	
18	31,835	38,202	39,475	
19	33,035	39,642	40,963	
20	34,335	41,202	42,575	
21	35,635	42,762	44,187	
22	37,035	44,442	45,923	
23	38,485	46,182	47,721	
24	39,985	47,982	49,581	
25	41,485	49,782	51,441	
OG1	-	-	64,726	
OG2	-	-	64,726	

Schedule B-2

Secretary (Clerical) Salary Guides

YEAR 2			
2022-23 Lakewood Secretaries			
Salary Guide			
Step	10 Month	Sec I	AdminOff 12 M
1	24,585	29,502	30,485
2-3	24,885	29,862	30,857
4	25,185	30,222	31,229
5	25,485	30,582	31,601
6-7	25,785	30,942	31,973
8-9	26,185	31,422	32,469
10	26,585	31,902	32,965
11	26,985	32,382	33,461
12	27,485	32,982	34,081
13	28,085	33,702	34,825
14	28,785	34,542	35,693
15	29,685	35,622	36,809
16	30,685	36,822	38,049
17	31,685	38,022	39,289
18	32,735	39,282	40,591
19	33,935	40,722	42,079
20	35,235	42,282	43,691
21	36,535	43,842	45,303
22	37,935	45,522	47,039
23	39,335	47,202	48,775
24	40,835	49,002	50,635
25	42,335	50,802	52,495
OG1	-	-	65,780
OG2	-	-	65,780

Schedule B-3

Secretary (Clerical) Salary Guides

YEAR 3			
2023-24	Lakewood Secretaries		
Salary Guide			
Step	10 Month	Sec I	AdminOff 12 M
1-2	25,735	30,882	31,911
3-4	26,035	31,242	32,283
5	26,335	31,602	32,655
6	26,635	31,962	33,027
7-8	27,035	32,442	33,523
9-10	27,435	32,922	34,019
11	27,835	33,402	34,515
12	28,335	34,002	35,135
13	28,935	34,722	35,879
14	29,635	35,562	36,747
15	30,535	36,642	37,863
16	31,535	37,842	39,103
17	32,535	39,042	40,343
18	33,610	40,332	41,676
19	34,810	41,772	43,164
20	36,110	43,332	44,776
21	37,410	44,892	46,388
22	38,810	46,572	48,124
23	40,235	48,282	49,891
24	41,735	50,082	51,751
25	43,235	51,882	53,611
OG1	-	-	66,896
OG2	-	-	66,896

Schedule B-4

Secretary (Clerical) Salary Guides

Year 4				
2024-25 Lakewood Secretaries				
Salary Guide				
Step	10 Month	Sec I	AdminOff 12 M	
1	26,575	31,890	32,953	
2-3	26,875	32,250	33,325	
4-5	27,175	32,610	33,697	
6	27,475	32,970	34,069	
7	27,875	33,450	34,565	
8-9	28,275	33,930	35,061	
10-11	28,675	34,410	35,557	
12	29,175	35,010	36,177	
13	29,775	35,730	36,921	
14	30,475	36,570	37,789	
15	31,375	37,650	38,905	
16	32,375	38,850	40,145	
17	33,375	40,050	41,385	
18	34,475	41,370	42,749	
19	35,675	42,810	44,237	
20	36,975	44,370	45,849	
21	38,275	45,930	47,461	
22	39,685	47,622	49,209	
23	41,085	49,302	50,945	
24	42,585	51,102	52,805	
25	44,085	52,902	54,665	
OG1	-	-	67,950	
OG2	-	-	67,950	

Schedule B-5

Secretary (Clerical) Salary Guides

Year 5			
2025-26 Lakewood Secretaries			
Salary Guide			
Step	10 Month	Sec I	AdminOff 12 M
1-2	27,785	33,342	34,453
3-4	28,085	33,702	34,825
5-6	28,385	34,062	35,197
7	28,785	34,542	35,693
8	29,185	35,022	36,189
9-10	29,585	35,502	36,685
11-12	30,085	36,102	37,305
13	30,685	36,822	38,049
14	31,435	37,722	38,979
15	32,335	38,802	40,095
16	33,335	40,002	41,335
17	34,335	41,202	42,575
18	35,435	42,522	43,939
19	36,635	43,962	45,427
20	37,935	45,522	47,039
21	39,235	47,082	48,651
22	40,635	48,762	50,387
23	42,035	50,442	52,123
24	43,535	52,242	53,983
25	45,035	54,042	55,843
OG1	-	-	69,128
OG2	-	-	69,128

Schedule C: Other Unit Positions

JROTC Instructors (2):

- ▶ Shall be paid on the appropriate column and granted experience step of Schedule A. based upon degree held. If the individual holds no degree, \$5,000 less than the granted experience step on the BA column shall be paid.
- ▶ For any individual hired prior to September 1, 1995, salaries as previously determined shall be increased by the negotiated settlement percentage each year.
- ▶ Should the salary requirements of the federal government for the employment of JROTC instructors be in conflict with the provisions of Schedule C, the federal regulations shall supersede the contractual agreement, both now and in the future.

Attendance Officer:

- ▶ The Attendance Officer shall be paid according to Schedule B, Secretary.

Schedule D-1

Paraprofessional Salary Guide

YEAR 1				
2021-22 Lakewood Paras				
Salary Guide				
Step	0 Credits	30 Credits	60 Credits	90 Credits
1-3	18,774	20,184	20,274	20,974
4	18,924	20,334	20,424	21,124
5	19,074	20,484	20,574	21,274
6	19,224	20,634	20,724	21,424
7-8	19,374	20,784	20,874	21,574
9	19,574	20,984	21,074	21,774
10	19,774	21,184	21,274	21,974
11	19,974	21,384	21,474	22,174
12	20,474	21,884	21,974	22,674
13	21,174	22,584	22,674	23,374
14	21,874	23,284	23,374	24,074
15	22,624	24,034	24,124	24,824
16	23,549	24,959	25,049	25,749
17	24,549	25,959	26,049	26,749
18	25,649	27,059	27,149	27,849
19	26,849	28,259	28,349	29,049
20	28,074	29,484	29,574	30,274
21	29,424	30,834	30,924	31,624
22	30,774	32,184	32,274	32,974
23	32,124	33,534	33,624	34,324
24	33,474	34,884	34,974	35,674
25	34,849	36,259	36,349	37,049

Schedule D-2

Paraprofessional Salary Guide

YEAR 2				
2022-23 Lakewood Paras				
Salary Guide				
Step	0 Credits	30 Credits	60 Credits	90 Credits
1	19,174	20,584	20,674	21,374
2-4	19,324	20,734	20,824	21,524
5	19,474	20,884	20,974	21,674
6	19,624	21,034	21,124	21,824
7	19,774	21,184	21,274	21,974
8-9	19,974	21,384	21,474	22,174
10	20,174	21,584	21,674	22,374
11	20,424	21,834	21,924	22,624
12	20,924	22,334	22,424	23,124
13	21,574	22,984	23,074	23,774
14	22,299	23,709	23,799	24,499
15	23,024	24,434	24,524	25,224
16	23,974	25,384	25,474	26,174
17	24,974	26,384	26,474	27,174
18	26,174	27,584	27,674	28,374
19	27,374	28,784	28,874	29,574
20	28,599	30,009	30,099	30,799
21	29,949	31,359	31,449	32,149
22	31,299	32,709	32,799	33,499
23	32,649	34,059	34,149	34,849
24	33,999	35,409	35,499	36,199
25	35,349	36,759	36,849	37,549

Schedule D-3

Paraprofessional Salary Guide

YEAR 3				
2023-24 Lakewood Paras				
Salary Guide				
Step	0 Credits	30 Credits	60 Credits	90 Credits
1-2	19,649	21,059	21,149	21,849
3-5	19,799	21,209	21,299	21,999
6	19,949	21,359	21,449	22,149
7	20,099	21,509	21,599	22,299
8	20,299	21,709	21,799	22,499
9-10	20,549	21,959	22,049	22,749
11	20,849	22,259	22,349	23,049
12	21,349	22,759	22,849	23,549
13	22,024	23,434	23,524	24,224
14	22,724	24,134	24,224	24,924
15	23,524	24,934	25,024	25,724
16	24,449	25,859	25,949	26,649
17	25,449	26,859	26,949	27,649
18	26,649	28,059	28,149	28,849
19	27,849	29,259	29,349	30,049
20	29,074	30,484	30,574	31,274
21	30,424	31,834	31,924	32,624
22	31,774	33,184	33,274	33,974
23	33,124	34,534	34,624	35,324
24	34,474	35,884	35,974	36,674
25	35,849	37,259	37,349	38,049

Schedule D-4

Paraprofessional Salary Guide

Year 4				
2024-25	Lakewood Paras			
Salary Guide				
Step	0 Credits	30 Credits	60 Credits	90 Credits
1	20,024	21,434	21,524	22,224
2-3	20,174	21,584	21,674	22,374
4-6	20,324	21,734	21,824	22,524
7	20,474	21,884	21,974	22,674
8	20,624	22,034	22,124	22,824
9	20,824	22,234	22,324	23,024
10-11	21,124	22,534	22,624	23,324
12	21,624	23,034	23,124	23,824
13	22,324	23,734	23,824	24,524
14	23,124	24,534	24,624	25,324
15	23,924	25,334	25,424	26,124
16	24,874	26,284	26,374	27,074
17	25,874	27,284	27,374	28,074
18	27,074	28,484	28,574	29,274
19	28,299	29,709	29,799	30,499
20	29,549	30,959	31,049	31,749
21	30,899	32,309	32,399	33,099
22	32,249	33,659	33,749	34,449
23	33,599	35,009	35,099	35,799
24	34,974	36,384	36,474	37,174
25	36,349	37,759	37,849	38,549

Schedule D-5

Paraprofessional Salary Guide

Year 5				
2025-26 Lakewood Paras				
Salary Guide				
Step	0 Credits	30 Credits	60 Credits	90 Credits
1-2	20,379	21,789	21,879	22,579
3-4	20,529	21,939	22,029	22,729
5-7	20,679	22,089	22,179	22,879
8	20,829	22,239	22,329	23,029
9	21,029	22,439	22,529	23,229
10	21,329	22,739	22,829	23,529
11-12	21,829	23,239	23,329	24,029
13	22,529	23,939	24,029	24,729
14	23,329	24,739	24,829	25,529
15	24,229	25,639	25,729	26,429
16	25,229	26,639	26,729	27,429
17	26,249	27,659	27,749	28,449
18	27,474	28,884	28,974	29,674
19	28,724	30,134	30,224	30,924
20	30,024	31,434	31,524	32,224
21	31,349	32,759	32,849	33,549
22	32,699	34,109	34,199	34,899
23	34,074	35,484	35,574	36,274
24	35,449	36,859	36,949	37,649
25	36,849	38,259	38,349	39,049

Schedule E

ATHLETICS

2021-2022				
Group	Step 1	Step 2	Step 3	Step 4
1-Head	9,473	9,638	9,800	9,930
1-Asst	5,426	5,509	6,080	7,478
2-Head	7,387	7,552	8,002	8,295
2-Asst	5,454	5,509	6,080	6,865
3-Head	7,060	7,224	7,387	7,511
3-Asst	4,773	4,936	5,426	6,047
4-Head	6,407	6,570	6,734	6,865
4-Asst	4,771	4,936	5,098	5,353

2022-2023				
Group	Step 1	Step 2	Step 3	Step 4
1-Head	9,473	9,638	9,800	9,930
1-Asst	5,426	5,509	6,080	7,478
2-Head	7,387	7,552	8,002	8,295
2-Asst	5,454	5,509	6,080	6,865
3-Head	7,060	7,224	7,387	7,511
3-Asst	4,773	4,936	5,426	6,047
4-Head	6,407	6,570	6,734	6,865
4-Asst	4,771	4,936	5,098	5,353

2023-2024				
Group	Step 1	Step 2	Step 3	Step 4
1-Head	9,473	9,638	9,800	9,930
1-Asst	5,426	5,509	6,080	7,478
2-Head	7,387	7,552	8,002	8,295
2-Asst	5,454	5,509	6,080	6,865
3-Head	7,060	7,224	7,387	7,511
3-Asst	4,773	4,936	5,426	6,047
4-Head	6,407	6,570	6,734	6,865
4-Asst	4,771	4,936	5,098	5,353

2024-25				
Group	Step 1	Step 2	Step 3	Step 4
1-Head	9,773	9,938	10,100	10,230
1-Asst	5,726	5,809	6,380	7,778
2-Head	7,687	7,852	8,302	8,595
2-Asst	5,754	5,809	6,380	7,165
3-Head	7,360	7,524	7,687	7,811
3-Asst	5,073	5,236	5,726	6,347
4-Head	6,707	6,870	7,034	7,165
4-Asst	5,071	5,236	5,398	5,653

2025-26				
Group	Step 1	Step 2	Step 3	Step 4
1-Head	10,123	10,288	10,450	10,580
1-Asst	6,076	6,159	6,730	8,128
2-Head	8,037	8,202	8,652	8,945
2-Asst	6,104	6,159	6,730	7,515
3-Head	7,710	7,874	8,037	8,161
3-Asst	5,423	5,586	6,076	6,697
4-Head	7,057	7,220	7,384	7,515
4-Asst	5,421	5,586	5,748	6,003

Schedule F

Position	2021-22	2022-23	2023-24	2024-25	2025-26
HS/MS Guidance Counselor	2,663	2,663	2,663	2,963	3,313
Elementary Guidance Counselor	1,633	1,633	1,633	1,933	2,283
Department Coordinator	3,960	3,960	3,960	4,260	4,610
Scouting Rate [per assignment]	50	50	50	50	50

Athletic Trainer	Each of these positions
Athletic Coordinator	receives an additional 10%
Computer Lab Coordinator	of salary as a stipend.

Schedule G Co-Curricular Positions

Position	2021-22	2022-23	2023-24	2024-25	2025-26
Academic Excellence	1,227	1,227	1,227	1,527	1,877
Afro-American	1,227	1,227	1,227	1,527	1,877
After School All-Stars [2]	1,227	1,227	1,227	1,527	1,877
American Sign Language	1,227	1,227	1,227	1,527	1,877
Art Director	1,928	1,928	1,928	2,228	2,578
Art Service	1,227	1,227	1,227	1,527	1,877
Art Show	873	873	873	1,173	1,523
Asst. Director Musical	1,822	1,822	1,822	2,122	2,472
Asst. Marching Band	4,475	4,475	4,475	4,775	5,125
Band Orchestra Club	2,539	2,539	2,539	2,839	3,189
Chef's Club	1,227	1,227	1,227	1,527	1,877
Chess & Asst. Chess	1,227	1,227	1,227	1,527	1,877
Choreographer	1,928	1,928	1,928	2,228	2,578
Class Advisor					
Grade 6	1,367	1,367	1,367	1,667	2,017
Grade 7	1,367	1,367	1,367	1,667	2,017
Grade 8	1,601	1,601	1,601	1,901	2,251
Grade 9	1,535	1,535	1,535	1,835	2,185
Grade 10	1,535	1,535	1,535	1,835	2,185
Grade 11	1,963	1,963	1,963	2,263	2,613
Grade 12	2,737	2,737	2,737	3,037	3,387
Color Guard	1,227	1,227	1,227	1,527	1,877
Dance	1,227	1,227	1,227	1,527	1,877
Debate	1,227	1,227	1,227	1,527	1,877
DECA	1,227	1,227	1,227	1,527	1,877
Director/Producer	3,817	3,817	3,817	4,117	4,467
Drama Club	2,295	2,295	2,295	2,595	2,945
Dramatic Coach	2,476	2,476	2,476	2,776	3,126
Elementary K-6 Audio Visual	1,326	1,326	1,326	1,626	1,976
English	1,227	1,227	1,227	1,527	1,877

Position	2021-22	2022-23	2023-24	2024-25	2025-26
Fine Arts Enrichment	1.227	1.227	1.227	1,527.00	1,877.00
Future Teachers of America	1.227	1.227	1.227	1,527.00	1,877.00
Gay/Straight Alliance Club	1.227	1.227	1.227	1,527.00	1,877.00
Gospel Choir	2.091	2.091	2.091	2,391.00	2,741.00
Gospel Choir Accompanist	1.138	1.138	1.138	1,438.00	1,788.00
History	1.227	1.227	1.227	1,527.00	1,877.00
Homework Club	1.227	1.227	1.227	1,527.00	1,877.00
Interact	1.227	1.227	1.227	1,527.00	1,877.00
International Exchange	1.227	1.227	1.227	1,527.00	1,877.00
Intramurals					
High School [2]	3.398	3.398	3.398	3,698.00	4,048.00
other buildings [1 each]	3.398	3.398	3.398	3,698.00	4,048.00
Investment	1.227	1.227	1.227	1,527.00	1,877.00
Jazz Band [2]	1.227	1.227	1.227	1,527.00	1,877.00
Key Club	1.227	1.227	1.227	1,527.00	1,877.00
Latin American Student Org.	1.227	1.227	1.227	1,527.00	1,877.00
LHS/LMS Sports Physicals	800	800	800	1,100.00	1,450.00
Library Guild	1.227	1.227	1.227	1,527.00	1,877.00
Marching Band Director	5.950	5.950	5.950	6,250.00	6,600.00
Mathematics	1.227	1.227	1.227	1,527.00	1,877.00
Middle School Audio Visual	1.326	1.326	1.326	1,626.00	1,976.00
Music & Art Honor Societies	1.227	1.227	1.227	1,527.00	1,877.00
National Honor Society	1.227	1.227	1.227	1,527.00	1,877.00
Newsletter	1.227	1.227	1.227	1,527.00	1,877.00
Parent Liaison	3.000	3.000	3.000	3,300.00	3,650.00
Peer/Youth Leadership	1.227	1.227	1.227	1,527.00	1,877.00
Pep Squad	1.227	1.227	1.227	1,527.00	1,877.00
Pine Needle Annual	3.102	3.102	3.102	3,402.00	3,752.00
Pine Needle Annual Business	1.852	1.852	1.852	2,152.00	2,502.00
Pine Needle Monthly	2.834	2.834	2.834	3,134.00	3,484.00
Pride	1.227	1.227	1.227	1,527.00	1,877.00
Psychology	1.227	1.227	1.227	1,527.00	1,877.00
Radio	1.227	1.227	1.227	1,527.00	1,877.00
REWIND	1.227	1.227	1.227	1,527.00	1,877.00
Safety Patrol	1.173	1.173	1.173	1,473.00	1,823.00
Science League	1.227	1.227	1.227	1,527.00	1,877.00
Set Director	1.928	1.928	1.928	2,228.00	2,578.00
Spanish	1.227	1.227	1.227	1,527.00	1,877.00
Spanish Honor Society	1.227	1.227	1.227	1,527.00	1,877.00
Stage Band	3.592	3.592	3.592	3,892.00	4,242.00
Stamp	1.227	1.227	1.227	1,527.00	1,877.00
Stock Clerk – HS	1.920	1.920	1.920	2,220.00	2,570.00
Stock Clerk - MS	1.608	1.608	1.608	1,908.00	2,258.00
Stock Clerk – ES	1.439	1.439	1.439	1,739.00	2,089.00

Position	2021-22	2022-23	2023-24	2024-25	2025-26
Student Activities Treasurer	5,725	5,725	5,725	6,025	6,375
Student Government HS	2,113	2,113	2,113	2,413	2,763
Student Government MS	1,460	1,460	1,460	1,760	2,110
Student of the Month	1,227	1,227	1,227	1,527	1,877
Travel Choir	2,091	2,091	2,091	2,391	2,741
Varsity Letter	1,227	1,227	1,227	1,527	1,877
Weight Training [per season]	1,582	1,582	1,582	1,882	2,232
Winter/Spring Concert	1146	1146	1,146	1,446	1,796
Yearbook (Grade 8)	1,943	1,943	1,943	2,243	2,593

Schedule H

- A. **Travel Reimbursement** @ rate set by to NJOMB, plus tolls (with receipts) shall apply to all unit members required to use their own automobile in performance of their professional duties, unless a different rate is required by law.
- B. **Home Visitation** by Special Education as required by an IEP shall be reimbursed at a rate of fifteen dollars (\$15.00) per hour plus mileage reimbursement.
- C. **Professional Development Committee Member** shall be reimbursed at a rate of forty dollars (\$40.00) per hour for meetings held after the normal working day.
- D. **Chaperones** shall be reimbursed as follows:
(Free Admission will be provided to chaperones to each event)
- ▶ Weekdays (Monday - Friday) fifty dollars (\$50.00) per event
 - ▶ Weekends (Saturday & Sunday) seventy-five dollars (\$75.00) per event
 - ▶ Overnight - seventy-five dollars (\$75.00) per event
- E. **Hourly Rates**
- ▶ 2021-22 \$40.00 per hour
 - ▶ 2022-23 \$45.00 per hour
 - ▶ 2023-24 \$50.00 per hour
 - ▶ 2024-25 \$50.00 per hour
 - ▶ 2025-26 \$55.00 per hour
- Above rates are for Certificated staff. Non-certificated staff shall be paid at 50% (one half) the Certificated rate.
- ▶ The above rate per hour (or a portion thereof) will be paid to LEA members assigned to the following:
- | | |
|--|---|
| Central Detention | Home Instruction |
| Summer Learning Loss Program | Part Time Bilingual Instructional Coach |
| Summer Professional Development | Activity Coordinator |
| Attendance Officer Summer | Interventionist Summer |
| ESY Transportation After Care | ESY Coordinator |
| Part Time Special Education Coach | Summer Learning Loss Pre-Post Testing |
| Summer Program Coordinator | K-2 ELA Teacher Leader Stipend |
| High School Summer Guidance | Title I Elementary K-2 |
| Title I Elementary 3-5 ELA & Math | Title I Elementary 6-8 ELA & Math |
| Title I ESL K-12 | High School Credit Recovery |
| Title I Interventionist-K-2 | Morning Duty Aides |
| Google Classroom | Pre-screening of Student Athletes |
| Part-time ESY Therapist | Outdoor Summer Program |
| HS ELL | Bus Aide |
| Non-Public Grant Coordinator | Sunday |
| Letterland | Remote Instruction |
| Title I High School Grades 9-12 ELA & Math | |

- ▶ Teacher substitution during PREP: 1/1300 Base Salary
- ▶ Attendance Officer Summer Work: 1/1325 Base Salary
- ▶ Effective January 1, 2019, teachers shall be compensated at the Schedule H hourly rate for AP Tutoring that occurs on a school day, at one and one-half (1 1/2) times the Schedule H hourly rate for AP Tutoring that occurs on a weekend and at two (2) times the Schedule H hourly rate for AP Tutoring that occurs on a holiday. A holiday is defined as follows:

Labor Day Weekend (Saturday, Sunday, Monday)
 Rosh Hashanah (weekend included when the holiday falls on a Friday or Monday)
 Yom Kippur (weekend included when the holiday falls on a Friday or Monday)
 Columbus Day (Saturday, Sunday, Monday)
 Teachers Convention Weekend (Thursday, Friday, Saturday, Sunday)
 Thanksgiving Weekend (Thursday, Friday, Saturday, Sunday)
 Winter Break (including weekends)
 Martin Luther King Day (Saturday, Sunday, Monday)
 President's Day Weekend (Friday, Saturday, Sunday, Monday)
 Spring Break (including weekends)
 Memorial Day (Saturday, Sunday, Monday)
 Fourth of July (weekend included when the holiday falls on a Friday or Monday)

Any other day during the academic year when school is closed and shall include the weekend when the closed school day falls on a Friday or Monday, or a Friday and a Monday.

F. Parent Liaison Program Coordinator

This twelve (12) month position shall be compensated pursuant to an agreement with the Lakewood Board of Education. The current salary for this position shall be increased by the settlement percentage in each year of this current agreement (2021-2026).

G. Central Registration Coordinator

This twelve (12) month position shall be compensated pursuant to an agreement with the Lakewood Board of Education. The current salary for this position shall be increased by the support staff settlement percentage in each year of this current agreement (2021-2026).