

**An agreement between the  
Lakewood Education Association  
NEA/NJEA/ OCCEA/ LEA  
and the  
Board of Education  
of  
Lakewood, New Jersey  
covering the period  
July 1, 2015 to June 30, 2018**

AS OF THE SIGNING OF THIS AGREEMENT:

**LAKEWOOD EDUCATION ASSOCIATION OFFICERS:**

President – Kimberlee Shaw  
First Vice-President – Christine MacConnell  
Second Vice-President – Miriam Medina  
Secretary – Lois Cirillo  
Treasurer – Alyson Szczygiel

**LAKEWOOD BOARD OF EDUCATION:**

Mr. Barry Iann, President  
Ms. Ada Gonzalez, Vice President  
Mr. Hillel Brull  
Mr. Herbierto Rodriguez  
Mr. Isaac Goldsmith  
Mr. Josh Weinberger  
Mr. David Jacobvitch  
Mr. Alex Janklowicz  
Mr. Isaac Zlatkin  
Mrs. Laura A. Winters, Superintendent of Schools  
Mr. Thaddeus Thompson, Board Secretary

**LAKEWOOD EDUCATION ASSOCIATION - NEGOTIATIONS COMMITTEE**

Negotiations Chairs – Christine MacConnell and Paulette Fox  
President – Kimberlee Shaw  
Negotiations Committee – Laura Bell, Lois Cirillo, Patricia Claxton, Brenda Douglas, Karen Filkin, Patrice Greenburg, Gail Hague, Kathy Hall, Jennifer Kosnowski, Erin Kelusak, Joanne Schleicher, Bonnie Strum

**LAKEWOOD BOARD OF EDUCATION - NEGOTIATIONS COMMITTEE**

Ms. Ada Gonzalez, Vice President

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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
  2. Support Personnel:

Secretaries	Attendance Officer
Library	Safety Compliance Officer
Audio-Visual Assistant	Home/School Liaison
Receptionist/Switchboard Operator	
Instructional Paraprofessional Personnel	
Pupil Personnel Services Paraprofessional Personnel	
Parent Liaison Program Coordinator	
- B. Excluding Executive Secretaries, Operations Facilitators I and II, Computer Manager, Security Liaison, Substitute Caller, School/Community Resource Person, 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 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.
- 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 President shall be relieved from all supervisory duties, and shall be assigned no more than three (3) class periods per day. 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.
- 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.

**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 ~~E~~<sup>F</sup>) 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.

**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.

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 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 bi-weekly 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 1<sup>st</sup> 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 work day for certified employees shall not exceed 6 hours and 45 minutes. The workday for certified personnel is defined below:

Elementary Schools	7:55 a.m. - 2:40 p.m.
LECC	7:55 a.m. - 2:40 p.m.
Middle School	7:15 a.m. - 2:00 p.m.
High School	7:00 a.m. - 1:45 p.m.

The Board reserves the right to move the start time of the Elementary Schools and the LECC by up to fifteen (15) minutes. In the event the Board does move the start time, the end time will also be moved by up to fifteen (15) minutes so the workday will not exceed 6 hours and 45 minutes.

- 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.
- 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.
- 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.
- 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 neither a homeroom nor a duty period.
- 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. Faculty attendance at one (1) Open House/Back to School Night is required. One additional attendance by teachers at their respective schools shall be required for Middle School Promotion Exercises/High School Graduation.

**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.
  - 2. The following provisions apply to the secretaries in the Transportation Department only:

- a. Transportation Department secretaries shall work 8:00 a.m. to 3:00 p.m. five (5) days each week.
- b. The first four (4) days each week shall be paid at straight time and the fifth (5th) day shall be paid at time and one-half (1½) for the full day.

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 workday for Paraprofessionals is defined below:

Elementary Schools	8:00 a.m. - 2:30 p.m.
LECC	8:00 a.m. - 2:30 p.m.
Middle Schools	7:30 a.m. - 2:00 p.m. *
High School	7:00 a.m. - 1:30 p.m.

Middle School Paraprofessionals will receive an additional payment of \$1,000 annually so long as their workday remains extended on the basis in effect at the execution of this Agreement. This payment is additional compensation for additional time worked on a regular basis and is therefore pensionable. Payment will be made by separate check with appropriate payroll deductions, to be paid in the last payroll in June.

During the first month 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: Audio-Visual Assistant and Safety Compliance Officer**

The individuals who hold the Audio-Visual Assistant and Safety Compliance Officer positions, although not tenured staff members, shall have recall rights to the position should it be abolished by the Board of Education and subsequently reinstated. Based upon a ten (10) or twelve (12) month work year for the positions outlined in this provision, the minimum qualifying time for incremental advancement, as outlined in Category II:B. 1 or B.2 above, shall be applicable.

**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. Salary checks are due every other Friday.
  - 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. Salary checks are due every other Friday.
- 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 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. Salary checks are due every over Friday.

### **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 (½) of their pay on September 30<sup>th</sup> and one half (½) on October 30<sup>th</sup>. All Winter sports coaches will receive one half (½) of their pay on December 15 and one half (½) on January 30<sup>th</sup>. All Spring sports coaches will receive one half (½) of their pay on April 15<sup>th</sup> and one half (½) on May 15<sup>th</sup>. Co-curricular positions will receive one half (½) of their pay in December. Co-curricular positions will receive the second one-half (½) 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 15<sup>th</sup>.
- 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 30<sup>th</sup> 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 15<sup>th</sup>, 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.

## **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 1<sup>st</sup>, 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. 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. After expiration of the abovementioned five (5) days of special consideration, a full day's pay will be deducted.
- D. 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.
- E. Members shall be given a written account of accumulated sick leave days no later than October 15th of each school year.

### **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.
- D. 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.
- E. Members shall be given a written account of accumulated sick leave days no later than October 15th of each school year.

## **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.
- 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, spouse, child, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, 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.
- D. For all employees, personal days not utilized during the year shall be added as an accumulated sick day for retirement purposes only.

## **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 ( $\frac{1}{2}$ ) 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 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.AccreditedInstitutions.org)

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 one year of 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).

- 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 intent 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 Ch. 78, P.L. 2011, the Board of Education will pay full premium cost of all employees and dependents. Effective April 1, 2008, the carrier shall be the School Employee Health Benefits Plan.
- B. A co-pay prescription program shall be implemented through NJSHBP (SEHBP or equivalent). Co-payments will be the co-pays as established by the plan.
- C. The Board will pay the full premium costs of all employees and dependents as outlined in a Delta Dental Plan (or equivalent), including the following benefits:
  - 1. Orthodontia benefit shall be \$1,500 payable per covered individual, every five (5) consecutive calendar years; and
  - 2. Dental maximum shall be \$2,000 per annum.
- D. The Board will pay the full premium costs for optical care for all members and their dependents as outlined in NVA (or equivalent - no deductible 12 months on exam, lenses and frames).
- E. All part-time employees shall be allowed to buy, through payroll deduction, health insurances at the group rate available to the Board of Education.

## **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) 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 as a representation fee 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 notwithstanding 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 shall be paid 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 their salary of the last years employment. Payment will be made in accordance with Lakewood Board of Education Regulation 4117.11.
- B. At the option of the employee, payment for unused sick leave may be made in two (2) or three (3) equal payments, the first thirty (30) days after retirement, the second one (1) year after the date of the first payment and the third one (1) year after the date of the second payment.
- C. Effective July 1, 1999 unused sick leave shall be mandatorily paid out over a two (2) year period, or over a three (3) year period if requested by the Association member, pursuant to the schedule of payments outlined above.
- D. Should the retiring employee die prior to the actual date of retirement, but subsequent to the Board accepting the employee's letter of retirement, payment for unused sick leave shall be made to the employee's estate. Should a retired employee die subsequent to actual retirement but before all payments have been made, the remaining payment(s) shall be made to the employee's estate pursuant to the schedule of payments outlined above.

## 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, A-2 and A-3, and made a part hereof.
  - 2. The salary guides for secretaries are attached as Schedules B-1, B-2, and B-3, 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, D-2, and D-3, 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, 2015 and shall continue in effect until June 30, 2018, 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

8/29/16

Date

By: Christine MacConnell

Christine MacConnell - Co-Chair - Negotiations Committee

8/29/16

Date

By: Paulette Fox

Paulette Fox - Co-Chair - Negotiations Committee

8/29/16

Date

**FOR THE LAKEWOOD BOARD OF EDUCATION**

By: [Signature]

Barry Iann, President

8/24/16

Date

By: [Signature]

Regina Robinson, Interim Board Secretary

8/24/16

Date



Schedule A-1

Teacher Salary Guide

YEAR 1  
2015-2016

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1-2	46,451	47,451	48,451	49,451	50,451	51,451	52,451
3	46,755	47,755	48,755	49,755	50,755	51,755	52,755
4	47,060	48,060	49,060	50,060	51,060	52,060	53,060
5	47,460	48,460	49,460	50,460	51,460	52,460	53,460
6	48,285	49,285	50,285	51,285	52,285	53,285	54,285
7	49,335	50,335	51,335	52,335	53,335	54,335	55,335
8	49,985	50,985	51,985	52,985	53,985	54,985	55,985
9	50,574	51,574	52,574	53,574	54,574	55,574	56,574
10	51,109	52,109	53,109	54,109	55,109	56,109	57,109
11	51,466	52,466	53,466	54,466	55,466	56,466	57,466
12	52,061	53,061	54,061	55,061	56,061	57,061	58,061
13	53,211	54,211	55,211	56,211	57,211	58,211	59,211
14	53,925	54,925	55,925	56,925	57,925	58,925	59,925
15	54,925	55,925	56,925	57,925	58,925	59,925	60,925
16	56,625	57,625	58,625	59,625	60,625	61,625	62,625
17	58,261	59,261	60,261	61,261	62,261	63,261	64,261
18	59,906	60,906	61,906	62,906	63,906	64,906	65,906
19	61,375	62,375	63,375	64,375	65,375	66,375	67,375
20	64,458	65,458	66,458	67,458	68,458	69,458	70,458
21	67,025	68,025	69,025	70,025	71,025	72,025	73,025
22	69,156	70,156	71,156	72,156	73,156	74,156	75,156
23	71,496	72,496	73,496	74,496	75,496	76,496	77,496
24	73,596	74,596	75,596	76,596	77,596	78,596	79,596
25	75,546	76,546	77,546	78,546	79,546	80,546	81,546
26	77,446	78,446	79,446	80,446	81,446	82,446	83,446
27	79,346	80,346	81,346	82,346	83,346	84,346	85,346
28	81,446	82,446	83,446	84,446	85,446	86,446	87,446
29	84,346	85,346	86,346	87,346	88,346	89,346	90,346
OG1	56,091						
OG2	67,859						
OG3	117,805						

Schedule A-2

Teacher Salary Guide

**YEAR 2  
2016-2017**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	47,137	48,137	49,137	50,137	51,137	52,137	53,137
2-3	47,441	48,441	49,441	50,441	51,441	52,441	53,441
4	47,746	48,746	49,746	50,746	51,746	52,746	53,746
5	48,146	49,146	50,146	51,146	52,146	53,146	54,146
6	48,746	49,746	50,746	51,746	52,746	53,746	54,746
7	49,646	50,646	51,646	52,646	53,646	54,646	55,646
8	50,346	51,346	52,346	53,346	54,346	55,346	56,346
9	51,046	52,046	53,046	54,046	55,046	56,046	57,046
10	51,646	52,646	53,646	54,646	55,646	56,646	57,646
11	52,146	53,146	54,146	55,146	56,146	57,146	58,146
12	52,736	53,736	54,736	55,736	56,736	57,736	58,736
13	53,636	54,636	55,636	56,636	57,636	58,636	59,636
14	54,636	55,636	56,636	57,636	58,636	59,636	60,636
15	55,636	56,636	57,636	58,636	59,636	60,636	61,636
16	57,121	58,121	59,121	60,121	61,121	62,121	63,121
17	58,621	59,621	60,621	61,621	62,621	63,621	64,621
18	60,221	61,221	62,221	63,221	64,221	65,221	66,221
19	61,771	62,771	63,771	64,771	65,771	66,771	67,771
20	64,471	65,471	66,471	67,471	68,471	69,471	70,471
21	67,046	68,046	69,046	70,046	71,046	72,046	73,046
22	69,296	70,296	71,296	72,296	73,296	74,296	75,296
23	71,496	72,496	73,496	74,496	75,496	76,496	77,496
24	73,596	74,596	75,596	76,596	77,596	78,596	79,596
25	75,646	76,646	77,646	78,646	79,646	80,646	81,646
26	77,746	78,746	79,746	80,746	81,746	82,746	83,746
27	79,846	80,846	81,846	82,846	83,846	84,846	85,846
28	82,046	83,046	84,046	85,046	86,046	87,046	88,046
29	84,846	85,846	86,846	87,846	88,846	89,846	90,846
<b>OG1</b>	56,591						
<b>OG2</b>	68,359						
<b>OG3</b>	117,805						

Schedule A-3

Teacher Salary Guide

**YEAR 3**  
**2017-2018**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	47,741	48,741	49,741	50,741	51,741	52,741	53,741
2	48,041	49,041	50,041	51,041	52,041	53,041	54,041
3-4	48,341	49,341	50,341	51,341	52,341	53,341	54,341
5	48,741	49,741	50,741	51,741	52,741	53,741	54,741
6	49,241	50,241	51,241	52,241	53,241	54,241	55,241
7	49,941	50,941	51,941	52,941	53,941	54,941	55,941
8	50,641	51,641	52,641	53,641	54,641	55,641	56,641
9	51,341	52,341	53,341	54,341	55,341	56,341	57,341
10	51,991	52,991	53,991	54,991	55,991	56,991	57,991
11	52,641	53,641	54,641	55,641	56,641	57,641	58,641
12	53,271	54,271	55,271	56,271	57,271	58,271	59,271
13	54,171	55,171	56,171	57,171	58,171	59,171	60,171
14	55,171	56,171	57,171	58,171	59,171	60,171	61,171
15	56,171	57,171	58,171	59,171	60,171	61,171	62,171
16	57,671	58,671	59,671	60,671	61,671	62,671	63,671
17	59,171	60,171	61,171	62,171	63,171	64,171	65,171
18	60,671	61,671	62,671	63,671	64,671	65,671	66,671
19	62,271	63,271	64,271	65,271	66,271	67,271	68,271
20	64,971	65,971	66,971	67,971	68,971	69,971	70,971
21	67,546	68,546	69,546	70,546	71,546	72,546	73,546
22	69,796	70,796	71,796	72,796	73,796	74,796	75,796
23	71,996	72,996	73,996	74,996	75,996	76,996	77,996
24	74,096	75,096	76,096	77,096	78,096	79,096	80,096
25	76,196	77,196	78,196	79,196	80,196	81,196	82,196
26	78,296	79,296	80,296	81,296	82,296	83,296	84,296
27	80,496	81,496	82,496	83,496	84,496	85,496	86,496
28	82,796	83,796	84,796	85,796	86,796	87,796	88,796
29	85,346	86,346	87,346	88,346	89,346	90,346	91,346
<b>OG1</b>	57,091						
<b>OG2</b>	68,859						
<b>OG3</b>	117,805						

Schedule B-1

Secretary (Clerical) Salary Guides

**YEAR I**  
**2015-2016**

Step	10 Month	Sec. I	Admin Office
1-2	20,220	24,264	25,275
3	20,570	24,684	25,713
4	20,920	25,104	26,150
5	21,270	25,524	26,588
6	21,620	25,944	27,025
7	21,970	26,364	27,243
8	22,320	26,784	27,454
9	22,670	27,204	27,884
10	23,070	27,684	28,376
11	23,470	28,164	28,868
12	23,970	28,764	29,483
13	24,470	29,364	30,098
14	25,170	30,204	30,959
15	25,970	31,164	31,943
16	26,970	32,364	33,173
17	27,970	33,564	34,403
18	28,970	34,764	35,633
19	30,070	36,084	36,986
20	31,270	37,524	38,462
21	32,495	38,994	39,969
22	33,795	40,554	41,568
23	35,095	42,114	43,869
24	36,395	43,674	45,494
25	37,695	45,234	47,119
OG1	-	-	60,500
OG2	-	-	60,500
OG3	-	-	45,211

Schedule B-2

Secretary (Clerical) Salary Guides

**YEAR 2  
2016-2017**

Step	10 Month	Sec. I	Admin Office
1	20,325	24,390	25,305
2-3	20,625	24,750	25,730
4	20,975	25,170	26,166
5	21,325	25,590	26,603
6	21,675	26,010	27,040
7	22,025	26,430	27,311
8	22,375	26,850	27,633
9	22,725	27,270	28,065
10	23,080	27,696	28,504
11	23,480	28,176	28,998
12	23,980	28,776	29,615
13	24,480	29,376	30,233
14	25,180	30,216	31,097
15	26,030	31,236	32,147
16	26,980	32,376	33,320
17	27,980	33,576	34,555
18	28,980	34,776	35,790
19	30,080	36,096	37,149
20	31,280	37,536	38,631
21	32,495	38,994	40,131
22	33,815	40,578	41,762
23	35,240	42,288	43,874
24	36,640	43,968	45,617
25	38,115	45,738	47,619
OG1	-	-	61,000
OG2	-	-	61,000
OG3	-	-	46,477

Schedule B-3

Secretary (Clerical) Salary Guides

**YEAR 3  
2017-2018**

Step	10 Month	Sec. I	Admin Office
1-2	20,870	25,044	25,879
3-4	21,170	25,404	26,251
5	21,495	25,794	26,654
6	21,820	26,184	27,057
7	22,120	26,544	27,429
8	22,440	26,928	27,770
9	22,765	27,318	28,172
10	23,090	27,708	28,574
11	23,490	28,188	29,069
12	23,990	28,788	29,688
13	24,490	29,388	30,306
14	25,190	30,228	31,173
15	26,040	31,248	32,225
16	26,990	32,388	33,400
17	27,990	33,588	34,638
18	28,990	34,788	35,875
19	30,090	36,108	37,236
20	31,290	37,548	38,721
21	32,500	39,000	40,219
22	33,885	40,662	41,933
23	35,385	42,462	43,877
24	36,935	44,322	45,799
25	38,535	46,242	48,119
OG1	-	-	61,500
OG2	-	-	61,500
OG3	-	-	47,779

## **Schedule C: Other Unit Positions**

### **Audio-Visual Assistant, Safety Compliance Officer and JROTC Instructors (2):**

- ▶ Each of the above 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.

### **Attendance Officer:**

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

### **JROTC:**

- ▶ Should the salary requirements of the federal government for the employment of JROTC instructors be in conflict with the provisions of Schedule C:A, the federal regulations shall supercede the contractual agreement, both now and in the future.

Schedule D-1

GUIDES

**Paraprofessional Salary Guide  
2015-2016**

Step	0 Credits	30 Credits	60 Credits	90 Credits
1-2	16,658	18,061	18,145	18,847
3	16,783	18,186	18,270	18,972
4	16,899	18,311	18,395	19,097
5	17,051	18,454	18,538	19,233
6	17,200	18,603	18,687	19,389
7	17,357	18,760	18,844	19,546
8	17,521	18,924	19,008	19,710
9	17,685	19,088	19,172	19,875
10	17,850	19,253	19,337	20,039
11	18,014	19,417	19,501	20,203
12	18,353	19,756	19,840	20,542
13	19,142	20,545	20,629	21,331
14	19,928	21,331	21,415	22,117
15	20,717	22,120	22,204	22,906
16	21,548	22,951	23,035	23,737
17	22,586	23,988	24,073	24,775
18	23,803	25,206	25,290	25,992
19	25,053	26,456	26,540	27,242
20	25,953	27,356	27,440	28,142
21	27,346	28,749	28,833	29,535
22	28,798	30,201	30,285	30,987
23	29,867	31,270	31,354	32,056
24	31,013	32,416	32,500	33,202
25	32,207	33,610	33,694	34,396



Schedule D-2

GUIDES

Paraprofessional Salary Guide  
2016-2017

Step	0 Credits	30 Credits	60 Credits	90 Credits
1	16,783	18,186	18,270	18,972
2-3	16,908	18,311	18,395	19,097
4	17,024	18,436	18,520	19,222
5	17,176	18,579	18,663	19,358
6	17,325	18,728	18,812	19,514
7	17,482	18,885	18,969	19,671
8	17,646	19,049	19,133	19,835
9	17,810	19,213	19,297	20,000
10	17,975	19,378	19,462	20,164
11	18,139	19,542	19,626	20,328
12	18,478	19,881	19,965	20,667
13	19,267	20,670	20,754	21,456
14	20,053	21,456	21,540	22,242
15	20,842	22,245	22,329	23,031
16	21,673	23,076	23,160	23,862
17	22,711	24,113	24,198	24,900
18	23,928	25,331	25,415	26,117
19	25,178	26,581	26,665	27,367
20	26,078	27,481	27,565	28,267
21	27,471	28,874	28,958	29,660
22	28,923	30,326	30,410	31,112
23	29,992	31,395	31,479	32,181
24	31,138	32,541	32,625	33,327
25	32,332	33,735	33,819	34,521

**Schedule D-3**

**Paraprofessional Salary Guide  
2017-2018**

Step	0 Credits	30 Credits	60 Credits	90 Credits
1	16,900	18,303	18,387	19,089
2	17,025	18,428	18,512	19,214
3-4	17,141	18,553	18,637	19,339
5	17,293	18,696	18,780	19,475
6	17,442	18,845	18,929	19,631
7	17,599	19,002	19,086	19,788
8	17,763	19,166	19,250	19,952
9	17,927	19,330	19,414	20,117
10	18,092	19,495	19,579	20,281
11	18,256	19,659	19,743	20,445
12	18,595	19,998	20,082	20,784
13	19,384	20,787	20,871	21,573
14	20,170	21,573	21,657	22,359
15	20,959	22,362	22,446	23,148
16	21,790	23,193	23,277	23,979
17	22,828	24,230	24,315	25,017
18	24,045	25,448	25,532	26,234
19	25,295	26,698	26,782	27,484
20	26,195	27,598	27,682	28,384
21	27,588	28,991	29,075	29,777
22	29,040	30,443	30,527	31,229
23	30,109	31,512	31,596	32,298
24	31,255	32,658	32,742	33,444
25	32,449	33,852	33,936	34,638

**Schedule E****2015-2018**

Group	Step 1	Step 2	Step 3	Step 4
1-Head	7,973	8,138	8,300	8,430
1-Asst	3,926	4,009	4,580	5,978
2-Head	5,887	6,052	6,502	6,795
2-Asst	3,954	4,009	4,580	5,365
3-Head	5,560	5,724	5,887	6,011
3-Asst	3,273	3,436	3,926	4,547
4-Head	4,907	5,070	5,234	5,365
4-Asst	3,271	3,436	3,598	3,853

**Schedule F****2015-2018**

Position 2015-2018

HS/MS Guidance Counselor	2,063
Elementary Guidance Counselor	1,033
Department Coordinator	3,960
Scouting Rate [per assignment]	24

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

**Schedule G**  
Co-Curricular Positions

<b>Position</b>	<b>2015-18</b>
Academic Excellence	627
Afro-American	627
Art Director	1,328
Art Service	627
Art Show	273
Asst. Marching Band	3,875
Chess & Asst. Chess	627
Choreographer	1,328
Class Advisor	
Grade 6	767
Grade 7	767
Grade 8	1,001
Grade 9	935
Grade 10	935
Grade 11	1,363
Grade 12	2,137
Color Guard	627
Dance	627
Debate	627
DECA	627
Director/Producer	3,217
Drama Club	1,695
Dramatic Coach	1,876
Elementary K-6 Audio Visual	726
Endangered Species	627
English	627
Fine Arts Enrichment	627
Foreign Studies	627
French	627
French Honor Society	627

Future Teachers of America	627
Genesis	1,222
German	627
German Honor Society	627
Gospel Choir	1,491
Gospel Choir Accompanist	538
History	627
Interact	627
International Exchange	627
Intramurals	

High School [2]	2,798
other buildings [1 each]	2,798
Investment	627
Key Club	627
REWIND	627
Latin American Student Org.	627
Gay/Straight Alliance Club	627
Library Guild	627
Marching Band Director	5,350
Mathematics	627
Middle School Audio Visual	726
Music & Art Honor Societies	627
National Honor Society	627
News Letter	627
Peer/Youth Leadership	627
Pep Squad	627
Pine Needle Annual	2,502
Pine Needle Annual Business Mgr.	1,252
Pine Needle Monthly	2,234
Pride	627
Psychology	627
Radio	627
Rifles	1,939
Safety Patrol	573
Science League	627
Set Director	1,328
Spanish	627
Spanish Honor Society	627
Stage Band	2,992
Stamp	627
Stock Clerk - HS	1,320
Stock Clerk - MS	1,008
Stock Clerk - ES	839
Student Activities Treasurer	5,125
Student Government HS	1,513
Student Government MS	860
Student of the Month	627
Travel Choir	1,491
Varsity Letter	627
Weight Training [per season]	982
Winter/Spring Concert	546
Yearbook (Grade 8)	1,343

## Schedule H

- A. **Travel Reimbursement** @ a rate of forty cents (\$.40) per mile, 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**
- ▶ A rate of forty dollars (\$40.00) per hour (or a portion thereof) to LEA members assigned the following:
    - Central Detention
    - Late Day School
    - In-House Printing
    - Supplemental Instruction beyond the regular work day
    - Saturday School
    - Home Instruction
  - ▶ Teacher substitution during PREP: 1/1300 Base Salary
  - ▶ Attendance Officer Summer Work: 1/1325 Base Salary
- 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 (2015-2018).