

4-0001

**THIS DOES NOT  
CIRCULATE**

CONTRACT

*Bloomsbury Education Association*

BOARD OF EDUCATION OF THE  
BOROUGH OF BLOOMSBURY

AND

BLOOMSBURY EDUCATION ASSOCIATION

X 1983-1985

TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
ARTICLE I Grievance Procedure	2
ARTICLE II Salaries	3
ARTICLE III Hours of Work	4
ARTICLE IV School Calendar	5
ARTICLE V Leaves of Absence	7
ARTICLE VI Extended Leaves of Absence	9
ARTICLE VII Sick Leave List	11
ARTICLE VIII Tuition Reimbursement	12
ARTICLE IX Medical Insurance	13
ARTICLE X Physical Examinations	13
ARTICLE XI Mileage	14
ARTICLE XII Coaching Salaries	14
ARTICLE XIII Teacher in Charge	14
ARTICLE XIV Dues Deduction	15
ARTICLE XV Parent-Teacher Conferences	15
ARTICLE XVI Liaison Committee	16
ARTICLE XVII Board Authority	17

PREAMBLE

WHEREAS, the Bloomsbury Education Association has been designed by a majority of the teachers currently employed by the Board of Education of the Borough of Bloomsbury, in the County of Hunterdon and State of New Jersey, as representative of said teachers for the purposes of collective negotiation pursuant to the New Jersey Employer-Employee Relations Act;

AND WHEREAS, the majority representative has presented certain demands to the Board and the Board and the representatives have negotiated concerning the same and have come to an agreement;

NOW, THEREFORE, WITNESSETH that the Board of Education of said Borough of Bloomsbury and the Bloomsbury Education Association hereby agree that the following shall be included among the terms and conditions of employment for the time period July 1, 1983 through June 30, 1985 for teachers regularly employed by this Board:

ARTICLE I  
GRIEVANCE PROCEDURE

The following individual grievance procedure shall apply:

STEP 1:

Any teacher who has a grievance shall discuss it first with his principal in an attempt to resolve the matter informally at that level.

STEP 2:

If, as a result of the discussion, the matter is not resolved to the satisfaction of the teacher within one (1) calendar week, he shall set forth his complaint in writing to the principal. The principal shall communicate his decision to the teacher in writing within three (3) school days of receipt of the written complaint.

STEP 3:

The teacher may appeal the principal's decision to the Board of Education. The appeal to the Board must be in writing and set forth the grounds upon which the grievance is based. The Board of Education shall request a report on the grievance from the principal, shall confer with the concerned parties and, upon request, with the teacher or principal separately. The Board shall attempt to resolve the matter as quickly as possible but within a period not to exceed thirty (30) calendar days. The decision rendered by the Board shall be communicated in writing, along with supporting reasons, to the teacher and the principal.

ARTICLE II

SALARIES

Each employee shall be placed on his proper step of the salary schedule according to his years of employment as of the beginning of each school year and receive a salary based on that step.

The revised salary guide for teachers, a copy of which is annexed hereto as Exhibit A, shall apply as the rate of salary for full-time employment.

ARTICLE III

HOURS OF WORK

Unless excused by the school administration, all teachers will be at school each day from at least one-quarter hour before the start of classes until one-quarter hour after the close of classes, and shall attend all teachers' meetings called by the school administration.

ARTICLE IV

SCHOOL CALENDAR

The school calendar for the following school year shall be developed by the teachers and submitted by the teachers, in writing, to the Board of Education prior to April 15 of the current school year. The school calendar, as developed and submitted by the teachers, shall be adopted as the school calendar for the following school year, unless the proposed calendar, submitted by the teachers, is vetoed by action of the Board. In the event that the teachers fail to submit to the Board of Education a proposed school calendar by April 15 of the current school year, or in the event that no proposed school calendar which has been so submitted by such date has been found acceptable by the Board, then the Board shall have the right to develop and adopt a school calendar for the following school year.

Notwithstanding the foregoing, the Board and the teachers and their representatives recognize that the calendar which is adopted may be altered due to inclement weather, or other cause, which the school administration determines necessitates the cancellation of school sessions. The parties hereto agree that in all events the school year shall consist of not more than one hundred and eighty three (183) teacher days, two (2) days of which shall be for the specific purpose of (a) full-day teacher in-service programs, or (b) anticipation of cancelled school sessions due to inclement weather or other causes. If, in fact, both or one of the days designated for the specific purposes noted above are not utilized,

the number of teacher days in the school year shall be reduced accordingly. Any day, or days, which must be added to the adopted school calendar shall be added at the end of the normal school year. School will close at 1:30 p.m. on the day before Christmas recess and on the last day of school.



## ARTICLE V

### LEAVE OF ABSENCE

#### A. Personal Leave Days

Teachers will be allowed up to three (3) personal leave days with pay during any school year, which may be taken at their discretion provided they give the principal due notice of their intention to be absent. Unused personal leave days shall not accumulate from school year to school year. In addition to the foregoing days and after the foregoing three (3) personal leave days have been exhausted, teachers will be allowed up to three (3) emergency leave days during any school year for other urgent personal reasons, approved by the school administration, provided the school administrator is given due notice of teacher's intention to be absent except where the emergency makes prior notice impossible, in which case the teacher will notify the administration as soon as possible.

#### B. Funeral Leave

Teachers will be allowed three (3) consecutive calendar days for funeral leave during any school year, commencing with day of death, unless death occurs after the work day has been completed, in which case leave will commence the day following death. The funeral leave may be taken in case of the death of the teacher's spouse, parent, child, parent of current spouse, brother or sister, grandparent, grandchild, sister-in-law, brother-in-law, son-in-law, or daughter-in-law.

- C. Any teacher who is absent, unless validly using a sick day, excused by the school administration or validly using an emergency leave day, shall pay the Board one day's salary, defined as 1/200 of annual contracted salary of the absent teacher, per day of such absence. Up to a maximum of two (2) unused personal leave days per school year may be converted to sick leave and accumulated for future use as sick leave. Emergency leave days shall not be accumulative from school year to school year.
- D. The Board of Education shall, at its discretion, consider granting additional sick leave on a case-by-case basis, for any teacher who has been employed at least ten (10) years by the Bloomsbury Board of Education, after his/her accumulated sick leave has been used.
- E. Jury Duty
- The Board of Education will pay a teacher up to five (5) days pay should the teacher wish to serve jury duty. After 5 days absence for jury duty, the teacher will reimburse the Board at the rate of 1/200 of the teacher's annual contracted salary per day for jury duty absence.

ARTICLE VI

EXTENDED LEAVES OF ABSENCE

- A. Any teacher seeking to use sick leave for reasons associated with pregnancy shall file a written request for such leave with the Administrative Principal at least sixty (60) days in advance of the date on which said leave is to commence, which request shall likewise specify therein the date on which said teacher proposes to terminate the sick leave. The Board may require as a condition of the teacher's return to service production of a certificate from a physician certifying that the teacher is medically able to resume her duties.
- B. The Board shall grant childrearing leave of absence without pay immediately following the conclusion of sick leave associated with childbirth to any teacher upon request in accordance with applicable statutes, regulations, and State agency decisions for the balance of the school year in which the leave is requested. Teachers may be granted a leave of absence without pay for childrearing purposes for one (1) full school year (September through August) following the school year in which the initial childrearing leave occurs. In no event shall any such leave be extended beyond the end of the contract year in which leave is requested to commence for nontenured teachers unless the Board otherwise elects.
- C. Teacher adopting an infant child shall receive similar leave which shall commence upon receiving de facto custody of said infant, or earlier if required for adoption. The Board

reserves the right to set the term of the leave within reasonable limits in the best interests of the school.

D. Sabbatical Leave

The Board of Education shall, in its discretion, grant a one (1) year sabbatical leave to tenured teachers, without pay, on a case-by-case basis and subject to Board approval.

ARTICLE VII

SICK LEAVE LIST

The Secretary of the Board of Education shall furnish at the end of each school year to each employee a list of sick days used by such employee in that year.

ARTICLE VIII  
TUITION REIMBURSEMENT

The Board shall provide reimbursement of tuition at the tuition rate applicable for New Jersey State Colleges at the time a course is taken for courses taken by tenured teachers for enrichment or professional improvement, provided:

- (a) the reimbursement shall be for tuition only, which is not reimbursed from any other source;
- (b) the course must be taken at an accredited college or university;
- (c) the course must have been approved by the Board prior to registration in it;
- (d) the reimbursement shall be made for a maximum of nine (9) credits per teacher per fiscal year (July 1 - June 30) with a maximum of six (6) credits per semester during the school year (September 1 - June 30);
- (e) the reimbursement is for courses successfully completed within teacher certification.

Nontenured teachers who are in their second or third year of employment in the school district shall be eligible for tuition reimbursement as defined above at fifty (50%) percent of the state college rate.

ARTICLE IX  
MEDICAL INSURANCE

In addition to each teacher's other compensation, he or she will be entitled to be covered, if eligible, by Blue Cross and Blue Shield hospitalization insurance, for the individual teacher, and a Family Prescription Drug Plan administered by Blue Cross; the cost of the premium for such coverage to be paid for by the Board.

ARTICLE X  
PHYSICAL EXAMINATIONS

Physical examinations of teachers as required by the Board will be at the Board's expense.

ARTICLE XI

MILEAGE

Teachers who are required to use their personal vehicle for travel outside the school district shall be reimbursed at the rate of twenty (20¢) cents per mile.

ARTICLE XII

COACHING/ADVISOR SALARIES

Effective September 1, 1983, coaching/advisor salaries shall be as follows:

	<u>1983-84</u>	<u>1984-85</u>
<u>COACHES</u>		
Basketball	\$500.00	\$500.00
Soccer	250.00	250.00
<u>ADVISORS</u>		
Cheerleading and Summer Clinic	300.00	300.00
Yearbook	100.00	100.00

ARTICLE XIII  
TEACHER IN CHARGE

The teacher designated as "Teacher in Charge" shall receive an annual stipend of one hundred and fifty dollars (\$150.00).



ARTICLE XIV  
DUES DEDUCTION

The Secretary of the Board of Education shall deduct New Jersey Education Association dues and Hunterdon County Employees Federal Credit Union payments from each teacher's salary, where applicable. Further transactions regarding such Credit Union shall not be the responsibility of the Board of Education.

ARTICLE XV  
PARENT-TEACHER CONFERENCES

All teachers will (unless excused by illness or otherwise by the school administration) attend parent-teacher conferences scheduled by the Administrative Principal to accommodate parents, under the following conditions:

- (a) No more than three sessions of parent-teacher conferences may be scheduled as necessary, with no more than two of the sessions being scheduled in the evening. Students shall be dismissed early on days of parent-teacher conferences.
- (b) Teachers may leave fifteen (15) minutes after last regularly scheduled conference.
- (c) Additional conferences in the 6th, 7th and 8th grades (additional meaning conferences scheduled with a teacher other than a student's homeroom teacher) shall be at the request of either teacher or parent only.

- (d) Final conference schedules shall be prepared in the most efficient manner by the Administrative Principal and presented to the Faculty a minimum of one (1) week prior to the scheduled conference dates.

ARTICLE XVI

LIAISON COMMITTEE

A committee composed of two (2) teachers appointed by the Association, one (1) administrator, and one (1) Board member shall meet every other month during the school year to review and discuss topics of mutual concern. The meetings shall be evening meetings. The party requesting the meeting will submit an agenda at least three (3) school days prior to the meeting date. The other party may also submit topics for the agenda. These discussions are not intended to bypass the grievance procedure and grievance issues will not be discussed.

ARTICLE XVII

BOARD AUTHORITY

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or for other legitimate reasons; (d) to maintain efficiency of the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted; and (f) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

EXHIBIT A  
SALARY GUIDE  
1983-84

[Except as hereinafter provided, the salary schedule for an academic year in the district (a) for a teacher who holds a bachelor's degree or 128 Board approved credits shall be as provided in Column A below, (b) for a teacher who holds a bachelor's degree plus 15 Board approved credits shall be as provided in Column B below, (c) for a teacher who holds a master's degree, or a bachelor's degree plus 30 Board approved credits, shall be as provided in Column C below, (d) for a teacher who holds a master's degree plus 15 Board approved credits shall be as provided in Column D below.]

<u>Year of Experience</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
1	\$ 13,700.	\$ 14,125.	\$ 14,925.	\$ 15,725.
2	14,100.	14,525.	15,325.	16,125.
3	14,500.	14,925.	15,725.	16,525.
4	14,900.	15,325.	16,125.	16,925.
5	15,300.	15,725.	16,525.	17,325.
6	15,750.	16,175.	16,975.	17,775.
7	16,200.	16,625.	17,425.	18,225.
8	16,650.	17,075.	17,875.	18,675.
9	17,100.	17,525.	18,325.	19,125.
10	17,550.	17,975.	18,775.	19,575.
11	18,025.	18,450.	19,250.	20,050.
12	18,500.	18,925.	19,725.	20,525.
13	18,975.	19,400.	20,200.	21,000.
14	19,725.	20,150.	20,950.	21,750.
15	20,475.	20,900.	21,700.	22,500.
16	21,225.	21,650.	22,450.	23,250.
17	21,975.	22,400.	23,200.	24,000.

In addition to the foregoing, the following persons who are beyond the above guide shall be reimbursed as follows:

\$ 1,000+  
 1982-83 Base -\$21,600+425. for Step B=\$23,025.00 - Virginia DeWire  
 1982-83 Base -\$21,600+425. for Step B=\$23,025.00 - Dorothy Goerig  
 1982-83 Base -\$22,600+425. for B;+800 for C=\$23,825.00- Carol  
Andrews

EXHIBIT A  
SALARY GUIDE  
1984-85

[Except as hereinafter provided, the salary schedule for an academic year in the district (a) for a teacher who holds a bachelor's degree or 128 Board approved credits shall be as provided in Column A below, (b) for a teacher who holds a bachelor's degree plus 15 Board approved credits shall be as provided in Column B below, (c) for a teacher who holds a master's degree, or a bachelor's degree plus 30 Board approved credits, shall be as provided in Column C below, (d) for a teacher who holds a master's degree plus 15 Board approved credits shall be as provided in Column D below.]

<u>Year of Experience</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
1	\$14,765.	\$15,190.	\$15,990.	\$16,790.
2	15,165.	15,590.	16,390.	17,190.
3	15,565.	15,990.	16,790.	17,590.
4	15,965.	16,390.	17,190.	17,990.
5	16,365.	16,790.	17,590.	18,390.
6	16,765.	17,190.	17,990.	18,790.
7	17,215.	17,640.	18,440.	19,240.
8	17,665.	18,090.	18,890.	19,690.
9	18,115.	18,540.	19,340.	20,140.
10	18,565.	18,990.	19,790.	20,590.
11	19,015.	19,440.	20,240.	21,040.
12	19,515.	19,940.	20,740.	21,540.
13	20,015.	20,440.	21,240.	22,040.
14	20,765.	21,190.	21,990.	22,790.
15	21,515.	21,940.	22,740.	23,540.
16	22,265.	22,690.	23,490.	24,290.
17	23,015.	23,440.	24,240.	25,040.

In addition to the foregoing, the following persons who are beyond the above guide shall be reimbursed as follows:

Virginia DeWire	\$24,225. (1983 salary + \$1200.00)
Dorothy Goerig	24,225. (1983 salary + \$1200.00)
Carol Andrews	25,025. (1983 Salary + \$1200.00)

IN WITNESS WHEREOF, the teachers' representatives have signed hereunto on behalf of the said teachers and the Board has caused its proper officers to sign hereunto on behalf of the Board, this 19th day of January, 1984.

BOARD OF EDUCATION OF THE  
BOROUGH OF BLOOMSBURY

BY: Donald R. Korbo  
DONALD R. KORBOBO, PRESIDENT

ATTEST:

Kathryn M. Letcher  
Kathryn M. Letcher, Secretary

TEACHERS' REPRESENTATIVES

Lynn Lockard  
LYNN LOCKARD

James W. Roth  
JAMES ROTH