

7-0268

THIS DOES NOT
CIRCULATE

A D D E N D U M

By and Between

EAST WINDSOR REGIONAL BOARD OF EDUCATION

and

HIGHTSTOWN EDUCATION ASSOCIATION

Concerning

CONTENT SPECIALISTS

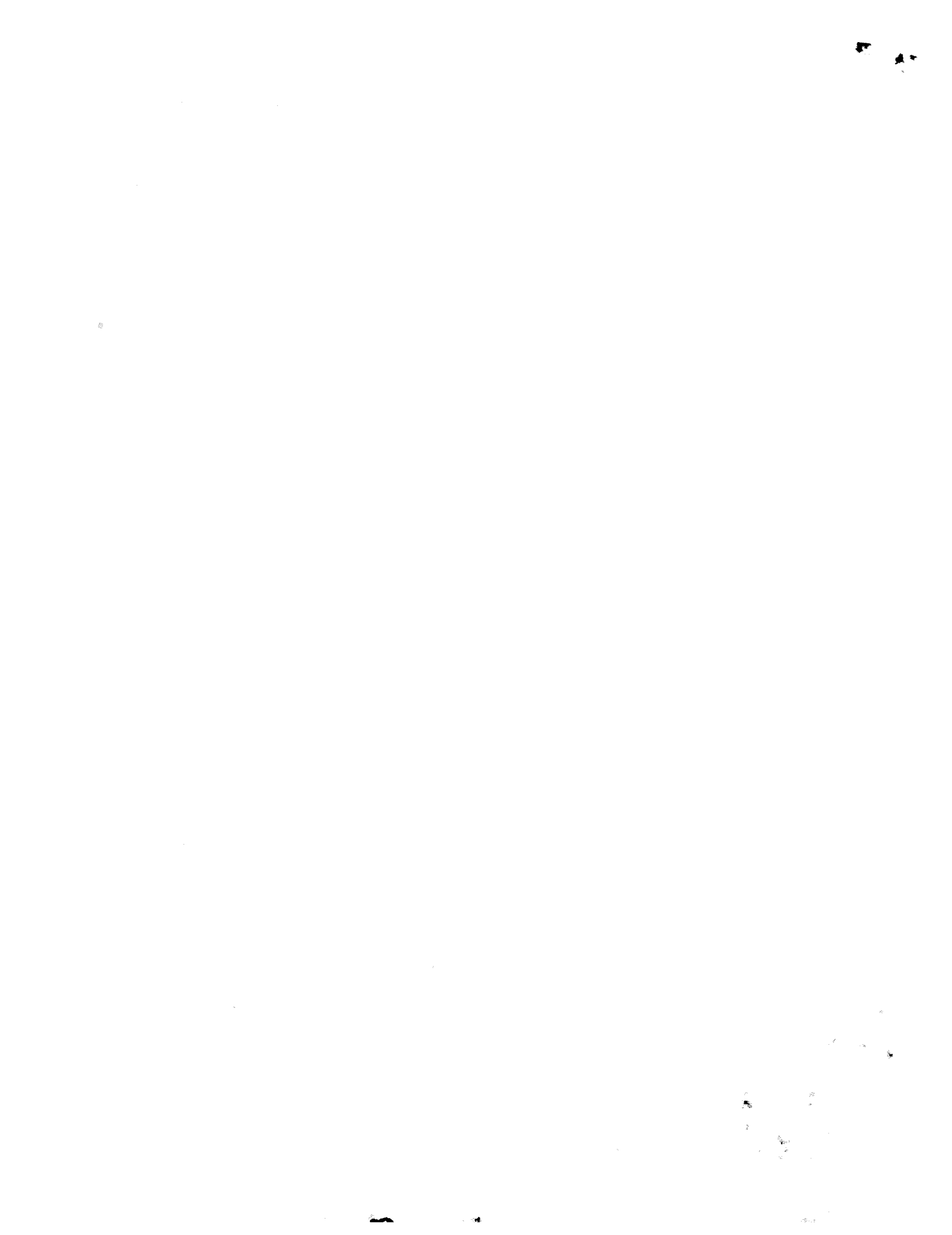
Work Year, Working Conditions,
Salaries 77-78 and 78-79, and
Work Days, Job Targets

July 1, 1977-June 30, 1979

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RUTGERS UNIVERSITY



A D D E N D U M

THIS ADDENDUM concerning Content Specialists entered into this 11th day of September 1978, shall apply to Content Specialist for the contract years 1977-1978 and 1978-1979 included in the agreement by and between the East Windsor Regional Board of Education and the Hightstown Education Association, July 1, 1976 - June 30, 1979.

1. The following Articles included in the agreement by and between the East Windsor Regional Board of Education and the Hightstown Education Association, July 1, 1976 - June 30, 1979, shall apply to Content Specialists as staff teachers for the duration of this addendum:

ARTICLE I	-	RECOGNITION
ARTICLE II	-	FUTURE NEGOTIATIONS
ARTICLE III	-	GRIEVANCE PROCEDURE
ARTICLE IV	-	TEACHER RIGHTS
ARTICLE V	-	ASSOCIATION RIGHTS & PRIVILEGES
ARTICLE VIII	-	STAFF PUPIL RATIO
ARTICLE IX	-	NON-TEACHING DUTIES
ARTICLE X	-	TERMS & CONDITIONS OF EMPLOYMENT
ARTICLE XII	-	TEACHER ASSIGNMENT & TRANSFER
ARTICLE XIV	-	FAIR DISMISSAL PROCEDURE
ARTICLE XV	-	LEAVES OF ABSENCE
ARTICLE XVI	-	INSURANCE PROTECTION
ARTICLE XVII	-	PROFESSIONAL DEVELOPMENT
ARTICLE XVIII	-	MAINTENANCE OF CLASSROOM CONTROL & DISCIPLINE
ARTICLE XIX	-	DEDUCTION FROM SALARY
ARTICLE XX	-	STUDENT TEACHERS
ARTICLE XXI	-	DURATION OF AGREEMENT

2. The following Articles to this addendum shall apply to Content Specialists only for the duration of this agreement.

ARTICLE VI - CONTENT SPECIALIST WORK YEAR

- (a) The Content Specialist work year shall consist of 185 in school work days which may not commence before September 1 or end after June 30, except for the present employee orientation programs held each year.

ARTICLE VII - CONTENT SPECIALISTS WORK CONDITIONS

- (a) Content Specialists may be expected to devote to their assignments the time necessary to meet their responsibilities but they shall not be required to clock-in or clock-out by hours or minutes. For safety purposes, however, and unless other arrangements are made with the individual building principals, Content Specialists are expected to be in the school buildings at least fifteen (15) minutes before the official arrival

time of students at the beginning of the school day and to remain in the school building at the end of such day at least fifteen (15) minutes after the students have been dismissed. The foregoing is not intended to change or restrict the opportunity for each Content Specialist to exercise his/her recognized professional responsibility to assist students after school has been dismissed when such help is needed or requested. On Fridays or on days preceding holidays or vacations, the Content Specialists' day shall end at the close of the pupils' day.

- (b) Content Specialist schedules shall remain under the authority of the building principals. The Board and HEA recognize and declare that providing a quality education for the children in East Windsor Regional schools is their mutual aim and that the character of such education depends predominately upon the quality and morale of the Content Specialist.
- (c) Content Specialists shall have a duty free lunch period of at least thirty (30) minutes.
- (d) Content Specialists will be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty or other professional meetings five (5) days each month. Such meetings shall begin no later than ten (10) minutes after the student dismissal time and shall run for no more than sixty (60) minutes. If additional time is needed by mutual agreement the time may be extended.
- (e) Content Specialists appointment to extra-curricular activities shall be offered and accepted without coercion either way, yearly.
- (f) Participation in overnight field trips shall be on a voluntary basis only.

ARTICLE XI - CONTENT SPECIALIST SALARIES

The salaries for Content Specialists for the school year 1977-1978 shall be the individual salaries previously calculated by the Board for 1977-1978.

- (a) The salaries for four (4) Content Specialists for 1977-78 as negotiated, will be reexamined as to bring them to \$500 above the teachers' guide for 1977-78.

Salaries for Content Specialists as calculated shall apply to all Content Specialists presently employed at the time this addendum becomes effective.

CALCULATION:

1. The salary for Content Specialists shall be calculated by establishing the Content Specialist position on the 1978-79 staff teachers salary guide -
2. Each Content Specialist shall be paid an additional stipened of 5% of their staff teacher salary for the added responsibility of this position.
3. Any Content Specialist employed during the 1977-78 school year shall have guaranteed to him/her for the life of this addendum the per diem difference between their 77-78 staff teacher salary and their 77-78 Content Specialist salary as proposed by the Board on December 7, 1977; eg: this per diem difference will be added to their per diem salary from the 78-79 teacher guide when this difference is greater then 5% as calculated in 1 and 2 above.

ADDITIONAL WORK DAYS

1. Additional work days required beyond 185, will be compensated at the rate of 2/3 of 1% of the Content Specialist staff teacher per diem rate for 185 days.
2. Any additional work days required will be at the request of the building Principal, to which the Content Specialist is assigned, with the approval of the Chief School Administrator.
3. A thirty (30) day notice will be given to a Content Specialist when additional work days, are requested by the building Principal, or less time if mutually agreed to between the building Principal and the Content Specialist.

ARTICLE XIII - EVALUATION: JOB TARGET PORTION

A. Guidelines

1. Each Content Specialist will set down for him/herself those targets within the realm of his/her job description which he/she intends to concentrate upon achieving during the course of the ensuing year and what will be cited as indicators that represent the achievement of these targets. (Perhaps three or four targets.) this will be a narrative beginning with "My targets for the year are..." This will be done on the back side of the Content Specialist job description.

2. Each Content Specialist will provide his/her Unit/House Leader with these targets. The Unit/House Leader will review these targets with the Content Specialist and provide a narrative response beginning with "In addition to what you have identified yourself, targets you should concentrate upon this year are..."

3. By mid-year, each Unit/House Leader will have provided each Content Specialist to whom they have written (2) with a narrative beginning "Your progress thus far this year has been..." This narrative would also have a section which will begin "You could progress further in the following ways..."

4. By Spring, The Principal will have provided each Content Specialist with a narrative beginning "My judgment of your performance this year is..."

B. Procedures

1. Each Content Specialist will have provided his/her Unit/House Leader with (1) above by September 15.

2. Each Unit/House Leader will have provided his/her Content Specialists with (2) above by October 15.

3. Each Unit/House Leader will have provided his/her Content Specialists with (3) above by January 15.

4. Each Principal will have provided each Content Specialist with (4) above by April 1 and (4) above shall be included as part of the Principal's overall evaluation of the Content Specialist's performance.

5. All narratives will be written on the blank side of the Content Specialist job description with copies to Principal.

6. The Principal will share with each Content Specialist his/her judgments of the Content Specialist's performance and the Principal will meet with the Chief School Administrator thereafter as required. Decisions at that time will include an examination of the narratives outlined above. (In no way will any of these procedures preclude the authority the Principal has now to recommend for re-employment or de-employment of any Content Specialist at any time of the year).

ARTICLE XX - DURATION OF ADDENDUM

This addendum represents an exclusive addendum made by and between the East Windsor Regional Board of Education and the Hightstown Education Association concerning Content Specialists. This addendum shall become effective on July 1, 1977 and shall terminate on June 30, 1979. This addendum becomes a part of the agreement by and between the Board and the Association for the period noted.

IN WITNESS WHEREOF, the President and Secretary of the ASSOCIATION have hereunto set their hands and seals, and the BOARD has caused these presents to be signed by its proper corporate officers and its proper corporate seal to be hereto affixed this 12th day of September Nineteen hundred seventy-eight.

Signed, sealed and delivered
in the presence of

Rosanna C Murphy

HIGHTSTOWN EDUCATION ASSOCIATION

By: John A. Schnedecker (L.S.)
President
By: Adelheid Kitzmann (L.S.)
Secretary

ATTEST:

Jeanne B. Cleland
Board Secretary (L.S.)

BOARD OF EDUCATION OF EAST WINDSOR
REGIONAL SCHOOL DISTRICT

By: Raymond W. Miller (L.S.)
President

STATE OF NEW JERSEY :
: ss.
COUNTY OF MERCER :

BE IT REMEMBERED, that on this 12th day of September, Nineteen hundred seventy-eight before me, the subscriber, a Notary Public of New Jersey, personally appeared John A. Schnedecker and Adelheid Kitzmann, who, I am satisfied, are the President and Secretary, respectively, of HIGHTSTOWN EDUCATION ASSOCIATION, called "ASSOCIATION" in the within addendum, and who executed the within addendum pertaining to Content Specialists, to whom I first made known the contents thereof, and thereupon they acknowledged that they signed, sealed and delivered the same as the voluntary act and deed of the ASSOCIATION for the uses and purposes therein expressed.

E. JEAN MEISSERGER
A NOTARY PUBLIC OF NEW JERSEY
My Commission Expires Sept. 16, 1981

E. Jean Meisserger

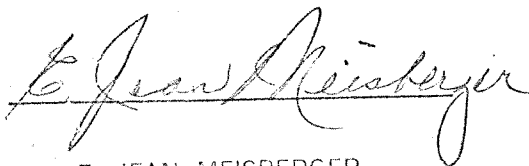
STATE OF NEW JERSEY :

: ss.

COUNTY OF MERCER :

BE IT REMEMBERED, that on this 12th day of September, Nineteen hundred seventy-eight before me, the subscriber, a Notary Public of New Jersey, personally appeared Jeanne G. Cleeland, who being by me duly sworn, doth depose and make proof to my satisfaction, that he/she well knows the corporate seal of BOARD OF EDUCATION OF EAST WINDSOR REGIONAL SCHOOL DISTRICT, the BOARD mentioned in the within addendum; that the seal thereto affixed is the proper corporate seal of the said corporation; that the same was so affixed thereto and the execution thereof, the President of said corporation in the presence of the said deponent, as the voluntary act and deed of the said corporation, and that the said deponent thereupon signed the same as subscribing witness.

Sworn to and subscribed before me
the day and year aforesaid September 12, 1978



E. JEAN MEISBERGER
A NOTARY PUBLIC OF NEW JERSEY
My Commission Expires Sept. 16, 1981

 (L.S.)
Board Secretary

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PER