

AGREEMENT BETWEEN

THE CALDWELL-WEST CALDWELL EDUCATION ASSOCIATION
AND
THE BOARD OF EDUCATION
CALDWELL-WEST CALDWELL

THE COUNTY OF ESSEX, NEW JERSEY

FOR THE SCHOOL YEARS
2009-10, 2010-11, AND 2011-12

CONTENTS

| | <u>PAGE NO.</u> |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| PREAMBLE | 1 |
| ARTICLE I RECOGNITION | 1 |
| ARTICLE II DUES DEDUCTION | 2 |
| ARTICLE III GRIEVANCE | 2 |
| ARTICLE IV HEARINGS BEFORE BOARD | 5 |
| ARTICLE V CALENDAR | 6 |
| ARTICLE VI VACATIONS | 6 |
| ARTICLE VII SALARIES | 6 |
| ARTICLE VIII ABSENCE OF PERSONNEL | 10 |
| ARTICLE IX PERSONAL ILLNESS | 10 |
| ARTICLE X DEATH IN IMMEDIATE FAMILY | 11 |
| ARTICLE XI TEMPORARY LEAVES OF ABSENCE | 11 |
| ARTICLE XII LEAVE OF ABSENCE WITH OR WITHOUT PAY | 11 |
| ARTICLE XIII SABBATICAL LEAVE | 12 |
| ARTICLE XIV MATERNITY/CHILD CARE LEAVE | 12 |
| ARTICLE XV MEDICAL/SURGICAL, MAJOR MEDICAL/RIDER J/ DENTAL PLAN | 13 |
| ARTICLE XVI COOPERATION WITH THE ASSOCIATION | 14 |
| ARTICLE XVII TEACHER'S AND BOARD'S RIGHTS | 14 |
| ARTICLE XVIII MANAGEMENT RIGHTS | 15 |
| ARTICLE XIX PERSONAL AND ACADEMIC FREEDOM | 15 |
| ARTICLE XX TEACHER EVALUATION | 15 |
| ARTICLE XXI TEACHER SUSPENSION | 16 |
| ARTICLE XXII TEACHING HOURS | 16 |
| ARTICLE XXIII VOLUNTARY AND INVOLUNTARY TRANSFERS | 18 |
| ARTICLE XXIV TEACHER ASSIGNMENT AND TRANSFER | 18 |
| ARTICLE XXV SAVINGS CLAUSE | 19 |
| ARTICLE XXVI REDUCTION-IN-FORCE AND RE-EMPLOYMENT | 19 |
| ARTICLE XXVII PERSONNEL RECORDS | 21 |
| ARTICLE XXVIII EVALUATION OF STUDENTS | 21 |
| ARTICLE XXIX SUMMER PAYMENT PLAN | 21 |
| ARTICLE XXX TUITION REIMBURSEMENT | 22 |
| ARTICLE XXXI SUMMER WORK | 22 |
| ARTICLE XXXII UNUSED ACCUMULATED SICK LEAVE | 23 |
| ARTICLE XXXIII COMPLIANCE WITH LAW | 23 |
| ARTICLE XXXIV DURATION OF AGREEMENT | 24 |
| | |
| APPENDIX A | TEACHER SALARY GUIDES FOR 2009-10, 2010-11, AND 2011-12 |
| APPENDIX B | ATHLETIC AND NON-ATHLETIC SALARY GUIDES AND HOURLY RATES FOR 2009-10, 2010-11, AND 2011-12 |
| APPENDIX C | 2009-10 SCHOOL CALENDAR AND GRIEVANCE FORMS |

PREAMBLE

The Board and the Association recognize and declare that providing a quality education for the children of the Caldwell-West Caldwell School District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service.

The Board and the Association have an obligation, pursuant to Chapter 123 of the Public Laws of 1974, to negotiate as representatives of their respective groups with respect to the terms and conditions of employment.

ARTICLE I - RECOGNITION

- A. The Board recognizes the Association as the sole and exclusive representative for collective negotiations with respect to terms and conditions of employment of certificated personnel under contract or on leave, but limited to:

Teachers
Nurses
Learning Disabilities Consultants
Psychologists
Guidance Counselors
Librarians
Social Workers
Speech Therapists
Supplemental Teachers who work a half-day or more
Coordinators of Elementary Art and
Industrial Cooperative Education
Athletic Trainer.

- B. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and references to male teachers shall include female teachers.

ARTICLE II - DUES DEDUCTION

The Board will, upon signed authorization of the teacher involved, deduct from the teacher's pay, dues payable by him to the local, county, state and national associations during the period provided for in the Agreement.

A Representation Fee of 85% has been agreed to by the Parties. The Association will provide a listing to the Board of non-Association members, within a reasonable period of time after the commencement of the 2009-10; 2010-11; and 2011-12 school years.

The Association will indemnify the Board against all costs and expenses, including attorney's fees, incurred in any employee claim, litigation or action against the Board arising from implementation of this Article.

The Board will transmit in timely fashion, in accordance with the present procedure for payroll deductions, monies due the Association under this Article.

ARTICLE III – GRIEVANCE

A. DEFINITION

A "grievance" is an appeal by a teacher based upon the interpretation, application or violation of policies, agreements or administrative decisions affecting that teacher.

The Association may file a class action grievance as long as the grievance is signed by at least one of the offended parties on behalf of the group or class.

Grievances pertaining to Association rights may be initiated by a representative of the Association.

A non-tenured teacher may process grievances in accordance with this procedure, except his Administrators' judgments of his competence as a teacher, which may be appealed to the Superintendent of Schools.

Administrative decisions specifically pertaining to curriculum matters, instructional materials, or equipment may not be appealed.

A teacher shall have the right to present his own appeal or designate another person or representative of his own choosing to appear with him at any step in his appeal. When a teacher is not represented by the Association, the Association shall have the right to be present at the Board of Education Hearing and any step beyond, and to state its views.

B. PURPOSE

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time-to-time arise affecting the terms and conditions of employment of teachers. Both Parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing here in contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with the appropriate member of the Administration, and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

C. GRIEVANCE PROCEDURE

1. The teacher may discuss informally his grievance with the Immediate Supervisor in an attempt to secure an equitable solution to the problem within five (5) days of the alleged grievance.
2. The teacher shall appeal in writing using Grievance Forms, copies of which are included herein, within fifteen (15) school days of the alleged grievance, or within fifteen (15) school days of the teacher's knowledge of the alleged grievance, in sequence to the Supervisor, where applicable, Principal, and Superintendent of Schools. The teacher shall inform the Association at any step. A copy of the written grievance and responses shall be forwarded to the Association at each step of the grievance procedure.
3. The employee's request to the Board of Education for a hearing shall be submitted in writing through the designated representative(s) of the Association to the Superintendent of Schools, and shall include a statement of the nature of the appeal and a detailed account of all the facts upon which the appeal is based.
4. There shall be a period of not more than ten (10) school days in each appeal sequence as outlined above. The number of days may be extended by mutual agreement.
5. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step.

Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be a waiver of further appeal of the decision.

6. Any and all teacher grievants shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.
- D. When the case is heard by the Board of Education, an opportunity shall be given to present any relevant and material evidence and a full discussion shall take place. The Board of Education shall at said hearing, or by independent investigation, seek to secure all evidence pertinent to the appeal. Copies of the said proceedings shall be distributed to the employee and his representatives. The Board of Education will forward, through the Superintendent of Schools, a written response to the teacher within ten (10) school days following the hearing.

E. In cases in which a grievance pertains to a matter or specific terms and conditions of employment in the written agreement between the Board and the Association, and if the decision of the Board does not resolve the grievance to the satisfaction of the teacher grievant, and if the Association determines that the grievance is meritorious, the Association may submit a written notice for arbitration to the Board through the Superintendent within fifteen (15) days after receipt by the teacher grievant of the Board's decision. However, the Board's decision shall be final and finding in all cases, as follows:

1. Any matter which refers in particular to those laws that confer specific powers on Boards of Education that may not be abrogated nor set aside by agreement.
2. A complaint of a non-tenure teacher which arises by reason of his not being re-employed: or
3. A complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention, any position for which tenure either is not possible or not required.
4. Any matter which according to law is either beyond the scope of Board authority or limited to unilateral action by the Board alone.
5. Any matter of written agreement between the Board and Association which pertains to school calendar, evaluation of teachers, organization of positions, or matters that specifically pertain to curriculum, instructional material and equipment.

F. ARBITRATION

Within the ten (10) school days after the written notice of submission to arbitration, the Board and the Association shall select a mutually acceptable arbitrator and obtain a commitment from said arbitrator to serve. If the Parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the New Jersey Public Employment Relations Commission by either Party. The Parties shall then be bound by the selection of an arbitrator.

1. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the hearing. The arbitrator's recommendations shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted.

2. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the Parties, or any policy of the Board of Education. The recommendations of the arbitrator shall be binding on the Parties.
3. The cost for the services of the arbitrator shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the Party incurring same.
4. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in harm to a party in interest, the time-limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
5. No reprisals of any kind shall be taken by the Board or Administration, or the Association, or any teacher, against any party in interest, or any other participant in the grievance procedure by reason of such participation.
6. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
7. All necessary forms pertinent to the grievance procedure shall be prepared jointly by the Superintendent of Schools and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
8. All meetings and hearings under this procedure up through the Board of Education hearing shall be conducted in private and shall include only such parties in interest and their designated or selected representatives.
9. Copies of decisions reached at the Superintendent and Board level will be sent to the Association.

ARTICLE IV - HEARINGS BEFORE BOARD

Whenever any teacher is required to appear before the Board or any committee thereof on any matter which would adversely affect the continuation of that teacher in his office, position, or employment or the salary or any increments pertaining thereto, such teacher shall be given notice in accordance with New Jersey Statutes 18A:25-7.

ARTICLE V – CALENDAR

- A. The school calendar shall be established for the term of this Agreement by the Superintendent in consultation with the Association and with the approval of the Board of Education.
- B. The school calendar for the 2009-10 school year shall be set forth in Schedule C and shall be revised for the 2010-11 and 2011-12 school years.
- C. The teacher work year shall not exceed a maximum of 186 days. Staff development days shall not be prior to Labor Day. Newly hired teachers' orientation shall not exceed four (4) days prior to Labor Day and the Friday before Labor Day shall not be scheduled.

In the event one of the emergency closing days shall not be used during the school year, the teachers shall be released on the last day with the students, provided they have completed all their professional responsibilities to the satisfaction of their immediate supervisor. Notwithstanding the above, distribution of the final payroll check will be available on the 186th school day.

ARTICLE VI - VACATIONS

A. TEACHERS

The annual school calendar designates the workdays and vacation periods for teachers.

ARTICLE VII – SALARIES

- A. Each teacher in active employment shall be placed on the proper step of the salary schedule as of the beginning of the 2009-10 school year and the 2010-11 and 2011-12 school years in accordance with salary guides mutually agreed to by the Board and the Association (see Appendix A). This Contract shall be in effect for the school years 2009-10, 2010-11, and 2011-12.

Prior related skills and/or experience, including up to four years of military service, are creditable in establishing the initial position of new teachers on the salary guide.

Subject to the exercise of the Board's retained right to withhold salary increments, in accordance with N.J.S.A. 18A:29-14, teachers shall be entitled to receive annual salary increments as provided in the salary guide until the maximum salary for the position has been attained.

B. PAYMENT OF TEACHERS

All teachers are paid semi-monthly on approximately the 15th and the last day of the month. Annually, the Secretary Business Administrator will prepare a calendar of scheduled paydays for the fiscal year, running from September 1 of the one year June 30 of the following year. Paychecks will be delivered to employees on these scheduled pay days.

C. CONTRACT AND SALARY STATUS

Teachers shall be notified of their contract and salary status for the ensuing year as close to May 1 as possible. In order for the non-tenure teacher contract to be valid, each teacher shall return the contract notification to the Superintendent within three weeks of mailing notification. The Superintendent may extend the due date.

D. COURSE CREDIT FOR SALARY PURPOSES

The Board of Education encourages teachers to continue their professional training through matriculation in advanced degree programs and/or enrollment in specific courses, which in the judgment of the Administration will serve to advance a teacher's performance in the classrooms of the local District.

Salary guide credit shall be limited to six (6) credits per year plus one additional equivalency credit for in-service course work for all teachers who are at or beyond the attainment of the first Master's degree. Accumulated credits beyond the seven allowable salary credits earned in any one year may not be carried forward for credit in subsequent years. All courses for salary guide credit must be approved by the Superintendent.

The following guidelines will serve as a basis for granting salary guide credit for approved teachers' training:

1. Graduate level programs and courses applicable to Article VII and Article XXX of the existing Negotiated Agreement will be defined as those programs and courses offered by a college or university having a campus-based program specifically an in-state institution licensed by the Commission on Higher Education or an out of state institution licensed by the appropriate state agency and regionally accredited by one of the six Regional Institutional Accrediting Agencies. These agencies include Middle States Association of Colleges, Commission on Higher Education; New England Association of Schools and Colleges, Commission on Institutes of Higher Education; North Central Association of Colleges, the Higher Learning Commission; Northwest Association on Colleges and Universities; Southern Association of Colleges, Commission on Colleges; and Western Association of Schools and Colleges, Commission for Senior Colleges.

Courses may be offered campus-based or via distance learning and must be scheduled over at least one semester, summer session, or intersession. All approved courses will receive full salary credit. Teachers on a Leave of Absence will not be eligible to receive tuition reimbursement but will be eligible for course credit for salary purposes.

2. Any course or courses taken to meet teaching certification requirements for initial employment, including Alternate Route Certification, do not qualify for salary guide credit for any employee hired after July 1, 2009.
3. Under certain conditions, it is understandable that a teacher may wish to pursue work in courses outside that teacher's present major teaching field, such as a degree program, which may add to the teacher's background and consequently tend to enhance the contribution the teacher can make to the School District. Such courses, therefore, when taken in connection with a degree program, may be allotted normal salary guide credit if advanced application is made and approved by the teacher's Building Principal with final approval secured by the Superintendent or Assistant Superintendent of the complete contemplated program of study before first registration for any course is completed. Substitution of courses, as may be required because of registration and scheduling difficulties, will be permitted without advance Superintendent's or Assistant Superintendent's approval provided the substitution is approved by the degree granting institution for substitute credit toward the degree being sought.
4. A teacher may wish to enroll in a specific course in an approved college or university when such course is not part of a degree program. Salary guide credit will be allotted upon successful completion of the course only if advanced application is made and approved by his Building Principal with final approval secured by the Superintendent or Assistant Superintendent before registration in the course is completed. The relevance of the proposed course to the improvement of teacher effectiveness will be a major factor in determining salary credit approval.
5. Graduate credits for application beyond the Master's Column may be earned in a non-matriculated program, submitted to and approved by the Superintendent prior to the start of the program. Courses must be those offered by an accredited institution, approved by the Superintendent and acceptable for graduate credits.
6. A weekend course may, at the discretion of the Superintendent, be approved for tuition reimbursement and/or salary guide credit provided that the course meets over a full term or semester.
7. From time-to-time, the Board of Education may offer inservice teacher education programs on an elective or required basis. Salary credit for teachers' participation in such programs will be determined in advance and awarded only upon successful completion of the work.

8. A teacher achieving a higher training level on the guide at any time during the school year shall have his/her salary adjusted to that level effective at the start of the following year.

E. REQUIREMENTS OF ALL NON-TENURED TEACHERS HIRED ON OR AFTER JULY 1, 1998

Attainment of District Competency Certification from the Superintendent in the third year of employment in curriculum areas specified by the Superintendent shall be on requirement to receive tenure but will not be a guarantee of tenure appointment.

F. EQUIVALENCY CREDITS FOR IN-SERVICE TRAINING PROGRAMS

Equivalency credits towards the salary guide shall be granted by the Superintendent of Schools for in-service training experience sponsored by the Board of Education up to a maximum of three (3) credits for satisfactory completion of each approved training program.

The number of credits allowed shall be determined prior to enrollment in such courses.

G. EQUIVALENCY CREDITS

Equivalency credits towards the salary guide shall be granted by the Superintendent of Schools for educational travel experience under the following conditions:

1. The maximum amount of credit which can be obtained in this category shall be the equivalent of six (6) semester hours of post graduate training.
2. The Superintendent of Schools shall determine the number of semester hours equivalent any particular travel experience is worth.
3. To aid the Superintendent of Schools in making the above decision, the teacher desiring such equivalency credit shall submit, at least thirty (30) days before departure, a brief outline of the extent of the proposed travel and the educational values to the teacher.
4. After completion of the travel experience, the teacher shall submit to the Superintendent of Schools a brief summary of the trip and its value.

ARTICLE VIII - ABSENCE OF PERSONNEL

All employees of the Caldwell-West Caldwell School District are expected to report on time for work on every work day designated by the official school calendar. All personnel are expected to notify the proper person or persons as soon as it is known that they will be absent from or late to their designated duties.

ARTICLE IX - PERSONAL ILLNESS

- A. Each employee covered by this Agreement shall be allowed twelve (12) days absence in any school year for personal illness without deduction of pay. The number of unused days in any year shall accumulate from year to year so long as employment is continuous.

Upon request filed three (3) school days in advance on the prescribed application form (emergencies excepted), a maximum of two (2) days in any one school year of unused sick leave entitlement may be granted by the Superintendent without deduction of pay to any employee covered by this Agreement for personal matters that are of such pressing and immediate importance that they cannot be performed after employment hours.

If two (2) days are not used for personal leave, one (1) of the days from the employee's accumulated unused days may be used in the succeeding year as a personal leave day. In no event shall an employee use more than three (3) personal leave days in any one school year.

Confidentiality of reasons for such request will be respected if the form processed so indicates that the teacher wishes the reason to remain confidential. The Board of Education re-affirms the importance and need for confidentiality between employee and Supervisor.

- B. The purpose of personal illness benefits is solely to provide relief in case of personal sickness, personal accident, and quarantine.
- C. The Superintendent of Schools or Secretary-Business Manager may request certification by a properly licensed doctor for consecutive illness if absence exceeds five (5) days or more.
- D. Teachers will be notified on or about September 15, of each year of this agreement, of their accumulated personal illness days which notification shall include the twelve (12) days of personal illness allowed annually.

ARTICLE X - DEATH IN IMMEDIATE FAMILY

An absence, not to exceed five (5) working days, in each instance, shall be allowed without loss of pay by the Superintendent in case of death in the immediate family. In general, immediate family shall be defined as mother, father, wife, husband, domestic partner, son, daughter, brother, sister, or member of the employee's household, and such other person as may have a close family relationship to the employee and is approved by the Superintendent as falling within this category.

ARTICLE XI - TEMPORARY LEAVES OF ABSENCE

- A. Upon application to the Superintendent, up to two (2) days of any school year may be granted for two (2) officers of the Association to attend conferences or conventions of county, state, and national affiliated organizations. The Association will pay the cost of the substitute teachers employed for said Association officers during the time of their absences.
- B. Up to two (2) days, with pay, may be granted by the Superintendent for the purpose of visiting other schools or attending meetings or conferences of an educational nature.
- C. Teachers must submit reimbursement documentation for approved meetings and/or conferences by June 30 in the year that the meeting and/or conference were held to receive payment. Documentation received after June 30 will not be eligible for reimbursement.

ARTICLE XII - LEAVE OF ABSENCE WITH OR WITHOUT PAY

- A. A teacher may apply for a leave of absence with or without pay. The leave shall be granted only by the Board of Education. The leave will be considered only upon written application to the Superintendent of Schools setting forth the reasons for which the leave is sought. When an application for leave is filed, the Superintendent of Schools will promptly submit a recommendation to the Board of Education approving or disapproving the application and setting forth:
 - 1. The results of his investigation of the facts set forth in the application;
 - 2. The number of other members of the school staff on leave;
 - 3. The reasons for his/her approval or disapproval of the application and a copy of these reasons forwarded to the applicant;
 - 4. All benefits to which a teacher was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, shall be restored to him/her upon his/her return.

ARTICLE XIII - SABBATICAL LEAVE

A teacher may apply for a sabbatical leave of absence for a full contract year or half a contract year. Sabbatical leaves may be granted to a maximum of two percent of teachers at any one time. If granted for a full year, the applicant will receive one-half of his yearly contract salary. If granted for a half-year, the applicant will receive one-quarter of his yearly contract salary while on leave. Upon returning to duty for the remaining one-half year, he will receive one-half of his yearly contract salary paid in semi-monthly installments. Leave shall be granted only by the Board of Education.

Sabbatical leave may be granted for the purpose of study, travel, or educational activities that will enhance the professional improvement of the teacher and benefit the school system.

Leave will be considered only upon written application to the Board of Education and Superintendent of Schools setting forth the reasons for which the leave is sought and the use to which the leave is to be put. The applicant for leave shall agree in the application

(a) to submit a written report upon termination of the leave showing the educational activities in which the applicant participated and their relationship to the work of the schools; (b) to render two (2) years service to the school system after completion of leave unless prevented by illness or excused by the Board of Education.

Such a leave of absence shall in no way be considered a termination or breach of contract of continuous employment. All tenure rights belonging to the applicant at the time the application is approved shall be retained, and the period of such leave shall be continued as regular service for purpose of retirement. Contributions to the New Jersey Pension and Annuity Fund shall be continued by the Board of Education, and the appropriate amount deducted from the salary due the applicant. A staff member on sabbatical leave of absence shall be eligible for the normal salary increment upon the presentation of adequate written reports at the end of the leave.

ARTICLE XIV - MATERNITY/CHILD CARE LEAVE

- A. All leaves shall be granted in accordance with applicable State and Federal laws and decisions of the Commissioner of Education. Any aspects of this Article not in compliance with State and Federal laws and decisions of the Commissioner of Education shall not be enforced.

A pregnant teacher shall, as soon as possible during the second trimester, notify the Superintendent of Schools through her Building Principal or Immediate Supervisor indicating the tentative birth date. Arrangements will then be made for the teacher's leave of absence.

A maternity leave of absence shall begin and be for a period of time designated by the Superintendent of Schools in consultation with the teacher and with the written approval of the teacher's physician.

Any teacher who has been granted a maternity leave shall, before she is permitted to return to active duty, undergo examination by a physician of her choice certifying that she is able to perform her duties in a proper manner, which certification shall be forwarded to the Board of Education physician to review. Following any difference of medical opinion between the Board's physician and the teacher's physician, the two physicians shall mutually select a third physician who shall review and decide the matter.

In the event of a miscarriage, still birth, or other unfortunate event, the teacher shall have the right to return to work. If the teacher on leave has been replaced by a person under contract, sixty (60) days notice must be given to the Board of Education.

- B. Any teacher adopting a pre-school age child may receive similar leave which shall commence upon receiving de facto custody of said child or earlier, if necessary, to fulfill the requirements of the adoption.
- C. Maternity/child care leave shall be granted for a period of up to the end of the academic year in which the child was born. An additional academic year shall be granted upon the request of a tenured teacher.
- D. Anyone who accepts maternity/child care leave in any given year is given credit on the salary guide for a full year upon returning to the district provided that person has completed more than 50% of the teaching days for the academic year in which the leave was taken.
- E. A male teacher may be granted two (2) days paid absence at the time his wife gives birth to a child or a child is adopted.

ARTICLE XV - MEDICAL-SURGICAL/MAJOR MEDICAL/RIDER J/DENTAL PLAN

EMPLOYEE, FAMILY, OR DEPENDENCY

Full coverage (New Jersey State Health Benefit Plan) for medical/surgical, major medical, and Rider J, or its equivalent shall be provided at the Board of Education's expense.

DENTAL

Dental insurance coverage will be 100% preventative and diagnostic plan for family coverage.

ARTICLE XVI - COOPERATION WITH THE ASSOCIATION

- A. Representatives of the Association, the New Jersey Education Association, National Education Association, and the Essex County Education Association shall be permitted to transact official Association business on school property, use school buildings and equipment, use interschool mail facilities and mail boxes, and a school faculty bulletin board provided this shall not interfere with or interrupt normal school operations. The Association shall pay the cost of materials and supplies incidental to such use.
- B. The Board shall cooperate with the President of the Association during his term in office to provide such time for Association duties as can be provided without expense to the Board provided that this shall not interfere with or interrupt his normal school teaching responsibilities.
- C. The Board of Education will distribute those sections of the Policy Manual that effect terms and conditions of employment mutually agreed upon by the Association and the Superintendent by the opening day of school.
- D. The President of the Association shall meet with the Superintendent prior to the beginning of the school year to establish a schedule of time for regular meetings of the Association in order that conflicts with other meetings called by the Superintendent or his Administrators may be minimized. To the extent possible, regular meetings of the Association are to be scheduled for Thursday afternoons.
- E. A representative of the Association may speak to teachers during scheduled faculty meetings. Arrangement for inclusion on the meeting agenda shall be made through the Building Principal.

ARTICLE XVII - TEACHER'S AND BOARD'S RIGHTS

Pursuant to Chapter 123, Public Laws of 1974, the Board hereby agrees that employees shall have the right freely to organize for the purpose of engaging in collective negotiations in accordance with said statute. 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 employee in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974, or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any employee by reason of his membership in the Association and its affiliates, his lawful participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institutions of any grievance, complaint, or proceeding as provided by this Agreement between the Association and the Board.

Both Parties recognize the desirability of continuous and uninterrupted discharge of responsibilities to the institutional program of the school during the school year and the avoidance of disputes which threaten to interfere with such operation.

ARTICLE XVIII - MANAGEMENT RIGHTS

Nothing in this Agreement shall be construed to diminish or remove from the Board the authority vested in it by the New Jersey Statutes Title 18A.

ARTICLE XIX - PERSONAL AND ACADEMIC FREEDOM

The Board states that it will agree with and follow the law with respect to the protection of individuals and the pursuit of academic freedom by teachers.

ARTICLE XX - TEACHER EVALUATION

Teachers are to receive periodic evaluation of performance in accordance with the procedure for evaluation as authorized by the Board and contained in the Administrative Regulations and posted on all teacher bulletin boards. In accordance with Title 18A:29-14 Revised Statutes of the State of New Jersey, the Board retains the right to withhold increments.

- A. Teachers are to receive a periodic evaluation of their performance in accordance with procedure for evaluation hereafter set forth:
1. Non-tenured teachers shall be observed through classroom visitations a minimum of three (3) times during each school year. At least one such observation shall be with reasonable prior notification.
 2. The minimum number of observations for teachers hired after November 1 shall be determined by the Board on a pro-rata basis.
 3. Tenured teachers shall be observed through classroom visitation at least once during each school year.
 4. Criteria for evaluations shall be established by the Board.
 5. An observation shall be conducted by a certified supervisor and shall encompass a period of time equal to the major portion of a period or, in the alternative, a complete lesson. Observations for annual teacher evaluations are to be completed by June 1 unless extenuating circumstances require otherwise.
 6. A post-observation conference shall be held within ten (10) school days of the classroom visitation.
 7. Teachers are to receive draft copies of evaluation reports at the time of their post-observation conference. Five days after the conference, the teacher will receive a final copy of the evaluation. The teacher shall sign the report to acknowledge receipt. Signing the evaluation report will be evidence that the teacher read the report and not indicate agreement with or approval of the

evaluation. No evaluation report shall be submitted to the Central Office, placed in the teacher's file, or otherwise acted upon without notification to the teacher nor will any teacher be asked to sign a blank form.

8. Teachers shall have the right to submit, within ten (10) school days, a written disclaimer of an evaluation. A copy of such disclaimer shall be attached to each party's copy of the evaluation report.
9. The Supervisor signing the evaluation as observer shall be the person writing the observation report.

ARTICLE XXI - TEACHER SUSPENSION

A teacher may be suspended with or without pay pursuant to N.J.S.A. 18A:6-8.3,6-14 and 25-6.

ARTICLE XXII - TEACHING HOURS

| | | |
|----|--------------------------------|------------------------|
| A. | Grover Cleveland Middle School | 8:15 a.m. to 3:30 p.m. |
| | James Caldwell High School | 7:55 a.m. to 3:15 p.m. |
| | Elementary Schools | 8:30 a.m. to 3:30 p.m. |

Beginning with the 1992-93 school year, pupil instruction time for elementary teachers shall be increased by twenty (20) minutes per day.

Effective September 1, 2009, elementary preparation time for classroom teachers shall be as follows:

| | |
|-------------------------|---------------------------------|
| Grade K | 240 minutes per week |
| Grade 1 | 170 minutes per week |
| Grade 2 | 175 minutes per week |
| Grade 3 | 175 minutes per week |
| Grade 4 | 180 minutes per week |
| Grade 5 | 190 minutes per week |
| *Elementary Specialists | Minimum of 175 minutes per week |

To the extent administratively possible, preparation periods shall be scheduled on the basis of one per day.

Classroom teachers shall provide in-class instruction in the event a specialist is not available as scheduled to provide instruction during a teacher's scheduled preparation period. To the extent possible, the Board shall provide specialist substitutes.

Teachers assigned to more than one building are to keep the hours of work of the building to which they are assigned that day.

Teachers who do not report directly to a building should maintain the following hours of work: 8:30 a.m. to 3:30 p.m.

As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. The teacher will be in his classroom prior to the arrival of his students and shall be available to help students after student dismissal.

*Includes Art, Music, ESL, Basic Skills, World Language, and Physical Education.

B. LUNCH PERIODS

Teachers will have a daily duty-free lunch period of at least one-half (1/2) hour or for a period of time equal to the students' lunch period where such lunch period is less than one-half (1/2) hour.

Elementary teachers shall have a forty-five (45) minutes, duty-free lunch period. The faculties in each elementary school will assist each Building Principal in the development of lunch hour schedules.

- C. Except in unusual circumstances, teacher meetings held after regular classes are dismissed are to be scheduled to begin fifteen (15) minutes after student dismissal. Such meetings will normally be scheduled for not more than ninety (90) minutes (1-1/2 hours) duration. Except in cases of emergency, no teacher meetings will be scheduled for Fridays.
- D. On Fridays or days preceding holidays or vacation, the teacher's day shall end fifteen (15) minutes after the end of the pupil day.
- E. Elementary teachers shall be available for a maximum of two (2) days and four (4) evenings per school year for parent-teacher conferences. Conferences shall be held for fifteen (15) minutes duration. Conference days shall not be scheduled consecutively. Afternoon and evening conferences shall not be scheduled on the same day, and the teachers must only be present for the amount of conference slots necessary to comply with this Agreement. On all afternoon conference days, students shall be dismissed at 1:00 p.m. Afternoon conferences shall then be scheduled from 1:45 p.m. through 4:45 p.m. Evening conferences shall be scheduled from 6:30 p.m. through 9:30 p.m. Dismissal time for teachers on those days shall be the same as the children's. Effective for the 2007-2008 school year, one of the evening conference days in the fall and one of the evening conference days in the spring will be scheduled as early dismissal days. Teachers will be dismissed fifteen (15) minutes after pupil dismissal on these days.

There will be three (3) evening parent-teacher conferences in the fall at the middle school, not to be scheduled consecutively. Spring conferences will be scheduled on need or request by parent, teacher, or principal. Evening conferences will be scheduled from 6:30 p.m. through 9:30 p.m.

During weeks when evening conferences are scheduled, no other after school meetings shall be scheduled for elementary/middle school teachers. This provision shall not be effective in cases of emergency which require meetings with teachers.

High school teachers shall be available upon request to meet with parents at a mutually agreeable time.

- F. Full-time high school teachers of English shall be assigned fifty (50) teaching modules per week and shall, in addition, be assigned five (5) duty modules per week. Assignments for all other full-time teachers shall be based upon the general practice established over the past five (5) years in the high school. High school teachers, other than teachers of English, shall have assigned duty time of seven (7) mods per week effective July 1, 1998 and eight (8) mods per week effective July 1, 1999. For high school level courses scheduled for times prior to and subsequent to the regular hours of the high school day, qualified teachers may volunteer to teach such courses as part of their normal work day assignment. In the absence of qualified volunteers, the Administration may assign teachers to these classes. Teachers who volunteer for or are assigned such classes shall not be required to be at work more than the usual total continuous hours of the high school day as set forth above.
- G. Teaching assignments in the middle school shall be based on the general practice established over the past five (5) years in the middle school.

ARTICLE XXIII - VOLUNTARY AND INVOLUNTARY TRANSFERS

All professional staff positions shall be posted in all school buildings as they become known. Notification of position vacancy shall specify position title, duties, qualifications, and the procedure and dates for making application. A copy of each posted notification of position vacancy shall be sent to the Association.

ARTICLE XXIV - TEACHER ASSIGNMENT AND TRANSFER

- A. Assignment shall be made at the discretion of the Administration and shall normally be within the teacher's area of competency, teaching certificate, or major field of study.
- B. All teachers who are assigned to travel between two (2) or more buildings shall be compensated at the rate specified in the State of New Jersey OMB Circular or forty cents (40¢) per mile whichever is higher as permitted by the Administrative Code. Payment shall be made in two equal installments payable in November and April.
- C. Travel time between schools will be defined as twenty (20) minutes. Teachers who travel twice in one day will not be assigned additional duties.

ARTICLE XXV - SAVINGS CLAUSE

Should any provision of this Contract be declared invalid by a court of competent jurisdiction, the remainder of the Agreement shall not be affected thereby.

ARTICLE XXVI - REDUCTION-IN-FORCE AND RE-EMPLOYMENT

A. COVERAGE

The Parties confirm that the Board of Education has and retains the right to make reduction-in-force pursuant to N.J.S.A. 18A:28-9 et seq. and do hereby agree to the provisions of the Article applicable to tenured and certificated teachers as set forth in Article I of this Agreement.

The holder of a provisional certificate shall be entitled to seniority rights but not over the holder of a standard certificate. The holder of an emergency certificate shall not be entitled to seniority rights but, when he becomes the holder of a provisional or standard certificate, the years of employment in the District under the emergency certificate shall count toward seniority under the provisional or standard certificate, as the case may be.

B. DEFINITION

To the extent not inconsistent with Title 18A:28-9 et seq. and the regulations of the Commissioner of Education, the Parties agree that, for the purpose of this Agreement, "Seniority" shall mean the period of consecutive employment by the employee in the District, including experience in the District in the position from which he was dismissed by reason of the reduction-in-force.

Not more than one (1) year of employment may be counted toward seniority in any one academic or calendar year. Whenever a person shall hold employment simultaneously in two (2) or more categories, seniority shall be counted in the category in which he spends the greatest percentages of his time. If the percentage of time spent in two or more categories shall be equal, the person shall be permitted to elect in which category his seniority shall be counted. Notwithstanding the provisions of this section, the seniority of a Principal who teaches shall be counted in the appropriate Principal's category.

C. RECALL

An employee dismissed by reason of a reduction-in-force shall be entitled to be placed and to remain upon a preferred eligible list in order of seniority for re-employment whenever a vacancy occurs in the position from which such employee was dismissed; such employee shall be re-employed by the Board if and when such vacancy occurs.

D. NOTICE OF RECALL

Notice of Recall to teachers to which this Article is applicable shall be given to those teachers on the preferred eligible list by letter to last known address in order of seniority within a reasonable time (not more than fifteen (15) days) after such vacancy occurs. Such teachers shall have a reasonable period of time (but not to exceed thirty (30) days after receiving notice) in which to give the Board notice of intent to return to the position.

1. In the event such teacher shall fail to respond to the notice from the Board or if the teacher gives notice of non-return to the position, the teacher shall forfeit all seniority rights.
2. Seniority shall not be accumulated during the period following dismissal by reason of reduction-in-force but upon reemployment pursuant to the terms of this Article, such employee shall have accumulated seniority to the date of such dismissal reinstated.

Whenever a teacher to which this Article is applicable is notified that his/her particular employment shall be abolished in a category, he/she shall be given employment in the category to which he/she is entitled by seniority.

If the teacher shall have insufficient seniority for employment in the same category, he/she shall revert to the category in which he/she held employment in the District prior to his/her employment in the same category and shall be placed and remain upon the preferred eligible list of the category from which he/she reverted until a vacancy shall occur in such category to which his/her seniority entitled him.

If a teacher to which this Article is applicable has insufficient seniority in the category to which he/she shall revert, he/she shall, in like manner, revert to the next category in which he/she held employment in the District immediately prior to his/her employment in the category to which he/she shall have reverted, and shall be placed and remain upon the preferred eligible list of the next preceding category, and so forth, until he/she shall have been employed or placed upon all the preferred eligible lists of the categories in which he/she formerly held employment in the School District.

When the teacher is officially notified in writing by the Superintendent of Schools of the reduction-in-force as a result of Board action, the Association will also be sent notification at the same time.

ARTICLE XXVII - PERSONNEL RECORDS

- A. A teacher shall have the right, upon request, to see the contents of his/her personnel file. A teacher shall be entitled to have a representative of the Association accompany him/her during such review.
- B. 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 see the material. The teacher shall acknowledge that he/she has had the opportunity to see such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy.
- C. The Board of Education agrees to protect the confidentiality of personal references, confidential academic credentials, and other similar privileged and confidential documents.
- D. The Board shall provide identification badges at no cost to the employee. Employees shall be required to wear them during all work hours. The Board shall provide a number of different ID badge display devices, and each employee shall select the display device of choice.
- E. Teachers shall make immediate notification to their supervisor of a lost ID Badge. Teachers will be required to pay the replacement fee for a lost/stolen ID badge.

ARTICLE XXVIII - EVALUATION OF STUDENTS

While a teacher has primary responsibility for grading students, an appropriate school authority may revise the grade after the proposed grade change has been discussed with the teacher involved. If the grade should be changed over the teacher's dissent, the student's permanent record shall indicate who made the change. If the teacher does not agree with the grade change, the teacher may then appeal to the Superintendent in writing within ten days of notification of said grade change. The Superintendent or his designee shall notify the teacher of his/her decision in writing within ten days of a teacher's written appeal.

ARTICLE XXIX - SUMMER PAYMENT PLAN

Teachers may voluntarily contribute one-tenth of their contracted salary per month to be placed in a Board of Education account to be held until the last pay period in June, at which time one check shall be issued to the recipient equal to the individual's own contributions. Any interest accrued shall revert entirely to the Board of Education.

ARTICLE XXX - TUITION REIMBURSEMENT

REIMBURSEMENT TO FIRST MASTER'S DEGREE

The Board of Education agrees to reimburse teachers up the first Master's degree for tuition cost for courses up to a maximum of nine (9) credits per year, one course per semester or two per summer. In the special circumstance where course scheduling changes beyond the teacher's control would prevent the teacher from completing his/her degree program, the teacher may appeal to the Superintendent of Schools for approval to grant waiver of the three (3) credits per term limitation.

REIMBURSEMENT AFTER THE FIRST MASTER'S DEGREE

The maximum annual tuition reimbursement after the first Master's degree shall be limited to six (6) credits per year. Accumulated credits beyond the six allowance salary credits earned in any one year may not be carried forward for credit in subsequent years. All courses for salary guide credit must be approved by the Superintendent.

Reimbursement for graduate courses before and after first Master's degree, campus-based or distance learning, shall be at the course tuition rate of institution attended up to the 2009-2010 Rutgers University per credit rate for the duration of the Agreement.

All courses must have prior approval of the Superintendent and be in the area of the teacher's classroom instruction or assignment and must be successfully completed for reimbursement. Courses in administrative subjects may be approved.

Any course or courses taken to meet teaching certification requirements for initial employment, including Alternate Route Certification, do not qualify for tuition reimbursement for any employee hired after July 1, 2009.

ARTICLE XXXI - SUMMER WORK

Pay for summer work shall be as follows:

1. Performance of regular duties – 1/200 per diem
(above excludes Board approved summer school programs)
2. Presenters of Board Approved Workshops -- \$275 per day
3. High School Department Coordinators -- \$150 per day
4. Curriculum Work -- \$175 per day
5. Board of Education Workshops - \$150 per day

6. Teachers working in the Extended School Year Program shall be paid at the contractual hourly rate.

Child Study Team and Guidance Counselors, authorized to perform regular duties during summer period, are to have option of taking accepted compensatory days during the school year for equal number of days worked during the summer. At time of assignment, the teacher shall indicate his/her choice of compensation of compensatory days option to be taken during the current school year.

ARTICLE XXXII - UNUSED ACCUMULATED SICK LEAVE

A teacher, upon service retirement or disability retirement, in accordance with the pension fund, shall be reimbursed for unused accumulated sick leave at the rate of \$70.00 per day up to a maximum of 300 days for all days accumulated. This shall apply to retirement from active teaching. Deferred retirement is not eligible. To qualify for payment, retirement must be effective at year end (June 30) with notification to the Board prior to February 15th. Advance notification requirement shall be waived in case of certified illness or documented emergencies.

Upon the death of an employee while in active employment with the district, said compensation shall be paid to the employee's estate. Said payment shall be made no later than 90 days of employee's passing.

ARTICLE XXXIII - COMPLIANCE WITH LAW

Except as this Agreement shall provide, all proposed new rules and modifications of new rules governing working conditions shall be negotiated with the Association before they are adopted, except as this Agreement may otherwise provide.

ARTICLE XXXIV – DURATION OF AGREEMENT

This Agreement shall be effective of July 1, 2009 and shall continue in effect through June 30, 2012, as the official representatives of the parties hereby attest:

FOR THE ASSOCIATION:

FOR THE BOARD:

Sue Callaghan

Joseph McCann

James McIntyre

Ronald P. Skopak

APPENDIX A

**CALDWELL-WEST CALDWELL TEACHER SALARY GUIDE
2009-10**

| STEP # | BA | BA+16 | MA | MA+16 | MA+32 | DOC |
|--------|----------|----------|----------|----------|----------|----------|
| 1 | \$42,125 | \$44,260 | \$47,630 | \$50,360 | \$51,510 | \$52,440 |
| 2 | \$43,140 | \$45,385 | \$49,035 | \$51,350 | \$52,340 | \$53,100 |
| 3 | \$44,010 | \$46,240 | \$49,955 | \$52,085 | \$53,280 | \$54,440 |
| 4 | \$44,905 | \$47,820 | \$50,985 | \$53,195 | \$54,340 | \$55,500 |
| 5 | \$46,560 | \$48,510 | \$51,965 | \$54,205 | \$55,375 | \$56,460 |
| 6 | \$47,395 | \$49,405 | \$53,055 | \$55,115 | \$56,680 | \$58,065 |
| 7 | \$48,560 | \$50,680 | \$54,370 | \$56,785 | \$58,320 | \$59,730 |
| 8 | \$50,220 | \$52,370 | \$56,400 | \$58,440 | \$59,945 | \$61,375 |
| 9 | \$51,885 | \$54,130 | \$58,335 | \$60,215 | \$61,740 | \$63,160 |
| 10 | \$53,490 | \$55,855 | \$60,205 | \$61,950 | \$63,545 | \$64,940 |
| 11 | \$55,085 | \$57,520 | \$62,280 | \$63,835 | \$65,540 | \$66,910 |
| 12 | \$56,660 | \$59,180 | \$64,310 | \$65,790 | \$67,540 | \$68,930 |
| 13 | \$58,350 | \$60,930 | \$66,120 | \$67,685 | \$69,695 | \$71,120 |
| 14 | \$60,015 | \$62,640 | \$67,900 | \$69,595 | \$71,775 | \$73,175 |

OFF-GUIDE INCREASE

| | |
|-------------|---------|
| BA & BA+16 | \$3,100 |
| MA & MA+16 | \$3,320 |
| MA+32 & DOC | \$3,515 |

**CALDWELL-WEST CALDWELL TEACHER SALARY GUIDE
2010-11**

| STEP # | BA | BA+16 | MA | MA+16 | MA+32 | DOC |
|--------|----------|----------|----------|----------|----------|----------|
| 1 | \$43,300 | \$45,460 | \$48,935 | \$51,685 | \$52,910 | \$53,850 |
| 2 | \$44,475 | \$46,660 | \$50,240 | \$53,010 | \$54,310 | \$55,260 |
| 3 | \$45,490 | \$47,785 | \$51,645 | \$54,000 | \$55,140 | \$55,920 |
| 4 | \$46,360 | \$48,640 | \$52,565 | \$54,735 | \$56,080 | \$57,260 |
| 5 | \$47,255 | \$50,220 | \$53,595 | \$55,845 | \$57,140 | \$58,320 |
| 6 | \$48,910 | \$50,910 | \$54,575 | \$56,855 | \$58,175 | \$59,280 |
| 7 | \$49,745 | \$51,805 | \$55,665 | \$57,765 | \$59,480 | \$60,885 |
| 8 | \$50,910 | \$53,080 | \$56,980 | \$59,435 | \$61,120 | \$62,550 |
| 9 | \$52,570 | \$54,770 | \$59,010 | \$61,090 | \$62,745 | \$64,195 |
| 10 | \$54,235 | \$56,530 | \$60,945 | \$62,865 | \$64,540 | \$65,980 |
| 11 | \$55,840 | \$58,255 | \$62,815 | \$64,600 | \$66,345 | \$67,760 |
| 12 | \$57,435 | \$59,920 | \$64,530 | \$66,485 | \$68,340 | \$69,730 |
| 13 | \$59,010 | \$61,580 | \$66,920 | \$68,440 | \$70,340 | \$71,750 |
| 14 | \$60,700 | \$63,330 | \$68,730 | \$70,335 | \$72,495 | \$73,940 |

OFF-GUIDE INCREASE

| | |
|-------------|---------|
| BA & BA+16 | \$3,200 |
| MA & MA+16 | \$3,600 |
| MA+32 & DOC | \$3,870 |

**CALDWELL-WEST CALDWELL TEACHER SALARY GUIDE
2011-12**

| STEP # | BA | BA+16 | MA | MA+16 | MA+32 | DOC |
|--------|----------|----------|----------|----------|----------|----------|
| 1 | \$44,528 | \$46,710 | \$50,285 | \$53,055 | \$54,348 | \$55,305 |
| 2 | \$45,755 | \$47,960 | \$51,635 | \$54,425 | \$55,785 | \$56,760 |
| 3 | \$46,930 | \$49,160 | \$52,940 | \$55,750 | \$57,185 | \$58,170 |
| 4 | \$47,945 | \$50,285 | \$54,345 | \$56,740 | \$58,015 | \$58,830 |
| 5 | \$48,815 | \$51,140 | \$55,265 | \$57,475 | \$58,955 | \$60,170 |
| 6 | \$49,710 | \$52,720 | \$56,295 | \$58,585 | \$60,015 | \$61,230 |
| 7 | \$51,365 | \$53,410 | \$57,275 | \$59,595 | \$61,050 | \$62,190 |
| 8 | \$52,200 | \$54,305 | \$58,365 | \$60,505 | \$62,355 | \$63,795 |
| 9 | \$53,365 | \$55,580 | \$59,680 | \$62,175 | \$63,995 | \$65,460 |
| 10 | \$55,025 | \$57,270 | \$61,710 | \$63,830 | \$65,620 | \$67,105 |
| 11 | \$56,690 | \$59,030 | \$63,645 | \$65,605 | \$67,415 | \$68,890 |
| 12 | \$58,295 | \$60,755 | \$65,515 | \$67,340 | \$69,220 | \$70,670 |
| 13 | \$59,890 | \$62,420 | \$67,230 | \$69,225 | \$71,215 | \$72,640 |
| 14 | \$61,465 | \$64,080 | \$69,620 | \$71,180 | \$73,215 | \$74,660 |

OFF-GUIDE INCREASE

| | |
|-------------|---------|
| BA & BA+16 | \$3,290 |
| MA & MA+16 | \$3,670 |
| MA+32 & DOC | \$3,950 |

APPENDIX B

Schedule B
ATHLETIC SALARIES 2009-2010

| <u>Sport</u> | <u>Position</u> | <u>Level 1</u> | <u>Level 2</u> | <u>Level 3</u> |
|--------------------|-------------------|----------------|----------------|----------------|
| Football: | Head | \$10,858 | \$11,205 | \$11,552 |
| | Assistant | \$7,556 | \$7,797 | \$8,039 |
| | Equipment Manager | \$3,144 | \$3,245 | \$3,345 |
| Cross Country: | Head | \$8,094 | \$8,353 | \$8,611 |
| | Assistant | \$5,684 | \$5,866 | \$6,047 |
| Boys Soccer: | Head | \$8,522 | \$8,794 | \$9,066 |
| | Assistant | \$5,938 | \$6,127 | \$6,316 |
| Girls Soccer: Head | \$7,205 | \$8,522 | \$8,794 | \$9,066 |
| | Assistant | \$5,938 | \$6,127 | \$6,316 |
| Tennis: | Head | \$6,961 | \$7,183 | \$7,406 |
| | Assistant | \$4,857 | \$5,012 | \$5,167 |
| Girls Volleyball: | Head | \$8,522 | \$8,794 | \$9,066 |
| | Assistant | \$5,938 | \$6,127 | \$6,316 |
| Fall Cheering: | Varsity | \$4,827 | \$4,993 | \$5,136 |
| | Junior Varsity | \$3,087 | \$3,187 | \$3,285 |
| | Frosh | \$2,347 | \$2,422 | \$2,497 |
| Boys Basketball: | Head | \$9,829 | \$10,143 | \$10,456 |
| | Assistant | \$6,961 | \$7,183 | \$7,406 |
| Girls Basketball: | Head | \$9,829 | \$10,143 | \$10,456 |
| | Assistant | \$6,961 | \$7,183 | \$7,406 |
| Wrestling: | Head | \$9,829 | \$10,143 | \$10,456 |
| | Assistant | \$6,961 | \$7,183 | \$7,406 |
| Bowling: | Head | \$3,515 | \$3,628 | \$3,740 |
| Winter Track: | Head | \$8,094 | \$8,353 | \$8,611 |
| | Assistant | \$5,684 | \$5,866 | \$6,047 |
| Swimming: | Head | \$8,094 | \$8,353 | \$8,611 |
| | Assistant | \$5,684 | \$5,866 | \$6,047 |
| Winter Cheering: | Head | \$5,874 | \$6,062 | \$6,249 |
| | Assistant | \$3,093 | \$3,192 | \$3,291 |
| Baseball: | Head | \$8,522 | \$8,794 | \$9,066 |
| | Assistant | \$5,938 | \$6,127 | \$6,316 |
| Softball: | Head | \$8,522 | \$8,794 | \$9,066 |
| | Assistant | \$5,938 | \$6,127 | \$6,316 |
| Golf: | Head | \$4,943 | \$5,102 | \$5,259 |
| Spring Track: | Head | \$8,522 | \$8,794 | \$9,066 |
| | Coordinator | \$7,261 | \$7,493 | \$7,725 |
| | Assistant | \$5,938 | \$6,127 | \$6,316 |
| Lacrosse: | Head | \$8,522 | \$8,794 | \$9,066 |
| | Assistant | \$5,938 | \$6,127 | \$6,316 |
| | | | | |
| | | | | |

**SCHEDULE B
ATHLETIC SALARIES 2010-2011**

| <u>Sport</u> | <u>Position</u> | <u>Level 1</u> | <u>Level 2</u> | <u>Level 3</u> |
|-------------------|-------------------|----------------|----------------|----------------|
| Football: | Head | \$11,288 | \$11,648 | \$12,008 |
| | Assistant | \$7,854 | \$8,105 | \$8,356 |
| | Equipment Manager | \$3,268 | \$3,373 | \$3,477 |
| Cross Country: | Head | \$8,414 | \$8,683 | \$8,951 |
| | Assistant | \$5,908 | \$6,097 | \$6,286 |
| Boys Soccer: | Head | \$8,859 | \$9,142 | \$9,425 |
| | Assistant | \$6,172 | \$6,369 | \$6,566 |
| Girls Soccer: | Head | \$8,859 | \$9,142 | \$9,425 |
| | Assistant | \$6,172 | \$6,369 | \$6,566 |
| Tennis: | Head | \$7,236 | \$7,467 | \$7,698 |
| | Assistant | \$5,049 | \$5,210 | \$5,371 |
| Girls Volleyball: | Head | \$8,859 | \$9,142 | \$9,425 |
| | Assistant | \$6,172 | \$6,369 | \$6,566 |
| Fall Cheering: | Varsity | \$5,018 | \$5,190 | \$5,339 |
| | Junior Varsity | \$3,209 | \$3,312 | \$3,414 |
| | Frosh | \$2,439 | \$2,518 | \$2,596 |
| Boys Basketball: | Head | \$10,218 | \$10,543 | \$10,869 |
| | Assistant | \$7,236 | \$7,467 | \$7,698 |
| Girls Basketball: | Head | \$10,218 | \$10,543 | \$10,869 |
| | Assistant | \$7,236 | \$7,467 | \$7,698 |
| Wrestling: | Head | \$10,218 | \$10,543 | \$10,869 |
| | Assistant | \$7,236 | \$7,467 | \$7,698 |
| Bowling: | Head | \$3,654 | \$3,771 | \$3,888 |
| Winter Track: | Head | \$8,414 | \$8,683 | \$8,951 |
| | Assistant | \$5,908 | \$6,097 | \$6,286 |
| Swimming: | Head | \$8,414 | \$8,683 | \$8,951 |
| | Assistant | \$5,908 | \$6,097 | \$6,286 |
| Winter Cheering: | Head | \$6,106 | \$6,302 | \$6,496 |
| | Assistant | \$3,215 | \$3,319 | \$3,421 |
| Baseball: | Head | \$8,859 | \$9,142 | \$9,425 |
| | Assistant | \$6,172 | \$6,369 | \$6,566 |
| Softball: | Head | \$8,859 | \$9,142 | \$9,425 |
| | Assistant | \$6,172 | \$6,369 | \$6,566 |
| Golf: | Head | \$5,138 | \$5,303 | \$5,467 |
| Spring Track: | Head | \$8,859 | \$9,142 | \$9,425 |
| | Coordinator | \$7,548 | \$7,789 | \$8,030 |
| | Assistant | \$6,172 | \$6,369 | \$6,566 |
| Lacrosse: | Head | \$8,859 | \$9,142 | \$9,425 |
| | Assistant | \$6,172 | \$6,369 | \$6,566 |
| | | | | |
| | | | | |

**SCHEDULE B
ATHLETIC SALARIES 2011-2012**

| Sport | Position | Level 1 | Level 2 | Level 3 |
|-------------------|-------------------|----------------|----------------|----------------|
| Football: | Head | \$11,734 | \$12,108 | \$12,482 |
| | Assistant | \$8,165 | \$8,425 | \$8,686 |
| | Equipment Manager | \$3,397 | \$3,506 | \$3,615 |
| Cross Country: | Head | \$8,746 | \$9,026 | \$9,305 |
| | Assistant | \$6,141 | \$6,338 | \$6,534 |
| Boys Soccer: | Head | \$9,209 | \$9,503 | \$9,797 |
| | Assistant | \$6,416 | \$6,621 | \$6,825 |
| Girls Soccer: | Head | \$9,209 | \$9,503 | \$9,797 |
| | Assistant | \$6,416 | \$6,621 | \$6,825 |
| Tennis: | Head | \$7,522 | \$7,762 | \$8,002 |
| | Assistant | \$5,248 | \$5,415 | \$5,583 |
| Girls Volleyball: | Head | \$9,209 | \$9,503 | \$9,797 |
| | Assistant | \$6,416 | \$6,621 | \$6,825 |
| Fall Cheering: | Varsity | \$5,216 | \$5,395 | \$5,550 |
| | Junior Vanity | \$3,336 | \$3,443 | \$3,549 |
| | Frosh | \$2,536 | \$2,618 | \$2,698 |
| Boys Basketball: | Head | \$10,621 | \$10,960 | \$11,299 |
| | Assistant | \$7,522 | \$7,762 | \$8,002 |
| Girls Basketball: | Head | \$10,621 | \$10,960 | \$11,299 |
| | Assistant | \$7,522 | \$7,762 | \$8,002 |
| Wrestling: | Head | \$10,621 | \$10,960 | \$11,299 |
| | Assistant | \$7,522 | \$7,762 | \$8,002 |
| Bowling: | Head | \$3,799 | \$3,920 | \$4,041 |
| Winter Track: | Head | \$8,746 | \$9,026 | \$9,305 |
| | Assistant | \$6,141 | \$6,338 | \$6,534 |
| Swimming: | Head | \$8,746 | \$9,026 | \$9,305 |
| | Assistant | \$6,141 | \$6,338 | \$6,534 |
| Winter Cheering: | Head | \$6,347 | \$6,550 | \$6,752 |
| | Assistant | \$3,342 | \$3,450 | \$3,556 |
| Baseball: | Head | \$9,209 | \$9,503 | \$9,797 |
| | Assistant | \$6,416 | \$6,621 | \$6,825 |
| Softball: | Head | \$9,209 | \$9,503 | \$9,797 |
| | Assistant | \$6,416 | \$6,621 | \$6,825 |
| Golf: | Head | \$5,341 | \$5,513 | \$5,683 |
| Spring Track: | Head | \$9,209 | \$9,503 | \$9,797 |
| | Coordinator | \$7,846 | \$8,097 | \$8,347 |
| | Assistant | \$6,416 | \$6,621 | \$6,825 |
| Lacrosse: | Head | \$9,209 | \$9,503 | \$9,797 |
| | Assistant | \$6,416 | \$6,621 | \$6,825 |
| | | | | |
| | | | | |

SCHEDULE C

NON-ATHLETIC SALARIES 2009-2010

James Caldwell High School

| Position | Step 1 | Step 2 | Step 3 |
|------------------------|---------------|---------------|---------------|
| Department Coordinator | | | \$5,382 |
| Class Advisors (12) | \$5,415 | \$5,588 | \$5,760 |
| Class Advisors (11) | \$5,415 | \$5,588 | \$5,760 |
| Class Advisors (10) | \$4,153 | \$4,285 | \$4,418 |
| Class Advisor (9) | \$4,153 | \$4,285 | \$4,418 |
| Nursing Coordinator | \$2,512 | \$2,593 | \$2,673 |
| Environmental Club | \$2,057 | \$2,123 | \$2,188 |
| Subject/Career Clubs | \$1,668 | \$1,721 | \$1,774 |
| Key Club | \$4,336 | \$4,475 | \$4,613 |
| Yearbook | \$6,383 | \$6,586 | \$6,790 |
| Marching Unit Advisor | \$4,336 | \$4,475 | \$4,613 |
| Madrigal Singers | \$2,113 | \$2,180 | \$2,247 |
| Project Help | \$2,891 | \$2,983 | \$3,075 |
| Student Council | \$2,646 | \$2,731 | \$2,815 |
| Women of Note | \$2,001 | \$2,065 | \$2,129 |
| Retro Men | \$2,001 | \$2,065 | \$2,129 |
| Music Ensembles | \$1,946 | \$2,008 | \$2,070 |
| Pep Band Director | \$4,659 | \$4,807 | \$4,956 |
| School Production | \$5,755 | \$5,938 | \$6,121 |
| Set Productions | \$1,779 | \$1,836 | \$1,893 |
| Set Construction | \$1,779 | \$1,836 | \$1,893 |
| Science and Technology | \$1,557 | \$1,606 | \$1,656 |
| Chemistry Olympics | \$1,557 | \$1,606 | \$1,656 |
| Detention Supervisor | \$3,224 | \$3,327 | \$3,430 |
| Mock Trial | \$2,057 | \$2,123 | \$2,188 |
| Literary Magazine | \$2,724 | \$2,812 | \$2,898 |
| Newspaper | \$6,383 | \$6,586 | \$6,790 |
| National Honor Society | \$2,391 | \$2,467 | \$2,543 |
| Jazz Band | \$2,113 | \$2,180 | \$2,247 |
| Orchestral Director | \$2,741 | \$2,828 | \$2,916 |
| Choral Director | \$2,741 | \$2,828 | \$2,916 |

Grover Cleveland Middle School

| Position | Step 1 | Step 2 | Step 3 |
|----------------------|---------------|---------------|---------------|
| Team Leaders | \$7,894 | \$8,146 | \$8,398 |
| Subject/Career Clubs | \$1,668 | \$1,721 | \$1,774 |
| Yearbook | \$4,392 | \$4,533 | \$4,672 |
| Builders Club | \$2,057 | \$2,123 | \$2,188 |
| Willow Tree Club | \$2,057 | \$2,123 | \$2,188 |
| Newspaper | \$3,980 | \$4,108 | \$4,235 |
| Dance Coordinator | \$1,139 | \$1,176 | \$1,212 |
| Detention Supervisor | \$3,224 | \$3,327 | \$3,430 |
| Set Production | \$1,779 | \$1,836 | \$1,893 |
| Student Council | \$2,646 | \$2,731 | \$2,815 |
| Con Brio Players | \$2,001 | \$2,065 | \$2,129 |
| Jazz Band | \$2,113 | \$2,180 | \$2,247 |
| AV Coordinator | \$3,735 | \$3,855 | \$3,974 |
| School Production | \$3,336 | \$3,442 | \$3,549 |
| Child Study Team | \$2,613 | \$2,697 | \$2,780 |

SCHEDULE C

NON-ATHLETIC SALARIES 2010-2011

James Caldwell High School

| <u>Position</u> | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> |
|------------------------|---------------|---------------|---------------|
| Department Coordinator | | | \$5,595 |
| Class Advisors (12) | \$5,629 | \$5,808 | \$5,988 |
| Class Advisors (11) | \$5,629 | \$5,808 | \$5,988 |
| Class Advisors (10) | \$4,317 | \$4,455 | \$4,592 |
| Class Advisor (9) | \$4,317 | \$4,455 | \$4,592 |
| Nursing Coordinator | \$2,612 | \$2,695 | \$2,779 |
| Environmental Club | \$2,138 | \$2,207 | \$2,275 |
| Subject/Career Clubs | \$1,734 | \$1,789 | \$1,844 |
| Key Club | \$4,508 | \$4,651 | \$4,795 |
| Yearbook | \$6,635 | \$6,846 | \$7,058 |
| Marching Unit Advisor | \$4,508 | \$4,651 | \$4,795 |
| Madrigal Singers | \$2,196 | \$2,266 | \$2,336 |
| Project Help | \$3,005 | \$3,101 | \$3,197 |
| Student Council | \$2,751 | \$2,839 | \$2,926 |
| Women of Note | \$2,080 | \$2,147 | \$2,213 |
| Retro Men | \$2,080 | \$2,147 | \$2,213 |
| Music Ensembles | \$2,023 | \$2,088 | \$2,152 |
| Pep Band Director | \$4,843 | \$4,997 | \$5,152 |
| School Production | \$5,982 | \$6,172 | \$6,363 |
| Set Productions | \$1,849 | \$1,908 | \$1,967 |
| Set Constructions | \$1,849 | \$1,908 | \$1,967 |
| Science and Technology | \$1,618 | \$1,670 | \$1,721 |
| Chemistry Olympics | \$1,618 | \$1,670 | \$1,721 |
| Detention Supervisor | \$3,352 | \$3,459 | \$3,566 |
| Mock Trial | \$2,138 | \$2,207 | \$2,275 |
| Literary Magazine | \$2,832 | \$2,923 | \$3,012 |
| Newspaper | \$6,635 | \$6,846 | \$7,058 |
| National Honor Society | \$2,485 | \$2,565 | \$2,644 |
| Jazz Band | \$2,196 | \$2,266 | \$2,336 |
| Orchestral Director | \$2,849 | \$2,940 | \$3,031 |
| Choral Director | \$2,849 | \$2,940 | \$3,031 |

Grover Cleveland Middle School

| <u>Position</u> | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> |
|----------------------|---------------|---------------|---------------|
| Team Leaders | \$8,206 | \$8,468 | \$8,730 |
| Subject/Career Clubs | \$1,734 | \$1,789 | \$1,844 |
| Yearbook | \$4,565 | \$4,712 | \$4,857 |
| Builders Club | \$2,138 | \$2,207 | \$2,275 |
| Willow Tree Club | \$2,138 | \$2,207 | \$2,275 |
| Newspaper | \$4,137 | \$4,270 | \$4,402 |
| Dance Coordinator | \$1,184 | \$1,222 | \$1,260 |
| Detention Supervisor | \$3,352 | \$3,459 | \$3,566 |
| Set Production | \$1,849 | \$1,908 | \$1,967 |
| Student Council | \$2,751 | \$2,839 | \$2,926 |
| Con Brio Players | \$2,080 | \$2,147 | \$2,213 |
| Jazz Band | \$2,196 | \$2,266 | \$2,336 |
| AV Coordinator | \$3,883 | \$4,007 | \$4,131 |
| School Production | \$3,467 | \$3,578 | \$3,689 |
| Child Study Team | \$2,716 | \$2,803 | \$2,889 |

SCHEDULE C

NON-ATHLETIC SALARIES 2011-2012

James Caldwell High School

| <u>Position</u> | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> |
|------------------------|---------------|---------------|---------------|
| Department Coordinator | | | \$5,815 |
| Class Advisors (12) | \$5,851 | \$6,038 | \$6,224 |
| Class Advisors (11) | \$5,851 | \$6,038 | \$6,224 |
| Class Advisors (10) | \$4,488 | \$4,631 | \$4,774 |
| Class Advisor (9) | \$4,488 | \$4,631 | \$4,774 |
| Nursing Coordinator | \$2,715 | \$2,802 | \$2,889 |
| Environmental Club | \$2,223 | \$2,294 | \$2,365 |
| Subject/Career Clubs | \$1,802 | \$1,860 | \$1,917 |
| Key Club | \$4,686 | \$4,835 | \$4,985 |
| Yearbook | \$6,897 | \$7,117 | \$7,336 |
| Marching Unit Advisor | \$4,686 | \$4,835 | \$4,985 |
| Madrigal Singers | \$2,283 | \$2,356 | \$2,428 |
| Project Help | \$3,124 | \$3,223 | \$3,323 |
| Student Council | \$2,859 | \$2,951 | \$3,042 |
| Women of Note | \$2,163 | \$2,232 | \$2,301 |
| Retro Men | \$2,163 | \$2,232 | \$2,301 |
| Music Ensembles | \$2,103 | \$2,170 | \$2,237 |
| Pep Band Director | \$5,035 | \$5,194 | \$5,355 |
| School Production | \$6,218 | \$6,416 | \$6,614 |
| Set Productions | \$1,922 | \$1,984 | \$2,045 |
| Set Construction | \$1,922 | \$1,984 | \$2,045 |
| Science and Technology | \$1,682 | \$1,736 | \$1,789 |
| Chemistry Olympics | \$1,682 | \$1,736 | \$1,789 |
| Detention Supervisor | \$3,484 | \$3,595 | \$3,707 |
| Mock Trial | \$2,223 | \$2,294 | \$2,365 |
| Literary Magazine | \$2,944 | \$3,038 | \$3,131 |
| Newspaper | \$6,897 | \$7,117 | \$7,336 |
| National Honor Society | \$2,583 | \$2,666 | \$2,748 |
| Jazz Band | \$2,283 | \$2,356 | \$2,428 |
| Orchestral Director | \$2,961 | \$3,056 | \$3,151 |
| Choral Director | \$2,961 | \$3,056 | \$3,151 |

Grover Cleveland Middle School

| <u>Position</u> | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> |
|----------------------|---------------|---------------|---------------|
| Team Leaders | \$8,530 | \$8,802 | \$9,075 |
| Subject/Career Clubs | \$1,802 | \$1,860 | \$1,917 |
| Yearbook | \$4,746 | \$4,898 | \$5,049 |
| Builders Club | \$2,223 | \$2,294 | \$2,365 |
| Willow Tree Club | \$2,223 | \$2,294 | \$2,365 |
| Newspaper | \$4,301 | \$4,439 | \$4,576 |
| Dance Coordinator | \$1,231 | \$1,270 | \$1,310 |
| Detention Supervisor | \$3,484 | \$3,595 | \$3,707 |
| Set Production | \$1,922 | \$1,984 | \$2,045 |
| Student Council | \$2,859 | \$2,951 | \$3,042 |
| Con Brio Players | \$2,163 | \$2,232 | \$2,301 |
| Jazz Band | \$2,283 | \$2,356 | \$2,428 |
| AV Coordinator | \$4,036 | \$4,165 | \$4,295 |
| School Production | \$3,604 | \$3,719 | \$3,834 |
| Child Study Team | \$2,823 | \$2,914 | \$3,004 |

CALDWELL-WEST CALDWELL PUBLIC SCHOOLS

HOURLY RATES

2009-10, 2010-11, 2011-12

| | 2009-10 | 2010-11 | 2011-12 |
|-----------------------------------------|----------------|----------------|----------------|
| Hourly Rate: | \$38.92 | \$40.45 | \$42.05 |
| Van Driver Round Trip (Athletic Events) | \$119.75 | \$124.48 | \$129.40 |
| Outdoor Education | \$202.57 | \$210.57 | \$218.89 |

| | |
|----------------------------------------------------|-------------|
| Music Lessons/Accompanist | Hourly Rate |
| Chaperones (Dance or Other) | Hourly Rate |
| Library Supervisor | Hourly Rate |
| Weight Room Supervisor | Hourly Rate |
| Aerobics/Weight Lifting | Hourly Rate |
| Bowling | Hourly Rate |
| Tennis Club | Hourly Rate |
| Assembly Programs - Grover Cleveland Middle School | Hourly Rate |

APPENDIX C

**CALDWELL-WEST CALDWELL PUBLIC SCHOOLS
TEN-MONTH EMPLOYEES
SCHOOL CALENDAR FOR 2009-2010**

REVISED

2009

| | | | |
|--------------|----------|-----------------------------|-----------------|
| September 3 | Thursday | Teachers Report | |
| September 4 | Friday | Schools Closed for Teachers | |
| September 8 | Tuesday | Schools Open for Students | Regular Session |
| September 28 | Monday | Yom Kippur | Schools Closed |

October

| | | | |
|-----------------|-------------------|----------------------------|-------------------|
| November 3 | Tuesday | Election Day | Early Dismissal* |
| November 5-6 | Thursday-Friday | NJEA Convention | Schools Closed |
| November 17, 19 | Tuesday, Thursday | Parent Teacher Conferences | Early Dismissal** |
| November 25 | Wednesday | Thanksgiving Recess | Early Dismissal |
| November 26-27 | Thursday-Friday | Thanksgiving Recess | Schools Closed |

| | | | |
|----------------|---------------------|----------------|-----------------|
| December 23 | Wednesday | Holiday Recess | Early Dismissal |
| December 24-31 | Thursday - Thursday | Holiday Recess | Schools Closed |

2010

| | | | |
|--------------------|------------------|-----------------------------|----------------|
| January 1 | Friday | Holiday Recess | Schools Closed |
| January 18 | Monday | Martin Luther King, Jr. Day | Schools Closed |
| January 27, 28, 29 | Wednesday-Friday | High School Exams | Exam Schedule |

| | | | |
|----------------|---------------|---------------|----------------|
| February 15-19 | Monday-Friday | Winter Recess | Schools Closed |
|----------------|---------------|---------------|----------------|

March

| | | | |
|--------------|---------------------|----------------------------|-------------------|
| April 2 | Friday | Good Friday | Schools Closed |
| April 5-9 | Monday-Friday | Spring Recess | Schools Closed |
| April 15, 21 | Thursday, Wednesday | Parent Teacher Conferences | Early Dismissal** |

| | | | |
|--------|--------|--------------|----------------|
| May 31 | Monday | Memorial Day | Schools Closed |
|--------|--------|--------------|----------------|

| | | | |
|-----------------|-------------------------|-----------------------|------------------|
| June 8 | Tuesday | Primary Election Day | Early Dismissal* |
| June 18, 21, 22 | Friday, Monday, Tuesday | High School Exams | Exam Schedule |
| June 24 | Thursday | Last Day for Students | Early Dismissal |
| June 24 | Thursday | Graduation | |
| June 25 | Friday | Last Day for Teachers | |

*Early Dismissal for Elementary Schools Only.

**Early Dismissal for Elementary Schools, LLD at Harrison, and Preschool Disabilities Classes Only.

If the number of days that schools are closed extend beyond three, make-up days will be added at the winter or spring recesses or at the end of the school year.

EARLY DISMISSAL SCHEDULE

2009 - 2010

| <u>SCHOOL</u> | <u>DATE</u> | <u>HOURS</u> |
|--------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| ELEMENTARY SCHOOLS | NOVEMBER 3, 17, 19, 25 DECEMBER 23 APRIL 15, 21 JUNE 8, 24 | KINDERGARTENS AM/PM: 8:45 – 11:30 AM GRADES 1-5 8:45 AM – 1:00 PM |
| PRESCHOOL DISABILITIES CLASSES | NOVEMBER 17, 19, 25 DECEMBER 23 APRIL 15, 21 JUNE 24 | AM SESSION: 9:00 – 10:00 AM PM SESSION: 10:30 – 11:30 AM FULL DAY PROGRAM: 9:00 – 11:30 AM |
| LLD CLASS AT HARRISON | NOVEMBER 17, 19, 25 DECEMBER 23 APRIL 15, 21 JUNE 24 | 8:45 AM – 1:00 PM |
| GROVER CLEVELAND MIDDLE SCHOOL | NOVEMBER 25 DECEMBER 23 JUNE 24 | 8:30 AM – 12:30 PM |
| JAMES CALDWELL HIGH SCHOOL | NOVEMBER 25 DECEMBER 23 JUNE 24 | 8:15 AM – 12:45 PM |
| EXAM SCHEDULE | JANUARY 27, 28, 29 JUNE 18, 21, 22 | 8:15 AM – 12:45 PM 8:15 AM – 12:45 PM |

REGULAR SCHOOL HOURS

| | |
|---------------------------------------------|---------------------------|
| ELEMENTARY | 8:45 AM - 3:00 PM |
| A.M. KINDERGARTEN | 8:45 AM - 11:30 AM |
| P.M. KINDERGARTEN | 12:15 PM - 3:00 PM |
| A.M. PRESCHOOL DISABILITIES | 9:00 AM - 11:30 AM |
| P.M. PRESCHOOL DISABILITIES..... | 12:15 PM – 2:45 PM |
| PRESCHOOL DISABILITIES FULL DAY..... | 9:00 AM – 2:45 PM |
| LLD CLASS AT HARRISON..... | 8:45 AM – 3:00 PM |
| GROVER CLEVELAND MIDDLE SCHOOL..... | 8:30 AM - 2:50 PM |
| JAMES CALDWELL HIGH SCHOOL | 8:15 AM - 2:41 PM |

CALDWELL-WEST CALDWELL PUBLIC SCHOOLS

To: _____
Immediate Supervisor Date Presented to Supervisor

From: _____
Appellant School

Subject: **Grievance Appeal**

STEP I

- A. Describe the event or condition for which redress is sought. Description must be confined to ascertainable facts and must be specific in respect to times, dates, statements, etc.
- B. Record actions taken by appellant (conferences with supervisors, etc.) to resolve problems which he associates with the event or condition described above. Be specific in respect to times, dates, statements, etc.
- C. Describe how the appellant is allegedly unfairly or adversely affected by the event or condition outlined above.
- D. State the specific remedy which is proposed or sought.

Signature Date

FORM G-I (10/00)

Date Received G-I:

To Appellant: _____

From Supervisor or Principal: _____

STEP II

- A. Comment in response to Part I above.
- B. Action by Supervisor or Principal.

Signature Date

Copies:

ATTACH RESPONSES OR SUPPORTIVE DOCUMENTATION.

FORM G-II (10/00)

CALDWELL-WEST CALDWELL PUBLIC SCHOOLS

To: _____

Date Received G-II:

From Appellant: _____

Date Presented:

Subject: **Grievance Appeal**

STEP III

It is requested that further consideration be given to the event or condition described in Step I, Form G-I, and to responses indicated in Step II.

- A. Describe specifically why the supervisor's decision is not acceptable to the appellant.
- B. Further actions taken by the undersigned after receipt of Part II. Be factual and specific; i.e. conferences with supervisor, times, dates, statements, etc.

Signature

Date

FORM G-III (10/00)

Date Received G-III:

To Appellant: _____

From: _____

- A. Comment in response to Step III above.
- B. Action Taken.

Signature

Date

Copies:

ATTACH FORMS G-I, G-II, AND SUPPORTIVE DOCUMENTATION.

FORM G-IV (10/00)

CALDWELL-WEST CALDWELL PUBLIC SCHOOLS

To: Superintendent of Schools

Date Received G-IV:

Through: _____
C-WCEA Official Representative

Date Presented:

From Appellant: _____

Subject: **Request for Board of Education Hearing**

STEP V

It is requested that a hearing before the Caldwell-West Caldwell Board of Education be scheduled to discuss the event or condition described on Form G-I dated _____. Copies of Steps II and III of this form are attached.

A copy of this request signed by the Appellant is on file with the C-WCEA.

C-WCEA Official Representative

Appellant

FORM G-V (10/00)

Dated Received G-V:

To Appellant: _____

To C-WCEA Official Representative: _____

From: Superintendent of Schools

As per your request, a hearing before the Caldwell-West Caldwell Board of Education has been scheduled for _____ at _____
Date Time
at the _____.
Place

Superintendent of Schools

Date

ATTACHED G-II AND G-III.

FORM G-VI (10/00)

ARTICLE XXXIV – DURATION OF AGREEMENT

This Agreement shall be effective of July 1, 2009 and shall continue in effect through June 30, 2012, as the official representatives of the parties hereby attest:

FOR THE ASSOCIATION:

FOR THE BOARD:



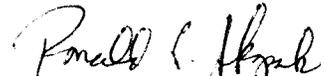
Sue Callaghan



Joseph McCann



James McIntyre



Ronald P. Skopak