

D:\NORMAL.STY
Alexandria Township Education Association

July 1, 2006 to June 30, 2008

PREAMBLE

This Agreement entered into this _____ day of the _____, 2006, by and between the Board of Education of Alexandria Township, New Jersey, hereinafter called the "Board," and Alexandria Township Education Association, hereinafter called the "Association."

WITNESSETH:

WHEREAS, the Board has an obligation, pursuant to Chapter 303, Public Laws of 1968 to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement, be it

RESOLVED, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

RECOGNITION

A. Unit

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all personnel under contract or on leave, employed by the Board, with the exception of administrators, supervisors, and confidential employees (including the Superintendent's secretary and the School Business Administrator/Board Secretary's secretary).

The terms and conditions of this contract shall be in effect on the initial date of employment.

The Board/Administration will notify the President of the Association, in writing, of any new positions created or title changes.

The following articles and sections of this agreement shall not apply to part-time employees scheduled to work less than twenty (20) hours per full student week, except as specified below:

Art. VI, section F - Vacations

Art. VI, section G - Holidays

Art. VII, Teaching Hours and Teaching Load (except when the part-time teacher works a full student day)

Art. XII, Sick Leave (except statutory requirements shall apply)

Art. XIII, Temporary Leaves of Absence (except as listed below)

Art. XIV, Extended Leaves of Absence

Art. XV, Teacher Development and Education Improvement Art. XVI, Insurance Protection

Art. XVII, Section A Retirement Clause

Part-time employees hired before or after June 30, 1989 shall receive bereavement leave, attendance bonus, approved professional days, and black seal license compensation on a pro-rata basis. The Letter of Understanding pertaining to part-time employees continuously employed since June 30, 1989 continues to be in effect.

B. Definition of Employee

Unless otherwise indicated, the term "employee," when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined.

C. Definition of Teacher

Unless otherwise indicated, the term "teacher," when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

A. Deadline Date

The parties agree to enter into collective negotiation over a successor Agreement in accordance with Chapter 123, Public Laws 1975 in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment.

B. Modification

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

by both parties.

C. New Positions

The Association shall have fifteen (15) school days following notification by the Board of the creation of new positions to request negotiations regarding the terms and conditions of employment for those new positions. The Board has the right to fill a new position at any time after creating the position: final terms and conditions of employment that are negotiated by the parties shall be applied retroactively to the new position.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

a. Tract I

A grievance is a problem affecting terms and conditions of employment and changes in Board Policy and Administrative decisions which affect the interpretation, application and violations of the contract.

b. Tract II

An informal problem shall be defined as any problem that shall be determined non-grievable by standards set by PERC, or agreed to be discussed by both parties on an informal basis.

2. Aggrieved Person

An "aggrieved person" is the person or persons or the Association presenting the grievance.

3. Party in Interest

A "party in interest" is the person or persons presenting the grievance and any person, including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the problem.

B. Purpose

The purpose of this procedure is to resolve, at the lowest possible level, the problems which may from time to time arise affecting employees represented under this contract. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits

The number of days indicated at each level is a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.

2. Year End Grievances

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 irreparable 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.

3. Level One - Principal or Immediate Superior

A grievance must be filed within thirty (30) calendar days of knowledge of the incident, or, as with a newly created position, as soon as the President of the Association has knowledge of the position. An employee or the Association with a problem shall first discuss it with his principal or immediate superior, either directly or through the Association's designated representative as prescribed by law, with the objective of resolving the matter informally. Written notice will be given to the immediate supervisor of the intent to proceed to Level Two.

4. Level Two - Chief School Administrator

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, he/she may file the grievance in writing with the Chief School Administrator within ten (10) school days after the decision at Level One or fifteen (15) school days after

the grievance was presented, whichever is sooner. The President of the Association and the Grievance Chair\-

person shall have the right to verbally present a grievance to the Chief School Administrator. The aggrieved person(s) may be present at the discretion of the Association.

5. Level Three - Board of Education

a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Chief School Administrator, he/she may file the grievance in writing with the Board or its designated representative where appropriate, within ten (10) school days after a decision by the Chief School Administrator or twenty (20) school days after the grievance was delivered to the Chief School Administrator, whichever is sooner. An employee shall have the right to verbally present the grievance to the Board or its designee.

b. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three or if no decision has been rendered within twenty-five (25) school days after the grievance has been delivered to the Board, he/she may, within five (5) school days after a decision by the Board or thirty (30)

school days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Association submit its grievance to arbitration.

- c. All Track II grievances shall terminate at the Board level.

6. Level Four - Arbitration

- a. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. The parties shall then be bound by the rules and procedures of the American Arbitration Association.

- b. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator can add nothing to nor subtract anything from the Agreement between the parties. The arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be final and binding on the parties.

- c. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room, shall be borne equally by the Board and the Association or the Board and the aggrieved person. Any other expense incurred shall be paid by the party incurring same.

D. Rights of Employee to Representation

1. Employee and Association

Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by representative(s) selected or approved by the Association. When the employee is not represented by the Association, the Association shall have the right to be present and to state its views at all written stages of the grievance procedure.

2. Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the Administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. Written Decisions

Decisions rendered at Level One are to be oral. All decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association.

2. Separate Grievance File

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.

3. Forms

Forms for filing grievances shall be available in the office of each building so as to

facilitate operation of the grievance procedure.

4. Meetings and Hearings

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

ARTICLE IV

EMPLOYEE RIGHTS

A. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey Laws or other applicable laws and regulations.

B. Just Cause Provision

No employee shall be discharged, disciplined, reprimanded, reduced in rank or compensation, without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth. This clause shall not apply to the non-renewal of non-tenured employees, which remains a prerogative of the Board.

C. Required Meetings or Hearings

Whenever any employee is required to appear before any administrator or supervisor, Board, or any committee member, representative or agent thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have representative(s) of the Association present to advise him/her and represent him/her during such meeting or interview. This would not include any normal routine evaluations as prescribed by law.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

A. Use of School Buildings

The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The principal of the building shall be notified in advance of the time and place of all such meetings. Approval shall be given by the principal unless scheduling conflicts arise. One secretary, on a rotating basis, shall be released to attend Association meetings during work hours. One custodian, on a rotating basis, shall be released for one hour to attend Association meetings during work hours.

ARTICLE VI

WORK YEAR AND WORK SCHEDULE

A. Ten (10) Month Personnel

1. The first day of the in-school work year shall commence no earlier than September 1, and the last day shall be no later than June 30 of each school year. The school year shall consist of 181 student days and 4 non-student days.

2. A teacher may consider his/her work year ended after students have been dismissed for summer vacations and end of the year checklist requirements have been met.

3. Teachers new to the Alexandria school system shall be required to attend an orientation not to exceed one (1) day.

4. Teachers employed in a professional capacity during the summer shall be compensated at the hourly rate of \$29.05 during 2006-07 and \$29.92 during 2007-08.

5. Teachers employed in the professional capacity for homebound instruction shall be compensated at the professional summer employment rate. The Board will pay workshop presenters 1.66 times the professional summer employment hourly rate (in recognition of preparation time) for the time it takes to deliver a Board approved workshop outside the regular work day or work year.

6. Each Child Study Team member may be required to work up to ten (10) additional days compensated at their per diem rate between July 1 and September 1 to remain in compliance under the law.

7. Ten-month secretaries are to report to work on all days when teachers are in attendance. Ten-month secretaries employed in a secretarial capacity during the summer months shall be compensated at their per diem rate.

B. Twelve (12) Month Personnel

1. The work year for twelve (12) month employees shall begin on July 1 of each calendar year and end June 30 of the following year.

2. All salary increases for twelve (12) month employees will be effective on July 1 each year.

C. Work Schedule

1. Custodial staff

Eight (8) hours of work shall constitute a work shift. All employees shall be scheduled to work on a regular shift and shall be advised of a regular starting and quitting time. Changes to an employee's working hours shall be by mutual agreement whenever possible.

2. During the school year the workday shall commence at 7:30 a.m. and end at 3:30 p.m. unless otherwise indicated by the immediate supervisor.

3. Summer hours shall commence at 7:00 a.m. and end at 3:00 p.m. unless otherwise indicated by the immediate supervisor.

4. During the school year, the night custodian shall commence work at 3:00 p.m. and end at 11:00 p.m. unless otherwise indicated by the immediate supervisor.

5. Secretarial Staff

a. During the teacher year the workday for secretaries shall commence at 8:00 a.m. and end at 4:00 p.m. unless otherwise indicated by the immediate supervisor.

b. Summer hours shall commence at 9:00 a.m. and end at 3:00 p.m. unless otherwise indicated by the immediate supervisor.

D. Snow Days and Other Emergencies

1. Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.

2. Custodial Staff

The length of the workday shall be at the discretion of the Chief school Administrator.

3. Secretarial Staff

Attendance shall not be required whenever student attendance is not required. Whenever a secretary needs to remain with a student more than fifteen (15) minutes beyond the end of the work day, such time shall be compensated at one and one-half (1 + 1/2) their regular hourly rate. Time will be calculated from the end of the regular work day to the time the student departs. The "regular rate of pay" shall equal one-fortieth(1/40) of the regular weekly pay.

4. Paraprofessional attendance shall not be required whenever student attendance is not required due to inclement weather.

E. Overtime - Custodial Staff

1. Overtime shall be paid in compensatory time at the rate of one and one-half (1-1/2) times the employee's regular hourly rate of pay for all time worked in excess of forty (40) hours in any work week. For the purpose of determining forty (40) hours, the following shall count as regular workdays:

a. Holidays

b. Paid vacation days

c. Other approved paid leaves (exclusive of sick days and personal days)

2. Any custodial employee called to return to work outside of his/her regularly scheduled shift shall be guaranteed a minimum of two (2) hours of overtime pay, at one and one-half (1-1/2) his/her regular hourly rate, provided that such return to work is not immediately prior to or after his/her regularly scheduled shift.

3. Time spent on bus runs shall not be considered part of custodial work hours.

F. Vacation Schedule

Refer to Article I. A. Unit for a definition of Association employees covered by this Article.

1. Vacation eligibility shall be determined as of the anniversary date of employment.

2. Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the immediate supervisor. Such approval shall not be arbitrarily withheld.

3. Custodial and secretarial staff shall be eligible for vacations on the basis of the following years of experience in the Alexandria Township School District:

- | | | |
|----|--------------|---------|
| a. | 1 Year | 1 week |
| b. | 2 - 7 Years | 2 weeks |
| c. | 8 - 14 Years | 3 weeks |
| d. | 15+ Years | 4 weeks |

Vacations must be taken before the next anniversary date and may not be taken back-to-back.

4. Custodians shall submit their summer vacation requests for approval prior to June 1 of each fiscal year. They shall submit all other requests for three (3) days or more not less than fourteen (14) calendar days prior to the requested dates, and not less than twenty-four (24) hours prior to any request of less than three days.

G. Holiday Schedule

Refer to Article I. A. Unit for a definition of Association employees covered by this Article.

1. Scheduled Holidays - Custodial Staff

- a. Labor Day
- b. Thanksgiving Day and Thanksgiving Friday
- c. Christmas Day
- d. New Year's Day
- e. President's Day
- f. Good Friday
- g. Easter Monday
- h. Memorial Day
- i. Independence Day
- j. Three (3) Floating Days*

* A floating day is another holiday said employee would normally work. Employee is to use the floating day when school is not in session. Example of days school is not in session would be during Thanksgiving, Christmas, Easter, June (after last day for students), July and August. If floating day is not used, these days are not cumulative. Floating days must be taken before the next contract year. Permission for floating days must be approved.

2. The custodial staff will be given additional Friday or Monday holidays when Christmas and New Year's fall on a Saturday or Sunday. The half-day on Christmas Eve Day and New Year's Eve Day shall be granted at the discretion of the Chief School Administrator. The Chief School Administrator will give one week's notice regarding these two half-days.

3. Scheduled Holidays - Secretarial Staff

- a. Labor Day
- b. N.J.E.A. Convention - 1 day
- c. Thanksgiving and following Friday
- d. New Year's Day and 2 workdays
- e. Good Friday, Easter Monday and the following Friday
- f. Christmas Day and two workdays
- g. Independence Day
- h. President's Holiday
- i. Memorial Day

4. Any holiday for the custodial and the secretarial staff which falls on a Saturday or Sunday shall be celebrated on the Friday before or Monday after, respectively.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

Refer to Article I. A. Unit for a definition of Association employees covered by this Article.

A. Lunch Period

All teachers shall have a daily duty-free lunch period of at least thirty (30) minutes.

B. Working Hours

A regular teacher's and support staff school day shall be defined as having an arrival time of 8:10 a.m. and a departure time of 3:40 p.m. Permission for earlier departure may be granted at the discretion of the Administration. The Board shall retain the option to adjust starting and ending times by up to fifteen (15) minutes sooner or later in the event that the Delaware Valley Regional Transportation routes make such adjustments necessary. In the event a change is made, three(3) months advance notice will be provided to the staff; however, the normal teacher's workday shall not exceed seven and one-half (7-1/2) hours; there will be no change in the normal student contact time as a result of such change, and the Board agrees that it or its designee will not initiate such changes at the Regional. Full-time instructional aides shall have the same start and end to their regular work day as teachers.

C. Teaching Load

Every effort will be made to balance teaching loads in individual buildings.

D. Preparation Time

Every full-time teacher shall have at least five (5) preparation periods a week (adjusted during holiday weeks), which shall be scheduled on a daily basis and shall not be less than thirty (30) continuous minutes during which he/she will not be assigned to any other duties. Every part-time teacher shall have a daily preparation period in proportion to his/her workday.

E. Staff Meetings

On the first Monday of the month, the Administration will hold a staff meeting until 4:00 p.m. On the third Monday of each month, the Administration will hold a second meeting for the sole purpose of professional development. Said meeting may last until 4:30 p.m. All full-time teachers, CST members who work in-district on those days, the Guidance Counselor, and the nurses are required to attend both meetings each month.

In the event that a Professional Development meeting is cancelled due to inclement weather or a holiday, it will be automatically rescheduled for the following Monday or another day that has been mutually agreed upon by the Administration and the Association.

F. "Back to School" Night

Teachers shall participate in one (1) "Back to School" Night each year. The staff shall have input as to the date of the "Back to School" Night.

G. Parent/Teacher Conferences

Parent/Teacher Conferences shall be scheduled during the Monday, Tuesday and Wednesday of the same week as the NJEA Convention. Each of these days shall be an early dismissal day for students and conferences shall commence after the teaching staff has had a duty free lunch. Two of the three days shall be reserved for day conferences and one day, either Monday or Tuesday, shall be designated for evening conferences. The teachers may leave at early dismissal on the scheduled day of evening conferences, returning in time for evening conferences. The evening conference period will involve an equitable exchange of time equivalent to the amount of time devoted to afternoon conferences.

The Administration and the Association will meet, discuss and consult with each other with regard to the implementation of the evening conference schedules.

H. The Wednesday before Thanksgiving shall be an early dismissal day. The last student day of the year shall be an early dismissal day for students.

MA MA+15 MA+30

STEP BA BA+15 BA+30 BA+45 BA+60

OLD NEW

***	1	41186	42636	44086	45536	46986	
	1	2	41686	43136	44586	46036	47486
	2	3	42186	43636	45086	46536	47986
	3	4	42186	43636	45086	46536	47986
	4	5	44186	45636	47086	48536	49986
	5	6	45186	46636	48086	49536	50986
	6	7	46186	47636	49086	50536	51986
	7	8	47186	48636	50086	51536	52986
	8	9	48186	49636	51086	52536	53986
	9	10	49186	50636	52086	53536	54986
	10	11	51141	52591	54041	55491	56941
	11	12	53296	54746	56196	57646	59096
	12	13	55551	57001	58451	59901	61351
	13	14	57906	59356	60806	62256	63706
	14	15	60361	61811	63261	64711	66161
	15	16	62816	64266	65716	67166	68616
	16	17	65371	66821	68271	69721	71171
	17	18	67500	68950	70400	71850	73300
	18	18	67500	68950	70400	71850	73300

2007-08

MA MA+15 MA+30

STEP BA BA+15 BA+30 BA+45 BA+60

OLD NEW

***	1	43756	45206	46656	48106	49556	
	1	2	44256	45706	47156	48606	50056
	2	3	44756	46206	47656	49106	50556
	3	4	46756	48206	49656	51106	52556
	4	5	46756	48206	49656	51106	52556
	5	6	47756	49206	50656	52106	53556
	6	7	48756	50206	51656	53106	54556
	7	8	49756	51206	52656	54106	55556
	8	9	50756	52206	53656	55106	56556
	9	10	51756	53206	54656	56106	57556
	10	11	53711	55161	56611	58061	59511
	11	12	55866	57316	58766	60216	61666
	12	13	58433	59883	61333	62783	64233
	13	14	61000	62450	63900	65350	66800
	14	15	63000	64450	65900	67350	68800
	15	16	65000	66450	67900	69350	70800
	16	17	67000	68450	69900	71350	72800
	17	18	69000	70450	71900	73350	74800
	18	18	69000	70450	71900	73350	74800

ACTIVITY SALARY SCHEDULE

Schedule B

ACTIVITY

AMOUNT

		2006-07	2007-08
Student Council Advisor	2,325	2,395	
Yearbook Advisor		2,325	2,395
Drama Club Advisor		1,615	1,664
Newspaper Advisor		1,615	1,665
Science Club Advisor	1,129	1,163	
Odyssey of the Mind Advisor	2,325	2,395	
Girls Basketball Coach	2,788	2,872	
Boys basketball Coach	2,788	2,872	
Girls Soccer Coach		2,325	2,395
Boys Soccer Coach		2,325	2,395
Softball Coach		2,325	2,395
Baseball Coach		2,325	2,395
Volleyball Coach	2,325	2,395	
Sports Director	3,329	3,429	
Ski Club Advisor	555	572	
Cheerleading Advisor	1,615	1,664	
Detention Monitor		1,379	1,420
Chaperone for School Dances and Concerts (per event)	72	74	
Chaperone for School games (per game)	49	51	

Summer Pay	29.05	29.92
------------	-------	-------

Subcaller	2,541	2,617
-----------	-------	-------

Faculty who accompany students on overnight trips shall be compensated at the rate of \$120.00 per night.

Any assistant coach shall be paid at two-thirds of the rate established for the coach.

Any changes in time involvement in an activity program or any additional activities over and above the previous year will

automatically open that item to further negotiations of salary

The Sports Director shall attend all home games and

shall be ineligible to coach any athletic teams.

SUPPORT STAFF SALARY SCHEDULE

Secretaries

2005-06 Salary		2006-07 Salary		2007-08 Salary
\$35,125	---->	\$36,776	---->	\$38,468
\$25,928	---->	\$27,147	---->	\$28,395
\$20,071	---->	\$21,014	---->	\$21,981
\$18,760	---->	\$19,642	---->	\$20,545

The minimum full-time salary for secretaries shall be \$17,500.

Full-time Instructional Aides:

Year	Percent	Minimum	Maximum
		Salary	Salary
2006-07	4.70%	\$13,875	\$25,755

2007-08 4.60% \$13,875 \$26,940

Custodians: Each custodian who has served for six or more months in the prior school year and who has been rated "satisfactory" shall receive a salary increase by the same percentage as calculated on the Professional Salary Guide.

Minimum and Maximum Salary Rates for Custodians:

Year	Percent	Custodial Black Seal In-Charge	Full-time Custodial Black Seal		
			Full-time Maintenance	Custodial/	Full-Time
Minimum		\$17,000	\$19,000	\$21,000	
		Maximum	Maximum	Maximum	
2006-07	4.70%	\$48,304	\$51,217	\$54,128	
2007-08	4.60%	\$50,526	\$53,573	\$56,618	

Library Clerk

Year	Raise	Minimum	Maximum
2006-07	4.70%	\$8.00	\$13.47
2007-08	4.60%	\$8.00	\$14.09

ARTICLE VIII

PAYROLL DUES AND SUMMER DEDUCTIONS

A. Association Payroll Dues Deductions

The Board agrees to deduct from the salaries of its employees dues for the Alexandria Township Education Association, the Hunterdon County Education Association, the New Jersey Education Association, or the National Education Association, as said employees individually and voluntarily authorize the Board to deduct. All other voluntary deductions shall be approved by the Board. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969 (N.J.S.A.) rules established by the State Department of Education, Chapter 477 PL 1979.

B. Summer Payroll Deductions

The Board agrees to withhold from the salaries of its teachers, who so indicate in writing, moneys for a summer payment according to Title 18A:29-3 of the statutes of New Jersey.

C. Credit-Union Deductions

The Board agrees to withhold, from the salaries of its employees who so indicate in writing, moneys to be deposited in a credit union or the appropriate tax-sheltered annuities. The Board will offer two (2) credit unions to choose from, and will not change such credit unions without prior consultation with the Association. All contributions shall be forwarded within 5 business days of each payroll.

D. Insurance Deductions

Whenever any employee contribution is required toward the cost of any insurance, the Business Administrator shall calculate the annualized amount of the contribution and shall make deductions from employee paychecks in equal amounts during the course of the school year, regardless of the length of a particular employee's regular work year. The deductions shall be verified by the Association prior to the start of said deductions taking place.

ARTICLE IX

EMPLOYEE WORK STATIONS

A. Travel

1. Employees who may be required to use their own vehicles in the performance of their duties and/or employees who are assigned to more than one (1) school per day shall be reimbursed at the prevailing federal IRS deduction rate for all driving done between buildings following their arrival at the first location at the beginning of their workday.

2. School van may be used for school related travel when available. Use of the van will be coordinated by the Chief School Administrator or his designee.

B. Procedure for Voluntary Change in Teacher Work Stations

1. The Chief School Administrator shall deliver to the Association and post in all school buildings a list of the known vacancies as they occur.

2. Teachers who desire a change in grade and/or subject assignments for the following year may file a written statement of such desire with the principal not later than April 30. Such statements shall include grade and/or subject to which the teacher desires to be assigned in order of preference.

3. Every effort should be made to give primary consideration to a present teacher's request when a vacancy occurs.

4. In the determination of requests for a change in work station, the wishes of the individual teacher shall be honored to the extent that the courtesy of an interview be granted with the Personnel Committee of the Board.

C. Involuntary Reassignments

A meeting will be held between the employee involved and the supervisor at which time the employee shall be notified of the reason for the involuntary reassignment.

D. Professional Summer Employment

The Chief School Administrator shall mail to the Association, and post in both buildings, a list of known positions which will be available for professional projects during the summer. Nothing shall be construed, however, to require the appointment of a staff member, or to preclude the Board from hiring from outside the District for such projects.

E. Mentoring

1. The Board will provide to the Mentor a copy of New Jersey Administrative Code and appropriate Board policy concerning mentoring for the Mentor's information.

2. Payment for mentoring will be through the Board business office, with deductions being made from the mentoree's salary.

3. The Board retains the right to assign mentorships to the staff. The Mentor shall not have the right to refuse a mentoring assignment.

ARTICLE X

EMPLOYEE EVALUATION

A. Procedure for Evaluating Professional Personnel

1. Frequency

a. Each teacher shall be observed through classroom visitation by a certified supervisor at least once (tenured) or three times (nontenured) in each school year, to be followed in each instance by a written evaluation report and by a conference between the teacher and the evaluator for the purpose of identifying any deficiencies, extending assistance for their correction and improving instruction. Each observation shall consist of at least a full period.

b. More than one (1) classroom visitation/observation shall not occur on the same day, nor shall any observation occur prior to the previous evaluation conference. All visitations/observations shall occur in the same work year.

c. An additional observation may be made upon the request of the teacher.

d. No visitation/observation will be made on days prior to Halloween, Easter, Christmas, or one week prior to the last day of regularly scheduled class at the end of the school year.

2. Open Evaluation

All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address, cameras, audio systems and similar surveillance devices shall be strictly prohibited.

3. Copies of Evaluations

A teacher shall be given a copy of any class visit evaluation report prepared by his/her evaluator at least one (1) day before any conference to discuss it. If mutually agreed-upon by teacher and evaluator, this one (1) day requirement may be waived.

4. Conferences

Evaluation conferences as described in section A.1 of this Article shall occur within fifteen (15) working days of the observation. The conference shall be held within the school day giving the teacher a choice of using planning period or after students leave but without loss of benefit to the teacher.

B. Procedure for Evaluating Non-Teaching Personnel

1. Frequency

Each employee shall be evaluated by his/her immediate supervisor at least one (1) time in each contract year, to be followed in each instance by a written evaluation report and by a conference between the employee and his immediate supervisor for the purpose of identifying deficiencies and extending assistance for their correction. An additional observation may be made upon the request of the employee and shall not occur on the same day as any other observation of said employee.

2. Open Evaluation

All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, public address, cameras, audio systems, and similar surveillance devices shall be strictly prohibited.

3. Copies of Evaluations

An employee shall be given a copy of any observation/evaluation report prepared by his/her supervisor/evaluator at least one (1) day before any conference to discuss it. If mutually agreed upon by employee and evaluator this one day requirement may be waived.

4. Conferences

Evaluation conferences as described in section B of this Article shall occur within fifteen (15) workdays of the observation. The conference shall be held during working hours and at a time not conflicting with lunch or daily break times.

C. Representation at Evaluation Conferences

An employee reserves the right to representation in an evaluation conference if said employee feels such a conference could jeopardize his/her employment status and if said employee requests such representation.

ARTICLE XI

TEACHER FACILITIES

Listing of Facilities

Each school shall have the following facilities:

1. An adequately furnished room which shall be reserved for the use of teachers as a faculty lounge.
2. Properly lighted and clean rest rooms for the use of the teachers, separate from the students' rest rooms.

ARTICLE XII

SICK LEAVE

Refer to Article I. A. Unit for a definition of Association employees covered by this Article.

A. Accumulative

1. Ten (10) Month Employees

All employees shall be entitled to ten (10) sick leave days each school year, as of the first official day of said school year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

2. Twelve (12) Month Employees

All employees shall be entitled to twelve (12) sick leave days each school year, as of the first official day of said school year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

3. The Board agrees to compensate teachers for good attendance in accordance with the following:

Number of Days Absent in Any Year	Compensation
0	\$250

1	200
2	150
3	100
4	50
5 or more	-0-

The Board agrees to compensate support staff employees for good attendance in accordance with the following:

Number of Days Absent in Any Year	Compensation
0	\$150
1	125
2	100
3	75
4	50
5 or more	-0-

Days absent on bereavement leave following the death of an employee's parent, child, spouse or member of the immediate household shall not be considered in determining compensation.

If the total number of days any employee is absent in any year (excluding bereavement leave for spouse, parent, or child) is not a whole number of days, compensation shall be based on the next whole number of days: e.g., 1.5 days total absence = 2.0 days for determining compensation due.

Compensation shall not be available to any employee who is absent on unpaid leave for portion of the year or who is employed for less than the full year.

Compensation shall be prorated for a part-time employee.

Compensation shall be made on or about December 1 of each year in reference to attendance in the preceding school year.

B. Notification of Accumulation

Employees shall be given a written accounting of accumulated sick leave days no later than September 15 of each school year.

ARTICLE XIII

TEMPORARY LEAVES OF ABSENCE

Refer to Article I. A. Unit for a definition of Association employees covered by this Article.

A. Types of Leave

Employees shall be entitled to the following temporary noncumulative leaves of absence with full pay each school year:

1. Personal

Two (2) days leave of absence for personal, business, household or family matters which require absence during school hours. Application to the employee's principal or other immediate superior for personal leave shall be made at least twenty-four (24) hours before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than that he is taking it under this section.

2. Professional

A teacher who requests a day for professional reasons shall notify the Administrator in writing at least two (2) days in advance when possible. Professional day shall be defined as a day voluntarily used for improving job performance, approved by the building principal.

3. N.J.E.A. Convention

Personnel may attend the N.J.E.A. Convention. Those attending the convention shall receive \$30.00 per day for expenses and shall turn in vouchers.

4. Conference of Affiliates

Up to one (1) day for one (1) representative of the Association to attend conferences and conventions of state and national affiliated organizations.

5. Legal

a. Employment

Time necessary for appearance in any legal proceeding connected with the employee's employment, or with the school system shall be granted, if the employee is required by law to attend, excluding any situation wherein the employee and Board are adversaries or as prescribed by law.

b. Personal

Up to two (2) personal legal days may be taken for any legal matter which requires a court appearance. This excludes traffic court.

6. Bereavement Leave

In the event of the death of an employee's relative, such employee may be granted time off up to the number of workdays indicated below for bereavement and funeral related purposes. Except in the event of very extenuating circumstances, bereavement leave shall only be granted during the period immediately following the relative's death.

Parent, child, spouse or member of the immediate household: Five (5) workdays.

Parent-in-law, sibling, sibling-in-law, grandparent, and any other member of the employee's household: Three (3) workdays.

Spouse's grandparent, other blood relative, or close friend: One (1) workday.

7. Illness in the Immediate Family

An employee may be granted up to three (3) workdays in any year as may be required due to the serious illness of an employee's parent, child, spouse, or any other member of the employee's household.

B. In-Addition to Sick Leave

Leave taken pursuant to section A above to any sick leave to which the employee shall be in addition is entitled.

C. Personal Leave "Bank"

A personal leave "bank" is hereby created whereby days unused under paragraph A.1. of this Article may be donated by individual teachers and may be utilized by members of the bargaining unit who have utilized all of their allotted accumulated sick leave and partially compensated leave, on an emergency basis or in case of exceptional need. Permission to use such days shall be considered by the Board after receipt of a recommendation by a Committee of an equal number of representatives of the Board and the Association. It is understood that the Board shall not add days to the "bank" and that the "bank" shall be started with unused personal days leftover from the 1985-86 school year. An accounting of the personal leave "bank" for the prior school year shall be forwarded to the ATEA by November 1, of each contract year.

ARTICLE XIV

EXTENDED LEAVES OF ABSENCES

Refer to Article I. A. unit for a definition of Association employees covered by this Article.

A. Medical Disability Leave

An employee may be granted an unpaid leave of absence for up to one year for medical disability substantiated by a certificate from a physician. Said leave shall commence upon the exhaustion of paid sick leave, or at such other date as may be requested by the employee and approved by the Board.

Requests for disability leave shall be submitted by the employee at least ninety (90) calendar days in advance. However, in the event that ninety (90) days advance notification is not possible, the employee shall request the leave as soon as the need is known.

All requests for leave shall include the period of time requested and the specific date on which the

leave will terminate and the employee expects to return to active employment.

In considering a request for a leave to commence at a time other than upon the exhaustion of sick leave, and in considering the termination date for any requested leave, the Board may adjust the actual commencement date or termination date after consideration of the employee's medical need, students' needs, and administrative factors.

To the extent possible, with due consideration of the employee's medical needs, leaves should not commence nor end during the school year except at the end of the second marking period.

B. Child Rearing Leave

A teacher shall be entitled to an unpaid leave of absence for one full school year and that portion of the prior school year which follows the adoption of a pre-school child or birth of an infant. Requests shall be made to the Board at least ninety (90) calendar days in advance and all requests shall include the period of time requested and the date on which the leave will terminate and the employee expects to return to active employment (the start of the first or second school year immediately following the start of the leave or the start of the school year immediately following the child's second birthday).

Only one employee may request and be approved for a child rearing leave for the same child.

C. Illness in Family

An employee shall be entitled to an unpaid leave of absence for up to two (2) full school years for the purpose of caring for an ill member of the employee's immediate family. Requests shall be made to the Board at least ninety (90) calendar days in advance. However, in the event that ninety (90) days advance notification is not possible, the employee shall request the leave as soon as the need is known. All requests shall include the period of time requested and the date on which the leave will terminate and the employee expects to return to active employment. Return to active employment may only be at the start of a student school year or at the midpoint of the year (the end of the second marking period/beginning of the third marking period).

D. Other Leaves

Tenured Teachers may request and be approved for unpaid leaves of absence for other purposes such as for Association Business, International and Federal Programs, Military Service, and Education. Such leaves must be requested at least ninety (90) days in advance. Such leaves may commence at the start of the student school year and be for the entire school year or may commence at the midpoint of the student school year (at the end of the second/beginning of the third marking periods) and be for the second half of the school year. Such other leaves shall terminate at the start of the next student school year.

E. General Unpaid Leave Provisions

The Board is under no compulsion of a non-tenured employee beyond to continue the employment the contracted period.

While on leave, the employee shall not be considered to be in active service and shall not be entitled to any compensation and benefits granted to active employees. Accumulated and unused sick leave

shall, however, be restored to the employee upon return to active employment.

Time absent on unpaid leave shall not be considered in determining eligibility for tenure, eligibility for a salary increment, nor for any other purpose.

An employee who has had a leave of absence shall not be entitled to request a subsequent leave of absence until he/she has returned to active employment for a period of time at least equal to the period of time absent on such prior leave.

An early return from an unpaid leave shall be permitted in the event of extenuating circumstances. Requests to return

early starting with the beginning of the school year must be submitted by April 15. Requests to return early starting with the beginning of the third (3rd) marking period must be submitted by September 1. Extenuating circumstances shall include situations such as:

If on "Child Rearing Leave" - - termination of pregnancy or death of child;

If on "Illness in Family" leave - - significant change in the ill family member's condition.

In the event request that requirements modification of extenuating circumstances, an employee may the Board modify or waive any of the requirements stated within this article. Any such or waiver shall be at the sole discretion of the Board.

ARTICLE XV

TEACHER DEVELOPMENT AND EDUCATION IMPROVEMENT

Refer to Article I. A. Unit for a definition of Association employees covered by this Article.

A. Tuition Aid

Any teacher holding permanent certification in the employ of Alexandria Township Board of Education shall be reimbursed upon acceptable completion of the course and presentation of grade for the amount paid for the course by the teacher, and books and any other required materials necessary for the course of study pursued by the teacher. The course or courses shall be approved in writing, in advance of the matriculation, by the building principal and when completed, the teacher shall submit receipts for the amount or amounts paid, and a transcript shall be provided as evidence of successful completion of approved courses and a minimum grade "C," or the equivalent, or a pass in a pass/fail course shall be attained. In the event that a course is canceled or dropped, the business office shall be notified as soon as possible.

In the event that an approved course is filled when applicant registers, another course in the prescribed curriculum for that degree program may be substituted without prior approval. Teacher will notify the Principal of the forced change within one (1) week of the change.

Any teacher who intends to take courses in the next contract year which will entitle him/her to increased compensation shall advise the principal in writing in November of the preceding contract year of the intention.

B. Course Scheduling

Courses taken by teachers shall not be discriminated against because of date or time given. However, the teacher shall choose a time not conflicting with the regular working day. Following student dismissal a teacher may be granted an early departure at the discretion of the building principal.

C. Reimbursed Expenses

The cost of transportation and other reasonable expenses incurred in connection with any workshops, seminars, conferences and in-service training session approved by the building principal will be paid in full by the Board. All mileage shall be reimbursed at the current IRS deduction rate.

D. In-Service Workshops, Conferences, Programs

In-service programs shall be conducted during the in-school teacher workday if teacher attendance is required.

E. Continuing Education Credits

Approved continuing education credits (CEUs) shall be counted as credits beyond BA, BS, MA, or MS degrees. The Association and the Board jointly agree that continuing educational training for teachers is a benefit to both the individual and the district. There shall be a joint committee established to evaluate and to recommend a compensation formula for both in-district and out-of-district workshops and the use of these courses for advancement on the salary guide. This shall be called "The CEU Committee".

1. All attendance will be voluntary.

2. a. A committee comprised of six members - two Board of Education members, one administrator, and three Association members will be organized to evaluate in-service courses offered in-house.

b. The committee will determine the CEU value of each course both for instructors and participants.

c. Fifteen (15) CEU's equal one (1) graduate credit.

d. Rather than CEU credit, participants may elect to be compensated at three-quarters of the professional rate. Instructors who so choose will be compensated at the professional rate for both preparation and teaching time.

3. Those employees who have reached the maximum lateral guide compensation shall be paid at the professional rate, as outlined in number 2 above.

4. A maximum of 225 CEU's (15 graduate credits) will be allowed each individual under this agreement.

F. Tuition Reimbursement

Everyone meeting the definition shall be entitled to the following minimums per school year for course reimbursement until the maximum authorized for tuition reimbursements is reached: \$850. All tuition reimbursement participants shall be eligible for additional course reimbursement over these minimums if by June 30 of the contract year the allocated maximum has not been depleted. This maximum shall be: \$20,000. At that time, the remaining money due to a particular teacher shall be reimbursed automatically. If more than one (1) person applies, the money shall be divided equally among the applicants. The amount received shall not exceed the amount paid by the participant. The amount of reimbursement shall be prorated for part-time employees. Reimbursement shall be made in the fiscal year of the year the course grade is submitted as proof of course completion; the course is considered completed when the grade is submitted. An accounting of the distribution of tuition funds for the prior school year shall be forwarded to the ATEA by October 1 of each contract year.

G. Course Reimbursement for Coaches and Extra Curricular Activity Supervisors

Coaches and Extra Curricular Activity Supervisors shall be reimbursed for courses/workshops with prior approval of the Board.

ARTICLE XVI

INSURANCE PROTECTION

Refer to Article I. A. unit for a definition of Association employees covered by this Article.

A. Coverage

The Board shall purchase dental insurance for employees and health insurance for individuals or families. The health insurance will include: hospitalization, out-patient care, major medical and provision for retired teachers. The coverage will commence September 1 and end August 31 providing coverage for twelve (12) months for every employee employed in September for that year. For any dependent insurance coverage chosen by an employee, the Board shall pay eighty-five percent (85%) of the cost, and the employee shall pay fifteen percent (15%).

Personnel employed after September on a regular basis be covered shall as soon as possible and in compliance with law. Board payments of insurance premiums will cease with termination.

ARTICLE XVII

MISCELLANEOUS PROVISIONS

A. Retirement Clause

Refer to Article I, A. Unit for a definition of Association employees covered by this Article.

Subject to the following, an employee shall be paid upon retirement for accumulated unused sick leave at the rate of \$20.00 for each accumulated unused day up to 100 days: \$30.00 for each accumulated unused day between 101 days and 200 days: \$50 for each accumulated unused day above 200 days.

To qualify, an employee must terminate employment with the district and must be eligible to actually retire and to immediately receive pension payments pursuant to the rules and regulations of the retirement system. Employees who are not eligible to retire and to start receiving a monthly pension payment immediately following their terminating employment with the district shall not be eligible for pay for accumulated unused sick leave.

An irrevocable written notice of resignation/retirement must be submitted to the Board by January 1 immediately preceding the effective date of resignation/retirement.

The effective date of resignation/retirement must be during the students' summer recess period.

Payment shall be made within forty-five (45) days after the effective date of resignation/retirement.

B. Savings Clause

Except as this Agreement shall otherwise provide all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by the Agreement as established by the administrative procedures and practices in force on said date, shall continue to be so applicable during the terms of this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any employee benefit existing prior to its effective date.

ARTICLE XVIII

PRINTING AGREEMENT

Copies of this Agreement shall be printed at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all personnel now employed, hereafter employed, or considered for employment by the Board. One (1) copy shall be given to the Association President, to be filed with the UniService Office in Flemington, New Jersey.

ARTICLE XIX

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2006 and shall continue in effect until June 30, 2008 subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, on the day and year first above given.

ALEXANDRIA TOWNSHIP

ALEXANDRIA TOWNSHIP

EDUCATION ASSOCIATION

SCHOOL DISTRICT BOARD OF

EDUCATION

By: _____

By: _____

President

President

Attest:

By: _____

By: _____

Secretary

Secretary

DATE: _____

AGREEMENT

BETWEEN THE

ALEXANDRIA TOWNSHIP EDUCATION ASSOCIATION

AND THE

ALEXANDRIA TOWNSHIP BOARD OF EDUCATION

JULY 1, 2006 TO JUNE 30, 2008

Alexandria Township Education Association

July 1, 2006 to June 30, 2008

TABLE OF CONTENTS

PREAMBLE	1
ARTICLE I - RECOGNITION	1
Unit	1
Definition of Employee	3
Definition of Teacher	3
ARTICLE II - NEGOTIATION OF SUCCESSOR AGREEMENT	3
Deadline Date	3
Modification	3
New Positions	4
ARTICLE III - GRIEVANCE PROCEDURE	4
Definitions	4
Grievance	4
Aggrieved Person	5
Party in Interest	5
Purpose	5

Procedure	5
Time Limits	5
Year End Grievances	5
Level One - Principal or Immediate Superior..	6
Level Two - Chief School Administrator	6
Level Three - Board of Education	7
Level Four - Arbitration	8
Rights of Employee to Representation	9
Employee and Association	9
Reprisals	9
Miscellaneous	9
Written Decision	9
Separate Grievance Form	10
Forms	10
Meetings and Hearings	10
ARTICLE IV - EMPLOYEE RIGHTS	10
Statutory Savings Clause	10
Just Cause Provision	10
Required Meetings or Hearings	11
ARTICLE V - ASSOCIATION RIGHTS AND PRIVILEGES	11
Use of School Buildings	11
ARTICLE VI - WORK YEAR AND WORK SCHEDULE	12
Ten (10) Month Personnel	12
Twelve (12) Month Personnel	13
Work Schedule	13
Custodial Staff	13
Secretarial Staff	14
Snow Days and Other Emergencies	14

Overtime - Custodial Staff	15	
Vacation Schedule	16	
Holiday Schedule	17	
ARTICLE VII - TEACHING HOURS AND TEACHING LOAD		19
Lunch Period	19	
Working Hours	19	
Teaching Load	20	
Preparation Time	20	
Staff Meetings	20	
Back to School Night	21	
Parent/Teacher Conferences	21	
PROFESSIONAL TEACHER SALARY SCHEDULE		22
A-1 for 2006-07 and 2007-08	22	
ACTIVITY SALARY SCHEDULE		23
SUPPORT STAFF SALARY SCHEDULE		24
ARTICLE VIII - PAYROLL DUES AND SUMMER DEDUCTIONS		25
Association Payroll Dues Deductions	25	
Summer Payroll Deductions	25	
Credit Union Deductions	25	
Insurance Deductions	26	
ARTICLE IX - EMPLOYEE WORK STATIONS		26
Travel	26	
Procedure for Voluntary Change in Teacher Work Stations	27	
Involuntary Reassignments	27	
Professional Summer Employment	28	
Mentoring	28	
ARTICLE X - EMPLOYEE EVALUATION		28

Procedure for Evaluating Professional Personnel...	28
Frequency	28
Open Evaluation	29
Copies of Evaluations	30
Conferences	30
Procedure for Evaluating Non-Teaching Personnel...	30
Frequency	30
Open Evaluation	31
Copies of Evaluations	32
Conferences	32
Representation at Evaluation Conferences	32
ARTICLE XI - TEACHER FACILITIES	32
Listing of Facilities	32
ARTICLE XII - SICK LEAVE	33
Accumulative	33
Ten (10) Month Employee	33
Twelve (12) Month Employee	33
Notification of Accumulation	35
ARTICLE XIII - TEMPORARY LEAVES OF ABSENCE	35
Types of Leave	35
Personal	35
Professional	36
N.J.E.A. Convention	36
Conference of Affiliates	36
Legal	36
Bereavement Leave	37
Illness in the Immediate Family	37
In Addition to Sick Leave	38

Personal Leave "Bank"	38	
ARTICLE XIV - EXTENDED LEAVES OF ABSENCE		39
Medical Disability Leave	39	
Child Rearing Leave	40	
Illness in Family	40	
Other Leaves	41	
General Unpaid Leave Provisions		41
ARTICLE XV - TEACHER DEVELOPMENT AND EDUCATIONAL IMPROVEMENT	43	
Tuition Aid	43	
Course Scheduling	44	
Reimbursed Expenses	44	
In-Service Workshop, Conferences, Programs		45
Continuing Education Credits	45	
Tuition Reimbursement	46	
Course Reimbursement for Coaches and Extra- Curricular Activity Supervisors		47
ARTICLE XVI - INSURANCE PROTECTION		47
Coverage	47	
ARTICLE XVII - MISCELLANEOUS		48
Retirement Clause	48	
Savings Clause	49	
ARTICLE XVIII - PRINTING AGREEMENT		50
ARTICLE XIX - DURATION OF AGREEMENT		51

nP n@ -al -T} -T
T
æ 佞n@ 儀nR 儀nä 吁nè 吁nú
nI 嘔n^ 嘔nÓ 喃n
紀nL 緞nÁ 緞n; 綴n; 綴ag
a
n- 閱n¾ 閱nĐ 閱nâ 閱nü
nI 需a
n± 需nÃ 需nÕ 需nç 需nù
n
v n± nÓ nÕ nõ nö
ÿ
Courier
LetterGothic
CGTimes
Univers
CGTimes
Symbol
Wingdings
11/07/0608/03/06Bp