

AGREEMENT

between

**VINELAND
BOARD OF EDUCATION**

and

**VINELAND
EDUCATION ASSOCIATION**

**July 1, 2007
to
June 30, 2010**

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Article 1 RECOGNITION

A. The Vineland Board of Education recognizes the Vineland Education Association as the designated representative for purposes of collective negotiations, according to law, for all certificated personnel under contract, or on official leave employed by the Board, and all clerical staff members including full-time and permanent part-time clerical employees; but excluding the Superintendent, Assistant Superintendents and Board Secretary, Executive Directors, Director of Personnel, Principals, Assistant Principals, Psychologists, Coordinators, Directors, Supervisors, Secretary to the Superintendent of the Schools, Secretaries to all Assistant Superintendents, Payroll Supervisor, Supervising Clerk/Typist Vineland High School 11/12, Supervising Account Clerk/Typist Vineland High School 9/10, Accounting Assistant, Principal Personnel Clerk who supervises all personnel clerks and senior personnel clerks within the administrative building and Principal Personnel Clerk-Typist within the Personnel Department.

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

Article 2 NEGOTIATING PROCEDURE

A. In accordance with existing laws, the parties agree to meet at reasonable times and reasonable intervals for the purposes of collective negotiations and to reduce to writing proposals deemed by the parties appropriate matters for negotiations. The parties may by mutual agreement establish the date for the commencement of negotiations, as permitted by N.J.A.C. 19;12-2.1(a). The agreement reached as a result of these negotiations will be reduced to writing and signed by the parties.

B. Neither party in any negotiations shall have any control over the selection of the negotiating representative of the other party. The parties mutually pledge that their representative shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations.

C. 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.

D. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article 1 of the Agreement with any organization other than the Association for the duration of this Agreement.

Article 3 GRIEVANCE PROCEDURE

A. Definitions

1. A grievance is an allegation by an employee, employees, or the Association that there is a violation in the interpretation, application or administration of the terms of this Agreement. A grievance may also be an allegation by an employee, employees or the Association concerning an administrative decision of the principal.

Such grievance may be appealed up to and including Level Three. The decision of the Superintendent shall be final with respect to grievances concerning administrative decisions.

2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purposes

The purpose of this procedure is to provide for the resolution of differences concerning the parties' rights under this Agreement. Both parties agree that these proceedings will be kept informal and confidential at any level of the procedure.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement, as confirmed in writing.
2. In the event a grievance is filed at such a 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. (a) Any aggrieved person may be represented at all stages of the grievance procedure beyond Level One by himself or, at his option, by a representative selected or approved by the Association.

(b) If a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Three.

4. (a) Level One

1. An employee with a grievance shall set forth his grievance in writing to his principal or immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the grievance informally.

2. The grievance shall be filed within thirty (30) school days after the grievance occurred.

3. The written grievance shall specify the nature of the grievance, the extent of injury or loss, the specific Article of this Agreement applicable and the requested remedy.

4. The principal or immediate supervisor shall render his decision within ten (10) school days, which shall be communicated to the employee in writing with a copy to the Association.

(b) Level Two

1. Within ten (10) school days following the decision rendered at Level One, or within twenty (20) school days following the filing of the Level One grievance, if no decision is rendered at Level One, the aggrieved person may, if not satisfied by the Level One disposition, file the grievance with the Superintendent.

2. The Level Two grievance shall be in writing, in the form set forth under subsection 4 (a) (3).

3. The Superintendent, or his designated representative, who may be an Assistant Superintendent or the Director of Personnel, shall render his decision in writing within twenty (20) school days of the filing of the grievance. The decision of the Superintendent with respect to appeal of a grievance regarding an administrative decision shall be final and not subject to further appeal.

(c) Level Three

If the aggrieved person is not satisfied with the disposition of his

grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he may, within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, submit his grievance in writing to the Board of Education. The Board of Education at the request of the Association and/or the grievant shall hold a hearing subject to the following conditions:

- (1) Said hearing shall be scheduled pursuant to the mutual agreement of the parties, not later than following the next two regularly scheduled Board meetings (excluding Board work sessions). The scheduling of said hearing may be further extended only by mutual agreement in writing.
- (2) Said hearing shall not exceed thirty (30) minutes in duration unless the Board of Education allows a continuation.
- (3) A maximum of three (3) grievances may be presented at any one hearing.
- (4) The Association shall be represented by no more than three (3) persons selected by the above.
- (5) The Board of Education may require the grievant's presence in addition to the persons selected by the above.
- (6) Said hearing shall be scheduled prior to the start of the regularly scheduled Board meeting or to start no later than 9 p.m. of the regularly scheduled Board meeting.

The Board shall review the grievance and within a period of thirty (30) calendar days shall render a decision in writing to the aggrieved person.

(e) Level Four

If the decision of the Board does not resolve the grievance to the satisfaction of the employee, the Association may request a review by a third party. Such request must be made in writing to the Board of Education through the Superintendent's office within ten (10) school days of the Association's receipt of the Board's decision. The Board of Education shall not be required to give reasons for its decisions, and the Board's decision in the following matters shall be final and not subject to appeal to a third party;

- (1) Any matter subject to any rule or regulation of the State Commissioner of Education or covered by Title 18A N.J.S.A.; or

(2) A complaint of a non-tenured employee which arises by reason of his not being reemployed; or

(3) Any matter subject to any Civil Service rule, Civil Service regulation or Civil Service law or any matter within the jurisdiction of the New Jersey Dept. of Personnel; or

(4) A complaint of a temporary or provisional employee which arises by reason of his termination.

5. (a) The following procedure will be used to secure the services of an arbitrator:

(1) A joint request will be made to the American Arbitration Association or the New Jersey Public Relations Commission to submit a roster of persons qualified to function as an arbitrator in the dispute in question.

(2) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association or the New Jersey Public Relations Commission to submit a second roster of names.

(3) If the parties are unable to determine, within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association or the New Jersey Public Relations Commission may be requested by either party to designate an arbitrator.

(b) 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 recommendation of the arbitrator shall be binding on the parties. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) calendar days of the completion of the arbitrator's hearings.

D. Miscellaneous

1. Each party will bear the total cost incurred by themselves.
2. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.
3. It is understood that employees shall, during and notwithstanding any pending grievance, continue to function in their duties until such grievance or any effect thereof shall be fully determined.

Article 4

EMPLOYEES' RIGHTS

A. In accordance with existing laws, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under color of law 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 employment of any rights conferred by Chapter 123, Public Laws of 1975, or other laws of New Jersey or the constitution of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Nothing contained herein shall be construed to deny or restrict any employee such rights as he may have under New Jersey School laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

C. Subject to law, no employee shall be disciplined, reprimanded, reduced in rank or compensation, be given an adverse evaluation of his professional services, have a salary increment withheld or deprived of any professional advantage 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.

D. Whenever any employee is directed to appear before the Superintendent, Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his office, position or employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview at least twenty-four hours in advance and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.

E. An employee shall have the right to once annually review the contents of his personnel file. An appointment for such review shall be

made on one week's written notice to the Superintendent of Schools or his designee. The Board of Education shall furnish, immediately following the employee's examination of the file, any materials in the file if permitted by law. An employee shall be entitled to have a representative(s) of the Association accompany him during such review.

No personnel file shall be made available for review to co-workers, except that the employee's supervisor(s) and principal, the personnel director, assistant superintendents, superintendent, board members or legal counsel may review said file. No file shall be made available for review by anyone not employed by the Board of Education, except to the extent disclosure may be required by law, statute or regulation.

Article 5

ASSOCIATION RIGHTS AND PRIVILEGES

A. The Board, subject to law and subject to its policies, agrees to furnish to the Vineland Education Association in response to a reasonable request such available information that may assist the Association and the Board in the determination of proper subject matter for negotiation.

B. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, he shall suffer no loss in pay.

C. Subject to the approval of the Board, the Association and its representatives shall have the right to use school buildings for Association meetings. No such meetings shall interfere with or interrupt normal school activities.

D. The Association shall have the right to use the inter-school mail facilities and school mail boxes subject to the approval of the Superintendent or his designee.

E. The Board shall grant leave with pay to the President of the Association as requested during his term of office subject to the Superintendent's approval. Such approval shall not be unreasonably withheld.

F. Representatives of the Association, the New Jersey Education Association and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere with or interrupt

normal school operations. The Superintendent or other authorized individual shall receive notice of such Association business, which shall be subject to approval by the Superintendent or his designee, which approval shall not be unreasonably withheld.

G. The Board shall provide a bank of ten (10) Association business days per year, allocated five (5) Association business days for certificated personnel and five (5) Association business days for non-certificated personnel. Association business days for certificated and non-certificated personnel shall not be transferred between the two enumerated groups of personnel. Use of such Association business days shall be approved by the Superintendent or his designee. Association business days shall not be cumulative from year to year.

Article 6 NON-TEACHING DUTIES

A. The Board and the Association acknowledge that the teacher's primary responsibility is to teach and that his energy should, to the fullest extent possible, be utilized to this end. It is also recognized by the Board and the Association that the teacher has a responsibility to students and the profession which entails the performance of duties extending beyond assigned instructional class periods.

B. The Board will employ the services of teacher aides to relieve all elementary teachers from the following non-teaching duties dependent upon availability of personnel:

1. supervision of lunchroom
2. supervision of playgrounds

C. The Board will employ the services of teacher aides to relieve all secondary teachers from the following non-teaching duties dependent upon availability of personnel:

1. supervision of lunchroom

D. Notwithstanding any provision of this Article to the contrary, no teacher shall be required to perform lunchroom or playground supervision. However, nothing contained herein shall be construed so as to prevent teachers from accepting these assignments voluntarily with the expressed understanding that no teacher shall be coerced in any manner into accepting such assignments.

E.1. Teachers shall not be required to drive students to activities which take place away from the school building. A teacher may do so voluntarily, however, with the advance approval of his principal or

immediate supervisor. He shall be compensated for the use of his own automobile in accordance with existing Board policies.

2. The Board shall maintain secondary motor vehicle insurance to cover and to protect the teacher against any claim which may not be covered by his/her motor vehicle policy, arising out of the authorized use of his/her own automobile in the performance of school duties and assignments.
- F. Association members shall have a professional responsibility to and shall utilize the School District's technology, including but not limited as follows to submit attendance, grades and online progress reports, participate in online surveys, prepare lesson plans to electronic format, and to access and check School District email and voicemail at least once each school day. The School District shall be responsible to provide Association members access to its technology. No Association member shall be disciplined or shall receive an adverse evaluation in situations where the School District has not provided access to its technology.

Article 7

TEACHER EMPLOYMENT

- A. Any employee covered by the collective bargaining agreement between the Vineland Board of Education and the Vineland Education Association who has been credited with working or who has received compensation for one-half of the required working days of any one (1) school year shall be given full credit for one (1) year of service toward the next increment step for the following year.
- B. When a new teacher is employed, the following shall apply:
 1. No hire shall be placed on a salary step higher than an existing employee with the same number of years of experience. Initial placement shall control movement through the salary guide.
 2. If a new hire is not given full credit for prior experience the individual will be given full back service entitlements as follows:
 - (a) Any experience credits not granted upon initial hire shall begin to be credited in the fourth (4th) year of employment, or when tenure is achieved, in addition to the normal step increment.
 - (b) The balance of experience credit due will be divided over seven (7) years with the hire receiving at least one (1) additional year credit in each subsequent year.

- (c) Total experience credits must be granted by the tenth (10th) year of district employment.
- (d) If one year's credit over seven (7) years [years four (4) - ten (10)] will not cover all experience credit due and mathematically the additional fraction realized represents one-half (1/2) or more, then two (2) years credit in each year shall be given.

All credits or entitlements accumulated under this subsection or its predecessor subsections in prior contract(s) shall remain in effect.

3. Examples of above procedure:

- (a) An individual hired at Step 1 with thirteen (13) years of prior experience would require $1 \frac{8}{10}$ years of credit annually. Such individual would receive two (2) years credit annually until all thirteen (13) years credit has been received.
- (b) An individual hired at step 1 with nine (9) years of prior experience would require almost $1 \frac{3}{10}$ years of credit annually. Such individual would receive one (1) year's credit in each of the first six (6) years and the remaining balance in the seventh (7th) year of computation of tenth (10th) year of employment.

C. Teachers shall be notified of their contract and salary status for the ensuing year not later than May 15.

D. All teachers shall receive by October 1 a written statement of their accumulated sick days as of the close of the prior school year.

Article 8

WORK YEAR

A. The work year for the teacher shall consist of 185 days duration as follows:

180 days for pupil instruction

1 day for opening activities for teachers

1 day for closing activities for teachers

3 full days for in-service training, workshops or other professional development.

B. In the first year of employment, teachers new to the district may be required to attend up to three days of orientation sessions prior to the opening week of school. Effective August, 2005 and thereafter, teachers entering the second and third years in the district shall be required

to attend two days of orientation/training sessions. Said sessions for second and third year teachers shall be no longer than six (6) hours (including lunch) or five (5) hours (excluding lunch). Said second and third year teachers shall be compensated at the rate of \$20.00 per hour, not to exceed five (5) hours of compensation per day. Teachers new to the district, as set forth in the first sentence of this sub-article 8.B, shall attend orientation sessions without compensation.

C. In addition to the three (3) full days for in-service training, workshops or other professional development (in Section A on page 10), half day sessions, defined as any day in which pupils are dismissed early, may also be required for the same purposes.

D. Additional in-service days may be added to the calendar if more than provided for herein are mandated by the State of New Jersey.

E. The following terms and conditions of employment shall apply to twelve (12) month positions, including but not limited to high school guidance chairpersons, District Testing Coordinator, Technology Coordinator and middle school guidance chairpersons:

1. Salary shall be calculated on an index of 1.1 times the appropriate guide step and column. (Article 11)
2. Twelve (12) month positions shall be granted fourteen (14) sick days. (Article 15)
3. Twelve (12) month positions shall granted five (5) personal days. (Article 16)
4. Twelve (12) month positions shall be granted twelve (12) vacation days. (Article 12)
5. The work year for twelve (12) month employees shall be the same as ten (10) month teachers during the student academic year.

F. Work Schedule for Secretarial Staff

1. Group A, B, C:

Off all legal holidays. Also off at the close of the school day on the day prior to Thanksgiving and at the close of the last school day preceding Christmas.

2. Group A :

In addition to the above, Group A employees shall be off during the Christmas recess, except as noted, the Friday following Thanksgiving Day and the Monday following Easter.

NOTE: Selected personnel will be asked to work during the Christmas recess. For any days worked, such employees will be paid on a pro-rata basis.

Any Group A employee who plans to attend the NJEA Convention is required to report attendance in accordance with Title 18A:31-2.

3. Group B and C:
Off when teachers are not required to report to duty within the pupil calendar.
4. The normal work week for all Secretaries shall be thirty-five (35) hours exclusive of lunch, seven (7) hours per day. Any part-time regularly employed staff member shall be compensated on a pro-rata basis with this base. Overtime payment at the rate of time and one-half shall be paid employees who work their assigned duties entirely outside the regular hours of work and shall commence when the employee has worked 35 hours in a given calendar week. In calculating said thirty-five (35) hours in a given calendar week, all paid sick days, vacation days, holidays and temporary/personal leave days shall be counted and included as time worked for the purposes of the calculation of overtime. All overtime shall be rounded off to the nearest fifteen (15) minutes at the end of each pay period. This will be remunerated at the rate of time and one-half the hourly rate and payment be made not later than the second pay day if possible.
5. The work year shall be:
 - Ten (10) months September 1 to June 30
 - Twelve (12) months July 1 to June 30
6. The ten (10) month employees may be required to report for work up to five (5) working days before the teachers arrive for the new school year. For those days prior to September 1, the secretary shall be compensated on a pro-rata basis for each such day worked. The application of this rule shall apply for any days worked after June 30. Each elementary supervisory area shall have designated by the Board one secretarial employee who shall be a twelve (12) month employee. Existing designations of twelve (12) month secretaries at the intermediate and secondary level shall not be affected by this sub-article.
7. Secretaries shall be provided three days of professional development each work year. The time, place and content of such professional development shall be at the discretion of the Superintendent and /or his designee.

Article 9 WORK DAY

A. Except as set forth in subparagraph A.4, the teacher work day shall be seven (7) hours in length and shall include lunch time, conference/preparation time, pupil contact time, twenty (20) minutes prior to the

start of the student day and twenty (20) minutes after the student dismissal bell. Provided, however, as follows:

1. In 2004-05, teachers may be assigned such duties as teachers performed during said twenty (20) minute periods in previous years. In 2005-06 and thereafter certificated personnel may be assigned duties during said twenty (20) minute periods at the discretion of and by the school principal. Such duties assigned in 2005-06 and thereafter shall be related to the safety and discipline of the school, its staff and/or students and may include bus duty, hall duty, monitoring of homerooms and/or classrooms and duties of a like nature.
2. Through mutual agreement between the affected teacher and principal, instructional activities may be assigned to speech therapists, supplemental instructors and compensatory education teachers in lieu of other assignments during the twenty (20) minute periods, as applicable. Nothing contained herein shall be construed so as to prevent teachers from accepting these assignments voluntarily with the expressed understanding that no teacher shall be coerced in any manner into accepting or not accepting such assignments.
3. Teachers in grades 7 and 8 may, at the sole discretion of the Board, through the superintendent, assistant superintendents, supervisors and principals, be assigned to teach up to, but not exceeding, six instructional class periods per day. This subsection shall not be deemed to affect any past or current policy or practice of assigning teachers in grades K through 6.
4. The teacher work day for teachers in grades 9 through 12 shall be seven (7) hours in length and shall include lunch time, conference/preparation time, pupil contact time, ten (10) minutes prior to the start of the student day and thirteen (13) minutes after the student dismissal bell. In 2004-05 teachers in grades 9 through 12 may be assigned such duties as teachers performed during said periods in previous years. In 2005-06 and thereafter certificated personnel in grades 9 through 12 may be assigned duties during said ten (10) minutes prior to the start of the student day and thirteen (13) minutes after the student dismissal bell at the discretion of and by the school principal. Such duties assigned in 2005-06 and thereafter shall be related to the safety and discipline of the school, its staff and/or students and may include bus duty, hall duty, monitoring of homerooms and/or classrooms and duties of a like nature.
5. Teachers in grades 9 through 12 may, at the sole discretion of the Board, through the superintendent, assistant superintendents,

supervisors and principals, be assigned to teach up to, but not exceeding, six instruction class periods within a nine period day. The six instruction class limit shall include assignment of teachers to In School Suspension (ISS). This subsection shall not be deemed to affect any past or current policy or practice of assigning teachers in grades Preschool through 5.

6. Itinerant teaching staff shall be entitled to travel time, which staff shall not be required to utilize during the twenty (20) minutes prior to the start of the student day, the twenty (20) minutes after the student dismissal bell or during conference/preparation time provided for in sub-article B herein below.

B. Teachers shall be provided conference/preparation time according to the following:

1. Teachers assigned to grades 5-12 shall be granted five (5) conference/preparation periods per week of forty (40) minutes daily.
2. Teachers in grades K-4 shall be granted five (5) conference/preparation periods per week of forty (40) continuous minutes daily.
3. Part-time teachers (as defined in Article 11D) working a 3/7 day and a 4/7 day respectively shall be granted eighty-five (85) and one hundred fourteen (114) minutes respectively conference/preparation periods per week, to be scheduled at the sole discretion of the superintendent, assistant superintendents, supervisors and principals.
4. Conference/preparation periods may be utilized by the teachers at their discretion, except that, at the discretion of the principal(s), conference/preparation periods - one (1) period per month in 2001-02; not to exceed two (2) periods per month, up to a maximum of ten (10) periods per year in 2002-03; not to exceed three periods per month, up to the maximum of fifteen (15) per year in 2003-04-shall, as designated and directed by the principal(s), include curriculum programming and implementation, common planning (grade and subject matter) and conferences with students, parents, principals, supervisors and child study team members. Consultation with child study team shall not include annual reviews of students. Those activities for which teachers have been compensated in the past or for which release time has been granted shall continue.

C. Whenever possible, a substitute will be obtained when a nurse is absent.

D. Any teacher employed in both morning and afternoon sessions shall be entitled to a duty free lunch period during the hours normally used for lunch periods in the school. Such duty free lunch periods shall be 40 minutes in grades 5-12 and 45 minutes in grades K-4.

E. Teachers assigned to grades pre-school through twelve (12) may be required to hold parent-teacher conferences four (4) days per year. On any day such conferences are scheduled, pupils shall be dismissed for a one-half (1/2) day session. No more than two (2) of the four (4) parent conference days may be scheduled during the evening hours. Those two (2) shall be scheduled between the hours of 6:00 and 8:00 PM. The other two (2) required days shall be scheduled as follows: grades pre-school to 5 - 1:45 to 3:45 P.M., grades 6 to 8 - 1:15 to 3:15 P.M. and grades 9 to 12 - 12:30 to 2:30 P.M. The times set forth above are based on the start and end times of the student instructional day and busing schedules, and may therefore vary.

F. Effective with the 2008 - 2009 school year, teachers assigned to grades 9 through 12 may be required to attend two (2) open houses per school year. Said open houses shall be scheduled during the evening for a period of two hours, the time to be scheduled at the sole discretion of the Superintendent, which end time shall not be later than 9:00 P.M.

G. All teachers assigned to evening parent teacher conferences and/or open house/back to school nights shall be excused for any of the following reasons:

- (a) taking courses, as paid for by the Board and approved by the Superintendent or his designee pursuant to Article 18.A (including its sub-articles) hereinbelow or courses paid for by the teacher(s), which courses shall be consistent with the criteria set forth in Article 18.A. hereinbelow (including its sub-articles) for the approval of courses by the Superintendent or his designee;
- (b) coaching; and
- (c) documented emergencies.

Article 10

TEACHER ASSIGNMENT

- A.1. All elementary teachers shall be given written notice of any changes in building or grade assignment for the ensuing school year not later than July 31, to the extent administratively feasible.
- 2. Secondary grade teachers shall be given written notice of any changes in building assignment and subject teaching assignment for the ensuing year not later than July 31, except as provided under Section B.
- 3. A copy of the individual teacher's specific period, schedule, and room assignment for the new school year shall be made available in writing for secondary school teachers by August 15.

B. In the event that changes in such schedules, class and/or subject assignments or room assignments are proposed after July 31, any teacher affected shall be notified promptly in writing, and upon request of the teacher, the changes shall be reviewed between the Superintendent or his representative and the teacher affected and at the teacher's option a representative of the Association may be present. It is recognized, however, that schedules, class and/or subject assignments and room assignments shall be made, at the sole discretion of the Superintendent.

C. Travel allowance for teachers who must travel between assignments as a part of their work day shall be compensated consistent with the IRS rate then in effect at the time compensation is made.

D. Nurses, social workers and learning disabilities specialists shall keep a daily travel log. This log shall be submitted on a monthly basis and reimbursement shall be made in the subsequent month.

Article 11 SALARIES

A.1. The salaries of all teachers covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part hereof.

2. Compensation for specified area curricular duties, including coaching, shall be in accordance with Schedule "B" attached hereto and made a part hereof.

ALL SALARY GUIDES AND CHARTS ARE LOCATED IN THE BACK OF AGREEMENT BOOK.

B. Employees shall receive their paychecks bi-weekly in equal amounts every other Friday or the last working day prior to the regular Friday pay day.

C. Adjustment to the next training level on the salary guide shall occur on either September 1 or February 1, subject to the official transcript from the teacher's college being received by the district prior to such date. If the transcript is received after September 1 or February 1, by the administration, through no fault of the teacher, placement on the salary guide shall be retroactive to either of the aforesaid dates, whichever may be applicable.

D. Part-time teachers are defined as those teachers teaching less than the seven hour teacher work day set forth in Article 9.A. Such part-time teachers shall be designated as 1/7, 2/7, 3/7, 4/7, 5/7 or 6/7 depending upon whether their work day is 1, 2, 3, 4, 5 or 6 hours. Salary shall be prorated on the Schedule A Salary Range in 1/7 increments as

appropriate (e.g. 3/7 teacher shall receive 3/7 of salary reflected on Schedule A for particular step). Part-time teachers designated as 1/7, 2/7 and/or 3/7 shall not receive any health benefits provided under Article 23. Part-time teachers designated as 4/7, 5/7 and/or 6/7 shall receive all health benefits provided under Article 23.

E. Salary for Athletic Trainer shall be calculated on an index of 1.15 times the appropriate step and column.

Article 12

SALARIES/VACATIONS - SECRETARIES

A. PAY SCHEDULE (See guides on pages 49-58.)

Group A - Administrative Offices (12 months)

Group B - Secondary and Intermediate School and Administrative Offices (12 months)

Group C - Elementary (10 months) and other ten (10) month employees

B. LONGEVITY SCHEDULE FOR SECRETARIES

10-14 years local experience \$ 500 beyond base pay

15-18 years local experience \$ 700 beyond base pay

19-22 years local experience \$1,000 beyond base pay

23-26 years local experience \$1,300 beyond base pay

27-30 years local experience \$1,600 beyond base pay

31-35 years local experience \$1,900 beyond base pay

36+ years local experience \$2,220 beyond base pay

C. VACATION SCHEDULE

All permanent employees or full-time provisional employees shall be entitled to vacation leave based on their years of continuous accumulated service:

- (a) Annual vacation leave with pay shall be earned at the rate of one working day of vacation for each month of service during the remainder of the fiscal year following the date of appointment; twelve (12) working days vacation thereafter for every year and up to the tenth year of service; beginning in the eleventh year of service fifteen (15) days vacation; beginning in the sixteenth (16th) year one (1) additional working day vacation for each additional year of service, up to a maximum of twenty (20) working days vacation (as per chart set forth in this sub-article). For year one employees, the half-year convention (i.e., December 31) shall apply in order to determine advancement to the next vacation year plateau. Permanent or provisional part-time employees shall

receive vacation credit allowance on a proportionate basis. Leaves of absence for military or national volunteer service, other leaves granted by the Board for interruptions of employment due to involuntary separation because of economic restrictions suffered by the Board of reorganization shall not be considered to break continuity of service for earned service credit; however, the period of separation shall not count as service time. Employees on leave with pay shall continue to earn vacation entitlement. Employees shall be permitted to utilize vacation days as following: during the first two years of employment only as accrued on a monthly basis; thereafter, in each succeeding year at any time after July 1st.

<u>Beginning Year</u>	<u>Days Earned</u>	<u>Notes</u>
1	1 day/month	Maximum 12 days
2	1 day/month	Maximum 12 days
3	12 days	Granted/Available for use July 1st
4-10	12 days	Granted/Available for use July 1st
11-15	15 days	Granted/Available for use July 1st
16	16 days	Granted/Available for use July 1st
17	17 days	Granted/Available for use July 1st
18	18 days	Granted/Available for use July 1st
19	19 days	Granted/Available for use July 1st
20	20 days	Granted/Available for use July 1st

- (b) Vacation allowance for twelve (12) month employees must be taken during the months of July and/or August immediately following the year in which earned, or at such times as directed by the Board, or when possible, at other mutually agreed times. Ten (10) month employees shall take vacation on such days prior to the end of the work year, as approved by the school principal or supervisor, which approval shall not be unreasonably withheld. Ten (10) month employees shall not be compelled to take vacation during Christmas recess period. Effective July 1, 1995, employees subject to this sub-article may accumulate no more than five (5) vacation days for use in the subsequent year. Vacation entitlement accumulate prior to July 1, 1995, shall remain available to employees affected by this sub-article. Upon termination of employment, accumulated unused vacation days shall be paid on a prorated basis.

D. PROMOTION

A secretary or clerical staff member who is promoted shall receive a salary increase of \$200 for each horizontal column move and then placed on the step on the new column which would result in any increase over what he/she had been earning plus \$200 for each horizontal column advanced and then be advanced to the next

higher step. For example: Based on the 1992-1993 Salary Guide Agreement, a group "A" individual who earned \$13,996 on step 4 of column 13, who is promoted, \$600 must be added to the current salary (\$200 times 3 columns), giving a sum of \$14,596. In column 16, find the closer higher salary to this new figure or \$15,067 on step 3, move up one step to step 4 giving a new salary of \$15,783.

- E. Any employee, covered by the collective bargaining Agreement between the Vineland Board of Education and the Vineland Education Association who has been credited with working or who has received compensation for one-half of the required working days of any one (1) school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

Article 13

TEACHER EVALUATION

A. Supervisors who submit evaluation reports shall be persons certified by the New Jersey State Board of Examiners to supervise instruction.

B. A teacher shall have the right to review and to sign all evaluation reports prepared by his evaluators, and the teacher shall have the right to a copy of any such reports upon request. The signing of the evaluation report by the teacher shall not be construed to be acceptance.

C. All non-tenure teachers shall be evaluated not less than three times each school year; evaluation shall be subject (except as specifically set forth below in this Article 13.C) only to the requirements of N.J.S.A. 18A:27-3.1 and N.J.A.C. 6A:32-4.5. There shall be no notice or pre-ference in advance of the evaluation of non-tenured teachers. With respect to the three evaluations of non-tenured teachers provided for hereinabove, best efforts shall be made to space evaluations a minimum of fifteen (15) days apart, and ensure that the evaluations be conducted by a minimum of at least two (2) administrators, with at least one evaluation conducted prior to January 30 and at least one evaluation conducted subsequent to January 30.

D. A conference between the evaluator and the non-tenure teacher shall be had within ten (10) school days of the observation.

E. Tenured Staff Members.

1. Frequency

Each tenured teacher shall be formally observed at least once during each school year by a member of the administrative and/or supervisory staff of the district. Additional observations may be made should the administrator or supervisor deem them neces-

sary. The teacher may also request that an additional observation be held and such a request shall not be unreasonably denied.

2. Observation Process

(a) The observation shall extend for a period of not less than forty (40) minutes (if not an observation of an instructional block) or for the length of an instructional block. The observation shall include the introduction and/or lesson closure.

(b) A post-conference will be held between the supervisor and teacher within ten (10) school days, not to exceed fifteen (15) calendar days, for the purpose of reviewing and discussing the written evaluation draft.

(c) All observations/evaluations shall be based on the Professional Evaluation Criteria/Rubric and reported on the Professional Evaluation Performance Report. At the sole discretion of the superintendent and/or his/her designee, additional information from the evaluator may be provided in narrative or other form. No additional information may be added after the post-conference.

(d) Following the conference a written report in quadruplicate shall be prepared by the supervisor and signed by the supervisor and the teacher within ten (10) school days of the conference.

(e) The teacher shall have the right to make additional comments or explanations concerning the observation/evaluation report within ten (10) school days. Such comments shall be attached to and be made a part of the formal evaluation.

F. Pupil Progress Indicators

Pupil progress data shall include but not be limited to two or more of the measures defined in N.J.A.C. 6:8-3.4 which include:

Teacher observation, parental or guardian interview, formal and informal evaluation techniques, cumulative pupil records, student performance data collected through local testing programs which meet State criteria, State testing results and visual, auditory, and/or medical examination.

G. A teacher shall have the right to once annually review the contents of his personnel file. An appointment for such review shall be made on one week's notice to the Superintendent of Schools or his designee. The Board of Education shall furnish, immediately following the teacher's examination of the file, any materials in the file if permitted by law. A teacher shall be entitled to have a representative(s) of the Association accompany him during such review.

H. Upon receiving a formal complaint concerning a teacher, the administrator to whom it is presented shall, within three school days, inform the teacher in writing of the nature of the complaint, with the particulars and the name of the complaining party.

Article 14 VACANCIES, TRANSFERS AND REASSIGNMENTS

A. On or before ten (10) working days prior to the last scheduled work day for teachers, the Superintendent shall post in all school buildings and in the School Board Office and concurrently inform the Association of the location and the requirements for teaching positions and vacancies which are anticipated for an ensuing school year. Further, the Superintendent shall post and concurrently inform the association of any promotional opportunity or vacancy which provides for a salary differential, additional compensation or a position which is primarily a non-classroom assignment, such as: administrative or supervisory personnel, guidance counselor, social worker, learning disability specialist, speech therapist and librarian whenever such opportunity or vacancy occurs. No position for advancement shall be filled until all properly submitted applications have been considered.

B.1. Teachers who desire a change in grade and/or subject assignment or who may desire to transfer to another building may file a written statement of such desire with the Superintendent not later than March 1 and it shall remain active until September 1. Such statement shall include the grade and/or subject area to which the teacher desires to be assigned and the school or schools to which he desires to be assigned and/or transferred, in order of preference.

2. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and the best interest of the school system. Notwithstanding the above, reassignments and/or transfers shall occur at the sole discretion of the Board.

3. If a teacher's request for transfer has not been granted, a renewed or subsequent request may be submitted and processed under the conditions described above.

C. Teachers shall receive reasonable notice, a concise statement of reasons and a conference, if requested, prior to any transfer or reassignments. Said conference shall be with the Superintendent or his

designated representative. The teacher may, at his option, have an Association representative present. Notwithstanding the above, transfers or reassignments shall occur at the sole discretion of the Board.

D. All secretarial vacancies which the Board intends to fill, including new positions or those created by promotions, resignations or transfers, are to be posted. Any secretary who wishes the opportunity to apply for the open position shall apply for said position within one (1) week of the date of announcement; the Board shall not fill the position until after the expiration of the one (1) week period.

Article 15 SICK LEAVE

A. Teachers who are steadily employed by the Board of Education and who are absent because of personal illness or quarantine shall be allowed sick leave with full pay for a minimum of thirteen (13) days in any school year. If any such teacher requires in any school year less than the specified number of sick leave with pay allowed, all days of such sick leave not utilized shall be accumulative to be used for additional sick leave as needed in subsequent years.

B. In the event that a tenured teacher shall have exhausted the specified annual and accumulative sick leave days because of extended illness or quarantine, such teacher may be granted in any school year additional sick leave with adjusted salary payment for each day of such absence. Such cases shall be considered on an individual basis.

The adjusted salary payment shall be on the basis of one-two hundredth of the teacher's annual salary minus the daily pay of a substitute teacher.

C. Any teacher retiring shall receive for each day of unused accumulated sick leave \$60.00 in 2007 - 2008, \$65.00 in 2008 - 2009 and \$70.00 in 2009 - 2010 multiplied by the number of such days accumulated with a cap of \$20,000.00. Secretarial reimbursement shall be equal to sixty (60) percent of the teacher reimbursement.

D. Teachers who plan to retire and give written notice before November 1 for the following September 1, or other later date, upon actual retirement, shall be entitled to receive for each day of unused accumulated sick leave the amount set forth in Article 15.C with the \$20,000.00 cap provided for in this Article waived.

Teachers who give notice after November 1 and who present evidence of a documented medical disability, sufficient for disability benefits under federal and/or state law, may also obtain a waiver of

the applicable cap. Teachers who do not give notice or obtain a waiver under this Article shall be entitled to receive for each day of unused accumulated sick leave payment per day subject to a cap set forth above in this paragraph. Any teacher who gives notice under this paragraph, but subsequently rescinds such notice, shall be ineligible for the cap waiver provided in this paragraph for that year.

E. Any payment for unused accumulated sick leave shall accrue to the employee's estate should the employee pass away before retirement providing the employee had attained tenure by the time of his demise.

F. Sick Leave for Secretaries

1. General

(a) All permanent employees or provisional employees shall be entitled to sick leave with pay based on their aggregate years of service.

(b) Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease. Sick leave may also be used for short periods, not exceeding five (5) days, because of death in the employee's immediate family or for the attendance of the employee upon a member of the immediate family who is seriously ill.

2. Amount of Sick Leave

(a) The minimum sick leave with pay shall accrue to any permanent or provisional full-time employee on the basis of one (1) working day per month during the remainder of the first fiscal year of employment after initial appointment and fifteen (15) working days in every fiscal year thereafter. Part-time permanent or provisional employees shall be entitled to sick leave on a prorated basis. For the purposes of this provision a full-time employee is one who is under contract and works a full twelve (12) months.

(b) An employee who has been reemployed shall be credited with the total accrued sick leave at the termination of his previous employment.

3. Reporting Absence on Sick Leave

If an employee is absent for reasons that entitle him to sick leave, his supervisor shall be notified promptly as of the employee's usual reporting time, if physically able, except in those work situations where notice must be made prior to the employee's starting time:

(a) Failure to so notify his supervisor may be cause of denial of the use of sick leave for that absence and constitute cause for disciplinary action.

(b) Absence without notice for five (5) consecutive days could constitute a resignation not in good standing.

4. Verification of Sick Leave

(a) In case of leave of absence due to exposure to contagious disease, a certificate from the Department of Health may be required.

(b) In case of death in the immediate family, reasonable proof may be required.

(c) The Board of Education may require an employee who has been absent because of personal illness, as a condition of his return to duty, to be examined, at the expense of the Board, by a physician designated by the Board. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health of other employees.

5. Substitute Employees

Hourly basis substitute employees shall not be entitled to sick leave or vacation leave.

6. Accumulation of Credits

Sick leave and vacation leave credits shall continue to accrue while an employee is on leave with pay. Credits shall not accrue while an employee is on any leave without pay except military leave, unless otherwise mutually agreed to.

7. Absence without Leave

(a) Any unauthorized absence of an employee from duty shall be an absence without leave and may be cause for disciplinary action.

(b) Leave granted for a particular reason and used for a purpose other than that for which such leave has been granted shall be an unauthorized absence and may be cause for disciplinary action.

G. Verification of Sick Leave

The Board of Education may require the employee to file a physician's certificate or other certification, as provided by N.J.S.A. 18A:30-4 and/or Board Policy. Abuse of sick leave may be cause for disciplinary action. This sub-article shall apply to teachers, as well as secretaries.

Article 16
TEMPORARY LEAVES OF ABSENCE AND
PERSONAL LEAVE DAYS

A. Teachers and twelve (12) month secretaries shall have five (5) days per year, which they may use for temporary and/or personal leave; ten (10) month secretaries shall have four (4) days per year, which they may use for temporary and/or personal leave. Temporary and/or personal leave days shall not be requested after June 1 of the school year, except for a bona fide reason. Approval of any bona fide request after June 1 shall not be unreasonably withheld.

B. Personal days shall be used for matters of such pressing importance that can only be performed during school hours. The use of personal days for non-emergency matters shall be preceded by seven (7) days written notice to the employee's principal or immediate supervisor and sent to the Director of Human Resources for approval. For two (2) of the five (5) days, the reason for the requested use of personal days must be specified on the written notice. Advance seven (7) days written notice shall be waived by the Director of Human Resources upon receipt of documented verification of the emergent circumstances. Approval shall not be unreasonably withheld. No more than three (3) consecutive personal days shall be approved, except in the case of death of an immediate family member, or with approval of the Director of Human Resources. Personal days may not be used the last work day before or the first work day after a holiday and/or scheduled closing day. Teachers may not use personal leave days on those days scheduled for in-service, training, workshops or other professional development under Article 8.A.

C. There shall be no accrual of temporary leave of absence and/or personal leave days from one year to another. All unused temporary or personal leave days available in any school year shall be converted to accumulated sick leave, as provided for in Article 15C. Once such days are converted to accumulated sick leave, said days cannot later be utilized for temporary and/or personal leave days. Said temporary and/or personal leave days must be used or converted in the applicable school year; said temporary and/or personal leave days cannot be used or converted in a subsequent school year.

Article 17

EXTENDED LEAVES OF ABSENCE

A. An employee on tenure shall be granted a leave of absence with out pay for up to two (2) years to study in an accredited college or university, with the recommendation of the Superintendent and the approval of the Board of Education.

B. Disability, maternity and child care leaves shall be permitted as set forth in this subsection:

Disability and Maternity Leaves

1. A teacher who anticipates a disability shall notify his/her immediate supervisor in writing of the anticipated commencement of the disability as soon as the employee knows of it.

(a) In the case of pregnancy, the teacher shall inform the supervisor of the anticipated delivery date.

(b) No later than 90 days prior to the anticipated delivery date, the teacher shall request a leave of absence while she is disabled, for which accumulated sick leave may be utilized.

2. The Board of Education reserves the right to regulate the commencement and termination dates of anticipated disability and maternity leaves in order to preserve educational continuity. When this occurs, a teacher who is placed on an involuntary unpaid leave shall be entitled to all sick leave and insurance benefits during the period of actual disability, according to the negotiated agreement and the rules of the insurance carrier. However, time spent on unpaid leave shall not be counted for accrual of any benefits.

Child Care Leaves

1. Leave for child rearing purposes may be granted by the Board without pay.

C. Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the armed forces of the United States for a period of said induction or initial enlistment, or the employee whose spouse is so inducted or who enlists to join him/her for the period of special training in preparation for duty overseas in combat zones.

Leave shall be granted to fulfill the military requirements of regular annual active duty for training with any reserve unit of the Army, Navy, Marine Corps, Coast Guard or the National Guard, provided such obligations cannot be fulfilled on days when school is not in session. A teacher shall be paid his regular pay during the period of this military training.

D. An employee on tenure shall be granted an unpaid leave of absence for the purpose of serving in an elected office of the New Jersey Education Association or the National Education Association. Such leave shall be for as long as an office is held. Upon returning to the district, such individual shall be given the appropriate step on the salary guide. Service shall continue to accrue while on such leave.

E. Other leaves of absence without pay may be granted by the Board for good reasons.

F. All benefits to which an employee on tenure was entitled at the time his leave of absence commenced, including unused accumulated sick leave, shall be restored to him upon his return, and he shall be assigned to the same position which he held at the time said leave commenced, if available, or, if not, to a substantially equivalent position, if available.

G. All extensions or renewals of leaves shall be applied for in writing.

H. An employee on extended leave of absence to study in an accredited college or university shall not be entitled to receive tuition reimbursement.

Article 18 PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. The Board of Education agrees to pay the actual tuition costs of courses taken by a teacher at accredited colleges or universities up to three courses per two (2) year fiscal periods from July 1, 2006 to June 30, 2008 and July 1, 2008 to June 30, 2010 respectively, except as follows:

1. No teacher may be reimbursed for courses taken during the first year of teaching in Vineland.
2. Teachers taking courses in the second and third years of employment in Vineland will not receive remuneration until tenure has been secured. The remuneration will then be retroactive and will be paid to the teacher in a lump sum within sixty (60) days after the teacher has secured tenure.
3. All courses must be pre-approved by the Superintendent or his designee subject to the following requirements:
 - (a) A teacher must provide official documentation that he/she has obtained a grade of B or better;

(b) Reimbursement shall be paid only for courses directly related to teacher's teaching field, as determined by the Superintendent or his designee in his sole discretion; no reimbursement shall be paid for courses leading to a post graduate or professional degree in a field other than education or teaching;

(c) In 2007-2008 the maximum total payments to be made by the Board shall not exceed \$173,250.00, in 2008-2009 the maximum total payments to be made by the Board shall not exceed \$181,912.00, and in 2009-2010 the maximum total payments to be made by the Board shall not exceed \$191,008.00.

Courses shall be applied for no earlier than the following dates:

Summer Session - April 1

Fall/Winter Session - June 1

Spring Session - October 1

Courses must, as set forth hereinabove in this sub-article 18.A.3, be pre-approved by the Superintendent or his designee, prior to the teacher commencing the course(s); and

(d) Teacher taking courses shall sign a contract requiring them to reimburse the Board for all tuition paid for a course if the teacher shall voluntarily leave the employ of the Board within one (1) full school/academic year of completion of said course, except that reimbursement shall not be required when the teacher shall voluntarily leave the employ of the Board due to a significant, documented life change.

4. Tuition reimbursement costs shall be a sum not to exceed the actual cost of college credits charged in an accredited public State college/University of the State of New Jersey.

B. When the Superintendent initiates in-service training courses, workshops, conferences and programs designed to improve the quality of instruction, the cooperation of the Vineland Education Association will be solicited. Notwithstanding the above, the initiation of in-service training courses, workshops, conferences and programs shall be determined solely at the discretion of the Board.

C. One professional leave day may be granted to a teacher upon request, with that day being utilized in lieu of one of the two days authorized under Article 15, according to the following guidelines:

1. The professional day may be for attendance at a workshop, seminar or visit to another school for the expressed purpose of self professional improvement for the job.
2. The request shall arrive in the office of the Superintendent of Schools at least ten (10) working days prior to the date requested and shall be reviewed by the immediate supervisor prior to submission. The Board

reserves the right to deny a professional leave day before or immediately following a holiday or on a day which by its nature suggests a hardship for providing a substitute.

3. No more than two teachers from any one elementary school or from any one department in the secondary schools may be granted a professional leave for a given day.
4. The teacher may be required to submit a report to the Superintendent of Schools, Assistant Superintendent, supervisor (s), principal and staff regarding the activity of the professional day.
5. Costs incurred by the teacher for the professional day authorized under this Section shall be the teacher's responsibility.
6. A maximum of 90 professional leave days may be authorized for the school year which shall be apportioned as follows: elementary, 35; grades seven and eight, 20; and high school, 35.

D. If the Board initiates a teacher's attendance at a professional workshop, seminar or visit, the expenses shall be the responsibility of the Board. Further, this day shall not be subtracted from the 90 professional leave days granted to teachers of the Association.

E. The Board agrees to pay the full cost of courses taken by secretaries related to skills and knowledge improvement when such courses are required and approved by the Board.

F. The Board and the Association agree that it is important to communicate when developing and implementing current and future learning technologies, including but not limited to distance and on-line learning.

Article 19

PROTECTION OF EMPLOYEES, STUDENTS AND PROPERTY

The Vineland Board of Education and the Vineland Education Association recognize that certain laws of the State of New Jersey and certain departmental rules and regulations of the Department of Education of the State of New Jersey have been enacted for the protection of employees for actions taken in the course of their employment.

The Vineland Board of Education agrees with the Vineland Education Association that it will afford to all persons subject to this contract full protection of the laws of the State of New Jersey as the same may affect the protection of employees, their property and the students in the Vineland Public School System.

Article 20

PERSONAL AND ACADEMIC FREEDOM

In accordance with the law as enacted by the legislature of the State of New Jersey and as interpreted by the Courts of the State of New Jersey, the Board of Education agrees with the Vineland Education Association that it will adhere to the law as the same directs the protection of individuals, their conduct and the pursuit of academic freedom.

Article 21

DEDUCTION FROM SALARY

A. The Board agrees to deduct from the salaries of its employees dues for the Vineland Education Association, the Cumberland County Council of Educational Associations, the New Jersey Education Association and the National Education Association, or any one or any combination of such Associations as said employees individually and voluntarily authorized the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-19.9e) and under the rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Vineland Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.

B. An appropriate authorization form as provided by the Board of Education of Vineland shall be signed and executed and filed with the disbursing officer of the Board of Education of Vineland.

C. Upon authorization by the employee, the Board agrees to deduct from the salaries of its employee, monies to be deposited in mutually chosen tax sheltered annuity companies. Said monies shall be disbursed to the specified companies within five working days after such deductions have been made.

D. Employees may individually elect to have monies deducted from their pay. Said deductions may be changed no more than two times during a school year. These funds shall be placed in the Cumberland School Employees Federal Credit Union.

E. The Board will provide for direct deposit of an employee's pay check to a bank of their choice at no cost to the employee, to the extent administratively feasible.

Article 22 MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

A. The Vineland Board of Education and the Vineland Education Association agree that it is essential to maintain classroom control and discipline in the schools and that employees, administrators and the Board shall work cooperatively and diligently to attain satisfactory deportment among pupils.

B. The laws of the State of New Jersey and the rules and regulations of the Board of Education in consonance with those laws shall be applicable in the maintenance of classroom control and satisfactory pupil behavior in and around school and at all school related activities.

Article 23 INSURANCE PROTECTION

A.1. The Board of Education agrees to assume one hundred percent (100%) of the cost of medical coverage for each eligible and desirous employee and his/her eligible dependents, such levels of benefits to be at least equal to in all material respects the medical coverage currently provided under the New Jersey Health Benefits Program.

2. (a) Medical coverage, as set forth in subparagraph A1 hereinabove, shall be provided to the step-children of eligible and desirous employees, so long as consistent with the Board's medical coverage plan then in effect, as well as applicable federal and/or state law, statute and/or regulation.

(b) The Board of Education shall be permitted to contract with its medical insurance carrier for \$200 individual/\$400 family deductibles. Effective 2002-03 the Board of Education shall be permitted to contract with its medical insurance carrier for \$1000/\$2000 co-insurance limits on the Patriot X coverage program. Effective July 1, 2006 the Board of Education shall be permitted to contract with its medical insurance carrier for the Patriot X coverage program as follows: Specialist co-pay shall be \$25.00; Emergency Room co-pay shall be \$50.00. Prior to July 1, 2006 Patriot X Specialist and Emergency Room co-pays shall remain as previously contracted. Effective July 1, 2008 the Board of Education shall be permitted to contract with its medical insurance carrier for the Patriot V Coverage program as follows: specialist co-pay \$15.00; outpatient mental health co-pay \$25.00/30 visits; and, ER co-pay \$50.00.

(c) Employees enrolled in the health insurance coverage plan provided in Article 23A.1 may elect to waive all coverage provided proof of coverage through another source can be demonstrated. Employees who waive all coverage shall receive an end-of-year payment in the amount of thirty (30%) percent of the applicable premium for the insurance plan in lieu of the insurance, based on the number of months that the insurance was waived during the year. Payment under this Article 23A.2(c), which shall be in the amount of thirty (30%) percent of the applicable premium, shall for certificated staff be reduced by \$300.00. Clerical staff shall not be subject to such reduction, which reduction for certificated staff is consistent with Article 23.C. An employee may revoke his or her waiver of coverage and request re-entry into the Employer's plan, subject to a change in status, as provided under Section 125 of the Internal Revenue Code. This provision is contingent upon the existence of a Plan established pursuant to Section 125 of the Internal Revenue Code.

- B. The Board of Education shall furnish a prescription drug insurance program to all eligible and desirous employees and their eligible dependents and will assume 100% of the cost. The prescription drug program shall be a co-pay plan without contraceptives in the amounts set forth immediately below:

\$15.00 brand name/ \$5.00 generic, 2004-2005

Retail Co-pay: \$20.00 Brand/\$10.00 Generic, 2005-2006 and thereafter (effective July 1, 2005)

Mail Order Co-pay: \$20.00 Brand/\$10.00 Generic, 2005-2006 and thereafter (effective July 1, 2005)

- C. The Board shall continue to provide for the employees and/or his/her eligible dependents a dental plan, through Delta Dental (*i.e.* Delta Dental Premiere Plan or Flagship/Delta Care Plan NJ 6) or an equivalent plan, with the Board to pay the premium, subject to premium co-payment by certificated staff in an amount of \$300.00. Clerical staff shall not contribute to premium co-payment.
- D. The Board shall continue to provide for the employee and/or his/her eligible dependents a vision plan, Vision Service Plan, non-deductible or an equivalent plan.
1. The Board shall pay the entire premium in the 1998-1999 school year and its liability thereafter will be set at the premium rates in effect on June 30, 1998.
- E. Any increase in Dental and/or Optical Plan rates for bargaining unit members shall be prorated among those members utilizing the family plan.

F. The Aetna/U.S. Healthcare Premier Plan shall be eliminated. Premier participants shall be transferred into the Patriot V Liberty Custom QPOS Plan, which shall include a \$5.00 co-pay for primary care physician and specialist physician visits.

Article 24 CLASS SIZE

It is recognized by the Board that pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees to continue its efforts to keep class sizes at acceptable numbers as dictated by the financial condition of the district, the building facilities available, the availability of qualified teachers, and the best interests of the district as deemed administratively feasible at the discretion of the Board.

Article 25 CONSTITUTION AND STATE LAW RESERVATIONS

Nothing in this Agreement shall be construed so as to alter the obligations and duties of the parties of this agreement who are public employees under Article 1, Paragraph 19 of the Constitution of the State of New Jersey, and nothing in this Agreement shall be interpreted or construed to deny public employees not covered by this Agreement any rights expressly granted by the Constitution or the Public Laws of the State.

Article 26 INSTRUCTIONAL COUNCIL

A.1. An Instructional Council shall be established by the Vineland Education Association. The purpose of the Council shall be to lend support to the educational program of the Vineland Public Schools. The Council will work with and be advised by the Superintendent of Schools and his staff on such matters as curriculum improvements, advancement of the profession, educational goals of the district, educational specifications for building, research and experimentation and other related matters concerning the effective operation of the City of Vineland School District.

2. The Council shall encourage the initiation of ideas and suggestions for projects by individual teachers, departments, grade levels, Association committees, administrators, or other interested parties.
- B.1. The Board of Education shall provide annually \$2,000.00 for the use of the Instructional Council during the period of this contract to help defray costs of the work of the Council.
2. The Association agrees that it will adhere to Board policies and mandated statutory requirements regarding the expenditure and accounting of this financial support.

Article 27 SCHOOL CALENDAR

The Association shall meet with the Superintendent of Schools prior to April 1 to submit the recommendations for the school calendar for the forthcoming school year. The school calendar adopted shall be at the sole discretion of the Board.

Article 28 REPRESENTATION FEE (Agency Shop)

A. Purpose of Fee

If an employee does not become a member of the Association during any membership year (i.e. from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee

1. Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be determined by the Association in accordance with the law.

2. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee shall be set up to 85% of that amount as the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

C. Deduction and Transmission of Fee

1. Notification

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees in accordance with paragraph 2, the full amount of the representation fee and promptly transmit the amount so deducted to the Association.

2. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid: (a) 10 days after receipt of the aforesaid list by the Board; or (b) 30 days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a nonbargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

3. Termination of Employment

If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

4. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees

to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

5. Changes

The Association will notify the Board in writing of any changes in the list provided for in paragraph 1 and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.

6. New Employees

On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding 30 day period. The list will include names, job titles and dates of employment for all such employees.

D. Indemnification

1. Liability

The Association shall indemnify and hold the employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses, that may arise out of, or by reason of any action taken or not taken by the Board in conformance with this Article relating to Representation Fee, provided that:

(a) the Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this sub-article;

(b) if the Association so requests in writing, and the Association then assigns counsel to represent the Board in any proceeding relating to this Article, the Board will surrender to the Association responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate with the Association in gathering evidence, securing witnesses and in all other aspects of said defense.

It is expressly understood that this sub-article will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board

2. Exception

It is expressly understood that paragraph 1 will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board.

Article 29 SEPARABILITY

If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Article 30 PRINTING AGREEMENT

Copies of this Agreement shall be printed by the Association and may include its constitution and by-laws in conjunction with the Agreement. The cost of such printing shall be borne equally by the two parties.

Article 31 DOMESTIC PARTNERS/CIVIL UNIONS

All benefits available to association members, including certificated personnel and clerical staff, and their eligible dependents and all references in this Agreement to members of the families of Association members shall be deemed to cover those persons specifically referenced and/or protected under New Jersey statutes relating to domestic partners and civil unions, N.J.S.A. 26:8A-1 et. seq. and N.J.S.A. 37:1-28 et. seq. respectively. All benefits and coverage extended by this Agreement shall be subject to such statutes and conditions set forth by third-party benefit providers in any agreements which the Board of Education maintains with said third-party benefit providers.

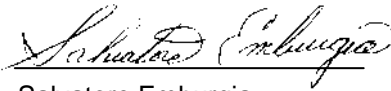
Article 32
DURATION OF THE AGREEMENT

This Agreement shall become effective the 1st day of July, 2007, and shall continue in full force and effect until the 30th day of June, 2010.

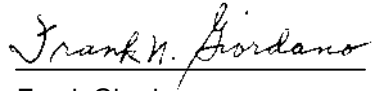
IN WITNESS WHEREOF, the Vineland Education Association has caused this Agreement to be signed by its duly elected officers who represent that they have the authority to execute this agreement; and the Vineland Board of Education by its President and Secretary have signed this Agreement and have caused the corporate seal to be placed thereon.

For the Vineland Education
Association

For the Vineland Board of
Education

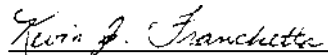


Salvatore Emburgia
President



Frank Giordano
President

Attest;



Kevin J. Franchetta
Business Administrator and
Board Secretary

**Article 11
SCHEDULE A - SALARY RANGE
2007 - 2008**

Step	ND	BA	BA+30	MA	MA+30
1	47,262	48,262	48,862	49,762	50,762
2	47,512	48,512	49,112	50,012	51,012
3	47,762	48,762	49,362	50,262	51,262
4	48,012	49,012	49,612	50,512	51,512
5	48,262	49,262	49,862	50,762	51,762
6	48,512	49,512	50,112	51,012	52,012
7	48,762	49,762	50,362	51,262	52,262
8	49,012	50,012	50,612	51,512	52,512
9	49,355	50,355	50,955	51,855	52,855
10	50,225	51,225	51,825	52,725	53,725
11	52,114	53,114	53,714	54,614	55,614
12	54,403	55,403	56,003	56,903	57,903
13	56,588	57,588	58,188	59,088	60,088
14	59,876	60,876	61,476	62,376	63,376
15	63,072	64,072	64,672	65,572	66,572
16	65,322	66,322	66,922	67,822	68,822
17	68,122	69,122	69,722	70,622	71,622
18	71,158	72,158	72,758	73,658	74,658
19	74,189	75,189	75,789	76,689	77,689

Article 11
SCHEDULE A - SALARY RANGE
2008 - 2009

Step	ND	BA	BA+30	MA	MA+30
1	49,257	50,257	50,857	51,757	52,757
2	49,507	50,507	51,107	52,007	53,007
3	49,757	50,757	51,357	52,257	53,257
4	50,007	51,007	51,607	52,507	53,507
5	50,257	51,257	51,857	52,757	53,757
6	50,507	51,507	52,107	53,007	54,007
7	50,757	51,757	52,357	53,257	54,257
8	51,007	52,007	52,607	53,507	54,507
9	51,350	52,350	52,950	53,850	54,850
10	52,220	53,220	53,820	54,720	55,720
11	54,109	55,109	55,709	56,609	57,609
12	56,398	57,398	57,998	58,898	59,898
13	58,583	59,583	60,183	61,083	62,083
14	61,871	62,871	63,471	64,371	65,371
15	65,067	66,067	66,667	67,567	68,567
16	67,317	68,317	68,917	69,817	70,817
17	70,117	71,117	71,717	72,617	73,617
18	73,153	74,153	74,753	75,653	76,653
19	76,184	77,184	77,784	78,684	79,684

Article 11
SCHEDULE A - SALARY RANGE
2009 - 2010

Step	ND	BA	BA+30	MA	MA+30
1	51,084	52,084	52,684	53,584	54,584
2	51,334	52,334	52,934	53,834	54,834
3	51,584	52,584	53,184	54,084	55,084
4	51,834	52,834	53,434	54,334	55,334
5	52,084	53,084	53,684	54,584	55,584
6	52,334	53,334	53,934	54,834	55,834
7	52,584	53,584	54,184	55,084	56,084
8	52,834	53,834	54,434	55,334	56,334
9	53,177	54,177	54,777	55,677	56,677
10	54,047	55,047	55,647	56,547	57,547
11	55,936	56,936	57,536	58,436	59,436
12	58,225	59,225	59,825	60,725	61,725
13	60,410	61,410	62,010	62,910	63,910
14	63,698	64,698	65,298	66,198	67,198
15	66,894	67,894	68,494	69,394	70,394
16	69,833	70,833	71,433	72,333	73,333
17	72,772	73,772	74,372	75,272	76,272
18	75,889	76,889	77,489	78,389	79,389
19	79,000	80,000	80,600	81,500	82,500

Article 11
SCHEDULE B
EXTRA PAY FOR EXTRA WORK

1. ATHLETICS

Category	2007-2008 Amount	2008-2009 Amount	2009-2010 Amount
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A. HIGH SCHOOL

Baseball

Head Coach	6,570	6,894	7,253
Assistant Coaches	3,942	4,136	4,352

Lacrosse

Head Coach	6,570	6,894	7,253
Assistant Coaches	3,942	4,136	4,352

Crew (Boys)

Head Coach	6,570	6,894	7,253
Assistant Coaches	3,942	4,136	4,352

Crew (Girls)

Head Coach	6,570	6,894	7,253
Assistant Coaches	3,942	4,136	4,352

Softball

Head Coach	6,570	6,894	7,253
Assistant Coaches	3,942	4,136	4,352
Assistant Coaches	3,942	4,136	4,352

Tennis (Boys)

Head Coach	6,570	6,894	7,253
Assistant Coaches	3,942	4,136	4,352

Golf

Head Coach	6,570	6,894	7,253
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Track (Girls)

Head Coach	6,570	6,894	7,253
Assistant Coaches	3,942	4,136	4,352
Assistant Coaches	3,942	4,136	4,352

Track (Boys)

Head Coach	6,570	6,894	7,253
Assistant Coaches	3,942	4,136	4,352
Assistant Coaches	3,942	4,136	4,352

Weightlifting Coordinator

Fall Season	4,960	5,284	5,643
Winter Season	4,960	5,284	5,643
Spring Season	4,960	5,284	5,643

Football

Head Coach	9,120	9,444	9,803
Assistant Coaches	5,472	5,666	5,882

Cross Country (Boys)

Head Coach	6,570	6,894	7,253
Assistant Coaches	3,942	4,136	4,352

**SCHEDULE B
EXTRA PAY FOR EXTRA WORK
(Continued)**

Category	2007-2008 Amount	2008-2009 Amount	2009-2010 Amount
Cross Country (Girls)			
Head Coach	6,570	6,894	7,253
Assistant Coaches	3,942	4,136	4,352
Field Hockey			
Head Coach	6,570	6,894	7,253
Assistant Coaches	3,942	4,136	4,352
Soccer (Boys)			
Head Coach	6,570	6,894	7,253
Assistant Coaches	3,942	4,136	4,352
Soccer (Girls)			
Head Coach	6,570	6,894	7,253
Assistant Coaches	3,942	4,136	4,352
Tennis (Girls)			
Head Coach	6,570	6,894	7,253
Assistant Coaches	3,942	4,136	4,352
Cheerleading (Fall)			
Head Coach	6,570	6,894	7,253
Assistant Coaches	3,942	4,136	4,352
Basketball (Boys)			
Head Coach	6,870	7,194	7,553
Assistant Coaches	4,122	4,316	4,532
Assistant Coaches	4,122	4,316	4,532
Basketball (Girls)			
Head Coach	6,870	7,194	7,553
Assistant Coaches	4,122	4,316	4,532
Assistant Coaches	4,122	4,316	4,532
Cheerleading (Winter)			
Head Coach	6,870	7,194	7,553
Assistant Coaches	4,122	4,316	4,532
Wrestling			
Head Coach	6,870	7,194	7,553
Assistant Coaches	4,122	4,316	4,532
Assistant Coaches	4,122	4,316	4,532
Swimming (Girls)			
Head Coach	6,870	7,194	7,553
Assistant Coaches	4,122	4,316	4,532
Track (Winter)			
Head Coach	6,870	7,194	7,553
Assistant Coaches	4,122	4,316	4,532

**SCHEDULE B
EXTRA PAY FOR EXTRA WORK
(Continued)**

Category	2007-2008 Amount	2008-2009 Amount	2009-2010 Amount
Swimming (Boys)			
Head Coach	6,870	7,194	7,553
Assistant Coaches	4,122	4,316	4,532
Swimming (Diving)			
Assistant Coaches	4,122	4,316	4,532
Band			
Director	6,870	7,194	7,533
Assistants	4,122	4,316	4,533
Other			
Faculty Manager	7,631	7,950	8,322

B. INTRAMURAL

Basketball (Boys)			
Grades 5-6	1,260	1,270	1,280
Grades 7-8	1,260	1,270	1,280
Basketball (Boys)			
Grades 5-6	1,260	1,270	1,280
Grades 7-8	1,260	1,270	1,280
In-Line Skating	1,260	1,270	1,280
Fitness Group	1,260	1,270	1,280
Weightlifting	1,260	1,270	1,280
Volleyball	1,260	1,270	1,280
Cheerleading	1,260	1,270	1,280
Baton Twirling	1,260	1,270	1,280
Middle School Wrestling			
Head Coach	2,520	2,540	2,560
Assistant Coaches	1,260	1,270	1,280
Fall			
Football (Tag)	1,260	1,270	1,280
Cross Country	1,260	1,270	1,280
Field Hockey	1,260	1,270	1,280
Weightlifting	1,260	1,270	1,280
Cheerleading	1,260	1,270	1,280
Fitness Group	1,260	1,270	1,280
Soccer	1,260	1,270	1,280
Modern Dance	1,260	1,270	1,280

**SCHEDULE B
EXTRA PAY FOR EXTRA WORK
(Continued)**

Category	2007-2008 Amount	2008-2009 Amount	2009-2010 Amount
Volleyball	1,260	1,270	1,280
Basketball	1,260	1,270	1,280
Street Hockey	1,260	1,270	1,280
Floor Hockey	1,260	1,270	1,280
Baton Twirling	1,260	1,270	1,280
SPRING			
Softball	1,260	1,270	1,280
Track	1,260	1,270	1,280
Weightlifting	1,260	1,270	1,280
Cheerleading	1,260	1,270	1,280
Weightlifting (Traveling)	1,260	1,270	1,280
Baseball	1,260	1,270	1,280
Tennis	1,260	1,270	1,280
Track & Field	1,260	1,270	1,280
Modern Dance	1,260	1,270	1,280
Soccer	1,260	1,270	1,280
Mass Games	1,260	1,270	1,280
Middle School Tennis			
Head Coach	2,520	2,540	2,560
Assistant Coaches	1,260	1,270	1,280

2. NON ATHLETIC DUTIES

A. ELEMENTARY

Safety Patrol	1,600	1,660	1,750
Teacher-In-Charge	2,225*	2,320*	2,450*
Grade Level Leaders	2,215*	2,310*	2,420*
B.S.I.P. Contact Person	2,215*	2,310*	2,420*
Publications - Yearbook	1,975	2,050	2,120
Publications - Newspaper	1,650	1,725	1,790
Drama	2,025	2,085	2,175
Choral Director	1,400	1,500	1,600
Say Yes To Education	1,400	1,500	1,600
Crisis Team - \$1,000 per team	1,400	1,500	1,600

**SCHEDULE B
EXTRA PAY FOR EXTRA WORK
(Continued)**

Category	2007-2008 Amount	2008-2009 Amount	2009-2010 Amount
SITE	1,400	1,500	1,600
Math 24	1,400	1,500	1,600

B. MIDDLE

Publications - Yearbook	1,975	2,050	2,120
Publications - Newspaper	1,650	1,725	1,790
Curriculum Chairperson	2,215*	2,310*	2,420*
Safety Patrol	1,600	1,660	1,750
Dramatics	2,025	2,085	2,175
Audio Visual	1,525	1,575	1,625
Grade Level Leaders	2,215*	2,310*	2,420*
OM Coaches	1,965	2,025	2,075
Auditorium Director	1,525	1,575	1,600
String Ensemble	1,400	1,500	1,600
Band Director	1,400	1,500	1,600
Mini-Model Congress	1,400	1,500	1,600
Mock Trial Advisor	1,400	1,500	1,600
National Junior Honor Society	1,500	1,550	1,600
Math 24	1,400	1,500	1,600
Say Yes To Education	1,400	1,500	1,600
Choral Director	1,400	1,500	1,600
Just Say No	1,500	1,550	1,600
Crisis Team	1,400	1,500	1,600
Rogate	1,400	1,500	1,600
Cognetics	1,400	1,500	1,600
Teacher-In-Charge	2,225*	2,320*	2,450*

**SCHEDULE B
EXTRA PAY FOR EXTRA WORK
(Continued)**

Category	2007-2008 Amount	2008-2009 Amount	2009-2010 Amount
C. HIGH SCHOOL			
Publications - Newspaper (11/12)	2,425	2,550	2,660
Publications - Magazine (11/12)	2,075	2,150	2,235
Publications - Yearbook:			
Literary	2,345	2,400	2,425
Photography	1,975	2,100	2,235
Business	1,975	2,100	2,235
Publications - Newspaper (9/10)	1,975	2,100	2,235
Classbook (9/10):			
Literary	1,975	2,100	2,235
Photography	1,975	2,100	2,235
Business	1,975	2,100	2,235
Student Government Advisor (11/12)	2,160	2,235	2,300
Student Government Advisor (9/10)	2,160	2,235	2,300
Vocal, Concert, Stage Director	2,425	2,550	2,660
Dramatics Director	2,425	2,550	2,660
Class Advisors:			
Senior Class	2,450	2,550	2,660
Junior Class	2,275	2,400	2,500
Sophomore Class	2,175	2,300	2,400
Freshman Class	2,175	2,300	2,400
Department Heads	2,225*	2,310*	2,420*
Model Congress Advisors	1,975	2,100	2,235
B.S.I.P. Contact Person			
Project Graduation	1,975	2,100	2,235
National Honor Society Advisor	1,975	2,100	2,235
Mock Trial Advisor	1,975	2,150	2,235
OM Coaches	1,975	2,150	2,235
Teacher In Charge	2,245*	2,320*	2,450*
Crisis Team	2,225	2,300	2,400

**SCHEDULE B
EXTRA PAY FOR EXTRA WORK
(Continued)**

D. CLUB ADVISORS (After School Clubs)

Club Advisors shall receive \$21.75 in 2007-08, \$22.75 in 2008-09 and \$24.00 in 2009-10 per meeting of their club. The number of club meetings shall be set by the Administration. No more than thirty (30) meetings will be required and the advisors will not be paid for more than 30 meetings.

E. CHILD STUDY TEAM

If it becomes necessary for Child Study Team Learning Disabilities Specialists and/or School Social Workers to be utilized to reduce case loads, it will be done only on a volunteer basis and compensation will be at the rate of \$172.50 in 2007-08, \$180.50 in 2008-09 and \$189.50 in 2009-10 per case.

F. MOVING EXPENSE

Teachers who are compelled, other than as part of the school day, to move from one building to another building shall be compensated at the rate of \$19.00 per hour in 2007-08, 19.50 per hour in 2008-09 and \$20.50 per hour in 2009-10, upon their certification of hours spent moving, which hours shall not exceed a total of six (6) without written approval from the Superintendent or his designee. No other compensation shall be available to teachers for moving and/or setting up their classroom(s). Teachers who move on a voluntary basis shall not be entitled to payment.

* Plus \$30.00 per teacher.

**SECRETARIAL SALARY GUIDE
GROUP A - 2007 - 2008**

Step	12	13	14	15	16	17	18	19	20
1	20,800	22,681	23,076	23,526	24,268	25,456	26,473	27,009	27,973
2	21,070	22,981	23,376	23,826	24,568	25,756	26,773	27,309	28,273
3	21,340	23,281	23,676	24,126	24,868	26,056	27,073	27,609	28,573
4	21,610	23,581	23,976	24,426	25,168	26,356	27,373	27,909	28,873
5	21,880	23,881	24,276	24,726	25,468	26,656	27,673	28,209	29,173
6	22,330	24,381	24,531	24,981	26,268	27,356	28,458	29,009	29,803
7	22,784	24,886	25,031	25,691	27,068	28,056	29,258	29,809	30,433
8	23,455	25,631	25,931	26,636	27,868	28,756	30,058	30,609	31,133
9	23,838	26,057	26,348	27,381	28,668	29,456	31,004	31,502	31,956
10	24,419	26,702	27,553	28,653	29,464	30,052	32,546	32,991	33,465
11	25,510	27,915	28,762	29,991	29,964	31,022	34,092	34,484	34,978
12	27,502	30,128	30,971	32,329	32,574	33,072	36,638	36,977	37,491
13	29,494	32,341	33,180	34,667	35,183	35,927	39,184	39,470	40,004
14	31,492	34,561	35,396	37,012	37,800	38,784	41,737	41,970	42,524
15	33,586	36,871	37,701	39,442	40,561	41,511	44,378	44,561	45,104

**SECRETARIAL SALARY GUIDE (Continued)
GROUP A — 2008 - 2009**

Step	12	13	14	15	16	17	18	19	20
1	21,365	23,246	23,641	24,091	24,833	26,021	27,038	27,574	28,538
2	21,635	23,546	23,941	24,391	25,133	26,321	27,338	27,874	28,838
3	21,905	23,846	24,241	24,691	25,433	26,621	27,637	28,174	29,138
4	22,175	24,146	24,541	24,991	25,733	26,921	27,938	28,474	29,438
5	22,445	24,446	24,841	25,291	26,033	27,221	28,238	28,774	29,738
6	22,895	24,946	25,096	25,546	26,833	27,921	29,023	29,574	30,368
7	23,349	25,451	25,596	26,256	27,633	28,621	29,823	30,374	30,998
8	24,020	26,196	26,496	27,201	28,433	29,321	30,623	31,174	31,698
9	24,403	26,622	26,913	27,946	29,233	30,021	31,569	32,067	32,521
10	24,984	27,267	28,118	29,218	30,029	30,617	33,111	33,556	34,030
11	26,075	28,480	29,327	30,556	30,529	31,587	34,657	35,049	35,543
12	28,067	30,693	31,536	32,894	33,139	33,637	37,203	37,542	38,056
13	30,059	32,906	33,745	35,232	35,748	36,492	39,749	40,035	40,569
14	32,362	35,431	36,266	37,882	38,670	39,654	42,607	42,840	43,394
15	34,586	37,871	38,701	40,442	41,561	42,511	45,378	45,561	46,104

SECRETARIAL SALARY GUIDE (Continued)
GROUP A — 2009 - 2010

Step	12	13	14	15	16	17	18	19	20
1	22,445	24,326	24,721	25,171	25,913	27,101	28,118	28,654	29,618
2	22,715	24,626	25,021	25,471	26,213	27,401	28,418	28,954	29,918
3	22,985	24,926	25,321	25,771	26,513	27,701	28,718	29,254	30,218
4	23,255	25,226	25,621	26,071	26,813	28,001	29,018	29,554	30,518
5	23,525	25,526	25,921	26,371	27,113	28,301	29,318	29,854	30,818
6	23,975	26,026	26,176	26,626	27,913	29,001	30,103	30,654	31,448
7	24,429	26,531	26,676	27,336	28,713	29,701	30,903	31,454	32,078
8	25,100	27,276	27,576	28,281	29,513	30,401	31,703	32,254	32,778
9	25,483	27,702	27,993	29,026	30,313	31,101	32,649	33,147	33,601
10	26,064	28,347	29,198	30,298	31,109	31,697	34,191	34,636	35,110
11	27,155	29,560	30,407	31,636	31,609	32,667	35,737	36,129	36,623
12	29,147	31,773	32,616	33,974	34,219	34,717	38,283	38,622	39,136
13	31,139	33,986	34,825	36,312	36,828	37,572	40,829	41,115	41,649
14	33,362	36,431	37,266	38,882	39,670	40,654	43,607	43,840	44,394
15	35,586	38,871	39,701	41,442	42,561	43,511	46,378	46,561	47,104

SECRETARIAL SALARY GUIDE (Continued)
GROUP B — 2007 - 2008

Step	12	13	14	15	16	17	18	19	20
1	19,833	21,607	22,465	22,793	23,626	24,576	26,190	27,223	27,305
2	20,103	21,907	22,765	23,093	23,926	24,876	26,490	27,523	27,605
3	20,373	22,207	23,065	23,393	24,226	25,176	26,790	27,823	27,905
4	20,643	22,507	23,365	23,693	24,526	25,476	27,090	28,123	28,205
5	20,913	22,807	23,665	23,993	24,826	25,776	27,390	28,423	28,505
6	21,444	23,397	24,244	24,581	25,476	26,426	28,090	29,053	29,204
7	22,020	24,037	24,925	25,581	26,176	27,126	28,790	29,683	29,903
8	22,863	24,976	26,491	26,581	26,926	27,876	29,490	30,383	30,602
9	23,765	25,976	28,058	27,028	27,676	28,626	30,190	31,083	31,301
10	24,212	26,472	29,620	28,952	28,472	30,590	31,274	31,930	31,996
11	25,954	28,408	31,187	30,880	30,676	32,559	32,618	34,090	34,302
12	27,696	30,344	32,753	32,808	32,880	34,527	34,962	36,250	36,608
13	29,439	32,280	34,319	34,736	35,084	36,495	37,306	38,411	38,915
14	31,188	34,223	35,893	36,671	37,295	38,471	39,657	40,578	41,228
15	33,082	36,311	37,611	38,751	39,651	40,591	42,093	43,596	43,686

SECRETARIAL SALARY GUIDE (Continued)
GROUP B — 2008 - 2009

Step	12	13	14	15	16	17	18	19	20
1	20,398	22,172	23,030	23,358	24,191	25,141	26,755	27,788	27,870
2	20,668	22,472	23,330	23,658	24,491	25,441	27,055	28,088	28,170
3	20,938	22,772	23,630	23,958	24,791	25,741	27,355	28,388	28,470
4	21,208	23,072	23,930	24,258	25,091	26,041	27,655	28,688	28,770
5	21,478	23,372	24,230	24,558	25,391	26,341	27,955	28,988	29,070
6	22,009	23,962	24,809	25,146	26,041	26,991	28,655	29,618	29,769
7	22,585	24,602	25,490	26,146	26,741	27,691	29,355	30,248	30,468
8	23,428	25,541	27,056	27,146	27,491	28,441	30,055	30,948	31,167
9	24,330	26,541	28,623	27,593	28,241	29,191	30,755	31,648	31,866
10	24,777	27,037	30,185	29,517	29,037	31,155	31,839	32,495	32,561
11	26,519	28,973	31,752	31,445	31,241	33,124	33,183	34,655	34,867
12	28,261	30,909	33,318	33,373	33,445	35,092	35,527	36,815	37,173
13	30,004	32,845	34,884	35,301	35,649	37,060	37,871	38,976	39,480
14	32,058	35,093	36,763	37,541	38,165	39,341	40,527	41,448	42,098
15	34,082	37,311	38,611	39,751	40,651	41,591	43,093	44,596	44,686

SECRETARIAL SALARY GUIDE (Continued)
GROUP B — 2009 - 2010

Step	12	13	14	15	16	17	18	19	20
1	21,478	23,252	24,110	24,438	25,271	26,221	27,835	28,868	28,950
2	21,748	23,552	24,410	24,738	25,571	26,521	28,135	29,168	29,250
3	22,018	23,852	24,710	25,038	25,871	26,821	28,435	29,468	29,550
4	22,288	24,152	25,010	25,338	26,171	27,121	28,735	29,768	29,850
5	22,558	24,452	25,310	25,638	26,471	27,421	29,035	30,068	30,150
6	23,089	25,042	25,889	26,226	27,121	28,071	29,735	30,698	30,849
7	23,665	25,682	26,570	27,226	27,821	28,771	30,435	31,328	31,548
8	24,508	26,621	28,136	28,226	28,571	29,521	31,135	32,028	32,247
9	25,410	27,621	29,703	28,673	29,321	30,271	31,835	32,728	32,946
10	25,857	28,117	31,265	30,597	30,117	32,235	32,919	33,575	33,641
11	27,599	30,053	32,832	32,525	32,321	34,204	34,263	35,735	35,947
12	29,341	31,989	34,398	34,453	34,525	36,172	36,607	37,895	38,253
13	31,084	33,925	35,964	36,381	36,729	38,140	38,951	40,056	40,560
14	33,058	36,093	37,763	38,541	39,165	40,341	41,527	42,448	43,098
15	35,082	38,311	39,611	40,751	41,651	42,591	44,093	45,596	45,686

SECRETARIAL SALARY GUIDE (Continued)
GROUP C — 2007 - 2008

Step	12	13	14	15	16	17	18	19	20
1	19,636	20,046	20,441	20,721	22,061	22,381	22,796	23,211	23,716
2	19,936	20,346	20,741	21,021	22,361	22,681	23,096	23,511	24,016
3	20,236	20,646	21,041	21,321	22,661	22,981	23,396	23,811	24,316
4	20,536	20,946	21,341	21,621	22,961	23,281	23,696	24,111	24,616
5	20,836	21,246	21,641	21,921	23,261	23,581	23,996	24,411	24,916
6	21,336	21,746	22,141	22,421	23,761	23,881	24,636	25,051	25,556
7	21,836	22,286	22,681	22,961	24,301	24,521	25,276	25,691	26,205
8	22,336	22,826	23,481	23,761	24,841	25,161	25,916	26,331	26,836
9	22,836	23,366	24,021	24,301	25,381	25,801	26,556	26,971	27,476
10	23,332	23,902	24,557	24,837	25,917	26,437	27,192	27,607	28,112
11	23,832	24,442	25,097	25,377	26,457	27,077	27,832	28,247	28,762
12	25,332	26,157	26,637	26,917	27,997	28,717	29,472	29,747	30,262
13	26,832	27,707	28,187	28,467	29,537	30,432	31,187	31,462	31,977
14	27,934	29,254	29,429	29,709	31,544	32,439	33,299	34,204	34,579
15	29,306	31,406	31,581	31,861	34,216	34,951	36,091	37,511	37,586

SECRETARIAL SALARY GUIDE (Continued)
GROUP C — 2008 - 2009

Step	12	13	14	15	16	17	18	19	20
1	20,201	20,611	21,006	21,286	22,626	22,946	23,361	23,776	24,281
2	20,501	20,911	21,306	21,586	22,926	23,246	23,661	24,076	24,581
3	20,801	21,211	21,606	21,886	23,226	23,546	23,961	24,376	24,881
4	21,101	21,511	21,906	22,186	23,526	23,846	24,261	24,676	25,181
5	21,401	21,811	22,206	22,486	23,826	24,146	24,561	24,976	25,481
6	21,901	22,311	22,706	22,986	24,326	24,446	25,201	25,616	26,121
7	22,401	22,851	23,246	23,526	24,866	25,086	25,841	26,256	26,770
8	22,901	23,391	24,046	24,326	25,406	25,726	26,481	26,896	27,401
9	23,401	23,931	24,586	24,866	25,946	26,366	27,121	27,536	28,041
10	23,897	24,467	25,122	25,402	26,482	27,002	27,757	28,172	28,677
11	24,397	25,007	25,662	25,942	27,022	27,642	28,397	28,812	29,327
12	25,897	26,722	27,202	27,482	28,562	29,282	30,037	30,312	30,827
13	27,397	28,272	28,752	29,032	30,102	30,997	31,752	32,027	32,542
14	28,804	30,124	30,299	30,579	32,414	33,309	34,169	35,074	35,449
15	30,306	32,406	32,581	32,861	35,216	35,951	37,091	38,511	38,586

SECRETARIAL SALARY GUIDE (Continued)
GROUP C — 2009 - 2010

Step	12	13	14	15	16	17	18	19	20
1	21,281	21,691	22,086	22,366	23,706	24,026	24,441	24,856	25,361
2	21,581	21,991	22,386	22,666	24,006	24,326	24,741	25,156	25,661
3	21,881	22,291	22,686	22,966	24,306	24,626	25,041	25,456	25,961
4	22,181	22,591	22,986	23,266	24,606	24,926	25,341	25,756	26,261
5	22,481	22,891	23,286	23,566	24,906	25,226	25,641	26,056	26,561
6	22,981	23,391	23,786	24,066	25,406	25,526	26,281	26,696	27,201
7	23,481	23,931	24,326	24,606	25,946	26,166	26,921	27,336	27,850
8	23,981	24,471	25,126	25,406	26,486	26,806	27,561	27,976	28,481
9	24,481	25,011	25,666	25,946	27,026	27,446	28,201	28,616	29,121
10	24,977	25,547	26,202	26,482	27,562	28,082	28,837	29,252	29,757
11	25,477	26,087	26,742	27,022	28,102	28,722	29,477	29,892	30,407
12	26,977	27,802	28,282	28,562	29,642	30,362	31,117	31,392	31,907
13	28,477	29,352	29,832	30,112	31,182	32,077	32,832	33,107	33,622
14	29,804	31,124	31,299	31,579	33,414	34,309	35,169	36,074	36,449
15	31,306	33,406	33,581	33,861	36,216	36,951	38,091	39,511	39,586

SECRETARIAL SALARY GUIDE (Continued)

- CLASSIFICATION 12:**
Clerk
- CLASSIFICATION 13:**
Clerk Typist, Account Clerk (Typing).
- CLASSIFICATION 14:**
Clerk Typist Bilingual (English and Spanish), Clerk Transcriber.
- CLASSIFICATION 15:**
Clerk Stenographer, Telephone Operator (Typing), Data Entry Machine Operator (Typing), Payroll Clerk, Employment Benefits Clerk, Personnel Clerk, Graphic Artist, Public Information Assistant.
- CLASSIFICATION 16:**
Clerk Stenographer Bilingual (English and Spanish), Data Control Clerk/Stenographer, Senior Clerk Transcriber, Senior Account Clerk (Typing), Senior Clerk Typist, Senior Clerk (Schools), Senior Telephone Operator/Typing Receptionist, Senior Photostat Operator, Personnel Clerk/Bilingual.
- CLASSIFICATION 17:**
Senior Account Clerk (Stenography), Senior Clerk Stenographer, Senior Clerk Typist/Bilingual (English and Spanish), Senior Payroll Clerk (Typing), Senior Data Entry Machine Operator (Typing), Senior Personnel Clerk (Typing), Senior Employee Benefits Clerk (Typing), Computer Operator.
- CLASSIFICATION 18:**
Senior Clerk Stenographer/Bilingual (English and Spanish), Senior Purchasing Assistant (Typing).
- CLASSIFICATION 19:**
Principal Account Clerk (Typing), Principal Clerk (Typing), Principal Clerk Transcriber, Principal Payroll Clerk, Senior Computer Operator, Principal Benefits Clerk (Typing).
- CLASSIFICATION 20:**
Principal Clerk Stenographer, Supervising Account Clerk (Typing), Supervising Clerk Typist, Principal Data Entry Machine Operator (Typing), Principal Purchasing Assistant (Typing), Principal Clerk Typist/Bilingual.