

PROFESSIONAL EMPLOYEES AGREEMENT

Between

LOWER CAPE MAY REGIONAL
BOARD OF EDUCATION

And

LOWER CAPE MAY REGIONAL
EDUCATION ASSOCIATION

For the school years
July 1, 2021 – June 30, 2026

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PREAMBLE

This Agreement, entered into this first day of July, 1 2021 by and between the Board of Education of the Lower Cape May Regional School District, Cape May, New Jersey, hereinafter called the "Board" and the Lower Cape May Regional Education Association, hereinafter called the "Association".

Whereas, the parties have reached certain understandings which they desire to confirm in this Agreement;

In consideration of the following mutual covenants, it is hereby agreed as follows.

**ARTICLE I
RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for certificated personnel whether under contract, on leave, on per diem basis, employed or to be employed by the Board as follows:

Classroom Teachers, Nurses, Media Specialists, Reading Teachers, Co-Curricular Sponsors, Guidance Personnel, Department Liaisons, and Child Study Team Members.

Positions that are excluded from this agreement include Substitute Teachers, and Confidential, Managerial and Supervisory Staff.

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

ARTICLE II NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws of 1968, as amended by Chapter 123 Public Laws of 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Any agreement so negotiated will be reduced to writing and will be subject to ratification by the Board and the Association.
- B. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations.
- D. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, be signed by the Board and the Association, and be ratified and signed by the Board and the Association.
- E. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and /or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement.
- F. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in ARTICLE I of the Agreement with any organization other than the Association for the duration of this Agreement.
- G. In accordance with Chapter 123 P. L. 1974, proposed new rules or modifications of rules changing the terms and conditions of employment shall be negotiated with the Association.
- H. 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.

ARTICLE III GRIEVANCE PROCEDURE

A. Purpose

It is the policy of the Board and the Association that all grievances be resolved informally or at the earliest possible state of this grievance procedure. However, both parties recognize that the procedure must be available without any fear of discrimination because of its use.

B. Definitions

1. A "grievance" is any alleged violation of this Agreement (or any dispute with respect to all matters concerning the terms and conditions of teachers' employment).
2. An "aggrieved party" can be a teacher, the Association, or the Board.
3. Level One – Principal of the school in which the alleged grievance occurred
4. Level Two – Superintendent
5. Level Three – Board of Education
6. Level Four – Binding Arbitration

C. Submission of Grievances

1. Each grievance shall be submitted by the aggrieved party in writing on the form identified in Schedule E and shall contain those specifics which are required by the referenced form.
2. A grievance shall be deemed waived unless submitted within twenty-one (21) calendar days after the occurrence of the grievance or after twenty-one (21) days after the aggrieved party has reasonable cause to have notice thereof.

D. Grievance Procedures

1. The aggrieved party shall first submit the grievance in writing to the appropriate Level One representative. The appropriate Level One representative shall have ten (10) calendar days from the date of submission to render a decision. If the aggrieved party is not satisfied with the disposition of the grievance or if no decision has been rendered within ten (10) days, the aggrieved party may, within six (6) calendar days after the decision has been rendered or sixteen (16) calendar days after the grievance was submitted if no decision is rendered, move the grievance to Level Two.
2. Level Two - The aggrieved party shall submit the grievance in writing on the appropriate form contained herein to the appropriate Level Two representative. Include in the submission the originally filed grievance and all other materials submitted at the prior stage of the procedure. Said Level Two representative shall have ten (10) calendar days in which to render a decision. If the aggrieved party is not satisfied with the disposition of the grievance or if no decision has been rendered within ten (10) days, the aggrieved party may, within six (6) calendar days after the decision has been rendered or sixteen (16) calendar days after the grievance was submitted to Level Two if no decision is rendered, move the grievance in writing to Level Three.

3. Level Three - The aggrieved party shall submit the grievance in writing on the appropriate form contained herein to the Board of Education via the Board of Education Secretary. Include in the submission the originally filed grievance and all other materials submitted at the prior stage of the procedure. The Board of Education shall have thirty-five (35) calendar days in which to render a decision. The Board of Education may grant a hearing of the grievance if requested by the aggrieved party. If the aggrieved party is not satisfied with the disposition of the grievance or if no decision has been rendered within thirty-five (35) calendar days, the aggrieved party may, within six (6) calendar days after the decision has been rendered or forty-one (41) calendar days after the grievance was submitted to Level Three if no decision is rendered, move the grievance to Level Four; and the aggrieved party shall notify in writing the Board of Education Secretary that the grievance is being moved to Level Four.
4. Level Four – If the aggrieved party and the Association are dissatisfied with the disposition of the grievance at Level Three, the Association may, within ten (10) calendar days of the Level Three decision or forty-five (45) calendar days after submission to Level Three, submit appropriate petition for submission to arbitration to the American Arbitration Association and deliver copy of said petition to the Board Secretary.
 - a. A request for the names of arbitrators shall be made, and upon the receipt of the names of the proposed arbitrators, a designee of the Board of Education and of the Association shall strike the names from the list in accordance with the rules and regulations of the Public Employees Relations Committee in the selection of an arbitrator.
 - b. The arbitrator’s decision will be in writing and will set forth his findings, reasonings and conclusions on the issues submitted. The decision of the arbitrator shall be final and binding on both parties; however, the arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of or adds to or detracts from the provisions of this Agreement.

E. Miscellaneous

1. Any aggrieved party may be represented at all stages of the grievance procedure by himself and a maximum of five (5) representatives in accordance with the provisions of Chapter 303, Public Laws of 1968 as amended by Chapter 123 Public Laws of 1974.
2. All grievance procedure determinations shall be written, signed by the appropriate level authority and shall be attached to the grievance form.
3. All parties must indicate in writing on the form provided the fact that the grievance has been resolved.
4. Aggrieved parties who have filed a grievance under this Agreement shall continue to work in accordance with the direction of the Superintendent, Principal, or other supervisory personnel until such time as said grievance is finally determined.

5. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
6. The time limits specified at any given level of the grievance procedure may be extended by mutual agreement. Such extension shall be specified in writing and attached to the grievance form.
7. The fees and expenses of the arbitrator shall be borne equally by the Board and the Association. All other costs related to arbitration will be borne by the party incurring same.
8. If a grievance affects a group or class of teachers, or if entering the grievance at Level One would be moot, the Association may enter the grievance at either Level Two or Level Three of the grievance procedure. Level One and/or Level Two representatives shall be notified in writing of the grievance at the time the grievance is submitted to Level Three.
9. Under ARTICLE XIV, LEAVES OF ABSENCE, Section B-9a, the decision of the Superintendent shall be final and no grievance may be filed against that decision.

ARTICLE IV TEACHER RIGHTS

- A. Pursuant to Chapter 303, Public Laws of 1968, as amended by Chapter 123 Public Laws of 1974, 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 teacher in the enjoyment of any rights conferred by Chapter 303, Public Laws of 1968, as amended by Chapter 123, Public Laws of 1974, or other laws of New Jersey or the Constitutions of New Jersey and of the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association and its affiliates, participation in any activities of the Association and its affiliates, collective negotiations with the Board, or 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 to any teacher such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to teachers hereinunder shall be deemed to be in addition to those provided elsewhere.
- C. No teacher shall be disciplined, reduced in rank or compensation without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.
- D. Whenever any teacher is required to appear before the Board or any authorized committee or representative of the Board concerning any matter which adversely affects the continuation of that teacher 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 and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.
- E. Any suspension of a teacher pending charges may be with pay within the discretion of the Board as limited by law.
- F. Teachers shall not use their institutional privileges for private gain at the expense of the students.
- G. Teachers should refrain from unprofessional criticism of their colleagues and supervisors and should abide by the accepted code of ethics of the Education profession.
- H. Nothing in this Agreement shall be construed to alter the obligation and duties of persons in public employment under Article I, paragraph 19, of the Constitution of the State of New Jersey as the same has been interpreted by the Courts of this state.

ARTICLE V MANAGEMENT RIGHTS

- A. The Lower Cape May Regional Board of Education, on its own behalf and on behalf of the electors of the said Board, hereby retains and reserves unto itself without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey, and of the United States, including the rights:
1. To exercise executive management and administrative control of the school system and its properties and facilities, and the activities of its employees while in the performance of their teaching duties for the good of the school and the pupils;
 2. To hire all employees and subject to the provisions of law to determine their qualifications, or their dismissal or demotion; and to promote and transfer all such employees;
 3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students;
 4. To decide upon the means and methods of instruction, and the selection of textbooks and other teaching materials and the use of teaching aids;
 5. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and extra-curricular activities.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and the Constitution and Laws of the State of New Jersey, and the Constitution and laws of the United States.
- C. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the New Jersey School Laws or any other national, state, county, district, or local laws or regulations as they pertain to education.
- D. The Board of Education reserves unto itself the sole right under Article V and within laws of the State of New Jersey to manage the educational system.

In addition to items specified in Article V the Board has the sole discretion to determine the financial needs of the district. During the length of this contract and beyond, the Board cannot guarantee that there will not be any layoffs.

ARTICLE VI
ASSOCIATION RIGHTS AND PRIVILEGES

- A. Whenever any representative of the Association or any teacher is mutually scheduled by the Board and the Association to participate during working hours in negotiations, grievance proceedings, conferences or meeting, he shall suffer no loss in pay.
- B. 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. Said representatives shall notify the appropriate building principal (or sign in) upon arrival on the premises during school hours.
- C. The Association and its representatives have the right to use school buildings and premises at all reasonable hours for meetings. The Superintendent shall be notified in writing in advance of the time and place of all such meetings and shall initial said notification indicating approval.
- D. The Association has the right to use school equipment, including typewriters, E-Mail, other duplicating equipment, calculating machines, all types of audio-visual equipment, computers, printers, and related equipment at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- E. All expenses of the Association in the conduct of its business and its organization shall be borne by the Association through its members unless otherwise provided within the Agreement.
- F. The Association shall have the right to assist the Administration in the planning of an orientation program for new teachers and shall have the right to have its representatives address the new teachers as part of the orientation program for new teachers. The Association shall indicate the designated teachers who have accepted the responsibility of assisting new teachers during the new teachers' first year of employment.
- G. All communications from June 15th to August 31st regarding this Agreement will be directed to the President of the Association by certified return receipt mail. The Association shall assume the cost of the mailings.

H. If any employee represented by the Association does not become a member of the Association during any contract year (July 1 to June 30), he/she shall be required to pay a representation fee which shall be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members up to the maximum amount allowed by law (which is presently set at 85%).

1. During each membership year, the Association will submit to the Board or its representative a list of those employees who have not become members of the Association for the current year.

The Board shall deduct from the salaries of said employees the amount specified above and transmit the amount so deducted to the Association. It is understood that said deduction shall be done in as nearly as possible equal installments.

2. If an employee who is required to pay the representation fee terminates his or her employment with the Board before the full fee has been paid, the Board shall deduct the balance owed from the last paycheck of said employee.
3. The Association will indemnify and hold the Board harmless against any and all claims arising from the Board's conformance with this provision.

ARTICLE VII
SCHOOL CALENDAR AND TEACHER WORK YEAR

- A. The in-school work year for teachers employed on a ten (10) month basis shall be as follows:
1. 2010-11 and every year thereafter – 184 days which shall include 180 legal school days with the additional time to be used for staff development/teacher preparation purposes.
 2. The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.
 3. Teacher attendance shall not be required whenever student attendance is not required due to snow or other emergency conditions.
 4. Teacher attendance will be required at one Back-to-School night each year. All Back-to-School nights will be half-day dismissals.
- B. The school calendar, when fixed and adopted by the Board, shall be considered as part of this Agreement, and shall be attached hereto as Schedule B.
1. The Association shall have the opportunity to make recommendations concerning the school calendar for the consideration of the Board of Education, and shall do so by having the Association President submit in writing a proposal relating thereto to the Secretary of the Board of Education on or before December 1st, or as soon thereafter as a county school calendar is proposed.
 2. For the length of this contract, the day preceding Christmas and Easter vacation will be a half-day dismissal.

**ARTICLE VIII
TEACHING HOURS AND TEACHING LOAD**

- A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities.
- B. Hourly rates - \$30/hr. to include
Homebound and in-bound homebound

<u>#of students</u>	<u>Inbound homebound</u>	<u>Homebound</u>
2, 3, 4	\$34	\$36
5 +	\$44	\$46

Detention duty, regardless of the number of students will be paid \$30/hr.

- C. The principals shall be charged with scheduling yearly and daily teaching loads in the junior and senior high schools so that there may be six (6) teaching periods which should not exceed five (5) hours of pupil contact per day. Assignments to a supervised study period shall be considered a teaching period for the purpose of this article.
- D.
 1. Teachers shall have a daily duty-free lunch period at least equal to the lunch period of the students in their building, but not less than twenty-five (25) minutes per day.
 3. The Board recognizes the occasional need for teachers to leave the building during their prep periods for personal reasons, school business, and related activities. Teachers should strive to keep such occurrences to a minimum, and must sign out and in upon leaving and returning, and should indicate their destination. Teachers may also leave the building during their lunch periods, but they also must sign out and in.
 3. In the event of the implementation of block scheduling, the arrival and departure time of the staff may be less than the 15 minutes before or after the arrival and departure time of students.

Also, if block scheduling is implemented, preparation time shall be equal to a full instructional period, and if the teaching staff member will be out of the building for more than 45 minutes, the staff member MUST have prior approval from the Building Principal and/or his/her designee.

- E.
 1. Building-based teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty or other professional meetings once per month. However, it is understood that an Administrator may require a staff member, on occasion, to stay after school for a parent conference. This shall only occur when a conference with the parent cannot be scheduled during the regular school day.

2. The notice of an agenda for any meetings shall be given to the teachers involved at least one (1) day prior to the meeting. Teachers shall have the opportunity to suggest items for the agenda.
 4. Teachers shall not be assigned to cover classes during their preparation period except in an emergency. An emergency shall be defined as a situation for which there is no reasonable opportunity to make other arrangements.
 5. A teacher's total in-school workday shall consist of not more than 7 hours per day including arrival and departure time which shall include a duty free lunch period and a duty free planning/prep time as referenced in Section F. Starting and ending times will be determined by the Board, but will be consistent with a seven (7) hour day including arrival and departure times.
 5. In the event of the implementation of a restructured day, the available time created shall be used for the purposes of teacher in-service, meetings, curriculum work and other educational related activities not involving direct student contact. Activities involving student contact may be performed on a voluntary basis.
- F. Teachers shall, in addition to their duty-free lunch period, have one period daily for preparation equal in length to a full instructional period. However, over the course of a given week, 20% of a teacher's weekly cumulative prep time may be directed at the discretion of the administration for the purpose of professional development and meetings. Administrative directed prep time cannot exceed more than half of the teacher's daily preparation time.
1. When Administration calls for a professional development meeting during prep time, they must provide an agenda one day in advance.
 2. Administration will limit requiring the same staff for professional development meetings to once per week.
 3. An Administrator or duly appointed designee must be present at any professional development meeting called during prep time.
- G. Teacher participation, as set forth in Schedules C and D, shall be compensated according to the rate of pay and/or release time in Schedules C and D. The Board shall have in its sole discretion the option to fill or not to fill any or all of these positions. Extra-curricular activities other than those set forth in Schedules C and D shall be carried out without compensation.
- H. Teachers shall adequately and daily prepare for instruction and will make such instruction preparation available at any time to designated supervisors and administrators. Failure to maintain such plans will subject an employee to disciplinary action on the first occasion. All non-tenured teaching personnel will be required to submit weekly lesson plans to their immediate supervisor.

- I. Teachers shall be punctual in reporting to school, to meetings, and to all of their assignments
- J. The Administration may require a teacher to perform a necessary task, but the teacher shall not be required to perform hazardous tasks detrimental to his/her physical safety.
- K. In the event of the implementation of an 8 period day, it is agreed that the departure time of the staff may be less than 15 minutes after the departure of the students.
- L. Any staff member that is involved in an "advisor/advisee" program in either school (as it is presently designed, and on average 1 session per month), will be entitled to leave at the conclusion of the instructional day on a half day in-service during the school year.

Professional development hours will be given for this program as determined by the District's Professional Development committee. The particular half day that the staff member may miss will be determined by the Superintendent or his/her designee. It is the general intent that the particular half day that is used will be on a Friday in the Spring. Exceptions may be granted by the Superintendent or his designee at his/her discretion.

ARTICLE IX
NON-TEACHING DUTIES

- A. A teacher may voluntarily drive students to activities which take place away from the school building, with the advance written approval of the Principal.
- B. Any teacher on school business shall be reimbursed at the automobile reimbursement rate per the NJ Department of Treasury, Office of Management and Budget, which is currently \$0.35 per mile. Any request for mileage must be approved by the building principal and superintendent.
- C. Extra –curricular activities. Each teacher should generally and voluntarily sponsor some/one extra-curricular activity as a natural outcome or interest of their subject matter preparation and be paid in accordance with Schedule C & D.
- D. Teachers shall accept reasonable non-teaching duties as assigned when the Administration deems such duties are necessary for the proper conduct of the school.
- E. Teachers shall regularly serve on committees approved by the Administration for the improvement of the school.
- F. Teachers shall not be required to maintain school attendance registers.

ARTICLE X
TEACHER EMPLOYMENT

- A. Each teacher shall be placed on his/her appropriate step on the salary guide and advance accordingly from year to year.
- B Teachers will be notified in writing of their contract and salary status for the ensuing year no later than May 15th.
- B. Those who fail to fulfill their contractual obligations as the contract has come to mean through prior decisions and history, shall be subject to appropriate action by the Board and/or the Association.
- C. Dismissal procedures of teachers under tenure shall be that as provided by law.
- E. Dismissal procedures of non-tenured teachers shall be that as provided by law.

ARTICLE XI SALARIES

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

- B.
 - 1. Teachers employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments, except in the case of a split salary guide.

 - 2. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments, except in the case of a split salary guide. Paydays shall be the fifteenth and thirtieth of each month.

 - 3. When a payday falls on or during a school or legal holiday, vacation, or weekend, teachers shall receive their paychecks on the last previous working day.

 - 4. Teachers shall receive their final checks on the last working day in June.

- C. Longevity shall be paid each teacher upon his reaching step 17 to 30 as specified on the attached salary guides.

- D. Bachelor Plus Classification
 - 1. For a bachelor's plus classification education credits earned shall be subject to terms, conditions and limitations as follows:
 - a. Each credit earned must be a graduate credit earned from an accredited institution.

 - b. Each credit shall be earned in one or more of the areas as follows:
 - (1) In the subject matter for which the teacher has been retained by the Board;
 - (2) In the area of education
 - (3) In the area of education administration
 - (4) In the area of education guidance

 - c. The teacher shall receive a minimum "B" grade for each credit toward the Bachelor Plus classification.

 - d. No credit shall be earned by the teacher for courses taken outside the areas enumerated in Paragraph 1-b hereinabove without the prior written consent of the Superintendent.

 - 2. All classifications over that of a Bachelors Degree recognized prior to July 1, 1977 shall be continued notwithstanding the fact that such classification does not meet the criteria as set forth hereinabove.

ARTICLE XII
TEACHER ASSIGNMENT

- A.
 - 1. All teachers shall be given written notice of their salary schedules, tentative class and/or subject assignments, and room assignments for the forthcoming year at the discretion of the Administrator and no later than twenty-one (21) days before the beginning of school, except in an emergency. It is understood that every attempt will be made to abide by the twenty-one (21) day notice but that there may be isolated circumstances that prevent this and notice will be given ASAP if the twenty-one (21) day period has passed.
 - 2. The Superintendent shall notify all newly appointed personnel of their specific positions within that subject area and/or grade level for which the Board has appointed the teacher. The Superintendent shall give notice of assignments to new teachers as soon as practicable.
 - 3. Teachers shall regularly participate in curricular development individually and in committee, to provide an on-going education program to serve the needs of the students in the school district.
 - 4. Teachers shall seek supervisory assistance when needed and accept supervision as provided by the school system.
- B. The requirements as set forth in Article VIII, Paragraphs E-1 and J, shall be limited to that which is reasonable and necessary for the full, complete and effective implementation and performance by the teacher of the teacher's duties as required herein, by Board policy and practice, and as is or may be required by the State of New Jersey and Constitution of the United States.

ARTICLE XIII
TEACHER EVALUATION

- A. 1. All evaluation of the work performance of a teacher will be conducted openly and with full knowledge of the teacher, and will comply with the TEACHNJ Act, P.L. 2012 c.26, adopted on August 6, 2012.
2. Subsequent to an evaluation, the teacher will have an evaluation conference with the evaluator. Within one (1) week of said evaluation, an evaluation report shall be prepared and presented to the teacher. At such time, the teacher shall have an opportunity to conference the report with the evaluator. No such evaluation shall be placed in the teacher's file or otherwise acted upon without prior conference with the teacher.
- B. 1. A teacher shall have the right, upon request, to review his personnel file at least once a year and to receive one copy at Board expense of any material contained therein in the event of a Board's hearing or dispute; otherwise a copy shall be at the teacher's expense. A teacher may be entitled to have a representative of the Association accompany him during such interview. A teacher shall have the right to indicate those materials which he believes to be obsolete or otherwise inappropriate to retain. Said materials shall be reviewed by the Superintendent or his designee and if, in fact, they are obsolete or otherwise inappropriate to retain, they shall be destroyed. The Superintendent or his designee shall make the final decision.
2. No material derogatory to a teacher's conduct, service, character or personality shall be placed in his personnel file unless the teacher has an opportunity to review the material. The teacher shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right within thirty (30) calendar days of the receipt of such material to submit a written answer to such material and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy. The Superintendent or a member of his staff shall acknowledge receipt of said answer by initialing, dating and returning to the teacher a duplicate of said answer, which duplicate shall be supplied by the teacher.
3. The Board will not establish any personnel file which is not available for the teacher's inspection.
4. Effective July 1, 1979, each teacher shall be afforded the opportunity to sign each correspondence prior to its inclusion in his her/personnel file.
5. The Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents.

- C.
 - 1. Prior to any evaluation report, the immediate supervisor of a non-tenure teacher shall have had appropriate communication, including but not limited to all steps in Section 2 below, with said teacher regarding his performance as a teacher.
 - 2. Supervisory reports shall be presented to non-supervisory personnel by the Principal or counterpart supervisor periodically in accordance with the following procedures:
 - a. Such reports shall be issued in the name of the appropriate supervisor based upon a compilation of reports or observations, and of discussions with any or all supervisory personnel who come in contact with the teacher in a supervisory capacity.
 - b. Such reports shall be addressed to the teacher.
 - c. Such reports shall be written in narrative form and shall include, when pertinent:
 - (1). Strengths of the teacher as evidenced during the period since the previous report;
 - (2). Weaknesses of the teacher as evidenced during the period since the previous report;
 - (3). Specific suggestions as to measures which the teacher might take to improve his performance in each of the areas wherein weaknesses have been indicated
 - d. Such supervisory reports are to be provided for non-tenure teachers at least three (3) times each year.
 - e. Tenure teachers shall be evaluated no less frequently than once each school year.
- D. Final evaluation of a teacher upon termination of his employment shall be conducted prior to severance.
- E. Work Load Consideration – During evaluation of a teacher, the evaluator shall take into consideration the workload of the teacher being evaluated. Said workload shall be consistent with the available equipment, supplies and facilities.

**ARTICLE XIV
LEAVES OF ABSENCE**

- A. Sick Leave As of September 1st, all teachers shall be entitled to ten (10) sick leave days for each school year as of the first official day of said school year regardless of whether they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit. After three (3) consecutive days of absence due to illness, a doctor's written certification shall be submitted.

If a staff member is not present at the beginning of the school year (not being paid), he/she will get a pro-rated share of sick days. This will not pertain to those tenured staff members on maternity leave. Such individuals will receive all sick and personal time as if they were present and getting paid on September 1st.

A teacher shall be entitled to convert a maximum of five (5) accumulated sick days per year to critical illness time. Critical Illness is defined as admission to a hospital with a critical or serious condition or life threatening situation or same day surgery as certified by a physician, for members of the employee's immediate family defined as spouse, children, mother or father. In the event of more than one immediate family member being critically ill during the year, employees may request additional time, which is subject to denial by the Superintendent in accordance with the needs of the school system. The Superintendent's decision shall be non-arbitrable. Use of Critical Illness time will run concurrently with the Family Leave Act and Family Medical Leave Act.

B. Other Leaves

1. Personal Leave – First year of service – one personal day; second year of service – two personal days; three or more years of service – three personal days.

The number of personal days becomes effective July 1, 1993, for all newly employed staff. Present staff would continue to be granted three personal days. Personal leave days are to be utilized only for personal business, or legal or family matters that cannot be conducted outside the normal workday. Personal leave shall not be used for recreation, entertainment, other employment, or for matters which can be scheduled outside of school hours. At the end of the school year, unused personal days will be converted to sick days and added to the allotment in "A" above.

Application to the teacher's principal or other immediate supervisor for personal leave shall be made at least two days before taking such leave. In the event of an emergency which precludes the provision of two days written notice, said notice shall be provided at the earliest possible time.

2. No use of a personal day or days shall immediately precede or immediately follow a holiday or vacation period except in an emergency or in the case of a religious holiday on which the tenets of a person's religion require abstinence from work.

3. If more than two personal days are to be used consecutively, a statement of reason will be required for the last day.
4. If a sick day precedes or follows a personal day, a physician's note will be required by the Superintendent or his designee.
5. Requests for all personal leave proceeding or following a holiday must be submitted 30 days in advance, subject to approval by the Superintendent. This will be managed on a first-come, first-serve basis. The Superintendent has the discretion to approve or disapprove all leave requests. An individual teacher may use this option only one time every three years. The Superintendent's decision will be non-arbitrable.
6. Time necessary for appearance in any legal proceeding connected with the teacher's employment or with the school system will not result in the loss of pay or personal leave days.
7. In cases where the teacher is quarantined by an appropriate governmental agency, no loss of pay or personal leave days shall result.
8. Critical Illness and Bereavement Leave
 - a. Bereavement leave in the event of the death of an employee's family member defined as step father, step mother, step son, step daughter, grandparents, grandchildren and in-laws shall constitute an excused absence of up to 3 days per occurrence. Bereavement leave in the event of death of an employee's father, mother, sister or brother, shall constitute up to 5 days excused leave per occurrence. Bereavement leave in the event of death of an employee's spouse or children, natural or adopted, shall constitute up to 10 days excused leave per occurrence.
 - b. In the event of a death of a close friend or other relative, employees may request one day of leave, which is subject to denial by the Superintendent in accordance with the needs of the school system. This day can only be used if no personal days remain. The Superintendent's decision shall be non-arbitrable.
9. Other leaves subject to terms may be granted by and in the sole discretion of the Board.
10. Teachers may use personal days one time for purposes of their own wedding or honeymoon.
11. Personal days requested prior to or after a weekend must be submitted at least 1 full week (5 school days) in advance of the day(s) requested and subject to B-1.

C. Sabbatical Leaves – Two (2) sabbatical leaves of absence for any school year may be granted by and in sole discretion of the Board to any professional employee upon written request for the purpose of study, or travel for the purpose of study, or for reasons of health.

1. The applicant for a sabbatical leave shall have completed at least seven (7) years of satisfactory service in the Lower Cape May Regional School District.
2. The applicant's request for a sabbatical shall be submitted in writing to the Superintendent no later than March 1st of the school year preceding the year for which said sabbatical is sought.
3. An application for a sabbatical shall set forth the reasons for which said sabbatical is requested. If the sabbatical is requested for reasons of health, the request must be accompanied by a certificate from the attending physician as to the necessity therefore.
4. The Board shall notify the applicant in writing of approval or disapproval of said application for leave not later than the first week of May following the receipt by the Board of the application.
5. Upon receiving permission and upon termination of said leave, the applicant shall resume his service at the opening of the ensuing school year and continue said employment for not less than two (2) additional school years. A contract to this effect shall be signed by the applicant prior to the commencement of the leave.
6. To the extent the applicant receives compensation while on sabbatical leave, the compensation as provided in Paragraph 8 herein below shall be reduced on a dollar for dollar basis.
7. The period of sabbatical leave shall count as regular employment in the school district.
8. An employee granted a sabbatical shall receive one half (1/2) of his regular salary for said period.

D. Sick Leave Due to Pregnancy

1. Teachers may apply for and be granted sick leave due to pregnancy for a period not to exceed four (4) weeks before and four (4) weeks after delivery of the child.
2. All individuals seeking disability leave for a period of up to four weeks prior to the anticipated date of birth of a child and four weeks after the anticipated birth must produce a certification from their physician referring to the anticipated date of birth.
3. Any individual seeking additional disability leave through use of accumulated sick leave must produce appropriate medical documentation establishing the medical basis for this extended disability period.

4. The Board, regarding these extended disability extensions, may require the affected individual(s) to see a Board physician as a condition of the receipt of additional extended leave. The individual in the appropriate circumstances as set forth above may utilize all of their accumulated sick leave prior to taking any unpaid child rearing leave if requested.

E. Child Rearing Leave

1. In the case of an adoption, notice shall be given to the teacher's supervisor when application for the adoption is made. In cases of adoption, application shall be made for a specific leave period as soon as the teacher is informed of the custody date.
2. To be eligible for a salary increment and credit toward longevity payments and sabbaticals, a teacher must work at least 90 days in the school year that the leave commences or terminates. A teacher utilizing accumulated sick leave prior to an unpaid child rearing leave shall be considered as working for purposes of the article.
3. A teacher on a voluntary unpaid leave of absence shall not be eligible to either receive or accrue benefits except as required by statute.

F. Education Association Leave

1. "Board shall provide 2 days per year of release time to Association President or his/her designees to perform their duties as Association Representatives. Release time shall not reduce the unassigned time, preparation time, lunch periods, and break periods of said representatives." There is an option of more time if required but must be approved by Superintendent and decision to grant time or not is non-grievable.

**ARTICLE XV
SUBSTITUTES**

- A. Teachers who must be absent from school shall notify the person so designated by the Administration not later than 7:00 a.m. on the day they will be unavailable for work, unless some prior agreed to notification has been set by the involved teachers and the Administration. Once a teacher has reported unavailability, it shall be the responsibility of the Administration to arrange for a substitute.

- B. Long term replacement teachers who are expected to work for two months or more or who are filling a vacated position shall be paid at the per diem rate of 1/200th of his or her appropriate classification at Step 1 pro-rated for the period of his or her service. Long-term replacement teachers are not entitled to any contractual benefits.

ARTICLE XVI
PROTECTION OF TEACHERS

- A. 1. When absence arises out of or from an assault or injury to a teacher received while acting in the discharge of his/her duties, the teacher shall not forfeit any sick leave or personal leave.
- 2. Absence because of injury arising out of a teacher's employment shall be compensated in accordance with the provisions of the Workman's Compensation Law and NJSA 18A:30-1 et seq.
- B. A school nurse shall be scheduled for the entire school day for each school.

ARTICLE XVII
MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

- A. It is understood that the maintenance of classroom control is considered to be the responsibility of each individual teacher.

- B. However, if in the judgment of a teacher, a student is by his/her behavior seriously disrupting the instructional program to the detriment of other students, the teacher may exclude the student from the classroom with a written note, and refer him/her to the next higher authority. If a student is sent out he/she will be kept out from class for a full period only (for 1 period), after which he/she may be sent back to class as determined by the Principal, Assistant Principal or his/her designee.

- C. Teachers shall be responsible for the supervision and accountability of school property and for school materials assigned to them.

ARTICLE XVIII
INSURANCE PROTECTION

- A. The Board will provide coverage as set forth in the New Jersey School Employees Health Benefits Program (NJSEHBP) for the New Jersey Educators Health Plan and NJ Direct15, and Aetna HMO which includes the prescription benefit, or its equivalent, for the entire family in compliance with state statute Ch.78, P.L. 2011; state statute Ch. 44, P.L. 2020 and the negotiated contract. The Board shall provide a description of conditions and limits of coverage as listed above.
- B. Fringe Bank is \$1,000.00 for length of contract and Association agrees to pay up to \$50.00 of the 125 Plan Administration fee. The employee's Fringe Bank is to be used for out-of-pocket medical expenses such as physician/hospital co-pays, deductibles, and coinsurance, dental expenses (including preventive dental coverage for dependent children under 14 years of age, which is mandated by the Affordable Care Act) , and vision expenses.
1. All first year teachers to the Lower Cape May Regional School District will be ineligible for fringe bank reimbursement. Expenses incurred during this year will not be eligible for reimbursement purposes.
 2. Any medical expense not reimbursed during any given year may be applied to the following year if the total aggregate amount does not exceed the sum of those two (2) years. Medical receipts may not be utilized beyond two (2) school year periods.
 3. Any unused funds from a given school may be only carried over one (1) school year.
 4. The Board of Education shall maintain a Section 125 Plan for our health insurance and fringe benefits.
 5. Members of the Association whom are on sick leave, or sick leave due to pregnancy, shall be entitled to "Fringe Bank Benefits" pursuant to Article XVIII Section D for those expenses actually incurred during the period of such sick leave. Members of the Association whom are granted child rearing leave, leaves of absence, or any other type leave shall not be entitled to "Fringe Bank Benefits" pursuant to Article XVIII Section D for any expenses incurred during the period of any such leave of absence.
- C. In the event that the Board provides insurance through a carrier other than the State Health Benefits Program, the Board guarantees that the coverage provided will be identical to the New Jersey School Employees Health Benefits Program with the sole exception that a clause mandating a required second opinion for surgery may be included. In the event that a second opinion for surgery is mandated, the covered participant or dependant will be held harmless for any financial obligations resulting from the obtaining of said second opinion. Charges related to the mandatory second opinion will be the responsibility of the insurance carrier or the Board.

ARTICLE XIX
PERSONAL AND ACADEMIC FREEDOM

- A. Teachers shall be entitled to full rights of citizenship, and no religious or political activities of any teacher, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing said activities do not violate any local, state or federal law.
- B. The Board and the Association agree that academic freedom is essential to the fulfillment of the purpose of the Lower Cape May Regional School District, and they acknowledge the fundamental need to protect teachers from censorship or restraint which might interfere with their obligations to pursue truth in the performance of their teaching functions. Accordingly, they agree as follows:

Teachers shall be guaranteed full freedom in classroom presentations and discussions and may introduce politically, religiously, or otherwise controversial material provided only that said material is relevant to the course content and does not run counter to expressed Board policy.

In performing their official teaching functions, teachers shall be guaranteed full freedom in expressing their personal opinions on all matters relevant to the subject matter of the course they are teaching, provided, however that when they do so they shall make every effort to indicate that they are speaking personally and not on behalf of the school, its Administration, or the Board and subject to Board policy.

- C. The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Board policies. The Board directs the curriculum be consistent with the educational goals and objectives of this district, the New Jersey Core Curriculum Content Standards and responsive to identified student needs. The Superintendent shall, in consultation with teaching staff members, assure the effective articulation of curriculum across all grade levels and among the constituent districts of the Lower Cape May Regional School District.

ARTICLE XX
BOOKS AND OTHER INSTRUCTIONAL MATERIALS AND SUPPLIES

- A. The Board shall allocate funds to provide for the purchase and/or replacement of textbooks, library books, instructional materials, supplies, and equipment of sufficient quantity to enable teachers to properly fulfill their teaching responsibilities. Teachers are required to follow the District's Standard Operating Procedures when purchasing materials and/or supplies.

- B. Teachers shall be a part of all textbook selection.

ARTICLE XXI
AUTHORIZATION TO DEDUCT ASSOCIATION MEMBERSHIP DUES

Name _____

Social Security # _____

School Building _____

District _____

To Disbursing Officer _____

Board of Education _____

I hereby request and authorize the above named disbursing officer to deduct from my earnings an amount sufficient to provide for the payment of those yearly membership dues as certified by the organizations indicated in equal monthly payments for all or part of the current school year and for succeeding school years. I understand that the disbursing officer will discontinue such deductions only if I file notice of withdrawal as of January 1st next succeeding the date on which notice of withdrawal is filed. I also agree that upon termination of employment, the disbursing officer shall deduct any remaining amount due for that current school year. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization, and relieve the Governing Board and all its officers from any liability therefrom.

ARTICLE XXII
MISCELLANEOUS PROVISIONS

- A. 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 of 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.
- B. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, the Agreement, during its duration, shall be controlling.
- C. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by contacting either the President of the Association or the President of the Board.
- D.
 - 1. Whenever a teaching or administrative vacancy occurs or a new position is created, within three (3) days after receipt of the official resignation (or designation by the Board that a new position has been created, a Notice shall be given to the President of the Association, said Notice stating that such a vacancy exists.
 - 2. Nothing herein contained in this Article precludes the Board from filling any staff vacancy with a person not presently employed in this system. All qualified staff members making application for said vacancy shall be given due consideration.
- E. For the purpose of binding the Board, notwithstanding the provisions of Article XXII, Paragraph D, a teaching vacancy shall not exist until the resignation form is submitted in proper form and said resignation is formally accepted by the Board. All Schedule C and D appointments will be appointed annually and considered vacant upon conclusion of the season.
- F. Any Liaison who teaches a 6th period shall be paid \$3,750. for the duration of contract.
- G. Positions that are funded through grant monies and therefore may or may not be in existence on a yearly basis shall be posted and advertised in accordance with contract. Positions will be filled as provided by contract or law. At the Board of Education's discretion, a list of these positions and their salaries shall be provided to the Association on a yearly basis and updated as needed.
- H. Any teaching staff member of the Professional Development Committee will be paid \$250. provided he/she spends 10 hours time thereon. This stipend is paid only because the committee is state mandated.
- G. When feasible, for the President of the Association to teach no more than five classes per day.

- I. Individuals employed as Coaches at the Lower Cape May Regional High School ("High School") shall be paid their stipends in an amount that is proportional to the length of the season they worked prior to any school shutdown or cancellation of the season from the first official start of the season (as determined by the NJSIAA) to the cessation of Coaching duties or the end of the regular season schedule.
 1. In the event that the entire season is cancelled, or less than 25% of the season took place, High School Coaches shall be paid a minimum stipend of 25% of the total stipend amount contained in the CBA. If the season is allowed to resume after a temporary halt and is completed or if a season is forced to start late but is ultimately completed, the district will pay coaches full stipend if they fulfill their coaching responsibilities for the remainder of the season.
 2. It is understood and acknowledged that High School Coaches train and hold practices during the summer and, should cancellation of their respective season or school shutdown occur prior to the official start of their Season, Coaches who can demonstrate adherence to a summer training and/or practice schedule will be paid 25% of the stipend amount contained in the CBA.
 3. In the event of a school shutdown or cancellation of a sports season, Middle School coaches will be paid proportional to the amount of time worked from the first day of practice for their team (as determined by the District Athletic Director and Business Administrator) to the cessation of Coaching duties. In the event that the entire season is cancelled, or less than 25% of the season took place, Middle School Coaches shall be paid a minimum of 25% of the total stipend amount contained in the CBA. Should the school closure or season cancellation occur before the first practice, no payment of the stipend shall be made.
 4. With regard to a school closure, schedule D stipends will be paid in an amount that is proportional to the standard start time for that activity up to the cancellation of that activity or the closing of school with no minimum guarantee of payment. If it is apparent that the activity cannot be held despite the status of the operation of the school (e.g. bands will not be able to perform if all community parades are cancelled) no payment of the aforementioned proportional stipend shall be made unless there was a period of time utilized for preparation of that activity prior to notice of the event's cancellation.

**ARTICLE XXIII
DEDUCTION FROM SALARY**

A. 1. I designate the Lower Cape May Regional Education Association to receive dues and distribute according to the organization(s) indicated:

Lower Cape May Regional Education Association _____

Cape May County Education Association _____

New Jersey Education Association _____

National Education Association _____

2. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

3. Additional authorization for dues deduction may be received after August 1, under the rules established by the State Department of Education.

4. The filing of notice of a teacher's withdrawal shall be prior to December 1 and become effective to half deduction as of January 1 next succeeding the date on which notice of withdrawal is filed.

B. The Board agrees to deduct from teachers' salaries money for Local, State and for National association services and programs as said teacher individually and voluntarily authorizes the Board to deduct and transmit monies promptly to such Association or Associations. Any teacher may have such deductions discontinued at any time upon sixty (60) days written notice to the Board and the appropriate Association.

ARTICLE XXIV PROFESSIONAL DEVELOPMENT AND TUITION REIMBURSEMENT

Any teacher either in their first or second year of teaching may take 3 credits a year and receive reimbursement during a contract year (July 1st to June 30th) upon taking graduate credits at an accredited college or university in the areas of their current teaching assignment or towards a degree program or upon approval by the Superintendent. If a teaching staff member leaves the district voluntarily in their first or second year they shall be responsible to reimburse the Board prior to their leaving the amount paid by the District. In the third year and thereafter, a teaching staff member shall receive reimbursement for up to 6 credits a year. Reimbursement will be made up to a maximum on-line Rowan Graduate School rate per credit hour. If the employee leaves within three years of taking the course, he/she will reimburse the District for the tuition cost paid by the District.

To be eligible for reimbursement, the teacher must receive a "B" or better. Official transcripts of the grade and proof of tuition costs must be submitted. To be reimbursed, the teacher must receive approval from the Superintendent prior to the start of the course(s).

The Board and the Association agree to form a Professional development Committee that will develop a plan for continuous professional development yearly.

The new plan must be in accordance with the adopted code. Staff members may take in-house credits, courses completed at colleges or universities, distance learning courses, or curriculum development to meet the 100 credit hour requirements. Professional development hours other than approved graduate courses cannot be counted for movement on the salary guide; only graduate courses that are approved by the State of New Jersey and taken from accredited institutions will be permitted for movement on the salary guide, as well as the following:

In-house workshops may be offered throughout the school year that will provide Continuing Education Units (CEU's) at the rate of one credit per (ten) 10 hours. The ten (10) hours will count towards the Professional Development requirement and the one (1) credit will count towards movement on the salary guide. CEU's alone cannot take a staff member to the next level (BA+15, B+30, etc.) on the salary guide. They must be combined with an approved graduate course.

If it is further understood that it is the Board's responsibility to: monitor the requirements and provide active assistance and support of teachers' efforts to meet the requirements and the responsibility of the district's administration to identify teachers' continued education plan in their individual Professional Improvement Plan (PIP); to monitor, through the PIP, teachers' efforts to meet the requirement; and to take appropriate remedial action, through progressive supervision and use of existing laws and rules, when an individual teacher fails to make annual progress or fails to satisfy the requirement fully within the five-year period.

It is the responsibility of the individual staff member to maintain accurate records of all professional development hours and CEU's. The accumulated time must be certified through the staff member's supervisor and the PIP process.

**ARTICLE XXV
SICK LEAVE REIMBURSEMENT**

Teachers who retire from the District and qualify for pension in accordance with the provisions of the Teacher’s Pension and Annuity Fund shall be reimbursed for unused sick leave based on a per diem rate calculated at 1/200th of annual salary at the time of retirement and having worked in the District for a certain number of years. Below are the number of years of service in the District to be reimbursed for unused sick leave and the % of the per diem rate for each year of the contract

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Years of Service in District	18	18	20	22	25
% of Per Diem Rate	32%	30%	28%	26%	24%

Teachers who retire from the District after June 30, 2026 and qualify for pension in accordance with the provisions of the Teacher’s Pension and Annuity Fund shall be reimbursed for unused sick leave, provided twenty-five (25) years of service have been completed in the Lower Cape May Regional School District, at 24% of his/her per diem rate (calculated at 1/200th of annual salary at the time of retirement) up to a maximum payout of \$30,000. Any remaining accumulated unused sick days above \$30,000, the employee shall be compensated at \$100 per day.

Payment shall be made within based on the following:

- Notification prior to December 31st - payment will be made by August 30th of the following year.
- Notification after January 1st - payment will be made on the 1st pay period after one year from the notification.

The estate of any employee with 25 years of service in the District who becomes deceased during the term of his/her employment shall be entitled to 24% of value of accumulated sick leave.

Teacher’s who retire in the district who were hired after May 21, 2010 shall only be eligible for a maximum payout of \$15,000 based on \$100/day providing the staff member has completed 25 years of service in the District.

ARTICLE XXVI SUMMER WORK

Teachers employed after the end of the teacher work year shall be paid at their per diem rate up to a maximum of nine steps depending upon their classification and step on the guide, based upon the July 1, 2021 salary guide, and upon the July 1, 2022 salary guide for the second year, and upon the July 1, 2023 salary guide for the third year of the contract, and upon the July 1, 2024 salary guide for the fourth year of the contract, and upon the July 1, 2025 salary guide for the fifth year of the contract.

Regular summer work hours shall be 8:00 a.m. to 2:00 p.m. with a twenty-minute lunch break to be taken on site.

These salaries apply to librarians, guidance counselors and child study team members and any other personnel as assigned by the Board.

Summer completion teachers shall be paid at the same rate above except pro-rated to the hours of 8:00 a.m. to 1:00 p.m.

Summer work – staff development training, including meetings, will be paid at the rate of \$30.00 per hour.

Summer curriculum development pay will be specified prior to performance and will include the fee for a finished product.

Examples (2011-2012):

- A. A staff member at BA step 3 would receive 1/200th of BA step 3, or \$245.81 per diem.
- B. A staff member at MA+30, step 12 would receive 1/200th of MA+30, step 9, or \$304.05 per diem.

**ARTICLE XXVII
DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 2021 and shall continue in effect until June 30, 2026 and subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

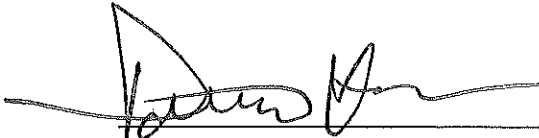
The parties mutually agree that should negotiations for a successor contract to the Lower Cape May Regional Education Association collective bargaining agreement not be completed prior to June 30, 2026, unit members shall not be advanced on the salary guide either vertically or horizontally, and shall receive no increase in compensation until a new agreement is reached. Unit members shall continue to receive the same salary received on June 30, 2026 until such time a successor agreement is reached. Unit members will receive retroactive pay once the agreement is settled.

Movement on the guide shall be interpreted to include a vertical guide step increase and/or a column differential based on educational credit or degree attainment, and/or an increase in longevity based on years of service. Unit members shall have their salary "frozen" at the June 30, 2026 rate until negotiations for a new contract are completed, the agreed upon salary increases have been distributed through mutually acceptable guides, and both parties have ratified the agreement

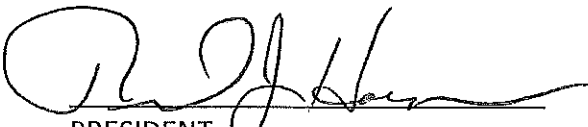
IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and year written below.

LOWER CAPE MAY REGIONAL
EDUCATION ASSOCIATION

LOWER CAPE MAY REGIONAL
BOARD OF EDUCATION



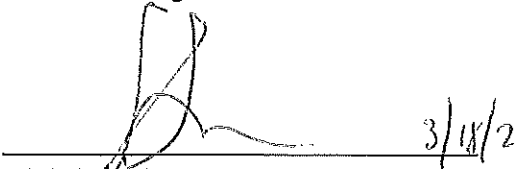
PRESIDENT 3/19/21



PRESIDENT 3/19/21



SECRETARY 3/19/21



SECRETARY 3/18/21

DATE 3/19/21

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT
CAPE MAY, NEW JERSEY

RESIGNATION

TO: Lower Cape May Regional Board of Education

SUBJECT:

This letter is to serve as formal notice of my resignation

as _____

from the Lower Cape May Regional School District, effective: _____

Signature of Resignee

I certify that this resignation was submitted to the Superintendent, and executed on

_____ before me _____

who witnessed same.

Signature of Resignee

Signature of Witness

**SCHEDULE E
GRIEVANCE FORM**

Level of Grievance:

Level One:

_____ Date of Submission
Aggrieved Party or Representative

Building Principal

Level Two:

_____ Date of Submission
Aggrieved Party or Representative

Superintendent of Schools

Level Three:

_____ Date of Submission
Aggrieved Party or Representative

Secretary to the Board of Education

Level Four:

Notification of submission of grievance to Arbitration

_____ Date of Notification
Aggrieved Party of Representative

Secretary to the Board of Education

Notification of petition to submit grievance to Arbitration:

_____ Date Copy Received
Aggrieved Party or Representatives

Secretary to the Board of Education

GRIEVANCE FORM

A. Statement of Grievance:

B. Time when, place where, events surrounding Grievance:

C. Basis of Grievance:

D. Redress:

E. Signature of Aggrieved Party:

2021-2022 Salary Guide

Step	BA & NON DEGREE	BA +15	BA +30	MA MA	MA +15	MA +30	PHD
1	58,800	59,800	60,800	61,800	62,800	63,800	64,800
2	60,152	61,152	62,152	63,152	64,152	65,152	66,152
3	61,505	62,505	63,505	64,505	65,505	66,505	67,505
4	62,857	63,857	64,857	65,857	66,857	67,857	68,857
5	64,210	65,210	66,210	67,210	68,210	69,210	70,210
6	65,974	66,974	67,974	68,974	69,974	70,974	71,974
7	67,738	68,738	69,738	70,738	71,738	72,738	73,738
8	69,502	70,502	71,502	72,502	73,502	74,502	75,502
9	72,324	73,324	74,324	75,324	76,324	77,324	78,324
10	75,146	76,146	77,146	78,146	79,146	80,146	81,146
11	77,969	78,969	79,969	80,969	81,969	82,969	83,969
12	80,791	81,791	82,791	83,791	84,791	85,791	86,791
13	83,614	84,614	85,614	86,614	87,614	88,614	89,614
14	86,436	87,436	88,436	89,436	90,436	91,436	92,436
15	89,258	90,258	91,258	92,258	93,258	94,258	95,258
16	92,081	93,081	94,081	95,081	96,081	97,081	98,081

17	92,891	93,891	94,891	95,891	96,891	97,891	98,891
18	93,701	94,701	95,701	96,701	97,701	98,701	99,701
19	94,511	95,511	96,511	97,511	98,511	99,511	100,511
20	95,321	96,321	97,321	98,321	99,321	100,321	101,321
21	96,131	97,131	98,131	99,131	100,131	101,131	102,131
22	96,941	97,941	98,941	99,941	100,941	101,941	102,941
23	97,751	98,751	99,751	100,751	101,751	102,751	103,751
24	98,561	99,561	100,561	101,561	102,561	103,561	104,561
25	99,371	100,371	101,371	102,371	103,371	104,371	105,371
26	100,181	101,181	102,181	103,181	104,181	105,181	106,181
27	100,991	101,991	102,991	103,991	104,991	105,991	106,991
28	101,801	102,801	103,801	104,801	105,801	106,801	107,801
29	102,611	103,611	104,611	105,611	106,611	107,611	108,611
30	103,421	104,421	105,421	106,421	107,421	108,421	109,421

2022-2023 Salary Guide

Step	BA & NON DEGREE	BA +15	BA +30	MA	MA +15	MA +30	PHD
1	60,450	61,450	62,450	63,450	64,450	65,450	66,450
2	61,840	62,840	63,840	64,840	65,840	66,840	67,840
3	63,231	64,231	65,231	66,231	67,231	68,231	69,231
4	64,621	65,621	66,621	67,621	68,621	69,621	70,621
5	66,011	67,011	68,011	69,011	70,011	71,011	72,011
6	67,825	68,825	69,825	70,825	71,825	72,825	73,825
7	69,638	70,638	71,638	72,638	73,638	74,638	75,638
8	71,452	72,452	73,452	74,452	75,452	76,452	77,452
9	74,354	75,354	76,354	77,354	78,354	79,354	80,354
10	77,255	78,255	79,255	80,255	81,255	82,255	83,255
11	80,157	81,157	82,157	83,157	84,157	85,157	86,157
12	83,058	84,058	85,058	86,058	87,058	88,058	89,058
13	85,960	86,960	87,960	88,960	89,960	90,960	91,960
14	88,862	89,862	90,862	91,862	92,862	93,862	94,862
15	91,763	92,763	93,763	94,763	95,763	96,763	97,763
16	94,665	95,665	96,665	97,665	98,665	99,665	100,665

17	95,484	96,484	97,484	98,484	99,484	100,484	101,484
18	96,303	97,303	98,303	99,303	100,303	101,303	102,303
19	97,122	98,122	99,122	100,122	101,122	102,122	103,122
20	97,941	98,941	99,941	100,941	101,941	102,941	103,941
21	98,760	99,760	100,760	101,760	102,760	103,760	104,760
22	99,579	100,579	101,579	102,579	103,579	104,579	105,579
23	100,398	101,398	102,398	103,398	104,398	105,398	106,398
24	101,217	102,217	103,217	104,217	105,217	106,217	107,217
25	102,036	103,036	104,036	105,036	106,036	107,036	108,036
26	102,855	103,855	104,855	105,855	106,855	107,855	108,855
27	103,674	104,674	105,674	106,674	107,674	108,674	109,674
28	104,493	105,493	106,493	107,493	108,493	109,493	110,493
29	105,312	106,312	107,312	108,312	109,312	110,312	111,312
30	106,131	107,131	108,131	109,131	110,131	111,131	112,131

2023-2024 Salary Guide

Step	BA & NON DEGREE	BA +15	BA +30	MA MA	MA +15	MA +30	PHD
1	62,100	63,100	64,100	65,100	66,100	67,100	68,100
2	63,528	64,528	65,528	66,528	67,528	68,528	69,528
3	64,957	65,957	66,957	67,957	68,957	69,957	70,957
4	66,385	67,385	68,385	69,385	70,385	71,385	72,385
5	67,813	68,813	69,813	70,813	71,813	72,813	73,813
6	69,676	70,676	71,676	72,676	73,676	74,676	75,676
7	71,539	72,539	73,539	74,539	75,539	76,539	77,539
8	73,402	74,402	75,402	76,402	77,402	78,402	79,402
9	76,383	77,383	78,383	79,383	80,383	81,383	82,383
10	79,364	80,364	81,364	82,364	83,364	84,364	85,364
11	82,345	83,345	84,345	85,345	86,345	87,345	88,345
12	85,325	86,325	87,325	88,325	89,325	90,325	91,325
13	88,306	89,306	90,306	91,306	92,306	93,306	94,306
14	91,287	92,287	93,287	94,287	95,287	96,287	97,287
15	94,268	95,268	96,268	97,268	98,268	99,268	100,268
16	97,249	98,249	99,249	100,249	101,249	102,249	103,249

17	98,094	99,094	100,094	101,094	102,094	103,094	104,094
18	98,939	99,939	100,939	101,939	102,939	103,939	104,939
19	99,784	100,784	101,784	102,784	103,784	104,784	105,784
20	100,629	101,629	102,629	103,629	104,629	105,629	106,629
21	101,474	102,474	103,474	104,474	105,474	106,474	107,474
22	102,319	103,319	104,319	105,319	106,319	107,319	108,319
23	103,164	104,164	105,164	106,164	107,164	108,164	109,164
24	104,009	105,009	106,009	107,009	108,009	109,009	110,009
25	104,854	105,854	106,854	107,854	108,854	109,854	110,854
26	105,699	106,699	107,699	108,699	109,699	110,699	111,699
27	106,544	107,544	108,544	109,544	110,544	111,544	112,544
28	107,389	108,389	109,389	110,389	111,389	112,389	113,389
29	108,234	109,234	110,234	111,234	112,234	113,234	114,234
30	109,079	110,079	111,079	112,079	113,079	114,079	115,079

2024-2025 Salary Guide

Step	BA & NON DEGREE	BA +15	BA +30	MA	MA +15	MA +30	PHD
1	63,860	64,860	65,860	66,860	67,860	68,860	69,860
2	65,329	66,329	67,329	68,329	69,329	70,329	71,329
3	66,798	67,798	68,798	69,798	70,798	71,798	72,798
4	68,266	69,266	70,266	71,266	72,266	73,266	74,266
5	69,735	70,735	71,735	72,735	73,735	74,735	75,735
6	71,651	72,651	73,651	74,651	75,651	76,651	77,651
7	73,567	74,567	75,567	76,567	77,567	78,567	79,567
8	75,483	76,483	77,483	78,483	79,483	80,483	81,483
9	78,548	79,548	80,548	81,548	82,548	83,548	84,548
10	81,613	82,613	83,613	84,613	85,613	86,613	87,613
11	84,678	85,678	86,678	87,678	88,678	89,678	90,678
12	87,744	88,744	89,744	90,744	91,744	92,744	93,744
13	90,809	91,809	92,809	93,809	94,809	95,809	96,809
14	93,874	94,874	95,874	96,874	97,874	98,874	99,874
15	96,939	97,939	98,939	99,939	100,939	101,939	102,939
16	100,005	101,005	102,005	103,005	104,005	105,005	106,005

17	100,858	101,858	102,858	103,858	104,858	105,858	106,858
18	101,711	102,711	103,711	104,711	105,711	106,711	107,711
19	102,564	103,564	104,564	105,564	106,564	107,564	108,564
20	103,417	104,417	105,417	106,417	107,417	108,417	109,417
21	104,270	105,270	106,270	107,270	108,270	109,270	110,270
22	105,123	106,123	107,123	108,123	109,123	110,123	111,123
23	105,976	106,976	107,976	108,976	109,976	110,976	111,976
24	106,829	107,829	108,829	109,829	110,829	111,829	112,829
25	107,682	108,682	109,682	110,682	111,682	112,682	113,682
26	108,535	109,535	110,535	111,535	112,535	113,535	114,535
27	109,388	110,388	111,388	112,388	113,388	114,388	115,388
28	110,241	111,241	112,241	113,241	114,241	115,241	116,241
29	111,094	112,094	113,094	114,094	115,094	116,094	117,094
30	111,947	112,947	113,947	114,947	115,947	116,947	117,947

2025-2026 Salary Guide

Step	BA & NON DEGREE	BA +15	BA +30	MA	MA +15	MA +30	PHD
1	65,484	66,484	67,484	68,484	69,484	70,484	71,484
2	66,990	67,990	68,990	69,990	70,990	71,990	72,990
3	68,496	69,496	70,496	71,496	72,496	73,496	74,496
4	70,002	71,002	72,002	73,002	74,002	75,002	76,002
5	71,509	72,509	73,509	74,509	75,509	76,509	77,509
6	73,473	74,473	75,473	76,473	77,473	78,473	79,473
7	75,438	76,438	77,438	78,438	79,438	80,438	81,438
8	77,402	78,402	79,402	80,402	81,402	82,402	83,402
9	80,545	81,545	82,545	83,545	84,545	85,545	86,545
10	83,689	84,689	85,689	86,689	87,689	88,689	89,689
11	86,832	87,832	88,832	89,832	90,832	91,832	92,832
12	89,975	90,975	91,975	92,975	93,975	94,975	95,975
13	93,118	94,118	95,118	96,118	97,118	98,118	99,118
14	96,261	97,261	98,261	99,261	100,261	101,261	102,261
15	99,405	100,405	101,405	102,405	103,405	104,405	105,405
16	102,548	103,548	104,548	105,548	106,548	107,548	108,548

17	103,458	104,458	105,458	106,458	107,458	108,458	109,458
18	104,368	105,368	106,368	107,368	108,368	109,368	110,368
19	105,278	106,278	107,278	108,278	109,278	110,278	111,278
20	106,188	107,188	108,188	109,188	110,188	111,188	112,188
21	107,098	108,098	109,098	110,098	111,098	112,098	113,098
22	108,008	109,008	110,008	111,008	112,008	113,008	114,008
23	108,918	109,918	110,918	111,918	112,918	113,918	114,918
24	109,828	110,828	111,828	112,828	113,828	114,828	115,828
25	110,738	111,738	112,738	113,738	114,738	115,738	116,738
26	111,648	112,648	113,648	114,648	115,648	116,648	117,648
27	112,558	113,558	114,558	115,558	116,558	117,558	118,558
28	113,468	114,468	115,468	116,468	117,468	118,468	119,468
29	114,378	115,378	116,378	117,378	118,378	119,378	120,378
30	115,288	116,288	117,288	118,288	119,288	120,288	121,288

Schedule C High School Coaching Stipends

FALL SPORTS

	1-3 Years	4+ Years
Football Cheerleading		
Head Coach	5,190	6,125
Ass't Coach	4,510	5,155

	1-3 Years	4+ Years
Cross Country		
Head Coach	5,360	6,325
Ass't Coach	4,510	5,155

	1-3 Years	4+ Years
Field Hockey		
Head Coach	6,150	6,850
Ass't Coach	4,805	5,465

	1-3 Years	4+ Years
Football		
Head Coach	7,365	8,150
Ass't Coach	5,300	6,000

	1-3 Years	4+ Years
Ice Hockey		
Head Coach	6,465	7,150
Ass't Coach	5,205	5,890
Manager	1,800	1,800

	1-3 Years	4+ Years
Boys Soccer		
Head Coach	6,150	6,850
Ass't Coach	4,805	5,465

	1-3 Years	4+ Years
Girls Soccer		
Head Coach	6,150	6,850
Ass't Coach	4,805	5,465

	1-3 Years	4+ Years
Girls Tennis		
Head Coach	5,510	6,500
Ass't Coach	4,510	5,155

	1-3 Years	4+ Years
Volleyball		
Head Coach	5,615	6,625
Ass't Coach	4,510	5,155

	1-3 Years	4+ Years
Weight Room		
Wt Training Coord	3,150	3,150

Winter Sports

	1-3 Years	4+ Years
Basketball Cheerleading		
Head Coach	5,190	6,125
Ass't Coach	4,510	5,155

	1-3 Years	4+ Years
Boys Basketball		
Head Coach	7,365	8,150
Ass't Coach	5,300	6,000

	1-3 Years	4+ Years
Girls Basketball		
Head Coach	7,365	8,150
Ass't Coach	5,300	6,000

	1-3 Years	4+ Years
Swimming		
Head Coach	5,805	6,850
Ass't Coach	4,510	5,155

	1-3 Years	4+ Years
Winter Track		
Head Coach	5,750	6,400
Ass't Coach	4,805	5,465

	1-3 Years	4+ Years
Wrestling		
Head Coach	6,730	7,450
Ass't Coach	5,210	5,900

	1-3 Years	4+ Years
Weight Room		
Wt Training Coord	3,150	3,150

Schedule C (con't)

High School Coaching Stipends

Spring Sports

	1-3 Years	4+ Years
Baseball		
Head Coach	6,150	6,850
Ass't Coach	4,805	5,465

	1-3 Years	4+ Years
Softball		
Head Coach	6,150	6,850
Ass't Coach	4,805	5,465

Golf		
Head Coach	5,510	6,500
Ass't Coach	4,510	5,155

Boys Tennis		
Head Coach	5,510	6,500
Ass't Coach	4,510	5,155

Boys Lacrosse		
Head Coach	6,150	6,850
Ass't Coach	4,805	5,465

Boys Spring Track		
Head Coach	6,150	6,850
Ass't Coach	4,805	5,465

Girls Lacrosse		
Head Coach	6,150	6,850
Ass't Coach	4,805	5,465

Girls Spring Track		
Head Coach	6,150	6,850
Ass't Coach	4,805	5,465

Weight Room		
Wt Training Coord	3,150	3,150

Athletic Event Personnel

	Weekday Event		
	1 Game	2 Games	Wrestling/ 3 BB Games
Security, Announcer, Tickets	42	52	57
Scoreboard, Clock	47	57	67

Saturday	
2 Games	Wrestling Tri/Quad
67	72
72	82

Schedule C (con't)

Teitelman Middle School Coaching Stipends

RMT Middle School Sports Teams

	1-3 Years	4+ Years
Head Coach	3,195	3,695
Ass't Coach	2,635	3,085

RMT Football

	1-3 Years	4+ Years
Head Coach	5,300	6,000
Ass't Coach	5,300	6,000

RMT Football coaches also assist the Varsity program during the summer and during the season/game days. If they aren't assisting the varsity during the summer/game days then it will be at the RMT coaching stipend.

RMT Athletic Event Personnel

	Weekday Event	
	1 Game	2 Games
Scoreboard, Clock	37	47

Schedule D

High School Extracurricular Stipends

	Year 1-3	Year 4+
Class Advisor		
9th	2,230	2,913
10th	2,230	2,913
11th	2,681	3,500
12th	2,681	3,500

National Honor Society	1,961	2,335
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Key Club	1,961	2,335
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Student Council	2,836	3,232
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Bldg Based New Teacher Mentor Program Coord	1,500	1,500
Subject Area Mentor	500	500

Mock Trial	3,033	3,430
Ass't Mock Trial	2,230	2,713

Pep Band	2,476	2,869
Jazz Band	2,380	2,778
Instrumental Ensemble	2,321	2,321

Band Front	\$1,275 for 3 parades & \$425 for each add'l parade	
Tri -M	1,453	1,453
Traveling Choir	8,513	8,513

	Year 1-3	Year 4+
School Musical		
Director	4,975	5,871
Choreographer	1,800	1,800
Orchestra Director	1,800	1,800
Vocal Director	1,800	1,800

Fall Play Director	2,511	3,307
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Publications Director	4,046	4,434
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Renaissance Club	2,230	2,713
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School Store	1,457	1,847
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Yearbook	4,356	5,155
Yearbook Business Mgr	2,836	3,232

	Year 2+
Clubs	500

Schedule D

Teitelman Middle School Extracurricular Stipends

RMT Middle School

	Year 1-3	Year 4+
Literary Magazine	1,615	2,013

	Year 1-3	Year 4+
School Play	3,217	3,612

RMTV Coordinator	1,925	2,317
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Student Council	2,836	3,232
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School Paper	3,367	3,762
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Yearbook	1,615	2,013
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RMT Colorguard	\$850 for 2 parades & \$425 for each add'l parade	
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Band Director	4,574	4,574
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**SIDEBAR AGREEMENT
TO AMEND
COLLECTIVE BARGAINING AGREEMENT**

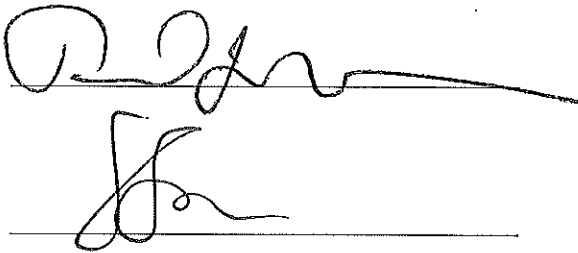
WHEREAS, the Lower Cape May Regional School District (hereinafter "District") has previously entered into a Collective Bargaining Agreement (hereinafter "CBA") with the Lower Cape May Regional Education Association (hereinafter "Association") covering the period of July 1, 2021 through June 30, 2026; and

WHEREAS, at the conclusion of those negotiations, the District and Association, through their duly appointed and/or elected representatives, agreed to the provisions of this Agreement to Amend the CBA such that the CBA shall be amended as of July 1, 2021, as follows:

Any and all professional staff hired after January 31 of that fiscal school year shall not advance a step on the salary guide for the following school year. By way of example, a staff member hired on February 1, 2021 at BA step 3 will remain at BA step 3 for the 2020-2021 school year. If the board voted to offer the staff member a contract for the 2021-2022 school year, the staff member would remain at BA step 3 for the 2021-2022 school year.

The parties intending to be legally bound have caused this Agreement to be approved and executed as of this 29 day of April 2021.

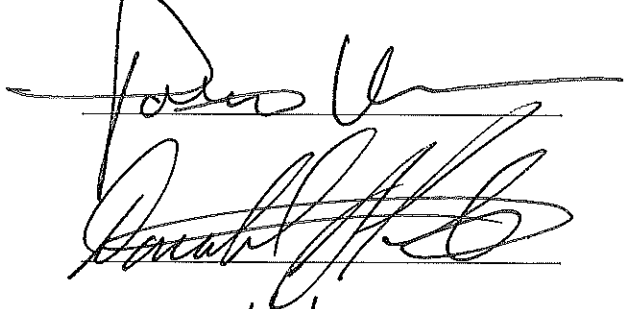
FOR THE BOARD



Two handwritten signatures in black ink, one above the other, each followed by a horizontal line.

Date: 4/29/21

FOR THE ASSOCIATION



Two handwritten signatures in black ink, one above the other, each followed by a horizontal line.

Date: 4/28/21

Certification

I declare to the best of my knowledge and belief that the attached document(s) are true electronic copies of the executed collective negotiations agreement(s) and the included summary is an accurate assessment of the collective bargaining agreement for the term beginning 7/1/2021 thru 6/30/2026.

Employer: Lower Cape May Regional School District

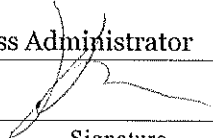
County: Cape May

Date: 12/9/2021

Name: Mark Mallett

Print Name

Title: Business Administrator


Signature

New Jersey Public Employment Relations Commission
NON-POLICE AND FIRE
COLLECTIVE NEGOTIATIONS AGREEMENT SUMMARY FORM

Line #

SECTION I: Parties and Term of Contracts

1 Public Employer: County:

2 Employee Organization: Number of Employees in Unit:

3 Base Year Contract Term: New Contract Term:

SECTION II: Type of Contract Settlement (please check only one)

4 Contract settled without neutral assistance

5 Contract settled with assistance of mediator

6 Contract settled with assistance of fact-finder

7 Contract settled with assistance of super-conciliator

8 If contract was settled in fact-finding, did the fact-finder issue a report with recommendations?
 Yes No

SECTION III: Salary Base

The salary base is the cost of salaries in the final year of the expired or expiring agreement. This is the base cost from which the parties negotiate the salary increases.

9 Salary Costs in Base Year \$

10 Longevity Costs in Base Year \$

11 Total Salary Base \$

SECTION IV: Salary Increases for Each Year of New Agreement*

	Year 1	Year 2	Year 3	Year 4	Year 5
12 Effective Date (month/day/year)	<input type="text" value="7/1/2021"/>	<input type="text" value="7/1/2022"/>	<input type="text" value="7/1/2023"/>	<input type="text" value="7/1/2024"/>	<input type="text" value="7/1/2025"/>
13 Cost of Salary Increments (\$)	<input type="text" value="183292"/>	<input type="text" value="172921"/>	<input type="text" value="159075"/>	<input type="text" value="153184"/>	<input type="text" value="144974"/>
14 Salary Increase Above Increments (\$)	<input type="text" value="297062"/>	<input type="text" value="314947"/>	<input type="text" value="332413"/>	<input type="text" value="349987"/>	<input type="text" value="367400"/>
15 Longevity Increase (\$)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16 Total \$ Increase (sum of lines 13-15)	<input type="text" value="480354"/>	<input type="text" value="487868"/>	<input type="text" value="491488"/>	<input type="text" value="503171"/>	<input type="text" value="512374"/>
17 New Salary Base (\$)	<input type="text" value="11282593"/>	<input type="text" value="11770462"/>	<input type="text" value="12261949"/>	<input type="text" value="12765120"/>	<input type="text" value="13277494"/>
18 Percentage increase over prior year	<input type="text" value="4.4"/> %	<input type="text" value="4.3"/> %	<input type="text" value="4.2"/> %	<input type="text" value="4.1"/> %	<input type="text" value="4.0"/> %

**If contract duration is longer than five years, please add an additional page.*

SECTION V: Increases in Other Contractual Economic Items or Newly Added Economic Items*

19	Item Description	Base Year Cost (\$)	Year 1 Increase (\$)	Year 2 Increase (\$)	Year 3 Increase (\$)	Year 4 Increase (\$)	Year 5 Increase (\$)
	Increase Coaching Stipends	362713	10998	0	0	0	0
20	Totals(\$):	362713	10998				

**If contract duration is longer than five years, please add an additional page.*

SECTION VI: Medical Costs

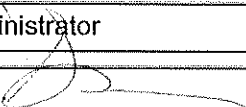
		Base Year	Year 1
21	Health Plan Cost	\$ 2006904	\$ 2107249
22	Prescription Plan Cost	\$	\$
23	Dental Plan Cost	\$	\$
24	Vision Plan Cost	\$	\$
25	Total Cost of Insurance	\$	\$
26	Employee Insurance Contributions	\$ 547001	\$ 582556
27	Employee Contributions as % of Total Insurance Cost	27.3 %	27.6 %

Section VI: Medical Costs (continued)

28 Identify any insurance changes that were included in this CNA.

SECTION VII: Certification and Signature

29 The undersigned certifies that the foregoing figures are true:

Print Name:	Mark Mallett
Position/Title:	Business Administrator
Signature:	
Date:	12/9/2021

Send this completed and signed form along with an electronic copy of the contract and the signed certification form to: contracts@perc.state.nj.us

NJ Public Employment Relations Commission
Conciliation and Arbitration
PO Box 429
Trenton, NJ 08625
Phone: 609-292-9898

Revised 8/2016