

AGREEMENT
BETWEEN
DELAWARE TOWNSHIP EDUCATION ASSOCIATION
AND
DELAWARE TOWNSHIP BOARD OF EDUCATION
SCHOOL YEARS
2017-2018
2018-2019
2019-2020

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BOARD RIGHTS

The Board of Education reserves to itself sole jurisdiction and authority over matters of policy and retains the rights delegated to it by Title 18A, Laws of New Jersey, as follows:

1. To direct employees of the district,
2. To hire, promote, transfer, assign, and to retain employees in positions within the school district, and, for just cause, to suspend,
3. To take such action as provided in Title 18A, Chapter 6-10,
4. To maintain the efficiency of the school district operations entrusted to them,
5. To determine the methods, means, and personnel by which such operations are to be conducted, except as otherwise provided in Chapter 123, Public Laws of New Jersey, 1975,
6. To take whatever actions may be necessary to carry out the mission of the school district in unusual circumstances or situations of emergency.

PREAMBLE

The Agreement entered into this 1st day of July 2017, by and between the Board of Education of Delaware Township, Hunterdon County, New Jersey, herein called the "Board" and the Delaware Township Education Association, herein called the "Association," shall be binding upon both parties for a period of three years (2017-2018, 2018-2019, 2019-2020).

WITNESSETH

WHEREAS, the Board and the Association have an obligation, pursuant of Chapter 123, Public Laws 1975, to negotiate in good faith with respect to the terms and conditions of employment, and

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

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

ARTICLE I

RECOGNITION

- A. The Board recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all professional employees, secretaries, and paraprofessionals employed or to be employed by the Board, including:

Child Study Team Coordinator
Classroom Teachers
Guidance Counselor
Paraprofessionals
Learning Disabilities Specialist
Psychologist
School Nurse
Secretaries
Social Worker
Special Education Teachers
Special Subject Teachers
Speech Therapist
Supplemental Teachers
Unit Leaders

But excluding:

Administrators
Board Office Secretaries
Business Office Staff
Bus Drivers
Cafeteria Workers
Custodians
Non-Paraprofessionals
Per Diem Substitutes
Transportation Coordinator

- B. Unless otherwise indicated, the term teachers, when used hereafter in this agreement, shall refer to professional staff and employees shall refer to all staff represented by the Association in the negotiating unit as above defined and references to males shall include females.

ARTICLE II

NEGOTIATION PROCEDURE

A. Deadline Date

The parties agree to enter into collective negotiations in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations will begin not later than December 3 of the year preceding the year in which the agreement expires. Any Agreement so negotiated shall apply to all employees, cited in Article I, be reduced to writing and be signed by the Board and the Association.

- B. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of the Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge of contemplation of either or both parties at the time they negotiated or executed this Agreement.
- C. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this agreement with any organization other than the Association for the duration of this Agreement.
- D. This Agreement shall not be modified in whole or part by the parties except by an instrument in writing duly executed by both parties.
- E. Proposed new rules or modification of existing rules governing working conditions shall be negotiated before they are established.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definitions

A "grievance" is a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of an employee or group of employees and/or the interpretations, meaning or application of any of the provisions of this Agreement.

1. A grievance to be considered under this procedure must be initiated within twenty (20) working days from the time when the grievant knew or should have known of the occurrence.
2. The term "grievant" shall refer to the employee or employees or the Association making the claim on behalf of the employee or group of employees or the Association on behalf of itself.

B. Purpose

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

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.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

3. Level One

The grievant shall first discuss the grievance with the supervisor, with the objective of resolving the matter informally.

4. Level Two

If the grievant is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within ten (10) working days after presentation of the grievance, the grievant may file the grievance in writing with the supervisor within ten (10) working days after the decision at Level One or fifteen (15) working days after the grievance was presented, whichever is sooner.

5. Level Three

- a. If the grievant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within ten (10) working days after the written grievance was delivered to the supervisor, the grievant may, within ten (10) working days after receipt of the decision or the date the decision was due at Level Two, submit the grievance to the Chief School Administrator.
- b. Whenever the Association files a grievance as a result of an alleged violation of the rights and privileges as outlined in Article V, the initial grievance shall be submitted directly to the Chief School Administrator.

6. Level Four

- a. If the grievant is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within ten (10) working days after the grievance was delivered to the Chief School Administrator, the grievant may, within ten (10) working days after a decision by the Chief School Administrator or fifteen (15) working days after the grievance was delivered to the Chief School Administrator, whichever is sooner, request in writing that the Association submit the grievance to the Board. If the Association determines that the grievance is meritorious, it may submit the grievance to the Board within fifteen (15) working days after receipt of a request by the grievant.
- b. The Board shall review the grievance at the next regularly scheduled Board meeting, or within thirty (30) calendar days, whichever comes first. After said meeting, the Board shall render a decision in writing to the grievant within ten (10) working days.

7. Level Five

- a. If the Association is not satisfied with the disposition of the grievance at Level Four, or if no written decision has been rendered on time, the Association may submit the grievance to arbitration within fifteen (15) working days by filing a request for a list of arbitrators with the Public Employment Relations Commission, and the rules of such agent shall apply to the selections of an arbitrator.
- b. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) working days from the date of the close of the hearings or if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on only the issues submitted as they pertain to this Agreement. 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 the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.
- c. The costs of the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room, shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring the same.

D. Rights of Employees to Representation

1. Any grievant may be represented at all stages of the grievance procedure by himself, or, at his option, by or with a representative or a designee of the Association selected to assist him during the period of the grievance procedure.
2. No reprisals of any kind shall be taken by the Board or any member thereof, the Association or any member thereof, or by the Administration or any member thereof, against any member of the Association, any member of the Board, any member of the Administration or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. 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.

2. All meetings and hearings under this procedure shall not be conducted in public and shall include only the aggrieved party and his representative.
3. If in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Chief School Administrator and the processing of such grievance shall commence at Level Three.
4. Decisions rendered at Levels Two, Three, and Four shall be in writing and shall be transmitted promptly to the grievant and the Association.

ARTICLE IV

EMPLOYEE RIGHTS

A. Required Meetings or Hearings

Whenever any employee is required to appear before an Administrator or his designee, Board or any committee member, representative or agent 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 a 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.

B. Association Identification

No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

C. Just Cause

No employee shall be disciplined, reprimanded, reduced in rank, or deprived of any professional advantage without just cause. Any such action shall be subject to binding arbitration pursuant to NJSA 34:13A-29.

D. No reprimand

Employees will not be reprimanded in public.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

A. Released Time for Meetings

Whenever any representative of the Association or any employee participates during working hours in mutually scheduled negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.

B. Use of School Buildings

The Association and its representative have the right to use school buildings during reasonable hours for meetings. This request shall be made to the supervisor and this privilege shall not be denied capriciously.

C. Use of School Equipment

The Association shall have upon request and administrative approval the use of school facilities and equipment as long as it is not otherwise in use. The Association shall pay for the actual cost of all materials, supplies, and damage incident to such use.

D. Bulletin Boards

The Association shall have the exclusive use of a bulletin board in the faculty lounge/dining room.

E. Mail Facilities and Mail Boxes

The Association shall have the right to use the inter-school mail boxes.

F. Computer/Network Use

Computers/network shall be used for legitimate Association business only. There is no implied personal confidentiality of the DTS Computer or Computer Network. The Network and Computers are property of the Board.

G. Office Space

The Association will be allowed to use room 211 except when needed for educational purposes. The Association shall be allowed the use of the closet and the restroom in room 211 at any time.

H. Exclusive Rights

The rights and privileges of the Association and its Representatives as set forth in this Article shall be granted only to the Association as the exclusive representative of the employees, and to no other organization.

ARTICLE VI

EMPLOYEE WORK YEAR

A. Teachers' and Paraprofessionals' Work Year

The in-school work year for all teachers employed on a ten (10) month basis (other than new personnel who may be required to attend an additional two (2) days of orientation) shall not exceed 184 days, at least two of which shall be in-service days. For paraprofessionals the number of days shall not exceed 182 days.

B. Secretary's Work Year

1. Twelve (12) month secretaries represented by the Association

a. Holidays

The Board will issue, no later than June 20th of each year a list of holidays for the next school year. Holidays will include:

- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve Day
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Floating Holiday

Holidays that fall on weekend days are to be rescheduled by the individual secretary. Days taken as floaters and rescheduled holidays are to be submitted on the appropriate form for approval by the supervisor and Chief School Administrator prior to the taking of the holidays.

b. Overtime

No overtime shall be worked without the prior approval of the Chief School Administrator and the Business Administrator. Overtime will be paid at the rate of one and one half times the regular hourly pay when approved by the Chief School Administrator and Business Administrator for time worked in excess of forty (40) hours per week.

c. Vacation

All twelve (12) month, full-time secretaries will be granted paid vacation in accordance with the following schedule:

- Years 1 to 4: Ten (10) working days per year
- Years 5 to 10: Fifteen (15) working days per year
- Years 10+: Twenty (20) working days per year

Vacation time is not cumulative and must be taken during the applicable year. In the event of an emergency, the Chief School Administrator may approve vacation days to be carried over into the next year.

All vacation leave requests are to be submitted on the appropriate form for approval by the supervisor and Chief School Administrator prior to the taking of these days.

Secretaries will be remunerated upon retirement or resignation for unused vacation days earned that year on the following basis:

Payment at the secretary's daily rate for each unused vacation day to a maximum of twenty (20) days.

d. Work Year and Work Day

When school is in session: 8AM to 4PM including a one hour lunch.

During summer break: Six (6) hour workday (as determined by the Chief School Administrator) including a one-half hour lunch.

In addition to vacation time and holidays, secretaries will not be required to report to school during school breaks when students are off.

2. Ten (10) month secretaries

a. Overtime

No overtime shall be worked without the prior approval of the Chief School Administrator and the Business Administrator. Overtime will be paid at the rate of one and one half times the regular hourly pay when approved by the Chief School Administrator and Business Administrator for time worked in excess of forty (40) hours per week.

b. Work Year and Work Day

184 work days: Eight (8) hours per day including a one hour lunch.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

A. Arrival and Dismissal Time

All teachers shall attend for a seven (7) hour day, which begins no later than five (5) minutes prior to the start of the student day and ends no earlier than ten (10) minutes after the end of the students' day, including lunch. Faculty arrival and dismissal time within these guidelines will not require administrative approval. Administrative approval is required for a teacher's day to be less than a seven (7) hour day. On Fridays, or on days preceding holidays or vacations, or in unusual circumstances at the discretion of the Chief School Administrator, the teachers' day shall end at the close of the students' day. The paraprofessional's day shall start five (5) minutes before the start of the students' day and end five (5) minutes after the end of the students' day.

B. Curriculum Writing

When teachers volunteer to serve on summer workshop curriculum committees, they shall be compensated at the rate of \$43.05 per hour (2017-2018), \$44.08 per hour (2018-2019), and \$45.14 per hour (2019-2020). Teachers shall serve on a volunteer basis only. When curriculum writing occurs during the school year beyond the school day, the same hourly compensation will apply.

C. Meetings

1. 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, four (4) days each month. Such meetings will begin no later than fifteen (15) minutes after the student dismissal time and will run for approximately sixty (60) minutes at the discretion of the supervisor.
2. An Association representative may speak to the teachers at the end of the meeting.
3. The schedule for the faculty meetings will be determined at the beginning for the whole year. Teachers shall have the opportunity to suggest items for the agenda.
4. Teacher participation in field trips which extend beyond the teacher's in-school workday shall be voluntary. The Board will pay \$62.98 (2017-2018), \$64.49 (2018-2019), and \$66.04 (2019-2020) to each teacher who participates in a field trip beyond the end of the school day through twelve (12) hours. The Board will pay \$103.30 (2017-2018), \$105.78 (2018-2019), and \$108.32 (2019-2020) to each teacher who participates in a field trip which results in a total workday of more than twelve (12) hours. The Board will pay \$206.60 (2017-2018), \$211.56 (2018-2019), and \$216.64. (2019-2020) to each teacher who participates in an overnight

field trip. In subsequent years the field trip pay will increase by the average percent increase of the teachers' salaries.

D. Teaching Load and Duty-Free Lunch Period

1. In both the Elementary and Middle Schools the day shall include at least a thirty (30) minute duty-free lunch period.
2. In both the Elementary and Middle Schools the day shall include at least thirty (30) minute preparation time per day and a minimum of two hundred (200) minutes of preparation time per week. Each paraprofessional's day shall include a fifteen (15) minute break in addition to a thirty minute lunch.
3. The Association President and Superintendent, and/or their respective designees agree to meet annually prior to the beginning of each school year, to determine the pro-rated preparation time for any part-time elementary and middle school teachers.
4. Employees may leave the building without requesting permission during their scheduled duty-free lunch period, but must notify the office.
5. Teachers and paraprofessionals will attend one (1) back to school night. If an administrator requires that a special area teacher, i.e., physical education, art, music, etc. attend a second back to school night, the teacher will be paid the hourly rate.

E. Conferences

Students shall be scheduled for half-day sessions whenever the district schedules parent-teacher conferences for two (2) hours or less. When conferences are scheduled for more than two (2) hours, the students will have no school. Conferences may be scheduled on these days for no more than six (6) hours. A one (1) hour break will be added if the conferences run more than three and one-half (3 ½) hours. All teachers shall be assigned to attend the same number of conference days, regardless of grade assignment.

For 2015-2016 only, on a one year pilot basis, parent-teacher conferences will be scheduled for a full day on one of the non-instructional days of the work year. At the end of the 2015-2016 school year, the administration, with input from teaching staff, will determine whether to extend the pilot program. The parent-teacher conference day will run from either 12:00 PM to 7:00 PM or from 1:00 PM to 8:00 PM with a one hour meal break.

F. Mentor Teacher Agreement

1. The Board of Education will pay the state mandated mentoring fee directly to the mentor teacher for both the traditional route and alternate route programs.
 - a. Mentor Teachers will be paid the full amount by the first pay date in May.
2. The Board of Education will pay an annual rate of \$250.00 to the district “peer advisor” for first year teachers new to the district.
3. Teacher mentors will be from the corresponding grade level whenever possible and be tenured.
4. Four visitation opportunities for both the mentor and mentee will be provided during the school year.
5. First time mentors will be provided a one-day orientation to the mentor process, with release time for pay at the extra-curricular rate.

G. Committee Work

Teachers who are invited by administration to participate beyond the school day in school administrative committees, including but not limited to DEAC, Scip, scheduling committees, will be compensated at the rate of \$43.05 per hour (2017-2018), \$44.08 per hour (2018-2019), and \$45.14 per hour (2019-2020).

ARTICLE VIII

EMPLOYMENT

- A. The Board shall hire only properly certified teachers holding certificates issued by the New Jersey State Board of Examiners for every regular teaching assignment.
- B.
1. Each certified teacher, paraprofessional, and secretary shall be placed in his proper step of their respective salary schedule as of the beginning of the 2017-2018, 2018-2019, and 2019-2020 school years.
 2. Credit up to the maximum step of any salary level on the teacher salary schedule may be given for previous outside teaching experience in a duly accredited public school upon initial employment in accordance with the provision of the current Salary Schedule. Salary guide credit for experience in a private school may be given on a basis of one (1) year for every two (2) years of teaching. Initial guide placement shall be at the step agreed to by the Board and the employee at the time of hire. Such placement, however, shall not exceed the total years of teaching experience. Additional credit not to exceed four (4) years for military experience or alternative civilian service required by the Selective Service System shall be given upon initial employment.
 3. Credit up to the maximum step on the secretary salary schedule may be given for previous outside secretarial experience upon initial employment in accordance with the provision of the current salary schedule. Initial guide placement shall be at the step agreed to by the Board and the employee at the time of hire. Such placement shall not exceed the total years of secretarial experience.
 4. Credit up to the maximum step on the paraprofessionals' salary schedule may be given for previous outside paraprofessional experience or teaching experience upon initial employment in accordance with the provision of the current salary schedule. Initial guide placement shall be at the step agreed to by the Board and the employee at the time of hire. Such placement shall not exceed the total years of experience.
- C. Teachers shall be notified of their contract and salary status for the ensuing year not later than April 30th (providing salary agreement has been reached between the Board and Association). Other employees will be notified by May 30th.

- D. If a teacher anticipates educational upgrading during the contract year, he must notify the Board Secretary in writing on or before January 15th of the school year preceding the school year he anticipates receiving the additional credits if he wishes his salary increased the following September or February. Following proper notification and documentation, a teacher shall be put on the proper step of the guide. The president of the Association will be reminded of this provision in writing in mid-November. Teachers providing an e-mail address shall be e-mailed the same notice.
- E. Any employee who is employed for at least half the school year (five months) will be given a full year's credit on the salary guide.

ARTICLE IX

SALARIES

- A. The salaries of all teachers, paraprofessionals, and secretaries covered by this Agreement are attached hereto and made a part hereof. Percentage increases: Teachers, Paraprofessionals, and Secretaries 2017-2018 2.8%; 2018-2019 2.8%; 2019-2020 2.8%.
- B.
1. Ten (10) month employees shall be paid in twenty (20) equal semi-monthly installments.
 2. Twelve (12) month employees shall be paid in twenty-four (24) semi-monthly installments.
 3. When a payday falls on or during a school holiday, vacation, weekend, or bank holiday, employees shall receive their pay on the last previous working day.
 4. Ten (10) month employees shall receive their final pay on the last working day of June.
- C. Teachers employed for homebound instruction will be compensated at a rate of \$43.05 per hour (2017-2018), \$44.08 per hour (2018-2019), and \$45.14 per hour (2019-2020).
- D. Teachers employed for summer school instruction will be compensated at the rate of \$43.05 per hour (2017-2018), \$44.08 per hour (2018-2019), and \$45.14 per hour (2019-2020).

ARTICLE X

EMPLOYEE ASSIGNMENT

A. Notification

1. All employees shall be given written notice of their class and/or subject assignments, building assignments, and room assignments for the coming year by the last day of school except in emergency circumstances. All employees shall receive via email or available grading program, class schedules and initial student lists ten (10) days prior to the first teacher day of school for the 2014-2015 school year and fourteen (14) days in subsequent years.
2. In the event that there are changes in such schedules, class and/or subject assignments, building assignments, or room assignments, any employee affected shall be notified promptly and, upon request of the employee, the changes shall be promptly discussed between the appropriate administrator and the employee affected and, at his option, a representative of the Association.

B. Compensation

1. Teachers who incur a change in their teaching assignment for the succeeding school year will be compensated at a rate of \$43.05 per hour (2017-2018), \$44.08 per hour (2018-2019), and \$45.14 per hour (2019-2020) up to a total of 14 hours at the discretion of the Chief School Administrator.
2. Teachers who incur a change in their room assignment for the succeeding school year will be compensated at a rate of \$43.05 per hour (2017-2018), \$44.08 per hour (2018-2019), and \$45.14 per hour (2019-2020) up to a total of 7 hours at the discretion of the Chief School Administrator.

ARTICLE XI

VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. Each school year all known vacancies which shall occur during the following school year will be posted by June 1st of the preceding year.
- B. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Chief School Administrator not later than April 15. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he desires to be transferred in order of preference.
- C. No one will be hired to fill a new vacancy, or the vacancy created by the termination of an employee, until the position has been posted and ten (10) working days have elapsed.
- D. When a vacancy occurs during the summer, a notice will be mailed to the President of the DTEA. Additionally, all employees providing an e-mail address shall be e-mailed that same notice.

ARTICLE XII

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Notice

Notice of an involuntary transfer or reassignment shall be given to employees as soon as practicable and, except in cases of emergency, not later than June 1.

B. Meeting and Appeal

An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the supervisor, at which time the employee shall be notified of the reason therefore. In the event that an employee objects to the transfer or reassignment at this meeting, upon request of the employee, the Chief School Administrator shall meet with him. The employee may, at his option, have an Association representative present at such meeting.

ARTICLE XIII

EVALUATION

A. General Criteria

1. All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee.
2. Prior to the submission of any evaluation report to the personnel file, the evaluator shall meet with the employee in regard to his performance as an employee. No such report shall be submitted to the central office, placed in the employee's file or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form.
3. The class visit or evaluation report shall contain strengths, any areas needing improvement, and specific recommendations for such improvement. Each written report shall indicate the time spent in observation.

B. Derogatory Material

No material derogatory to an employee's conduct, service, character or personality shall be placed in his personnel file unless the employee has had an opportunity to review the material. The employee 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 employee shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Chief School Administrator or his designee and attached to the file copy.

C. Personnel Records

An employee shall have the right, upon request, to review the contents of his personnel file and to receive copies of any documents contained therein. An employee shall be entitled to have a representative of the Association accompany him during such review. At least once every year, an employee shall have the right to indicate those documents and/or other material in his file which he believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Chief School Administrator and if in the determination of the Chief School Administrator, they are obsolete or otherwise inappropriate to retain, they shall be destroyed.

D. Termination of Employment

Final evaluation of an employee upon termination of employment shall be concluded and documented prior to severance; no documents or other materials pertaining to

evaluation or derogatory commentary concerning said employee shall be placed in this file after severance.

E. Complaint Procedure

Any complaints by any parent, student, or other person, regarding an employee made to the Administration shall be promptly investigated and privately called to the attention of the employee. The employee shall be given an opportunity to respond to and/or rebut such complaint, and shall have the right to be represented by the Association at any meetings or conferences regarding such complaint. All complaints and results shall be kept confidential, except as required by law. If the complaint can be verified it can become a part of the evaluation.

ARTICLE XIV

EMPLOYEE FACILITIES

- A. An appropriately furnished room shall be reserved for the exclusive use of the employees as a faculty lounge and private dining area.
- B. A telephone in the faculty room for use in calling parents shall be provided. The cost of all calls shall be paid for by the Board. Employees shall not be reimbursed for phone calls made outside of school.

ARTICLE XV

SICK LEAVE

- A.
1. As of September, 1980, all teachers and paraprofessionals shall be entitled to twelve (12) sick days per year. A maximum of ten (10) unused sick days per year shall be accumulated from year to year with no maximum limit.
 2. Twelve (12) month secretaries shall be entitled to twelve (12) sick days per year. Ten (10) month secretaries shall be entitled to ten (10) sick days per year. Unused sick days shall be accumulated from year to year with no maximum limit.
 3. Employees shall be given a written account of accumulated sick leave days by September 30 of each year.
 4. When absent from school for three (3) consecutive days, a physician's certificate may be required at the discretion of the Chief School Administrator, and an additional certificate may be required after seven (7) consecutive days absence from school.

B. Non-Accumulative

When absence exceeds annual sick leave and the accumulated sick leave, the Board may pay any such person each day's salary less the pay of a substitute, if a substitute is employed or the estimated cost of the employment of a substitute if none is employed, for such length of time as may be determined by the Board in each individual case. Each case shall be judged on its own relative merit. A day's salary is defined as 1/200th of the annual salary.

C. Accumulated Unused Sick Leave

1. Employees who retire and begin receiving retirement benefits in accordance with the requirements of the Employees' Pension and Annuity Fund or the Public Employee Retirement System shall be compensated for unused accumulated sick leave on the following basis:

One (1) day for every two (2) days of unused accumulated sick leave shall be compensated at \$95.00 per day to a maximum of one hundred (100) compensated days, two hundred (200) accumulated days. Employees will make every effort to provide notice of retirement to the Board not later than February 1st of the year of anticipated retirement.

2. After at least ten (10) years of employment in the district, and upon voluntary resignation of employment, the Board shall compensate an employee for unused accumulated sick leave on the following basis:
 - a. The employee must have accumulated a minimum of twenty (20) unused sick days at the time of voluntary resignation.
 - b. The days shall be compensated on the basis of one (1) day for every three (3) days of unused accumulated sick leave at \$95.00 per day to a maximum of one hundred (100) compensated days, three hundred (300) accumulated days.

ARTICLE XVI

TEMPORARY LEAVE OF ABSENCE

A. Non-accumulative

All full-time employees shall be entitled to the following temporary non-accumulative leaves of absence each school year with full pay under the conditions listed:

1. Personal Days

a. Three (3) days of leave of absence for personal, legal, business, household or family matters which require absence during school hours shall be granted by the Chief School Administrator, or in the event of the Chief School Administrator's absence, the supervisor. Request for personal leave shall be made at least five (5) days in advance of need, except in case of emergencies. No reason for requesting the leave shall be required, unless the day is one immediately preceding or following a vacation. If a personal day is requested for the day before or after a vacation, it may be granted at the discretion of the Chief School Administrator. Such leave may be granted to no more than five (5) employees for a given day, unless otherwise approved by the Chief School Administrator.

b. Unused personal days shall be added to the unused sick day total.

2. Professional Days

Professional Days may be granted at the discretion of the Chief School Administrator

3. Good Cause

Additional days of leave, up to five (5) at one time, may be granted at the discretion of the Chief School Administrator. Such approval shall not be unreasonably withheld.

B. In addition to the Personal Leaves

Additional leave time without pay may be requested of the Board. Leave without pay will result in a reduction of 1/200th of the member's salary for each day of leave.

ARTICLE XVII

EXTENDED LEAVES OF ABSENCE

A. International and Federal Programs

A leave of absence without pay of up to two (2) years may be granted to any tenured employee who joins the Peace Corps, VISTA, National Teachers Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in such programs, or accepts a Fulbright Scholarship.

B. Outside Teaching

At the discretion of the Board a teacher on tenure may be granted a leave of absence without pay for up to two (2) years to teach in an accredited college or university, to acquire additional training, or to participate in a fellowship or state-sponsored educational program.

C. Military

According to New Jersey statutes, military leave without pay shall be granted to any employee who is inducted into any branch of the Armed Forces of the United States for the period of said service.

D. Maternity

No later than (90) ninety 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. Said employee may request leave without pay and said leave will be granted. Said maternity leave will begin and/or terminate upon the written recommendation of the employee's physician and the approval of the Board. Available sick time may be used during any period of actual disability, as indicated by a doctor's note.

E. Child Care Leave

The Board shall grant voluntary unpaid leave of absence for the purpose of child care of a newborn infant or an adopted child in accordance with the requirements set out below.

1. Child care leaves are available to only tenured teachers and tenured secretaries.
2. Request for child care leave shall be submitted to the Chief School Administrator at least three (3) months prior to the proposed commencement of leave.

3. The child care leave shall be granted up to two (2) semesters following the birth or adoption of the child.
4. An employee requesting a child care leave will indicate the anticipated day of return, and this return must coincide with a natural break in the school year, i. e., semester break or vacation break. The employee must notify the Chief School Administrator sixty (60) days prior to the intended date of return.
5. In cases of miscarriage or stillbirth, child care leave will be waived.

F. Sabbatical Leave

A sabbatical leave of one (1) year may be granted to a teacher by the Board upon recommendation of the Chief School Administrator for valid educational purposes as determined by the Chief School Administrator. The leave is to be related to the teacher's position in the Delaware Township School and subject to the following conditions:

1. The teacher must have completed at least eight (8) years of service in the district.
2. The sabbatical leave will be for one (1) full school year.
3. The Board will pay the teacher on sabbatical leave 50% of the salary he/she would have received had he/she remained teaching in the district. If the teacher on sabbatical leave is receiving 50% of his/her salary from the agency or organization providing the sabbatical leave opportunity, then the Board shall pay the amount necessary so that the teacher's pay equals 100% of his/her salary.
4. Salary payments will be made in accordance with Article IX (Salaries) of this Agreement.
5. No more than one (1) sabbatical leave may be granted in any one school year unless otherwise approved by the Board upon the Chief School Administrator's recommendations.
6. The request for sabbatical leave must be made by November 1st and the Board will vote upon the request by February 1st of the school year preceding that for which the sabbatical leave is requested. The President of the Association will be reminded of this provision in writing in mid October. Teachers providing an e-mail address shall be e-mailed the same notice.
7. The Board shall continue pension payments based upon the teacher's full salary and shall continue all existing medical insurance coverage provided.
8. Upon return from the sabbatical leave, a teacher shall be placed on the salary schedule at the level which he/she would have received had he/she remained actively employed in the District during the period of absence.

9. The teacher, upon completion of such leave, shall remain as an employee of the District for a period of no less than two (2) years. If the teacher returns for less than one (1) full year, he/she shall reimburse the district 100% of the monies received in payment by the Board under the terms of this article plus interest (TPAF Rate). If the teacher returns for more than one (1) year but less than two (2) years, he/she shall reimburse the District 50% of the monies received in payment by the Board under the terms of this article plus interest (TPAF Rate). In the event that the teacher dies or becomes permanently disabled, the teacher or his/her estate shall not be liable for any salary reimbursement granted by the Board during the period of sabbatical leave. The two year requirement of returning to the District may be waived by the Board.

G. Other Leaves

Other Leaves of absence without pay may be granted by the Board for good reason.

H. Return From Leave

1. Salary

- a. Increment credit may be given for time spent on a leave granted pursuant to Sections A, B, C, and G with Board approval; however, if granted, such time shall not count toward fulfillment of the time required for tenure purposes.
- b. No increment or tenure credit shall be given for time spent on a leave granted pursuant to Sections Maternity (D) or Child Care Leave (E) of this Article, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.

2. Benefits

All benefits to which an employee was entitled at the time his leave of absence commenced, including unused accumulated sick leave, will be restored to him upon his return.

I. Extensions and Renewals

All extensions or renewals of leaves shall be applied for in writing and if granted, given in writing.

J. Non-tenure Leaves

Nothing in this Article shall be construed as obligating the Board to grant leaves of absence to any employees who are not on tenure, when not otherwise provided in State law.

ARTICLE XVIII

SUBSTITUTES

Employees shall call as soon as possible and no later than 7:00 AM of the same day to report their unavailability.

ARTICLE XIX

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. The Board agrees to implement the following:

1. Tuition

a. Teachers and Paraprofessionals

To pay the cost of tuition, books, and fees for all graduate courses taken for the purpose of professional development up to \$3444 for 2017-2018, \$3527 for 2018-2019, and \$3612 for 2019-2020. The district annual cap will be \$43,043 for 2017-2018, \$44,076 for 2018-2019; \$45,134 for 2019-2020. In subsequent years, caps will be increased by the average percent increase in the teachers' salaries. Teachers and paraprofessionals will receive $\frac{1}{2}$ reimbursement upon successful completion of the course. The remaining portion will be reimbursed at the end of the school year. Should reimbursement requests exceed the district annual cap, the following formula shall apply to distribution of all monies up to the capped amount. The percent of overage shall be determined. The determined percentage shall be subtracted in dollar amounts from the total claim submitted by each individual. This formula will reduce in dollars the amount in excess of the agreed upon cap. Said courses shall be approved by the Chief School Administrator prior to registration. Undergraduate courses will also be reimbursed if approved by the Chief School Administrator prior to registration. Payment shall be made upon proof of successful completion of the courses. Successful completion means that all grades must be a "B" or better, except that two "C's" at a prorated 75% tuition reimbursement will be permitted for every 30 credits taken.

b. Secretaries

To pay the full cost of tuition and/or other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service, and training sessions, with prior approval of the Chief School Administrator.

2. Required Training

To pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which an employee is required or requested to take by the Administration. However, the Board is not required to pay for a course, workshop, seminar, conference, in-service training, or other

such session simply because it was taken to fulfill the state mandated continuing education requirement.

3. Mileage Reimbursement

Mileage will be reimbursed at the IRS rate for reimbursement in effect at the time of travel if the travel is approved by the Chief School Administrator.

4. One-Hundred hours

In each year the Board will provide in-service professional development experiences that will assist the teaching staff in attaining the 100 hours on continuing education in accordance with the state guidelines.

ARTICLE XX

PROTECTION OF EMPLOYEES, STUDENTS, AND PROPERTY

A. Reporting Assaults

Employees shall immediately report cases of assault suffered by them in connection with their employment to the supervisor who shall comply with any reasonable request from the employee for information in the possession of the supervisor relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the employee and the Board for advisement and/or further action.

B. Reimbursement for Personal Property Damage

The Board shall reimburse employees for any loss, damage, or destruction of clothing or personal property relevant to the teacher's lesson plans or other duties while on the school property or on a school-sponsored activity unless due to employee's negligence.

ARTICLE XXI

INSURANCE PROTECTION

A. Health Care Coverage

For the 2017-2018, 2018-2019, and 2019-2020 school years, the Board shall pay the premium for each full-time employee and his dependents. Coverage is under the New Jersey School Employees Health Benefits Plan or its equivalent. For the 2017-2018 School Year ONLY, the employees shall continue to contribute their Tier 4 contribution rates that were effective on July 1, 2017. Beginning July 1, 2018, all employees shall resume their Tier 4 contribution rates as determined by statute. The employees contributing to their health insurance premiums shall receive a total sum of \$8000.00 for distribution to the affected employees in each year of the three-year agreement. The amount distributed to each affected employee shall be determined annually by the Association. This contract provision shall expire on June 30, 2020. This amount of money is non-pensionable.

B. Dental Care Coverage

For the 2017-2018, 2018-2019, and 2019-2020 school years, the Board shall offer dental insurance to each full-time teacher and paraprofessional in the form of plan "Program II", 100% preventive and diagnostic and 70/30 for remaining basic services as described by the New Jersey Dental Association. Starting August 1, 2008, the dental maximum will be \$2000. Orthodontic benefits will be paid at 50% up to a lifetime maximum of \$2,000 (\$1000 paid), following the six month group waiting period. The Board shall pay the full premium for single coverage. The teacher or paraprofessional shall pay the following monthly pretax amounts for other than single coverage:

School Year	Two-Party	Three-Party
2017-2018	\$32.39	\$53.75
2018-2019	\$32.39	\$53.75
2019-2020	\$32.39	\$53.75

The Board will pay the remaining premium.

Secretaries shall be offered the same dental insurance with full premium paid for by the Board with a minimum of twenty (20) hours per week worked.

C. Flex Spending Plan

For the 2017-2018, 2018-2019, 2019-2020 school years, the Board shall provide a Medical Flexible Spending Account with a maximum annual pre-tax contribution of \$2,000 and a Dependent Care Spending Account with a maximum annual pre-tax contribution of \$5,000. The contribution amount will be decided by the employee and communicated to the Business Administrator. The Flexible Spending Account will be effective October 1, 2008. Until that date, the Prescription Reimbursement provided in contract in place on June 30, 2008 will be prorated to \$50 for single employees and \$75 for employees with dependents.

D. Description to Employees

The Board shall provide to each employee a description of the health care insurance coverage needed under this Article, no later than the beginning of the 2017-2018, 2018-2019, and 2019-2020 school years which shall include a clear description of conditions and limits of coverage as listed above.

ARTICLE XXII

COMPLAINT PROCEDURE

A. Procedural Requirement

Any complaints regarding an employee made to any member of the Administration by any parent, student, or other person which does or may influence evaluation of an employee shall be processed according to the procedure outlined below.

B. Meeting with Chief School Administrator or supervisor

The Chief School Administrator or supervisor shall meet with the employee to inform the employee of the full nature of the complaint, including the complainant and they shall attempt to resolve the matter informally.

C. Right to Representation

The employee shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

ARTICLE XXIII

EXTRA-CURRICULAR ACTIVITIES

- A. With prior approval of the activity by the Chief School Administrator, employees will be paid on a stipend basis for supervising and/or participating in extra-curricular activities.
- B. The stipend will be based on a nominal number of hours per activity as determined by the Chief School Administrator after consultation with the employees involved and will be compensated at the rate of \$43.05 per hour (2017-2018), \$44.08 per hour (2018-2019), and \$45.14 per hour (2019-2020) school years. In subsequent years, extra-curricular rates shall increase by the average percent increase of the teachers' salaries.
- C. Extra-curricular salary payments shall be made once per month and issued on the same day as the second monthly paycheck.
- D. Any new vacancies in extra-curricular activities and / or sports shall be posted via email.
- E. The Athletic Coordinator shall be paid an annual stipend of \$3000, and shall have 3 periods weekly in his/her schedule for his/her assigned responsibilities.

ARTICLE XXIV

PERSONAL AND ACADEMIC FREEDOM

A. Personal

The personal life of an employee is not an appropriate concern of attention of the Board except as it may directly prevent the employee from performing properly his assigned functions during the workday.

B. Citizenship

Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such employee providing said activities do not violate any local, state, or federal law.

ARTICLE XXV

MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement or any application of 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.
- B. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with terms and conditions of the Agreement.
- C. The Board and the Association agree that there shall be no discrimination on the basis of race, creed, color, religion, national origin, sex, sexual orientation, domicile, or marital status in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement.
- D. Copies of this Agreement shall be reproduced in booklet form at the joint expense of the Board and the Association forthwith.
- E. Part-time employees with at least twenty (20) hours of employment per week will receive all insurance protection in accordance with Article XXI. All part-time employees will receive sick days, and personal days on a prorated basis. In the event of a fractional day, the number will be rounded. Should rounding result in zero (0) days, zero (0) days will be changed to one (1) day.
- F. Upon written request of an employee, the Board agrees to deduct dues and make payment to the Association Treasurer for proper disbursement to the affiliates of the local Association. Individuals who are not members of the Association will be assessed a representation fee determined by the Association, not to exceed 85% of the member dues. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability, including for reasonable counsel fees and other legal costs and expenses that may arise out of or by reason of any action taken by the Board in conformance with this provision.
- G. In subsequent years of the Agreement, all hourly rates shall increase by the average percent increase of the teachers' salaries.

- H. All employees are eligible to participate in the school employees' federal credit union and tax deferred annuities.
- I. Children of employees may attend DTS at 75% of the out-of-district tuition rate, provided that there is no impact to the program.
- J. Whenever any notice is required to be given by either of the parties pursuant to the provisions of this Agreement, either party should do so in writing to the following address:
 - 1. If by the Association to the Board at Delaware Township School, 501 Rosemont Ringoes Road, PO Box 1000, Sergeantsville, New Jersey 08557.
 - 2. If by the Board to the Association at Delaware Township School, 501 Rosemont Ringoes Road, PO Box 1000, Sergeantsville, New Jersey 08557.
- K. Employees will be provided with an explanation of payroll deductions with the first paycheck in September.

ARTICLE XXVI

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 2017 and shall continue in effect until June 30, 2020. This Agreement shall contain the entire settlement of all negotiated terms and conditions of employment for the duration of the Agreement. Any addendum deemed necessary will become part of this Agreement when mutually agreed upon and signed by both parties.
- B. In witness thereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested to by their respective secretaries, all on the day and year first above written.

Delaware Township Education Association

BY Valerie Wheatley Its President
BY Aileen M. Quinn D Its Secretary

Delaware Township Board of Education

BY Jurda M. Wey Its President
BY Susan M. Joyce Its Secretary

Teacher Salary Schedule
2017-2018

Step	B	B+15	B+30	B+45/M	M+15	M+30	M+45	M+60
1-2	50850	53025	55200	59250	60450	62500	63750	65750
3	51675	53850	56025	60075	61275	63325	64587	66822
4	52520	54695	56870	60920	62120	64170	65686	67922
5	53380	55614	57850	61780	62980	65030	66787	69013
6-7	54280	56455	58630	62680	63880	65930	67180	69624
8	55280	57455	59630	63680	64880	66930	68180	70285
9	56280	58515	60750	64680	65880	67930	69689	71923
10	57280	59513	61749	65680	66880	68930	70688	72922
11	58405	60639	62874	66805	68005	70055	71812	74048
12	60235	62469	64705	68635	69835	71885	73642	75878
13	62095	64328	66563	70495	71695	73745	75502	77736
14	64335	66571	68806	72735	73935	75985	77744	79979
15	66560	68795	71029	74960	76160	78210	79968	82203
16	68800	71034	73269	77200	78400	80450	82208	84442
17	71890	74125	76361	80290	81490	83540	85298	87533
18	75180	77416	79941	83580	84780	86846	88880	91114
19	78670	80845	85612	87631	88579	90470	92049	93942
20	79670	81845	86612	88631	89579	91471	93049	94942

Teacher Salary Schedule
2018-2019

Step	B	B+15	B+30	B+45/M	M+15	M+30	M+45	M+60
1	51420	53670	55920	60170	61370	63220	64920	67170
2-3	52220	54470	56720	60970	62170	64020	65720	67970
4	53055	55305	57555	61805	63005	64855	66555	68805
5	53910	56160	58410	62660	63860	65710	67410	69660
6	54800	57050	59300	63550	64750	66600	68300	70550
7-8	55800	58050	60300	64550	65750	67600	69300	71550
9	56800	59050	61300	65550	66750	68600	70300	72550
10	57800	60050	62300	66550	67750	69600	71300	73550
11	58925	61175	63425	67675	68875	70725	72425	74675
12	60745	62995	65245	69495	70695	72545	74245	76495
13	62605	64855	67105	71355	72555	74405	76105	78355
14	64845	67095	69345	73595	74795	76645	78345	80595
15	67070	69320	71570	75820	77020	78870	80570	82820
16	69310	71560	73810	78060	79260	81110	82810	85060
17	72230	74480	76730	80980	82180	84030	85730	87980
18	75350	77600	79850	84100	85300	87150	88850	91100
19	78670	80920	83170	87631	88620	90470	92170	94420
20	80670	82920	87612	89631	90620	92471	94170	96420

Teacher's Salary Schedule
2019-2020

Step	B	B+15	B+30	B+45/M	M+15*	M+30	M+45	M+60
1-2	52775	55050	57325	61875	63015	64580	66425	68700
3-4	53525	55800	58075	62625	63765	65330	67175	69450
5	54390	56665	58940	63490	64630	66195	68040	70315
6	55285	57560	59835	64385	65525	67090	68935	71210
7	56285	58560	60835	65385	66525	68090	69935	72210
8-9	57285	59650	61835	66385	67525	69090	70935	73210
10	58285	60560	62835	67385	68525	70090	71935	74210
11	59385	61660	63935	68485	69625	71190	73035	75310
12	61205	63480	65755	70305	71445	73010	74855	77130
13	63065	65340	67615	72165	73305	74870	76715	78990
14	65305	67580	69855	74405	75545	77110	78955	81230
15	67530	69805	72080	76630	77770	79335	81180	83455
16	69790	72065	74340	78890	80030	81595	83440	85715
17	72550	74825	77100	81650	82790	84355	86200	88475
18	75510	77785	80060	84610	85750	87315	89160	91435
19	78670	80945	83220	87770	88910	90475	92320	94595
20	81670	83945	86120	90770	91910	93475	95320	97595

Teachers on B+30 or B+45 on September 29, 1995 shall be eligible to move to the M+15 or M +20 column upon the completion of B+60. *Effective July 1, 2016, the M+15 column will be eliminated. Any teachers who meet the educational requirements to be placed on that column as of July 1, 2016 will be grandfathered on that column.

Longevity shall be \$1100 for teachers in their 20th to 24th year and \$2200 for teachers in their 25th year or more of total experience for those teachers hired on or before January 1, 2006. For those teachers hired after January 1, 2006, longevity will be \$1100 for teachers in their 20th to 24th year and \$2200 for teachers in their 25th year or more of service with Delaware Township School. In addition to years of service with Delaware Township Schools, teachers hired after January 1, 2006 shall be credited up to ten (10) years of prior certificated teaching service in a public school.

Stipends shall be for 2017-2018: \$4018 for Unit Leaders and \$10472 for CST Coordinator.

Stipends shall be for 2018-2019: \$4114 for Unit Leaders and \$10723 for CST Coordinator.

Stipends shall be for 2019-2020: \$4213 for Unit Leaders and \$10980 for CST Coordinator.

Stipends for Unit Leaders and CST Coordinator shall increase by the average percent of teacher salary increases each year.

Paraprofessional's Salary Schedule

2017-2018 Step	Salary		2018-2019 Step	Salary		2019-2020 Step	Salary
1	22171		1	22570		1	22957
2	22421		2	22820		2	23207
3	22671		3	23070		3	23457
4	22921		4	23320		4	23707
5	23171		5	23570		5	23957
6-8	23551		6	23955		6	24342
9	23981		7-9	24385		7	24772
10	24461		10	24865		8-10	25252
11	24991		11	25395		11	25782
12	25571		12	25975		12	26362
13	26201		13	26605		13	26992
14	26881		14	27285		14	27672

Secretary's Salary Schedule

2017-2018 Step	10 month secretary	12 month secretary	2018-2019 Step	10 month secretary	12 month secretary	2019-2020 Step	10 month secretary	12 month secretary
1	39424	47575	1	40639	49045	1	41889	50550
2	39924	48180	2	41139	49645	2	42389	51155
3	40424	48785	3	41639	50250	3	42889	51760
4	40924	49385	4	42139	50855	4	43389	52360
5	41424	49990	5	42639	51455	5	43889	52965
6	41924	50595	6	43139	52060	6	44389	53570
7	42424	51195	7	43639	52665	7	44889	54170
8	42924	51800	8	44139	53265	8	45389	54775
9	43424	52405	9	44639	53870	9	45889	55380