

AGREEMENT

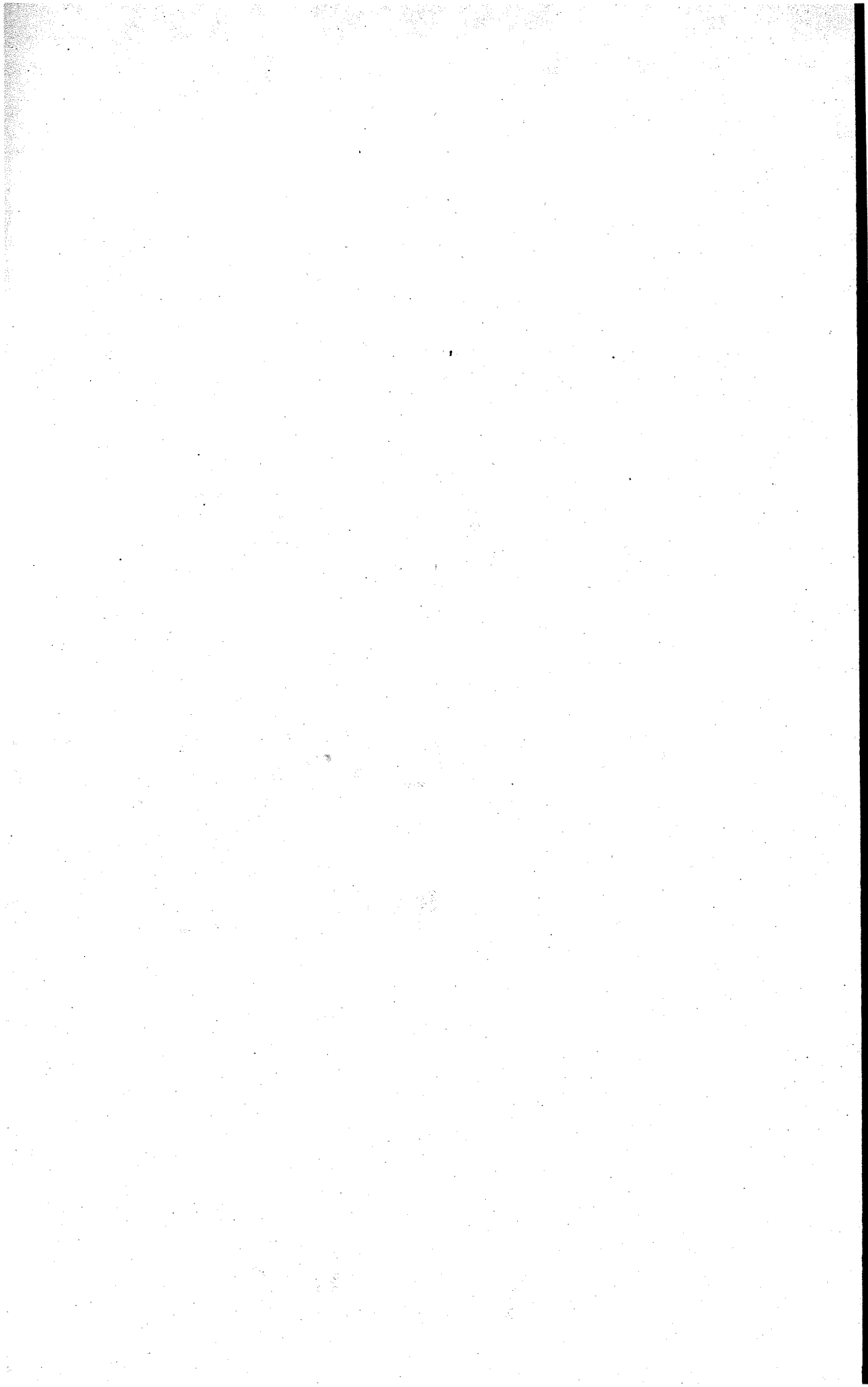
between the

BOARD OF EDUCATION  
TOWNSHIP OF GLOUCESTER

and the

GLOUCESTER TOWNSHIP  
EDUCATION ASSOCIATION

**July 1, 1971 to June 30, 1973**



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ARTICLE I  
RECOGNITION

A. Pursuant to Chapter 303 Public Laws of New Jersey 1968, the Board hereby recognizes the Gloucester Township Education Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all specified certified personnel whether under contract, on leave, on a per diem basis, employed or to be employed by the Board as follows:

Classroom Teachers	Librarians	Psychologist
Nurses	Social Workers	Speech Therapist
Guidance Counselors	Reading Teachers	

and non-instructional employees as listed:

Custodians	Secretaries
Cafeteria	Transportation Drivers
Maintenance	Teachers' Aides

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

ARTICLE II  
NEGOTIATING SUCCESSOR AGREEMENT

A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws 1968 in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment of all represented personnel.

1. A proposal shall be presented to the Superintendent and Board of Education by October 1 of the calendar year preceding the calendar year in which this agreement expires and will designate the opening of formal negotiations.

2. Any agreement so negotiated shall apply to all represented personnel who are recognized in the negotiating unit.

3. All agreements reached by Professional Rights and Responsibilities Committee and the Board of Education Negotiating Committee will be presented to the Board of Education and Association for ratification. Once ratified by both parties, the memorandum of agreements will be reduced to formal language and signed by both parties.

B. Beginning with the first bargaining session, the following meeting agenda and procedures will be followed:

1. Call to order by Moderator - alternate Moderator each meeting.

2. Approval of the minutes of the previous meeting as written and agreed upon by designated representatives of each group.

3. Action items - decisions on topics previously discussed and mutually agreed upon as being ready for approval.

4. Formation of agenda for next meeting including items to be discussed. New topics to be included on agenda shall be distributed at least five (5) days previous to scheduled meeting.

5. Information to be released to the public.

6. Date, time and place of next meeting.

7. Adjournment.

C. During negotiation, the Board and the Association shall present relevant data, exchange points of view and make proposals and counter proposals. The Board shall make available to the Association for inspection all pertinent records, data and information of the Gloucester Township School District. The Board shall provide the Association with a complete tentative line budget for the next fiscal year as soon as approved by the Board. All information to be obtained through the Superintendent's office.

D. 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. Establish that any meeting will not extend past 12 o'clock midnight, if possible. The Negotiating Team will not exceed seven (7) members from each party.

- E. 1. Representatives of the Board and the Association's Negotiating Committee shall meet in the months of September, March and June for the purpose of reviewing the administration of the agreement. Further meetings may be called by mutual agreement of both parties. The meetings are not intended to bypass the grievance procedure.
  - 2. All meetings between the parties shall be regularly scheduled - whenever possible - to take place when the teachers involved are free from assigned instructional responsibilities unless otherwise agreed.
  - 3. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it will be presented to the Board of Education and the Association for ratification.
- F. 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. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any recognized employee benefit existing prior to its effective date.
- G. 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.

- H. Innovation programs and suggestions utilizing additional Federal and State funds shall be encouraged and desired on the part of the recognized personnel through the immediate superior.
- I. 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 this 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 or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

### ARTICLE III

#### GRIEVANCE PROCEDURE

##### A. DEFINITIONS

1. 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 interpretation, meaning or application of any of the provisions of this Agreement.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

##### B. PURPOSE

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or 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 his immediate superior, provided the adjustment is not inconsistent with 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  
An employee with a grievance shall first discuss it with his immediate superior with the objective of resolving the matter informally. However, if this is not resolved the employee may request assistance from the Association to resolve his grievance at this level.
4. Level Two  
If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he - or the Association - must submit the grievance in writing within six (6) school days to the Superintendent of Schools.
5. Level Three  
If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision



has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he may within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, he or the Association may submit in writing the grievance to the Board of Education. The Board of Education will review the grievance in caucus with the person and/or representatives from the Association. At Level Three, following the submission of a written grievance, the Board of Education shall set forth - in writing - its decision and the reason therefore.

6. Level Four

- (a) If the aggrieved person determines that the grievance is not satisfied, the grievance may be submitted to arbitration within fifteen (15) school days by the aggrieved person or GTEA Committee if so requested.
- (b) Within ten (10) school days after such written notice of submission to arbitration, the Board and the aggrieved person and/or the GTEA Committee shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- (c) The arbitrator so selected shall confer with the representatives of the Board and the aggrieved person and/or the GTEA Committee and hold hearings promptly and shall issue his decision. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. 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, the aggrieved person and the Association and shall be final and binding on the parties.

- (d) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association when mutually agreed upon to submit to arbitration, however, each party shall bear the expense of its own witnesses and counsel. If not mutually agreed upon, the cost as defined above shall be borne by the moving party for the first five (5) grievances - after that the expenses, as defined, would be equally shared.

#### D. MISCELLANEOUS

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

### ARTICLE IV

#### EMPLOYEE RIGHTS

- A. Pursuant to Chapter 303, Public Laws 1968, 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, but will be outside of his regular working hours. As a duly elected body exercising governmental power under the law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 303, Public Laws 1968 or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activ-

ities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment and will be outside of his regular working hours.

- B. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof shall not be made public and shall be subject to the grievance procedure herein set forth.
- C. Whenever any employee is required to appear before the superintendent, Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.

## ARTICLE V

### ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations, agendas and minutes of all Board meetings, census data, names and addresses of all employees, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees and their students, together with information which may be necessary for the Association to process any grievance or complaint.
- B. Whenever any representative of the Association or any employee is mutually scheduled by the GTEA and the Board

of Education to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.

- C. Representatives of the Association, the New Jersey Education Association, Camden County Education Association and the National Education Association shall be permitted to transact official Association business on school property, provided that this shall not interfere with or interrupt normal school operations.
- D. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings upon application for use of buildings through the Superintendent of Schools.
- E. The Association shall have, in each school building, the exclusive use of a specified area on a bulletin board in each faculty lounge. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. Copies of all materials to be posted on such bulletin boards shall be signed by an officer or senior building representative of the GTEA, given to the Building Administrator, and approval shall be required.
- F. The Association shall have the right to use the interschool communications as it deems necessary and upon approval of the Superintendent of Schools.
- G. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organizations.
- H. The Association shall have the right to contact the vendor to obtain expendable office supplies and other materials from the Board's suppliers at the price paid by the Board.

## ARTICLE VI

### A BOARD POLICY THAT GIVES EMPLOYEES A VOICE IN SCHOOL AFFAIRS

In the development of rules, regulations and policies which affect the operation of the school system, the Superintendent shall include whenever possible at the planning stage employee representation such as:

Professional Relations and Growth Committee whose responsibility will be to help develop such policies, rules and regulations.

The Superintendent shall make every effort to develop free and easy inter-communication of ideas and feelings regarding the operation of the schools with the staff. He should give very careful consideration to counsel given by employees and should inform the Board of Education of such counsel in presenting reports requiring Board action.

## ARTICLE VII

### TEACHING HOURS AND TEACHING LOAD

- A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in or clock out" by hours and minutes. Teachers shall indicate their presence for duty by placing their signature in the appropriate column of the faculty "sign in" roster.
- B. The daily teaching load shall be as determined by the Administration after mutual agreement with GTEA at time of establishing the program for the school year.
- C.
  1. Teachers shall have a daily duty-free lunch period as in compliance with school law.
  2. Teachers may be absent from the building with permission of building administrator during their scheduled duty-free lunch periods. If an individual is denied permission to leave the building, that individual shall be entitled to an explanation for the denial.

- D. 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 one (1) day each month except in emergencies. Such meetings shall begin no later than five (5) minutes after the student dismissal time and shall run for no more than sixty (60) minutes.
  2. Teaching day shall be - seven (7) hours Kindergarten through 5, seven and one-quarter (7 1/4) hours 6 through 8.
  3. An association representative may speak to the teachers at any meeting referred to in paragraph 1 above for at least ten (10) minutes on the request of the representative, after scheduled meeting is ended.
  4. The notice of and tentative outline of the agenda for any meetings shall be given to the teachers involved at least one (1) day prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda provided they present same one day in advance of the scheduled meeting.
- E. Teacher participation in extra-curricular activities shall be voluntary, and shall be compensated according to the rate of pay in Schedule B.
- F. Teacher participation in field trips which extend beyond the teacher's in-school workday, and overnight or weekend trips, shall be voluntary.
- G. Each elementary teacher shall have the opportunity, upon approval of the building principal, of remaining in the classroom or leaving for the purpose of preparation when that teacher's class is being instructed by a special teacher.

## ARTICLE VIII

### CLASS SIZE

The Board of Education will endeavor to conform to the normal class size within the realm of economic ability considering the recommendations of the GTEA in establishing class size.

**ARTICLE IX  
SPECIALISTS**

- A. The Board of Education and GTEA recognize the fact that an adequate number of competent Specialists is desirable to the operation of an effective educational program. The Board of Education will endeavor to provide qualified Specialists within the realm of economic ability, considering the recommendations of the GTEA.
- B. The number of Specialists presently employed in categories not listed above shall not be reduced during the term of this Agreement.

**ARTICLE X  
NON-TEACHING DUTIES**

- A. The Board of Education and GTEA acknowledge that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to that end.
  - 1. The Board will endeavor to eliminate as many non-teaching duties as possible.
    - (a) Such duties include:
      - milk distribution
      - playground duty
      - bus duty
      - and other miscellaneous duties
    - (b) The Principal shall survey the teachers to determine their consideration before assigning any necessary non-teaching duties.
  - 2. The Board shall provide aides for schools as follows:

C. W. Lewis School	3 + 1 Library Aide
Erial #5 School	1
Erial #5 Special Ed.	2
Grenloch School	1
Gloucester Twp. School	1
Blenheim School	1
Chews School	2 + 1 Library Aide
Blackwood Elem.	1
Glendora School	1
Glendora School Annex	1

3. Aides are to relieve teachers of all non-educational duties being responsible directly to the building principal who will at all times give precedence to teacher requests.

## ARTICLE XI

### TEACHER EMPLOYMENT

- A. 1. Each teacher shall be placed on his proper step of the salary schedule as of the beginning of the school year in accordance with paragraph 2 below.
  2. Credit up to the maximum step of any salary level on the Teacher Salary Schedule shall be given for previous outside teaching experience in a duly accredited school upon initial employment in accordance with the provisions of Schedule A. Additional credit not to exceed four (4) years for military experience as required by the Selective Service System and credit not to exceed the minimum contract of employment for alternate civilian service (for example Peace Corps, VISTA or National Teacher Corps) shall be given upon initial employment. As of the beginning of the school year, the aforementioned credit shall be given to any presently employed teacher who has not heretofore received it.
  3. Previously accumulated unused sick leave days will be restored to all returning teachers as described in A-2.
- B. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 1.
  - C. It is understood that specialists, e.g., speech therapists, will be hired at a rate that reflects their past teaching and clinical experience.

## ARTICLE XII

### SALARIES

- A. The salaries of all employees covered by this Agreement are set forth in schedules which are attached hereto and made a part hereof.



1. Employees on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
2. Employees may individually elect to have ten per cent (10%) of their monthly salary deducted from their pay. These funds shall be paid to the employee no later than July 15th.
3. When a pay day falls on or during a school holiday, vacation or weekend, employees shall receive their pay check on the last previous working day.

### ARTICLE XIII

#### TEACHER ASSIGNMENT

- A. 1. Any change of employment assignments shall be made in writing not later than April 1st except in case of emergency.
  2. The superintendent shall assign all newly-appointed personnel to 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. In the event that changes in such schedules, class and/or subject assignments, building assignments or room assignments are proposed after April 1, any teacher affected shall be notified promptly in writing. In the event of any disagreement as to the need and desirability of such changes, the dispute shall be subject to the grievance procedure set forth herein.
- B. In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall not be assigned outside the scope of their teaching certificates and/or their major or minor fields of study, unless an emergency situation exists and the teacher agrees to such an assignment.
- C. 1. Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher

shall be required to engage in an unreasonable amount of inter-school travel. Such teachers shall be notified of any changes in their schedules as soon as practicable.

2. Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one (1) school per day shall be reimbursed for all such travel at the rate of ten cents (10¢) per mile for all driving done between base school and return to base school.

## ARTICLE XIV

### VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. 1. No later than April 30th of each school year, the superintendent shall post in all school buildings a list of the known vacancies which shall occur during the following school year.
  2. 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 superintendent not later than March 1st. 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.
  3. As soon as practicable, the superintendent shall post in each school a systemwide schedule showing the names of all teachers who have been reassigned or transferred and the nature of such reassignment or transfer.
- B. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system and no such request shall be denied arbitrarily, capriciously, or without basis in fact. If a teacher's request for transfer has been denied, a renewed or subsequent request may be made in the fol-

lowing school year and shall be granted under the conditions described above, unless there is no available position to which the teacher can be transferred or an adequate replacement for the teacher cannot be obtained. If more than one teacher has applied for the same position, the determination as to which teacher shall receive it shall be made with emphasis on seniority and competence in that area.

## ARTICLE XV

### INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position.
- B. Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable, and except in cases of emergency not later than April 1.
- C. When an involuntary transfer or reassignment is necessary, a teacher's area of competence, major or minor field of study, length of service in the Gloucester Township School District, length of service in the particular school building, and other relevant factors, including - among other things - state and/or federal laws, rules, regulations or administrative directives, shall be considered in determining which teacher is to be transferred or reassigned.
- D. An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the principal, at which time the teacher shall be notified of the reason therefore. In the event that a teacher objects to the transfer or reassignment at this meeting, upon the request of the teacher, the superintendent shall meet with him. The teacher may, at his option, have an Association representative present at such meeting.
- E. A list of open positions in the school district shall be made available to all teachers being involuntarily transferred or reassigned. Such teachers may request the positions, in order of preference, to which they desire to be trans-

ferred. All such teachers shall be given adequate time off by the superintendent for the purpose of visiting schools at which open positions exist. Teachers being involuntarily transferred or reassigned from their present position shall have preference over those seeking voluntary transfer or reassignment in regard to choice among those positions which are vacant. A teacher being involuntarily transferred or reassigned shall be placed only in an equivalent position - i.e., one which, among other things, does not involve reduction in rank or in total compensation.

## ARTICLE XVI PROMOTIONS

### A. Promotional positions are defined as follows:

Positions paying a salary differential on the administrative levels of responsibility including. . .

Core Leader

Head Teacher

Subject Matter Teacher

shall be adequately publicized by the superintendent in accordance with the following procedure. Positions not necessarily paying a salary differential, including specialists and/or special projects teachers, pupil personnel workers and positions in programs funded by the Federal Government shall also be adequately publicized by the superintendent in accordance with the following procedure:

1. When school is in session, a notice shall be posted in each school as far in advance as practicable and no less than ten (10) school days before application must be submitted. A copy of said notice shall be given to the Association at the time of posting. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications.
2. Employees who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their

names to the superintendent, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. The superintendent shall notify such employees of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable, no less than fifteen (15) days before application must be submitted. In addition, the superintendent shall, within the same time period, post a list of promotional positions to be filled during the summer period at the administration office, in each school.

- B. The Board of Education will post notification of any position, qualifications, duties and approximate rate of compensation, where applicable. The Board agrees to notify the Association of any change in those positions in advance of the change.
- C. All qualified employees shall be given the opportunity as defined herein to make application and no position shall be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the professional background and attainments of all applicants and other relevant factors. In filling such vacancies, but not limited to such, preference shall be given to qualified employees already employed by the Board and when all other factors are substantially equal, length of time in the Gloucester Township School District shall be considered. Each employee applicant not selected shall, upon request, have an opportunity to discuss the matter with the superintendent. Appointments shall be made as soon as practicable after the notice is posted in the schools or the giving of notification to the interested employees. Announcements of appointments shall be made by posting a list in the office of the central administration and in each school building. The list shall be given to the Association and shall indicate which positions have been filled and by whom.
- D. In the filling of any future openings of additional duties the Board of Education shall determine the allocation of such position giving consideration to assigning each position to individual qualified persons.

## ARTICLE XVII

### EVENING SCHOOL - SUMMER SCHOOL HOME TEACHING AND FEDERAL PROGRAMS

- A. All openings for positions in the evening school, summer school, home teaching, federal projects, and other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be adequately publicized by the superintendent in accordance with the procedure for publicizing promotional vacancies set forth in ARTICLE XVI, Section B of this Agreement. Summer school and evening school openings shall be publicized not later than the preceding April 1 or upon notification of program. Home teaching openings shall be posted as they occur.
  
- B. In filling such positions, consideration shall be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record, and length of service in the Gloucester Township School District; and when all other factors are substantially equal, preference shall be given first to teachers who have taught the subject area and/or grade level in question during the regular school year and then to teachers who have taught the grade and/or subject in question on a regular basis at any time during the preceding four (4) years. Teachers employed in the Gloucester Township School District shall have priority to such assignments before appointment of applicants from outside the district.
  
- C. Salary shall be set when funds are made available.
  
- D. All of the provisions of this Agreement shall apply to teachers holding positions in the evening school, summer school, home teaching and/or under federal programs, except where clearly inapplicable.

## ARTICLE XVIII

### "TEACHERS" EVALUATION

- A. 1. All monitoring or observation of the work performance of a "teacher" shall be conducted openly and with full

knowledge of the "teacher". The use of eavesdropping, public address, audio systems, and similar surveillance devices shall be strictly prohibited.

2. "Teachers" shall be evaluated only by persons appointed by the superintendent and certified by New Jersey Board of Examiners to supervise instruction.
  3. A "teacher" shall be given a duplicate copy of any class visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the "teacher's" file or otherwise acted upon without prior conference, if requested by the principal or the "teacher". No "teacher" shall be required to sign a blank or incomplete evaluation form.
- B. 1. A "teacher" shall have the right, upon written request, to review the contents of his personnel file and be able to copy any contents.
2. No material derogatory to a "teacher's" conduct, service, character or personality shall be placed in his personnel file unless the "teacher" has had 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 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.
  3. Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the "teacher's" inspection.
- C. Any complaints regarding a "teacher" made to any member of the administration by any parent, student, or other person which are used in any manner in evaluating a

“teacher” shall be promptly investigated and called to the attention of the “teacher”. The “teacher” shall be given an opportunity to respond to and/or rebut such complaint, and shall have the right to be represented by the Association or anyone designated to be a representative at any meetings or conferences regarding such complaint.

- D. The Administration and GTEA will incorporate the evaluation process for the future, making this a part of policy with recommended minimum requirements.
- E. Copies of additional evaluation of a “teacher”, after termination of his employment, shall be sent to the “teacher” for a period of one year.

## ARTICLE XIX

### TEACHER FACILITIES

- A. The Board of Education shall continue its effort to have the schools and grounds reasonably maintained.
  - 1. The Board of Education will endeavor to provide an appropriately furnished room, where possible, which shall be reserved for the exclusive use of teachers as a faculty lounge. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school’s custodial staff.

## ARTICLE XX

### TEACHER-ADMINISTRATION LIAISON

- A. A Liaison Committee for each school building shall meet with the principal at least once a month, upon need, after student dismissal, to review and discuss local school problems and practices, and to play an active role in the revision or development of building policies. Said committee to be jointly selected by Administration and GTEA. An agenda shall be submitted by both parties at least one day in advance.
- B. 1. The Association’s representatives shall meet with the superintendent at least once a month during the school year,



upon need, to review and discuss current school problems and practices and the administration of this Agreement.

2. Representatives will include the President of the GTEA, 1st Vice President of the GTEA, three (3) Building Principals' representatives (one Middle School) and three (3) Building Representatives from the GTEA.

## ARTICLE XXI

### SICK LEAVE

- A. As of September 1 all teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit. As prescribed by Title 18A-30 - one (1) through seven (7) and additional benefits as described in Policy 4151. NOTE: - See Paragraph 5 in ARTICLE XXIII regarding unused personal days.

## GLOUCESTER TOWNSHIP BOARD OF EDUCATION

### PERSONNEL POLICY 4151

#### SICK LEAVE

The following personnel leave policy applies to all employed personnel in accordance with Title 18A-Chapter 30 and is adopted as follows:

TITLE 18A:30-2 - "All persons holding any office, position or employment in all school districts, regional school districts or county vocational schools of the State who are steadily employed by the Board of Education or who are protected by tenure in their office, position or employment under the provisions of this or any other law, except persons in the classified service of the Civil Service under Title II Civil Service of the Revised Statutes shall be allowed sick leave with full pay for a minimum of ten (10) school days in any school year."

TITLE 18A:30-3 - "If any such person requires in any school year less than this specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years."

GLOUCESTER TOWNSHIP BOARD OF EDUCATION POLICY

1. Twelve-month employees shall be allowed 12 days sick leave per year. The need for presentation of a medical certificate after sick leave shall be at the discretion of the Superintendent.
2. Should all accumulated sick leave of an employee be depleted in any one year, upon the presentation of a medical certificate requesting further sick leave, a leave of absence for a maximum of thirty (30) additional school days shall be granted to any district employee who has been in the employ of the Board of Education for a period of five (5) years or more, and such employee shall receive the difference between their salary and that paid a substitute.

NOTE: For a 10-month position, the daily rate shall be  $\frac{1}{200}$  of ANNUAL salary.

For a 12-month position, the daily rate shall be  $\frac{1}{240}$  of annual salary.

3. The Board of Education may wish to recognize faithful service of employees who may request sick leave beyond that time for which full and partial pay is allowable. In such cases, providing a physician's certificate accompanies the request, a leave of absence, for a maximum of one year will be granted to any district employee who has been employed in the district for a period of ten (10) years or more and such employee shall be paid the difference between their salary and the pay for a substitute up to a period not to exceed the current school year.

## ARTICLE XXII

### TEMPORARY LEAVES OF ABSENCE

- A. Employees shall be entitled to the following temporary nonaccumulative leaves of absence with full pay each school year except as noted in Paragraph 5:
1. The Board of Education Policy #4152 shall be used in determination of Temporary Leave of Absence.
  2. Every person shall be granted personal leave of no more than three (3) days per year with full pay for urgent personal reasons.
    - (a) One (1) personal day the applicant shall not be required to state the reason for taking such leave.
    - (b) One (1) personal day the applicant shall make application to the Superintendent requesting the leave.
    - (c) A third personal day will be granted for professional leave upon application and approval of the Superintendent.
    - (d) Any application for a "personal" day must be submitted two (2) days prior to the day requested, except in the event of an unforeseeable emergency.
  3. Personal days will not be granted the day before or the day after a holiday, the beginning day or ending day of school.
  4. Personal leave shall not be used for purposes of pleasure, recreation or job interviews.
  5. Personal days not used during the contract year will be added to the accumulative sick leave time for the next year.
  6. Personal leave will be granted without deduction up to five (5) days in case of death within the immediate family.
  7. In the event of a death of a teacher or student in the Gloucester Township School District, the Superintendent

shall grant to an appropriate number of teachers sufficient time off to attend the funeral.

8. Time necessary for persons called into temporary active duty of any unit of the U. S. Reserves or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. A teacher shall be paid his regular pay in addition to any pay which he received from the state or federal government.
9. Other leaves of absence, with pay, may be granted by the Superintendent for good reasons.

### ARTICLE XXIII

#### EXTENDED LEAVES OF ABSENCE

- A. A leave of absence without pay of up to the minimum contract shall be granted to any teacher who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.
- B. A teacher on tenure shall be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university.
- C. Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment.
- D.
  1. Complete Policy No. 4152.3 forms a part of this clause.
  2. A non-tenure teacher who leaves the district for maternity reasons may be considered for re-employment.
  3. A tenure female teacher adopting an infant child will be granted a leave of absence up to one (1) year. A non-tenure teacher, under the same conditions, will be considered for re-employment. The teacher will advise the superintendent as soon as possible upon notification of adoption.

# GLOUCESTER TOWNSHIP BOARD OF EDUCATION

## MATERNITY LEAVE POLICY 4152.3

### GENERAL POLICY STATEMENT

The Board of Education shall grant a leave of absence for maternity, without pay, to any regularly employed certified staff member, who has been employed as a tenure employee, upon written request for such leave, accompanied by the proper certification of pregnancy by the employee's physician.

### APPLICATION FOR LEAVE

A staff member must apply for maternity leave of absence as soon as she becomes aware of the pregnancy. Form #P-18 is available for this purpose in the Superintendent's Office. The Board of Education shall have power to determine in each case when the teacher concerned shall discontinue her school duties.

### DURATION OF LEAVE

In recommending the duration of such leaves to the Board of Education, the Superintendent shall take the following factors into account and shall report them to the Board when making his recommendations.

1. The personal health and family circumstance of the staff member.
2. The staffing needs of the school system.
3. The desirability of dovetailing staff changes with the school calendar.

### EARLY TERMINATION

At the discretion of the Board and upon recommendations by the Superintendent maternity leave may be curtailed or terminated prior to the expiration of the full term for which the leave has been granted in case of interrupted pregnancy or loss of the child if an appropriate vacancy occurs in the school system. Such an action shall be taken only after a suitable amount of time has elapsed for a recuperation and after the physician has certified that the staff member is in good health and is able to resume her professional responsibilities.

## GENERAL

1. Any staff member not under tenure who becomes an expectant mother, shall follow rules and regulations concerning termination notice as listed.
2. Teachers who have been on maternity leave status normally, will return at the beginning of the school year.

\* \* \* \*

- E. A leave of absence without pay of up to one (1) year shall be granted for the purpose of caring for a sick member of the tenure teacher's immediate family. Additional leave may be granted at the discretion of the Board.
- F. Other leaves of absence without pay may be granted by the Board for good reason.
- G.
  1. Upon return from a leave granted pursuant to Section A, B, C of this ARTICLE, a teacher shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent, provided - however - that time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure. A teacher shall not receive increment credit for time spent on a leave granted pursuant to Section D, E, F, or G of this ARTICLE, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.
  2. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave toward sabbatical eligibility, shall be restored to him upon his return, and he shall be assigned to the same position which he held at the time said leave commenced, if available - or, if not, to a substantially equivalent position.
- H. All extensions or renewals of leaves shall be applied for and granted in writing.
- I. Nothing in this Article shall be construed to give a non-tenure teacher tenure.

## ARTICLE XXIV

### SABBATICAL LEAVES

- A. A sabbatical leave shall be granted to a teacher by the Board for study, or for other reasons of value to the school system, contingent upon the approval of the Board of Education, subject to the following conditions:
1. If there are sufficient qualified applicants, sabbatical leaves shall be granted to a minimum of one (1%) per cent of teachers at any one time.
  2. Requests for sabbatical leave must be received by the superintendent in writing in such form as may be mutually agreed on by the Association and the superintendent, no later than December 1, and action must be taken on all such requests no later than April 1, of the school year preceding the school year for which the sabbatical leave is requested.
  3. The teacher has completed at least seven (7) full school years of service in the Gloucester Township School District.
  4. A teacher on sabbatical leave (either for one-half (1/2) of a school year or for a full school year) shall be paid by the Board at one hundred (100%) per cent of the salary rate which he would have received if he had remained on active duty if said leave is for study.
  5. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence.
    - (a) Teacher shall sign a two-year contract, prior to sabbatical leave, to be fulfilled upon return from Sabbatical Leave.
    - (b) Failure to fulfill contract will give the Board of Education just cause to request cancellation of the teaching certificate from the Commissioner of Education.

## ARTICLE XXV

### SUBSTITUTES

- A. Positions which are vacant because teachers are temporarily absent or on leave shall, to the extent possible, be filled by personnel who have fully met the appropriate certification requirements of the New Jersey State Board of Examiners.
- B. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers may call a telephone answering service until 10:00 P.M. and 7:00 A.M. to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute. Substitutes shall be paid for a regular teaching day at the rates stated in the Board policy.
- C. It is desirable for each teacher to have an uninterrupted preparation period each day. The practice of using a regular teacher as a substitute, thereby depriving him of his preparation period, is undesirable and should be discouraged, except in an emergency. These duties shall be distributed as equitably as possible.

## ARTICLE XXVI

### PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. In our rapidly changing society teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board and the Association support the principle of continuing training of teachers and the improvement of instruction.
- B. To work toward the ends stated above, the Board agrees:
  - 1. To pay the full cost of tuition and other reasonable expenses (including fees, meals, lodging and/or transportation) incurred by teachers who attend such sessions



incurred in connection with any workshops, conferences, in-service training sessions, or other such sessions which a teacher is required and/or requested by the Superintendent to take.

2. To cooperate with the Association in arranging in-service courses, workshops, conferences, and programs designed to improve the quality of instruction.
3. To pay up to \$150.00 toward the cost of tuition, registration, textbooks and supplies. No employee shall be the beneficiary of the educational allowance unless the educational experience is undertaken after the person is actively engaged in performing his or her duties for the educational system of Gloucester Township. Teachers must maintain at least a "C" average in courses approved by the Superintendent. All applications for reimbursement must be submitted by October 1 of the following year. The employee must present proof of course credit.

## ARTICLE XXVII

### PROTECTION OF TEACHERS AND PROPERTY

A. New Jersey Statutes Annotated - Title 18A - is to be used as a reference in this Article.

1. Whenever any civil action has been or shall be brought against any person holding any office, position or employment under the jurisdiction of any board of education, including any student teacher, for any act or omission arising out of and in the course of the performance of the duties as such office, position, employment or student teaching, the board shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting therefrom; and said board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

(Title 18A:16-6)

2. Should any criminal action be instituted against any such person for any such act or omission and should such proceeding be dismissed or result in a final disposition in favor of such person, the board of education shall reimburse him for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals. (Title 18A:16-6.1)
- B. 1. Teachers shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior.
2. Such notification shall be immediately forwarded to the superintendent who shall comply with any reasonable request from the teacher for information in the possession of the superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the teacher, the police and the courts.
- C. The Board shall reimburse teachers for any loss, damage or destruction of clothing or personal property of the teacher while on duty in the school, on the school premises or on a school-sponsored activity, in accordance with insurance policies now in existence.

## ARTICLE XXVIII

### MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

(EXCERPTS FROM PAGES 17 AND 18 -  
TEACHERS' HANDBOOK)

#### DISCIPLINE

1. Desirable classroom control stems from an organized situation. Good classroom control is based on a sense of security on the part of the teacher and the student. Teachers are expected to handle their own discipline problems except in specific areas.

**A. A teacher most likely to have good control in a classroom will:**

- (1) Plan carefully, activities for each class.**
- (2) Use all the means and skills at their command.**

**B. Office cases are as follows:**

- (1) Truancy**
- (2) Insolence and Insubordination**
- (3) Fighting**
- (4) Destroying School Property**
- (5) Absenteeism**
- (6) Failure of Pupil to Abide by Teacher's Decision.**

- 2. Never send a student to the office without a description of the problem. All other items other than those listed above should be handled by the classroom teacher in the usual routine manner.**
- 3. There should be no mass punishments given and no writing of sentences or excessive words. If necessary, parents should be contacted immediately concerning discipline problems.**
- 4. Conferences between parents and teachers should be encouraged at all times with the following kept in mind when the same problem is involved.**

**1st Conference - Teacher and Parent**

**2nd Conference - Teacher, Parent, and Principal.**

**3rd Conference - Teacher, Parent, Principal and Superintendent.**

**5. Suspensions**

**This action can only be taken by the building principal. By following the listed procedures below, it is hoped that many problems can be solved. However, every effort should be made to avoid this action when possible.**

**1st Suspension - Suspended until parent returns with child for conference with principal.**

**2nd Suspension - Suspended one week. Parent to return with child for conference with principal and superintendent.**

**3rd Suspension - Suspended until child's case has been taken to Board of Education for action.**

## ARTICLE XXIX

### INSURANCE PROTECTION

- A. The Board of Education shall provide a plan of insurance for all employees as designated below:
1. Through the New Jersey State Health Benefits Bureau, the following combination coverage:
    - (a) Basic Plan - Blue Cross, Blue Shield Rider "J".
    - (b) Major Medical carried by Prudential Insurance Co.
  2. When the employee is covered by a medical/surgical plan and that plan is paid for by other than the Board of Education, the employee may elect to carry an income protection insurance plan provided by the Washington National Insurance Company (handled as a NJEA Group Policy).
- B. For each employee who remains in the employ of the Board of Education for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve-month period beginning September 1st and ending August 31st. Payments are to be made to assure uninterrupted coverage.
- C. Payments for medical/surgical insurance coverage of the employee as a fringe benefit will be paid by the Board of Education in accordance with the following schedule:
1. Single Employee - Full premiums will be paid for single coverage of the employee to the State Health Benefits Bureau for the basic Blue Cross/Blue Shield - Rider "J" and for the Major Medical Policy carried by Prudential Insurance Co.
  2. Married Employee - Full premiums will be paid to the State Health Benefits Bureau as for single employees plus an amount equal to fifty per cent (50%) of the premium necessary for coverage in Blue Cross/Blue Shield - Rider "J" and Major Medical insurance plans suited and selected by the employee. During the 1972-73 contract year, the Board's monetary contribution shall be a sum equal to 75% of the family coverage premiums, in addition to 100% of the individual employee's premium. A payroll deduction plan will be

- established to obtain the balance of the premium due each month.
3. "Over 65" Employee - Full premium will be paid by the Board of Education for coverage in the Blue Cross/Blue Shield - Rider "J" and Major Medical Insurance plans as established for that age group, and as detailed in the specification of the State Health Benefits Program, the employee will be refunded semi-annually for the fee that he pays for his Medicare insurance.
- D. Income Protection insurance may be selected by the employee as a fringe benefit if he has Medical/Surgical insurance coverage and the premium will be paid by the Board of Education as follows:
1. Full premium will be paid by the Board of Education up to Class III (with sickness benefits beginning on the 4th day) on the plan provided by Washington National Insurance Company.
  2. Qualifications to participate in this plan are established by the insurance company.
- E. The State Health Benefits insurance program is operated by the State of New Jersey, Division of Pensions, and provides for transfer for continued coverage under the retirement plans of Teachers' Pension & Annuity and Public Employees Retirement System.
- F. The Board of Education shall make available descriptive information on all insurance plans covered in this Article.

## ARTICLE XXX

### PERSONAL AND ACADEMIC FREEDOM

- A. Freedom of individual conscience, association and expression will be encouraged and fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit, by appropriate examples, the basic objectives of a democratic society.
- B. 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.

- C. The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the Gloucester Township School District, and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions.

## ARTICLE XXXI

### MISCELLANEOUS PROVISIONS

- A. The Board and the GTEA agree to the commitments contained herein.
- B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be consistent with the terms and conditions of this Agreement.
- D. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system shall be in accordance with existing Statutes and Federal law.
- E. Copies of this Agreement shall be printed at equal expense of the Board and the GTEA within ninety (90) days after the Agreement is signed and presented to all teachers now employed, hereafter employed, or considered for employment by the Board.

- F. Due to the differences in teaching techniques, there are certain materials a teacher may need to develop lessons to their fullest with the children. A fund in the amount not exceeding \$15.00 for the regular classroom teacher and \$10.00 for Specialists shall be provided by the Board for each teacher in Gloucester Township.
- G. 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 telegram or registered letter at the following addresses:
1. If by Association, to Board at -  
Superintendent  
Board of Education  
Charles W. Lewis School  
Blackwood, New Jersey
  2. If by Board, to Association at -  
President of the Association at his respective building.
- H. The parties agree, as long as negotiations are proceeding profitably, that the only publicity accorded the negotiations by the parties will consist of a joint press release or, in the event the parties are unable to agree upon wording, a joint press release stating that "no progress has been made".
- I. The Board of Education, on its own behalf and on behalf of the electors of the District, 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.
- J. The parties agree to follow the procedures outlined in the agreement and to use no other channels to resolve any question or proposal until the procedures within this agreement are fully exhausted, as long as negotiations are continuing.

## ARTICLE XXXII

### DURATION OF AGREEMENT

- A. 1. This Agreement shall be effective as of July 1, 1971 and shall continue in effect until June 30, 1973, 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.
2. Salary raises shall be computed in each of the two years by adding to the present 1970-71 Agreement a Cost of Living increase based upon the Bureau of Labor Statistics - Consumer Price Index, Philadelphia area, for the period of December through December. Such Cost of Living for the first year of the contract 1971-72 is agreed upon at 7.2%. Such Cost of Living for the second year of the contract 1972-73 shall be computed from the aforesaid BLS-CPI Philadelphia area for the period of December 1, 1970 - December 1, 1971. In addition to the computed Cost of Living increases, each Teacher shall advance - through experience - one step each year of the contract, and shall receive the sum indicated by the monetary increase in each such step advancement.
3. All non-instructional personnel shall receive a salary increase equal to the Cost of Living increases each year as set forth under Paragraph #2 of this Article. Where such non-instructional personnel are under a present salary guide allowing for experience step advancements, such step shall be in addition to the aforesaid Cost of Living increases yearly.
4. Should any difference arise between the parties in either -
- (a) reducing the changes set forth herein to the existing Agreement to writing, or
  - (b) in projecting the salary guide for 1972-73, the differences therein shall be referred to the PERC Mediator for his recommendations. Any expenses incurred shall be borne equally by the parties.
- B. In witness whereof the Association has caused this Agreement to be signed by its President and Secretary and the



Board of Education has caused this Agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon.

GLOUCESTER TOWNSHIP BOARD OF EDUCATION

By: Joseph M. Sacham  
President

By: John K. Lawri  
Secretary

Date: May 17, 1971

GLOUCESTER TOWNSHIP EDUCATION ASSOCIATION

By: Robert F. Farrell, Jr.  
President

By: Babette P. Nisi  
Secretary

Date: May 17, 1971

## SCHEDULES

All contractual employees shall be placed on tenure beginning the fourth (4) year.

All employees shall be placed on guide as per scale.

On all scales the experience factor is to be determined as follows:

For 12-month employees...

Hired between July 1 and November 30 - will receive one (1) full year credit.

Hired between December 1 and March 31 - will receive one-half (1/2) year credit.

For 10-month employees...

Hired between September 1 and December 31 - will receive one (1) full year credit.

Hired between January 1 and March 31 - will receive one-half (1/2) year credit.

Schedule A - Salary Guide Teachers (see Page 41)

Schedule B - Extra Curricular Compensation

All monies allocated towards extra-curricular activities - both athletic and non-athletic, shall be increased by the sum of five per cent (5%) during each of the two years of the Agreement, payable pro rata to each of the following positions:

Number of Teachers	Activity	Annual Compensation 1971-72
2	Dramatics	\$ 131.25
2	Student Council	131.25
1	Library	196.88
2	Safety Patrol	196.88
2	Choral	196.88
1	Instrumental	196.88
1	Cheer Leader	131.25
3	Guidance	196.88

**Athletics**

Boys' Physical Ed - 2 Teachers at \$525.00 each annually  
Girls' Physical Ed - 2 Teachers at \$367.50 annually

**Schedule C - Extra Duty Compensation**

The annual compensation for assuming the duties of Head Teacher, Subject Matter Teacher and Core Leaders will be \$262.50.

**Schedule D - Non-Instructional Salary Guides (see Page 43 through 50)**

The Guides, as presented and made a part of this contract, are to be used for the employment of new personnel.

**Schedule E - Non-Instructional Extra Compensation**

Custodians holding a fireman's license will receive \$150.00 extra pay.

**Schedule F - Transportation Employees - Physical Examinations**

The Board of Education will arrange for the school doctor to make physical examinations at no charge to the employee.

GLOUCESTER TOWNSHIP PUBLIC SCHOOLS  
Blackwood, New Jersey

1971-72

INSTRUCTIONAL STAFF

SALARY GUIDE

YEARS OF EXP.	NON DEGREE	BACHELORS DEGREE OR 128 CREDITS	BACHELORS DEGREE PLUS 15 GRAD. CR.	BACHELORS DEGREE PLUS 30 GRAD. CR.	MASTERS DEGREE	MASTERS DEGREE PLUS 15 GRAD. CR.	MASTERS DEGREE PLUS 30 GRAD. CR.
1.	\$ 6,754.	\$ 7,397.	\$ 7,558.	\$ 7,718.	\$ 8,040.	\$ 8,362.	\$ 8,683.
2.	7,075.	7,718.	7,879.	8,040.	8,362.	8,683.	9,005.
3.	7,397.	8,040.	8,201.	8,362.	8,683.	9,005.	9,326.
4.	7,933.	8,576.	8,737.	8,898.	9,219.	9,541.	9,862.
5.	8,254.	8,898.	9,058.	9,219.	9,541.	9,862.	10,184.
6.	8,576.	9,219.	9,380.	9,541.	9,862.	10,184.	10,506.
7.	9,112.	9,755.	9,916.	10,077.	10,398.	10,720.	11,042.
8.	9,434.	10,077.	10,238.	10,398.	10,720.	11,042.	11,363.
9.	9,755.	10,398.	10,559.	10,720.	11,042.	11,363.	11,685.
10.	10,291.	10,934.	11,095.	11,256.	11,578.	11,899.	12,221.
11.	10,613.	11,256.	11,417.	11,578.	11,899.	12,221.	12,542.
12.	10,934.	11,578.	11,738.	11,899.	12,221.	12,542.	12,864.
13.	11,149.	11,792.	11,953.	12,114.	12,435.	12,757.	13,078.

(continued next page)

1. Employment Increment As Per Guide  
Adjustment Increment Full Adjustment per guide for  
1971-72
2. Teachers with an earned Doctorate Degree shall receive  
an additional \$600.00 above their proper place on Schedule  
(G).
3. All prior experience in public school is creditable as is  
up to four years of military service.
4. Professional Improvement:  
It is expected that every improvement will be made by  
teachers to improve their level of training in the future.  
A teacher who has taken the initiative to improve their  
status is one to be appreciated.
5. Substitute Pay:
 

	Beginning 11th day (retroactive to 6th day)
\$ 26.00 - Teacher Certified -	\$ 29.00
\$ 23.00 - College Graduate -	\$ 26.00
\$ 21.00 - Non Certified -	\$ 24.00
6. Professional Growth Regulations, #4131, as approved by  
the Board of Education, will pay for school personnel  
taking additional course work. Total allotment, \$150.00  
per professional employee, per academic year.
7. Bedside Instruction:  
\$6.00 per hour
8. Special Education:  
An additional \$300.00 over and above regular step on  
Teachers' Salary Guide.

GLOUCESTER TOWNSHIP PUBLIC SCHOOLS

SECRETARIAL SALARY GUIDE

1971-72

YEARS EXP.	EXECUTIVE SECRETARY	ADM. SECRETARY	PRINCIPAL - SECRETARY - 12 MO. - 7 HR.	PRINCIPAL - SECRETARY - 10 MO. - 7 HR.	PBX OPR./ CLERK - 12 Mo. - 7 HR.
1.	\$ 4,610.	\$ 4,127.	\$ 3,913.	\$ 3,002.	\$ 3,645.
2.	4,878.	4,342.	4,074.	3,136.	3,806.
3.	5,092.	4,556.	4,234.	3,270.	3,966.
4.	5,414.	4,824.	4,502.	3,484.	4,234.
5.	5,682.	5,092.	4,663.	3,618.	4,395.
6.	5,950.	5,306.	4,824.	3,752.	4,556.
7.	6,271.	5,521.	5,092.	3,966.	4,824.
8.	6,539.	5,735.	5,253.	4,100.	4,985.
9.	6,807.	5,950.	5,414.	4,234.	5,146.
10.	7,129.	6,218.	5,682.	4,449.	5,414.
11.	7,397.	6,432.	5,842.	4,583.	5,574.
12.	7,665.	6,646.	6,003.	4,717.	5,735.
13.	7,986.	6,914.	6,271.	4,931.	6,003.

(continued next page)

1. All secretarial staff shall be hired on a contract basis with same work schedule as teachers during actual school operation.
2. All secretarial staff to be hired as follows:  
10 month contract - September 1 to June 30.  
12 month contract - July 1 to June 30.
3. All secretarial staff will work 7 hours per day, 8 a.m. to 4 p.m. with an hour for lunch, with hours staggered for switchboard 8 a.m. to 5 p.m.
4. Substitute Pay - \$2.00 per hour.
5. All benefits obtained by the Instructional Staff will pertain to this area of employment.

GLOUCESTER TOWNSHIP PUBLIC SCHOOLS  
Blackwood, New Jersey

TEACHERS' AIDE

SALARY GUIDE

1971-72

GUIDE STEPS	TEACHER AIDE	TEACHER AIDE (Special Ed.)
1	\$ 1.88	\$ 2.14
2	2.14	2.41
3	2.41	2.68
4	2.68	2.95
5	2.95	3.22

1. All benefits obtained by the Instructional Staff will pertain to Non-Instructional Staff.
2. Substitute Pay - \$1.88 per hour.
3. If a teachers' aide is used as a substitute teacher for a complete day, that aide shall be paid at the appropriate rate of substitute pay or the aide's regular pay - whichever is greater.
4. All previous experience as teacher aide in Gloucester Township shall be credited when placing employees on scale.



GLOUCESTER TOWNSHIP PUBLIC SCHOOLS

CUSTODIAL - MAINTENANCE SALARY GUIDE

1971-72

YEARS EXP.	CUSTODIAN	HEAD CUSTODIAN GRADE 3	HEAD CUSTODIAN GRADE 2	HEAD CUSTODIAN GRADE 1	MAINT. CL. 2	MAINT. CL. 1	10 MO. MATRON
1	\$ 5,467.	\$ 5,574	\$ 5,682.	\$ 5,896	\$ 6,110.	\$ 6,432.	\$ 3,538.
2.	5,628.	5,735.	5,842.	6,057.	6,325.	6,646.	3,645.
3.	5,789.	5,896.	6,003.	6,218.	6,539.	6,861.	3,752.
4.	6,003.	6,110.	6,218.	6,432.	6,807.	7,129.	3,913.
5.	6,164.	6,271.	6,378.	6,593.	7,022.	7,343.	4,020.
6.	6,325.	6,432.	6,539.	6,754.	7,236.	7,558.	4,127.
7.	6,539.	6,646.	6,754.	6,968.	7,504.	7,826.	4,288.
8.	6,700.	6,807.	6,914.	7,129.	7,718.	8,040.	4,395.
9.	6,861.	6,968.	7,075.	7,290.	7,933.	8,254.	4,502.
10.	7,075.	7,182.	7,290.	7,504.	8,201.	8,522.	4,663.
11.	7,236.	7,343.	7,450.	7,665.	8,415.	8,737.	4,770.
12.	7,397.	7,504.	7,611.	7,826.	8,630.	8,951.	4,878.
13.	7,611.	7,718.	7,826.	8,040.	8,844.	9,166.	5,092.

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GLOUCESTER TOWNSHIP PUBLIC SCHOOLS

CAFETERIA SALARY GUIDE

1971-72

HRS. & EXP.	1248 MANAGER OVER 16 ROOMS	1248 MANAGER II UNDER 16 ROOMS	1248 ASST. MGR. I OVER 16 ROOMS	1248 ASST. MGR. II UNDER 16 ROOMS	1235 HELPER I	760 HELPER II	570 CASHIER
1	\$ 2.30	\$ 2.25	\$ 2.09	\$ 1.98	\$ 1.88	\$ 1.82	\$ 1.72
2	2.41	2.34	2.14	2.04	1.93	1.88	1.77
3	2.52	2.42	2.20	2.09	1.98	1.93	1.82
4	2.63	2.51	2.25	2.14	2.04	1.98	1.88
5	2.73	2.59	2.30	2.25	2.09	2.04	1.93
6	2.84	2.68	2.36	2.30	2.14	2.09	1.98
7	2.95	2.77	2.41	2.36	2.20	2.14	2.04
8	3.00	2.84	2.47	2.41	2.25	2.20	2.09
9	3.11	2.89	2.52	2.47	2.30	2.25	2.14
10	3.22	2.95	2.57	2.52	2.36	2.30	2.20
11	3.32	3.00	2.63	2.57	2.41	2.36	2.25
12	3.43	3.06	2.68	2.63	2.47	2.41	2.30

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1. All fringe benefits obtained by the Instructional Staff will pertain to this area of employment.
2. Substitute Hourly Rate - \$1.82
3. All promotions will be made with the employee staying on guide at their years of experience.
4. All classrooms for which a cafeteria must provide lunches for that are located outside of the respective building shall be counted as classrooms for that building.

**G T E A EXECUTIVE BOARD**

1970-71

**Officers**

Robert F. Farrell, Sr.....	President
Robert W. Benac.....	1st Vice President
Thomas F. Griggs.....	2nd Vice President
William O. Stackhouse, Jr.....	3rd Vice President
Babette A. Wise.....	Secretary
Robert W. Lewis.....	Treasurer

**Negotiating Team**

Robert W. Benac	-	Chairman
Alma M. Pirrotta	-	Recording Secretary
Robert F. Farrell, Sr.		James P. Cox
Richard A. Fittipaldi		William O. Stackhouse, Jr.
Michael P. Morrissey		Thomas F. Griggs

**Building Representatives**

Margaret Vanderslice	Blackwood Elementary
Eleanor J. Kelley	Blenheim
James P. Cox	Charles W. Lewis
Elizabeth A. Lodge	Chews Elementary
Joseph J. Schipske	Curriculum
Loretta A. Mirenda	Erial
Barbara M. Snyder	Glendora
Karen S. Geary	Gloucester Township
Douglas R. Crawford	Grenloch

GLOUCESTER TOWNSHIP BOARD OF EDUCATION

1971-72

Joseph M. Latham.....President  
Edward C. Sayers.....Vice President

Richard A. Salimena	Joseph Celletti
Mrs. Kathleen M. Matteo	Walter A. Stelmach
Edward C. Smogard	Richard W. Mathers
Raymond P. Meehan, Jr.	

Negotiating Team

James W. Lilley, Jr.	- Superintendent of Schools
Edward H. Flemming	- Solicitor
Roger K. Haines	- School Business Administrator
Charles W. Lewis	- President of the Board
Edward C. Smogard	- Board Member
Raymond P. Meehan, Jr.	- Board Member
Walter A. Stelmach	- Participating citizen

