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A G R E E M E N T

Between

VOORHEES TOWNSHIP

BOARD OF EDUCATION

and

VOORHEES TOWNSHIP

EDUCATION ASSOCIATION

July 1, 1969 to June 30, 1970

VOORHEES TOWNSHIP
CAMDEN COUNTY
CLAUDIO E. ARRINGTON
Supt.
128 E. CHEWS LANDING RD
ASHLAND, N.J. 08034

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P R E A M B L E

This Agreement entered into this 19th day of May 1969, by and between the Board of Education of Voorhees Township, the County of Camden, New Jersey, hereinafter called the "Board", and the Voorhees Township Education Association, hereinafter called the "Association".

ARTICLE I

RECOGNITION

A. The Board hereby recognizes the Association as the majority representative for collective negotiations concerning the terms and conditions of employment for all classroom teachers presently under a ten month contract, and paid according to the teachers' salary guide as adopted by the Board of Education.

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

Speech
Music
Art
PE

ARTICLE II

NEGOTIATION PROCEDURE

- A. The Board and majority representative agree to enter into collective negotiations in accordance with Chapter 303 Public Laws of 1968 in a good faith effort.

- B. Any agreement so negotiated shall apply to all teachers represented by the unit and be reduced to writing be signed by the Board and Association and be adopted by both groups.

- C. Negotiations for future agreements may be opened on or before October 1st. Any monetary items in the tentative agreement would be contingent upon the approval of the budget by the electorate.

ARTICLE III

GRIEVANCE PROCEDURE

- A. Grievance Procedure must be initiated within 15 calendar days of time grievance was incurred.
- B. Grievance Procedure applies to the interpretation of the terms of this agreement.
- C. Any and all grievances by any employee or group should be submitted in writing to the building principal. An attempt will then be made by the principal and involved employee(s) to reach a solution.
- D. Should a satisfactory conclusion not be reached within 7 calendar days, the building principal along with the employee and/or group representative shall meet with the superintendent. The building principal should thoroughly apprise the superintendent of the situation before the meeting date. The superintendent along with the building principal and employee and/or group representative shall meet to resolve the grievance within 15 calendar days after the seven calendar days.
- E. If, after meeting, grievance is not settled, the superintendent will make appointment for employee and/or group representative to meet with school board, should the employee request such a meeting. Request is to be written. The superintendent will prepare a review of the case and present the information to each Board member.
- F. The Board of Education, within 30 calendar days after receiving the case, will review the case with aggrieved employee and/or group representative only after the aggrieved employee and/or group representative has exhausted early methods of resolving the grievance and has requested meeting with the Board. The Board shall render its decision in writing within 7 calendar days after reviewing the case.
- G. Whenever the Board of Education and employee and/or group representative are unable to reach a satisfactory settlement, either party may refer impasse to Division of Public Employee's Relations for mediation. This action must be taken within 10 calendar days after the Board's decision.

ARTICLE IV

TEACHER RIGHTS

A. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey School Laws.

ARTICLE V

NON-TEACHING DUTIES

A. Teachers shall not be required to perform the following duties:

1. Collection of lunch money except in emergencies.
2. Pupil bus loading or unloading except when on the request of the superintendent or building principal.
3. Duplicating materials except in cases of emergency.
4. Keeping registers except in kindergarten classes.
5. Recording on Permanent Record Cards.

ARTICLE VI

SALARIES

- A. Teachers employed on a ten (10) month basis shall have the option of being paid in twenty (20) equal semi-monthly installments, or on a twelve (12) month basis of twenty (20) semi-monthly installments and two (2) monthly (July and August) installments. For the latter to be effective, 40% or more teachers must accept this option.

- B. Teachers shall receive their final checks and the pay dates for the following year on the last working day in June.

ARTICLE VII

TEACHER EMPLOYMENT AND ASSIGNMENT

- A.
 - 1. Each teacher shall be placed on his proper step of the salary schedule as of the beginning of the 1969-70 school year except where the employment and/or adjustment increment has been withheld by the Board.
 - 2. Full credit on the Teacher Salary Schedule shall be given for previous teaching experience in a duly accredited school upon initial employment in accordance with the provisions of the salary guide. Additional credit not to exceed four (4) years for military experience.
 - 3. Teachers who have taught in non-public schools shall receive full credit provided they had met the minimum state requirements while non-public school teaching; otherwise 1/2 credit for years of teaching experience until the necessary credits are attained, then full credit.
 - 4. As of the beginning of the 1969-70 school year, the aforementioned credit shall be given to any presently employed teacher who has not heretofore received it.
- B. Previously accumulated unused sick leave days will be restored to all teachers returning from an approved leave of absence.
- C. No leave of any kind will accumulate during a leave of absence for any reason.
- D. Teachers shall be notified in writing of their contract and salary status for the ensuing year not later than May 1st.
- E. Teachers shall be notified in writing of their building, subject and teaching assignment not later than June 30.

ARTICLE VIII

TRANSFERS AND REASSIGNMENTS

- A. Professional vacancies to be filled shall be publicized in all schools.
- B. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written request of such desire with the superintendent. Written requests for transfer must be made yearly.
- C. The parties recognize that changes in grade assignments and transfers between schools will be necessary. While the right of determination to assign or transfer a teacher is vested in the Board, the Board will not, in any case, assign or transfer a teacher without prior discussion with said teacher. Such transfers in changes of assignments shall be on a voluntary basis whenever possible. In making involuntary assignments in transfers, the convenience and wishes of the individual teacher will be honored to the extent that these considerations do not conflict with the instructional requirements and best interests of the school system and the pupils.

ARTICLE IX

SICK LEAVE

- A. As of September 1, 1969, 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. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. Non-accumulative additional sick leave benefits shall be allowed to teachers.
- C. In cases of extended illness and when all accumulated sick leave has been used, staff members will be paid their salary minus the substitutes' salaries, according to the following guide:

<u>Years' Experience</u>	<u>Days of Extended Leave</u>
0 - 5	10 days in any given year
6 - 10	20 days " " " "
11 - 15	40 days " " " "
16 and over	50 days " " " "

ARTICLE X

TEACHING HOURS AND TEACHING LOAD

- A . Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in" roster.
- B . The total in-school workday shall consist of not more than seven (7) hours and fifteen (15) minutes which shall include a thirty (30) minute duty free lunch, reporting time to be specified by the superintendent.
- C . Teachers wishing to leave the building during their scheduled duty-free lunch periods shall request permission from the office.
- D . Building-based teachers are required to remain after the end of the regular workday for the purpose of attending faculty or other professional meetings three (3) days each month. Such meetings shall begin no later than ten (10) minutes after the student dismissal time and shall run for no more than sixty (60) additional minutes. If additional time is needed, students shall be dismissed early.
- E . An Association representative may speak to the teachers at any staff meeting for not more than five (5) minutes.
- F . Teacher participation in extra-curricular activities shall be voluntary, and shall be compensated according to the rate of pay set by the Board.
- G . Attendance at meetings such as PTA activities shall be at the option of the individual teacher, but the Board and the Association encourage active participation in such meeting as part of the teacher's professional responsibility.
- H . The notice for any meeting shall be given to the teachers involved at least one (1) day prior to the meeting, except in an emergency.

ARTICLE XI

SUBSTITUTES

- A. The teacher shall call the Substitute Procurement Officer and report his intention to be absent stating the reason. The call should be to the home before 10:00 the evening preceding the intended absence, or in the morning of the absence between 6:45 and 7:15 a.m. The absence will be considered for one day only unless otherwise specified.
- B. Teachers who fail to call or who call late shall be suspended without pay for one day - deduction to be 1/200th of yearly salary.
- 9



ARTICLE XII

TEMPORARY LEAVES OF ABSENCE

- A. As of the beginning of the 1969-70 school year, teachers shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year:
1. Two (2) days' leave of absence for personal, legal, business, household or family matters which require absence during school hours. Application to the teacher's principal or other immediate superior for personal leave shall be made in writing at least three (3) days before taking such leave and the applicant for such leave shall not be required to state the reason for taking such leave. Approval of the superintendent is required. Personal leave will not be granted for any reason on the day preceding or following a holiday recess.
 2. Absence with pay will be allowed for approved trips to educational conferences, workshops, etc. Request for approval must be in writing a minimum of thirty (30) days before desired absence. All requests must be approved by the building principal and superintendent. Requests for reimbursement other than transportation must be approved by the Board of Education.
 3. Up to four (4) days at any time in the event of death of a teacher's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, and any other individual residing in the teacher's household.
 4. Up to four (4) days at any one time in the event of serious illness of a teacher's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, and any other individual residing in the teacher's household.
- B. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the teacher is entitled.

ARTICLE XIII

EXTENDED LEAVES OF ABSENCE

- A. A leave of absence without pay of up to two (2) years may be granted to any teacher who joins the Peace Corps, VISTA, National Teacher Corps, or who serves as an exchange teacher, or who is awarded a Fulbright Scholarship, or who receives an appointment to teach in an accredited college or university.
- B. 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.
- C. 1. A teacher shall notify the superintendent of her pregnancy as soon as it is medically confirmed. Said teacher may request a maternity leave without pay. The leave shall become effective three (3) months prior to the anticipated date of birth of the child and shall terminate twelve (12) months after the birth of the child. Upon the recommendation of the superintendent and the approval of the Board, a teacher may leave at a later date or return at an earlier date than provided herewith. Maternity leave will not be granted to non-tenure teachers.
2. Any female teacher adopting an infant child may receive similar leave which shall commence upon her receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for adoption.
- D. 1. Upon return from leave granted pursuant to Section A or B 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.
2. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him upon his return.

ARTICLE XIV

SABBATICAL LEAVES

- A. A sabbatical leave, without pay, for one year may be granted to a teacher by the Board for full time credit graduate study, including study in another area of specialization, or travel, subject to the following conditions:
1. Not more than two percent of the teachers in the system may be granted sabbatical leaves at any one time.
 2. Request for sabbatical leave must be received by the superintendent, in writing, no later than January 31st of the school year preceding the school year for which the leave is requested.
 3. The teacher has completed at least seven (7) full school years of service in the Voorhees Township school district.
- B. All sabbatical leaves must be approved by the Board, and the Board shall take action on same no later than March 31st of the school year preceding the school year for which the sabbatical leave is requested.
- C. Upon return from a sabbatical leave, which was granted for full time graduate study, the teacher shall be placed on the proper step of the salary guide at the level which he would have achieved had he remained actively employed in the school system during the period of his absence, and, in addition, shall receive proper credit for any advanced degrees earned.

ARTICLE XV

PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENT

A. Reimbursement for Courses

1. The Voorhees Township Board of Education, to stimulate study interest among the professional staff, will pay the cost of tuition for graduate courses **successfully** completed with a "C" or better grade.

2. Proper course application forms #200 are to be submitted to the Superintendent's office prior to the start of the course. Upon completion of the course, the grade is to be submitted to the Superintendent along with the record of payment and a written request for reimbursement by the Board. Reimbursement will be made for the Fall semester in February and for the Spring and Summer semesters in September to staff members under contract in Voorhees Township.

ARTICLE XVI

TEACHER 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 in the monitoring or observation of the work performance of a teacher.
 2. Teachers shall be evaluated only by persons certificated by the New Jersey State 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 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 with 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 the superintendent, to review the contents of his personnel file, except personal references. The teacher may duplicate any documents contained therein. The Board shall not establish any separate personnel file which is not available for the teacher's inspection.
 2. With the exception of personal references, 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 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.
- C.
- Any complaints regarding a teacher made to any member of the administration by any parent, student, or other person, 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 regarding such complaint.
- D.
- Final evaluation of a teacher upon termination of his employment shall be concluded prior to severance. No documents and/or other material specifically related to evaluations shall be placed in the personnel file after severance.

ARTICLE XVII

TEACHER PROTECTION

- A. Whenever any criminal action is brought against a non-tenure teacher, the Board of Education shall reimburse him for salary during the time of suspension, if any, if the criminal action results in a favorable decision to said teacher.

- B. Teachers shall report in writing any accident and/or injury suffered by them in connection with their employment to their principal or other immediate superior within twenty-four hours. Such notification shall be immediately forwarded to the superintendent.

ARTICLE XVIII

PARENT CONFERENCES

A. The Board, Association and Administration feel that Parent-Teacher conferences are a vital way of informing parents on the strengths and weaknesses of pupils, agree to the following:

1. Teachers shall give extended time beyond the normal school workday to complete the last scheduled conference.

2. Conferences shall not be scheduled later than 15 minutes prior to the end of the normal school workday.

3. In special discipline cases between the parent, teacher and administration and/or the Board, the teacher shall give the necessary time beyond the normal school workday.

ARTICLE XIX

WORK STOPPAGES

- A. Any Voorhees Township teacher who engages in any strike or work stoppage (i.e., the concerted failure to report for duty, or willful absence of a teacher from his position,) shall have his salary reduced 1/200 per day for any period of non-service.

ARTICLE XX

CURRICULUM PLANNING

- A. Teachers at the beginning of the school year shall select an area of curriculum interest from the following list:

Kindergarten Program

Music Program

Social Studies 1 - 8

Math 1 - 8

English 1 - 8

Reading 1 - 8

Science 1 - 8

- B. Teachers shall prepare unit or units necessary for a ten-week period. Emphasis shall be given to make the unit or units adaptable for individual instruction.

ARTICLE XXI

BOARD'S RIGHTS

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitations, 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.

1. To the executive management and administrative control of the school system and its properties and facilities.

2. To hire all teachers subject to the provisions of law, and to determine their qualifications.

ARTICLE XXII

CODE OF ETHICS

The Board and Association agree to abide by the following Code of Ethics.

A. Commitment to the Student

1. Deal justly and considerately with each student.
2. Encourage the student to study varying points of view and respect his right to form his own judgment.
3. Withhold confidential information about a student or his home unless we deem that its release serves professional purposes, benefits the student, or is required by law.
4. Make discreet use of available information about the student.
5. Conduct conferences with or concerning students in an appropriate place and manner.
6. Refrain from commenting unprofessionally about a student or his home.
7. Avoid exploiting our professional relationship with any student.
8. Tutor only in accordance with officially approved policies.
9. Inform appropriate individuals and agencies of the student's educational needs and assist in providing an understanding of his educational experiences.
10. Seek constantly to improve learning facilities and opportunities.

B. Commitment to the Community

1. Share the responsibility for improving the educational opportunities for all.
2. Recognize that each educational institution may have a person authorized to interpret its official policies.
3. Acknowledge the right and responsibility of the public to participate in the formulation of educational policy.
4. Evaluate through appropriate professional procedures conditions within a district or institution of learning, make known serious deficiencies, and take any action deemed necessary and proper.
5. Use educational facilities for intended purposes consistent with applicable policy, law and regulation.
6. Assume full political and citizenship responsibilities, but refrain from exploiting the institutional privileges of our professional positions to promote political candidates or partisan activities.

B. Commitment to the Community (continued)

7. Protect the educational program against undesirable infringement.

C. Commitment to the Profession

1. Recognize that a profession must accept responsibility for the conduct of its members and understand that our own conduct may be regarded as representative.
2. Participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education.
3. Cooperate in the selective recruitment of prospective teachers and in the orientation of student teachers, interns, and those colleagues new to their positions.
4. Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities and support them when unjustly accused or mistreated.
5. Refrain from assigning professional duties to non-professional personnel when such assignment is not in the best interest of the student.
6. Provide, upon request, a statement of specific reason for administrative recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
7. Refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions by colleagues.
8. Keep the trust under which confidential information is exchanged.
9. Make appropriate use of time granted for professional purposes.
10. Interpret and use the writings of others and the findings of educational research with intellectual honesty.
11. Maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts or hypotheses.
12. Represent honestly our professional qualifications and identify ourselves only with reputable educational institutions.
13. Respond accurately to requests for evaluations of colleagues seeking professional positions.
14. Provide applicants seeking information about a position with an honest description of the assignment, the conditions of work and related matters.
15. To exhibit pride in one's professional work and accomplishment.

D. Commitment to Professional Employment Practices

1. Apply for or offer a position on the basis of professional and legal qualifications.
2. Apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates.
3. Fill no vacancy except where the terms, conditions, policies, and practices permit the exercise of our professional judgment and skill and where a climate conducive to professional service exists.
4. Adhere to the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent.
5. Give prompt notice of any change in availability of service, in status of applications, or in change in position.
6. Conduct professional business through the recognized educational and professional channels.
7. Accept no gratuities or gifts of significance that might influence our judgment in the exercise of our professional duties.
8. Engage in no outside employment that will impair the effectiveness of our professional service and permit no commercial exploitation of our professional position.

ARTICLE XXIII

SALARY SCHEDULE

	<u>Non-Degree</u>	<u>Bachelors</u>	<u>Masters</u>
1	\$ 5700	\$ 6400	\$ 6900
2	6000	6700	7200
3	6300	7000	7500
4	6600	7300	7800
5	6900	7600	8100
6	7200	7900	8400
7	7500	8200	8700
8	7800	8500	9000
9	8100	8800	9300
10	8400	9100	9600
11	8700	9400	9900
12		9700	10200

1. All increments to be \$300. per year.
2. Board to pay either Washington National Insurance Basic Plan (approx. cost - \$54.10 yearly)

OR

Blue Cross/Blue Shield and Rider J
(approx. cost - \$91.00 yearly)

3. Two years prior to retirement, teacher to receive \$200 increment if teacher has taught in Voorhees Township for 10 consecutive years.
One year prior to retirement, teacher to receive \$300 increment if teacher has taught in Voorhees Township for 10 consecutive years.

ARTICLE XXIV

MISCELLANEOUS PROVISIONS

- A. This Agreement constitutes the entire agreement or understanding between the parties concerning the terms and conditions of employment, and the Board and Association shall carry out the commitments contained herein and give them full force and effect.

- B. Copies of this Agreement shall be provided at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all teachers now employed, hereinafter employed.

- C. Any contract between the Board and a teacher, as defined in Article I, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If such a contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

- D. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by letter at the following addresses:
 - 1. If by Association, to Board at Osage School,
128 E. Chews Landing Road, Voorhees Township,
Cherry Hill, New Jersey 08034.
 - 2. If by Board, to Association at Kresson School,
Route #73, Marlton, New Jersey 08053Association - Att.: President
Board - Att.: President

ARTICLE XXV

DEDUCTION FROM SALARY

A. 1. The Board agrees to deduct dues from the salaries of teachers for the Voorhees Township Education Association, the Camden County Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such Associations as said teachers individually and voluntarily authorize the Board to deduct over a four (4) month period commencing in September of the school year. Said monies together with records of any corrections shall be transmitted to the treasurer of the Voorhees Township Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations. Teacher authorizations shall be in writing in the form set forth below:

AUTHORIZATION TO DEDUCT ASSOCIATION MEMBERSHIP DUES

Name _____ Soc. Sec. No. _____

School Building _____ District _____

To: Disbursing Officer - Voorhees Township Board of Education

I hereby request and authorize the above named disbursing officer to deduct from my earnings an amount sufficient to provide for the payment of those yearly membership dues as certified by the organizations indicated in equal monthly payments over a four (4) month period commencing in September of the school year. I understand that the disbursing officer will discontinue such deductions only if I file notice of withdrawal as of January 1 next succeeding the period when deductions are made. I also agree that upon termination of employment, the disbursing officer shall deduct any remaining amount due for that current school year. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization, and relieve the Board of Education and all of its officers from any liability therefor.

I designate the Voorhees Township Education Association to receive dues and distribute according to the organization (s) indicated;

- Voorhees Township Education Association
- Camden County Education Association
- New Jersey Education Association
- National Educational Association

Article ~~XXV~~
Deduction from Salary

2.

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

3. All authorizations for dues deduction must be received by August 1 of the school year.

4. The filing of notice of a teacher's withdrawal shall be prior to January 1 and become effective to halt deductions as of the following school year.