

Lawrence Township Board of Education  
and  
Cedarville Teachers Assn.  
PREAMBLE

4112.1

This Agreement entered into this sixth day of October, 1981, between the Cedarville Teachers' Association, hereinafter called the "Association," and the Lawrence Township Board of Education, hereinafter called the "Board," wherein it is mutually agreed as follows:

W I T N E S S E T H:

WHEREAS, there is presently in effect an Agreement between the Board and the Association originally entered into the school years 1981-82 and 1982-83 for a two-year period, terminating on June 30, 1983, it is hereby agreed that the original Agreement is hereby incorporated in this Agreement by reference thereto as though the same had been fully set forth herein, except as modified, the language of the existing Agreement shall remain in full force and effect.

ARTICLE I

RECOGNITION

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation for all CERTIFIED TEACHING PERSONNEL UNDER CONTRACT, including the child study team, but excluding administrative personnel and all other employees.

B. The Board agrees not to negotiate with any organization other than the Association for the duration of this Agreement.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

A. Modification

This Agreement shall not be modified in whole, or in part, by the parties except by an instrument in writing duly executed by both parties.

B. Negotiations must begin by October 4th of each negotiation year.

x July 1, 1981 - June 30, 1983

has been received within ten (10) days after the grievance was delivered to the administrative principal, he may within five (5) school days after a decision by the administrative principal or fifteen (15) school days after the grievance was delivered to the administrative principal, whichever is sooner, request in writing that the Board of Education hear the complaint.

The grievant shall specify:

- b. 1) The nature of the grievance.
  - 2) Results of the previous discussions.
  - 3) The basis of his/her dissatisfaction with the determination.
  - 4) The remedy or remedies requested.
  - c. A copy shall be furnished to the administrative principal and the Association representative.
  - d. Within fifteen (15) school days from the receipt of the written grievance, the Board shall hold a closed, informal hearing at which all parties concerned shall have a right to be heard.
  - e. Within ten (10) school days from said hearing the Board shall, in writing, advise the aggrieved person and the Association of their determination. A copy of said determination shall be forwarded to the administrative principal.
  - f. During the pendency of a grievance the employee shall continue to work and carry out directives or assignments of the Board or the Board's administrative staff. If said directives or assignments lead to further disagreements the employee shall seek remedy through the contractual grievance procedure.
7. Level IV - Arbitration
- a. If the aggrieved person is not satisfied with the disposition of his grievance, and the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved person.
  - b. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment for said arbitrator to serve. If the parties are unable to agree upon an arbitrator or obtain such a commitment within the specified period, a request for a list of arbitrators

ARTICLE V

TEACHER WORK YEAR

A. In-School Work Year

1. Definition of in-school work year

The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required, but not to exceed 187 days.

2. Inclement Weather

Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.

ARTICLE VI

TEACHING HOURS AND TEACHING LOAD

A. Teacher Day

1. Check-in procedure

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 a check mark in the appropriate column of the faculty "Sign-in" roster thirty (30) minutes before the official daily opening of school for pupils, and be in the classroom fifteen (15) minutes before the official opening of school for pupils. Teachers may leave following dismissal of the last bus.

B. Lunch Periods

1. Grade level and other

Teachers shall have a daily duty-free lunch period of thirty (30) minutes.

2. Leaving the building

Teachers may leave the building during their duty-free lunch periods, as long as they check in and out in the main office.

3. After-school meetings

The parties agree that the Board, or its representative, has the right to require the attendance of teachers at a reasonable number of after-school meetings.

C. Non-tenure teachers shall be formally evaluated a minimum of three times per year, and any other times as deemed necessary. Tenure teachers shall be evaluated one time per year.

D. General Criteria

1. Evaluation by certificated supervisors

Teachers shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.

2. Copies of evaluation

No 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.

3. Standardized tests

Results of standardized tests used for evaluating students shall not be used to evaluate teacher performance.

4. a. An informal evaluation is an observation which is not formally schedule and consists of observation of routine, day-to-day activities related to teaching.

b. Reports of informal evaluations shall be signed by the teacher to acknowledge receipt, and the teacher may request a conference concerning such evaluations and may respond in writing.

5. An evaluation form shall be compiled by the administration with input from CTA.

ARTICLE XI

COMPLAINT PROCEDURE

A. Procedural Requirement

Any complaints in writing regarding a teacher made to any member of the administration by any parent, student, or other person which does, or may, influence evaluation of a teacher, shall be reported to the teacher involved, and he may state his viewpoints.

1. A complaint form shall be compiled with input from CTA.

B. No teacher shall be disciplined in public at any time, and neither shall any teacher be reduced in compensation without just cause.

hours. Application to the teacher's Principal, or other immediate supervisor for such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than that he or she is taking it under this section. Unused personal days may accumulate from year to year with a maximum of three (3). Total personal days per year shall not exceed six, but shall not be less than three. Personal leave shall not be available to extend any holidays or vacations except in the case of emergency. School Visitation (Professional) Non-accumulative. Up to two (2) days for the purpose of visiting other schools. Requests must be approved by the administration.

#### ARTICLE XIV

##### EXTENDED LEAVES OF ABSENCE

- A. Extended leaves of absence to be available as provided for by statute.

#### ARTICLE XV

##### INSURANCE PROTECTION

- A. Full Health Care Coverage

For the 1981-82 and 1982-83 school years, the Board shall provide the health-care insurance protection designated below. The Board shall pay the full premium for each teacher. The Board shall pay 100% of the cost of Blue Cross/Blue Shield, Major Medical Family Plan or the equivalent in Washington National up to the maximum Washington National premiums.

- B. Carrier(s)

The health insurance carrier(s) shall be Blue Cross and Blue Shield for the basic hospitalization and medical-surgical coverage, and shall also include Rider J and major-medical coverage, all of which are included under the New Jersey State Health Plan.

- C. Insurance protection shall be for twelve (12) full months.

ARTICLE XIX  
DURATION OF AGREEMENT

A. Duration Period

This Agreement shall be effective as of July 1, 1981, and shall continue through June 30, 1983. This Agreement shall not be extended orally, and may only be extended in writing.

B. Status of Incorporation

In witness whereof, the parties hereto have caused this Agreement to be signed by their respective presidents, attested to by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

CEDARVILLE TEACHERS' ASSOCIATION

BY: \_\_\_\_\_  
President, Cedarville Teachers' Assoc.

ATTESTED: \_\_\_\_\_  
Secretary, Cedarville Teachers' Assoc.

LAWRENCE TOWNSHIP BOARD OF EDUCATION

BY: \_\_\_\_\_  
President, Lawrence Township Board  
of Education

ATTESTED: William Patitucci  
Secretary, Lawrence Township Board  
of Education

1982-83 SALARY GUIDE

LAWRENCE TOWNSHIP

	<u>Non-Degree</u>	<u>B.A.</u>	<u>B.A. + 30</u>	<u>M.A.</u>
1.	12,694	12,887	13,145	13,467
2.	13,158	13,351	13,609	13,931
3.	13,622	13,815	14,073	14,395
4.	14,085	14,279	14,537	14,859
5.	14,549	14,743	15,000	15,323
6.	15,013	15,207	15,464	15,787
7.	15,477	15,671	15,928	16,251
8.	15,941	16,135	16,392	16,714
9.	16,405	16,598	16,856	17,178
10.	16,869	17,062	17,320	17,642
11.	17,333	17,526	17,784	18,106
12.	17,797	17,990	18,248	18,570
13.	18,261	18,454	18,712	19,034
14.	18,725	18,918	19,176	19,498
15.	19,189	19,382	19,640	19,962
16.	19,653	19,846	20,104	20,426

Longevity

Same as 1981-1982.