

14-0014

THIS BOOK DOES  
NOT CIRCULATE

AGREEMENT

between

WILLINGBORO TOWNSHIP BOARD OF EDUCATION

and

WILLINGBORO EDUCATION ASSOCIATION

covering the period

April 8, 1970

to

December 31, 1970

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PREAMBLE

In order to comply with and effectuate the provisions of Chapter 303 of the Public Laws of 1968 for the State of New Jersey, THIS AGREEMENT IS MADE AND EXECUTED ON THIS 8th day of April, 1970, by and between the WILLINGBORO TOWNSHIP BOARD OF EDUCATION, hereinafter referred to as the "Board", and the WILLINGBORO EDUCATION ASSOCIATION, hereinafter referred to as the "Association".

## ARTICLE I

### STATEMENT OF TEACHER - ADMINISTRATOR - BOARD OF EDUCATION RELATIONSHIPS

- A. Recognizing that providing a high quality education for children of Willingboro is the paramount aim of this school district, and that good morale in the teaching staff is necessary for the best education of the children,

We do hereby declare that:

1. The Board, under law, has the final responsibility of establishing policies for the district.
2. The Superintendent and his staff have the responsibility of carrying out the policies established.
3. The Board, the administration, and teaching personnel have the joint responsibility for providing the best possible education for the boys and girls of Willingboro.

#### B. PRINCIPLES

1. Objectives

- (a) Attainment of the objectives of the educational program conducted in the schools of the district requires mutual understanding and cooperation among the Board, the Superintendent, the professional personnel, the other personnel, and citizens of the community. To this end, free and open exchange of views is desirable, proper and necessary.

(b) This agreement is negotiated in order to establish for its term the salaries and other conditions of employment for professional members represented by the Association as hereinafter specified in this agreement.

(c) The Board and the Association recognize the importance of orderly, just and expeditious resolution of disputes which may arise as to proper interpretation or implementation of this agreement and accordingly therein agree upon a grievance procedure for the effective processing of such disputes.

## 2. Implementation.

(a) The Board and the Association, the parties to this Agreement, accept the provisions of this Agreement as commitments which they will cooperatively, and in good faith, honor, support, and seek to fulfill, subject to the ability of the respective parties, financial and otherwise, to perform under governing laws.

(b) Subject to the provisions of Section 19 of Article I of the New Jersey Constitution and pursuant to the provisions of Chapter 303 of the Public Laws of 1968 for the State of New Jersey, as the same may be amended or supplemented, the Board agrees not to negotiate with any other organization during the duration of this Agreement with respect to the personnel whom the Board has designated as being represented by the Association; however, the Board will be free to

communicate with teachers or their representatives, individually or collectively, for whatever purpose the Board may deem to be necessary or desirable, subject to the existing laws of the State of New Jersey.

- (c) Despite reference herein to the Board or Association as such, each reserves the right to act hereunder by committee, individual member, or designated representative, professional or lay, whether or not a member. Each party will provide to the other, upon request, satisfactory evidence (such as official minutes or certificate of resolutions) of authority so to act.
- (d) The provisions of this Agreement will constitute a binding obligation of the parties for the duration hereof or until changed by mutual consent in writing. Any previously adopted policy, rule or regulation of the parties which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement. Nothing in this Agreement which changes pre-existing policy, rules or regulations of the parties will operate retroactively unless expressly so stated.

## ARTICLE II

### TEACHERS RIGHTS AND RESPONSIBILITIES

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

- B. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No teacher 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 be subject to the grievance procedure herein set forth.

- D. Whenever any teacher is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that teacher in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.
- E. No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- F. As a duly recognized body exercising power under color of the law of the State of New Jersey, the Association undertakes and agrees that the Association shall encourage every teacher and others among its members to fully honor this agreement and other responsibilities, both to the profession and those contractual obligations under law in the State of New Jersey.

### ARTICLE III

#### ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board will make available to the Association in response to reasonable requests from time to time available information concerning the financial resources of the District, including annual financial reports and audits, published director of personnel,



agendas and minutes of all Board meetings, census data, names and addresses of all teachers, together with all public information which may be necessary for the Association to process any grievances or complaints.

- B. Whenever any representative of the organization or any teacher is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, they shall suffer no loss in pay.
- C. The Association and its representatives may have the right to use school buildings at reasonable hours for meetings with the approval of the building principal, which approval shall not be unreasonably withheld. The principal of the building in question shall be notified in advance by the Association of the time and place of all such meetings. In the event that an adjudication is made during the term hereof in a pending proceeding before PERC which mandate a bargaining unit composed of both teachers and principals, notice of all requests for use of buildings under this paragraph shall also be forwarded to the Superintendent of Schools.
- D. The Association shall have in each school building the exclusive use of a bulletin board in each faculty lounge and teachers' dining room. 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 given to the building principal.

- E. The Association shall have the right to make reasonable use of school mail boxes to communicate with its membership.
- F. 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 those personnel employed by the Board who are certified by the New Jersey Department of Education, except the Superintendent of Schools, the Assistant Superintendents of Schools, the School Business Administrator-Board Secretary, the Administrative Assistant, the District Coordinators, the Principals, the Director of Guidance, the Vice Principals, the Assistant Principals, Reading Supervisor, and all Directors and Officers.

#### ARTICLE IV

#### TEACHING HOURS

- A. The Board and the Association recognize and agree that the teachers' responsibility to their students and their profession generally entails the performance of duties and the expenditure of time beyond the normal working day, but that the teachers are entitled to regular time and work schedules on which they can rely in the ordinary course and which will be fairly and evenly maintained to the extent possible throughout the school system, except in emergencies and instances of staffing exigencies, and without prejudice to voluntary professional service above and beyond contract requirements.

- B. Classroom teachers and other teachers on the classroom teacher salary schedule shall not be required to report earlier than one-half ( $1/2$ ) hour on the elementary level (K through 6 grades) and fifteen (15) minutes on the secondary level (7 through 12 grades) before the start of their day's classes and shall not be required to remain longer than one-half ( $1/2$ ) hour after the close of their day's classes. The length of the regular work day shall be seven (7) hours for kindergarten and the elementary school teachers (K through 6 grades) and seven and one-quarter ( $7-1/4$ ) hours for secondary school teachers (7 through 12 grades).
- C. Regular school hours, once fixed, shall not be changed without notice to and discussions with the Association, in accordance with the procedures set forth.
- D. Specialists and special project teachers shall not be required to remain more than one hour after the normal school day. This shall not include those activities for which there is extra remuneration.
- E. Where administratively possible, all secondary teachers shall be scheduled for no more than three (3) consecutive teaching periods; where multiple periods are involved, they shall be scheduled for no more than four (4) consecutive teaching periods.
- F. Where there are exceptional demands upon a particular individual for time over and beyond the regular work day as hereinbefore set forth, the Superintendent or his designee may work out with the individual concerned an arrangement for compensatory time off of adequate compensation. The individual involved may be

represented by the Association in any discussions hereunder with the Superintendent or his designee.

## ARTICLE V

### TEACHING LOAD

#### A. WORK YEAR

1. The work year of teachers covered by the classroom salary schedule (other than new personnel who may be required to attend additional orientation sessions) shall begin not more than two days prior to the opening of school and terminate not more than two days after the last day of student attendance, but in no event total more than 185 scheduled work days.
2. Department heads and grade level chairmen who receive extra compensation may be asked by the principal to work an additional number of days to assist in the opening and closing of schools.

#### B. AFTER-SCHOOL MEETINGS

1. Teachers may not normally, after the first year of experience in this District, be required to remain after school for longer than one-half (1/2) hour to attend the following staff meetings:
  - (a) Once each month Curriculum In-Service Meetings may be called by the Superintendent of Schools. These meetings will be held during the regular hours of the teacher's day.
  - (b) Building staff meetings may be called at the discretion of the building principal. These meetings are to be held during

the regular teachers' day. There may be one meeting per month where the meeting may extend beyond the regular teacher's day.

- c. Subject field groups or special groups will meet at the call of the subject field chairman, special group chairman or principal with reasonable notice, and for a reasonable length of time which is not to exceed the limitations as stated in B. 1. b. or as agreed to by the group members.
2. 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 meetings as part of the teacher's professional responsibility.
- C. All teachers in the elementary schools shall have a duty-free lunch period of one (1) hour. Secondary school teachers shall have a duty-free lunch period with a minimum time equivalent to the length of the student's lunch period in conformance with State Law.
- D. All teachers in the secondary schools shall, in addition to their lunch period, have at least one (1) preparation-conference period each day, during which they shall not be assigned to any other duties.
- E. In addition to homeroom duty, secondary school teachers shall not be assigned more than five (5) teaching periods per day.
- F. During the 1970-71 school year, the Board will employ to assist in supervision of the lunch time playground period a number of

teacher aides at least equivalent to the number of teachers assigned to such duty.

## ARTICLE VI

### SCHOOL CALENDAR

The Association and the administration shall jointly endeavor to develop a calendar for the school year 1970-71 to be recommended to the Board for its approval. In the event that the Association and the administration cannot agree upon a calendar, each shall submit their respective proposals to the Board.

## ARTICLE VII

### CLASS SIZE

- A. The class size in the Willingboro School District may be reduced to the optimum educational size as soon as the number of classrooms and pupils in the total district make this possible. The direction of the educational program in Willingboro should be set by a goal of twenty-five (25) pupils per average class.
- B. Every class should be conducted in a standard classroom.
- C. Sub-standard classrooms should be used only under extreme emergency conditions.
- D. The Board shall continue to actively undertake a building program to provide an adequate number of classrooms.

## ARTICLE VIII

### 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. Summer school and evening school openings shall be publicized not later than the preceding April 1 and June 15 respectively and teachers shall be notified of the action taken not later than May 1 and September 15 respectively.

- B. In filing such positions, consideration may 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 Willingboro Township school district; and when all other factors are substantially equal, consideration 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 years. Priority consideration shall be given in making such assignments to teachers employed in the Willingboro Township school district.

#### ARTICLE IX PROMOTIONS

- A. All vacancies in promotional positions caused by death, retirement, discharge, resignation, or by the creation of new promotional positions shall be filled pursuant to the following procedure:
1. Such vacancies shall be adequately publicized, including a notice in every school (by posting, through the Superintendent's

bulletin or otherwise) as far in advance of the date of filling such vacancy as possible (ordinarily, at least 30 days in advance, and in no event less than 7 days in advance.) In addition, the Superintendent may concurrently publicize the position outside the school district.

2. Said notice of vacancy shall clearly set forth the qualifications for the position. Standards of qualifications must be consistent with the position and may be changed from time to time providing notice of change shall be given at least 65 days prior to the publication for said position.
3. Teachers who desire to apply for such vacancies shall file their applications in writing with the Office of the Superintendent within the time limit specified in the notice.
4. Such vacancy shall be filled on the basis of fitness for the vacant position provided, however, that when two or more applicants request the same position, as a general rule seniority in the District shall prevail.

B. Promotional positions are defined as follows: Positions paying a salary differential and/or positions on the administrator-supervisory level, including but not limited to positions such as assistant superintendent, administrative assistant, supervisor, principal, grade level chairman, instructional specialist, coordinator and any assignment to which an honorarium is attached.

C. All appointments to the aforesaid vacancies and openings shall



be made without regard to age, race, creed, color, religion, nationality, sex or marital status.

- D. Vacancies which arise during July and August shall be posted in the Board office.
- E. Interim appointments to vacancies (not exceeding three months) may be made at the discretion of the Superintendent of Schools and/or the Board. It is to be clearly understood that such appointments are temporary in nature, and will be void upon selection of personnel in accordance with the policy established above. At no time may the experience gained from such an interim appointment be used as a qualification for filling such position.
- F. Announcements of appointments shall be made by posting a list in the office of the central administration and in each school building, and a list shall be given to the Association, indicating which positions have been filled and by whom.

## ARTICLE X

### TEACHER TRANSFER POLICY

- A. TEACHER REQUEST
  - 1. A teacher may request a change of school, assignment or both when such request is made before May 1st. A written request should be sent to the Assistant Superintendent for Personnel. When two qualified teachers request the same position, as a general rule, seniority in the District will prevail; however, the Superintendent shall have the right to use his discretion in excepting the rule. If, in the considered

- judgment of the Superintendent, this rule should be excepted, that person, or persons having greater seniority shall have the right to appeal through the grievance procedure.
2. When an elementary teacher is requesting a transfer, three choices of grade assignment and school should be given.
  3. When a secondary teacher is requesting a transfer, two choices of grade assignment and school should be given.
  4. Upon request by the teacher, the Assistant Superintendent for Personnel will furnish the teacher the reasons why he or she was not selected for the position(s) which were specified in the transfer request.
  5. A list of the known vacancies that will exist in the following year will be posted in all schools so that the teachers may apply for open positions. This list will be kept up to date with new openings added as they occur. During the summer this list will be kept posted in the Board office. A copy of such will be sent to the Association upon request.

#### B. ADMINISTRATIVE DECISION

1. When the Superintendent of Schools or the Assistant Superintendent for Personnel believe that a transfer will be in the best interest of the school(s) affected, the teacher will be notified of the transfer immediately by the Superintendent, and such notification will be in written form.

2. If a principal believes that a transfer of a teacher will serve the best interest of the school, he may submit a written request to that fact to the Assistant Superintendent for Personnel. If such a transfer is to be made, the teacher will be notified of the transfer immediately by the Superintendent, and such notification shall be in written form.
3. If an involuntary transfer is to be made then the grievance policy agreed upon between the Association and the Board should be followed at the instigation of the teacher involved.
4. When a reduction in the number of teachers in a school is necessary, to the extent possible, all volunteers shall first be transferred, after which transfer will be made on the basis of years of service in the school district, those lowest in years of service being transferred first. Notice of all transfers will be given to the teachers concerned as soon as practicable, and under normal circumstances before the end of the school year.

## ARTICLE XI

### PERSONNEL PROCEDURES

#### A. EMPLOYEE ABSENCE

1. In addition to the usual sick leave provided by law, all employees are now entitled to the following time off, with pay:
  - (a) Religious holidays as listed by the Commissioner of Education and observed by the employees' professed religion - three (3) days.

(b) Death in the immediate family - three (3) days. For purposes of definition, the "immediate family" will mean father, mother, wife, husband, children, brother(s), sister(s), mother-in-law, father-in-law, or other relative domiciled in the employee's household.

(c) Personal business - three (3) days.

1. The nature of personal business need not be stated.
2. The request for a personal business day must be submitted to the building principal for approval one calendar week prior to the day that is requested. After being approved, the request is to be submitted immediately to the Administrative Assistant for disposition.
3. Personal business days will not be granted on days immediately preceding or immediately following scheduled holidays. Personal business days also will not be granted at a time when the teacher's absence may seriously hinder the over-all operation of the school, e.g., opening day, closing day, examination day, evaluation day or report card day.
4. Individual consideration shall be given by the Superintendent to situations of an emergency nature.
5. Personal business days will not be cumulative from year to year.

(d) Marriage - Five (5) consecutive school days for marriage and honeymoon, three (3) days of which are to be regarded as personal business and so charged, the remaining day to be taken without pay.

(e) Teachers who are in attendance at a university when the Willingboro Schools open in September may be excused from the in-service pre-school workshop and the first three days of school by the Superintendent of Schools without deduction in pay. However, should the teacher separate from the Willingboro Schools before June 30, a deduction of 1/200th of the salary should be made from the last salary check for the days excused.

B. OTHER ABSENCES

1. Teachers accompanying students on field trips or otherwise acting in their normal teaching capacity will not be considered absent.
2. Under no circumstances may teachers pay substitutes personally. The Education Law provides that only Boards of Education may pay for teaching service.

ARTICLE XII

PERSONNEL FILES

- A. Official teacher files shall be maintained in accordance with the following procedures:
1. Administrators will be encouraged to place in the file information of a positive nature indicating special competencies, achievements, performances, or contributions of an academic, professional or civic nature. All material received from and signed by responsible sources concerning a teacher's conduct, service or character may be placed in the file.

2. The teacher shall be given the opportunity to review the contents of his file once during the year by request in writing. Written requests at all other times may be honored by the central administration within the discretion of the administrator in charge; reasonable requests for review shall not be withheld. This opportunity represents the implementation of the democratic concept that the individual has the right to be fully aware of any developments that concern his actions. It shall be the responsibility of the central administration, when requested in writing, to arrange a convenient appointment with each teacher which will enable that teacher to have ample time to fully review any and all documents in his file, with the exception of pre-employment records.
3. The teacher has the right to reply to any document with a formal letter addressed to the Superintendent of Schools. This letter will be discriminately placed in the file.
4. Because these materials are of a highly confidential nature, no teacher will be permitted to reproduce or circulate any material in his file.

### ARTICLE XIII

#### GRIEVANCE PROCEDURE

##### A. PROCEDURE

1. Any individual member or any group of members of the professional staff contained within the bargaining unit represented by the Association have the right to discuss with their immediate superior the applications of policies affecting them.

2. If as a result of any discussion provided for in Step 1, the cause of the staff member's dissatisfaction has not been resolved within a period of seven days (designated school holidays excepted), the complaint to be considered a grievance must be stated in writing by the staff member or members and be presented to a representative of the Association Executive Committee within the next ten days (designated school holidays excepted).
  - (a) Within three days (designated school holidays excepted) of any written grievance report, a representative of the Association Executive Committee shall discuss the grievance with the staff member and/or the member's immediate superior. The aggrieved staff member or members have the option of being present.
3. In the event that the problem cannot be resolved by the immediate superior, the staff member or members, and the Association representative within a period of five days (designated school holidays excepted), the staff member or members may cause the grievance report to be presented to the entire Executive Committee of the Association with a duplicate copy for the immediate superior involved.
  - (a) The immediate superior should provide the Association Executive Committee and the staff member with a written resume of the issue.
4. If the Association Executive Committee determines that the

grievance has merit, the grievance shall be referred to the Superintendent of Schools within 15 days after receipt of the report and resume of the issue (designated school holidays excepted). Written notice of the Association Executive Committee action will be forwarded to the aggrieved staff member or members and the immediate superior.

(a) If the Association Executive Committee determines that the grievance is without merit, written notice of this determination shall be forwarded to the aggrieved staff member and the immediate superior.

5. The Superintendent and/or his representatives upon receipt of the grievance report, shall attempt to resolve the matter as quickly as possible and shall meet with the aggrieved and/or his representatives within five days (designated school holidays excepted) of receipt of a request for such meeting.

(a) The recommendation of the Superintendent shall be made in writing to the aggrieved and to the Association Executive Committee. If the recommendation of the Superintendent is not satisfactory to the aggrieved, or after the passage of ten days from the date of the receipt of the grievance report by the Superintendent, whichever comes first, the aggrieved may request within the next five days that a committee of three be selected to act as a Board of Review.

(b) The Board of Review shall be composed of one member selected by the Superintendent, one member selected by the Association



Executive Committee, and a third member to be chosen by the aforesaid members. If the parties so selected cannot agree upon a third member of the Board within three calendar days from the date on which the request for a selection of a Board of Review was presented, the parties to this Agreement shall jointly request the American Arbitration Association to appoint that third member of the Board of Review.

(c) The Board of Review shall meet and conduct the necessary investigation and shall submit a written report to the Board, the aggrieved, the Superintendent and the Association Executive Committee, within five days from the date of its origination, such report to contain its recommendations for solution of the grievance. The Recommendation of the Board of Review shall become binding upon all parties unless any of the parties states an appeal in writing to all parties, in interest, within five days of the date of the recommendation.

In this case, the Board shall immediately request the American Arbitration Association to appoint an arbitrator to review the written reports pertaining to the case, to conduct any further investigation he deems necessary, and to provide its recommendation for the solution of the grievance to the Board, the aggrieved, the Superintendent, and the Association Executive Committee. The decision of the arbitrator shall be final and binding upon all parties.

1. All appeals taken past the immediate superior of the aggrieved party must be stated in writing.
2. Copies of appeals above the building level and decisions reached concerning them shall be filed in the office of the Superintendent.
3. All time limits stated within this procedure must be strictly adhered to unless an extension is mutually agreed upon by all parties. If time limits established by this procedure are not adhered to, the aggrieved may, upon notification to his immediately superior and the Association Executive Committee, initiate action to the next level of appeal, upon expiration of the appropriate time period.
4. Staff members presenting an appeal or assisting in the presentation of an appeal are assured that no reprisals shall result because of their participation in the procedure.
5. The aggrieved party and/or his representatives shall have the right to be present at all hearings conducted at any step of the grievance procedure.
6. The right of a staff member to attempt to resolve a grievance directly through normal administrative procedure is not to be abridged in any way.

#### ARTICLE XIV COMPENSATION

- A. The salaries of all personnel in the bargaining unit represented by the Association shall be fixed and determined in accordance with the following salary guide. All such personnel shall be granted full credit for training and experience and shall be placed on the appropriate position on said salary guide in accordance therewith.

STEP ON SCALE	NON DEGREE	B. A.	B. A. +30	M. A.	M. A. +30	Dr.
1	6100	7400	7700	8000	8600	8800
2	6400	7700	8000	8300	8900	9100
3	6700	8000	8300	8600	9200	9400
4	7000	8300	8600	8900	9500	9700
5	7300	8600	8900	9200	9800	10000
6	7600	8900	9200	9500	10100	10300
7	7900	9200	9500	9800	10400	10600
8	8200	9500	9800	10100	10700	10900
9	8500	9800	10100	10400	11000	11300
10	8800	10100	10400	10700	11300	11500
11	9100	10500	10800	11100	11700	11900
12	9400	11000	11200	11500	12100	12300
13		11500	11700	11900	12500	12700
14			12200	12400	12900	13100
15				12900	13400	13600
16					13900	14100
17						14600

B. Said personnel, effective as of September 1, 1966, shall likewise be granted a service increment based upon continuous employment in the Willingboro public school system. The aforesaid service increment shall be \$100.00 and shall become payable at the issuance of the fourth, seventh, tenth, thirteenth and sixteenth consecutive contracts.

C. Those personnel in the bargaining unit who serve as Department Chairmen shall receive an additional honorarium for said additional service of \$500.00. In those departments which contain more than ten persons, including the Chairman, the aforesaid honorarium shall be increased by \$25.00 for each additional member of said department.

## ARTICLE XV

### CO-CURRICULAR COMPENSATION

- A. The Board recognizes that co-curricular activities sponsors and directors of special school functions are vital to the efficient and complete operation of the total educational effort of the school district. The responsibilities incumbent upon these positions are, insofar as possible, conducted during time which is in addition to the regular school day; therefore, all such positions at all school levels should be compensable and that compensation should be apportioned on an equitable basis.
- B. The Board has established the following co-curricular positions and agrees to pay the following honoraria to unit personnel appointed to said positions:

Athletic Director	\$1200
Equipment Manager (JFK)	\$ 350
Head Football (JFK)	\$1250
Asst. Football (JFK)	\$ 625
Freshman Football (2)	\$ 500

Asst. Freshman Football (2)	\$ 400
Head Cheerleader (JFK)	\$ 275
Asst. Cheerleader (JFK)	\$ 200
Head Basketball (JFK)	\$1000
Asst. Basketball (JFK)	\$ 550
Head Baseball (JFK)	\$ 800
Asst. Baseball (JFK)	\$ 400
Freshman Baseball (2)	\$ 400
Freshman Track (2)	\$ 400
Head Track (JFK)	\$ 750
Asst. Track (JFK) (2)	\$ 400
Head Tennis (JFK)	\$ 450
Asst. Track (JFK) (2)	\$ 400
Head Tennis (JFK)	\$ 450
Girl's Hockey (JFK)	\$ 400
Twirlers (JFK)	\$ 200
Girls' Basketball (JFK)	\$ 400
Golf (JFK)	\$ 450
Wrestling (JFK)	\$ 900
Asst. Wrestling (JFK)	\$ 500
Freshman Wrestling (2)	\$ 350
Safety Patrol Elem. (10)	\$ 150
A. V. A. Jr. Hi (2)	\$ 300
Youth in Government (JFK)	\$ 200

F. T. A. (JFK)	\$ 200
Key Club (JFK)	\$ 150
Head Intramural Jr. Hi (2)	\$ 150
7th & 8th Grade Basketball (2)	\$ 150
Volleyball Jr. Hi (2)	\$ 150
Tennis Jr. Hi (2)	\$ 150
Girls' Hockey Jr. Hi (2)	\$ 150
Gymnastics Jr. Hi (2)	\$ 150
Softball Jr. Hi (2)	\$ 150
Concert Jazz Band (JFK)	\$ 275
Jr. Hi Concert Band (2)	\$ 250
Jr. Hi Training Band (2)	\$ 200
Elementary Dist. Band (2)	\$ 100
Elementary Dist. Orch.	\$ 200
Stage Band Jr. Hi (2)	\$150
Asst. Marching Band (JFK)	\$ 200
Sophomore Football (JFK)	\$ 550
Soccer (JFK)	\$ 650
Asst. Soccer (JFK)	\$ 350
Cross Country (JFK)	\$ 350
Freshman Basketball (2)	\$ 400
Asst. Girls' Hockey (JFK)	\$ 250
Asst. Girls' Basketball (JFK)	\$ 250
A. V. A. (JFK)	\$ 200
Chorus (JFK)	\$ 300

Forensics (JFK)	\$ 300
Concert Band (JFK)	\$ 350
Asst. Concert Band (JFK)	\$ 150
School Bank (JFK)	\$ 350
Senior Class Advisor (JFK)	\$ 400
Sophomore Class Advisor (JFK)	\$ 200
Junior Class Advisor (JFK)	\$ 200
Yearbook (JFK)	\$ 500
National Honor Society (JFK)	\$ 150
Student Council (JFK)	\$ 400
Asst. Student Council (JFK)	\$ 150
S. O. S. Jr. Hi (2)	\$ 200
National Honor Society Jr. Hi (2)	\$ 100
Drama (JFK)	\$ 350
Rocket (JFK)	\$ 250
Pierian Society (JFK)	\$ 50
Stage & Electriect. (JFK)	\$ 250
Marching Band (JFK)	\$ 400
Newspaper & Magazine Jr. Hi.	\$ 200
Chorus Jr. Hi (2)	\$ 300
Great Books (JFK)	\$ 200

ARTICLE XVI  
HEALTH INSURANCE

- A. The Board agrees to pay forty percent (40%) of the cost of a health insurance program for the personnel in the unit which coverage

shall include Blue Cross, Blue Shield with Rider J and major medical coverage.

- B. The aforesaid insurance program shall extend to the employee and his immediate family and shall be effective from September 1, 1970, through August 31, 1971.
- C. The Blue Cross, Blue Shield and Rider J portions of the health insurance program shall be placed with the Hospital Service Plan of New Jersey, and the major medical coverage shall be placed with the Reliance Insurance Companies.

#### ARTICLE XVII

#### EVALUATION

- A. The Board and the Association recognizes that:
1. Evaluation can be useful as an aid for:
    - (a) Retention, guidance, and promotion of staff members.
    - (b) Staff members.
    - (c) Self-improvement.Administrator-staff rapport
  2. A functional evaluative program presupposes qualified evaluators.
  3. Evaluation loses its effect when it becomes punitive.
  4. The person being evaluated must be a partner in the evaluation with full knowledge of the procedure, the qualifications of the evaluator, and the findings thereof:
    - (a) Teachers shall be evaluated only by persons certified by the State of New Jersey to supervise instruction.



(b) Teachers shall be given a copy of their ratings or any other written evaluation of their work prepared by their superiors and shall have the right to discuss such ratings or evaluation with their superiors and append their comments before it is submitted to the central administration or placed in their personnel files.

(c) All such written evaluations must bear the signatures of both the evaluator and the teacher evaluated.

5. Procedure.

Supervisory reports will be presented to the teacher by the principal periodically in accordance with the following procedures:

1. Such reports will be issued in the name of the building principal based upon a compilation of reports, of observations, and of discussions with any or all supervisory personnel who come into contact with the teacher in their supervisory capacity.
2. Such reports will be addressed to the teacher, with carbon copies being forwarded to the Superintendent of Schools and kept by the building principal.
3. Such reports will be written in narrative form and will include when pertinent:
  - (a) Strengths of the teacher as evidenced during the period since the previous report.
  - (b) Weaknesses of the teacher as evidenced during the period since the previous report.

(c) Specific suggestions as to measures which the teacher might take to improve his performance, particularly in each of the areas wherein weaknesses have been indicated.

4. Such supervisory reports are to be provided for non-tenure teachers three (3) times each year; the first not later than November 15th, the second not later than January 15th; and the third not later than March 15th.

For tenure teachers, twice a year; the first not later than December 1st, the second not later than May 1st.

#### ARTICLE XVIII

##### MODIFICATION OF AGREEMENT AND NEGOTIATION OF A SUCCESSOR AGREEMENT

- A. Before the Board adtops a change in policy which affects salaries, fringe benefits, working conditions or matters related thereto, the Board will notify the Association in writing that it is considering such a change. The Association shall have the right to negotiate with the Board for a mutually acceptable change in said policy. Any agreement reached with the Board shall be reduced to writing, signed by the Board and the Association, and become an addendum to this Agreement after approval by the Board.
- B. Not later than October 15, 1970, the Board agrees to initiate negotiations with the Association over a Successor Agreement in accordance with the procedure set forth herein in a good faith effort on both sides to reach continuing agreement not only on salaries and other conditions of employment but also on other matters of personnel

policy and relationships which may then be of mutual interest and concern. By the same date, the Association agrees to present to the Board its proposals for the successor agreement.

- C. The negotiations of a successor agreement shall be conducted pursuant to the provisions of Chapter 303 of Laws of 1968 for the State of New Jersey.

#### ARTICLE XIX

##### MUTUALITY OF OBLIGATION

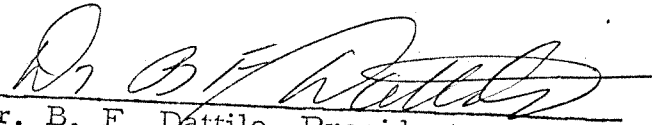
The Board and the Association will make every good faith effort to carry out the spirit as well as the letter of this Agreement, subject to law. Both parties further agree to take no action that will demean the process or be contrary to the laws of the State of New Jersey pertaining to strikes or work stoppages by public employees.

#### ARTICLE XX


##### DURATION

The provisions of this agreement shall be effective as of April 8, 1970 and shall remain in full force and effect until December 31, 1970, subject to the right of the Board and the Association to negotiate for a modification of this Agreement as provided in Article XVIII of said Agreement.

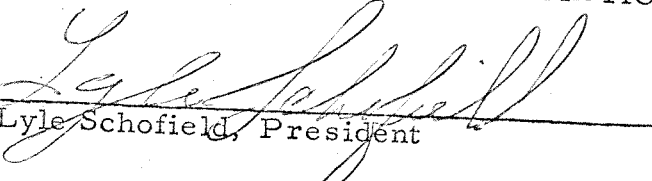
WILLINGBORO BOARD OF EDUCATION

By   
Dr. B. F. Dattilo, President

ATTEST:

  
Elmer F. Corda, Secretary

WILLINGBORO EDUCATION ASSOCIATION

By   
Lyle Schofield, President

ATTEST:

  
Clement Crea, Secretary