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NOT CIRCULATE

AGREEMENT

between

THE MANNINGTON TOWNSHIP  
BOARD OF EDUCATION

and

THE MANNINGTON EDUCATION ASSOCIATION

covering the period

July 1, 1971

to

June 30, 1972

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## PREAMBLE

Whereas the Mannington Township Board of Education is required by law to negotiate with the Mannington Education Association on salaries and conditions of employment for teachers, through negotiations in good faith have reached agreement on all such matters and desire to execute this contract covering such agreement.

## ARTICLE I

### RECOGNITION

A. The Mannington Township Board of Education (herein after referred to as the Board) recognizes the Mannington Education Association (herein after referred to as the Association) as the exclusive representative for collective negotiations concerning salaries and conditions of employment for all certified teachers employed by the Board, including:

1. Classroom teachers
2. Reading teacher
3. Music teacher
4. Nurse

B. Specifically excluded under this agreement are supervisory, executive, clerical, maintenance, and operating employees.

## ARTICLE 2

### NEGOTIATION PROCEDURE

A. To develop an agreement for the 1972-73 school year, the Board and the Association will meet on or about October 1, 1971 to begin preliminary negotiations.

ARTICLE 3

GRIEVANCE PROCEDURE

- A. A claim by a teacher that there has been a violation, misinterpretation, or misapplication of any provision of this agreement may be processed as a grievance as herein after provided.
- B. Any teacher who has a grievance shall first discuss it with his principal within five school days of the alleged violation in an attempt to resolve the matter informally at that level.
- C. If after discussing the grievance with the principal, the teacher is not satisfied, the teacher will set forth his grievance in writing to the principal no later than five school days after said discussion.
- D. The principal will communicate his decision to the teacher in writing within five school days after receipt of the written grievance.
- E. If the employee is not satisfied, he may refer the grievance to the Education Association. After hearing the teacher, the Association shall inform him of its determination in writing within ten (10) school days. A copy should go also to the principal and the Board of Education. If the Education Association determines that the grievance has merit, it will request a hearing by the Board of Education.
- F. If the grievance is still not resolved to the satisfaction of the teacher, he may request within five days after receipt of the written reply by the principal a review by the board. Such request shall be submitted in writing through the principal who will attach all related papers to the request. The Board will review the grievance and render a written decision to the teacher within thirty calendar days after the next regularly scheduled Board Meeting.

ARTICLE 4

SCHOOL CALENDAR

- A. While the Board reserves unto itself the unilateral decision as to the issuance of the school calendar, it will attempt to take into account insofar as possible the recommendations of the Association.

ARTICLE 5

STUDY GROUP

- A. The Board will study the recommendations of the Association concerning public telephone facilities and the feasibility of aides for lunchroom and playground periods.

ARTICLE 6

TEACHING HOURS

- A. All teachers on early duty are to be in their classrooms by 8:00 a.m. and may leave the building at 3:00 p.m. Teachers on late duty are to be in their classrooms by 8:15 a.m. and may leave the building after the last school bus has departed.
- B. Teachers will be responsible for careful daily preparation, attendance at staff meeting, participation in school activities such as:
1. Open house.
  2. PTA meetings, (While not mandatory, teachers should make every effort to attend). At least 1 teacher representing each grade would be desired.
  3. Public performances and co-curricular activities in which a teacher is directly involved.
- C. Faculty or professional meetings after class hours may be required at the discretion of the principal, who will attempt to limit these meetings to no more than 3 per month. He will attempt to give at least three days' prior notice to the teachers along with an agenda.
- D. Nothing contained herein prohibits or limits the right of the Board from assigning duties normally associated with the teaching profession.
- E. The areas subject to change because of the involvement of transportation to the high school and private schools are:
1. The daily opening and closing of school.
  2. Time of arrival and departure of teachers.

ARTICLE 7

CLASS SIZE

- A. Class sizes between the same grades will have an equal number of students insofar as possible.

ARTICLE 8

TEACHER EMPLOYMENT

- A. The Board will hire certified teachers holding valid certificates issued by the New Jersey State Board of Examiners for each regular teaching assignment.
- B. Each teacher will be placed at the proper salary level for the start of the school year in September, 1971.
- C. Credit up to the 12th salary level will be given teachers with the proper previous teaching experience in a duly accredited school.
- D. Teachers will be notified of their contract and salary status for the ensuing year no later than April 15, if the negotiations herein are completed by that date.

ARTICLE 9

SALARIES

- A. The teachers employed on a ten-month basis will be paid in ten monthly installments on the 15th of each month.
- B. Teachers may individually elect to have 10 per cent of their monthly salary deducted from their pay. These funds shall be paid to the teacher on July 15 in one lump sum.
- C. When a pay day falls on a school holiday, vacation, or weekend, teachers shall receive their pay checks on the last previous working day.

D. Teachers shall receive their final checks on the last working day in June, if according to the administrator their work is completed for the school year. The work completed for the school year would mean:

1. Records complete and recorded in the proper place in the office.
2. Supply and book orders completed.
3. Books, supplies, and equipment stored properly in the space that is available.
4. The classroom is left in a neat and orderly manner.

E. Schedule A, which is a part of this agreement, sets forth the pay schedules for the ensuing year.

#### ARTICLE 10

#### TEACHER EVALUATION

- A. Non-tenure teachers will be evaluated at least two times during the school year, and tenure teachers will be evaluated at least once during the school year by the principal. A written report will be prepared and signed by the principal and the teacher. A copy of the report will be given to the teacher.
- B. If a teacher disagrees with the evaluation made by the principal, he may prepare his written comments which will be placed with the official evaluation in the teacher's file.

#### ARTICLE 11

#### SICK LEAVE AND OTHER LEAVES OF ABSENCE

- A. Title 18 A of New Jersey Statutes provides that all teachers will be entitled to ten sick leave days each school year. Nothing contained in this agreement shall change or alter the intent and meaning of that statute.

- B. Sick leave is cumulative from year to year as long as the teacher remains in the Mannington School district.
- C. In the event of a teacher's absence for five days or more the Board may, at its expense, require an examination by an independent doctor.
- D. Should all accumulated sick leave of a teacher be used up in any one year, in the event of an emergency illness or an emergency operation, and upon the presentation of a medical certificate requesting additional sick leave, a leave of absence for a maximum of ten days may be granted to any teacher who has been employed at Mannington Township School for five years or more. Such teacher shall receive the difference between his salary and that actually paid the substitute for the period up to ten days.
- E. Teachers shall be eligible for the following non-cumulative leaves:
1. Up to two days per year for personal, legal, or business matters that require the teacher's absence during the school day. Except in case of emergencies, the teacher will apply to the principal at least one day in advance.
  2. Up to three days per year at one time in the event of the death of a teacher's spouse, child, parent, in-laws, or other members of the immediate household.
  3. Sufficient time will be granted an appropriate number of teachers to attend the funeral services of a member of the school faculty or one of its students.
- F. To provide teachers with an opportunity to broaden and improve their educational background, the principal is authorized to approve "professional days" to teachers for the purpose of attending conferences, meetings, or seminars.
- G. Any teacher may be granted up to one year's leave of absence, without pay, for any reason approved in advance by the board. Written intention to return to the Mannington School system must be in the hands of the principal by March 15 of that calendar year. Only teaching experience in an accredited elementary, high school, college or university will apply toward the years of teaching experience on the salary scale.



ARTICLE 12

INSURANCE PROTECTION

- A. As of the beginning of the ensuing school year (September, 1971) health care insurance will be provided to teachers.
- B. Blue Cross, Blue Shield, Major Medical and Rider J coverage will be provided for each teacher employed by the Mannington Township Board of Education from September 1, 1971, to August 31, 1972. The Board will pay for individual coverage up to \$165 per year for Blue Cross, Blue Shield, Major Medical and Rider J insurance as long as the teacher is an employee of the Mannington Township Board of Education. Upon official termination of employment of the teacher, the Board will not be responsible for the payment premiums.
- C. All insurance coverage so provided will cease upon the teacher's termination of employment for any reason, including retirement.
- D. The Board will provide each teacher with a booklet from the insurance carrier selected, which will describe in detail the coverage and benefits available under the program.

ARTICLE 13

TUITION ASSISTANCE

- A. The Board of Education will reimburse each teacher for one-half the tuition costs of college courses if they meet the following conditions:
  1. Graduate courses at an accredited university or college.
  2. Courses approved by the Board of Education.
  3. A transcript of the course must be presented to the Board of Education with a minimum grade of "B".
  4. Courses recommended by the administrator for the improvement of instruction for a teacher or teachers as approved by the Board of Education.
  5. All courses must be taken at an accredited university or college.

ARTICLE 14

DURATION OF AGREEMENT

This agreement will be effective July 1, 1971, and shall continue in effect without changes until June 30, 1972.

In witness hereof the president and secretary of both the Board and the Association have signed and dated this agreement and the Board's corporate seal is placed hereon.

MANNINGTON EDUCATION ASSOCIATION

By Margaret G. Morrow  
Its President

By Emily G. Mitchell  
Its Secretary

February 23, 1971  
Date

MANNINGTON TOWNSHIP BOARD OF EDUCATION

By Merrin P. Richman  
Its President

By Bertha L. Wolcott  
Its Secretary

February 23, 1971  
Date

SALARY SCHEDULE 1971-1972 SCHOOL YEAR

MANNINGTON TOWNSHIP BOARD OF EDUCATION

<u>First Year</u>	<u>Emergency</u>	<u>Permanent Non-Degree</u>	<u>B.A. Degree</u>	<u>M.A. Degree</u>	<u>M.A. Degree +30credits*</u>
1	\$6,500	\$6,600	\$7,200	\$7,800	\$8,400
2	6,800	6,900	7,500	8,100	8,700
3	7,100	7,200	7,800	8,400	9,000
4	7,400	7,500	8,100	8,700	9,300
5	7,700	7,800	8,400	9,000	9,600
6	8,000	8,100	8,700	9,300	9,900
7	8,300	8,400	9,000	9,600	10,200
8	8,600	8,700	9,300	9,900	10,500
9	8,900	9,000	9,600	10,200	10,800
10	9,200	9,300	9,900	10,500	11,100
11	9,500	9,600	10,200	10,800	11,400
12	9,800	9,900	10,500	11,100	11,700
13	9,800	9,900	10,500	11,100	11,700
14	9,800	9,900	10,500	11,100	11,700
15-19	9,800	10,000	10,600	11,200	11,800
20-24	9,800	10,100	10,700	11,300	11,900
25-	9,800	10,200	10,800	11,400	12,000

\*graduate course credits approved in advance by Mannington School Board

Salary increments for years 15-19, 20-24, and 25 and up are for years of teaching service in the Mannington School System only.