

PREAMBLE

4112.1

This Agreement entered into this 7th day of Nov., 1980, between the Cedarville Teacher's 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 1980-81

for a one year period, terminating on June 30, 1981, 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.

3. When a teacher is not represented by the Association, the Association shall have the right to have up to three (3) representatives be present and to state its views at all stages of the grievance procedure.
4. Level I - Principal (Informal)
A teacher with a grievance shall first discuss it with the Principal with the objective of resolving the matter informally.
5. Level II - Administrative Principal (Formal)
If the matter is not resolved to the aggrieved person's satisfaction through this informal discussion, or if no decision has been rendered within five (5) school days after presentation of the grievance, the grievant will then submit his/her grievance in writing to the Administrative Principal within five (5) school days after the decision at Level I or ten (10) school days after the grievance was presented, whichever is sooner. The Administrative Principal shall communicate his decision to the grievant in writing within five (5) school days after receipt of the written grievance.
6. Level III - Board of Education
 - a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level II (Formal), or if no decision 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.

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 may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association.

C. Limits of Arbitration

1. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from this agreement between the parties. His recommendations shall be binding on both parties.

D. Cost of Arbitration

1. The costs of the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

E. Meetings and Hearings.

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

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 the 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.

ARTICLE X

TEACHER EVALUATION

A. A teacher shall have the right to review all evaluation reports prepared by his evaluators. The teacher shall have a copy of all such reports.

B. Whenever and wherever formal classroom evaluations are conducted by an evaluator, there shall be a follow-up conference between the evaluator and the teacher, and the teacher shall be given a copy of every evaluation prepared by his evaluators.

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 scheduled and consists of observation of routine, day to day activities related to teaching.

B. Utilization of Sick Leave

1. In this district, employees absent for personal illness or quarantine shall receive full salary during absence of ten (10) days in any given school year, plus the accumulated days that an employee has to his, or her, credit.
2. An employee may be allowed full pay for absence of three (3) days for death in the immediate family. (Immediate family as here pertained to includes parent, brother, sister, husband, wife, children, grandparents, sister-in-law, brother-in-law, mother-in-law, father-in-law). An employee may be allowed full pay for the absence of one day for the death of an aunt, uncle, niece or nephew.
3. Any employee who has an ill member of his or her immediate family may take the day as one of his or her accumulated sick days. If an employee exhausts his or her accumulated sick days as a result of taking such days, subsequent sick days taken will result in a loss of pay.

C. Notification of Accumulation

Teachers shall be given a written accounting of accumulated sick leave days no later than September 30th of each school year.

ARTICLE XIII

TEMPORARY LEAVES OF ABSENCE

A. Types of Leave

For the 1980-81 school year, teachers shall be entitled to the following leaves of absence with full pay each school year:

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 XVI

MISCELLANEOUS PROVISIONS

A. Printing Agreement

Cost for the printing of this agreement, if done professionally, shall be share equally by the Board and the Association, if not done professionally, the Board will assume the cost. The agreement should be printed within thirty (30) days after it is signed. The Agreement shall be presented to all teachers now employed.

B. Notice

Whenever any notice is required to be given by either of the parties to this Agreement, to the other, pursuant to the provision(s) of this Agreement, either party shall do so in writing.

ARTICLE XVII

PROFESSIONAL DEVELOPMENT

A. The Board of Education shall pay the cost for two graduate course per tenured teacher per year, providing that course title and brief summary of contents of course be submitted in writing to the Administrative Principal prior to taking the course. Evidence of successful completion of course is to be submitted before reimbursement shall take place.

SCHEDULE A

1980-81 SALARY GUIDE

<u>STEP</u>	<u>NON-DEGREE</u>	<u>BACHELOR'S</u>	<u>BACHELOR'S PLUS 30 GRADUATE CREDITS</u>	<u>MASTER'S</u>
1	11,080	11,280	11,530	11,830
2	11,430	11,630	11,880	12,180
3	11,780	11,980	12,230	12,530
4	12,130	12,330	12,580	12,880
5	12,480	12,680	12,930	13,230
6	12,880	13,080	13,330	13,630
7	13,280	13,480	13,730	14,030
8	13,680	13,880	14,130	14,430
9	14,130	14,330	14,580	14,880
10	14,530	14,730	14,980	15,280
11	14,930	15,130	15,380	15,680
12	15,330	15,530	15,780	16,080
13	15,730	15,930	16,180	16,480
14	16,180	16,380	16,630	16,930
15	16,630	16,830	17,080	17,380
16	17,130	17,330	17,580	17,880

LONGEVITY

\$300.00 at end of first five years of continuous service in this district.

\$300.00 at end of ten years of continuous service in this district.

\$500.00 at end of fifteen years of continuous service in this district.