

# **TEACHER'S CONTRACT**

Between

**THE BOARD OF EDUCATION  
OXFORD, NEW JERSEY**

- and -

**THE OXFORD EDUCATION ASSOCIATION**

For the Period

July 1, 2005 — June, 2008

Prepared by:

Allan P. Dzwilewski, Esq.  
SCHWARTZ SIMON EDELSTEIN  
CELSO & KESSLER, LLP  
Labor Counsel to Oxford Board of Education  
10 James Street  
Florham Park, New Jersey 07932  
(973) 301-0001 tel.  
(973) 301-0203 fax  
ADzwilewski@sseck.com email

## **Article I - Recognition**

The Oxford Township Board of Education hereafter referred to as “the Board”, hereby recognizes the Oxford Education Association , Inc., hereafter referred to as “the Association”, as the exclusive and sole representative for the collective negotiations concerning grievances and terms and conditions of employment for certified teachers, LDTC, social worker, speech, psychologist and nurses employed by the Board whether under contract or on leave. All others are excluded.

## **Article II - Negotiation of Successor Agreement**

- A. The parties agree to enter into collective negotiations of successor agreements in accordance with Chapter 123, Public Laws of 1975, in a good-faith effort to reach an agreement on all matters concerning the terms and conditions of certified teachers and nurses employment. Any agreement so negotiated shall be reduced to writing, signed by the Board and the Association, and be adopted by the Board, and apply only to members of the Bargaining Unit. The full Board retains the right to ratify or reject any agreements reached during negotiations.
- B. Both parties agree that the following guidelines are to govern the conduct of negotiations for the successor agreement to this contract:
  - 1. Any meetings of the Board and Association teams shall commence and end at times mutually agreed upon by both parties.
  - 2. Any release of information about negotiations to the public and/or media representatives shall be limited to joint releases mutually agreed to, up to and through formal statutory impasse proceedings. The parties must honor this commitment unless P.E.R.C. finds either side guilty of bargaining in bad faith.
  - 3. Any item of tentative agreement shall be reduced to writing, dated and initialed by a representative of each party. It is clearly understood that any item reduced to writing, initialed and dated, represents a tentative agreement pending final agreement on all items.
  - 4. Confidentiality shall be maintained between negotiations committees and constituents regarding negotiated items unless disclosure is mutually agreed to.

- C. 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.

### **Article III - Grievance Procedure**

- A. Definition

A “grievance” is a claim based upon the event or condition which affects the welfare and/or terms and conditions of employment of an employee and/or the interpretation, meaning, application or alleged violation of this agreement, board policies or administrative decisions affecting employee's terms and/or conditions of employment.

- B. Purpose

1. The purpose of this grievance procedure is to secure, at the lowest level, possible solutions to the problems which may from time to time arise affecting the welfare and/or terms and conditions of employment of employees. Both parties agree that these proceedings will be kept as confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed to limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms and conditions of this agreement and the Association has been given the opportunity to be present at such adjustment and to state its view.

- C. Procedure

1. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits may, however, be extended by mutual agreement.
2. In the event that a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and if unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced by mutual

agreement of the Board and Association so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

3. Level One

A teacher with a grievance shall first provide, in writing, to the Chief School Administrator the nature of the grievance, followed by a discussion with the Chief School Administrator within thirty (30) calendar days of the alleged violation with the objective of resolving the matter informally. During the meeting, the grieved party shall state the following:

- the date of the action or decision is giving rise to the grievance;
- the date the grievance is filed;
- the nature of the action or decision is giving rise to the grievance;
- the specific contract provision(s), board policy(ies), or practice(s) allegedly violated;
- the remedy sought.

4. Level Two

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, within five (5) school days he may file the grievance, in writing, with the Association president, who will then discuss the matter with the Chief School Administrator within ten (10) school days after the completion of Level One of the grievance procedure.

5. Level Three

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, within ten (10) school days after the Association president has brought the matter to the attention of the Chief School Administrator, the Association president shall notify the Board president and the Chief School Administrator that a meeting between the aggrieved person, two representatives of the aggrieved person, two representatives of the Board and the Chief School Administrator shall be scheduled. This meeting shall take place within ten (10) days of written notification.

6. Level Four

- a. If the aggrieved party is not satisfied with the disposition of his grievance at Level Three or if no decision is reached within ten (10) school days after meeting at Level Three, he may request, in writing, that the Association submit its grievance to arbitration.
- b. Within ten (10) school days after such written notice of submission to arbitration, the Association shall request a list of arbitrators from the Public Employment Relations Commission. The parties shall then be bound by the rules and procedures of (P.E.R.C.).
- c. The arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be final and binding on both parties.

7. The arbitrator shall be limited to the issues submitted in accordance with Article III, Section A, and shall consider nothing else. The arbitrator can neither add nor subtract anything from the agreement between the parties.

8. The cost of the arbitrator shall be shared equally by the Board and the Association.

D. Miscellaneous

1. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in personnel file of any of the participants.
2. All meetings and hearings under this provision shall not be conducted in public, and shall include only such parties in interest and their designated representatives heretofore referred to in this article.

## **Article IV - Employee Rights**

### **A. Rights and Protection in Representation**

Pursuant to Chapter 123, Public Laws of 1975, the Board hereby agrees that every employee of the Board shall have the right to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other legal concerted activities for their mutual aid and protection. As a duly selected body, exercising governmental powers under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage, deprive or coerce any employee in the employment of any rights conferred by Chapter 123, Public Laws of 1975, or any other laws of New Jersey or the Constitution of New Jersey or the United States. That it shall not discriminate against any employee by reason of his membership in 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. Just Cause Provision**

No teacher shall be discharged, 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 therein set forth.

### **C. Required Meetings and Hearings**

Whenever any teacher is required to formally appear before any administrator or supervisor, Board or any committee, member, representative or agent thereof concerning any matter which adversely affects the continuation of that teacher in his office, position of employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such a meeting or interview and shall be entitled to have representative(s) of the Association present to advise him and represent him during such a meeting or interview. Any suspension of a teacher pending charges shall be without pay and, if the teacher is cleared of the charges, it shall be with back pay.

## **Article V - Lunch Periods**

Teachers shall have a duty free lunch of at least thirty (30) minutes in length every day which lunch is served, except on days when both teachers and students are dismissed early.

## Article VI - Salaries

### A. Salary Schedule

1. The salary of each teacher covered by this agreement, representing an average increase of \$2,200.00, inclusive of increment per teacher is set forth in Schedule A for 2005-2006, is attached hereto and made a part thereof.

Part time teachers will receive a pro-rata increase. Part time is defined as any employee working less than thirty (30) hours per week. Those employees working more than twenty-five (25) but less than thirty hours and hired before September 1, 2001 are considered full time.

2. The salary of each teacher covered by this agreement, representing an average increase of \$2,100.00, inclusive of increment per teacher, is set forth in Schedule B for 2006-2007, is attached hereto and made a part thereof.

Part time teachers will receive a pro-rata increase. Part time is defined as any employee working less than thirty (30) hours per week. Those employees working more than twenty-five (25) but less than thirty hours and hired before September 1, 2001 are considered full time.

3. The salary of each teacher covered by this agreement representing an average increase of \$2,200.00, inclusive of increment per teacher, is set forth in Schedule C for 2007-2008, is attached hereto and made a part thereof.

Part time teachers will receive a pro-rata increase. Part time is defined as any employee working less than thirty (30) hours per week. Those employees working more than twenty-five (25) but less than thirty hours and hired before September 1, 2001 are considered full time.

4. It is agreed that the longevity payments be as follows:

For 17 to 18 years of service \$500.00 is added to the employee's base salary;

For 19 to 24 years of service \$1000.00 is added to the employee's base salary;

For 25 and subsequent years of service \$1500.00 is added to the employee's base salary;

Longevity shall be applicable to years of service within the Oxford Township School District, and only employees who were hired prior to July 1, 1994, are entitled to the longevity payment as long as they are under continued employment. The longevity payments for these three contract years shall be cumulative.

B. Method of Payment

1. Each teacher employed on a ten-month basis shall be paid in twenty equal semi-monthly installments.
2. When a payday falls on or during a school holiday, vacation, or weekend, teachers shall receive their paychecks on the last previous working day.

C. Direct Deposit

1. The Board agrees to provide direct deposit of an employee's check to the bank of their choice if so desired.
2. The Board agrees to administer employee payroll deduction requests through the Tri-Co Federal Credit Union in Morristown, NJ (A-305).

D. Tax Sheltered Retirement Program Participation

The Board agrees to administer employee payroll deduction requests for a tax sheltered retirement income program under Section 403(b) of the Employment Retirement Income Security Act of 1974 (ERISA).

E. Withholding Increments

It is understood that the Board may withhold increments in accordance with N.J.S.A. 18A:29-14. In the event the Chief School Administrator proposes to recommend to the Board that an increment should not be awarded, he/she, at least ten (10) days prior to the date his recommendation will be considered by the Board, give notice of such recommendation. The teacher affected shall be afforded the opportunity to appear before the Board, in person or by counsel, and speak in his/her own behalf before the Board acts on such recommendation.

F. Extra-Curricular Activities/Coaching Payment

1. The Board and Association agree that for the 2005-06, 2006-07 and 2007-08 school years, the Board will provide up to \$2,700 for each of the three fiscal years for payment for coaching activities



performed by teachers. Coaches shall receive \$900.00 each for up to three positions for each of the three years of the agreement.

2. The Board and Association agree that for the 2005-06, 2006-07 and 2007-08 school years, the Board will provide \$5,000.00 for extra-curricular activities. The Board and Association will meet each year to discuss and determine the activities to be compensated.

## **Article VII - Teacher Evaluation**

### **A. Non-Tenured Personnel**

1. The evaluation of non-tenured teachers shall be in accordance with N.J.S.A. 18A:27-3.1 and N.J.A.C. 6:3-4.1 et al. as stated in Board Policy entitled "Evaluation of Staff," as adopted by the Board on June 20, 1979. This Board Policy shall be considered a continuing policy for the duration of this agreement.
2. Evaluation of non-tenured teachers – the final evaluation shall be made by the individual responsible for classroom visitation, written report and conference.

### **B. Tenured Personnel**

1. Review of the performance of the teaching staff member shall be based upon the job description.
2. Frequency
  - a. Teachers shall be observed through classroom visitation by a certified supervisor at least one (1) time in each school year. Each observation shall consist of at least one full period, or complete daily lesson. This will be followed, in each instance, by a written evaluation report and a conference between the teacher and that supervisor.
  - b. One evaluation will consist of a pre-conference followed by the in-class observation.
  - c. Each observation shall be followed by a conference. No subsequent observation can occur prior to that conference.
3. Open Evaluation - All monitoring or observation of work performance of a teacher shall be conducted openly and with the full knowledge of the teacher.

4. Evaluation by Certified Supervisors — Teachers shall be evaluated only by persons certified by the New Jersey State Board of Examiners to supervise instruction.
5. Copies of the Evaluation — A teacher shall be given a copy of any class visit evaluation report prepared by his or her evaluator at least one (1) day before any conference to discuss it. No such report shall be placed in a teacher's file or otherwise acted upon without the prior conference with the teacher. No teacher is required, however, to sign a blank or incomplete evaluation form. The teacher's signature shall not represent acceptance of the report, but shall constitute an acknowledgment that he or she has read its contents.
6. The evaluation conference shall occur within ten (10) school days of the observation depending upon the availability of the parties.
7. Indicators of Pupil Progress — A review of available indicators of pupil progress and growth toward program objectives will be included in the evaluation.
8. Reports
  - a. Evaluation reports shall be presented to each teacher in accordance with the following procedure:
    - 1) Such reports shall be issued in the name of the evaluator. The evaluator is the person who observed the teaching performance as required in Section B of this article.
    - 2) Such reports shall be addressed to the teacher.
    - 3) Such reports shall include a narrative statement and shall include, when pertinent:
      - a) Strengths of the teacher as evidenced during the period since the last report.
      - b) Areas of improvement needed by the teacher as evidenced during the period since the previous report. If these areas of improvement are not repeated in subsequent reports, said areas shall be considered remedied.

- c) Specific suggestions as to measures which the teacher might take to improve his performance in each of the areas wherein weaknesses have been indicated.
- b. A written review of the teaching staff member's progress toward the objectives of his/her Professional Improvement Plan (PIP) shall be developed at the annual evaluation.

### **Article VIII - Sick Leave**

#### **A. Accumulation**

All teachers 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. Notification**

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

- #### **C.**
- Upon retirement the Board agrees to reimburse unused sick leave days at a rate of thirty-five dollars (\$35.00) for the first 100 days, and twenty dollars (\$20.00) for the second 100 days, not to exceed 200 days total, and shall be payable within thirty (30) days of the date of retirement. Notice of the intent to retire must be received by the Board prior to March 1st of that year for payment to be received at the beginning of the next fiscal year, with the teacher having the option to defer payment further.

### **Article IX - Temporary Leaves of Absence**

During the period of this contract, teachers shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year.

#### **A. Personal**

- 1. Three (3) days leave of absence for personal, legal, business, household or family matters which require absence during the school day. Notice to the administrator for personal leave shall be made at least two (2) work days before taking such leave.

2. If a teacher is involved in an emergency, he/she need not request personal leave two (2) work days in advance, but will arrange for a substitute immediately. The teacher will notify the administrator as soon as possible on the day the teacher must be absent, and will inform the administrator of the nature of the emergency. For the purposes of this provision, an emergency will be a legal matter, a serious illness or death in the teacher's family.

3. Unused - Reimbursement

The Oxford Board of Education agrees to reimburse, annually, all unused personal days at the current substitute teacher rate per day. This reimbursement would be made in a separate check after the close of the school year but before July 15th.

B. Professional

One (1) day per school year for the purpose of visiting other schools or attending in-service seminars, at the discretion of the Chief School Administrator. A brief written report shall be submitted to the Chief School Administrator within four (4) working days.

C. Death

Up to five (5) days, at one time, in the event of death of the teacher's spouse, child, father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, and up to three (3) days for grandparents.

D.

All staff members covered under this contract will be entitled to one (1) family illness day effective on the first day of the school year. The family illness day is only to be used after all personal days have been exhausted. Unused family illness days are not cumulative and may not carry over to the subsequent school year or subject to reimbursement of any kind.

## **Article X - Extended Leave**

A. Maternity Leave

1. Maternity leave shall commence on a date agreed to by the teacher and the Board of Education. The alteration of this date is subject to change only by the Board of Education after consideration by the recommendation of the teacher's physician.

2. Any teacher granted maternity leave, without pay, according to this section, must return no later than the start of the school year following the first birthday of the child or when agreed to by the teacher and the Board of Education prior to the issuance of such leave. An early return to work is possible by petitioning the Board.
3. The teacher shall specify, in writing, the date on which she wishes to commence her leave and the anticipated birth date of the unborn child.
4. No teacher shall be prevented from returning to work after childbirth solely on the grounds that there has not been a time lapse between childbirth and the desired date of return.
5. The Board shall not remove any teacher from her duties during pregnancy unless the teacher cannot produce a certificate from her physician stating that she is medically able to continue teaching.
6. Any teacher may work up until the teacher's physician deems it necessary for her to discontinue her teacher duties.
7. Any teacher on maternity leave must confirm with the Board of Education her intent to return to work on the pre-agreed date, sixty (60) days prior to her actual return.
8. Provisions that provide leave beyond a current school year do not apply to non-tenured teachers.

**B. Sabbatical**

1. The Board agrees to provide professional staff members with the opportunity of up to one (1) year sabbatical for the purpose of participation in a matriculated education program which will benefit the Oxford Township School District, subject to Board approval.
2. The sabbatical will be at 50% salary for the time of the sabbatical. During this time 50% of the medical benefits will be borne by the Board and 50% by the staff member. The Board will be responsible for administration of all medical packages.
3. A professional staff member wishing to participate in a sabbatical program will have been employed by the Oxford Township Board of Education for a period of not less than seven (7) years, and will have requested such leave, in writing, by December 15th of the

preceding year. Said staff member will be required to sign an “intent of employment: for a period of time three times the period of the sabbatical.

4. The sabbatical may not be taken in combination with any other district leave of absence, i.e., Extended Illness, Maternity.
5. Failure to return to the employ of the Oxford Township Board of Education will result in reimbursement of 100% of salary paid during the sabbatical. Failure to remain in the employ of the Oxford Township Board of Education for the full three times the length of the sabbatical will result in a pro-rated reimbursement of the salary paid.
6. Reimbursement of salary does not apply if discontinued employment is by reason of the Board of Education.
7. Sabbatical leave is limited to one professional staff member at any one time.
8. An employee on sabbatical leave will be required to supply transcripts of course work to the Chief School Administrator.
9. During a sabbatical period, the sick leave policy shall not apply.
10. All conditions of Article XII - Continuing Education - are in effect during a sabbatical leave.

#### **Article XI - Insurance Protection**

- A. The Board shall provide the health care insurance protection designated below. The Board shall pay premiums for each employee for an appropriate insurance plan, up to and including the full family plan.
  1. Hospital room and board
  2. Surgical costs
  3. Major medical

Effective, as soon as possible after ratification, the co-pay on doctor’s visits will be \$10 in the Direct Access Plan.

Effective July 1, 2007, new hires will receive Direct Access coverage for the first three years of their employment. Upon the fourth year of employment, the employee shall be eligible for all insurance plans offered.

- B. For each employee who remains in the employ of the Board for the full school year, the Board shall make payment of insurance coverage for the full twelve (12) month period commencing September 1st and ending August 31st. Insurance will be canceled upon termination of employment except as mandated through legislation (COBRA).
- C. Provisions for the health care insurance program shall be detailed in the Master Policy.
- D. The insuring agency shall be the State Plan of New Jersey Blue Cross and Blue Shield or any other agency providing equivalent coverage.
- E. The Board shall provide each employee with a description of the health care insurance program coverage provided under this article, which shall include a clear description of conditions and limitations of coverage.
- F. To each half-time employee, the Board will pay 50% of the appropriate premium. Verification of actual existing coverage being paid by the employee is required. Said premium and coverage shall follow the guidelines stated above (see article XI, Part A).
- G. The Board shall pay employee and dependent(s) premiums, for each eligible employee, toward Program II-A Co-Payment without deductible of the Blue Cross/Blue Shield Dental Plan of New Jersey.

Effective as soon as possible, a waiver plan will be implemented that will provide the following payment to an employee who waives their eligible coverage: (2006-07 payments to be prorated)

Single	\$2,400.00
Husband/Wife	\$3,680.00
Family	\$4,320.00
Parent/Child	\$3,200.00

Payments will be made in two (2) equal installments in January and June. These payments will be for each full year the employee waives coverage. Any employee who waives coverage of the traditional plan and wishes to resume coverage, must return to the Direct Access Plan. Any employee who waives coverage and subsequently experiences a life changing event that directly impacts their decision to waive coverage, may resume coverage, returning a pro-rated portion of the payments received to the District.

## Article XII - Fair Dismissal Procedure

### A. Date

1. By May 15th the Board shall give each non-tenured teacher either:
  - a. A written notice for a contract of employment for the next succeeding year, which has at least the same conditions and terms of employment; or
  - b. A written notice that such employment shall not be offered.
2. If the teacher desires to accept such employment, he shall notify the Board of such acceptance, in writing, on or before May 30th. In default of such notice, the Board shall not be required to continue the employment of the teacher.

### B. Statement of Reasons

1. A non-tenured teacher, receiving notice that a teaching contract for the succeeding school year will not be offered, may, within fifteen (15) working days thereafter, request, in writing, a statement of the reasons for such non-employment.
2. The Board shall, within thirty (30) calendar days after the receipt of such request, provide reasons for non-employment.

### C. Hearing

1. Any non-tenured teacher, who has received notice of non-employment and a statement of reasons, shall be entitled to an informal appearance before the Board, provided a written request for an informal hearing is presented to the Board. A written request must be submitted to the Board Secretary within ten (10) calendar days after the receipt by the teacher of the statement of reasons as outlined in N.J.A.C. 6:3-4.2a.
2. The Board shall then arrange for an informal appearance within thirty (30) calendar days of the written request for an informal appearance.



D. Board Determination

The Board shall issue its written determination as to the employment or non-employment of said non-tenured teacher for the next succeeding school year within three (3) working days after the completion of the hearing. The Board's decision may be appealed solely to the Commissioner of Education.

- E. If, as a consequence of the hearing, the Board decides to offer employment, the teacher shall notify the Board, in writing, of his/her intention within ten (10) working days of the Board's written notification.

**Article XIII - Continuing Education**

- A. The Board agrees to pay for up to twelve credits per year per teacher of acceptable graduate level course work undertaken by its employees, up to the credit rate of that charged by Rutgers - The State University, or the total registration and tuition, whichever is less, if the letter grade of "B" or higher is earned in these courses.

B. Acceptable Course Work

Any graduate course, first being approved by the Chief School Administrator, for professional improvement of teaching, will be accepted for advancement on the salary guide.

- C. Effective the 2006-07 school year, tuition reimbursement will be capped at \$8,000.00. Effective the 2007-08 school year, tuition reimbursement will be capped at \$12,000.00. Effective July 1, 2007, only tenured teachers will be eligible for tuition reimbursement.

- D. Any employee who receives tuition reimbursement will be required to remain in the employ of the District for the school year following the school year in which the employee receives the reimbursement or the employee will reimburse the District the full amount of the reimbursement. This requirement will be waived in the event a hardship requires the employee to leave the District prior to fulfilling this obligation due to circumstance beyond their control. For example, an employee will receive this hardship waiver, if required to relocate out of the area due to their spouse's change in employment, or some form of permanent health disability.

## **Article XIV - Miscellaneous Provisions**

### **A. Separability**

If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law, then such provisions or applications shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

### **B. Saving Cause**

Except as this agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this agreement to employees covered by this agreement shall continue to be so applicable during the terms of this agreement.

### **C. Fully Bargained Clause**

This agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the terms of this agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this agreement.

### **D. The Association agrees that during the term of this agreement, neither it nor its officers, employees or members will engage in, encourage, sanction, support or suggest any strikes, work stoppages, boycotts, slowdowns, mass absenteeism, picketing or any other similar actions which would involve suspension or interference with the normal work of the Board.**

### **E. Professional Behavior**

No material derogatory to a teacher's conduct, service, character or personality shall be placed in the files unless the teacher has had an opportunity to read the material. The teacher shall acknowledge that he has read such material by affixing his/her signature to the actual copy to be filed, with the understanding that such signature merely signifies that he has read the material to be filed and does not necessarily indicate

agreement with the contents. However, an incident which has not been reduced to writing within thirty (30) days of discovery of the occurrence,

exclusive of the summer vacation period, may not be added to the file. Every teacher, upon his/her written request and within a five (5) day period, shall have the right to inspect and/or copy all material contained in his/her personal folder, except confidential pre-employment materials and/or official transcripts.

### **Article XV - Curriculum**

A. The Board shall provide release time for in-service programs at the discretion of the Chief School Administrator with the approval of the Board.

B. Reimbursement of Curriculum Development

The Chief School Administrator, with Board approval, may request a teacher(s) to develop curriculum. In such cases, the Board shall remunerate that person(s) at the rate of \$30.00 per hour.

The Chief School Administrator shall certify to the Board the fulfillment of the obligation by the teacher(s).

C. Remuneration of Curriculum Related Activities

The Chief School Administrator, with Board approval, may request a teacher(s) to perform curriculum related activities during out-of-school periods. In such cases, the Board shall remunerate that person(s) at the rate of \$30.00 per hour.

The Chief School Administrator shall certify to the Board the fulfillment of the obligation by the teacher(s).

### **Article XVI - Management Rights Clause**

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this agreement, in accordance with applicable laws and regulations:

A. To direct employees of the school district;

- B. To hire, promote, transfer, assign and retain employees in positions in the school district and to suspend, demote, discharge or take other disciplinary action against employees;
- C. To relieve employees from duty because of lack of work or for other legitimate reasons;
- D. To maintain efficiency of the school district operations entrusted to them;
- E. To determine the method, means and personnel by which such operations are to be conducted;
- F. To take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

#### **Article XVII - Association Business**

The Association president, or a designee, shall be allowed a total of one (1) day absence, with pay, per school year, to conduct Association business and/or attend professional conventions other than the N.J.E.A. Convention. Prior notification shall be given to the administrator.

#### **Article XVIII - Teacher Assignments**

- A. All teachers shall be given written notice of their employment status for the forthcoming school year no later than May 15th.
- B. The administrator shall notify, in writing, the Association president and post in the faculty room, all known vacancies, immediately following action taken by the Board.
- C. Teachers who desire a change in grade and/or subject area may file a written statement of such desire with the administrator. Such statements shall include the grade and/or subject to which the teacher desires to be placed, in order of preference. Such requests for change in teacher assignment for the following year shall be submitted no later than March 31st.
- D. The Board guarantees to provide one preparatory period per day, averaged over a one week period (5 preps per week). A preparatory period is defined as a period of time that would normally be used as instructional time during the instructional part of the day.

## **Article XIX - Teacher Work Year**

- A. The in-school work year for teachers employed on a ten (10) month basis shall be one hundred eighty-six (186) days, including (181) student days, other than for new personnel who may be required to attend orientation days.
- B. The in-school work year shall include days when pupils are in attendance, orientation days for staff, and any other days on which teacher attendance is required by the Board of Education.
- C. The work day prior to a vacation period shall be a 1:00 p.m. dismissal time. This clause is applicable to the following holiday periods:

Thanksgiving  
Christmas Recess  
Last day of pupil attendance for the school year

## **Article XX - Teacher Work Hours**

- A. Teachers shall indicate their presence for duty by placing their initials in the appropriate column of the faculty “sign-in” roster.
- B. Teachers shall be required to report for duty by 8:10 a.m. They shall be permitted to leave at 3:10 p.m. with the exception of days when there are faculty meetings which are limited to two (2) per month with a one hour time limit, Back to-School Night, field trips, parent-teacher conferences, activities requiring supervision of his/her students in relation to an extension of a classroom activity and/or other professional activities which are agreed to by the administration and teachers. Teachers may leave at 3:05 p.m. on Fridays.
- C. Teachers may leave the building during their lunch or preparation time, providing they notify the office.
- D. Parent-Teacher Conferences shall be one (1) school day, starting at 12:00 noon and ending at 8:00 p.m. During that time frame teachers will be expected to schedule conferences for no more than the normal school working day, which is 7 hours including a 30-minute lunch. On half-day conferences, school will be dismissed at 1:00 p.m. Conferences are to be scheduled in the evening from 5:00 p.m. to 8:00 p.m. inclusive.

1-22-07

TEACHERS SALARY GUIDE  
2005-06

ATTACHMENT D

Step	BS	BS+15	BS+30	MS	MS+15	MS+30
A-B	36,082	36,832	37,657	38,557	39,457	40,357
C	37,182	37,932	38,757	39,657	40,557	41,457
D	38,034	38,784	39,609	40,509	41,409	42,309
E	39,432	40,182	41,007	41,907	42,807	43,707
F	40,932	41,682	42,507	43,407	44,307	45,207
G	42,832	43,582	44,407	45,307	46,207	47,107
H	44,838	45,588	46,413	47,313	48,213	49,113
I	46,562	47,312	48,137	49,037	49,937	50,837
J	48,139	48,889	49,714	50,614	51,514	52,414
K	49,882	50,632	51,457	52,357	53,257	54,157
L	51,607	52,357	53,182	54,082	54,982	55,882
M	53,289	54,039	54,864	55,764	56,664	57,564
N	55,632	56,382	57,207	58,107	59,007	59,907
O	58,439	59,189	60,014	60,914	61,814	62,714
P	60,061	60,811	61,636	62,536	63,436	64,336
Q	61,550	62,300	63,125	64,025	64,925	65,825

Robert M. Walker  
Joseph Schaffer  
As Perno

TEACHERS SALARY GUIDE  
2006-07

Step	BS	BS+15	BS+30	MS	MS+15	MS+30
A	37,000	37,750	38,575	39,475	40,375	41,275
B-C	38,063	38,813	39,638	40,538	41,438	42,338
D	39,163	39,913	40,738	41,638	42,538	43,438
E	40,113	40,863	41,688	42,588	43,488	44,388
F	41,613	42,363	43,188	44,088	44,988	45,888
G	43,213	43,963	44,788	45,688	46,588	47,488
H	45,013	45,763	46,588	47,488	48,388	49,288
I	46,983	47,733	48,558	49,458	50,358	51,258
J	48,778	49,528	50,353	51,253	52,153	53,053
K	50,521	51,271	52,096	52,996	53,896	54,796
L	52,346	53,096	53,921	54,821	55,721	56,621
M	54,063	54,813	55,638	56,538	57,438	58,338
N	56,271	57,021	57,846	58,746	59,646	60,546
O	58,643	59,393	60,218	61,118	62,018	62,918
P	61,300	62,050	62,875	63,775	64,675	65,575
Q	62,550	63,300	64,125	65,025	65,925	66,825

Jeanne Kimball  
Bridget Curran  
Stacy Duchs

TEACHERS SALARY GUIDE  
2007-08

Step	BS	BS+15	BS+30	MS	MS+15	MS+30
A-B	40,000	40,750	41,575	42,475	43,375	44,275
C-D	40,650	41,400	42,225	43,125	44,025	44,925
E	41,650	42,400	43,225	44,125	45,025	45,925
F	42,900	43,650	44,475	45,375	46,275	47,175
G	43,900	44,650	45,475	46,375	47,275	48,175
H	45,225	45,975	46,800	47,700	48,600	49,500
I	47,025	47,775	48,600	49,500	50,400	51,300
J	48,925	49,675	50,500	51,400	52,300	53,200
K	50,925	51,675	52,500	53,400	54,300	55,200
L	52,925	53,675	54,500	55,400	56,300	57,200
M	54,925	55,675	56,500	57,400	58,300	59,200
N	56,925	57,675	58,500	59,400	60,300	61,200
O	59,225	59,975	60,800	61,700	62,600	63,500
P	61,553	62,303	63,128	64,028	64,928	65,828
Q	63,553	64,303	65,128	66,028	66,928	67,828

**Duration of Agreement**

All terms and conditions heretofore mentioned in this Agreement shall commence July 1, 2005, and expire as of June 30, 2008.

In Witness Whereof, the parties hereto have  
Hereunto set their hand and seals.

Oxford Township Board of Education

By: \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

Oxford Education Association, Inc.

By: \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

Memorandum of Agreement  
Between  
Oxford Township Board of Education  
and the  
Oxford Education Association

1. The NJSBA Guide is accepted as is
2. Money & Sidebars sunsets on 06/30/2008
3. Money will not be a part of the base salaries for 2008-2009 or any years thereafter
4. Offer expires 12 Midnight 01/24/2007
5. OEA negotiations committee will recommend for approval
6. Sidebar monies will be
  - a. \$1,400 Step Q for year 2 *per teacher & PM #*
  - b. \$700 Step Q for year 3 *per teacher & PM #*
7. Pending legal review and approval of final language by Board Attorney
8. If it is found that a specific clause of this agreement is illegal in federal or state law, the remainder of the agreement not affected by such a ruling shall remain in force.

Dated the 17 day of January, 2007:

*Matt J. Hest*  
*Al Perno*  
*Janine Schaffer*

*Jeanne Lombardi*  
*B. Carvajal*  
*Mary Duchsels*



Memorandum

**To: Oxford Education Association**  
**From: Oxford Board of Education**  
**Subject: Sidebar Monies**  
**Date: January 22, 2007**

This sidebar letter is issued pursuant to the parties' Memorandum of Agreement dated January 19, 2007 and is to memorialize more fully an agreement between the parties. It is specifically acknowledged that this agreement is not part of the 2005-2008 Collective Bargaining Agreement.

It is understood and agreed that effective 2006-07, (year 2 of the Agreement) the teachers on step Q. and currently and continuously employed in Oxford and hired prior to September 15, 1990 will receive \$1400.00 more than the salary stated on Step Q.

For 2007-08 (Year 3 of the Agreement) the teachers on step Q. and currently and continuously employed in Oxford and hired prior to September 15, 1990 will receive \$700.00 more than the salary stated on Step Q.

This sidebar will automatically and with no notice to the individual teachers, become null and void and sunset on June 30, 2008 and these monies will cease immediately and not continue into the 2008-09 school year or become part of the 2007-08 or 2008-09 base salary calculations.

This shall occur whether or not a successor Agreement for 2008-09 and beyond has been reached by the parties.

x Sharon Albert  
x Jennifer Schaffu  
x Alton

x Jeanne Limbale  
x Bridget Carvajal  
x Nacy Dechse

**Memorandum**

To: Oxford Education Association  
From: Oxford Board of Education  
Subject: Tuition Reimbursement (Article XIII)

This sidebar letter is issued pursuant to the parties' Memorandum of Agreement dated September 28, 2006. It is understood and agreed that courses in supervision and/or administration are not covered by Article XIII except for those that are part of an approved program of study in elementary education such as a Masters in Elementary Education.

*T.P.N*  
*Slo: Max*  
*to on*  
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