

AGREEMENT BETWEEN
THE LONG BRANCH BOARD OF EDUCATION
AND
THE LONG BRANCH SCHOOL EMPLOYEES
ASSOCIATION

2020 – 2023

LONG BRANCH SCHOOL EMPLOYEES ASSOCIATION

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**ARTICLE I
RECOGNITION**

A. The Board hereby recognizes the Association as the exclusive representative of collective negotiations concerning terms and conditions of employment for a bargaining unit consisting of:

1. All certified personnel under contract with the board in the following positions, but excluding all positions not specifically mentioned:

Teacher
Learning Disabilities Teacher-Consultant
Speech Language Specialist
Media Specialist/Librarian
School Nurse
Guidance Counselor
Coach
School Social Worker
School Psychologist
Head Teacher
Technology/Distance Learning Advisor
Student Advisors
Behavior Specialist
Occupational Therapist
Physical Therapist
Student Facilitator

2. All secretaries and clerks employed by the Board, except for the secretaries for the Superintendent of Schools, the Assistant Superintendent of Schools, Assistant Superintendent for Pupil Personnel Services, Chief Academic Officer, School Business Administrator/Board Secretary, Assistant School Business Administrator/Assistant Board Secretary, and other confidential secretaries who are specifically excluded, including the personnel certification secretary and the benefits secretary.

3. All custodians, matrons, maintenance men and grounds-men employed by the Board.

4. All corridor aides/safe school environment persons employed by the Board.

B. Definition of terms

1. Unless otherwise indicated, the term "teachers" when used hereinafter in the Agreement shall refer to all certified employees represented by the Association in the negotiating unit as defined above, in section, A.1. And references to male teachers shall include female teachers.

2. Unless otherwise indicated, the term "secretaries" when used hereinafter in this Agreement shall refer to all secretaries and clerks represented by the Association in the negotiating unit as defined above, in section A.2.

3. Unless otherwise indicated, the term "custodians" when used hereinafter in the Agreement shall refer to all matrons, custodians, maintenance men and grounds-men represented by the

Association in the negotiating unit as above defined, in Section A3.

4. Unless otherwise indicated, the terms "corridor aides/safe school environment persons" or "aides" when used hereinafter in the Agreement, shall refer to all corridor aides/safe school environment persons represented by the Association in the negotiating unit as defined above, in Section A.4.

5. Unless otherwise indicated, the term "employees." when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining unit as defined above in Section A.

ARTICLE II NEGOTIATIONS PROCEDURES

A. The parties agree to enter into collective negotiations in accordance with N.J.S.A. 34:13A-1, et seq. in good faith effort to reach agreement on any proposed change or modification of this Agreement concerning the terms or conditions of employment for the period next ensuing the effective period of this Agreement. On or before October 15th of the calendar year preceding the calendar year, which this Agreement expires, the Association and the Board shall exchange in writing all changes and modifications of this Agreement proposed by both parties. Any proposal not submitted by either party by October 15th of said calendar year shall not be a subject for consideration or discussion during the negotiations to be thereafter conducted by the parties for the next ensuing period of employment. If additional time is required to submit proposals, either party may request and receive from the other party a 30-day extension.

B. Upon the exchange of proposals, the Board through its Superintendent of Schools shall arrange an initial meeting between representatives of the Board and representatives of the Association, through the President of the Association, which meeting date shall be fixed by mutual agreement, provided, however, that said initial meeting shall be held not later than November 15th of said calendar year.

C. In Article I herein, the Board has recognized the Association as the exclusive representative for purposes of collective negotiations concerning the terms and conditions of employment for the personnel under contract with the Board as therein specifically enumerated, and any change or modification to this Agreement, or any new agreement so negotiated, shall apply to all employees of the Board as enumerated in Article I. Paragraph A. of this Agreement. This recognition shall not impair the right of any employees or group of employees of the Board under Article I. Section 19 of the Constitution of the State of New Jersey, or any applicable law or State administrative regulations now or hereafter enacted or promulgated.

D. Neither party in any negotiations with respect to any change or modification of this Agreement or the terms and conditions of employee's employment shall have any control over the selection of the negotiating representatives of the other party.

E. The Association, as majority representative (Chapter 303, Public Law 1968), designates the five (5) member Teacher-Board Relations Committee as its negotiating team. It is the prerogative of the Committee Chairman, with the consent of the Teacher-Board Relations Committee members, to add five (5) members to the Committee as needed. The same numerical limitation of ten (10) shall apply to the Board.

One of the designees for each party shall be designated to serve as spokesman-negotiator, and said spokesman-negotiator shall be solely responsible for his team of representatives in all procedural details of negotiations, including, but not by way of limitation: fixing dates for negotiating sessions, requesting caucuses, initial presentation of proposals and counter-proposals, requesting information and clarification as to particular issues and proposals and tentative acceptance of proposals.

F. All subjects, items and matters proposed or discussed during these negotiations which are not ultimately contained or provided for in the final agreement, shall in no way be binding upon either party hereto, and all subjects, items and matters so discussed shall be without prejudice to either party in any particular.

G. This Agreement incorporates the entire understanding of the parties on all issues, which were or could have been the subject of negotiation. 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.

ARTICLE III GRIEVANCE PROCEDURE

A. A "grievance" is a claim by an employee, a group of employees, or the Association, based on the interpretation, application or violation of the policies, agreements, or administrative decisions affecting them. In no event shall a grievance so defined be subject to the arbitration level of the grievance procedures as set forth herein. Only those grievances involving claims by employees, groups of employees, and/or the Association which are confined to and based upon an alleged violation, misinterpretation or misapplication to the express provisions of this Agreement shall be subject to the arbitration level of the grievance procedure as set forth herein. The term "grievance" and the grievance procedure established herein shall not apply to the following matters:

1. Any matter for which another method of review is prescribed by law or by any rule or regulation of the New Jersey State Department of Education;
2. Any matter in which the Board is without authority to act;
3. Any matter which, according to law, is exclusively within the discretion of the Board;
4. Any complaint arising out of the non-reappointment or non-renewal of a non-tenured teacher or secretary; as well as the non-reappointment or non-renewal of a probationary custodian/matron/maintenance or grounds employee.
5. Any complaint concerning an appointment to, lack of appointment to, assignment or re-assignment to any position;
6. Any complaint concerning the contents of a written evaluation of any employee conducted in accordance with Board policy.

B. The purpose of this procedure is to secure equitable and proper solutions to grievances at the lowest possible level. The parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. General Procedures.

1. In order for a grievance to be considered under this procedure, the grievance must be initiated within thirty (30) days from the date on which the grievant knew or should have known of the event giving rise to the grievance.

2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to mean acceptance of the decision at that step.

3. All grievants shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

4. 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 a personnel file of any of the participants.

5. The forms to be used for filing grievances and requests for review are attached to this Agreement in "Schedule A".

6. No reprisals at any time shall be taken against any staff members because of participation in the processing of a grievance in accordance with this procedure.

7. "Class Action" grievances involving employees assigned to more than one building and which are beyond the authority or jurisdiction of an individual building principal or immediate

supervisor to resolve, and where the Superintendent agrees that the matter cannot be resolved by a building principal or immediate supervisor, may be initiated at Level II of the grievance procedure as set forth in this Article.

8. Time limits set forth in this procedure in terms of "school days" shall be calculated in terms of "calendar days" for any grievance initiated within thirty (30) days of the end of the school year as defined by the school calendar. Such grievance shall continue to be processed following the close of the school year.

9. The grievant shall furnish the Association copies of all formal grievances and requests for review filed.

D. Representation. Any grievant may, at his option, be represented at any step of the grievance procedure by himself, a representative selectee or approved by the Association and/or by a representative of his own choosing.

E. Attendance at Proceedings. The Superintendent and the Board of Education may require the attendance at any grievance hearing of any staff member or administrator who is believed to possess information relevant to a determination of the grievance.

F. Level I.

1. Prior to the initiation of a formal grievance, the grievant shall meet with the building principal or his immediate supervisor to advise of the extent of a problem which may become a grievance, to review the problem informally and seek solution. If an acceptable informal solution has not been obtained within six (6) school days after the initial meeting, a formal grievance may be initiated.

2. A grievance shall be initiated by the filing of a formal written grievance within eight (8) school days of the initial informal meeting. The grievance shall specify:

- (a) The nature of the grievance;
- (b) The nature and extent of the injury, loss or inconvenience
- (c) Whether or not the grievant desires a hearing;
- (d) The nature of the grievant's dissatisfaction with any decision previously rendered;
- (e) The remedy which the employee seeks;

If the grievant fails to request a hearing, the right to a hearing shall be waived, provided, however, that if the hearing is waived the building principal may, at his discretion, request an informal meeting to obtain any information he deems necessary to a disposition. The building principal shall render a written decision on the grievance within four (4) school days from receipt.

G. Level II. If the grievant is not satisfied with the disposition of the grievance at Level I or if no decision has been rendered within the time limits, then the grievant may advance the grievance to Level II by filing it with the Superintendent or his designee within nine (9) school days of the Level I disposition. The grievance filing at Level II shall include:

- (a) The original statement of grievance;
- (b) A copy of the Level I decision and any documentation accompanying that decision;
- (c) A statement of reasons for dissatisfaction with the Level I decision;
- (d) Whether or not the grievant desires a hearing.

2. Failure to request a hearing shall be deemed a waiver of the right to a hearing; provided, however, that if the hearing is waived, the Superintendent or designee may request an informal

meeting to obtain any information he deems necessary to a disposition of the grievance.

3. The Superintendent of Schools or his designee shall render a written decision on the grievance within nine (9) school days from the receipt of grievance.

H. Level III If the grievant is not satisfied with the disposition of the grievance at Level II, or if no decision has been rendered at Level II within nine (9) school days from the filing of the grievance, the grievant may advance the grievance to Level III by filing a written request for review by the Board of Education within four (4) school days of the Level II disposition.

1. Requests for review shall be submitted to the Superintendent of Schools who shall forward the request along with all related decisions and documentation to the Board of Education.

2. The Board of Education shall, at its option, determine whether there will be a hearing in the matter.

3. The Board of Education shall render a written decision on the grievance within twenty-eight (28) school days of the written request for review.

I. Level IV. If the grievant is dissatisfied with the Level III disposition and only if the grievance is based upon an alleged violation, misinterpretation, or misapplication of the express provisions of this Agreement, the grievant may initiate a Demand for Arbitration within ten (10) school days of the receipt of the Level III disposition.

1. The parties may designate an Arbitrator by Agreement or utilize the procedures of the Public Employment Relations Committee for the selection of an Arbitrator.

2. The Arbitrator of a grievance under this Agreement shall be limited to issues submitted and shall consider nothing else. The Arbitrator shall have full and exclusive power to hear the issues submitted and make a final determination. The Arbitrator shall not have the right to add to, subtract from, or modify this Agreement in any manner whatsoever. Unless otherwise set forth in this Agreement, the Arbitrator's determination shall be binding on both parties.

3. The Arbitrator shall render his decision within thirty (30) days of the close of hearing. The Arbitrator's decision shall set forth his conclusions and the reasons therefore.

4. The parties shall share equally in the payment of the fees and expenses of the Arbitrator. All other costs connected with the grievance shall be borne by the party by which they were incurred.

5. Only grievances initiated after the execution of this Agreement shall be subject to Level IV determination. All grievances initiated prior to that time shall be governed by the grievance procedure of the predecessor Agreement.

**ARTICLE IV
EMPLOYEE RIGHTS**

A. The parties hereto agree that all employees in the Long Branch School District shall have the right to freely organize, join and support the Association for the purpose of engaging in collective negotiations concerning the terms and conditions of their employment, and nothing contained herein shall be construed to deprive any employee in said School District of any rights now enjoyed by employees as conferred and guaranteed by the Constitution of the State of New Jersey and of the United States, and all duly enacted laws of the State of New Jersey pursuant thereto, including but not by way of limitations N.J.S.A. 34:13A- 1 et seq., commonly known as the New Jersey Employer-Employee Relations Act.

B. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employee covered by this Agreement and established dates shall continue to be so applicable during the term of this Agreement, and unless otherwise specifically provided herein, said Agreement shall not be deemed to modify, change or alter any existing rule, regulations or policy of the Board.

C. Any employee who is to be involuntarily transferred from one school building to another within the Long Branch School District shall be advised in writing of that transfer not less than thirty (30) days prior to the effective date thereof, except in cases of emergency requiring such transfer to be made effective less than thirty (30) days of that determination, in which event notice of such transfer shall be given in writing to the employee involved at the earliest practicable date.

D. Any teacher who desires a change in grade or subject assignment, or who wishes to be transferred to another school building within the school system, may submit an electronic form request for such change or transfer in writing to the Superintendent of Schools not later than May 1 of the school year immediately preceding the school year for which such change or transfer is requested. Said request as submitted shall contain the grade or subject to which assignment is desired, or the school or schools to which transfer is requested, the latter to be listed in order of the teacher's preference if more than one school is preferred by the teacher over present assignment, together with the reason for the request. Provided, however, that the Board, through the Superintendent of Schools, shall grant or deny such request and the submission thereof by a teacher shall not obligate the Board to accede thereto, and such decision by the Superintendent of Schools shall not be grievable pursuant to Article 3 herein. Further provided, that no teacher shall have the right to request a change to a grade or subject assignment in which that teacher has not been certified.

E. On or before September 30 of each year every employee shall be provided with a digital statement of the amount of accumulated sick leave credited to that employee.

F. Whenever any employee is required to appear before the Board of Education, or any committee or member thereof, concerning any matter which could adversely affect the continuation of that employee 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 meeting or interview and shall be entitled to have a person of his own choosing present to advise and represent him during such meeting or interview.

ARTICLE V BOARD RIGHTS

A. The Board, on its own behalf and on behalf of the City of Long Branch, hereby retains and reserves unto itself without limitations all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and of the United States, including all decisional law and rules and regulations of the State Department of Education and Commissioner of Education of the State of New Jersey, including, but without limiting the generality of the foregoing, the following rights:

1. The executive management and administration control of the school system and its properties and facilities and the activities of its employees in the performance of their employment;
2. To hire, direct, promote, transfer, assign and retain employees in positions within the school district, and to determine their qualifications and the conditions for their continued employment or their dismissal or demotion; and to relieve employees from duties because of lack of work or for other legitimate reasons pursuant to rules and regulations of the Board;
3. To maintain the efficiency of the school district operations entrusted to the Board, and to determine the methods, means and personnel by which such operations are to be conducted;
4. To establish grade levels and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as may be deemed necessary or advisable by the Board;
5. To decide upon the means and methods of instructions, the selection of textbooks and other teaching materials, and the use of teaching aides of every kind and nature, provided, however, that in the selection of textbooks the Board shall consult with teacher representatives selected by the Board from teaching areas related to the textbook subject matter under consideration and from the schools in which said textbooks are proposed to be used, and failure of the Board to act upon any recommendation of teacher representatives shall not be grievable under Article 3 herein;
6. To determine class schedules, the hours of student instruction, and the duties, responsibilities and assignment of teachers with respect thereto, and non-teaching activities;
7. To take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

B. The exercise of the foregoing rights and powers by the Board, the adoption of policies and regulations in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the express terms of the within agreement, and then only to the extent that such express terms are in conformity with the Constitution and laws of the State of New Jersey and of the United States, and all decisional law and regulations of the State Department of Education and the Commissioner of Education of this State, and nothing contained herein shall be considered to deprive the Board of any rights as provided thereunder.

**ARTICLE VI
ASSOCIATION RIGHTS**

The Association shall have the following rights and privileges during the term of the within Agreement.

A. Pursuant to N.J.S.A. 34:13-1 et seq. the Board hereby agrees that the employees shall have the right to join or not join the Association. For the purpose of engaging in collective negotiations pertaining to the terms and conditions of their employment, the Board agrees that it will not discriminate against any employee with respect to the terms and conditions of his employment by reason of his membership in the Association or his participation in any activities thereof;

B. No employee shall be prevented from wearing the normal organizational insignia as identification of membership in the Association or its affiliates;

C. The Association and its representatives shall have the right to use school buildings for professional meetings upon request after the close of school on school days, provided that all requests for such building use shall conform to existing applicable rules and regulation of the Board. Any requests by the Association for the use of a school building for a professional meeting shall be made in advance, in writing, to the particular Building Principal, who shall have the authority to designate a reasonable time and place for such meeting within the building so as not to interfere with other regularly scheduled meetings and activities being held therein; provided, however, that if the use of the said school building by the Association results in any expense to the Board for utilities custodial services or any other service, the Association shall reimburse the Board for such expenses, and further provided that the Association shall leave any premises so used by it in a suitable condition for the next user thereof;

D. No meeting, hearing or conference as defined, specified or provided for in the within Agreement shall be held or conducted during normal school hours except in emergency situations by mutual agreement;

E. The Association shall be permitted the use of one-half of one bulletin board in each teachers' room for the purpose of posting official Association notices; provided, however, that no Associations notices, posters of informal bulletins of any sort shall be posted elsewhere in any school building All Association notices as posted in teachers' rooms shall be signed by the authorized Association building representative, who shall be solely responsible for the posting and content thereof, and who shall exhibit said notices to the Building Principal before posting, although the prior approval of the Principal shall not be a prerequisite to the posting thereof;

F. The Association may distribute to employees materials within the school buildings by use of the existing mailbox facilities, or email dealing with appropriate and legitimate business of the Association: provided however, that all such materials shall be distributed before or after normal school hours, or during lunch or release periods, and further provided that no member of the administration or employee in the business offices of the Board or its secretarial staff shall be responsible for the preparation, posting or distribution of materials for the Association. The use of email is exclusively reserved for official Association business for the Association president with prior notification to the Superintendent of Schools.

G. At all times in its exercise of the foregoing rights and privileges, the Association agrees that it will in no way involve members of the student body in any Association organizational affairs nor will the Association permit the use of students as couriers either inside or outside of school buildings;

H. The President and Corresponding Secretary of the Association shall receive release time daily equal in length to a prep period. If the President or Corresponding Secretary is not a certified employee, he/she shall be relieved of 45 minutes and 30 minutes daily respectively. The president shall receive an official copy of the agenda that includes an accounting of the Board's decision on action items no later than the end of business on the Friday following the Board meeting.

I. There shall be five (5) days of release time per year for the Association President.

J. Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations and the Association representatives shall comply with visitor sign-in procedures. Transacting official Association business during school hours requires written notice 48 hours in advance and the approval of the Superintendent of Schools, unless the Representative of the Association is serving as a representative for an employee for job performance or employment action.

**ARTICLE VII
SCHOOL CALENDAR**

The school calendar shall be adopted by the Board of Education with the recommendation of the Superintendent of Schools after consultation with the President of the Association and one (1) additional designee of the president prior to submission of the calendar to the Board for consideration. The school calendar as thus adopted will be set forth in "Schedule B" which is annexed hereto and made a part hereof and is incorporated herein by reference.

The total number of working days for teachers shall not exceed 186 days. Provided, however, that all teachers newly employed by the Board shall be required to serve three (3) additional days prior to the commencement of the school year and above and beyond the total number of working days for teachers contained in the school calendar for purposes of professional orientation. Further provided, that in the event that emergency conditions such as inclement weather compel unanticipated school closings during the school year, nothing herein shall be deemed to prevent the extension of the school calendar to the extent necessary to assure 180 days of student attendance.

Every employee shall be notified of the school calendar for the ensuing year within ten (10) days after the Board has formally adopted said calendar.

**ARTICLE VIII
TEACHERS**

A. Salaries/Stipends

1. The following guide for the administration of salaries for teacher as defined herein in the Long Branch Public Schools shall become effective September 1, 2020, September 1, 2021 and September 1, 2022, respectively. The attached guides shall supersede any salary schedule previously adopted for teachers. Said Salary Guide is annexed hereto as "Schedule C".

a. Annual increments for satisfactory service will be granted upon the recommendation of the Principals and Superintendent of Schools subject to the approval of the Board of Education.

b. Courses of study must be approved in advance by the Superintendent of Schools, if salary credit is desired. Approval shall be requested by use of form "Request for Approval of Graduate Credit," which shall be initially filed with teacher's building principal. A copy of said form is annexed hereto and designated as "Schedules E (1) and E (2)".

c. A Bachelor's Degree must have been attained before a teacher will be considered for placement on that training level.

d. A Bachelor's Degree plus 30 graduate credits is a requisite for placement on that training level.

e. The Master's Degree is a requisite for placement on that training level.

f. The Master's Degree plus 30 graduate credits or a Ph.D. is a requisite for placement on that level.

g. In establishing placement on the Guide, each teacher will be classified to years of training and teaching experience; as recorded in the Office of the Superintendent of Schools.

h. Any teacher who qualifies for a horizontal movement on the guide as a result of attaining, any additional degree, shall receive the appropriate increase consideration one month following submission to the Administration of satisfactory evidence in writing of the attainment of the necessary courses or degree. Submission to the Office of Personnel of all additional credits or degree earned is the responsibility of the teacher. Credits will not be retroactive.

i. The exception to No. 2. "(Courses of study must be approved in advance by the Superintendent of Schools, if salary credit is desired)" will be only those credits established for and prior to a Board sponsored "In-service Workshop."

2. Each ten-month teaching staff member may elect to have ten (10%) percent of his/her monthly salary deducted during the school year, and paid during the summer months, on the 15th day of July and 15th day of August. Election of the summer payment plan shall be made no later than June 30 of the preceding school year.

B. Evaluation

I. The parties hereto recognize the desire and responsibility of the Board to employ the best professional personnel available and, through a program of guidance, develop that personnel and the educational program in order that each pupil in the Long Branch School District be given the best opportunity modern educational practice can offer. To that end an Evaluative Guide as hereinafter set forth, is intended to stimulate good teaching through constructive analysis of each teacher's work, recognizing at all times that no teaching is either good or poor in an absolute sense.

2. Evaluative Conference

Policy and Procedures for teacher evaluations are fully aligned to New Jersey Administrative Code N.J.A.C.6A:10, Policy and Regulation (website: state.nj.us/education/AchieveNJ/teacher) and should not be deviated.

a. At least once every year, and in the case of teachers who have not established tenure, at least three times a year, after adequate observation throughout the interval since the previous evaluation, an appointment relative to teacher growth shall be arranged between the Evaluator and the Teacher.

b. At the beginning of the school year both the Teacher and the Evaluator shall receive a copy of his evaluation sheet, which is to be a guide in the continuing process of self-evaluation during the year. Subtopics, listed under each heading, are designed to serve as suggestions and are not to be considered as either eliminating other comment or requiring that comment to be made on all of these headings or subtopics. A date for conference shall be set at least two weeks in advance of each evaluation.

c. The Evaluator and the Teacher shall have filled out their respective copies of the Evaluative Guide prior to the conference, and at said conference they shall discuss their respective contents for the purpose of exchanging ideas which shall have better teaching as their main objective.

d. Understanding the possibility of differences of opinion arising in the course of such a conference, and with the intent of preserving the integrity of both Teacher and Evaluator in conducting said conference any such differences of opinion shall be noted by both Teacher and Evaluator at the bottom of each copy of the Evaluative Guide. The Evaluator shall retain his copy of the Evaluative Guide for each teacher on file in his office.

3. Evaluator's Report

a. Following the Evaluative Conference, the Evaluator will complete a digital summary of performance to be shared with the Evaluatee. It is distinctly understood that the signature of the Evaluatee on said report attests only to the fact that both the Evaluatee and the Evaluator have read the contents of said Evaluation Report. A comment section will be accessible to the Evaluatee who has a disagreement or in agreement with said Evaluation Summary Report.

b. In the event that it becomes apparent in the judgment of the Evaluator that a renewal of a particular teacher's contract is in question, such judgment shall be clearly stated in the Evaluator's report and the Evaluator shall further state what steps or procedures have been undertaken to assist the Teacher to remedy the deficiencies or delinquencies involved.

c. Nothing herein shall prevent the Evaluator from forwarding additional information concerning the work of the teacher as he may deem necessary to the Superintendent of Schools, provided that said Evaluator shall have first discussed the problems concerned with respect to said information with particular Teacher involved. Provided, however, that where such information shall constitute a complaint by an Evaluator against a Teacher, a copy hereof shall be first provided to the Teacher involved.

4. Existing Policy of Teacher Evaluation to be preserved. It is the intent and purpose of the foregoing paragraphs in this Article to restate the teacher evaluation policy in existence and followed by the Board in the Long Branch School District, and nothing herein set forth shall be deemed to in any way restrict, modify or broaden said policy as the same has been previously conducted by the Board through its Superintendent of Schools and administrative staff.

5. All monitoring or supervision of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher and the use of eavesdropping, public address or audio systems and similar surveillance devices shall be strictly prohibited.

6. A teacher shall have the right upon request to review the contents of his personnel file, except for personnel recommendations and/or pre-employment evaluations, which were solicited and received in confidence. Requests shall be in writing five (5) working days in advance of the date requested to review the files. In the case of grievances only, the Association President may request this review by telephone two

(2) working days in advance of the date requested to review the file.

7. Any written complaints regarding a teacher made to the Board or its administrative staff by any parent, student or other person, which are used in the evaluation of that teacher, shall be promptly investigated and called to the attention of the teacher involved, and said teacher shall be given an opportunity through the Superintendent of Schools to make a response and any such written complaint and any response shall be placed in the personnel file of the teacher involved.

8. Classroom observations reports shall be presented to the teacher involved by the Evaluator or Supervisor periodically in written form.

9. Final evaluation of a teacher upon termination of his employment in the Long Branch School District shall be conducted prior to severance.

C. Terminal Leave Pay

1. A terminal leave policy is established which will provide that upon retirement severance pay will be established and be computed at the rate of fifty-five (\$55.00) per day for 100% of the accumulated sick leave payable upon retirement. The total amount that any certificated staff member receives under these terms and conditions is capped at eight thousand five hundred dollars (\$8,500.00). This shall be interpreted to mean all days that have been accumulated in the past and up to and including the current academic year. A teacher, however, shall be required to give notice to the Board of Education in sufficient time for proper budgetary consideration of his or her notice of intention to retire. If a teacher fails to provide such notice, that shall not be construed as waiver or loss of this benefit but rather the benefit shall be payable in the following year. The purpose of the notice is simply to assist the Board of Education in connection with budgeting

D. Work Day and Responsibility

1. Effective December 30, 1998, the teacher work day shall commence ten (10) minutes before the scheduled beginning of the student school day. Effective December 30, 1998, the teacher workday shall conclude twenty (20) minutes after the scheduled close of the student school day and effective September 1, 1999, the teacher workday shall conclude fifteen (15) minutes after the scheduled close of the student school day. The teacher school day shall conclude immediately following the dismissal of students and their exit from school on Fridays and on days preceding holidays or vacation days unless those days are used for Professional Development, then the teacher school day shall conclude at the regularly scheduled end of student dismissal time.

a. Recommended Times - Times may vary slightly depending on the bus schedules and Board of Education approval.

Student Day

High School/Alt. HS	6 hours, 55 minutes
Historic High School	6 hours, 55 minutes
Middle School	6 hours, 48 minutes
Elementary Schools	6 hours, 40 minutes
Pre-school	6 hours

Beginning September 1, 2004, any change to starting time of schools must be done with 60 days prior notice.

2. Effective December 30, 1998, all schools shall increase their instruction time by thirty (30) minutes. Effective September 1, 1999, the elementary school and the middle school shall increase their instructional time by an additional (10) minutes. Effective September 1, 1999, the high school and the alternative high school shall increase their instructional time by an additional five (5) minutes.

3. Teachers may be required to attend professional learning communities for instructional planning and development without additional compensation. The number of said required meetings shall

not exceed two hours per month: (2) 30-minute faculty meetings, (1) 1-hour PLCs, during the course of the school year. A schedule will be made for PLC times at least sixty (60) days prior.

4. At a maximum, one teachers' preparation period may be utilized per week for instructional planning and development with 48 hours prior notice.

5. During the first two days of school, classroom teachers may receive up to 3 hours for room preparation.

6. The administration may schedule additional staff meetings if crisis of emergency circumstances require.

7. All new certificated staff shall be required to attend the Central Office new staff orientation meetings conducted throughout the school year to be no more than five (5) exclusive of Article VII in the contract. Total days are now eight (8).

8. Both the Board and the Administration acknowledge the key role, which teachers play in the educational process and both recognize that the teachers' responsibilities transcend the area of formal classroom instruction. Accordingly, the Association and the Board agree that each teacher in the Long Branch Public School System has the following responsibilities and is accountable for the performance thereof with the same diligence and quality of performance by which their formal classroom instruction is evaluated.

a. The performance of all teachers in their undertaking and conduct of all assigned duties and tasks, including tasks normally incident to their daily instructional work, shall be subject to evaluation in accordance with the principles set down in Article 8, Section B of this Agreement.

b. All teachers shall use due diligence in the supervision of school property and students at all times under school-regulated circumstances.

c. All teachers shall use due diligence for supervision of students' behavior in their assigned activities.

d. All teachers shall regularly serve on committees and/or study groups to which they may be appointed during the school year and shall carry out all assignments, which they may receive in conjunction with their service on such committees.

e. All teachers shall be available at reasonable times for parent conferences, and it shall be the obligation of each teacher to arrange for conferences with parents when it appears to the teacher that better understanding or more cooperating support from the student's home is required for the student's success in school.

f. All teachers shall encourage and support school functions outside the regular instructional program, which may serve to contribute to the students' development in attitudes, appreciation, behavior and special abilities.

g. It shall be the responsibility of every teacher to interpret the school program and relate the same to the community in ways which will improve the public's understanding of the educational program and encourage the community's involvement and support thereof.

9. It is understood and agreed to by the parties that this statement of teacher responsibility is a statement or principle to be viewed by teachers as guidelines in the execution of their duties. As such it is agreed that these responsibilities will not be subject to contract enforcement, provided, however, that nothing herein shall constitute a waiver of the Board's rights under existing statutes of this State or any other article of this Agreement.

E. Flexible Time

This time applies to student facilitators/guidance counselors, child study team members (including speech/occupational therapist, nurse), all facilitators, and support teachers (i.e. Special Education: in-class support, ESL, and tutors).

1. Flexible time will be voluntary.

The flexible day shall be defined as beginning up to three (3) hours after the start of the regularly scheduled staff day and ending up to three (3) hours after the end of the regularly scheduled staff day.

Any conflicts in this voluntary procedure can only be resolved through the Superintendent and the President of the Association.

A. Middle/High School

The flexible team shall consist of the following:

- 1 Guidance Counselor
- 1 Facilitator/Student Advisor
- 1 Child Study Team Member

F. Early Learning Center Working Conditions

1. Lunch Period

Every teacher shall have a duty free lunch period during each work day equal in length of time to the lunch period allotted to elementary students, provided, however, that in no event shall the lunch period of any teacher be less than thirty (30) minutes in length

2. Assigned AM. Duty

All teachers will arrive at school ten (10) minutes prior to start of the student day and may be responsible for supervising student bus arrival.

3. Assigned P.M. Duty

All teachers shall remain fifteen (15) minutes after student dismissal and may be required to supervise student bus dismissal. It is recognized that there may be unforeseen circumstances involving delay of buses that necessitate flexibility in the time of this assignment. If the situation becomes chronic, the Association will take appropriate action to obtain compensation.

4. Teachers shall be required to collect all monies from students for all school functions, activities and programs.

5. When referring a student for additional support/intervention, teachers shall be given coverage so they can attend and participate in the meeting.

6. If the student is referred to PPS, the teacher shall be digitally notified by a member of the CST, and shall thereafter be advised as to the disposition of each student referral and be a participant in the IEP process and planning meeting with coverage during the school day, if necessary.

7. Pre-school teachers shall base three (3) evening meetings: one (1) One Open House/Back-to-School Night with no early dismissal: one (1) Educational Program Night

Night/Parent Information Night with no early dismissal: and one (1) conference night (March) with early dismissal. Evening meetings will not exceed two (2) hours in length.

8. Teachers shall be provided a daily preparation. The length of this period shall be a minimum of thirty (30) minutes. At a maximum, one teachers' preparation period may be utilized per week for instructional planning and development with 48 hours prior notice.

G. Elementary Working Conditions

1. Each elementary school shall utilize the district's approved platforms used to take daily attendance.

a. Every elementary school teacher shall have a duty-free lunch period during each working day equal in length of time to the lunch period allotted to the students. Provided, however, that in no event shall the lunch period of any elementary school teacher be less than thirty (30) minutes in length.

b. Each elementary school shall have the option to decide:

(1) Voluntary A.M. Duty, which shall mean, only those staff members who wish to accept a fifteen (15) minute morning duty prior to the teacher contractual time shall take that assignment. Compensated time will be given equal to the duty time.

(2) Assigned AM. Duty, in the event of insufficient volunteers, the duty shall be assigned by the principal to all teaching staff - including special teachers assigned to that building.

2. All elementary school principals, assistant principals and supervisors shall give five (5) calendar days prior notice of any meeting at which elementary school teachers are expected to attend; provided, however, that this provision shall not apply to re-occurring meetings scheduled on a periodic basis, for which an initial notice has been given to all teachers at the beginning of any school year, or for meetings arising from or pertaining to emergency conditions.

3. Each elementary school shall utilize the district's approved platforms used to take daily attendance.

4. Elementary School teachers shall be required to collect all monies from students for all school functions, activities and programs.

5. Elementary school teachers, who refer students to Pupil Personnel shall receive written acknowledgment of each student referral from Pupil Personnel and shall thereafter be advised as to the disposition of each and such student referral upon the conclusion of the case by Pupil Personnel.

6. Elementary school teachers have five (5) evening meetings: one (1) Open House/Back-to-School Night with no early dismissal; and four (4) conference nights [two (2) in the Fall, two (2) in the Spring] all four (4) with early dismissal.

7. Classroom teachers at the elementary level shall be provided one preparation period per day. The length of elementary preparation periods shall be the same length as in 1991-92. At a maximum, one teachers' preparation period may be utilized per week for instructional planning and development with 48 hours prior notice.

8. Elementary guidance counselors shall be required to attend meetings outside the regular day as needed.

9. On inclement weather days, elementary teachers shall remain to supervise pupils until contracted transportation arrives. Teachers who are required to remain more than one-half hour beyond student dismissal time shall be compensated with compensatory time off in an equal amount, to be scheduled with Principal's approval.

H. Specialty Teaching

1. Special teachers in elementary schools shall have complete charge of the pupils under their direction, and the regular teacher assigned to that class may have a planning period during the period in which the special teacher is conducting said class; provided, however, that it shall be the regular classroom teacher's responsibility to take pupils to and from the area of the specialty teaching if outside the classroom. Where Art Class is held in the regular teacher's classroom, the regular classroom teacher shall remain five (5) minutes after the Art teacher arrives and shall return to the classroom five (5) minutes prior to the

expiration of the Art Class Regular classroom teachers shall consult with special teachers in an effort to assist the special teachers in continuing ongoing classroom curriculum projects in the course of the specialty.

2. The Board agrees to expend the same effort in securing substitutes for Teaching Specialties as they do for regular classroom teachers.

I. Middle School Working Conditions

1. Every Middle School teacher shall have a duty-free lunch period during each working day equal in length of time to the lunch period allotted to the student provided, however, that in no event shall the lunch period of any Middle School teacher be less than thirty (30) minutes in length.

2. Middle School teachers have three (3) evening meetings: one (1) Open House/Back-to-School Night with no early dismissal; and two (2) conference nights [one (1) in the Fall, one (1) in the Spring] with early dismissal. Evening meetings shall not exceed two hours in length.

3. At a maximum, one teachers' preparation period may be utilized per week for instructional planning and development within 48 hours prior notice.

4. Effective July 1, 2013, all teachers currently teaching 5 periods as of June 30, 2013 shall continue to teach 5 periods with not more than 3 different subject preparations.

All teachers currently teaching 6 periods as of June 30, 2013 and hired after, shall teach 6 periods with not more than 2 subject preparations.

In the case of any 6 period teacher who may teach an additional subject preparation shall receive a \$4,500.00 pensionable stipend. This stipend may be limited to the current teaching year in which the third subject preparation is assigned.

The instructional time at the Middle School shall be 270 minutes.

J. Secondary Working Conditions

1. The Board shall make every effort to limit classroom teaching to five (5) classroom teaching periods per day and study hall assignments to one (1) study hall period per day in secondary school; provided, however, that the foregoing shall not apply to those subjects with double teaching periods.

2. The Board shall make every effort to insure that teachers in the secondary school shall not be required to teach more than two (2) subject areas.

3. The Board shall make every effort to insure that regular classroom teachers in the secondary schools shall not be required to change subject area teaching stations more than two (2) times during the school day; provided, however, that any alleged violation of this section shall not be grievable.

4. The Board shall make every effort to promote maximum efficiency on the part of the teachers in the secondary schools by endeavoring to arrange programs, which will permit not more than three (3) consecutive assigned teaching periods.

5. An Extracurricular Activities Committee shall be established in both the Middle and High Schools and shall be comprised of representatives of the teaching faculty, representatives of the school building administration and representatives of the student body for the purpose of reviewing the extracurricular activities both as existing and as proposed in each school. Said Extracurricular Activities Committee shall be developed in each school and shall, not later than June 1 of each year, submit a written report to the Principal of the respective school and to the Superintendent of Schools, setting forth all conclusions and recommendations reached by said Committee concerning the extracurricular activities program with the school. Said Extracurricular Activities Committee shall be advisory in nature and determinations with respect to the changing, altering or modification of the extracurricular activities program shall be made by the Board through the Superintendent of Schools.

6. The Board agrees that it will employ not less than eight (8) lay persons as teacher aides for the purpose of assisting in the supervision of students in the Middle and High School Cafeterias during the students' lunch periods.

7. The High School Principal shall establish a roster dividing the High School teaching staff into two equal parts, each equal part being permitted to leave the building alternate days during regularly scheduled duty-free lunch periods.

8. High School teachers have three (3) evening meetings: one (1) Open House/Back-to-School Night with no early dismissal; and two (2) conference nights (one (1) in the Fall, one (1) in the Spring) with early dismissal. Evening meetings shall not exceed two hours in length.

9. Effective July 1, 2013, all teachers currently teaching 5 periods as of June 30, 2013 shall continue to teach 5 periods with no more than 3 different subject preparations.

All teachers currently teaching 6 periods as of June 30, 2013 and hired after, shall teach 6 periods with not more than 2 subject preparations.

In the case of any 6 period teacher who may teach an additional subject preparation shall receive a \$4,500.00 pensionable stipend. This stipend may be limited to the current teaching year in which the third subject preparation is assigned.

The instructional time at the High School shall be 264 minutes.

10. At a maximum, one teachers' preparation period may be utilized per week for instructional planning and development with 48 hours prior notice.

K. Alternative School Working Conditions

1. The Alternative School teachers have (3) evening meetings; (1) Open house/Back-to-School-Night with no early dismissal; (1) Parent Recognition Night with no early dismissal and (1) conference night with early dismissal.

2. Given the unique characteristics of the Alternative Program, teachers will teach two subjects.

3. At a maximum, one teachers' preparation period may be utilized per week for instructional planning and development with 48 hours prior notice.

4. IEP meetings are to be scheduled outside of teacher lunch.

5. A pool of volunteers shall be established to be called upon for coverage assignments. From the list of volunteers, if a teacher misses his/her preparation period the teacher may complete a class coverage form for compensation. Employees who are asked to cover classes/students during their lunch shall receive a lunch monitor stipend.

6. All Teachers/Counselors staff school day shall conclude immediately following the Middle School Alternative/Challenge dismissal of students and their exit from school on Fridays and on days preceding holidays or vacation days. Due to the nature of the Alternative School, there are different dismissal times for each program.

7. Staff lunch period shall be no longer than 30 minutes.

L. Class Coverage

1. A pool of volunteers shall be established to be called upon for preparation period substitute assignments. In the event an insufficient number of volunteer: are available, then involuntary assignments may be made in accordance with past practice, (see Schedule P).

2. For purpose of this Section, a preparation period at the elementary school level shall be defined as the time that a regular classroom teacher is released from teaching responsibility when the class is being conducted by a special teacher. Art Music, Library Education, and Physical Education, as set forth in Article VTA, Section F

M. Building, Class and Subject Assignments and Contract Renewal

1. All teachers shall be given electronic notification of their class and/or subject assignments, building assignments and room assignments for the forthcoming school year not later than June 30 of the previous school year; provided, however, that if the Board shall be delayed in the completion of such schedules and/or subject assignments, building assignments and room assignments by reason of emergencies such as questionable completion of new school construction, computer failure abnormal teacher turnover or unavailability of teacher personnel in critical positions the Board shall provide such schedules as soon as possible.

2. On or before May 15 of each school year, the Board shall give to each non-tenured teacher continuously employed by the Board since the preceding September 30 either:

a. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary as may be required by law⁷ or agreement between the Board and the Association; or

b. A written notice that such employment shall not be offered for the next succeeding year.

N. Termination of Non-Tenured Teachers

1. Non-tenured teachers who are not reappointed must be given the reasons in writing for the Board's action as per the New Jersey Supreme Court's decision in Donaldson v. Bd. Of Ed. Of City of North Wildwood, 65 NX 236 (1974). This article specifically reaffirms the Court's decisions.

2. A non-tenured teacher who is not reappointed shall have the right to appeal the matter to the Board of Education in accordance with Paragraph 1 above. No aspect of this article shall be subject to the Grievance Procedure as set forth in Article HI. The Procedure as set forth herein is a separate and distinct appeal from the Grievance Procedure and must be used when there is the issue of the non-renewal of a non-tenured teacher contract.

**ARTICLE IX
SECRETARIES**

A. Salaries and Hours of Work

1. All secretaries and clerical personnel shall receive salaries in accordance with the salary guide, which is attached hereto as "Schedule H-2" and made a part hereof.

2. The regular workweek shall be thirty-five (35) hours from September 1 until June 30 each year; except when school is not in session for students when the workday for employees shall be six (6) hours, exclusive of a lunch period. The thirty-five (35) hour workweek shall consist of five (5) seven (7) hour days, exclusive of a daily lunch period.

The regular work week shall be thirty (30) hours from July 1 to August 31 each year. The thirty (30) hour week shall be composed of five (5) six (6) hour days exclusive of a daily lunch period.

During the months of July and August, secretaries shall be permitted to work one hour less per day than the normal workday. The utilization of flexible hours during July and August shall be available upon approval of the immediate supervisor and/or Superintendent of Schools to insure that there is sufficient coverage throughout the workday during the summer months.

3. All employees known as "ten-month employees" shall be employed from September 1 through June 30 each year. Ten-month employees may be required to report to work prior to September 1. Those secretarial and clerical personnel required to report to work prior to September 1 shall be paid on a pro-rata basis or receive compensatory days at the employee's election.

4. Each ten-month secretary or clerical employee may individually elect to have ten percent (10%) of his/her monthly salary deducted from his/her pay. These funds shall be paid to the employee in two (2) equal payments during summer months, on the 15th day in July and the 15th day in August.

B. Holidays

Secretarial employees shall be entitled to the specific holidays outlined in Schedule F attached hereto, subject to the adoption of a compatible School Calendar by the Board. In any case, twelve-month secretarial and clerical employees shall be assured a minimum of fifteen (15) paid holidays per year. Ten-month secretarial and clerical employees shall receive a minimum of fourteen (14) paid holidays. Ten-month secretaries are not eligible to receive the Independence Day holiday because they are not scheduled to work at that time. Effective July 1, 2013, all secretaries/clerks shall receive the days between Christmas and New Year's as holidays (without using vacation days) at a maximum of three (3) days.

C. Vacations

1. A twelve (12) month employee shall be entitled to vacation with pay based on the annual rate of pay of the employee when vacation is taken.

2. A twelve (12) month employee shall receive vacation in accordance with the following schedule:

First year of service	10 days (prorated according to date of hire)
From the beginning of the sixth year of service to the end of the fourteenth year of service	15 days per year
From the beginning of the fifteenth year of service	20 days per year

A year of service is defined as continuous employment from July 1 to June 30 of the following calendar year.

3. A twelve (12) month employee receive vacation in accordance with the following schedule: The 1st Year of employment, employees will receive ten (10) days of vacation (prorated according to date of hire). The prorated rate is calculated at .83 days per month. During the first five (5) full years of service, the employee shall receive ten (10) vacation days per year. A full year of service is defined as twelve (12) consecutive months of paid employment for the purpose of defining vacation allotment only. Once an employee completes five (5) full years of paid service, he/she shall be allotted five (5) additional vacation days (totaling 15 vacation days) per year to be used by June 30 of each year. Once an employee completes fourteen (14) full years of paid service, he/she will be allotted five (5) additional vacation days (totaling 20 vacation days) per year to be used by June 30 of each year.

4. A ten (10) month employee shall be entitled to two (2) vacation days with pay based on the annual rate of pay of the employee on the date when the vacation is taken. Beginning the first day of the fifteenth (15th) year of service, the vacation days shall increase to four (4). The vacation days shall be taken during the school year in which the days are earned when schools are closed to students and on days agreed to by the individual employee, the employee's immediate supervisor and the Superintendent of Schools. The vacation days are not to be accumulated from year to year.

5. In the event an employee goes from a ten (10) month employee status to a twelve (12) month employee status, the years of service rendered as a ten (10) month employee shall be counted in computing vacation credit. When an employee changes from a ten (10) month employee to a twelve (12) month employee, the employee shall accrue vacation credit in accordance with the schedule as outlined in Paragraph 2 and such vacation shall be taken during the fiscal year immediately following the fiscal year in which the vacation is accrued as a twelve (12) month employee.

D. Evaluation

1. All evaluations of secretarial staff shall be done openly and with the knowledge of the employee. An employee shall be entitled to receive a copy of the evaluation and to indicate and be required to indicate receipt of same. If an employee desires, he may append comment to the report, which shall become a part thereof.

2. A secretary shall have the right upon request to review the contents of her personnel file except for personnel recommendations or pre-evaluations prior to her employment. Requests shall be in writing five (5) working days in advance of the date requested to review the files. In the case of grievances only, the Association President may request this review by telephone two (2) working days in advance of the date requested to review the file.

E. Inclement Weather Days

1. Secretaries shall not be required to work on inclement weather days when school is closed for inclement weather.

F. Terminal Leave Pay

1. Any retiring secretary shall receive ten (10) days severance pay based on final annual salary at the time of retirement.

2. A retiring secretary shall receive retirement severance pay computed at the rate of \$30.00 per day for 100% of the accumulated sick leave payable upon retirement. The total amount that any secretary member receives under these terms and conditions is capped at eight thousand five hundred dollars (\$8,500.00).

G. Reduction in Force

In the event of a reduction in force affecting secretaries, reductions will be made in inverse order of seniority, in job classification, as defined by job description.

ARTICLE X
CUSTODIANS/MATRONS/MAINTENANCE AND GROUNDS EMPLOYEES

A. Salaries and Hours of Work

1. All custodians, matrons and maintenance/grounds personnel shall receive salaries in accordance with the salary guide attached hereto as "Schedule H-3" and made a part hereof. A record of individual salaries shall be maintained on file in the office of the Coordinator of Buildings and Grounds and shall be available for review by the Association on request.

2. Work Day – Work Week - Overtime

a. The regular work week shall be forty (40) hours for all employees. The regular work week for day shift employees shall be composed of five (5) eight (8) hour days inclusive of a daily thirty (30) minute lunch period. The regular work week for night shift employees shall be composed of five (5) eight (8) hour nights inclusive of a daily thirty (30) minute dinner period. All employees must remain in their assigned building during their entire shift, including their lunch and dinner periods. All employees shall receive a 15 minute break before their lunch/dinner period and another 15 minute break after their lunch/dinner period. Breaks shall not extend lunch or dinner periods. The 1st break shall occur prior to the lunch/dinner period and the 2nd break shall occur after the lunch/dinner period.

b. The Board shall pay each employee one and one-half times such employee's regular hourly wage for each hour of working time in excess of forty (40) hours in any week.

3. All employees known as "ten-month employees" shall be employee from September 1 through June 30 each school year. All employees known as "twelve-month employees" shall be employed from July 1 through June 30 of each school year.

4. The head custodians in the High and Middle Schools shall in addition to their annual salaries, receive the sums as listed on Yearly Stipends, in recognition of the added responsibility for the staff that works under them.

The night crew chiefs in the High and Middle Schools shall in addition to their annual salaries, receive the following sums as listed on Yearly Stipends in recognition of the added responsibility for the night crew in the district.

The head maintenance person shall receive the sums as listed on Yearly Stipends, in recognition of the added responsibility for the maintenance crew.

The head grounds person shall receive the sums as listed on Yearly Stipends, in recognition of the added responsibility for the grounds crew.

These sums are payable over the twelve-month period or in the regular salary check.

5. In addition to the aforementioned salaries, the Board will provided safety shoes to custodians, matrons and maintenance persons and ground persons. Upon written submission of a receipt for the purpose of shoes, custodians, matrons and maintenance shall be entitled to reimbursement for an amount not to exceed \$95.00 in each year of the Agreement. Each employee shall receive from the Board three (3) uniforms per year without cost to the employee.

6. Any employee applying for a transfer for a custodial position in another school or in any school in the District, shall be required to have their Boiler license in his/her possession at the time of the request for transfer. Although a Boiler license is not mandatory for grounds persons and maintenance persons, said license shall be looked upon as an additional factor in favor of the transfer for the candidate possessing same.

7. Maintenance and custodial employees in possession of a Black Seal License shall receive additional compensation as listed on Yearly Stipends.

8. Each ten-month custodian or maintenance worker may individually elect to have ten (10%) percent of his/her monthly salary deducted from his/her pay. These funds shall be paid to the employee in two (2) equal payments during the summer months, on the 15th day in July and the 15th day in August.

9. Additional stipends shall be provided to specifically named maintenance employees in accordance with "Schedule P" and made a part hereof.

B. Holidays

Custodial/Maintenance/Grounds employees shall be entitled to the specified holidays outlined in "Schedule F" subject to the adoption of a compatible School Calendar by the Board. In any case, twelve-month employees shall be assured a minimum of fifteen (15) paid holidays per year. Ten-month employees shall receive a minimum of fourteen (14) paid holidays. Ten-month employees are not eligible to receive the Independence Day holiday, because they are not scheduled to work at that time. If the holiday falls within an employee's vacation period, the employee shall receive an extra day off.

C. Vacations

1. All twelve (12) month employees shall receive vacation in accordance with the following schedule: The 1st Year of employment, employees will receive ten (10) days of vacation (prorated according to date of hire). The prorated rate is calculated at .83 days per year. During the first five (5) full years of service, the employee shall receive ten (10) vacation days per year. A full year of service is defined as twelve (12) consecutive months of paid employment for the purpose of defining vacation allotment only. Once an employee completes five (5) full years of paid service, he/she shall be allotted five (5) additional vacation days (totaling 15 vacation days) per year to be used by June 30 of each year. Once an employee completes fourteen (14) full years of paid service, he/she will be allotted five (5) additional vacation days (totaling 20 vacation days) per year to be used by June 30 of each year.

First year of service	10 days (prorated according to date of hire)
From the beginning of the sixth year of service to the end of the fourteenth year of service	15 days per year
From the beginning of the fifteenth year of service	20 days per year

A year of service is defined as continuous employment from July 1 to June 30 of the following calendar year.

2. All ten (10) month employees shall be entitled to two (2) vacation days with pay at the annual rate of pay such employees are receiving at the time when such vacation is actually taken. Beginning the first day of the fifteenth (15th) year of service, the vacation days shall increase to four (4). The vacation shall be agreed to by the individual employee, the employee's Principal and the Coordinator of Building and Grounds.

3. A 12-month employee shall be permitted to utilize their vacation at any time during the work year, so long as prior written approval is provided by the immediate supervisor and Superintendent of Schools.

D. Evaluation

1. All evaluations of the custodial/maintenance and grounds employees shall be done openly and with the knowledge of the employee. An employee shall be entitled to receive a copy of the evaluation and to indicate and be required to indicate receipt of same. If an employee desires, he may append comment to the report, which shall become a part thereof.

2. Custodial/maintenance and grounds employees shall have the right upon request to review the contents of his/her personal file except for personnel recommendations or pre-evaluations prior to his/her employment. Requests shall be in writing five (5) working days in advance of the date requested to review

the files. In the case of grievances only, the Association President may request this review by telephone two (2) working days in advance of the date requested to review the file.

E. Terminal Leave Pay

1. All retiring custodial/maintenance and grounds employees shall receive ten (10) days severance pay based on final annual salary at the time of retirement.

2. All retiring custodial/maintenance and grounds employees shall receive retirement pay computed at the rate of \$30.00 per day for 100% of the accumulated sick leave payable upon retirement. The total amount that an custodian/maintenance and grounds employee receives under these terms and conditions is capped at eight thousand five hundred dollars (\$8,500).

F. Employment of Custodial/Maintenance and Grounds Employees

1. Permanent and Probationary Period

a. 1. All 12 month custodial/maintenance and grounds employees who have completed five (5) consecutive years of employment in the district shall be considered as having completed "probationary" employment, shall be considered "permanent" and shall not be non-renewed/terminated without Just Cause. All 10 month custodial/maintenance and grounds employees who have completed five (5) consecutive years and 1 day of employment in the district shall be considered as having completed "probationary" employment, shall be considered "permanent" and shall not be non-renewed/terminated without Just Cause.

a. 2. Employees that were hired prior to June 30, 2010 have acquired this due process provision.

a. 3. Employees hired on or after July 1, 2010 but before June 30, 2013 have earned time towards this due process protection. That is, any and all time worked is counted towards the 5 years.

a. 4. Employees hired on or after July 1, 2013 will begin their 5 year period.

a. 5. All non-renewals and terminations shall be subject to the final and binding arbitration provision of this collective negotiations agreement. Upon official notification by the Board of Education of an employees' non-renewal/termination the parties shall select an arbitrator consistent with the provisions set forth in Article III, Letter I of this collective negotiations agreement.

2. Seniority Entitlements

a. A seniority list of permanent custodians, matrons, maintenance and grounds employees shall be established in each job title to be based on the length of service within that title. Permanent custodians, matrons, maintenance, and grounds employees shall be reduced in force pursuant to their length of service with the Board according to seniority.

b. Overtime hours will be distributed on a seniority basis. Permanent custodial/maintenance and grounds employees will be offered overtime work according to their date of hiring with the most senior employee being first offered the overtime work and proceeding to the next most senior until the overtime work has been offered to all permanent custodial/maintenance and grounds employees. After all permanent employees have been offered the overtime work, the offer may be made to probationary employees as the Board may decide in its total discretion. Permanent employees who decline overtime work shall not be entitled to another offer of overtime work until all permanent and probationary employees, who have been offered overtime by the employer, have declined the overtime work. Senior members who are on a Corrective Action Plan (CAP) will not be included in the rotation.

c. Updated employee seniority lists shall be maintained and posted by the Supervisor of Buildings and Grounds.

d. It will be the prerogative of the Board or its Administration to shift an employee from day shift to night shift or vice versa provided reasonable notice is given and such change shall not be done in retaliation for any concerted or organizational activity and that the change is based, at least in part on the

length of service in title of the individual who would be available for such shift

G. Tenure Elimination

1. Custodians, matrons, maintenance and grounds employees shall not be entitled to receive or obtain tenure pursuant to this Agreement. Custodians matrons, maintenance and grounds employees waive any previously obtained tenure status pursuant to the collective bargaining agreement and its predecease agreements.

ARTICLE XI
CORRIDOR AIDES/SAFE SCHOOL ENVIRONMENT EMPLOYEES

A. Salaries

Salaries for corridor aides/safe school environment employees shall be as set forth in "Schedule H4" attached hereto and made a part hereof. Longevity payments will continue for the three years of the contract.

B. Probationary Period

All corridor aides/safe school environment employees shall upon their employment with the Board serve a probationary period of ninety (90) days, shall be considered "permanent" and shall not be non-renewed/terminated without Just Cause.

C. Evaluation

1. All evaluations of corridor aides/safe school environment employees shall be done openly and with the knowledge of the employee. An employee shall be entitled to receive a copy of the evaluation and to indicate and be required to indicate receipt of same. If any employee desires, he may append comment to the report, which shall become a part thereof.

2. A corridor aide/safe school environment employee shall have the right upon request to review the contents of his/her personnel file except for personnel recommendations or pre-evaluations prior to his/her employment. Requests shall be in writing five (5) working days in advance of the date requested to review the files. In the case of grievances only, the Association President may request this review by telephone two (2) working days in advance of the date review requested to review the file.

D. Terminal Leave Pay

1. A retiring corridor aide/safe school environment employee shall receive retirement severance pay computed at the rate of \$30.00 per day for 100% of the accumulated sick leave payable upon retirement. The total amount that a corridor aide member receives under these terms and conditions is capped at eight thousand five hundred dollars (\$8,500.00).

E. Work Day

1. All corridor aides/safe school environment employees shall work an eight (8) hour day with a thirty (30) minute lunch; two (2) fifteen (15) minutes breaks are offered per day.

F. Uniforms

1. The Board agrees to furnish six (6) shirts: (3) short sleeves (2) long sleeves, and (1) inclement weather suit, heavy winter jacket and head protection for inclement weather with District logo to each School Safety Officer.

2. School Safety Officer will wear black or khaki pants and shoes of their choice, design, comfort and purchase; and will wear district-supplied apparel when in the course of their regular and extra-assignment district duties.

3. All district-provided clothing with district logo on breast pocket must be returned to the district when terminating employment or disposing/replacing. All clothing will be returned to the district upon leaving the position.

ARTICLE XII
BENEFITS: SICK LEAVE AND PERSONAL ABSENCES

A. Annual Sick Leave

Employees of the Board of Education shall be granted annual sick leave as follows:

1. Ten (10) Month Contract Employees - Employees on a ten-month contract basis shall be entitled to annual sick leave of ten (10) days per contract year at full pay.
2. Twelve (12) Month Contract Employees - Employees on a twelvemonth contract basis shall be entitled to annual sick leave of twelve (12) days per contract year at full pay.
3. Sick Leave - Accumulative - for both 1 and 2 above shall be cumulative. That is, all days of annual sick leave not utilized during a contract year shall accumulate to the employee's benefit.
4. Days Required Beyond Accumulated Sick Leave - If an employee exhausts all annual and accumulated paid sick leave the Board may, on a case-by-case basis, grant up to an additional ten (10) days of sick leave to be compensated at the daily rate of pay less the pay of a substitute.
 - a. Deduction of the substitute rate shall be effective whether or not a substitute is employed.
 - b. Absence due to sickness beyond the additional days provided for in this section shall be subject to the full deduction of a day's salary for each additional day's absence.
 - c. Rare cases deemed meritorious by the Board may be given special consideration without establishing a general rule for future practice.
 - d. The Board shall keep the Association informed as to the established rates of pay for substitutes and any changes made in those rates. For corridor aides the substitutes' rate of pay shall be in accordance with the starting rate for corridor aides/safe school environment employees as set forth in "Schedule J". For custodial, maintenance, and grounds employees, the substitutes' rate of pay shall be a peroration of the first step on the guide set forth in "Schedule G" and Schedule H".
5. Proof of Illness - In the event an employee shall be absent more than three (3) consecutive days because of personal illness or quarantine (non-job or job-related accident), it shall be the option of the Superintendent or the Board of Education (through their authorized representatives) to require a physician's certificate verifying the absence and reason therefore. The physician's certification must state that the employee is fit to return to work at full duty.
6. Sick Leave - Definition of "Sick leave" is hereby defined as time needed for diagnosis, care or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee. Time needed for the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member.

Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to all the employee obtain for the employee or the family member: medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

Exception: "Absence from post of duty due to accident on the job (covered by Workman's Compensation, N.J.S.A. 34:15-1, et. seq.) shall not be charged against sick leave." Such absence shall be paid for at full rate of pay, unless released to duty by the covering physician.

7. Sick Bank - Year one will be used to study the feasibility of implementing a sick bank utilizing unused Urgent Business Days by a committee of Administrators and Association members. Upon agreement of a plan, the sick day bank will be put into effect (refer to the Side Bar Agreement).

8. A Day's Salary - Definition of:

a. A day's pay for all ten (10) month professional employees shall be defined as one two-hundredth (1/200) of the annual contractual salary. (Chapter 142-P.L. 1942)

b. A day's pay for all twelve (12) month professional employees shall be defined as one two-hundredth and fortieth (1/240) of the annual contractual salary rate.

9. The Board shall provide a platform available to all employees for the sole purpose of reporting an employee's absence from school during school days, and every employee shall be required to report his/her absence through the platform. Any absence reported after the two (2) hours prior to the start of your assigned school time, on the platform shall be reported directly to the employee's principal or the principal's designee.

B. Other Types of Personal Leave

1. Family Illness - Employees whose absence is due to the serious illness of a member of the immediate family, shall receive salary less substitute's pay for a maximum of five (5) working days. Absence beyond five (5) days shall be charged at a rate of full deduction of pay. The Superintendent of Schools or the Board of Education shall have the right to request a physician's certificate substantiating such absence. For the purpose of this paragraph the immediate family shall include employee's mother, father, sister, brother, wife or husband and employee's children or stepchildren.

2. Death in the Family - Employee's absence caused by death in the immediate family shall receive full salary for a period not to exceed five (5) days, per occurrence. In the event of death, the immediate family shall be considered to include mother, father, sister, brother, spouse, children of employee including stepchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, aunt and uncle, or a non-relative person domiciled with the employee or the mother or father of a domestic partner as per the New Jersey State Domestic Partnership Act.

3. Urgent Business - Employees shall be granted, upon written request to the Superintendent of Schools, three (3) days per school or fiscal year for urgent business not possible to conduct on other than a school day because of conditions beyond the control of the employee. Two of these days shall be with no cause and one shall be with cause. All three days shall be converted to sick time if unused. Written requests for urgent business should be submitted through the employee's immediate supervisor to the Superintendent of Schools, as early as possible preceding date requested.

Immediate occurring urgent conditions may receive permission by phone from the Superintendent's Office if followed by confirming written request.

No deduction of pay shall be made for these three (3) urgent business days when prior approval is granted. Lack of prior approval shall mean deduction of a full day's pay. Ordinarily, days before and after a holiday period will not be allowed.

(Some examples of urgent business - death of a friend or relative not covered under other parts of this policy, closing on house, family member to or from hospital, religious holidays, graduation of son or daughter from college, etc.)

Any employee shall have his/her unused Urgent Business Days transferred to the employee's accumulated sick leave bank at the end of each school year.

4. Personal Business - Employees who are absent from school for causes other than those covered in the Article or absent beyond times provided for, will usually have full salary deducted. Exception causes may be referred to the Board of Education through the Office of the Superintendent of Schools for special consideration. Requests for personal business must be submitted through the district's approved platform as far in advance as possible; and normally not less than one (1) week.

5. All employees shall be granted leave, if days are available, without deduction of salary, when absence is necessitated because of a Civil Court Subpoena unless the employee is subpoenaed to appear on behalf of a party adverse to the Board of Education in the pending litigation or the employee is to appear as a paid witness in connection with private non-school business. A copy of the Subpoena shall be submitted with a request through the district's approved platform if the employee wishes to be granted leave without deduction.

6. Convention Leave

(a.) Teachers will not be required to report for and will suffer no loss of pay for not more than two (2) days in any school year when the New Jersey Education Association Convention is scheduled. Teachers may be granted permission to attend other teachers' meetings or conventions without loss of salary. Permission to attend such other conventions shall be subject to the prior approval of the Superintendent of Schools and the Principal and requests for such leave shall be submitted in writing three (3) weeks prior to the anticipated dates of leave.

(b) Secretaries shall be granted permission to attend the annual Convention of the New Jersey Education Association for a period of not more than two (2) days in any one year, without deduction of salary. Those employees not actually attending the Convention shall be required to work. All digital badge traffic is required from the New Jersey Education Association Convention to the Superintendent of Schools upon their return to work.

(c) Five (5) five custodial /matron/maintenance/grounds employees shall be granted leave with pay to attend the annual two (2) day New Jersey Education Association Convention. Selection of employees shall be determined by seniority, provided that prior notification is submitted through approved district platform by those employees seeking convention leave. Any employee who is granted convention leave shall provide all digital badge traffic from the New Jersey Education Association Convention to the Superintendent of Schools upon their return to work.

7. Professional Day - Teachers may be granted one (1) professional visiting day a year without deduction of salary. The day selected as the visiting day and the site of the visitation shall be approved by the Superintendent and Principal and shall be submitted in writing three (3) weeks prior to date of visitation requested. A visiting day is defined as a visit to another school outside the district which shall be approved by the receiving district in writing.

8. Unpaid Leave of Absence - Family Illness - The Board shall grant a leave of absence without pay for a period not to exceed one (1) year to an employee for the sole purpose of caring for a sick member of the immediate family of that employee and additional leave may be granted at the sole discretion of the Board and for good cause shown. Provided, however, that no leave of absence shall be granted as herein contemplated unless the employee requesting said leave of absence shall first submit to the Board written medical certification from the attending or treating physician which certifies both the illness of the immediate family member and the medical necessity for the rendering of home care by the employee.

9. Flexible Time - Employees may be granted, upon 3 days' notice and written request to the immediate supervisor or principal, the opportunity to flex their daily work day schedule, provided that it does not create unnecessary hardship for coverage or disruption to the students. Each request will be considered on an individual basis not to exceed more than 3 requests in one school year and be no more than 2 hours per request. The time will be made up by the employee in consultation and assignment by the immediate supervisor or principal.

C. Maternity Leave and Maternity Sick Leave

1. Any employee who becomes pregnant may use sick leave pursuant to Section A of this Article for pregnancy-related disability or illness; provided, however, that such leave may not be used during the course of or immediately following an unpaid leave of absence.

2. Any employee who becomes pregnant may be granted an unpaid leave of absence for pregnancy-related disability subject to the following conditions:

(a) The period of disability is defined as the period of time, both prenatal and postnatal, during which a physician certifies the employee's inability to work.

(b) Application for maternity disability leave shall be made, in writing, at least sixty (60) days prior to the requested start of the leave, and shall specify the commencement date of the leave and the date on which the employee shall return to work. All applications must be supported by a certificate from

(c) The attending physician.

(d) An employee returning from a maternity disability leave shall provide a certificate from the attending physician that she is fit to resume work.

(e) Maternity disability leave shall be granted until the end of the school year in which the birth occurs. For tenured employees such leave may be extended into the following school year upon presentation of medical certification of continuing disability. Maternity disability leave shall not be extended beyond the close of the school year in which it is initially granted for non-tenured employees.

(f) All medical certifications required pursuant to this section are subject to review and approval by the Board of Education.

4. Tenured employees may be granted unpaid maternity child care leave for time beyond the period of pregnancy-related disability subject to the following conditions:

(a) Application for such leave must be made, in writing, at least sixty (60) days prior to the requested start of the leave and shall state the requested starting date of the leave and the date that the employee will return to work.

(b) The employee shall have the option of taking maternity child care leave for (1) the balance of the school year in which the birth occurs or (2) the balance of the school year in which the birth occurs and the entire following school year. Any employee who wishes to change the terms of such leave from option (1) to option (2) shall notify the Superintendent of Schools not later than March 15 of the year in which the leave is granted.

(c) In no case will a leave be extended beyond the end of the school year following the school year in which the birth occurs.

4. To avoid unnecessary interruption, employees granted child care leave shall return either the first day of school in September or the first day of school in January, or the first day of a new marking period, whichever is closer to the termination date of the child care leave.

5. The granting of any form of maternity leave shall not be construed as requiring the Board to offer a new contract or renewed employment to any employee who would not otherwise have been offered such a contract for employment.

6. Time spent on an unpaid leave of absence shall not count toward the accrual of seniority or tenure.

7. The year in which an unpaid leave of absence is granted shall not count toward earning of an increment unless the leave commences after the last day in February.

D. Insurance Protection

Medical contributions will remain frozen at current dollar values as presented in the members' current pay deduction which is pursuant to the calculation presented in the 2017 to 2020 collective bargaining agreement.

1. The Board shall provide full family health insurance coverage. The Board shall select the appropriate insurance carrier provided however, that insurance benefits are equal to or better than Integrity10 Health Benefits Program, effective January 1, 2016.

Full family health insurance coverage shall include domestic partners as defined in the NJ State Domestic Partnership Act. Domestic Partnership shall be defined in Schedule D.

Expenses incurred during October, November and December that are applied to the annual major medical deductible cannot be applied to the deductible for the next year, thereby eliminating the fourth quarter carry-over. These expenses will be applied to the current year's deductible only.

2. The Board shall provide a Prescription Drug Card insurance program for each employee and dependents with the following co-pays:

Retail generic	\$3	Mail order generic	\$5
Retail preferred	\$10	Mail order preferred	\$15
Retail non-preferred	\$10	Mail order non-preferred	\$15

2a.) Effective July 1, 2019, all prescription co-pays will increase by five dollars (\$5.00). Each co-pay listed in the chart above will increase by five dollars (\$5.00) July 1, 2019.

The Prescription Drug Card co-pay is not eligible for consideration under major medical, thereby eliminating the major medical submissions for payment of Drug Card co-pay at the end of the year.

These amounts will change if the State Health Benefits Plan increases their co-pays during the term of this Agreement. Mail order co-pay amounts will then increase to the State Health Benefits levels.

If the Long Branch Board of Education negotiates the State Health Benefits Plan with its other employees outside the Long Branch School Employees Association, the Association shall enter the State Health Benefits Prescription Program and the prescription plan negotiated above will be null and void. Specifically, mail order will then become \$1/\$5 provided the State Health Benefits Plan remains at these levels.

2b.) The current co-pay rates for medical and emergency room are as follows:

Medical co-pay	\$10	Emergency room	\$25
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2c.) Effective July 1, 2019 the Emergency Room co -pay will increase to fifty dollars (\$50.00).

2d.) Effective July 1, 2017 and continuing each year thereafter for the term of this contract, the contribution for all bargaining unit members shall be frozen at the July 1, 2016 dollar value contribution. See attached chart.)

2e.) Reduce Chapter 78 contribution for all members. The contribution for members enrolled in the NJEHP, as determined by Public Law, Chapter 44, shall contribute pursuant to the stipulated Chapter 44 calculations/rates.

3. The Board shall continue to provide a Dental Insurance Plan providing family coverage on the same terms as were available under the predecessor agreement; provided, however, and subject to the exceptions set forth below, the cost to the Board of Education for the above-described dental insurance coverage shall not exceed the premium rates in effect prior to May 1, 2016, and insurance premium costs shall be capped at the rate levels in effect prior to that date.

The single exception to the insurance caps here established shall occur in the event that the rates for existing coverage increase effective May 1, 2005. In that event, the Board shall pay the full cost of such increased rates through July 30, 2010; provided, however, that such additional premium payments by the Board shall be on a one-time basis and shall expire effective June 30, 2010. And further provided, that any such payments over and above the above-describe cap shall not constitute either a waiver of the cap limit or a past practice obliging the Board to continue payment at levels higher than the cap.

4. Waiver members receive a reimbursement for opting out of insurance paid out respectively. Any bargaining unit member who chooses to waive all health, dental, and prescription coverage for the term of this agreement, will receive a maximum reimbursement of \$1,250.00 in two (2) equal payments; one in December and one in June for each year the medical coverage is waived.

E. Tuition Reimbursement

1. For the term of the 2020-2023 agreement, all members of the bargaining unit shall receive reimbursement by the Board of Education for the cost of tuition up to a maximum of six (6) college/graduate credits successfully completed between July 1 and June 30 of a given school year. Reimbursement of tuition costs will not exceed 85% of the average State college tuition.

a. All members of the bargaining unit are eligible to take any college/graduate credits that will enhance their job performance with prior approval by the Superintendent. In addition, at no time will the reimbursement exceed the payment or cost of the class.

b. In order for reimbursement to be effective, courses applied for must be successfully completed. ("B" or "PASS" or higher if letter grade is issued.)

c. Course Approval – All employees must receive pre-approval for any courses. To gain pre-approval, all courses must be approved by the principal or supervisor and submitted to the District Administrator for Personnel no later than:

Summer Semester	May 1
Fall Semester	August 1
Spring Semester	December 1

d. Reimbursement – For tuition reimbursement, all paperwork must be submitted to the Personnel Office no later than:

Summer Semester	September 1
Fall Semester	February 1
Spring Semester	June 15

If paperwork is not submitted by the appropriate date, reimbursement may not be provided.

e. Mileage Reimbursement

Reimbursement for out of district mileage shall be only at the rate of the New Jersey State level of reimbursement.

**ARTICLE XIII
OTHER PROVISIONS**

A. Notice of Employment Openings

1. All available opportunities for employment by the Board in all full-time positions in the Board's table of organization below the rank of Assistant Superintendent shall be publicized to all employees in the Long Branch School System by email of such available opportunities for employment shall specify the manner in which interested employees may apply.

A minimum of one (1) posting will be mailed to all employees between July 1 and August 30 (summer period). During this summer period Personnel openings will be periodically recorded, and can be accessed by calling the Central Office telephone number and choosing #1. Announcements on the directory.

2. All available opportunities for employment by the Board in connection with the summer school program, home teaching program, specially funded programs and other existing programs shall be publicized to all teachers in the Long Branch School System by email of such available opportunities for employment and shall specify the manner in which interested teachers may apply. Among other factors, service in the school district shall be considered by the Board of Education in making selections provided this is in the best interests of the school district and the community.

3. Posting for secretarial and custodial positions shall be made for five (5) work days and employees interested in those positions shall make application to the Superintendent or his designee within the five (5) day posting period.

4. In the event that the Superintendent shall determine that the qualifications and abilities of two or more applicants for a secretarial or custodial position are equal in terms of experience and ability, the applicant with the greater seniority shall be awarded the job.

5. Custodial employees who have acquired experience, skill and ability (physical or otherwise) to do the work required in the job without training shall be given preference.

B. School Advisory Committee

1. An elected Advisory Committee for each school building shall meet with the Principal at least once a month after regular school hours for the duration of the school year to review and discuss local school problems and practices and to play an active role in the revision and development of building policies; provided, however, that any decisions or determinations made by said Advisory Committee shall be deemed to be recommendations, as received from said Advisory Committee, by the school building administration, the Superintendent of Schools or the Board and shall not be grievable.

2. The membership of each such Advisory Committee created hereunder shall be elected by all staff in each school building and each such Advisory Committee shall be limited in its membership to five (5) members or ten (10%) percent of the permanent staff in each school building, whichever number shall be greater.

C. Agency Shop

1. If any employee does not become a member of the Association during any membership year which is covered in whole or in part by this Agreement said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

2. Prior to the beginning of each membership year, the amount of said representation fee shall be certified to the Board by the Association, which amount shall not exceed 85% of the regular membership dues, fees and assessments charged by the Association to its own members.

3. Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for their current membership year. The Board will deduct the representation fee in equal

installments, as nearly as possible from the paycheck paid to each employee or the aforesaid list during the remainder of the membership year in question.

4. The employer shall remit the amount deducted to the Association monthly, on or before the 15th of the month following the month in which such deductions were made.

5. These deductions shall commence thirty (30) days after the beginning of employment in the unit.

6. The Association shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:13 A-5.5(c) and 5.6, and membership in the Association shall be available to all employees in the unit on an equal basis at all times. In the event the Association fails to maintain such a system or if membership is not available, the employer shall immediately cease making said deductions.

7. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability that shall arise out of, or by reason of, any action taken or not taken by the Board for the purpose of complying with any of the provisions of this Article. The Association shall intervene and defend, any administrative or court litigation concerning this provision. In any such litigation, the Board shall have no obligation to defend actions arising under this Article but once compelled to do so, the Association shall reimburse the Board for all reasonable costs incurred in defending or participating in such litigation.

D, Miscellaneous Provisions

1. 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 provision or application shall not be deemed valid and subsisting, except to the extent permitted by the law, but all other provisions or applications shall continue in full force and effect.

2. Whenever any notice is required to be given by either of the parties of this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or registered letter at the following address:

a. If by Association, to Board at 540 Broadway, Long Branch, New Jersey 07740

b. If by Board, to Association at the President's permanent address and/or LBSEA offices - 494 Broadway, Suite 1A, Long Branch, New Jersey 07740.

3. This Agreement constitutes the entire understanding between the parties, and the parties hereto agree that no oral promises not incorporated herein are to be binding upon the parties, and, further, that this Agreement may only be modified, altered or supplemented by written agreement between the parties.

4. Employees will be paid semi-monthly on the 15th and 30th of each month.

5. All other provisions of the 2010-2013, 2013 thru 2016 and 2016 - 2017 contract shall be carried over without any changes to the new agreement, unless specified.

**ARTICLE XIV
DURATION OF AGREEMENT**

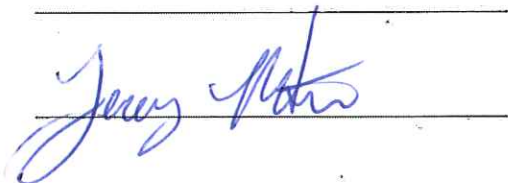
The provisions of this Agreement shall take effect July 1, 2020 and remain in force and effective through June 30, 2023; when it shall expire unless an extension is agreed to by both parties and expressed in writing prior to such date provided, however, the language (non-salary) provisions of this Agreement which reflect changes from the predecessor agreement shall take effect upon formal execution of this agreement.

All other terms of the current Agreement, not specifically changed under the Memorandum of Agreement, shall remain in full force and effect.

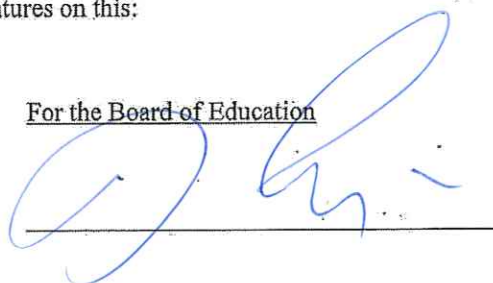
In Witness whereof, the undersigned put their signatures on this:

For the Association





For the Board of Education



**SCHEDULE B
SCHOOL CALENDAR**

The school calendar shall be adopted by the Board of Education with the recommendation of the Superintendent of Schools after consultation with the President and one (1) additional designee of the president of the Association prior to submission of the calendar to the Board for consideration. The school calendar as thus adopted will be set forth in "Schedule B" which is annexed hereto and made a part hereof and is incorporated herein by reference.

The total number of working days for teachers shall not exceed 186 days. Provided, however, that all teachers newly employed by the Board shall be required to serve three (3) additional days prior to the commencement of the school year and above and beyond the total number of working days for teachers contained in the school calendar for purposes of professional orientation. Further provided, that in the event that emergency conditions.

Every employee shall be notified of the school calendar for the ensuing year within ten (10) days after the Board has formally adopted said calendar.

SCHEDULE C
SALARY GUIDE MOVEMENT

1. Teachers, Secretaries/Clerks, Corridor Aides/Safe School Environment Persons: Schedules H-1, H-2 & H-4

No one in the bargaining unit will move to an OFF letter on the Guide. In the future when employees retire that are presently on the OFF letters, their salaries and letter will be deleted from future Guides.

2. Custodians, matrons, maintenance, grounds employees shall receive salary and stipends consistent with Salary Guides.

3. All listed salary guides: Teachers, Secretaries/Clerks, Custodians/Matrons, Maintenance and Grounds Employees and Corridor Aides/Safe School Environment Persons will increase as follows:

- a.) Effective July 1, 2020: All guides will increase by 3.5%, inclusive of increment;
- b.) Effective July 1, 2021: All guides will increase by 3.2%, inclusive of increment
- c.) Effective July 1, 2022: All guides will increase by 3.2%, inclusive of increment

4. Pursuant to mutual agreement and development, the Athletic Coaches' salary guides are detailed in Schedule I - See attached Schedule I.

5. With the exception of library clerks, all Level 2 secretaries shall be moved to Level 3 upon the granting of tenure to those employees.

6. All staff hired on or after the last day in December (31st) shall remain on the same step for the following school year.

7. It is agreed that all teachers hired prior to September 1, 2004, teaching the Middle School self-contained grade 6 shall receive an additional \$4,500.00 added to their salary base for pension purposes. The same agreement applies to those teaching the self-contained grade 7.

8. Yearly Stipends: Schedule K

- a) Stipends will remain flat rate at the same rate for Year 1 and Year 2.
- b) Stipends will be increased by 3.0% for Year 2.

SCHEDULE D
DEFINITION OF A DOMESTIC PARTNER

Two persons who desire to become domestic partners and meet the requirement of subsection b. of this section may execute and file an Affidavit of Domestic Partnership with the local registrar upon payment of a fee, in an amount to be determined by the commissioner, which shall be deposited in the General Fund. Each person shall receive a copy of the affidavit marked "filed." A domestic partnership shall be established when all of the following requirements are met:

1. Both persons have a common residence and are otherwise jointly responsible for each other's common welfare as evidenced by joint finances arrangements or joint ownership of real or personal property, which shall be demonstrated by at least one of the following:
 - a. A joint deed, mortgage agreement or lease;
 - b. A joint bank account;
 - c. Designation of one of the person's as a primary beneficiary in the other person's will;
 - d. Designation of one of the person's as a primary beneficiary in the other person's life insurance policy or retirement plan;
 - e. Joint ownership of a motor vehicle;
2. Both persons agree to be jointly responsible for each other's basic living expenses during the domestic partnership;
3. Neither person is in a marriage recognized by New Jersey law or member of another domestic partnership.
4. Neither person is related to the other by blood or affinity up to an including the fourth degree of consanguinity;
5. Both persons are of the same sex and therefore unable to enter into marriage with each other that is recognized by New Jersey law, except that two persons who are each 62 years of age or older and not of the same sex may establish a domestic partnership if they meet the requirements set forth in this section;
6. Both persons have chosen to share each other's lives in a committed relationship of mutual caring;
7. Both persons are at least 18 years of age;
8. Both persons file jointly an Affidavit of Domestic Partnership;
9. Neither person has been a partner in a domestic partnership that was terminated less than 180 days prior to the filing of the current Affidavit Domestic Partnership, except this prohibition shall not apply if one of the partners died; and in all cases in which a person registered a prior domestic partnership, the domestic partnership shall have been terminated in accordance with the provisions of section 10 of P.L.c.

A person who executes an Affidavit of Domestic Partnership in violation of the provisions of subsection b. of this section shall be liable to a civil penalty in an amount not to exceed \$1,000. The penalty shall be sued for and collected pursuant to the "Penalty Enforcement Law of 1999." P.L. 1999, c.274 (C.2A:5-10 et seq.).

Two adults who have not filed an Affidavit of Domestic Partnership shall be treated as domestic partners in an emergency medical situation for the purposes of allowing one adult to accompany the other adult who is ill or injured while the latter is being transported to a hospital, or to visit the other adult who is a hospital patient, on the same basis as a member of the latter's immediate family, if both persons, or one of the persons in the event that the other person is legally or medically incapacitated, advise the emergency

care provider that the two persons have met the other requirements for establishing a domestic partnership as set forth in section 4 of P.L., c. 15 (C.) expending before the Legislature as this bill);

The commissioner shall cause to be prepared, in such a manner as the commissioner determines appropriate:

1. Blank forms, in quadruplicate, of Affidavits of Domestic Partnership and Certificates of Domestic Partnership corresponding to the requirements of this act; and

2. Copies of the Notice of the Rights and Obligations of Domestic Partners. b. The commissioner shall ensure that these forms and notices, along with such sections of the laws concerning domestic partnership and explanations thereof as the commissioner may deem useful to persons having duties to recognize domestic partners under those laws, are printed and supplied to each local registrar, and made available to the public upon request.

The termination of a domestic partnership may be adjudged for the following causes:

a. Voluntary sexual intercourse between a person who is in a domestic partnership and an individual other than the person's domestic partner as defined in section 3 of P.L.

b. Willful and continued desertion for a period of 12 or more consecutive months, which may be established by satisfactory proof that the parties have ceased to cohabit as domestic partners;

c. Extreme cruelty, which is defined as including any physical or mental cruelty that endangers the safety or health of the plaintiff or makes it improper or unreasonable to expect the plaintiff to continue to cohabit with the defendant; except that no complaint for termination shall be filed until after three months from the date of the last act of cruelty complained of in the complaint, but this provision shall not be held to apply to any counterclaim;

d. Separation, provided that the domestic partners have lived separate and apart in different habitations for a period of at least 18 or more consecutive months and there is no reasonable prospect of reconciliation: and provided further that, after the 18-month period, there shall be a presumption that there is no reasonable prospect of reconciliation:

e. Voluntarily induced addiction or habituation to any narcotic drug, as defined in the "New Jersey Controlled Dangerous Substances Act," P.L. 1970., or habitual drunkenness for a period of 12 or more consecutive months subsequent to establishment of the domestic partnership and next preceding the filing of the complaint:

f. Institutionalization for mental illness for a period of 24 or more consecutive months subsequent to establishment of the domestic partnership and next preceding the filing of the complaint: or

g. Imprisonment of the defendant for 18 or more consecutive months after establishment of the domestic partnership, provided that where the action is not commenced until after the defendant's release, the parties have not resumed cohabitation following the imprisonment.

SCHEDULE E (1)
REQUEST FOR APPROVAL OF GRADUATE CREDIT

LONG BRANCH PUBLIC SCHOOLS
CERTIFICATED STAFF REQUEST FOR APPROVAL OF
GRADUATE CREDIT REIMBURSEMENT & "CREDIT ONLY" COURSEWORK

Any course taken beyond the number permitted by contract in a given school year or for the purpose of attaining certification in your present position is not eligible for tuition reimbursement and will be marked as "Credit Only".

PLEASE CHECK ONE OF THE FOLLOWING:

Graduate Credit Reimbursement towards a new Certification, BA+30, MA or a MA+30

"Credit Only" towards an Assignment Certification that may lead to a BA+30, MA or a MA+30 or any course exceeding the amount permitted by contract in a given school year.

I. TO: Administrators/District Manager for Personnel/ Asst. Superintendent/Superintendent of Schools

FROM: _____

(Name) (School) (Grade Level/Subject Taught)

I hereby request approval of the following course for reimbursement or credit only:

Course # _____ Institution: _____ # of Credits _____

Title: _____

Purpose: _____

To be taken: Summer _____ Fall _____ Spring _____;

Begins: _____ Ends: _____

Credits to be applied to:

Certification, After Administration Approval Only: Field: _____

30 Credits beyond B.A. _____ Master's Degree _____ 30 Credits beyond MA

CHECK ONE:

This course is my first course in a new program of studies. Attached is a complete description of the entire program, including a description of this specific course.

This course is part of a previously approved program of studies. Attached is a description of the specific course. A complete description of the entire course of study has been previously submitted

Number of Credits Previously Submitted/Approved (*including this one*) for Reimbursement/Credit Only

II. Approval: _____ YES _____ NO

District Administrator/ Academy Administrator / Principal/ Supervisor (Date)

III. Approval: _____ YES _____ NO

District Administrator for Personnel (Date) _____

**SCHEDULE E (2)
REQUEST FOR APPROVAL OF COLLEGE CREDIT**

**LONG BRANCH PUBLIC SCHOOLS
NON-CERTIFICATED STAFF REQUEST FOR APPROVAL OF UNDERGRADUATE/
GRADUATE CREDIT REIMBURSEMENT & "CREDIT ONLY" COURSEWORK**

Any course taken beyond the number permitted by contract in a given school year or for the purpose of attaining certification in your present position is not eligible for tuition reimbursement and will be marked as "Credit Only".

PLEASE CHECK ONE OF THE FOLLOWING:

Undergraduate/Graduate Credit Reimbursement towards degree/certification and/or additional college credits.

"Credit Only" towards degree/certification and/or college credits exceeding the amount permitted by contract in a given school year.

I. TO: Administrators/District Manager for Personnel/Asst. Superintendent /Superintendent of Schools
FROM: _____

(Name) (School) (Position)

I hereby request approval of the following course for reimbursement or credit only:

Course # _____ Institution: _____ # of Credits _____

Title: _____

Purpose: _____

To be taken: Summer _____ Fall _____ Spring _____;

Begins: _____ Ends: _____

CHECK ONE:

This course is my first course in a new program of studies. Attached is a complete description of the entire program, including a description of this specific course.

This course is part of a previously approved program of studies. Attached is a description of this specific course. A complete description of the entire course of study has been previously submitted.

Number of Credits Previously Submitted Approved (*including this one*) for 13-14 Reimbursement/Credit Only _____

II. Approval: _____ YES _____ NO

District Administrator/ Academy Administrator/ Principal/ Supervisor (Date)

III. Approval: _____ YES _____ NO

Dist. Administrator for Personnel (Date)

**SCHEDULE F
NON-DUTY HOLIDAYS FOR
SECRETARIES/CLERKS/CUSTODIANS/MATRONS/GROUNDS/MAINTENANCE**

LONG BRANCH PUBLIC SCHOOLS

July 1, 2020 - June 30, 2023

Independence Day*

Labor Day

Yom Kippur

Columbus Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving Day

Day before Christmas

Christmas

Effective July 1, 2013, all secretaries/clerks shall receive the days between Christmas and New Year's as holidays (without using vacation days) at a maximum of three (3) days.

Day before New Year's Day

New Year's Day

Martin Luther King's Birthday

Washington's Birthday

Holy Thursday

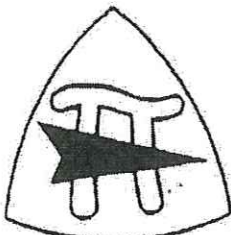
Good Friday

Memorial Day

* 10-month employees do not receive this holiday as they are not scheduled to work at this time.

SCHEDULE G

SIDEBARS



LBSEA

**Long Branch
School Employees Association**

569 Broadway, Box 4002, Long Branch, New Jersey 07740
Tel: (732) 571-5273 • Fax: (732) 229-3485

RECEIVED
APR 20 1999
LONG BRANCH
OFFICE OF THE SUPERINTENDENT

To: Mr. Joseph M. Ferraina, Superintendent

From: LBSEA PR&R Committee

Thomas J. Butcher

Date: April 20, 1999

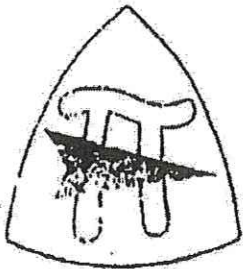
Re: Building Permit Grievance

Pursuant to the March 25, 1999 discussion regarding the above-referenced grievance, it is the Association's understanding that the following terms will provide a resolution to this matter:

- The parties agree that all after-school LBSEA meetings do not require a building permit.
- The LBSEA Building representative shall provide a minimum of one week prior to the building principal.
- The LBSEA is entitled to hold a meeting after monthly faculty meeting as long as there is a ten minute break between the meetings.

Please fax and mail a signed copy of this memo to confirm your agreement to these terms within one school week. Upon receipt of same, the LBSEA shall withdraw this grievance without prejudice. Thank you for your time and cooperation.

Joseph M. Ferraina
5/7/99



LBSEA

Long Branch School Employees Association

500 Broadway, Box 4002, Long Branch, New Jersey 07740

Tel: (732) 571-5273 • Fax: (732) 229-3485

To: Mr. Joseph M. Ferraina, Superintendent

From: LBSEA PR&R Committee

Sharon Schaubert

Date: April 20, 1999

Re: Secretary Lunch Hour Grievance

RECEIVED
APR 20 1999
LONG BRANCH SCHOOLS
OFFICE OF THE SUPERINTENDENT

It is the Association's understanding that the following terms will provide a resolution to the above-referenced grievance:

- The two secretaries hired on September 1, 1998 shall have the option of a one-half hour or one-hour lunch period.
- All other secretaries employed as of September 1, 1998 shall be "grandfathered."
- The Superintendent shall have the option of assigning either a half-hour or one-hour lunch to all secretarial employees—either part-time or full-time-- hired after May 1, 1999.

On behalf of the Board, please fax a signed copy of this memo to confirm your agreement to these terms within one school week. Upon receipt of same, the LBSEA shall withdraw this grievance without prejudice. Thank you for your assistance with this matter.

Joseph M. Ferraina
5/7/99



LBSEA

Long Branch School Employees Association

509 Broadway, Box 4002, Long Branch, New Jersey 07740

Tel: (732) 571-5273 • Fax: (732) 229-3485

To: Mr. Joseph M. Ferraina

From: LBSEA PR&R Committee

Schedule

Date: May 1, 1999

Re: Secretary Staggered Work Schedule

In mid-January, the administration unilaterally changed the secretaries' beginning and ending times without negotiations. Secretaries were given less than twenty-four hours to change their schedule.

Based on our February meeting with you, it is the Association's understanding that the following terms will provide a resolution to the above-referenced grievance:

- Senior secretaries in each building shall be given first choice of early or late shift.
- In the event a secretary is transferred, the Association understands her beginning and ending times may change.
- A minimum of two-week notice shall be given to all secretaries in the event that their beginning and ending times are changed.

On behalf of the Board, please fax a signed copy of this letter within in one school week to confirm your agreement to these terms. Upon receipt of same, the Association shall withdraw this grievance. Thank you for your immediate attention to this matter.

Joseph M. Ferraina
5/7/99


LONG BRANCH SCHOOL EMPLOYEES ASSOCIATION

The following terms will resolve the Secretary's Staggered Schedule Grievance:

1. The maximum length of difference between secretarial starting times in elementary schools shall be no more than 30 minutes.
2. Secretaries in the cases of extended illness, vacation or compensatory time may agree, with the consent of the building principal, to exchange times.

There shall be no reprisals if the secretaries and building principal are not able to work out such changes.

Please date and sign below to indicate your agreement with these terms on behalf of the Board.


Signature:

7/2/99
Date:

Revised

Sidebar Agreement
Between Long Branch Board of Education
And

Long Branch School Employees Association

The collective bargaining agreement shall be amended to include the following:

Effective upon the date that signatures are affixed to this Sidebar, all summer SFA, High Schools That Work, or any Whole School Reform training program shall be compensated at the rate of twenty dollars (\$20) per hour.

FOR THE ASSOCIATION

Theresa Schaubert
Corresponding Secretary

Paul Koeller
Treasurer

Dated: April 11, 2000

FOR THE BOARD

Rose Marie Wieders
William J. ...
Joseph M. Perry

Dated: April 11, 2000



Long Branch School Employees Association

494 Broadway, Suite 1A, Long Branch, New Jersey 07740
Tel: (732) 571-5273 • Tel: (732) 229-2804
Fax: (732) 229-3485

TO: Mr. Joseph M. Ferraina, Superintendent
FROM: LBSEA Negotiations Committee
DATE: February 22, 2010
RE: S-548-Sick Leave Bank

Pursuant to the November 9, 2009 negotiation's meeting, both parties agreed to establish a sick leave bank as defined by S-548. The purpose of the sick leave bank shall be to enable school employees who are entitled to sick leave to draw additional needed days of sick leave. The sick leave days are days previously donated to the bank by other school employees. Employees may donate sick leave days or any other leave time as agreed upon by the board and the majority representative. Sick leave drawn from the bank is treated as accrued sick leave time of the employee who receives it. No employee is required to participate in the bank.

The sick leave bank shall be administered by a committee comprised of three members selected by the board of education and three members selected by the Long Branch School Employees Association. The committee shall establish standards or procedures for the operation of the sick leave bank. No day of leave donated to a sick leave bank by an employee shall be drawn by that employee or any other employee from the sick leave bank unless authorized by the committee in order to provide sick leave.

On behalf of the Board, please fax a signed copy of this memo to confirm your agreement with these terms. Upon receipt of the same, the LBSEA shall complete the ratification of the 2010-2013 collective bargaining agreement. Thank you for your time and cooperation.

Sidebar Agreement
Between
Long Branch Board of Education
And
Long Branch School Employees Association

The collective bargaining agreement dated July 1, 2016 shall include the following title changes:

Effective September 1, 2016, the "Team Leader" titles at the Middle School will become the "Head Teacher for the Science and Social Studies" titles. There is an annual stipend for each position of \$3,950.00

The current Team Leaders will receive the stipend retroactive to September 1, 2016 and their titles become "Head Teacher for Science" and "Head Teacher for Social Studies."

FOR THE ASSOCIATION

Alvina Montanti
Mary Ann Morawski
[Signature]
[Signature]

FOR THE BOARD

[Signature]
[Signature]
[Signature]
[Signature]

Dated: 2-16-2017

TEACHER

2020-2021

Step	BA	BA+30	MA	MA+30
1	\$ 54,545	\$ 57,545	\$ 58,545	\$ 60,045
2	\$ 55,295	\$ 58,295	\$ 59,295	\$ 60,795
3	\$ 56,395	\$ 59,395	\$ 60,395	\$ 61,895
4	\$ 57,495	\$ 60,495	\$ 61,495	\$ 62,995
5-6	\$ 58,595	\$ 61,595	\$ 62,595	\$ 64,095
7	\$ 59,420	\$ 62,420	\$ 63,420	\$ 64,920
8	\$ 60,345	\$ 63,345	\$ 64,345	\$ 65,845
9	\$ 61,345	\$ 64,345	\$ 65,345	\$ 66,845
10	\$ 62,945	\$ 65,945	\$ 66,945	\$ 68,445
11	\$ 64,945	\$ 67,945	\$ 68,945	\$ 70,445
11A	\$ 66,945	\$ 69,945	\$ 70,945	\$ 72,445
12	\$ 69,145	\$ 72,145	\$ 73,145	\$ 74,645
12A	\$ 71,445	\$ 74,445	\$ 75,445	\$ 76,945
13	\$ 73,845	\$ 76,845	\$ 77,845	\$ 79,345
14	\$ 78,345	\$ 81,345	\$ 82,345	\$ 83,845
15	\$ 83,335	\$ 86,335	\$ 87,335	\$ 88,835
16	\$ 88,911	\$ 91,911	\$ 92,911	\$ 94,411

2021-2022

Step	BA	BA+30	MA	MA+30
1	\$ 55,411	\$ 58,411	\$ 59,411	\$ 60,911
2	\$ 56,161	\$ 59,161	\$ 60,161	\$ 61,661
3	\$ 56,911	\$ 59,911	\$ 60,911	\$ 62,411
4	\$ 58,011	\$ 61,011	\$ 62,011	\$ 63,511
5	\$ 59,111	\$ 62,111	\$ 63,111	\$ 64,611
6-7	\$ 60,061	\$ 63,061	\$ 64,061	\$ 65,561
8	\$ 61,061	\$ 64,061	\$ 65,061	\$ 66,561
9	\$ 62,061	\$ 65,061	\$ 66,061	\$ 67,561
10	\$ 63,661	\$ 66,661	\$ 67,661	\$ 69,161
11	\$ 65,661	\$ 68,661	\$ 69,661	\$ 71,161
11A	\$ 67,661	\$ 70,661	\$ 71,661	\$ 73,161
12	\$ 69,861	\$ 72,861	\$ 73,861	\$ 75,361
12A	\$ 72,161	\$ 75,161	\$ 76,161	\$ 77,661
13	\$ 74,561	\$ 77,561	\$ 78,561	\$ 80,061
14	\$ 79,061	\$ 82,061	\$ 83,061	\$ 84,561
15	\$ 84,061	\$ 87,061	\$ 88,061	\$ 89,561
16	\$ 89,611	\$ 92,611	\$ 93,611	\$ 95,111

TEACHER (continued)

2022-2023

Step	BA	BA+30	MA	MA+30
1	\$ 56,011	\$ 59,011	\$ 60,011	\$ 61,511
2	\$ 56,761	\$ 59,761	\$ 60,761	\$ 62,261
3	\$ 57,511	\$ 60,511	\$ 61,511	\$ 63,011
4	\$ 58,261	\$ 61,261	\$ 62,261	\$ 63,761
5	\$ 59,261	\$ 62,261	\$ 63,261	\$ 64,761
6	\$ 60,261	\$ 63,261	\$ 64,261	\$ 65,761
7-8	\$ 61,361	\$ 64,361	\$ 65,361	\$ 66,861
9	\$ 62,561	\$ 65,561	\$ 66,561	\$ 68,061
10	\$ 64,261	\$ 67,261	\$ 68,261	\$ 69,761
11	\$ 66,261	\$ 69,261	\$ 70,261	\$ 71,761
11A	\$ 68,261	\$ 71,261	\$ 72,261	\$ 73,761
12	\$ 70,461	\$ 73,461	\$ 74,461	\$ 75,961
12A	\$ 72,761	\$ 75,761	\$ 76,761	\$ 78,261
13	\$ 75,261	\$ 78,261	\$ 79,261	\$ 80,761
14	\$ 79,661	\$ 82,661	\$ 83,661	\$ 85,161
15	\$ 84,661	\$ 87,661	\$ 88,661	\$ 90,161
16	\$ 90,111	\$ 93,111	\$ 94,111	\$ 95,611

SECRETARY

2020-2021

Step	Level 2	Lvl 3 (10)	Lvl 3 (12)	Level 4
1	\$ 40,843	\$ 42,343	\$ 49,408	\$ 51,133
2	\$ 40,943	\$ 42,443	\$ 49,508	\$ 51,233
3	\$ 41,043	\$ 42,543	\$ 49,608	\$ 51,333
4	\$ 41,343	\$ 42,843	\$ 49,908	\$ 51,633
5	\$ 41,843	\$ 43,343	\$ 50,408	\$ 52,133
6	\$ 42,568	\$ 44,068	\$ 51,133	\$ 52,858
7	\$ 43,568	\$ 45,068	\$ 52,133	\$ 53,858
8	\$ 45,468	\$ 46,968	\$ 54,033	\$ 55,758
9	\$ 47,568	\$ 49,068	\$ 56,133	\$ 57,858
10	\$ 49,768	\$ 51,268	\$ 58,333	\$ 60,058

2021-2022

Step	Level 2	Lvl 3 (10)	Lvl 3 (12)	Level 4
1	\$ 42,178	\$ 43,678	\$ 50,743	\$ 52,468
2	\$ 42,278	\$ 43,778	\$ 50,843	\$ 52,568
3	\$ 42,378	\$ 43,878	\$ 50,943	\$ 52,668
4	\$ 42,678	\$ 44,178	\$ 51,243	\$ 52,968
5	\$ 43,178	\$ 44,678	\$ 51,743	\$ 53,468
6	\$ 43,903	\$ 45,403	\$ 52,468	\$ 54,193
7	\$ 44,903	\$ 46,403	\$ 53,468	\$ 55,193
8	\$ 46,803	\$ 48,303	\$ 55,368	\$ 57,093
9	\$ 48,903	\$ 50,403	\$ 57,468	\$ 59,193
10	\$ 51,103	\$ 52,603	\$ 59,668	\$ 61,393

2022-2023

Step	Level 2	Lvl 3 (10)	Lvl 3 (12)	Level 4
1	\$ 43,498	\$ 44,998	\$ 52,063	\$ 53,788
2	\$ 43,598	\$ 45,098	\$ 52,163	\$ 53,888
3	\$ 43,698	\$ 45,198	\$ 52,263	\$ 53,988
4	\$ 43,998	\$ 45,498	\$ 52,563	\$ 54,288
5	\$ 44,498	\$ 45,998	\$ 53,063	\$ 54,788
6	\$ 45,298	\$ 46,798	\$ 53,863	\$ 55,588
7	\$ 46,298	\$ 47,798	\$ 54,863	\$ 56,588
8	\$ 48,198	\$ 49,698	\$ 56,763	\$ 58,488
9	\$ 50,198	\$ 51,698	\$ 58,763	\$ 60,488
10	\$ 52,398	\$ 53,898	\$ 60,963	\$ 62,688

CUSTODIAN/GROUNDS

2020-2021			2021-2022			2022-2023		
Step	10 Mth	12 Mth	Step	10 Mth	12 Mth	Step	10 Mth	12 Mth
1	\$ 36,175	\$ 36,451	1	\$ 36,615	\$ 37,226	1	\$ 36,850	\$ 38,011
2	\$ 36,325	\$ 36,601	2	\$ 36,765	\$ 37,376	2	\$ 37,000	\$ 38,161
3	\$ 36,475	\$ 36,751	3	\$ 36,915	\$ 37,526	3	\$ 37,150	\$ 38,311
4	\$ 36,625	\$ 36,901	4	\$ 37,065	\$ 37,676	4	\$ 37,300	\$ 38,461
5	\$ 36,775	\$ 37,051	5	\$ 37,215	\$ 37,826	5	\$ 37,450	\$ 38,611
6	\$ 36,975	\$ 37,251	6	\$ 37,415	\$ 38,026	6	\$ 37,650	\$ 38,811
7	\$ 37,175	\$ 37,451	7	\$ 37,625	\$ 38,236	7	\$ 37,875	\$ 39,036
8	\$ 38,025	\$ 38,301	8	\$ 38,475	\$ 39,086	8	\$ 38,725	\$ 39,886
9	\$ 38,525	\$ 40,051	9	\$ 38,975	\$ 40,836	9	\$ 39,225	\$ 41,586
10	\$ 39,025	\$ 42,051	10	\$ 39,475	\$ 42,736	10	\$ 39,725	\$ 43,486
11	\$ 39,525	\$ 44,151	11	\$ 39,975	\$ 44,736	11	\$ 40,225	\$ 45,486
12	\$ 40,025	\$ 46,051	12	\$ 40,475	\$ 46,736	12	\$ 41,225	\$ 47,486
13	\$ 40,775	\$ 47,851	13	\$ 41,475	\$ 48,736	13	\$ 42,225	\$ 49,486
13A	\$ 42,275	\$ 50,036	13A	\$ 42,975	\$ 50,736	13A	\$ 43,725	\$ 51,486
13B	\$ 43,675	\$ 52,036	13B	\$ 44,375	\$ 52,736	13B	\$ 45,125	\$ 53,486
14	\$ 45,975	\$ 54,336	14	\$ 46,675	\$ 55,036	14	\$ 47,425	\$ 55,786

MAINTENANCE

2020-2021		2021-2022		2022-2023	
Step	Salary	Step	Salary	Step	Salary
1	\$ 49,635	1	\$ 51,195	1	\$ 52,935
2	\$ 50,535	2	\$ 51,995	2	\$ 53,635
3	\$ 51,535	3	\$ 52,895	3	\$ 54,435
4	\$ 52,635	4	\$ 53,995	4	\$ 55,335
5	\$ 53,835	5	\$ 55,195	5	\$ 56,535
6	\$ 55,135	6	\$ 56,495	6	\$ 57,835
7	\$ 56,635	7	\$ 57,995	7	\$ 59,335
8	\$ 58,570	8	\$ 59,845	8	\$ 61,135

CORRIDOR AIDES

2020-2021		2021-2022		2022-2023	
Step	Salary	Step	Salary	Step	Salary
1	\$ 42,170	1	\$ 43,470	1	\$ 44,795
2	\$ 42,570	2	\$ 43,870	2	\$ 45,195
3	\$ 42,970	3	\$ 44,270	3	\$ 45,595
4	\$ 43,370	4	\$ 44,670	4	\$ 45,995
5	\$ 43,770	5	\$ 45,070	5	\$ 46,395
6	\$ 44,170	6	\$ 45,470	6	\$ 46,795
7	\$ 44,570	7	\$ 45,870	7	\$ 47,215
8	\$ 44,990	8	\$ 46,290	8	\$ 47,640

SCHEDULE I
Coaching Stipend Guides for 2020-2023

Category I Varsity Head Coach		Category II Varsity Head Coach		Category III Varsity Head Coach	
Step	2020-2023	Step	2020-2023	Step	2020-2023
6	\$7,500.00	6	\$5,700.00	6	\$3,200.00
7	\$7,800.00	7	\$5,900.00	7	\$3,300.00
8	\$8,000.00	8	\$6,200.00	8	\$3,500.00
9	\$8,500.00	9	\$6,400.00	9	\$3,900.00
10	\$9,800.00	10	\$7,400.00	10	\$4,500.00

Category I Varsity Asst. Coach		Category II Varsity Asst. Coach		Category III Varsity Asst. Coach	
Step	2020-2023	Step	2020-2023	Step	2020-2023
6	\$4,700.00	6	\$3,000.00	6	\$2,000.00
7	\$4,800.00	7	\$3,300.00	7	\$2,100.00
8	\$5,200.00	8	\$3,700.00	8	\$2,200.00
9	\$5,400.00	9	\$4,100.00	9	\$2,400.00
10	\$6,000.00	10	\$5,000.00	10	\$2,800.00

Category I Fresh. Head Coach		Category II Fresh. Head Coach		Category III Fresh. Head Coach	
Step	2020-2023	Step	2020-2023	Step	2020-2023
6	\$3,900.00	6	\$2,900.00	6	\$1,800.00
7	\$4,200.00	7	\$3,100.00	7	\$1,900.00
8	\$4,400.00	8	\$3,300.00	8	\$2,000.00
9	\$4,800.00	9	\$3,800.00	9	\$2,200.00
10	\$5,100.00	10	\$4,700.00	10	\$2,600.00

Category I Fresh. Asst. Coach		Category II Fresh. Asst. Coach	
Step	2020-2023	Step	2020-2023
6	\$3,600.00	6	\$2,700.00
7	\$3,900.00	7	\$2,800.00
8	\$4,100.00	8	\$3,000.00
9	\$4,500.00	9	\$3,500.00
10	\$4,800.00	10	\$4,400.00

SCHEDULE I (continued)
Coaching Stipend Guides for 2020-2023

Category I MS Head Coach		Category II MS Head Coach		Category III MS Head Coach	
Step	2020-2023	Step	2020-2023	Step	2020-2023
6	\$3,300.00	6	\$2,600.00	6	\$1,300.00
7	\$3,600.00	7	\$2,700.00	7	\$1,400.00
8	\$3,800.00	8	\$2,800.00	8	\$1,500.00
9	\$4,200.00	9	\$3,400.00	9	\$1,700.00
10	\$4,500.00	10	\$3,700.00	10	\$2,000.00

Category I MS Asst. Coach		Category II MS Asst. Coach		Category III MS Asst. Coach	
Step	2020-2023	Step	2020-2023	Step	2020-2023
6	\$2,800.00	6	\$2,000.00	6	\$1,000.00
7	\$3,200.00	7	\$2,100.00	7	\$1,100.00
8	\$3,400.00	8	\$2,200.00	8	\$1,200.00
9	\$3,700.00	9	\$2,600.00	9	\$1,300.00
10	\$4,200.00	10	\$3,000.00	10	\$1,400.00

SCHEDULE J
ATHLETIC EVENTS FEE STRUCTURE 2020-2023

Multiple Events Must Be Consecutive

SCHOOL	SPORT	POSITION	1 event	2 events	3 events	4 event
High	Fall/Winter/Spring	Workers	24.00	42.00	53.00	89.00
High	Fall/Winter/Spring	Site Supervisor	35.00	47.00	59.00	106.00
Middle	Fall/Winter/Spring	Workers	24.00	42.00	53.00	89.00
Middle	Fall/Winter/Spring	Site Supervisor	35.00	47.00	59.00	106.00
High	Varsity Football	Workers	47.00			
High	Varsity Football	Site Supervisor	83.00			
High	Basketball	Workers	24.00	42.00	53.00	
High	Basketball	Site Supervisors	35.00	47.00	59.00	
				Dual	Tri	Quad
High	Spring Track	Workers		42.00		89.00
High	Spring Track	Site Supervisor		47.00		106.00
High	Wrestling	Workers		47.00		
High	Wrestling	Site Supervisor		59.00		
High	Wrestling	Tri/Quad Meet Workers			59.00	89.00
High	Wrestling	Tri/Quad Site Supervisor			71.00	106.00
				1/2 Day	6 Hrs.	9 Hrs.
High	Wrestling	Workers			118.00	160.00
High	Wrestling	Head Table Staff			148.00	189.00
High	Wrestling	Ticket Seller/Collector		59.00	118.00	160.00
High	Wrestling	Director			207.00	248.00

**SCHEDULE K
SALARY GUIDE FOR YEARLY STIPENDS**

DISTRICT	STEP	2020-2021 2021-2022	2022-2023
21st CCLC Program Bus Aides	per hour	\$ 10.00	\$ 10.30
21st CCLC Program Instructional Assistants	per hour	\$ 13.36	\$ 13.75
21st CCLC Program Safe School Environment Persons	per hour	\$ 15.71	\$ 16.20
21st CCLC Program Site Coordinator	per hour	\$ 29.87	\$ 30.80
21st CCLC Program Substitute Bus Aides	per hour	\$ 10.00	\$ 10.30
21st CCLC Program Substitute Site Coordinator	per hour	\$ 29.87	\$ 30.80
21st CCLC Program Substitute Teachers	per hour	\$ 26.00	\$ 26.80
21st CCLC Program Teachers	per hour	\$ 26.00	\$ 26.80
21st CCLC Project Director		\$ 8,000.00	\$ 8,240.00
Adult ESL Evening Class Parent Assistant (Oct-May) (D)	per hour	\$ 11.33	\$ 11.70
Adult ESL Evening Class Teacher (Oct-May) (D)	per hour	\$ 24.21	\$ 25.00
Adult ESL Evening Class Team Leader (Oct-May) (D)	per hour	\$ 29.87	\$ 30.80
Before/After School Bus Aides	per hour	\$ 11.00	\$ 11.35
Before/After School Bus Drivers	per hour	\$ 21.00	\$ 21.65
Bilingual After School Tutorial Teachers (D)	per hour	\$ 24.21	\$ 25.00
Black Seal Boiler License (D)		\$ 550.00	\$ 567.00
Brookdale Math/Science Technology Facilitator (D)		\$ 3,450.00	\$ 3,554.00
Building Security	per hour	\$ 15.00	\$ 15.45
Building Site Supervisors	per hour	\$ 25.75	\$ 26.50
Carpenters (D)	each	\$ 2,100.00	\$ 2,163.00
Community Based Tutor Prog. Advisor (New Hope) (D)	per hour	\$ 29.87	\$ 30.80
Community Based Tutor Prog. Parent Asst. (New Hope) (D)	per hour	\$ 11.33	\$ 11.70
Community Based Tutor Prog. Student Tutor* (New Hope)	per hour	\$ 8.24	\$ 8.50
Community Based Tutor Prog. Teacher (New Hope) (D)	per hour	\$ 24.21	\$ 25.00
Educational Technology Teaching Specialist		\$ 8,000.00	\$ 8,240.00
Electrician (D)		\$ 7,000.00	\$ 7,210.00
Facility Site Supervisors	per hour	\$ 25.75	\$ 26.50
Halloween Night Security	per hour	\$ 15.00	\$ 15.45
Head Groundsman (D)		\$ 3,500.00	\$ 3,605.00
Head Maintenance (D)		\$ 7,000.00	\$ 7,210.00
Home Instruction (D)	per hour	\$ 28.84	\$ 29.70
HVAC/licensed	each	\$ 4,500.00	\$ 4,635.00
Mason (D)	each	\$ 3,500.00	\$ 3,605.00
Mischief Night Security	per hour	\$ 15.00	\$ 15.45
NCLB Parent Involvement Advisor (D)		\$ 3,500.00	\$ 3,605.00

Plumbers (D)	each	\$ 5,500.00	\$ 5,665.00
Special Needs Program Advisor (D)	per hour	\$ 22.66	\$ 23.30
Special Olympics Advisor (D)	Step 1	\$ 1,696.00	\$ 1,747.00
Team Leader - Achievement/Challenge Program (D)		\$ 6,600.00	\$ 6,798.00
Team Leader - Alternative Program (D)		\$ 6,600.00	\$ 6,798.00

**SCHEDULE K
SALARY GUIDE FOR YEARLY STIPENDS**

HIGH SCHOOL	STEP	2020-2021 2021-2022	2022-2023
Academic Lab Instructors - SAT, PSAT (H)	per hour	\$ 24.21	\$ 25.00
Academic Lab Instructors- Homework Club (H)	per hour	\$ 24.21	\$ 25.00
African American Culture Club Advisor (H)	per hour	\$ 25.00	\$ 25.75
Alternative HS Assessment (AHSA) Reviewer (H)		\$ 6,600.00	\$ 6,798.00
Band Assistant - Band Front Advisor (Fall) (H)	Step 1	\$ 2,749.00	\$ 2,831.00
Band Assistant Conductor - Percussion (H)	Step 1	\$ 2,869.00	\$ 2,955.00
Band Assistant Conductor - Winds (H)	Step 1	\$ 2,869.00	\$ 2,955.00
Band Conductor (Fall) (H)	Step 5	\$ 6,595.00	\$ 6,793.00
Band Conductor (Spring) (H)	Step 5	\$ 6,595.00	\$ 6,793.00
Band Conductor (Winter) (H)	Step 5	\$ 6,595.00	\$ 6,793.00
Before/After School Activities Advisor	per hour	\$ 24.21	\$ 25.00
Bilingual/ESL Head Teacher 9-12 (H)		\$ 3,950.00	\$ 4,069.00
Breakfast Monitor (H)	per session	\$ 13.08	\$ 13.50
Chess Team Advisor (H)		\$ 1,650.00	\$ 1,700.00
Choral Music Advisor (H)	Step 1	\$ 1,566.00	\$ 1,613.00
Class Co-Advisors - Grade 10 (H)	split	\$ 1,500.00	\$ 1,545.00
Class Advisor - Grade 11(H)		\$ 2,900.00	\$ 2,987.00
Class Advisor - Grade 12(H)		\$ 3,850.00	\$ 3,966.00
Class Advisor - Gr. 9 (H)		\$ 1,100.00	\$ 1,133.00
Crew Chief (Days) (H)		\$ 2,750.00	\$ 2,833.00
Crew Chief (Nights) (H)		\$ 1,450.00	\$ 1,494.00
Dance Team (H)		\$ 2,750.00	\$ 2,833.00
Detention - Extended (H)	per hour	\$ 24.21	\$ 25.00
Detention - Saturday (H)	per hour	\$ 24.21	\$ 25.00
Drug Free/S.A.D.D. Club Advisor (H)		\$ 2,750.00	\$ 2,833.00
(2)ESEA School Improvement Leaders,9-12 (H)	each	\$ 2,500.00	\$ 2,575.00
Future Business Leaders of America Club Advisor		\$ 750.00	\$ 773.00
Head Teacher - English/Language Arts (H)		\$ 3,850.00	\$ 3,966.00
Head Teacher - Mathematics		\$ 3,850.00	\$ 3,966.00
Head Teacher - Physical Ed/Health (H)		\$ 3,850.00	\$ 3,966.00
Head Teacher - Science (H)		\$ 3,850.00	\$ 3,966.00
Head Teacher - Social Studies/Business Ed (H)		\$ 3,850.00	\$ 3,966.00
Head Teacher - Special Education (H)		\$ 5,500.00	\$ 5,665.00
Head Teacher - Visual & Performing Arts (H)		\$ 3,850.00	\$ 3,966.00
Head Teacher - World Language, 9-12 (H)		\$ 3,850.00	\$ 3,966.00

Interact Club Advisor (H)		\$ 1,300.00	\$ 1,339.00
Language Club Advisor - French (H)		\$ 750.00	\$ 773.00
Language Club Advisor - Italian (H)		\$ 750.00	\$ 773.00
Log Advisor		\$ 1,726.00	\$ 1,778.00
Long Branch Relay Advisor (Spring)		\$ 468.00	\$ 482.00
Long Branch Steppers Advisors (ALT-HS)	per hour	\$ 25.00	\$ 25.75
Math Team Advisor	Step 1	\$ 1,442.00	\$ 1,485.00
Mock Trial Advisor (H)		\$ 750.00	\$ 773.00
National Honor Society Advisor (H)	Step 1	\$ 1,337.00	\$ 1,377.00
Natural Helper (H)		\$ 750.00	\$ 773.00
News/Multi-Media Journalism Club Advisors (ALT-HS)	per hour	\$ 25.00	\$ 25.75
Poetry Club Advisor		\$ 750.00	\$ 773.00
Policy Debate Team Advisors	per hour	\$ 25.00	\$ 25.75
Robotics Advisors		\$ 3,204.00	\$ 3,300.00
Science Team Advisor		\$ 1,600.00	\$ 1,648.00
Speech Arts Advisor (H)	Step 1	\$ 2,285.00	\$ 2,354.00
Student Council Advisor (H)	Step 1	\$ 2,151.00	\$ 2,216.00
SUBSTITUTE Breakfast Monitor (H)	per session	\$ 13.08	\$ 13.50
Tech/ Distance Learning Advisor/Computer Club Adv. (H)		\$ 4,750.00	\$ 4,893.00
Tech/Distance Learning Asst./Media Advisor (H)		\$ 3,350.00	\$ 3,451.00
Teen Pep Leadership Asst. Advisor (H)		\$ 1,200.00	\$ 1,236.00
Teen Pep/Peer Leadership Advisor (H)		\$ 2,750.00	\$ 2,833.00
Television/Broadcasting Advisor		\$ 5,500.00	\$ 5,665.00
Westwood Players Advisor (H)		\$ 4,000.00	\$ 4,120.00
Westwood Players Asst./Choreographer (H)		\$ 2,750.00	\$ 2,833.00
Westwood Players Asst./Stage Manager-Fall (H)	per hour	\$ 25.00	\$ 25.75
Westwood Players Asst./Stage Manager-Spring (H)	per hour	\$ 25.00	\$ 25.75
Yearbook Advisor (H)	Step 1	\$ 3,460.00	\$ 3,564.00
6th Period (<i>pensionable</i>) (HS)		\$ 4,500.00	\$ 4,635.00

**SCHEDULE K
SALARY GUIDE FOR YEARLY STIPENDS**

MIDDLE SCHOOL	STEP	2020-2021 2021-2022	2022- 2023
African American Culture Club Advisor	per hour	\$ 25.00	\$ 25.75
Basic Belief in People (BBIP) Advisor (M)		\$ 750.00	\$ 773.00
Bookstore (M)	Step 1	\$ 412.00	\$ 425.00
Breakfast Monitors (M)	per session	\$ 13.08	\$ 13.50
Crew Chief (Days)		\$ 2,750.00	\$ 2,833.00
Crew Chief (Nights)		\$ 1,450.00	\$ 1,494.00
Choral Music Advisor (M)	Step 1	\$ 1,922.00	\$ 1,980.00
Cooking Club (M)	hour	\$ 25.00	\$ 25.75
Debate Advisors (M)	per hour	\$ 25.24	\$ 26.00
Dance Club Advisor (M)	Step 5	\$ 3,133.00	\$ 3,227.00
Drama Club Advisor (M)	Step 1	\$ 2,670.00	\$ 2,750.00
Drug Free Club Advisor (M)		\$ 2,900.00	\$ 2,987.00
(2) ESEA School Improvement Leaders, Gr. 6-8 (M)	each	\$ 2,500.00	\$ 2,575.00
Extended Detention (M)	per hour	\$ 24.21	\$ 25.00
Gay Straight Alliance Club (M)	per hour	\$ 25.00	\$ 25.75
Grade 8 Activities Advisor (M)		\$ 900.00	\$ 927.00
Head Teacher - Bilingual/ESL (M)		\$ 3,950.00	\$ 4,069.00
Head Teacher - ELA (M)		\$ 3,950.00	\$ 4,069.00
Head Teacher - Mathematics (M)		\$ 3,950.00	\$ 4,069.00
Head Teacher - Physical Ed/Health (M)		\$ 3,950.00	\$ 4,069.00
Head Teacher - Related Arts [Art/Music] (M)		\$ 5,600.00	\$ 5,768.00
Head Teacher - Science (M)		\$ 3,950.00	\$ 4,069.00
Head Teacher - Social Studies (M)		\$ 3,950.00	\$ 4,069.00
Head Teacher - Special Education (M)		\$ 5,800.00	\$ 5,974.00
Homework Club Advisors (M)	per hour	\$ 24.21	\$ 25.00
Interscholastic Athletic/Rec Activities Advisor (M)		\$ 2,850.00	\$ 2,936.00
Lunchroom Monitor (M)	per session	\$ 21.36	\$ 22.00
A.M/ Concert/Jazz Band (M)		\$ 4,000.00	\$ 4,120.00
National Junior Honor Society Advisor (M)		\$ 750.00	\$ 773.00
Natural Helpers Advisors (M)		\$ 750.00	\$ 773.00
Peer Leadership Facilitator Advisor (M)		\$ 1,100.00	\$ 1,133.00
Saturday Detention (M)	per hour	\$ 24.21	\$ 25.00
Student Council Advisor (M)		\$ 1,975.00	\$ 2,034.00
Team Leader - VPA Academy Activities (M)		\$ 2,800.00	\$ 2,884.00
Tech/Dist Learning/Media/Computer Club Adv. (M)		\$ 5,000.00	\$ 5,150.00
Television/Broadcasting Advisor (M)		\$ 5,500.00	\$ 5,665.00

Yearbook/Newspaper Advisor (M)		\$ 2,900.00	\$ 2,987.00
Young Astronauts Club Advisor (M)		\$ 850.00	\$ 876.00
Zero Period (M)	per hour	\$ 24.20	\$ 25.00
6th Period (<i>pensionable</i>) (M)		\$ 4,500.00	\$ 4,635.00

**SCHEDULE K
SALARY GUIDE FOR YEARLY STIPENDS**

EARLY CHILDHOOD/ELEMENTARY	STEP	2020-2021 2021-2022	2022-2023
Before/After School Activities Advisor/Tutor	per hour	\$ 24.21	\$ 25.00
Night School Teacher (Before/After School Activities Advisor/Tutor)		\$ 24.21	\$ 25.00
Before/After School Extended Learning Program teachers	per hour	\$ 25.24	\$ 26.00
Bilingual/ESL Advisor, PreK-2 (E)		\$ 3,350.00	\$ 3,451.00
Bilingual/ESL Advisor, Gr.3-5 (E)		\$ 3,350.00	\$ 3,451.00
Breakfast Monitor (E) (AAA, GLC, GRG, JMF, LWC, MOR)		\$ 13.08	\$ 13.50
Enrichment Extended Learning Program Advisors	per hour	\$ 25.24	\$ 26.00
ESEA School Improvement Leader, K (E)		\$ 2,500.00	\$ 2,575.00
ESEA School Improvement Leader, Gr. 1-5 (AAA)		\$ 2,500.00	\$ 2,575.00
ESEA School Improvement Leader, Gr. 1-5 (GRE)		\$ 2,500.00	\$ 2,575.00
ESEA School Improvement Leader, Gr. 1-5 (GLC)		\$ 2,500.00	\$ 2,575.00
Head Teacher - English/Language Arts (AAA)		\$ 3,350.00	\$ 3,451.00
Head Teacher - English/Language Arts (GLC)		\$ 3,350.00	\$ 3,451.00
Head Teacher - English/Language Arts (GRE)		\$ 3,350.00	\$ 3,451.00
Head Teacher - Mathematics (AAA)		\$ 3,350.00	\$ 3,451.00
Head Teacher - Mathematics (GLC)		\$ 3,350.00	\$ 3,451.00
Head Teacher - Mathematics (GRE)		\$ 3,350.00	\$ 3,451.00
Head Teacher - Special Education		\$ 3,350.00	\$ 3,451.00
Interscholastic Athletic/Rec Activities Advisor (E)		\$ 2,750.00	\$ 2,833.00
Lead2Succeed Afterschool Program tutors (AWC-ALT)	per hour	\$ 24.21	\$ 25.00
Lunchroom Monitor E (AAA, GLC, GRG)	per session	\$ 21.36	\$ 22.00
Team Leader - LAUNCH Engineering Magnet (GLC) (E)		\$ 2,700.00	\$ 2,781.00
Team Leader - Leader in Me Magnet (GRE) (E)		\$ 2,700.00	\$ 2,781.00
Team Leader - Visual & Performing Arts (AAA) Magnet (E)		\$ 2,700.00	\$ 2,781.00
Technology/Distance Learning Advisor (AAA) (E)		\$ 4,850.00	\$ 4,996.00
Technology/Distance Learning Advisor (AWC-ALT) (E)		\$ 2,425.00	\$ 2,498.00
Technology/Distance Learning Advisor (GLC) (E)		\$ 4,850.00	\$ 4,996.00
Technology/Distance Learning Advisor (GRE) (E)		\$ 4,750.00	\$ 4,893.00
Technology/Distance Learning Advisor (MOR) (E)		\$ 2,425.00	\$ 2,498.00
Technology/Distance Learning Advisor (JMF) (E)		\$ 2,425.00	\$ 2,498.00
Technology/Distance Learning Advisor (LWC) (E)		\$ 2,425.00	\$ 2,498.00

**SCHEDULE K
SALARY GUIDE FOR YEARLY STIPENDS**

SUMMER	STEP	2020-2023
Band (MS/Elem) [not to exceed 80 hrs-4 wks@20 hrs.]	hour	\$ 24.21
Band (HS)	season	\$ 3,200.00
Bus Aide	hour	\$ 9.97
Bus Driver	day	\$ 95.00
Camp Program Planner (6 week maximum)	week	\$ 1,400.00
Camp Program Facilitator	week	\$ 1,400.00
Camp Building Facilitator	week	\$ 1,100.00
Camp Student Facilitator	week	\$ 1,100.00
Child Study Team Case Worker	case	\$ 150.00
Child Study Team Case Conference Teacher	case	\$ 75.00
Child Study Team Evaluation	case	\$ 350.00
Corridor Aide	week	\$ 550.00
Guidance Counselor (Summer School)	week	\$ 1,100.00
Guidance [Regist./Scheduling/SAT prep/Test Score Review] (2 wks. max)	day	\$ 300.00
Nurse (MS/Elem)	week	\$ 1,100.00
Nurse (HS)	hour	\$ 29.60
Secretary	week	\$ 700.00
Special Education Extended School Year Related Services	hour	\$ 63.86
Special Education Team Leader (MS/HS - 2 week maximum)	week	\$ 1,100.00
Teacher (MS/Elem - 6 hr. day)	hour	\$ 26.00
Teacher (HS- 4 hr. day)	Hour	\$ 26.00
Weight Room Training	hour	\$ 20.94