



**AGREEMENT**

**between**

**THE GLOUCESTER CITY BOARD OF EDUCATION**

**and**

**THE GLOUCESTER CITY EDUCATION ASSOCIATION**

**Covering the period**

**July 1, 2022 to June 30, 2025**

**THE PRIDE**

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**PREAMBLE**

This Agreement entered into this 1st day of July, 2022, between the Board of Education of Gloucester City, Gloucester City, New Jersey; hereinafter called the “Board”, and the Gloucester City Education Association, hereinafter called the “Association”.

WHEREAS, the parties having reached certain understandings desire to confirm this Agreement as follows:

**ARTICLE 1**  
**RECOGNITION**

The Gloucester City Board of Education hereby recognizes the Gloucester City Education Association as the exclusive and sole representative for collective negotiations concerning the grievances, terms and conditions of employment for the following personnel:

teachers, nurses, media specialists, department leaders, guidance counselors, psychologists, social workers, learning disability specialists, speech correctionists, athletic trainer, athletic coaches and activities personnel, paraprofessionals, security personnel, attendance officers, District Liaison for the Education of Homeless Children and Community Parent Involvement Specialist.

All other Board of Education employees are excluded.

**ARTICLE 2**  
**DEFINITIONS**

**TEACHER**

Unless specifically noted otherwise, the term “teacher” shall only refer to certificated employees.

**PARAPROFESSIONAL**

The term “paraprofessional” shall denote paraprofessional employees assigned to assist teachers in teaching related activities, record keeping, and some non-teaching duties.

**SECURITY PERSONNEL**

The term “security personnel” shall denote employees assigned to assist in the maintenance of a safe school environment for students and staff and to preserve and protect all district property.

**EMPLOYEE**

Unless specifically noted otherwise, the term “employee” refers to all members of the bargaining unit.

**NON-CERTIFICATED STAFF**

Unless specifically noted otherwise, the phrase “non-certificated staff” shall refer to paraprofessionals, security personnel, attendance officers, the District Liaison for the Education of Homeless Children and the Community Parent Involvement Specialist.

**DAY**

Unless specifically noted otherwise, all references to “days” shall mean school days.

**ASSOCIATION**

Shall mean the Gloucester City Education Association.

**BOARD**

Shall mean the Gloucester City Board of Education.

**ARTICLE 3**  
**NEGOTIATION PROCEDURE**

- A. In accordance with the mandates of the Public Employment Relations Commission, the parties agree to enter into collective negotiations over a successor agreement in accordance with N.J.S.A. 34:13A-1 et. seq. and the procedures set forth herein in a good faith effort to reach agreement on all matters raised by either party concerning the terms and conditions of employment. Any agreement so negotiated shall apply to all members of the bargaining unit, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board and the Association.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be empowered to make proposals, consider proposals, and make counter proposals in the course of negotiations. Any agreement reached at the bargaining table shall be subject to final approval by the majority of the Board of Education and the majority of the Association.
- C. Representatives of the Board and the Association shall meet on a regular basis during the school year. Meetings shall be mutually satisfactory as to the time and place.
- D. This Agreement incorporates the complete and final understanding and settlement between the parties on all matters, which were or could have been the subject of negotiation.
- E. This Agreement shall not be modified in whole or in part by the parties except through the voluntary and mutual consent of the parties through means of a written amendment duly executed by each of the parties hereto. Should a mutually acceptable amendment to the Agreement be negotiated by the parties, it shall be reduced to writing, be signed by the Board and the Association, and be adopted by the Board and the Association.

**ARTICLE 4**  
**GRIEVANCE PROCEDURE**

A. **Definitions:**

1. A “grievance” shall mean a complaint by an employee or the Association that there has been a violation, misinterpretation or inequitable application of any of the provisions of this Agreement or that an employee or group of employees has/have been treated unfairly or inequitably by reason of any act or administrative decision affecting employees’ terms and conditions of employment.
2. An “aggrieved person” is the person, persons, or the Association making the claim.
3. A “party in interest” is the person or persons making the claim and any person, including the Association or the Board, who may be required to take action or against whom action might be taken in order to resolve the claim.

B. **Purpose:**

The purpose of this procedure is to secure, at the lowest possible level, solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.

C. **Procedure:**

1. **Time Limits:**  
The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. Failure of the grievant to meet the next step within the specific time limit should be deemed as a waiver of further appeal.
2. **Year End Grievances:**  
In the event a filed grievance is not resolved, said grievance should be resolved prior to the beginning of the new school year.
3. **Level One - Principal:**  
An employee with a grievance shall first discuss it with his/her principal or immediate supervisor within thirty (30) school days of the date the alleged grievance occurred, either directly or through the Association’s designated representative with the objective of resolving the matter informally. If the matter cannot be resolved informally, the aggrieved may file a formal written grievance with the principal within ten (10) days after the initial discussion. The principal shall give his decision in writing, within five (5) school days of receipt of the written grievance.

4. Level Two - Superintendent:

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, he/she may file the grievance in writing with the Superintendent within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. Upon receiving the written grievance, the Superintendent shall schedule a hearing with the employee and his representative(s) prior to rendering a decision. The written grievance should specify the following:

- a. The nature and date of the alleged occurrence in reasonable detail;
- b. The specific provision(s) of this Agreement or the specific act or administrative decision which gave rise to the grievance;
- c. The nature and extent of injury and/or loss;
- d. The remedy which the employee seeks;
- e. The date the grievance was discussed at Level One.

5. Level Three - Board of Education:

- a. If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he may, within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that the Association submit its grievance to the Board.
- b. If the Association determines that the grievance is meritorious it may submit the grievance to the Board within (10) school days after receipt of a request by the aggrieved person. The Board should render a decision within thirty (30) calendar days. If the Association is not satisfied with the decision of the Board or if no decision has been reached within forty-five (45) calendar days, the Association may submit the matter to impartial review by an arbitrator who has been mutually selected by the parties.

6. Level Four - Arbitration:

If the Association determines the grievance is meritorious and is not satisfied with the Board's decision or if no decision has been rendered, the Association may submit the matter to arbitration within fifteen (15) calendar days after the Board's decision provided that the Association notifies the Board of Education in writing of its intent to proceed to arbitration within the prescribed fifteen (15) days set forth herein.

- a. The arbitrator shall be selected from a panel of arbitrators provided by the Public Employment Relations Commission (PERC) in accordance with the rules required by PERC.
- b. Only matters relating to employees' terms and conditions of employment as set forth in this Agreement may be submitted to arbitration. The arbitrator shall be limited to the issue(s) submitted and shall consider nothing else. The arbitrator can add nothing to, subtract anything from, nor modify the express terms of this Agreement. The arbitrator's recommendations shall be submitted in writing to the Board and the Association, and shall be advisory except in those disciplinary matters covered by N.J.S.A.34: 13A-29 in which case arbitration shall be binding.
- c. The fees and expenses of the arbitrator shall be shared equally by the parties. Any other expenses incurred shall be paid by the party incurring same.

D. Representation:

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself or, at his/her option, by representative(s) selected or approved by the Association. When an employee is not a member of the Association, the Association shall have the right to be present.
2. Reprisals: No reprisals of any kind shall be taken by any party against any participant in the grievance procedure by reason of such participation or by reason of the outcome.

E. Miscellaneous:

1. All employees, including the grievant are required to follow administrative directives and Board policies under the direction of the Superintendent and administration regardless of the status of any grievance until such grievance is properly determined.
2. The term "grievance" and procedure relative thereto as set forth herein shall not apply to the following matters:
  - a. Matters for which a method or review is prescribed either by law or by rule or regulation of the State Commissioner of Education;
  - b. In matters where the Board is without authority to act;
  - c. Any matter which, according to law, is exclusively within the discretion of the board;
  - d. A complaint of a non-tenured teacher which arises by reason of his/her not being re-employed;



- e. A complaint by an employee arising from the appointment to or lack of appointment to, retention in or lack retention in, any position for which tenure is either not possible or not required.
3. All decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association President.
4. **Separate Grievance File:**  
All documents, communication, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
5. **Forms:**  
Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
6. **Meetings and Hearings:**  
All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this Article.
7. All grievance responses will be transmitted back to the Association through the Association Grievance Chairperson and a copy to the Association President.

**ARTICLE 5**  
**EMPLOYEES' RIGHTS**

- A. Whenever any employee is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that person in his/her office, position or employment of the salary or any increments pertaining thereof, then the employee shall be given reasonable prior written notice of the reason(s) 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.
- B. No employee shall be required to transport students in a private automobile. If prior authorization is given for an employee to transport students in his/her personal vehicle, the Board shall provide primary insurance coverage.
- C. Determination of grades and other evaluations of students is primarily the responsibility of the student's teacher. In the event any grade is subsequently changed or modified, the teacher shall be so informed at that time. Whoever makes such a change shall clearly

identify himself/herself by placing his/her name next to that grade on official records of that grade.

- D. Any question or criticism by a supervisor or administrator of a teacher and his/her instructional methodology shall be made in private and not in the presence of public gathering. Teachers shall not be reprimanded over the public address system, either individually or as a group. No employee shall be reprimanded during the regular teaching period in front of his/her students.
- E. No electronic taping of employees will be permitted without prior approval of the employee. No electronic recording of employees for the purposes of performance review will be authorized by the Board without prior approval by the employee for each instance.
- F. Employees shall be notified immediately of any emergency phone message.
- G. A message box shall be provided for all staff members.

**ARTICLE 6**  
**ASSOCIATION RIGHTS AND PRIVILEGES**

- A. **Information:**  
The Board agrees to furnish to the Association in response to reasonable requests from time to time all public information concerning the educational program and the financial resources of the district. The Board of Education and the Gloucester City Education Association will comply with the Workplace Democracy Enhancement Act as long as it remains law.
- B. **Use of School Buildings:**  
The Board will allow the Association to use school facilities when such permission has been requested and approved by the Business Administrator. Requests by the Association shall not be unreasonably denied, provided twenty-four (24) hours' notice is given.
- C. **Use of School Equipment:**  
The Association shall have the right to use school facilities and equipment at reasonable times when such equipment is not otherwise in use provided prior authorization by the Superintendent is obtained. Said authorization shall not be unreasonably withheld. The Association shall pay for the reasonable cost of all materials and supplies incident to such use, and for any repairs necessitated as a result thereof. It is understood and agreed that such use shall not interfere with the educational programs. However, in no event shall the Association have access to the Board's computer equipment or computer systems for Association business or for personal use.

D. Bulletin Boards:

The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge and, where available, in each dining room. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.

E. Mail Facilities and Mail Boxes:

The Association shall have the right to use the inter-school mail facilities and school mailboxes. It is understood and agreed that use shall not interfere with the educational program of the district.

F. Whenever any representative of the Association participates in negotiations and or grievance hearings which have been mutually scheduled by the Board and the Association to take place during working hours, such representative shall not suffer any loss of pay. The Association shall identify its representatives for such meeting when the meeting is being scheduled.

**ARTICLE 7**  
**COMPLAINT PROCEDURE**

A. Procedural Requirement:

Any complaints regarding an employee made to any member of the administration by a parent, student, or other person, which does or may influence evaluation of an employee shall be processed according to the procedure outlined below.

1. Meeting with Principal:

The principal shall meet with the employee to apprise the employee of the full nature of the complaint and they shall attempt to resolve the matter formally.

2. Right to Representation:

The employee shall be represented by the Association at any meeting with an administrator or the Board of Education regarding such complaint.

3. No complaint shall be the basis of an unfavorable evaluation or disciplinary action, nor shall a record of any complaint be made part of an employee's personnel file unless the employee has been formally notified of the existence of the complaint and given full opportunity to respond.

**ARTICLE 8**  
**EXTENDED LEAVE**

**A. Disability Leaves:**

1. The Board shall not discriminate against any person in violation of the Law Against Discrimination.
  - a. The Board shall not maintain or enforce any policy or practice for removal of any tenured or non-tenured employee from his/her employment that is based solely on the fact of a specific number of months of disability.
  - b. The Board may request a disabled employee to produce a certificate from his/her physician that he/she is medically unable to continue employment. The Board reserves the right to have its physician examine the employee. If there is a difference of medical opinion between the Board's physician and the employee's physician, then the Board's physician and the employee's physician shall agree on a third impartial physician who shall examine the employee and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue employment.
  - c. Accrued sick leave days do not need to be used or exhausted before leave starts. The BOE agrees to follow the provisions of the FMLA and NJFLA as long as they remain law.
2. An employee who anticipates a disability shall notify the Superintendent in writing of the anticipated commencement of the disability as soon as the employee knows about it.
  - a. In the case of pregnancy, the employee shall inform the Superintendent of the anticipated delivery date.
  - b. No later than sixty (60) days prior to the anticipated delivery date of the child, the employee shall request either:
    - (1) A disability leave for which accumulated sick leave may be utilized or;
    - (2) A disability leave for which accumulated sick leave may be utilized followed by an unpaid childcare leave as described below or;
    - (3) An unpaid leave of absence commencing prior to the period of actual disability without use of accumulated sick leave.
  - c. To the extent permitted by law and relevant judicial administrative agency decisions, employees on pregnancy-related disability leave shall be presumed to be disabled for purposes of sick leave eligibility thirty (30) calendar days prior to the anticipated date of the birth of the child and six(6) weeks for vaginal delivery or eight (8) weeks for

cesarean section following the actual date of birth of the child. This eligibility requirement shall be construed as a minimum guideline subject to revision based on the actual disability of the individual involved. The Board reserves the right to request verification of a disability by a licensed, practicing physician.

3. The Board of Education reserves the right to regulate anticipated disability leaves so that the commencement and termination dates precede or follow the period of actual disability in order to preserve educational continuity. When this occurs, an employee who is placed on an involuntary unpaid leave shall be entitled to all sick leave and insurance benefits during the period of actual disability, according to the negotiated agreement and the rules of the insurance carrier. However, time spent on an involuntary unpaid leave shall not cause an employee to be denied any contractual or statutory benefit which the employee would have been entitled had the board not exercised its discretion pursuant to this section.

**B. Childcare Leaves:**

1. The Board may grant unpaid leaves of absence for the purposes of child care of an infant to employees who fulfill the requirements set out below. No requests will be disapproved arbitrarily, discriminatorily or capriciously.
2. Except as provided in Section B.3., below, leaves of absence shall commence immediately following the end of the period of actual disability and shall terminate at the end of the school year in which the disability occurred. Written notification of such intention to return to duty must be included in the employee's initial request for childcare leave.
3. When an employee requests a voluntary unpaid leave of absence which begins prior to the period of actual disability, the Board may alter the requested starting date of said leave in order to maintain continuity in the educational programs.
4. At the request of the employee and with the approval of the Board, extensions of childcare leaves may be granted for one full school year.
5. An employee on a voluntary unpaid leave of absence shall not be eligible to either receive or accrue benefits except as statutorily required. When on unpaid leave, an employee may not use sick days.
6. Nothing stated herein shall require the Board of Education to extend the leave of absence of a non-tenured employee beyond the end of the school year in which the leave occurs.
7. All requests for extensions of unpaid leaves of absence under Section B herein shall be in writing. Requests for extensions for unpaid leaves commencing September 1 shall be made by April 1 of the previous school year.

8. In the case of an adoption, notice shall be given to the Superintendent when application for the adoption is approved by the adopting agency. Request for unpaid leave shall be made for a specific period as soon as the employee is informed of the custody date. Said leave shall commence on a date mutually agreeable to both the employee and the Superintendent and shall terminate on a date mutually agreeable to both the employee and Superintendent. Except as otherwise provided herein, all conditions and requirements set forth in subsections B.4, B.5, B.6 and B. 7 of this Article shall be so applicable to this subsection - i.e., B.8.

**ARTICLE 9**  
**TEMPORARY LEAVES OF ABSENCE**

Employees shall be entitled to the following temporary leaves of absence with full pay each school year.

A. Sick Leave:

1. All employees shall receive fifteen (15) sick leave days per year. Ten month employees hired after September 1, 1995 will receive ten (10) sick leave days per year. Twelve month employees hired after September 1, 1995 will receive twelve (12) sick leave days per year. These days if unused in the year in which they are provided will accumulate without limitation.
2. Employees shall be permitted to convert up to ten (10) sick leave days, per year, for use as family illness days.

B. Personal Leave:

1. The total number of days used for personal leave in any school year may not exceed three (3). Personal days will be granted without providing reason. Request for personal necessity leave shall be made at least one week (5 business days) in advance to the building Principal, in writing, except in the case of an emergency. The final decision to grant personal leave shall remain with the Superintendent and be provided to the employee within 48 hours of receipt. These days if unused in the year in which they are provided will accumulate as sick leave days without limitation for employees hired after September 1, 1995.
2. Except in the event of an emergency personal days may not be used immediately before or after a holiday or professional development.

C. Compassionate Leave:

Each employee of the Board of Education shall be granted without deduction in salary, in the event of death in the immediate family, a period of absence from duty not to exceed five (5) days.

The immediate family is hereby intended to include father, mother, wife or husband, son or daughter, son-in-law, daughter-in-law, brother or sister, brother-in-law, sister-in-law, father-in-law or mother-in-law, grandparents, grandchildren, officially recognized domestic partners, relative residing in the same household, or civil union partners.

Each employee of the Board of Education shall be granted without deduction in salary, in the event of the death in the extended family, a period of absence from duty not to exceed one day per event and not to exceed three (3) days in any school year and excluding extended in-laws. The extended family is hereby to include aunt, uncle, niece, nephew, or cousin.

The Superintendent may grant additional Bereavement days at their discretion.

D. Good Cause:

Other leaves of absence with or without pay may be granted by the Board or its designee for good reason.

E. Jury Duty:

- 1 The Board will insure all certificated employees against loss of pay occasioned by a call to jury duty. Should an employee be called for jury duty she/he shall report same to the School Business Administrator.
2. Employees called for jury duty shall be permitted to serve and will not be penalized in any way for doing so. They will receive full pay, if they endorse the check received from the court or pay the amount shown on their record slip less travel allowance to the Board of Education.
3. The time spent on jury duty will not be charged against personal leave and will count as time on the job.

F. Sick Bank:

1. Association members may join a sick bank. Participation in the sick bank will be voluntary. The guidelines and administration of the sick bank will be governed by a committee made up of Board and Association members.

**ARTICLE 10**  
**WORK YEAR AND WORKDAY**

- A. The length of the school year shall be a total of 185.5 days as follows:
- 181 student contact days
  - 2.5 additional days for in-service
  - 2 additional days which shall apply to professional development and
- B. In grades 9 to 12: Up to four evening meetings (parent conferences, back to school, PTA, college fairs, science fairs, etc.) may be called by the Board. The dates will be announced with the calendar each year. There will be one-night conference each semester. On night conference days, students and teachers will have an early dismissal.
- C. In grades 4 to 8: Up to five evening meetings (parent conferences, back to school, PTA, 8<sup>th</sup> grade graduation, science fairs, etc.) may be called by the Board. The dates will be announced with the calendar each year. There will be two night conferences during the Fall semester and one-night conference during the Spring semester. On night conference days, students and teachers will have early dismissal.
- D. In grades Pre-K-3: Up to five evening meetings (parent conferences, back to school, PTA, etc.) may be called by the Board. The dates will be announced with the calendar each year. There will be one-day conference and two night conferences each semester. On night conference days, students and teachers will have early dismissal.
- E. The workday for all full time staff will be seven hours and twenty-five minutes.
- F. The days before Thanksgiving, Winter break, Spring break and Memorial Day will be early dismissal days.
- G. Commencing with the 2020-2021 school year, there will be one 60-minute faculty meeting per month with a schedule to be provided in the annual school calendar.
- H. Attendance Officer workday will be seven hours and twenty-five minutes, with a meal break.
- I. Security Guard workday will be seven hours and twenty-five minutes, with a 30-minute meal break. Night security may not leave the building for their scheduled meal break on days of scheduled events (including but not limited to school concerts, plays, athletic events). On days where there are no scheduled events, night security may leave the building during the meal break.
- J. On Fridays and days before holidays employees shall be dismissed 10 minutes after student dismissal.



- K. Paraprofessionals shall follow the same work year/work day as teachers, as described in sections A, C, F above.
- L. Paraprofessionals' workdays on which night meetings are scheduled will be the same as that of the students' day.
- M. All grades 9 through 12 teachers will walk in the graduation ceremony when weather permitting. On the day of graduation teachers will be dismissed 30 minutes after student's dismissal.
- N. All teachers grades 4 through 8 shall attend the 8<sup>th</sup> Grade Graduation and provide assistance with graduation duties as assigned by administration (including but not limited to ticket taking, security, ushers). On the day of graduation, teachers will be dismissed 30 minutes after students' dismissal.
- O. The Child Study Team and Guidance Counselors shall work twenty (20) days in the summer in addition to the district calendar as coordinated with the Superintendent or designee.
- P. The Athletic Trainer salary shall be calculated at placement on the Salary Guide plus 10%. Work year is an additional twenty (20) days over the school calendar. Days and times to be determined by the Athletic Director to meet the needs of the Athletic Program.

**ARTICLE 11**  
**PREPARATION TIME**

- A. Current administrative procedures regarding the assignment of preparation time shall continue for teachers.
- B. Full-time teachers shall receive preparation time according to the following practice. Prep time shall be proportional to the daily class schedule on less than full-time instructional days.
  - 1. Pre-K to Grade 8:
    - a. Pre-K = 200 minutes per full week.
    - b. Kindergarten = 200 minutes per full week.
    - c. Grades 1-8 = 200 minutes per full week.
    - d. Special Education Teachers = 200 minutes per full week.
    - e. Special Subject = 200 minutes per full week.
  - 2. High School:
    - a. All staff = 225 per full week.
    - b. High School Department Leaders and District Avid Leaders will be provided with 225 preparation minutes per week in addition to their contractual preparation time.

This additional preparation time is not applicable to middle/elementary school department leaders or grade level leaders.

- C. Paraprofessionals shall receive two (2) twenty minute daily breaks, to be scheduled by the principal.
- D. Full week shall mean five consecutive school days - Monday through Friday.

## **ARTICLE 12** **EVALUATIONS**

The Evaluation of all staff members shall be conducted by Board appointed administrators. All evaluations will be conducted according to statute.

### A. Teachers:

1. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
2. Post evaluation conferences shall occur within ten (10) school days following the evaluation.
3. A teacher shall be given a copy of any class evaluation report prepared by his/her evaluator at least two (2) days before any conference to discuss it.
4. All pre and post conferences may be requested to be conducted in person, but the final decision remains with administration.

### B. Non-certificated Personnel:

1. Employee evaluations are for the purpose of promoting individual job performance and improving services to students.
2. The evaluation process shall provide a procedure for identifying and commending effective performance, for counseling and assisting employees where improvements are desired, and for providing a rational process upon which to make re-employment determinations.

### C. Personnel Records:

1. All personnel files are to be maintained at the central administration office of the Superintendent and shall be the only official record.
2. Effective July 1, 2005, no document shall be placed in an employee's official file unless the employee has been given a copy. An employee shall have the right to write comments

about any document entered into his/her official file and said documents shall be attached to the document in the file. Effective July 1, 2004, no document shall be removed from an employee's official file without the knowledge of the employee. The original of any removed document will be given to the employee.

3. An employee shall have the right to review his/her personnel file in a private setting at a time reasonably scheduled by the Superintendent pursuant to paragraph 4 below. The Board maintains the right to protect the confidentiality of his/her personal references, academic credentials and other similar documents.
4. Requests to see the personnel files are to be made to the Superintendent who shall schedule an appointment with the employee to review his/her personnel file. Employees have the right to receive copies of that file for a nominal charge of ten cents (\$.10) per page for each requested copy.

### **ARTICLE 13 SUBSTITUTES**

- A. Employees shall call on the day of the absence prior to the opening of school to report unavailability for work. However, employees who are able to anticipate an absence in advance should notify the district as soon as practicable.

### **ARTICLE 14 PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT**

- A. Teachers:

The Board shall reimburse the teacher tuition at the Rowan University rate or the actual rate charged, whichever is less.

Said reimbursement shall be for three credits at the Rowan rate to any teacher successfully completing a course or courses that have been pre-approved by the Superintendent of Schools, which course or courses are related to the teacher's teaching assignment, maintain their certification, or lead to an additional degree in the field of education or an additional teaching certification.

Reimbursement shall be made in accordance with the following additional conditions:

1. The graduate or undergraduate course is offered by an accredited college or university, proof of accreditation of entity providing on-line courses must be provided before approval of the same.

2. Verification, including (1) official transcript and (2) receipt or canceled check is presented to the Superintendent within ninety (90) days after the completion of the course or courses.
3. The course is approved in writing prior to enrollment and must be directly related to the teaching assignment.
4. Total reimbursement for certificated staff and non-certified staff shall not exceed:

\$78,000.00 inclusive in each school year.

5. Following each disbursement period, the Board Secretary/Business Administrator shall, upon request, notify the Association President of the total amount expended for teachers' tuition reimbursement.

It is understood and agreed that reimbursement for courses taken by a teacher to keep his/her certificate active for employment purposes or taken while employed with less than standard certificate shall not be deducted from total reimbursement amount set forth herein.

6. Movement on the salary guide shall be limited to approved graduate credits which are related to the teacher's teaching assignment or lead to an additional degree or additional teaching certificate. Graduate credits will be applied to lateral movement on the guide if they advance the teacher towards a milestone, but shall not require the earning of an advanced degree. This provision will apply to credits earned after July 1, 2007. If any advanced (graduate) degree requires undergraduate credits, there will be no negative impact.
7. Employees shall be required to earn a grade of "B" or better to qualify for tuition reimbursement. If the course is taken "pass/fail" employees shall be required to pass to qualify for tuition reimbursement.
8. Reimbursement shall be made at the end of the school year in which the course was successfully completed.
9. A 75% chargeback per course completed will apply for any teacher who leaves the district within three months of the course completion.

50% chargeback per course completed will apply for any teacher who leaves the district within six months of the course completion.

A 25% chargeback per course completed will apply for any teacher who leaves the district within nine months of the course completion.

No chargeback will apply for any teacher who leaves the district twelve months or more after the course completion.

Payment of the chargeback funds shall be due and payable at the time of separation from the District. All funds received under this subsection shall go back into the reimbursement pool for the school year in which they are received.

**B. Non-certified Personnel (excluding hourly paraprofessionals):**

1. The Board shall reimburse the non-certified employee tuition at the Rowan University rate or the actual rate charged, whichever is less.

Said reimbursement shall be for three credits at the Rowan rate to any non-certified employee successfully completing a course or courses that have been pre-approved by the Superintendent of Schools, which course or courses are related to the staff member's teaching assignment, maintain their certification, or lead to an additional degree in the field of education or an additional teaching certificate.

Reimbursement shall be made in accordance with the following additional conditions:

- a. The graduate or undergraduate course is offered by an accredited college or university;
  - b. Verification, including (1) official transcript and (2) receipt or canceled check is presented to the Superintendent after the course is completed. Staff members will be reimbursed, all at once, up to the contractual cap in June. If reimbursement exceeds the cap, the payment will be pro-rated.
  - c. The course is approved in writing prior to enrollment and must be directly related to the field of education.
2. Employees shall be required to earn a grade of "B" or better to qualify for tuition reimbursement. If the course is taken "pass/fail" employees shall be required to pass to qualify for tuition reimbursement.
  3. Total reimbursement for non-certified personnel (as specified in B above) will be in accordance with section A.4 above.
  4. Reimbursement shall be made at the end of the school year in which the course was successfully completed.
  5. A 75% chargeback per course completed will apply for any non-certified staff that leaves the district within three months of the course completion.

A 50% chargeback per course completed will apply for any non-certified staff that leaves the district within six months of the course completion.

A 25% chargeback per course completed will apply for any non-certified staff that leaves the district within nine months of the course completion.

No chargeback will apply for any non-certified staff that leaves the district twelve months or more after the course completion.

Payment of the chargeback funds shall be due and payable at the time of separation from the District. All funds received under this subsection shall go back into the reimbursement pool for the school year in which they are received.

- C. Application for tuition reimbursement will be made on or before June 30<sup>th</sup> each year. Payment will be made on or before August 31<sup>st</sup> of that year. Verification including (1) official transcripts and (2) receipt or canceled check is presented to the Superintendent before payment will be made.

If the total amount of tuition reimbursement requests for certificated and/or non-certificated personnel exceeds the caps, payments shall be made on a pro rata basis to each unit member.

## **ARTICLE 15**

### **HEALTH BENEFITS**

- A. The Board of Education will provide, during the 2022-2023, 2023-2024, and 2024-2025 school years, \*at no cost to the employee, medical coverage for each employee in accordance with the New Jersey School Employee Health Benefits Plan, and where applicable, his/her dependents, during his/her participation in the plan (pursuant to the plan's regulations) and while employed an average of thirty (30) hours per week by the Board of Education. Nothing herein shall prevent the Board from opting out of the State program to provide equal to or better coverage.

\*Does not preclude or preempt any state law and/or negotiations over cost and/or premium sharing.

- B. The Board of Education will provide dental coverage for each employee, and where applicable, his/her dependents provided said employee is employed an average of thirty (30) hours per week by the district; however, the Board shall not be required to provide duplicate dental coverage if an employee's spouse has dental insurance. The individual annual maximum will be \$2000.00 effective July 1, 2017.
- C. The Board of Education will provide full family prescription coverage in accordance with the following schedule:
  - 1. single coverage - 100% of premium
  - 2. parent/child coverage - 100% of premium
  - 3. husband/wife coverage - total premium minus \$132.97 employee contribution
  - 4. family coverage - total premium minus \$141.37 employee contribution

- D. Upon proof of other medical insurance, an employee may opt out of the insurance plan provided by the Board. Members will be reimbursed 25% of the amount saved by the employer or \$5,000, whichever is less. The payment will be made in two installments, on January 31 and on June 30, and will comply with Section 125 and all other I.R.S. regulations that will preserve the tax-free status of benefits. The opt out payments shall be pro rated in accordance with the number of months that opt out is in effect.

Employees who have a change in status (e g, birth of a child, termination of employment, divorce (copy of decree required), legal separation (copy of decree required), death (copy of certificate required), military discharge (form DD214 required), which causes them to lose coverage elsewhere shall be entitled to re-enroll in the health plan during the year provided the employee gives the Board notice of the change in status within thirty (30) days of the event causing change. Otherwise, all elections for a cash option shall be in effect for the entire twelve (12) month benefit period.

- E. The parties understand and agree the Board retains the legal right to change carriers, provided the level of benefits shall be equivalent to those provided by the present carriers.
- F. The Board of Education will maintain a Section 125 Plan with a Flexible Savings Account. Said plan will be made available to all members of the Association.
- G. In lieu of P.L.2011, GCEA agrees to a 10% contribution towards health benefit costs affecting paraprofessionals and school security personnel only. This clause, Item G, shall expire effective June 30, 2022.
- H. Para-Professionals hired after July 1, 2022, shall be eligible for single-only benefits. They may buy up to other coverage levels at their sole expense.

**ARTICLE 16**  
**SUMMER SCHOOL AND SUMMER EMPLOYMENT**

- A. A notice of all summer teaching openings shall be posted within fifteen (15) calendar days of any Board action approving a summer program. GCEA members shall be given first consideration, but all final decisions on filling positions shall be at the administrator's discretion.
- B. A staff member shall have fifteen (15) calendar days from the date of posting to file an application to the Superintendent of Schools.
- C. The Board shall determine qualifications for said positions and shall be solely responsible for filling said positions.
- D. The compensation for such positions shall be for the duration of this agreement:
  - Summer Session - \$38 per hour through June 30, 2023
  - Summer Session - \$40 per hour effective July 1, 2023

**ARTICLE 17**  
**TERMINAL LEAVE BENEFITS**

- A. Upon retirement teachers who actively retire, as opposed to taking “deferred” benefits, in accordance with the provisions of the Teachers’ Pension and Annuity Fund after fifteen years of continuous teaching service in the Gloucester City School System shall be paid for accumulated sick leave days in accordance with the following schedule:

\$60.00 per day

Effective July 1, 2008, the total payment under this article will be limited to \$15,000.00 per person.

- B. If an employee dies prior to their use of his/her terminal leave benefit, the pension beneficiary shall receive the payment for those days that have accumulated as a result of a minimum of fifteen (15) years of continuous teaching service in the district.
- C. Teachers planning to retire must notify the Superintendent no later than December 1 of the year preceding the effective date of said retirement in order to receive prompt payment; those who fail to comply with the notification procedure described herein shall be required to wait for said payment until such time as (1) the money is allocated in the next school budget and (2) the instant the budget becomes effective.
- D. Teachers leaving the Board’s employment by reason of a disability retirement shall be exempt from the fifteen (15) year service requirement set forth herein.
- E. Effective July 1, 2007, Payments up to \$8500.00 shall be paid on or before July 15; payments in excess of \$8500.00 shall be paid on or before July 15 of the following year.

**ARTICLE 18**  
**EXTRA DUTY REIMBURSEMENT**

- A. For the duration of this Agreement the following rates shall be paid for the activities indicated:
1. Teachers may be requested to relinquish prep time by the building administrator to cover classes not to exceed more than two times per week. Teachers requested to relinquish prep time to cover a class shall be compensated at the rate of \$40.53 per period.



Teachers may be requested to relinquish prep time by the building administrator to attend Child Study Team and/or I&RS meetings and post observation conference. Teachers requested to relinquish prep time to attend Child Study Team and/or I&RS meetings and post-observation conference over two times per marking period shall be compensated, starting with the third missed prep time, at the rate of \$40.53 per period

2. Bedside instruction and tutoring approved by the administration \$47.74 per hour.

Any non-certified staff hired to assist during bedside instruction shall be paid their hourly rate.

3. **Mileage Reimbursement:**  
Reimbursement will be paid at the same rate as that of the OMB Circular and Accountability Regulation to employees that use their cars in fulfillment of approved school purposes.
4. Chaperoning, evening, and weekend activities, including the prom at a rate of \$51.08 per day.
5. In-service beyond the school day is the same rate set forth in subsection A.1 of this Article (Prep. rate).
6. ESSA Committee: The same rate set forth in subsection A.2 of this Article (Bedside Instruction rate).
7. Instructional Renewal Council: The same rate set forth in subsection A.2 of this Article (Bedside Instruction rate).
8. Student Resource Committee: The same rate set forth in subsection A.1 of this Article (Prep. rate).
9. Volunteer Overnight Chaperone: Shall be paid at the following rates for the first night: \$275.83 and an additional \$159.13 for each night thereafter, allowing for free time for chaperones in the evening.
10. Curriculum Development (based on time required): at a rate of \$33.01 per hour.
11. Bus Paraprofessionals:
  - a. Hourly paraprofessional who rides the bus shall be paid at their hourly rate.
  - b. If it becomes necessary to assign a full time teacher assistant to ride the bus because of the absence of the regular assigned assistant and the bus run goes beyond the normal workday, the rate of pay will be \$23.56 per hour.

12. Teacher's Meetings:

If the meeting runs beyond normal dismissal time the teachers will be given permission to be given the extra time in an early dismissal in the following weeks on the same day of the meeting (i.e. Wednesday meeting - following Wednesday(s) early dismissal.)

13. Security Personnel:

Security Personnel shall be paid at a straight time rate for their regular workweek and at time and a half rate if they work over forty (40) hours a week for duties beyond the scheduled workday. These duties shall be offered to all security personnel on a rotation basis.

14. Attendance Officers:

Attendance Officers shall be paid at a straight time rate for their regular workweek and at time and a half rate if they work over forty (40) hours a week for duties beyond the scheduled workday.

15. In the event that a paraprofessional is utilized as a substitute teacher, that member shall be paid at the pro-rated first year teacher rate.

16. The Board shall deduct, with proper authorization, equal monthly payments from the salary of the teachers being mentored. This fee, which is determined by the State, will be issued to the mentor in June of the year in which the mentoring takes place.

17. CDL License - Individuals volunteering to obtain a CDL may be assigned, at the discretion of the Superintendent or designee, to operate a vehicle utilizing their CDL during normal school hours. In the event that a trip will start before or extend until after the normal school day, the employee shall be compensated at the rate of \$45.00 per hour.

## ARTICLE 19

### PROTECTION OF EMPLOYEES AND THEIR PROPERTY

A. The Board of Education will enforce all statutory provisions which relate to the protection of employees, students and property including as follows.

1. Civil Actions:

Whenever any civil action has been brought, or shall be brought, against any employee for any act or omission arising out of and in the course of the performance of duties of such employee, the Board shall defray all costs of defending such action, including reasonable counsel fees and expenses together with costs of appeal, if any.

2. **Criminal Actions:**

Should any criminal action be instituted against any employee for any act or omission arising out of the performance of the duties of such employee and such action is dismissed or results in a final disposition in favor of the employee, the Board of Education shall reimburse the employee for the cost of defending such action.

B. Assistance in Case of Assault:

1. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal.
2. Such notification shall be immediately forwarded to the superintendent who shall comply with any reasonable request by the employee for information in the possession of the Superintendent relating to the incident or persons involved and shall act in appropriate ways as liaison between the employee, the police, and the courts.
3. When absence arises out of or from such assault or injury, the employee shall be entitled to all worker's compensation provisions including N.J.S.A. 18A:30-2.1.

**ARTICLE 20**  
**TEACHER SALARY GUIDE EXPLANATION**

- A. Credit for up to four (4) years of military service shall be granted in accordance with the statutes.
- B. Salary shall be received in twenty equal installments for 10-month employees and twenty-four equal installments for 12-month employees and shall be paid on the fifteenth (15th) and thirtieth (30th) of each month. If either of the two dates falls on a day which is a banking holiday, then the employees shall receive their pay the day immediately preceding the holiday or weekend.
- C. Movement on the salary guide shall be limited to approved graduate credits. If any advanced (graduate) degree requires undergraduate credits there will be no negative impact.
- D. To be eligible for a salary increment and credit toward longevity payments, a teacher must be paid at least ninety (90) days in the school year that the leave commences or terminates
- E. Child Study Team summer compensation shall be included in the regular yearly salary for pension purposes. The ten month base pay and summer pay will be annualized and paid over twelve months.
- F. Additional compensation for the following full time positions: child study team members, guidance counselors, department leaders, and grant writers shall also be pensionable.

- G. Lateral movement on the salary columns shall be made after the date the teacher/employee has completed a bachelor's or master's degree. Additional credits to count towards movement on the guide shall be credited only for credits earned subsequent to the earning of the degree itself.

**ARTICLE 21**  
**EMPLOYMENT OF NON-CERTIFIED PERSONNEL**

- A. Only those candidates shall be recommended for employment who are best qualified to perform the duties of the position they may fill without regard to race, sex, religion, age, ethnic background or other conditions unrelated to the position.
- B. Non-certified employees shall be employed on an annual contract basis with the provision that renewal is a prerogative of the Board. It is understood and agreed that the Board shall not arbitrarily non-renew employees.
- C. The Board shall not provide tenure status to any employee except, as it may by statute be required. No employee who is ineligible for statutory tenure shall acquire contractual tenure.
- D. Full-time paraprofessional and full-time security personnel will be entitled to seniority. Seniority is determined from the initial date of employment with the Board for non-certified members of the Association covered by this Agreement. An appointed employee shall lose all accumulated School District seniority only if he/she resigns or is discharged for cause, irrespective of whether he/she is subsequently rehired by the Board. In the event of a RIF, seniority shall be the determinative factor.
- E. Consideration will be given to hourly paraprofessionals when applying for a full-time position.

**ARTICLE 22**  
**EMPLOYEE - JOB RELATED EXPENSES**

- A. The Board will provide for the payment of the reasonable and necessary expenses, including traveling expenses, of any employee of the district incurred in the course of performing services for the district, under the direction of the Board.
- B. The validity of payments for job related expenses shall be determined by the School Business Administrator. The use of a personal vehicle shall be considered a legitimate job expense if travel is authorized in advance by the immediate supervisor and/or the Business Administrator.
- C. Whenever the vehicle of an employee is damaged as a result of a collision or accident, the district shall pay only those costs not reimbursed by the insurance carrier.

- D. Reasonable and necessary expenses incident to attendance at functions outside the district shall be reimbursable to the employee if such events have as their purpose programs which will improve the operation of the district or such events have programs which will benefit the employee in the performance of assigned district duties. Expenses for attendance at approved events will be reimbursable to the employee in full.
- E. An employee seeking payment for the expenses described in this Article shall submit a voucher to the business administrator complying with the following:
1. Each request shall detail the reasons for the expenditure, not be labeled in broad general terms.
  2. In all instances of travel reimbursement full itemization of expenditure shall be required.
  3. Reimbursement will be subject to prior approval by the Board in accordance with the Accountability Regulations

**ARTICLE 23**  
**MISCELLANEOUS PROVISIONS**

A. Printing of the Agreement:

The Association and Board will work cooperatively and approve the draft agreement prior to printing copies. The expense for printing copies shall be shared equally by the Association and the Board. If at all possible printing will take place in house. The printed format and the number of copies shall be determined by mutual agreement. The Agreement shall be presented to all employees currently and hereafter employed.

B. Notice:

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:

- a. If by Association, to Board at 1300 Market Street, Gloucester City, NJ 08030.
  - b. If by Board, to Association at the school in which the current Association President is employed.
- C. 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 law, but all other provisions shall continue in full force and effect.

D. The Board and Association agree there shall be no discrimination in the hiring, training, assignment, promotion, transfer or discipline of employees in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital or handicapped status.

**ARTICLE 24**  
**DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 2022 and shall continue in effect until June 30, 2025.

GLOUCESTER CITY EDUCATION  
ASSOCIATION

By Laila Hanset  
President

By Kimberly Dilko  
Secretary

10/11/2022

Date

GLOUCESTER CITY BOARD OF  
EDUCATION

By Miriam White  
President

By Sarah Bell  
Secretary

10/16/22

Date

Schedule A  
Teachers' Salaries

2022-2023

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	52,784	53,474	54,164	55,514	56,864	58,564	60,229	61,894
2	53,034	53,724	54,414	55,764	57,114	58,814	60,479	62,144
3	53,384	54,074	54,764	56,114	57,464	59,164	60,829	62,494
4	53,734	54,424	55,114	56,464	57,814	59,514	61,179	62,844
5	54,084	54,774	55,464	56,814	58,164	59,864	61,529	63,194
6	54,694	55,384	56,074	57,424	58,774	60,474	62,139	63,804
7	55,444	56,134	56,824	58,174	59,524	61,224	62,889	64,554
8	56,844	57,534	58,224	59,574	60,924	62,624	64,289	65,954
9	59,244	59,934	60,624	61,974	63,324	65,024	66,689	68,354
10	61,744	62,434	63,124	64,474	65,824	67,524	69,189	70,854
11	65,444	66,134	66,824	68,174	69,524	71,224	72,889	74,554
12	69,144	69,834	70,524	71,874	73,224	74,924	76,589	78,254
13	72,894	73,584	74,274	75,624	76,974	78,674	80,339	82,004
14	80,094	80,784	81,474	82,824	84,174	85,874	87,539	89,204
15	87,294	87,984	88,674	90,024	91,374	93,074	94,739	96,404

The following persons shall receive additional moneys in accordance with the schedule below:

Child Study Team	675
Guidance Counselors	450
Department Leaders	1,754
Avid District Leader	1,754
Grade Level Leaders	1,754

Schedule A  
Teachers' Salaries

2023-2024

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	53,919	54,609	55,299	56,649	57,999	59,699	61,364	63,029
2	54,169	54,859	55,549	56,899	58,249	59,949	61,614	63,279
3	54,519	55,209	55,899	57,249	58,599	60,299	61,964	63,629
4	54,869	55,559	56,249	57,599	58,949	60,649	62,314	63,979
5	55,219	55,909	56,599	57,949	59,299	60,999	62,664	64,329
6	55,819	56,509	57,199	58,549	59,899	61,599	63,264	64,929
7	56,569	57,259	57,949	59,299	60,649	62,349	64,014	65,679
8	57,969	58,659	59,349	60,699	62,049	63,749	65,414	67,079
9	60,344	61,034	61,724	63,074	64,424	66,124	67,789	69,454
10	62,844	63,534	64,224	65,574	66,924	68,624	70,289	71,954
11	66,544	67,234	67,924	69,274	70,624	72,324	73,989	75,654
12	70,244	70,934	71,624	72,974	74,324	76,024	77,689	79,354
13	73,994	74,684	75,374	76,724	78,074	79,774	81,439	83,104
14	81,194	81,884	82,574	83,924	85,274	86,974	88,639	90,304
15	88,394	89,084	89,774	91,124	92,474	94,174	95,839	97,504

The following persons shall receive additional moneys in accordance with the schedule below:

Child Study Team	675
Guidance Counselors	450
Department Leaders	1,754
Avid District Leader	1,754
Grade Level Leaders	1,754



Schedule A  
 Teachers' Salaries  
 2024-2025

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	55,504	56,194	56,884	58,234	59,584	61,284	62,949	64,614
2	55,754	56,444	57,134	58,484	59,834	61,534	63,199	64,864
3	56,104	56,794	57,484	58,834	60,184	61,884	63,549	65,214
4	56,454	57,144	57,834	59,184	60,534	62,234	63,899	65,564
5	56,804	57,494	58,184	59,534	60,884	62,584	64,249	65,914
6	57,404	58,094	58,784	60,134	61,484	63,184	64,849	66,514
7	58,154	58,844	59,534	60,884	62,234	63,934	65,599	67,264
8	59,554	60,244	60,934	62,284	63,634	65,334	66,999	68,664
9	61,894	62,584	63,274	64,624	65,974	67,674	69,339	71,004
10	64,394	65,084	65,774	67,124	68,474	70,174	71,839	73,504
11	68,094	68,784	69,474	70,824	72,174	73,874	75,539	77,204
12	71,794	72,484	73,174	74,524	75,874	77,574	79,239	80,904
13	75,544	76,234	76,924	78,274	79,624	81,324	82,989	84,654
14	82,519	83,209	83,899	85,249	86,599	88,299	89,964	91,629
15	89,494	90,184	90,874	92,224	93,574	95,274	96,939	98,604

The following persons shall receive additional moneys in accordance with the schedule below:

Child Study Team	675
Guidance Counselors	450
Department Leaders	1,754
Avid District Leader	1,754
Grade Level Leaders	1,754

Schedule B  
Coaching Salaries

<b>Athletic Site Supervisors</b>	13,244
Varsity events	\$79 per event
JV/Middle School Events	\$56 per event


**Football**

Head Coach	8,519
Asst. Coach	5,453
Freshman Coach	5,279

**Baseball**

Head Coach	5,490
Asst. Coach	3,412
Freshman Coach	3,052

**Basketball – Boys**

Varsity Head Coach	7,673
Varsity Asst. Coach	4,896
Freshman Coach	4,425
7 <sup>th</sup> & 8 <sup>th</sup> Head Coach	4,425
7 <sup>th</sup> & 8 <sup>th</sup> Asst. Coach	2,470
5 <sup>th</sup> & 6 <sup>th</sup> Head Coach	4,425
5 <sup>th</sup> & 6 <sup>th</sup> Asst. Coach	2,470

**Basketball - Girls**

Varsity Head Coach	7,673
Varsity Asst. Coach	4,896
Freshman Coach	4,425
7 <sup>th</sup> & 8 <sup>th</sup> Head Coach	4,425
7 <sup>th</sup> & 8 <sup>th</sup> Asst. Coach	2,470
5 <sup>th</sup> & 6 <sup>th</sup> Head Coach	4,425
5 <sup>th</sup> & 6 <sup>th</sup> Asst. Coach	2,470

**Soccer – Girls**

Head Coach	5,490
Asst. Coach	3,409
6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Head Coach	3,669

**Soccer - Boys**

Head Coach	5,490
Asst. Coach	3,409
6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Head Coach	3,669

**Softball - Girls**

Head Coach	5,490
Asst. Coach	3,409
Freshman Coach	3,052

**Cross Country**

Head Coach Girls	4,607
Head Coach Boys	4,607
6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Head Coach	2,525

**Swimming**

Head Coach	5,490
Asst. Coach	3,409

**Bowling**

Head Coach	3,983
Asst. Coach	2,470

**Track- Boys**

Head Coach	5,490
Asst. Coach	3,412

**Track – Girls**

Head Coach	5,490
Asst. Coach	3,412

**Track - Middle School**

6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Head Coach	3,669
6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Asst. Coach	2,965

**Hockey - Girls**

Head Coach	6,194
Asst. Coach	4,222
Freshman Coach	3,052
6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Coach	3,669
6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> Asst. Coach	2,965

**Wrestling**

Head Coach	7,674
Asst. Coach	4,896

**Wrestling - Middle School**

Head Coach	4,425
Asst. Coach	2,470

**Varsity Cheerleading**

Varsity Cheerleading	4,117
Dance Team	4,117
Marching Band	4,064

<b>Athletics per game</b>	<b>High School</b>	<b>JV/Middle School</b>
Security Football	78	
Security all other	52	37
Ticket Takers	37	
Scorekeeper/Clock/ Announcer - Football	52	
Scorekeeper/Clock/ Announcer - all others	37	
Film - Football	78	
Film - all others	52	

Schedule C  
Student Body Activities

**Class Advisors**

Senior	1,568
Junior	1,568
Sophomore	1,045
Freshman	1,045

**Musical**

Director	3,089
Asst. Director	1,110
Choreographer	1,110
Business Manager	485
Stage Crew Advisor	485

**Play**

Director	3,089
Stage Crew Advisor	485
Business Manager	485

**Yearbook**

Advisor	3,931
Business Manager	2,527

Band	4,441
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High School PR	1,426
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Middle School Cheerleading	1,503
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Student Council	3,806
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Choir Director	3,814
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Newspaper	2,736
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National Honor Society	4,008
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Clubs: All Schools*	22,427
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National Jr. Honor Society	2,465
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**Musical - Middle School**

Director	2,163
Asst. Director	779
Choreographer	779
Business Manager	679
Stage Crew Advisor	679

**Weight Room Supervisor**

Summer	2,195
Fall	3,031
Winter	3,031
Spring	3,658

\*Clubs: All Schools subject to an annual minimum budget of \$22,427.

**Criteria for Clubs and Other Activities**

**Level I – \$366**

- Promotes Student Involvement
- Promotes Academic & Social Enrichment
- Meets two times per month (minimum) for half year or once a month full year

**Level II – \$679**

- Promotes Positive School Image
- Involves Community Activities
- Meets two times per month (minimum) full year

Schedule D

Salaried Paraprofessionals hired before July 1, 2022

	2022-2023	2023-2024	2024-2025
Experience:			
0-4 years	36,056	37,310	38,605
5 or more years	37,898	39,152	40,447
Stipend:			
48 credits	500	500	500
60 credits	750	750	750
BA degree	1000	1000	1000
Job Coach	250	250	250
RBT	500	500	500

Full Time Paraprofessionals hired after July 1, 2022

Step	2022-2023	2023-2024	2024-2025
1	20,637	20,637	20,637
2	21,050	21,050	21,050
3	21,471	21,471	21,471
4	21,900	21,900	21,900
5	22,338	22,338	22,338
6	22,785	22,785	22,785
7	23,241	23,241	23,241
8	23,705	23,705	23,705
9	24,180	24,180	24,180
10	24,663	24,663	24,663

**Part Time Paraprofessionals hired after July 1, 2022**

Step	2022-2023	2023-2024	2024-2025
1	13,913	13,913	13,913
2	14,191	14,191	14,191
3	14,475	14,475	14,475
4	14,764	14,764	14,764
5	15,059	15,059	15,059
6	15,361	15,361	15,361
7	15,668	15,668	15,668
8	15,981	15,981	15,981
9	16,301	16,301	16,301
10	16,627	16,627	16,627

**Paraprofessional Stipends hired after July 1, 2022**

Stipends	Full Time	Part Time
Job Coach	250	169
RBT	500	337
60 Credits	1,000	674
Degree	1,500	1,011
Substitute Certificate	2,500	1,685

- Job Coach must have a Sub Certificate
- RBT = Registered Behavior Technician

**Schedule E  
Hourly Paraprofessionals**

	2022-2023	2023-2024	2024-2025
Hourly Rate:	22.02	22.74	23.48

**Schedule F  
Security Personnel**

	2022-2023	2023-2024	2024-2025
Security Director	62,674	64,711	66,814
Asst. Security Director	50,086	51,713	53,394
Security Officer	39,515	40,799	42,125

**Schedule G  
Attendance Officer**

	2022-2023	2023-2024	2024-2025
Attendance Officer	70,797	73,098	75,474