

**MEMORANDUM OF AGREEMENT BETWEEN THE NEGOTIATING TEAMS OF
THE HOLMDEL TOWNSHIP EDUCATION ASSOCIATION AND THE
HOLMDEL TOWNSHIP BOARD OF EDUCATION**

July 22, 2022

The negotiating teams of the Holmdel Township Education Association ("Association") and the Holmdel Township Board of Education ("Board") hereby agree as follows with respect to a successor collective negotiations agreement. This Memorandum is subject to ratification by the membership of the Association and the Board. Both teams agree to recommend ratification of this Memorandum to their respective membership.

1. New contract term of four years, July 1, 2021 through June 30, 2025. Adjust contract dates where applicable.

2. Salary increase:

2021-2022: 3.2 percent increase to the agreed upon salary base, inclusive of increment cost, retroactive to July 1, 2021. Employee benefit contribution for Chapter 78 or Chapter 44 shall be adjusted retroactively.

2022-23: 3.2 percent increase to the agreed upon salary base, inclusive of increment cost, retroactive to July 1, 2022.

2023-24: 3.15 percent increase to the agreed upon salary base, inclusive of increment cost.

2024-25: 3.15 percent increase to the agreed upon salary base, inclusive of increment cost.

Salary guides shall be mutually agreed to.

3. **SCHEDULE B**

Increase all stipends by five percent (5%) one time effective on and retroactive to July 1, 2022.

Add the following positions at the \$1439 level unless otherwise noted, which shall also receive the above percentage increase effective July 1, 2022:

- Animal Welfare Club –Satz/HHS
- Art Club –Satz
- American Computer Science League – HHS
- Concession Stand Liaison (\$1,500)
- Culinary Arts Advisor – Satz
- Debate Team – HHS

- Director Supplemental Music Groups – Chamber Music Ensemble – Satz and HHS
- Director Supplemental Music -Jazz Band –Satz
- Model U.N. – HHS
- ESL Community Liaison
- Fencing Boys/Girls – Satz (\$7,677)
- Robotics Club Advisor – Satz (\$3,928)
- Robotics Club Coach – HHS (\$7,677)
- Unified Cheer Coach (\$2,400)

ADD NEW SECTION E. AS FOLLOWS, CURRICULUM WRITING:

“Effective July 1, 2022, curriculum writing shall be compensated based on the project-based document at a set dollar amount regardless of the number of writers, as follows:

New Course	Major Revisions (addition of more than 3 units or standards).	Minor Revision (addition of 1-3 units or standards)
Full year course \$1,500.00	Full year course \$1300.00	Full year course \$1000.00
Semester course \$1,000.00	Semester course \$1000.00	Semester course \$750.00
Quarterly course \$800.00	Quarterly course \$800.00	Quarterly course \$500.00

*regardless of the number of writers assigned this is the total compensation.

4. ARTICLE 3, EMPLOYEES' GRIEVANCE PROCEDURE

SECTION D, MISCELLANEOUS:

Section D.1.: Add the following: “This provision shall only be enforceable if the party seeking to assert it serves written notice on the other party notifying them of the default and providing them 48 hours from such notice to cure the failure to respond. If

the required response is served within 48 hours of such notice, it shall be deemed timely made under the grievance procedure.”

5. ARTICLE 7, TEMPORARY LEAVES OF ABSENCE

Section A.1, bereavement leave: ADD: One (1) day bereavement leave for niece, nephew, uncle, and aunt.

6. ARTICLE 9, INSURANCE

SECTION A.2, DENTAL BENEFITS: Add the following:

Effective July 1, 2022, Annual Calendar Year Maximum Reimbursement shall be \$2,000.

7. ARTICLE 12, TEACHING HOURS AND TEACHING LOAD:

SECTION A.2.b.: AMEND TO READ AS FOLLOWS: Add the following:

In ~~Village, Indian Hill,~~ and the W.R. Satz School, this time shall include a time period of 15 minutes before the opening of the pupil’s school day. All teachers shall indicate their presence for duty in a manner approved by the Board of Education.

SECTION A.5: Add new:

“The last four days of the school year shall be four-hour sessions for students and staff.”

SECTION C.6: ADD THE FOLLOWING: “Guidance Counselors shall prepare and submit to the Building Principal or designee a daily log of pupil contact to verify compliance with this requirement.

SECTION C.12: effective July 1, 2022, change amount to \$75 per hour or fraction thereof.

SECTION C.13: AMEND SECTION d TO READ AS FOLLOWS:

After-school help will be in effect **commencing the third Monday in September and continuing thereafter** for up to thirty-two (32) weeks between **such date** ~~October~~ and the week before exams in June, inclusive, each year, such weeks to be scheduled each year by the Superintendent of Schools and the president of the HTEA.

8. ARTICLE 13, p 6: Add new to General Section:

In the event an employee is excluded from work because of a directive received by the school district’s or other medical authorities or by directive of the Superintendent or designee due to a workplace exposure to a contagious or infectious disease, the employee

shall not be subject to loss of pay and such absences shall not be counted as sick, personal or vacation leave.

9. **ARTICLE 17, TEACHER PROFESSIONAL DEVELOPMENT:**

SECTION A.2: AMEND FIRST SENTENCE TO READ AS FOLLOWS:

Reimbursement under this Article shall be granted only for graduate level courses approved by the Superintendent of Schools and reported to him/her on the appropriate reporting form ~~not later than one week after~~ **prior to** enrollment in said course.

10. **ARTICLE 18, EVALUATION OF TEACHER PERFORMANCE:**

Change title to "Evaluation of Certificated Staff Performance."

PURPOSE: SECTION 1: CHANGE "teachers" TO "certificated staff."

PURPOSE - SECTION 2: AMEND TO READ AS FOLLOWS:

~~"To give an opportunity for~~ **inform** the administration's ~~to planning a better program of~~ supervisory services and in-service training programs."

PROCEDURE: SECTION 2B: Amend to read as follows:

Tenured teachers: At least one observation prior to the end of the second marking period and the remaining **observation** per year prior to April 1, **for a total of 2 a year.**

11. **ARTICLES 36, 41, 47, 53, 58, 63 68, and 72: EVALUATION OF PERFORMANCE:**

PURPOSE: AMEND SECTION IN EACH ARTICLE TO READ AS FOLLOWS:

- a. To give an opportunity for administrators and employees to discuss objectively the contributions of an employee to the District. Such analysis is intended to provide constructive feedback to each employee.
- b. To inform the administration's planning of supervisory services and In-Service training programs.
- c. To provide an objective measure by which administrators may make recommendations concerning employment of employees for recommendations to the Board of Education.

Standardize April 15th as deadline for annual employee evaluation in each Article referenced herein except Article 36.

12. ARTICLE 38, Vacations/Holidays, p. 51:

Change (60) sixty to **(30) thirty days**. Their supervisor will notify the staff member within 5 days after the submission of request whether it is approved. (To align with Building Services).

13. ARTICLE 71, p. 73: Section B.: Delete the following:

"As professional employees HCSA members shall devote whatever additional time beyond the regular workday that is necessary to fulfill their responsibilities."

14. Support Staff payment schedules: provide that longevity for such employees will be based on time in District and not in position.

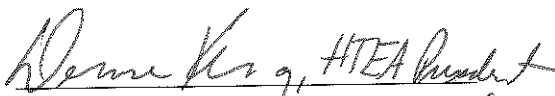
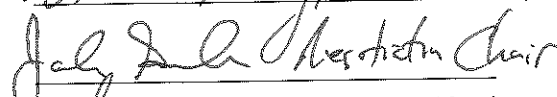
15. Schedule A-3, Building Service Personnel Salary Guide, p. 80: Increase Head Custodian differential by \$1.25 for each position, retroactive to July 1, 2021.

16. Pg. 84 Schedule A-7, A-8, A-9 Bus Attendant, Nurse Assistant, Lunch/Playground Aide: Effective July 1, 2021, an annual longevity payment for Lunch/Playground Aides & Bus Monitors employed in the District for:

20 years receive \$1,250.00
25 years of service receive \$1,500
30 years of service receive \$2,000
35 years of service \$2,500

Except as modified herein the current agreement shall remain unchanged except as to change date references where necessary. All other negotiations proposals are hereby withdrawn by each party.

FOR THE ASSOCIATION TEAM:

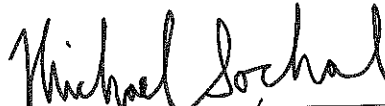
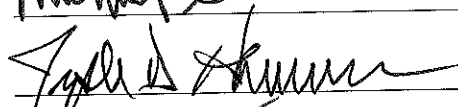
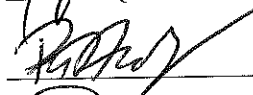




HTEA
2nd Vice President

DATED: 7/21/2022

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FOR THE BOARD TEAM:


DATED: 7/27/2022