

MEMORANDUM OF AGREEMENT
Between
THE STAFFORD TOWNSHIP BOARD OF EDUCATION
And
THE STAFFORD TOWNSHIP EDUCATION ASSOCIATION

The above noted parties, shall recommend the terms of this Memorandum of Agreement for a successor collective negotiation agreement, through their respective Negotiating Committees, to their respective members, and this memorandum shall be subject to approval by the full Board and ratification by the Association's general membership. The parties agree as follows:

1. The parties agree to a three (3) year agreement. Change all dates in the agreement as applicable.
2. All items previously tentatively agreed to shall be incorporated into the contract. Tentative agreements are attached hereto as Exhibit A.
3. Amend Article XII (Teacher and Teacher Assistant-Teaching Hours and Teaching Load), Section (C)(1), in pertinent part, as follows:

Grades ~~PreK-5~~ - 6 teachers and special teachers, prep time will be ~~increased from three (3) hours forty five (45) minutes per full week to four (4) hours and thirty (30) minutes per full week.~~

4. For Article XXV (Salaries), Section (A), the Board proposes an increase to base salary, inclusive of increment, as follows:

2024-2025-	3.60%
2025-2026-	3.80%
2026-2027-	3.80%

5. Amend Article XI (Bus Drivers and Transportation Attendant - Work Year), Section (A)(10), in pertinent part, as follows:

*Provided it does not interfere with a driver's regularly assigned run, full-time drivers shall have first pick of class trips **distributed by seniority on a rotation basis...***

6. Article XI (Bus Drivers and Transportation Attendant - Work Year) will be amended to reflect tiering of bus routes as set forth Exhibit B attached to the MOA.
7. Amend Article XII (Teacher and Teacher Assistants Teaching Hours and Teaching Loads), Section (C)(2) as follows:

Only under emergency circumstances, may the administration direct teachers and teacher

*assistants, as needed, to temporarily cover for an absent teacher. For each thirty (30) minutes of coverage, said teacher or teacher assistant shall receive ~~\$7.50~~ **\$10.00** if County certified and ~~\$15.00~~ **\$18.00** if State certified...*

8. Amend Article XII (Teacher and Teacher Assistants Teaching Hours and Teaching Loads), Section (F) as follows:

*The Board gives an annual stipend of ~~\$300~~ **\$500.00** to teacher assistants working with students who specifically have personal hygiene needs in their IEP (i.e. changing diapers, spitting, hitting, etc.). The annual stipend of ~~\$300~~ **\$500.00** will be prorated, only if, working with said student less than a full year. (i.e. change of assignment).*

9. Add new Article XIV (12 Month Calendar-Support Staff), Section (G) to state as follows:

Twelve month employees shall be permitted to carry over up to five (5) unused vacation days per year. All carry over vacation days must be used in the next school year or they will be forfeited.

10. Amend Article XX (Uniforms), Section (A)(2) as follows:

***Each Custodian and bus mechanic shall be reimbursed up to \$100 per year for the purchase of non-slip safety shoes.** ~~provided a pair of non-slip safety shoes every year which he/she shall be required to wear. Should a new employee leave employment with the District prior to the expiration of the prescribed ninety (90) day probationary period, the cost reimbursement amount provided to the employee for of the safety shoes non-slip safety shoes shall be withheld from that employee's final paycheck. New employees hired after February 1st will be issued new shoes effective July 1st of the next calendar year.~~*

11. Amend Article XX (Uniforms), Section (A)(3) as follows:

All custodians employed as of July 1, 2021 shall be issued a winter coat by the Board. All custodians hired by the Board after July 1, 2021 shall receive a winter coat at the time of initial issue of their uniforms. All custodians shall receive a new winter coat every three (3) years due to wear and tear. The employee must submit a request in writing for a new winter coat to the School Business Administrator or designee no later than July 1st of the third year of each three year cycle.

12. Article XXI (Sick Day Bank) shall be revised as set forth in Exhibit C attached to this MOA.

13. Articles XXX (Executive Liaison) and XXXI (Instructional Council) will be amended as set forth in Exhibit D attached to this MOA.

14. Amend Article XXXII (Employee's Insurance Protection) Section (E)(1) as follows:

~~All employees of the Board of Education will be offered a 50% buy-back of their health~~

~~benefit premium for that calendar year.~~ *All employees of the Board of Education who opts out of insurance coverage (State or Private) will receive twenty-five percent (25%) of the premium or up to \$5,000, whichever is less, which will be paid at the end of the school year. If an employee opts out of insurance coverage after July 1st, the employee's waiver payment will be prorated accordingly. If an employee who opted out of coverage during a school year chooses to select insurance coverage during the school year as the result of an eligible life altering event as set forth in (E)(2) below, the employee's waiver payment will be prorated accordingly.*

15. New Article XL (Release Time for Association President) to state, in pertinent part, as follows:

The STEA President shall receive 45 minutes per week as release time to work on union business, including, but not limited to processing grievances, meeting with unit member, meeting with administration. This Article will expire on June 30, 2027.

16. Amend Extra Curricular Activities, in pertinent part, as follows:

...	
Summer School Teacher	\$40.28 \$51.44 hour
...	
Summer School Teacher Assistant	\$17.00 \$20.43 hour
...	
Summer School Teacher Assistant With personal hygiene students	\$22.00 hour
...	
IEP Home Assistant	\$17.27 \$20.43 hour
...	
Special Education Sports Advisor	\$2,181.00 stipend

17. Revise Longevity as follows:

Teachers

~~\$800~~ **Service Increment at the end of 11 continuous years of service in the district to be paid at the start of the next school year**

~~\$500~~ **1,000 Service Increment at the end of 18 14 continuous years of service in district to be paid at the start of the next school year**

~~\$750~~ **1,500 Service Increment at the end of 21 17 continuous years of service in district to be paid at the start of the next school year**

Total Possible: ~~\$750~~ **1,500**

Support Staff (Secretaries, Teacher Assistants, Custodian, Building Mechanics, Bus Drivers, Bus Mechanics, Transportation Attendants, Cafeteria Playground Assistants)

~~\$400~~ **600 Service Increment at the end of 11 continuous years of service in district to be paid**

at the start of the next school year

*~~\$600~~ **\$800** Service Increment at the end of 14 continuous years of service in district to be paid at the start of the next school year*

*~~\$900~~ **\$1,100** Service Increment at the end of 17 continuous years of service in district to be paid at the start of the next school year*

*Total Possible: ~~\$900~~ **\$1,100***

18. Amend Article XXXII (Employees' Insurance Protection), Section L, in pertinent part, as follows:

...This Chapter 78 Relief Stipend provision shall sunset at the expiration of the 2021-2024 contract, effective June 30, ~~2024~~2027...

19. Eliminate all reference to Stafford Education Unit (SEU) and related payments.
20. Create a Distinguished Educator Stipend paid once a year on June 30th of each year in the amount of \$175-\$1575 based on previous credit earned.
21. Salary guides to be mutually agreed by the parties.
22. All other proposals not included in this Memorandum of Agreement shall be deemed withdrawn by the respective Party that made the proposal(s).
23. All terms and conditions of employment set forth in the current Collective Negotiations Agreement between the parties shall remain unchanged except as expressly modified by the Memorandum of Agreement.
24. The Board's negotiation team and the Association's negotiation team mutually agree to recommend ratification/approval to the Board and the Association membership, respectively.
25. The terms set forth in this Memorandum of Agreement are subject to approval by the Stafford Township Board of Education and ratification of Stafford Township Education Association.
26. If any terms or conditions set forth in this agreement are deemed unenforceable, the remaining terms of this agreement will be deemed severable and will remain in full force and effect.
27. This agreement may be executed in counterparts and exchanged via electronic or digital means and will be fully enforceable as an original signature and original document.

Stafford Township
Education Association

Jeannine Golderer

Nadine Burgess

Shannon Mustogorami

Dated: March 27, 2024

Jennifer Agio

Brooke Reeves

Stafford Township
Board of Education

Kim L. Conroy 03-27-24

Chris Hill 3/27/24

Dated: March 27, 2024

Exhibit A

EX. A

Tentative Agreements

STEa and STBOE

February 13, 2024

1. The Parties agree to a three (3) year agreement. Change all dates in the agreement as applicable.
2. Correct all inadvertent typographical (i.e., unnecessary spaces, "its" v. "it's," etc...) and formatting errors (i.e., inadvertent bold, italics and/or underlining) in the Agreement.
3. Revise page numbers of all Articles in the Table of Contents, depending on the new Agreement.
4. Revise agreement to make it gender neutral.
5. Make all references to numbers consistent (thirty (30)).
6. Revise Article I (Recognition), Section (A), in pertinent part, as follows:

The Board hereby recognizes the Association as the exclusive representative for collective negotiation concerning the grievances and terms and conditions of employment for all personnel employed, both full and part time, by the Board including:

1. *Teachers*
2. *Nurses*
3. *Librarians Media Specialists*
4. *Learning Disability Teacher Consultants*
5. ~~*Medical Assistants*~~
6. *LPNs*
7. *Social Workers*
8. *Psychologists (Full-Time)*
9. *Teacher Assistants*
10. *Bus Drivers*
11. *Custodians*
12. *Secretaries*
13. *Cafeteria/Playground Assistants*
14. *Guidance Counselors*
15. *Transportation Attendants*
15. *Mail Courier*
16. *Bus Mechanics*
17. *Assistant Bus Mechanic*
18. *Attendance Officer*

- 19. *Building & Grounds Maintenance Worker*
- 20. *Behaviorist*
- 21. *Behavior Technician*
- 22. *Physical Therapist*
- 23. *Occupational Therapist*
- 24. *Physical Therapist Assistant*

.....

- 7. Revise Article I (Recognition), Section (B) as follows:

Unless otherwise indicated, the term "employees" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the negotiating unit as above defined and reference to male employees shall include female employees.

- 8. Revise Article I (Recognition), Section (C) as follows:

The term "teacher" shall include ~~special teachers~~ all certificated staff unless otherwise set forth in the agreement.

- 9. Revise Article III (Grievance Procedure), Section (B)(7)(a) as follows:

A request for a list of arbitrators shall be made to the ~~American Arbitration Association or~~ the Public Employment Relations Commission in the selection of an arbitrator.

- 10. Revise Article III (Grievance Procedure), Section (B)(7)(c), in pertinent part, as follows:

The costs for the services of an arbitrator shall be borne equally by the Board and the Association...

- 11. Revise Article IX (Teacher-Work Year), Section (A)(2), in pertinent part, as follows:

...The Friday immediately following Labor Day ~~for 2020~~ will be an early dismissal for all teachers.

- 12. Revise Article X (Support Staff-Work Year), Section A(2), in pertinent part, as follows:

...The Friday immediately following Labor Day ~~for 2020~~ will be an early dismissal for all secretarial staff.

...

- 13. Revise Article XII (Teacher and Teaching Assistants-Teaching Hours and Teaching Load), Section (C)(1), in pertinent part, as follows:

~~Grades 1-6~~ Grades Pre K-6 teachers and special teachers, prep time will be increased from three (3) hours forty-five (45) minutes per full week to four (4) hours and thirty (30) minutes per full week...

... Effective July 1, 2014, The Administration shall make every attempt to continue scheduling Certificated Staff for one (1) prep period every day...

14. Revise Article XIV (12 Month Calendar-Support Staff), Section (E), in pertinent part, as follows:

VACATION-CUSTODIANS

15. Revise Article XVIII (Professional Responsibilities), Section (A)(1) and (2), in pertinent part, as follows:

1. For the duration of the 2013-2014 school year, teachers may be required to remain after the end of the regular workday without additional compensation for the purpose of attending faculty or other professional meetings fifteen (15) times during the school year, with a maximum of three (3) meetings in any one month. Such meetings shall begin no later than five (5) minutes after the student dismissal time and shall not run more than forty-five (45) minutes and shall be under the direct supervision of the building principal.

...

16. Delete Article XVIII (Professional Responsibilities), Section (D), which currently states as follows:

SUBSTITUTE CALLING

Teachers shall notify the district of their absence from school because of illness with the following guidelines:

17. Revise Article XVIII (Professional Responsibilities), Section (E)(1) and (2) as follows:

CALLING TIME-DISTRICT POLICY CURRENT POLICY FOR ABSENCES

- 1. The parties shall follow the current practice which provides for the use of the current absence management system. machine for 24 hour calling.*
- 2. Calls received after 7 a.m. will be accepted, but may result in the loss of the day's pay. If unable to enter virtually in current absence management system after 7 a.m., the staff member must call the main office to report the absence.*

18. Change all references to "child-rearing" to "child bonding."

19. Delete Article XXXIV (Representation Fee) in its entirety.

20. Revise Article XXXVI (Miscellaneous Provisions), Section (A) as follows:

The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school district shall clearly exemplify there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of the Agreement on the basis of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital/civil union status, religion, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability (including perceived disability, and AIDS and HIV status). ~~Race, Creed, Color, National Origin, Age, Ancestry, Nationality, Gender Identity or Expression, Disability, Liability for Military Service, Affectional or Sexual Orientation, Atypical Cellular or Blood Trait, Genetic Information (including the refusal to submit to genetic testing).~~

21. Extracurricular Activities- Add STEAM Show Advisor-\$2,181.00

For the STEA

For the STBOE

Date:

Date:

EXHIBIT B

ARTICLE VIII
EMPLOYMENT PROCEDURES
BUS DRIVERS and TRANSPORTATION ATTENDANTS

Page 18

A. PLACEMENT ON SALARY GUIDE

1. Adjustment to salary schedule - Any employee hired on or before February 1st of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year. Anyone employed after February 1st of any school year shall remain on the same step of salary guide the following year.
2. After three (3) years of uninterrupted continuous service, employees shall be appointed for an unfixed term consistent with the provisions of Chapter 137, Public Laws of 1960 (18A: 17-2, 18A: 17-3 and 18A: 17-4).
3. *Salary guide is hourly and contingent on Driver Package selected.*

ARTICLE XI
BUS DRIVERS AND TRANSPORTATION ATTENDANTS
WORK YEAR

Pages 21/22

2. Work day - each full-time driver shall work a *minimum* five and *1/2 hour* day, transportation attendants shall work a *minimum* five and *1/2 hour* day. *The bus driver's five-hour contracted* schedule of runs in a day shall include a fifteen (15) minute preparation period for drivers to complete the required vehicle checklist. All bus fluids shall continue to be checked and replaced by the mechanic.
3. *Contracted Run Packages will be constructed in:*
5 ½ hour route or 6 ½ hour route and will be constructed as needed.

ARTICLE XVI
OVERTIME – BUS DRIVERS AND BUS ATTENDANTS

Page 34

A. DEFINITION

1. Drivers shall be paid their pro-rated hourly rates for any hours worked in excess of ~~Five (5) hours~~ *assigned /contracted package of five and one half (5 ½); or six and one half (6 1/2))* hours of required attendance per day.
2. Transportation attendants shall be paid their pro-rated hourly rate for any hours worked in excess of five and one half (5 1/2) hours of required attendance per day.
3. Bus Drivers and Bus Attendants shall be entitled to compensation at their hourly rate for all hours worked in excess of **their assigned /contracted package selection of five and one half (5 ½); or six and one half (6 ½) hours of required** attendance per work day
~~five (5) hours per work day~~ to be paid in accordance with the following chart:

Minutes Over	Compensation Issued
0-2	No Compensation
3-15 minutes	15 minutes of compensation paid
16-30 minutes	1/2 hour of compensation paid
31-45 minutes	45 minutes of compensation paid
46-60 minutes	60 Minutes of compensation paid

4. A time clock shall be used.

The following will not change to provide guidance for future settings as needed in negotiating the transportation needs of the district.

ARTICLE XI
BUS DRIVERS AND TRANSPORTATION ATTENDANTS
WORK YEAR

- 3 All employees hired after July 1, 1999, must work a minimum of twenty-five (25) hours per week to be eligible for health benefits.

19. All full-time drivers, *beginning the 2024-2025 school year*, will be guaranteed a customary work day of five and 1/2 (5.5) hours. Notwithstanding, it is expressly understood any reduction in force shall be based on seniority.

EXHIBIT C

ARTICLE XXII

SICK DAY BANK

- A. A negotiation unit employee (hereinafter “employee” or “participant”) Sick Day Bank shall be established. Each employee will be given the option of participating annually. Each employee shall contribute a minimum of one (1) sick day to join the sick bank. Should a member want to contribute more than one (1) sick day, the maximum number of days a member can donate shall be five (5) sick days. Each participant may voluntarily contribute one (1) of the participant’s sick days to the bank annually and must be submitted to the Human Resources Department at the time the annual employment contract is due. The initial voluntary contribution of sick leave must be made on or before October 15th. An indication to join or not will be added to the employment contract. If neither option is checked, your decision is “NO”. This will constitute a pool of days upon which a participant may draw, as explained below:
1. A participant who has exhausted his/her sick and personal days due to a protracted and verifiable illness or injury may apply to the committee.
 2. The participant’s record must show non-abuse of sick day usage, as determined by the committee.
 3. Maternity related disability will generally not be considered by the Sick Day Bank
 4. The committee may or may not award the days and may do so in not more than fifty (50) days in a school year and in no more than twenty-five (25) day segments. Reapplication is necessary for each segment. If the pool diminishes to the point whereby it is less than thirty percent (30%) of whole days in relation to the number of participants at a given moment, an open enrollment period will be declared and all employees covered by this agreement shall have the opportunity to enroll in the Sick Day Bank. Should a participant at any time of replenishing opt NOT to enroll, such action will constitute a withdrawal from the bank, losing any days thus far contributed.
- B. The committee will be as follows:
1. Two participating STEA members appointed by the president.
 2. One participating STEA support staff member appointed by the president.

3. The superintendent (or his designee).
 4. Two members of the Board of Education (or an administrator as so designated by the board president).
- C. If a tie vote occurs, up to twenty five (25) days will be awarded, but not more, for a single incident or illness. Also, in cases of a tie and following the initial 25 day award, if a reapplication follows, and a second tie results, the reapplication will be denied.
 - D. At the end of each school year, the school business administrator shall provide the STEA with a written accounting of the number of days used, the number of individuals who utilized days and the number of days remaining.
 - E. The Superintendent or designee shall provide the Committee with a list of participants and the number of days contributed on an annual basis no later than November 1st.

EXHIBIT D

ARTICLE XXX
EXECUTIVE LIAISON

A. There is hereby established an administration/executive liaison committee.

Committee Composition:

1. Superintendent
2. Executive Members of the Association
3. ~~Members of the Board of Education~~
3. Building Principals
4. Building Representatives

B. The purpose of this committee shall be to allow the Association and Board to have open communication regarding mutual concerns and interests of each group.

C. Matters for discussion shall be submitted to the superintendent one (1) week in advance of the meeting to allow all parties proper preparation for discussion.

D. It is agreed, the superintendent and president of the Association shall meet at mutually agreed times to discuss any matters of interest and concern to both groups.

E. The Executive Liaison Meetings shall be not less than five (5) times per year and all discussion shall be advisory in nature. Suggested months for meetings shall be September, November, January, March, and May.

F. It is further understood that any matter which has its own vehicle for consideration, such as grievances, shall not be placed on the agenda.

G. If by mutual agreement no meeting is necessary it shall not be held.

H. The minutes of the meetings will be mutually agreed upon by district representative and chairperson.

I. The Board of Education will be provided with minutes from the executive liaison meetings.

ARTICLE XXXI
INSTRUCTIONAL COUNCIL

A. ORGANIZATION

1. Purpose – An instructional Council shall be established and shall meet no later than October 15 each year. The purpose of the council shall be to strengthen the educational program through recommendation, research, implementation and evaluation by the superintendent and the Association to best meet the needs of the students, the schools and the community. The council may consider, but not be limited to, advising the ~~Board~~ **District Administration** and the Association on such matters as curriculum improvements, teaching experimentation, extracurricular programs, in-service training, staff development, pupil testing, evaluation, philosophy, educational specifications for buildings, and other related matters regarding the effective operation of the Stafford Township School District.

2. Membership – The council shall consist of one (1) chairperson ~~from the Association and three (3) representatives from the Intermediate School and two (2) representatives from each of the elementary schools~~ **representative** appointed by the Association from each school. **Each school will be entitled to one (1) representative for every fifteen Association members in the school.** For fair representation, a member should be sought to represent special education and another member should represent special subject teachers. This would not be mandatory but highly recommended. There will be three (3) representatives, exclusive of the superintendent, who shall be appointed by the ~~Board of Education~~ **Superintendent or designee**. The superintendent and the curriculum/instruction supervisor shall be ex-officio members of the council.

3. Committees – The council shall be authorized to establish sub or ad-hoc committees for specific projects to allow those who could be affected by council recommendations an opportunity to be involved.

4. Individual initiatives for suggestions – The council shall encourage the initiation of ideas and suggestions for projects by individual employees, departments, grade levels, Association committees, administrators, ~~Board members~~, students, parents, or other interested parties.

5. Rules of procedure – The council shall establish its own rules of procedure. The chairperson or a member designated by the chairperson will meet with the supervisor of curriculum/instruction at least one (1) week prior to a meeting **to prepare an agenda**. It is suggested, but not mandatory, for all members of each school to meet with their building principals prior to a meeting **in an effort to address and resolve any outstanding issues prior to a council meeting**. **The Parties recognize and agree that timely resolution of issues is critical so Association members should not delay in addressing outstanding issues with building principals in anticipation of a council meeting.**

6. Meetings – The council shall schedule four (4) meetings per school year. Additional meetings may be held by mutual agreement by the parties. ~~meet whenever four (4) or more of its members call for such a meeting.~~

A. The minutes of the meetings will be mutually agreed upon by district designee and STEA chairperson.

7. Information – The council and its sub-committees shall be provided with the same access to available school district information as provided to the Association as specified in Article V. The Board shall consider all written reports submitted by the council for action. However, the Board is under no obligation to accept or implement any of the council's recommendations.

8. Within two (2) school days, all recommendations accepted or implemented by the Board shall be reported by the superintendent to the principals, and all parties affected by the recommendation.