

AGREEMENT

between the

**SHENENDEHOWA
CENTRAL SCHOOL
DISTRICT**

and

**SHENENDEHOWA
TEACHERS ASSOCIATION**

July 1, 2014 – June 30, 2018

TABLE OF CONTENTS

Article	Section	SUBJECT	Page
I		RECOGNITION	
	1.1	Exclusivity as Collective Negotiation Representative	1
	1.2	Right to Convene	1
	1.3	Effectuation by the Appropriate Legislative Body	1
IA		DEFINITIONS	2
II		MAINTENANCE OF STANDARDS AND NEGOTIATION PROCEDURES	
	2.1	Maintenance of Standards	3
	2.1 (a)	Terms and Conditions of Employment	3
	2.1 (b)	Professional Advantages and Responsibilities	3
	2.2	Negotiation Procedures	3-4
	2.2 (a)	Agreements in Good Faith	3
	2.2 (b)	Mutually Exclusive Selection of Representatives	4
	2.2 (c)	Acceptance of a Final Agreement	4
	2.2 (d)	Memoranda of Agreement	4
III		GRIEVANCE PROCEDURE	
	3.1	Declaration of Purpose	5
	3.2	Definitions	5
	3.3	Procedures	5-8
	3.3 (a)	Stipulations Included Within a Grievance	5-6
	3.3 (b)	Decision Rendered in Writing	6
	3.3 (c)	Representation for Unit Member	6
	3.3 (d)	Submitting a Grievance Directly to Stage 2	6
	3.3 (e)	Timeframe for Preparation and Processing	6
	3.3 (f)	Facilitation of an Investigation	6
	3.3 (g)	Witnesses	7
	3.3 (h)	Save Harmless Clause	7
	3.3 (i)	Development of Forms	7
	3.3(j)	Grievance Filed Separately from Personnel Files	7
	3.3 (k)	Adjustment without Intervention	7
	3.3 (l)	If Any Grievance Process Contrary to Law	8
	3.3 (m)	Official Grievance Record	8
	3.3 (n)	Existence of Procedure	8
	3.4	Time Limits	8-9
	3.4 (a)	Extension of Time Limits	8
	3.4 (b)	Time Limit for Filing a Grievance	9
	3.4 (c)	Time Limit for an Appeal	9

Article	Section	SUBJECT	Page
III		GRIEVANCE PROCEDURE (continued)	
	3.4 (d)	Lodging an Appeal	9
	3.4 (e)	Grievance Filed on or after June 1	9
	3.5	Stages	9-11
IV		TEACHER/ADMINISTRATION LIAISON	
	4.1	Building Representatives	12
	4.2	Scheduling of Association Meetings with Unit Members at the Building Level	12
	4.3	Professional Practices Committee	12
	4.4	Association Release Time for Officers	12-13
	4.4 (a)	Non-Instructional Duties	12
	4.4 (b)	Release from Teaching Assignments -- President and Employer/Employee Relations Chairperson	13
	4.5	Membership on District-Wide Committee	13
	4.6	Instructional Program Advisor Council (IPAC)	13-14
V		RIGHTS OF THE ASSOCIATION WITH RESPECT TO INFORMATION AND USE OF SCHOOL FACILITIES BY THE ASSOCIATION	
	5.1	Right to Schedule Association Meetings	15
	5.2	Right to Post Notices and Use Inter-School Mail	15
	5.3	Faculty/Staff Meetings	15
	5.4	Copies of Board of Education Agendas	15
	5.5	Vending Machine Use	16
	5.6	Copy of Public Records	16
VI		INSTRUCTIONAL CONDITIONS	
	6.1	Class Size	17
	6.1 (a)	Reasonable Teacher-Pupil Ratios	17
	6.1 (b)	Unified Arts and Laboratory-Based Classes	17
	6.2	Elementary Planning	17-18
	6.2 (a)	School Planning Teams	17
	6.2 (b)	Fund for Innovation	17
	6.2 (c)	Elementary Aides	17-18
	6.2 (d)	Deployment of Elementary Aides	18
	6.2 (e)	Forty-five Minute Lunch (Elementary)	18
	6.2 (f)	Literacy Specialists – Additional Planning Time	18
	6.3	School Year Calendar	18-20

Article	Section	SUBJECT	Page
VI		INSTRUCTIONAL CONDITIONS (continued)	
	6.3(a)	Half Days for Grades K-5	18-19
	6.3(b)	Half Days for Grades 6-8	19
	6.3(c)	Superintendent's Conference Days	19
	6.3(d)	Last Day of School for Elementary Students	19
	6.3(e)	Last Day of School for Students and Staff Grades 6-12	19
	6.3(f)	Parent-Teacher Conferences for Teaching Teams Grades 7-8	19-20
	6.3(g)	Emergency Days and Impact on School Calendar	20
	6.3(h)	Annual Calendar	20
	6.4	Scheduling	20-23
	6.4(a)	Planning Periods (Grades 6-12)	20
	6.4(a)(1)	Teacher Office Hours	21
	6.4(b)	Average Number of Classes Per Day	21
	6.4(c)	Scheduling of Consecutive Classes (Grades 6-12)	21-22
	6.4(d)	Number of Class Preparations Per Day	22
	6.4(e)	Professionals Who Volunteer to Substitute	22
	6.4(f)	Department and Faculty Meetings	22
	6.4(g)	Assessment	22-23
	6.5	Machine Scoring of District Standardized Tests	23
	6.6	Student Support Programs (Elementary)	23
	6.7	Per Diem Days for Librarians	23
	6.8	Instruction Days and Parent Communication	23-24
	6.9	Length of and Activities During the Professional Day	24-25
	6.9(a)	Length of Professional Day	24-25
	6.9(a)(1)	Flexible Scheduling	24-25
	6.9(b)	Other Duties Related to the Professional Day	25
	6.9(c)	Parent Communication	25
	6.9(d)	Academic Assistance	25
	6.10	Professional Practices Panel	26
VII		NON-INSTRUCTIONAL CONDITIONS	
	7.1	Reduction of Non-Instructional Duties	27-28
	7.1(a)	No Requirement to Supervise Lavatories	27
	7.1(b)	Current Non-Instructional Duties	27
	7.1(c)	Emergency Situations	27
	7.1(d)	Reduction of Non-Instructional Duties	28
	7.2	Filling Authorized Aide Positions	28
	7.3	Routine Dismissal within Fifteen (15) Minutes	28
	7.4	No Requirement to Drive Students	28
	7.5	Availability of Typist Services	28
	7.6	Health Examinations at Time of Tenure	28

Article	Section	SUBJECT	Page
VII		NON-INSTRUCTIONAL CONDITIONS (continued)	
	7.7	Safe Condition of Roads, Walkways, and Parking Lots	28
	7.8	Reimbursement for Use of Personal Vehicle	29
	7.9	Travel Between Schools or Separated Buildings	29
	7.10	Picture Identification Badges	29
VIII		PROFESSIONAL GROWTH AND DEVELOPMENT	
	8.1	Professional Days	30
	8.2	Councils on Professionalism	31
	8.2(a)	District Council on Professionalism	31
	8.2(b)	School Council on Professionalism	31
	8.3	Professional Development Activities Outside of Regular School Days	32
IX		EVALUATION OF PROFESSIONAL STAFF	
	9.0	Professional Performance Review	33–34
	9.1	Observations of Probationary Professionals	34
	9.2	Professional Performance Review Pre-Conference	34
	9.3	Professional Performance Review Reports	34–35
	9.4	Professional Review of Tenured Professionals	35
	9.5	Termination of a Probationary Professional	35
	9.5(a)	First and Second Year Probationary Professional	35
	9.5(b)	Third Year Probationary Professional	35
	9.6	Review of Personnel Folder	35–36
	9.6(a)	Right to Review of Personnel Folder	35
	9.6(b)	Right to Review Derogatory Material and Right to Rebuttal	36
	9.7	Professional Courtesy	36
	9.8	APPR Proposal	36
X		EMPLOYMENT OF PROFESSIONAL STAFF	
	10.0	Hiring Committee	37
	10.1	Placement on Salary Schedule	37–38
	10.1(a)	Determining Step	37
	10.1(b)	Peace Corps or Vista	37
	10.1(c)	Military Service	37
	10.1(d)	Date of Hire and Advancement of Step	37–38
	10.2	Full Time and Part Time Term Contract Employees	38
	10.2(a)	Full Time Term (Letter) Contract Employees	38
	10.2(b)	Part Time Term (Letter) Contract Employees	38

Article	Section	SUBJECT	Page
X		EMPLOYMENT OF PROFESSIONAL STAFF (continued)	
	10.2(c)	Written Notification	38
	10.3	Additional Credit Granted by Board of Education Discretion	38
	10.4	Restoration of Accumulated Sick Leave for Re-Employed Professional Staff	38
	10.5	Reduction of Staff	39
	10.5(a)	Use of Normal Attrition	39
	10.5(b)	Seniority List for Part Time Professionals	39
	10.6	Consideration for Future Employment—Term Employees	39
XI		QUALIFICATIONS AND ASSIGNMENTS OF PROFESSIONAL STAFF	
	11.1	Assignments Consistent with Certification and Field(s) of Study	40
	11.2	Notification of Tentative Assignments	40
	11.3	Proposed Change of Assignment	40
	11.4	Application of the Public Employee’s Fair Employment Act	40
XII		POSTING, VACANCIES AND TRANSFERS	
	12.0(a)	Elementary Level	41
	12.0(b)	Secondary Level and K-12 Departments	41
	12.0(c)	Sixth Grade Teachers	41
	12.1	General Procedure	42
	12.1(a)	Involuntary and Voluntary Transfer Notice	42
	12.1(b)	Annual Review of Guidelines and Protocols	42
	12.1(c)	Departments/Positions without Protocols	42
	12.2	Involuntary Transfer	42–43
	12.2(a)	Definition	42-43
	12.2(b)	General Procedure	43
	12.3	Voluntary Transfer	43–44
	12.4	Community Education Vacancies	45
	12.5	Posting for Vacancies	45
	12.6	Application Grievance Procedures	45
XIII		LEAVES OF ABSENCE	
	13.1	Leave for Personal Illness	46
	13.2	Personal Business Leave	46–47

Article	Section	SUBJECT	Page
XIII		LEAVES OF ABSENCE (continued)	
	13.2(a)	Purpose of Leave	46
	13.2(b)	Personal Business Leave Restrictions	47
	13.2(c)	Unusual Circumstances	47
	13.3	Leave Day Accumulation	47
	13.4	Leave for Bereavement	47-48
	13.5	Leave for Purposes of Child-Rearing	48-49
	13.5(a)	Request for a Child-Rearing Leave	48
	13.5(b)	Sick Leave, Disability, and Child-Rearing Leave	48-49
	13.5(c)	Length of Child-Rearing Leave	49
	13.5(d)	Change of the Termination Date of a Child-Rearing Leave	49
	13.5(e)	Advancement on Salary Schedule	49
	13.5(f)	Health Benefits During a Child-Rearing Leave	49
	13.5(g)	Interruption of Probationary Period	49
	13.6	Sabbatical Leave	50-51
	13.6(a)	Eligibility	50
	13.6(b)	Request	50
	13.6(c)	Length of Leave	50
	13.6(d)	Salary Increments	50
	13.6(e)	Service Upon Return	50
	13.6(f)	Assignment Upon Return	50-51
	13.6(g)	Employment in Newly Certified Areas	51
	13.7	Leave for Officers of Professional Academic Organizations	51
	13.8	Association Leave for Shenendehowa Teachers' Association Officers and Delegates	51
	13.9	Jury Service	51
	13.10	Unpaid Leaves of Absence for Approved Study	51
	13.11	Additional Unpaid or Paid Leaves of Absence	51-52
	13.12	Sick Leave Bank and Long Term Disability	52-54
	13.12(a)	Purpose	52
	13.12(b)	Sick Leave Bank Committee	52
	13.12(c)	Eligibility to Use Sick Leave Bank	52
	13.12(d)	Contribution to Sick Leave Bank	52
	13.12(e)	Application to Sick Leave Bank	53
	13.12(f)	Development of Forms	53
	13.12(g)	Long Term Disability Insurance	53-54
	13.13	Payment for Unused Sick Leave at Retirement	54
	13.13(a)	Notification of Intent to Retire	54
	13.13(b)	Determination of Additional Compensation	54
	13.14	Committee Review of Section 403(b) or IRS Regulations	54-55

Article	Section	SUBJECT	Page
XIII		LEAVES OF ABSENCE (continued)	
	13.15	Family Medical Leave Act (FMLA)	55
	13.15(a)	Purpose of FMLA Leave	55
	13.15(b)	Documentation of FMLA Leave	55
	13.15(c)	Charging FMLA Leave	55
XIV		INSURANCE AND ANNUITIES	
	14.1	Health Insurance	56–61
	14.1(a)	District Contribution—Health Insurance Plans	56
	14.1(b)	District Contribution—Prescription Plan	56
	14.1(c)	Co-Payments for CDPHP and Deductibles for Blue Cross Matrix	57
	14.1(d)	District Contribution—Self-Funded Dental Plan	57
	14.1(e)	Mental Health Rider: CDPHP	57
	14.1(f)	Co-Payments for Prescription Drug Plan	57
	14.1(g)	Rates for Part-Time Employees	57–58
	14.1(h)	Voluntary Premium Conversion	58
	14.1(i)	Flexible Benefits Plan	58
	14.1(j)	Accessibility of Health Programs for All Members	58
	14.1(k)	Payment for Withdrawing/Change of Health Insurance Coverage (Health Insurance Buyout)	59–60
	14.1(l)	Insurance for Retirees—Individual Coverage	61
	14.1(m)	Option for Retirees—Two Person Coverage	61
	14.2	Annuities	61
	14.3	Deductions	62
	14.4	Life Insurance	62
	14.5	Save Harmless Clause pursuant to Education Law 3023	62
	14.6	Review of Potential Optical Care Benefits	62
XV		DUES DEDUCTION	
	15.1	Agreement to Deduct Association Dues	63
	15.2	Verification of Dues Rate	63
	15.3	Schedule of Dues Payments	63
	15.4	Discontinuation of Dues Deductions	63
	15.5	Deductions for NYSTRS Loans	63
	15.6	Agency Shop Fee Deductions	63–64
XVI		ADDITIONAL COMPENSATION PROVISIONS	
	16.0	Supervisor of Extracurricular Activities	65
	16.1	Advisorship of Certain Extracurricular Activities	65–66

Article	Section	SUBJECT	Page
XVI		ADDITIONAL COMPENSATION PROVISIONS (continued)	
	16.1(a)	Payment for Extracurricular Units	65
	16.1(b)	Extracurricular Activity Units	65-66
	16.1(c)	Intramurals	66
	16.2	Interscholastic Athletics	66-67
	16.3	Chaperoning of Sporting Events, Music Activities, Middle School Events, Elementary Game Nights	67-68
	16.3(a)	Rates of Compensation	67
	16.3(b)	Events and Activities Eligible for Compensation	67-68
	16.4	Contracts for All Paid Extracurricular Activities	68
	16.5	Coaching Stipends	68
XVII		PROFESSIONAL COMPENSATION	
	17.1	Changes in Professional Compensation	69
	17.2	Advanced Study: Additional Degrees and Certifications	69-70
	17.3	Recognition of Exceptional Contributions	70
	17.4	Special Assignment Stipends	70
	17.4(a)	Teachers of Science (Grades 6-12)	70
	17.4(b)	Teachers of Special Education	70
	17.5	School Counselors (Guidance)	71
	17.6	Home Teaching (Tutoring)	71
	17.7	Annual Stipends for Coordinators	71
	17.8	Stipend for School Psychologists and Social Workers	71
	17.9	Salaries for Summer School Teachers	72
XVIII		GENERAL PROVISIONS	
	18.1	Provision Contrary to Law	73
	18.2	Amendment of Relevant Personnel Policies	73
	18.3	Uniformity of Rules and Regulations	73
	18.4	Written Requests Regarding Payroll	73
	18.5	District and Building Handbooks	73
	18.6	Staffing Patterns	73
	18.7	Mandated Staff Development and Instructional Days	73
	18.8	Preparation and Distribution of Final Contract	74
XIX		DURATION OF CONTRACT	75

Appendix	SUBJECT	Page
1	New York State Education Law §3023	76
2	New York State Education Law §3028	77
3	Review of Special Education Programs and Their Delivery to Students	78
4	School Partnership Teams	79
5	Retirement Incentive Program (Expired)	80–81
6	Calendar	82
7	Flexible Schedule	83
8	Involuntary Transfer	84
9	STA Coaching Stipend Schedule	85–96
10	STA Salary Schedule	97

PREAMBLE

In order to effectuate the provisions of Chapter 392 of the Laws of 1967 (the Public Employees' Fair Employment Act) and to encourage and increase effective and harmonious working relationships between Shenendehowa Central School District at Clifton Park, New York and its professional employees represented by the Shenendehowa Teachers' Association (hereinafter referred to as the Association), and to enable the professional employee more fully to participate in and contribute to the development of policies relating to their terms and conditions of employment so that the cause of public education may best be served and the obligations to the residents of the District may best be met in the Shenendehowa Central School District.

THIS AGREEMENT IS MADE AND ENTERED INTO on this 25th day of November, 2015, by and between the Superintendent of Schools and the School District on the one hand and the Association on the other. The parties agree to the contract for the four (4) year period, July 1, 2014 to June 30, 2018.

ARTICLE I

RECOGNITION

- 1.1 **Exclusivity as Collective Negotiation Representative:** The Shenendehowa Central School District recognizes the Shenendehowa Teachers' Association as the exclusive collective negotiation representative of a unit which is comprised of all professionals (including staff members in the summer school program for salary purposes only), set forth in Article 30.8 of the Commissioner of Education's regulations, excluding per diem substitute teachers and all other employees.
- 1.2 **Right to Convene:** It is understood that nothing contained in this article shall be considered to prevent the Shenendehowa Teachers' Association or any Shenendehowa Central School District official from meeting with any individual group or individuals to hear views on any matters. With regard to matters which are covered in the present contract, any changes or modifications shall be made only through negotiation and agreement with the Shenendehowa Teachers' Association.
- 1.3 **Effectuation by the Appropriate Legislative Body:** "IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL."

ARTICLE IA

DEFINITIONS

As used in this Agreement, the following terms shall have the respective meanings set forth below:

- A. "School District" or "District" shall mean the Shenendehowa Central School District at Clifton Park, New York.
- B. "Board of Education" or "Board" means the Board of Education of the School District.
- C. "Association" and "STA" mean the Shenendehowa Teachers' Association.
- D. "School Year" means the period commencing on the 1st day of July each year and ending on the 30th day of the following June.
- E. "Professional," "staff member" or "unit member" mean a full-time or part-time employee of the School District who is included in the negotiating unit which is set forth in Article I of this Agreement.
- F. "Superintendent" or "Superintendent of Schools" means the Superintendent of the School District.

ARTICLE II

MAINTENANCE OF STANDARDS AND NEGOTIATION PROCEDURES

2.1 MAINTENANCE OF STANDARDS

2.1 (a) Terms and Conditions of Employment

It is contemplated that terms and conditions of employment provided in this Agreement shall remain in effect until altered by mutual agreement in writing between the parties. Before the School District knowingly adopts a change in policy not covered by this agreement, but which affects teachers' terms or conditions of employment, the School District will notify the Association President or his/her designated representative by registered mail that it is considering such a change. The Association will have the right to negotiate with the School District over such proposed changes provided that it files such a request with the School District within twenty (20) calendar days after receipt of said notice.

2.1 (b) Professional Advantages and Responsibilities

This Agreement shall not be interpreted or applied to deprive teachers of professional advantages heretofore enjoyed unless expressly stated herein. Likewise, this agreement shall not be interpreted or applied to excuse performance by teachers of responsibilities, tasks and assignments which it has been their past practice to perform although performance of such responsibilities, tasks and assignments are not expressly stated herein.

2.2 NEGOTIATION PROCEDURES

2.2 (a) Agreements in Good Faith

On or about November 15th of each year, the parties shall enter into good faith negotiations in relation to any terms and conditions of employment raised by either party. Any agreement so negotiated shall apply to all professionals, be reduced to writing, be signed by the Superintendent and by the Board and the Association. An impasse in negotiations shall occur if the parties concur that they are at impasse or if they have failed to reach agreement on all items under negotiations one hundred twenty (120) days prior to the end of the fiscal year. In the event of an impasse, for the purpose of resolving the same, both parties,

or either party, may request assistance from the Public Employment Relations Board.

2.2 (b) Mutually Exclusive Selection of Representatives

Neither party in any negotiations shall have any control over the selection of the representatives of the other party and each party may select its representatives from within or outside the School District.

2.2 (c) Acceptance of a Final Agreement

No final agreement shall be accepted without ratification by the Association on the one hand and the Superintendent and the Board on the other hand. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals and consider proposals and reach tentative agreements in the course of negotiations. It is recognized, however, that the negotiators for each party have been given guidelines and instructions by the party it represents and the negotiators cannot exceed such guidelines or instructions and must report, from time to time, to the party they represent or a committee thereof, for further authorizations or clarifications. At the commencement of the negotiations for any particular school year, the negotiators shall adopt between themselves rules or a course of procedure which is to be followed by the negotiators during the negotiating sessions for that year.

2.2 (d) Memoranda of Agreement

There may come an occasion during the lifetime of this contract where either party may raise an issue as related to any term or condition of employment herein described. At such time, each party shall enter into good faith negotiations. Said negotiations could result in a mutual understanding between the Association and the District that somehow amends, deletes, or adds to present contractual provisions and/or conditions. Any such agreement shall be reduced to writing and signed by the Association President and the Superintendent of Schools or his/her designee, and, if deemed viable and appropriate, be included within, or replacing language of, the most relevant article and section.

ARTICLE III

GRIEVANCE PROCEDURE

3.1 DECLARATION OF PURPOSE

WHEREAS, the establishment and maintenance of a harmonious and cooperative relationship between the School District and its professional staff members is essential to the operation of the schools, it is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to alleged grievances of professional staff members through procedures under which they may freely present grievances, and by which the School District and its professional staff members are afforded adequate opportunity to dispose of their differences without the necessity of time-consuming and costly proceedings before administrative agencies and/or in the courts.

3.2 DEFINITIONS

- 3.2 (a) A "Grievance" is a claim by any professional or group of professionals in the negotiating unit based upon any event or condition affecting terms and conditions of employment.
- 3.2 (b) The term "Supervisor" shall mean any department administrator, principal, assistant principal, or other administrator responsible for the area in which an alleged grievance arises.
- 3.2 (c) "Aggrieved Party" shall mean any person or group of persons in the negotiating unit or the Association filing a grievance.
- 3.2 (d) "Party in Interest" shall mean any party named in a grievance who is not the aggrieved party.
- 3.2 (e) "Grievance Committee" is the committee created and constituted by the Shenendehowa Teachers Association.
- 3.2 (f) "Hearing Officer" shall mean any individual or board charged with the duty of rendering decisions at any stage of grievance hereunder.

3.3 PROCEDURES

3.3 (a) Stipulations Included Within a Grievance

All grievances shall include the name and position of the aggrieved party, the time when and the place where the alleged events or

conditions constituting the grievance existed, and a general statement of the nature of the grievance and the redress sought by the aggrieved party.

3.3 (b) Decision Rendered in Writing

Except for informal decisions at Stage 1a, all decisions shall be rendered in writing at each step of the grievance procedure, setting forth findings of fact, conclusions and supporting reasons thereof. Each decision shall be promptly transmitted to the unit member. A copy of the decision shall also be furnished to the Association.

3.3 (c) Representation for Unit Member

Throughout all stages of the grievance procedure, a unit member shall be allowed to have a representative of his/her own choosing. This may be a fellow employee, the Association or an attorney. The grievant may choose whomever he/she wishes to represent him/her at Stages 1, 2 and 3 of this procedure, except that such representation may not be a representative of a competing employee organization.

3.3 (d) Submitting a Grievance Directly to Stage 2

If a grievance affects a group of unit members and appears to be associated with system-wide policies, or such policies affecting such group, it may be submitted by the Association directly at Stage 2 described below.

3.3 (e) Timeframe for Preparation and Processing

The preparation and processing of grievances insofar as practicable, shall be conducted during the hours of employment. Classroom activity will not be interrupted and reasonable efforts will be made by the aggrieved and hearing officer to avoid involvement of students in any phase of the grievance procedure.

3.3 (f) Facilitation of an Investigation

The School District and the Association agree to facilitate any investigation which may be required and to make available any and all material and relevant documents, communications and records concerning the alleged grievance.

3.3 (g) Witnesses

Except as otherwise provided in Stage 1, an aggrieved party and any party in interest shall have the right at all stages of a grievance to confront and cross-examine all witnesses called against him/her, to testify and to call witnesses on his/her own behalf, and to be furnished with a copy of the minutes of the proceedings made at each and every stage of this grievance procedure. Any person named as an aggrieved party shall be present at Stage 1 of the grievance procedure except in extenuating circumstances.

3.3 (h) Save Harmless Clause

No interference, coercion, restraint, discrimination or reprisal of any kind will be taken by the Board or by any member of the administration against the aggrieved party, any party in interest, any representative, any member of the grievance committee or any other participant in the grievance procedure or any other person by reason of such grievance or participation therein.

3.3 (i) Development of Forms

Forms for filing grievances, serving notices, taking appeals and making reports and recommendations, and other necessary documents will be jointly developed by the School District and the Association. The Superintendent shall then have them reproduced at joint expense and distributed so as to facilitate operation of the grievance procedure.

3.3 (j) Grievance Filed Separately from Personnel Files

All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

3.3 (k) Adjustment without Intervention

Nothing contained herein will be construed as limiting the right of any unit member having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance informally adjusted without intervention of the Association. In the event that any grievance is adjusted without formal determination, pursuant to this procedure, while such adjustment shall be binding upon the party and shall, in all respects, be final, said adjustment shall not create a precedent or ruling binding upon either of the parties to this agreement in future proceedings.

3.3 (l) If Any Grievance Process Contrary to Law

If any provision of this grievance procedure or any application thereof to any unit member or group of unit members in the negotiating unit shall be finally determined by any court 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 or applications will continue in full force and effect.

3.3 (m) Official Grievance Record

The Superintendent of Schools shall be responsible for accumulating and maintaining an Official Grievance Record which shall consist of the written grievance, all exhibits, transcripts, communications, minutes and/or notes of testimony, as the case may be, written arguments and briefs considered at all levels other than Stage 1 and all written decisions at all stages. Official minutes will be kept of all proceedings in Stages 2 and 3. The School District and the Association will share the cost thereof. After the conclusion of hearings of Stages 2 and 3, a copy of the minutes shall be made available to the aggrieved party within five (5) days excluding weekends unless otherwise mutually agreed upon. The aggrieved may advise the appropriate hearing officer of any errors in said minutes. Any such claim or error in the minutes shall become a part of the Official Grievance Record and the hearing officer shall indicate the determination made respecting such claimed error. The Official Grievance Record shall be available for inspection and/or copying by the Aggrieved Party and his/her representative and the School District, but shall not be deemed a public record.

3.3 (n) Existence of Procedure

The existence of the procedure hereby established shall not be deemed to require any unit member to pursue the remedies here provided and shall not, in any manner, impair or limit the right of any unit member to pursue any other remedies available in any other forum.

3.4 TIME LIMITS

3.4 (a) Extension of Time Limits

Since it is important to good relationships that grievances be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party may be extended only by mutual consent.

3.4 (b) Time Limit for Filing a Grievance

No written grievance will be entertained as described below and such grievance will be deemed waived unless the written grievance is forwarded at the first available stage within twenty (20) school days after the unit member knew or should have known of the act or condition on which the grievance is based.

3.4 (c) Time Limit for an Appeal

If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this agreement shall be barred.

3.4 (d) Lodging an Appeal

Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party and the Association within the specified time limit shall permit the lodging of an appeal at the next stage of the procedure within the time which would have been allotted had the decision been communicated by the final day.

3.4 (e) Grievance Filed on or after June 1

In the event a grievance is filed on or after June 1st, in relation to a grievance occurring on or after the preceding May 1st, upon request by or on behalf of the aggrieved party, the school officials involved in the grievance procedure will endeavor to expedite the hearings so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is possible.

3.5 STAGES

STAGE 1: Supervisor

- a) A unit member having a grievance will discuss it with his/her supervisor, either directly or through a representative, with the objective of resolving the matter informally. The supervisor will confer with all parties in interest, but in arriving at this decision will not consider any material or statements offered by or on behalf of any such party in interest with whom consultation has been had unless the aggrieved party or his/her representative is present. If the unit member submits the grievance through a representative, the unit member may be present during the discussion of the grievance.

- b) The parties recognize that the traditional grievance process, while an important tool in the administration of the collective bargaining agreement, is not always the most efficient method for the resolution of disputes between management and labor. The parties shall establish an alternative dispute resolution process to be employed in possible contractual grievances prior to Step 1 of the formal grievance process. The parties shall establish a team made up of five (5) members appointed by the STA and five appointed by the Superintendent of Schools. The District and STA will jointly provide training to the committee members in alternative dispute resolution strategies and techniques. The committee shall establish any necessary rules and procedures for its operation. The committee shall be operative no later than December 31, 1997.
- c) If the grievance is not resolved informally, it shall be reduced to writing and presented to the supervisor. Within ten (10) school days after the written grievance is presented to him/her, the supervisor shall, without further consultation with the aggrieved party or any party in interest, render a decision thereon, in writing, and present it to the unit member, his/her representative and also to the Association.

STAGE 2: Superintendent of Schools

- a) If the unit member initiating the grievance is not satisfied with the written decision at the conclusion of Stage 1 and wishes to proceed further under this grievance procedure, the unit member shall, within ten (10) school days after receipt of the decision, present the grievance to the Superintendent of Schools. Copies of the written decision at Stage 1 shall be submitted with the appeal.
- b) Within ten (10) school days after receipt of the appeal, the Superintendent of Schools, or his/her duly authorized representative, shall hold a hearing with the unit member or his/her representative and all other parties in interest.
- c) The Superintendent of Schools, or his/her duly authorized representative, shall render a decision in writing to the unit member and his/her representative within ten (10) school days after the conclusion of the hearing.

STAGE 3: Binding Arbitration - Interpretation of the Agreement

- a) If the aggrieved party is not satisfied with the decision at Stage 2 and if the grievance involves a question concerning the interpretation or meaning of the Agreement, the aggrieved party may file a further appeal in writing with the Superintendent of Schools within fifteen (15) days after receiving the decision at Stage 2, indicating his/her election to submit the grievance to arbitration.

- b) Within five (5) days after filing a further appeal with the Superintendent, the Shenendehowa Teachers' Association shall advise the Assistant Superintendent of Human Resources. The parties shall rotate arbitration assignments among the following panel of arbitrators: Jeffrey Selchick, Tom Hines and Dennis Campagna, unless the parties mutually agree otherwise. The representatives of the parties will determine mutually convenient times to hold hearings subject to the arbitrator's availability.
- c) The arbitrator so selected will hold hearings promptly at the Shenendehowa Central School District or at some other mutually acceptable place and will issue a decision not later than twenty (20) days from the date of the close of the hearing, or, if oral hearing has been waived, then from the date the final statements and proofs are submitted.
- d) The decision of the arbitrator will be in writing and will set forth findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The arbitrator shall have no power to add to, subtract from, or modify the provisions of this Agreement in arriving at a decision of the issue presented and shall confine the decision solely to the application and interpretation of this Agreement.
- e) The arbitrator's decision shall be binding upon the parties.
- f) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses will be borne equally by the School District and the Association.

ARTICLE IV

TEACHER/ADMINISTRATION LIAISON

4.1 Building Representatives

The Association will elect building representatives for each school building. These representatives will meet with the principal at least once every two (2) weeks unless cancelled or adjourned by mutual consent. Such meetings are intended to review and discuss local school issues and practices.

4.2 Scheduling of Association Meetings with Unit Members at the Building Level

The building representatives are permitted to meet with unit members at times and places that can be scheduled without disturbing the academic program. These meetings are to be scheduled so as to be mutually convenient to the representatives and the unit members. It is assumed that such meetings will not conflict with previously-scheduled meetings or unit members' regular or special assignments. The meetings may be held before or after school hours at the particular school.

4.3 Professional Practices Committee

The District and the Association have established the Professional Practices Committee (PPC). PPC consists of members from each school, the President of the Association, the Superintendent of Schools, one or more members of the Board of Education, and such administrators as designated by the Superintendent. Building membership will consist of the building chairperson and one other Association member. The meetings will be scheduled by the President of the Association and the Superintendent of Schools as deemed appropriate. PPC is intended to be a forum in which district-wide issues can be mutually presented and discussed. The expected outcome of the forum would be to formulate a plan of action to address the issues brought forth. PPC would have the option of setting up subcommittees or redirect its action to other existing District committees to achieve this goal.

4.4 Association Release Time for Officers

4.4 (a) Non-Instructional Duties

In order to maintain an effective working relationship between the professional staff and the administration and to facilitate the resolution of issues and deal with concerns in a timely manner, the President of the Association, vice presidents of the Association, grievance chairperson of

the Association and the building chairpersons shall be relieved of all non-instructional duties.

The duties from which they are relieved will be assigned without additional compensation to other members of the professional staff.

4.4 (b) Release _____ from _____ Teaching _____ Assignments -- President _____ and Employee/Employer Relations Chairperson

The teaching assignment of the President of the Association is reduced from full-time to four-tenths (.4).

The teaching assignment of the Employee/Employer Relations Chairperson is reduced from full-time to four-tenths (.4).

In both cases, the Association must reimburse the District for fifty percent (50%) of Step 1 salary and benefits of the replacement staff member.

The President and the Employee/Employer Relations Chairperson are considered to be full-time employees and, as such, are entitled to all rights, privileges, and benefits.

4.5 Membership on District-Wide Committee

Teachers will be given the opportunity to participate on all District-level committees that impact the daily instructional program. Such teachers shall be selected by the Association President with the advice and consent of teachers at the impacted department or building level. This language does not preclude the Superintendent from appointing teachers to such committees.

4.6 Instructional Program Advisor Council (IPAC)

The District established the Instructional Program Advisor Council (IPAC) for the purpose of recommending the approval or disapproval of any programmatic and/or instructional delivery changes (e.g., online courses, hybrid courses, block scheduling, etc.).

The Instructional Planning Advisory Council shall systematically review proposals, changes, or addendums to instructional programs/courses and provide recommendations to the Superintendent. Curricula and course offerings shall be aligned across the district, as applicable, conform to state mandates, respond to the needs of children in a rapidly changing society, and be consistent with Board of Education policy. Courses must first undergo review by IPAC. After IPAC has reviewed the proposal, feedback and next steps will be provided in a timely manner to the appropriate administrator. IPAC will make a recommendation to the Assistant Superintendent for Curriculum, Instruction and Assessment. The Board of Education shall review IPAC's recommendation before consideration of

action. Board-approved courses shall be included in the Programs of Study in order to make information about K-12 instructional programs readily available to students, parents, and the entire Shenendehowa community at large.

Recommendations of the Council and subcommittees thereof that affect particular schools will be reviewed by those schools' faculties before being referred to the Assistant Superintendent for Curriculum, Instruction, and Assessment. The Assistant Superintendent for Curriculum, Instruction, and Assessment will consider faculty input before making a final recommendation.

The Association shall have equal representation on IPAC. Members of the Association must be elected to IPAC and in a manner consistent with the voting model that is established with the Association.

ARTICLE V

RIGHTS OF THE ASSOCIATION WITH RESPECT TO INFORMATION AND USE OF SCHOOL FACILITIES BY THE ASSOCIATION

5.1 Right to Schedule Association Meetings

The Association shall have the right to schedule Association meetings in the school buildings before or after school provided such meetings are scheduled one (1) week in advance and do not conflict with regularly scheduled or previously scheduled meetings or commitments of a significant portion of the faculty of such building. When the Association deems it necessary to hold a meeting to attend to urgent business, the "one week notice" requirement shall be waived provided the facilities requested are available.

5.2 Right to Post Notices and Use Inter-School Mail

The Association shall also have the right:

5.2 (a) To post notices of its activities and matters of Association concern on faculty bulletin boards.

5.2 (b) To place notices, circulars, and other material in teachers' mailboxes so long as such placement does not, in the opinion of the Building Principal, materially and substantially interfere with school operation.

5.2 (c) To use the inter-school mail facilities so long as such use does not, in the opinion of the Building Principal, materially and substantially interfere with school operation.

5.3 Faculty/Staff Meetings

The Building Representative shall be provided fifteen (15) minutes time (either at the beginning or end of all faculty/staff meetings), if requested, to report on matters involving representation of the teachers by the Association. The request shall be made two (2) days in advance of the meeting.

5.4 Copies of Board of Education Agendas

The Superintendent shall furnish the Association President with a copy of the agenda for public board meetings where such agendas are available for distribution prior to the meeting date.

5.5 Vending Machine Use

Upon request of the teachers and when approved by the Board of Education, the Association may arrange for the installation of vending machines in the faculty room for staff use only. The installation, operation, control and maintenance of the machines shall be the responsibility of the Association. All net proceeds of these machines shall be used in such manner as the Association shall determine.

5.6 Copy of Public Records

The School District shall provide, free of charge, a copy of public records and information necessary for negotiations and for the processing of grievances.

ARTICLE VI

INSTRUCTIONAL CONDITIONS

6.1 CLASS SIZE

6.1 (a) Reasonable Teacher-Pupil Ratios

The Board of Education recognizes the importance of maintaining reasonable teacher-pupil ratios. Every effort shall be made to maintain the present teacher-pupil ratio.

6.1 (b) Unified Arts and Laboratory-Based Classes

The District shall endeavor to maintain reasonable teacher to pupil ratios and composition that is consistent with the physical facilities and materials and the relevant safety precautions. Such efforts are relevant to such course areas as science laboratory classes, technology, family and consumer sciences, physical education, business and art.

6.2 ELEMENTARY PLANNING

6.2 (a) School Planning Teams

A team, herein referred to as the School Planning Team, elected annually by each faculty and including the Building Principal, will develop guidelines for all references included later in this provision.

6.2 (b) Fund for Innovation

The parties recognize that the District can establish a fund for innovation separate from any contract provisions with the STA.

6.2 (c) Elementary Aides

In order to create more effective pupil-teacher contact time, to improve planning and preparation, to encourage team planning and collegial interaction, reduce clerical work load, address internal bus duty and all other non-instructional duties, and to extend the lunch period, the District will provide the equivalent of 6.0 FTE elementary classroom aides per elementary building with deployment to be determined by the school planning team and Building Principal consistent with Section 6.2 (d). Provided, however, that the District will provide the equivalent of 7 FTE elementary classroom aides for

Arongen with deployment to be determined by the school planning team and the Building Principal consistent with Section 6.2 (d).

6.2 (d) Deployment of Elementary Aides

The deployment of aides will be determined by an agreement between the School Planning Team and the Building Principal. In the event of irreconcilable differences, specific issues must be referred to a Labor-Management Panel comprised of the Assistant Superintendent for Human Resources and the Chief Financial Officer, STA's Vice President for Elementary Affairs, and the President of STA or his/her designee.

6.2 (e) Forty-five Minute Lunch (Elementary)

Commencing with the 2007-08 school year, the District shall endeavor to schedule all elementary professionals with a lunch period of forty-five (45) consecutive minutes. The District and Association recognize that there may be extenuating circumstances that may preclude the scheduling of forty-five (45) consecutive minutes for lunch for certain professional staff members.

Any potential variation to the scheduling of forty-five (45) consecutive minutes for lunch shall be discussed in advance, and shall be mutually agreed upon by the administrator and affected professional staff member. The total time for lunch shall be forty-five (45) minutes per day.

6.2 (f) Literacy Specialists – Additional Planning Time

Beginning in the 2005-06 school year, in response to a proposal jointly developed by the District and Association, the District shall employ Literacy Specialists to address potential issues relative to both additional targeted instruction in reading, writing, and language skills and provide additional planning time for classroom teachers in Grades K-5.

6.3 SCHOOL YEAR CALENDAR

6.3 (a) Half Days for Grades K-5

There will be four (4) half days for grades K-5 that will be scheduled for planning purposes. Three (3) of these half days will be scheduled in June and shall include the last day of school [6.3 (d)].

The fourth half day shall be scheduled during the January Regents Examination Week. Such day will be determined by the

Superintendent of Schools or his designee and will conform to all applicable state and federal regulations used to determine the school calendar and the school year.

6.3 (b) Half Days for Grades 6-8

Should final examinations be determined to be a continuance as a culminating assessment activity for students, such examination may be scheduled as half days of instruction during the last week of school. The half days scheduled can be no greater than four (4).

Should final examinations be discontinued or replaced by other forms of assessment or culmination of coursework, the half days of instruction in the last week of June may be used for culminating middle school team activities or for instructional purposes. Determination of the use of these half days will be decided by the building administration and representatives of the Association.

6.3 (c) Superintendent's Conference Days

The first day of school for certified staff will be a Superintendent's Conference Day. The day will be devoted to staff development and departmental and building activities.

A second Superintendent's Conference Day will be scheduled in March or April of each year. Said day may be contingent upon emergency days and compliance with State Education Department regulations pertinent to attendance requirements. This contingency applies up to the day as scheduled. The Superintendent will plan these days and get meaningful input from STA leadership.

6.3 (d) Last Day of School for Elementary Students

The last day of school for elementary students will be determined in relation to the Regents Examination calendar. Students will participate in a half day session on the day prior to the Regents Rating Day.

6.3 (e) Last Day of School for Students and Staff Grades 6-12

Students and certified staff at grades 6 through 12 will follow the Regents Examination calendar provided by the State Education Department. All staff are expected to attend all Regents days and the Regents Rating Day.

6.3 (f) Parent-Teacher Conferences for Teaching Teams Grades 7-8

Seventh and eighth grade teaching teams are expected to continue to conduct parent-teacher conferences as deemed necessary. These

will generally be conducted during the team planning periods and those times that are mutually convenient for the teams and the parents. The number, time, and nature of the conferences will be determined by the teaching teams with input from the counseling staff and the building administrator. (Reference 6.9)

6.3 (g) Emergency Days and Impact on the School Calendar

The school year may be affected by snow/emergency days. When such events occur, the calendar will be determined by the provisions that follow. Said provisions will allow for:

1. Maximizing instruction
2. Maintaining past precedents relative to the school calendar
3. Avoiding unexpected and disruptive changes to the calendar
4. Providing flexibility and consistency of approach

6.3 (h) Annual Calendar

The District will adopt an annual calendar which shall contain between one hundred eighty-three (183) and one hundred eighty-six (186) teacher work days. Distribution of holidays and emergency closing days are outlined in Appendix 6.

This school calendar shall be adopted unless changes in federal and state laws and NYS Education Department regulations require changes to the school calendar. "Days of Instruction" for these purposes refers to all days [or half ($\frac{1}{2}$) days that meet NYS State requirements] that students are in attendance including Superintendent's Conference Days.

6.4 SCHEDULING

6.4 (a) Planning Periods (Grades 6-12)

In scheduling assignments for elementary teachers and teachers of grades 6 through 12, so far as feasible, a minimum of one (1) planning period shall be provided each day, in addition to a duty-free lunch period. In all team teaching situations, so far as feasible, at least five (5) common planning periods per week will be scheduled for team members unless otherwise requested by the team. A team shall be required to notify the Building Principal, in writing, within ten (10) days after notification of their team assignments, by no later than the last day of school, should they desire to have fewer than five (5) common planning periods for the subsequent year.

6.4 (a) (1) Teacher Office Hours

Each teacher grade 6-12 assigned to classroom instruction shall designate one (1) planning period per day, or the equivalent amount of time, as "teacher office hours." The purpose shall be to provide additional academic assistance to students. Such assistance may be on a one-to-one basis or in a small group, as deemed appropriate by the teacher. The teacher shall choose whether the same period is designated each day or different periods are designated on different days of the week. By the end of the first full week of school in September, each teacher shall submit his/her daily schedule of office hours to the department Academic Administrator.

The teacher shall record information as to the daily use of the office hours on a form mutually agreed upon by the District and the Association by January 31, 2008. Completed forms shall be submitted by the teacher to the department Academic Administrator at the end of each semester.

It is understood that the fundamental goals are to enhance teacher/student contact time and increase students' success in their academic programs. Hence teachers may choose to provide academic support and assistance to students at times in addition to the period designated as teacher office hours.

6.4 (b) Average Number of Classes Per Day

Based on the current daily structure of classes for the teachers of grades 6 through 12, teachers will be scheduled for not more than an average of five (5) periods of regular classroom instructional time per day. Teachers of science and other laboratory-oriented courses may not have more than an average of twenty-eight (28) periods of classroom instructional time per week with the understanding that science teachers, grades 9-12, will not be assigned supervisory duties. The time not assigned will be used to benefit students.

6.4 (c) Scheduling of Consecutive Classes (Grade 6-12)

For teachers of grades 6 through 12, so far as feasible, no more than three (3) regular classroom periods of instructional time shall be scheduled consecutively in any one (1) day, per teacher. Lunch constitutes a legitimate break in the consecutiveness of this schedule. The following are exceptions to the previous statements in this paragraph:

1. Where the choice of teaching assignments by teachers or selection of courses by students prohibits meeting the conditions expressed above.
2. Where the above conditions prohibit a teacher from requesting specific consideration for other factors in his/her schedule that may take preference over the requirements of this provision provided that such a request does not adversely affect another teacher. The District shall advise the President of the Association in writing of any request by a teacher for such special scheduling consideration.

6.4 (d) Number of Class Preparations Per Day

Teachers of grades 6 through 12 will not be required to make more than three (3) class preparations per day, so far as feasible.

6.4 (e) Professionals Who Volunteer to Substitute

For grades 6 through 12, in cases where a teacher must leave school due to sudden illness, etc., and when a substitute teacher or aide/monitor cannot be found, other teachers may volunteer to use one of their planning periods to cover one of the teacher's classes. The volunteer will receive one-fifth (1/5) of his/her per diem payment for this service, with the understanding that the planning that was given up will be accomplished on the individual's own time, after school hours.

6.4 (f) Department and Faculty Meetings

Department and/or faculty meetings for Grades 6-12 will be held immediately after the closing or before the beginning of the school day. The Middle School (Grades 6-8) shall have Department and/or Faculty meetings three (3) times each month, effective December 1, 2015. The Middle School Administrators shall determine, in their discretion, the rotation of such meetings each month.

6.4 (g) Assessment

In order to facilitate the effective and efficient administration of assessments and analysis of student achievement and progress, speech teachers at all levels, as well as classroom, AIS and special education teachers at the elementary level, shall be given release time per year as outlined below. Each teacher, in conjunction with his or her school principal, shall determine the schedule for substitute days. Release time may be taken in full or half day increments.

- | | |
|---|---------------|
| 1. Kindergarten: | Four (4) days |
| 2. Grades 1-5: | Two (2) days |
| 3. Elementary AIS and Elementary
Special Education Teachers: | Two (2) days |
| 4. Speech Teachers (K-12): | Two (2) days |
| 5. ENL Teachers (K-5) If
Primary Student Evaluator: | Two (2) days |

6.5 Machine Scoring of District Standardized Tests

The Board shall provide machine-scoring of Board approved standardized tests whenever such machine testing is available, except hand-scoring may be selected by any teacher group working with a special program.

6.6 Student Support Programs (Elementary)

The Board of Education will attempt to provide student support programs as prescribed by the regulations of the Commissioner of Education to the classroom teacher and students in each of the elementary buildings. Special assistance shall be provided to elementary students who have been evaluated or labeled by a child study team or Special Education Review Committee as being in need of special assistance or having a specific learning disability.

6.7 Per Diem Days for Librarians

At the elementary level, each librarian, remedial math teacher, and remedial reading teacher will be able to work up to five (5) extra days, at their per diem rate, after the close of school in June to complete the inventorying of materials, completing program reports, etc. These staff members agree to provide a program of daily instruction to students through the last full day of school in June.

6.8 Instruction Days and Parent Communication

The District and Association agree that the success of education reform is strongly dependent upon the quality of contact between teachers and students coupled with a stronger teacher-parent relationship. To foster such improvements in the educational program, the parties agree:

1. To guarantee all Shenendehowa students one hundred eighty (180) days of instruction including Regents days at the middle and senior high schools.

2. The parent(s)/guardian(s) of every Shenendehowa student K-12 will receive at least one (1) individualized communication regarding his/her child. Teachers will have available the equivalent of two (2) "parent days" in order to meet the goals of individualized communication.

6.9 Length of and Activities During the Professional Day

6.9 (a) The length of the instructional day is defined as indicated:

<u>Level</u>	<u>Times</u>	<u>Formal Instruction Begins</u>
Arongen/Shatekon	7:55 a.m.-2:15 p.m.	8:05 a.m.
Elementary (on campus)	7:55 a.m.-2:15 p.m.	8:05 a.m.
Elementary (off campus)	8:55 a.m.-3:15 p.m.	9:05 a.m.
Middle Schools	8:40 a.m. Hall Duty Begins 8:50 a.m.-3:35 p.m.	9:03 a.m.
High School East	7:40 a.m.-2:40 p.m.	8:00 a.m.
High School West	7:40 a.m.-2:40 p.m.	8:00 a.m.

6.9 (a) (1) Flexible Scheduling

All professionals shall have a continuous length of their instructional day. Certain professionals may begin or end their workday earlier or later in what is termed a flexible schedule. The traditional schedule, labeled Length of Professional Day, and flexible schedule options are found in Appendix VII.

The scheduling of professional staff members for a flexible schedule shall be mutually agreed upon by the Building Principal and professional staff member. At the professional staff member's discretion, an STA representative may be present at this meeting. The only exception shall be in the case of middle school staff members who also hold an encumbered coaching position; these coaches, as necessary, shall be assigned to a flexible schedule including periods 0 through 8 at the middle school.

The option to be assigned to a flexible schedule shall be on a voluntary basis, with tenured teachers receiving first consideration. If a tenured teacher chooses not to take on a flexible schedule, a probationary teacher shall be given the opportunity to volunteer for this assignment. Should no professional staff member volunteer, the flexible schedule shall not be implemented.

For secondary professional staff members on days where New York State testing or a one (1) or two (2) hour delay in school occurs, the traditional 9-period schedule will be adjusted and followed by all professional staff members and students.

6.9 (b) Other Duties Related to the Professional Day

Teachers are expected to perform homeroom duty on a rotating basis, and hall supervision as needed and as scheduled. Middle School teachers (Grades 6-8) shall be available and at their assignment to begin hall duty at 8:40 a.m., daily. Unless it is not feasible to cover homeroom or hall duty without the assistance of teachers who travel between buildings, teachers who travel between buildings will not be responsible for homeroom or hall duties due to their increased academic needs.

6.9 (c) Parent Communication

Certified staff members have a responsibility to meet with parents to discuss student problems and progress. When a parent requests a conference with a staff member, the staff member will make every effort to arrange a mutually convenient time. Staff members shall remain as long as necessary after the end of the student's day to perform professional duties, some of which have been indicated in 6.9(b).

6.9 (d) Academic Assistance

Each school year, academic administrators, principals and various department members as selected by their peers, will develop and/or review and adjust procedures designed to ensure that academic assistance is provided to students at risk of not meeting New York State academic standards or who do not meet said standards. These services must be consistent with the District's procedures for Academic Intervention Services. These procedures must provide mechanisms that will ensure that the efforts of staff members to provide support and to be available throughout the day are reported to the District to enable the District to meet reporting requirements relative to these staff activities.

Such academic assistance will not become a sixth period of instruction.

6.10 Professional Practices Panel

The STA has established a Professional Practices Panel. The purpose of this panel is to facilitate communications of parent (and high school student) concerns regarding teachers. The panel will listen to concerns, provide counsel and support, and determine what follow-up action, if any, is needed. The panel will not, however, have judicial, disciplinary or evaluative functions.

ARTICLE VII

NON-INSTRUCTIONAL CONDITIONS

The Board and the Association agree that a teacher's primary responsibility is to teach and maintain a proper atmosphere for learning and that his/her energies should be utilized to these ends. The reduction of non-instructional duties is to provide a greater opportunity for improved teacher-pupil contact on instructional issues. Accordingly, they agree as follows:

7.1 Reduction of Non-Instructional Duties

7.1 (a) No Requirement to Supervise Lavatories

Under normal circumstances professional staff members will not be required to supervise lavatories, but will be called upon to volunteer to supervise lavatories when, in the opinion of the building administrator, a situation occurs that requires additional assistance. All other supervisory duties will be assigned to staff members administratively if authorized aides are not available.

7.1 (b) Current Non-Instructional Duties

For the duration of this contract, no new types of non-instructional duties beyond those presently existing shall be established. Current non-instructional duties are the following:

High School (Grades 9-12): Morning duty in the corridors and/or lobby and homeroom

Middle School (Grades 6-8): Morning duty in the corridors and/or lobby beginning at 8:40 a.m. and homeroom.

Elementary (Grades K-5): Homeroom duty

7.1 (c) Emergency Situations

All emergency situations will be exempt from the provisions of 7.1(a) and 7.1(b).

7.1 (d) Reduction of Non-Instructional Duties

Elementary AIS and elementary special education teachers shall only provide consultant-based services prior to 8:15 a.m. (on-campus schools and Arongen/Shatekon) or 9:15 a.m. (off-campus schools). Primary instruction for elementary AIS and elementary special education teachers shall then begin at 8:15 a.m. or 9:15 a.m. as noted above.

7.2 Filling Authorized Aide Positions

The administration will continually seek to fill authorized aide positions.

7.3 Routine Dismissal within Fifteen (15) Minutes

The School District will attempt to have all the school children loaded on buses within fifteen (15) minutes of dismissal. If dismissal time routinely exceeds fifteen (15) minutes, the School District will provide an aide to assist in the supervision of the children during dismissal.

7.4 No Requirement to Drive Students

Teachers will not be required to drive pupils to activities which occur away from school premises.

7.5 Availability of Typist Services

Teachers may be held responsible for the preparation of materials for classroom use. Where teachers are given such responsibility, the Board will endeavor to make available sufficient typist service so that such materials may be prepared expeditiously.

7.6 Health Examinations at Time of Tenure

The District shall provide routine health examinations for professionals being placed on tenure without charge. Also, if sufficient District medical personnel are available, the District will provide immunization or similar shots without charge to the professionals for such services. However, the staff members shall pay for the serum.

7.7 Safe Condition of Roads, Walkways, and Parking Lots

The District shall make reasonable efforts to keep all roads, sidewalks and parking areas on the school grounds in a safe condition.

7.8 Reimbursement for Use of Personal Vehicle

To the extent reimbursement for use of personal vehicle is provided for in existing school policy, such reimbursement shall be made according to rates announced by the Internal Revenue Service.

7.9 Travel Between Schools or Separated Buildings

In those instances where travel between on-campus and off-campus schools is required, the following standards shall apply:

1. Thirty (30) minutes of travel time shall be scheduled each way.
2. The teacher shall be reimbursed for mileage as in Section 7.8 above with the approval of the responsible Building Principal.

7.10 Picture Identification Badges

The parties mutually agree that unit members should be provided, at no cost to them, picture identification badges that will be worn by the individual teacher while working for the School District.

ARTICLE VIII

PROFESSIONAL GROWTH AND DEVELOPMENT

- 8.0** Both the STA and the District recognize the importance of the knowledge, skills, and professional commitment of our teaching staff to the success of our students. Further, the parties understand the importance of ongoing professional growth and development. The parties acknowledge that it requires a joint commitment for members of our teaching staff to maintain the highest professional standards. The primary responsibility for professional growth and development is that of the individual staff member. The District, however, has an obligation to make professional growth and development opportunities available.

Together, the parties clearly recognize that it is important to minimize the time that teachers are away from their students and classrooms and the necessity of providing for and participating in professional development activities at times when classroom contact time is least affected.

8.1 **Professional Days**

- a. Each professional staff member shall have three (3) professional days available. Two (2) of those days may be used for such activities as attending a conference or professional development course/workshop, instructional planning or other similar activity associated with his/her assignment. One (1) professional day shall be used for a purpose directly related to targeted District initiatives as identified at the beginning of the school year and the beginning of the second semester each year by the Assistant Superintendent for Curriculum Instruction and Assessment. Request for use and scheduling of these three (3) days shall be initiated by the professional staff member and subsequently considered and approved by the building Council on Professionalism (COP).

Additional professional development days may be granted upon written request to the Assistant Superintendent for Curriculum, Instruction and Assessment by the teacher and applicable administrator.

The District reserves the right to direct participation in specific professional development activities and grant additional professional development days accordingly. Teachers may be required to participate in more than three (3) professional development days to meet District goals beyond teacher initiated professional development. Any professional staff member granted use of a professional day may be absent without reduction of pay or loss of leave for personal illness (Section 13.1) or personal business leave (Section 13.2). Furthermore, there is to be no additional compensation for use of such days.

8.2 Councils on Professionalism

A Council on Professionalism has been established at both the District and school levels to provide leadership and support for addressing issues related to professionalism and professional growth and development. These councils will be charged with reviewing and approving the use and scheduling of professional days and professional leaves, (both short-term and sabbaticals). Funding is subject to discussion and determination.

8.2 (a) District Council on Professionalism

This council is referred to as the District Professionalism Council (DPC). The DPC consists of four (4) members of the Association appointed by the STA President and four (4) members of the administrative staff appointed by the Superintendent. The DPC will review and consider all requests for professional leaves, both short-term and sabbatical. Such leaves are to be defined as:

Short term leave: Any leave greater than three (3) professional days (Section 8.1) but shorter than the conventional sabbatical of a full year at half pay or a half year at full pay. Such leave may be in dimensions of week(s)-long workshops up to ten (10) week leaves.

Sabbatical leave: Any leave that is either a full school year at half salary or a semester (half school year) at full pay (reference 13.6).

8.2 (b) School Council on Professionalism

Each school shall have a Council on Professionalism (COP) that consists of three (3) members elected by the professional staff and the Building Principal or the principal's designee. The COP will review and consider all requests for use and scheduling of professional days (Section 8.1). Once considered, the Council will provide a written reaction for approval/disapproval to the initiator of the request.

The COP may only approve leaves of three (3) days or less. All leaves greater than three (3) days must be considered by the DPC as defined in Section 8.2 (a).

The District, in collaboration with STA, shall provide guidelines on an annual basis for each building COP.

8.3 Professional Development Activities Outside of Regular School Days

The parties recognize that individual staff members will engage in professional growth and development activities beyond the school day and the school year and that the District will make opportunities available during these times. However, workshops and orientation where teacher attendance is required by the District will not be scheduled on Saturdays, Sundays or during scheduled holidays or recesses.

ARTICLE IX

EVALUATION OF PROFESSIONAL STAFF

9.0 Professional Performance Review

The District and the Association have worked together to hire and retain as tenured teachers only those individuals who meet or exceed the highest professional expectations and standards. Both recognize that the Association, the District, and most importantly, the individual, must take responsibility for demonstrating that the professional expectations and standards herein defined have been acquired. This can be best measured to a great extent by a professional performance review process that looks to assess the criteria for the evaluation of teachers specific to the Regulation of the Commissioner of Education [subdivision (o), section 100.2] and the ongoing efforts of the Professional Development Committee (PDC) and the Professional Performance Review Committee (PPRC).

Classroom teachers may appeal an annual professional performance review in accordance with the negotiated appeals process in the District's APPR Plan.

The District and the Association acknowledge that Classroom Teachers, as defined by Commissioner's Regulations 8 NYCRR 30.2, will receive annual professional performance reviews in accordance with Education Law 3012-c, implementing Commissioner's Regulations, and the District's Amended Annual Professional Performance Review (APPR) Plan adopted on October 9, 2012. Article IX, Section 9.1 – 9.5, shall not apply to Classroom Teachers as defined by Commissioner's Regulations. APPR for other employees not receiving an annual professional performance review pursuant to Education Law Section 3012-c, implementing Commissioner's Regulations, and the District's APPR Plan shall receive formal performance reviews in accordance with this Article IX and 8 NYCRR 100.2(o).

The PDC and PPRC shall conclude a final document that will define the professional review process for all certified staff members. As such, the PDC and PPRC incorporated all relevant documents entitled "Shenendehowa Teacher Performance/Appraisal Program" by September, 2004. Said document was presented to the Board of Education and the Association's Representative Council on November 1, 2004, ratified by the vote of both parties, and fully implemented as of that date.

Definition and statement of PPRC: PPRC will be comprised of five (5) individuals appointed by the President of the Association and five (5) individuals appointed by the Superintendent. Teachers on this committee will be compensated two (2) extracurricular units per year. Term lengths for all members of this committee are for three (3) years.

Definition and statement of PDC: The Professional Development Committee (PDC) is a District-level committee which is facilitated by the Assistant Superintendent for Human Resources. The PDC is responsible for devising and implementing strategic plans for specific District goals. The planning and implementation are accomplished through shared decision-making and by coordinating the efforts of various subcommittees, task groups, and currently existing committees who may be playing a role in bringing about the accomplishment of a specific goal. The members of PDC and the various subgroups working with PDC will be jointly identified and appointed by the President of the Association and the Assistant Superintendent for Human Resources. (Refer to Section 4.5)

The concluded professional performance review program shall include, but not be limited to, the subsequent sections and stipulations.

9.1 Observations of Probationary Professionals

The assessment of progress for all probationary professionals will be intended to provide opportunities for review, guidance, development, enhancement, updating and refinement of knowledge and pedagogical skills in order to encourage student learning. There will be at least three (3) such assessments during the first year and two (2) assessments in each of the next two (2) years of the probationary period.

The District shall continue to provide supportive efforts in the form of guidance and relevant staff development opportunities throughout the probationary period. This is especially true should the individual be found to demonstrate unsatisfactory performance.

9.2 Professional Performance Review Pre-Conference

All staff members will have the opportunity of having a pre-conference prior to a scheduled performance review. Such pre-conferences will be intended to provide for professional discussions about the impending observation and the expectations of the observer specific to the professional performance review program.

9.3 Professional Performance Review Reports

A copy of any professional performance review will be provided to the professional at least one (1) day before the conference that is scheduled to discuss the review. The affected individual may waive the "one day" provision, if so desired.

The assessment and conference report will be available to the professional within one (1) week of the conference. A copy will be submitted to the Office of

Human Resources, which will place said copy into the professional's personnel file. No such report shall be submitted to Human Resources, placed in a personnel file or otherwise acted upon without a prior conference with the specific individual.

9.4 Professional Review of Tenured Professionals

A written performance review shall occur consistent with the document accepted from PPRC/PDC as outlined above. A written performance review shall occur at least annually in accordance with the Annual Professional Performance Review (APPR) menu as developed initially by PPRC. This review will reflect upon the pedagogical skills of the professional and provide guidance, suggestion, and support for areas critiqued.

9.5 Termination of a Probationary Professional

9.5 (a) First and Second Year Probationary Professional

A first and second year probationary professional who is to be terminated shall be afforded the rights provided to him/her by Section 3031 of the Education Law. A letter notifying him/her of such termination shall advise him/her specifically of his/her rights pursuant to Section 3031 of the Education Law. In addition, a copy of such letter shall be sent to the President of the Association.

9.5 (b) Third Year Probationary Professional

Commencing with the third year of employment, no professional shall be dismissed except for just cause. Just cause shall be interpreted as the inability of the teacher to perform his/her duties because of incompetence, insubordination, immorality or lack of certification. In such cases, this must be borne out by written documentation contained in the professional's personnel file maintained by the Superintendent in the Office of Human Resources.

9.6 Review of Personnel Folder

9.6 (a) Right to Review of Personnel Folder

Professional staff members will have the right, upon request, to review the contents of their personnel file in the presence of an administrator. A professional staff member will be entitled to have a representative of the Association accompany him/her during such review. Letters of recommendation shall be deemed to be privileged and shall not be available for inspection by professional staff members.

9.6 (b) Right to Review Derogatory Material and Right to Rebuttal

No derogatory material will be placed in a professional staff member's personnel file unless he/she has the opportunity to review the material. The professional staff member will acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The professional staff member will also have the right to submit rebuttal to all copies in whatever form he/she chooses and have all written answers attached to all file copies.

9.7 Professional Courtesy

In the mutual relations between the teachers and the supervisory staff, professional courtesy shall be displayed and practices that might be termed objectionable will be avoided, such as oral discipline in front of teachers or students, or reprimand in front of teachers or students. Matters of this nature will be discussed in private between teacher and supervisor.

9.8 APPR Proposal

The Parties agree that Article IX of the Agreement and the District's Amended Annual Professional Performance Review Plan adopted on October 9, 2012 will be reopened to ensure adoption of APPR terms consistent with (Section 3012 (d)) C. 56 of the Laws of 2015 and SED regulations. Any agreement resulting from these APPR negotiations shall be subject to ratification by the Association's Representative Council and the Board of Education.

ARTICLE X

EMPLOYMENT OF PROFESSIONAL STAFF

10.0 Hiring Committee

Professional staff members shall be given the opportunity to serve on committees created to fill all positions, including transfers, represented by the STA. Such professional staff members shall be nominated by their peers at the impacted grade, department or building level according to procedures agreed upon by the Building Principal and the STA building chairperson.

10.1 Placement on the Salary Schedule

In determining the step placement for professional staff members, the following formula will be applied:

10.1 (a) Determining Step

Full transfer credit will be extended for the first three (3) full years of prior public school teaching experience.

10.1 (b) Peace Corps or Vista

Up to two (2) full years transfer credit may be extended for Peace Corps or Vista experience in addition to teaching experience. In the event that the Peace Corps or Vista experience was, in fact, teaching, it shall be treated as teaching experience under 10.1(a).

10.1 (c) Military Service

Up to two (2) full years transfer credit may be extended for military service entered into after the professional staff member has obtained his/her first baccalaureate degree. In the event that the military experience was, in fact, teaching, it shall be treated as teaching experience under 10.1(a).

10.1 (d) Date of Hire and Advancement of Step

If the date of appointment to a probationary position is on or before January 31st of any given school year, advancement to the next appropriate step on the salary schedule will occur in September of the following school year.

If the date of appointment to a probationary position is after January 31st of any given school year, there will be no advancement in salary

step until the second September following initial Board of Education appointment.

10.2 Full Time and Part Time Term Contract Employees

10.2 (a) Full Time Term (Letter) Contract Employees

The placement on the salary schedule for full-time term (letter) contract employees is determined by the Assistant Superintendent for Human Resources at the time of initial hiring and appointment.

Should the employee be continued by the District in the same full-time term position and if the initial term contract began prior to January 31st of any given school year, said employee would advance to the next appropriate step on the salary schedule.

10.2 (b) Part Time Term (Letter) Contract Employees

Part-time term (letter) contract employees will be paid at first step rate. Should the employee be continued by the District in the same part-time assignment for more than two (2) years, the employee will be paid at the appropriate second step rate. Should the same employee continue part-time in the same position, the salary step will be adjusted every two (2) years.

10.2 (c) Written Notification

In any and all cases described in sections 10.2(a) and 10.2(b), the employee so affected will receive written notification and explanation at time of hire.

10.3 Additional Credit Granted by Board of Education Discretion

In all cases cited in Sections 10.1 and 10.2, only the Board of Education may extend additional credit at the time of appointment. Such discretion may include other than public school teaching experience.

10.4 Restoration of Accumulated Sick Leave for Re-Employed Professional Staff

Previously accumulated sick leave shall be restored to all re-employed professional staff who have previously received tenure in the Shenendehowa Central School District.

10.5 Reduction in Staff

10.5 (a) Use of Normal Attrition

When possible, normal attrition will be used to accomplish any necessary reduction. When normal attrition cannot be used, any tenured professional staff members whose positions are abolished shall be assigned to vacancies in their area of certification on the basis of seniority in the system. If a tenured professional staff member cannot be placed in a vacant position, he/she shall be placed on a preferred recall list for the maximum period required by law after the layoff, and an effort must be made to fill vacancies according to seniority before new professional staff members may be employed.

10.5 (b) Seniority List for Part Time Professionals

Part-time teachers shall receive prorated service credit based upon the percentage of time worked when developing a seniority list. However, any part-time or temporary teacher, working less than three-fifths (3/5) time in a given school year, will be considered for future employment in that position or in other openings in the subsequent year along with other qualified candidates. This procedure will apply for four (4) semesters following the individual's initial appointment as a part-time teacher. Should such individual be re-employed he/she will accrue seniority credit earned from the prior year's service. Teachers currently on excess list and tenured teachers who voluntarily elect to reduce their teaching services will be exempt from this category.

10.6 Consideration for Future Employment—Term Employees

The intent of this agreement is to provide the District with increased flexibility to employ teachers best suited to contribute to the Shenendehowa instructional program.

Tenured professionals who voluntarily elect to reduce their services will be exempt from this category.

The employment on a term (letter) contract is not a guarantee nor an indication of intent on the part of the Shenendehowa Central School District to continue employment beyond the terminating date noted on the individual's temporary contract.

Furthermore, all new employees hired on a term contract may forward a letter of interest at the end of their employment period with the District indicating their wish to continue in the employment of the School District to the immediate building administrator and to the Office of Human Resources.

ARTICLE XI

QUALIFICATIONS AND ASSIGNMENTS OF PROFESSIONAL STAFF

11.1 Assignments Consistent with Certification and Field(s) of Study

Since students are entitled to services provided by professionals who are working within their areas of competence, professional staff members shall not be assigned, except temporarily and for good cause, outside the scope of their certifications or their major or minor field of study. If such an assignment should be made, the president of the Association shall be notified thereof.

11.2 Notification of Tentative Assignments

The School District shall endeavor to notify all professional staff of their tentative assignments for the forthcoming year no later than the 15th day of June. In the event that changes in such assignment (grade levels, tracks, buildings) are proposed, each professional staff member affected shall be notified promptly in writing, and upon the request of such staff member, the change shall be reviewed by the staff member and the Board or its representative. If the staff member shall request, the Association shall participate in such conference.

11.3 Proposed Change of Assignment

In the event that a change in professional assignments is proposed at any time, such change, prior to being finalized, shall be discussed with the teacher.

11.4 Application of the Public Employee's Fair Employment Act

All professional assignments will be made based upon qualifications, interests and experience within the Public Employee's Fair Employment Act.

ARTICLE XII

POSTING, VACANCIES AND TRANSFERS

- 12.0** During the normal procedures conducted by the District to achieve the staffing assignments for the new school year, there may be a need to transfer a professional from one (1) building to another or one (1) department level to another. Such movement will refer to the relocation of the professional to another building herein defined as each elementary school, each middle school and one (1) high school with two (2) buildings.

The movement of staff within a building or department or across levels is governed by established guidelines for transfer, reassignment, or relocation. These guidelines are referred to as protocols. The protocols were developed by shared decision making and vary from department to department and building to building.

a) Elementary Level

The guidelines are applied by the teachers and the respective principal at each building. In all cases, the protocols are a combination of grade level, building and District seniority.

b) Secondary Level and K-12 Departments

The guidelines are applied by the teachers and academic administrators. Once completed, it is followed by consultation with the respective Building Principal prior to finalization of assignments, transfers, reassignments or relocations.

c) Sixth Grade Teachers

The guidelines are applied by the teachers and the building principals, effective for the 2016-2017 school year, with all three middle school buildings (Grades 6-8) treated as a single building for reassignment and transfer of core teachers assigned to Grade 6 core classes (math, science, ELA, reading, SS). All other teachers in Grades 6-8 will follow department protocols.

12.1 General Procedure

12.1 (a) Involuntary and Voluntary Transfer Notice

A written notice of the effect, if any, on tenure area shall be given to the teacher at the time of the notice of transfer. This notice will be provided by the Assistant Superintendent for Human Resources.

12.1 (b) Annual Review of Guidelines/Protocols

Each building and department must annually submit a copy of the most current assignment protocol to the Office of Human Resources and to the president of the Association by January 30th.

12.1 (c) Departments/Positions without Protocols

The department/positions that do not have guidelines for transfer, assignment, reassignment, and relocation will be identified. Once identified, protocols will be developed and recorded for each group. This will be jointly coordinated by the president of the Association or his/her designee and the Assistant Superintendent for Curriculum, Instruction, Support and Accountability and the Assistant Superintendent for Human Resources or their respective designees.

12.2 Involuntary Transfer

12.2 (a) Definition

An involuntary transfer is the relocation of a professional staff member to another building, which is the case at the elementary level (grades K-6) or a change of level at the secondary levels (grades 6-12) within departments, as qualified by tenure area(s). Provided, however, that if tenure areas change during the life of the Agreement as a result of State regulation, this section will change as well. It is understood that in most circumstances, the involuntary transfer from building or level will be on the basis of District-wide seniority. There are two (2) exclusions:

1. A professional who is serving in a probationary appointment will not be involuntarily transferred for the first two (2) years of the probationary appointment.
2. A tenured professional with six (6) years or more of District-wide seniority within the tenure area will not be subject to involuntary transfer unless there is no other professional, including probationary

appointments, in the school with less seniority within the tenure area.

12.2 (b) General Procedure

The involuntary transfer of any professional must be completed prior to the initiation of any voluntary transfer process (12.3).

The involuntary transfer process, as defined in Appendix 7, must provide procedures that will best place any individual affected by said transfer. As such, the individuals affected will be given the opportunity of reviewing all open, unencumbered positions and express preference(s). The Superintendent or his/her designee will endeavor to honor preference, where feasible.

Each case of involuntary transfer will be documented, providing pertinent information that would include, but not be limited to, a listing of unencumbered positions available at time of transfer; preference(s) for position(s) as expressed by the individual; conditions for potential return to "home" school; description of an intake process for the new position and the final decision of the Superintendent or his/her designee.

12.3 Voluntary Transfer

The District and the Association mutually recognize the importance of voluntary transfers of tenured professionals. Where the needs of the District and the professional who seeks a voluntary transfer coincide, every effort will be made to effectuate such change. If two (2) tenured professionals seek to exchange positions, the voluntary transfers can be achieved where such exchange is acceptable to each home school and the professionals, and where the Association and the District have approved such exchange.

A voluntary transfer is a change of assignment that has been determined through a process of expressed interest, interview and selection by a school hiring team or committee of other than the home school or current level and department. Such a transfer can only occur for unencumbered positions and after involuntary transfers have been completed.

A voluntary transfer will be afforded to any professional who conforms to procedure as outlined and is selected by the selection/hiring team of the receiving school.

1. The professional must indicate an interest to be considered for transfer to another building or level through written notification to the Office of Human Resources within ten (10) calendar days of the initial posting.

2. The professional must provide pertinent written information (i.e., resume, letter of interest, philosophical statements) or have completed the professional summary form to be jointly developed by the Association and the Office of Human Resources.
3. The indication of interest and the information provided by the candidate would be forwarded to the Building Principal and committee charged with filling the unencumbered position.
4. Each hiring committee must consider any professional who expresses an interest in an unencumbered position, and, upon request, such professional will be granted an interview. Due consideration must be given in deference to any number of criteria indicated:
 - a. The preference of the individual who is affected
 - b. The specific nature of the unencumbered positions (i.e., looping, teamed, multi-age)
 - c. The compatibility of the professionals involved
 - d. Length of professional experience specific to the tenure area and the unencumbered positions that are under consideration
 - e. Maintenance of a well-balanced staff in each school
 - f. Relevant certifications
 - g. Recommendations/feedback of the principal and relevant department administrator
 - h. Reason for transfer
 - i. Once the deliberations are concluded and the candidates for the interviews are selected from among all the candidates available, any internal candidate who has expressed an interest will be contacted by the Building Principal or designee and informed of the interview status.
5. Should the interested professional be interviewed and selected, the Building Principal or designee will complete the appropriate forms and the affected home school will be notified.

Should the interested professional be interviewed and not be the candidate of choice, a timely notification or contact will be made by the hiring Building Principal or designee to that candidate.

12.4 Community Education Vacancies

The District agrees to announce vacancies on the staff of the Community Education Department. The District also agrees to announce teaching vacancies in the summer school program.

1. The District will give preference to applications from members of the instructional staff of the regular day school program. If no qualified applicants come forward, the District may seek to fill the opening with outside personnel.
2. It is mandatory that regular day school personnel notify the Office of Continuing Education or the summer school office, in writing, of their interest in such a vacancy within fourteen (14) days after the date of the posted notice.

12.5 Posting for Vacancies

The Office of Human Resources will post all vacancies for the following school year in each building at a location that is convenient for all professional staff. Additionally, an electronic copy of postings will be promptly provided to each STA representative and the president of the Association. The postings will appear on the Shenendehowa Central School District website on the page that is specific to such postings in the area designated for the Office of Human Resources.

The postings in buildings will continue until the end of the school year. Paper copies of postings will be mailed to the STA representatives and the President of the Association through August 15th. After August 15th, postings on the District website will be available for applications by current employees until such open positions are filled.

12.6 Application Grievance Procedures

The selection of candidates for voluntary or involuntary transfer or the movement of staff within a building or department shall not be subject to the binding arbitration stage of the grievance procedure (Section 3.5).

ARTICLE XIII

LEAVES OF ABSENCE

- 13.0** The District and the Association recognize that one of the most important aspects of the educational endeavor is consistent instructional interaction afforded by the regular attendance of students and staff.

Each further recognizes that all professional staff members will experience life events, personal and family illnesses and an occasional need to accomplish certain personal matters that may be unavoidable. Such events not only may affect the consistency of the instructional setting but, without leaves of absence that are sanctioned by contract and practice, could adversely affect salary.

The District retains the right to meet to determine the reasons for use of such leave if such use appears to be inconsistent with the applicable leave sections of the Agreement (Article XIII).

Leaves of absence of various types are herein described and enumerated, with the clear understanding that leaves of absence will be used as described and as intended.

13.1 Leave for Personal Illness

All professional staff members should have eleven (11) days of paid sick leave available per year for the first three (3) years of employment.

Beginning with the fourth year and thereafter, each staff member shall have nine (9) days of paid sick leave available in each school year.

13.2 Personal Business Leave

13.2 (a) Purpose of Leave

Professional staff members shall be provided with five and one-half (5.5) personal business days each school year. Said days should be used for such purposes as:

1. Birth of a child
2. Religious observances/days
3. Serious illness of an immediate family member
4. Other personal business which cannot be conducted outside of the regular school day

13.2 (b) Personal Business Leave Restrictions

Personal leave shall not be taken the day prior to or the day after a recognized holiday, vacation or recess.

Personal leave shall not be taken immediately preceding the effective date of a leave of absence, resignation, termination or retirement.

No salary shall be paid for any personal day or days taken in violation of any of the foregoing restrictions. The District and the Association recognize that all professional staff members will experience certain personal matters that may be unavoidable for these foregoing restrictions. In such event, the professional staff member may appeal to the Superintendent or his/her designee, who in his or her discretion may allow salary payment on such personal days.

13.2 (c) Unusual Circumstances

Should personal leave days be exhausted as a result of serious illness of an immediate family member [13.2(a)], a professional staff member may request from the Superintendent or his/her designee to use a portion of available accumulated personal illness leave as personal leave. Such requests shall be in writing and provide information that is deemed to be sufficient by the Superintendent or his designee to make a reasoned decision.

13.3 Leave Day Accumulation

All sick days that are not used may be accumulated as sick leave up to a maximum of two hundred forty (240) work days. If possible, professional staff members will be given a statement as to their accumulated unused sick leave by September 30th of each school year.

Up to one (1) unused personal day may be converted to sick leave at the end of the school year.

Effective July 1, 2012 all unused personal days shall be converted to sick leave at the end of the school year.

13.4 Leave for Bereavement

All professional staff members shall have available up to four (4) days of paid leave for use in the event of the death of a member of the immediate family or a close relative. For purposes of said leave, immediate family or close relative includes: spouse, child, parent, sibling, grandparent, in-law and any person who lives in the same household with the professional staff member. There may be unusual circumstances for which bereavement leave may apply for other relationships not listed. Such situations should be discussed with the principal, the

Superintendent or his designee. A determination would then be made as to leave time that may be applicable. There may be unusual circumstances for which bereavement leave may need to be extended beyond the four (4) day period. (Refer to Section 13.11 for other leaves.)

Any such leave shall be available to the professional staff member for each such death that occurs and will not accumulate.

13.5 Leave for Purposes of Child-Rearing

13.5 (a) Request for a Child-Rearing Leave

A professional staff member who desires a leave for purposes of child-rearing shall provide a written request at least ninety (90) days prior to the intended date of commencement of said leave. Should such child-rearing leave be for the purpose of the adoption of a child, the written request shall be provided as soon as feasible after the professional staff member receives information about the timeline for adoption.

The request should include the date of commencement of the leave and the anticipated date of the expiration of the leave. The date of expiration, where possible, should try and coincide with respect to the formulation of the instructional assignment. Additionally, such leave is entitled to the benefits as related to involuntary transfer (Article XII).

13.5 (b) Sick Leave, Disability, and Child-Rearing Leave

1. Child-rearing leave is not to be construed as sick leave, and no remuneration will accompany the granting of said leave. Professionals who are returning to the District at the end of a child-rearing leave shall be credited with any sick leave that had been accumulated prior to said leave.
2. Any disability during pregnancy will be treated as any other temporary disability, pursuant to the contract.
3. The District shall permit professionals granted an unpaid child-rearing leave to use sick leave benefits for a period of six (6) to eight (8) weeks or for the period of actual physical disability attributable to pregnancy during the unpaid leave. The District shall require a certificate from the attending physician after examination, if required, to determine the commencement and termination of the period of actual physical disability attributable to the pregnancy.
4. Prior to the professional staff member's return to work, the District may require a medical certificate that indicates whether the

professional has the physical capacity to perform all duties related to her position.

13.5 (c) Length of Child-Rearing Leave

The length of a child-rearing leave shall be for a period not to exceed four (4) regular academic semesters beyond the semester during which the leave became effective. The child-rearing leave shall commence after the birth, adoption or placement of foster care of the child.

13.5 (d) Change of the Termination Date of a Child-Rearing Leave

If a teacher desires to change the termination date of a child-rearing leave, he/she will notify the Superintendent of Schools at least ninety (90) days prior to the termination of his/her leave unless unusual circumstances make the same impossible. At the discretion of the Superintendent of Schools and upon mutual agreement, the teacher may return to work at a time other than the beginning of a semester.

13.5 (e) Advancement on Salary Schedule

Advancement on any salary schedule shall not be based on time accrued during child-rearing leave. If such leave either begins after January 31st of a given school year, or a return from leave is after February 1st of a given school year, advancement on the salary schedule will take place in September of the following school year. If a professional works ninety (90) work days (excluding sick time taken) during the school year in which the leave occurs, he or she shall be advanced on the salary schedule.

13.5 (f) Health Benefits During a Child-Rearing Leave

All professional staff members on a child-rearing leave shall be privileged to continue under the Health Insurance Plan. Staff members who elect to continue will pay one hundred percent (100%) of the Health Insurance Premium while on leave, provided, however, that should the Family and Medical Leave Act (as may be amended from time to time) or other statute require greater benefit, all eligible teachers shall receive that benefit.

13.5 (g) Interruption of Probationary Period

For the non-tenured staff member, child-rearing leave shall be an interruption of the probationary period and not in lieu of the requirements for serving a probationary period. For instance, if a child-rearing leave were for a period of eight (8) months, the non-tenured staff member's probationary period would extend eight (8) months from its original date.

13.6 Sabbatical Leave

A sabbatical leave is an investment in the education of professional personnel, which can only result in a more highly qualified staff. Consequently, such an investment will directly improve the quality of education in this District.

A sabbatical leave may be granted for purposes of either study or study and related travel.

13.6 (a) Eligibility

A professional staff member who requests consideration for a sabbatical leave must be permanently certified and have been employed by the District for seven (7) consecutive years.

13.6 (b) Request

Any sabbatical leave request will be forwarded on the appropriate form, with attachments, to the District Council on Professionalism for their consideration. [See Section 8.2(a)]

13.6 (c) Length of Leave

Sabbatical leave shall be granted for one-half ($\frac{1}{2}$) year at full pay and for one (1) full year at one-half ($\frac{1}{2}$) annual salary.

13.6 (d) Salary Increments

Regular salary increments shall be given for the time on sabbatical leave as if regular services had been performed in the District.

13.6 (e) Service Upon Return

Upon completion of the sabbatical leave, the professional staff member must serve the District for at least two (2) school years.

13.6 (f) Assignment Upon Return

A professional staff member who is awarded a sabbatical leave will be reassigned to the same or similar position in the building in which he/she was employed before the leave began (e.g., in Grades K-6, this is defined to mean primary or intermediate). Final assignments will be made in the same manner as others are assigned within the grade level configuration or department level. If, due to shifting enrollment or declining student interest, reassignment to the same or similar position is not possible, assignments will be made administratively in the best interests of the instructional program. The returning professional will be

consulted with respect to the formulation of his/her assignment by the Building Principal.

13.6 (g) Employment in Newly Certified Areas

Any professional returning from sabbatical leave with new certification and/or competency will be considered for employment in such area, if such an opening were to occur. It is the responsibility of the individual to complete the application process for the open position.

13.7 Leave for Officers of Professional Academic Organizations

Any professional staff member who is elected to an office in a professional academic organization shall have available two (2) days of additional paid leave annually for fulfilling the duties and responsibilities of any one (1) such office. A request for such leave may be initiated by the individual and approved or disapproved by the Building Principal and the Superintendent.

13.8 Association Leave for Shenendehowa Teachers' Association Officers and Delegates

Association officials, delegates and alternate delegates or their designated representative may be absent without deduction of pay or loss of sick leave for attending professional conferences for NYSUT or AFT. Such time may also be used by Association officials designated by the STA president for grievances and negotiations. However, the total number of such days available to all Association officials and their designees shall be limited to sixty-five (65) days in any school year. In those cases whereby the Association is required to reimburse the District for release time of STA officials, the amount due will be calculated on the basis of replacement costs.

13.9 Jury Service

Any individual who is required to participate in jury service or must be absent due to the result of a subpoena shall be granted paid leave. Such leave does not affect accumulated sick leave or another leave category.

13.10 Unpaid Leaves of Absence for Approved Study

Unpaid leaves of absence to pursue an approved course of study in the professional's area of responsibility is available for up to two (2) years, provided the proposed program of improvement is approved by the Superintendent of Schools.

13.11 Additional Unpaid or Paid Leaves of Absence

Upon written request and sufficient documentation of need and purpose, the Superintendent may recommend an unpaid or paid leave of absence of

specific duration and purpose to the Board of Education. Such leave recommendation must be approved by the Board of Education.

13.12 Sick Leave Bank and Long-Term Disability

13.12 (a) Purpose

The purpose of the sick leave bank is to safeguard the earning power of unit members who have exhausted their accumulated sick leave, but have not yet satisfied the eligibility period for long-term disability. Said eligibility period is one hundred eighty (180) days after a defining event, a serious disability, consistent with the Family and Medical Leave Act. [See Long-Term Disability, Section 13.12 (g)]

13.12 (b) Sick Leave Bank Committee

The Sick Leave Bank Committee shall be comprised of four (4) representatives appointed by the president of the Association and one (1) representative designated by the Superintendent of Schools.

13.12 (c) Eligibility to Use Sick Leave Bank

Eligibility to draw from the sick leave bank shall be limited to unit members who meet the following criteria:

- a. Any unit member who has contributed to the sick leave bank
- b. Any unit member who has exhausted his/her own sick leave and suffers a prolonged, catastrophic or long-term personal illness or injury
- c. The unit member is not eligible to receive long-term disability insurance benefits as currently described in Section 13.12(a).

13.12 (d) Contribution to Sick Leave Bank

Any unit member may contribute up to two (2) days of sick leave per year to the Bank upon notification to the District and the committee, provided that the Bank does not exceed a total of one thousand two hundred (1,200) days. However, unit members who have not previously made contributions to the Bank may contribute up to two (2) days, even though the total days may exceed one thousand two hundred (1,200) in order to allow them to participate in the Bank.

13.12 (e) Application to Sick Leave Bank

Any unit member who is eligible may apply to the Sick Leave Bank Committee for additional sick days. Such an application shall be accompanied by a physician's report containing a diagnosis, a prognosis, and an expected date of return to work on a full-time basis in light of the physician's best medical judgment. The requirement of submitting an application with a physician's report shall be waived where the unit member is unable to comply because of a physical or mental incapacity.

The Sick Leave Bank Committee will continue to follow its pre-existing procedures for processing such leave. A unit member may use their accumulated sick days up to two hundred forty (240) days, then they may apply to the Sick Leave Bank. If so determined, the committee may grant up to thirty (30) sick leave days per application, up to a maximum of one hundred eighty (180) days for each individual illness. No sick leave days may be provided for any period prior to approval of an application. Both the Sick Leave Bank Committee and the Office of Human Resources will keep the completed application and determination by the committee on file.

13.12 (f) Development of Forms

The Sick Leave Bank Committee will develop forms for continued implementation of the Sick Leave Bank requests. The forms will be made available by the District upon request.

13.12 (g) Long-Term Disability Insurance

The District will provide long-term disability insurance that provides for the payment of sixty-six and sixty-seven hundredths percent (66.67%) of current salary to those unit members who are eligible for such payments. The plan shall include the following:

- a. An insured employee who becomes totally disabled will receive benefits beginning after the qualifying period of one hundred eighty (180) work days and after the employee has exhausted all accumulated sick leave.
- b. Benefits are payable during any one (1) period of disability for both sickness and accident to the Social Security Normal Retirement Age (SSNRA).
- c. Benefits are payable in the amount of sixty-six and sixty-seven hundredths percent (66.67%) of monthly salary, up to a maximum payout of five thousand dollars (\$5,000)

per month, minus any "other income" reductions outlined in the specific plan.

- d. No employee eligible to receive long-term disability insurance benefits pursuant to this Agreement may receive sick leave from the Sick Leave Bank.

13.13 Payment for Unused Sick Leave at Retirement

13.13 (a) Notification of Intent to Retire

The accumulation of sick leave is described in Section 13.3 as a maximum of two hundred forty (240) workdays. Any unit member may be paid additional compensation in recognition of the accumulated days upon retirement.

In order to receive additional compensation, written notice of the intent to retire must be submitted to the Superintendent of Schools at least four (4) months prior to the date of retirement.

Should a teacher elect to notify the District in the year preceding his/her year of retirement, the teacher's contract salary will include payment for accumulated sick leave up to a maximum of thirty (30) days. Such additional allowance shall be paid at the current day rate of compensation of such teacher in the year of retirement. During the last year of service, such employee shall have available for use as sick leave, the sick leave days which accrue during the year of his/her retirement and his/her accumulated sick days, less the thirty (30) days thereof for which payment is made.

13.13 (b) Determination of Additional Compensation

Retirees will receive payment for up to thirty (30) unused sick days at a per diem rate. If an employee dies prior to retirement, his or her estate or beneficiary shall receive up to thirty (30) unused sick days at a per diem rate.

Such payment would be provided at the time of retirement and issued on or about July 1st of the typical retirement year. If retirement were to occur at a time other than June 30th, such payment will be provided no later than two (2) weeks after the date of retirement.

13.14 Committee Review of Section 403(b) or IRS Regulations

A committee shall review Section 403(b) option benefits. The parties agree that payments made upon retirement for unused sick leave pursuant to Article XIII (D) of the Agreement shall be directed by the District into a Section 403(b) account

for each individual employee. Provided, however, that the parties can agree on the implementing language of such Section 403(b) plan.

13.15 Family Medical Leave Act (FMLA)

13.15 (a) Purpose of FMLA Leave

Consistent with federal law, the District shall provide up to twelve (12) weeks of unpaid leave to an eligible employee who has a personal serious health condition; who has a spouse, child or parent with a serious health condition for whom the employee must provide care; or who, due to the birth of a child, the placement of a child in foster care or the adoption of a child, seeks such leave.

13.15 (b) Documentation of FMLA Leave

Documentation of such condition including medical certification is required. An eligible employee must have been employed with the District for one (1) year and have worked one thousand two hundred fifty (1250) hours in that year. FMLA leave shall be available each school year, but shall in no event exceed twelve (12) weeks leave each year. During a period of FMLA leave an employee shall have health insurance continued by the District at the same rate of District contribution as the employee would receive such insurance if the employee continued on the payroll.

13.15 (c) Charging FMLA Leave

An employee must charge sick leave, personal leave, sick leave bank time, unpaid child-rearing leave or such other leave during the FMLA period if the use of such leave is permissible pursuant to Sections 13.1, 13.2, 13.5, and 13.12 of the Agreement. During the period of FMLA absence an eligible employee shall be entitled to return to the same or similar position without any change in status.

ARTICLE XIV

INSURANCE AND ANNUITIES

14.1 Health Insurance

Effective July 1, 2014, the following changes will be effective in the Health Insurance article, unless another date is specified.

14.1 (a) District Contribution—Health Insurance Plans

- (i) The District will pay the following share of the cost of insurance premiums for all full-time members of STA hired prior to January 1, 2016 who participate in any health insurance program in July 1 of each year, except in 2015-16 the rate change shall be effective January 1, 2016.

District Share of Health Insurance Cost

2014 – 2015	eighty-seven percent (87%)
2015 – 2016	eighty-seven percent (87%) until January 1, 2016 eighty-six percent (86%) effective January 1, 2016
2016 – 2017	eighty-six percent (86%)
2017 – 2018	eighty-five percent (85%)

- (ii) All full-time members of STA hired on or after January 1, 2016 shall pay a fifteen percent (15%) contribution and the District shall pay an eighty-five percent (85%) contribution.

14.1 (b) District Contribution—Prescription Plan

- (i) The District will pay the following share of the cost of coverage in a separate drug plan for full-time members of STA hired prior to January 1, 2016.

District Share of Prescription Plan Cost

2014 – 2015	eighty-seven percent (87%)
2015 – 2016	eighty-seven percent (87%) until January 1, 2016 eighty-six percent (86%) effective January 1, 2016
2016 – 2017	eighty-six percent (86%)
2017 – 2018	eighty-five percent (85%)

- (ii) All full-time members of STA hired on or after January 1, 2016 shall pay a fifteen percent (15%) contribution and the District shall pay an eighty-five percent (85%) contribution.

14.1 (c) Co-Payments for CDPHP and Deductibles for Blue Cross Matrix

The co-payment amounts for CDPHP and any other health insurance shall be twenty dollars (\$20). The major medical deductibles for the Blue Cross health insurance program shall be two hundred-fifty dollars (\$250) for individuals, five hundred dollars (\$500) for two-person or family. The lifetime maximum coverage under the Blue Cross program shall be an unlimited amount. Any changes in the co-pay or deductible amounts shall not adversely affect any other benefit under the health insurance program.

Effective September 1, 2012, there will be no future enrollments in the Blue Cross Matrix indemnity plan.

14.1 (d) District Contribution—Self-Funded Dental Plan

The District will pay forty-eight percent (48%) of the cost of premiums for dental insurance offered by the District.

14.1 (e) Mental Health Rider: CDPHP

A mental health rider will be included in the Capital District Physician's Health Plan (CDPHP).

14.1 (f) Co-Payments for Prescription Drug Plan

(i) Co-pay amounts for prescription drug plans shall be ten dollars (\$10) for generic drugs and twenty dollars (\$20) for all other prescriptions. Mail order shall be a zero (-0-) co-pay for generic drugs and forty dollars (\$40) for a ninety day prescription for all other drugs. Any changes in the co-pay or deductible amounts shall not adversely affect any other benefit under the health insurance program.

(ii) Employees may participate in CANARX on a voluntary basis.

14.1 (g) Rates for Part-time Employees

Part-time STA members who elect to receive health insurance benefits shall contribute toward the payment of health insurance premiums. The District shall pay a percentage of the health insurance premium benefit received by full-time employees as follows:

Other Health FTE	Blue Cross*	Insurance Options
.00 to .24	25%	35%
.25 to .49	50%	60%
.50 to .74	75%	85%
.75 to .99	100%	100%

14.1 (h) Voluntary Premium Conversion

The District shall establish and offer to all unit members a voluntary Premium Conversion Plan meeting the requirements of applicable sections of the Internal Revenue Code (IRS) and related regulations, in order that contributions made by unit members toward medical insurance (including health, prescription drug and dental) premiums may be made through such a plan. For those individuals choosing to participate in the voluntary Premium Conversion Plan, the premium will be deducted from pre-tax earnings, and, therefore, their net contributions of the plan, in effect, will be less than the percentage for health and prescription drug insurance and less than the percentage for dental insurance as referred to in Article 14.1(a), 14.1(b) and 14.1 (d).

In the event that federal law is changed to no longer allow a Premium Conversion Plan, the provision of this agreement related to this program shall cease to have any force or effect, and the District will provide the percentage of the cost of health and prescription drug insurance coverage and the percentage for dental insurance coverage provided in this agreement as referred to in Article 14.1(a), 14.1(b) and 14.1 (d).

14.1 (i) Flexible Benefits Plan

The District will provide a flexible benefits plan, subject to Federal law, which will provide STA members with additional tax savings options. Such benefits will include, but not be limited to, premium conversion, unreimbursed medical costs, child care and elder care.

Effective January 1, 2013, a flexible benefit spending card will be provided at the employee's option and expense.

14.1 (j) Accessibility of Health Program for All Members

Any STA member may choose to participate in any health plan that the District and the STA agree to participate in.

* New enrollees will not be able to enroll in the Matrix Plan effective January 1, 2013.

14.1 (k) Payment for Withdrawing/Change of Health Insurance Coverage (Health Insurance Buyout)

1a. A health insurance buyout shall be provided if a teacher has proof of other insurance coverage. Proof of health insurance coverage and health insurance eligibility must be submitted on an annual basis to the Benefits Office for verification no later than December 15th. The District shall pay to such employee, annually within thirty (30) days following the next December 31st, the following amounts:

<u>Coverage Change</u>	<u>Amount</u>
Family or 2 person coverage to no coverage	\$2,000
Family or 2 person coverage to individual	\$1,500
Individual coverage to no coverage	\$1,250

1b. If 156 or more full-time staff members apply for the health insurance buyout, the District will increase the amount of the health insurance buyout to the levels set forth below:

If a total of 156 or more participants do not enroll in the buyout, the payment shall be at the same level as 1 (a).

<u>Coverage Change</u>	<u>Amount</u>
Family or 2 person coverage to no coverage	\$3,000
Family or 2 person coverage to individual	\$2,000
Individual coverage to no coverage	\$1,500

1c. If 88 or more full-time staff members move from family or 2-person coverage to no coverage, the District will increase the amount of the health insurance buyout for that level to \$4,000.

Consistent with subsection 5, where both spouses receive District health insurance, enrollment may not be altered to receive this benefit. If a total of 88 such additional participants do not enroll in the buyout, the payment shall be at the same level as 1 (a), or 1 (b), if applicable.

<u>Coverage Change</u>	<u>Amount</u>
Family or 2 person coverage to no coverage	\$4,000

- 1d. Staff members shall be able to opt in to the health insurance buyout effective January 1, 2016.
- 1e. Subparagraphs 1b, 1c, and 1d shall expire on June 30, 2018.
- 1f. Effective November 25, 2015, part-time staff members who would be eligible to receive health insurance benefits pursuant to 14.1 (g) shall be eligible to receive a health insurance buyout on a pro-rata basis as specified in 14.1 (g).
- 1g. An employee must waive both prescription drug coverage and other health insurance coverage to be eligible for a health insurance buyout.
2. In the event an employee who has elected withdrawal or selected a different coverage option leaves District employment or reenters the plan following a qualifying event before the end of the year, the District will pay, within thirty (30) days following December 31st, a pro-rata portion of the amount specified in Paragraph 1 of this section.
3. In case of such withdrawal or change of option, the District shall no longer be required to contribute towards the cost of such insurance for the balance of the year or, in the case of a change in coverage option, to pay the amount required for the original option the employee had selected.
4. An employee, having withdrawn or declined coverage, may rejoin the plan if he or she is no longer to be covered by such alternate health insurance coverage in accordance with the rules, regulations and procedure of the District's insurance carriers. Such conditions now include the death of a spouse or some other qualifying event. A qualifying event will be defined in the same way it is for COBRA eligibility.
5. If an employee and his or her spouse are employed by the District, one spouse will be eligible for enrollment in the health plan at the two person or family level and the other spouse will be available for a buyout at the individual level.**

** This limitation shall also apply to an active STA employee married to a retired STA employee. No retiree shall be entitled to a health insurance buyout.

14.1 (l) Insurance for Retirees—Individual Coverage

Former employees who retired prior to January 1, 2004, received an increased contribution by the District of five percent (5%) of the premium cost of individual coverage in the 2003-2004 school year.

Employees who retire during the term of this Agreement shall receive the contribution by the District, specific to the school year of retirement, of the premium cost of individual coverage for health and prescription drug insurance.

District Contribution

2014 – 2015	eighty-seven percent (87%)
2015 – 2016	eighty-seven percent (87%) until January 1, 2016 eighty-six percent (86%) effective January 1, 2016
2016 – 2017	eighty-six percent (86%)
2017 – 2018	eighty-five percent (85%)

The retiree may elect to apply the District contribution to the cost of couple or family coverage. Should the retired employee predecease his/her spouse, the survivor would be entitled to the same percentage of coverage enjoyed by the employee at time of death, unless the surviving spouse is already covered under other employment at equal or better coverage. The surviving spouse is entitled to single coverage only.

14.1 (m) Option for Retirees—Two Person Coverage

Members of the bargaining unit who retire during the period of this agreement, and who select the Mohawk Valley Physician's Health Care, subject to the plan's availability, or Capital District Physician's Health Plan medical insurance program for two-person or family coverage shall receive such medical insurance coverage with the District contributing fifty percent (50%) of the two-person premium rate of such plan toward the payment of such medical insurance coverage.

14.2 Annuities

The District shall, when requested by a unit member, reduce said unit member's salary to purchase a tax-sheltered annuity qualifying under Section 403(B) of the Internal Revenue Code of 1954 and transmit these monies to the various designated companies. Unit members who elect to purchase annuities shall notify the School District by November 1st of the school year. Each unit member shall be limited to designating one (1) fund to which payments shall be made.

14.3 Deductions

The District shall deduct, when requested by a unit member, payment of premiums for income protection insurance, payments to purchase United States Savings Bonds and payment to Credit Unions through membership in professional associations. Notification of deduction for income protection insurance, payments for the purchase of United States Savings Bonds and payments to the Credit Union shall be given to the business office, in writing, thirty (30) days in advance of such deductions. The District shall be notified, in writing, at least thirty (30) days before the discontinuation of any such deductions.

14.4 Life Insurance

The District shall pay the premiums to provide each unit member with term life insurance, coverage being equal to one-half the unit member's salary.

14.5 Save Harmless Clause Pursuant To Education Law 3023

14.5 (a) Pursuant to Section 3023 of the Education Law, the District agrees to save harmless and protect all professionals, student teachers or interns, from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to any person within or without the school building, provided such professional, student teacher or intern complies with such provisions of the Education Law. (See Appendix 1 for full text of law.)

14.5 (b) Pursuant to Section 3028 of the Education Law, the District shall provide an attorney and pay such attorney fees and expenses necessarily incurred in the defense of a professional in any civil or criminal action or proceeding arising out of disciplinary action taken against any pupil of the District while in the discharge of his/her duties within the scope of his/her employment, provided such professional complies with such provisions of the Education Law. (See Appendix 2 for full text of the law.)

14.6 Review of Potential Optical Care Benefits

A committee may be formed to continue to explore certain optical benefits available to District teachers at a small discount. Such benefits would be made available to all District employees.

ARTICLE XV

DUES DEDUCTION

15.1 Agreement to Deduct Association Dues

The District agrees to deduct from the salaries of unit members' dues for the Shenendehowa Teachers Association and other Associations with which the STA is affiliated (currently NYSUT and AFT) as said unit members individually and voluntarily authorize the School District. The District will transmit the monies promptly to the Controller of the Shenendehowa Teachers Association. The unit member's authorization will be in writing and filed with the District two (2) weeks prior to the first paycheck in October.

15.2 Verification of Dues Rate

The Controller of the Association will certify to the Chief Financial Officer in writing, the current rate of its membership dues by Friday of the first week of school in September.

15.3 Schedule of Dues Payments

Deductions referred to in Paragraph 15.1 will be made in eighteen (18) consecutive payments.

15.4 Discontinuation of Dues Deduction

Any unit member desiring to have the District discontinue deductions he/she has previously authorized must notify the District and the Association concerned, in writing. The District will discontinue a unit member's deductions, if so requested, upon fifteen (15) days' notice.

15.5 Deductions for NYSTRS Loans

The District agrees to deduct from the salaries of unit members who so authorize them, money to pay back loans made from the New York State Teachers' Retirement System in accordance with the rules and regulations specified by the System.

15.6 Agency Shop Fee Deductions

Effective January 1, 1979, the Shenendehowa Central School District shall deduct from the salary of employees in the bargaining unit who are not members of the Shenendehowa Teachers Association the amount equivalent to the dues levied by the Association and shall transmit the sum so deducted to the Association, in accordance with Chapters 677 and 678 of the Laws of 1977 of the State of New

York. The Shenendehowa Teachers Association affirms that it has adopted such procedure for refund of agency shop fee deduction as required in Section 3 of Chapters 677 and 678 of the Laws of 1977 of the State of New York. This provision for agency shop fee deduction shall continue in effect so long as the Association maintains such procedure.

ARTICLE XVI

ADDITIONAL COMPENSATION PROVISIONS

16.0 Supervisor of Extracurricular Activities

The School District and the Association agree that extracurricular activities are a vital and integral part of the overall school program. The District recognizes that teachers should not be asked to supervise these activities without adequate compensation.

16.1 Advisorship of Certain Extracurricular Activities

16.1 (a) Payment for Extracurricular Units

Effective July 1, 2014, the payment for an extracurricular unit will be increased by the general salary increases for each year of the contract.

16.1 (b) Extracurricular Activity Units

The extracurricular units are assigned by level. The elementary level is further divided to reflect anticipated use in each building and includes intramural units reflected in Section 16.1(c). The number of units available at each level will remain as indicated for the years specified unless otherwise amended by mutual agreement between the District and the Association, and subsequently approved by the Board of Education.

UNITS AVAILABLE

<u>Level</u>	<u>Building</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
	Arongen	12	12	12	12
	Chango	10	10	10	10
	Karigon	10	10	10	10
	Okte	10	10	10	10
	Orenda	10	10	10	10
	Shatekon	10	10	10	10
	Skano	10	10	10	10
	Tesago	10	10	10	10
	*District Elementary Pool				
		3	3	3	3
Elementary		85**	85**	85**	85**

Middle School		105	105	105	105
	*District Middle School Pool	5	5	5	5
High School		137	137	137	137
Total Units		332	332	332	332
Rate of Compensation per Unit		\$ 760	\$772	\$783	\$795

Special Notes:

*District Pool: This pool of three (3) extracurricular units dedicated at the elementary level and five (5) extracurricular units dedicated at the middle school level may be requested by any elementary or middle school building planning team. Such request for use of a unit or part of a unit must be forwarded, in writing, to the Assistant Superintendent for Human Resources. The Assistant Superintendent will then assign the units from among the requests.

**Total Elementary Units: The totals for each year include the assignment of units for intramurals and to physical education staff as defined in Section 16.1(c).

16.1 (c) Intramurals

All physical education staff members will supervise an intramural season during the school year as part of their responsibility to the physical education program. Supervision of intramural seasons will be compensated at the rate for extracurricular units increased annually as per Section 16.1(a). This rate is payable per season. A season of intramurals is defined as:

Fall	September through November
Winter	December through February
Spring	March through May

The District and the STA will jointly review and clarify our practices regarding grades 6-12 intramurals.

16.2 Interscholastic Athletics

Interscholastic team coaching positions shall be compensated pursuant to the salary schedule displayed in Section 16.5 entitled "Coaching Salaries." Step advancement on the salary schedule shall be based on prior years of service in any sport in the Shenendehowa School District. Physical education staff

members may be assigned a maximum of two (2) interscholastic coaching team assignments in a school year.

16.3 Chaperoning of Sporting Events, Music Activities, Middle School Events, Elementary Game Nights

16.3 (a) Rates of Compensation

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Rate/Hour	\$ 19.03	\$19.32	\$19.61	\$19.90
Maximum/Event*	\$ 76.12	\$77.28	\$78.48	\$79.60

*Maximum/Event: The maximum is based upon four (4) hours. Any adjustment to the maximum to be paid to any individual(s) must be determined by the relevant principal, Director of Athletics or Academic Administrator for Fine Arts, Grades K-12 and approved by the Assistant Superintendent for Human Resources.

**Effective July 1, 2014, these rates will be increased by the general salary increase for each year of the contract.

16.3 (b) Events and Activities Eligible for Compensation

1. Interscholastic Athletics: Those activities presently requiring chaperone(s) include:
 - Home Varsity Football
 - Home Varsity and/or Junior Varsity Basketball
 - Spectator buses for away Varsity/JV Basketball
 - Spectator buses for away Varsity Football

2. Middle School Events: The event/activity at the middle school level may include a variety of student opportunities (i.e., grade level dance, game night, tri-building dance). Such events shall be limited to six (6) per building per school year with a customary eight (8) chaperones assigned to each building or grade level event.

3. Elementary Level Events: The event/activity at the elementary level may include a variety of student opportunities (i.e., game night). Such events shall be limited to two (2) per building per school year with a customary maximum of four (4) chaperones assigned to each activity.

4. Grade 9 Events: The event/activity at the 9th grade level may include a variety of student opportunities (i.e., grade level dance, game night). Such events shall be limited to six (6), with a customary eight (8) chaperones assigned to each event.
5. Music Department Activities: Professional staff members who are chaperones for student participation in the musical programs listed shall be compensated as indicated in Section 16.3(a). The events include:
 - All County
 - Suburban Council
 - Area All State
 - Regional All State
 - NYSSMA Festivals

16.4 Contracts for All Paid Extracurricular Activities

All staff members appointed to an extracurricular activity should receive notice of this appointment before the activity is scheduled to begin. Further, within two (2) pay periods following the conclusion of the stated activity and certification by the Building Principal that all requirements have been completed, the staff member appointed should receive the compensation agreed upon.

16.5 Coaching Stipends

Coaches shall be compensated for each year of the contract as specified in the 2014-2018 schedules attached as Appendix 9.

ARTICLE XVII

PROFESSIONAL COMPENSATION

17.1 Changes in Professional Compensation

The changes in salary schedule for school years 2014-2015 through 2017-2018 are attached as Appendix 10. All eligible staff members shall receive an increment. All professional staff members shall receive the following annual salary increase:

2014-2015	1.50%
2015-2016	1.50%
2016-2017	1.50%
2017-2018	1.50%

Retroactive salary increases will be paid only to employees on the payroll on November 25, 2015.

Single Salary Schedule

A single salary schedule is in effect for all unit members. There are no adjustments for graduate or in-service credits or for the first Master's degree. Additional degrees and pertinent certifications as stipulated in Section 17.3 shall affect the salary of those individuals who have earned the degrees and certifications specified.

17.2 Advanced Study: Additional Degrees and Certifications

Any professional who has acquired an advanced degree or certificate beyond an initial Master's degree will be recognized for that achievement through additional compensation. This compensation will be provided as indicated:

Second Master's degree	Permanent advance of one (1) step on the salary schedule
Certificate of Advanced Study (CAS) or equivalent	Permanent advance of one (1) step on the salary schedule
Certificate of Clinical Competence (CCC)	Permanent advance of one (1) step on the salary schedule
Doctorate Degree	Permanent advance of two (2) steps on the salary schedule
National Board Certification (NBC)	Permanent advance of one (1) step on the salary schedule

National Certification of School
Psychologist (NCSP)

or
One time payment of \$ 5,000

NBC candidates would be eligible for delivery of instruction in the Mentor Program and Staff Development on a paid basis.

17.3 Recognition of Exceptional Contributions

The Board of Education reserves the right to recognize exceptional contributions to the school program at any step on the schedule or beyond the last salary step by paying additional salary.

17.4 Special Assignment Stipends

17.4 (a) Teachers of Science (Grades 6-12)

Those teachers of science (grades 6-12) who teach more than twenty-five (25) periods per week shall receive a stipend for regularly scheduled laboratory or class periods beyond twenty-five (25) periods. The stipend indicated for each year is per annum for each period taught for the full school year.

<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
\$ 760	\$772	\$783	\$795

*Effective July 1, 2014, such amount will be increased by the general percent increase applied to the salary schedule each year of the contract.

17.4 (b) Teachers of Special Education

Those teachers of special education (grades 6-12) who teach more than twenty-five (25) periods per week shall receive a stipend for regularly scheduled class periods beyond twenty-five (25) periods. The stipend indicated for each year is per annum for each period taught for the full school year.

<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
\$506	\$514	\$522	\$530

*Effective July 1, 2014, such amount will be increased by the general percent increase applied to the salary schedule each year of the contract.

17.5 School Counselors (Guidance)

School counselors shall be paid on a per diem basis for professional services beyond the regular work year.

17.6 Home Teaching (Tutoring)

For approved instruction that is provided to students by teaching professionals outside of the regular school day, such teachers will be compensated per hour of instruction at the following rate:

<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
\$38.05	\$38.62	\$39.20	\$39.79

*Effective July 1, 2014, such amount will be increased by the general percent increase applied to the salary schedule each year of the contract.

17.7 Annual Stipends for Coordinators

A coordinator need not be a certified administrator and is only responsible for department activities that are designated by the Building Principal and/or Assistant Superintendent for Curriculum, Instruction, Support and Assessment.

The teaching load for coordinators is equivalent to the regular teaching assignment of a regular department member.

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
<u>Coordinators*</u>				
Elementary	\$1,592	\$1,615	\$1,640	\$1,664
Special Education	\$1,592	\$1,615	\$1,640	\$1,664
Library	\$2,830	\$2,872	\$2,915	\$2,959

*Effective July 1, 2014, such amount will be increased by the general percent increase applied to the salary schedule each year of the contract.

17.8 Stipend for School Psychologists and Social Workers

The stipend for all school psychologists and social workers shall be:

<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
\$2,280	\$2,314	\$2,349	\$2,384

*Effective July 1, 2014, such amount will be increased by the general percent increase applied to the salary schedule each year of the contract.

17.9 Salaries for Summer School Teachers

Payment per Course (Section)*

<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
\$1,984	\$2,014	\$2,044	\$2,075

*Effective July 1, 2014, such amount will be increased by the general percent increase applied to the salary schedule each year of the contract.

ARTICLE XVIII

GENERAL PROVISIONS

18.1 Provision Contrary to Law

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law.

18.2 Amendment of Relevant Personnel Policies

The Board will amend its personnel policies and take such action as may be necessary in order to give full force and effect to the provisions of this Agreement.

18.3 Uniformity of Rules and Regulations

Rules and regulations governing the activities of teachers within school buildings shall be uniform, so far as possible, throughout the school system.

18.4 Written Requests Regarding Payroll

The Board and the Association agree that all requests of teachers made to the Business Office regarding payroll must be made in writing. In turn, the answers to such requests will also be made in writing. Personal conferences with the Business Office may be arranged at mutually convenient times.

18.5 District and Building Handbooks

Teachers have the responsibility and shall carry out to the limits of their ability, all rules and regulations found in the respective handbooks of the School District and of the buildings in which they are employed, except as such rules and regulations may be inconsistent with the terms of this collective bargaining agreement.

18.6 Staffing Patterns

The STA supports the Board of Education's past practice of trying to improve the instructional program by recreating new teaching positions where needed to offset some of the positions exceeded due to declining enrollment.

18.7 Mandated Staff Development and Instructional Days

All activities associated with State mandated Staff Development Programs will be scheduled so as not to reduce the number of instructional days for all students unless the Board of Education decrees otherwise.

18.8 Preparation and Distribution of Final Contract

The parties recognize the need to prepare and distribute a complete new contract document as soon as is practicable. Furthermore, the parties are committed to preparing a document that covers the complete and entire agreement between the parties, adding all appropriate sections and provisions reflecting other memorandums of agreement and removing all sections of provisions which are outdated, unnecessary or not consistent with current laws or regulations.

ARTICLE XIX

DURATION OF CONTRACT

A. The provisions of this agreement shall be effective as of July 1, 2014, except as otherwise provided in this agreement. This agreement shall remain in force and effect until June 30, 2018.

B. Pledge of Support:

The Shenendehowa Teachers' Association representatives to this agreement will positively and actively support the ratification of this agreement by all unit members. The District representatives to this agreement will positively and actively support the endorsement and funding of this agreement by the Board of Education.

Shenendehowa Teachers' Association

Shenendehowa Central School District

Megan DeLaRosa, STA President

L. Oliver Robinson, Superintendent

Dated: _____

Dated: _____

APPENDIX 1

New York State Education Law §3023

Liability of a board of education, trustee, trustees or board of cooperative educational services

Notwithstanding any inconsistent provision of law, general, special or local, or the limitation contained in the provisions of any city charter, it shall be the duty of each board of education, trustee or trustees, in any school district having a population of less than one million, and each board of cooperative educational services established pursuant to section nineteen hundred fifty of this chapter, to save harmless and protect all teachers, practice or cadet teachers, authorized participants in a school volunteer program, and members of supervisory and administrative staff or employees from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to any person, or accidental damage to the property of any person within or without the school building, provided such teacher, practice or cadet teacher, authorized participant in a school volunteer program, or member of the supervisory or administrative staff or employee at the time of the accident or injury was acting in the discharge of his duties within the scope of his employment or authorized volunteer duties and/or under the direction of said board of education, trustee, trustees or board of cooperative educational services; and said board of education, trustee, trustees or board of cooperative educational services may arrange for and maintain appropriate insurance with any insurance company created by or under the laws of this state, or in any insurance company authorized by law to transact business in this state, or such board, trustee, trustees or board of cooperative educational services may elect to act as self-insurers to maintain the aforesaid protection. A board of education, trustee, board of trustees, or board of cooperative educational services, however, shall not be subject to the duty imposed by this section, unless such teacher, practice or cadet teacher, authorized participant in a school volunteer program, or member of the supervisory and administrative staff or employee shall, within ten days of the time he is served with any summons, complaint, process, notice, demand or pleading, deliver the original or a copy of the same to such board of education, trustee, board of trustees [trustees]**, or board of cooperative educational services.

APPENDIX 2

New York State Education Law §3028

Liability of school district for cost and attorney's fees of action against, or prosecutions of, teachers, members of supervisory and administrative staff or employees, and school volunteers

Notwithstanding any inconsistent provision of any general, special or local law, or the limitations contained in the provision of any city charter, each board of education, trustee or trustees in the state shall provide an attorney or attorneys for, and pay such attorney's fees and expenses necessarily incurred in the defense of a teacher, member of a supervisory or administrative staff or employee, or authorized participant in a school volunteer program in any civil or criminal [criminal]* action or proceeding arising out of disciplinary action taken against any pupil of the district while in the discharge of his duties within the scope of his employment or authorized volunteer duties. For such purposes the board of education, trustee or trustees may arrange for and maintain appropriate insurance with any insurance company created by or under the laws of this state, or in any insurance company authorized by law to transact business in this state, or such board, trustee or trustees may elect to act as self-insurers to maintain the aforesaid protection. A board of education, trustee or board of trustees, however, shall not be subject to the duty imposed by this section, unless such teacher, or member of the of the supervisory and administrative staff or employee or authorized participant in a school volunteer program shall, within ten days of the time he is served with any summons, complaint, process, notice, demand or pleading, deliver the original or a copy of the same to such board of education, trustee or board of trustees.

APPENDIX 3

Review of Special Education Programs and Their Delivery to Students

As the result of an arbitrator's award on January 20, 1997 and subsequent discussions between the Teachers' Association and the District concerning its impact several areas of agreement were reached. They are:

- Beginning with the 1997-98 school year, two (2) special education coordinator positions will be established. The Office of Student Services will be responsible for developing the specific role and responsibilities of these coordinators. In completing the task, the Office of Student Services will gather input and reactions from secondary special education teachers and secondary school administrators. Each coordinator will be paid a stipend of one thousand two hundred dollars (\$1,200) for the year.
- A committee will be set up during the 1997-98 school year made up of special education teachers and a representative of the Office of Student Services to review the delivery of the special education program and to recommend ways to improve that delivery.

APPENDIX 4

School Partnership Teams

The objective of School Partnership Teams is to improve the quality of education for all students by involving the whole school in the decision making process. School Partnership Teams are an outgrowth of cooperation between all parties, administrators, teachers, students, parents, support staff and are required by Commissioner of Education's Regulation 100.11. Guidelines for participation are outlined in the District Plan for School-Based Management and Shared Decision Making.

The parties agree that the School Partnership Teams cannot change contract issues including salary schedules, fringe benefits, grievance procedures, evaluation procedures, dismissal procedures, layoff and recall provisions and teacher/administrative liaison. These issues may only be changed by collective bargaining.

Meetings of the teams will not result in any loss of instructional time for students, nor planning time for teachers.

The parties agree that the School Partnership Teams cannot make any decisions resulting in changes in District policies, procedures and programs. The parties agree that the School Partnership Teams may make any recommendations to the administration of changes in District policies, procedures or programs which will be evaluated in terms of their impact on instruction, student learning, teacher working conditions and the atmosphere of the school for children.

APPENDIX 5

Retirement Incentive Program

Term of the Program

The program will have two (2) phases. Phase I will cover qualified individuals who elect to retire/resign between the conclusion of the 1996-97 school year and before the start of the 1997-98 school year. Phase II will cover qualified individuals who elect to retire/resign between the conclusion of the 1997-98 school year and before the start of the 1998-99 school year. This program will end on August 31, 1998 and no additional phases will be added.

Eligibility

An individual must be at least fifty (50) years of age by the effective date of the retirement/resignation.

An individual must be a full-time teacher who has completed at least ten (10) consecutive years of service as a full-time teacher in Shenendehowa.

Notice Requirements

Individuals must submit a formal letter of retirement/resignation to the District to participate.

For participation in Phase I of the program, this letter must be received and stamped by the personnel office no later than June 16, 1997. (Those individuals who have already filed a sick leave election by April 15, 1997 pursuant to Article XIII, D, 2a of the contract will be deemed to have submitted a timely notice for Phase I of this program).

For participation in Phase II of the program, this letter must be received and stamped by the personnel office no later than February 1, 1998.

Limits of Participation

Phase I of this plan will become effective only if twenty (20) eligible teachers (including those individuals who have already filed a sick leave election by April 15, 1997 pursuant to Article XIII, D, 2a) elect to participate in this phase and provide proper notice by June 16, 1997.

Furthermore, total participation in Phase I will be limited to thirty-five (35) eligible teachers (including those individuals who have already filed a sick leave election by April 15, 1997 pursuant to Article XIII, D, 2a). If more than thirty-five (35) eligible teachers submit a timely formal letter the District shall grant such requests in the order the District receives the letters as reflected by the official date stamp

affixed by the District Office of Human Resources. If more than one letter is received on the same day the teacher who has the longest, full-time service with the District shall be granted the incentive payment.

Phase II of this plan will be effective only if twenty (20) eligible teachers elect to participate in this phase and provide proper notice by February 1, 1997. Total participation will not be limited in Phase II.

Incentive Payment

An incentive payment will be made to each teacher who meets all of the above requirements. This incentive payment will be based on an individual's accumulated sick leave at the conclusion of the school year and will be in lieu of any other retirement incentive, including reimbursement for sick leave credits under Article XIII, D, 2a of the contract. One (1) day's credit will be granted for each two (2) days of accumulated sick leave up to a maximum of ninety (90) days. Payment for these days will be made at one two-hundredths (1/200) of the individual's current salary, but shall be limited to twenty thousand dollars (\$20,000) for Phase I and limited to fifteen thousand dollars (\$15,000) for Phase II. For Phase I only, the minimum payment shall be four thousand dollars (\$4,000).

Incentive payments will be made from the following optional methods:

- * Payment to be made in a lump sum payment in the calendar year of retirement.
 - * Payment to be made in a lump sum payment in the next calendar year.
 - * Payment to be applied toward medical insurance premiums.
 - * Payment to be applied to a 403B plan as designated by the individual and in accordance with federal regulations.

An individual can choose a single method or a combination of methods.

Non-Participating Teachers

A teacher who does not meet all of the qualifications for participation in this incentive program, or who chooses not to participate will continue to be eligible for reimbursement of sick leave under Article XIII D, 2a of the contract.

APPENDIX 6

Calendar

# Days in BOCES Calendar at the start	# Emergency Days Used		# Total STA Teaching Days
183	(0)	Wednesday before Thanksgiving is a day of instruction	183
	(0)	Take Friday off before Memorial Day weekend	182
	(1)	No Memorial Day extension	182
	(2)	No Memorial Day extension	181
	(3)	No Memorial Day extension	180
184	(0)	Wednesday before Thanksgiving is a day of instruction	184
	(0)	Take Friday off before Memorial Day weekend	183
	(1)	Take Friday off before Memorial Day weekend	182
	(2)	No Memorial Day extension	182
	(3)	No Memorial Day extension	181
	(4)	No Memorial Day extension	180
185	(0)	Wednesday before Thanksgiving is a day of instruction	185
	(0)	Take Thursday and Friday off before Memorial Day weekend	183
	(1)	Take Friday off before Memorial Day weekend	183
	(2)	Take Friday off before Memorial Day weekend	183
	(3)	No Memorial Day extension	182
	(4)	No Memorial Day extension	181
	(5)	No Memorial Day extension	180
186	(0)	Wednesday before Thanksgiving is a holiday	185
	(0)	Wednesday before Thanksgiving is a holiday & take Thursday and Friday off before Memorial Day weekend	183
	(1)	Wednesday before Thanksgiving is a holiday & take Friday off before Memorial Day weekend	183
	(2)	Wednesday before Thanksgiving is a holiday & take Friday off before Memorial Day weekend	182
	(3)	Wednesday before Thanksgiving is a holiday	182
	(4)	Wednesday before Thanksgiving is a holiday	181
	(5)	Wednesday before Thanksgiving is a holiday	180
187	(0)	Wednesday before Thanksgiving is a holiday	186
	(0)	Wednesday before Thanksgiving is a holiday & take Thursday and Friday off before Memorial Day weekend	184
	(1)	Wednesday before Thanksgiving is a holiday & take Thursday and Friday off before Memorial Day weekend	183
	(2)	Wednesday before Thanksgiving is a holiday & take Friday off before Memorial Day weekend	183
	(3)	Wednesday before Thanksgiving is a holiday & take Friday off before Memorial Day weekend	182
	(4)	Wednesday before Thanksgiving is a holiday & take Friday off before Memorial Day weekend	181
	(5)	Wednesday before Thanksgiving is a holiday	181
	(6)	Wednesday before Thanksgiving is a holiday	180

Regents Rating Day is not a day of instruction but may be counted in a calendar year where 180 days of instruction have not been met.

2/13/08

APPENDIX 7

Flexible Schedule

Length of Professional Day

<u>Level</u>	<u>Times</u>
Arongen/Shatekon	7:55 a.m. -- 2:15 p.m.
Elementary (on campus)	7:55 a.m. -- 2:15 p.m.
Elementary (off campus)	8:55 a.m. -- 3:15 p.m.
Middle Schools	8:40 a.m. Hall Duty Begins 8:50 a.m. -- 3:35 p.m.
High School	7:40 a.m. -- 2:40 p.m.

Flexible Schedule

	<u>Early Flex</u>	<u>Late Flex</u>
Elementary:		
Arongen/Shatekon	7:20 a.m. – 1:30 p.m.	8:40 a.m. – 2:50 p.m.
On-Campus	7:15 a.m. – 1:25 p.m.	8:35 a.m. – 2:55 p.m.
Off-Campus	8:15 a.m. – 2:25 p.m.	9:35 a.m. – 3:55 p.m.
Middle Schools	8:40 a.m. Hall Duty Begins 8:05 a.m. – 2:50 p.m.	9:25 a.m. – 4:20 p.m.
High School	7:00 a.m. – 2:00 p.m.	8:25 a.m. – 3:25 p.m.

APPENDIX 8

Involuntary Transfer

The process of involuntary transfer should be based upon the same set of criteria as used in the development and implementation of the guidelines/protocols that are used for determining assignments within buildings or voluntary transfers. All decisions made will be in deference to a number of the criteria indicated.

1. The preference of the individual who is affected
2. The specific nature of the unencumbered positions (i.e., looping, teamed, multi-aged)
3. The compatibility of the professionals involved
4. Length of professional experience specific to the tenure area and the unencumbered positions that are under consideration
5. Maintenance of a well-balanced staff in each school
6. Relevant certifications
7. Recommendations/feedback of the principal and relevant department administrator
8. Reason for transfer

The involuntary transfer will be accomplished, as follows:

1. District-wide seniority within the tenure area will be used to identify the affected professionals
2. Any unencumbered position that can be accessed for transfer in the particular tenure area will be identified and specifically described
3. Each of the potential transfers would be apprised of the opening and provided with the available descriptors
4. The potential transfer candidate will provide, in writing, an order of preference for any and all relevant, unencumbered positions.
5. Should the potential exist, any condition that is appropriate for any return by the professional to the "home" school should be discussed and documented by the principal of the "home" school with the teacher. The principal of the "home" school shall outline and clarify, in writing, the potential return in accordance with building guidelines. The document should include basic understandings, such as the grade level or team assignment upon return and the potential of affecting other assignments within the building or the department.

APPENDIX 9
Coaching Salaries 2014-15

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
BASEBALL								
Varsity Head Coach	3,490	3,750	4,016	4,278	4,544	5,073	5,560	6,050
Varsity Assistant Coach	2,838	3,105	3,368	3,634	3,897	4,424	4,913	5,401
J.V. Head Coach	2,838	3,105	3,368	3,634	3,897	4,424	4,913	5,401
Freshman Head Coach	2,509	2,773	3,037	3,303	3,566	4,095	4,581	5,067
BASKETBALL								
Varsity Head Coach - Boys	4,413	4,674	4,943	5,203	5,469	5,997	6,483	6,970
Assistant Varsity Coach - Boys	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
J.V. Head Coach - Boys	3,607	3,871	4,136	4,400	4,663	5,189	5,681	6,171
Freshman Head Coach - Boys	2,814	3,076	3,340	3,607	3,871	4,400	4,886	5,374
Varsity Head Coach - Girls	4,413	4,674	4,943	5,203	5,469	5,997	6,483	6,970
Assistant Varsity Coach - Girls	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
J.V. Head Coach - Girls	3,607	3,871	4,136	4,400	4,663	5,189	5,681	6,171
Freshman Head Coach - Girls	2,814	3,076	3,340	3,607	3,871	4,400	4,886	5,374
BOWLING								
Varsity Head Coach - Boys	1,996	2,259	2,522	2,787	3,052	3,580	4,066	4,553
Varsity Head Coach - Girls	1,996	2,259	2,522	2,787	3,052	3,580	4,066	4,553
CHEERLEADING								
Varsity Head Fall Cheer	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
JV Coach Fall Cheer	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Freshman Fall Cheer	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Varsity Head Winter Cheer	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Asst Varsity Head Winter Cheer	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
JV Coach Winter Cheer	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CROSS COUNTRY								
Varsity Head Coach - Boys	2,705	2,970	3,234	3,501	3,764	4,291	4,780	5,271
Asst Coach - Boys	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
Varsity Head Coach - Girls	2,705	2,970	3,234	3,501	3,764	4,291	4,780	5,271
Asst Coach - Girls	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
FIELD HOCKEY								
Varsity Head Coach - Girls	3,037	3,303	3,566	3,830	4,095	4,625	5,110	5,594
J.V. Head Coach - Girls	2,642	2,906	3,170	3,435	3,698	4,226	4,712	5,200
Modified Head Coach - Girls	2,246	2,509	2,773	3,037	3,303	3,830	4,318	4,807
Modified Head Coach - Girls	2,246	2,509	2,773	3,037	3,303	3,830	4,318	4,807
FOOTBALL								
Varsity Head Coach	4,529	4,794	5,057	5,323	5,586	6,113	6,602	7,090
Varsity Assistant Coach	3,724	3,990	4,254	4,519	4,783	5,310	5,798	6,284
Varsity Assistant Coach	3,724	3,990	4,254	4,519	4,783	5,310	5,798	6,284
Varsity Assistant Coach	3,724	3,990	4,254	4,519	4,783	5,310	5,798	6,284
J.V. Head Coach	3,724	3,990	4,254	4,519	4,783	5,310	5,798	6,284
J.V. Assistant Coach	3,465	3,734	4,001	4,268	4,537	5,079	5,572	6,065
J.V. Assistant Coach	3,465	3,734	4,001	4,268	4,537	5,079	5,572	6,065
Freshman Head Coach	3,142	3,413	3,678	3,949	4,217	4,753	5,250	5,746

**APPENDIX 9
Coaching Salaries 2014-15**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Freshman Assistant Coach	2,846	3,116	3,382	3,652	3,919	4,458	4,952	5,448
Freshman Assistant Coach	2,846	3,116	3,382	3,652	3,919	4,458	4,952	5,448
Modified Head Coach	3,142	3,413	3,678	3,949	4,217	4,753	5,250	5,746
Modified Assistant Coach	2,846	3,116	3,382	3,652	3,919	4,458	4,952	5,448
Modified Assistant Coach	2,846	3,116	3,382	3,652	3,919	4,458	4,952	5,448
Modified Assistant Coach	2,846	3,116	3,382	3,652	3,919	4,458	4,952	5,448
GOLF								
Varsity Head Coach	2,165	2,430	2,693	2,961	3,225	3,750	4,238	4,724
J.V. Head Coach	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
HOCKEY								
Varsity Head Coach	3,037	3,303	3,566	3,830	4,095	4,625	5,110	5,594
Varsity Assistant Coach	2,642	2,906	3,170	3,435	3,698	4,226	4,712	5,200
INDOOR TRACK								
Varsity Head Coach - Boys	3,607	3,871	4,136	4,400	4,663	5,189	5,442	5,693
Varsity Head Coach - Girls	3,607	3,871	4,136	4,400	4,663	5,189	5,442	5,693
Assistant Coach - Boys/Girls	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Assistant Coach - Boys/Girls	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Assistant Coach - Boys/Girls	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
LACROSSE								
Varsity Head Coach - Boys	3,037	3,303	3,566	3,830	4,095	4,625	5,110	5,594
Varsity Assistant Coach - Boys	2,642	2,906	3,170	3,435	3,698	4,226	4,712	5,200
J.V. Head Coach - Boys	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Modified Head Coach - Boys	2,268	2,469	2,685	2,921	3,179	3,459	3,764	4,096
Varsity Head Coach - Girls	3,037	3,303	3,566	3,830	4,095	4,625	5,110	5,594
Varsity Assistant Coach - Girls	2,642	2,906	3,170	3,435	3,698	4,226	4,712	5,200
J.V. Head Coach - Girls	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Modified Head Coach - Girls	2,268	2,469	2,685	2,921	3,179	3,459	3,764	4,096
Modified Head Coach - Girls	2,268	2,469	2,685	2,921	3,179	3,459	3,764	4,096
SKI								
X-C Co-Ed Head Coach	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
X-C Co-Ed Asst. Coach	2,486	2,748	3,012	3,276	3,541	4,066	4,558	5,049
Alpine Ski Co-Ed Head Coach	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Alpine Ski Co-Ed Asst. Coach	2,486	2,748	3,012	3,276	3,541	4,066	4,558	5,049
SOCCER								
Varsity Head Coach - Boys	3,580	3,842	4,106	4,370	4,636	5,165	5,654	6,141
Varsity Asst. Coach - Boys	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
J.V. Head Coach - Boys	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Modified 9 Head Coach - Boys	2,076	2,340	2,601	2,862	3,125	3,648	4,130	4,611
Varsity Head Coach - Girls	3,580	3,842	4,106	4,370	4,636	5,165	5,654	6,141
Varsity Asst. Coach - Girls	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
J.V. Head Coach - Girls	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Modified 9 Head Coach - Girls	2,076	2,340	2,601	2,862	3,125	3,648	4,130	4,611

APPENDIX 9
Coaching Salaries 2014-15

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
SOFTBALL								
Varsity Head Coach - Girls	3,490	3,750	4,016	4,278	4,544	5,073	5,560	6,050
Varsity Asst. Coach - Girls	2,838	3,105	3,368	3,634	3,897	4,424	4,913	5,401
J.V. Head Coach - Girls	2,838	3,105	3,368	3,634	3,897	4,424	4,913	5,401
Modified Head Coach - Girls	2,041	2,307	2,568	2,832	3,095	3,620	4,106	4,591
SWIMMING								
Varsity Head Coach - Boys	3,037	3,303	3,566	3,830	4,095	4,625	5,110	5,594
Varsity Assistant Coach - Boys	2,642	2,906	3,170	3,435	3,698	4,226	4,712	5,200
Varsity Asst Dive Coach - Boys	2,642	2,906	3,170	3,435	3,698	4,226	4,712	5,200
Varsity Head Coach - Girls	2,705	2,970	3,234	3,501	3,764	4,291	4,780	5,271
Varsity Assistant Coach - Girls	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
Varsity Asst Dive Coach - Girls	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
TENNIS								
Varsity Head Coach- Boys	2,787	3,052	3,316	3,580	3,842	4,370	4,861	5,351
J.V. Head Coach - Boys	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
Varsity Head Coach - Girls	2,787	3,052	3,316	3,580	3,842	4,370	4,861	5,351
J.V. Head Coach - Girls	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
TRACK								
Varsity Head Coach - Boys	3,644	3,914	4,174	4,437	4,701	5,230	5,716	6,202
Varsity Assistant Coach - Boys	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Boys	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Boys	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Boys	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Head Coach - Girls	3,644	3,914	4,174	4,437	4,701	5,230	5,716	6,202
Varsity Assistant Coach - Girls	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Girls	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Girls	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Girls	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
VOLLEYBALL								
Varsity Head Coach - Boys	2,537	2,799	3,064	3,326	3,592	4,124	4,609	5,094
J.V. Head Coach - Boys	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
Modified Head Coach - Boys	1,467	1,731	1,991	2,252	2,516	3,037	3,518	3,999
Varsity Head Coach - Girls	2,537	2,799	3,064	3,326	3,592	4,124	4,609	5,094
J.V. Head Coach - Girls	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
Freshman Head Coach - Girls	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
Modified Head Coach - Girls	1,467	1,731	1,991	2,252	2,516	3,037	3,518	3,999
WRESTLING								
Varsity Head Coach	4,226	4,492	4,753	5,019	5,283	5,813	6,300	6,786
J.V. Head Coach	3,552	3,815	4,082	4,344	4,609	5,139	5,624	6,109
J.V. Assistant Coach	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
Modified Head Coach	2,931	3,196	3,460	3,724	3,990	4,519	5,006	5,495
Modified Assistant Coach	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674

APPENDIX 9
Coaching Salaries 2015-16

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
BASEBALL								
Varsity Head Coach	3,855	4,117	4,379	4,641	4,905	5,430	5,913	6,397
Varsity Assistant Coach	2,838	3,105	3,368	3,634	3,897	4,424	4,913	5,401
J.V. Head Coach	2,838	3,105	3,368	3,634	3,897	4,424	4,913	5,401
Freshman Head Coach	2,509	2,773	3,037	3,303	3,566	4,095	4,581	5,067
BASKETBALL								
Varsity Head Coach - Boys	4,802	5,065	5,329	5,589	5,853	6,378	6,861	7,343
Assistant Varsity Coach - Boys	3,649	3,913	4,171	4,433	4,695	5,216	5,695	6,174
J.V. Head Coach - Boys	3,607	3,871	4,136	4,400	4,663	5,189	5,681	6,171
Freshman Head Coach - Boys	2,922	3,184	3,446	3,710	3,973	4,498	4,980	5,464
Varsity Head Coach - Girls	4,802	5,065	5,329	5,589	5,853	6,378	6,861	7,343
Assistant Varsity Coach - Girls	3,649	3,913	4,171	4,433	4,695	5,216	5,695	6,174
J.V. Head Coach - Girls	3,607	3,871	4,136	4,400	4,663	5,189	5,681	6,171
Freshman Head Coach - Girls	2,922	3,184	3,446	3,710	3,973	4,498	4,980	5,464
BOWLING								
Varsity Head Coach - Boys	1,996	2,259	2,522	2,787	3,052	3,580	4,066	4,553
Varsity Head Coach - Girls	1,996	2,259	2,522	2,787	3,052	3,580	4,066	4,553
CHEERLEADING								
Varsity Head Fall Cheer	1,441	1,574	1,704	1,836	1,969	2,232	2,473	2,715
JV Coach Fall Cheer	1,153	1,259	1,363	1,469	1,575	1,785	1,979	2,172
Freshman Fall Cheer	1,037	1,133	1,227	1,322	1,418	1,607	1,781	1,955
Varsity Head Winter Cheer	2,401	2,623	2,841	3,060	3,281	3,719	4,122	4,525
Asst Varsity Head Winter Cheer	1,921	2,099	2,272	2,448	2,625	2,975	3,298	3,620
JV Coach Winter Cheer	1,921	2,099	2,272	2,448	2,625	2,975	3,298	3,620
CROSS COUNTRY								
Varsity Head Coach - Boys	3,009	3,273	3,534	3,798	4,061	4,585	5,069	5,554
Asst Coach - Boys	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
Varsity Head Coach - Girls	3,009	3,273	3,534	3,798	4,061	4,585	5,069	5,554
Asst Coach - Girls	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
FIELD HOCKEY								
Varsity Head Coach - Girls	3,504	3,769	4,029	4,292	4,556	5,081	5,563	6,045
J.V. Head Coach - Girls	2,642	2,906	3,170	3,435	3,698	4,226	4,712	5,200
Modified Head Coach - Girls	2,246	2,509	2,773	3,037	3,303	3,830	4,318	4,807
Modified Head Coach - Girls	2,246	2,509	2,773	3,037	3,303	3,830	4,318	4,807
FOOTBALL								
Varsity Head Coach	5,216	5,481	5,742	6,005	6,268	6,792	7,276	7,759
Varsity Assistant Coach	3,974	4,238	4,500	4,763	5,026	5,550	6,033	6,516
Varsity Assistant Coach	3,974	4,238	4,500	4,763	5,026	5,550	6,033	6,516
Varsity Assistant Coach	3,974	4,238	4,500	4,763	5,026	5,550	6,033	6,516
J.V. Head Coach	3,974	4,238	4,500	4,763	5,026	5,550	6,033	6,516
J.V. Assistant Coach	3,465	3,734	4,001	4,268	4,537	5,079	5,572	6,065
J.V. Assistant Coach	3,465	3,734	4,001	4,268	4,537	5,079	5,572	6,065
Freshman Head Coach	3,349	3,616	3,878	4,144	4,409	4,937	5,425	5,913

APPENDIX 9
Coaching Salaries 2015-16

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Freshman Assistant Coach	2,846	3,116	3,382	3,652	3,919	4,458	4,952	5,448
Freshman Assistant Coach	2,846	3,116	3,382	3,652	3,919	4,458	4,952	5,448
Modified Head Coach	3,142	3,413	3,678	3,949	4,217	4,753	5,250	5,746
Modified Assistant Coach	2,846	3,116	3,382	3,652	3,919	4,458	4,952	5,448
Modified Assistant Coach	2,846	3,116	3,382	3,652	3,919	4,458	4,952	5,448
Modified Assistant Coach	2,846	3,116	3,382	3,652	3,919	4,458	4,952	5,448
GOLF								
Varsity Head Coach	2,165	2,430	2,693	2,961	3,225	3,750	4,238	4,724
J.V. Head Coach	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
HOCKEY								
Varsity Head Coach	3,504	3,769	4,029	4,292	4,556	5,081	5,563	6,045
Varsity Assistant Coach	2,642	2,906	3,170	3,435	3,698	4,226	4,712	5,200
INDOOR TRACK								
Varsity Head Coach - Boys	3,929	4,193	4,454	4,717	4,980	5,503	5,869	6,234
Varsity Head Coach - Girls	3,929	4,193	4,454	4,717	4,980	5,503	5,869	6,234
Assistant Coach - Boys/Girls	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Assistant Coach - Boys/Girls	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Assistant Coach - Boys/Girls	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
LACROSSE								
Varsity Head Coach - Boys	3,646	3,910	4,171	4,434	4,697	5,223	5,704	6,186
Varsity Assistant Coach - Boys	2,771	3,035	3,296	3,559	3,822	4,347	4,829	5,313
J.V. Head Coach - Boys	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Modified Head Coach - Boys	2,268	2,469	2,685	2,921	3,179	3,459	3,764	4,147
Varsity Head Coach - Girls	3,646	3,910	4,171	4,434	4,697	5,223	5,704	6,186
Varsity Assistant Coach - Girls	2,771	3,035	3,296	3,559	3,822	4,347	4,829	5,313
J.V. Head Coach - Girls	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Modified Head Coach - Girls	2,268	2,469	2,685	2,921	3,179	3,459	3,764	4,147
Modified Head Coach - Girls	2,268	2,469	2,685	2,921	3,179	3,459	3,764	4,147
SKI								
X-C Co-Ed Head Coach	3,322	3,585	3,846	4,109	4,375	4,897	5,380	5,864
X-C Co-Ed Asst. Coach	2,486	2,748	3,012	3,276	3,541	4,066	4,558	5,049
Alpine Ski Co-Ed Head Coach	3,322	3,585	3,846	4,109	4,375	4,897	5,380	5,864
Alpine Ski Co-Ed Asst. Coach	2,486	2,748	3,012	3,276	3,541	4,066	4,558	5,049
SOCCER								
Varsity Head Coach - Boys	3,921	4,183	4,445	4,707	4,972	5,496	5,980	6,464
Varsity Asst. Coach - Boys	2,507	2,771	3,032	3,294	3,558	4,082	4,566	5,050
J.V. Head Coach - Boys	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Modified 9 Head Coach - Boys	2,076	2,340	2,601	2,862	3,125	3,648	4,130	4,611
Modified 7/8 Head Coach - Boys	2,076	2,340	2,601	2,862	3,125	3,648	4,130	4,611
Varsity Head Coach - Girls	3,921	4,315	4,445	4,707	4,972	5,496	5,980	6,464
Varsity Asst. Coach - Girls	2,507	2,771	3,032	3,294	3,558	4,082	4,566	5,050
J.V. Head Coach - Girls	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Modified 9 Head Coach - Girls	2,076	2,340	2,601	2,862	3,125	3,648	4,130	4,611

APPENDIX 9
Coaching Salaries 2015-16

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Modified 7/8 Head Coach - Girls	2,076	2,340	2,601	2,862	3,125	3,648	4,130	4,611
SOFTBALL								
Varsity Head Coach - Girls	3,855	4,117	4,379	4,641	4,905	5,430	5,913	6,397
Varsity Asst. Coach - Girls	2,838	3,105	3,368	3,634	3,897	4,424	4,913	5,401
J.V. Head Coach - Girls	2,838	3,105	3,368	3,634	3,897	4,424	4,913	5,401
Modified Head Coach - Girls	2,041	2,307	2,568	2,832	3,095	3,620	4,106	4,591
SWIMMING								
Varsity Head Coach - Boys	3,504	3,769	4,029	4,292	4,556	5,081	5,563	6,045
Varsity Assistant Coach - Boys	2,642	2,906	3,170	3,435	3,698	4,226	4,712	5,200
Varsity Asst Dive Coach - Boys	2,642	2,906	3,170	3,435	3,698	4,226	4,712	5,200
Varsity Head Coach - Girls	3,338	3,602	3,863	4,127	4,390	4,914	5,398	5,883
Varsity Assistant Coach - Girls	2,394	2,659	2,920	3,182	3,446	3,970	4,454	4,937
Varsity Asst Dive Coach - Girls	2,394	2,659	2,920	3,182	3,446	3,970	4,454	4,937
TENNIS								
Varsity Head Coach- Boys	3,051	3,315	3,577	3,840	4,102	4,626	5,111	5,596
J.V. Head Coach - Boys	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
Varsity Head Coach - Girls	3,051	3,315	3,577	3,840	4,102	4,626	5,111	5,596
J.V. Head Coach - Girls	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
TRACK								
Varsity Head Coach - Boys	3,944	4,211	4,470	4,732	4,996	5,520	6,003	6,486
Varsity Assistant Coach - Boys	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Boys	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Boys	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Boys	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Head Coach - Girls	3,944	4,211	4,470	4,732	4,996	5,520	6,003	6,486
Varsity Assistant Coach - Girls	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Girls	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Girls	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Girls	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
VOLLEYBALL								
Varsity Head Coach - Boys	2,953	3,215	3,477	3,739	4,003	4,529	5,011	5,493
J.V. Head Coach - Boys	2,147	2,411	2,672	2,934	3,198	3,722	4,206	4,690
Modified Head Coach - Boys	1,467	1,731	1,991	2,252	2,516	3,037	3,518	3,999
Varsity Head Coach - Girls	2,953	3,215	3,477	3,739	4,003	4,529	5,011	5,493
J.V. Head Coach - Girls	2,147	2,411	2,672	2,934	3,198	3,722	4,206	4,690
Freshman Head Coach - Girls	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
Modified Head Coach - Girls	1,467	1,731	1,991	2,252	2,516	3,037	3,518	3,999
WRESTLING								
Varsity Head Coach	4,669	4,933	5,193	5,457	5,720	6,245	6,728	7,211
J.V. Head Coach	3,552	3,815	4,082	4,344	4,609	5,139	5,624	6,109
J.V. Assistant Coach	2,543	2,807	3,069	3,331	3,595	4,119	4,603	5,086
Modified Head Coach	2,931	3,196	3,460	3,724	3,990	4,519	5,006	5,495
Modified Assistant Coach	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674

APPENDIX 9
Coaching Salaries 2016-17

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
BASEBALL								
Varsity Head Coach	4,220	4,484	4,742	5,003	5,266	5,786	6,265	6,744
Varsity Assistant Coach	2,838	3,105	3,368	3,634	3,897	4,424	4,913	5,401
J.V. Head Coach	2,838	3,105	3,368	3,634	3,897	4,424	4,913	5,401
Freshman Head Coach	2,509	2,773	3,037	3,303	3,566	4,095	4,581	5,067
BASKETBALL								
Varsity Head Coach - Boys	5,192	5,456	5,714	5,976	6,238	6,759	7,238	7,717
Assistant Varsity Coach – Boys	3,649	3,913	4,171	4,433	4,695	5,216	5,695	6,174
J.V. Head Coach – Boys	3,607	3,871	4,136	4,400	4,663	5,189	5,681	6,171
Freshman Head Coach – Boys	3,029	3,293	3,551	3,813	4,075	4,596	5,075	5,554
Varsity Head Coach – Girls	5,192	5,456	5,714	5,976	6,238	6,759	7,238	7,717
Assistant Varsity Coach – Girls	3,649	3,913	4,171	4,433	4,695	5,216	5,695	6,174
J.V. Head Coach – Girls	3,607	3,871	4,136	4,400	4,663	5,189	5,681	6,171
Freshman Head Coach - Girls	3,029	3,293	3,551	3,813	4,075	4,596	5,075	5,554
BOWLING								
Varsity Head Coach - Boys	1,996	2,259	2,522	2,787	3,052	3,580	4,066	4,553
Varsity Head Coach - Girls	1,996	2,259	2,522	2,787	3,052	3,580	4,066	4,553
CHEERLEADING								
Varsity Head Fall Cheer	1,441	1,574	1,704	1,836	1,969	2,232	2,473	2,715
JV Coach Fall Cheer	1,153	1,259	1,363	1,469	1,575	1,785	1,979	2,172
Freshman Fall Cheer	1,037	1,133	1,227	1,322	1,418	1,607	1,781	1,955
Varsity Head Winter Cheer	2,401	2,623	2,841	3,060	3,281	3,719	4,122	4,525
Asst Varsity Head Winter Cheer	1,921	2,099	2,272	2,448	2,625	2,975	3,298	3,620
JV Coach Winter Cheer	1,921	2,099	2,272	2,448	2,625	2,975	3,298	3,620
CROSS COUNTRY								
Varsity Head Coach - Boys	3,312	3,576	3,835	4,096	4,358	4,879	5,358	5,837
Asst Coach - Boys	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
Varsity Head Coach - Girls	3,312	3,576	3,835	4,096	4,358	4,879	5,358	5,837
Asst Coach - Girls	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
FIELD HOCKEY								
Varsity Head Coach - Girls	3,971	4,234	4,493	4,754	5,017	5,537	6,016	6,495
J.V. Head Coach - Girls	2,642	2,906	3,170	3,435	3,698	4,226	4,712	5,200
Modified Head Coach - Girls	2,246	2,509	2,773	3,037	3,303	3,830	4,318	4,807
Modified Head Coach - Girls	2,246	2,509	2,773	3,037	3,303	3,830	4,318	4,807
FOOTBALL								
Varsity Head Coach	5,904	6,168	6,426	6,687	6,950	7,470	7,949	8,428
Varsity Assistant Coach	4,223	4,487	4,745	5,006	5,269	5,789	6,268	6,748
Varsity Assistant Coach	4,223	4,487	4,745	5,006	5,269	5,789	6,268	6,748
Varsity Assistant Coach	4,223	4,487	4,745	5,006	5,269	5,789	6,268	6,748
J.V. Head Coach	4,223	4,487	4,745	5,006	5,269	5,789	6,268	6,748
J.V. Assistant Coach	3,465	3,734	4,001	4,268	4,537	5,079	5,572	6,065
J.V. Assistant Coach	3,465	3,734	4,001	4,268	4,537	5,079	5,572	6,065
Freshman Head Coach	3,556	3,819	4,078	4,339	4,602	5,122	5,601	6,080

**APPENDIX 9
Coaching Salaries 2016-17**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Freshman Assistant Coach	2,846	3,116	3,382	3,652	3,919	4,458	4,952	5,448
Freshman Assistant Coach	2,846	3,116	3,382	3,652	3,919	4,458	4,952	5,448
Modified Head Coach	3,142	3,413	3,678	3,949	4,217	4,753	5,250	5,746
Modified Assistant Coach	2,846	3,116	3,382	3,652	3,919	4,458	4,952	5,448
Modified Assistant Coach	2,846	3,116	3,382	3,652	3,919	4,458	4,952	5,448
Modified Assistant Coach	2,846	3,116	3,382	3,652	3,919	4,458	4,952	5,448
GOLF								
Varsity Head Coach	2,165	2,430	2,693	2,961	3,225	3,750	4,238	4,724
J.V. Head Coach	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
HOCKEY								
Varsity Head Coach	3,971	4,234	4,493	4,754	5,017	5,537	6,016	6,495
Varsity Assistant Coach	2,642	2,906	3,170	3,435	3,698	4,226	4,712	5,200
INDOOR TRACK								
Varsity Head Coach - Boys	4,251	4,515	4,773	5,034	5,297	5,817	6,296	6,775
Varsity Head Coach - Girls	4,251	4,515	4,773	5,034	5,297	5,817	6,296	6,775
Assistant Coach - Boys/Girls	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Assistant Coach - Boys/Girls	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Assistant Coach - Boys/Girls	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
LACROSSE								
Varsity Head Coach - Boys	4,254	4,518	4,776	5,037	5,300	5,820	6,299	6,778
Varsity Assistant Coach - Boys	2,900	3,164	3,423	3,684	3,946	4,467	4,946	5,425
J.V. Head Coach - Boys	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Modified Head Coach - Boys	2,268	2,469	2,685	2,921	3,179	3,459	3,764	4,147
Varsity Head Coach - Girls	4,254	4,518	4,776	5,037	5,300	5,820	6,299	6,778
Varsity Assistant Coach - Girls	2,900	3,164	3,423	3,684	3,946	4,467	4,946	5,425
J.V. Head Coach - Girls	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Modified Head Coach - Girls	2,268	2,469	2,685	2,921	3,179	3,459	3,764	4,147
Modified Head Coach - Girls	2,268	2,469	2,685	2,921	3,179	3,459	3,764	4,147
SKI								
X-C Co-Ed Head Coach	3,790	4,054	4,313	4,574	4,836	5,357	5,836	6,315
X-C Co-Ed Asst. Coach	2,486	2,748	3,012	3,276	3,541	4,066	4,558	5,049
Alpine Ski Co-Ed Head Coach	3,790	4,054	4,313	4,574	4,836	5,357	5,836	6,315
Alpine Ski Co-Ed Asst. Coach	2,486	2,748	3,012	3,276	3,541	4,066	4,558	5,049
SOCCER								
Varsity Head Coach - Boys	4,261	4,525	4,783	5,045	5,307	5,827	6,306	6,786
Varsity Asst. Coach - Boys	2,900	3,164	3,423	3,684	3,946	4,467	4,946	5,425
J.V. Head Coach - Boys	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Modified 9 Head Coach - Boys	2,076	2,340	2,601	2,862	3,125	3,648	4,130	4,611
Modified 7/8 Head Coach - Boys	2,076	2,340	2,601	2,862	3,125	3,648	4,130	4,611
Varsity Head Coach - Girls	4,261	4,525	4,783	5,045	5,307	5,827	6,306	6,786
Varsity Asst. Coach - Girls	2,900	3,164	3,423	3,684	3,946	4,467	4,946	5,425
J.V. Head Coach - Girls	2,868	3,132	3,398	3,658	3,924	4,452	4,939	5,425
Modified 9 Head Coach - Girls	2,076	2,340	2,601	2,862	3,125	3,648	4,130	4,611

APPENDIX 9
Coaching Salaries 2016-17

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Modified 7/8 Head Coach - Girls	2,076	2,340	2,601	2,862	3,125	3,648	4,130	4,611
SOFTBALL								
Varsity Head Coach - Girls	4,220	4,484	4,742	5,003	5,266	5,786	6,265	6,744
Varsity Asst. Coach - Girls	2,838	3,105	3,368	3,634	3,897	4,424	4,913	5,401
J.V. Head Coach - Girls	2,838	3,105	3,368	3,634	3,897	4,424	4,913	5,401
Modified Head Coach - Girls	2,041	2,307	2,568	2,832	3,095	3,620	4,106	4,591
SWIMMING								
Varsity Head Coach - Boys	3,971	4,234	4,493	4,754	5,017	5,537	6,016	6,495
Varsity Assistant Coach - Boys	2,642	2,906	3,170	3,435	3,698	4,226	4,712	5,200
Varsity Asst Dive Coach - Boys								
Varsity Head Coach - Girls	3,970	4,234	4,493	4,754	5,016	5,537	6,016	6,495
Varsity Assistant Coach - Girls	2,676	2,940	3,198	3,459	3,722	4,242	4,721	5,200
Varsity Asst Dive Coach - Girls								
TENNIS								
Varsity Head Coach- Boys	3,316	3,579	3,838	4,099	4,362	4,882	5,361	5,840
J.V. Head Coach - Boys	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
Varsity Head Coach - Girls	3,316	3,579	3,838	4,099	4,362	4,882	5,361	5,840
J.V. Head Coach - Girls	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
TRACK								
Varsity Head Coach - Boys	4,245	4,508	4,767	5,028	5,291	5,811	6,290	6,769
Varsity Assistant Coach - Boys	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Boys	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Boys	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Boys	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Boys	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Head Coach - Girls	4,245	4,508	4,767	5,028	5,291	5,811	6,290	6,769
Varsity Assistant Coach - Girls	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Girls	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Girls	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
Varsity Assistant Coach - Girls	2,854	3,117	3,380	3,644	3,914	4,437	4,924	5,413
VOLLEYBALL								
Varsity Head Coach - Boys	3,368	3,632	3,890	4,152	4,414	4,934	5,413	5,893
J.V. Head Coach - Boys	2,180	2,444	2,703	2,964	3,226	3,747	4,226	4,705
Modified Head Coach - Boys	1,467	1,731	1,991	2,252	2,516	3,037	3,518	3,999
Varsity Head Coach - Girls	3,368	3,632	3,890	4,152	4,414	4,934	5,413	5,893
J.V. Head Coach - Girls	2,180	2,444	2,703	2,964	3,226	3,747	4,226	4,705
Freshman Head Coach - Girls	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674
Modified Head Coach - Girls	1,467	1,731	1,991	2,252	2,516	3,037	3,518	3,999
WRESTLING								
Varsity Head Coach	5,111	5,375	5,633	5,894	6,157	6,677	7,156	7,635
J.V. Head Coach	3,552	3,815	4,082	4,344	4,609	5,139	5,624	6,109
J.V. Assistant Coach	2,974	3,237	3,496	3,757	4,020	4,540	5,019	5,498
Modified Head Coach	2,931	3,196	3,460	3,724	3,990	4,519	5,006	5,495
Modified Assistant Coach	2,113	2,377	2,642	2,905	3,170	3,698	4,187	4,674

APPENDIX 9
Coaching Salaries 2017-18

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
BASEBALL								
Varsity Head Coach	4,346	4,618	4,884	5,153	5,424	5,960	6,453	6,947
Varsity Assistant Coach	2,923	3,198	3,469	3,743	4,014	4,557	5,061	5,563
J.V. Head Coach	2,923	3,198	3,469	3,743	4,014	4,557	5,061	5,563
Freshman Head Coach	2,584	2,856	3,129	3,402	3,673	4,218	4,718	5,219
BASKETBALL								
Varsity Head Coach - Boys	5,348	5,620	5,886	6,155	6,425	6,961	7,455	7,948
Assistant Varsity Coach - Boys	3,759	4,030	4,297	4,566	4,836	5,372	5,865	6,359
J.V. Head Coach - Boys	3,715	3,988	4,260	4,532	4,803	5,344	5,851	6,356
Freshman Head Coach - Boys	3,120	3,392	3,658	3,927	4,197	4,733	5,227	5,720
Varsity Head Coach - Girls	5,348	5,620	5,886	6,155	6,425	6,961	7,455	7,948
Assistant Varsity Coach - Girls	3,759	4,030	4,297	4,566	4,836	5,372	5,865	6,359
J.V. Head Coach - Girls	3,715	3,988	4,260	4,532	4,803	5,344	5,851	6,356
Freshman Head Coach - Girls	3,120	3,392	3,658	3,927	4,197	4,733	5,227	5,720
BOWLING								
Varsity Head Coach - Boys	2,056	2,326	2,597	2,871	3,143	3,688	4,188	4,689
Varsity Head Coach - Girls	2,056	2,326	2,597	2,871	3,143	3,688	4,188	4,689
CHEERLEADING								
Varsity Head Fall Cheer	1,484	1,621	1,755	1,891	2,028	2,298	2,547	2,796
JV Coach Fall Cheer	1,187	1,297	1,404	1,513	1,622	1,839	2,038	2,237
Freshman Fall Cheer	1,068	1,167	1,264	1,362	1,460	1,655	1,834	2,014
Varsity Head Winter Cheer	2,473	2,702	2,926	3,152	3,380	3,831	4,246	4,661
Asst Varsity Head Winter Cheer	1,979	2,162	2,341	2,522	2,704	3,065	3,397	3,729
JV Coach Winter Cheer	1,979	2,162	2,341	2,522	2,704	3,065	3,397	3,729
CROSS COUNTRY								
Varsity Head Coach - Boys	3,412	3,684	3,950	4,219	4,489	5,025	5,519	6,012
Asst Coach - Boys	2,176	2,449	2,721	2,992	3,265	3,808	4,312	4,814
Varsity Head Coach - Girls	3,412	3,684	3,950	4,219	4,489	5,025	5,519	6,012
Asst Coach - Girls	2,176	2,449	2,721	2,992	3,265	3,808	4,312	4,814
FIELD HOCKEY								
Varsity Head Coach - Girls	4,090	4,361	4,628	4,897	5,167	5,703	6,196	6,690
J.V. Head Coach - Girls	2,721	2,993	3,265	3,538	3,808	4,353	4,854	5,356
Modified Head Coach - Girls	2,313	2,584	2,856	3,129	3,402	3,945	4,448	4,951
Modified Head Coach - Girls	2,313	2,584	2,856	3,129	3,402	3,945	4,448	4,951
FOOTBALL								
Varsity Head Coach	6,081	6,353	6,619	6,888	7,158	7,694	8,188	8,681
Varsity Assistant Coach	4,350	4,621	4,887	5,157	5,427	5,963	6,456	6,950
Varsity Assistant Coach	4,350	4,621	4,887	5,157	5,427	5,963	6,456	6,950
Varsity Assistant Coach	4,350	4,621	4,887	5,157	5,427	5,963	6,456	6,950
J.V. Head Coach	4,350	4,621	4,887	5,157	5,427	5,963	6,456	6,950
J.V. Assistant Coach	3,569	3,846	4,121	4,396	4,673	5,231	5,739	6,247
J.V. Assistant Coach	3,569	3,846	4,121	4,396	4,673	5,231	5,739	6,247
Freshman Head Coach	3,662	3,934	4,200	4,469	4,740	5,276	5,769	6,262

**APPENDIX 9
Coaching Salaries 2017-18**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
Freshman Assistant Coach	2,931	3,209	3,483	3,761	4,037	4,592	5,101	5,612	
Freshman Assistant Coach	2,931	3,209	3,483	3,761	4,037	4,592	5,101	5,612	
Modified Head Coach	3,236	3,516	3,788	4,068	4,343	4,895	5,407	5,918	
Modified Assistant Coach	2,931	3,209	3,483	3,761	4,037	4,592	5,101	5,612	
Modified Assistant Coach	2,931	3,209	3,483	3,761	4,037	4,592	5,101	5,612	
Modified Assistant Coach	2,931	3,209	3,483	3,761	4,037	4,592	5,101	5,612	
GOLF									
Varsity Head Coach	2,230	2,503	2,773	3,050	3,322	3,862	4,365	4,865	
J.V. Head Coach	2,176	2,449	2,721	2,992	3,265	3,808	4,312	4,814	
HOCKEY									
Varsity Head Coach	4,090	4,361	4,628	4,897	5,167	5,703	6,196	6,690	
Varsity Assistant Coach	2,721	2,993	3,265	3,538	3,808	4,353	4,854	5,356	
INDOOR TRACK									
Varsity Head Coach - Boys	4,378	4,650	4,916	5,185	5,456	5,992	6,485	6,979	
Varsity Head Coach - Girls	4,378	4,650	4,916	5,185	5,456	5,992	6,485	6,979	
Assistant Coach - Boys/Girls	2,954	3,226	3,500	3,768	4,041	4,586	5,087	5,588	
Assistant Coach - Boys/Girls	2,954	3,226	3,500	3,768	4,041	4,586	5,087	5,588	
Assistant Coach - Boys/Girls	2,954	3,226	3,500	3,768	4,041	4,586	5,087	5,588	
LACROSSE									
Varsity Head Coach - Boys	4,381	4,653	4,919	5,188	5,459	5,995	6,488	6,982	
Varsity Assistant Coach - Boys	2,987	3,259	3,525	3,794	4,065	4,601	5,094	5,588	
J.V. Head Coach - Boys	2,954	3,226	3,500	3,768	4,041	4,586	5,087	5,588	
Modified Head Coach - Boys	2,336	2,543	2,766	3,009	3,275	3,563	3,877	4,271	
Varsity Head Coach - Girls	4,381	4,653	4,919	5,188	5,459	5,995	6,488	6,982	
Varsity Assistant Coach - Girls	2,987	3,259	3,525	3,794	4,065	4,601	5,094	5,588	
J.V. Head Coach - Girls	2,954	3,226	3,500	3,768	4,041	4,586	5,087	5,588	
Modified Head Coach - Girls	2,336	2,543	2,766	3,009	3,275	3,563	3,877	4,271	
Modified Head Coach - Girls	2,336	2,543	2,766	3,009	3,275	3,563	3,877	4,271	
SKI									
X-C Co-Ed Head Coach	3,904	4,176	4,442	4,711	4,981	5,517	6,011	6,504	
X-C Co-Ed Asst. Coach	2,561	2,830	3,102	3,375	3,647	4,188	4,695	5,200	
Alpine Ski Co-Ed Head Coach	3,904	4,176	4,442	4,711	4,981	5,517	6,011	6,504	
Alpine Ski Co-Ed Asst. Coach	2,561	2,830	3,102	3,375	3,647	4,188	4,695	5,200	
SOCCER									
Varsity Head Coach - Boys	4,389	4,661	4,927	5,196	5,466	6,002	6,496	6,989	
Varsity Asst. Coach - Boys	2,987	3,259	3,525	3,794	4,065	4,601	5,094	5,588	
J.V. Head Coach - Boys	2,954	3,226	3,500	3,768	4,041	4,586	5,087	5,588	
Modified 9 Head Coach - Boys	2,138	2,410	2,679	2,947	3,219	3,758	4,254	4,750	
Modified 7/8 Head Coach - Boys		2,138	2,410	2,679	2,947	3,219	3,758	4,254	4,750
Varsity Head Coach - Girls	4,389	4,661	4,927	5,196	5,466	6,002	6,496	6,989	
Varsity Asst. Coach - Girls	2,987	3,259	3,525	3,794	4,065	4,601	5,094	5,588	
J.V. Head Coach - Girls	2,954	3,226	3,500	3,768	4,041	4,586	5,087	5,588	
Modified 9 Head Coach - Girls	2,138	2,410	2,679	2,947	3,219	3,758	4,254	4,750	

APPENDIX 9
Coaching Salaries 2017-18

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Modified 7/8 Head Coach - Girls	2,138	2,410	2,679	2,947	3,219	3,758	4,254	4,750
SOFTBALL								
Varsity Head Coach - Girls	4,346	4,618	4,884	5,153	5,424	5,960	6,453	6,947
Varsity Asst. Coach - Girls	2,923	3,198	3,469	3,743	4,014	4,557	5,061	5,563
J.V. Head Coach - Girls	2,923	3,198	3,469	3,743	4,014	4,557	5,061	5,563
Modified Head Coach - Girls	2,102	2,376	2,645	2,917	3,188	3,729	4,229	4,728
SWIMMING								
Varsity Head Coach - Boys	4,090	4,361	4,628	4,897	5,167	5,703	6,196	6,690
Varsity Assistant Coach - Boys	2,721	2,993	3,265	3,538	3,808	4,353	4,854	5,356
Varsity Asst Dive Coach - Boys	2,721	2,993	3,265	3,538	3,808	4,353	4,854	5,356
Varsity Head Coach - Girls	4,090	4,361	4,627	4,896	5,167	5,703	6,196	6,690
Varsity Assistant Coach - Girls	2,721	2,993	3,265	3,538	3,808	4,353	4,854	5,356
Varsity Asst Dive Coach - Girls	2,721	2,993	3,265	3,538	3,808	4,353	4,854	5,356
TENNIS								
Varsity Head Coach- Boys	3,415	3,687	3,953	4,222	4,492	5,028	5,522	6,015
J.V. Head Coach - Boys	2,176	2,449	2,721	2,992	3,265	3,808	4,312	4,814
Varsity Head Coach - Girls	3,415	3,687	3,953	4,222	4,492	5,028	5,522	6,015
J.V. Head Coach - Girls	2,176	2,449	2,721	2,992	3,265	3,808	4,312	4,814
TRACK								
Varsity Head Coach - Boys	4,372	4,644	4,910	5,179	5,449	5,985	6,479	6,972
Varsity Assistant Coach - Boys	2,939	3,210	3,481	3,753	4,031	4,570	5,072	5,576
Varsity Assistant Coach - Boys	2,939	3,210	3,481	3,753	4,031	4,570	5,072	5,576
Varsity Assistant Coach - Boys	2,939	3,210	3,481	3,753	4,031	4,570	5,072	5,576
Varsity Assistant Coach - Boys	2,939	3,210	3,481	3,753	4,031	4,570	5,072	5,576
Varsity Head Coach - Girls	4,372	4,644	4,910	5,179	5,449	5,985	6,479	6,972
Varsity Assistant Coach - Girls	2,939	3,210	3,481	3,753	4,031	4,570	5,072	5,576
Varsity Assistant Coach - Girls	2,939	3,210	3,481	3,753	4,031	4,570	5,072	5,576
Varsity Assistant Coach - Girls	2,939	3,210	3,481	3,753	4,031	4,570	5,072	5,576
Varsity Assistant Coach - Girls	2,939	3,210	3,481	3,753	4,031	4,570	5,072	5,576
VOLLEYBALL								
Varsity Head Coach - Boys	3,469	3,741	4,007	4,276	4,546	5,083	5,576	6,069
J.V. Head Coach - Boys	2,246	2,518	2,784	3,053	3,323	3,859	4,353	4,846
Modified Head Coach - Boys	1,511	1,783	2,051	2,320	2,591	3,129	3,624	4,119
Varsity Head Coach - Girls	3,469	3,741	4,007	4,276	4,546	5,083	5,576	6,069
J.V. Head Coach - Girls	2,246	2,518	2,784	3,053	3,323	3,859	4,353	4,846
Freshman Head Coach - Girls	2,176	2,449	2,721	2,992	3,265	3,808	4,312	4,814
Modified Head Coach - Girls	1,511	1,783	2,051	2,320	2,591	3,129	3,624	4,119
WRESTLING								
Varsity Head Coach	5,264	5,536	5,802	6,071	6,342	6,878	7,371	7,864
J.V. Head Coach	3,659	3,929	4,204	4,474	4,748	5,293	5,793	6,292
J.V. Assistant Coach	3,063	3,335	3,601	3,870	4,140	4,676	5,170	5,663
Modified Head Coach	3,019	3,292	3,564	3,836	4,110	4,654	5,157	5,660
Modified Assistant Coach	2,176	2,449	2,721	2,992	3,265	3,808	4,312	4,814

APPENDIX 10

STA Salary Schedule

Step	2013-14	2014-15	2015-16	2016-17	2017-18
1	45,859	46,547	47,245	47,954	48,673
2	47,281	47,990	48,710	49,441	50,182
3	48,745	49,476	50,218	50,972	51,736
4	50,258	51,012	51,777	52,554	53,342
5	51,816	52,593	53,382	54,183	54,996
6	53,421	54,222	55,036	55,861	56,699
7	55,078	55,904	56,743	57,594	58,458
8	56,784	57,636	58,500	59,378	60,268
9	58,545	59,423	60,315	61,219	62,138
10	60,360	61,265	62,184	63,117	64,064
11	62,232	63,165	64,113	65,075	66,051
12	64,160	65,122	66,099	67,091	68,097
13	66,150	67,142	68,149	69,172	70,209
14	68,200	69,223	70,261	71,315	72,385
15	70,314	71,369	72,439	73,526	74,629
16	72,495	73,582	74,686	75,806	76,944
17	74,740	75,861	76,999	78,154	79,326
18	77,058	78,214	79,387	80,578	81,787
19	79,448	80,640	81,849	83,077	84,323
20	81,911	83,140	84,387	85,653	86,937
21	84,450	85,717	87,003	88,308	89,632
22	87,067	88,373	89,699	91,044	92,410
23	89,766	91,112	92,479	93,866	95,274
24	92,809	94,201	95,614	97,048	98,504

INDEX

	Page
Academic Assistance	25
Acceptance of Final Agreement	4
Advantages and Responsibilities	3
Agreements in Good Faith	3
Aides (Elementary)	17-18
Amendment of Relevant Personnel Policies	73
Annuities	61
Application Grievance Procedure	45
Assignment (Proposed Change)	40
Assignments of Professional Staff	40
Attrition	39
Bereavement Leave	47-48
Board of Education Agendas	15
Building Representatives	12
Calendar (School Year)	18-20, App. 6
Chaperoning	67-68
Chaperoning (Rates of Compensation)	67
Child-Rearing Leave	48-49
Class Preparations per Day	22
Class Size	17
Coaching Salaries	66-68, App. 9
Collective Negotiation Representative	1
Committee Membership (District-Wide)	13
Community Education Vacancies	45
Compensation (Additional Degrees and Certifications)	69-70
Conditions of Employment	3
Consecutive Classes (Grades 6-12)	21-22
Copy of Public Records	16
Councils on Professionalism	31
Deductions	63-64
Definitions	2
Department Meetings (Grades 6-12)	22
Derogatory Material (Right to Review/Rebut)	36
Disability (Long-Term)	53-54
Dismissal	28
Dues Deduction	63-64
Duration of Contract	75
Duties (Non-Instructional)	12-13, 27-28
Duties Related to Professional Day	25
Effectuation by Appropriate Legislative Body	1
Elementary Planning	17-18
Emergency Days	20
Emergency Situations	27

INDEX

Extracurricular Activities (Advisorship)	65-66
Extracurricular Activities (Supervisor of)	65
Extracurricular Activity Units	65-66
Filling of Authorized Aide Positions	28
Final Contract (Preparation and Distribution)	74
Fund for Innovation	17
Future Employment-Term Employees	39
Grievance Procedure	5-11
Half Days-Grades K-5	18-19
Half Days-Grades 6-8	19
Handbooks (District and Building)	73
Health Examinations (Tenure)	28
Health Insurance	56-61
Health Insurance Buyout	59-60
Hiring Committee	37
Instruction Days	23-24
Instructional Program Advisor Council (IPAC)	13-14
Interscholastic Athletics	66-67
Inter-School Mail (Right to Use)	15
Intramurals	66
Involuntary Transfer	42-43, App. 8
Jury Service	51
Last Day of School (Elementary)	19
Last Day of School (Grades 6-12)	19
Leave Day Accumulation	47
Leave (Association) for STA Officers and Delegates	51
Leave for Officers of Professional Academic Organizations	51
Leaves of Absence	46-55
Leaves of Absence for Approved Study	51
Length of Professional Day	24, App. 7
Letter Contract Teachers (Full and Part Time)	38
Librarians (Per Diem Days)	23
Life Insurance	62
Lunch (45 minute)-Elementary	18
Machine Scoring of Standardized Tests	23
Meetings-Association (Building Level)	12
Meetings-Association (Right to Schedule)	15
Meetings-Faculty/Staff	15
Memoranda of Agreement	4, 74
Military Service	37
Negotiation Procedures	3-4
Non-Instructional Duties	12-13, 27-28
Notices (Right to Post)	15
Notification of Tentative Assignments	40
Number of Classes per Day	21
Observations of Probationary Professionals	34

INDEX

Optical Care Benefits (Review of Potential)	62
Parent Communication	23–24, 25
Parent-Teacher Conferences for Teaching Teams Grades 7-8	19–20
Payroll (Written Requests)	73
Peace Corps	37
Personal Business Leave	46
Personal Business Leave Restrictions	47
Personal Illness Leave	46
Personnel Folder (Right to Review)	35–36
Picture Identification Badges	29
Planning (Elementary)	17–18
Planning Periods (Grades 6-12)	20
Posting for Vacancies	45
Probationary Professional (First and Second Year)	35
Probationary Professional (Third Year)	35
Professional Courtesy	36
Professional Days	30
Professional Development (Outside of Regular School Day)	32
Professional Performance Review	33–34
Professional Performance Review Pre-Conference	34
Professional Performance Review Reports	34–35
Professional Practices Committee (PPC)	12
Professional Practices Panel	26
Professional Review of Tenured Professionals	35
Provisions Contrary to Law	73
Public Employees' Fair Employment Act (Application of)	40
Reduction of Staff	39
Reimbursement for Use of Personal Vehicle	29
Release Time for Officers	12–13
Release Time for President and Employer/Employee Relations Chairperson	13
Restoration of Sick Leave (Re-Employed Professional Staff)	38
Retirement (Notification of Intent to Retire)	54
Review of Section 403(b) or IRS Regulations	54–55
Right to Convene	1
Road/Walkway/Parking Lot Conditions	28
Sabbatical Leave	50–51
Salary Placement	37-38
Salary Placement (Additional Credit Granted by BOE Discretion)	38
Salary Schedule	App. 10
School Counselors	71
School Planning Teams	17–18
Selection of Representatives	4, 12
Seniority for Part-time Professionals	39
Sick Leave Bank	52–54
Staff Development (Mandated) and Instructional Days	73

INDEX

Staffing Patterns	73
Stipends (Psychologists and Social Workers)	71
Stipends (Science Teachers)	70
Stipends (Special Assignment)	70
Stipends (Special Education Teachers)	70
Student Support Programs (Elementary)	23
Students (No Requirement to Drive)	28
Substituting	22
Summer School Salaries	72
Superintendent's Conference Days	19
Termination of Probationary Professional	35
Transfers	41-44
Travel Between Schools or Separated Buildings	29
Tutoring	71
Typist Services	28
Uniformity of Rules and Regulations	73
Unused Sick Leave (Payment upon retirement)	54
Vending Machine Use	16
Vista	37
Voluntary Transfer	43-44