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#### **Contract Database Metadata Elements**

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# PROFESSIONAL AGREEMENT

BETWEEN THE

CHIEF EXECUTIVE OFFICER  
OF THE  
HOOSICK FALLS CENTRAL SCHOOL

AND THE

HOOSICK FALLS CENTRAL SCHOOL  
TEACHERS ASSOCIATION

**RECEIVED** July 1, 1999 - June 30, 2003

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NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD

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## STATUTORY REQUIREMENT

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 I

#### PREAMBLE

##### Section 1

In order to effectuate the provisions of Chapter 392 of the Laws of 1967 (The Public Employees' Fair Employment Act), to encourage and increase effective and harmonious working relationships between the Hoosick Falls Central School District Board of Education (hereinafter referred to as the "Board") and its professional employees represented by the Hoosick Falls Teachers Association (hereinafter referred to as the "Association"), and to enable the professional employees more fully to participate in and contribute to the development of policies for the school district so that the cause of public education may best be served in Hoosick Falls, this Agreement is made and entered into this 23rd day of August, 2001 by and between the Board and the Association.

ARTICLE 2

RECOGNITION

Section 1

The Hoosick Falls Central School Board of Education having determined that the Hoosick Falls Central School Teachers Association is supported by a majority of the members of a bargaining unit composed of all professional, certified personnel except the Chief Executive Officer, the Secondary Principal, the Middle School Principal and the Elementary Principal, hereby recognizes the Hoosick Falls Central School Teachers Association as the exclusive negotiating agent for the professionally certified personnel in such unit.

The Board agrees not to negotiate with any other teacher organization other than the Association for the duration of this Agreement.

ARTICLE 3

DURATION OF AGREEMENT

Section 1

This contract will be effective as of July 1, 1999, and shall continue in effect through June 30, 2003.

ASSOCIATION

CHIEF SCHOOL EXECUTIVE

BY Maria M. Amann

BY Roger E. Chry

Dated this 23 day of August, 2001

## ARTICLE 4

### PROCEDURES FOR CONDUCTING NEGOTIATIONS

#### Section 1 - Introduction

It is contemplated that terms and conditions of employment provided in the Agreement shall remain in effect until altered by mutual agreement in writing between the parties.

#### Section 2 - Opening Negotiations

No later than February 1 of the last year of the contract, the parties will enter into good faith negotiations in an effort to reach agreement on matters raised by either party concerning the terms and conditions of teachers' employment for the following year(s).

#### Section 3 - Principles

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. While no final agreement shall be executed without the ratification of the Association and the Board, the parties mutually pledge that their representatives will be clothed with all the necessary powers and authority to make proposals, consider proposals, and reach agreement in the course of negotiations.

#### Section 4 - Exchange of Information

Both parties and/or the Superintendent shall furnish each other, upon reasonable request, all available information pertinent to the issues under consideration for negotiations.

## ARTICLE 5

### ASSOCIATION PRIVILEGES

#### Section 1

- A. The Board and its representatives will provide assistance to the Association through information needed by the Association for negotiations and in developing intelligent, accurate programs on behalf of the teachers and students.
- B. The Association will have the right to use the school building for meetings without cost and at reasonable times. Clearance for these meetings must be made through the Superintendent of Schools.
- C. The bulletin boards in each faculty room can be used by the Association for the purpose of displaying notices, circulars, and other Association material.
- D. The Association will have the right to place notices, circulars and other material in teachers' mailboxes. The material placed in the faculty mailboxes will be identified with the Association name.
- E. The Association will have the right to continue any present privileges related to the faculty lounge, including the right to make and consume coffee, providing the rooms are kept clean.
- F. All meetings between the Board and the Association will be held after school hours.
- G. The Board will install and maintain exhaust fans in the faculty rooms.
- H. The Board will give printed minutes of each Board meeting to the President of the Hoosick Falls Teachers Association two days after official approval of the minutes by the Board of Education.
- I. The Association will have the right to procure and maintain vending machines in the faculty rooms. The Superintendent of Schools will be involved with the installation and location of the machines.
- J. The Association will have the right to reproduce materials on District copying machines. Copying paper used will be replaced by the Association.

K. The administration will replace typewriters with computers for the faculty rooms, for use only in those rooms. This replacement will be completed by September 1999.

L. The District will select and provide a teacher workroom in the elementary school, the middle school and the high school. Each workroom shall have a work table, a properly functioning copier, properly functioning equipment to make overhead transparencies and the necessary supplies therefor. The copiers shall be considered to be "properly functioning" within the meaning of this provision so long as the District has a service contract in effect for the repair and maintenance of the copiers.

M. Telephones shall be placed in locations mutually agreed to by the District and the Association in the elementary school, the middle school and the high school, to afford teachers privacy for calling parents and conducting other business related to the performance of their duties as teachers in the District. Long distance calls for such purposes shall continue to be made through the appropriate office.

N. Parking Lot Assignment:

The District will provide a sufficient number of parking spaces clearly designated for faculty use. The District shall distribute one parking sticker to each teacher. Additional stickers may be provided to teachers upon request. Only vehicles displaying such a sticker shall be allowed to park in the spaces designated solely for faculty use.

**Section 2**

Upon reasonable request by the Executive Committee of the Association, the Superintendent will give that committee an opportunity to meet with him/her to discuss the school budget and other school related items.

**ARTICLE 6**

**DUES DEDUCTION AND AGENCY FEE**

**Section 1**

A. The Board agrees to deduct from the salaries of its employees dues of the Association and affiliated organizations.

B. Such deductions will be based on an authorization form presented to the Board for each teacher and will remain in effect until withdrawn by the teacher



through the Association Treasurer. Such withdrawal may be made only during the period September 1 through October 1 of each school year.

C. All deductions shall take place in the 10 consecutive pay periods following October 1.

D. All money deducted will be turned over to the Treasurer of the Association on the same day as deducted and the Board is free of responsibility for this money at this time.

E. Deductions will not be made any other time of the school year except for teachers entering the system after October 1.

## Section 2

A. The District agrees to deduct from the salaries of those members of the bargaining unit who are not members of the Association an amount equivalent to the total annual dues levied and paid by each member of the Association.

B. The Agency Shop Fee deduction shall follow the same procedure as stated in Section 1, 1C, 1D, 1E of Article 6.

C. An amount will be deducted from part-time teachers equal in percentage to the percent of full-time salary the part-time teacher is receiving (i.e., if teacher is paid at 50%, dues deduction 50% of annual dues levied). All substitute teachers working on a per diem salary are exempt.

D. The Association agrees to:

1. Provide the District with a list of nonmembers.

2. Provide legal counsel for all agency fee action, suits, proceedings or litigation that may be brought jointly against the Association and any of its agents and the School District and any of its agents wherein the aggrieved party claims to have been damaged or injured in any way by reason of the foregoing Agency Fee provision in this contract.

E. The Association affirms that it has adopted such procedure for refund of Agency Shop Fee deductions as required in Section 3 of Chapters 677 and 678 of the Laws of 1977 and of the State of New York.

F. The Association further agrees, that in the event of any judgment against the District arising out of the Association's failure to comply with the Chapter 677 and

678 of the Laws of 1977 of the State of New York, the Association, upon receiving written notice and a copy of such judgment, will pay such judgment in its entirety.

G. Future Agency Fee legislation shall take precedence over anything agreed to in Article 6, Section 2 of this contract.

H. The District and the Association will comply with the spirit and the intent of the law.

## ARTICLE 7

### SCHOOL CALENDAR

#### Section 1

The school calendar shall be negotiated each spring.

## ARTICLE 8

### TEACHER ASSIGNMENT

#### Section 1

All teachers will be given written notice of their tentative programs for the coming school year, including the classes to which they will be assigned, the grades and/or subjects they will teach, and any special or unusual classes that they will have, not later than between May 1 and May 31.

#### Section 2

In order to assure that pupils are taught by teachers working within their areas of competence, teachers will not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates and/or their major or minor fields of study.

### Section 3

A. Notice of any involuntary transfer or reassignment shall be given to teachers not later than between May 1 and May 31 of the preceding year unless an extreme emergency prevents notification by this date.

B. Teachers being involuntarily transferred or reassigned shall be notified of the teaching assignments available in their area of certification. Once notified, teachers with the most seniority in their certification area may request a specific teaching assignment to which they desire to be transferred. Assignment within an area of certification will be determined by the seniority of individual teachers in that certification area.

### Section 4

On or before June 10 in each school year, teachers in grades K-4 will receive a tentative class list for the coming school year.

## ARTICLE 9

### TEACHER EVALUATION

#### Section 1

A. All teacher evaluations shall be for the purpose of improving instruction and to determine teacher performance in the classroom.

B. All monitoring or observations of the work performance of a teacher shall be conducted openly and with the full knowledge of the teacher.

C. A written evaluation, the form to be mutually determined by the Board of Education, Administration and the Teachers Association, shall be used for evaluation purposes. Forms to be available by September 1 of each school year.

D. Observation for the purpose of teacher evaluation shall be conducted at least three times a school year for probationary teachers. One of these observations will be unannounced and two will be announced. Once implemented in any given school year, unannounced observations will be used in the evaluation of all probationary teachers. Tenured teachers will be evaluated as deemed necessary by the Administration. The Administration will share with the School Board the results of these evaluations.

E. For probationary teachers, areas of weakness will be cited and detailed and suggestions for improving instruction will be specifically outlined.

F. All evaluations will be reduced to writing and placed in employee's mailbox. A follow-up conference will be held after each evaluation between the evaluator and teacher as soon as possible but not later than five school days following formal observation unless the evaluator or teacher is ill, experiences a death in the family, or a catastrophic event, or unless mutually agreed upon.

G. The results of the observation and conference shall be entered on the approved form with a copy given to the teacher involved.

H. Before an evaluation report is placed in the personnel record, the teacher concerned shall have an opportunity to make written comments about the report. The teacher will affix his or her signature to the evaluation signifying that he or she has read the report. Such signature does not necessarily indicate that the teacher agrees with the evaluation.

I. Teachers will have the right, upon request, to review any written statements concerning their conduct or teaching abilities and to make copies of same. Pre-employment reference materials are excluded from review unless the teacher obtains a written release from the originator.

J. No material relative to a teacher's conduct, service, character or personality will be placed in any teacher's file unless the teacher has had an opportunity to review the material. The teacher is obliged to acknowledge that he had the opportunity to review such material by affixing his signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof, but merely indicates that he has seen such report. The teacher shall have a right to submit a written answer to such material and his answer shall be reviewed by the Superintendent and attached to the file copy.

## ARTICLE 10

### TEACHING LOAD AND HOURS

#### Section 1

A. All teachers are expected to be in the building by 8:00 a.m. and in their respective homerooms by 8:05 a.m. each day. Teachers shall remain as long as necessary after the end of the pupil day to perform duties such as meetings with parents and students, but in no event should a teacher leave before the first buses have left the school grounds.

B. Notwithstanding the foregoing, the District may alter the starting time of the teacher work day in accordance with the following:

1. The teacher work day will not increase in length. For clarification purposes, by way of example, if a bargaining unit member is required to start work one-half hour earlier, then (s)he will be required to complete work one-half hour earlier.

2. The starting time of the teacher work day will be changed only as necessitated by an alteration in the District bus schedule and implementation of same.

3. The teacher work day shall not begin prior to 7:30 a.m. nor later than 8:45 a.m.

4. Prior to altering the start of the teacher work day, the District shall notify the Association in writing thirty (30) calendar days prior to the implementation of said alteration. This notification shall also include specifics regarding the need to alter bus runs and how those bus runs have been altered.

## **Section 2**

A. All K-12 teachers shall have a duty-free lunch period of thirty (30) minutes each day.

B. Any K-6 teacher whose schedule permits can volunteer to supervise the elementary school cafeteria and receive an annual stipend of \$500 for said duty. Volunteer forms for said duty will be distributed each year to all elementary faculty.

C. All K-6 teachers will have a minimum of 175 minutes per week unassigned preparation time.

D. Any 7-12 teacher whose schedule permits can volunteer to supervise the secondary school cafeteria and receive an annual stipend of \$500 for said duty. If the number of volunteers exceeds the number of supervisory assignments for said duty, personnel will be selected on the basis of most seniority. If the number of supervisory assignments exceeds the number of volunteers, the administration will assign teachers on the basis of least seniority. Volunteer forms for said duty will be distributed each year to all secondary faculty.

## **Section 3**

Teacher aides employed to assist in classroom work and in the library shall be under the teacher's direct supervision.

## **Section 4**

An elementary teacher shall have the option of leaving the classroom when a special teacher is in charge of the class.

## **Section 5**

The daily assignment of secondary school teachers shall be as follows:

1. Five (5) instructional periods.
2. One (1) preparation period.
3. One (1) period which may require supervision of pupils but will not require instruction. The supervision may be in the hall or in a regular study hall. If hall duty assignments are given, volunteers will be requested first. If the number of volunteers exceeds the number of hall duty assignments, personnel will be selected on the basis of most seniority. If the number of hall duty assignments exceeds the number of volunteers, the administration will

assign teachers on the basis of least seniority. A teacher may agree to accept an assignment of a sixth instructional period in lieu of 3. Volunteer forms for said duty will be distributed each year to all secondary faculty.

### Section 6

All effort will be made to keep class size between 25 and 30.

### Section 7

A. All bargaining unit members will be assigned to either homeroom supervision or hall supervision from 8:05 to 8:15 a.m. Most senior people will have a choice of either duty. If the number of members exceeds the number of supervisory assignments, those not assigned will be determined by most seniority.

### Section 8

A. It is imperative that constant curriculum study and reevaluation be made during the school year and a continual effort will be made by the professional staff to achieve this end. It will be the responsibility of the Administration to call meetings to institute this study and reevaluation of curriculum and general education discussion.

B. General faculty meetings for the secondary or elementary area will be limited to one a month and will be held after the end of the pupil day (2:50 p.m. to 4:05 p.m.). An agenda for these general faculty sessions will be placed in each teacher's mailbox at least five days in advance. If a situation arises that needs immediate attention, the five day rule can be waived.

### Section 9

A. The Association and the Administration, in an effort to insure the continuance of high academic achievement on the part of students at the Hoosick Falls Central School, agree to the following statements:

1. We recognize that in many instances some students require more time and individual attention in order to successfully complete a course of study than other students. Consequently, we support the idea that it is the professional duty of teachers to make themselves available to those students who might request extra help or for those students the teacher feels need additional instruction beyond the regularly scheduled school day of classes.

2. All professional staff will make themselves available to their students on the second and fourth Wednesday of each month for remedial or developmental help. If no students avail themselves of this help, the staff member will notify the Building Principal before leaving the building. If the days are not acceptable due to a long term commitment, then alternate days can be arranged between the Building Principal and individual staff members.
3. We recognize that the student has the primary responsibility for his/her academic work, and he/she is obliged to place this responsibility above all other school related activities. It is recognized by the parties involved that the teacher can require students to attend help sessions after the end of the pupil day (2:50 p.m. to 4:05 p.m.)
4. Even though attendance at the help session will take precedence over any extra-curricular activity a student might engage in, it is understood that a teacher will use his/her professional knowledge and experience in determining if it is in the best interest of the child to require him/her to stay if the scheduled activity is more than a usual practice session.



## ARTICLE 11

### EMPLOYEE RIGHTS

#### Section 1

A. The Association and the Board agree that all applicants will be considered for unfilled or new employment opportunities without regard to race, creed, sex, marital status, or Association membership. Marital status shall refer to the family relationships between a presently employed teacher of Hoosick Falls Central School and an applicant for a teaching position in the Hoosick Falls Central School District, either by birth or marriage.

B. All vacancies occurring during the school year shall be posted as soon as they are known, in both faculty rooms. The president of the Association will be notified of any vacancies that occur at the same time the vacancy is posted. Each teacher interested in a position must notify the Superintendent of Schools within two (2) school weeks.

C. The two-week time period shall be waived if mutually agreed to by the Superintendent and the President of the Association.

D. During the summer the Association President will be notified by registered mail, receipt requested, of all openings.

E. Teachers within the system shall be given preference for said vacancies, all qualifications being equal. If said applicant is either accepted or rejected, he/she will be notified in writing. If said applicant requests reasons for his/her rejection, such reasons will be given him/her orally by the Superintendent.

F. Non-tenured teachers hired to start work by the first day of school in September of a given school year will be notified of termination by April 15 of the school year prior to the school year of termination. Non-tenured teachers hired to start work at a time other than the first day of school in September of a given school year will be notified of termination seventy-seven calendar days prior to termination. Days in the months of July and August shall be excluded from the seventy-seven calendar day calculation. Exception to these notifications will be termination due to budgetary consideration or to action under Section 3012, 3019-A or 3031 for reasons of insubordination, incompetence or morals.

## Section 2

A. Only professionally qualified candidates shall be considered for initial employment. A professionally qualified candidate should have at least a Bachelor's Degree and a provisional or permanent certificate valid for the area in which the teacher is assigned.

B. A team of one to four representatives from each department where a vacancy occurs will be designated by the members of such department to interview candidates being considered for employment and to make recommendations for employment from the list of all prospective candidates to the Superintendent, who shall transmit those recommendations to the appropriate building principal. The team may conduct interviews with the participation of the building principal if the team desires the principal to participate. One team of representatives will be designated for each vacancy and all such teachers, when possible, will, as a team, interview each candidate. Interviews may occur without all team members when it is not possible to have all team members present for such interviews.

## Section 3

A. The Superintendent will make available upon request to all teachers the approved list of substitutes at the earliest possible date each year. A teacher with the prior approval of the principal may select from the approved list of substitutes the name of the person who would most appropriately carry on the responsibility of teaching in his/her absence.

B. A student may not be used as a substitute teacher.

C. The District will advertise for and, whenever possible, will hire certified substitutes to fill long-term temporary vacancies. Long-term temporary vacancies are hereby defined as vacancies which will last for two (2) calendar months or more. The District will advertise for certified substitutes in accordance with this section when notified, in writing, by a bargaining unit member that he/she will be absent from school for two (2) calendar months or more.

## Section 4

No student teacher will be assigned without the consent of the teacher.

## Section 5

A. The Head Football Coach will receive up to a maximum of four (4) days release time from his regular classroom duties to facilitate storage and organization of football equipment.

B. A teacher will teach five (5) classes and use the sixth period to work with the Administration in helping run the athletic program per job definition set between Administration and the teacher. Such person will be known as the Athletic Coordinator.

## Section 6

Any employee as defined in the Recognition Clause may join the Association and take an active role without fear of reprisal from the employer or his/her agents.

## Section 7

A. If and when the District should find it necessary to eliminate teaching positions, it shall do so in accordance with Section 2510 of the New York State Education Law and where possible shall eliminate teaching positions by the natural process of attrition.

B. Teachers shall be offered re-employment in the reverse order of their termination when openings exist.

## Section 8

Under no circumstances shall an administrator or a teacher reprimand each other before a group or an individual student. The teacher may have an Association representative present at any meeting at which a reprimand is to be made.

## Section 9

Personnel covered by this Agreement will be paid every other Thursday beginning with the second Thursday after the first official day of school or by the 15th of September, whichever comes first.

## Section 10

If members of this bargaining unit volunteer to perform duties that involve terms and conditions of employment beyond those stipulated in this contract, it is understood by both parties that the "volunteer duties" will in no way establish precedent or past practice. This applies to "volunteer duties" that have occurred and are occurring since September 1, 1975.

## ARTICLE 12

### LEAVES OF ABSENCE

#### Section 1 - Sick Leave Including Personal Business

- A. Twelve (12) days per calendar year at full pay will be available as sick leave days, two (2) of which will be considered as personal business days for which no reason need be given. All twelve days not used shall be cumulative to an unlimited maximum. For those teachers with ten years completed experience in the Hoosick Falls Central School, the above leave will be 14 days in place of 12 sick days including (2) days personal business. All (14) days not used will be cumulative to an unlimited maximum.
- B. The Board reserves the right at any time to request a physician's statement to substantiate the cause of a sick leave absence in excess of three consecutive days.
- C. Personal business is granted for an emergency of a personal, legal or business nature and when such occurrence is on a normal work day. Vacation or recreation shall not be considered a personal business day.
- D. Cumulative allowable sick leave shall be computed as of September 1 of each school year.
- E. Accompanying the first paycheck of the school year shall be a statement of the accumulated credited sick leave for each teacher. Said statement to include the sick leave for the current year.
- F. If a teacher has been absent thirty-six (36) consecutive school days in any one school year due to illness and if that teacher has expended all accumulated sick leave, the teacher will be entitled to receive supplementary sick leave pay for the remainder of the school year. The supplementary sick leave pay will be the difference between the teacher's contracted salary and the Board approved daily

substitute rate in effect at the time of application up to 1/200 of Step 1, Column 1. The illness must be substantiated by a physician's statement.

G. An individual can only collect supplementary sick leave two consecutive school years. During the second year, after they have expended their sick leave, the teacher is entitled to collect supplementary sick leave after a 36-day waiting period for the remainder of that school year. An individual will again be eligible for supplementary sick leave after a one year waiting period.

### Section 2 - Family Illness or Death

- A. Leave for Death: Limited to 5 consecutive days for each occurrence.
- B. Leave for Family Illness: Total of 5 days per year non-cumulative.
- C. These shall include individuals no further related than uncle or aunt by blood or marriage.

### Section 3 - Other Leaves

- A. At least one (1) day for the purpose of visiting other schools with Superintendent's permission.
- B. Permission to attend meetings or professional conferences of an educational nature may be granted by Administration. Two teachers from an elementary grade, that is K-4 Elementary, or from a department (such as Music, Science, Physical Education, etc., including Grade 5-6, Middle School teachers holding K-6 General Education Certification area) will be allowed to attend. The Administration will make a decision concerning the request after being given reasons why more than one should attend. Employees attending such conferences will be reimbursed for room, board, transportation, and registration only.

The Superintendent will provide a specifically designated space where (s)he shall deposit all notices of conferences received by the Superintendent's office within one week of receipt of any such notice. The deposited notices may be picked up by the Association President or designee at any time after any such notice is deposited.

- C. Eight (8) days in aggregate shall be provided for Association representatives to attend meetings, conferences, and/or conventions at the organization with which the Association is affiliated. Attendance at the New York State Teachers Retirement System meetings shall not be included in the above eight (8) days. Time for a maximum of two representatives to attend the New York State Teachers Retirement System meetings will be granted.

When possible, requests for these days must be presented to the Building Principal at least one (1) week in advance of days taken for this purpose. Requests will be in writing and signed by the Association President.

D. Time necessary for appearances in a legal proceeding connected with the teacher's employment or with the school system. Remuneration\* for these appearances other than expenses shall be paid to the district.

\* Limited to monies received from agencies other than the school.

#### **Section 4 - Child Rearing Leave**

A. An employee shall be granted child rearing leave without pay upon submission of a written application which shall, so far as possible, be made three (3) months before the expected birth date and contain the anticipated date of return. Such leave shall commence at any time selected by the employee.

B. The duration of such leave shall not be more than two years. Exception to this rule may be made upon application to the Board of Education.

C. For non-tenured teachers, child rearing leave shall be an interruption of the probationary period and not in lieu of service in meeting the requirements for serving a probationary period. A teacher, tenured or non-tenured, shall not receive salary increase credits or benefit credits during such leave.

D. The teacher on leave shall have the option of participating in School District fringe benefit programs by contributing the full amount of such program elected.

E. The teacher returning to the school system shall be given the same position as before the commencement of his/her leave or a position within grades K-4 if a primary grades teacher, or grades 5-6 if a middle school teacher holding K-6 General Education certification.

#### **Section 5 - Leave Without Pay**

A. A leave of absence without pay or step increment of up to a maximum of two years will be granted for serious illness to a teacher holding tenure, and, in addition, a teacher holding tenure may be granted up to a maximum of two years leave of absence for stated personal reasons. Additional leave may be granted at the discretion of the Board.

B. Any teacher whose personal illness extends beyond the period of accumulated sick leave may be granted a leave of absence for such time as necessary for completed recovery from such illness up to a maximum of two years.

C. One year leave of absence without pay will be granted to one teacher who requests such leave in order to participate in Association activity. Any extension of such leave will be granted only with the approval of the Board of Education.

D. All requests for leaves or extensions or renewals of leaves will be applied for and granted in writing.

E. The teacher on leave shall have the option of participating in the School District fringe benefit programs by contributing the full amount of any such program elected.

F. Ninety (90) days prior to the end of the leave, the employee on leave is expected to notify the Superintendent of Schools of his/her intention to return to his/her position.

G. 1. Recognizing that certain situations arise necessitating individual leave day(s) without pay, (hereinafter "deduct days"), bargaining unit members can use deduct days for stated personal reasons relative to number two (2) below.

2. Deduct days can be taken for (1) immediate family obligations, including occasions such as graduation(s), wedding(s), legal business, long term family illness (as examples) and/or (2) when other extenuating or special circumstances exist. Immediate family members are those recognized as such in Article 12, Section 2C of the Collective Bargaining Agreement.

3. It is expressly understood by both parties that any extended or recurring activity such as vacation, recreation, non-school related functions, or other business ventures do not comply with the provisions of this agreement.

4. Written notification will be given to the Superintendent of Schools at least thirty (30) calendar days prior to the leave date(s) when the leave is foreseeable. In emergency situations, when the leave is not foreseeable, notification must be made as soon as possible once the bargaining unit member realizes the need for such notification.

5. The parties expressly agree that the fact of a bargaining unit member's having no accumulated leave time available at the time of his/her need for a deduct day(s), shall not, in and of itself, constitute an emergency situation or extenuating circumstance and that notification (see 4 above) must be given to the Superintendent of Schools.

6. In the event that an occasion or circumstance is not consistent with two (2) above or if no reason is stated in the member's written notification, the Superintendent of Schools will notify the bargaining unit member, in writing, within fifteen (15) calendar days of receipt, of the reason(s) that said notification does not comply with the provisions of this Article.

7. A bargaining unit member's pay shall be reduced by 1/200 of his/her annual salary for each deduct day taken in accordance with the provisions of this agreement.

### **Section 6 - Paid Leave of Absence for Early Retirement**

A. A teacher with a minimum of ten (10) years of service to the District will be granted a paid leave of absence for early retirement.

1. By May 1, of the school year prior to the full one (1) year before a person is eligible for retirement at age 55, the teacher will notify the District of his/her desire to retire with a formal letter of resignation for the purpose of retirement dated June 30 of the actual year of retirement. The School Board would accept the resignation at the next scheduled meeting of the Board of Education.

2. The teacher will be paid from September through June of this one year. The teacher will be paid on normal payroll dates - 50% of the salary she/he would have received for the normal assignment for that school year.

3. During the paid leave of absence the individual will be entitled to all benefits as stipulated in the contract with the exception of accumulated sick leave for the year of early retirement.

4. At the time of retirement, age 55, the teacher will receive all retirement benefits as stipulated in the contract.



## ARTICLE 13

### SABBATICAL LEAVE

#### Section 1

A. All certified personnel who have served at least seven years in this school district, and who have permanent certification for their assignment, may, upon recommendation of the Superintendent and with the approval of the Board of Education, be granted a leave of absence for study or independent study related to the individual's field, providing such individual returns to the district for a period of at least one (1) year following the leave so granted.

B. Consideration must of necessity be given to the availability of an adequate substitute for the teacher under consideration for sabbatical leave. Leave will not be granted unless a qualified substitute can be obtained. No more than two (2) teachers in the system in any one school year will be granted this leave. If more than two apply, preference will be given those with the most service in the home district and those applying before November 1. A sabbatical leave must be applied for by November 1 and proof of definite plans for the leave must be submitted to the Superintendent by April 1.

#### Section 2

Such leave when approved shall be for a full school year. The person granted such leave shall receive, at normal payroll days, one half of the pay he/she would have received for his/her normal assignment during the year he/she is on leave.

#### Section 3

The person on leave shall not be entitled to all salary increments and other benefits awarded during the time of this leave. However, this year shall count towards longevity.

#### Section 4

It is understood that any teacher granted a leave of absence under these provisions shall return to the same assignment in the school district as before the commencement of sabbatical leave or an assignment in grades K-4 if a primary grades teacher, or grades 5-6 if a middle school teacher holding K-6 General Education Certification.

## **Section 5**

If a teacher received remuneration while on sabbatical leave, for any purpose or service, the amount shall be reported to the Board. If the sum of the sabbatical leave pay plus the outside remuneration during the regular school year exceeds the contract salary, this amount shall be reduced from the Board's share of payment.

## **ARTICLE 14** **POSITIONS IN SUMMER AND EVENING SCHOOL**

### **Section 1**

A. All positions in summer and evening school will be posted on the bulletin boards in both faculty rooms immediately when known by the Administration.

B. Teachers interested must, within five (5) school days, in writing, apply for a position to the proper administrator.

C. Teachers that have taught the subject in the summer or evening school will receive the first preference. After this, teachers will be chosen by length of service in the home school system when possible, providing it is within their subject matter.

D. If the Administration is not sure if enough pupils will register for a course, teachers will receive only temporary appointments, and the appointment will not be binding until final class lists are established.

## **ARTICLE 15** **TEXTBOOKS AND SUPPLIES**

Textbooks and supplies are essential tools for instruction.

The School District will make a genuine attempt to provide these tools to the teacher for the pupils of the District.

**ARTICLE 16**  
**PROFESSIONAL DEVELOPMENT COMMITTEE**

Continual professional growth in the Teaching Staff is both desirable and necessary. In order to insure this, a joint Professional Development Committee will:

1. Consist of two (2) administrators appointed by the Superintendent of Schools.
2. Consist of two (2) members of the Teachers Association appointed by the Association President.
3. Participate in planning for Superintendent Conference days, in-service programs and experimental programs.

**ARTICLE 17**  
**TEACHER - ADMINISTRATION LIAISON COMMITTEE**

A. It is agreed by the Association and Administration that a liaison committee will be established between the teaching staff and administration. It is the purpose of this committee to discuss and propose solutions to professional problems (curriculum, scheduling, class size, etc.) that are brought before this group.

B. The committee shall consist of the Superintendent and such administrators as he/she may designate in addition to four Association members appointed by the President with the approval of the council.

C. It is understood by both parties that this committee is advisory in nature and that it will not impair the negotiating procedure between the Board of Education and the Association's negotiating committee as provided by the Taylor Law.

D. If either the Association or the Superintendent believes that Board of Education members should be present to discuss matters of mutual interest and concern, then interested Board members may attend.

E. The committee shall meet on at least a monthly basis during the school year unless mutually agreed to otherwise. The time and place of the meetings will be agreed upon by committee members. However, the committee shall not meet during the school day, and shall therefore meet only during after school hours. At least one week prior to each committee meeting, District and Association committee members shall exchange written agendas for the upcoming committee meeting.

## **ARTICLE 18**

### **TEACHER RIGHTS AND PROTECTION**

A. Members of the bargaining unit may use reasonable physical force for any of the following purposes:

1. To protect oneself from physical injury.
2. To protect another pupil or teacher or any other person from physical injury.
3. To protect property of the District or of others.
4. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of the District's functions, powers or duties, if that pupil has refused to comply with a request to refrain from further disruptive acts.

## **ARTICLE 19**

### **IN-SERVICE PROGRAMS**

A. The Board will promote and support sound in-service education programs in the District.

B. Recognizing that college extension programs do not always meet the needs of teachers, interested faculty members may enroll and receive credit for in-service courses.

C. In-service courses may be initiated by either the District or the Association.

D. Teachers will receive increments for in-service credits in blocks of six (6) at the same rate as being paid for college credits when the following conditions have been met:

1. The in-service program has been approved by both the District and the Association.
2. In-service program credit will be at the ratio of one (1) credit for each fifteen (15) hours of class meetings.
3. Attendance is required at all class sessions. However, if, at a meeting of the Superintendent and the representatives of the Association, it is felt that the circumstances causing absence were justified, credit will be given. But in no case can credit be given if less than 80% attendance took place.

E. Any local teacher who instructs an in-service program and receives no compensation shall receive in-service credit at the rate stated above.

## **ARTICLE 20**

### **GRIEVANCE PROCEDURE**

#### **Section 1 - Definitions**

##### **A. Definitions**

1. A "grievance" is defined as a complaint by a teacher or a group of teachers based on an alleged violation, misinterpretation or inequitable application of any of the provisions of this contract.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve this claim.
4. "Teacher" shall mean any employee whose position requires certification by the State Department of Education or any group of such employees.
5. "Immediate Supervisor" shall mean the elementary principal for teachers whose assignment is mainly K-6; the high school principal for teachers whose assignment is mainly in grades 7-12, and those teachers working in both areas, it shall be the administrator that is involved.

6. "Chief Administrator" shall mean the Superintendent of the District.

7. "Representative" shall mean the person or persons designated by the aggrieved employee as counsel or to act in his/her behalf.

**B. Purpose**

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

2. Nothing herein contained shall be construed as limiting the right to any individual teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association. In any case, where the issue raised affects a group or class of teachers and involves the interpretation of meaning of the Agreement, the Association shall be notified of the grievance and be given the opportunity to be present at such adjustment and to state its views.

**C. Procedure - Time Limits**

1. A grievance will be initiated no later than ninety (90) school days after the act or occurrence giving rise to the grievance.

2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

3. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if unresolved until the beginning of the following year could result in irreparable harm to a party in interest, the time limits set forth herein may be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

**D. Procedures - Principles**

1. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged.
2. An employee shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal.
3. An employee shall have the right to be represented at any stage of the procedure by an Association member of his/her choice.
4. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such case.
5. All hearings shall be confidential.
6. It shall be the responsibility of the chief administrator for the district to take such steps as may be necessary to give force and effect to these procedures. Each immediate supervisor shall have the responsibility to consider promptly each grievance presented to him/her and make a determination within the authority delegated to him/her within the time specified in these procedures.
7. These procedures may be amended only after all employees have had opportunity to react to and express their views regarding such proposed amendments.

**E. Procedures - Stages**

**1. Informal Stage**

The aggrieved employee shall orally present his/her grievance to his/her immediate supervisor who shall orally and informally discuss the grievance with the aggrieved employee. The immediate supervisor shall render his/her determination to the aggrieved employee. If such grievance is not satisfactorily resolved at this stage, the aggrieved employee may proceed to the formal stage.

## **2. Formal Stage 1**

- a. Within five school days after a determination has been made at the preceding stage, the aggrieved employee may make a written request to the chief administrator for review and determination.
- b. The chief administrator shall immediately notify the aggrieved employee and the immediate supervisor to submit written statements to him/her within five school days setting forth the specific nature of the grievance, the facts relating thereto, and the determination previously rendered.

## **3. Formal Stage 2**

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Formal Stage 1, or if no decision has been rendered within ten school days after he/she has first met with the Superintendent and the grievance involves a question concerning the interpretation or meaning of the Agreement, he/she may file the grievance in writing with the Chairman of the Association's Grievance Committee within five school days after a decision by the Superintendent, or fifteen school days after he/she has first met with the Superintendent, whichever is sooner. Within five school days after receiving the written grievance, the Grievance Committee may refer it to the Board. Within fifteen school days after receiving the written grievance, or such longer time as may be mutually agreed upon, the Board and the Superintendent will meet with the aggrieved person for the purpose of resolving the grievance, provided, however, that the Board may designate a committee of its members to hear grievances and report thereon to the Board, which shall then act on such report.

## **4. Formal Stage 3**

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Formal Stage 2, or if no decision has been rendered within fifteen school days after he/she has first met with the Board or its designated committee, he/she may, within five school days after a decision by the Board or twenty school days after he/she has first met with the Board or its designated committee, whichever is sooner, request in writing that the Chairman of the Grievance Committee submit the grievance to arbitration. The Chairman of the Grievance Committee may submit the grievance to arbitration within fifteen (15) school days after receipt by the aggrieved person notifying the Board to that effect.



b. Within fifteen school days after such written notice of submission to arbitration, the Board and the Grievance Committee will request a list of arbitrators from the American Arbitration Association. Both parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

c. The arbitrator so selected will confer with representatives of the Board and the Grievance Committee and hold hearings promptly in the School District and will issue a decision not later than twenty days from the date of the close of the hearings, or if oral hearings have been waived, then from the date the final statements and proofs are submitted. The decision of the arbitrator will be in writing and will set forth his/her 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 the Agreement. The decision of the arbitrator shall be final and binding on the parties. The costs for the services of the arbitrator, including expenses, if any, will be borne equally by the Board and the Association.

**F. Rights of Teachers to Representation**

1. No party in interest, Building Representative, member of the Grievance Committee or any other participant in grievance procedure shall be penalized in any way or suffer any professional disadvantage by reason of participation in the processing of any grievance.

2. Any party in interest may be represented at all stages of the grievance procedure by a person of his/her own choosing, except that he/she may not be represented by an official representative or an officer of any teacher organization other than the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at Stages 1, 2 and 3 of the grievance procedure.

G. The grievance procedure set up on September 17, 1963 under Article 16, General Municipal Law, shall continue in effect to handle all other grievances.

## ARTICLE 21

### INSURANCE

A. The Board will provide a health insurance plan that gives the same or better benefits as the State Health Insurance Plan. The Board may provide an HMO and a PPO plan as optional health insurance plans.

1. Effective June 30, 1998, the Board will contribute 90% of the premium cost for individual, two person, and family health insurance coverage for all bargaining unit members entitled to health insurance. Bargaining unit members are therefore required to contribute 10% of the premium cost for individual, two person, and family health insurance coverage effective June 30, 1998.

B. Retirees and dependents will be eligible to join the plan stated in Part A. The Board will contribute 50% of the cost for the individual and 35% of the cost for the dependent for retirees who are members of the health insurance plan. This article will remain in force for a continuous five-year period and is not subject to re-negotiations unless agreed to by the Association, and only then the amount being contributed by the Board can be renegotiated for the 50-35 base level. For each year that contract negotiations are renewed, one year will be added to this clause in order to maintain the five-year extension. If the Association chooses to reopen the clause on the percentages for retired teachers, the whole clause will be subject to re-negotiations.

C. The deductible on the Major Medical coverage shall be \$100 for an individual and \$300 for a family.

D. Effective June 30, 1998, a prescription co-payment of \$4.00 shall be required of all bargaining unit members.

E. (1) Effective September 1, 1996, the District shall implement a pre-tax dollar benefits plan provided pursuant to Section 125 of the U.S. Internal Revenue Code ("IRS 125") for those bargaining unit members who wish to participate in said plan. The District shall choose the IRS 125 Plan Administrator. The IRS 125 Plan may permit pre-tax dollar allocation for health insurance premiums, other health care payments, and custodial care payments.

(2) Effective September 1, 1997, the District shall implement a pre-tax dollar benefits plan pursuant Section 125 of the U.S. Internal Revenue Code ("IRS 125") administered by Preferred Group Plans, Inc. (Preferred Plan), for those bargaining unit members who wish to participate in said plan. The Preferred Plan's operating procedures shall be jointly determined by the parties. The Preferred Plan may be utilized for premium payments, dependent care, and unreimbursed medical expenses.

**ARTICLE 22**  
**VESTING - HEALTH INSURANCE**

A. An employee who has served fifteen (15) years with the Hoosick Falls Central School District and vests his or her retirement benefits may continue to be enrolled in the Health Insurance Plan by paying the full cost of the insurance. When the employee elects to retire, he/she will then be eligible for health insurance on the same basis as other retirees from the School District as long as the individual stays in the school health plan by paying full costs for the entire time until retirement and does not become a member of another plan.

B. An employee must have ten (10) years in service in the Hoosick Falls Central School District in order to be eligible for the health insurance coverage upon retirement as stated in Articles 21 and 23.

**ARTICLE 23**  
**ADDITIONAL HEALTH PAYMENT**

Upon retirement from the Hoosick Falls Central School, each 10-day block of accumulated sick leave (or major fraction thereof), up to a maximum of 300 days, will earn an additional 1% of District share above the 50-35% level now offered in Article 21, Section B.

**ARTICLE 24**  
**HEALTH INSURANCE FOR TEMPORARY - PART-TIME TEACHERS**

Part-time teachers hired for short duration (e.g. less than (.5) employment for less than one semester) will not be eligible for health insurance benefits.

**ARTICLE 25**  
**SICK BANK**

**A. Definition**

The sick leave bank is a means of providing sick leave for those participating members who have a long-term illness and/or injury and who have exhausted all of their available personal sick leave. Long-term is defined as an illness/ injury requiring absence from work of two months or more, as documented by a physician.

**B. Purpose**

The primary purpose of this provision is to bridge the gap between the exhaustion of a teacher's own sick days and eligibility for Article 12, Section 1F, "Leaves of Absence".

**C. Trustees**

The sick bank will be administered by a committee of two:

1. The President of the Association or his/her designee.
2. The Superintendent of the School District or his/her designee.

A unanimous vote by the committee is required for approval.

**D. Appeal**

The decision of the committee will be final. The decision will not be reviewable by any other individual or committee and will not be subject to the grievance procedure.

**E. Membership**

Only those members who choose to join the sick bank are eligible to subsequently use it. All bargaining unit members employed at the Hoosick Falls Central School District as of the effective date, or later, are eligible to join.

**F. Effective Date**

November 1, 1987.

**G. Contribution**

All bargaining unit employees who elect to join will contribute one (1) sick day to the bank. The deadline for membership in the 1987-88 school year is December 4, 1987. (This deadline may be waived by mutual agreement of the Trustees). The deadline for all new employees will be 15 working days from their first day of employment. When the sick bank falls below twenty days, the trustees will call for another contribution of one (1) day per employee.

**H. Withdrawal From Sick Bank Program**

Anyone withdrawing from the sick bank program or refusing to contribute when called for by the trustees will be dropped from the program and forfeit any right to days contributed.

**I. Implementation**

A member who meets eligibility requirements must then observe the following procedure:

1. Make application to the trustees.
2. Provide a written statement from a physician indicating a minimum duration of two months for illness. By mutual agreement the trustees may require a second opinion from a doctor of their choice, at district expense.
3. Request a maximum of thirty school days per application.
4. Wait a full thirty school days from date of initial application before reapplying for any reason.

**J. Repayment**

Upon resumption of duties and re-accumulation of sick days, a member will begin a repayment of days he/she has drawn from the pool. The number of days to be repaid will equal the number of days drawn less the number of days personally contributed. Said repayment will be at the rate of two days per year.

**ARTICLE 26**  
**TERMINAL PAY**

A. A teacher with a minimum of ten (10) years of service to the District will be granted a terminal pay allowance at the time of retirement if the person meets the following qualifications:

1. By May 1st of the school year prior to the school year of retirement or vesting, the teacher will notify the District of his/her intention to retire with a formal letter of resignation.
2. Each bargaining unit member will be eligible for the Terminal Pay Allowance (TPA) at 55, 56, 57 or 58 years old.
3. The amount of terminal pay allowance will be computed using the following formula:

AL-Accumulated leave as of June 30 of the school year of retirement.

TPA - Terminal Pay Allowance.

TPA = AL x the Certified Substitute Daily Rate

**ARTICLE 27**  
**TAX-SHELTERED ANNUITY**

A. Payroll deduction for tax-sheltered annuity programs are available to all staff members but limited to (12) twelve different insurance carriers including Aetna, Metropolitan, Prudential and Travelers.

B. Replenishment: When the number of the available insurance carriers decreases below the twelve (12) different carriers, the school district business office will immediately notify the "Teachers Association". The "Teachers Association" will select a new insurance carrier on or before August 15.

If the number of active insurance carriers decreases after August 15, the selection of a new insurance carrier will not occur until August 15 of the next fiscal year. The fiscal year is defined as July 1 to June 30.

C. Changing TSA Carriers by Employees: Employees shall be allowed to change their Tax Sheltered Annuity carrier only twice during the fiscal year.

Changes in carriers will only be allowed in September and in January of the same fiscal year.

D. Carrier Cancellation: If a Tax Sheltered Annuity carrier discontinues offering a TSA plan during a fiscal year, the employees involved will be allowed to change at any time during the fiscal year to an existing TSA. The Association may select a new carrier within forty-five (45) school days from the date the carrier notifies the school district that they will no longer provide a TSA.

- 1) Aetna Life Insurance and Annuity Company
- 2) BNL Securities, Inc./Cadaret
- 3) Keystone
- 4) Metropolitan Life Insurance Company
- 5) The Prudential Insurance Company of American
- 6) The Travelers Insurance Company
- 7) Nationwide Life Insurance Company
- 8) The American Funds Group
- 9) Fidelity Investments
- 10) Teachers Insurance and Annuity
- 11) Putnam Fiduciary Trust Co.
- 12) Oppenheimer Shareholder Service

**ARTICLE 28  
SALARY SCHEDULE**

Section 1

Step	1999-2000		2000-2001		2001-2002		2002-2003	
	BA	MA	BA	MA	BA	MA	BA	MA
1	27,541	30,023	28,219	30,762	29,066	31,685	29,938	32,636
2	28,276	30,753	28,972	31,511	29,841	32,456	31,048	33,430
3	29,095	31,577	29,812	32,354	30,706	33,325	32,157	34,348
4	29,874	32,356	30,610	33,153	31,529	34,148	33,298	35,491
5	30,603	33,378	31,357	34,200	32,298	35,226	34,657	36,848
6	31,512	34,292	32,288	35,136	33,257	36,190	35,278	37,491
7	32,490	35,230	33,290	36,097	34,289	37,180	35,940	38,296
8	33,510	36,547	34,374	37,447	35,406	38,571	37,145	39,830
9	34,529	37,885	35,458	38,818	36,522	39,983	38,351	41,182
10	35,549	38,911	36,542	39,868	37,639	41,066	39,556	42,297
11	36,568	40,278	37,627	41,270	38,756	42,508	40,762	43,784
12	37,588	41,360	38,711	42,379	39,872	43,650	41,967	44,960
13	38,607	42,191	39,795	43,230	40,989	44,527	43,172	45,862
14	39,627	42,807	40,879	43,861	42,106	45,177	44,378	46,532
15	40,647	43,956	41,963	45,038	43,222	46,389	45,583	47,781
16	41,666	45,024	43,047	46,133	44,339	47,517	46,789	48,943
17	42,686	46,218	44,131	47,346	45,456	48,766	47,994	50,229
18	43,705	47,338	45,216	48,504	46,572	49,959	49,199	51,457
19	44,725	48,352	46,300	49,542	47,689	51,029	50,405	52,560
20	45,744	49,527	47,384	50,747	48,806	52,269	51,610	54,360
21	46,764	49,850	48,468	51,844	49,922	53,399	52,816	55,535
22	47,784	51,375	49,552	53,430	51,039	55,033	54,021	57,324
23	48,803	52,900	50,636	55,016	52,156	56,666	55,226	58,933
24	49,823	54,425	51,720	56,602	53,272	58,300	56,432	60,632
25	50,842	55,950	52,805	58,188	54,389	59,934	57,637	62,331
26	51,862	57,475	53,889	59,774	55,506	61,567	58,843	64,030
27	52,881	59,000	54,973	61,360	56,622	63,201	60,048	65,729
28	53,901	60,525	56,057	62,946	57,739	64,834	61,224	67,428
29	54,956	62,050	57,154	64,532	58,869	66,468		
30	60,003	63,575	62,403	66,118				
E.C.S.			62,403	66,118	64,275	68,102	66,846	70,826



A. For each hour of approved graduate study successfully completed beyond the Bachelor's Degree, additional salary will be awarded in each of the years as follows:

1999-2000	\$35.00 per credit hour
2000-2001	\$35.00 per credit hour
2001-2002	\$40.00 per credit hour
2002-2003	\$45.00 per credit hour

Additional salary will be awarded with no limit to such credit accumulation for personnel employed before July 1, 1980.

B. Sixty credit hours will represent the maximum salary any teacher can earn no matter how many graduate hours the teacher has acquired. This stipulation will apply to teachers hired after June 30, 1980.

C. All teachers, on step, shall be paid the sum called for at their assigned step.

D. ECS – Educational Consultant Step

Bargaining Unit members who have completed one year at the top step of the salary schedule will advance to the Educational Consulting Step (ECS). The names of ECS members will be on file with the Association President and will be made available to other bargaining unit members upon request as needed. ECS members will be available to advise and to share materials and professional experience.

E. Each teacher will be responsible for supplying a transcript of hours taken after July 1, 1974 and will sign a statement attesting to the fact that hours claimed are graduate hours. Transcripts must be presented to the business office by September 15 if hours are to be calculated and paid for that academic year. If the grade report is submitted by September 15, then transcript deadline will be extended to October 15.

F. For a bona fide doctor's degree, additional compensation will be 40% of the difference between column BA (step 1) and column MA (step 1) of the published salary schedule.

**Section 2 - A**  
**1999-2000 Athletics Salary Schedule for Coaches**

\$37.81 /PT

<b>Sport</b>	<b>Points:</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
<b>Baseball</b>				
Head Coach	68.5	\$2,072	\$2,331	\$2,590
Assistant	56.0	\$1,694	\$1,906	\$2,117
<b>Basketball (Boys)</b>				
Head Coach	85.0	\$2,571	\$2,893	\$3,214
J.V. Coach	67.0	\$2,026	\$2,280	\$2,533
Jr. High Coach	54.0	\$1,634	\$1,838	\$2,042
<b>Basketball (Girls)</b>				
Head Coach	85.0	\$2,571	\$2,893	\$3,214
J.V. Coach	67.0	\$2,026	\$2,280	\$2,533
Jr. High Coach	54.0	\$1,634	\$1,838	\$2,042
<b>Bowling</b>				
Head Coach	47.5	\$1,437	\$1,616	\$1,796
<b>Cheerleading</b>				
Advisor	62.0	\$1,875	\$2,110	\$2,344
<b>Cross Country</b>				
Varsity Coach	54.0	\$1,634	\$1,838	\$2,042
<b>Field Hockey</b>				
Head Coach	63.5	\$1,921	\$2,161	\$2,401
J.V. Coach	51.0	\$1,542	\$1,735	\$1,928
Jr. High Coach	35.5	\$1,074	\$1,208	\$1,342
<b>Football</b>				
Head Coach	77.0	\$2,329	\$2,620	\$2,911
Assistant	59.5	\$1,800	\$2,025	\$2,250
Modified	53.0	\$1,603	\$1,804	\$2,004
<b>Golf</b>				
Varsity Coach	39.5	\$1,194	\$1,344	\$1,493
Assistant	35.5	\$1,074	\$1,208	\$1,342
<b>Softball</b>				
Head Coach	68.5	\$2,072	\$2,331	\$2,590
J.V. Coach	56.0	\$1,694	\$1,906	\$2,117
<b>Track</b>				
Varsity Coach	61.6	\$1,863	\$2,096	\$2,329
<b>Wrestling</b>				
Head Coach	100.0	\$3,025	\$3,403	\$3,781
J.V. Coach	66.5	\$2,011	\$2,263	\$2,514
Jr. High Coach	49.0	\$1,482	\$1,668	\$1,853
<b>Soccer (Boys)</b>				
Varsity Coach	70.5	\$2,133	\$2,399	\$2,666
Jr. High Coach	44.5	\$1,346	\$1,515	\$1,683
<b>Soccer (Girls)</b>				
Varsity Coach	70.5	\$2,133	\$2,399	\$2,666
Jr. High Coach	44.5	\$1,346	\$1,515	\$1,683

**Section 2 - A - 2**  
**2000-2001 Athletics Salary Schedule for Coaches**

\$41,590 /PT

<b>Sport</b>	<b>Points:</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	
<b>Baseball</b>					
	Head Coach	68.5	\$2,279	\$2,564	\$2,849
	Assistant	56.0	\$1,863	\$2,096	\$2,329
<b>Basketball (Boys)</b>					
	Head Coach	85.0	\$2,828	\$3,182	\$3,535
	J.V. Coach	67.0	\$2,230	\$2,508	\$2,787
	Jr. High Coach	54.0	\$1,797	\$2,021	\$2,246
<b>Basketball (Girls)</b>					
	Head Coach	85.0	\$2,828	\$3,182	\$3,535
	J.V. Coach	67.0	\$2,230	\$2,508	\$2,787
	Jr. High Coach	54.0	\$1,797	\$2,021	\$2,246
<b>Bowling</b>					
	Head Coach	47.5	\$1,581	\$1,778	\$1,976
<b>Cheerleading</b>					
	Advisor	62.0	\$2,063	\$2,321	\$2,579
<b>Cross Country</b>					
	Varsity Coach	54.0	\$1,797	\$2,021	\$2,246
<b>Field Hockey</b>					
	Head Coach	63.5	\$2,113	\$2,377	\$2,641
	J.V. Coach	51.0	\$1,697	\$1,909	\$2,121
	Jr. High Coach	35.5	\$1,181	\$1,328	\$1,476
<b>Football</b>					
	Head Coach	77.0	\$2,562	\$2,882	\$3,202
	Assistant	59.5	\$1,980	\$2,228	\$2,475
	Modified	53.0	\$1,763	\$1,984	\$2,204
<b>Golf</b>					
	Varsity Coach	39.5	\$1,314	\$1,479	\$1,643
	Assistant	35.5	\$1,181	\$1,328	\$1,476
<b>Softball</b>					
	Head Coach	68.5	\$2,279	\$2,564	\$2,849
	J.V. Coach	56.0	\$1,863	\$2,096	\$2,329
<b>Track</b>					
	Varsity Coach	61.6	\$2,050	\$2,306	\$2,562
<b>Wrestling</b>					
	Head Coach	100.0	\$3,327	\$3,743	\$4,159
	J.V. Coach	66.5	\$2,213	\$2,489	\$2,766
	Jr. High Coach	49.0	\$1,630	\$1,834	\$2,038
<b>Soccer (Boys)</b>					
	Varsity Coach	70.5	\$2,346	\$2,639	\$2,932
	Jr. High Coach	44.5	\$1,481	\$1,666	\$1,851
<b>Soccer (Girls)</b>					
	Varsity Coach	70.5	\$2,346	\$2,639	\$2,932
	Jr. High Coach	44.5	\$1,481	\$1,666	\$1,851

**Section 2 - A - 3**  
**2001-2002 Athletics Salary Schedule for Coaches**

**\$45.75 /PT**

<b>Sport</b>	<b>Points:</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	
<b>Baseball</b>					
	Head Coach	68.5	\$2,507	\$2,821	\$3,134
	Assistant	56.0	\$2,050	\$2,306	\$2,562
<b>Basketball (Boys)</b>					
	Head Coach	85.0	\$3,111	\$3,500	\$3,889
	J.V. Coach	67.0	\$2,452	\$2,759	\$3,065
	Jr. High Coach	54.0	\$1,977	\$2,223	\$2,471
<b>Basketball (Girls)</b>					
	Head Coach	85.0	\$3,111	\$3,500	\$3,889
	J.V. Coach	67.0	\$2,452	\$2,759	\$3,065
	Jr. High Coach	54.0	\$1,977	\$2,223	\$2,471
<b>Bowling</b>					
	Head Coach	47.5	\$1,739	\$1,956	\$2,173
<b>Cheerleading</b>					
	Advisor	62.0	\$2,270	\$2,553	\$2,837
<b>Cross Country</b>					
	Varsity Coach	54.0	\$1,977	\$2,223	\$2,471
<b>Field Hockey</b>					
	Head Coach	63.5	\$2,324	\$2,615	\$2,905
	J.V. Coach	51.0	\$1,867	\$2,100	\$2,333
	Jr. High Coach	35.5	\$1,299	\$1,462	\$1,624
<b>Football</b>					
	Head Coach	77.0	\$2,818	\$3,171	\$3,523
	Assistant	59.5	\$2,178	\$2,450	\$2,722
	Modified	53.0	\$1,940	\$2,183	\$2,425
<b>Golf</b>					
	Varsity Coach	39.5	\$1,446	\$1,626	\$1,807
	Assistant	35.5	\$1,299	\$1,462	\$1,624
<b>Softball</b>					
	Head Coach	68.5	\$2,507	\$2,821	\$3,134
	J.V. Coach	56.0	\$2,050	\$2,306	\$2,562
<b>Track</b>					
	Varsity Coach	61.6	\$2,254	\$2,536	\$2,818
<b>Wrestling</b>					
	Head Coach	100.0	\$3,660	\$4,118	\$4,575
	J.V. Coach	66.5	\$2,434	\$2,738	\$3,042
	Jr. High Coach	49.0	\$1,794	\$2,018	\$2,242
<b>Soccer (Boys)</b>					
	Varsity Coach	70.5	\$2,580	\$2,903	\$3,225
	Jr. High Coach	44.5	\$1,629	\$1,832	\$2,036
<b>Soccer (Girls)</b>					
	Varsity Coach	70.5	\$2,580	\$2,903	\$3,225
	Jr. High Coach	44.5	\$1,629	\$1,832	\$2,036

**Section 2 - A - 4**  
**2002-2003 Athletics Salary Schedule for Coaches**

\$50.33 /PT

Sport	Points:		Step 1	Step 2	Step 3
Baseball					
	Head Coach	68.5	\$2,758	\$3,103	\$3,448
	Assistant	56.0	\$2,254	\$2,536	\$2,818
Basketball (Boys)					
	Head Coach	85.0	\$3,422	\$3,850	\$4,278
	J.V. Coach	67.0	\$2,698	\$3,035	\$3,372
	Jr. High Coach	54.0	\$2,174	\$2,446	\$2,718
Basketball (Girls)					
	Head Coach	85.0	\$3,422	\$3,850	\$4,278
	J.V. Coach	67.0	\$2,698	\$3,035	\$3,372
	Jr. High Coach	54.0	\$2,174	\$2,446	\$2,718
Bowling					
	Head Coach	47.5	\$1,913	\$2,152	\$2,391
Cheerleading					
	Advisor	62.0	\$2,496	\$2,808	\$3,120
Cross Country					
	Varsity Coach	54.0	\$2,174	\$2,446	\$2,718
Field Hockey					
	Head Coach	63.5	\$2,557	\$2,876	\$3,196
	J.V. Coach	51.0	\$2,054	\$2,310	\$2,567
	Jr. High Coach	35.5	\$1,430	\$1,608	\$1,787
Football					
	Head Coach	77.0	\$3,100	\$3,488	\$3,875
	Assistant	59.5	\$2,396	\$2,696	\$2,995
	Modified	53.0	\$2,134	\$2,400	\$2,667
Golf					
	Varsity Coach	39.5	\$1,590	\$1,789	\$1,988
	Assistant	35.5	\$1,430	\$1,608	\$1,787
Softball					
	Head Coach	68.5	\$2,758	\$3,103	\$3,448
	J.V. Coach	56.0	\$2,254	\$2,536	\$2,818
Track					
	Varsity Coach	61.6	\$2,480	\$2,790	\$3,100
Wrestling					
	Head Coach	100.0	\$4,026	\$4,530	\$5,033
	J.V. Coach	66.5	\$2,678	\$3,012	\$3,347
	Jr. High Coach	49.0	\$1,973	\$2,219	\$2,466
Soccer (Boys)					
	Varsity Coach	70.5	\$2,838	\$3,193	\$3,548
	Jr. High Coach	44.5	\$1,792	\$2,016	\$2,240
Soccer (Girls)					
	Varsity Coach	70.5	\$2,838	\$3,193	\$3,548
	Jr. High Coach	44.5	\$1,792	\$2,016	\$2,240

### Section 2 - B

1. Whenever a new position is created, the pay for that position shall be based upon the same point principles as developed by negotiation (1980-81).
2. Within a maximum of five (5) years, the entire question of the point system for compensation of coaches shall be restudied in order to insure the equality of compensation that the study provided.

3. 1999-2000 2000-2001 2001-2002 2002-2003

August Football (per day)				
Head Coach	57.17	62.89	69.18	76.10
Assistant Coaches (2 maximum)	41.51	45.66	50.23	55.25

August Field Hockey (per day)				
Head Coach	47.14	51.85	57.04	62.74
Assistant Coach (1 maximum)	37.85	41.64	45.80	50.38

August Soccer (per day)				
Head Coach	52.34	57.57	63.33	69.66

4.

Intramurals will receive	580.80	638.88	702.77	773.05
per season for two nights/week for 8 to 10 weeks of intramurals				

5.

The Athletic Coordinator will receive	2,288	2,517	2,769	3,046
per job description between the Association and the Administration				

### Section 3

#### Other Extra-Curricular Activities

<u>A. Yearbook</u>					
	1. Literary Advisor	1,650	1,815	1,997	2,197
	2. Photography Advisor	1,070	1,177	1,295	1,425
<u>B. Dramatics</u>					
	3. Musical	1,108	1,219	1,341	1,475
	4. Drama	1,108	1,219	1,341	1,475
<u>C. Advisors</u>					
	5. Student Council	507	558	614	675
	6. Freshman	490	539	593	652
	7. Sophomore	490	539	593	652
	8. Junior	1,108	1,219	1,341	1,475
	9. Senior	1,108	1,219	1,341	1,475
	10. Honor Society	507	558	614	675
	11. Computer Room	1,161	1,277	1,405	1,546
	12. Ski Club Elementary	490	539	593	652
	13. Ski Club Secondary	490	539	593	652
	14. MS Newspaper Advisor	550	605	666	733
	15. MS Team Leaders	1,100	1,210	1,331	1,464
	16. MS Student Council Advisor	507	558	614	675

### Section 3

#### Other Extra Curricular Activities

1999-2000   2000-2001   2001-2002   2002-2003

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D. Director of Audio Visual

\$1,034	\$ 1,137	\$ 1,251	\$ 1,376
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(per job description between Association and Administration).

E. Summer School

For full day session (one month) 1/10<sup>th</sup> of individual's salary.

F. 1. Adult Education

Instructor      

\$ 26.80	\$ 29.48	\$ 32.43	\$ 35.67
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Registrar for 5 hr. course      

\$ 720.50	\$ 793.00	\$ 872.00	\$ 959.00
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2. Tutoring      

\$ 25.58	\$ 26.86	\$ 28.20	\$ 29.61
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(per hour plus ¼ hour preparation time)

G. Ticket Supervisors

\$ 46.64	\$ 51.30	\$ 56.43	\$ 62.07
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H. Chaperones will be assigned to extracurricular events (plays, games, concerts, dances, etc.) on an equitable basis. If complaints of inequities are made by the volunteers, the Administration and Association will establish the procedure for determining assignments.

(for home activities)      

\$ 46.64	\$ 51.30	\$ 56.43	\$ 62.07
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(for out of town activities)      

\$ 62.00	\$ 68.20	\$ 75.02	\$ 82.52
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I. No teacher will be assigned chaperone duty during school vacation periods unless the involved teacher agrees to the assignment.

J. The Middle School Coordinator will receive \$2,080 (per job description between Association and Administration).

- K. K-12 Coordinator of Computer Services will be compensated and assigned classes as per agreement between the Association and the District.
- L. Cafeteria supervision - \$520
- M. Teachers will be reimbursed for mileage at the approved IRS rate for that given year.
- N. When funded, procedures and compensation for curriculum work will be negotiated between the Association and Administration.