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Contract Database Metadata Elements

Title: **Saratoga Springs City School District and Saratoga Administrators Association (1998)**

Employer Name: **Saratoga Springs City School District**

Union: **Saratoga Administrators Association**

Local:

Effective Date: **07/01/98**

Expiration Date: **06/30/01**

PERB ID Number: **6123**

Unit Size: **16**

Number of Pages: **28**

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Saratoga Springs City School District
And Saratoga Springs Sd
Administrators

PROFESSIONAL AGREEMENT

BETWEEN THE

SUPERINTENDENT OF SCHOOLS AND BOARD OF EDUCATION

OF THE

**CITY SCHOOL DISTRICT
OF
SARATOGA SPRINGS, NEW YORK**

AND THE

SARATOGA ADMINISTRATORS ASSOCIATION

JULY 1, 1998 - JUNE 30, 2001

**NYS PUBLIC EMPLOYMENT RELATIONS BOARD
RECEIVED**

APR 17 2000

CONCILIATION

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**ARTICLE I
PREAMBLE
AND WITNESSETH**

In order to effectuate the provisions of the Public Employees Fair Employment Act of the State of New York (Civil Service Law, Article 14) and to encourage and increase the effective and harmonious working relationships between the Board of Education of the City School District of Saratoga Springs, New York (hereinafter called "Board") and its building administrative employees (hereinafter called "members") represented by the Saratoga Administrators Association (hereinafter called "Association").

Witnesseth:

WHEREAS the Board and association recognize and declare that providing the finest quality of education for children of Saratoga Springs is their mutual aim and purpose.

Now, therefore, in furtherance of said aim and purpose, it is mutually agreed by and between the parties as follows:

**ARTICLE 2
RECOGNITION**

2.1 The Board hereby recognizes the Association as the exclusive and sole bargaining representative for all professionally certificated administrative employees with the exception of the Central Office personnel and department heads. Included, but not limited to are the following: Senior High School Principal, Middle School Principal, Junior High School Principal, Assistant High School Principal, Assistant Junior High School Principal, Assistant Middle School Principal, Middle School Administrative Assistant, Elementary School Principal, Assistant Elementary School Principal, and Director of Physical Education, Athletics and Health.

2.2 The board recognizes the Association as the exclusive representative of the employees so named above for the purpose of negotiations regarding wages, hours, terms and conditions of employment, and in the settlement of grievances under the laws of the State of New York. The parties agree to extend the period of unchallenged representation status for the maximum period authorized by Article 14 of the Civil Service Law, Section 208.

**ARTICLE 3
REQUIREMENT
PER TAYLOR LAW**

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 THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

**ARTICLE 4
SAVINGS CLAUSE**

If any provision of this Agreement is or shall at any time be judged contrary to law in a court or administrative agency of competent jurisdiction, then such provision shall not be applicable or performed or enforced or subject to the grievance procedure, except to the extent permitted by law. However, all other provisions of this Agreement will continue in effect.

**ARTICLE 5
PAYROLL DEDUCTION**

5.1 The District shall withhold from each employee's payroll check an amount authorized in writing by an individual employee and transmit said amount to the Saratoga Teachers Federal Credit Union. This deduction shall be continuous unless changed with a written 30 day notice by the individual. The School District agrees to deduct from the salaries of Administrators monies for tax-sheltered annuities as said Administrators individually and voluntarily authorize in writing the School District to deduct. The school district will transmit said monies promptly to approved participating agencies.

5.2 The District agrees to deduct from salaries of the members in the unit defined above dues for the Association and no more than two other professional organizations as said members individually authorize.

5.3 The district agrees to deduct from the salaries of Administrators, dues for the Saratoga Administrators Association and the School Administrators Association of New York State.

**ARTICLE 6
ASSOCIATION PRIVILEGES**

6.1 The Association will be allowed to use school buildings for official meetings after school hours, provided such meetings do not conflict with previously scheduled events.

6.2 No Administrator shall suffer any personal disadvantage by reason of his/her membership in the Association or participation in its lawful activities.

**ARTICLE 7
PRINTING OF AGREEMENT**

Copies of this Agreement are to be printed at District Expense. The District will distribute copies to each continuing Administrator no more than fifteen (15) days after the signing of the Agreement by both parties. In addition, the District will provide a copy of this Agreement to any newly hired Administrator within fifteen (15) days from his/her first day of employment.

**ARTICLE 8
BOARD RIGHTS**

The Association recognizes that the Board, on behalf of the public, has the responsibility and authority and retains all rights and powers to manage and direct through its administrative personnel all operations and activities of the School District to the full extent authorized by law.

**ARTICLE 9
RESPONSIBILITIES OF
ADMINISTRATORS**

9.1 Notwithstanding any language to the contrary in Board minutes, job description, or in any other document, the Superintendent shall not assign any duties to any members which may require said member to assist directly in collective negotiations. When input from the administrative team is necessary during the Employee/Board negotiations process, a rotating schedule of administrators may be developed. One elementary and one secondary administrator may serve as resource personnel to the Board's team.

9.2 All Association members, in fulfilling the responsibilities of their positions, will act in a moral, legal, ethical, and professional manner, in accordance with the code of ethics of their professional associations (SAANYS, NASSP, and NAESP).

9.3 All Association members will become familiar with, respect, and diligently enforce the provisions of all other collective bargaining agreements entered into between the Superintendent and Board of Education and other employee organizations or unions. The Board of Education's negotiating team will obtain input from members of the Association on negotiations prior to the beginning of the negotiation process with any other employee organizations. At the conclusion of the negotiation process, the Board of Education's negotiating team will explain the new contract to members of the Association.

9.4 The Association will not engage in, authorize, or encourage, either directly or indirectly, any concerted action of cessation, withdrawal, or withholding of services in any manner of form, either in whole or in part, by any members of the Association (or in sympathy with other employees or unions) for any reasons; and no officer or representative of the Association or member of the Bargaining Unit shall be empowered to provoke, instigate, cause, participate in, assist, encourage, or prolong any such prohibited activity.

**ARTICLE 10
PROTECTION OF
PROFESSIONAL REPUTATION**

10.1. No material derogatory of an Administrator shall be placed in his/her file unless the Administrator has had an opportunity to review the material. The Administrator will be provided with a copy of the material and will affix his/her signature to the item to be placed in the file. The signature in no way

indicates agreement with the contents of the material. The Administrator will also have the right to submit a written response to the material and this response will be attached to the document.

10.2. An Administrator shall have the right, upon reasonable request, to review the contents of his/her personnel file and to make copies of any documents in it. An Administrator shall have the right to be accompanied by a representative of the Association during such review. The review of the file shall be during the open office hours of the District and no file may be removed from the office. Excluded from such review are pre-employment recommendations and documents.

10.3. Except as may otherwise be required by law and the regular personnel practices of the District, an Administrator's personnel file will not be open to review and may be reviewed by members of the Board of Education as a personnel issue when the Board acts in its official capacity.

10.4. No complaint will be used in an Administrator's evaluation unless the Administrator is made aware of the complaint in a timely fashion.

10.5. No anonymous complaints shall be made a part of an Administrator's file.

10.6. Only material in the official personnel file may be used in any disciplinary action by the District

10.7. No written material from an Administrator's official personnel file shall be forwarded to a prospective employer or other entity without the Administrator's written permission. This is not intended to limit candid references requested of the District.

ARTICLE 11 JOB DESCRIPTIONS

Each member covered by this Agreement shall perform the duties outlined for his/her position in the job description attached to this Agreement as Appendix B.

[APPENDIX B is a separate document attached and is considered a part of this Agreement]

ARTICLE 12 EVALUATION OF ADMINISTRATORS

12.1. All administrators shall be evaluated annually. These evaluations shall be conducted according to the "General Procedures" contained in Appendix A, and reported on the "Administrative Evaluation Form" also included in Appendix A.

12.2. Evaluations shall be conducted only by the Superintendent or an Assistant Superintendent responsible for Instruction. In the case of Assistant Principals, Administrative Assistants, and the Director for Physical Education, Athletics and Health, the Superintendent may delegate this responsibility to the Building Principal. No surveys will be used in the evaluation of an Administrator.

12.3. The Superintendent or Assistant Superintendent shall share the results of these evaluations by providing a copy of the evaluation to the Administrator. The Administrator shall sign the written evaluation. By affixing his/her signature to the Administrative Evaluation Form, the Administrator acknowledges receipt of a copy of the evaluation, and such signature does not necessarily indicate agreement with the contents of the evaluation. The Administrator may attach a written response to be appended to the written Administrative Evaluation Form if the Administrator wishes to do so.

[APPENDIX A is a separate document attached and is considered a part of this agreement.]

ARTICLE 13 LEAVES

13.1. General Leaves

Each Administrator shall be credited with twenty (20) compensable leave days at the beginning of each year. Any or all of these days may be used for personal illness, illness in the family, bereavement, religious observance, and the attendance at the graduation or marriage of a member of his/her family, personal business and/or any other appropriate reason. If the leave is to be used for personal business, no reason shall be required, but the Administrator shall notify the Superintendent or his/her designee as early in advance as possible which is reasonable under the circumstances. It is understood that these days will be pro-rated if an Administrator is hired during the school year. Compensable leave days shall accumulate without limit.

13.2 Accompanying the first pay check of the school year shall be a statement of the accumulated leave for each Administrator. This statement is to include the compensable leave credited for the current year.

13.3 Extended Leaves Without Pay

With a prior written request to and approval by the Superintendent, leaves (without pay) of long duration may be granted for the reason listed below. Requests will be submitted in writing at least thirty (30) days before commencement of leave. Long duration is defined as from eleven (11) days to and including one (1) full school year.

Leaves (without pay) of long duration may be granted for an Administrator whose personal illness extends beyond the period of accumulated sick leave for such time as is necessary for complete recovery from such illness, but not to exceed one (1) year. Said Administrator may apply for an additional one (1) year extension under the same procedures described in this Agreement and subject to the approval of the Superintendent of Schools.

13.4. The Extended Disability Bank shall be continued and governed according to the following provisions:

13.4.1. The purpose of the disability bank is to provide additional sick leave for those participating members who have exhausted their available sick leave prior to the onset of the disability insurance provided by the School District.

13.4.2. The Disability Bank shall be made up of compensable leave provided under the SAA Contract from employees desiring to participate. Members must agree to contribute ten (10) leave days in order to join and must agree to contribute additional days, as necessary, to replenish the bank.

13.4.3. Thereafter, when the number of days within the bank is diminished, a replenishment shall occur as necessary.

13.4.4. The granting of such extended leave benefits shall be subject to the following conditions.

13.4.4.1 The members accumulated compensable leave is exhausted.

13.4.4.2 The member provides medical evidence acceptable to the District and the Association Committee of the extended nature of the disability.

13.4.4.3 Individual withdrawals shall be recommended by a Committee of three SAA members, appointed by the President, to the Superintendent of Schools.

13.4.4.4 The District reserves the right to withhold such leave benefits when:

13.4.4.4.1 The employee cannot continue to provide medical evidence acceptable to the District when requested to do so by the District.

13.4.4.4.2 The employee may qualify for disability retirement under the Teachers' Retirement System, Social Security, or the disability policy provided to each member by the School District.

ARTICLE 14 NEGOTIATIONS PROCEDURES

Contact to initiate negotiations for a successor agreement shall commence no later than March 1. A mutually acceptable meeting date shall be set not more than fifteen (15) calendar days following request. A tentative list of items for negotiations shall be submitted in writing by each party to the other at least one week prior to the first meeting.

**ARTICLE 15
WORK YEAR**

15.1 Administrators will have 223 work days during the period July 1 - June 30.

15.2 By April 15 or within ten (10) days after the Board adopts the calendar (whichever occurs later), the Superintendent will submit to Administrators a work calendar for the ensuing year. Such calendar shall include the designated Civil Service holidays (when Administrators are not required to be in attendance) together with the required work days. Administrators shall within fifteen (15) calendar days thereafter, return the calendar indicating their choice of vacation days and work days from among those dates available; i.e., days not designated as holidays or work days.

15.3 Any unit member who, as a result of District demand, works beyond the number of full days he/she is required to work, shall be compensated: first in compensable time for each full day (or aggregate of parts of days which equal a full day) worked beyond the requirement; and, second, if it is mutually agreed between the unit member and the Superintendent (or his/her designee) that the compensable time so earned cannot be used or exhausted, the unit member will be compensated at the appropriate per diem rate (e.g., Elementary or Secondary Administrator 1/223; and ten-month Administrator 1/200).

**ARTICLE 16
BENEFITS AND INSURANCE**

16.1 Health Insurance

16.1.1 The Board of Education will pay 90% and the Administrator will pay 10% of the Empire Blue Cross - Blue Shield Matrix I insurance premium. The District's contribution to any HMO plan premium will not exceed the amount paid for the District's health insurance plan and will not exceed 90% of the HMO plan premium. The employee's share will be divided into an equal number of paychecks and this amount will be deducted each pay period.

16.1.2 The Empire Blue Cross - Blue Shield Managed Health Care Plan will be in effect.

16.1.3 Major Medical deductibles will be \$150.00/\$300.00.

16.1.4 Administrators may voluntarily waive health insurance coverage, and be paid 20% of the premium of the Empire Blue Cross - Blue Shield Matrix I Family Plan. Administrators who have waived coverage may re-enter the plan at any time by the first of each calendar month.

16.1.5 The District will continue its past practice of paying the medical insurance premiums for those Administrators who are retired and those Administrators who were employed prior to March 15, 1995. This benefit will not apply to those Administrators employed on or after March 15, 1995.

16.2 Dental and Prescription Plans

Unit members annually by July 1 of each year will have the option of electing coverage under a group family dental plan or a group prescription drug plan. The total cost of the premiums for both plans (family dental and prescription) to be paid by the District shall not exceed \$6,000.

16.3 Life Insurance

The Split-dollar life insurance policy provided to each Association Member employed prior to March 15, 1995, according to the Memorandum of Agreement dated August 15, 1985, shall be in the amount of \$150,000. For each Association member hired on or after March 15, 1995, the District shall provide a stipend of \$300 for the purchase of term life insurance. Payment for this term life insurance stipend is considered income to the member and will be included with any report made to the IRS or the New York State Teacher Retirement System.

16.4 Final Year Increment:

Each Administrator will receive an additional final year increment as follows: \$2400 or 25 years of local service; \$1800 for 20 years of local service; and \$1200 for 15 years of local service.

ARTICLE 17 WORKERS COMPENSATION

17.1 Whenever an Administrator is absent from his/her employment and unable to perform his/her duties as a result of personal injury caused by an accident or assault occurring in the course of his/her employment and received Worker's Compensation payment for such absence, he/she will be paid his/her full salary during his/her absence from employment for an unlimited time as listed by the law (less the amount of any Worker's Compensation award made for temporary disability due to said disability) and no part of such absence shall be charged to his/her annual compensable leave or accumulated leave.

17.2 All Worker's compensation and other indemnification contracts presently in effect shall be continued. These include such contracts as Public Liability and Auto Liability.

ARTICLE 18 BUYOUT OF UNUSED LEAVE DAYS

18.1 For every full ten (10) days of unused compensatory leave, an Administrator will earn one (1) unit of pay at the time of resignation. This will be paid at the rate of \$150.00 per unit utilizing the following formula:

223 X \$150.00
180
for up to twenty-four units.

After two hundred forty (240) days, one (1) unit can be earned for each fifteen (15) additional days of unused compensatory leave payable at the applicable rate per unit as determined above. This will be pro-rated for ten-month employees.

18.2 For every full day of unused compensatory leave, the Administrator will earn one unit of pay at time of his/her retirement or death. This will be paid at the rate of \$70 per unit up to three hundred sixty (360) units.

ARTICLE 19 VACANCIES AND TRANSFERS

19.1 Vacancies

Written notice will be given to the Association of all vacancies which occur in the District. No applicant for a specific position will be interviewed until notice of vacancy has been provided to the Association. No selection will be made until a two-week period has expired. Such notice will contain:

- A. Description and location of the position to be filled.
- B. Qualifications for the position.
- C. Appropriate salary.
- D. Procedures for application.

19.2 Transfers

19.2.1 Tenured Members:

If a tenured member is transferred involuntarily to a position of lesser responsibility within his/her tenure area, said member shall be entitled to the same salary he/she received in his former position and the Board will continue member on that salary level until the salary schedule for the new position entitles him/her to an upward adjustment in salary. Under no circumstances shall such member suffer a decrease in salary.

19.2.2 Non-tenured Members:

If a non-tenured member is transferred to a position of lesser responsibility within his job description, said member shall be entitled to the same salary he/she received in his former position and the Board will continue him/her on that salary level until the salary schedule for the new position entitles him/her to an upward adjustment in salary. Under no circumstances shall such a person suffer a decrease in salary.

**ARTICLE 20
PROFESSIONAL DEVELOPMENT**

20.1 Each member in the Association may be afforded the opportunity to attend professional meetings and visit other schools to investigate new approaches and concepts in education, as directed. With the Superintendent's prior written approval, each member of the Association may be afforded the opportunity to take graduate level courses. This will be at District expense, as budgeted. This will keep each member abreast of new developments and will enable the District to have the best in quality education.

20.2 During the summer recess period, an Administrator may apply for up to a two-week leave with pay for the purpose of professional development.

**ARTICLE 21
GRIEVANCE PROCEDURE**

21.1 Definition:

For the purpose of the administration of this grievance procedure, a grievance shall be defined as a claim by any unit member or group of members in the negotiating unit of an alleged violation of any article or section of this Agreement, and any policy of the Board of Education which effects the terms and conditions of employment of any Association member.

21.2 Purpose:

To encourage the prompt and equitable solution to problems which might become grievances and to insure that no member need fear coercion, interference, restraint, discrimination, or reprisal for utilizing said procedure.

21.3 Stage I:

A member or Association that feels aggrieved shall orally and informally confer with his/her immediate supervisor.

21.4 Stage II:

If the grievance is unresolved at Stage I within thirty (30) days, the aggrieved may request a review of the determination by the Superintendent. This request shall be in writing and shall include the facts of the grievance. The Superintendent will render his decision in writing within thirty (30) days.

21.5 Stage III:

If the grievance is unresolved at Stage II within thirty (30) days, the aggrieved may exercise the option to request binding arbitration by filing a demand with the Board of the American Arbitration Association in accordance with its rules and procedures. The cost of such arbitration to be shared equally between the Board and the Association.

**ARTICLE 22
TERMINATION, DISCIPLINE**

22.1 Termination of employment or discipline of an employee shall be in accordance with applicable law.

22.2 The Superintendent will notify probationary Administrators of termination of employment not later than April 1. The Superintendent will notify Administrators eligible for tenure of his/her recommendation with respect thereto not later than March 1. The Superintendent will notify Administrators eligible for tenure during the school year at least ninety (90) days before the expiration of their probationary period. The board will take official action no later than forty-five (45) days following the Superintendent's notification.

22.3 In the event of reduction in staff or abolition of positions, provisions of the Education Law, Section 2510 shall apply. Administrators shall be laid off in the inverse order of seniority in the same administrative grade level tenure area and be placed on a preferred eligibility list for seven (7) years.

22.4 Administrators who are laid off shall receive at least sixty (60) calendar days' notice prior to the end of the current school year.

22.5 Subject to applicable law, (New York State Education Law, Section 2510) when an administrator is notified of layoff, he/she shall be permitted to accept a probationary or temporary appointment to any other position in the same administrative grade level tenure area he/she is qualified to perform, provided a vacancy exists at the time of or during the layoff.

22.6 The Board shall not abolish any position held by a member of the Association in existence at the commencement of and for the duration of this Agreement without prior consultation with the Association. The Association agrees that the final determinations lie solely with the Board of Education.

**ARTICLE 23
GENERAL PROVISIONS**

23.1 No member of the Association shall suffer any personal disadvantage by reason of his membership in the Association or participation in its lawful activities.

23.2 The Association will be provided with one copy of the official minutes of the Board meetings as soon as possible after the meetings. A copy of the tentative agenda of the meetings will be given the Association prior to said meetings.

23.3 Terms and conditions of employment provided in this Agreement shall remain in effect until altered by mutual agreement in writing between the parties. This Agreement supersedes and cancels all previous agreements between the Board and the Association. The provisions of the Agreement shall be incorporated into and be considered part of the established policies of the Board. This Agreement shall not be reopened unless agreed to in writing by both parties.

23.4 Before the School District knowingly adopts change in policy not covered by this Agreement but which affects Administrators' terms and conditions of employment, the School District will notify the Association President or his designated representative in writing that it is considering such a change. The Association shall have the opportunity to meet and negotiate the impact of the proposal before adoption.

ARTICLE 24 MISCELLANEOUS

24.1 Physical Examination

The District will reimburse up to \$100.00 for bi-annual physical examination for each member of the Unit. The \$100.00 reimbursement will be net of any insurance coverage for the examination. Each Administrator may choose a physician of his/her choice, with a report of the examination provided to the Superintendent of Schools.

24.2 Reimbursement for Use of Personal Vehicles

Any Administrators who is required by the District to drive his/her own personal vehicle will have mileage paid at the District rate for such authorized use.

24.3 Liaison

The Superintendent and the Executive Committee of the Association shall meet at least four times per year to discuss items of mutual concern. The SAA will deliver to the Superintendent an agenda for this meeting five days in advance of the meeting. The meeting can be canceled by mutual consent. Meeting dates will be agreed upon by the Superintendent and the President of the SAA by September 1.

ARTICLE 25 COMPENSATION

25.1 Appendices C-1, C-2, and C-3 represent the salary schedules for each of the three years of this Agreement. Each current Administrator has been placed on these schedules according to the salary amounts agreed upon and as set forth in Article 23.3 of this Agreement below.

25.2 All Administrators hired during the term of this agreement shall be placed on the step schedule appropriate to the position being filled. The Superintendent or his/her designee shall have the sole and complete discretion to determine the step level placement for each Administrator hired during the term of this agreement. Each Administrator shall advance one step each year during the term of this Agreement and as set forth on the step schedules.

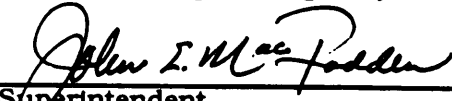
25.3 Each year, each member of the Association shall receive written notice from the Central Office of his/her salary and step placement on the salary schedule.

**ARTICLE 26
DURATION**

The terms of the Agreement shall be from July 1, 1998 through June 30, 2001. All provisions of this Agreement will remain in full force and effect until superseded by a subsequent Agreement.

IN WITNESS WHEREOF, the parties hereto have executed the Agreement on the
12th day of November, 1998.

For the Saratoga Springs City School District:



Superintendent



President, Board of Education

For the Saratoga Administrators Association:



President

**APPENDIX A
EVALUATION PROCEDURES**

GENERAL PROCEDURES

**GENERAL PROCEDURES FOR COMPLETING THE ADMINISTRATIVE
EVALUATION FORM:**

A. Supervisor's Responsibilities

A.1 Pre-conference

A.1.1 Each supervisor has the responsibility for meeting with the Administrator to be evaluated prior to October 1 of each school year for the purpose of developing goals and objectives that will be included in the evaluation process.

A.1.2 Each supervisor has the responsibility for scheduling a pre-conference for the purpose of explaining the process and describing the procedures that will be followed. The pre-conference can be as informal as a telephone call, or as formal as a written communication between the supervisor and the Administrator.

A.2 Conference

This conference will include a review of goals and objectives, accomplishments, and areas in need of further development. This conference will be scheduled by the supervisor no later than February 1 of each year.

A.3 Complete Administrative Evaluation Form

Each supervisor will complete the Administrative Evaluation Form at least once each year prior to June 1 for each Administrator under his/her supervision.

A.4 Post-Conference

A post-conference will be held prior to June 1 of each year. At this post-conference, the supervisor shall provide the Administrator with a copy of the completed Administrative Evaluation Form, followed by a discussion of the contents of the Form if deemed necessary by either party.

B. Administrator's Responsibilities

B.1 Preparation for conference

Each Administrator shall prepare a listing of the major accomplishments and identify the areas for future development. These will form the basis for discussion at the conference.

B.2 Participate in conference

B.3 Conference follow-up

Attach any further information of an explanatory nature if necessary to the completed Administrative Evaluation Form.

PERFORMANCE APPRAISAL FACTORS

Following are listed seven factors that will be considered when evaluating administrators. These factors will be related to the general job requirements and established individual goals and objectives.

1. **LEADERSHIP CHARACTERISTICS:** Capacity to make effective decisions and accept responsibility; empathy, ability to effect desired changes; enthusiasm and initiative show in performance; ability to motivate others.
2. **DECISION-MAKING:** Ability to identify and isolate problems; success in solving problems; willingness to accept assistance, judgement; logical thinking; application of creativity and imagination; willingness to make difficult decisions.
3. **SUPERVISION:** Skill in evaluating performance of others; knowledge and skill in employment of effective supervisory techniques and methods; skill in human relations.
4. **PERSONAL MANAGEMENT:** Ability and willingness to plan; capacity to establish proper priorities; ability to get things done; proficiency in performance of necessary routine tasks; punctuality and attendance.
5. **PROFESSIONAL RESPONSIBILITIES:** Observance and support of policies and administrative procedures; positive participation in committee/study group/task force assignments; positive participation in problem-solving activities; participation in development and in support of established goals and objectives; acceptance of program leadership role; efforts directed toward self-improvement.
6. **PROFESSIONAL KNOWLEDGE AND PERFORMANCE:** Specific knowledge in subject or program area; knowledge of current trends, theories, practices; efforts directed toward continuous development of a strong program.

7. PERSONAL QUALITIES: Appropriate appearance; communications skills; health and vitality; emotional stability; positive outlook; cooperation, confidence, integrity; objective, sympathetic; cordial.

3. DISTRICT GOALS AND OBJECTIVES

The evaluator will include in the narrative of the Administrative Evaluation Form a description of his/her appraisal of the administrator's performance with respect to the accomplishment of assigned District goals and objectives. It is recognized that all administrators will not have participated in each of the District goals and objectives. Rather, each administrator would have a relatively few assigned objectives on which to base this performance evaluation.

4. ADMINISTRATIVE EVALUATION FORM

The Administrative Evaluation Form shall be completed in duplicate and signed by both parties with the original placed in the personnel file of the Administrator. By affixing his/her signature to the Form, the Administrator signifies only that he/she has received a copy of the completed form, and not necessarily agreement with its contents. The Administrator has the option of attaching a response to the contents of the form if he/she desires.

SARATOGA SPRINGS CITY SCHOOL DISTRICT
SARATOGA SPRINGS, NEW YORK 12866

Interim Report _____
Annual Report _____
(Check one of the above)

ADMINISTRATIVE EVALUATION FORM

Evaluation of _____

Date _____ School Year _____

Completed by _____

INTRODUCTORY STATEMENT: General description of position and how long the incumbent has held the position.

PERFORMANCE APPRAISAL FACTORS: A description of how the Administrator met the Performance Appraisal Factors which were appropriate to his/her position.

DESCRIPTION OF MAJOR ACCOMPLISHMENTS: A description of the major accomplishments based on the general job requirements and the established goals and objectives.

AREAS FOR FURTHER DEVELOPMENT: A description of the areas of performance that need to be developed.

Signature _____
(Administrator)

Date Signed: _____

Signature _____
(Supervisor)

Date Signed: _____

**APPENDIX B
JOB DESCRIPTIONS**

BUILDING PRINCIPAL

OBJECTIVE: To provide an environment which is conducive to the creation of an optimum learning situation for all students and one that is consistent with the District philosophy and goals established by the Board of Education.

SCOPE: The building principal is the chief instructional leader and chief administrator of each building, and as such, establishes in the school an atmosphere of academic excellence and mutual respect, implements procedures that support instruction and learning, and works regularly with others to improve the instructional program. The building principal is responsible for the effective administration of curricula and instruction, staff, pupil personnel, financial management, school building and equipment management and school-community relations.

RESPONSIBILITIES:

1. To administer all aspects of the school in compliance with all aspects of Education, state and federal regulations, Board of Education policy, administrative regulation and the terms of this Agreement.
2. To monitor and assess all aspects of the creation, implementation and evaluation of the curricula and to ensure that the curricula is consistent with the District's philosophy and goals.
3. To review pupil progress, to assess program needs, and to develop, in cooperation with others, strategies for the improvement of curricula and instruction.
4. To participate or share in the responsibility in the selection, placement, orientation, in-service training and supervision of staff. Provides assistance and guidance to personnel, evaluates performance and makes recommendations relative to tenure or permanent appointment, promotion, transfer or dismissal.
5. To enforce all appropriate provisions of the District's negotiated agreements with other bargaining units and to cooperate with management at appropriate levels during grievances.
6. To develop, communicate and implement a code of student behavior expectations, to apply appropriate strategies in handling student discipline and conflict resolution, and to exercise responsibility for student suspension, expulsion and other disciplinary action in compliance with due process procedures established in Education Law, Commissioner's Regulations and District Policies and Regulations.
7. To provide an efficient and a systematic maintenance of necessary student and personnel records and to follow District policies regarding access and confidentiality of such records.
8. To cooperate in the overall management of financial affairs relating to the operation of the school and to follow federal, state and local rules, laws and regulations relating to school finance and funding.

9. To prepare building budget under the general direction of the Central Administration.
10. To provide for equitable and effective use of building, grounds, and equipment and to insure that these resources are maintained according to Board of Education policy.
11. To insure compliance with all fire and other safety laws and regulations.
12. To interpret policies, rules and regulations, objectives, conditions and needs of the school and District to various publics and staff.
13. To involve citizen groups, such as the HSA, in two-way communication between the school and community.
14. To participate in preparing an annual assessment report and to utilize this information to establish goals for the improvement of instruction.
15. To support appropriate student activity programs consistent with District philosophy and regulations.
16. To cooperate with community social service agencies in coordinating efforts of mutual concern and responsibility.
17. To provide staff with a process to design, deliver and improve teaching and learning and to assist staff with tools to communicate with parents what is needed from them for the student's success.
18. To keep the Superintendent and Assistant Superintendent informed of significant development, achievements or problems in the building.
19. To make periodic reports, to prepare statistical studies, and to propose possibilities of research and experimentation to the Superintendent or Board of Education as necessary.
20. To perform other administrative tasks and to assume such other responsibilities as designated by the Superintendent and/or Assistant Superintendent responsible for curriculum and instruction.

ASSISTANT PRINCIPAL/ADMINISTRATIVE ASSISTANT

OBJECTIVE:

To provide assistance to the building principal in the successful management of personnel and resources and to create the optimum learning environment for all students and one that is consistent with District philosophy and goals established by the Board of Education

SCOPE:

The Assistant Principal/Administrative Assistant is responsible to the building principal in the achievement of objectives relating to curricula and instruction, staff, pupil personnel, finance management, school building and equipment and school-community relations.

RESPONSIBILITIES:

The Assistant Principal/Administrative Assistant will assist with any of the following at the direction of the Building Principal.

1. To assist in the overall administration of the school.
2. To work with department heads and other administrators in developing, implementing and monitoring the building budget as applicable.
3. To supervise and evaluate personnel, as directed by the principal.
4. To enforce student behavior code and maintain student discipline in a consistent and appropriate level.
5. To work with staff in the improvement of instruction and to cooperate with community social agencies in coordination efforts of mutual concern and responsibility.
6. To maintain appropriate communication with students, parents and staff.
7. To supervise student attendance reporting procedures.
8. To maintain an accurate inventory of equipment and supplies.
9. To keep the building principal informed of significant developments, achievements or problems.
10. To chair or participate in the CSE building program.
11. To develop in consultation with others an effective master schedule.
12. To oversee extracurricular activities.
13. To assist as requested with requisitioning supplies, textbooks and equipment and conducting inventories, maintaining records, and checking receipts on such materials.
14. To assist in conducting safety inspections and safety drill practice activities.
15. To serve with parent, staff and student groups as requested in advancing education and related activities.
16. To participate in District-wide activities, in-services, and committees as appropriate.
17. To serve as administrator in charge during the absence of the principal.
18. To coordinate scheduling and implementing of special events.
19. To perform such other tasks and to assume responsibility as the building principal may assign.

DIRECTOR FOR PHYSICAL EDUCATION, ATHLETICS AND HEALTH

OBJECTIVE:

To provide an environment which is conducive to the creation of an optimum learning situation in physical education, athletics and health for all students and one that is consistent with the District philosophy and goals established by the Board of Education.

SCOPE:

The Director for Physical Education, Athletics and Health supervises all intramural and interscholastic programs including the use of facilities for such purpose. The Director works cooperatively with all building principals in the area of physical education and health programs, staffing, and budget. The Director is responsible to the Assistant Superintendent responsible for instruction in the area of K-12 curriculum and staffing; the District Business Official for budget; and the High School Principal and Junior High School Principal for program, student management, and interscholastic sports.

RESPONSIBILITIES:

ATHLETICS:

1. To plan, schedule, and supervise interscholastic and intramural day, evening, and weekend events.
2. To administer and direct coaches including their meetings and to interview and recommend candidates, including volunteers, to fill coaching positions.
3. To administer and participate in the preparation of athletic events, including the preparation of facilities, securing of necessary faculty personnel (ticket sellers, ticket takers, supervisors, police, public address crews, doctors, ambulance, game officials, and so forth), arrangements for transportation, allotment for concessions, preparation for traffic and car control, and arrangements for clean-up and repair after events.
4. To administer the committee on eligibility and training rules set forth by the eligibility committee and coaches and to insure that coaches follow administrative procedures.
5. To arrange for team physical examinations by school doctors and nurses.
6. To prepare written evaluations of all coaches on an annual basis.
7. To represent the District at athletic meetings at the league level and attend conferences approved by the Assistant Superintendent responsible for instruction.
8. To interpret and recommend the enforcement of all athletic regulations as specified by the State Association, District Association and League Association.
9. To coordinate with the District Transportation Supervisor for all athletic trips and their implementation.

10. To make all necessary arrangements for all non-school facilities needed in the athletic program (i.e. Golf courses, swimming, cross country courses, bowling alleys, hockey, etc.).
11. To prepare the interscholastic and intramural budgets.
12. To prepare press releases for submission about upcoming events in athletics.
13. To provide and monitor uniform District guidelines for the overall functioning of all Booster Clubs.

PHYSICAL EDUCATION/HEALTH

14. To assist the building principals in the coordination of the K-12 physical education and health programs, staffing evaluations, and budget.
15. To chair meetings of the K-12 physical education and health teachers who will be setting program direction in physical education/health.
16. To work with the Director of Facilities and Operations in preparing the budget for outdoor physical education/athletic activities.
17. To assist the Municipal Recreation Commission and school/community programs.
18. To coordinate usage of fields with the outdoor field maintenance staff for community, physical education, intramural, and interscholastic programs.
19. To provide oversight of the K-12 health program in conjunction with the Family Life Specialist and Health Department Head.
20. To function as part of the high school administrative team with student management, bus discipline, Special Awards Night, and evaluation of physical education staff.
21. To maintain an inventory of all equipment and materials assigned to the health and physical education program K-12.
22. To be familiar with the regulations regarding adaptive education and to be an advocate of adaptive physical education programs.
23. To build a liaison with community recreational programs. I.e. YMCA, Town and City Recreation, Skidmore College, Pop Warner, Little League, etc.
24. To perform such other functions as may be assigned by the Superintendent and/or Assistant Superintendent.

**APPENDIX C - 1
1998-1999 SALARY SCHEDULE**

POSITION	STEP A	STEP B	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
HS Principal	\$82,739	\$85,509	\$86,279	\$88,549	\$90,819	\$93,089	\$95,359	\$97,629	\$99,899	\$102,169	\$104,439	\$106,709
Asst. HS Prin.	\$62,022	\$64,292	\$66,562	\$68,832	\$71,102	\$73,372	\$75,642	\$77,912	\$80,182	\$82,452	\$84,722	\$86,992
AHSP-PEDRICK			\$67,559	\$69,829	\$72,099	\$74,369	\$76,639	\$78,909	\$81,179	\$83,449	\$85,719	\$87,989
MS Principal	\$75,725	\$77,995	\$80,265	\$82,535	\$84,805	\$87,075	\$89,345	\$91,615	\$93,885	\$96,155	\$98,425	\$100,695
Asst. MS Prin.	\$54,470	\$56,740	\$59,010	\$61,280	\$63,550	\$65,820	\$68,090	\$70,360	\$72,630	\$74,900	\$77,170	\$79,440
JHS Principal	\$76,066	\$78,836	\$81,606	\$84,376	\$87,146	\$89,916	\$92,686	\$95,456	\$98,226	\$100,996	\$103,766	\$106,536
Asst. JHS Prin.	\$56,480	\$58,750	\$61,020	\$63,290	\$65,560	\$67,830	\$70,100	\$72,370	\$74,640	\$76,910	\$79,180	\$81,450
AJHSP-LEGER							\$71,298	\$73,568	\$75,838	\$78,108	\$80,378	\$82,648
Elem. Principal	\$73,963	\$76,233	\$78,503	\$80,773	\$83,043	\$85,313	\$87,583	\$89,853	\$92,123	\$94,393	\$96,663	\$98,933
EP-SMITH				\$82,368	\$84,638	\$86,908	\$89,178	\$91,448	\$93,718	\$95,988	\$98,258	\$100,528
EP-HEWITT					\$86,037	\$88,307	\$90,577	\$92,847	\$95,117	\$97,387	\$99,657	\$101,927
EP-O'ROUKE						\$88,734	\$91,004	\$93,274	\$95,544	\$97,814	\$100,084	\$102,354
EP-HENZE							\$91,778	\$94,048	\$96,318	\$98,588	\$100,858	\$103,128
Asst. Elem. Prin.	\$53,527	\$55,797	\$58,067	\$60,337	\$62,607	\$64,877	\$67,147	\$69,417	\$71,687	\$73,957	\$76,227	\$78,497
Adm. Assistant	\$44,470	\$46,740	\$49,010	\$51,280	\$53,550	\$55,820	\$58,090	\$60,360	\$62,630	\$64,900	\$67,170	\$69,440
Dir Pe & Health	\$64,610	\$66,880	\$69,150	\$71,420	\$73,690	\$75,960	\$78,230	\$80,500	\$82,770	\$85,040	\$87,310	\$89,580

Donald Hall, Elementary Principal, now at \$101,611, exceeds schedule.

**APPENDIX C - 2
1999-2000 SALARY SCHEDULE**

POSITION	STEP B	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
HS Principal	\$83,669	\$86,007	\$88,345	\$90,683	\$93,021	\$95,359	\$97,697	\$100,035	\$102,373	\$104,711	\$107,049
Asst. HS Prin.	\$64,224	\$66,562	\$68,900	\$71,238	\$73,576	\$75,914	\$78,252	\$80,590	\$82,928	\$85,266	\$87,604
AHSP-PEDRICK			\$69,829	\$72,167	\$74,505	\$76,843	\$79,181	\$81,519	\$83,857	\$86,195	\$88,533
MS Principal	\$77,723	\$80,061	\$82,399	\$84,737	\$87,075	\$89,413	\$91,751	\$94,089	\$96,427	\$98,765	\$101,103
Asst. MS Prin.	\$56,740	\$59,078	\$61,416	\$63,754	\$66,092	\$68,430	\$70,768	\$73,106	\$75,444	\$77,782	\$80,120
JHS Principal	\$80,428	\$82,766	\$85,104	\$87,442	\$89,780	\$92,118	\$94,456	\$96,794	\$99,132	\$101,470	\$103,808
Asst. JHS Prin.	\$58,750	\$61,088	\$63,426	\$65,764	\$68,102	\$70,440	\$72,778	\$75,116	\$77,454	\$79,792	\$82,130
AJHSP-LEGER							\$73,568	\$75,906	\$78,244	\$80,582	\$82,920
Elem. Principal	\$76,097	\$78,435	\$80,773	\$83,111	\$85,449	\$87,787	\$90,125	\$92,463	\$94,801	\$97,139	\$99,477
EP-SMITH				\$84,638	\$86,976	\$89,314	\$91,652	\$93,990	\$96,328	\$98,666	\$101,004
EP-HEWITT					\$88,307	\$90,645	\$92,983	\$95,321	\$97,659	\$99,997	\$102,335
EP-O'ROUKE						\$91,004	\$93,342	\$95,680	\$98,018	\$100,356	\$102,694
EP-HENZE							\$94,048	\$96,386	\$98,724	\$101,062	\$103,400
Asst. Elem. Prin.	\$55,633	\$57,971	\$60,309	\$62,647	\$64,985	\$67,323	\$69,661	\$71,999	\$74,337	\$76,675	\$78,995
Adm. Assistant	\$46,740	\$49,078	\$51,416	\$53,754	\$56,092	\$58,430	\$60,768	\$63,106	\$65,444	\$67,782	\$70,120
Dir Pe & Health	\$66,744	\$69,082	\$71,420	\$73,758	\$76,096	\$78,434	\$80,772	\$83,110	\$85,448	\$87,786	\$90,124

Donald Hall, Elementary Principal, now at \$103,881, exceeds schedule.

**APPENDIX C - 3
2000-2001 SALARY SCHEDULE**

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
HS Principal	\$86,007	\$88,345	\$90,683	\$93,021	\$95,359	\$97,697	\$100,035	\$102,373	\$104,711	\$107,049
Asst. HS Prin.	\$66,562	\$68,900	\$71,238	\$73,576	\$75,914	\$78,252	\$80,590	\$82,928	\$85,266	\$87,604
AHSP-PEDRICK			\$72,167	\$74,505	\$76,843	\$79,181	\$81,519	\$83,857	\$86,195	\$88,533
MS Principal	\$80,061	\$82,399	\$84,737	\$87,075	\$89,413	\$91,751	\$94,089	\$96,427	\$98,765	\$101,103
Asst. MS Prin.	\$59,078	\$61,416	\$63,754	\$66,092	\$68,430	\$70,768	\$73,106	\$75,444	\$77,782	\$80,120
JHS Principal	\$82,766	\$85,104	\$87,442	\$89,780	\$92,118	\$94,456	\$96,794	\$99,132	\$101,470	\$103,808
Asst. JHS Prin.	\$61,088	\$63,426	\$65,764	\$68,102	\$70,440	\$72,778	\$75,116	\$77,454	\$79,792	\$82,130
AJHSP-LEGER							\$75,906	\$78,244	\$80,582	\$82,920
Elem. Principal	\$78,435	\$80,773	\$83,111	\$85,449	\$87,787	\$90,125	\$92,463	\$94,801	\$97,139	\$99,477
EP-SMITH				\$86,976	\$89,314	\$91,652	\$93,990	\$96,328	\$98,666	\$101,004
EP-HEWITT					\$90,645	\$92,983	\$95,321	\$97,659	\$99,997	\$102,335
EP-O'ROUKE						\$93,342	\$95,680	\$98,018	\$100,356	\$102,694
EP-HENZE							\$96,386	\$98,724	\$101,062	\$103,400
Asst. Elem. Prin.	\$57,971	\$60,309	\$62,647	\$64,985	\$67,323	\$69,658	\$71,993	\$74,328	\$76,663	\$78,998
Adm. Assistant	\$49,078	\$51,416	\$53,754	\$56,092	\$58,430	\$60,768	\$63,106	\$65,444	\$67,782	\$70,120
Dir Pe & Health	\$69,082	\$71,420	\$73,758	\$76,096	\$78,434	\$80,772	\$83,110	\$85,448	\$87,786	\$90,124

Donald Hall, Elementary Principal, now at \$106,219, exceeds schedule.