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Contract Database Metadata Elements

Title: **Potsdam Central School District and Potsdam Central School Administrators and Supervisors Association (2004)**

Employer Name: **Potsdam Central School District**

Union: **Potsdam Central School Administrators and Supervisors Association**

Local:

Effective Date: **07/01/04**

Expiration Date: **06/30/05**

PERB ID Number: **9336**

Unit Size: **3**

Number of Pages: **5**

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POTSDAM CENTRAL SCHOOL
EMPLOYMENT AGREEMENT

AD
9336

COPY

BETWEEN

The Chief Executive Officer of the Potsdam central School Board of Education and the Potsdam Central School Administrators' and Supervisors' Association. (This Group consists of the Elementary Principal, Middle School Principal, and Senior High School Principal).

Article 1: Duration of Contract

This agreement covers the period, July 1, 2004 - June 30, 2005

Article 2: Personal & Family Illness

Eighteen (18) days per year (one and one-half days per month) cumulative to 225 days. Sixty (60) additional days may be granted by the Board of Education.

Article 3: Bereavement

Three (3) days for death in immediate family; one (1) day for other relative. Additional days may be granted by the Superintendent by using personal or family leave credit.

Article 4: Personal Leave

Four (4) personal days per year. Unused days shall be added to days accumulated under Article 2. Personal days shall not be used to extend vacations without approval of Superintendent.

Article 5: Unused Personal Leave & Personal/Family Illness

1. Accumulated sick leave will be paid to a retiring administrator (age 55 or older) at the rate of \$50.00 per day
2. Accumulated personal days will be paid to a retiring administrator (age 55 or older) at the rate of \$100.00 per day.
3. If a unit member elects to retire under a state-sponsored and Board approved retirement incentive, he or she would be eligible for payment for accumulated sick and personal days at the rates set forth in paragraphs 1 and 2 above.
4. On June 30th of each school year, if a unit member has accumulated 225 or more unused sick days, the District will automatically convert five (5) of those unused sick days to one (1) personal day. This personal day shall be added to accumulated personal leave credit.

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Article 6: Other Leaves

Leave of Absence

The Board may, upon recommendation of the Superintendent, grant a leave of absence without pay to a tenured administrator. Such leave shall not exceed two (2) years in length. Credit for salary increment and step will be given an administrator on leave of absence, if said administrator is working in his or her area of certification while on leave and is subject to approval by the superintendent. Additional leave and/or benefits may be available under the Family and Medical Leave Act of 1993 (FMLA).

Medical Leave

A medical leave of absence without pay may be granted to a tenured administrator after sick leave credits have been exhausted. Additional leave and/or benefits may be available under the Family and Medical Leave Act of 1993 (FMLA).

Military Leave

A military leave of absence shall be granted to a professional employee without any loss of benefits according to law.

Sabbatical Leave

On the recommendation of the Superintendent, the Board may permit an administrator to take a sabbatical leave to fulfill certification requirements consistent with all provisions of this article. There will be a limit to sabbatical leaves taken for this purpose on the following basis:

One full-time leave per school year

or

Two one-semester leaves per school year.

Leaves may be granted for a full year at half pay or a half year at full pay, to be paid at the regular pay periods during the period of the sabbatical without restrictions on grants or fellowships received.

Eligibility: The applicant must be a fully certified staff member with a Bachelor's Degree, plus thirty (30) hours and must have had a total of at least seven (7) years of professional service in the Potsdam Central School District and at least seven (7) years subsequent to any previous sabbatical.

While on sabbatical leave, an employee will not forfeit retirement benefits, salary or promotion benefits, health insurance protection nor other normal appropriate benefits accorded other members of the professional staff.

Any administrator granted a sabbatical leave must agree to work for the Potsdam Central School District for a minimum of two (2) years immediately following completion of the leave. Monies paid the administrator while on leave shall be considered as a loan secured by a promissory note made

payable to the Potsdam Central School District. Such note shall be cancelled in the event of death or permanent disability at any time prior to two (2) years following the ending of the leave. It shall be cancelled at the rate of 50% for each year of service during the two (2) years immediately following the end of the leave.

Under special circumstances, an administrator may be granted leave without pay and the time limit extended for the cancellation of the note. Failure to return to service in the Potsdam Central School District (without prior approval of the Board of Education) and failure to complete the required two (2) years service shall result in the appropriate uncanceled portion of this note becoming immediately due and payable without recourse.

An administrator accepting a sabbatical leave will sign a promissory note on which it is indicated that he or she will be liable for legal action in the event the note is not satisfied in full.

Article 7: Conferences and Travel

The Board of Education shall encourage participation in conferences, workshops, seminars, and school visitation in order to provide opportunities for evaluations and improvement of the total educational offerings of the school district.

Article 8: Insurance

Liability, workman’s compensation, health and dental/optical insurance will be the same as provided for other members of the professional staff. The Board and the Administrators’ Association agree to continue until changed by mutual agreement the health insurance benefits contained in the St. Lawrence-Lewis Counties School District Employee Medical Plan booklet. The District will assume 90% of the cost of individual coverage and of dependent coverage for active employees. The participating active employee will assume 10% of the cost of the coverage for which he/she participates. The Board agrees to pay the premium for retired administrators at the rate of 100%, plus the Medicare payment. This insurance provision extends beyond the term of the contract and shall be subject to arbitration should any dispute arise concerning such.

Article 9: Procedure for resolving issues:

Step 1: Administrators) will present formal position paper to Chief School Officer and request face to face meeting to settle disagreement.

Step 2: If administrator(s) is not satisfied with settlement with Chief School officer, he/she will file an appeal in writing with the Board of Education. The Board of Education will hold a hearing, which will be conducted in Executive Session. The School Board will render a decision in writing.

Article 10: Salary Agreement

2004-2005

| | |
|---|----------|
| Elementary Principal – Joann Chambers | \$69,400 |
| Middle School Principal – Richard Evans | \$80,256 |
| High School Principal – Holly Leger | \$69,400 |

Article 11: Longevity Increment

A longevity increment of 5% of the current salary will be added at the start of the 11th and the 16th year of service.

Article 12: Work Year

The work year for the positions covered by this agreement shall be for a twelve month period (July 1 to June 30).

Article 13: Vacation

Members hired before July 1, 1999 shall receive four (4) weeks of vacation per year during the summer recess after the first year of employment, plus holidays and vacation days granted to the teaching staff.

Members hired after July 1, 1999 shall receive 25 days of vacation per year. He/she may request to the Superintendent use of no more than three (3) days during the school year. In addition, administrators shall receive the following holidays: Labor Day, Columbus Day, Veterans' Day, Thanksgiving and Day after Thanksgiving, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday if school is not in session, Memorial Day, and July 4.

Accumulated vacation days will not exceed 40 days. Use of more than 25 days in a calendar year must have written approval of Superintendent.

Article 14: Notification of Continued Employment

Non-tenured administrators and supervisors will be notified relative to their continued employment or to their appointment to tenure according to the following schedule:

- 1st year of employment – three (3) months notice
- 2nd year of employment – four (4) months notice
- 3rd year of employment – five (5) months notice

Article 15: Notification of Abolition

The District will provide a notice of one (1) year to the Administrators' and Supervisors' Association before the abolition of any administrative position. The District is under no obligation to appoint a replacement for an administrator who leaves the system, or to provide notice to the Association in such a case.

Article 16: Course Reimbursement

Upon successful completion of a graduate course, approved by the Superintendent of Schools, as indicated by the submission of a transcript or grade report, the Board of Education will reimburse the administrator for the tuition charges incurred. There will be a limit of one course reimbursement per academic year.

Article 17: SAANYS Membership

The District will pay each administrator's annual membership dues to SAANYS (School Administrators' Association of New York State).

Article 18: Ratification

Ratification Date: 10-12-04



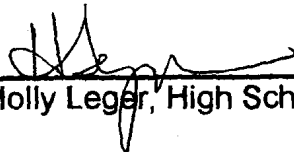
Sylvia Root, Superintendent – Chief Executive Officer, Potsdam Central School



John Chambers, Elementary Principal



Richard Evans, Middle School Principal



Holly Leger, High School Principal