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

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TA/6013

**Agreement**

**Between**

**The  
Putnam Valley Central School District**

**and**

**The  
Putnam Valley Federation of Teachers**

**July 1, 2005 - June 30, 2010**

**RECEIVED**

DEC 06 2005

**NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD**

160  
EMPLOYEES



## Table of Contents

PREAMBLE	4
ARTICLE I - RECOGNITION	4
ARTICLE II - VOLUNTARY DUES DEDUCTION	4
ARTICLE III - FEDERATION RIGHTS	5
A. Negotiating Exclusivity	5
B. Federation Meetings	5
C. Bulletin Board	5
D. School Mailboxes	5
E. Federation Announcements	5
F. Building Representation	5
G. Board Agenda and Minutes	5
H. Federation President	5
ARTICLE IV - FAIR PRACTICE	5
ARTICLE V - SALARIES	6
A1. Salary Schedule	6
A2. Co-curricular and Coaching	6
B. Differentials	6
1. Graduate Credits	6
2. In-service Credit	7
3. 6 <sup>th</sup> Teaching Assignment	7
4. Service Increment	8
5. National Certification	8
6. Tutoring Pay	8
7. Prior Service Credit	8
8. Student Teacher Supervision	8
9. Undergraduate Courses	8
C. Summer School Salary Schedule	8
D. Curriculum Development and Curriculum Mapping	9
E. Committee Assignments	9
F. Pay Procedures	9
G. Health Benefits and Welfare Fund	9
ARTICLE VI - CONDITIONS OF EMPLOYMENT	9
A. Staffing and Teaching Conditions	9
1. Vacancies	9
2. Length of Teachers' Day	10
3. Teaching Assignments	10
4. Class Size	10
5. Assignment Notice	10
6. Room and Area Assignments	11
7. Money Collections	11
8. Faculty Meetings	11
9. Classroom Announcements	11
10. Probationary Teacher Notice and Conferences	11
11. Temporary Administrative Assignments	11
12. Field of Qualification	11
13. Number of Preparations	11
14. Academic Freedom	11
15. Double Sessions	12
16. Leadership Assignments	12
17. Support Staff Personnel	12

B.	Teacher Protection	12
	1. Property Damage	12
	2. Teacher Observations	12
	3. Personnel Files	13
	4. Assault Protection	13
	5. Legal Counsel	13
	6. Personal Injury Benefits	13
C.	Leaves of Absence	14
	1. General Leave Provisions	14
	2. Elected and Appointed Positions	14
	3. Maternity and Child Care Leave	14
	4. Jury Duty	14
	5. Sabbaticals	14
	6. Sick Leave	15
	7. Sick Bank	15
	8. Personal Leave	16
	9. Bereavement Leave	16
	10. Unpaid Leave	17
	11. Professional Meetings	17
D.	Facilities, Equipment and Supplies	17
	1. Safe and Healthful Environment	17
	2. Selections of Textbooks and Audio-Visual Equipment	17
	3. Textbooks and Equipment	17
	4. Teachers' Room	17
	5. Teachers' Desks	17
E.	General Conditions	17
	1. Length of School Year	17
	2. Travel Expenses	17
	3. Mileage Allowance	17
	4. Federation-Administration Meetings	17
	5. Copies of Contract	18
	6. Military Deferment	18
	7. Parent/Teacher Conferences and Back-to-School Night	18
	8. Tax Sheltered Annuities	18
ARTICLE VII - GRIEVANCE PROCEDURE		18
A.	Definitions	18
B.	General Provisions	18
C.	Procedures for Grievance Adjustment	19
	1. STEP 1	19
	2. STEP 2	19
	3. STEP 3	20
	4. STEP 4	20
ARTICLE VIII - CONFORMITY TO LAW - SAVINGS CLAUSE		21
ARTICLE IX - MATTERS NOT COVERED		21
ARTICLE X - DURATION		21
ARTICLE XI - LEGISLATIVE AUTHORITY		21
APPENDIX A – Salary Schedule		A1
APPENDIX B – Co-Curricular Activity Pay Schedule		B1-5
APPENDIX C – Athletic Coaching Pay Schedule		C1-5
APPENDIX D – Glossary		D-1
APPENDIX E – Miscellaneous Stipends		E-1

## PREAMBLE

The Putnam Valley Central School District and the Putnam Valley Federation of Teachers-AFT recognize that they have a common responsibility beyond their collective bargaining relationship. The District and the Federation declare their mutual intent to work together toward the achievement of common aims of educational excellence.

## ARTICLE I - RECOGNITION

The Board of Education of the Putnam Valley Central School District recognizes the Putnam Valley Federation of Teachers-AFT as the exclusive bargaining agent for the negotiation unit defined as "All professional personnel excluding administrative staff such as the superintendent of schools and the building principal, temporary personnel and per diem personnel."

## ARTICLE II - VOLUNTARY DUES DEDUCTION

The Board shall deduct Putnam Valley Federation of Teachers-AFT dues on a monthly basis from the salaries of members of the negotiating unit who sign written authorizations for such deductions under the following conditions:

- A. Where such authorizations for payroll deductions of the Putnam Valley Federation of Teachers-AFT dues are submitted on or before the 1st day of October for the first term and between the 2nd day of January up to and including the 1st day of February for the second term.
- B. The Board agrees to remit deducted dues to the treasurer of the Putnam Valley Federation of Teachers-AFT along with the names of the individuals for whom the dues deductions have been made within thirty (30) days from the date deductions are made.
- C. A dues deductions authorization shall remain in effect continuously. The Putnam Valley Federation of Teachers-AFT agrees that it will be responsible for any claims by the teachers against the District in the event that any teacher attempts to revoke this authorization.
- D. Authorizations for payroll deductions shall contain the following information:
  1. The name of the individual authorizing the deduction.
  2. A statement of authorization worded as follows: "I hereby authorize the Putnam Valley Board of Education to deduct my dues to the Putnam Valley Federation of Teachers-AFT monthly. I understand that this authorization will extend continuously. In the event that I wish to discontinue this authorization, I hereby waive any claim against the Putnam Valley Central School District for dues deducted pursuant to this authorization, and I agree that any authorization will be the liability of the Putnam Valley Federation of Teachers-AFT."
  3. The signature of the person authorizing the deduction.
  4. The date on which the authorization was signed.
  5. Information identifying the negotiating agent.
  6. Instructions for processing the authorization.
- E. Dues deductions shall be taken out of each paycheck for the first ten (10) months regardless of the method of payment selected by the teacher, whether it is a twenty-one (21) or twenty-six (26) period method.
- F. The Putnam Valley Federation of Teachers-AFT will pay for and provide all dues deduction cards.

### ARTICLE III - FEDERATION RIGHTS

#### A. Negotiating Exclusivity

1. Nothing contained herein shall be construed to prevent any authorized District official from meeting with a representative of any organization other than the Putnam Valley Federation of Teachers-AFT for the purpose of hearing the views of its members except that, as to matters presented by such organization, which are proper subjects of negotiation under the Taylor Law, the Federation shall be informed of such meetings, be permitted a representative, and as to those matters, no changes or modifications shall be made except through consultation and negotiation between the Federation and the Board of Education.
2. Nothing contained herein shall be construed to prevent any individual employee from discussing any matter with a member of the administration staff or to deny any employee his rights under Section 15 of the New York Civil Rights Law or under the State Education Law or under applicable Civil Service Law or regulations.

B. Federation Meetings: The Federation is authorized to conduct meetings on school property at reasonable times before or after school hours, provided adequate notice is given to the Superintendent and there exists no conflict with a previously scheduled meeting.

C. Bulletin Board: A bulletin board measuring at least 3.5 x 5 feet shall be provided in the teachers' room for Federation use.

D. School Mailboxes: The Federation is authorized to use school mailboxes for Federation business.

E. Federation Announcements: A Federation representative, if he or she so requests, shall have the opportunity to speak to the faculty after the close of a faculty meeting.

F. Building Representation: Federation officers and committee chairpersons who, in their professional judgment, have met the work requirements of their preparation periods, may use parts of such periods and their duty-free lunchtime to handle matters related to implementation of this contract and District, building, and grade-level policies and procedures.

G. Board Agenda and Minutes: The District shall give the Federation its agenda for all regular and special public Board meetings and shall give the Federation notification of such meetings at the same time it notifies Board members. It will also give the Federation copies of the minutes of all meetings as soon as possible but not before they are distributed to the Board of Education. Copies of the agenda and minutes shall be available, as above, in the office of the Superintendent of Schools.

#### H. Federation President

1. The President of the Federation shall be granted time to conduct Federation business. If the President is a high school or middle school teacher, the teaching load will be reduced by one period per day. If the President is an elementary school teacher, he or she will be granted up to two (2) release days per month or the equivalent thereof.
2. The President shall be provided with a phone for Federation use. Installation and usage costs will be borne by the Federation.

### ARTICLE IV - FAIR PRACTICE

- A. The Putnam Valley Federation of Teachers-AFT agrees to maintain its eligibility to represent all teachers by continuing to admit persons to membership without discrimination on the basis of race, creed, color, national origin, gender, sexual orientation or marital status and to represent equally all members of the bargaining unit without regard to membership in, or association with, the activities of any employee organization.
- B. The District agrees to continue its policy of not discriminating against any employee on the basis of race, creed, color, national origin, gender, sexual orientation, marital status or membership in, or association with, the activities of any employee organization.

## ARTICLE V - SALARIES

### A1. Salary Schedule

For each year of the five-year agreement, the salary schedule shall be increased by the following percentages over the salary schedule of the prior year:

- a. 2005-2006 shall be 3.5%
- b. 2006-2007 shall be 3.5%
- c. 2007-2008 shall be 3.5%
- d. 2008-2009 shall be 3.5%
- e. 2009-2010 shall be 3.25%

For salary schedules see Appendix A.

### A2. Activities/Clubs/Co-Curricular and Coaching Salaries

For co-curricular salaries see Appendix B.

For coaching salaries see Appendix C.

## B. Differentials

### 1. Graduate Credits

- a. Annual salaries shall be increased at the following rate for additional semester hours of study approved by the Board up to a maximum of sixty (60) credits beyond the Bachelor's degree and ninety (90) credits beyond the Master's degree. It is agreed that for purposes of computation, only new credits taken after July 1, 1992, and added to the graduate credit levels in effect on January 1, 1992, shall be considered for the computation of credit maximums. No credit shall be allowed for points necessary to complete initial certification. The District need not consider credits older than five (5) years at the time of application. A Master's degree will be considered as one degree regardless of the amount of credits taken to complete it.
- b. The District shall compensate teachers at the rate of \$60 per graduate credit for credits taken prior to June 30, 1998. Graduate credits taken after June 30, 1998 will be compensated at the rate of \$125 per graduate credit. Graduate credits taken after July 1, 2005, will be compensated at the rate of \$135 per credit for the life of this contract.
- c. It is not possible for the credit criteria to cover all areas of request for course approval. Procedure for approval of all graduate credits intended for use as salary advancement must be secured by the Superintendent or designee, with submission of course description. This is also true of on-line courses taken from accredited institutions. These high quality on-line courses have the following characteristics:
  - They are rigorous and relevant in terms of content and instructional strategies.
  - They are tied to specific content areas.
  - They attend to District and Building level goals.
  - They address student learning and include the potential effect of the work on student achievement.
  - An accredited institution that also offers on-site courses must host the on-line course.
  - The institution does not differentiate between on-line and on-site courses in terms of level of work, assessments, course credit or fees.
  - The course must offer a learning experience filled with academic rigor and a great deal of interaction. It cannot be a correspondence course. It must have a weekly schedule of assignments, on-line discussions, readings and e-mail discussions.While administrative approval is required for all courses, the criteria set forth will be used as a guide for those areas listed below. Courses must be from an accredited degree-granting institution on a graduate level.
- d. Salary credit will be granted with prior administrative approval for:
  - (1) Courses in teaching methodology.
  - (2) Courses related to the applicant's assignment.
  - (3) Courses prescribed by a college for a degree as determined by proof of matriculation where the degree or courses are in the approved field of education.
  - (4) Courses requested by the administration for the improvement of the teacher (not to include in-service courses).



- (5) Administrative Credits - Courses leading to an administrative degree will be granted salary credit, with prior approval, provided applicant is a matriculated student in an approved program. For purposes of this agreement, the District shall not consider administrative credits that are older than five (5) years or were acquired prior to employment in the Putnam Valley School District.
  - e. Salary credit will not be granted for:
    - (1) Correspondence and TV courses.
    - (2) Courses in adult or continuing education.
    - (3) Courses leading to a new profession outside the field of education.
    - (4) Courses previously approved but for which a passing grade is not received.
    - (5) Courses for which prior approval was not requested and in the District Office at least three (3) days prior to the opening session of the course.
    - (6) Courses that duplicate previously taken courses.
    - (7) Courses that are not properly documented by official transcript.
  - f. Graduate and on-line course credit and will be approved by the Assistant Superintendent. In the event that there is a disagreement regarding the acceptance of a course, a committee consisting of two administrators, designated by the Superintendent, and two teachers appointed by the Federation, shall consider the appeal. In the event of a tie, the Superintendent shall cast the deciding vote.
2. In-service Credit
- a. The Putnam Valley Central School District recognizes the importance and benefits of staff development, of assisting its educators in searching for and refining new ideas and techniques for instruction. To this end, the Putnam Valley Central School District agrees to pay teachers fifty (50) dollars for every in-service credit earned. An in-service credit will be defined as ten (10) hours of attendance at a district-sponsored, BOCES-sponsored, or Teacher Center-sponsored course, workshop or seminar taken beyond the school day. (Pay will be incremental.)
  - b. In-service credits will be approved if they reflect district, building or individual APPR approved goals. The Assistant Superintendent will approve these credits. In the event that there is a disagreement regarding the acceptance of a course or workshop, a committee consisting of two administrators, designated by the Superintendent, and two teachers appointed by the Federation, shall consider the appeal. In the event of a tie, the Superintendent shall cast the deciding vote.
  - c. Courses that duplicate previously taken courses will not be approved.
  - d. Evidence of completion of the course, as certified by the instructor or institution, where applicable, must be presented to the Superintendent before credit will be granted.

3. 6<sup>th</sup> Teaching Assignment

The PVCSD and PVFT recognize the need, in extenuating circumstances, to ask a Middle School or High School teacher to teach a sixth teaching period. Should this need arise, every effort will be made to seek out the candidate with the best credentials to fill the teaching assignment. All teachers interested in teaching the sixth assignment, who meet the criteria, will apply to the building principal who along with the building reps and Assistant Superintendent will serve as a committee to review the applicants. The final decision on who gets the assignment will be made by the Assistant Superintendent for Curriculum and Instruction, with direct input from the principal and building reps.

The terms shall be voluntary and cannot cause a reduction in workload of any teacher. If a teacher is assigned a 6<sup>th</sup> teaching period, and if this teacher's 5-period caseload is below 95 students, they can choose either to be compensated 10% of their salary or be relieved of a duty. If a teacher is assigned a 6<sup>th</sup> teaching period, and if this teacher's 5-period caseload is more than 95 students, they can choose either to be compensated 20% of their salary or be relieved of a duty.

4. Service Increment

For the duration of this agreement, any teacher who has attained the following years of service, at least ten years of which shall have been on tenure in this district shall be entitled to the following percentage increases applied to their annual salary:

Years of Service	Longevity	Longevity with Professional Development*
15 - 17	1.5 %	2.5 %
18 - 20	2.0 %	3.5 %
21+	2.5 %	4.5 %

\*To qualify for this additional increment, a teacher must complete at least twenty (20) hours of District sponsored or approved professional development (in service or graduate courses) each year, exclusive of summer professional development. The twenty (20) hours of professional development requirement must be completed by September 1st of the year of eligibility. Teachers who attend courses sponsored and remunerated by PVCSD shall have the option of applying these courses toward enhanced longevity in place of course remuneration. Teachers who are eligible for longevity with professional development must specify on form whether course credit will be applied toward this or will be used for in-service credit. It cannot be used for both.

5. National Certification: Any faculty member achieving National Certification shall be compensated at the rate of \$3000 per year for the duration of the certification.

6. Tutoring Pay

a. Tutoring services shall be compensated at the rate of \$35 per hour. For every ten hours of tutoring, two hours of compensated preparation time to address lesson plans, assessment and reporting, shall be granted.

7. Prior Service Credit: The Superintendent of Schools and a candidate for employment as a teacher shall agree upon the entry level and credit for prior service, before the teacher is offered the position. Once agreed upon by the candidate and Superintendent or designee, this agreement will be considered binding.

Every effort will be made to have a union representative available to advise the candidate for employment before a final decision on entry level and credit for prior service are agreed upon.

8. Student Teacher Supervision: Student Teacher Supervision assignments shall be voluntary, with District approval.

9. Undergraduate Courses: The district will reimburse a teacher for tuition paid for any undergraduate course necessary to prepare for a classroom assignment. This determination will be made by agreement of the teacher and the building principal and with prior approval from the Assistant Superintendent.

C. Summer School Salary Schedule

1. Each teacher employed to teach summer school in the Putnam Valley Central School District shall be compensated at the following rate:  
Curriculum rate of pay, plus for every 10 hours of instruction time there will be 2 hours of paid preparation time at the same rate. Programs requiring additional preparation or evaluation time will be compensated at the same rate of pay.
2. Summer school positions shall be filled on a voluntary basis.
3. All summer school positions will be filled first from in-district certified faculty. If there are no qualified teachers from the district, positions will be filled from outside applicants. All positions will be posted in all schools and the district office by May 1<sup>st</sup> of each school year.
4. Optimum class size at the elementary and middle school levels will be 10 students.
5. Optimum class size at the high school will be 20 students. Deviation from optimum size will be by agreement between administration and instructor.

6. All working and instructional areas will be air-conditioned.
  7. Teachers will be granted one sick day/personal day per summer school session.
  8. Teachers will create a curriculum map based on the content, skills and assessments that they will utilize with their students.
- D. Curriculum Development and Curriculum Mapping: Curriculum development outside of the regular school day, including the creation of program content, materials and assessments shall be compensated at the rate of BA Step1 divided by 200 divided by 6, which shall hereafter be referred to as the hourly curriculum rate of pay.
- E. Committee Assignments: All committee assignments shall be voluntary. All mandated committees (e.g. state or contractual) shall be remunerated at the hourly curriculum rate of pay for meetings occurring outside of the school day.

Examples: DSC, BSC, APPR, PDP, and Staff Development. (See Glossary, Appendix D.)

- F. Pay Procedures: Teachers shall be paid every second Thursday. Teachers may have an option of 21 or 26 pay periods. If a pay period falls in a vacation or holiday period, payment shall be made on the last working day prior to vacation or holiday, except that the last payment of the school year shall be made on the last day of school.
- G. Health Benefits and Welfare Fund
1. Between July 1, 2005 and June 30, 2010: 05-06: District pays: 94%, 06-07: District pays 93%, 07-08: District pays 92%, 08-09: District pays 91%, 09-10: District pays 90%.  
There will also be one health insurance plan per married individual working within the District. When two members of the District are married only one may receive health insurance. The other party can be eligible for buy out. Effective July 1, 2010, the PVFT member contribution rate will revert to 0% until such time as a new agreement is ratified by the PVFT and the Board of Education.
  - 2a. In addition, there shall be a \$7,500 group term life insurance policy for each teacher, the cost of which shall be paid one hundred percent (100%) by the District. There shall be no change in the face amount of the policy heretofore provided; neither shall it exceed a \$7,500 per teacher policy.
  - 2b. In addition, for each school year as follows: Benefits at \$1500 for the life of this contract for approved insurance benefits. The Welfare Trust Board shall advise the District, by June 1<sup>st</sup> of the insurance coverage and carrier to which it subscribes, as well as the nature of the plan. This shall be implemented no later than July 1st. The plan shall become effective upon such application to the Board and approval by it. Annual payment to the Trust Fund shall be made on or before the 15<sup>th</sup> of September and reconciled quarterly.
  3. As in present practice, all teachers retiring from the Putnam Valley Central School District shall be covered one hundred percent (100%) and dependents covered by fifty percent (50%) of premium for existing health plans.
  4. The District shall continue to provide a health insurance plan that both parties agree is comparable to or better than the plan being offered by the Putnam/Northern Westchester Health Insurance Consortium at the time a change is being considered.
  - 5a. Persons electing to change coverage from family to individual shall be entitled to receive one-half of the difference in premium paid by the District, annually.
  - 5b. Persons electing to drop coverage shall be entitled to receive one-half of the difference in premium paid by the District, annually.
  - 5c. The annual date to determine the type of coverage selected will be May 30
  - 5d. Lump sum payment (5a. or 5b.) shall be made in the last paycheck of the school year.

## ARTICLE VI - CONDITIONS OF EMPLOYMENT

- A. Staffing and Teaching Conditions
1. Vacancies: The Board agrees to make every effort to post and fill unit vacancies as soon as possible after they occur.

2. Length of Teachers' Day
  - a. The length of the teachers' day shall be seven (7) hours. All teachers will be guaranteed a lunch, preparation and collaborative professional period of time each day. Each of these blocks of time shall be no less than 1/9 of the school day, inclusive of passing time.
  - b. Starting and ending times shall be between the hours of 7:00 am and 3:30 p.m.
  - c. The expected starting time shall be announced as soon as possible after bus schedules are established, but in no event later than September 1st. Teachers are expected to remain after school for a reasonable length of time when necessary to give assistance to pupils.
  - d. For secondary teachers, the 6/9ths of the teacher-pupil contact day shall be scheduled to insure that no more than four contact blocks occur sequentially, one of which may be home/away.
3. Teaching Assignments
  - a. All high school and middle school teachers shall have a content teaching block of time equivalent to 5/9ths of the school day, inclusive of passing time.
  - b. Elementary special area teachers shall have a teaching load not to exceed six sections per day. Each section shall be up to 42 minutes per day. Blocks of student time may be flexibly arranged by mutual agreement between teacher and administrator. Every effort shall be made to provide teachers with a 5-minute set-up time between classes.
  - c. Collaborative/Professional Period: All teachers will be assigned a daily professional period. Such time shall be used for team meetings, parent/teacher meetings, department meetings, grade level meetings, collaboration between subject areas, administrative school and/or District initiatives and other projects. Every effort will be made to ensure that this block of time will be used predominantly for teacher-driven initiatives.
  - d. Student Support Period: One period of the school day is intended for teachers to address common study-skill needs of students (as defined by data/assessment analysis, project development and/or enrichment type activities). This block of time is not an additional content teaching block and is non-graded. The administration will make every effort to keep student support classes to 21 or fewer students. Should it be necessary for a class to have an average (mean) semester class size larger than 21 students to 1 teacher ratio, that teacher will be compensated \$2,000.00 for that school year.
  - e. Teachers who volunteer to take an additional assignment shall be compensated at their contractual rate, prorated.
  - f. Emergency Assignments: Only in extreme emergencies shall teachers be assigned to cover the classes of other teachers or specialists to be used as substitute teachers. In such instances, when teachers substitute during their available periods, they shall be reimbursed at the rate of \$20 per period.
  - g. Multiple Building Assignments: Any teacher assigned to the elementary and middle/high school campus shall be allotted fifteen (15) minutes travel time per trip between schools. Teachers assigned to the middle school and high school shall be given reasonable time to transfer between classes. Such teachers shall follow the schedule of the building to which they initially report in the morning.
4. Class Size:
  - a. The Board and the Federation agree that the number of pupils per class is an important factor bearing on teaching-learning conditions and the educational opportunity afforded individual students. It is agreed further that progress should be made toward the establishment of educationally sound class-size maximums. Where the size of any class exceeds thirty (30), a teacher aide will be assigned to such class. In physical education, where the size of any class exceeds thirty-five (35), an aide shall be assigned. At all levels every effort will be made to equalize the distribution of students.
  - b. In Science labs, every effort will be made to limit class size to the number of stations available in the lab.
5. Assignment Notice: Teachers shall be notified in writing of their assignments for the coming year no later than the last Thursday of the school year. Any changes made thereafter shall be made in writing to the teacher involved. Any teacher who so requests will be given an opportunity to discuss his/her assignment with the appropriate administrator.

6. Room and Area Assignments: In the scheduling of room assignments for teachers, every effort will be made to assure that the same room or area will be used by a teacher throughout the school day. If it is necessary to assign a teacher to more than one classroom or area per day, such assignment shall be rotated each year among all teachers except those whose subjects require the use of machinery or equipment that would be difficult to move between rooms or areas. In any multi-classroom assignment, special attention will be given to keeping at a minimum the number of and the distance between assigned rooms.
7. Money Collections: Teachers will not be required to make any money collections.
8. Faculty Meetings
  - a. Faculty meetings shall be held up to ten (10) times per year. They shall be held on Mondays, except for emergencies. Every effort shall be made on the part of building administrators to distribute a year-long meeting schedule in September. Teachers shall be given at least forty-eight hours notice of rescheduled meeting dates, except in emergencies. The duration of each meeting will not exceed one hour in length, except when necessary to complete agenda items which cannot be held over until the next scheduled meeting.
  - b. In addition to monthly faculty meetings, the school calendar may include up to four (4) staff development days. On these days, students will follow a half - day schedule. Teachers will remain two hours beyond the normal school day. All staff development activities will begin following the teachers' lunch break.
9. Classroom Announcements
  - a. There shall be a communications system for communication between all teaching stations and the main office. Such systems shall not be used in any way to monitor the teacher at such stations.
10. Probationary Teacher Notice and Conferences
  - a. The building principal will conduct at least two (2) formal conferences, one per semester, with probationary teachers to discuss performance.
  - b. Any probationary teacher who is not to be re-employed shall be so notified by May 1<sup>st</sup>.
11. Temporary Administrative Assignments
  - a. When a teacher in the bargaining unit volunteers to substitute and perform the duties of an administrator on a full-day basis, that teacher shall be compensated at thirty percent (30%) above his/her normal rate for the day and shall be relieved of his/her teaching duties.
12. Field of Qualification: Every effort will be made to assign a teacher to their area of certification. In the event that a teacher is assigned outside of his/her certification, professional development will be provided in a timely manner by the District; but, he/she would have to show subject area expertise as established by an administrator (via the NCLB "HOUSSE" procedure). In the event that professional development is needed, it would be provided by the District.
13. Number of Preparations: No middle or high school core academic team teacher shall be assigned more than three (3) preparation periods daily. If a sixth teaching period is assigned, this period shall not be considered when determining number of preps. Middle or high school specialists who believe they have a teaching assignment comparable to that of a core academic team member and who also believe they have been assigned more than three preparation periods daily may qualify for a compensation of \$500 per semester for the additional preparation. Such specialists must demonstrate the comparability and the existence of more than three preparation periods to a committee composed of one PVFT representative and one representative selected by the school principal. A demonstration of comparability shall include such elements as planning and assessment time that take place outside of class time. The committee is required to submit a written decision and rationale to the PVFT president and the superintendent, both of whom shall maintain such records for future reference.
14. Academic Freedom: In the selection and use of teaching materials not provided by the District, the Board of Education recognizes the teachers' right and responsibility to exercise his/her professional judgment concerning the selection and use of such materials within the rules and regulations of the Education Law of the State of New York. This shall in no way abrogate the right of the administrative staff to regulate the use of such materials.

15. Double Sessions: In the event of double session, split session and overlapping sessions, the work day for teachers shall not exceed that of one (1) continuous student session. Teachers, however, shall be required to expend the same time before and after each session as is ordinarily expended in regular session.

16. Leadership Assignments

Mentoring

Mentoring for teachers who are newly certified and/or new to PVCSD as of July 1, 2005 will be provided with a P.V.C.S.D. mentor. These mentors will be compensated annually at the rate of \$1,000. They will participate once in an in-service summer credit-bearing course, which will be paid for by the District.

K-12 Coordinators

K-12 Coordinators will be established for all content and encore teaching areas and will be compensated at the rate of \$3,000 annually. Compensation to be increased by % determined by teacher contract schedule. After school and summer staff development sessions to be compensated at curriculum rate of pay.

District Technology Coordinator

District Technology Coordinator will be compensated at the rate of .1 of his/her salary annually. Additional summer coordination/staff development facilitated by the district technology coordinator will be compensated at the rate of 1/200<sup>th</sup> of the person's salary per day with the exception that the first five days of summer work will be included in the .1 compensation.

ES/MS/HS Grade Level Coordinators

To be compensated at the rate of \$1,000 per year. Compensation to be increased by % determined by teacher contract schedule.

Health Advisor

To be compensated at the rate of \$3,000 per year. Compensation to be increased by % determined by teacher contract schedule.

17. Support Staff Personnel

Guidance Counselors will be allowed up to 15 additional six-hour days, as deemed necessary by the supervisor, beyond the school year for scheduling, file transfers, parent meetings, school-to-school transfer meetings, parent/student correspondence and group preparations and other related functions. This time will be compensated at 1/200<sup>th</sup> of the person's salary per day.

Social Workers will be allowed up to 10 additional six-hour days beyond the school year, as deemed necessary by the supervisor, for any unanticipated student-based needs. This time will be compensated at 1/200<sup>th</sup> of the person's salary per day.

Psychologists will be allowed up to 10 additional six-hour days, as deemed necessary by the supervisor, for emergency referrals and any unanticipated student-based needs.

B. Teacher Protection

1. Property Damage: No teacher shall be held responsible for loss or damage within the school or school property of children's property, providing such damage does not arise out of willfully or grossly negligent actions by the teacher. The District shall reimburse teachers for damage or destruction of the teacher's clothing or other personal property resulting from a disciplinary action or matter involving the safety or welfare of students.
2. Teacher Observations
  - a. The purpose of observations/evaluations shall be to improve instruction. Areas of teacher strength and/or weakness shall be noted. Areas of weakness shall be accompanied by recommendations for improvement.
  - b. All observations/evaluations shall be conducted openly and with full knowledge of the person being observed.

- c. A teacher in the observation cycle, and all non-tenured teachers, shall be given adequate notice of at least one (1) administrator observation. Not later than one (1) week subsequent to the observation, an oral conference between the teacher and administrator shall take place. Not later than two (2) weeks subsequent to the observation, a written report shall be given to the teacher.
3. Personnel Files
- a. Any teacher shall have the right to examine his or her own personnel files and to review and answer any materials placed therein. All teachers will sign all materials placed in their personnel file to acknowledge that they have received it. Nothing shall be placed in a teacher's file without a copy being received by the teacher and an opportunity for the teacher to make a written comment, which shall, upon request, be appended to such material. Beginning July 1, 2005, all prior and new materials placed in the teacher's personnel file will be numbered sequentially.
  - b. This right shall not include permission for a teacher to see confidential material forwarded by a former employer, educational institution, or letter of recommendation.
  - c. Any written or other record made of oral complaints from outside or within the school system relative to a teacher's employment service, conduct, character, or personality, which is considered by the person receiving the complaint to be not factually substantiated shall not be placed in the teacher's personnel file.
  - d. A teacher interested in reviewing his or her own file shall submit a signed request in writing. Requests shall be honored except where administrative personnel are not available. In that event, it shall take place no later than one (1) school day after the request has been submitted.
4. Assault Protection
- a. Teachers shall be required to report to the Superintendent of Schools immediately all cases of assault suffered by teachers in connection with their employment, except where the teacher is incapable by reason of said assault and then said assault shall be reported forty-eight (48) hours after the teacher becomes capable. Where assaults occur on weekends or single-day holidays intervene, such days so intervening shall not be counted in determining the forty-eight (48) hours within which the assault is to be reported.
  - b. The Superintendent shall acknowledge receipt of such report. The School District's counsel shall immediately inform the teacher of his or her rights under the law. The School District's counsel shall assist the teacher as follows:
    - (1) By obtaining from the police and/or the principal relevant information concerning the case and the background material.
    - (2) By accompanying the teacher in court appearances.
    - (3) By acting in other appropriate ways as liaison between the teacher, the police, and the courts.
  - c. Teachers disabled as a result of assault, shall not lose personal/sick time.
5. Legal Counsel: The District agrees to provide legal counsel to defend any teacher in any action arising out of a disciplinary action taken against a student, or any legal proceeding resulting from the teacher's discharge of his or her duties within the scope of his or her employment, provided the teacher complies with the notice requirement of the Education Law, Section 3028.
6. Personal Injury Benefits - Absence resulting from a personal injury suffered in the course of employment shall be charged to the employee's sick leave. Absence beyond sick leave resulting from such an injury shall be considered as disability leave with full pay, when such disability is certified by the school physician. However, compensation from any source, paid to the employees in lieu of salary during the period of leave due to such an injury shall be turned over to the District except for that portion paid for by the employee. The employee shall retain any schedule award paid to the employee by Worker's Compensation. Any lump sum award for wages paid by the New York State Teachers Retirement System, or paid by any other retirement or wage compensatory agency or insurance company, public or private, shall terminate disability leave. In no event shall disability leave with pay extend beyond the period of one (1) year from cessation of sick leave.

The District shall reimburse employees for personal property damage or medical bills, not otherwise paid, for any injury suffered in the course of employment.

C. Leaves of Absence

1. General Leave Provisions

- a. Teachers granted leaves for any purpose (e.g. emergency, travel, study, exceptional educational opportunity), are required to return to duty when a leave expires, and to give the Board written notice of intent to return.  
A leave may be extended by mutual agreement.
- b. Two (2) weeks' notice of return must be given for leaves of less than two (2) months, except for sick leave, personal bereavement leave, professional meeting leave, and jury duty leave.
- c. Four (4) weeks' notice of return must be given for leaves of more than two (2) months.
- d. While on leave, teachers shall receive no time towards seniority but shall retain tenure, pension, and shall have the right to purchase health insurance. The District agrees that there shall be no discrimination against any teacher in the granting of leaves.
- e. Applications for leave shall include the length of the leave requested and the contract category under which it is to be taken stating the purpose of the leave.
- f. Except for emergency leave, or at the discretion of the Superintendent or his/her designee, all applications under this article shall be made no later than sixty (60) days prior to the commencement of such leave.

2. Elected and Appointed Positions: Teachers who gain full-time positions in state or national teachers' organizations or political office shall be granted leave of absence without pay for such position not to exceed one (1) year unless extended by mutual agreement. Any teacher granted such leave shall return at the step on the salary schedule to which (s)he would have been entitled had (s)he remained on duty during the period of the leave.

3. Maternity and Child Care Leave

Upon request, child care leave may be granted for eligible teachers for no less than the time as prescribed by Family Medical Leave Act, not to exceed two (2) years in total for each tenured teacher. Eligible non-tenured teachers will receive time as determined by the Family Medical Leave Act.

The District will ordinarily be entitled to sixty (60) days notice prior to the commencement of such leave.

Child care portions of such leave shall ordinarily run for the full term granted.

However, such leave may be terminated to coincide with the end of any marking period but no earlier than sixty (60) school days from the date of the application to terminate leave. Child care leave shall be available to teachers who adopt children up to age five.

Temporary disability applications in maternity cases will be processed in the same manner as any other temporary disability application.

4. Jury Duty

- a. Teachers serving on jury duty shall submit to the Superintendent the notice to appear. They shall receive full salary during the period of such service, subject to their remittance to the Board of an equal amount to the compensation paid to them for such jury duty service.

5. Sabbaticals

- a. There shall be a moratorium on sabbaticals during the life of this agreement and, therefore, no sabbaticals shall be either granted or applied for during the life of this agreement.
- b. In years in which sabbatical is effective, the following provisions shall apply:
  - (1) After teachers have served seven (7) years of full service to the Putnam Valley School District, they shall be eligible for sabbatical leave for study or travel.



- (2) A sabbatical leave may be for a period commencing September 1<sup>st</sup> to January 31<sup>st</sup> of the following year, or for the period commencing February 1<sup>st</sup> to June 30<sup>th</sup> next ensuing, one-half (1/2) year, at full pay, or for a period commencing September 1<sup>st</sup> to June 30<sup>th</sup> of the ensuing year, at sixty (60%) percent of pay.
- (3) In any one year, three (3%) percent of the teacher negotiating unit shall be granted sabbatical leaves. This shall not be less than three (3) teachers where there is a sufficient number of applicants. Whole numbers only shall apply to the granting of sabbaticals.
- (4) Applications for sabbatical shall be presented to the Superintendent in writing by December 21<sup>st</sup> during the school year preceding the year for which the leave is sought.
- (5) All applicants for sabbatical leave shall be notified in writing of a decision no later than February 28<sup>th</sup> of the preceding school year for which the leave is sought.
- (6) Sabbatical leaves shall be granted on application showing a valid program as determined by a committee of two (2) teachers and the Superintendent. The decision of the committee shall be final except where there is not a valid plan.
- (7) As part of the application, a leave recipient shall certify, in writing, his intention of returning to the District for at least one (1) full year following the leave. A leave recipient shall, upon his return to duty, be placed on the salary schedule at the step to which he would have been entitled had (s)he remained on duty during the period of the leave.
- (8) If applicants should include persons applying for first and second sabbaticals, the District shall give priority to those applying for the first sabbatical. In this instance only will seniority be a secondary consideration.

6. Sick Leave

- a. Each newly hired teacher shall receive twelve (12) days annually. Upon reaching tenure, a teacher shall receive 15 days annually for illness up to a maximum of three hundred (350) days. At the beginning of the school year, each teacher will receive a written statement of the number of sick days with which (s)he is credited. The P.V.F.T. and P.V.C.S.D. acknowledge the importance of attendance. Attendance is an essential part of teaching. The P.V.F.T. will work with administration to ensure the appropriate use of sick time.
- b. After being absent four (4) consecutive school days, or a teacher exhibits a habitual pattern of absence as determined by his/her supervisor, a teacher will be required to present a doctor's note stating:
  - (1) The nature of the illness, if contagious or infectious.
  - (2) The teacher's ability to perform his/her duties and an anticipated date of return to work. The doctor's note may be secured from the teacher's personal physician. However, the teacher may use the school physician for such doctor's note.
- c. Unused personal days shall be carried over as sick days.
- d. Unused Sick Days: Upon written notification by October 1<sup>st</sup> to Superintendent or his/her designee of the retirement from the Putnam Valley Central School District, the employee or his/her designated beneficiary shall be remunerated \$50 per day for unused sick days from 1-100, 101-300 unused sick days at \$100 per day. Those employees who have 301-350 unused sick days shall be remunerated \$100 per unused sick day, including the first 100 days (Maximum 350 X \$100).

7. Sick Bank: The Putnam Valley Central School District and the Putnam Valley Federation of Teachers agree to establish a Sick Leave Bank (SLB) effective January 1, 1993, for all full-time teachers employed by the District who wish to participate. Each new non-tenured teacher may apply for sick bank consideration but do not have to donate days until the year following their being granted tenure. At that time they will be asked to contribute 3 days to the sick bank.
- a. Purpose – A sick leave bank shall be established to provide income protection to full-time participants in the event of extended physical or mental illness resulting in a participant's accumulated sick leave being exhausted.
  - b. Contribution – Each full-time teacher wishing to participate in the SLB shall submit to the Board of Education a written waiver of three (3) days accumulated sick leave. The unused sick days in the bank shall be cumulative and shall be carried forward from year to

year. Teachers' contributions are not mandatory but, once made, may not be withdrawn. The maximum number of days in the SLB will be three (3) times the number of full-time teachers employed by the District. The Bank shall be replenished when the number in the bank falls below fifty (50) percent of maximum.

c. The PVFT shall regulate the SLB.

d. Withdrawals

- (1) Application - A full-time teacher who has an extended physical or mental illness, resulting in a participant's accumulated sick leave being exhausted, may apply to the SLB Committee under the following conditions.
  - (a) The full-time teacher must have used all of his or her accumulated sick days.
  - (b) A waiting period of two (2) days for every full-time year of employment in the District must have passed. (If the employee's application is successful, the payment will be retroactive to cover the waiting period.)
  - (c) The full-time teacher must present valid medical evidence in writing attesting to the illness, physical or mental, to the Federation President or designee. (Should the participant be unable to do so, a member of the participant's family or its agent may make a request to the SLB.)
  - (d) The applicant shall not be allowed to apply after being adjudged permanently incapacitated or directly after any other paid or unpaid leaves.
  - (e) The applicant's illness must be longer than fifty (50) consecutive days.
- (2) Maximum Withdrawal Days - The following is a guideline for the PVFT to consider when allocating sick leave from the SLB. Each case may be considered on an individual basis; however, under no circumstance may any teacher be granted more than one hundred eighty (180) days from the SLB.

Years in District Total Sick Bank Withdrawal

1-10	90
11 and up	180

e. A teacher who has been granted leave from the SLB and subsequently returns to teaching in Putnam Valley shall be considered to be a beginning teacher for the purposes of the SLB. The date of his or her return shall be used for the purpose of determining the terms of his or her waiting period in the event of future need to withdraw from the SLB.

8. Personal Leave- The following days may be taken without loss of pay:

- a. Three (3) days for personal business. A written request for personal days must be submitted at least five (5) school days prior to the date of the leave, except in emergency situations.
  - (1) No reason need be given for one (1) of the personal days.
  - (2) A request for two (2) of the days must state a reason. A denial of any request for these two (2) days must not be unreasonable and must also state a reason for denial.
  - (3) Personal business days may not be taken the day prior to or the day following a holiday or vacation without special permission. In the event approval is granted, two (2) days will be deducted for each one (1) personal day taken.
  - (4) It is suggested that personal days be taken to conduct business that cannot be accomplished after school hours. Examples would be court appearances, house closing, etc.

9. Bereavement Leave

Five (5) school days per school year in total for bereavement leave will be granted to each teacher who suffers a death in his immediate family. Immediate family shall be wife, husband, son, daughter, father, mother, father-in-law, mother-in-law, sister-in-law, brother-in-law, aunt, uncle, grandparent, grandchild, brother and sister.

- a. The above bereavement leave may be extended at the discretion of the Board of Education upon the recommendation of the Superintendent.
- b. Personal business leave or bereavement leave will not be granted for any reason if the necessity for the leave occurs at any time other than that time when the teacher will be working. Should it happen on weekends, holidays or vacations, or a time scheduled by the teacher, time will not be granted at another time.

10. Unpaid Leave - Leave shall be granted to any teacher who requests such a leave sixty (60) days prior to date needed. The Superintendent shall have the right of approval or rejection of such leave after two teachers have taken such leave during the same school year. Such leave may not exceed five (5) days for one individual in any school year and only in the event of extreme emergency will it be granted before or after a holiday period. A decision on applications for unpaid leave, before or after a holiday, will be determined by the Superintendent on a case-by-case basis.
11. Professional Meetings
  - a. Any employee member of the unit defined in the recognition clause who belongs to a professional organization and is duly elected as the delegate to the annual convention of that organization shall be granted two (2) days' leave per year to attend such convention of any one (1) such organization without loss of salary or personal business days. No mileage or living expenses shall be granted.
  - b. Written notice of the date of any of the above convention meetings shall be given to the Superintendent at least thirty (30) days in advance of such meeting.

D. Facilities, Equipment and Supplies

1. Safe and Healthful Environment: The District agrees to provide a safe and healthful environment in and around the school building, including the maintenance of State Education Department standards for heating and lighting.
2. Selection of Textbooks and Audio-Visual Materials: The present practice of allowing teachers to recommend textbooks and audio-visual materials shall be continued.
3. Textbooks and Equipment: Each teacher shall be provided with an adequate number of textbooks so that each student will have the advantage of having his own textbook. The District agrees to provide basic equipment necessary to carry out approved courses of study.
4. Teachers' Room: The District shall provide a teachers' room in each school.
5. Teachers' Desks: The District agrees to provide every teacher, except BOCES, employed by the District with a desk. Those teachers who do not wish a desk shall so notify the principal.

E. General Conditions

1. Length of School Year
  - a. During the development of the school calendar, the union will serve in an advisory capacity.
  - b. The school year will be composed of a minimum of 180 instructional days and 2 Staff Development/Superintendent Conference Days. In the event all allocated snow days are not used, 1 additional Staff Development/Superintendent Conference Day may be scheduled in the spring. The district agrees to return any additional unused snow days to either additional contact time with students or professional development days.
  - c. Effective 7/1/05, all newly hired faculty are required to attend up to a five (5) day orientation/in-service session. These days shall be six hours in length, inclusive of lunch and shall be compensated at the curriculum rate of pay for a 6 hour day.
  - d. Effective 7/1/05, all faculty (excluding new faculty addressed above), may participate in three days (3) of in-house curriculum and/or professional development work. This work must align with district, building and/or individual APPR goals that have been approved by the building staff development committee. These days shall be six hours in length, inclusive of lunch and shall be compensated at the curriculum rate of pay for a 6-hour day.
  - e. It is the intent of the District to offer numerous in-service options both during the school year , and the summer months in order that teachers may fulfill the above requirements. The core of summer offerings will be announced by May 1 of each year, with additional offerings to be added as developed.
2. Travel Expenses: Teachers shall be reimbursed for approved travel expenses.
3. Mileage Allowance: The District shall reimburse employees for the use of a privately owned vehicle on authorized or approved school business at the IRS rate in effect for that year.
4. Federation-Administration Meetings: There shall be regularly scheduled monthly meetings between Federation representatives and the administration staff unless otherwise agreed.

5. Copies of Contract: All members of the unit shall be provided with copies of the contract in booklet form as soon as possible after ratification. The cost shall be equally divided between the parties.
6. Military Deferment: In handling requests regarding the status of any employee eligible for military service, the District agrees to maintain a uniform and equitable policy which is in no way discriminatory.
7. Parent/Teacher Conferences and Back-to-School Night
  - a. All teachers will be required to attend one evening Back-to-School event.
  - b. Up to two additional evening events may be scheduled; a half day of release time will be provided for each. Teachers will be notified of the calendar for these events no later than September 30<sup>th</sup>.
8. Tax Sheltered Annuities: The Board agrees to continue providing members of the negotiation unit who so request, a payroll deduction of premiums and other costs related to the purchase of the tax sheltered annuity program in force.

## ARTICLE VII - GRIEVANCE PROCEDURE

### A. Definitions

1. A "grievance" shall mean a claimed violation, misinterpretation or inequitable application of the terms and conditions of this agreement or of any established practice providing employee rights and benefits or working conditions in addition to those contained herein or interpreting those contained herein which relate to or involve an employee or employees and which has not been solved by normal discussions among employees and administrators. Each grievance shall contain the facts underlying the grievance, the section of the contract violated and the remedy sought. The grievance shall be signed by the individual grievant.
2. The "Federation" shall mean the Putnam Valley Federation of Teachers.
3. The term "grievant" or "aggrieved" shall mean an individual employee or, where applicable, a group of employees, or the Federation.
4. The word "days" shall mean, except where otherwise indicated, school days; thus, weekend or vacation days are excluded.
5. The term "immediate Supervisor" shall mean the Principal.

### B. General Provisions

1. An employee shall have the right to present grievances in accordance with the procedure, free from coercion, interference, restraint, discrimination or reprisal.
2. An employee shall have the right to be represented at any step of the procedure by anyone of his choice. Any fees charged by such a person or persons shall be borne by the employee.
3. Each party to a grievance, and the Federation, shall have access at reasonable times to all written statements and records pertaining to such a case.
4. All hearings shall be held in private session unless otherwise mutually agreed.
5. It shall be the responsibility of the Superintendent of the District to take such steps as may be necessary to give force and effect to these procedures. Each person to whom a grievance is presented shall have the responsibility to consider promptly each such grievance and to make a determination within the authority delegated to him within the time specified in these procedures.
6. Conferences or hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend. When such conferences are held during school hours, all persons who participate shall be excused without loss of pay.
7. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step. The time limits specified in any step of this procedure may be extended, in any specific instance, by mutual agreement. If one of the parties shall be required to be out of the District on school business, such absence shall not be counted as lapsed time.

8. The Federation has the right to initiate or appeal a grievance. Such grievance shall be initiated at the appropriate step of the grievance procedure and may, if necessary, be appealed through succeeding steps of the grievance procedure according to the time limits and other conditions specified for such succeeding steps.
9. Where a group of teachers have a common grievance, the President of the Federation or designee, in the name of the Federation, acting on the teachers' request, may initiate a group grievance on their behalf by filing a written grievance at the appropriate step of the grievance procedure. If necessary, the Federation may appeal the grievance through the succeeding steps of the grievance procedure according to the time limits and other conditions specified for such succeeding steps.
10. Where a grievance involves an act or condition over which an immediate supervisor is without power or authority to act, including but not limited to salary or leave agreements or policies, a grievance may be initiated with the Superintendent at Step 2 of the grievance procedure and may, if necessary, be processed through the 4th step.
11. a. The Board of Education shall have the right to bring a grievance against an employee or the Federation. Following the Board's written notice of a grievance, under the time limit for initiation of employee grievances in subdivision 13 of the General Procedures of the Grievance Procedure, a conference shall be held within ten (10) days between the Board and the party aggrieved against with a view to arriving at a mutually satisfactory resolution of the grievance. At such conference, the Board, the Federation and the party aggrieved against shall be entitled to be represented and to be heard, and all parties shall have at least two (2) days notice of the time and place of the conference.  
 b. The party aggrieved against shall report its response in writing to the Board of Education within ten (10) days of the conference. If the Board is not satisfied with the response, it may, within ten (10) days, file a notice of arbitration under the requirements spelled out for employees. The process of Step 4 of the Grievance Procedure shall govern the disposition of the grievance.
12. When a grievance is satisfactorily adjusted at any one of the steps of the procedure, the grievance shall be deemed to be settled and the settlement shall be so noted on a report signed by both parties together with the terms of the adjustment.
13. A grievance must be presented within thirty (30) days after the cause of the grievance arises, unless it is impossible for the employee to know he has a grievance, in which case a grievance may be presented within thirty (30) days from the date when it was first possible for him to have such knowledge. In the event a grievance is filed late in the school year so that sufficient time as stipulated under all steps of the procedure might not be provided should it be necessary to pursue the grievance through the final step, all parties will be expected to make special efforts to expedite the grievance. In any event, the grievance shall be consummated under the terms of this agreement and not under a succeeding contract or agreement.

C. Procedures for Grievance Adjustment:

1. STEP 1: Any employee considering himself aggrieved may, either orally or in writing, present a grievance to his immediate supervisor within the time limit specified in subdivision 13 of the General Provisions of this Grievance Procedure. The aggrieved employee and the immediate supervisor shall confer on the grievance within five (5) days with a view to arriving at a mutually satisfactory resolution of the grievance. At the conference, the aggrieved employee may appear personally or he may be represented by a Federation representative or other representative, but where the aggrieved employee is so represented, he nevertheless must be present. Any grievance thus presented which involved the terms of this agreement, either in application or interpretation, or which would affect the working conditions or the welfare of the employees in the negotiating unit, shall entitle the Federation to be present through a representative to state the views of the Federation. The immediate supervisor shall advise the President of the Federation of the existence of a grievance to allow the Federation to designate a representative to attend the conference. He shall give the Federation and the grievant two (2) days' notice of the time and place of such a conference. The immediate supervisor shall communicate his decision and supporting reasons in writing to all persons present at the Step1 conference. The individual grievant shall be present at this step.
2. STEP 2:
  - a. If not settled pursuant to the foregoing procedure, the grievance may be appealed to the

- Superintendent within ten (10) days after the receipt of the decision in Step 1. The appeal shall be in writing and shall set forth specifically the reasons for the appeal and shall be accompanied by a copy of the decision at Step 1. It shall also state the names of the grievant's representative, if any, and the representatives of the Federation present at Step 1. The Superintendent shall meet and confer with the aggrieved employee within ten (10) days, in an attempt to reach a mutually satisfactory resolution of the grievance.
- b. The aggrieved employee and the Federation's representative shall be given at least two (2) days notice of the conference and an opportunity to be heard. The individual grievant shall be present at this step. Notice of the conference shall also be given to the immediate supervisor of Step 1, who may be present to state his views. The employee's and the Federation's rights to be heard and represented shall be as stated in Step 1, except that the Federation may designate a different representative at this step, if necessary. The Superintendent shall communicate his decision in writing, together with his supporting reasons, to the aggrieved employee, to the Federation representative and to the Step 1 immediate supervisor within ten (10) days of the conference.
3. STEP 3: If not settled pursuant to the foregoing procedure, the grievance may be appealed to the Board of Education within ten (10) days after the decision is received in Step 2. The appeal shall be in writing, shall set forth specifically the reasons for the appeal, and shall be accompanied by a copy of the appeal and the decision at Step 2. It shall state the names of the grievant and the Federation's representative present at Step 2. Notification of the hearing on the appeal, and the grievant and the Federation's rights to be heard and represented shall be as stated in Step 1 and Step 2, except that the appeal must be heard within ten (10) days' receipt of the appeal. Notice of the hearing and an opportunity to be heard shall be given to the Superintendent and the immediate supervisor of Step 1, if involved. The Board of Education shall render a decision within ten (10) days of its hearing on the appeal. The Board shall immediately transmit the decision, together with supporting reasons to the grievant and the Federation's representative who participated in this step, as well as the Superintendent and the immediate supervisor of Step 1, if any, involved.
4. STEP 4: ARBITRATION
    - a. No grievance may be brought to this step except by the recognized representative of the teaching unit. If not settled pursuant to the foregoing procedure, the grievant may submit the grievance to an arbitrator for decision. The proceeding shall be initiated by the grievant filing a notice of arbitration with the Board of Education and with the American Arbitration Association. The notice shall include a statement of the nature of the grievance and the facts relating to it, a statement setting forth precisely the issue to be decided by the arbitrator, copies of all other documents, exhibits and information. The arbitration agency shall appoint an arbitrator to serve in the case and its arbitration rules shall apply to the proceedings, insofar as they relate to any hearings, unless the parties waive such a hearing within fourteen (14) days after being appointed. This time limit may be extended by mutual agreement of the parties involved. The arbitrator shall give at least five (5) days' notice of the time and place of such hearing to the grievant, the Board of Education, the Superintendent, the Federation and the immediate supervisor of Step 1, if involved. The arbitrator shall issue his decision no more than fourteen (14) days from the date of the closing of the hearings, or, if oral hearings have been waived, then from the date of transmitting the final statements and proof to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusions on the issues submitted. The arbitrator shall limit his decision to matters specified in the "grievance" definition of the procedure, and to any remedy, if appropriate, which is not inconsistent with this agreement and not contrary to it.
    - b. However, he shall be without power or authority to make any decisions, which are:
      - (1) Contrary to, or inconsistent with, or modifying or varying in any way, the terms of this agreement.
      - (2) Involving Board of Education discretion or policy under the provisions of this agreement, except that he may decide in a particular case involving Board discretion policy, whether or not the Board applied such discretion or policy in a discriminatory fashion; i.e., in a manner unreasonably inconsistent with the general practice of the District in similar circumstances.
    - c. The decision of the arbitrator will be accepted as final by the parties to the grievance

- dispute, and both will abide by it.
- d. The cost of arbitration shall be shared equally by the parties.

ARTICLE VIII - CONFORMITY TO LAW - SAVINGS CLAUSE

- A. In the event that any provision of this agreement is or shall be contrary to law, all other provisions of this agreement shall continue in effect.
- B. If any provisions of this agreement are or shall be contrary to law, then such provision shall not be applicable, performed or endorsed, except to the extent permitted by law. Any substitute action shall be subject to appropriate consultation and negotiation.

ARTICLE IX - MATTERS NOT COVERED


It shall be the prerogative of the District to institute new practices concerning matters not covered by this agreement, which matters shall not be subject to negotiation during this agreement. No policy undertaken pursuant to this article shall alter wages, hours or conditions of work as set forth in this agreement.


ARTICLE X - DURATION

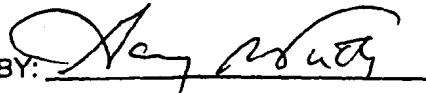
- A. This agreement shall be effective as of July 1, 2005 and shall continue in effect through June 30, 2010.
- B. This agreement shall supersede any rules, regulations, policies or practices of the District, which shall be contrary to or inconsistent with its terms. The provision of this agreement shall be incorporated into and be considered part of the established policies of the District. Any District policies unaltered or unchanged by this agreement shall remain in force unless modified by procedures provided in this agreement. Negotiations for a subsequent agreement should commence no later than January 15, 2010.

ARTICLE XI - LEGISLATIVE AUTHORITY

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.

  
\_\_\_\_\_  
PUTNAM VALLEY CENTRAL  
SCHOOL DISTRICT

  
\_\_\_\_\_  
PUTNAM VALLEY FEDERATION  
OF TEACHERS

BY:   
\_\_\_\_\_

Date: 6.24.05

  
\_\_\_\_\_

Date: 6.24.05

## APPENDIX A

### 2005-06 Schedules

<u>STEP</u>	<u>B.A.</u>	<u>M.A.</u>
1	45,370	51,759
2	48,904	55,714
3	52,232	59,610
4	54,326	61,992
5	56,992	65,132
6	59,320	67,737
7	61,692	70,444
8	65,282	74,619
9	67,606	77,366
10	69,930	80,128
11	72,256	82,881
12	74,338	84,969
13	76,568	87,573
14	78,866	90,185

### 2006-07 Schedules

<u>STEP</u>	<u>B.A.</u>	<u>M.A.</u>
1	46,958	53,571
2	50,616	57,664
3	54,060	61,696
4	56,227	64,162
5	58,987	67,412
6	61,396	70,108
7	63,851	72,910
8	67,567	77,231
9	69,972	80,074
10	72,378	82,932
11	74,785	85,782
12	76,940	87,943
13	79,248	90,638
14	81,626	93,341

### 2007-08 Schedules

<u>STEP</u>	<u>B.A.</u>	<u>M.A.</u>
1	48,602	55,446
2	52,388	59,682
3	55,952	63,855
4	58,195	66,408
5	61,052	69,771
6	63,545	72,562
7	66,086	75,462
8	69,932	79,934
9	72,421	82,877
10	74,911	85,835
11	77,402	88,784
12	79,633	91,021
13	82,022	93,810
14	84,483	96,608

### 2008-09 Schedules

<u>STEP</u>	<u>B.A.</u>	<u>M.A.</u>
1	50,303	57,387
2	54,222	61,771
3	57,910	66,090
4	60,232	68,732
5	63,189	72,213
6	65,769	75,102
7	68,399	78,103
8	72,380	82,732
9	74,956	85,778
10	77,533	88,839
11	80,111	91,891
12	82,420	94,207
13	84,893	97,093
14	87,440	99,989

### 2009-10 Schedules

<u>STEP</u>	<u>B.A.</u>	<u>M.A.</u>
1	51,938	59,252
2	55,984	63,779
3	59,792	68,238
4	62,190	70,966
5	65,243	74,560
6	67,906	77,543
7	70,622	80,641
8	74,732	85,421
9	77,392	88,566
10	80,053	91,726
11	82,715	94,877
12	85,099	97,269
13	87,652	100,249
14	90,282	103,239





## APPENDIX B

Miscellaneous clubs not listed are to be renumerated at the curriculum rate .

	<b>2005-06</b>				
	<u>Step1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<b>HIGH SCHOOL</b>					
Director - Fall Drama	2,750	2,846	2,946	3,049	3,156
Director - Spring Musical	4,534	4,693	4,857	5,027	5,203
Vocal Director - Spring Musical	2,685	2,779	2,876	2,977	3,081
Conductor / Asst. Dir. - Spring Musical	2,685	2,779	2,876	2,977	3,081
Choreographer	2,685	2,779	2,876	2,977	3,081
Stage Craft	2,685	2,779	2,876	2,977	3,081
Jazz Ensemble	3,049	3,156	3,266	3,380	3,499
Vocal Ensemble	2,127	2,201	2,278	2,358	2,441
Instrumental Ensemble	2,127	2,201	2,278	2,358	2,441
Literary Magazine	1,960	2,029	2,100	2,173	2,249
Newspaper	1,960	2,029	2,100	2,173	2,249
Debate	2,613	2,704	2,799	2,897	2,998
Yearbook	4,439	4,594	4,755	4,922	5,094
Student Gov't Advisor	3,297	3,412	3,532	3,655	3,783
Math Club / Team	2,105	2,179	2,255	2,334	2,416
National Honor Society	1,904	1,971	2,040	2,111	2,185
Class Advisor 9th Grade	1,925	1,992	2,062	2,134	2,209
Class Advisor 10th Grade	1,925	1,992	2,062	2,134	2,209
Class Advisor 11th Grade	2,685	2,779	2,876	2,977	3,081
Class Advisor 12th Grade	2,685	2,779	2,876	2,977	3,081
Art Club	2,415	2,500	2,587	2,678	2,771
Stage Crew	2,737	2,833	2,932	3,035	3,141
Model Congress	2,415	2,500	2,587	2,678	2,771
World Languages	1,207	1,249	1,293	1,338	1,385
Voices / GSA	1,904	1,971	2,040	2,111	2,185
SADD	1,050	1,087	1,125	1,164	1,205
Future Teachers	724	749	776	803	831
Interact	1,225	1,268	1,312	1,358	1,406
Make A Difference Club	2,685	2,779	2,876	2,977	3,081
Spanish Honor Society	1,904	1,971	2,040	2,111	2,185
Mu Alpha Theta Club	1,904	1,971	2,040	2,111	2,185
Tri-M Music Honor Society	1,904	1,971	2,040	2,111	2,185
<b>MIDDLE SCHOOL</b>					
MS Yearbook	2,469	2,555	2,645	2,737	2,833
MS Jazz Band	1,960	2,029	2,100	2,173	2,249
MS Student Gov't Advisor	2,100	2,174	2,250	2,328	2,410
MS / ES School Drama	2,613	2,704	2,799	2,897	2,998
MS Computer Club	4,200	4,347	4,499	4,657	4,820
MS Newspaper Club	1,050	1,087	1,125	1,164	1,205
<b>ELEMENTARY SCHOOL</b>					
ES Chorus	4,830	4,999	5,174	5,355	5,543
ES Gym Show	1,709	1,769	1,831	1,895	1,961

## APPENDIX B

Miscellaneous clubs not listed are to be renumerated at the curriculum rate .

	<b>2006-07</b>				
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<b>HIGH SCHOOL</b>					
Director - Fall Drama	2,846	2,946	3,049	3,156	3,266
Director - Spring Musical	4,693	4,857	5,027	5,203	5,385
Vocal Director - Spring Musical	2,779	2,876	2,977	3,081	3,189
Conductor / Asst. Dir. - Spring Musical	2,779	2,876	2,977	3,081	3,189
Choreographer	2,779	2,876	2,977	3,081	3,189
Stage Craft	2,779	2,876	2,977	3,081	3,189
Jazz Ensemble	3,156	3,266	3,380	3,499	3,621
Vocal Ensemble	2,201	2,278	2,358	2,441	2,526
Instrumental Ensemble	2,201	2,278	2,358	2,441	2,526
Literary Magazine	2,029	2,100	2,173	2,249	2,328
Newspaper	2,029	2,100	2,173	2,249	2,328
Debate	2,704	2,799	2,897	2,998	3,103
Yearbook	4,594	4,755	4,922	5,094	5,272
Student Gov't Advisor	3,412	3,532	3,655	3,783	3,916
Math Club / Team	2,179	2,255	2,334	2,416	2,500
National Honor Society	1,971	2,040	2,111	2,185	2,261
Class Advisor 9th Grade	1,992	2,062	2,134	2,209	2,286
Class Advisor 10th Grade	1,992	2,062	2,134	2,209	2,286
Class Advisor 11th Grade	2,779	2,876	2,977	3,081	3,189
Class Advisor 12th Grade	2,779	2,876	2,977	3,081	3,189
Art Club	2,500	2,587	2,678	2,771	2,868
Stage Crew	2,833	2,932	3,035	3,141	3,251
Model Congress	2,500	2,587	2,678	2,771	2,868
World Languages	1,249	1,293	1,338	1,385	1,434
Voices / GSA	1,971	2,040	2,111	2,185	2,261
SADD	1,087	1,125	1,164	1,205	1,247
Future Teachers	749	776	803	831	860
Interact	1,268	1,312	1,358	1,406	1,455
Make A Difference Club	2,779	2,876	2,977	3,081	3,189
Spanish Honor Society	1,971	2,040	2,111	2,185	2,261
Mu Alpha Theta Club	1,971	2,040	2,111	2,185	2,261
Tri-M Music Honor Society	1,971	2,040	2,111	2,185	2,261
<b>MIDDLE SCHOOL</b>					
MS Yearbook	2,555	2,645	2,737	2,833	2,932
MS Jazz Band	2,029	2,100	2,173	2,249	2,328
MS Student Gov't Advisor	2,174	2,250	2,328	2,410	2,494
MS / ES School Drama	2,704	2,799	2,897	2,998	3,103
MS Computer Club	4,347	4,499	4,657	4,820	4,988
MS Newspaper Club	1,087	1,125	1,164	1,205	1,247
<b>ELEMENTARY SCHOOL</b>					
ES Chorus	4,999	5,174	5,355	5,543	5,737
ES Gym Show	1,769	1,831	1,895	1,961	2,030

## APPENDIX B

Miscellaneous clubs not listed are to be renumerated at the curriculum rate .

	<b>2007-08</b>				
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<b>HIGH SCHOOL</b>					
Director - Fall Drama	2,946	3,049	3,156	3,266	3,380
Director - Spring Musical	4,857	5,027	5,203	5,385	5,573
Vocal Director - Spring Musical	2,876	2,977	3,081	3,189	3,301
Conductor / Asst. Dir. - Spring Musical	2,876	2,977	3,081	3,189	3,301
Choreographer	2,876	2,977	3,081	3,189	3,301
Stage Craft	2,876	2,977	3,081	3,189	3,301
Jazz Ensemble	3,266	3,380	3,499	3,621	3,748
Vocal Ensemble	2,278	2,358	2,441	2,526	2,615
Instrumental Ensemble	2,278	2,358	2,441	2,526	2,615
Literary Magazine	2,100	2,173	2,249	2,328	2,409
Newspaper	2,100	2,173	2,249	2,328	2,409
Debate	2,799	2,897	2,998	3,103	3,212
Yearbook	4,755	4,922	5,094	5,272	5,457
Student Gov't Advisor	3,532	3,655	3,783	3,916	4,053
Math Club / Team	2,255	2,334	2,416	2,500	2,588
National Honor Society	2,040	2,111	2,185	2,261	2,341
Class Advisor 9th Grade	2,062	2,134	2,209	2,286	2,366
Class Advisor 10th Grade	2,062	2,134	2,209	2,286	2,366
Class Advisor 11th Grade	2,876	2,977	3,081	3,189	3,301
Class Advisor 12th Grade	2,876	2,977	3,081	3,189	3,301
Art Club	2,587	2,678	2,771	2,868	2,969
Stage Crew	2,932	3,035	3,141	3,251	3,364
Model Congress	2,587	2,678	2,771	2,868	2,969
World Languages	1,293	1,338	1,385	1,434	1,484
Voices / GSA	2,040	2,111	2,185	2,261	2,341
SADD	1,125	1,164	1,205	1,247	1,291
Future Teachers	776	803	831	860	890
Interact	1,312	1,358	1,406	1,455	1,506
Make A Difference Club	2,876	2,977	3,081	3,189	3,301
Spanish Honor Society	2,040	2,111	2,185	2,261	2,341
Mu Alpha Theta Club	2,040	2,111	2,185	2,261	2,341
Tri-M Music Honor Society	2,040	2,111	2,185	2,261	2,341
<b>MIDDLE SCHOOL</b>					
MS Yearbook	2,645	2,737	2,833	2,932	3,035
MS Jazz Band	2,100	2,173	2,249	2,328	2,409
MS Student Gov't Advisor	2,250	2,328	2,410	2,494	2,581
MS / ES School Drama	2,799	2,897	2,998	3,103	3,212
MS Computer Club	4,499	4,657	4,820	4,988	5,163
MS Newspaper Club	1,125	1,164	1,205	1,247	1,291
<b>ELEMENTARY SCHOOL</b>					
ES Chorus	5,174	5,355	5,543	5,737	5,937
ES Gym Show	1,831	1,895	1,961	2,030	2,101

## APPENDIX B

Miscellaneous clubs not listed are to be renumerated at the curriculum rate .

	<b>2008-09</b>				
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<b>HIGH SCHOOL</b>					
Director - Fall Drama	3,049	3,156	3,266	3,380	3,499
Director - Spring Musical	5,027	5,203	5,385	5,573	5,769
Vocal Director - Spring Musical	2,977	3,081	3,189	3,301	3,416
Conductor / Asst. Dir. - Spring Musical	2,977	3,081	3,189	3,301	3,416
Choreographer	2,977	3,081	3,189	3,301	3,416
Stage Craft	2,977	3,081	3,189	3,301	3,416
Jazz Ensemble	3,380	3,499	3,621	3,748	3,879
Vocal Ensemble	2,358	2,441	2,526	2,615	2,706
Instrumental Ensemble	2,358	2,441	2,526	2,615	2,706
Literary Magazine	2,173	2,249	2,328	2,409	2,494
Newspaper	2,173	2,249	2,328	2,409	2,494
Debate	2,897	2,998	3,103	3,212	3,324
Yearbook	4,922	5,094	5,272	5,457	5,648
Student Gov't Advisor	3,655	3,783	3,916	4,053	4,195
Math Club / Team	2,334	2,416	2,500	2,588	2,678
National Honor Society	2,111	2,185	2,261	2,341	2,422
Class Advisor 9th Grade	2,134	2,209	2,286	2,366	2,449
Class Advisor 10th Grade	2,134	2,209	2,286	2,366	2,449
Class Advisor 11th Grade	2,977	3,081	3,189	3,301	3,416
Class Advisor 12th Grade	2,977	3,081	3,189	3,301	3,416
Art Club	2,678	2,771	2,868	2,969	3,073
Stage Crew	3,035	3,141	3,251	3,364	3,482
Model Congress	2,678	2,771	2,868	2,969	3,073
World Languages	1,338	1,385	1,434	1,484	1,536
Voices / GSA	2,111	2,185	2,261	2,341	2,422
SADD	1,164	1,205	1,247	1,291	1,336
Future Teachers	803	831	860	890	921
Interact	1,358	1,406	1,455	1,506	1,559
Make A Difference Club	2,977	3,081	3,189	3,301	3,416
Spanish Honor Society	2,111	2,185	2,261	2,341	2,422
Mu Alpha Theta Club	2,111	2,185	2,261	2,341	2,422
Tri-M Music Honor Society	2,111	2,185	2,261	2,341	2,422
<b>MIDDLE SCHOOL</b>					
MS Yearbook	2,737	2,833	2,932	3,035	3,141
MS Jazz Band	2,173	2,249	2,328	2,409	2,494
MS Student Gov't Advisor	2,328	2,410	2,494	2,581	2,672
MS / ES School Drama	2,897	2,998	3,103	3,212	3,324
MS Computer Club	4,657	4,820	4,988	5,163	5,344
MS Newspaper Club	1,164	1,205	1,247	1,291	1,336
<b>ELEMENTARY SCHOOL</b>					
ES Chorus	5,355	5,543	5,737	5,937	6,145
ES Gym Show	1,895	1,961	2,030	2,101	2,174

## APPENDIX B

Miscellaneous clubs not listed are to be renumerated at the curriculum rate .

	<b>2009-10</b>				
	<u>Step1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<b>HIGH SCHOOL</b>					
Director - Fall Drama	3,148	3,258	3,372	3,490	3,612
Director - Spring Musical	5,190	5,372	5,560	5,755	5,956
Vocal Director - Spring Musical	3,074	3,181	3,293	3,408	3,527
Conductor / Asst. Dir. - Spring Musical	3,074	3,181	3,293	3,408	3,527
Choreographer	3,074	3,181	3,293	3,408	3,527
Stage Craft	3,074	3,181	3,293	3,408	3,527
Jazz Ensemble	3,490	3,613	3,739	3,870	4,005
Vocal Ensemble	2,435	2,520	2,608	2,700	2,794
Instrumental Ensemble	2,435	2,520	2,608	2,700	2,794
Literary Magazine	2,244	2,322	2,404	2,488	2,575
Newspaper	2,244	2,322	2,404	2,488	2,575
Debate	2,991	3,096	3,204	3,316	3,433
Yearbook	5,082	5,259	5,443	5,634	5,831
Student Gov't Advisor	3,774	3,906	4,043	4,185	4,331
Math Club / Team	2,410	2,494	2,581	2,672	2,765
National Honor Society	2,180	2,256	2,335	2,417	2,501
Class Advisor 9th Grade	2,204	2,281	2,361	2,443	2,529
Class Advisor 10th Grade	2,204	2,281	2,361	2,443	2,529
Class Advisor 11th Grade	3,074	3,181	3,293	3,408	3,527
Class Advisor 12th Grade	3,074	3,181	3,293	3,408	3,527
Art Club	2,765	2,861	2,961	3,065	3,172
Stage Crew	3,133	3,243	3,356	3,474	3,595
Model Congress	2,765	2,861	2,961	3,065	3,172
World Languages	1,382	1,430	1,480	1,532	1,586
Voices / GSA	2,180	2,256	2,335	2,417	2,501
SADD	1,202	1,244	1,288	1,333	1,379
Future Teachers	829	858	888	919	951
Interact	1,402	1,451	1,502	1,555	1,609
Make A Difference Club	3,074	3,181	3,293	3,408	3,527
Spanish Honor Society	2,180	2,256	2,335	2,417	2,501
Mu Alpha Theta Club	2,180	2,256	2,335	2,417	2,501
Tri-M Music Honor Society	2,180	2,256	2,335	2,417	2,501
<b>MIDDLE SCHOOL</b>					
MS Yearbook	2,826	2,925	3,028	3,134	3,243
MS Jazz Band	2,244	2,322	2,404	2,488	2,575
MS Student Gov't Advisor	2,404	2,488	2,575	2,665	2,759
MS / ES School Drama	2,991	3,096	3,204	3,316	3,433
MS Computer Club	4,808	4,976	5,150	5,331	5,517
MS Newspaper Club	1,202	1,244	1,288	1,333	1,379
<b>ELEMENTARY SCHOOL</b>					
ES Chorus	5,529	5,723	5,923	6,130	6,345
ES Gym Show	1,956	2,025	2,096	2,169	2,245



**APPENDIX C**

		2005-06				
<u>Sport</u>	<u>Level</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<b>Fall Sports</b>						
Football	Varsity Head	5,444	5,635	5,832	6,036	6,248
	Vars. Ass't	3,811	3,944	4,083	4,225	4,373
	Vars. Ass't	3,811	3,944	4,083	4,225	4,373
	J.V. Head	4,083	4,226	4,374	4,527	4,686
	J.V. Ass't	3,267	3,381	3,499	3,622	3,749
	Mod. Head	3,267	3,381	3,499	3,622	3,749
	Mod. Ass't	2,722	2,817	2,916	3,018	3,124
	Mod. Ass't	2,722	2,817	2,916	3,018	3,124
Boys Soccer	Varsity Head	4,537	4,696	4,860	5,030	5,206
	Vars. Ass't	3,176	3,287	3,402	3,521	3,644
	J.V. Head	3,403	3,522	3,645	3,773	3,905
	Mod. Head	2,722	2,817	2,916	3,018	3,124
Girls Soccer	Mod. Head	2,722	2,817	2,916	3,018	3,124
	Mod. Head	2,722	2,817	2,916	3,018	3,124
Field Hockey	Varsity Head	4,537	4,696	4,860	5,030	5,206
	Vars. Ass't	3,176	3,287	3,402	3,521	3,644
	J.V. Head	3,403	3,522	3,645	3,773	3,905
	Mod. Head	2,722	2,817	2,916	3,018	3,124
VolleyBall	Varsity Head	4,537	4,696	4,860	5,030	5,206
	Vars. Ass't	3,176	3,287	3,402	3,521	3,644
	J.V. Head	3,403	3,522	3,645	3,773	3,905
	Mod. Head	2,722	2,817	2,916	3,018	3,124
Cross-Ctry	Varsity Head	4,537	4,696	4,860	5,030	5,206
	Mod. Head	2,722	2,817	2,916	3,018	3,124
Girls Swimming	Varsity Head	4,537	4,696	4,860	5,030	5,206
	Vars. Ass't	3,176	3,287	3,402	3,521	3,644
Girls Tennis	Varsity Head	3,403	3,522	3,645	3,773	3,905
	J.V. Head	2,552	2,641	2,734	2,830	2,929
<b>Winter Sports</b>						
Girls Basketball	Varsity Head	5,898	6,105	6,318	6,539	6,768
	Vars. Ass't	4,129	4,273	4,423	4,578	4,738
	J.V. Head	4,424	4,578	4,739	4,904	5,076
	Mod. Head	3,539	3,663	3,791	3,924	4,061
Boys Basketball	Varsity Head	5,898	6,105	6,318	6,539	6,768
	Vars. Ass't	4,129	4,273	4,423	4,578	4,738
	J.V. Head	4,424	4,578	4,739	4,904	5,076
	Mod. Head	3,539	3,663	3,791	3,924	4,061
Wrestling	Varsity Head	5,898	6,105	6,318	6,539	6,768
	J.V. Head	4,424	4,578	4,739	4,904	5,076
	Mod. Head	3,539	3,663	3,791	3,924	4,061
Boys Swimming	Varsity Head	4,991	5,165	5,346	5,533	5,727
Bowling	Varsity Head	2,359	2,442	2,527	2,616	2,707
<b>Spring Sports</b>						
Boys Lacrosse	Varsity Head	5,444	5,635	5,832	6,036	6,248
	Vars. Ass't	3,811	3,944	4,083	4,225	4,373
	J.V. Head	4,083	4,226	4,374	4,527	4,686
	Mod. Head	3,267	3,381	3,499	3,622	3,749
Girls Lacrosse	Varsity Head	5,444	5,635	5,832	6,036	6,248
	Vars. Ass't	3,811	3,944	4,083	4,225	4,373
	J.V. Head	4,083	4,226	4,374	4,527	4,686
	Mod. Head	3,267	3,381	3,499	3,622	3,749
**G. Soccer	Varsity Head	5,444	5,635	5,832	6,036	6,248
** Change to	Vars. Ass't	3,811	3,944	4,083	4,225	4,373
Fall 2006-07	J.V. Head	4,083	4,226	4,374	4,527	4,686
Track	Varsity Head	5,444	5,635	5,832	6,036	6,248
	Vars. Ass't	3,811	3,944	4,083	4,225	4,373
Baseball	Varsity Head	5,444	5,635	5,832	6,036	6,248
	Vars. Ass't	3,811	3,944	4,083	4,225	4,373
	J.V. Head	4,083	4,226	4,374	4,527	4,686
	Mod. Head	3,267	3,381	3,499	3,622	3,749
Softball	Varsity Head	5,444	5,635	5,832	6,036	6,248
	Vars. Ass't	3,811	3,944	4,083	4,225	4,373
	J.V. Head	4,083	4,226	4,374	4,527	4,686
	Mod. Head	3,267	3,381	3,499	3,622	3,749
Golf	Varsity Head	2,722	2,817	2,916	3,018	3,124
Cheerleading	Varsity Head	6,806	7,044	7,290	7,545	7,809
	J.V. Head	5,104	5,283	5,468	5,659	5,857
	Mod. Head	4,083	4,226	4,374	4,527	4,686



**APPENDIX C**

2006-07						
<u>Sport</u>	<u>Level</u>	<u>Step1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<b>Fall Sports</b>						
Football	Varsity Head	5,635	5,832	6,036	6,248	6,466
	Vars. Ass't	3,944	4,083	4,225	4,373	4,526
	Vars. Ass't	3,944	4,083	4,225	4,373	4,526
	J.V. Head	4,226	4,374	4,527	4,686	4,850
	J.V. Ass't	3,381	3,499	3,622	3,749	3,880
	Mod. Head	3,381	3,499	3,622	3,749	3,880
	Mod. Ass't	2,817	2,916	3,018	3,124	3,233
	Mod. Ass't	2,817	2,916	3,018	3,124	3,233
	Varsity Head	4,696	4,860	5,030	5,206	5,389
	Vars. Ass't	3,287	3,402	3,521	3,644	3,772
Boys Soccer	J.V. Head	3,522	3,645	3,773	3,905	4,041
	Mod. Head	2,817	2,916	3,018	3,124	3,233
	Varsity Head	4,696	4,860	5,030	5,206	5,389
Girls Soccer	Vars. Ass't	3,287	3,402	3,521	3,644	3,772
	J.V. Head	3,522	3,645	3,773	3,905	4,041
	Mod. Head	2,817	2,916	3,018	3,124	3,233
Field Hockey	Varsity Head	4,696	4,860	5,030	5,206	5,389
	Vars. Ass't	3,287	3,402	3,521	3,644	3,772
	J.V. Head	3,522	3,645	3,773	3,905	4,041
VolleyBall	Mod. Head	2,817	2,916	3,018	3,124	3,233
	Varsity Head	4,696	4,860	5,030	5,206	5,389
	Vars. Ass't	3,287	3,402	3,521	3,644	3,772
Cross-Ctry	J.V. Head	3,522	3,645	3,773	3,905	4,041
	Mod. Head	2,817	2,916	3,018	3,124	3,233
	Varsity Head	4,696	4,860	5,030	5,206	5,389
Girls Swimming	Mod. Head	2,817	2,916	3,018	3,124	3,233
	Varsity Head	4,696	4,860	5,030	5,206	5,389
Girls Tennis	Vars. Ass't	3,287	3,402	3,521	3,644	3,772
	Varsity Head	3,522	3,645	3,773	3,905	4,041
	J.V. Head	2,641	2,734	2,830	2,929	3,031
<b>Winter Sports</b>						
Girls Basketball	Varsity Head	6,105	6,318	6,539	6,768	7,005
	Vars. Ass't	4,273	4,423	4,578	4,738	4,904
	J.V. Head	4,578	4,739	4,905	5,076	5,254
	Mod. Head	3,663	3,791	3,924	4,061	4,203
Boys Basketball	Varsity Head	6,105	6,318	6,539	6,768	7,005
	Vars. Ass't	4,273	4,423	4,578	4,738	4,904
	J.V. Head	4,578	4,739	4,905	5,076	5,254
	Mod. Head	3,663	3,791	3,924	4,061	4,203
Wrestling	Varsity Head	6,105	6,318	6,539	6,768	7,005
	J.V. Head	4,578	4,739	4,905	5,076	5,254
	Mod. Head	3,663	3,791	3,924	4,061	4,203
Boys Swimming	Varsity Head	5,165	5,346	5,533	5,727	5,927
Bowling	Varsity Head	2,442	2,527	2,616	2,707	2,802
<b>Spring Sports</b>						
Boys Lacrosse	Varsity Head	5,635	5,832	6,036	6,248	6,466
	Vars. Ass't	3,944	4,083	4,225	4,373	4,526
	J.V. Head	4,226	4,374	4,527	4,686	4,850
	Mod. Head	3,381	3,499	3,622	3,749	3,880
Girls Lacrosse	Varsity Head	5,635	5,832	6,036	6,248	6,466
	Vars. Ass't	3,944	4,083	4,225	4,373	4,526
	J.V. Head	4,226	4,374	4,527	4,686	4,850
	Mod. Head	3,381	3,499	3,622	3,749	3,880
Track	Varsity Head	5,635	5,832	6,036	6,248	6,466
	Vars. Ass't	3,944	4,083	4,225	4,373	4,526
Baseball	Varsity Head	5,635	5,832	6,036	6,248	6,466
	Vars. Ass't	3,944	4,083	4,225	4,373	4,526
	J.V. Head	4,226	4,374	4,527	4,686	4,850
Softball	Mod. Head	3,381	3,499	3,622	3,749	3,880
	Varsity Head	5,635	5,832	6,036	6,248	6,466
	Vars. Ass't	3,944	4,083	4,225	4,373	4,526
Golf	J.V. Head	4,226	4,374	4,527	4,686	4,850
	Mod. Head	3,381	3,499	3,622	3,749	3,880
	Varsity Head	2,817	2,916	3,018	3,124	3,233
Cheerleading	Varsity Head	7,044	7,290	7,545	7,809	8,083
	J.V. Head	5,283	5,468	5,659	5,857	6,062
	Mod. Head	4,226	4,374	4,527	4,686	4,850

**APPENDIX C**

		2007-08				
<u>Sport</u>	<u>Level</u>	<u>Step1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<b>Fall Sports</b>						
Football	Varsity Head	5,832	6,036	6,248	6,466	6,693
	Vars. Ass't	4,083	4,225	4,373	4,526	4,685
	Vars. Ass't	4,083	4,225	4,373	4,526	4,685
	J.V. Head	4,374	4,527	4,686	4,850	5,019
	J.V. Ass't	3,499	3,622	3,749	3,880	4,016
	Mod. Head	3,499	3,622	3,749	3,880	4,016
	Mod. Ass't	2,916	3,018	3,124	3,233	3,346
	Mod. Ass't	2,916	3,018	3,124	3,233	3,346
Boys Soccer	Varsity Head	4,860	5,030	5,206	5,389	5,577
	Vars. Ass't	3,402	3,521	3,644	3,772	3,904
	J.V. Head	3,645	3,773	3,905	4,041	4,183
	Mod. Head	2,916	3,018	3,124	3,233	3,346
Girls Soccer	Varsity Head	4,860	5,030	5,206	5,389	5,577
	Vars. Ass't	3,402	3,521	3,644	3,772	3,904
	J.V. Head	3,645	3,773	3,905	4,041	4,183
	Mod. Head	2,916	3,018	3,124	3,233	3,346
Field Hockey	Varsity Head	4,860	5,030	5,206	5,389	5,577
	Vars. Ass't	3,402	3,521	3,644	3,772	3,904
	J.V. Head	3,645	3,773	3,905	4,041	4,183
	Mod. Head	2,916	3,018	3,124	3,233	3,346
VolleyBall	Varsity Head	4,860	5,030	5,206	5,389	5,577
	Vars. Ass't	3,402	3,521	3,644	3,772	3,904
	J.V. Head	3,645	3,773	3,905	4,041	4,183
	Mod. Head	2,916	3,018	3,124	3,233	3,346
Cross-Ctry	Varsity Head	4,860	5,030	5,206	5,389	5,577
	Mod. Head	2,916	3,018	3,124	3,233	3,346
Girls Swimming	Varsity Head	4,860	5,030	5,206	5,389	5,577
	Vars. Ass't	3,402	3,521	3,644	3,772	3,904
Girls Tennis	Varsity Head	3,645	3,773	3,905	4,041	4,183
	J.V. Head	2,734	2,830	2,929	3,031	3,137
<b>Winter Sports</b>						
Girls Basketball	Varsity Head	6,318	6,539	6,768	7,005	7,250
	Vars. Ass't	4,423	4,578	4,738	4,904	5,075
	J.V. Head	4,739	4,905	5,076	5,254	5,438
	Mod. Head	3,791	3,924	4,061	4,203	4,350
Boys Basketball	Varsity Head	6,318	6,539	6,768	7,005	7,250
	Vars. Ass't	4,423	4,578	4,738	4,904	5,075
	J.V. Head	4,739	4,905	5,076	5,254	5,438
	Mod. Head	3,791	3,924	4,061	4,203	4,350
Wrestling	Varsity Head	6,318	6,539	6,768	7,005	7,250
	J.V. Head	4,739	4,905	5,076	5,254	5,438
	Mod. Head	3,791	3,924	4,061	4,203	4,350
Boys Swimming	Varsity Head	5,346	5,533	5,727	5,927	6,135
Bowling	Varsity Head	2,527	2,616	2,707	2,802	2,900
<b>Spring Sports</b>						
Boys Lacrosse	Varsity Head	5,832	6,036	6,248	6,466	6,693
	Vars. Ass't	4,083	4,225	4,373	4,526	4,685
	J.V. Head	4,374	4,527	4,686	4,850	5,019
	Mod. Head	3,499	3,622	3,749	3,880	4,016
Girls Lacrosse	Varsity Head	5,832	6,036	6,248	6,466	6,693
	Vars. Ass't	4,083	4,225	4,373	4,526	4,685
	J.V. Head	4,374	4,527	4,686	4,850	5,019
	Mod. Head	3,499	3,622	3,749	3,880	4,016
Track	Varsity Head	5,832	6,036	6,248	6,466	6,693
	Vars. Ass't	4,083	4,225	4,373	4,526	4,685
Baseball	Varsity Head	5,832	6,036	6,248	6,466	6,693
	Vars. Ass't	4,083	4,225	4,373	4,526	4,685
	J.V. Head	4,374	4,527	4,686	4,850	5,019
Softball	Mod. Head	3,499	3,622	3,749	3,880	4,016
	Varsity Head	5,832	6,036	6,248	6,466	6,693
	Vars. Ass't	4,083	4,225	4,373	4,526	4,685
Golf	J.V. Head	4,374	4,527	4,686	4,850	5,019
	Mod. Head	3,499	3,622	3,749	3,880	4,016
	Varsity Head	2,916	3,018	3,124	3,233	3,346
Cheerleading	Varsity Head	7,290	7,545	7,810	8,083	8,366
	J.V. Head	5,468	5,659	5,857	6,062	6,274
	Mod. Head	4,374	4,527	4,686	4,850	5,019

## APPENDIX C

2008-09						
<u>Sport</u>	<u>Level</u>	<u>Step1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<b>Fall Sports</b>						
Football	Varsity Head	6,036	6,248	6,466	6,693	6,927
	Vars. Ass't	4,225	4,373	4,526	4,685	4,849
	Vars. Ass't	4,225	4,373	4,526	4,685	4,849
	J.V. Head	4,527	4,686	4,850	5,019	5,195
	J.V. Ass't	3,622	3,749	3,880	4,016	4,156
	Mod. Head	3,622	3,749	3,880	4,016	4,156
	Mod. Ass't	3,018	3,124	3,233	3,346	3,463
Boys Soccer	Varsity Head	5,030	5,206	5,389	5,577	5,772
	Vars. Ass't	3,521	3,644	3,772	3,904	4,041
	J.V. Head	3,773	3,905	4,041	4,183	4,329
	Mod. Head	3,018	3,124	3,233	3,346	3,463
Girls Soccer	Varsity Head	5,030	5,206	5,389	5,577	5,772
	Vars. Ass't	3,521	3,644	3,772	3,904	4,041
	J.V. Head	3,773	3,905	4,041	4,183	4,329
Field Hockey	Mod. Head	3,018	3,124	3,233	3,346	3,463
	Varsity Head	5,030	5,206	5,389	5,577	5,772
	Vars. Ass't	3,521	3,644	3,772	3,904	4,041
	J.V. Head	3,773	3,905	4,041	4,183	4,329
VolleyBall	Mod. Head	3,018	3,124	3,233	3,346	3,463
	Varsity Head	5,030	5,206	5,389	5,577	5,772
	Vars. Ass't	3,521	3,644	3,772	3,904	4,041
	J.V. Head	3,773	3,905	4,041	4,183	4,329
Cross-Ctry	Mod. Head	3,018	3,124	3,233	3,346	3,463
	Varsity Head	5,030	5,206	5,389	5,577	5,772
	Mod. Head	3,018	3,124	3,233	3,346	3,463
Girls Swimming	Varsity Head	5,030	5,206	5,389	5,577	5,772
	Vars. Ass't	3,521	3,644	3,772	3,904	4,041
Girls Tennis	Varsity Head	3,773	3,905	4,041	4,183	4,329
	J.V. Head	2,830	2,929	3,031	3,137	3,247
<b>Winter Sports</b>						
Girls Basketball	Varsity Head	6,539	6,768	7,005	7,250	7,504
	Vars. Ass't	4,578	4,738	4,904	5,075	5,253
	J.V. Head	4,905	5,076	5,254	5,438	5,628
	Mod. Head	3,924	4,061	4,203	4,350	4,502
Boys Basketball	Varsity Head	6,539	6,768	7,005	7,250	7,504
	Vars. Ass't	4,578	4,738	4,904	5,075	5,253
	J.V. Head	4,905	5,076	5,254	5,438	5,628
	Mod. Head	3,924	4,061	4,203	4,350	4,502
Wrestling	Varsity Head	6,539	6,768	7,005	7,250	7,504
	J.V. Head	4,905	5,076	5,254	5,438	5,628
	Mod. Head	3,924	4,061	4,203	4,350	4,502
Boys Swimming	Varsity Head	5,533	5,727	5,927	6,135	6,350
Bowling	Varsity Head	2,616	2,707	2,802	2,900	3,002
<b>Spring Sports</b>						
Boys Lacrosse	Varsity Head	6,036	6,248	6,466	6,693	6,927
	Vars. Ass't	4,225	4,373	4,526	4,685	4,849
	J.V. Head	4,527	4,686	4,850	5,019	5,195
	Mod. Head	3,622	3,749	3,880	4,016	4,156
Girls Lacrosse	Varsity Head	6,036	6,248	6,466	6,693	6,927
	Vars. Ass't	4,225	4,373	4,526	4,685	4,849
	J.V. Head	4,527	4,686	4,850	5,019	5,195
	Mod. Head	3,622	3,749	3,880	4,016	4,156
Track	Varsity Head	6,036	6,248	6,466	6,693	6,927
	Vars. Ass't	4,225	4,373	4,526	4,685	4,849
Baseball	Varsity Head	6,036	6,248	6,466	6,693	6,927
	Vars. Ass't	4,225	4,373	4,526	4,685	4,849
	J.V. Head	4,527	4,686	4,850	5,019	5,195
Softball	Mod. Head	3,622	3,749	3,880	4,016	4,156
	Varsity Head	6,036	6,248	6,466	6,693	6,927
	Vars. Ass't	4,225	4,373	4,526	4,685	4,849
Golf	J.V. Head	4,527	4,686	4,850	5,019	5,195
	Mod. Head	3,622	3,749	3,880	4,016	4,156
	Varsity Head	3,018	3,124	3,233	3,346	3,463
Cheerleading	Varsity Head	7,545	7,810	8,083	8,366	8,659
	J.V. Head	5,659	5,857	6,062	6,274	6,494
	Mod. Head	4,527	4,686	4,850	5,019	5,195

## APPENDIX C

		2009-10				
Sport	Level	Step1	Step 2	Step 3	Step 4	Step 5
<b>Fall Sports</b>						
Football	Varsity Head	6,233	6,451	6,676	6,910	7,152
	Vars. Ass't	4,363	4,515	4,674	4,837	5,006
	Vars. Ass't	4,363	4,515	4,674	4,837	5,006
	J.V. Head	4,674	4,838	5,007	5,183	5,364
	J.V. Ass't	3,740	3,870	4,006	4,146	4,291
	Mod. Head	3,740	3,870	4,006	4,146	4,291
	Mod. Ass't	3,116	3,225	3,338	3,455	3,576
	Mod. Ass't	3,116	3,225	3,338	3,455	3,576
Boys Soccer	Varsity Head	5,194	5,376	5,564	5,758	5,960
	Vars. Ass't	3,636	3,763	3,895	4,031	4,172
	J.V. Head	3,895	4,032	4,173	4,319	4,470
	Mod. Head	3,116	3,225	3,338	3,455	3,576
Girls Soccer	Varsity Head	5,194	5,376	5,564	5,758	5,960
	Vars. Ass't	3,636	3,763	3,895	4,031	4,172
	J.V. Head	3,895	4,032	4,173	4,319	4,470
	Mod. Head	3,116	3,225	3,338	3,455	3,576
Field Hockey	Varsity Head	5,194	5,376	5,564	5,758	5,960
	Vars. Ass't	3,636	3,763	3,895	4,031	4,172
	J.V. Head	3,895	4,032	4,173	4,319	4,470
	Mod. Head	3,116	3,225	3,338	3,455	3,576
VolleyBall	Varsity Head	5,194	5,376	5,564	5,758	5,960
	Vars. Ass't	3,636	3,763	3,895	4,031	4,172
	J.V. Head	3,895	4,032	4,173	4,319	4,470
	Mod. Head	3,116	3,225	3,338	3,455	3,576
Cross-Ctry	Varsity Head	5,194	5,376	5,564	5,758	5,960
	Mod. Head	3,116	3,225	3,338	3,455	3,576
Girls Swimming	Varsity Head	5,194	5,376	5,564	5,758	5,960
	Vars. Ass't	3,636	3,763	3,895	4,031	4,172
Girls Tennis	Varsity Head	3,895	4,032	4,173	4,319	4,470
	J.V. Head	2,922	3,024	3,130	3,239	3,353
<b>Winter Sports</b>						
Girls Basketball	Varsity Head	6,752	6,988	7,233	7,486	7,748
	Vars. Ass't	4,726	4,892	5,063	5,240	5,424
	J.V. Head	5,064	5,241	5,425	5,614	5,811
	Mod. Head	4,051	4,193	4,340	4,492	4,649
Boys Basketball	Varsity Head	6,752	6,988	7,233	7,486	7,748
	Vars. Ass't	4,726	4,892	5,063	5,240	5,424
	J.V. Head	5,064	5,241	5,425	5,614	5,811
	Mod. Head	4,051	4,193	4,340	4,492	4,649
Wrestling	Varsity Head	6,752	6,988	7,233	7,486	7,748
	J.V. Head	5,064	5,241	5,425	5,614	5,811
	Mod. Head	4,051	4,193	4,340	4,492	4,649
Boys Swimming	Varsity Head	5,713	5,913	6,120	6,334	6,556
Bowling	Varsity Head	2,701	2,795	2,893	2,994	3,099
<b>Spring Sports</b>						
Boys Lacrosse	Varsity Head	6,233	6,451	6,676	6,910	7,152
	Vars. Ass't	4,363	4,515	4,674	4,837	5,006
	J.V. Head	4,674	4,838	5,007	5,183	5,364
	Mod. Head	3,740	3,870	4,006	4,146	4,291
Girls Lacrosse	Varsity Head	6,233	6,451	6,676	6,910	7,152
	Vars. Ass't	4,363	4,515	4,674	4,837	5,006
	J.V. Head	4,674	4,838	5,007	5,183	5,364
	Mod. Head	3,740	3,870	4,006	4,146	4,291
Track	Varsity Head	6,233	6,451	6,676	6,910	7,152
	Vars. Ass't	4,363	4,515	4,674	4,837	5,006
Baseball	Varsity Head	6,233	6,451	6,676	6,910	7,152
	Vars. Ass't	4,363	4,515	4,674	4,837	5,006
	J.V. Head	4,674	4,838	5,007	5,183	5,364
	Mod. Head	3,740	3,870	4,006	4,146	4,291
Softball	Varsity Head	6,233	6,451	6,676	6,910	7,152
	Vars. Ass't	4,363	4,515	4,674	4,837	5,006
	J.V. Head	4,674	4,838	5,007	5,183	5,364
	Mod. Head	3,740	3,870	4,006	4,146	4,291
Golf	Varsity Head	3,116	3,225	3,338	3,455	3,576
Cheerleading	Varsity Head	7,791	8,063	8,346	8,638	8,940
	J.V. Head	5,843	6,048	6,259	6,478	6,705
	Mod. Head	4,674	4,838	5,007	5,183	5,364



**GLOSSARY: APPENDIX D**

- APPR: Annual Professional Performance Review
- BSC: Building Steering Committee
- DSC: District Steering Committee
- PDP: Professional Development Plan
- PDT: Professional Development Team
- PVCSD: Putnam Valley Central School District
- PVFTWF: Putnam Valley Federation of Teachers Welfare Fund
- AIS: Academic Intervention Services

Service Increment = longevity or enhanced longevity

Enhanced longevity is attained by 20 hours of approved professional development **attained in the** year prior to application for longevity.

Curriculum Rate of Pay = BA step 1 ÷ 200 ÷ 6

The rate is as follows for each year of the contract:

<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>
\$37.00	\$39.00	\$40.00	\$42.00	\$43.00



## APPENDIX E

### Miscellaneous Stipends

POSITION	2005-06	2006-07	2007-08	2008-09	2009-10
*Chaperone	\$25/hr.	\$26/hr.	\$27/hr.	\$28/hr.	\$29/hr.
**Timekeeper	\$50.00	\$51.00	\$52.00	\$53.00	\$54.00

\*Chaperone duties must include supervision of students and be authorized by Building Principal or Athletic Director. Rate will be prorated by quarter-hour increments. P.V.F.T. members should have the first of first refusal for chaperoning duties except under extenuating circumstances.

\*\*A timekeeper is a person responsible for the official time for a sporting event. If a team is late or a game goes into overtime, the timekeeper will be compensated at a prorated amount by quarter-hour increments.



