



Cornell University
ILR School

NYS PERB Contract Collection – Metadata Header

This contract is provided by the Martin P. Catherwood Library, ILR School, Cornell University. The information provided is for noncommercial educational use only.

Some variations from the original paper document may have occurred during the digitization process, and some appendices or tables may be absent. Subsequent changes, revisions, and corrections may apply to this document.

For more information about the PERB Contract Collection, see <http://digitalcommons.ilr.cornell.edu/perbcontracts/>

Or contact us:

Catherwood Library, Ives Hall, Cornell University, Ithaca, NY 14853
607-254-5370 ilrref@cornell.edu

Contract Database Metadata Elements

Title: **Copiague Union Free School District and Copiague Teachers Association (2008)**

Employer Name: **Copiague Union Free School District**

Union: **Copiague Teachers Association**

Effective Date: **07/01/08**

Expiration Date: **06/30/13**

PERB ID Number: **4839**

Unit Size: **410**

Number of Pages: **44**

For additional research information and assistance, please visit the Research page of the Catherwood website - <http://www.ilr.cornell.edu/library/research/>

For additional information on the ILR School - <http://www.ilr.cornell.edu/>

TA 14839

COPIAGUE PUBLIC SCHOOLS
Copiague, New York

NYS PUBLIC EMPLOYMENT
RELATIONS BOARD
RECEIVED

AGREEMENT FEB 2 2009

BETWEEN OFFICE OF THE CHAIR

THE BOARD OF EDUCATION

COPIAGUE UNION FREE SCHOOL DISTRICT

AND

THE COPIAGUE TEACHERS ASSOCIATION

7/1 6/30
2008-2013

RECEIVED

FEB 09 2009

NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

410



TABLE OF CONTENTS

ARTICLE 1	
Recognition.....	1
ARTICLE 2	
A. Dues Deduction.....	1
B. Agency Shop Fee	2
C. Vote/Cope.....	2
ARTICLE 3	
Teacher Employment	2
ARTICLE 4	
School Year - Teaching Day.....	2
ARTICLE 5	
Teacher Assignments	3
ARTICLE 6	
Transfers	6
ARTICLE 7	
Promotional & Newly Created Positions.....	7
ARTICLE 8	
A. Sick Days	7
B. Personal Days.....	7
C. Extended Sick Leave at Full Pay	8
D. Extended Sick Leave at Two-Thirds Pay.....	8
E. Extended Sick Leave at Two-Thirds Pay (continued)	9
F. Bereavement.....	9
G. Court Appearance	9
H. Jury Duty.....	9
I. Child Care Leave	9
J. Military Service.....	9
K. Visitation Days.....	10
L. Leave of Absence.....	10
ARTICLE 9	
Salaries.....	10
ARTICLE 10	
Insurance Programs.....	11
ARTICLE 11	
Retirement.....	12

ARTICLE 12	
Protection of Teachers	13
ARTICLE 13	
Student Discipline.....	13
ARTICLE 14	
Teacher Personnel Folder.....	13
ARTICLE 15	
Curriculum Consultation.....	14
ARTICLE 16	
Teaching Materials and Supplies	14
ARTICLE 17	
Grievance Procedure.....	14
ARTICLE 18	
School Instructional Improvement Leave of Absence	17
ARTICLE 19	
Identification Tags	17
ARTICLE 20	
Section 125 of the I.R.S. Code.....	17
ARTICLE 21	
Association Rights	17
ARTICLE 22	
Contractual Provisions.....	19
ARTICLE 23	
No Strike Clause	19

EXHIBIT A	
Salary Schedule 2008-2009	21
EXHIBIT B	
Salary Schedule 2009-2010	21
EXHIBIT C	
Salary Schedule 2010-2011	22
EXHIBIT D	
Salary Schedule 2011-2012	22
EXHIBIT E	
Salary Schedule 2012-2013	23
EXHIBIT F	
Requirements Governing the Salary Schedule.....	23
EXHIBIT G	
Differentials	25
EXHIBIT H	
Co-Curricular Stipends 2008-2013	26
EXHIBIT I	
Coaching Stipends 2008-2013	28
EXHIBIT J	
Intramurals - Salaries	30
EXHIBIT K	
Copiague Alternate Routes to Education.....	30

This Agreement is made and entered into on this 16th day of June 2008, by and between the Board of Education, Copiague Union Free School District, and the Copiague Teachers' Association for the period commencing July 1, 2008, and shall continue in full force and effect until June 30, 2013.

ARTICLE 1
RECOGNITION

The Copiague Board of Education recognizes the Copiague Teachers' Association as the exclusive representative of the Instructional Negotiating Unit of the Copiague Union Free School District composed of all classroom teachers, school attendance teachers, psychologists, guidance counselors, librarians, speech therapists and social workers, hereinafter referred to as "teachers." The aforementioned shall be included within the "Instructional Negotiating Unit" for the purpose of negotiating collectively the terms and conditions of employment, and administration of grievances arising thereunder.

This recognition is to be for a period ending seven months prior to the expiration of this Agreement or such longer period as may be the maximum permitted by law.

ARTICLE 2
DUES/AGENCY SHOP FEE/VOTE COPE DEDUCTION(S)

A. Dues Deduction

In accordance with Section 93(b) of the General Municipal Law and Article 14 of the Civil Service Law, the Board shall deduct the membership dues of the Copiague Teachers' Association and its affiliates from the salaries of its professional employees, but only upon the written request of each such employee on an authorization card to be provided by the Association to the Assistant Superintendent for Finance and Operations.

The Association shall submit a roster of its membership requesting deduction of dues to the Business Office by August 15. The dues shall be deducted in 20 payments starting with the second payroll in September. The Association shall certify the amount of dues to be deducted for each member.

Late membership - Dues shall be deducted equally over the remaining pay periods on a prorated basis commencing with the member's first pay period.

Any revocation of dues deduction shall be submitted in writing to the Payroll Department, and such revocation shall become effective in accordance with the said signed payroll deduction authorization cards or otherwise as required by law. District shall notify the Association of this revocation as soon as possible.

B. Agency Shop Fee

1. Pursuant to authorization contained in Civil Service Law 208, subdivision 3(b) with respect to agency shop fee deduction and effective in the years of this Agreement (but subject to continued legislative authorization during such term), the Board agrees to make deductions from the wage or salary of personnel covered by this Agreement who are not members of the Association, the amount equivalent to the dues levied by the Association and transmit the sum so deducted to the Association. The foregoing shall only be applicable so long as the Association has established and maintains a procedure for the refund to any such person demanding the return of any part of an agency shop fee deduction which represents such person's prorata share of expenditures by the Association in aid of activities or causes of a political or ideological nature only incidentally related to terms and conditions of employment.
2. The Association agrees to save and hold harmless the Board from any and all losses, expenses, damages, costs and attorney fees that may accrue as a result of the provisions contained in paragraph 1 above, by reason of any action, suit or proceeding before any administrative body or judicial or quasi-judicial body or before any arbitrator by any person covered by this Agreement or in his or her behalf involving or in any way relating to the implementation of the agency shop fee deduction provision hereinabove set forth.

C. VOTE/COPE

1. The Board of Education shall deduct voluntary VOTE/COPE contributions from unit members, as designated by such unit member, and shall forward the contributions to VOTE/COPE, Post Office Box 5190, Albany, New York 12205. The deductions shall be made annually from the unit member's last paycheck in May and shall be in accordance with the specific implementation procedure agreed to by the parties.

ARTICLE 3
TEACHER EMPLOYMENT

Effective with the new effective date of this Agreement, placement on any salary schedule for newly employed teachers shall be at the discretion of the Superintendent of Schools.

ARTICLE 4
SCHOOL YEAR - TEACHING DAY

A. The teachers shall not be required to report prior to the first and subsequent to the last day of the school calendar. The school calendar for 2008-2013 shall consist of 183 days which includes at least one Orientation Day and at least one Superintendent's Conference Day. However, part of one instructional day shall be utilized for parent conferences. The Association will be consulted with respect to the school calendar and afforded the opportunity to express its views prior to its adoption. Teachers will not be required to report for work after the end of the last day upon which pupils are

required to attend school. The school work year for guidance counselors, psychologists, and social workers shall be from September 1 to June 30. The aforementioned exceptions may be waived by the Superintendent of Schools. All licensed speech pathologists shall receive no more than two days per year release time to be used for the purpose of maintaining licensure. Documentation must be provided for each release day used.

B. The teachers' working day for grades 6-12 shall be 7 hours and 10 minutes; for grades K-5, 6 hours and 45 minutes.

C. Teachers will be notified, in writing, of their tentative sign-in and sign-out times for the coming school year as soon as practicable, and under normal circumstances, no later than June 15. Sign-out times, however, do not preclude required teacher attendance at meetings at dismissal time authorized by the Administration for the furtherance of school business and emergency situations in which teachers participate.

D. During the last ten (10) days of school, elementary school days shall be curtailed either by one (1) hour or by two (2) hours per day for a total of four (4) hours as determined by the Superintendent of Schools and the President of the Association upon receipt of the applicable school calendar. If no Agreement, previously negotiated arrangements shall be binding on the parties. The District practice regarding the last day of school in the elementary schools shall be maintained.

E. Guidance counselors will be required to set aside one evening a month for eight (8) months on a scheduled basis and on that day the counselor shall have a flexible and adjustable schedule to reflect and take into account the evening assignment.

F. Meetings:

Elementary level: Teachers shall attend all required meetings scheduled either immediately prior to sign-in or at dismissal, including faculty and/or department meetings, not to exceed a combined total of 150 minutes per month. It is understood that this total may only be exceeded in the event of a dire emergency. A meeting may not exceed 60 minutes in length.

Secondary (middle/high school) level: Teachers shall attend all required meetings scheduled either immediately prior to sign-in or at dismissal, including faculty and/or department meetings, not to exceed a combined total of 135 minutes per month. It is understood that this total may only be exceeded in the event of a dire emergency. A meeting may not exceed 60 minutes in length.

Staff development during faculty and/or department meetings is permissible, provided that it does not exceed a combined total of 120 minutes per month and no outside assignments or curriculum writing are required for meetings.

Except for emergency situations, teachers shall be given as much notice as practicable but no less than twenty-four (24) hours advance notice of any such meeting.

ARTICLE 5 **TEACHER ASSIGNMENTS**

A. Teachers will be notified, in writing, of their tentative programs for the coming school

year as soon as practicable, and under normal circumstances, no later than June 15. Such notification shall include the school to which the teachers will be assigned, the grade levels and subjects that they will be required to teach and shall also include any subject or unusual classes. Any subsequent change of the tentative schedule and program shall be given the teacher upon the change.

B. On the secondary level, all teachers shall be entitled to an uninterrupted duty free lunch period. The length of this period shall be equivalent to the duration of the mean classroom period in the building.

The lunch period for teachers in grades K-5 shall be 45 minutes in length and shall be unencumbered and uninterrupted.

Teachers may leave the school building during their lunch periods.

C. As part of their employment, teachers may be required to attend not more than four (4) evening activities, whether meetings or programs, per year. Activities for which compensation is provided will not be counted as part of the four.

D. In arranging schedules for teachers who are assigned to more than one school building during the day, the Administration shall endeavor to arrange the schedules so that inter-building school travel will be kept at a minimum, and teachers shall be assigned to a program of instructional time equivalent to that of classroom teachers. Every effort will be made not to assign a duty on those days that a teacher's assignment requires travel between buildings.

E. Secondary school teachers shall be assigned five teaching periods per day and one duty period. In the case of unusual scheduling problems, six teaching periods may be assigned. Where a teacher has been assigned six teaching periods, that teacher shall not have a duty period or homeroom period.

1. **Nine Period Day**

Notwithstanding anything contained herein to the contrary, with respect to the nine (9) period day at the secondary level, teachers who are not assigned to a common planning period will be afforded a professional period under the following guidelines:

- a. Teachers shall select an activity in the area of extra help for students, staff development activities, enrichment activities, activities designed for the development and/or improvement of educational programs and consulting with students and parents concerning attendance.
- b. The selection of an activity or activities shall be submitted to the principal for his approval which shall not be unreasonably withheld with the exception of study hall assignments which shall be at the sole discretion of the principal.
- c. Study hall assignments during such professional period shall be limited to not more than one such assignment every other day during the school year. However, every effort will be made within existing staff to reduce such limit to one such assignment every other day for one semester.

- d. A professional period may not be used to cover the class of an absent teacher.
- e. Duty assignments shall be distributed equitably and a roster kept for five years and be available for examination.
- f. It is understood that the common planning period will not supplant staff development or curriculum development initiatives, but will serve as a forum for professional dialogue to occur resulting in the continuing enhancement of educational opportunities for students.
- g. Staff development/meetings may occur up to one (1) period per week during either the common planning period or the professional period, at the discretion of administration. No outside assignments or curriculum writing are required for meetings.

F. Every effort shall be made in preparation of secondary school class schedules so that teachers may not be required to supervise more than three successive periods.

G. Every effort shall be made in preparation of secondary class schedules so that teachers of English, Mathematics, Science and Social Studies shall not be required to teach more than two subject areas, nor have more than four teaching preparations within those areas. The aforementioned, however, shall not apply to elective courses.

H. Elementary teaches shall be provided a daily preparation period not less than 40 minutes per day, four days per week, and 30 minutes one day per week. Such time will come from the time special teachers of Art, Physical Education, General Music and librarians are assigned to their classes.

In the event such time cannot be arranged from the above, the principal will make every effort to provide such time by scheduling alternate supervisory assignments of play and recess periods.

I. Every effort will be made when scheduling special area teachers in the primary grades K-3, that in the afternoon, not more than 2.5 hours of consecutive teaching by the classroom teacher will prevail.

J. Non-teaching duties shall be distributed equitably among the teaching staff. A duty roster shall be kept for five years and be available for examination.

K. Teachers shall not be required to drive children to activities which take place away from the building.

L. In the event a per diem substitute cannot be secured for an absent teacher, and a teacher is needed to provide substitute coverage, administration may reassign said teacher from their duty period to cover a class, for no additional pay, up to three (3) times in any school year. Beginning with the fourth assigned substitute coverage, a teacher will be paid subject to the rates indicated in the schedule below. This applies only to **involuntary** reassignment from a duty period.

Teachers will be offered the opportunity to **voluntarily** provide substitute coverage during their preparation and/or lunch periods. Voluntary substitute coverage will be compensated as indicated in the schedule below, beginning with the first assignment.

Administration will retain sole discretion in determining which staff members are to be assigned coverages.

Payment schedule:	Year 1 (2008-2009)	\$35.25 per period
	Year 2 (2009-2010)	\$36.40 per period
	Year 3 (2010-2011)	\$37.58 per period
	Year 4 (2011-2008)	\$38.71 per period
	Year 5 (2012-2013)	\$39.87 per period

The parties agree that the assigned covering teacher will follow the plan provided in an effort to provide continuity of instruction. It is further agreed that in the absence of a plan, it is expected that the teacher will endeavor to provide instruction to the best of their ability.

M. Each building principal's office shall have a supply of program preference sheets. Teachers who desire a change in grade level or subject assignment shall indicate such request on a program preference sheet and file the same with the Office of the Principal no later than April 1. Such a statement of preference by a teacher shall be given initial consideration in scheduling classes for the coming year.

N. A study of class size in the Copiague School District will be made, and a copy of this study will be made available to the Association.

O. Those classroom teachers who are assigned a preparation period are expected to utilize this professional preparation time for preparation for instruction and greater class effectiveness. This time may be used for professional work such as: tutoring, preparation for student classes, teaching materials, conferences with District supervisory and/or administrative staff, guidance counselors or parents.

P. Breakfast Program - Teachers shall be assigned to supervise the breakfast program, as needed, in accordance with the District's implementation plan. It is acknowledged by the Association that provided that a teacher's free time is not diminished and the length of the work day is not increased, the District has the authority to implement this mandated federal program as it deems appropriate.

ARTICLE 6 TRANSFERS

The Board of Education, upon recommendation of the Superintendent of Schools, is charged with the authority to assign and transfer personnel as may be deemed necessary in the interest of the School District. The Board and the Association recognize that some transfer of teachers from one school to another is unavoidable; they also recognize that the frequent transfer of teachers is disruptive of the educational process and interferes with optimum teacher performance. All relevant factors shall be considered in making transfers or reassignments. Upon the teacher's request, a conference with the Superintendent of Schools will be held concerning transfer or reassignment.

A. When transfers or reassignments of teachers in a school or grade are necessary, consideration shall be given first to those who have indicated they are desirous of making a change, before non-volunteers are reassigned to such positions.

B. In cases of involuntary transfer or reassignment, notice to the teacher shall be given as soon as practicable. Teachers will be notified by June 15 by the building principal.

C. A staff member who wishes to request a transfer from one school to another should direct a letter of request to the Superintendent of Schools via the current principal. The letter should state the reason for the request. The individual requesting reassignment shall be notified by the Superintendent of his decision.

ARTICLE 7 **PROMOTIONAL AND NEWLY CREATED POSITIONS**

A. All openings for promotional positions, positions paying salary differentials, and newly created positions, with the qualifications thereof, shall be publicized and all qualified teachers may apply for such positions.

B. Teachers presently employed in the District may apply for such positions. The fact of their existing employment shall be considered in filling such positions. However, nothing herein contained shall preclude the hiring of professional personnel, when, in the judgment of the Superintendent of Schools, such hiring is necessary or desirable for the District.

C. The School District shall continue to notify staff members, during the school year, of appointments to these positions.

ARTICLE 8 **SICK LEAVES AND OTHER LEAVES OF ABSENCE**

A. **SICK DAYS:** Teachers may be absent for reasons of illness/disability (including pregnancy and illness of an immediate family member residing in the household) for up to twelve (12) sick days in any school year without loss of pay. The accumulated number of unused sick days is unlimited.

B. **PERSONAL DAYS:** A teacher may be absent for personal reasons, other than sickness, for not more than five (5) days in any school year. Any such personal days taken by a teacher shall be deducted from the twelve (12) allowable sick days.

The Board of Education and the teachers have mutually agreed to a continuation of the removal of existing restrictions of the personal day policy for one year. It was the Association's contention that teachers would use personal days with discretion and would not use these days consecutively wherever possible.

The Board of Education will review the use of personal days for the 2008-2013 school years with the Association. Upon notice to the Association, the Board of Education may reinstate the

restrictions contained in the 1968-70 contract. This reinstatement is not negotiable.

C. EXTENDED SICK LEAVE AT FULL PAY: In the event a teacher suffers a continuous illness or extended disability which prohibits working for a period in excess of the teacher's accumulated sick leave allowance, the teacher shall be entitled to an additional twenty (20) days absence without loss of pay. A request in writing, supported by an M.D. certificate indicating the nature of the illness and/or disability and the probable date of return to duty shall be presented. A medical examination performed by the School Physician may be required if the Superintendent of Schools deems it necessary. Any teacher taking advantage of this extended sick leave allowance may replace the number of days thereof used in the following manner:

1. At the end of each school year, the number of unused sick days remaining will not accumulate, but will be used to replace the number of days used for extended sick leave purposes as herein provided. The Board of Education shall require the repayment of sick leave days used under the extended sick leave privilege as follows:

The first year after the use of extended sick leave privilege, a repayment of not less than four (4) days must be made. An automatic salary deduction of 1/200th shall be made for any of the required repayment days not repaid from accumulated sick days, such repayment to be based on the salary in the year of illness. The same policy shall be in effect for the second, third and fourth year. ALL days used under this extended sick leave policy must be repaid by the end of the fifth year. Under no circumstances may sick leave days be borrowed from future accumulation of sick days to satisfy obligations under this policy.

2. If the teacher leaves the District before all of the days used in the extended sick leave, as aforesaid are replaced, the Board shall deduct from the teacher's pay vouchers a sum equal to the teacher's regular salary for the days not so replaced. In the event the sum owed is not fully recouped by the District from the employee's pay vouchers, the employee shall be responsible to repay the District the monies owed hereunder.

D. EXTENDED SICK LEAVE AT TWO-THIRDS PAY: In the event a teacher suffers a continuous illness or extended disability prohibiting the return to duty after the expiration of the teacher's sick days, accumulated sick days, and extended sick leave of 20 days, as herein provided, the teacher shall, nevertheless, be entitled to receive two-thirds of the teacher's pay for a number of such additional days the teacher may be absent, depending upon length of service within the District as hereinafter provided:

Years of Service	Number of Days Entitled at Two-Thirds Pay	Years of Service	Number of Days Entitled at Two-Thirds Pay
1	0	7	35
2	0	8	40
3	0	9	45
4	15	10	50
5	25	11	55
6	30	12 and over	60

E. If the teacher leaves the District before all of the days used in the extended sick leave at 2/3 pay, as aforesaid, are replaced, the Board shall deduct from the teacher's pay vouchers a sum equal to the amount paid the teacher for the days not so replaced. This shall affect only those teachers who start to borrow at 2/3 pay after September 1, 1984. In the event the sum owed is not fully recouped by the District from the employee's pay vouchers, the employee shall be responsible to pay the District the monies owed hereunder.

A teacher who takes advantage of the extended sick leave provisions under C and D of the Sick Leave Policy, requiring the repayment of borrowed sick days shall not be entitled to the benefit of such extended sick leave again until the borrowed days have been repaid.

F. **BEREAVEMENT:** In the event of a death in the immediate family, a teacher is allowed a maximum of five (5) days absence. These days are in addition to the sick leave policy and are not deducted from accumulated days. The immediate family includes the employee's spouse, children, mother and father, sister and brother. A step-child, step-mother, step-father, step-sister, and step-brother shall be included in the definition of immediate family. A substitute parent shall be considered a member of the immediate family if the employee has lived with this person for twelve (12) consecutive months. In the event of a death of a relation, a teacher is allowed a maximum of three (3) days absence, and these days are in addition to sick leave and are not deducted from accumulated days. Relations are defined as employee's mother-in-law, father-in-law, grandparents and grandchild.

G. **COURT APPEARANCE:** If an employee is under subpoena or the employee's services are required by the School District for a court appearance, such absence shall not be charged to sick leave or personal days. An official copy of the subpoena must be presented to the building principal. This does not apply if an employee goes to court on his own personal business.

H. **JURY DUTY:** If an employee receives a court notice to appear for jury duty, the employee must first submit such notice to the building principal for approval. When a leave is granted, it is understood that the employee will receive the employee's regular salary less jury fees.

I. **CHILD CARE LEAVE:** An employee may apply for a child care leave for a period of at least to the beginning of the next semester after the birth of the child for child-rearing purposes, such leave to commence not earlier than the date of birth of the employee's child. At the expiration of this period of time, the employee may apply for an extension of this leave for a period up to another year. In no event shall child care leave be extended beyond two (2) full years. If granted, child care leave shall be without pay. The period of leave may be shortened should the child not survive the expiration of the leave period. Notwithstanding the above time limitations, the employee's return from a child care leave must coincide with the beginning of a school semester in order to ensure continuity of instruction. The Superintendent may, in his sole discretion, determine that it is in the best interests of the District to permit a teacher to return from a child care leave earlier than the beginning of a school semester. Except in emergency situations, the employee shall provide no less than sixty (60) days written notice of his/her intent to apply for this leave to the Superintendent of Schools.

J. **MILITARY SERVICE:** An employee must have service in Copiague Schools prior to entering service. The employee shall be protected under Military Law, Section 243, and any other laws relating to military service for employees of school districts.

K. **VISITATION DAYS:** The Superintendent of Schools may approve those teacher visitation days which he deems beneficial to the School District.

L. **LEAVE OF ABSENCE:** Upon written request of an employee, a leave of absence without pay for up to one (1) year may be granted in the sole discretion of the Superintendent of Schools.

ARTICLE 9
SALARIES

A. The salary placement chart for the period July 1, 2008 to June 30, 2009 is attached hereto as Exhibit "A."

The salary placement chart for the period July 1, 2009 to June 30, 2010 is attached hereto as Exhibit "B."

The salary placement chart for the period July 1, 2010 to June 30, 2011 is attached hereto as Exhibit "C."

The salary placement chart for the period July 1, 2011 to June 30, 2012 is attached hereto as Exhibit "D."

The salary placement chart for the period July 1, 2012 to June 30, 2013 is attached hereto as Exhibit "E."

B. The requirements governing the salary schedule and the salary schedules for Differentials, Co-Curricular Activities, Coaching, Intramurals and Copiague Alternate Routes to Education Programs [CARE] are annexed hereto as Exhibits F, G, H, I, J and K respectively.

C. At the District's discretion, two salary payment plans will be offered. One plan covers 21 or 25 payments per year; the second plan, 22 or 26 payments per year. The payment plan selected remains in effect for the full school year.

- D. 1. Payment of accumulated sick leave: All teachers whose employment continues in this School District until retirement shall be entitled at the time of retirement under the New York State Teachers Retirement System to receive payment for accumulated unused sick leave at the rate of one day for every two days so accumulated. Such payment shall be calculated on the basis of 1/200th of the teacher's annual salary at the time of retirement. For teachers hired after June 30, 2000, the accumulation of sick leave for payment under this provision will be limited to one hundred eighty (180) days.
2. Should a teacher in the employ of the District who has completed at least 20 years in the teaching profession, 10 of which must have been served in the Copiague Public Schools, die while in the service of the District, the estate of such teacher will be entitled to receive payment for accumulated unused sick leave of the deceased teacher at the rate of one day for every two days so accumulated.

3. In lieu of fully accumulating unused sick days each year, teachers may have the option of being reimbursed for a portion of such days at the rate of \$50.00 per day with annual reimbursement not to exceed \$350.00. In the event such option is exercised, payment therefore will be made at the end of the school year. Upon such payment, such days so reimbursed will not accumulate to sick leave.

E. Payroll Deduction

1. Annuity plans - Teachers may enroll in approved tax sheltered annuity plans by payroll deduction:
 - a. Union Central Life Insurance Company
 - b. AUSA Life Insurance Co., Inc.
 - c. Ing Financial Advisors
 - d. Edward D. Jones & Co.
 - e. The Equitable Life Assurance Co.
 - f. Fidelity Service Group
 - g. Presidential Life Insurance Company
 - h. Legend Service Corporation
 - i. Lincoln Investment Planning, Inc.
 - j. Long Island Financial Executives, Inc.
 - k. Mutual Financial Serv./Extebank
 - l. PMG Financial Services
 - m. Royal Life Insurance Co. of NY

Additional companies may be added subject to the approval of the Board of Education.

2. Teachers may utilize payroll deduction for payment of loans to the Teachers Federal Credit Union, Great River, New York, and the New York State Teachers Retirement System by filing a payroll deduction form with the Business Office.
3. Teachers may utilize payroll deduction for payments to NYSUT Benefit Trust and for Teachers Federal Credit Union by filing a payroll deduction form with the Business Office.

ARTICLE 10
INSURANCE PROGRAMS

A. The Board of Education shall provide to each member of the Instructional Negotiating Unit the following:

1. A dental health insurance plan for each member and dependents, at no cost to the member, which shall provide coverage at a level that is no less than the plan benefits in effect from 2004-2008 as follows:

2008-09: no more than \$1,100 per year per member and each eligible dependent
2009-10: no more than \$1,200 per year per member and each eligible dependent

2010-11: no more than \$1,300 per year per member and each eligible dependent
2011-12: no more than \$1,400 per year per member and each eligible dependent
2012-13: no more than \$1,500 per year per member and each eligible dependent.

2. The long term disability insurance plan, at no cost to the member, which shall provide coverage at a level that is no less than the plan benefits in effect from 2004-2008. The maximum monthly benefit shall be as follows:

2008-09: \$2,600	2010-11: \$3,800	2012-13: \$5,000
2009-10: \$3,200	2011-12: \$4,400	

3. Insurance on the life of each member, at no cost to the member, in the sum of \$45,000.00.

Once the unit member reaches the age of 70, the face value of the life insurance shall be reduced in accordance with the carrier's rules and procedures. There will be a thirty-five (35%) percent reduction in the face value of the policy for persons who attain the age of 70 and an additional thirty-five (35%) percent for persons who attain the age of 75.

B. Teachers may enroll on a contributory basis in the New York State Health Insurance Plan presently in force in the School District. Ninety (90%) percent of the cost will be paid by the District.

Effective July 1, 1996, new hires shall contribute fifteen (15%) percent of the family premium costs for health insurance and twelve and one-half (12.5%) percent for individual coverage.

The District may change health insurance carriers with the consent of the Association.

Unit members who are eligible to participate in the health insurance plan presently in force in the District may opt to waive participation in said plan by submission of a waiver of coverage, in a form designated by the District, on or before June 15 of the previous school year. The unit member shall be entitled to receive thirty-five (35%) percent of the District's portion of the annual premium contribution that would normally be paid on the unit member's behalf. Said waiver payment, or pro-rata amount if the unit member does not exercise the option for the full year, shall be paid annually in one (1) lump sum in the last payroll in June of the year of non-participation, to the extent practical. Any unit member who wishes to participate in this benefit must present documentary proof that he/she possesses alternate or dual health insurance coverage.

- C. The District will contribute the sum of \$26.00 for each teacher in a pre-paid legal plan.

ARTICLE 11 **RETIREMENT**

Unit members who plan to retire shall advise the Superintendent of Schools, in writing, no later than April 1 of the school year in which the unit member intends to retire, of such retirement. It is understood that July and August following April 1 constitute part of the same year.

ARTICLE 12
PROTECTION OF TEACHERS

A. Teachers will report all cases of physical assault suffered by them in connection with their employment:

1. Such report shall be in writing; shall be addressed to and filed immediately with the building principal. This report shall be forwarded by the building principal to the Superintendent of Schools.
2. The Board of Education shall provide, at its sole cost and expense, the services of the School Attorney where civil or criminal action is brought against a teacher, based upon disciplinary action taken by him against a pupil. In order to receive this protection, the teacher must notify the Superintendent of Schools and the building principal promptly upon becoming aware that such disciplinary action might result in further proceedings against the teacher.
3. Whenever a teacher is absent from school as a result of personal injury caused by an assault occurring in the course of employment or where the injury is sustained by a conflict with students while preventing harm to the teacher, student or staff member, the teacher shall be paid the teacher's full salary during such absence, for a period not to exceed one (1) year from the date of the occurrence, less the amount of any Workers' Compensation Insurance proceeds, and no such part of such absence shall be charged to the teacher's annual or accumulated sick leave.

B. In the event a personal injury does not arise as described in paragraph 3 of this article, but occurs otherwise in the course of a teacher's employment, District obligation for the protection provided by paragraph 3 shall not exceed a period of 120 school days within one (1) year from the date of occurrence.

ARTICLE 13
STUDENT DISCIPLINE

The classroom teacher is primarily responsible for the discipline and maintaining of order in the group assigned for instruction. The teacher is also responsible for assisting in student discipline and control in the building in which the teacher works.

It shall be the building principal's responsibility for the formulating of procedures for disciplinary problems, and the principal will have the flexibility for utilizing procedures deemed adequate in the best interest of the students, staff, building and District. Any serious or repeated offenses should be reported to the principal.

ARTICLE 14
TEACHER PERSONNEL FOLDER

The Board of Education and Copiague Teachers' Association agree that teacher personnel folders will be utilized to contain credentials, certification documents, transcripts, employment recommendations received by the District, statements of evaluation, and an employment record card.

A teacher may inspect his/her personnel folder in the presence of a duly authorized Central Office Administrator, when an appointment has been made to do so, during Central Office business hours.

At the time of inspection, the teacher may make notes concerning the contents of the folder or request that copies of documents be provided at the teacher's expense.

ARTICLE 15 **CURRICULUM CONSULTATION**

There shall be a District Curriculum Advisory Council and Elementary and Secondary School Curriculum Committees. The organization, functions and responsibilities shall be set forth in the Appendix.

ARTICLE 16 **TEACHING MATERIALS AND SUPPLIES**

The District shall continue the practice of involving the professional staff in making suggestions and recommendations concerning materials and supplies. The District's administrative staff shall review and make recommendations concerning requests for materials and supplies, and shall when possible, discuss with staff members their requests. It is the responsibility of the Board of Education and the Superintendent of Schools to make final decisions regarding budgetary items.

ARTICLE 17 **GRIEVANCE PROCEDURE**

A "grievance" is defined as a complaint by a teacher or a group of teachers based upon an alleged violation of the provisions of this Agreement.

A. **PURPOSE:** The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may, from time to time, arise with respect to the working conditions of teachers under the terms of this Agreement. Both parties agree that this proceeding will be kept as informal and confidential as may be appropriate at any level of the procedure. Nothing herein contained will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the Administration with a view to having the grievance adjusted.

B. PROCEDURES:

1. **LEVEL ONE:** A teacher with a grievance shall present the grievance in writing to the building principal, who may render a written decision thereon within five (5) school calendar days after presentation.

2. LEVEL TWO:

- a. If the aggrieved person is not satisfied with the decision on the grievance at Level One, or if no written decision has been rendered within five (5) school calendar days after presentation of the grievance at Level One, the teacher may file the grievance in writing with the Superintendent of Schools. Such written grievance shall be filed within ten (10) school calendar days after presentation of the grievance at Level One.
- b. The Superintendent of Schools, or his designee, will represent the Administration at this level of the grievance procedure. The Superintendent, or his designee, will meet with the aggrieved person in an effort to resolve the grievance. The Superintendent, or his designee, may render a written decision on the grievance within ten (10) school calendar days after receipt of the written grievance.

3. LEVEL THREE: If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no written decision has been rendered on the grievance within ten (10) school calendar days after the teacher has presented the written grievance to the Superintendent at Level Two, the teacher may file the grievance in writing with the Board of Education no later than fifteen (15) days after the presentation of the written grievance at Level Two.

The Board of Education, or a committee thereof, shall meet with the aggrieved teacher in an effort to resolve the grievance, and the Board may render a written decision thereon within fifteen (15) school calendar days after presentation of the written grievance at this level.

4. LEVEL FOUR:

- a. If the aggrieved person is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within fifteen (15) school calendar days after the presentation thereof, the teacher may elect to submit the grievance to arbitration by filing a written request, therefore, with the Board of Education within twenty (20) school calendar days after presentation of the grievance at Level Three.
- b. Within ten (10) school calendar days after such written request for arbitration has been filed with the Board of Education, the aggrieved person and the Board shall agree upon a mutually acceptable arbitrator who shall be an experienced, impartial and disinterested person of recognized competence in the field of public education, and will endeavor to obtain a commitment from said person to serve as the arbitrator. If the parties are unable to agree upon an arbitrator or to obtain a commitment to serve within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party.

The parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

- c. The arbitrator so selected will confer with the representatives of the School Board or a committee thereof and the aggrieved person; shall promptly hold such hearings as may be necessary; and shall issue a decision not later than twenty (20) school calendar days from the date of the close of such hearings, or if oral hearings have been waived, then from the date of submission of the final written statements and proofs which may be furnished. The arbitrator's decision shall be in writing and shall set forth findings of fact and conclusions on the issue submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement. The decision of the arbitrator shall be filed with the School Board and the aggrieved person, and subject to all provisions of the law, shall be final and binding. The arbitrator shall have no power to alter, add to, or detract from the provisions of this Agreement.
- d. The cost for the services of the arbitrator, including per diem expenses, if any, and actual or necessary travel or subsistence expense, shall be borne equally by the School Board and the aggrieved person.

C. RIGHTS OF TEACHERS TO REPRESENTATION:

1. No reprisals of any kind will be taken by the School Board or any member of the Administration against any party in the grievance procedure by reason of participation therein.
2. Any party in interest may be represented at all stages of the grievance procedure by a person of the party's own choosing, except that the teacher may not be represented by a representative of any teaching organization other than the Copiague Teachers' Association. All written notices and statements required in this grievance procedure may be served and filed by such representative, but the aggrieved person must also sign.

D. MISCELLANEOUS:

1. If, in the judgment of the Association, a grievance affects a group or class of teachers, the processing of such a grievance may be commenced at Level Two, and the Association shall be deemed to be the "aggrieved person" within the meaning of this grievance procedure.
2. Decisions at all levels of the grievance procedure shall be in writing and shall be transmitted promptly to all interested parties.
3. Anything contained herein to the contrary, notwithstanding, if a teacher or group of teachers claim a grievance with respect to a matter not embraced within this contract, the teacher may nevertheless pursue such grievance under the terms of this Article, except for Level Four which shall not be available to the teacher in such case. In such case, the party claiming grievance shall be entitled to a hearing before the Board of Education.

4. In the event the Superintendent proposes a change of by-laws or policy to the Board of Education which will affect the terms or conditions of employment not covered by the terms of this Agreement, he shall discuss the proposal with representatives of the Copiague Teachers' Association with respect to the substance of such proposal.
5. A grievance will be deemed to have been waived unless presented within forty-five (45) school days after the event or events on which the grievance is based is known or reasonably should have been known by the grieving party.

ARTICLE 18
SCHOOL INSTRUCTIONAL IMPROVEMENT
LEAVE OF ABSENCE

A Sabbatical Leave of Absence, under the provisions of the School Instructional Improvement Leave of Absence Policy, shall be granted to 1% of the instructional unit, provided they meet the criteria established by the Superintendent of Schools and approved by the Board of Education. A copy of the aforementioned policy is included in the Appendix.

ARTICLE 19
IDENTIFICATION TAGS

All teachers shall be required to wear District-issued identification tags at all times while on duty.

ARTICLE 20
SECTION 125 OF THE I.R.S. CODE

All unit members shall be entitled to participate in a Section 125 plan implemented by the District.

ARTICLE 21
ASSOCIATION RIGHTS

1. The Association may request use of school buildings for Association building meetings. Such request is to be in writing, indicating time, date and purpose of meeting. The request is to be submitted for approval to the building principal forty-eight (48) hours prior to the requested meeting where possible and will be granted except when in conflict with other scheduled meetings or activities.

Request by the Association for the use of a school building for Association District-wide or multi-building meetings on days when school is in session must be submitted to the Superintendent of Schools for approval. The request must indicate date, time, purpose of meeting and building requested. Such request will be submitted in writing at least forty-eight (48) hours prior

to the requested meeting where possible and will be granted except when in conflict with other scheduled meetings or activities. The District regulations covering use of school buildings shall apply.

2. Use of school facilities for fund raising activities for the COPTA scholarship fund requires District approval. Regular application and procedures regarding use of school buildings shall be followed.

3. The Association may utilize existing teacher school mailboxes and/or the District e-mail system for the distribution of Association information. The Association shall provide the Superintendent of Schools and principals with a courtesy copy of all material at the time of distribution to the faculty. Teacher mailboxes shall not be utilized for distribution of defamatory materials. The Association may utilize existing bulletin boards located in staff lounges and/or dining rooms for the purpose of posting materials dealing with COPTA business.

4. The Association may utilize the copying equipment for official Copiague Teachers' Association business. However, such use may not interfere or interrupt normal school operations. All materials and supplies needed are to be furnished by the Association.

5. The Superintendent of Schools and/or his designee shall meet monthly on mutually agreed dates with the Copiague Teachers' Association Executive Board. The meeting may be postponed or canceled by mutual agreement between the Superintendent of Schools and the President of the Copiague Teachers' Association.

6. Every effort will be made on the behalf of the President of the Copiague Teachers' Association to schedule non-teaching responsibilities at the end of each school day, not to exceed a 120 minute block of time. Upon mutual agreement by and between the Superintendent of Schools and the President of COPTA, this 120 minute block of time may be rescheduled within the school day. The President, one officer designated on an annual basis by the President, and the Grievance Chairperson will not have a regularly scheduled duty period.

7. COPTA building representatives may meet with their building principal by appointment regarding contractual matters relating to the building.

8. The President, one officer designated on an annual basis by the President, and the Grievance Chairperson may go offsite to conduct COPTA business or visit schools in the District during their preparation period or relieved duty period to confer with teachers regarding COPTA business provided the same does not interfere with or interrupt the programs of the school or of any of the teachers. It is understood that the President or Grievance Chairperson of COPTA will not confer with teachers or enter a teacher's classroom during the teacher's teaching time, duty period, homeroom or supervisory time. Regular sign-in and sign-out procedures must be followed.

9. Association representatives may confer with teachers in their building regarding Association business during the school day provided same does not interfere with or interrupt the programs of the school, any teachers, or of the Association representative. It is understood that the Association representative will not confer with teachers or enter the teacher's classroom during a teacher's teaching time, duty period, homeroom or supervisory time.

10. Non-District Association representatives may meet with a teacher regarding COPTA

business during the scheduled lunch periods of the particular building and before and after the work day provided the same does not interfere with or interrupt the programs of the school or of any teachers. It is understood that the non-District Association representatives will not confer with teachers or enter a teacher's classroom during the teacher's teaching time, duty period, homeroom or supervisory time. Regular sign-in and sign-out procedures must be followed.

11. The Association shall be supplied the schedules of teaching assignments and duties for all buildings as soon as practicable.

12. The Association will be afforded a total of twenty-four (24) Association days to conduct Association business.

13. The Association shall have the opportunity to see the approved minutes of the Board of Education meeting.

ARTICLE 22 **CONTRACTUAL PROVISIONS**

1. This Agreement shall become effective as of July 1, 2008, and shall expire on June 30, 2013.

2. This Agreement cannot be changed, altered, or modified, except in writing, signed by both parties, which writing will be considered as an addendum to this Agreement.

3. In the event any part of this Agreement is determined to be unenforceable, as being contrary to law, the remainder of the Agreement shall survive and continue in effect.

4. Copies of this contract will be made available by the Board of Education, and a copy distributed to each teacher now employed or hereafter employed by the School District.

5. 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.

6. The Association shall notify the Board of Education at least six months prior to the expiration of this contract, of its intention to negotiate for a new contract, and negotiations shall commence by mutual agreement of the parties but in no event later than February 1.

ARTICLE 23 **NO STRIKE CLAUSE**

Pursuant to the provisions, subdivision 3(b) of Section 207 Civil Service Law, the Copiague Teachers' Association hereby affirms that it does not assert the right to strike against any government; to assist or participate in any such strike; or to impose an obligation to conduct, assist or participate in such a strike.

COPIAGUE UNION FREE SCHOOL DISTRICT

By Charles J. Fenig
Superintendent of Schools

Brian [Signature]
President, Board of Education

COPIAGUE TEACHERS' ASSOCIATION

By Lynn Lyons Atlas
President, Copiague Teachers' Association

EXHIBIT A – TEACHER SALARY SCHEDULE 2008/09

STEP	BA	BA+15	BA+30	BA+60	MA	MA+15	MA+30	MA+45	MA+60	MA+75	DR
1	49,259	51,304			56,475	58,716	60,957	63,315	65,673	66,835	67,998
2	50,829	53,161			58,424	60,549	62,674	65,194	67,713	68,970	70,226
3	52,992	55,260			60,718	62,940	65,162	67,553	69,944	71,255	72,566
4	55,322	57,515			63,490	65,750	68,009	70,377	72,744	73,983	75,222
5	57,589	59,864			66,057	68,244	70,431	72,828	75,225	76,447	77,670
6	59,916	61,945			68,496	70,715	72,934	75,287	77,639	78,896	80,153
7	62,002	63,987			71,134	73,317	75,500	77,780	80,059	81,405	82,752
8	64,111	65,981			73,755	75,954	78,153	80,469	82,784	84,114	85,445
9	66,191	68,176			76,592	78,730	80,868	83,211	85,554	86,762	87,970
10	68,648	70,511			79,221	81,410	83,598	85,882	88,165	89,373	90,581
11	70,898	72,858			81,850	84,040	86,230	88,512	90,794	92,111	93,429
12	72,820	75,214			84,548	86,708	88,867	91,231	93,594	94,789	95,985
13	74,928	77,549			87,409	89,638	91,866	94,264	96,661	97,800	98,685
14	76,773	79,554			90,164	92,489	94,813	97,131	99,449	100,589	101,415
15	78,506	80,874	87,499		92,751	94,846	96,941	99,503	102,065	103,204	104,211
16				95,851	94,495	96,873	99,250	102,073	104,896	106,069	107,242

The salary schedule is limited to the BA, BA+15, MA, MA+15, MA+30, MA+45, MA+60, MA+75, and DR columns with the following exception: employees presently in the BA+30 and BA+60 columns may remain in those columns.

EXHIBIT B – TEACHER SALARY SCHEDULE 2009/10

STEP	BA	BA15	BA30	BA60	MA	MA15	MA30	MA45	MA60	MA75	DR
1	50,860	52,971			58,310	60,624	62,938	65,373	67,807	69,007	70,208
2	52,481	54,889			60,323	62,517	64,711	67,312	69,914	71,212	72,508
3	54,714	57,056			62,691	64,986	67,280	69,748	72,217	73,571	74,924
4	57,120	59,384			65,553	67,886	70,219	72,664	75,108	76,387	77,667
5	59,461	61,810			68,204	70,462	72,720	75,195	77,670	78,932	80,194
6	61,863	63,958			70,722	73,013	75,304	77,733	80,162	81,460	82,758
7	64,017	66,067			73,446	75,700	77,954	80,307	82,661	84,051	85,441
8	66,195	68,125			76,152	78,423	80,693	83,084	85,474	86,848	88,222
9	68,342	70,392			79,081	81,289	83,496	85,915	88,335	89,582	90,829
10	70,879	72,803			81,796	84,055	86,315	88,673	91,030	92,278	93,525
11	73,202	75,226			84,510	86,771	89,032	91,389	93,745	95,105	96,465
12	75,187	77,658			87,296	89,525	91,755	94,195	96,636	97,870	99,105
13	77,363	80,069			90,250	92,551	94,852	97,327	99,802	100,979	101,892
14	79,268	82,140			93,094	95,494	97,894	100,288	102,681	103,858	104,711
15	81,057	83,502	90,343		95,765	97,928	100,092	102,737	105,382	106,558	107,598
16				98,966	97,566	100,021	102,476	105,390	108,305	109,516	110,727

The salary schedule is limited to the BA, BA+15, MA, MA+15, MA+30, MA+45, MA+60, MA+75, and DR columns with the following exception: employees presently in the BA+30 and BA+60 columns may remain in those columns.

EXHIBIT C – TEACHER SALARY SCHEDULE 2010/11

STEP	BA	BA+15	BA+30	BA+60	MA	MA+15	MA+30	MA+45	MA+60	MA+75	DR
1	52,513	54,693			60,206	62,595	64,984	67,497	70,011	71,250	72,490
2	54,187	56,673			62,283	64,549	66,814	69,500	72,186	73,526	74,865
3	56,492	58,910			64,729	67,098	69,466	72,015	74,564	75,962	77,359
4	58,976	61,314			67,684	70,093	72,501	75,025	77,549	78,870	80,191
5	61,393	63,818			70,420	72,752	75,083	77,639	80,194	81,497	82,801
6	63,874	66,037			73,021	75,386	77,752	80,260	82,768	84,108	85,448
7	66,098	68,214			75,833	78,160	80,487	82,917	85,347	86,782	88,218
8	68,346	70,339			78,627	80,971	83,315	85,784	88,252	89,670	91,089
9	70,563	72,679			81,651	83,931	86,210	88,708	91,205	92,493	93,781
10	73,183	75,169			84,454	86,787	89,120	91,555	93,989	95,277	96,564
11	75,581	77,671			87,257	89,591	91,926	94,359	96,792	98,196	99,601
12	77,630	80,182			90,133	92,435	94,737	97,257	99,776	101,050	102,325
13	79,877	82,672			93,183	95,559	97,934	100,490	103,046	104,260	105,204
14	81,844	84,809			96,120	98,598	101,076	103,547	106,018	107,234	108,114
15	83,692	86,216	93,279		98,878	101,111	103,345	106,076	108,807	110,021	111,095
16				102,183	100,737	103,272	105,806	108,816	111,825	113,076	114,326

The salary schedule is limited to the BA, BA+15, MA, MA+15, MA+30, MA+45, MA+60, MA+75, and DR columns with the following exception: employees presently in the BA+30 and BA+60 columns may remain in those columns.

EXHIBIT D – TEACHER SALARY SCHEDULE 2011/12

STEP	BA	BA15	BA30	BA60	MA	MA15	MA30	MA45	MA60	MA75	DR
1	54,088	56,334			62,012	64,472	66,933	69,522	72,111	73,387	74,664
2	55,812	58,373			64,152	66,485	68,818	71,585	74,351	75,732	77,111
3	58,187	60,678			66,671	69,111	71,550	74,176	76,801	78,241	79,680
4	60,746	63,154			69,714	72,195	74,676	77,276	79,876	81,236	82,597
5	63,235	65,733			72,533	74,935	77,336	79,968	82,600	83,942	85,285
6	65,790	68,018			75,211	77,648	80,084	82,667	85,251	86,631	88,011
7	68,081	70,260			78,108	80,505	82,902	85,405	87,908	89,386	90,865
8	70,396	72,450			80,986	83,400	85,815	88,357	90,900	92,360	93,822
9	72,680	74,860			84,101	86,449	88,796	91,369	93,942	95,268	96,594
10	75,378	77,424			86,988	89,391	91,794	94,301	96,809	98,135	99,461
11	77,849	80,001			89,874	92,279	94,684	97,190	99,695	101,141	102,589
12	79,959	82,588			92,837	95,208	97,579	100,175	102,770	104,082	105,395
13	82,274	85,152			95,978	98,425	100,872	103,505	106,137	107,388	108,360
14	84,300	87,353			99,003	101,556	104,108	106,654	109,199	110,451	111,358
15	86,203	88,803	96,077		101,844	104,145	106,445	109,258	112,071	113,322	114,428
16				105,248	103,759	106,370	108,980	112,080	115,180	116,468	117,756

The salary schedule is limited to the BA, BA+15, MA, MA+15, MA+30, MA+45, MA+60, MA+75, and DR columns with the following exception: employees presently in the BA+30 and BA+60 columns may remain in those columns.

EXHIBIT E – TEACHER SALARY SCHEDULE 2012/13

STEP	BA	BA15	BA30	BA60	MA	MA15	MA30	MA45	MA60	MA75	DR
1	55,711	58,024			63,872	66,407	68,941	71,608	74,275	75,589	76,904
2	57,487	60,124			66,076	68,480	70,883	73,732	76,582	78,004	79,424
3	59,933	62,498			68,671	71,184	73,697	76,401	79,105	80,588	82,071
4	62,568	65,048			71,806	74,361	76,917	79,594	82,272	83,673	85,075
5	65,132	67,705			74,709	77,183	79,656	82,367	85,078	86,460	87,843
6	67,764	70,058			77,468	79,977	82,487	85,147	87,808	89,230	90,651
7	70,123	72,368			80,451	82,920	85,389	87,967	90,545	92,067	93,591
8	72,508	74,623			83,415	85,902	88,389	91,008	93,627	95,131	96,637
9	74,861	77,106			86,624	89,042	91,460	94,110	96,760	98,126	99,492
10	77,639	79,746			89,597	92,072	94,548	97,130	99,713	101,079	102,445
11	80,184	82,401			92,571	95,047	97,524	100,105	102,686	104,176	105,666
12	82,358	85,065			95,622	98,064	100,507	103,180	105,853	107,204	108,557
13	84,742	87,706			98,858	101,378	103,899	106,610	109,322	110,610	111,611
14	86,829	89,974			101,974	104,603	107,232	109,853	112,475	113,764	114,698
15	88,789	91,467	98,960		104,899	107,269	109,638	112,536	115,433	116,722	117,860
16				108,405	106,872	109,561	112,250	115,442	118,635	119,962	121,288

The salary schedule is limited to the BA, BA+15, MA, MA+15, MA+30, MA+45, MA+60, MA+75, and DR columns with the following exception: employees presently in the BA+30 and BA+60 columns may remain in those columns.

EXHIBIT F
REQUIREMENTS GOVERNING THE SALARY SCHEDULE

- Additional allotment for Special Work to be specified by the Superintendent of Schools.
- Full credit given for Military Service only if entered while teaching in the Copiague Schools.
- Longevity payments will be made according to the following schedule:

\$2,250 commencing with the **20th** year in the teaching profession; **10** of the years must have been served in the Copiague Schools.

An additional **\$1,500** commencing with the **23rd** year in the teaching profession; **13** of the years must have been served in the Copiague Schools.

An additional **\$2,750** commencing with the **25th** year in the teaching profession; **15** of the years must have been served in the Copiague Schools.

An additional **\$2,750** commencing with the **27th** year in the teaching profession; **17** of the years must have been served in the Copiague Schools.
- All teachers who do not receive an increment shall receive an additional \$1,000.

5. Eligibility for longevity payments shall be as follows:

Longevity payments shall be made automatically to teachers in accordance with the schedule and time tables as follows:

- a. Teachers commencing their 20th/23rd/25th/27th year of service between September 1 and November 30, shall be eligible for longevity payment on September 1 of that school year.
- b. Teachers commencing their 20th/23rd/25th/27th year of service between December 1 and March 31, shall be eligible for longevity payment on February 1 of that school year.
- c. Teachers commencing their 20th/23rd/25th/27th year of service between April 1 and June 30, shall be eligible for longevity payment on September 1 of the following school year.

No grievances shall be raised by the Union with respect to any alleged dispute regarding the District's implementation of this policy prior to September 1, 1988.

It is further agreed and understood by the parties that the definition of "teaching profession" for purposes of longevity, while clear on its face, was intended by the parties to mean full-time teaching experience in the classroom by certified unit members excluding work experience of teacher assistants, per diem substitutes, et al.

6. Acceptability of credits for advancement to a higher salary classification.

- a. College credits taken by staff members matriculated in an acceptable program toward an advance degree may be credited for salary purposes.
- b. Beyond the MA classification level, college credits for salary purposes must be at the graduate level and earned after full completion of the MA requirements. Credits must be in related courses and must be accepted by an accredited college or university as applicable toward a graduate or higher degree for matriculated students at that institution, which must be supported by documentation, provided by the member, from that institution.
- c. In order to qualify for the MA+75 column, a minimum of nine (9) of the fifteen (15) graduate and/or inservice credits taken must be in coursework related to instructional technology. Coursework eligible for the MA+75 column may not commence prior to the Fall 2004 academic semester.
- d. All inservice credits must have prior approval of the Superintendent of Schools or his/her designee if they are to be credited for salary purposes. Teachers shall not be charged a fee for District inservice courses. An undergraduate course may be substituted for an inservice course at the discretion of the Superintendent of Schools or his/her designee. If approved, substitutions will be limited to one course per salary column movement.
- e. Salary classification changes will become effective September 1 of the school year for courses completed prior to September 1. Official transcripts must be submitted and

credits must be recorded by the teacher no later than October 15, or salary change will not be granted until September 1 of the following year. Official documentation of successful completion of courses will be accepted in lieu of an official transcript until October 15. However, official transcript must be submitted for final approval as noted.

- f. Effective September 11, 2004, advancement to a higher salary classification (column movement) shall be limited to one column per year.
 - g. Teachers who complete previously approved (submitted for approval by June 16, 2008) coursework for salary credit prior to September 1, 2008 shall be permitted to advance as per the salary columns specified in the 2004-2008 collective bargaining agreement.
7. Advancement from one salary step to the next salary step (except as otherwise herein provided in Article 9):
- a. Advancement from step to step shall be automatic.
 - b. Advancement shall be at the rate of only one (1) step per year.
 - c. Advancement shall be on September 1 and February 1 of each school year.
 - 1. Those teachers whose appointment date is effective between September 1 and November 30 shall advance to their next step on September 1 of the following school year.
 - 2. Those teachers whose appointment date is effective from December 1 to March 31 shall advance to their next step on February 1 of the following school year.
 - 3. Those teachers whose appointment date is effective from April 1 to June 30 shall advance to their next step on September 1 of the school year following the completion of one full year of teaching in the school district.
8. This schedule is not retroactive.

EXHIBIT G
DIFFERENTIALS

Guidance	.045
Psychologist	.045
Social Worker	.045

(The above percentages shall be applied to base salary. Base salary shall be defined as annual salary, less longevity.)

Licensed Speech Pathologists hired before July 1, 2008 shall receive a differential of \$1,500 per year.

EXHIBIT H - CO-CURRICULAR

HIGH SCHOOL:	2008/09	2009/10	2010/11	2011/12	2012/13
African American Student Organization	1,410	1,456	1,503	1,548	1,594
Art Club	1,410	1,456	1,503	1,548	1,594
Band Camp Director	1,721	1,757	1,793	1,829	1,865
Band Camp Assistant Director	998	1,030	1,063	1,095	1,128
Band Director	2,921	3,016	3,114	3,207	3,303
Bringing Unity Through Youth/BUTY	1,410	1,456	1,503	1,548	1,594
Central Treasurer	3,500	3,614	3,731	3,843	3,958
Choral Director	2,921	3,016	3,114	3,207	3,303
Choral Director (HS Play)	1,883	1,944	2,007	2,067	2,129
Choreography (HS Play)	1,883	1,944	2,007	2,067	2,129
Class Advisor - Freshman	1,883	1,944	2,007	2,067	2,129
Class Advisor - Sophomore	1,883	1,944	2,007	2,067	2,129
Class Advisor - Junior	2,478	2,559	2,642	2,721	2,803
Class Advisor - Senior	3,418	3,529	3,644	3,753	3,866
Color Guard	2,683	2,748	2,813	2,878	2,943
Distributive Education Club/DECA	2,096	2,164	2,234	2,301	2,370
Drama Club (2)	1,410	1,456	1,503	1,548	1,594
Future Business Leaders/FBLA	1,410	1,456	1,503	1,548	1,594
German Club	1,410	1,456	1,503	1,548	1,594
Guitar Club	1,410	1,456	1,503	1,548	1,594
Humanities Club/SOUL	1,410	1,456	1,503	1,548	1,594
Intercultural Club	1,410	1,456	1,503	1,548	1,594
Italian Club	1,410	1,456	1,503	1,548	1,594
Jazz Band	2,324	2,400	2,478	2,552	2,629
Key Club	1,410	1,456	1,503	1,548	1,594
Legacy Club	1,410	1,456	1,503	1,548	1,594
Literary Magazine	2,629	2,714	2,802	2,886	2,973
Madrigal Choir Director	4,577	4,691	4,805	4,919	5,033
Marching Band Assistant Director	3,224	3,329	3,437	3,540	3,646
Marching Band Director	5,559	5,673	5,787	5,901	6,015
Mathletes	1,410	1,456	1,503	1,548	1,594
Moot Court	1,410	1,456	1,503	1,548	1,594
National Honor Society	1,410	1,456	1,503	1,548	1,594
Newspaper	3,314	3,422	3,533	3,639	3,748
Pit Orchestra	1,883	1,944	2,007	2,067	2,129
Poetry Club	1,410	1,456	1,503	1,548	1,594
Polish Heritage Club	1,410	1,456	1,503	1,548	1,594
Post Prom Activities Coordinator	1,410	1,456	1,503	1,548	1,594
Quiz Bowl/Knowledge/Science Brain	1,410	1,456	1,503	1,548	1,594
Renaissance Club	1,410	1,456	1,503	1,548	1,594
Robotics Club (2)	1,410	1,456	1,503	1,548	1,594
School Store	1,410	1,456	1,503	1,548	1,594
Science Olympiad	1,410	1,456	1,503	1,548	1,594
Senior Play Director	4,368	4,510	4,657	4,797	4,941
Set Designer (Senior Play)	2,474	2,554	2,637	2,716	2,797

Spanish Club	1,410	1,456	1,503	1,548	1,594
Spanish Heritage Club	1,410	1,456	1,503	1,548	1,594
Spanish Poetry Club	1,410	1,456	1,503	1,548	1,594
Steppers	6,240	6,390	6,540	6,690	6,840
Student Activities Coordinator	2,944	3,040	3,139	3,233	3,330
Student Faculty Communications	1,410	1,456	1,503	1,548	1,594
Students Against Destructive Decisions	1,410	1,456	1,503	1,548	1,594
Technology Club	1,410	1,456	1,503	1,548	1,594
Varsity Club	1,410	1,456	1,503	1,548	1,594
Video Production Club (2)	1,410	1,456	1,503	1,548	1,594
Weight Training Fitness Club	4,163	4,298	4,438	4,571	4,708
Winterguard	3,557	3,642	3,727	3,812	3,897
Yearbook	4,329	4,470	4,615	4,753	4,896
MIDDLE SCHOOL:	2008/09	2009/10	2010/11	2011/12	2012/13
Art Club	1,410	1,456	1,503	1,548	1,594
Band A (including Jazz Ensemble)	2,848	2,941	3,037	3,128	3,222
Band B (including Wind Ensemble)	2,848	2,941	3,037	3,128	3,222
Builder's Club	1,410	1,456	1,503	1,548	1,594
Central Treasurer	2,200	2,272	2,346	2,416	2,488
Cheerleading	4,654	4,805	4,961	5,110	5,263
Chorus (6-7-8, including Chamber)	2,848	2,941	3,037	3,128	3,222
Creative Craft Club	1,410	1,456	1,503	1,548	1,594
Double Dutch Club	1,410	1,456	1,503	1,548	1,594
Ecology Club	1,410	1,456	1,503	1,548	1,594
ESL Book Club	1,410	1,456	1,503	1,548	1,594
Foreign Language Club	1,410	1,456	1,503	1,548	1,594
Guitar Club	1,410	1,456	1,503	1,548	1,594
Home and Careers Club	1,410	1,456	1,503	1,548	1,594
Kickline (Steppers)	3,957	4,086	4,219	4,346	4,476
Math Activities Advisor	1,410	1,456	1,503	1,548	1,594
Multi-Media	2,324	2,400	2,478	2,552	2,629
National Junior Honor Society	1,410	1,456	1,503	1,548	1,594
Newspaper	3,314	3,422	3,533	3,639	3,748
Photographer	2,142	2,212	2,284	2,353	2,424
Student Council Advisor	2,651	2,737	2,826	2,911	2,998
Students Against Destructive Decisions	1,410	1,456	1,503	1,548	1,594
SWAT Club	1,410	1,456	1,503	1,548	1,594
Technology Club	1,410	1,456	1,503	1,548	1,594
Winterguard	2,324	2,400	2,478	2,552	2,629
Yearbook	3,430	3,541	3,656	3,766	3,879
DISTRICT:	2008/09	2009/10	2010/11	2011/12	2012/13
Elementary Band (3)	1,410	1,456	1,503	1,548	1,594
Literacy Coaches	3,036	3,135	3,237	3,334	3,434
Mathematics Coaches	3,036	3,135	3,237	3,334	3,434
Building Website Coordinator (5)	2,491	2,572	2,656	2,736	2,818
SYSOPs (5)	2,324	2,400	2,478	2,552	2,629
Teacher Mentors	2,050	2,100	2,150	2,200	2,250

EXHIBIT I - COACHING

All stipends are determined by length of week and/or season.

BOYS:	2008/09	2009/10	2010/11	2011/12	2012/13
Football - Varsity	7,280	7,430	7,580	7,730	7,880
Football - Varsity Assistant (3)	5,824	5,944	6,064	6,184	6,304
Football - JV Head	5,460	5,573	5,685	5,798	5,910
Football - JV Assistant	4,368	4,458	4,548	4,638	4,728
Football - Middle School (2)	4,668	4,683	4,698	4,713	4,728
Football - MS Assistant (2)	3,734	3,746	3,758	3,770	3,782
Soccer - Varsity	6,041	6,041	6,041	6,170	6,320
Soccer - Varsity Assistant	4,833	4,833	4,833	4,936	5,056
Soccer - JV	4,654	4,654	4,654	4,654	4,740
Soccer - Middle School (2)	3,455	3,638	3,821	4,004	4,189
Cross Country - Varsity	5,200	5,350	5,500	5,650	5,800
Cross Country - Middle School	3,455	3,638	3,821	4,004	4,189
Basketball - Varsity	7,280	7,430	7,580	7,730	7,880
Basketball - Varsity Assistant	5,824	5,944	6,064	6,184	6,304
Basketball - JV	5,460	5,573	5,685	5,798	5,910
Basketball - 8th Grade	3,455	3,638	3,821	4,004	4,189
Basketball - 7th Grade	3,455	3,638	3,821	4,004	4,189
Wrestling - Varsity	7,280	7,430	7,580	7,730	7,880
Wrestling - Varsity Assistant	5,824	5,944	6,064	6,184	6,304
Wrestling - JV	5,460	5,573	5,685	5,798	5,910
Wrestling - Middle School	3,362	3,452	3,542	3,632	3,724
Bowling - Varsity	5,200	5,350	5,500	5,650	5,800
Track & Field - Varsity	6,240	6,390	6,540	6,690	6,840
Track & Field - Varsity Asst.	4,992	5,112	5,232	5,352	5,472
Track & Field - Middle School	3,455	3,638	3,821	4,004	4,189
Baseball - Varsity	6,240	6,390	6,540	6,690	6,840
Baseball - Varsity Assistant	4,992	5,112	5,232	5,352	5,472
Baseball - JV	4,680	4,793	4,905	5,018	5,130
Baseball - Middle School	3,455	3,638	3,821	4,004	4,189
Winter Track - Varsity	6,240	6,390	6,540	6,690	6,840
Winter Track - Varsity Asst.	4,992	5,112	5,232	5,352	5,472
Tennis - Varsity	5,200	5,350	5,500	5,650	5,800
Tennis - JV	3,900	4,013	4,125	4,238	4,350
Tennis - Middle School	3,455	3,638	3,821	4,004	4,189
Lacrosse - Varsity	6,760	6,910	7,060	7,210	7,360
Lacrosse - Varsity Assistant	5,408	5,528	5,648	5,768	5,888
Lacrosse - JV	5,070	5,183	5,295	5,408	5,520
Lacrosse - JV Assistant	4,133	4,146	4,236	4,326	4,416
Lacrosse - Middle School	3,455	3,638	3,821	4,004	4,189
Golf - Varsity	5,200	5,350	5,500	5,650	5,800

GIRLS:	2008/09	2009/10	2010/11	2011/12	2012/13
Field Hockey - Varsity	6,041	6,041	6,041	6,170	6,320
Field Hockey - JV	4,654	4,654	4,654	4,654	4,740
Field Hockey - Middle School	3,455	3,638	3,821	4,004	4,189
Tennis - Varsity	5,200	5,350	5,500	5,650	5,800
Tennis - JV	3,900	4,013	4,125	4,238	4,350
Tennis - Middle School	3,455	3,638	3,821	4,004	4,189
Volleyball - Varsity	6,240	6,390	6,540	6,690	6,840
Volleyball - Varsity Assistant	4,992	5,112	5,232	5,352	5,472
Volleyball - JV	4,680	4,793	4,905	5,018	5,130
Volleyball - 8th Grade	3,455	3,638	3,821	4,004	4,189
Volleyball - 7th Grade	3,455	3,638	3,821	4,004	4,189
Basketball - Varsity	7,280	7,430	7,580	7,730	7,880
Basketball - Varsity Assistant	5,824	5,944	6,064	6,184	6,304
Basketball - JV	5,460	5,573	5,685	5,798	5,910
Basketball - 8th Grade	3,362	3,452	3,542	3,632	3,724
Basketball - 7th Grade	3,362	3,452	3,542	3,632	3,724
Softball - Varsity	6,240	6,390	6,540	6,690	6,840
Softball - Varsity Assistant	4,992	5,112	5,232	5,352	5,472
Softball - JV	4,680	4,793	4,905	5,018	5,130
Softball - Middle School	3,455	3,638	3,821	4,004	4,189
Gymnastics - Varsity	6,760	6,910	7,060	7,210	7,360
Gymnastics - Varsity Assistant	5,408	5,528	5,648	5,768	5,888
Gymnastics - Middle School	4,668	4,683	4,698	4,713	4,728
Gymnastics - MS Assistant	3,734	3,746	3,758	3,770	3,782
Track & Field - Varsity	6,240	6,390	6,540	6,690	6,840
Track & Field - Varsity Asst.	4,992	5,112	5,232	5,352	5,472
Track & Field - Middle School	3,455	3,638	3,821	4,004	4,189
Winter Track - Varsity	6,240	6,390	6,540	6,690	6,840
Bowling - Varsity	5,200	5,350	5,500	5,650	5,800
Soccer - Varsity	6,041	6,041	6,041	6,170	6,320
Soccer - Varsity Assistant	4,833	4,833	4,833	4,936	5,056
Soccer - JV	4,654	4,654	4,654	4,654	4,740
Soccer - Middle School	3,455	3,638	3,821	4,004	4,189
Lacrosse - Varsity	6,760	6,910	7,060	7,210	7,360
Lacrosse - Varsity Assistant	5,408	5,528	5,648	5,768	5,888
Lacrosse - JV	5,070	5,183	5,295	5,408	5,520
Lacrosse - JV Assistant	4,133	4,146	4,236	4,326	4,416
Lacrosse - Middle School	3,455	3,638	3,821	4,004	4,189
Cheerleading - Varsity (F/W)	7,280	7,430	7,580	7,730	7,880
Cheerleading - JV (F/W)	5,824	5,944	6,064	6,184	6,304

Post season work (practice/contest) will be compensated at the rate of .01 per day of the annual base coaching salary not to exceed .24. Post season is defined as beginning the Sunday after the last league contest.

An additional longevity stipend of four hundred (\$400) dollars will be paid to coaches who have completed five continuous years of coaching in the same sport.

EXHIBIT J
INTRAMURALS

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
High School & Middle School Boys & Girls Intramural Activities	1,010	1,043	1,077	1,109	1,142

EXHIBIT K
COPIAGUE ALTERNATE ROUTES TO EDUCATION

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
CARE/PAD:					
Teaching	10,500	10,600	10,700	10,800	10,900
Guidance	4,213	4,263	4,313	4,363	4,413

APPENDIX

Elementary & Secondary School Building Curriculum Committees.....32

District Curriculum Advisory Council.....34

School Instructional Improvement Leave of Absence Policy36

ELEMENTARY AND SECONDARY SCHOOL BUILDING CURRICULUM COMMITTEE

1. PURPOSES OF BUILDING CURRICULUM COMMITTEE

- A. Assist the building principal in implementing and interpreting the curriculum to staff members.
- B. Meet, when necessary, with the building principal to discuss the progress of the current curriculum and present suggestions and improvements for consideration.
- C. Suggest to the principal innovations in curriculum which can be practically implemented and seem to stand a good chance of being successful.
- D. Work with the building principal in a program of continuous evaluation and improvement of the curriculum.

2. FUNCTIONS OF BUILDING CURRICULUM COMMITTEE

- A. Assist the building principal in the identification and refinement of curriculum needs.
- B. Coordinate with the building principal recommendations for curriculum improvement and help prepare proposals to be presented to the District Curriculum Advisory Council for consideration.
- C. Work in conjunction with the building principal to:
 - a. Further develop a functioning spirit of professionalism toward the improvement of the curriculum.
 - b. Assist in the implementation of the curriculum at the building level.
 - c. Assist in the distribution and interpretation of curriculum materials and printed matter to the staff.
 - d. Assist in interpreting the curriculum program to parents and public.
 - e. Coordinate grade level activities such as contests, budget, grade assembly, etc.
 - f. Assist in the establishment of techniques and procedures for the evaluation of specific curricular areas.
 - g. Develop a greater sensitivity toward areas in need of evaluation and improvement.
 - h. Help increase the extent and range of useful information for staff members.
 - i. Assist in developing a wider and deeper interest in the importance of specific areas being highlighted.
 - j. Further develop an awareness and sensitivity to others' needs and appreciation of all contributions.
 - k. Assist, as needed, in teacher orientation programs.

3. MEMBERSHIP

The Building Curriculum Committee for elementary buildings, K-5, shall be composed of the following:

- A. The building principal shall act as chairperson for the Building Curriculum Committee.
- B. Seven (7) staff members will be selected annually by the building principal for membership on the committee. Of this number, one (1) staff member shall be selected from each grade level, K-5, and one (1) staff member from the special areas.

The Building Curriculum Committee for the Middle School, 6-8 shall be composed of the following:

- A. The building principal shall act as chairperson for the Building Curriculum Committee.
- B. Chairpersons or supervisors of the following departments: English, Social Studies, Science/Health, and Mathematics.

In those departments which have supervisors on the committee, a staff member from that department will be added to the committee.

One Middle School staff member from each of the following areas will also be included: Home Economics, Art, Music, Industrial Arts, Physical Education, Foreign Language, one teacher from grade 6, and a guidance counselor.

The Building Curriculum Committee for the High School, 9-12, shall be composed of the following:

- A. The building principal shall act as chairperson for the Building Curriculum Committee.
- B. All department chairpersons or supervisors: English, Social Studies, Science/Health, Mathematics, Foreign Language, Home Economics, Industrial Arts, Music, Physical Education, Art and Business Education.

In those departments which have supervisors on the committee, a staff member from that department will be added to the committee.

In the event neither a department chairperson nor a supervisor has been assigned to a department, a staff member from that department will be added to the committee.

The head librarian, Director of Athletics and Physical Education, and the head counselor.

The assistant principals.

Special area teachers may be invited by the chairperson of the Building Curriculum Committee when the need arises. Special area teachers are defined as Art, Physical Education, Music, Psychologist, Remedial Reading, Special Education, Speech, librarian, social worker, and guidance counselor.

Reports of the Building Curriculum Committee meetings will be distributed to the individual building staff members and the Superintendent of Schools.

The Building Curriculum Committee shall meet a minimum of five (5) times during the school year. Chairperson of the committee is responsible for calling the meetings.

DISTRICT CURRICULUM ADVISORY COUNCIL

The Curriculum Advisory Council shall be composed of members of the school district administrative and teaching staff, whose sole responsibility shall be to act as an advisory body to the Superintendent of Schools in relationship to curriculum development within our school district.

1. PURPOSES OF THE CURRICULUM ADVISORY COUNCIL

- A. Foster coordination and articulation in the planning of curriculum development, K-12.
- B. Promote continuous evaluation and improvement of the curriculum.
- C. Make recommendations for the coordination of curriculum and instructional improvement.

2. FUNCTIONS OF THE CURRICULUM ADVISORY COUNCIL

- A. Serve as an advisory body to the Superintendent of Schools.
- B. Advise the Superintendent of Schools regarding recommendations for curriculum changes within the district.
- C. Help coordinate recommendations for curriculum improvement.
- D. Assist in the identification and clarification of needs for curriculum improvement.
- E. Assist in identifying curriculum needs and establish priorities.
- F. Review and help coordinate work of all committees.
- G. Serve as liaison between administrative and teaching staff.

3. MEMBERSHIP

Each building principal will select a teacher from the Elementary and Secondary Building Committee to serve on the District Curriculum Advisory Council.

The Curriculum Advisory Council shall be composed of the following:

- A. Assistant Superintendent of Schools
- B. Elementary schools, K-5, shall have three (3) elementary school teachers, one from each of the elementary buildings.
- C. Middle School, 6-8, shall have three (3) middle school teachers.
- D. High School, 9-12, shall have three (3) high school teachers.
- E. Administrative Council: The Superintendent of Schools shall elect members from the Administrative Council as follows:
 - The elementary school administrative staff shall have one (1) member.
 - The secondary school administrative staff shall have two (2) members: one from the Middle School and one from the High School.
- F. The Superintendent of Schools shall select three (3) supervisory staff members.
- G. Director of Pupil Personnel
- H. Superintendent of Schools' two (2) designees.

4. ORGANIZATION

- A. The Assistant Superintendent or the Superintendent's designee shall act as chairperson of the Council.
- B. The Council shall meet, as a single body, no less than four (4) times a year and be subject to call by the chairperson.
- C. Ad hoc sub-committees may be created to work on specific items. Specific instructions with regard to purpose and responsibility of each committee will be approved by the Council. These committees may be assigned to work independently or in conjunction with the Council.
- D. Building principals will be responsible for naming people to work on special committees as needed.
- E. District-wide committees may be organized by grade level, subject matter areas, or along lines determined by any of the needs of the Curriculum Advisory Council.
- F. No less than two (2) members of the Curriculum Advisory Council shall be working members of any and all special committees.

Reports of the District Curriculum Advisory Council will be distributed to all members of the District Advisory Council, the Superintendent of Schools, all principals and one copy forwarded to the principals' offices for posting.

SCHOOL INSTRUCTIONAL IMPROVEMENT LEAVE OF ABSENCE POLICY

PREAMBLE

The Board of Education, as part of its program for the improvement of the educational program in the school district, may grant a leave of absence to any member of the entire professional staff.

The purpose of the leave would be to give the applicant an opportunity to make a substantial contribution to the improvement of the instructional program in the Copiague Public Schools and to enhance the competency of the staff member.

The Instructional Improvement Leave shall be systematically planned to promote changes in knowledge, techniques, skills and attitudes which improve an individual's effectiveness in the classroom and make a substantial contribution to the instructional program in the Copiague Public Schools.

SABBATICAL LEAVE OF ABSENCE

A Sabbatical Leave of Absence may be granted to any member of the professional staff of the Copiague Public Schools provided he meets the criteria established by the Superintendent of Schools and approved by the Board of Education. The granting of a leave of absence is also subject to the recommendation of the building principal and the Superintendent of Schools and the approval of the Board of Education.

The purpose of this leave would be to give a professional staff member an opportunity to devote one semester, or a full school year of two consecutive semesters, for study designed to make a substantial contribution to the improvement of the educational program and to enhance the competency of the professional staff member in his employed field of specialization in the Copiague Public Schools.

A leave, for study or study and travel, must be directly related and necessary to the accomplishment of the purpose enumerated throughout the School Instructional Improvement Leave of Absence Policy.

ELIGIBILITY AND QUALIFICATIONS

Professional staff members of the Copiague Public Schools, who meet the qualifications, shall be eligible to apply for a Sabbatical Leave.

1. The applicant must hold permanent New York State Certification in the area in which he is employed in the Copiague School District.
2. The applicant must have completed seven (7) years or more of continuous and uninterrupted service of a satisfactory nature as a full-time employee of the Copiague Public Schools. A leave, paid or unpaid, shall be considered an interruption of continuity in the consideration of seven (7) consecutive years of service, except in the following cases:

- a. A leave for maternity purposes will not be considered an interruption of service. However, the candidate must actually serve a minimum of seven (7) years on the job.
 - b. A sick leave that does not exceed one semester.
 - c. A sick leave that extends beyond one semester. However, the candidate must actually serve a minimum of seven (7) years on the job.
3. The applicant must hold a Master's Degree, or an equivalent of thirty (30) credits of graduate work in an approved institution of higher learning and hold tenure in his present assignment.
4. An applicant accepted for a Sabbatical Leave must guarantee, in writing, that he will return to the Copiague School District for two (2) full school years upon completion of his leave. Repayment of total funds granted under this leave will be required if the recipient fails to comply with this requirement.
5. The applicant agrees not to accept other employment, unless prior approval has been granted by the Board of Education, during the period of this leave. In no case will the total amount received from the leave pay, tuition allowance, a grant or a stipend, exceed the base salary of the employee. Should the amount of other remuneration be sufficient to cause the employee's base salary to be exceeded, the Sabbatical Leave pay will be reduced to the amount the employee would receive as his base salary if he had not taken such a leave.
6. A Sabbatical Leave will not be granted for completion of requirements for certification. Personnel shall not use this leave primarily to qualify for certification or preparation for a position in another field or area.
7. An applicant who wishes to undertake formal study shall agree to take at least fifteen (15) hours of graduate work per semester at a accredited university or institution of higher learning. Upon prior approval, the applicant for a one semester leave may be permitted, when necessary, to take up to three (3) credits in one summer session toward the fifteen (15) credit requirement. Upon prior approval, an applicant for a full year leave may be permitted, when necessary, to take up to six (6) credits in one summer semester toward the thirty (30) credit requirement. No more than six (6) credits may be taken in the summer portion of the full year sabbatical. An official transcript must be presented following the completion of courses.
8. An applicant who included travel as part of his leave of absence shall include with his application a detailed itinerary of his trip which will indicate specific ways in which the travel is directly related and necessary to the accomplishment of the program of study.
9. The credit requirements, or any of the above requirements, may be waived by the Superintendent of Schools. A variation essential and necessary to meet the purposes of the Sabbatical Leave may be considered provided the request is fully explained and included in the application for said leave.

FINANCIAL POLICIES

1. Compensation for a staff member under a Sabbatical Leave shall be as follows:
 - a. For one semester, the compensation will be a full base pay for one-half year.
 - b. For a full school year leave, the compensation will be 2/3 of base pay. In addition, for a leave of one year duration, a tuition allowance of up to a maximum of \$1,500 will be paid towards the cost of tuition, textbooks and fees incidental to college or university study. In no case will a staff member receive from leave pay, tuition allowance, grants or stipends, an amount in excess of the regular full base salary of the employee.
2. Payment of salary to a staff member on leave shall be made in accordance with the provisions of the Board of Education for payment of salary to other members of the professional staff. The employee on leave shall be responsible for keeping the Business Office advised of his address.
3. Staff members on leave will be considered in the employ of the Board of Education and shall retain all rights of tenure, retirement, salary rating and insurance.
4. Monies paid to the staff member during the time he is on leave of absence are subject to the required deductions: withholding taxes, social security, pension, insurance and other authorized deductions.
5. If a staff member on Sabbatical Leave fails to fulfill, successfully, all of the requirements and purposes for which the leave was granted, the Superintendent of Schools shall report this fact to the Board of Education and the Board may terminate the leave of absence. However, the employee will be granted an opportunity to present to the Superintendent of Schools, in writing, any circumstances that may warrant a partial or full waiver of the following provisions:
 - a. The recipient will be liable for the repayment of funds expended on his behalf for the purpose of this leave.
 - b. The latter stipulation applies also to a staff member who completes the leave in duration of time, but who does not fulfill, successfully, all of the requirements and purposes for which the leave was granted.

RETURN TO SERVICE

At the expiration or termination of the leave of absence, a staff member shall be assigned to a position in his tenure area.

REPORTS

1. A typewritten report shall be filed with the Superintendent of Schools at the mid-point of the period for which the leave of absence was granted. This report shall contain sufficient information consistent with the objectives and purposes of the leave.

2. Upon completion of the leave, a comprehensive typewritten report shall be filed with the Superintendent of Schools. This report shall cover in detail the work completed during the period of the leave. It shall also have the applicant's appraisal of the value of the activities while on leave and the manner in which the knowledge and experience gained is of benefit to the Copiague School District and the pupils of the District.
3. The staff member shall provide any additional written or verbal reports the Superintendent of Schools may require.

APPLICATION AND DUE DATES

Professional staff members shall make application for a Sabbatical Leave, in writing, on forms provided for this purpose by the Central Office.

Applications for such leaves are due by February 1 for leaves to be granted during the next school year.

The Superintendent of Schools shall make every effort to give notice to the applicant by May 1 whether the leave has been approved.