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Contract Database Metadata Elements

Title: **Cornwall Central School District and Cornwall Para-Professional Association (2003)**

Employer Name: **Cornwall Central School District**

Union: **Cornwall Para-Professional Association**

Effective Date: **07/01/03**

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

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7/1/03 - 6/30/06

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ARTICLE 1 - PREAMBLE

This agreement is entered into by and between the Board of Education of the Cornwall Central School District, hereinafter call the "District" and the Cornwall Para-Professional Association, hereinafter called the "Association."

ARTICLE 2 - RECOGNITION

The Board of Education of the Cornwall Central School District has voluntarily recognized the Cornwall Para-Professional Association as the exclusive bargaining agent in negotiating unit defined as: all teaching assistants, teacher aides, greeter/aides, library clerks, excluding all other employees.

ARTICLE 3 - DUES DEDUCTION

1. (a) The Cornwall Central School District agrees to deduct dues from the salaries of its employees for the Association and its affiliates as said employees individually and voluntarily authorize the District to deduct and to transmit the moneys to the Association. Dues deduction authorization shall be in writing on the proper forms issued by the Association.

(b) The form shall require the employee to waive all rights and claims to moneys so deducted and transmitted fitted in accordance with the authorization and shall relieve the Board and all its officers and its agents from any liability therefore.

2. The Association shall receive a check for its dues from the District each month from September through June.

3. If the membership organizations should change the rate of their dues, the Association shall give the District thirty (30) days notice prior to the effective date of such change.

4. Deductions referred to in Section 1 above shall be made in the following manner: the total annual membership dues above shall be deducted in twenty (20) equal installments. The Association shall

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ADMINISTRATION

provide the District with a list and original signed dues deduction authorization cards of those new employees or members who have voluntarily authorized the District to deduct for the Associations names in Section 1 above.

5. Dues deduction cards for new Association members received by the Union during the work year shall be forwarded to the Assistant Superintendent for Business. The District shall commence deductions for such employees within two (2) pay periods following receipt of the cards.

6. The Cornwall Central School District shall recognize an agency shop whereby it agrees, that in accordance with Chapter 677 of the 1977 Laws of the State of New York, to deduct from the salary of an employee who is not a member of the Union, but who is represented by the Union for the purposes of collective negotiations, an agency shop fee in an amount equivalent to the amount of dues payable by a member of the Union. Said deduction shall become effective thirty days after the date of the first hire with the district.

ARTICLE 4 - GRIEVANCE PROCEDURE

Definition:

A "grievance" is defined as an alleged violation or misinterpretation of a specific clause of this agreement.

A "day" shall mean a school day, unless otherwise stated.

The "grievant" is defined as the employee, group of employees, or the Association.

STAGE ONE

(a) The grievant must present the grievance, in writing, to his/her building principal or to the most appropriate administrator within thirty (30) calendar days after the grievant knows or should have known of the act or condition which gave rise to the grievance. The grievant has a right to be represented by an Association

representative. The written grievance must contain a statement of the facts underlying the grievance, the contract section alleged to have been violated, the name of the grievant(s), and the remedy or redress sought.

(b) The building principal or the most appropriate administrator shall hold a hearing on the grievance within ten(10) days of the receipt of the grievance. The grievant shall be present at such hearing. Within ten (10) days after the hearing, the building principal or the most appropriate administrator shall issue a written decision, which shall be sent to the grievant.

STAGE TWO

(a) In the event that the grievant is not satisfied with the decision at State One the grievant shall, within ten (10) days after the receipt of the decision, make a written appeal to the Superintendent of Schools.

(b) Appeals to the Superintendent shall be heard by the Superintendent or by the Superintendent's designee within ten (10) days after the receipt of the appeal. The grievant shall be present at such hearing. Within ten (10) days after the hearing, the Superintendent shall issue a written decision, which shall be sent to the grievant and the Association.

STAGE THREE

(a) If the grievant is not satisfied with the decision at Stage Two, the grievant may appeal to the Board of Education within ten (10) days after receipt of the Stage Two Decision.

(b) Within thirty (30) days after receipt of this appeal, the Board shall hold a hearing. The grievant shall be entitled to three (3) days notice of such hearing. Within fifteen (15) days after the hearing, the Board shall render its decision and send a copy thereof to the grievant and the Association.

STAGE FOUR

(a) If the Association is not satisfied with the decision at Stage Three they must, within ten (10) days after the receipt of the decision at Stage Three, file a demand for arbitration with the American Arbitration Association in accordance with the rules of the American Arbitration Association.

(b) The arbitrator shall be selected in accordance with the American Arbitration Association procedure. The cost of the arbitrator and the American Arbitration Association's filing fee shall be borne equally by the employer and the union.

(c) The decision of the arbitrator shall be final and binding but the arbitrator will be without power and authority to make any decision, which requires commission of an act, prohibited by law, or which adds, subtracts from or alters the provisions of this contract.

MISCELLANEOUS PROVISIONS

1. A failure by the District to respond within the time period provided by the contract shall constitute a denial of the grievance and the Association may proceed to the next step in the grievance process.
2. If the grievant fails to abide by the contractual time limits in Stage One, the grievance will be deemed to have been waived. If the grievant fails to abide by the contractual time limits in Stage Two or Three, the grievance will be deemed to have been resolved on the basis of the decision at the preceding stage and the grievant will be deemed to have accepted that decision.
3. A representative of the Cornwall Para-Professional Association may represent a grievant at all stages of the grievance procedure.
4. The time limits specified in the grievance procedure may only be extended by the written mutual agreement of the parties.

ARTICLE 5 - ASSOCIATION RIGHTS

1. **The Association shall be allowed to use the District buildings for meetings, to use the District's interschool mail services, and to have access to mail boxes if such are provided by the District, provided the Association and the material is signed or the source of such material is identifiable. The District shall not be responsible for the contents of such material.**
2. **The Association will be responsible for all costs incurred in the above.**
3. **The Association, with the prior approval of the building administrator, or his/her designated representative, will be permitted use of school equipment provided, however, that such equipment is not otherwise in use, the equipment is used on school property for legal Association activities and the Association provides its own materials.**

In addition, the Association shall assure full responsibility for any repairs necessitated by negligent use of this equipment and shall reimburse the District for same.

4. **The Association shall be entitled to space for posting appropriate notices in accordance with "1" above.**
5. **The District shall post all unit vacancies in the school buildings for no less than five (5) working days (i.e. when the School District central office is open) before filling such positions). A copy of all such postings shall also be provided to the President of the Association prior to or at the time of the initial posting.**

ARTICLE 6 - LEAVES OF ABSENCES

1. Bereavement Leaves:

Each unit member may be entitled to up to five (5) days of paid bereavement leave in the event of a death in the employee's immediate

family. Immediate family is defines as spouse, mother, father, grandparent, child, sister, brother, and corresponding in-laws.

2. Personal Leave:

Each unit employee may be allowed to use three (3) personal leave days per year in accordance with the following:

- (a) prior approval must be obtained at least two (2) working days in advance, except in an emergency;
- (b) the employee must provide the reason for requesting the use of such leave;
- (c) such leave is only available for personal business, which cannot be conducted during nonworking hours and days;
- (d) such leave shall not be granted immediately before or after a holiday, vacation or recess period except in cases of emergencies.

Employees may accumulate unused personal leave days as unused sick leave days in accordance with the provisions of "4" below.

3. Jury Duty:

A unit member summoned to jury duty shall immediately notify the District Office and shall make every effort in cooperation with the District Office to have the jury duty rescheduled during the summer recess period. If, despite such reasonable efforts, the unit member must serve, he/she shall receive his/her regular salary for the duration of said service, provided, however, that his/her per diem jury pay shall be transferred to the Treasurer of the District. If payment for such jury duty service is higher than the employee's per diem salary, the employee may keep the payment in lieu of salary. Any transportation costs and meal allowances shall not be remitted to the District.

4. **Sick Leave:**

Each unit employee shall be entitled to up to twelve (12) days of paid sick leave annually, to be used in the event of the employee's illness. An employee shall be entitled to accumulate unused sick leave up to a maximum accumulation of two hundred and ten (210) days.

5. **Child Care Leave:**

An employee may be granted an unpaid child care leave for the purpose of caring for a newly born or adopted child. Such leave will only be granted for a maximum of two (2) school years and the leave must start and end at the beginning of a school year, unless alternate date(s) are established by the Superintendent at his or her discretion. The employee must request such leave at least thirty (30) calendar days prior to the date of the desired commencement of the leave.

6. **Leaves for Personal Reasons:**

Both parties acknowledge the District's continuing discretion to grant leaves of absences without pay to unit members applying for same for personal reasons.

7. **Return from Leaves of Absence:**

Upon return from an approved leave of absence, the terms of which were fulfilled, a unit member shall be returned to his or area of "certification."

ARTICLE 7 - FRINGE BENEFITS

1. **Health Insurance:**

Employees hired as of June 30, 1983, who worked twenty (20) hours or more per week or earned two thousand (\$2,000) dollars or more per year, and employees fired on or after July 1, 1983, who worked six (6) hours or more per day, are eligible to participate in the Orange - Ulster School Districts Health Plan (effective January 1, 1983). The District will pay one

hundred (100%) percent of the cost for individual and dependent coverage.

New Employees (hired after July 1, 1992) will pay 10% of the cost of their health insurance benefit. Those members of the Para-Professional Association who were excessed at the end of the 1991/92 school year will not be subject to this provision if rehired as a para-professional from the preferred eligibility list.

Effective with the 2003-06 school year, those unit members who are covered by another health insurance plan may opt out of the health insurance plan offered by the District and shall receive \$2,300 per school year for family coverage and \$1,700 per school year for individual coverage for the duration of this contract. Any unit member may reenter the District's health plan subject to any rules of the health insurance carrier. If a unit member reenters during a school year, he/she shall receive a pro-rata portion of the above sum.

The District will contribute \$650 in 2003-06 per full time unit member to dental and eyeglass plans.

2. Retirement Benefits:

The District agrees to provide unit employees with Section 57(I) of the New York State Employees' Retirement System or New York State Teachers' Retirement System, as appropriate.

An employee with at least ten (10) years' service in the District, and who reaches eligibility for retirement as prescribed by law, shall receive at the time of his her retirement the amount of \$28.00 in the 2003-2004 school year, \$30.00 in the 2004-05 school year, and \$32.00 in the 2005-06 school year for each day accumulated sick leave permitted under this Agreement.

The district agrees to contribute 75% of the cost of health insurance for qualified retirees and 50% of the cost of their dependents.

The District has implemented an IRC 125 Plan for the employees of the District. Prior to any change in this plan of its administrator, the District agrees to consult with the Association.

ARTICLE 8 - WORKING HOURS AND WORK YEAR

1. (a) The contract salary for all full-time teaching assistants, teacher aides, greeter/aides, library clerks set forth in the appended salary schedule, is based on six (6) hours per day.

(b) The contract salary for all full-time audio-visual aide clerks set forth in Appendix A is based on seven (7) hours per day.

(c) An employee whose hours deviate from the above, shall be compensated on a pro-rated basis.

2. The work year will be equal to the number of the days set forth in each year's school calendar.

3. (a) No employee will be required to work on any day that school is closed for inclement weather.

(b) If school is dismissed early due to inclement weather all bargaining unit members shall be allowed to leave after the students have departed.

4. A fifteen (15) minute break will be provided for all full-time unit members in both the a.m. and the p.m. These two breaks may be taken together: provided, that the unit member shall obtain the prior permission of the building Principal who shall have sole discretion, especially where breaks are taken immediately before or after lunch or at the end of the day.

5. Unit members may be required to attend the following after school and evening duties; faculty meeting, open houses, report card conferences, or student case conferences. Unit members may be asked to attend one of the aforementioned meetings without compensation.

ARTICLE 9 - WORKING CONDITIONS AND RIGHTS

1. The District will notify each member of the bargaining unit by June 1st of each year as to his/her tentative assignment for the next school year. The district shall make all reasonable efforts, where possible, to include the

subject area of such assignment, where applicable.

2. An employee's seniority shall be determined by the employee's length of full-time service to the District. Part-time service shall be pro-rated for seniority purposes.

3. (a) A unit member shall have the right to review the contents of his/her personnel file, except material used in the hiring of the unit member. The unit member shall have the right to submit a written response / answer of reasonable length to any material placed therein.

(b) Where any material of an adverse or derogatory nature is placed in an employee's personnel file by a District administrator, the employee shall be notified within five (5) days and the employee will have the right to read such material and append a statement or an answer thereto. The employee will be required to initial material placed in the personnel folder to signify that the employee has read such material and is aware that same is being placed in the file. It is understood that the employee, by initialing the material, is not thereby agreeing to the content of the material.

4. In such cases when a teacher is not present, all problems involving disruptive pupils shall be referred immediately after they occur to the principal of the appropriate school. Teaching Assistants referring disruptive pupils may seek feedback from the principal or Administrator as to the action rendered.

5. The District may pay reasonable expenses, including fees, meals, lodging, transportation, and / or registration fees incurred by teaching assistants in attending conferences, seminars, workshops and other professional improvement sessions which have been approved by the District in advance.

6. Each greeter/aide, high school aide, shall be provided with a two-way radio. The equipment shall be at all times maintained in good working condition by the District.

ARTICLE 10 - SALARY AND OTHER COMPENSATIONS

1. New salary schedules for 2003-04, 2004-05, and 2005-06 are affixed in Appendix A. This includes members beyond the salary schedule.

2. (a) All bargaining unit members, if eligible, shall advance to the next higher salary step of the appropriate salary schedule in each year of the contract in addition to the above increases, subject to item #b below and limited to the extent that step increments are required.

(b) An employee who has worked at least ninety -one (91) work days during a school year will be credited with one (1) year of service for salary and longevity purpose. Step 10 is a true top step.

3. The following longevity schedule shall apply to all full time unit members:

<u>Years of Service</u>	<u>Amount</u>
Upon the completion of 12 years of continuous service in the district	2003-2004 \$1,050
	2004-2005 \$1,125
	2005-2006 \$1,200
Upon the completion of 17 years of continuous service in the district	2003-2004 \$2,210
	2004-2005 \$2,320
	2005-2006 \$2,430

These amounts shall not be cumulative

4. The District will reimburse employees who must use private vehicles to travel, by assignment, between two separate school sites in a given workday at the district approved rate.

5. An employee assigned responsibility for a program in the absence of a teacher for one-half day or more shall receive a thirty-eight (\$38.00) dollar stipend in addition to his/her regular salary or the district substitute rate, whichever is higher. If more than one employee are assigned to share such responsibility under such circumstances, the thirty-eight (\$38.00) dollar stipend shall be shared equally.

6. Effective July 1, 1998 courses may be considered for compensation if these courses are sponsored or sanctioned by the district and meet the

outlines criteria.

Participants must have the prior approval of the Superintendent and be relevant to the employee's area of instruction.

Participants, prior to submittal of courses to superintendent, meet with the principal, share what courses he/she will request for approval. Participants should be prepared to explain how the courses meet the district's curriculum plan and/or the state's mandate for higher standards. Once the meeting has occurred, the principal signs off on the course approval sheet and sends it to the superintendent for approval. Compensation for approved courses shall be paid once the participant demonstrates through a demonstration or meeting with the building administrator. The principal has the authority to initially approve payment for the course and forward it for final approval to the superintendent of schools. Paraprofessionals will be guaranteed at least three (3) spots in appropriate courses sponsored and/or sanctioned by the district.

All course offerings will be sent to each building representative to be posted in an appropriate place.

Compensation for approved courses shall be paid at the rate of fifty-two (\$52.00) dollars per in-service course in each year of this agreement. College courses will be compensated at one-hundred (\$100.00) dollars per course. A course is defined as a minimum of eight (8) hours of instruction or credits prescribed by an accredited college.

Requests for payment must be given to the district office before October 31, for courses completed prior to September 1 of each year. Appropriate documentation must accompany the request for payment.

ARTICLE 11 - EVALUATION

1. The Superintendent or any certified District administrators will conduct observations and/or evaluations of unit members. An "observation" shall be defined as the procedure used by the District to observe the unit member in his/her work assignment. An "evaluation" shall be defined as the yearly assessment of the unit member's professional performance.

2. Unit members will be given a copy of observation and evaluation

reports. No material directly resulting from an observation or evaluation shall be placed in a unit member's file or otherwise acted upon without prior conference with the unit member.

3. Observations shall be submitted to the unit member not later than ten (10) school days after the completion of the observation.

4. A unit member who receives an unsatisfactory evaluation shall not advance on the salary schedule. Notification of the unsatisfactory evaluation shall be received by the beginning of the third quarter of the school year.

5. A unit member whose first observation is unsatisfactory shall be given the opportunity to improve before the end-of year evaluation. To determine what improvements are needed and how these will be accomplished, upon the request by the unit member, the unit member, District representative(s), and upon the request of the unit member, his/her Association representative(s) shall meet to define the improvements needed and discuss strategies as to how they will be accomplished. This meeting will be held at a reasonable time outside of the school workday.

6. An evaluation committee will be formed consisting of the Superintendent of Schools and his/her designees and the President of the Association and his/her designees. The charge to the committee is to review and recommend for inclusion in the Collective Bargaining Agreement changes in evaluation procedures and form.

ARTICLE 12 - MISCELLANEOUS PROVISIONS

1. This Agreement shall supersede any rules, regulations or practices of the District, which shall be contrary to or inconsistent with its terms.

2. The District retains all rights and prerogatives not specifically relinquished by the provisions of this Agreement. In addition, the District shall have the right to adopt any rules and / or regulations and / or policies provided those rules and regulations do not conflict with specific provisions of this Agreement.

3. The Association agrees that all negotiable items have been discussed

during the negotiations leading to this Agreement and agrees that negotiations will not be reopened on any item, whether contained in this Agreement or not, during the life of this Agreement. The District shall not alter any "terms and conditions of employment" not specifically covered by this Agreement without prior negotiation with the Association. The District shall not implement new "terms and conditions of employment" without negotiations with the Association. The determination as to what is not a "term and condition of employment" shall be within the exclusive jurisdiction of Public Employment Relations Board and applicable Appellate Courts.

4. **Conformity to Law** - If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law, and any substitute action shall be subject to appropriate consultation and / or negotiation with the Association.

In the event that any provision of this Agreement is or shall be at any time contrary to law, all other provisions of this Agreement shall continue in effect.

5. **Members may opt / elect for twenty one (21) or twenty (26) payment periods effective September, 1998 as administered by the district.**

6. **When for more than ten (10) minutes, but less than half (½) a day, as assistant, greeter/aide, or aide is required to supervise a class alone, such assistant, greeter/aide, aide shall sign in a log in the main office and shall be compensated at the last pay period of the District's fiscal year. One half day of service in such capacity shall earn a full day compensation. Each teaching assistant and aide shall maintain a plan book for his or her daily activities with children. Such log book shall be available for inspection by a building administrator upon request.**

7. **Legislative Authority - IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLENEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE**

ADDITIONAL SIDE LETTER ITEM

For the contract year 2003 - 2004, retroactive salary will be paid from September 1, 2003 only.

Schedule A

I. Teaching Assistants - Salary

without tenure

Step	2002/03	2003/04	2004/05	2005/06
1	13,610	14,585	15,560	16,535
2	14,035	15,010	15,985	16,960
3	14,460	15,435	16,410	17,385
4	14,885	15,860	16,835	17,810
5	15,310	16,285	17,260	18,235
6	15,735	16,710	17,685	18,660
7	16,160	17,135	18,110	19,085
8	16,585	17,560	18,535	19,510
9	17,010	17,985	18,960	19,935
10	*17,835	18,410	19,385	20,360

with tenure

	2002/03	2003/04	2004/05	2005/06
1	13,925	14,900	15,875	16,850
2	14,350	15,325	16,300	17,275
3	14,775	15,750	16,725	17,700
4	15,200	16,175	17,150	18,125
5	15,625	16,600	17,575	18,550
6	16,050	17,025	18,000	18,975
7	16,475	17,450	18,425	19,400
8	16,900	17,875	18,850	19,825
9	17,325	18,300	19,275	20,250
10	*18,150	18,725	19,700	20,675

\$1,400 includes annual increase of \$975.00 plus \$425.00 step

*In 2002-03 school year only, \$825 was added to Step 10 for tenure and non-tenure teaching assistants.

II. Library Clerks/Aides

2002/03 2003/04 2004/05 2005/06

Step	2002/03	2003/04	2004/05	2005/06
1	10,695	11,210	11,697	12,284
2	11,110	11,625	12,212	12,799
3	11,525	12,040	12,627	13,214
4	11,940	12,455	13,042	13,629
5	12,355	12,870	13,457	14,044
6	12,770	13,285	13,872	14,459
7	13,185	13,700	14,287	14,874
8	13,600	14,115	14,702	15,289
9	14,015	14,530	15,117	15,704
10	14,430	14,945	15,532	16,119

03-04 amount of \$930 includes an increase of \$515 plus step increment of \$415.00

04-05 and 05-06 amount of \$1002 includes and increase of \$587 plus increment of \$415.00

III. Greeters/Aides

2003/04 2004/05 2005/06

Step	2003/04	2004/05	2005/06
1	10,695	11,080	11,465
2	11,110	11,495	11,880
3	11,525	11,910	12,295
4	11,940	12,325	12,710
5	12,355	12,740	13,125
6	12,770	13,155	13,540
7	13,185	13,570	13,955
8	13,600	13,985	14,370
9	14,015	14,400	14,785
10	14,430	14,815	15,200
		15,230	15,615
			16,030

03-04 Terry Dumiak, Mary Watts and Donna Zippo should be placed on step with no increase in the 03-04 school year.

In 03-04 Terry Dumiak placed on Step 5

In 03-04 Mary Watts placed on Step 3

In 03-04 Donna Zippo placed on Step 3

\$800 includes annual increase of \$385 plus \$415 step

BODY HAS GIVEN APPROVAL.

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ARTICLE 13 - DURATION

This Agreement shall remain on effect for a period of three (3) years commencing July 1, 2003 and running through June 20, 2006.

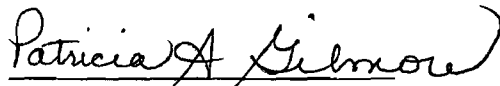
IN WITNESS WHEREOF, this Agreement has been duly executed by the parties the day and year first above written.

**CORNWALL CENTRAL
SCHOOL DISTRICT**

**CORNWALL PARA-PROFESSIONAL
ASSOCIATION**



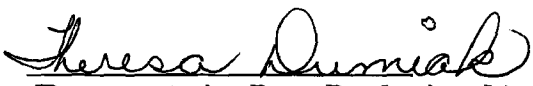
(Superintendent)



(President Para-Professionals)



(President, Board of Education)



(Representative Para-Professionals)

Schedule A

I. Teaching Assistants - Salary

without tenure

	2002/03	2003/04	2004/05	2005/06
Step				
1	13,610	14,585	15,560	16,535
2	14,035	15,010	15,985	16,960
3	14,460	15,435	16,410	17,385
4	14,885	15,860	16,835	17,810
5	15,310	16,285	17,260	18,235
6	15,735	16,710	17,685	18,660
7	16,160	17,135	18,110	19,085
8	16,585	17,560	18,535	19,510
9	17,010	17,985	18,960	19,935
10	17,435	18,410	19,385	20,360

with tenure

	2002/03	2003/04	2004/05	2005/06
1	13,925	14,900	15,875	16,850
2	14,350	15,325	16,300	17,275
3	14,775	15,750	16,725	17,700
4	15,200	16,175	17,150	18,125
5	15,625	16,600	17,575	18,550
6	16,050	17,025	18,000	18,975
7	16,475	17,450	18,425	19,400
8	16,900	17,875	18,850	19,825
9	17,325	18,300	19,275	20,250
10	17,750	18,725	19,700	20,675

\$1,400 includes annual increase of \$975.00 plus \$425.00 step

II. Library Clerks/Aides

2003/04 2004/05 2005/06

Step	2003/04	2004/05	2005/06
1	11,110	11,697	12,284
2	11,525	12,112	12,699
3	11,940	12,527	13,114
4	12,355	12,942	13,529
5	12,770	13,357	13,944
6	13,185	13,772	14,359
7	13,600	14,187	14,774
8	14,015	14,602	15,189
9	14,430	15,017	15,604
10	14,845	15,432	16,019

03-04 amount of \$902 includes an increase of \$487 plus step increment of \$415.00

04-05 and 05-06 amount of \$1002 includes and increase of \$587 plus increment of \$415.00

III. Greeters/Aides

	2003/04	2004/05	2005/06
Step			
1	10,695	11,080	11,465
2	11,110	11,495	11,880
3	11,525	11,910	12,295
4	11,940	12,325	12,710
5	12,355	12,740	13,125
6	12,770	13,155	13,540
7	13,185	13,570	13,955
8	13,600	13,985	14,370
9	14,015	14,400	14,785
10	14,430	14,815	15,200
		15,230	15,615
			16,030

03-04 Terry Dumiak, Mary Watts and Donna Zippo should be placed on step with no increase in the 03-04 school year.

In 03-04 Terry Dumiak placed on Step 5

In 03-04 Mary Watts placed on Step 3

In 03-04 Donna Zippo placed on Step 3

\$800 includes annual increase of \$385 plus \$415 step