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DISTRICT MISSION: TO EMPOWER ALL STUDENTS TO EXCEL AS CITIZENS IN A CHANGING WORLD

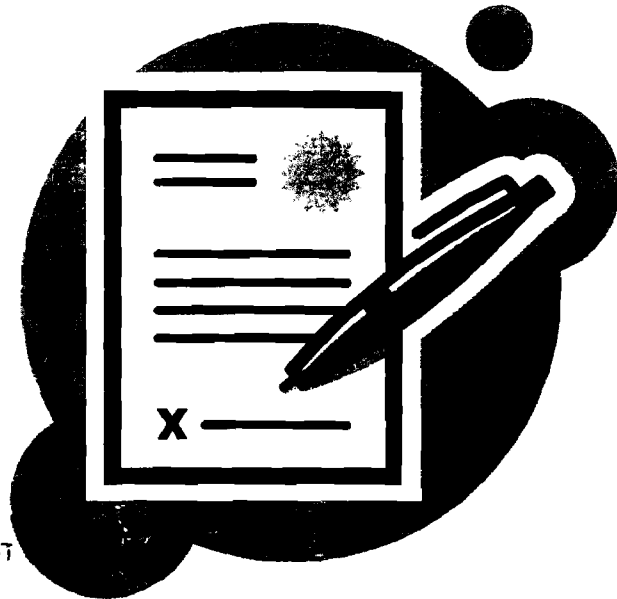
CENTRAL SQUARE CENTRAL SCHOOL DISTRICT

AGREEMENT BETWEEN

CENTRAL SQUARE ADMINISTRATORS ASSOCIATION

AND

CENTRAL SQUARE CENTRAL SCHOOL
BOARD OF EDUCATION



RECEIVED
NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

JAN 14 2010

ADMINISTRATION

JULY 1, 2009 THROUGH JUNE 30, 2012

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INTRODUCTION

The Central Square Central School District Board of Education and the Central Square Administrators Association both desire to provide the finest possible education for the children entrusted to our care. It is agreed that this goal is best achieved in an atmosphere of trust and cooperation between the Board and Administrators.

ARTICLE I. RECOGNITION

The Central Square Central School District hereby recognizes the Central Square Administrators Association as the exclusive negotiating agent for the following administrative staff:

Principals
Assistant Principals
Director of Health, Physical Education and Athletics

ARTICLE II. SALARY

- A. July 1, 2009 – June 30, 2010 = 3.75% for returning unit members
July 1, 2010 – June 30, 2011 = 3.50% for returning unit members
July 1, 2011 – June 30, 2012 = 3.25% for returning unit members
- B. For any bargaining unit members hired after September 1, 1993 holding a Certificate of Advanced Study (CAS), there shall be a one time only stipend granted of \$750 to be added to their annual base salary. Any bargaining unit member who obtains a School District Leader Certificate, SDL or School District Administrator, SDA from an accredited university that does not obtain a CAS as part of an educational administration program, shall receive a \$500.00 stipend added to their base annual salary.
- C. Direct supervision of students and /or meetings with parent-teacher organizations requiring the presence of the Director of Athletics at evening or weekend events shall be compensated at the rate of twenty-five dollars (\$25) per hour when such service is provided beyond eight (8) evenings or weekend days in any consecutive four (4) week period.

ARTICLE III. DAYS WORKED, LEAVES, VACATION AND HOLIDAYS

A. Days Worked

Twelve-month administrators work 227 days per year and eleven-month administrators work 208 days per year. Days worked include sick leave, personal leave, and family leave, if used.

B. Sick Leave

1. During the first thirty-six (36) months of employment, newly hired administrators will receive a total of thirty-six (36) sick leave days, credited from the first day of employment.

With mutual agreement between the Superintendent of Schools and the bargaining unit president, additional days (up to a total of 60 days) may be granted to a newly hired administrator.

2. Upon completion of thirty-six (36) months of employment, bargaining unit members shall receive one (1) sick day per month of employment credited on July 1 of each year, with unlimited accumulation.
3. Bargaining unit members shall be eligible to become members of the Central Square Teachers Association (CSTA) Sick Leave Bank. Membership shall conform with provisions of the CSTA contract pertaining to Sick Leave Bank.

C. Personal Leave

1. Administrators receive four (4) personal leave days per year, noncumulative. Additional days may be granted at the discretion of the Superintendent.
2. Unused personal leave days will be converted into sick days.

D. Family Leave

Administrators receive four (4) family days per year for illness or death in the family, noncumulative. Additional days may be granted at the discretion of the Superintendent.

E. Vacation

1. Twelve-month administrators receive twenty (20) days and eleven-month administrators receive nineteen (19) days of vacation per year, to be taken between July 1 and June 30 of the school year in which they are earned.
2. Vacation days are not cumulative. Should an administrator not use all twenty (20) days in the year they are earned, he/she must use any unused days prior to September 1 of the next school year.
3. If an administrator leaves the school district due to retirement or a change in jobs, he/she will be reimbursed for any unused vacation days at the rate of two (2) days per month worked, less any vacation days used up to the maximum per year.

4. Newly hired administrators beginning employment on July 1 will be granted ten (10) days vacation during July and August, with the remaining ten (10) days to be taken during the school year. Administrators hired between September 1 and June 30 of a school year will receive vacation days prorated at two (2) days per month worked up to the maximum per year, to be taken during the school year.
5. Normally, vacation days will be taken when school is not in session; however, vacation days may be taken when school is in session at the discretion of the Superintendent. Use of vacation days must have prior approval of the Superintendent.

F. Holidays

1. Administrators receive thirteen (13) holidays per year as determined by the district calendar.
2. One (1) floating holiday will be granted, to be used upon the approval of the Superintendent.

ARTICLE IV. INSURANCE

A. Medical

1. The District will pay 100% of the cost of hospitalization, medical/surgical, major medical, dental and vision insurance. Each administrator may choose Blue Cross/Blue Shield, or HMO Blue 25. Coverage shall be provided for each administrator and family.
2. Effective January 1, 2010, the prescription drug benefit shall be separated from the major medical benefit and a two (2) tier prescription drug benefit shall be established. The two (2) tier benefit will include a five dollar (\$5) co-pay for a thirty (30) day supply of generic drugs at retail pharmacies and a twenty dollar (\$20) co-pay for a thirty (30) day supply of brand name drugs at retail pharmacies. In addition, the District will offer a mail order program that will include a five dollar (\$5) co-pay for a ninety (90) day supply of generic drugs and a twenty dollar (\$20) co-pay for a ninety (90) day supply of brand name drugs.
3. The District will pay up to \$200, excluding insurance coverage, toward a complete physical examination every other year for each administrator.
4. Upon retirement, through the New York State Teachers Retirement System, the District will contribute 50% toward individual and 35% toward family or additional individual coverage of the total cost of health insurance to present and future administrator retirees. An additional 5% per year will be added for each year of service to the district over 15 years.

B. Term Life

The District shall provide group term life insurance, as well as accidental death and dismemberment coverage, for each bargaining unit administrator. Such coverage shall be equal to two times the administrator's base salary, but shall not exceed \$150,000.

C. Disability

The District shall provide group long-term disability coverage for each bargaining unit administrator with a 90-day elimination period.

D. Employee Assistance Program (EAP)

The District shall contribute 100% of the premium cost for employee coverage under a mutually agreed upon Employee Assistance Program.

ARTICLE V. PROFESSIONAL DEVELOPMENT

A. The District shall reimburse administrators for the cost of courses taken for credit for an advanced educational administration degree or for a course, which will improve current job skills. Reimbursement will be made upon submission of documentation of showing successful completion of coursework and will be calculated using the SUNY tuition rate. (NOTE: Any Administrator employed by the District prior to July 1, 2001 and who has begun an advanced education administration degree prior to July 1, 2001, will not be limited to reimbursement at the SUNY tuition rate.)

B. The course must be taken at an accredited college or university.

C. Approval of the Superintendent must be obtained in advance.

D. No more than six (6) credit hours per calendar year will be reimbursed.

ARTICLE VI. SERVICE AWARD

A. Award

Administrators with fifteen (15) or more years of service to the Central Square Central School District will receive a service award of six hundred dollars (\$600) per year of service, plus thirty dollars (\$30) for each unused sick day at the time they leave the district. The service award payment may be deferred at the request of the employee subject to relevant laws and regulations.

B. Exceptions

1. A service award will not be paid to an administrator leaving to take another position as a public school administrator in New York State.
2. A service award will not be paid if an administrator is discharged under Education Law of New York State.
3. These exceptions may be waived at the discretion of the Superintendent.

ARTICLE VII. MISCELLANEOUS

A. Use of Vehicles

School vehicles may be used for school business upon the approval of the Superintendent. Mileage reimbursement for business use of private vehicles will only be paid for out of school district travel. The only exception to this will be for the purpose of transporting a student(s) in an emergency situation.

ARTICLE VIII. DIRECT DEPOSIT

The District shall, at the earliest date the District's designated depository bank can so provide, provide for the direct deposit of a bargaining unit member's paycheck. The direct deposit must be authorized, in writing, by the employee prior to the commencement of the direct deposit. Further, the procedures and the banks or other financial institutions to which the direct deposit may be made shall be governed by the policies of the District's designated depository bank. The District shall advise all bargaining unit members as to when such procedure shall be implemented and the banks with which the District's designated depository bank will have direct deposit.

ARTICLE IX. AMENDING THE CONTRACT

This agreement may be amended during the life of the agreement, by mutual consent of the Board of Education of the Central Square Central School District and the Central Square Administrators Association, with written evidence of said consent being presented by each party to the other, and signed by the President of the Administrators Association and the Superintendent of Schools.

ARTICLE X. DEATH BENEFIT

If an administrator dies while in the employ of the District, the estate of the administrator will be paid any benefits due the administrator according to this agreement.

ARTICLE XI. ADMINISTRATIVE RATING

ADMINISTRATIVE RATING/PROFESSIONAL GOALS AS RELATED TO SCHOOL (DEPARTMENT) IMPROVEMENT PLANS

Section 1:

Rating for merit stipend purposes are based on each Unit Member's Professional Goals and his/her leadership as related to the School (Department) Development and Improvement Plan for his/her building or department.

The Superintendent reserves the authority to require additional Professional Goals, not related to merit, beyond those related to the School (Department) Development and Improvement Plan.

The Superintendent will set the School (Department) Development and Improvement Plan format and will annually determine the approval of all School (Department) Development and Improvement Plans in advance of implementation.

All Unit Members shall have their performance as related to their Professional Goals rated by the Superintendent annually.

Section 2:

On or about August 15 of each year, each Unit Member will present measurable Professional Goals to the Superintendent based upon the areas discussed in the summer.

On or about October 1 of each year, the Superintendent will notify each Unit Member, in writing, of acceptance of the Professional Goals and the criteria for measuring the success of the Plan. Once approved by the Superintendent, the Professional Goals will become part of the annual performance expectations for each Unit Member.

Section 3:

If unforeseen events or circumstances impact the meeting of Professional Goals during the year, the Unit Member and the Superintendent will meet to replace or revise goals as needed, following the procedures already in place.

Section 4:

The Superintendent will schedule a conference at least twice per year with each Unit Member to discuss goal setting, progress and performance. Additional conferences will be scheduled if necessary.

If progress and performance are satisfactory, the Superintendent will so indicate after the conference. If there is insufficient progress and/or improvement, the Superintendent will so indicate and make written suggestions for improvement within 15 days of the conference.

Each Unit Member will submit a final written report to the Superintendent on or about July 30, annually for the goals completed in the cycle ending on June 30, describing the status of the Professional Goals in terms of accomplishments toward stated expectations using measurable criteria.

The Superintendent will complete a written rating of each Unit Member's performance on their Professional Goals on or about July 30 annually for the final written report submitted to the Superintendent by July 30.

The final written report will comprise the final assessment of each Unit Member's level of completion of his/her Professional goals for that 12-month period.

Section 5:

By August 31, each Unit Member will receive a stipend of between \$0 and \$1,500 as determined by the Superintendent based on the level of successful completion of the goal cycle concluded on June 30 of the previous year. Such stipends will be in addition to contractual salary increases, but will not be calculated into annual base salaries.

Stipends will be established on a four-tier payment schedule: \$0; \$500; \$1,000; \$1,500.

Section 6:

The merit stipend program will be evaluated at the end of the contract period by both parties to determine the need for modification. The stipends paid are to be considered over and above negotiated salaries, and in no way shall prejudice future salary negotiations.

ARTICLE XII. MANAGEMENT RIGHTS

It is recognized that the Superintendent has the right to transfer employee unit members within their certification and tenure area, maintaining the same salary and benefits.

ARTICLE XIII. ADMINISTRATIVE EVALUATIONS

A. Evaluation Process

1. All CSAA members shall be evaluated annually with the goal of assisting administrators with improving their performance as related to the areas outlined in the Administrators Annual Professional Performance Review (APPR) rubric.
2. All CSAA members shall be evaluated by the Superintendent of Schools or her designee. In the case of Assistant Principals, the Superintendent may delegate this

responsibility to the appropriate Building Principal (mutually agreed upon by the Building Principal).

3. Evaluation data may be gathered through direct observations, direct correspondence with CSAA members via their written memos, letters, and/or written reports, and first-hand conversations (i.e. conversations with individuals that possess personal and first-hand knowledge of the facts). This data shall be gathered in an open manner. Under no circumstances shall administrators be evaluated by instructional and/or non-instructional staff, or on the basis of, or by use of rumor, speculations, conjecture, second-hand or third-hand information or by unidentified or anonymous sources (as all of this type of information is agreed to be extremely unreliable, invalid and unfairly prejudicial).
4. The Superintendent shall make every effort to ensure that administrative evaluations are: Valid (i.e. Measures accomplishment of the job performance criteria that the evaluation purports to measure); Reliable (i.e. Consistent and objective {in that multiple evaluators would agree whether the job performance criteria was accomplished or not}); and differentiated (i.e. The job performance criteria utilized and the evaluation itself reveals the differences in the accomplishment of the stated job performance criteria). The sole instrument of evaluation shall be the attached Administrative APPR rubric and the attached APPR Form.
5. The Administrative APPR process in its entirety shall be reviewed annually by District and CSAA representatives. This review shall be conducted between September 1 and October 31 of each year. Any changes to this Memorandum of Understanding, Article XII. ADMINISTRATIVE EVALUATION, the Administrative APPR rubrics, the Administrative APPR Form, Administrative Professional Improvement Plan, and Administrative Professional Improvement Plan Form, must be mutually agreed upon, in writing, by both parties.
6. Timeline
 - a. The evaluation period shall begin on July 1 of each year and shall run until June 30 of the following year.
 - b. The Superintendent of Schools shall meet with each member of the CSAA between January 1 and February 28 of each year. As a result of this meeting, the Superintendent of Schools shall provide each CSAA member with a written summary of performance concerns as they relate to the Administrative APPR and offer specific written suggestions to remedy these deficiencies. The CSAA member shall receive this written summary within 2 calendar weeks of the meeting date. If the Superintendent so chooses, he/she may waive the meeting and/or the written summary of performance thus signifying that performance of the CSAA member is acceptable to date.
 - c. Beginning in the July 1, 2009 – June 30, 2010 evaluation year, evaluation of the CSAA members shall be split into two categories:

Participatory Evaluation Process:

1. All CSAA members will have a Participatory Evaluation.
2. Between July 1 and August 31, the Superintendent of Schools shall meet with each member of the CSAA in order to evaluate the CSAA member's performance over the past year (July 1 – June 30).
3. It shall be the duty of the CSAA member to conduct a self-assessment and fill in the Administrative APPR form based solely on the Administrative APPR rubric prior to the meeting date and provide a copy of the written self-assessment to the Superintendent of Schools at the scheduled meeting in order to expedite the ensuing conversation.
4. It shall also be the duty of the Superintendent of Schools to assess the CSAA member's performance based solely on the Administrative APPR rubric and fill in the Administrative APPR Form prior to the meeting date and provide a copy of the written self-assessment to the CSAA member at the scheduled meeting in order to expedite the ensuing conversation.
5. Items that were rated differently by the CSAA member and the Superintendent of Schools will be discussed and each party will have an opportunity to represent evidence to support their rating.
6. The Superintendent of Schools shall evaluate the CSAA member by writing a final Administrative APPR form based on the conversation and evidence discussed during the meeting and by writing a narrative in the "Supervisor's Comment(s)" section of the Administrative APPR Form.
7. This narrative shall be limited to the job performance criteria contained in the Administrative APPR rubric only.
8. The completed Administrative APPR Form shall be received by the CSAA member within two calendar weeks of the meeting date.
9. The CSAA member shall have two calendar weeks in which to write a response in the "Administrative Comment(s)" section of the Administrative APPR Form and attach supporting documentation if he/she so desires.
10. The CSAA member's signature on the Administrative APPR Form merely indicates receipt of the written evaluation and does not necessarily indicate agreement with its contents.
11. This completed Administrative APPR Form shall then be entered into the CSAA member's official file.

Self Evaluation Process:

1. All tenured CSAA members shall have the option to participate in the Self Evaluation Process by requesting the approval of the Superintendent of Schools by the second Monday in October.
2. Between July 1 and August 31, the Superintendent of Schools shall meet with each member of the CSAA in order to evaluate the CSAA member's performance over the past year (July 1 – June 30).
3. It shall be the duty of the CSAA member to conduct a self-assessment and fill in the Administrative APPR Form based solely on the Administrative APPR rubric prior to the meeting date and provide a copy of the written

self-assessment to the Superintendent of Schools at the scheduled meeting in order to expedite the ensuing conversation.

4. After the meeting with the CSAA member, the Superintendent of Schools shall evaluate the CSAA member by writing a narrative in the "Supervisor's Comment(s)" section of the Administrative APPR Form. This narrative shall be limited to the job performance criteria contained in the Administrative APPR rubric only.
 5. The completed Administrative APPR Form shall be received by the CSAA member within two calendar weeks of the meeting date.
 6. The CSAA member shall have two calendar weeks in which to write a response in the "Administrative Comment(s)" section of the Administrative APPR Form and attach supporting documentation if he/she so desires.
 7. The CSAA member's signature on the Administrative APPR Form merely indicates receipt of the written evaluation and does not necessarily indicate agreement with its contents.
 8. This completed Administrative APPR Form shall then be entered into the CSAA member's official personnel file.
-
7. The APPR ratings of distinguished, proficient, and basic are considered to be Satisfactory ratings. If a rating of Unsatisfactory is given to a bargaining unit member, a Professional Improvement Plan will be completed by District Administration in order to assist the Bargaining unit Member. This plan will be in accordance with the Professional Improvement Plan description and Administrative Professional Improvement Plan Form which is an addendum to this Memorandum of Contract.
 8. The District and the CSAA agree that the district will not use a rating of Unsatisfactory for any previous issue prior to the signing of this Contract.
 9. Administrators shall have the right and option to have any evaluation that is inconsistent with (or does not comply with these evaluation procedures) removed from the administrator's personnel file and permanently expunged from District records.

This agreement between the Central Square Central School District Board of Education and the Administrators Association of the Central Square Central School District shall be in effect from July 1, 2009, through June 30, 2012.

FOR THE DISTRICT:

11-4-2009
DATE

Carolyn E. Costello
CAROLYN E. COSTELLO
SUPERINTENDENT OF SCHOOLS

FOR THE ADMINISTRATORS ASSOCIATION:

11-4-2009
DATE

Concetta M. Galvan
CONCETTA M. GALVAN
PRESIDENT, CENTRAL SQUARE ADMINISTRATORS
ASSOCIATION (CSAA)